

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
Council of Scientific and Industrial Research
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

No. : 5-1(342)/2017-PD

Dated : 02.09.2024

OFFICE MEMORANDUM

Sub : Guidelines for engagement of project personnel under various CSIR (incl. NMITLI, OLP, MLP, industry sponsored, Contract / Consultancy / Sponsored projects etc) and non-CSIR funded projects - reg.

The undersigned is directed to state that the DG, CSIR has constituted a Committee to review and framing of guidelines relating to engagement of Project staff in CSIR projects including NMITLI Project, OLP/MLP, Contract R&D and non-CSIR funded projects.

Accordingly, the DG, CSIR, in consultation with FA, CSIR, has accorded approval of revised **Guidelines for engagement of project personnel under various CSIR (incl. NMITLI, OLP, MLP, industry sponsored, Contract /Consultancy/Sponsored projects etc) and non-CSIR funded projects** which is enclosed as Annexure.

The aforesaid guidelines are issued in supersession of all the earlier guidelines related to Project Staff and shall come into force with effect from 01.09.2024.

Hindi version will follow.



(M Arun Manikanda Bharathi)
Under Secretary (Policy Division)

Encl: As Above

Copy to:

1. Directors/Heads of all the CSIR Labs/Instts/Hqrs/Units
2. Heads of all Scientific Directorates of CSIR Hqrs
3. FA, CSIR
4. Sr. COA/Sr. DS/DS/CoA/US/AO of all the CSIR Labs/Instts/Hqrs/Units
5. Sr. DFA/Sr. COFA/DFA/COFA/FAO of all the CSIR Labs/Instts/Hqrs/Units
6. O/o DG, CSIR
7. O/o JS(A), CSIR
8. O/o CVO, CSIR
9. LA, CSIR
10. CSIR Website
11. Office copy

GUIDELINES FOR ENGAGEMENT OF PROJECT PERSONNEL

1. GENERAL

- 1.1 These guidelines would be called "***Guidelines for engagement of project personnel under various CSIR (incl. NMITLI, OLP, MLP, industry sponsored, Contract/Consultancy/Sponsored projects etc) and non-CSIR funded projects***".
- 1.2 The guidelines provide for issues regarding various terminologies, essential qualifications to be met including age, emoluments for different position, procedure for engagement, leave structure and other benefits, if any.
- 1.3 Any relaxation in any of the aspects laid out in these guidelines shall be allowed, only in exceptional circumstances with the concurrence of FA, CSIR and with the prior approval of DG, CSIR.
- 1.4 These guidelines are to be followed by all Laboratories/ Institutes. Director/Sr. COA/COA/AO shall be responsible to ensure compliance of these instructions. Generally, no request should be forwarded to CSIR Hqrs. for any relaxation.
- 1.5 All the positions defined under these guidelines are temporary & co-terminus with the project under which one is engaged. The guidelines take into account the fact that in case of CSIR-Mission mode projects, the time line is usually 3 years and more often than not the mission projects also tend to move into version 2.0 phase as well, effectively making a mission project to be of 6 years duration in total. In such cases, it is also essential that the personnel may be required to continue in a project as they may involve unique set of skills and the time for training new personnel will hamper the progress of deliverables in the project.
- 1.6 Considering the facts as mentioned at 1.5 above, the total period of engagement of any project personnel under one project and/or combination of different projects, either in the same laboratory and/or different laboratories of CSIR, cumulatively taken together shall not exceed 6 years, unless otherwise provided for under these guidelines.
- 1.7 However, the project personnel shall be allowed to continue beyond 6 years only in case of contract/consultancy/sponsored projects funded



by Public Sector Undertakings (PSUs), Industries, Start-ups and Individual entrepreneurs, that are of 12 months or less duration. In such an event, the total period of engagement of any project personnel under one project and/or combination of different projects, either in the same laboratory and/or different laboratories of CSIR, cumulatively taken together shall not exceed 7 years.

