



सा./No.: No. 5-1(211)/2014-PD

दिनांक/Dated: 22.06.2020

**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 :** Notification of CSIR Administrative Services Recruitment & Promotion (ASRP) Rules, 2020.

महोदय/Sir/ महोदया/Madam,

Reference is invited to the CSIR communication No.33(90)/82-E.I dated 25<sup>th</sup> Feb, 1982 vide which the Recruitment Rules for the Administrative posts (General, Finance & Accounts, Stores and Purchase, Stenographic) other than erstwhile Group-D posts in CSIR were circulated. Several amendments have thereafter been made from time to time.

The Governing Body of CSIR in its 190<sup>th</sup> & 191<sup>st</sup> meetings held on 20.12.2018 and 26.04.2019 respectively, approved the recommendations made by the Committee for Restructuring and Review of the Administrative Cadre of CSIR and by the DoPT. Consequently, several changes in the Recruitment and Promotion Rules of the aforementioned cadres including creation/abolition, enhancement /reduction in the number of posts at various levels became necessary.

Accordingly, the revised Administrative Services Recruitment & Promotion (ASRP) Rules, 2020 (Annexure) duly approved by the CSIR's Governing Body in its 194<sup>th</sup> meeting held on 28.04.2020 replacing the existing (ASRP) Rules,1982 are hereby notified for the information, guidance and necessary action of all concerned.

भवदीय /Yours faithfully,

(बी.के.सिंह / B.K.Singh)

उप सचिव / Deputy Secretary  
नीति प्रभाग /Policy Division

संलग्न/Encl.: यथोपरि/As above

प्रतिलिपि/Copy to:

1. PS to DG, CSIR
2. PS to JS(Admin),CSIR
3. PS to FA, CSIR
4. Sr.COA/COA/AO of all CSIR Labs/Instts.
5. Sr.DFA (Sr.COFA)/DFA (COFA)/F&AO of all CSIR Labs/Instts.
6. Sr.COSP/COSP/SPO of all CSIR Labs/Instts.
7. Head, IT Division with the request to upload this letter along with annexure on the CSIR website & Policy Repository
8. कार्यालय प्रति/Office copy.



प्रशासनिक सेवा  
(भर्ती एवं पदोन्नति)  
नियमावली, 2020

*(01.01.2020 से प्रभावी)*

**Administrative Services  
(Recruitment & Promotion)  
Rules, 2020**

*(effective from 01.01.2020)*

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद/Council of Scientific & Industrial Research  
अनुसंधान भवन, 2 रफी मार्ग/Anusandhan Bhawan, 2 Rafi Marg  
नई दिल्ली / New Delhi -110001



## CONTENTS

<i>Sl.No.</i>	<i>Description</i>	<i>Page No.</i>
1.	<b>Part -I : GENERAL</b>	
	SECTION -I : PRELIMINARY	4-5
	SECTION -II : CADRES AND STRENGTH	6
2.	<b>Part -II : GENERAL CADRE</b>	
	SECTION -I : POSTS AND PAY LEVELS	7
	SECTION -II : RECRUITMENT AND PROMOTION	8-10
3.	<b>Part -III : STENOGRAPHIC CADRE</b>	
	SECTION -I : POSTS AND PAY LEVELS	11
	SECTION -II : RECRUITMENT AND PROMOTION	12-13
4.	<b>Part -IV : FINANCE AND ACCOUNTS CADRE</b>	
	SECTION -I : POSTS AND PAY LEVELS	14
	SECTION -II : RECRUITMENT AND PROMOTION	15-17
5.	<b>Part -V : STORES AND PURCHASE CADRE</b>	
	SECTION -I : POSTS AND PAY LEVELS	18
	SECTION -II : RECRUITMENT AND PROMOTION	19-21
6.	<b>Part -VI : MISCELLANEOUS</b>	22-24
7.	<b>Part -VII : GENERAL NOTES</b>	25-27

**COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH**

2 RAFI MARG,  
NEW DELHI - 110 001

No. 5-1(211)/2014-PD

**COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH**

**ADMINISTRATIVE SERVICES**  
**(RECRUITMENT & PROMOTION) RULES, 2020**

In exercise of the powers vested under Bye-law 11 of the Bye-Laws of the CSIR, the following Rules have been made with the approval of the Governing Body of CSIR, in supersession of all previous orders on the subject: -

## PART – I: GENERAL

---

### SECTION –I : PRELIMINARY

**1. Short Title and Commencement:**

- (i) These Rules shall be called the Council of Scientific and Industrial Research Administrative Services (Recruitment and Promotion) (ASRP) Rules, 2020.
- (ii) They shall apply to all Administrative (including General Administration, Stenographic, Finance & Accounts, Stores and Purchase) posts other than MTS posts.
- (iii) They shall come into force with effect from 01.01.2020.

**2. Definitions:** In these Rules, unless the context otherwise requires-

- (i) **“Administrative post”** means and includes all posts classified as such under the following rules:
  - (a) Rule 1 of Section I of Part II
  - (b) Rule 1 of Section I of Part III
  - (c) Rule 1 of Section I of Part IV
  - (d) Rule 1 of Section I of Part V
- (ii) **“Cadre”** means the strength of posts included in any of sub-clauses (i) to (iv) of Rule 1 of Section II of Part I of these Rules.
- (iii) **“Controlling Authority”** means the Council of Scientific and Industrial Research; and the powers of the Controlling Authority shall be exercised by the Director-General, Council of Scientific and Industrial Research or by such officer as may be so authorized by the CSIR from time to time for a specific category of posts.
- (iv) **“Appointing Authority”** for all Group - A posts included in these rules shall be the Director-General, Council of Scientific and Industrial Research. For the posts of Section Officer of all cadres and Private Secretary, the Appointing Authority will be Joint Secretary (Administration), Council of Scientific and Industrial Research. For all the remaining Group-B and Group-C posts included in these rules, the Appointing Authority shall be the Director of the concerned Laboratory / Institute in case of appointment in the Laboratory/Institute, and in case of appointment in the CSIR Headquarters, the Appointing Authority shall be the Joint Secretary (Administration), Council of Scientific and Industrial Research.

