

CSIR Scientists Recruitment & Assessment Promotion Rules, 2001

**(Effective from 1. 1. 2001 for
Assessment Promotions &
from 1. 4. 2002 for Recruitments)**



**Council of Scientific & Industrial Research
Rafi Marg, New Delhi-110 001**

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
(सीएसआईआर) के वैज्ञानिकों की भर्ती एवम्
मूल्यांकन पदोन्नति नियमावली, 2001

CSIR Scientists Recruitment & Assessment

Promotion Rules, 2001

(मूल्यांकन पदोन्नतियों हेतु दिनांक 1.1.2001 से तथा
भर्तियों हेतु 1.4.2002 से प्रभावी)

(Effective from 1.1. 2001 for Assessment
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RULES FOR RECRUITMENT AND ASSESSMENT PROMOTION OF SCIENTISTS GR. IV 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 and Assessment Promotion Rules for Scientists Gr. IV in CSIR.

2. SHORT TITLE & ENACTMENT

These Rules shall be called “CSIR Scientist Recruitment and Assessment Promotion Rules, 2001” and shall come into force with effect from 1.1.2001 for assessment promotions and w.e.f. 1.4.2002 for recruitments.

3. APPLICABILITY

These rules shall govern recruitment and assessment promotion of Group-IV Scientists.

The existing rules shall continue to apply for recruitment of the Director of a Laboratory/Institute in CSIR.

4. DEFINITIONS

In these rules, unless the context otherwise requires :

- I. **“Appointing Authority”** means the authority as specified in Rule 6.9.
- II. **“Assessment Committee”** means the Committee constituted under Rule 7.6.2 and 7.6.3.
- III. **“Board”** means Recruitment and Assessment Board established by CSIR as defined under Rule 5.0.
- IV. **“Discipline”** means the specialisation in which the scientists are assessed for promotion.

- V **“Internal Screening Committee”** means the Committees as specified under Rule 7.5.2 and 7.5.3.
 - VI **“Scientist”** means R&D scientific staff who are expected to generate, develop, advance, disseminate, diffuse, manage and protect new knowledge/methods/techniques by research /design/ development/extension.
 - VII **“Screening Committee”** means the committee as specified under the Rule 6.5.2.
 - VIII **“Selection Committee”** means the Committees as specified under Rule 6.4.
- All other words and abbreviations, which are not defined under these rules, shall have the same meaning and definition/interpretation as given in the Rules & Regulations and Bye-laws of CSIR, or any other rules applicable to the employees of CSIR.

5.0 RECRUITMENT AND ASSESSMENT BOARD

- 5.1. CSIR shall establish a Recruitment and Assessment Board headed by a Chairperson who shall be appointed by the President, CSIR. The terms and conditions of the appointment of Chairperson shall be such as may be prescribed by the President, CSIR.
- 5.2. The Chairperson shall prepare a panel of co-chairpersons which shall be approved by the Vice-President. The validity of the panel shall be 5 years. However, any name be deleted or added during the currency of the panel with the approval of CSIR.
- 5.3 Except for the provisions specified under these rules, the Board shall be free to devise its own procedures in respect of recruitment and assessments to be conducted by it.
- 5.4 The Board shall be provided adequate and appropriate office space, staff and fund by the CSIR to carry out its functions effectively and efficiently.

6. RECRUITMENT

- 6.1.1 The grades/scales of pay of scientists covered under these rules shall be such as may be determined by CSIR from time to time. However, grades/scales applicable are as under:

S.No.	Group/Grade and Designation of the Post	Scale of pay
1.	Scientist Group-IV(1)	Rs.8000-275-13500
2.	Scientist Group-IV(2)	Rs.10000-325-15200
3.	Scientist Group-IV(3)	Rs.12000-375-16500
4.	Scientist Group-IV(4)	Rs.14300-400-18300
5.	Scientist Group-IV(5)	Rs.16400-450-20000
6.	Scientist Group-IV(6)	Rs.18400-500-22400
7.	Scientist Group-IV(7)	Rs.22400-525-24500

Note: Procedure for promotion and/or appointment to Scientist Group IV(7) in the scale of Rs.22400-24500 shall be decided subsequently.