- 1.8 In case of non-CSIR funded projects including those funded by international agencies, the concerned funding agency's guidelines shall be applicable. In case of non-availability of such guidelines, the one framed by CSIR (i.e., those in these guidelines) shall be applicable. In any case, the cap on period of engagement of 6 or 7 years (as the case may be as per clause 1.6 / 1.7 above) shall be applicable for non-CSIR funded projects as well.
- 1.9 There are also instances that the personnel engaged in CSIR or non-CSIR funded project may continue their academic journey by registering for higher degree (i.e., PhD) either under AcSIR or under any universities with which CSIR/CSIR laboratories have signed a Memorandum of Understanding. In such cases, the period of engagement of a project staff (in any project in any lab) to pursue Ph.D [i.e., between his Ph.D registration and Thesis submission] shall not be counted for the purpose of total tenure (6/7 years) mentioned under para 1.6 and 1.7 of these guidelines.
- 1.10 Where any doubt arises with regard to interpretation of any of these guidelines, the matter shall be referred to the Policy Division, CSIR Hqrs.

2. TERMINOLOGIES FOR VARIOUS POSITIONS

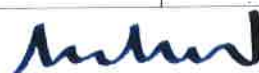
Various Institutes/Laboratories, depending on the functional requirements, engage different people under various categories. The following provides for equivalence of various categories / personnel and Institutes/Laboratories depending on the functional requirements of the project may use any of these terms interchangeably.



- 2.1 **Project Assistant (PA):** The Project Assistants (PA-I and PA-II) shall be engaged for performing the activities of a Field Worker, Laboratory Assistant, Technician, Technical Assistant and Field Assistant.
- 2.2 **Project Associate (PAT):** This includes PAT-I, PAT-II, Senior PAT (S-PAT) and Principal PAT (P-PAT). The various sub-categories under this position are determined by the conditions for engagement as mentioned later under these guidelines. The differentiation may be made while issuing the advertisement for the engagement under the project.
- 2.3 **Project Scientist (PS):** This includes PS-I, PS-II and PS-III. The various sub-categories under this position are determined by the conditions for engagement as mentioned later under these guidelines. The differentiation may be made while issuing the advertisement for the engagement under the project.
- 2.4 **Project Co-ordinator (PC) or Principal Investigator (PI):** This includes those positions which are employed under grants from non-governmental (incl. Public Sector Undertakings, industries) / voluntary organizations.
- 2.5 **Project Manager (PM):** The PM positions can only be recruited under any project costing more than ₹5.0 crores or in a centre that manages central facility of the Institute / Laboratory.

3. ESSENTIAL QUALIFICATIONS, AGE, EMOLUMENTS FOR VARIOUS PROJECT PERSONNEL POSITIONS

Sl. No.	Position	Essential Qualification	Age Limit (in years)	Monthly Emoluments (in ₹)
1.	Project Assistant (PA)			
	1.1 Project Assistant-I (PA-I)	SSC/10 th plus ITI	35	18,000 + HRA
	1.2 Project Assistant-II (PA-II)	B.Sc./3 years Diploma in Engineering / Technology	35	20,000 + HRA Increment of 15% after 3 years of experience in the same project.



Sl. No.	Position	Essential Qualification	Age Limit (in years)	Monthly Emoluments (in ₹)
2.	Project Associate (PAT)			
	2.1 PAT-I	<p>Masters /Integrated Masters in Natural or Agricultural or Pharmaceutical Sciences / MVSc / Animal Sciences OR Bachelor's degree in Engineering or Technology or Medicine from a recognized University</p> <p>OR</p> <p>Any equivalent qualifications duly recognized by the concerned authority as per the functional requirement of the Project to be recorded in writing by PI and Director</p>	35	<p>(a) 31,000 + HRA for those candidates who have qualified CSIR-UGC / ICAR / ICMR NET incl. lectureship/assistant professorship or GATE OR those who have qualified National level examinations conducted by Central Government Departments like DBT/DST or equivalent and/or their Agencies/Institutions.</p> <p>(b) 25,000 + HRA for others who do not fall under (a) above.</p>
	2.2 PAT-II	<p>(i) Masters /Integrated Masters in Natural or Agricultural or Pharmaceutical Sciences/ MVSc / Animal Sciences OR Bachelor's degree in Engineering or Technology or Medicine from a recognized University or equivalent and</p> <p>2 years experience in Research and Development in Industrial and Academic Institutions or Science and Technology Organizations and Scientific activities and services.</p> <p>OR</p> <p>(ii) Masters /Integrated Masters in Engineering or Technology from a recognized University.</p>	35	<p>(a) 35,000 + HRA for those candidates who have qualified CSIR-UGC / ICAR / ICMR NET incl. lectureship/assistant professorship or GATE OR those who have qualified National level examinations conducted by Central Government Departments like DBT/ DST or equivalent and/or their Agencies/ Institutions.</p> <p>(b) 28,000 + HRA for others who do not fall under (a) above.</p>