- (v) **"Permanent post"** means a post carrying a definite rate of pay sanctioned without limit of time.
- (vi) **"Temporary post"** means a post carrying a definite rate of pay sanctioned for a limited time.
- (vii) **"Permanent Officer"** means the holder of a post in the CSIR in a permanent capacity.
- (viii) **"Service"** means the service rendered in the CSIR.
- (ix) **"Approved Service"** in relation to any Post means the period or periods of service in that Post rendered after selection, according to prescribed procedure, for long term appointment to the Post and includes any period or periods during which an officer would have held a duty post in that Post but for his being on leave or otherwise not being available for holding such post.

## SECTION II – CADRES AND STRENGTH

---

1. **Cadres:** Officers employed in the CSIR Headquarters and in its National Laboratories/Institutes in the posts mentioned in Rule 1 (ii) of Part I, Section I, above shall be included in one of the following Cadres as may be appropriate:
  - (i) General Cadre;
  - (ii) Stenographic Cadre;
  - (iii) Finance and Accounts Cadre; and
  - (iv) Stores and Purchase Cadre.
2. **Authorized Permanent Strength:** The authorized permanent strength of each of the above cadres shall consist of the permanent posts in each Cadre.
3. **Temporary additions to the Authorized Permanent Strength:** In addition to the authorized permanent strength, temporary additions to the posts in any Cadre may be made to such extent as may be found necessary from time to time.
4. **Schedule of posts:** The Controlling Authority shall maintain a schedule of posts in each Cadre. The schedule shall show separately in respect of each Cadre:
  - (i) Total number of posts;
  - (ii) The number of such posts which are permanent; and
  - (iii) The number of such posts which are temporary.
5. **Pay Level:** The level of pay of the Posts of the Cadre shall be as approved by the Govt. of India from time to time for such posts and adopted by the CSIR.

**PART – II : GENERAL CADRE**

---

**SECTION I – CADRE STRENGTH, POSTS AND PAY LEVELS**

1. **Groups:** Posts in the General Cadre shall be classified in the following Groups and designated as shown below:

S.No.	Designation	Pay Level	Group
1.	Senior Deputy Secretary/ Senior Controller of Administration	13	A
2.	Deputy Secretary/Controller of Administration	12	A
3.	Under Secretary/Administrative Officer	11	A
4.	Section Officer (General)	8/10	B
5.	Assistant Section Officer (General)	7	B
6.	Senior Secretariat Assistant (General)	4	C
7.	Junior Secretariat Assistant (General)	2	C

2. **Authorised Cadre Strength of the Service** – The authorised cadre strength of the various posts shall be such as may be determined, from time to time, by the competent authority in CSIR and the authorised cadre strength in various posts of this cadre on the appointed day (i.e., 01.01.2020) shall be as follows:-

S.No .	Name of the Post	Sanctioned Strength
1.	Senior Deputy Secretary/ Senior Controller of Administration	15
2.	Deputy Secretary/Controller of Administration	49
3.	Under Secretary/Administrative Officer	77
4.	Section Officer (General)	254
5.	Assistant Section Officer (General)	825
6.	Senior Secretariat Assistant (General)	355
7.	Junior Secretariat Assistant (General)	305

-----  
(Total):1880



## SECTION - II : RECRUITMENT AND PROMOTION

---

1. **Senior Deputy Secretary/  
Senior Controller of Administration (Pay Level 13):**

Recruitment to this Post shall be made by Selection method by promotion on the basis of merit on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates from amongst the officers holding the post of Deputy Secretary/Controller of Administration in Pay Level 12 and who have rendered not less than 5 years' of approved service in that Post.

If, in a particular year, sufficient numbers of eligible officers are not available in the normal zone of consideration (ZOC), DG, CSIR may, at his/her discretion, relax the approved service to 4 years.

2. **Deputy Secretary/Controller of Administration (Pay Level 12):**

Recruitment to this Post shall be made by Selection method by promotion on the basis of merit on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates from amongst the officers holding the post of Under Secretaries /Administrative Officers in Pay Level 11 who have rendered not less than 5 years' of approved service in that Post.

If, in a particular year, sufficient numbers of eligible officers are not available in the normal zone of consideration (ZOC), DG, CSIR may, at his/her discretion, relax the approved service to 4 years.

3. **Under Secretary/Administrative Officer (Pay Level 11):**

Recruitment to this Post shall be made by Selection method by promotion on the basis of merit on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates from amongst the officers holding the post of Section Officers (General) in Pay Level 8/10 who have rendered not less than 8 years' of approved service in that Post.

If, in a particular year, sufficient numbers of eligible officers are not available in the normal zone of consideration (ZOC), DG, CSIR may, at his/her discretion, relax the approved service to 7 years.

**4. Section Officer (General) (Pay Level 8/10):**

- (i) **33-~~1~~3%** by promotion from amongst Assistant Section Officers (General) who have rendered not less than 8 years' approved service in that Post on the basis of 'Selection-cum-Seniority' on the recommendations of the Departmental Promotion Committee.
- (ii) **33-~~1~~3%** by promotion on the basis of result of Limited Departmental Competitive Examination, limited to those Assistant Section Officers (General), Assistant Section Officers (Finance & Accounts), Assistant Section Officers (Stores & Purchase) and Senior Stenographers who have a University Degree in any discipline and have rendered not less than 3 years' approved service in their respective Posts.
- (iii) **33-~~1~~3%** by direct recruitment on the basis of result of an open written competitive examination and interview from amongst candidates possessing University Degree. Age not exceeding 33 years, relaxable in the case of SC/ST/OBC/PWD candidates as per rules. Departmental candidates possessing the requisite qualifications will be eligible to compete and there will be no age restriction in their case. Those who qualify in the written examination will be called for interview.

