

**Section
25
RECRUITMENT & APPOINTMENT
(COPIES OF CSIR LETTERS/OMs.)**

1

Copy of CSIR letter No.5/8/90 dated 16.5.1996

Sub:- Verification of Character and antecedents.

I am directed to draw your attention to this office letter of even number dated 11.5.1992 and DO dated 7.7.1995 from the DG, CSIR forwarding a format for making appointment under the externally funded projects and to state that keeping in view the fact that security reasons verification of character and antecedents is a pre-requirement for appointment of staff as per instructions issued by the Govt. of India, it has been approved by the competent authority that this pre-appointment formality should also be completed in respect of the persons engaged for the externally funded projects. It has accordingly been decided that the following clause may be inserted below par 7 of the said format:-

(c) Verification of character and antecedents from competent authority.

It is, therefore, requested that the above clause may invariably be incorporated in the offer of appointment to be issued to the persons to be engaged under the externally funded projects and character and antecedents should be got verified through detailed or simple verification procedure, as the case may be, in accordance with the instructions issued by the GOI on the subject from time to time.

The above decision may kindly be brought to the notice of all concerned in your lab./Instt. for their information, guidance and strict compliance.

2

Copy of CSIR letter No.20/96/SC/St-Cell dated 10.6.1996

Sub:-Representation of scheduled Castes and Schedule Tribes in Govt. services.

I am directed to forward herewith a copy of O.M.No.36027/67/95-Estt(Res.) dated 12.3.1996# with its enclosures i.e.O.M.Nos.7(7)-E(Coord)/93 dated 3.5.1993* and OM No.7(7)-E(Coord)/93 dated 6.4.1994@ received from the Ministry of Personnel, P.G.& Pensions(DOPT) regarding reviewing the Quota of representation of SC/ST in Govt. services with reference to the vacancies filled up by general category candidates. The reservation policy of Government of India is also applicable in CSIR services and, as such, instructions enclosed may kindly be followed strictly.

It is also clarified that the ban imposed on creation of posts/filling up the vacancies is not applicable for the post reserved for SC/ST vacant for one year or more to the extent necessary for maintaining the reservation quota taking into account filled up general quota post/vacancies.

Please refer to Order No.153 at page 277 of Swamys' Annual, 1996

** Please refer to Order No.176 at page 245 of Swamys' Annual, 1993*

@ Please refer to Order No.180 at page 245 of Swamys' Annual, 1994

3

Copy of CSIR letter No.5/8/90 dated 20.6.1996

Sub:- Verification of Character and antecedents.

In continuation of this office letter of even number dated 16.5.1996, I am directed to state that as per GOI instructions on the subject mention above, for the non sensitive projects, the procedure for prior detailed verification of character and antecedents could be initiated simultaneously with selection of persons concerned(such as getting the Attestation Form filled and sending it to the concerned authorities for verification), and the appointment may itself not wait till the result of the verification of character and antecedents. In cases where the adverse finding is reported, termination simplicitor is resorted to before the completion of probation. (Since the persons on sponsored project are engaged on contract without any probationary period, the services of concerned persons engaged under such project may be dispensed with immediately on receipt of the adverse report from the concerned authorities). No reference should be made in the order to police Report etc. However, for the sensitive Projects, the procedure of prior detailed verification has to be followed scrupulously.

The above instructions may kindly be kept in view while engaging persons under the externally funded projects, in the interest of timely completion of the time targeted sponsored projects. However, the appointment against the vacancies be made only after completion of all the pre-appointment formalities including verification of character and antecedents.

4

Copy of CSIR letter No. 3(10/94-E.II dated 8.7.1996

Sub: Quick Recruitment of Scientists (Fellows) for Major Projects – Provision of age relaxation.

I am directed to invite your kind attention to CSIR circular letter No.17(155)/91-E.II dated 3.8.1992 on the above subject and to state that there being no provision under the existing scheme for any age relaxation, problems are being faced by the Labs./Instts. for speedy appointment of scientist (Fellow) of talent in India or from abroad. The matter was, therefore, placed before the Governing Body for its consideration.

The Governing Body considered the matter at its 141st meeting held on 26.4.1996 and has empowered the DG, CSIR to grant relaxation in age in really deserving cases for appointment of Scientist(Fellow) in Major Projects.

The above decision may kindly be brought to the notice of all concerned in your lab./Instt. for their information, guidance and necessary action.

