

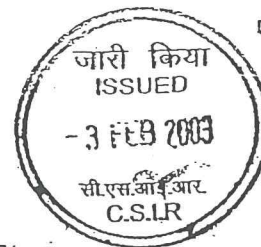


No. 17/92/8/2000-EII

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To



January 30, 2003

The Heads/Directors of all Labs./Instts:

Subject-Career development of staff belonging to isolated categories of posts regarding.

Sir,

I am directed to state that based on the recommendations of the Committee constituted by the DG, CSIR to review the entire scheme for career development of staff belonging to isolated category, the Governing Body at its 155th meeting held on 19.12.2002 has approved categorization of isolated categories of posts in the following three Groups with different scales of pay in each Group for recruitment and career progression of the staff within the same Group. The specific entry level qualifications for different Groups have also been prescribed to ensure uniformity in qualifications and experience. It has further been decided that fresh appointment in different Groups will be made only at the entry level scale:

1. Group-C posts

Name of the post	Scale	Qualifications	Age *
Driver	1. Rs.3050-4590 2. Rs.4000- 6000 3. Rs.4500-7000 4. Rs.5000-8000	10 th Class pass or equivalent with 5 years driving experience in LMV/HMV	28 years

2. Group-C posts

Name of the post	Scale	Qualifications	Age *
Jr. Cost Accountant	1. Rs.5000-8000 2. Rs.5500-9000 3. Rs.6500-10000 4. Rs.8000-13500	ICWA	28 years

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Group-C posts

Name of the post	Scale	Qualifications	Age *
Receptionist	1. Rs.5000-8000 2. Rs.5500-9000 3. Rs.6500-10000 4. Rs.8000-13500	Graduate with two years relevant experience as Receptionist in a Govt./Autonomous Body/Public Undertaking	28 years
Security Assistant/ Watch & Ward Assistant	1. Rs.5000-8000 2. Rs.5500-9000 3. Rs.6500-10000 4. Rs.8000-13500	JCO in Army OR other Paramilitary Forces with five years experience in the work of security.	28 years

3. Group-B posts

Name of the post	Scale	Qualifications	Age *
Law Officer	Rs.6500-10500 Rs.8000-13500 Rs.10000-15200	LLB with 8 years experience in handling legal matters.	35 years
Security Officer	Rs.6500-10,500 Rs.8000-13500 Rs.10000-15200	Ex-servicemen JCO (Subedar or higher rank) OR equivalent rank in other Paramilitary forces with 10 years experience in security.	35 years

- Relaxation in age limit for Ex-servicemen/SC/ST/OBC candidates, as prescribed by the GOI from time to time will continue to be operative.


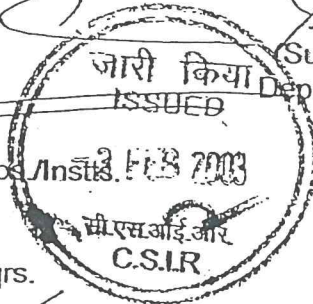
As per the existing provisions incumbents in the pre-revised scale of Rs.1500-2000 may be considered for next higher grade of Rs.2000-2250(pre-revised) after they have been held up for one year at the maximum of the grade. In view of revision of pay scales, the G.B. has approved promotion of incumbents belonging to isolated category of posts in the pay scale of Rs.12000-16500(pre-revised Rs.1500-2000) on completion of 8 years of service, or after having been held up for one year at the maximum of the grade whichever is earlier, on merit, based on the recommendations of the DPC, which shall invite the candidates for personal discussions and with the approval of Member (Finance). However, for other categories of staff the existing system of 11 years residency period will continue.

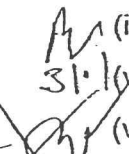
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With the rationalization of the entry level scales and qualifications under different categories, on vacation of post(s) by incumbent(s) at the higher level on retirement/resignation etc. the post(s) would revert to the new/revised scale of pay and not in the scale in which the incumbent(s) vacating the post(s) was/were recruited. It may, therefore, be ensured that in a situation where the existing post happens to be in lower/higher scales than the revised scales mentioned above the matter may be referred to CSIR with full details before filling up the post. The existing employees holding lower grades other than the approved grades will continue to hold the same as personal to them and may be considered for placement in the next approved grade in the relevant groups only on completion of prescribed residency period.

The above decisions will be effective from the date of modification. You are requested to kindly take further action for recruitment and promotion of incumbents holding isolated categories of posts accordingly.

Yours faithfully,



 (Sushil Kumar)
 Deputy Secretary

- Copy to: (i) COAs/AOs of all Labs/Insts. 
 (ii) Sr. F&AO/F&AO
 (iii) Sr.DS (EI), CSIR Hqrs.
 (iv) DS(CO), CSIR Hqrs. ✓
 (v) Sr. DS(Cte.), CSIR Hqrs. ✓
 (vi) All Heads of Divisions/Sections at CSIR Hqrs.