Sl. No.	Position	Essential Qualification	Age Limit (in years)	Monthly Emoluments (in ₹)
	2.3 Senior-PAT	<p>(i) Masters /Integrated Masters in Natural or Agricultural or Pharmaceutical Sciences/ MVSc / Animal Sciences</p> <p>OR</p> <p>Bachelor's degree in Engineering or Technology or Medicine from a recognized University or equivalent</p> <p>and</p> <p>3 years experience in Research and Development in Industrial and Academic Institutions or Science and Technology Organizations and Scientific activities and services</p> <p>OR</p> <p>(ii) Masters /Integrated Masters in Engineering or Technology from a recognized University</p> <p>OR</p> <p>Doctoral Degree in Science/ Pharma/MD/MS from a recognized University or equivalent</p>	40	42,000+HRA
	2.4 Principal-PAT	<p>(i) Masters /Integrated Masters in Natural or Agricultural or Pharmaceutical Sciences / MVSc / Animal Sciences</p> <p>OR</p> <p>Bachelor's degree in Engineering or Technology or Medicine from a recognized University or equivalent</p> <p>and</p> <p>6 years' experience in Research and Development in Industrial and Academic Institutions or Science and Technology Organizations and Scientific activities and services</p> <p>OR</p> <p>(ii) Masters /Integrated Masters in Engineering or Technology from a recognized University</p> <p>OR</p>	40	49,000+HRA



Sl. No.	Position	Essential Qualification	Age Limit (in years)	Monthly Emoluments (in ₹)
		<p>Doctoral Degree in Science/ Engineering / Technology/ Pharma/MD/ MS from a recognized University or equivalent.</p> <p>and</p> <p>3 years experience in Research and Development in Industrial and Academic Institutions or Science and Technology Organizations and Scientific activities and services</p>		
3.	Project Scientist (PS)			
	3.1 PS-I	<p>Doctoral Degree in Science or Masters /Integrated Masters in Engineering or Technology from a recognized University or equivalent</p> <p>and</p> <p>4 years experience in Research and Development in Industrial and Academic Institutions or Science and Technology Organizations and Scientific activities and services</p>	35	56,000 +HRA Increment of 5% for every 2 years of experience in the same project.
	3.2 PS-II	<p>Doctoral Degree in Science or Masters /Integrated Masters in Engineering or Technology from a recognized University or equivalent</p> <p>and</p> <p>5 years experience in Research and Development in Industrial and Academic Institutions or Science and Technology Organizations and Scientific activities and services</p>	40	67,000+HRA Increment of 5% for every 2 years of experience in the same project
	3.3 PS-III	<p>Doctoral Degree in Science or Masters /Integrated Masters in Engineering or Technology from a recognized University or equivalent</p> <p>and</p> <p>7 years experience in Research and Development in Industrial and Academic Institutions or Science and Technology Organizations and Scientific activities and services</p>	45	78,000+HRA Increment of 5% for every 2 years of experience in the same project



Sl. No.	Position	Essential Qualification	Age Limit (in years)	Monthly Emoluments (in ₹)
4.	PI/Project Coordinator-I (For Non-Governmental/ Voluntary Organisations)	Doctoral Degree in Engineering/ Sciences/ Medicines /Pharma/ Social Sciences/MD and 4 years experience in Research and Development in Industrial and Academic Institutions or Science and Technology Organizations and Scientific activities and services	As per the scheme Or 45, if no scheme guidelines are available	60,000/- (Consolidated)
5.	PI/Project Coordinator-II (For Non-Governmental/ Voluntary Organisations)	Masters /Integrated Masters in Engineering/ Sciences/ Social Sciences and 2 years experience in Research and Development in Industrial and Academic Institutions or Science and Technology Organizations and Scientific activities and services	As per the scheme Or 45, if no scheme guidelines are available	30,000/- (Consolidated)
6.	Project Manager	Doctoral Degree in Science or Masters /Integrated Masters in Engineering or Technology from a recognized University or equivalent and with 15 years of experience in relevant field	55	1,25,000-2,00,00 (Consolidated emoluments from the above range) Note: The emoluments in this case will be recommended by the selection committee with reasons to be recorded in writing.

