

CSIR Service Rules, 1994 for Recruitment of Scientific, Technical and Support Staff | Council of Scientific & Industrial Research | CSIR | GoI

CSIR Service Rules, 1994* for recruitment of Scientific, Technical & Support Staff

CONTENTS

Swipe to view

* (Pay Scales mentioned herein have subsequently been revised. Webmaster 2005)

PREFACE

The recruitment to S&T posts in CSIR is being done on the basis of qualifications and experience laid down for each post. The selection/screening committees are constituted as per provision in the old bye-laws continued by way of a resolution passed by the Governing Body at its meeting held on 22.12.1989. Thus there was no single document, which contained comprehensive Rules for recruitment of S&T staff. The new Bye-laws operative now authorized the Governing Body to frame a detailed scheme for recruitment of staff of all categories.

Thus, it was felt necessary to review the existing recruitment rules and guidelines and formulate a comprehensive set of rules covering all aspects of recruitment and selection. Keeping this in view a document entitled "CSIR Service Rules 1994 for Recruitment of Scientific, Technical and Support Staff" was formulated and approved by the Governing Body of CSIR at its 133rd meeting held on 12.1.1994. This document contains rules relating to various aspects of recruitment and selection including minimum qualifications and experience for each post, procedure for notification of vacancies, screening of applications, constitution of selection / screening committees, selection procedures to be followed for recruitment, fixation of pay on selection etc. These rules also include information regarding "appointing authorities" for different posts.

I hope this document will prove helpful both for those dealing with recruitment and selection and for the S&T staff.

(signed)

(S.K. JOSHI)

DIRECTOR GENERAL CSIR

31st March 1994

RULES FOR RECRUITMENT OF SCIENTIFIC, TECHNICAL AND SUPPORT STAFF IN CSIR

1. In exercise of powers conferred under Bye-law 11 of the Rules & Regulations and Bye-laws of the CSIR, the Governing Body of CSIR formulates the following Recruitment Rules for scientific and technical posts in CSIR.

2. Short Title & Enactment:

These Rules shall be called "CSIR Service Rules, 1994 for Recruitment of Scientific, Technical & Support Staff" and shall come into force w.e.f. 01.4.1994.

3. Scope of the Rules :

These rules will govern recruitment and selection of scientific, technical and support staff.

4. Definitions:

In these rules unless the context otherwise requires:

- a. "Scientific staff" means staff as defined in Rule 5.1
- b. "Technical staff" means staff as defined in Rule 5.2
- c. "Group" means a Set of grades referred to in Rule 6;
- d. "Grade" means a level in a group with a prescribed pay scale for a post in the Group;
- e. "Support staff" means staff as defined in Rule 5.3
- f. "President" means the President of the CSIR;
- g. "Appointing Authority" means the authority as specified in 'Rule 12';

- h. "Council" means CSIR;
- i. "Service" means service in the CSIR.

5. Scientific, Technical & support staff: Definitions thereof:-

5.1 "Scientific staff" means R&D scientific staff who are expected to generate new knowledge/ methods/ techniques by research/design/development.

5.2 Technical staff means staff who are expected to use existing scientific and/ or technical knowledge/ methods/ techniques towards solution of technical problems.

5.3 Support Staff means staff who are expected to provide skilled assistance to Scientific & Technical staff.

6. Groups:

The entire Scientific, Technical and Support staff is divided in five groups, namely: Groups-I & II (Support), Group-III (Technical), Group -IV (R&D -Scientific) and Group-V (Engineering/ Architecture). As no fresh recruitment to Group -V is envisaged, no Recruitment Rules for the same are formulated.

6.1 Each Group has a number of grades. The groups are described in Roman numerals and the grades in Arabic numerals. For example, I(2) refers to the second grade in Group-I and TV(5) refers to the fifth grade in Group-IV.

6.2 The Groups and Grades are as follows: -

Member: Ex-officio

Swipe to view

7. Recruitment:

Recruitment will normally be made only at the lowest grade in each Group. However, if special need exists or arises, recruitment in higher grades in Groups-II, III and IV, upto IV (5) can be made in Labs/Instts on specific recommendations of RC with prior approval of DG CSIR. In the case of CSIR Hqrs. this will be done with the prior approval of DG, CSIR. Recruitment in Group-IV (6) and IV(7) , will be made by CSIR Hqrs with the approval of President, CSIR.

8. Qualifications, Experience & Age Limits For Recruitment:

8.1 The minimum qualifications/experience and maximum age limits for recruitment at various levels are as follows:

Note: 1. The period of experience in the requisite discipline/area of work where prescribed shall be counted w.e.f. the date of acquiring the prescribed minimum educational qualification for that Group/Grade

Swipe to view

8.2 Cases of equivalence of qualifications may be decided as per the list notified by CSIR and updated from time to time. Cases not covered in the aforesaid list shall be referred to CSIR Hqrs. for determination of equivalence.

