



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110 001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi- 110 001



अंतर्राष्ट्रीय सहकारिता वर्ष

सहकारी समितियाँ एक बेहतर
दुनिया का निर्माण करती हैं

No. 3-8(362)12/16-E-I

Dated 15.10.2026

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To

The Directors/Heads of CSIR Laboratories/Institutes/Units

Subject: Confirmation of Common Cadre Officers – reg.

Madam/Sir,

I am directed to state that a letter has recently been received from one of the CSIR laboratories regarding the confirmation of a Common Cadre Officer, and it was observed that the said officer has not yet been confirmed in service.

In view of the above, the labs/Instts. are requested to kindly go through their records and see whether there is any Common Cadre Officer (direct recruitment as Section Officer) appointed prior to CASE-2023, whose confirmation is still pending.

In cases, where a Common Cadre Officer, who was directly recruited to the post of Section Officer and has not yet been confirmed, the concerned lab/Instt is required to furnish the requisite information in respect of such officer in the enclosed prescribed proforma, along with the relevant supporting documents, at the earliest.

The requisite information may kindly be sent to the undersigned by **21 October 2026**, so as to enable this office to process the matter further and complete the same in a time bound manner.

Yours faithfully,


(Sunil Kumar)
Deputy Secretary

Encl.: As above

Copy to:

1. IT Division – for information and uploading on the CSIR website.
2. Office Copy

Details of Common Cadre Officers whose cases are to be considered for Confirmation

Name of the Lab/Instt:- _____

Sl. No.	Name / Designation	Date of entry into the Common Cadre	Whether probationary period on entry into Common Cadre post [i.e. SO (G) / SO (FA) / SO (SP)/PS as the case may be] has been completed satisfactorily (please enclose a copy each of joining and completion of probationary period notification)	Whether he/she has been medical examined by an appropriate medical authority at the time of initial appointment and found fit for Council Service (Yes/ No)	In case of SC/ST/OBC Officers, whether his / her caste/tribe/community certificate has been verified from the issuing authority. If yes, a copy of the verification letter may be enclosed	Whether his/ her Character & the Antecedents has been verified from limit the competent authority (Yes/ No)	Whether he/ she satisfies educational and age limit conditions prescribed in recruitment rules at the time of initial appointment (Yes/ No)	Whether there is any vigilance case pending at lab/Instt. level. Whether any prosecution for criminal charge is pending against him / her. in the prescribed format
1	2	3	4	5	6	7	8	9

Signature/CoA/AO