Note

1. House rent allowance or HRA payable shall be as per the extant Government of India rules as applicable to CSIR employees.
2. In case of Project Associates (PAT-I & PAT II), if a selected candidate qualifies the CSIR UGC/NET examination after his/her appointment, he/she can be considered for payment of higher emoluments subject to the availability of provision for the same and availability of funds in the Project along with the specific recommendation of PI which are duly endorsed by Head PME and Finance and after the approval of Director/DG, CSIR (as the case may be).
3. In case of a centre that manages central facility of the Institute/Laboratory, the regular manpower should be utilized to its maximum.
4. The Project Staff including Scientific Administrative Assistant engaged prior to the notification of these guidelines shall be allowed to complete his/her tenure.



4. PROCEDURE FOR ENGAGEMENT OF PROJECT PERSONNEL

4.1 **Advertisement for engagement of positions:** The concerned Institute / Laboratory shall advertise the positions as per their functional requirements basis. The Institute / Laboratory shall advertise these through pointer advertisement in the national print media, basis the requirement. The Institute shall host the detailed advertisement on the website and social media platforms apart from mandatorily hosting it on the National Career Service (NCS) Portal of Government of India. Advertisement(s) may also be sent to CSIR-HQ/CSIR Institutes/Labs and other academic/research institutions for wide publicity of the advertisement.

4.2 **Constitution of Selection Committee:** The Selection Committee for the engagement of various project personnel shall be constituted by the Head of the Laboratory or Director of the Institute. In case of CSIR-HQ, DG-CSIR or any other authority designated by DG, CSIR shall constitute the Selection Committee.

(a) For PA / PAT: The selection committee shall consist of the following:

- i. Director's nominee / DG's nominee in case of CSIR-HQ [Chairperson]
- ii. Head, PME/BD of the laboratory or nominee [Head, CPD in case of CSIR-HQ or nominee]
- iii. Two subject experts [Internal/Sister Lab/External]
- iv. Principal Investigator / Project Leader / Project Co-ordinator

Quorum – Chairperson and two members

(b) For PS/PC/PI/PM: The selection committee shall consist of the following:

- i. Director's nominee/DG's nominee in case of CSIR-HQ [Chairperson]
- ii. Head, PME/BD of the laboratory [Head, CPD in case of CSIR-HQ] or nominee
- iii. One subject expert from within the laboratory / Institute
- iv. One expert nominee [Sister Lab/External]
- v. Principal Investigator / Project Leader / Project Co-ordinator

Quorum – Chairperson and two members



- 4.3 **Selection for engagement, panel of waitlisted candidates and its validity:** Considering the fact that sufficient time would be lost in engaging the personnel, the selection committee, if deems fit, may propose a panel of waitlisted candidates in the order of merit in addition to the selected candidate, only in case of projects of 18 months or more duration. Such panel, if prepared and recommended by the committee, shall be operational for a period of not more than 12 months from the date of operation of the recommendation of the Selection Committee.
- 4.4 **Other modes of engagement:** Only in case of exigency where the project period is less than 12 months, the concerned Institute/ Laboratory may directly engage candidate(s) fulfilling the qualifications laid down (at clause 3 above for various positions) with the reasons to be recorded in writing and due approval of the competent authority (Director / Heads in case of Institutes / Laboratory or DG in case of CSIR-HQ) and subject to provision and availability of the fund under the Project. Such engagements are exempted from the selection committee process and advertisement as mentioned above. However, their services shall invariably be co-terminus with the completion of that project or on the expiry of the extended period of tenure. The total tenure of Project Staff shall not exceed 6 or 7 years under any circumstances (refer clause 1.6 or 1.7).
- 4.5 The relaxation in the age limit for the candidates belonging to the category of SC/ST/PwBD/Women and the category of OBC shall be 05 years and 03 years respectively or as per Govt. of India instructions issued in this regard from time to time.
- 4.6 Engagement under any of these positions shall be on behalf of the sponsoring agency and shall be temporary and co-terminus with the tenure of the project or 06 years whichever is earlier. Further such engagement, directly or indirectly, shall not provide any right/claim for regularization for permanent post of CSIR. ***This condition shall invariably be incorporated in the Offer of engagement of Project personnel.***