8.3. Relaxation:

Relaxation in age limit, qualification and or experience in case of exceptionally meritorious candidates (both departmental and outsiders) would be allowed with the prior approval of the Governing Body of CSIR. However, relaxation for SC/ST candidates, as prescribed by the Govt. of India, will continue to be operative.

9. Constitution of Selection and Screening Committees:

9.1 For recruitment to groups I, II (1) to II (4), III (1) & III (2)

9.1.1 The Selection Committee shall be constituted as under:

Swipe to view

(one of whom will be from outside CSIR system)

Quorum: Chairman/Alternate Chairman, Director or his nominee and at least one expert.

9.1.2 The Director/JS (A) as the case may be will constitute a Screening Committee from amongst the members of the Selection Committee.

9.2 For recruitment to Groups-II (5); III (3) to III (7) and IV (1) to IV (4)

9.2.1 Selection Committee shall be constituted as under:

Swipe to view

Quorum: Chairman Alternate Chairman, Director or his nominee and at least one expert.

9.2.2 The RC/DG, CSIR, as the case may be, will constitute a Screening Committee from amongst the members of the Selection Committee.

9.3 For recruitment to Group-IV (5) and posts of corresponding rank:

9.3.1 The Selection Committee shall be constituted as under:

- i. Chairman/Member, RC-Chairman To be nominated by the RC
- ii. Five Experts Members
- iii. Director of the Laboratory Member (Ex-officio)

9.3.2 For corresponding posts in the CSIR Hqrs., the Selection Committee will consist of the following:

- i. Chairman, *TAB/Member, **AB Chairman To be nominated by DG, CSIR
- ii. Five Experts Members
- iii. DG, CSIR Member (Ex-officio)

Quorum: Total members present including the Chairman and Director or DG, CSIR, as the case may be, should be more than 50 % the total strength of Selection Committee.

- **TAB Technical Advisory Board**

- **AB Advisory Board**

9.3.3 The Chairman of the Selection Committee referred to in para 9.3.1 and DG, CSIR with regard to para 9.3.2 will constitute a Screening Committee from amongst the members of the Selection Committee.

9.4 For recruitment to Group-IV (6&7) and posts of corresponding rank:

9.4.1 The Selection Committee shall be constituted as under:

- i. Chairman or member of AB - Chairman To be nominated by the Chairman, AB
- ii. Three Chairmen, RCs - Members
- iii. Three Experts - Members,
- iv. DG, CSIR - Member (Ex-officio)

Quorum: Chairman/Alternate Chairman, DG and three members.

9.4.2 The Director-General, CSIR will constitute a Screening Committee from amongst the members of the Selection Committee.

9.4.3 If the Selection Committee referred to in para 9.4.1 finds itself unable to recommend any suitable name, the President may make temporary arrangements acting on his own initiative or on the recommendation of the Director-General, CSIR.

10. Procedure for recruitment:

10.1 Notification of Vacancies: Posts in the pay scale of Rs.1400-2300 and above will be advertised and given wide publicity.

10.1.1 Posts in the pay scales below Rs.1400-2300 will be notified to the local Employment Exchange. Candidates sponsored by the Employment Exchange will be considered along with eligible departmental candidates. However, in the event of non-availability of candidates from Employment Exchange, the posts shall be advertised in local newspapers and a copy of the advertisement be sent to the Employment Exchange.

10.2 Screening of Applications: Applications received will be scrutinized by a Screening Committee to be constituted amongst the members of the Selection Committee. The Screening Committee will adopt its own criteria for short-listing the candidate to be called for interview/trade tests. As far as possible, a minimum of 3 candidates per post should be short-listed for interview/trade tests.

10.3 Selection Procedure :

10.3.1 The candidates as recommended by the Screening Committee will be invited for interview/trade test. Intimation to candidates for this purpose should be sent at least 21 days in advance of the date fixed for interview/trade, by registered post.

10.3.2 A duly constituted Selection Committee will interview the candidates to evaluate their suitability for the post.

10.3.3 For filling up a post, a panel of selected candidates in each discipline will be prepared so that if the candidate who is at the top of the merit list does not report or does not accept the appointment, the next on the panel can be offered the post. This panel will be alive for a period of one year. However, where a departmental candidate has been selected for the post, no other candidate will be kept on panel for that particular post.

10.3.4 After the Selection Committee has finalised its recommendations these will be approved by the appointing authority. Thereafter, usual procedure, as laid down will be followed before the appointment letter is issued.