- 6.1.2. Recruitment shall normally be made at the initial level of Scientists Group-IV(1). Wherever need exists or arises, recruitments at higher levels can be made on specific request of the Director with the recommendation of RC and the prior approval of DG, CSIR. In case of CSIR Hqrs. this shall be done on the recommendations of the Head of the Division and with the prior approval of the DG, CSIR.

6.2 QUALIFICATION, EXPERIENCE & AGE LIMITS FOR DIRECT RECRUITMENT

The minimum qualifications, experience and maximum age limits for direct recruitment of Group IV Scientists at various levels shall be as follows:

Sl. No.	Group, Grade and Designation and Scale of pay of the post	Qualifications	Experience in required areas	Age limit not exceeding
1.	<u>Sci. Group-IV(1)</u> Rs.8000-13500	Ist class M.Sc./ B.E/B.Tech./MBA*/ M.Lib.Sci/ MCA/MBBS or equivalent qualifications. OR M.Tech./ME/ MVet.Sc/ M.D. or recognised equivalent qualifications OR Ph.D	Nil	35 years
2.	<u>Sci. Group-IV(2)</u> Rs.10000-15200	Ist class M.Sc./B.E./B.Tech./ MBA*/ M.Lib.Sci./ MCA / MBBS or equivalent qualifications. OR M.Tech./ME/ MVet.Sc/ M.D. or recognised equivalent qualification OR Ph.D OR Ph.D(Engg.)	3 years 2 years 1 year Nil	35 years
3.	<u>Sci. Group-IV(3)</u> Rs.12000-16500	Ist class M.Sc./ B.E/B.Tech./MBA*/ M.Lib.Sci./MCA/ MBBS or equivalent qualifications.	7 years	40 years

		OR M.Tech./ME/MVet. Sc/ M.D.or recognised equivalent qualification OR Ph.D OR Ph.D(Engg.)	5 years 4 years 3 years	
4.	<u>Sci. Group-IV(4)</u> Rs.14300-18300	Ist class M.Sc./ B.E/B.Tech./ MBA*/M.Lib.Sci./ MCA/ MBBS or equivalent qualifications. OR M.Tech./ME/M. Vet. Sc/ M.D. or recognised equivalent qualification OR Ph.D OR Ph.D(Engg.)	10 years 8 years 7 years 6 years	45 years
5.	<u>Sci. Group-IV(5)</u> Rs.16400-20000	Ist class M.Sc./B.E/B.Tech. / MBA*/M.Lib.Sci./ MCA/MBBS or equivalent qualifications. OR M.Tech./ME/MVet. Sc/ M.D. or recognised equivalent qualification	13 years 11 years	50 years

- 6.3.3. Relaxation in age, qualification and/or experience may be permitted by DG, CSIR at any stage of selection, if the director of the laboratory based on the recommendation of Screening Committee is of the opinion that sufficient number of candidates possessing the requisite qualification and/or experience are not likely to be available to fill up the posts.
- 6.3.4 The date for determining the age limit/experience/ qualifications shall be the closing date prescribed for receipt of applications.
- 6.3.5 In disciplines (including specialized areas or fields), other than mentioned under these Rules (i.e. Science, Engineering or Technology), such professional or technical qualifications, as are approved by the Government of India for appointment to superior posts and services shall be applicable. In cases where a formal Degree or Diploma is not being awarded or has not been approved, the educational qualifications and experience shall be such as may be prescribed by the DG, CSIR.
- 6.3.6 The period of experience in the requisite discipline/area of work wherever prescribed shall be counted with effect from the date of acquiring the prescribed minimum educational qualifications required for that grade.
- 6.4** The constitution of the Selection Committee for making direct recruitment to the posts covered under the Rules shall be as under:
- (i) The Chairperson of the Board shall be the Chairperson of the Selection Committee. However, the Chairperson of the Board can nominate one of the persons from the panel of Co-Chairpersons, prepared by the Chairperson of the Board and approved by the VP, CSIR, to act as Chairperson of the Selection Committee in his place.
 - (ii) Two External Expert Members - To be nominated by the Chairperson of the Board, from the panel of experts approved by RC of the Labs./CSIR Hqrs.
 - (iii) One Departmental Member - To be nominated by the Director-General
 - (iv) Director of the Lab. or his nominee (In the case of CSIR Hqrs., DG or his nominee) shall be a member.