5

CSIR letter No. 17/66/94-PPS dated 9.10.1997

Sub:- Abolition of existing system of appointment of Group IV Scientist on contract basis.

I am directed to state that the matter regarding abolition of contractual system of appointment of scientists in Group IV was placed before the Governing Body for its consideration at its 143rd meeting held on 10.6.1997. The GB considered the matter and approved the proposal for dispensing with the system of contractual appointment of scientific staff (Scientist B upto Scientist H) and appointing them on regular /permanent basis subject to successful completion of probationary period of one year, extendable, if necessary, by another year or less in conformity with the system applicable to other categories of staff in CSIR and as prevailing in other publically funded S&T organisations for scientific staff. The

appointment of Directors of national Labs./Instts. will continue to be on contractual basis. Consequently, the existing scientists in Group IV who have not been confirmed against any post may be considered for confirmation on the posts on which they were initially appointed in Group IV in CSIR service subject to fulfillment of conditions stipulated in this regard in the extant instructions issued by Govt. of India/CSIR.

It is requested that the above decision may kindly be brought to the notice of all concerned for all information, guidance & necessary action.

6

Copy of CSIR letter No. 17/66/94-PPS dated 17.10.1997

Sub:- Maintenance of records relating to the Selection/Assessment/Departmental Promotion Committee.

I am directed to state that with a view to obviate allegations of malafide against the Selection/Assessment/Department Promotion Committee, the DG., CSIR has been pleased to approve that in future in addition to all the other related documents/ records already being maintained as per retention schedule prescribed under the relevant Rules/instructions, the original work sheets on which the marks have been recorded by each member of the selection/assessment/departmental promotion Committee should also be maintained for a minimum period of one year after the meeting of the Committee.

The above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and strict compliance.

7

Copy of CSIR letter No. 17(66) 94-PPS dated 12.1.1998

Sub: Abolition of existing system of appointment of Group IV scientists on contract basis – completion of probationary period – reg.

I am directed to invite your kind attention to this office circular letter of even No. dated 9.10.1997 on the above subject and to state that references are being received from the Labs./Instts. seeking clarifications regarding completion of probationary period in respect of existing group IV scientists who had been kept on two years probation prior to the date of issue of the said CSIR circular and have yet to complete the same.

After careful consideration of the matter, it is clarified that the scientists who had been kept on probation for a period of two years, the original period of their probation will be restricted to one year from the date of issue of the CSIR circular dated 9.10.1997 notifying the decision of the Governing Body or the date of completion of two years, whichever is earlier. In other words, the scientists who are due to complete the two years probation before 8.10.1998 will complete the same on the due date on completion of two years and those who are due to complete the period of two years probation after 8.10.1998, the period of their original probation will be restricted to one year from 9.10.1997, extendable if considered necessary for a maximum period of another one year in terms of CSIR letter under reference.

It is requested that the above clarification may kindly be brought to the notice of all concerned in your lab/Instt. For their information, guidance and necessary action.

8

Copy of CSIR letter No. 17/108/78-E.II dated 11.6.98

Sub: Compassionate Appointments.

I am directed to refer to this office letter of even number dated 17.11.1997 regarding compassionate appointments and to state that on the recommendations of the Working Group and the Standing Committee at CSIR Hqrs., constituted for redressal of issues of common interest of the staff members, DG, CSIR has been pleased to accord approval for taking the following measures to ensure proper monitoring and expeditious finalisation of compassionate appointment cases :

1. The meetings of the Compassionate Appointment Committee as prescribed under the letter referred to above should be convened regularly even if there is no case and a quarterly return sent to CSIR; and
2. In the event of non-availability of vacancies in the appropriate grades/group of the Labs/Instts. may explore the possibility of providing compassionate appointments against vacancies available in higher grades/groups in cases of extreme hardship subject to subsequent adjustment in future as & when the vacancies in the appropriate grades/group become available.

It is requested that the contents of this letter may kindly be brought to the notice of all concerned in your Lab./instt. for information, guidance and necessary action.

9

CSIR letter No. 17/66/94-PPS dated 27.11.1998

Sub: Placement of S & T Staff on probation.

I am directed to state that consequent upon the reduction of the probationary period in respect of Group-IV staff from two years to one year as per decision notified vide this office circular letter of even number dated 9.10.1997, a proposal for reducing the probation period in respect of Group-III staff also to one year with a view to bring uniformity in the matter of keeping the employees on probation on their first appointment to any CSIR post was placed before the Governing Body.