**5. Assistant Section Officer (General) (Pay Level 7):**

Recruitment to this Post shall be made as follows:

- (i) 25% by promotion on local basis from amongst the Senior Secretariat Assistants (General) who have completed not less than 5 years' approved service in that Post on the basis of seniority, subject to rejection of unfit, and on the recommendation of the Departmental Promotion Committee.
- (ii) 25% by means of Limited Departmental Competitive Examination to be conducted by CSIR HQ from amongst Senior Secretariat Assistants (General) / Senior Secretariat Assistants (F&A) / Senior Secretariat Assistants (S&P) / Junior Stenographers possessing University Degree and having not less than 3 years' approved service in that Post.
- (iii) 50% by direct recruitment to be conducted by CSIR HQ from amongst candidates possessing University Degree, age not exceeding 33 years, relaxable in case of SC/ST/OBC/PWD candidates as per rules, on the basis of result of open written competitive examination including computer proficiency test. Departmental candidates possessing the requisite qualifications will be eligible to compete and there will be no age restriction in their case.

**6. Senior Secretariat Assistant (General) (Pay Level 4):**

Recruitment to this Post shall be made on local basis by the Labs./Institutes/CSIR Hqrs. as follows: -

100% by promotion from amongst the Junior Secretariat Assistants (General) who have completed not less than 3 years' approved service as Junior Secretariat Assistant (General) on the basis of seniority subject to rejection of unfit and on the recommendations of the Departmental Promotion Committee.

**7. Junior Secretariat Assistant (General) (Pay Level 2):**

Recruitment to this Post shall be made on local basis by CSIR Hqrs. and its National Labs./Instts., by direct recruitment, on the basis of result of open competitive written examination held from time to time from amongst candidates possessing minimum educational qualification of 10+2/XII or its equivalent and proficiency in computer type speed and in using computer as per the prescribed norms fixed by DOPT from time to time. Age not exceeding 28 years, relaxable in case of SC/ST/OBC/PWD candidates as per rules. There is no age limit for departmental candidates provided they possess the prescribed qualifications. While the proficiency in computer typing speed and in using computer will only be qualifying in nature, the final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination. The merit list will only comprise of those candidates who have qualified the proficiency test in computer typing. The selected candidates shall be allotted to each National Laboratory/Institute/CSIR-HQ based on their vacancy positions.

Provided that:

- (i) **10%** of the posts in the cadre of Junior Secretariat Assistant (General) in National Laboratories/Institutes/CSIR Hqrs. shall be filled up from amongst the Non-Tech Group C (i.e., erstwhile Non-Tech Group D re-designated as Multi-Tasking Staff) borne on the regular establishment, who are 10<sup>th</sup> pass and have rendered 5 years approved service in CSIR, on the basis of seniority-cum-fitness and on the recommendation of the Departmental Promotion Committee.
- (ii) **10%** of the posts in the cadre of Junior Secretariat Assistant (General) in National Laboratories/Institutes/CSIR Hqrs. shall be filled up from amongst the Non-Tech Group C (i.e., erstwhile Non-Tech Group D re-designated as Multi-Tasking Staff) borne on the regular establishment, who are 10<sup>th</sup> pass and have rendered 5 years approved service in CSIR, on the basis of a Limited Departmental Competitive Examination in General Hindi/General English and General Knowledge and proficiency in Computer Typing Speed and using computer as per prescribed norms fixed by DoPT from time to time.  
In case of non-availability of eligible Non-Tech Group C (i.e., erstwhile Non-Tech Group D re-designated as Multi-Tasking Staff) in the National Laboratories/Institutes/CSIR Hqrs., the posts shall be filled up through direct recruitment.

**Part – III : STENOGRAPHIC CADRE**

---

**SECTION I – CADRE STRENGTH, POSTS AND PAY LEVEL**

1. **Posts** – Posts in the Stenographic Cadre shall be classified in the following Groups and designated as shown below:-

<b>S.No .</b>	<b>Designation</b>	<b>Pay Level</b>	<b>Group</b>
1.	Principal Staff Officer	13	A
2.	Senior Principal Private Secretary	12	A
3.	Principal Private Secretary	11	A
4.	Private Secretary	8/10	B
5.	Senior Stenographer	7	B
6.	Junior Stenographer	4	C

2. **Authorised Cadre Strength of the Service** – The authorised cadre strength of the various Posts shall be such as may be determined, from time to time, by the competent authority in CSIR and the authorised cadre strength in various Posts of this cadre on the appointed day (01.01.2020) shall be as follows :-

<b>S.No .</b>	<b>Name of the Post</b>	<b>Sanctioned Strength</b>
1.	Principal Staff Officer	02
2.	Senior Principal Private Secretary	07
3.	Principal Private Secretary	37
4.	Private Secretary	157
5.	Senior Stenographer	205
6.	Junior Stenographer	185
		-----
	(Total) :	593

## SECTION - II : RECRUITMENT AND PROMOTION

---

### 1. **Principal Staff Officer (Pay Level 13):**

Recruitment to this Post shall be made by Selection method through promotion on the basis of merit on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates from amongst the officers holding the post of Senior Principal Private Secretary\* in Pay Level 12 and who have rendered not less than 5 years of approved service in that Post.

If, in a particular year, sufficient numbers of eligible officers are not available in the normal zone of consideration (ZOC), DG, CSIR may, at his/her discretion, relax the approved service to 4 years.