11. Recruitment & selection to the posts of Director of CSIR Laboratories/ Institutes:

11.1 The posts of Director of CSIR Labs/Instts. or its equivalent posts will be advertised and given wide publicity nationally and internationally. In addition, nominations may be invited from selected S&T organizations/Indian Universities/ Experts in the areas of work of the Labs./Instts./ Heads of CSIR Labs./Instt. Members of Search Committee and Indian High Commissioners/ Ambassadors.

11.2 A Search Committee comprising of the following (with an eminent member as its Chairman) will be constituted by the DG, CSIR with the approval of Vice-President, CSIR; in case there is no Vice-President in position, then with the approval of the President, CSIR:

Swipe to view

11.2.1 The Search Committee will consider : (a) applications received in response to advertisement, (b) bio-data of the nominees whose nominations have been received, as well as of all those whose names have been suggested during the course of meetings of the Search Committee.

11.2.3 The Search Committee may meet more than once to examine additional data or to consider additional nominees.

11.2.4 The Search Committee may invite any of the applicants; nominees, if it so decides, to have a personal discussion.

11.2.5 The recommendations of the Search Committee shall normally contain two names in order of merit so that if the candidate first on the panel does not accept the appointment, the second on the panel can be offered the post.

11.2.6 The recommendations of the Search Committee will be submitted for approval to the President. CSIR, being the appointing authority for the post.

11.2.7 If the Search Committee referred to in para 11.2 finds itself unable to recommend any suitable name, the President may make temporary arrangements acting on his own initiative or on the recommendations of the DG, CSIR.

11.2.8 The President shall, in due course, direct whether the matter should be reconsidered by the original Search Committee or a fresh Search Committee and action shall be taken accordingly.

11.2.9 Notwithstanding anything contained in these rules, the President may, in special circumstances, invite an eminent scientist or technologist to the post of Director of a National Laboratory and posts of equivalent status for a tenure not exceeding six years.

12. Appointing Authorities:

12.1 For the post of Director, Scientist- Gr.IV (7), 1V(6) and posts in equivalent grades, the appointing authority will be the President, CSIR

12.2 For the posts of Scientist Gr.IV(2) to IV(5) and other posts of equivalent status in CSIR Hqrs. the DG CSIR shall be the appointing authority.

12.3 For all scientific and technical posts up to the level of Scientist -Gr. IV (1) and officers of equivalent status in CSIR Hqrs., the JS (Admn.), CSIR shall be the appointing authority.

12.4 For all scientific and technical posts up to the level of Scientists -Gr. IV(5) in National Labs/Instts of CSIR, the Director of the Lab/Instt shall be the appointing authority.

13. Special Provisions:

13.1 Where the posts are reserved for SC/ST candidates or where the SC/ST candidates are applicants for the posts, it must be ensured that a Member belonging to SC/ST Community is nominated on the Selection Committee/Screening Committee for posts up to the level of Scientist -Gr.IV (1). Similarly, a member belonging to SC/ST category will be associated in all selections beyond the grade of Rs. 2200-4000 where SC/ST candidates are under consideration along with general candidates. Instructions for nomination of female members and members representing the minority communities, as issued by the CSIR from time to time will continue to be followed.

13.2 Notwithstanding anything contained in these rules, DG, CSIR may in exceptional cases invite a qualified Indian Scientist abroad or in India for appointment to a scientific post of the rank of Scientist -Gr. IV (5) for a period not exceeding one year. For the posts of a Director, Scientist-Gr.IV(7), Gr.IV (6) and posts of equivalent status, this power will be exercised by the President, CSIR.

13.3 The Director of a Lab. may appoint, on ad- hoc basis, an external candidate of proven merit to a scientific post of

the rank of Scientist- Gr.IV (4), IV(3), IV(2), IV(1) and other posts of corresponding ranks subject to the condition that the posts shall be advertised within six months of such appointment and selection made in accordance with the prescribed provisions.

13.4 The appointing authorities in regard to scientific/technical posts may make appointment on deputation/ foreign service terms.

14. Fixation of pay

14.1 The pay of a candidate selected for the post shall normally be fixed at the minimum of the pay scale attached to the post. However, advance increments if any, should be recommended only in rare exceptional cases keeping in view the merit of the candidate. While doing so, details of the achievements/exceptionally outstanding performance/work of the candidate should be specifically mentioned in the proceeding of the Selection Committee. The proceedings should unambiguously establish and convince anyone of the high quality of the candidate's work/performance/achievements for whom the advance increments have been recommended.

A maximum of three increments can be granted to a candidate, on the recommendations of the Selection Committee, by the Director of a Laboratory/Institute in respect of selections for which he is the appointing authority. Beyond three and up to five increments can be granted on the recommendation of the Selection Committee and Director of labs/Instts. by the DG, CSIR. Beyond five and up to seven increments can be granted on the recommendations of the Selection Committee and DG, CSIR by the Vice-President, CSIR.