

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

सं. 5-1(151)/2012-पीडी

दिनांक: 18.05.2026

कार्यालय ज्ञापन

विषय : मल्टी टास्किंग स्टाफ (समूह सी गैर-तकनीकी) की भर्ती के नियमों में संशोधन के संबंध में।

अधोहस्ताक्षरी को यह कहने का निदेश हुआ है कि शासी निकाय, सीएसआईआर ने दिनांक 25.02.2026 को आयोजित अपनी 212वीं बैठक में मल्टी टास्किंग स्टाफ (समूह सी गैर-तकनीकी) की भर्ती नियमों में निम्नलिखित संशोधन को मंजूरी दे दी है:

I. सीएसआईआर के पत्र संख्या 5-1(151)/2012-पीडी दिनांक 02.07.2013 के अनुलग्नक-I की तालिका के नीचे दिए गए नोट एवं पत्र के, जिनमें लिखा है, "However, recruitment to the post of Multi-Tasking Staff should be done in exceptional circumstance and with the prior approval of DG, CSIR" शब्दों को हटा दिया गया है। तदनुसार, प्रयोगशालाओं/संस्थानों को सीएसआईआर के महानिदेशक की पूर्व स्वीकृति के बिना मल्टी टास्किंग स्टाफ पदों पर भर्ती करने की अनुमति दी जाती है।

II. एमटीएस पद के लिए चयन प्रक्रिया, जैसा कि सीएसआईआर के पत्र संख्या 5-1(315)/2015-PD दिनांक 26.03.2018 में निहित है, को निम्नानुसार संशोधित किया गया है:

क्र. सं.	चयन का मौजूदा तरीका	चयन का नया तरीका
1.	इन पदों के लिए आवेदन करने वाले पात्र उम्मीदवारों को ट्रेड टेस्ट के लिए आमंत्रित किया जाएगा। ट्रेड टेस्ट में उत्तीर्ण होने वाले उम्मीदवारों को लिखित परीक्षा के लिए आमंत्रित किया जाएगा। अंतिम मेरिट सूची लिखित प्रतियोगी परीक्षा में उम्मीदवारों के प्रदर्शन के आधार पर तैयार की जाएगी। लिखित परीक्षा का पाठ्यक्रम अलग से अधिसूचित किया जाएगा।	इस पद के लिए आवेदन करने वाले पात्र उम्मीदवारों को प्रतियोगी लिखित परीक्षा के लिए आमंत्रित किया जाएगा और योग्यता सूची उम्मीदवारों के प्रतियोगी लिखित परीक्षा, सीएसआईआर द्वारा समय-समय पर निर्धारित, में प्रदर्शन के आधार पर तैयार की जाएगी।

2. इसे सूचना, मार्गदर्शन और अनुपालन के लिए सभी सम्बंधितों को सूचित किया जाता है।



(अमरेन्द्र कुमार)

अवर सचिव (नीति प्रभाग)

प्रतिलिपि:

- 1) सभी सीएसआईआर राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालयों/इकाइयों के निदेशक/प्रमुख
- 2) सीएसआईआर वेबसाइट
- 3) कार्यालय प्रति

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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 189<sup>th</sup> meeting held on 21<sup>st</sup> 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 <sup>th</sup> 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 6<sup>th</sup> CPC)-reg.

Sir,

The Governing Body, CSIR in its 182<sup>nd</sup> meeting held on 6<sup>th</sup> 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 <sup>th</sup> 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><b>Chairman</b></td> </tr> <tr> <td>2.</td> <td>Three Officers from amongst the following officers.....</td> <td><b>Members</b></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 &amp; Accounts officer.</td> <td></td> </tr> <tr> <td>3.</td> <td>Representative of SC / ST as per rules.....</td> <td><b>Member</b></td> </tr> </table>	1.	Director or his nominee in Labs./Instts. or JS(A) or his nominee in CSIR Hqrs.....	<b>Chairman</b>	2.	Three Officers from amongst the following officers.....	<b>Members</b>		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.....	<b>Member</b>
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	c). Deputy Financial Adviser / Finance & Accounts officer.																			
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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.