The matter was considered by the Governing Body of CSIR at its 145th meeting held on 27.7.1998 and approved reducing the probationary period in respect of Group-.III staff to one year.

It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for their information , guidance and necessary action.

10

Copy of CSIR letter No. 17(66)/94-PPS dated 2.12.1998.

Sub: Placement of staff on probation.

In continuation of this office circular of even number dated 27.11.98 on the above subject, I am directed to clarify that in respect of Group III staff who are presently on probation of two years, the period of the probation will be restricted to one year from 27.11.1998 or till the date of completion of two years., whichever is earlier, extendable, if considered necessary, in conformity with the prevailing system applicable to other categories of staff in CSIR.

It is requested that the above clarification may kindly be brought to the notice of all concerned in your lab/Instt. for information, guidance and necessary action.

11

Copy of CSIR letter No. 17(155)91/98-E.II dated 29.1.1999

Sub: Quick Recruitment of Scientists (Fellows) for Major Projects – revision of emoluments structures.

In modification of CSIR circular letter of even number dated 6.12.1995 on the above subject, the emoluments structure for various Ranges under the Quick Recruitment of Scientists (Fellows) for Major Projects Scheme has been revised with the approval of the competent authority as under :-

Range	Existing emoluments (RS)	Revised emoluments (RS.)
Range (O)	2800/-	5000/-
Range (1)	3800/4000/4200/4400/4600/4800	8000/8400/8800/9200/9600/10000
Range (2)	4500/4700/5000/5250/5500/5750/6000/6250	10000/10500/11000/11500/12000/12500/13000/13500
Range (3)	5400/5650/5900/6150/6400/6650/6900/7150/7400	12000/12600/13200/13800/14400/15000/15600/16200/16800
Range (4)	8000/8250/8500/8750/9000/9400/9700/10000/10300	15000/15750/16500/17250/18000/18750/19500/20250/21000

The above revised structure will be affective from Ist April 1998 and the existing incumbents will be placed in the corresponding Range and stage from that date i.e. 1.4.1998. All other clauses of the scheme. I.e. qualification, experience, age limit and procedure for appointment to the different Ranges will remain the same as contained in the scheme circulated vide CSIR letter of even number dated 3.8.1992.

It is requested that the above decision may kindly be brought to the notice of all the concerned in your Lab./Instt. for their information, guidance and necessary action.

12

Copy of CSIR letter No. 17(155)91/98-E.II dated 5.4.1999

Sub: Quick Recruitment of Scientists (Fellows) for Major Projects – revision of emoluments structures.

In continuation of this office circular letter of even No. dated 29.1.99 on the above subject, it is clarified that the provision for 5% annual increase in the emoluments of the Quick Hire Fellow as originally envisaged in the Scheme duly approved by the GB and notified vide CSIR circular dated 6.12.95, is also applicable with the revision of emoluments structure notified vide CSIR circular dated 29.1.99

Copy of CSIR letter No. 17/66/REC/94-PPS dated 4.5.1999

Sub: Reclassification of non-technical posts as technical.

I am directed to state that the Governing Body of CSIR at its meeting held on 6.10.78 had approved the classification of staff of CSIR and its National Labs./Instts. in three categories i.e. scientific, technical and administrative. At the same time the Governing Body had authorised the DG, CSIR to classify the positions which may not have been included in the list of posts classified by it in appropriate category, with the condition that the Purchase & Stores as well as Civil Engineering and Architectural personnel and various social/community service posts such as Doctors, Nurses, Compounders, Teachers etc. are to be classified as "Administrative" and not "Technical". However the then DG, CSIR on the recommendations of a Committee constituted by him approved classification of Civil Engineering and Architecture personnel and certain other social community service posts, such as Doctors, Nurses, Compounders etc. also as Technical as notified vide CSIR letter No. 17(65)1/78-E.II (Cte) Vol. IV, dated 7.12.82. This was pointed out by the Comptroller and Auditor General of India in its report on Manpower Audit of CSIR.

The matter was, therefore, placed before the Governing Body at its meeting held on 29.12.98 for ratification of the decision of the DG, CSIR. The Governing Body ratified the decision of the DG, CSIR for classification of these posts in respect of appointments made in the past. As regards the classification of the said posts for future appointments, the Governing Body desired that the issue should be referred to a Group for making necessary recommendations for its approval. In pursuance of the decision of the Governing Body a group has already been constituted by the DG, CSIR to consider the issue.