*\*For those Senior Principal Private Secretaries who have switched over to the Stenographic Cadre by exercising the one-time option from the post of Deputy Secretary/Controller of Administration, the service rendered in the post of Deputy Secretary/Controller of Administration shall also be counted as approved service.*

### 2. **Senior Principal Private Secretary (Pay Level 12):**

Recruitment to this Post shall be made by Selection method through promotion on the basis of merit on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates from amongst the officers holding the post of Principal Private Secretary\*\* in Pay Level 11 who have rendered not less than 5 years of approved service in that Post.

If, in a particular year, sufficient numbers of eligible officers are not available in the normal zone of consideration (ZOC), DG, CSIR may, at his/her discretion, relax the approved service to 4 years.

*\*\*For those Principal Private Secretaries who have switched over to the Stenographic Cadre by exercising the one-time option from the post of Under Secretary/Administrative Officer, the service rendered in the post of Under Secretary/Administrative Officer shall also be counted as approved service.*

### 3. **Principal Private Secretary (Pay Level 11):**

Recruitment to this Post shall be made by Selection method through promotion on the basis of merit on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates from amongst the Private Secretaries in Pay Level 8/10 who have rendered not less than 8 years' of approved service in that Post.

If, in a particular year, sufficient numbers of eligible officers are not available in the normal zone of consideration (ZOC), DG, CSIR may, at his/her discretion, relax the approved service to 7 years.

**4. Private Secretary (Pay Level 8/10):**

Recruitment to this Post shall be made as under:

- (i) 66.67% by DPC from amongst Senior Stenographers who have rendered not less than 8 years of approved service on the basis of seniority subject to rejection of unfit; and
- (ii) 33.33% on the basis of Limited Departmental Competitive Examination, as per scheme of examination notified by CSIR from time to time, from amongst the Senior Stenographers who have a University Degree in any discipline with 3 years approved service.

**5. Senior Stenographer (Pay Level 7):**

Recruitment to this Post shall be made on local basis by the Labs./Institutes/CSIR HQ as follows:

- (i) 50% by promotion from amongst the Junior Stenographers who have completed not less than 5 years approved service in that Post on the basis of seniority, subject to rejection of unfit, and on the recommendation of the Departmental Promotion Committee.
- (ii) 50% by examination & proficiency test limited to departmental Junior Stenographers possessing a University Degree in any discipline with 3 years approved service in that Post.

**6. Junior Stenographer (Pay Level 4):**

Recruitment to this Post shall be made on local basis by CSIR Hqrs. and its National Labs. /Instts., by direct recruitment, on the basis of result of open competitive written examination held from time to time from amongst candidates possessing minimum educational qualification of 10+2/XII or its equivalent and proficiency in computer type speed and in using computer as per the prescribed norms fixed by DOPT from time to time. Age not exceeding 27 years, relaxable in case of SC/ST/OBC/PWD candidates as per rules. There is no age limit for departmental candidates provided they possess the prescribed qualifications.

While the proficiency in computer typing speed and in using computer will only be qualifying in nature, the final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination. The merit list will only comprise of those candidates who have qualified the proficiency test in computer typing. The selected candidates shall be allotted to each National Laboratory/Institute/CSIR-HQ based on their vacancy positions.

## PART – IV: FINANCE AND ACCOUNTS CADRE

### SECTION I – CADRE STRENGTH, POSTS AND PAY LEVEL

1. Posts in the Finance & Accounts Cadre shall be classified into the following Groups and designated as shown below:

S.No	Designation	Pay Level	Group
1.	Senior Deputy Financial Adviser / Senior Controller of Finance & Accounts	13	A
2.	Deputy Financial Adviser / Controller of Finance & Accounts	12	A
3.	Finance & Accounts Officer	11	A
4.	Section Officer (Finance & Accounts)	8/10	B
5.	Assistant Section Officer (Finance & Accounts)	7	B
6.	Senior Secretariat Assistant (F&A)	4	C
7.	Junior Secretariat Assistant (F&A)	2	C

2. **Authorised Cadre Strength of the Service** – The authorised cadre strength of the various Posts shall be such as may be determined, from time to time, by the competent authority in CSIR and the authorised cadre strength in various Posts of this cadre on the appointed day (01.01.2020) shall be as follows :-

S.No .	Name of the Post	Sanctioned Strength
1.	Senior Deputy Financial Adviser / Senior Controller of Finance & Accounts	07
2.	Deputy Financial Adviser / Controller of Finance & Accounts	27
3.	Finance & Accounts Officer	62
4.	Section Officer (Finance & Accounts)	121
5.	Assistant Section Officer (Finance & Accounts)	271
6.	Senior Secretariat Assistant (F&A)	145
7.	Junior Secretariat Assistant (F&A)	129
		-----
		(Total):762

## SECTION - II : RECRUITMENT AND PROMOTION

---

1. **Senior Deputy Financial Adviser /  
Senior Controller of Finance & Accounts (Pay Level 13):**

Recruitment to this Post shall be made by promotion on the basis of merit and on the recommendations of Departmental Promotion Committee which shall interview the eligible candidates from amongst the officers holding the post of Deputy Financial Advisers/Controllers of Finance & Accounts in Pay Level 12 and who have rendered not less than 5 years of approved service in that Post.

If, in a particular year, sufficient numbers of eligible officers are not available in the normal zone of consideration (ZOC), DG, CSIR may, at his/her discretion, relax the approved service to 4 years.

2. **Deputy Financial Adviser /  
Controller of Finance & Accounts (Pay Level 12):**

Recruitment to this Post shall be made by promotion on the basis of merit on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates from amongst officers holding the post of the Finance & Accounts Officers in Pay Level-11 who have rendered not less than 5 years of approved service in that Post.

If, in a particular year, sufficient numbers of eligible officers are not available in the normal zone of consideration (ZOC), DG, CSIR may, at his/her discretion, relax the approved service to 4 years.

