

FORM NO. 4
(See Rule 42)
CENTRAL ADMINISTRATIVE TRIBUNAL : GUWAHATI BENCH.
GUWAHATI.

ORDER SHEET

Original No. _____
Misc. Petition No. _____
Contempt Petition No. 7/2002 W.O.A. 54/2001
Review Application No. _____

Applicant(s) Dr. Binapani Saikia

Respondent(s) H. O. I. Gons

Advocate for Applicant(s) Mr. H. Rahman
Mr. N. Borua

Advocate for Respondent(s) B.C. Pathak Addl. case.

Notes of the Registry

Date

ORDER OF THE TRIBUNAL

This Contempt
Petition has been
filed by the Counsel
for the applicant praying
for wilful disobedience
and non-compliance
of the order dated
18.9.2001 passed by
this Honble Tribunal
in O.A 54/2001.

25.2.02

Issue notice as to why the Contempt
Proceeding shall not be initiated.

List on 28.3.2002 for order.

Member

Vice-Chairman

Laid before the
Honble Court for
further orders.

28.3.2002

List the case again on 9.4.2002.

Member

Vice-Chairman

9.4.02

Mr. B.C. Pathak, learned Addl. C.G.S.C.
appearing on behalf of the Respondent No.2
prays for time to file reply. Prayer allowed.
List on 14.5.2002 for orders.

Member

Vice-Chairman

Section Officer

Notice prepared and sent to
DLS for info the respondents
No 1 & 2 by Regd. A/D.

D/No 735 to 736

Dtd 4/3/02

mb

① Service report are still awaited.

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27.8.02.

14.5.02 Further three weeks time is allowed to the Respondent/Contempt-ner No.1 to file reply if any.

List on 5/6/2002 for further orders.

No reply has been filed.

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4.6.02.

Member

Vice-Chairman

mb

5.6.02 On the prayer of Mr.B.C.

Pathak, learned Addl.C.G.S.C.

four weeks time is allowed to file reply if any. List on 26.6.02 for orders.

No reply has been filed.

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25.6.02.

Member

Vice-Chairman

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5.8.02

Reply affidavit has been submitted by contemner No.1 & 2.

26.6.02 On the prayer of Mr. B.C.Pathak, learned Addl.C.G.S.C. for the respondents further three weeks time is allowed to the respondents to file reply, if any.

List on 9.8.2002 for orders.

Member

Vice-Chairman

mb

9.8.02 None appears for the applicant.

Mr J.Singh, learned counsel has entered appearance on behalf of the contemners today. Mr B.C.Pathak submitted that he has retired from the case. The name of Mr Pathak may be struck off.

List again on 9.9.2002 for order.

Member

Vice-Chairman

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C.P. 7/2002

Notes of the Registry	Date	Order of the Tribunal
	9.9.2002	It has been stated by Mr. J. Singh, learned counsel appearing for the Respondents that the Respondent No.2 Dr. Jagir Singh Sandhu, Director Regional Research Laboratory has already superannuated. This is recorded. List again on 1.10.2002 for orders. Vice-Chairman
mb	1.10.02	List again on 7.10.2002 for orders as agreed by the parties. Member Vice-Chairman
mb	7.10.02	Heard Mr.H.Rahman learned counsel for the applicant and also Mr.J.Singh learned counsel assisted by Mr.I.M.Talukdar learned counsel appearing on behalf of the Respondents. List on 14.11.02 for orders. Member Vice-Chairman
lm	14.11	Met to circuit sitting at Shullang, for case's adjourned to 26/11/2002. A.K. Jey

(4)

C.P.7/2002

Notes of the Registry

Date

Order of the Tribunal

26.11.02

None appears for the applicant. Heard Mr. J.Singh, learned Sr. counsel for the respondents. List on 4.12.02 to enable the applicant to take necessary instructions on the matter.


Vice-Chairman

mb

4.12.2002

Heard Mr.H.Rahman, learned counsel for the applicant and also Mr.J.Singh, learned Sr.counsel for the respondents assisted by Mr.I.A.Talukdar.

Mr.Rahman, learned counsel for the applicant, referring to the judgment and order of the Tribunal dated 18.9.2001 passed in O.A.54/2001, contended that by the impugned order the respondents willfully violated the order of the Tribunal and left^{out} the applicant's case from fair consideration. Mr.Rahman particularly submitted that the Tribunal by its judgment and order dated 18.9.2001 in O.A.54/2001 directed the authority to consider the case of the applicant for absorption and that consideration was to be considered in the light of the notification dated, 13.1.1981. The respondents blatantly defied the directions of the Tribunal, submitted Mr.Rahman.