The quorum for the meeting of a Selection Committee shall be three member including the Chairman.

- 6.4.1 Where the posts are reserved for SC/ST candidates or where SC/ST candidates are under consideration along with general category candidates for the posts, a member of SC/ST community shall invariably be included in the Selection Committee. Further, instructions for nomination of female members and members representing the minority community as issued by the CSIR/Government of India from time to time shall continue to be followed.
- 6.5. Vacancies for which the Selections are required to be made by the Board shall be decided by the Labs./Instts./CSIR Hqrs with the approval of RC of the Lab. or DG, CSIR as the case may be. The vacancies shall be advertised by the respective Labs./Instts./CSIR Hqrs. A copy of the advt. shall be sent to the Board.
- 6.5.1 The applications, in response to the advertisement, shall be received at the respective Laboratory/Hqrs.
- 6.5.2 For recruitment of Scientist upto Scientist Group IV(5) level the Director in the laboratories and in the case of CSIR Hqrs.DG, CSIR shall constitute the Screening Committee. For Scientist Group IV(6), the Screening Committee shall be constituted by DG, CSIR. The Committee shall screen the applications received and organize a written test or seminar if considered necessary for shortlisting the candidates to be called for interview. The set of applications and recommendations of the Screening Committee shall be sent to the Board. Approval of relaxation in age, qualifications and/or experience from DG, CSIR shall be obtained by the laboratory and sent to the Board.

The Screening Committee for screening the applications shall comprise the following:

- i) One Scientist from another CSIR Lab.
- ii) One Scientist from the Lab./CSIR Hqrs.
- iii) Director/DG or his nominee.

The Director can take the help of the Board in screening the applications in case he considers such assistance useful.

- 6.5.3 The date and time for holding the meetings of the Selection Committees shall be fixed by the laboratories in consultation with the Chairperson of the Board. The letter of invitation/intimation to the shortlisted candidates for the interview/test shall be issued by the Laboratory accordingly. In the case of CSIR Hqrs. it shall be issued by CSIR.
- 6.5.4 The meetings of the Selection Committees may be held at the concerned Lab. or CSIR Hqrs. as the case may be.
- 6.5.5 Selection Committee shall recommend a panel of candidates in order of merit for each post or group of posts as advertised. All relevant papers in respect of the selections shall be forwarded by the Board to the concerned appointing authority.
- 6.5.6. The panel shall be valid for one year and operated for issuing the offer of appointment to the selected candidates only to the extent of the number of the vacancies advertised. If any of the candidate(s) who have been issued the offer of appointment up to the extent of the notified vacancies does not accept the offer or does not join by the stipulated date, the next candidate on the panel can be offered the post.

6.6 PROBATION

- 6.6.1 Persons appointed to the post of Scientist Group IV(1) shall be on probation for a period of two years. Persons appointed to any other grade, viz. Scientist Group IV(2), IV(3), IV(4), IV(5) and IV(6) shall be placed on probation for a period of one year, provided that the appointing authority may extend or curtail the period of probation in accordance with the instructions issued by the Government of India from time to time.
- 6.6.2 On completion of period of probation or extension thereof, the scientists shall, if considered fit, may be confirmed against the post, if not already confirmed in the entry grade.