3. **Finance & Accounts Officer (Pay Level 11):**

Recruitment to this Post shall be made by promotion on the basis of merit on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates from amongst officers holding the post of the Section Officers (Finance & Accounts) in Pay Level 8/10 who have rendered not less than 8 years' of approved service in that Post.

If, in a particular year, sufficient numbers of eligible officers are not available in the normal zone of consideration (ZOC), DG, CSIR may, at his/her discretion, relax the approved service to 7 years.



**4. Section Officer (Finance & Accounts) (Pay Level 8/10):**

- (i) **33-~~1~~3%** by promotion from amongst Assistant Section Officer (Finance & Accounts) who have rendered not less than 8 years' approved service in that Post on the basis of 'Selection-cum-Seniority' on the recommendations of the Departmental Promotion Committee.
- (ii) **33-~~1~~3%** from amongst Assistant Section Officers (General), Assistant Section Officers (Finance & Accounts), Assistant Section Officers (Stores & Purchase) and Senior Stenographers who have a University Degree in any discipline and have completed not less than 3 years approved service in their respective Posts, on the basis of a Limited Departmental Competitive Examination.
- (iii) **33-~~1~~3%** by direct recruitment through an open written competitive examination and interview from amongst candidates possessing University Degree. Age not exceeding 33 years, relaxable in case of SC/ST/OBC/PWD candidates as per rules. Departmental candidates possessing the requisite qualifications will be eligible to compete and there will be no age restriction in their case. Those who qualify in the written examination will be called for interview.

**5. Assistant Section Officer (Finance & Accounts) (Pay Level 7):**

Recruitment to this Post shall be made as follows:

- i) 25% by promotion on local basis from amongst Senior Secretariat Assistants (Finance & Accounts), who have completed not less than 5 years of approved service as Senior Secretariat Assistant (Finance & Accounts) on the basis of seniority subject to rejection of unfit and on the recommendations of the Departmental Promotion Committee.
- ii) 25% by means of Limited Departmental Competitive Examination conducted by CSIR HQ from amongst Senior Secretariat Assistant (General) / Senior Secretariat Assistant (Finance & Accounts) / Senior Secretariat Assistant (Stores & Purchase), Junior Stenographers possessing University Degree with three years approved service.
- iii) 50% by Direct Recruitment conducted by CSIR HQ from amongst candidates possessing University Degree, on the basis of result of Open Written Competitive Examination. Age not exceeding 33 years; relaxable in case of SC/ST/OBC/PWD candidates as per rules. Departmental candidates possessing the requisite qualifications will be eligible to compete and there will be no age restriction in their case.

**6. Senior Secretariat Assistant (Finance & Accounts) (Pay Level 4):**

Recruitment to this Post shall be made on local basis by the Labs./Institutes/CSIR Hqrs. as follows:-

100% by promotion from amongst the Junior Secretariat Assistants (Finance & Accounts) who have completed not less than 3 years' approved service as Junior Secretariat Assistant (Finance & Accounts) on the basis of seniority subject to rejection of unfit and on the recommendations of the Departmental Promotion Committee.

**7. Junior Secretariat Assistant (Finance & Accounts) (Pay Level 2) :**

Recruitment to this Post shall be made on local basis by CSIR Hqrs. and its National Labs. /Instts., by direct recruitment, on the basis of result of competitive written examination held from time to time from amongst candidates possessing minimum educational qualification of 10+2/XII or its equivalent with Accountancy as a subject and proficiency in computer type speed and in using computer as per the prescribed norms fixed by DOPT from time to time. Age not exceeding 28 years, relaxable in case of SC/ST/OBC/PWD candidates as per rules. There is no age limit for departmental candidates provided they possess the prescribed qualifications. While the proficiency in computer typing speed and in using computer will only be qualifying in nature, the final merit list will be prepared on the basis of the performance of the candidates in the open competitive written examination. The merit list will only comprise of those candidates who have qualified the proficiency test in computer typing. The selected candidates shall be allotted to each National Laboratory/Institute/CSIR-HQ based on their vacancy positions.

Provided that:

10% of the posts in the cadre of Junior Secretariat Assistant (Finance & Accounts) in National Laboratories/Institutes/CSIR Hqrs. shall be filled up from amongst the Non-Tech Group C (i.e., erstwhile Non-Tech Group D re-designated as Multi-Tasking Staff) borne on the regular establishment, who are 10th pass and have rendered 5 years approved service in CSIR, on the basis of seniority-cum-fitness and on the recommendation of the Departmental Promotion Committee.

10% of the posts in the cadre of Junior Secretariat Assistant (Finance & Accounts) in National Laboratories/Institutes/CSIR Hqrs. shall be filled up from amongst the Non-Tech Group C (i.e., erstwhile Non-Tech Group D re-designated as Multi-Tasking Staff) borne on the regular establishment, who are 10th pass and have rendered 5 years approved service in CSIR, on the basis of a Limited Departmental Competitive Examination in General Hindi/General English and General Knowledge and proficiency in Computer Typing Speed and using computer as per prescribed norms fixed by DoPT from time to time.

In case of non-availability of eligible Non-Tech Group C (i.e., erstwhile Non-Tech Group D re-designated as Multi-Tasking Staff) in the National Laboratories /Institutes/CSIR Hqrs., the posts shall be filled up through direct recruitment.