Contd./2

Note of the Registry

Date

Order of the Tribunal

Contd.
4.12.2002

Countering the submissions of Mr.Rahman, Mr.J.Singh, learned Sr.counsel for the respondents contended that the authority considered the case of the applicant and in its wisdom found that the applicant was not found eligible to be absorbed in the light of the scheme. Mr.Singh, learned Sr.counsel for the respondents submitted that there is no willful disregard of the order of the Tribunal. Mr.Singh further submitted that in exercising contempt jurisdiction the Court or Tribunal is to look into the facts situation and judge the situation as to whether the same amounted to deliberate defiance of the direction of the Tribunal or Court. Mr.Singh submitted that since the applicant was not found suitable for absorption on consideration of her case, she was not absorbed and hence the contempt proceeding is liable to be dropped against the alleged contemners.

Upon hearing the learned counsel for the parties and on consideration of all aspects of the matter, we are of the opinion that the contempt proceeding is not sustainable and the same is liable to be dropped. If the applicant is aggrieved, she may assail the action of the respondents in an appropriate proceeding.

With this observations, the contempt proceeding against the alleged contemners stands dropped.

11/11/02
Member

[Signature]
Vice-Chairman

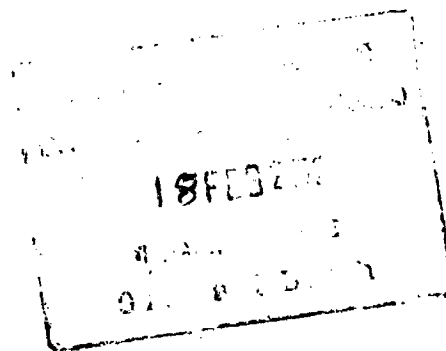
12.12.2002

Copy of the order has been sent to the office for issuing the rule to the parties by post on 12.12.2002 for the respondents.

6
Note of the Registry

Date

Order of the Tribunal



Binapani Saikia
Petitioner
Moreshwar Barua
Minister

IN THE CENTRAL ADMINISTRATIVE TRIBUNAL, GUWAHATI BRANCH,
GUWAHATI.

CONTEMPT PETITION NO. 7 OF 2002.

IN THE MATTER OF :

An application under Section 17 of the
Administrative Tribunals Act, 1985.

- A N D -

IN THE MATTER OF :

Wilful disobedience and non-compliance
of the order dated 18.9.2001 passed by
this Hon'ble Tribunal in Original
Application No. 54/2001.

- A N D -

IN THE MATTER OF :

Dr. Binapani Saikia
Daughter of Late K.C. Saikia,
Resident of Tarajan Phukan Road,
Opposite Bharati Press,
P.O. Jorhat, Dist. Jorhat, Assam.

..... Petitioner.

.- Versus -

1. Dr. R.A. Machelkar
Director General,

Contd...p/-

Binapani Saikia

[2]

Council of Scientific and Industri
-al Research, 2, Rafi Marg,
New Delhi - 110001.

2. Dr. Jagir Singh Sandhu
Director, Regional Research
Laboratory, Jorhat,
Jorhat - 785006.

..... Respondent/Contemner.

The humble petition of the petitioners
above named ;

MOST RESPECTFULLY SHEWETH :

1. That the petitioner is a citizen of India and a permanent resident of Jorhat, in the district of Jorhat, Assam.
2. That being aggrieved by the action of the respondent authorities in not regularising her services like that of other similarly situated persons, the petitioner had filed an application before the Central Administrative Tribunal, Guwahati Bench under Section 19 of the 'Administrative Tribunal Act' 1985. The said application was registered and numbered as Original Application No.54 of 2001.
3. That this Hon'ble Tribunal after perusal of the materials on record and after hearing the parties

Binapani Saikia

Contd...p/-

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[3]

was pleased to dispose of the application filed by the petitioner with a direction upon the respondents to consider the case of the applicant for absorption in light of the Scheme promulgated by communication dated 13.1.1981 in the post of Scientist 'C' Group IV or any other suitable post commensurate to her educational qualification. The respondents were further ordered to complete the above exercise with three months from the date of receipt of the order.

