

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसंधान भवन, 2 रफी मार्ग, नई दिल्ली - 110001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi - 110001

No. 5-1(151)/2012-PD

Dated: 18.05.2026

OFFICE MEMORANDUM


Subject: Amendment in the Recruitment Rules for Multi-Tasking Staff (Group C Non-Technical) - reg.

The undersigned is directed to state that GB, CSIR in its 212th Meeting held on 25.02.2026 has accorded approval for Amendment in the Recruitment Rules for Multi-Tasking Staff (Group C Non-Technical) as under:

- I. Note below the table of Annexure-I of CSIR letter No. 5-1(151)/2012-PD dated 02.07.2013 and the words "However, recruitment to the post of Multi-Tasking Staff should be done in exceptional circumstance and with the prior approval of DG, CSIR." appeared in the letter stand deleted. Accordingly, Labs/Instts are allowed to make recruitment for MTS posts without prior approval of DG, CSIR.
- II. The Mode of Selection for the post of MTS, as contained in CSIR letter No. 5-1(315)/2015-PD dated 26.03.2018, is amended as under:

Sl. No.	Existing Mode of Selection	Amended Mode of Selection
1.	Eligible candidates applying for these posts will be invited for trade test. Those who qualify in the trade test will be invited for a written test. The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination. The syllabus of the written will be notified separately.	The eligible candidates applying for the post will be invited for Competitive Written Test & merit list will be prepared on the basis of the performance of the candidates in the Competitive Written Test, as prescribed by CSIR from time to time.

2. This may be brought to the notice to all concerned for information, guidance and compliance.


(Amrendra Kumar)
Under Secretary (Policy Division)

Copy to:

- 1) The Directors/Heads of all CSIR National Labs./Instts/Hqrs./Units
- 2) CSIR Website
- 3) Office copy

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Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001



सं०/No. : 5-1(315)/2015-PD

Dated: 26.03.2018

प्रेषक / From :

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To :

The Directors / Heads of all
National Labs. / Instts. of CSIR
Hqrs./Complex/Centres/Units

विषय/Sub: Amendment in the Recruitment Rules for the posts of Security Assistant/ Watch and Ward Assistant and Group-D (Non-Tech) & Safai-wala / Wash boy (Canteen) and Bearer, Tea/ Coffee Maker (Canteen)(Now classified as Group 'C' and known as MTS staff) –reg.

महोदय/Sir / महोदया/Madam,

I am directed to refer to CSIR letter No. 5-1(315)/2015-PD dated 08.04.2016 and to state that Governing Body, CSIR in its 189th meeting held on 21st November, 2017 has approved the following amendments in the Recruitment Rules for the post of Security Assistant/Watch and Ward Assistant and Group-D (Non-tech) & Safai-wala/ Wash boy (Canteen) and Bearer, Tea/Coffee Maker (Canteen) now classified as Group C and known as MTS staff.

Sl. No	Post/Designation	Existing Mode of Selection	Proposed new mode of selection
1.	Security Assistant/ Watch and Ward Assistant.	The eligible candidates are selected by duly constituted Selection Committee through Interview. [CSIR circular letter No. 17/92/8/2000- EII dated 30.01.2003 and letter No. 17(92)/8/2000-EII(PPS) dated 25 th July, 2007].	Eligible candidates applying for these posts will be invited for a skill/physical and personality assessment test. Those who qualify in the skill/physical and personality assessment test will be invited for a written test. The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination. The syllabus of the written test will be notified separately.
2.	Group-D (Non-Tech) & Safai-wala / Wash boy (Canteen) and Bearer, Tea/Coffee Maker (Canteen)(Now classified as Group 'C' and known as MTS staff)	The eligible candidates are selected by duly constituted Selection Committee through interview. [CSIR letter No. 5-1(151)/2012-PD dated 02.07.2013].	Eligible candidates applying for these posts will be invited for trade test. Those who qualify in the trade test will be invited for a written test. The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination. The syllabus of the written test will be notified separately.