**PART – V : STORES AND PURCHASE CADRE**

**SECTION I – CADRE STRENGTH, POSTS AND PAY LEVEL**

1. Posts in the Stores & Purchase Cadre shall be classified in the following Groups and designated as shown below:

Sl. No.	Designation	Pay Level	Group
1.	Senior Controller of Stores & Purchase	13	A
2.	Controller of Stores & Purchase	12	A
3.	Stores & Purchase Officer	11	A
4.	Section Officer (S&P)	8/10	B
5.	Assistant Section Officer(S&P)	7	B
6.	Senior Secretariat Assistant (S&P)	4	C
7.	Junior Secretariat Assistant (S&P)	2	C

2. **Authorised Cadre Strength of the Service** – The authorised cadre strength of the various Posts shall be such as may be determined, from time to time, by the competent authority in CSIR and the authorised cadre strength in various Posts of this cadre on the appointed day (01.01.2020) shall be as follows :-

S.No .	Name of the Post	Sanctioned Strength
1.	Senior Controller of Stores & Purchase	04
2.	Controller of Stores & Purchase	14
3.	Stores & Purchase Officer	47
4.	Section Officer (S&P)	107
5.	Assistant Section Officer (S&P)	178
6.	Senior Secretariat Assistant (S&P)	145
7.	Junior Secretariat Assistant (S&P)	114
		-----
		(Total) : 609

## SECTION - II : RECRUITMENT AND PROMOTION

---

**1. Senior Controller of Stores & Purchase (Pay Level 13):**

Recruitment to this Post shall be made by promotion on the basis of merit on the recommendations of Departmental Promotion Committee which shall interview the eligible candidates from amongst the officers holding the post of Controllers of Stores & Purchase in Pay Level 12 and who have rendered not less than 5 years' of approved service in that Post.

If, in a particular year, sufficient numbers of eligible officers are not available in the normal zone of consideration (ZOC), DG, CSIR may, at his/her discretion, relax the approved service to 4 years.

**2. Controller of Stores & Purchase (Pay Level 12):**

Recruitment to this Post shall be made by promotion on the basis of merit on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates from amongst the officers holding the post of Stores & Purchase Officers in Pay Level 11 who have rendered not less than 5 years' of approved service in that Post.

If, in a particular year, sufficient numbers of eligible officers are not available in the normal zone of consideration (ZOC), DG, CSIR may, at his/her discretion, relax the approved service to 4 years.

**3. Stores & Purchase Officer (Pay Level 11):**

Recruitment to this Post shall be made by promotion on the basis of merit on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates from amongst the officers holding the post of Section Officers (Stores & Purchase) in Pay Level 8/10 who have rendered not less than 8 years' of approved service in that Post.

If, in a particular year, sufficient numbers of eligible officers are not available in the normal zone of consideration (ZOC), DG, CSIR may, at his/her discretion, relax the approved service to 7 years.

**4. Section Officer (Stores & Purchase) (Pay Level 8/10):**

- (i) 33- $\frac{1}{3}$ % by promotion from amongst Assistant Section Officers (Stores & Purchase) who have rendered not less than 8 years' approved service in that Post on the basis of 'Selection-cum-Seniority' on the recommendations of the Departmental Promotion Committee.
- (ii) 33- $\frac{1}{3}$ % by promotion on the basis of result of Limited Departmental Competitive Examination, limited to those Assistant Section Officers (General), Assistant Section Officers (Finance &Accounts), Assistant Section

Officers (Stores & Purchase) and Senior Stenographers who have a University Degree in any discipline and have rendered not less than 3 (three) years' approved service in their respective Posts.

- (iii) 33- $\frac{1}{3}$ % by direct recruitment on the basis of result of an open written competitive examination and interview from amongst the candidates possessing University Degree. Age not exceeding 33 years, relaxable in the case of SC/ST/OBC/PWD candidates as per rules. Departmental candidates fulfilling the educational qualifications will also be eligible to appear in the examination and there will be no age restriction in their case. Those who qualify in the written examination will be called for interview.

**5. Assistant Section Officer (Stores & Purchase) (Pay Level 7) :**

Recruitment to this Post shall be made as follows:

- (i) 25% by promotion on local basis from amongst the Senior Secretariat Assistants (Stores & Purchase) who have completed not less than 5 years' approved service in that Post on the basis of seniority, subject to rejection of unfit, and on the recommendation of the Departmental Promotion Committee.
- (ii) 25% by means of Limited Departmental Competitive Examination to be conducted by CSIR HQ from amongst Senior Secretariat Assistants (General) / Senior Secretariat Assistants (Finance &Accounts) / Senior Secretariat Assistants (Stores & Purchase) /Junior Stenographers possessing University Degree and having not less than 3 years' approved service in that Post.
- (iii) 50% by direct recruitment to be conducted by CSIR HQRS. from amongst candidates possessing University Degree, age not exceeding 33 years, relaxable in case of SC/ST/OBC/PWD candidates as per rules, on the basis of result of open competitive written examination including computer proficiency test. Departmental candidates possessing the requisite qualifications will be eligible to compete and there will be no age restriction in their case.

**6. Senior Secretariat Assistant (Stores & Purchase) (Pay Level 4):**

Recruitment to this Post shall be made on local basis by the Labs./Institutes/CSIR Hqrs. as follows:-

100% by promotion from amongst the Junior Secretariat Assistants (Stores & Purchase) who have completed not less than 3 years' approved service as Junior Secretariat Assistant (Stores & Purchase) on the basis of seniority subject to

rejection of unfit and on the recommendations of the Departmental Promotion Committee.

**7. Junior Secretariat Assistant (Stores & Purchase) (Pay Level 2) :**

Recruitment to this Post shall be made on local basis by CSIR Hqrs. and its National Labs./Instts., by direct recruitment, on the basis of result of open competitive written examination held from time to time from amongst candidates possessing minimum educational qualification of 10+2/XII or its equivalent and proficiency in computer type speed and in using computer as per the prescribed norms fixed by DOPT from time to time. Age not exceeding 28 years, relaxable in case of SC/ST/OBC/PWD candidates as per rules. There is no age limit for departmental candidates provided they possess the prescribed qualifications. While the proficiency in computer typing speed and in using computer will only be qualifying in nature, the final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination. The merit list will only comprise of those candidates who have qualified the proficiency test in computer typing. The selected candidates shall be allotted to each National Laboratory/Institute/CSIR-Hqrs. based on their vacancy positions.