A type copy of the order dated 18.9.2001 is enclosed herewith and marked as Annexure - I to this petition.

4. That the petitioner begs to state that thereafter she obtained a certified copy of the order dated 18.9.2001 passed by this Hon'ble Tribunal in Original Application No. 54 of 2001 and submitted the same before the respondents/contemners who acknowledged the receipt thereof.

5. That the petitioner beg to state that in the month of December' 2001, she received a communication dated 12/14th December' 2001 issued under the signature of the Administrative Officer, Regional Research Laboratory, Jorhat. By the said communication, the petitioner was communicated the order passed by Director General

Contd...p/-

Binapani Saikia

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CSIR while considering her case for absorption in compliance with the direction of the Tribunal.

A type copy of the communication dated 12/14th December 2001 is annexed herewith and marked as Annexure - II in this petition.

6. That the petitioner beg to state that the Director General, CSIR while passing the order observed that there is no merit in the case of the petitioner for absorption in CSIR Service.

7. That the petitioner begs to submit that the respondents/contemners by rejecting the case of the petitioner for absorption has wilfully and deliberately violated the direction of this Hon'ble Tribunal in as much as the Hon'ble Tribunal had specifically directed the respondent authorities to consider the case of the petitioner for absorption in light of the communication dated 13.1.1981.

8. That the petitioner begs to submit that as per the direction of the Hon'ble Tribunal the respondent authorities ought to have considered the case of the petitioner for absorption in light of the communication dated 13.1.1981. But, the respondents/contemners after going through the order passed by the Hon'ble Tribunal have wilfully and deliberately violated the same by

Contd....p/-

Binapani Baikia

rejecting the case of the petitioner for absorption in a most mechanical manner.

9. That the petitioner begs to submit that there is a clear order from this Hon'ble Tribunal to consider the case of the petitioner for absorption in light of the communication dated 13.1.1981 which has been deliberately and wilfully violated by the respondents/contemners.

10. That the petitioner begs to submit that the action of the respondents/contemners in not considering the case of the petitioner for absorption is wilful and deliberate violation of this Hon'ble Tribunal's Order and disrespect to this Hon'ble Tribunal by the respondents/contemners. For this action the respondents/contemners are liable to be prosecuted under the Contempt of Courts Act.

11. That the petitioner begs to submit that the aforesaid action of the respondents/contemners amount to wilful and deliberate violation of the order dated 18.9.2001 passed by this Hon'ble Tribunal in Original Application No. 54 of 2001 and as such, the respondents/contemners are liable to be prosecuted as per law.

12. That this application is filed bonafide and for the ends of justice.

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Binapani Baikia

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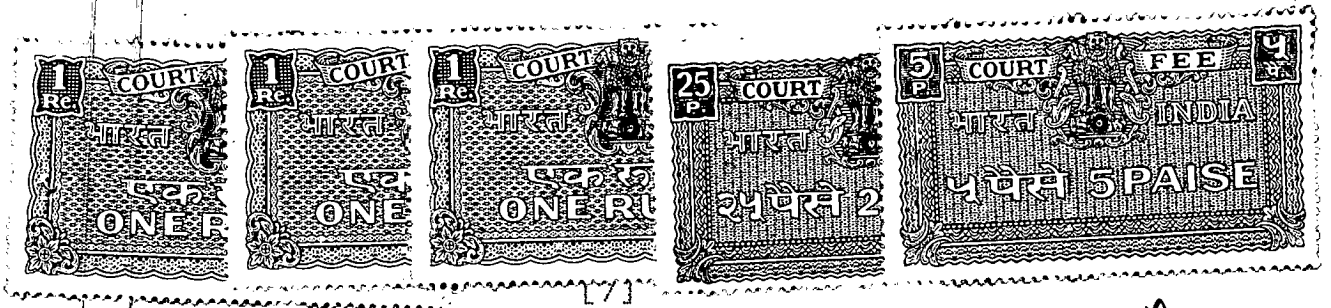
It is, therefore, prayed that Your Lordship's may be pleased to admit this petition, issue notice upon the respondents/contemners to show cause as to why Contempt proceedings should not be drawn up against them for wilful and deliberate violation of this Hon'ble Tribunal Order dated 17.8.2001, passed in Original Application No. 54 of 2001 and on cause/causes being shown and after hearing the parties pass such order/orders as your Lordship's may deem fit and proper.