6.7 PAY

- 6.7.1 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, could be recommended by the Selection Committee keeping in view the overall merit of the candidate. While doing so, details of the achievements/exceptionally outstanding performance/work of the candidate should be specifically mentioned in the proceedings of the Selection Committee to establish the rationale and reasoning for the increments recommended.
- 6.7.2 Up to three advance increments as recommended by the Selection Committee may be granted by the Director of the Lab./Instt. in respect of selections for which he is the appointing authority. Beyond three and up to five increments recommended by the Selection Committee may be granted by the DG, CSIR. Beyond five and upto seven increments recommended by the Selection Committee may be granted by the President, CSIR.
- 6.8 All Scientists in the Council service shall be liable to serve anywhere in India or outside. DG, CSIR shall be empowered to transfer any Scientists from one laboratory to another including their extension/ Field Centres in public interest. Director of the Lab. shall be empowered to transfer any scientist from the Headquarters of the Lab./Instt. to its extension/Field Centres and vice-versa.

6.9 APPOINTING AUTHORITY

- 6.9.1 For the posts of scientist Group IV(6) and above and posts in equivalent grades, the appointing authority shall be the President, CSIR.
- 6.9.2 For the posts of Scientist up to Sci. Group IV(5) in CSIR Hqrs., the DG, CSIR shall be the appointing authority.
- 6.9.3 For the posts of Scientist up to Sci. Group IV(5) in the Labs./Instts., the Director shall be the appointing authority.

6.10 ADDITION TO QUALIFYING SERVICE

6.10.1 Scientists directly appointed to the post of Scientist Group IV (2) and above shall be entitled to the benefit of added years of service for the purpose of superannuation pension admissible under Rule-30 of the Central Civil Services (Pension) Rules, 1972.

7. ASSESSMENTS AND PROMOTIONS

- 7.1 Promotion of all Scientists governed by these Rules from one grade to the next higher grade, shall be made on the basis of Flexible Complementing. On promotion of a Scientist from one Grade to the next higher Grade, the post held by him/her shall stand upgraded automatically as personal to the Scientist concerned. On vacation of the post by the Scientist, it shall revert back to the grade in which the post was earmarked initially.
- 7.2 Promotion up to the level of Scientist Group IV(6) i.e. of Scientist Group IV(1), IV(2), IV(3), IV(4) & IV(5) shall be made on the basis of
- (i) preliminary screening by an Internal Screening Committee formed as per Rule 7.5.1, which takes into account the Annual Confidential Reports recorded for the years covered under the residency period and
 - (ii) interview by the Assessment Committee as specified hereafter:
- 7.3 The minimum residency period to be completed in a grade for consideration for assessment shall be as under:

Scales of pay	Designation	Minimum of Residency period linked to performance.
Rs.8000-13500	Scientist Group IV(1)	3 years.
Rs.10000-15200	Scientist Group IV(2)	4 years.
Rs.12000-16500	Scientist Group IV(3)	4 years.
Rs.14300-18300	Scientist Group IV(4)	5 years.
Rs.16400-20000	Scientist Group IV(5)	5 years.

- 7.3(a) The period spent on deputation/foreign service to a non-scientific post and the period of leave including leave on medical grounds, EOL, etc., availed on personal grounds shall not count towards the minimum residency period.
- 7.3(b) In case of permanent absorption of a scientist on deputation in the same grade in Council service from other Scientific Departments where Flexible Complementing Scheme is applicable, the entire service of that Scientist in the same grade including in the parent department shall be counted towards residency period. If an officer comes on deputation on a higher grade into the service and later permanently absorbed in the same grade in the service, the period spent on deputation shall be counted for residency period for consideration for promotion to the next higher grade.
- 7.4. All Scientists will be first screened for eligibility on the basis of gradings in the Annual Confidential Reports (ACRs) and only those Scientists who satisfy the minimum residency period linked to their performance threshold scores as indicated in the Table below shall be considered for further assessment.