Provided that:

- (i) **10%** of the posts in the cadre of Junior Secretariat Assistant (Stores & Purchase) in National Laboratories/Institutes/CSIR Hqrs. shall be filled up from amongst the Non-Tech Group C (i.e., erstwhile Non-Tech Group D re-designated as Multi-Tasking Staff) borne on the regular establishment, who are 10<sup>th</sup> pass and have rendered 5 years approved service in CSIR, on the basis of seniority-cum-fitness and on the recommendation of the Departmental Promotion Committee.
- (ii) **10%** of the posts in the cadre of Junior Secretariat Assistant (Stores & Purchase) in National Laboratories/Institutes/CSIR Hqrs. shall be filled up from amongst the Non-Tech Group C (i.e., erstwhile Non-Tech Group D re-designated as Multi-Tasking Staff) borne on the regular establishment, who are 10<sup>th</sup> pass and have rendered 5 years approved service in CSIR, on the basis of a Limited Departmental Competitive Examination in General Hindi/General English and General Knowledge and proficiency in Computer Typing Speed and using computer as per prescribed norms fixed by DoPT from time to time.

In case of non-availability of eligible Non-Tech Group C (i.e., erstwhile Non-Tech Group D re-designated as Multi-Tasking Staff) in the National Laboratories/Institutes/CSIR Hqrs., the posts shall be filled up through direct recruitment.

**PART – VI : MISCELLANEOUS**

---

**(A) Selection/Departmental Promotion Committee for Group 'A' Posts in General Cadre:-**

The Selection/Departmental Promotion Committee for the posts of Officers of Group 'A' in General Cadre shall be constituted from time to time by the Controlling Authority as follows:-

1	DG, CSIR or his nominee	Chairman
2	Two Directors of National Laboratories/Institutes	Members
3	A representative of DOPT	Member
4	Joint Secretary (Administration), CSIR	Member(Ex-Officio)
5	Financial Adviser, CSIR	Member(Ex-Officio)
6	Such other Member or Members as may be nominated by the DG, CSIR	Member
7	Representative of SC/ST	Member

The Chairman plus 50% of the members of Selection Committee / DPC shall constitute the Quorum.

**(B) Selection/Departmental Promotion Committee for Group 'A' Posts in Stenographic Cadre:-**

The Selection/Departmental Promotion Committee for the posts of Officers of Group 'A' in Stenographic Cadre shall be constituted from time to time by the Controlling Authority as follows:-

1	DG, CSIR or his nominee	Chairman
2	Two Directors of National Laboratories/Institutes	Members
3	A representative of DOPT	Member
4	Joint Secretary (Administration), CSIR	Member (Ex-Officio)
5	Financial Adviser, CSIR	Member (Ex-Officio)
6	Such other Member or Members as may be nominated by the DG, CSIR	Member
7	Representative of SC/ST	Member

The Chairman plus 50% of the members of Selection Committee / DPC shall constitute the Quorum.

(C) **Selection/Departmental Promotion Committee for Group 'A' Posts in Finance & Accounts Cadre:-**

The Selection/Departmental Promotion Committee for the posts of Officers of Group 'A' in Finance & Accounts shall be constituted from time to time by the Controlling Authority as follows:-

1	DG, CSIR or his nominee	Chairman
2	Two Directors of National Laboratories / Institutes	Members
3	A representative from Comptroller & Auditor General of India/Director of Audit, Central Revenues	Member
4	Joint Secretary(Administration),CSIR	Member (Ex-Officio)
5	Financial Adviser, CSIR	Member (Ex-Officio)
6	Such other Member or Members as may be nominated by the DG, CSIR	Member
7	Representative of SC/ST	Member

The Chairman plus 50% of the members of Selection Committee / DPC shall constitute the Quorum.

(D) **Selection/Departmental Promotion Committee for Group 'A' posts in Stores & Purchase Cadre:-**

The Selection/Departmental Promotion Committee for the posts of Officers of Group 'A' in the Stores & Purchase Cadre shall be constituted from time to time by the Controlling Authority as follows:-

1	DG, CSIR or his nominee	Chairman
2	Two Directors of National Laboratories/Institutes	Members
3	A representative of GeM/DRDO	Member
4	Joint Secretary (Administration), CSIR	Member (Ex-Officio)
5	Financial Adviser, CSIR	Member (Ex-Officio)
6	Such other Member or Members as may be nominated by DG, CSIR	Member
7	Representative of SC/ST Member	Member

The Chairman plus 50% of the members of Selection Committee / DPC shall constitute the Quorum.



**(E) Selection/Departmental Promotion Committee (for Group `B' gazetted - all Cadres):-**

The Selection/Departmental Promotion Committee for all Posts of Group `B' (Gazetted) shall be constituted from time to time by the Controlling Authority as follows:-

- (i) Joint Secretary (Administration), CSIR
- (ii) Financial Adviser, CSIR
- (iii) Representative of SC/ST

**(F) Selection/Departmental Promotion Committee [for Group `B' (non-gazetted) and Group `C' posts - all cadres]:-**

The Selection/Departmental Promotion Committee for all Posts of Group `B' (Non Gazetted) and Group `C' shall be constituted as follows:

1	Director* or his nominee	Chairman
2	Three Officers from amongst the following officers: a) Sr. Deputy Secretary/Sr. Controller of Administration / Deputy Secretary/Controller of Administration / Under Secretary / Administrative Officer from the concerned Lab./Hqrs. b) Sr. Deputy Secretary/Sr. Controller of Administration/ Deputy Secretary/Controller of Administration/ Under Secretary /Administrative Officer from sister Labs./Hqrs, c) Sr. Deputy Financial Adviser/Sr. Controller of Finance & Accounts / Deputy Financial Adviser / Controller of Finance & Accounts/ Finance & Accounts Officer from the concerned Lab./Hqrs.	Members
3	Representative of SC/ST Member	Member

\* Joint Secretary (Admn.) in the case of CSIR Hqrs.