And for this act of kindness, the petitioners as in duty bound shall ever pray.

Affidavit.....

Binapani Saikia

Contd...p/-



A F F I D A V I T

I, Dr. Binapani Saikia, daughter of Late K.C. Saikia, aged about 32 years, resident of Tarajan, Jorhat, District Jorhat, Assam, do hereby solemnly affirm and state as follows :

1. That I am the petitioner in the accompanying Petition and I am fully acquainted with the facts and circumstances of the case.

2. That the statements made in this affidavit and in paragraphs 1, 2, 4 and 6 are true to my knowledge and those made in paragraphs 3 and 5 being matters of records are true to my information derived therefrom which I believe to be true and the rest are my humble submissions before this Hon'ble Court.

And I sign this affidavit on this the 16th day of January' 2002 at Guwahati.

Identified by me :

Ivalina Deka

Advocate.

Binapani Saikia

D E P O N E N T.

Solemnly affirmed and declared by the deponent who is identified by

Ivalina Deka, Advocate on this the 16th day of 16-2-2002 before me.

M A G I S T R A T E.

[Signature]
Sub-Divisional Magistrate.
Jorhat District.



Annexure-I.

CENTRAL ADMINISTRATIVE TRIBUNAL, GUWAHATI BENCH.

Original Applicant No. 54 of 2001.

Date of Order : This the 18th day of September' 2001.

The Hon'ble Mr. Justice D.N. Choudhury, Vice-Chairman.

The Hon'ble Mr. K.K. Sharma, Administrative Member.

Dr. Binapani Saikia

Daughter of Late K.C. Saikia,

aged about 31 years,

resident of Tarajan Phukan Road,

Opp. Bharati Press,

P.O. & Dist. Jorhat, Assam.

..... Applicant.

By Advocate Sri H. Rahman.

- Versus -

1. Union of India

represented by the Ministry of Science & Technology,
New Delhi.

2. The Director General

Council of Scientific Research, Anusandhan Bhawan,
2, Rafi Marg, New Delhi - 1.

3. The Director

Regional Research Laboratory, Jorhat,
Assam.

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Advocate*

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By Advocate Sri B.C. Pathak, Addl. C.G.S.C.

ORDER

CHODHURY J. (V.C.)

This is the second round of litigation concerning the applicant. Admittedly the applicant worked under the respondents from 1986 to 1995. The applicant was initially appointed as a Junior Research Fellow for a period of 2 years and thereafter she was allotted to the post of Senior Research Fellow with effect from 20.10.1988. The applicant was appointed as a Research Associate with effect from 27.3.1992 to 26.3.1994 for a period of 2 years on a consolidated emoluments of Rs. 2200/- per month in the slab of Rs. 2200-100-2700/-. The said arrangement was extended for a period of one year with effect from 4.1.1994 to 3.4.1995 on the existing terms and conditions. On the own showing of the respondents the applicant continued in the Regional Research Laboratory initially as Junior Research Fellow, then Senior Research Fellow and thereafter as Research Associate and thus acquired full knowledge and experience of research work. As per the materials on record the applicant is M.Sc. in Physical Chemistry. The applicant also obtained Ph.D. in 1988 while she was working as Senior Research Fellow in R.R.L. She came to this Tribunal by filing an application which was registered and numbered

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as Original Application No. 443/1999. By the said application she sought for a direction for permanent absorption as per the scheme for absorption of Researchers working in CSIR Laboratories. By order dated 24.12.1999 the Tribunal directed the respondents to examine and dispose of her representation within the specified period. Despite the direction issued by the Tribunal the respondents were sitting over the matter and informed the applicant that they took steps for reviewing the order of the Tribunal. From the order dated 15.5.2000 issued by the Administrative Officer the respondents are yet to dispose of her representation.

2. In the written statement the respondents though admitted that the applicant fulfilled the eligibility criteria for appointment or absorption but she did not acquire prescribed 15 years of continuous research as Fellow/Associate/Project Assistant on monthly payment basis. The respondents also stated that some other persons who were appointed through open advertisement on regular basis could not be compared with the applicant.