	Number of years in the grade					
	3	4	5	6	7	8
Minimum averaged percentage of ACR scores for eligibility						
Scientist Group IV(1) to Scientist IV(2)	85%	80%	70%	65%	60%	..
Scientist Group IV(2) to Scientist IV(3)	..	85%	80%	75%	70%	60%
Scientist Group IV(3) to Scientist IV(4)	..	85%	80%	75%	70%	60%
Scientist Group IV(4) to Scientist IV(5)	85%	80%	75%	70%
Scientist Group IV(5) to Scientist IV(6)	85%	80%	75%	70%

- 7.4.1. Notwithstanding anything contained in these rules, a relaxation of one year in the minimum residency period can be granted to a Scientist Group IV(2), (3) & (4) provided that he consistently secures 90% and above marks in the Annual Confidential Reports (introduced under Rule 8.1) in three successive years in the grade. This provision shall be applicable maximum twice in the career of a Scientist.

7.5 INTERNAL SCREENING COMMITTEE

- 7.5.1. In the case of scientists Group IV(1) and above upto Scientist Group IV(4) the Director in the Laboratories and DG, CSIR in the case of Hqrs. shall constitute an Internal Screening Committee to review the Confidential Performance Appraisal Reports and other relevant records of all Scientists completing the prescribed residency period for shortlisting and recommending the candidates for Assessment interview by the Assessment Committee.

- 7.5.2 The Internal Screening Committee shall comprise

- (i) Director of the Lab. or a Scientist/ - Chairperson
Technologist to be nominated by the
Director in the case of the Lab./ DG,
CSIR in case of CSIR Hqrs.
- (ii) One Scientist from another CSIR - Member
Labs./Instts./Hqrs.
- (iii) Two Scientists from the - Member
Lab./Instt./Hqrs.

The quorum of the Internal Screening Committee shall be the Chairperson and at least two members including the member from the other Lab. The recommendations of the Screening Committee shall be approved by the Director of the Lab./DG, CSIR in the case of Hqrs.

- 7.5.3 In case of Scientist Group IV(5) and above DG, CSIR shall constitute disciplinewise Internal Screening Committees to review the Confidential Performance Appraisal Reports and other relevant records of all the

scientists completing the prescribed residency period for shortlisting and recommending the candidates for Assessment interview by the Assessment Committee as under:

- (i) An external Scientist/Technologist - Chairperson to be nominated by DG, CSIR.
- (ii) Two Scientists including Directors - Members from CSIR Labs./Instts./ Hqrs. nominated by the DG, CSIR
- (iii) The Director of the Lab./Instt./Head - Member of Division at Hqrs

The quorum of the Screening Committee shall be Chairperson and at least two members. DG, CSIR shall approve the Screening Committee recommendation.

7.5.4. The Director/DG, CSIR, as the case may be, shall forward the names of the candidates recommended by the Internal Screening Committee and approval of the Competent Authority to the Board

7.6 ASSESSMENT COMMITTEE

7.6.1. The Board shall constitute Assessment Committee to assess the work of the candidates whose name have been forwarded by the Director/DG, CSIR, as the case may be, for their promotion to the next higher grade.

7.6.2 Assessment Committee upto the level of Scientist Group IV(5) shall be as under:

- (i) The Assessment Committee shall be chaired by the Chairperson of the Board. However, the Chairperson of the Board can nominate one of the persons from the panel of Co-Chairpersons prepared by the Chairperson of the Board and approved by the VP, CSIR to act as Chairperson of the Assessment Committees in his place.