5. OTHER CONDITIONS & BENEFITS

5.1 *Conditions for engagement:*

- (a) The selected candidates shall furnish a character certificate and medical fitness certificate issued by any government Medical Officer or Medical Officer(s) of CSIR-Dispensaries. Such character certificate verified by a gazetted officer including Scientists of the level of Scientist 'C' & above at CSIR. In case the candidate has resided abroad during the preceding five years, then his Character antecedent verification shall be conducted through the Intelligence Bureau (IB) before issuing offer of appointment.
- (b) Each selected candidate shall sign an undertaking for maintaining confidentiality of project findings and/or any associated intellectual property information.
- (c) No project personnel shall be allowed to shift from one project to another until and unless he/she is selected afresh.
- (d) If any close relative of CSIR employees, as defined vide CSIR letter No. 4-73/2006-E-II dated 23.01.2008, is selected for engagement in any position as mentioned in these guidelines, Institutes/laboratories shall strictly adhere to guidelines issued by CSIR from time to time on the subject.

5.2 *Benefits :*

- (a) Project personnel engaged as per these guidelines shall be eligible to medical facilities at CSIR dispensaries of the institute, to the extent of consultation and/or available medicines at the dispensary and transport facilities, if any, as per the terms and conditions with which it is provided by the Institute.
- (b) Project personnel engaged in the projects may be covered under Group Medical Insurance Scheme, subject to their willingness, for which the cost shall be borne by the individual concerned.
- (c) Project personnel shall be eligible for travel allowance and dearness allowance as per the Office Memorandum of CSIR i.e., 5-1(53)/2008-PD dated 12.04.2023. However, in case any project involves the project personnel travelling abroad, such travel shall be allowed with a due approval of the Director of the Institute (and DG in case of CSIR-HQ) as per rules applicable to international travel of CSIR employees.



- (d) Women project personnel shall be eligible for maternity leave of 180 days and the male project personnel shall be eligible for paternity leave of 15 days *only in case of two surviving children* as per CSIR norms. *Further, the Project Staff shall be paid the stipend for the period of aforesaid leave only after re-joining the office after availing such leave and submission of relevant medical reports/documents.*
- (e) The project personnel are entitled to avail leaves as per extant rules of CSIR i.e., 12 days of leave (at the rate of one day leave per month). Any leave availed beyond this shall be without emoluments calculated *pro-rata*.
- (f) The project personnel may be allowed to register for higher degree (i.e., PhD) as per the policy of the Institute, if they fulfill all the requirements laid down for such purposes, provided that the project duration is at least 3 years or more, apart from any other conditions laid down by the concerned Institute/Laboratory. The permission to register for Ph.D is subject to the condition that the work of the project is not affected and it will be without any financial obligation to CSIR/Project. The tenure of the Project personnel shall not be extended merely on the ground that he/she has not completed the PhD.

6. APPLICABILITY AND REPEALS

- 6.1 The above guidelines shall be followed scrupulously in letter & spirit by all the laboratories/institutes.
- 6.2 Any experience certificate to project personnel shall be issued by the Administration of the concerned Laboratory/Institute. However, any other recommendation letter or reference letter shall be issued by the Principal Investigator / Project Leader in all cases except Project Manager *and such letter shall not commit on any administrative aspects*. For Project Manager, such recommendation or reference letter shall be issued by the Director/Head of the Laboratory/Institute.
- 6.3 Mere engagement as project personnel shall not confer any such personnel the right to register for higher degrees or permanent employment in CSIR or its Laboratories/Institutes.
- 6.4 These guidelines shall come into effect from 01.09.2024 and shall supersede all previous guidelines/instructions regarding the engagement of project staff/personnel.

====XXXXXX=====