In the light of the above decision of the Governing Body, the competent authority has decided that any fresh recruitment for the concerned categories of posts (i.e. Civil Engineering/Architectural, Doctors, Nurses, Compounders, Teachers etc. may be kept in abeyance till the final decision of the Governing Body about their classification.

The above decision may kindly be brought to the notice of all concerned for information, guidance and compliance.

copy of csir letter no.14(misc.)/27/94-e.ii dated 30.7.1999

Sub:-Officiating arrangement during the absence of Director on leave or deputation abroad.

I am directed to invite your kind attention to CSIR Circular letter Nos.7(28)/26/64-E.I dated 13.6.1968 and 7(46)//26/74 dated 23.8.1979 on the above subject and to state that references have been received by CSIR from some of the Labs./Instts. seeking clarification about the officiating arrangements in the absence of the Acting Director and also whether the the Directors/Acting Directors themselves could authorise the next man to officiate in their absence on tour etc.

The matter has been considered. With a view to ensure that the functioning of the Lab./Instt. concerned is not hampered, the Director-General, CSIR has been pleased to approve that in the absence of the Acting Director on leave or deputation abroad, the duties of the Director will be looked after by the next senior most Scientist (Senior most Scientist next to the Scientist who has been authorized to function as Acting Director by the competent authority) unless something adverse is against him. However, any such arrangement has clearly to be made with the approval of the competent authority before the Officer concerned proceeds out of station.

The Director themselves are not empowered to make any officiating arrangement for looking after the duties during their absence from Headquarters for any purpose. In case of any decision taken by the Lab./Instt. management under emergent situations during the absence of the Director for which no officiating arrangement has been approved by the competent authority, the same should be submitted to the Director for his consideration and ratification immediately on his return to Headquarters.

In the light of the above decision, it is requested that the proposals for making any officiating arrangements in the absence of the Director/Acting Director, as the case may be, giving the particulars of the senior most Scientist in the Lab./Instt. who is to be authorised to look after the duties of the Director and to exercise his administrative and financial powers in the absence of the Director/Acting Director on leave or deputation abroad, may be forwarded to this office well in time so as to enable us to obtain the approval of the competent authority for the same before hand.

It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

15

copy of csir letter no.14(misc.)/27/94-e.ii dated 27.10.1999

Sub:-Officiating arrangement during the absence of Director on leave or deputation abroad.

I am directed to invite your kind attention to this office letter of even number dated 30.7.1999 on the subject and to state that proposals have been received from some of the Labs/institutes. seeking approval for a standing panel of Scientist for looking after the duties of the Director in his absence on tour in hierarchical order in absence of the seniors in the list.

In this connection, it may be clarified that in terms of the decision under reference, the officiating arrangement in the absence of the director is permitted only for his absence on leave or deputation abroad for which separate proposals have to be sent to the CSIR on each occasion for obtaining the approval of the competent authority. For the periods of tours within India, Director himself has to exercise all the powers and no officiating arrangement is to be resorted to for such absence.

It is requested that the above clarification may kindly be brought to the notice of all concerned in your Lab/Instt. for their information, guidance and necessary action.

Copy of CSIR letter No. 25 Cir.(03)/2000/SC/ST-Cell dated 22.8.2000

Sub: Treatment of backlog vacancies reserved for SCs & STs as a distinct group and on-applicability of 50% ceiling thereon.

I am directed to forward herewith a photocopy of OM No. 36012/5/97-Estt (Res) Vol.II dated 20.7.2000 received from Govt. of India, Ministry of Personnel, Public Grievances and Pensions, Dept. of Personnel & Training, New Delhi on the subject cited above for your kind information, guidance and compliance etc.

As you are aware, reservation w.e.f. 2.7.1997 is linked to post based rosters. The backlog of vacancies would be determined with reference to the post based rosters keeping in view the instructions issued vide DoPT OM No. 36012/2/96-Estt. (Res) dated 2nd July 1997. You are, therefore, requested to kindly carry out a review for early assessment of the backlog vacancies in respect of SCs & STs both by way of direct recruitment and promotion and make concerted efforts to fill up backlog vacancies as early as possible and furnish a compliance report to this effect.

Kindly acknowledge the receipt.

Reference to Swamys News (to be inserted when received)