- (ii) Two Departmental Core Members - At an appropriate level to be nominated by the DG, CSIR.
- (iii) Two External Experts - To be nominated by the Chairperson of the Board from the panel approved by the RC of the Lab
- (iv) Director of the concerned CSIR Lab./Instt./Head of the Division at Hqrs. or his nominee

7.6.3. The Assessment Committee for Scientist Group IV(5) and above shall be constituted disciplinewise as under:

- (i) The Assessment Committee shall be chaired by the Chairperson of the Board. Only in exceptional cases when he is not able to attend, he can nominate one of the persons from the panel of Co-Chairpersons prepared by the Chairperson and approved by the VP, CSIR to act as Chairperson of the Assessment Committees in his place.
- (ii) Director-General, CSIR or his nominee - Member
- (iii) Two eminent External Experts to be nominated by the Chairperson of the Board from the panel of the specialists approved by the RC of the Labs - Members
- (iv) A representative from the Govt./ Industry/NGO/Consultancy/Financial Orgn nominated by the Chairperson of the Board. - Member
- (v) Director of the concerned CSIR Lab.(none in the case of Hqrs.) - Member

7.6.4 The quorum of the meeting of the Assessment Committee shall be the Chairperson plus three members, with at least one external expert.

7.6.5. The Assessment Committee shall submit its recommendations as 'Fit for Promotion' or 'Not yet Fit for Promotion'.

- 7.6.6. Scientists recommended by the Committee as 'Fit' for Promotion' shall be so promoted from the due date of eligibility for assessment. Scientists who are found 'Not fit for Promotion' will be considered after a gap of one year if they are again recommended by the Internal Screening Committee.

The pay fixation on promotion shall be as per normal pay fixation rules issued by the GOI from time to time.

- 7.6.7. In case of a scientist assessed and found fit for promotion but is unable to assume charge of the higher grade on effective date for being away on study leave (combined with any other leave), sanctioned by the competent authority, for pursuing higher studies or receiving specialised training in professional and technical subjects having a direct or close connection with the CSIR programs, on resumption he may reckon notional seniority in the higher grade from the date of his selection to that grade for the purposes of counting of residency period for considering for promotion to the next higher grade provided the Director General is satisfied about the performance of the scientist during the course of study/training.

- 7.6.8 More than one Assessment Committee may be constituted at any one time and function at various stations concurrently.

7.6.9 PROCEDURE FOR ASSESSMENT OF SCIENTISTS WHO ARE UNDER SUSPENSION/AGAINST WHOM DISCIPLINARY PROCEEDINGS ARE PENDING

The assessment of the Scientists who are under suspension/against whom disciplinary proceedings are pending shall be regulated as per procedure notified, vide CSIR circular letters No.17/66/04-PPS dated 8th May, 1998 and 2nd August, 2000 as amended by the competent authority from time to time.

8.0 PERFORMANCE APPRAISAL REPORTS

- 8.1 The existing non-confidential system of Annual Performance Appraisal Reports (APAR) shall be replaced by Annual Confidential Report (ACR) w.e.f. 1.1.2001.
- 8.2 Those of Scientists, who leave the service of CSIR on their own volition including voluntary retirement, shall not be entitled for any assessment over and above the assessment(s) if any, already availed even if it may relate to the period when they were in CSIR service. However, those scientists who superannuate or pass away while in service shall be considered for assessment from the due date of eligibility. The cases of the deceased shall be decided by the Assessment Board on the basis of their Annual Confidential Appraisal Reports.
9. **POWER TO RELAX**—The Governing Body may relax any or all the provisions of these Rules wherever considered necessary.
10. **RELAXATION FOR SC/ST CANDIDATES**—Nothing in these Rules shall affect reservations, relaxation of age limit and other concessions, required to be provided for Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.
11. **INTERPRETATION**—Any question relating to interpretation of these rules shall be decided by the DG, CSIR.

REPEAL AND SAVING—“CSIR Service Recruitment Rules, 1994 for Recruitment of Scientific, Technical and Support Staff” and “Merit and Normal Assessment Scheme (Revised MANAS) for Scientific, Technical and Support staff”, are hereby repealed insofar as they are consistent with these rules to the extent covered under these rules. These new Rules supersede all the existing Rules related to Recruitment and Assessment promotion of scientists in CSIR to the extent the existing rules are inconsistent with these rules. All the existing scientists shall be automatically covered under these Rules.