## PART –VII: GENERAL NOTES

---

1. Selection/Departmental Promotion Committees for posts borne on “Local Cadres” shall be constituted by the Joint Secretary (Admn.), CSIR in the case of CSIR Headquarters and by the Directors in the case of National Laboratories/Institutes.
2. The authority authorized to hold competitive/qualifying examinations, wherever provided in the rules, shall be prescribed by the Controlling Authority.
3. **Disqualification:** No person, - (a)who has entered into or contracted a marriage with a person having a spouse living; or (b)who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any of the Posts under these Rules: Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.
4. **Probation:**
  - a) Officers recruited directly to any of the Posts mentioned in these rules shall be placed on probation for a period of two years from the date of joining. Every officer promoted to any of the Posts mentioned in these rules shall be placed on probation for a period of one year from the date of joining the promoted post.
  - b) The period of probation mentioned above may be extended or curtailed at the discretion of the appointing authority.
  - c) During probation a member of the service may be required to undergo such training and pass such tests as CSIR may prescribe from time to time.
  - d) In general, the provisions of Probation as prescribed by the Government of India from time to time shall be applicable to the members of this service.
5. **Completion of Probation or Reversion:**
  - (I) Upon completion of the probation period or extended probation period, if any, the appointing authority shall assess the performance of the officer, as per prescribed procedure and shall declare either:
    - a) Successful completion of probation; or
    - b) Extension of the probation period further; or
    - c) Reversion of the officer to lower Post from which he or she was promoted.
  - (II) Notwithstanding anything in sub-rule (I), an officer may be reverted to lower Post any time during the probation or continued probation period, if he or she is not considered suitable for continuance in that Post, upon assessment made by the appointing authority.

**6. Discharge:**

- (I) An officer directly appointed to any of the Posts mentioned in these rules, and who has no lien on any post under the Central Government or any State Government or Autonomous Bodies etc., shall, while on probation, be liable to be discharged from the service at any time without notice, if
- a) on the basis of his or her performance or conduct during probation, he /she is considered unfit for further retention in the service; or
  - b) on the receipt of any information relating to his or her nationality, age, health or antecedents, the appointing authority is satisfied that he or she is ineligible or otherwise unfit for being a member of the service.
- (II) An officer directly appointed to any of the Posts mentioned in these rules, and who holds a lien on any post under the Central Government or any State Government or Autonomous Bodies etc., shall, while on probation, be reverted to such post at any time under any of the circumstances specified in sub-rule (I).
- (III) An officer directly appointed to any of the Posts mentioned in these rules, who is not considered suitable for confirmation or continuance in the Post, during or at the end of the period of probation or at the end of the extended period of probation, if any, shall be discharged or reverted in accordance with sub-rule (I) or sub-rule (II) of this rule, as the case may be.

**7. Confirmation:**

- a) After entry into service (in any of the Posts under these Rules) and on completion of the period of probation to the satisfaction of the competent authority, the officer shall be eligible for confirmation into service.
- b) Confirmation into service shall be made only once at the entry level into service.
- c) In general, the provisions of Confirmation as prescribed by the Government of India from time to time shall be applicable to the members of this service.

**8. Training:** Officers recruited directly or promoted to a Post may be required to undergo such training as may be prescribed by CSIR from time to time.

**9. Appointment to short-term vacancies:** Notwithstanding the provisions contained in these Rules, short-term vacancies may be filled on local basis subject to such orders as may be issued by the Controlling Authority from time to time.

**10. Special Directions:** The Director-General, CSIR may from time to time issue such general or special directions as may be necessary to relax or remove the difficulties in the operation of any of the provisions of these Rules.

11. **Notification of Schedule of DPC:** The intimation of the schedule to the candidates called for interview for DPC to any post covered under this rule should be notified in the CSIR website at least 10 days before the date of interview.
12. **Call Letter for written test / interview for open recruitment:** The intimation to the candidates called for written test / interview for recruitment to any post covered under this rule should be sent either by Registered Post or by Speed Post or by Courier at least 21 days before the date of interview.
13. **Regulation of Pay:** The pay and increments of Officers of various Posts under these Rules shall be regulated in accordance with the rules relating to pay of Central Civil Services as adopted by CSIR.
14. **Transfer:** Officers holding posts under the CSIR shall be liable to serve anywhere in India and any officer under any of the Posts under these Rules may be transferred to any of the Laboratories or Institutes of CSIR or its Units or Extension Centres or the CSIR Headquarters.
15. **Regulations:** In pursuance of these rules, regulations may be made, not inconsistent with these rules, to provide for all matters for which provision is necessary or expedient, for the purpose of giving effect to these rules.
16. **Power to relax:** Where the DG CSIR is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.
17. **Saving:** Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard.
18. **Interpretation:** Where any doubt arises with regard to interpretation of any of the provision(s) of these Rules, the matter shall be referred to the Director-General, CSIR whose decision shall be final.
19. **Residuary Matters:** These new Rules supersede all the existing Rules related to Recruitment and Promotion of Officers and Staff, included in any of the Posts under these Rules, to the extent the existing rules are inconsistent with these rules. In regard to matters not specifically covered by these rules or by regulations or orders made or issued there under or by special orders, the Officers and Staff, included in any of the Posts under these Rules, shall be governed by the rules, regulations and orders applicable under ASRP Rules 1982.