It is requested that the above instructions may kindly be brought to the notice of all concerned for compliance and necessary action.

भवदीय/ Yours faithfully,

(Manuel Thomas)
Sr. Deputy Secretary

26 MAR 2018

प्रतिलिपि/Copy to:

1. Head, IT Division with the request to make this circular available on the website & Policy Repository.
2. कार्यालय प्रति/Office copy

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Anusandhan Bhawan, 2, Rafi Marg, New Delhi-10001



No. 5-1(151)/2012-PD

Date: 02.07.2013

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To,

The Directors/Heads of all
National Labs./Instts. of CSIR

Sub: Recruitment Rules for Multi-Tasking Staff (erstwhile Group 'D' Non Technical
i.e. Group C Non-Technical under 6th CPC)-reg.

Sir,

The Governing Body, CSIR in its 182nd meeting held on 6th February, 2013 has approved the Recruitment Rules for Multi-Tasking Staff (erstwhile Group 'D' Non Technical) i.e. Group C Non-Technical Staff as at **Annexure-I**. However, recruitment to the post of Multi -Tasking Staff should be done in exceptional circumstances and with the prior-approval of DG, CSIR.

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

Hindi version will follow.

Yours faithfully


(D. Vijayalakshmi)
Deputy Secretary

Encl As above.

Copy to:

1. Head, IT Division with the request to make this circular available on the website & Policy Repository.
2. Office copy

MULTI-TASKING STAFF

1	Name of the Post	Multi-Tasking Staff #																		
2	Classification	Non-Tech Group 'C'																		
3	Pay Band and Grade Pay	PB-1, Rs. 5200-20200 + Grade Pay Rs. 1800																		
4	Age-limit	18-25 years, relaxation in age-limit to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-Servicemen, Other Backward Classes and other special categories of persons in accordance with the orders issued by the Central Government from time to time. Note- The crucial date for determining the age-limit and other eligibility criteria shall be the last date of receipt of the application.																		
5	Educational and other qualifications required	Matriculation or equivalent pass. OR ITI pass * * May be adopted as per special requirements of the post, if any.																		
6	Desirable qualification	Intermediate (12 th class) pass.																		
7	Period of Probation	Two years.																		
8	Method of Recruitment	Direct Recruitment																		
9.	Constitution of Selection Committee	<table border="0"> <tr> <td>1.</td> <td>Director or his nominee in Labs./Instts. or JS(A) or his nominee in CSIR Hqrs.....</td> <td>Chairman</td> </tr> <tr> <td>2.</td> <td>Three Officers from amongst the following officers.....</td> <td>Members</td> </tr> <tr> <td></td> <td>a). Sr Deputy Secretary/ Sr. Controller of Administration/ Deputy Secretary/ Controller of Administration / Under Secretary/ Administrative officer</td> <td></td> </tr> <tr> <td></td> <td>b).Deputy Secretary/ Under Secretary from CSIR Hqrs./ Lab/Instt.</td> <td></td> </tr> <tr> <td></td> <td>c). Deputy Financial Adviser / Finance & Accounts officer.</td> <td></td> </tr> <tr> <td>3.</td> <td>Representative of SC / ST as per rules.....</td> <td>Member</td> </tr> </table>	1.	Director or his nominee in Labs./Instts. or JS(A) or his nominee in CSIR Hqrs.....	Chairman	2.	Three Officers from amongst the following officers.....	Members		a). Sr Deputy Secretary/ Sr. Controller of Administration/ Deputy Secretary/ Controller of Administration / Under Secretary/ Administrative officer			b).Deputy Secretary/ Under Secretary from CSIR Hqrs./ Lab/Instt.			c). Deputy Financial Adviser / Finance & Accounts officer.		3.	Representative of SC / ST as per rules.....	Member
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Erstwhile Non-Tech Group D

Note: Recruitment to the post of Multi-Tasking Staff should be done in exceptional circumstances and with the prior approval of DG, CSIR.