3. Mr. H. Rahman, learned counsel appearing for the applicant countering the assertion made by Mr. B.C. Pathak, learned Addl. C.G.S.C. submitted that the applicant also applied for the post against the advertisement but till now her case was not considered. Mr. B.C. Pathak, learned Addl. C.G.S.C. strenuously asserted that

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the applicant under no circumstances was entitled to be considered for absorption as per the scheme dated 3.7.1998. Mr. Pathak submitted that as per the scheme one is to work for 15 years continuously as Fellow/Associate/Project Associate on monthly payment basis. Mr. Rahman submitted that the applicant worked under the respondents from 1985 onwards till 1995. On the own showing of the respondents she worked for more than 9 years as Junior Research Fellow, Senior Research Fellow and thereafter as Research Associate and acquired full knowledge of research work. The only controversy raised by the respondents that she did not complete 15 years of continuous service on monthly payment basis. Mr. Rahman, therefore submitted that since she was rendering service in the R.R.L. for about 3 years before coming of the revised circular/scheme of 1998, the applicant was atleast entitled for being considered in the light of the circular dated 13.1.1981.

4. From the conspectus it thus emerges that the applicant rendered nine years continuous service and worked against regular vacancy and identical post, we have given our anxious consideration on the matter. The respondents inspite of direction issued earlier did not pass any order. In the circumstances we are impelled to pass an order directing the respondents to consider the case of the applicant for absorption in the light of the scheme promulgated by communication dated 13.1.1981 in, the post of Scientific 'C' Group IV or any other suitable

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ble post commensurate to her educational qualification.
The respondents are ordered to complete the above exercise within 3 months from the date of receipt copy of this order.

The application is allowed to the extent indicated. There shall, however, be no order as to costs.

Sd/- VICE - CHAIRMAN

Sd/- MEMBER (Adm.).

TRUE COPY :

Sd/- Illegible

5.10.2001.

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Advocate -*

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Annexure - II.

REGISTERED POST WITH A/D/COURIER SERVICE

NO. RLJ - 18 (119) - Vig./2001.

December' 12/14th' 2001.

From : The Director

RRL, Jorhat - 6.

To

Dr. (Ms.) Binapani Saikia

D/O Late K.C. Saikia

Resident of Tarajan Phukan Road

Opposite to Bharati Press

P.O. Jorhat - 785001

Jorhat.

Sub : Implementation of the order dated 18.9.2001.

passed by the Hon'ble CAT, Guwahati Bench,

Guwahati in O.A.No. 54 of 2001 (Dr.(Ms.)

Binapani Saikia Vs the union of India &

Others) for absorption of the applicant as

Scientist C in RRL - Jorhat/CSIR.

Madam.

On the subject cited above and with reference to your letter dated 7.10.2001 enclosing therewith an Order of the Hon'ble CAT, Guwahati Bench, Guwahati, I am directed to inform you that in order to comply with the directions of the Hon'ble CAT, Guwahati Bench, Guwahati, the matter was placed before the Director General, CSIR

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*Received
18/12/2001
Advocate*

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and the Hon'ble DG has considered your case carefully and has passed the following order.

I have looked into the case of Dr. (Ms.) Binapani Saikia for her absorption as Scientist 'C' in CSIR service as per directions of the Hon'ble CAT, Guwahati Bench and found that Dr. (Ms.) Binapani Saikia was JRF, SRF and RA in CSIR from 1986 to 1995.

As per directions of the Hon'ble Supreme Court, CSIR, with the approval of the Governing Body, formulated a scheme called "Scheme for Absorption of Researchers in CSIR Laboratories/Institutes, 1997". The Scheme was a one time measure and was applicable to those eligible Researchers engaged on full time basis in CSIR Laboratories/Institutes and had put in 15 (fifteen) years of continuous research as Fellow/Associate/Project Associate on monthly payment basis and were in position on 2.5.1997. Since Dr. (Ms.) Saikia had neither put in 15 (fifteen) years of continuous service as Fellow/Associate/Project Associate nor was she in position as on 2.5.1997, her case was not covered under the aforesaid Scheme.

As regards the contention of Dr. (Ms.) Saikia for considering her absorption under CSIR circular letter No. 16(150)/68-E.II Part-II dated 13.1.1981, it may be noted that the Scheme contained under the said circular was as a one-time measure under which only the

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personnel who were working on any scheme/project funded by non-CSIR agencies and were in position as on 13.1.1981 were eligible for consideration for absorption in CSIR. This has been upheld by the CAT, Mumbai Bench, in a similar case (O.A.s No.3/96 and 4/96 dated 7.5.1999), that the Scheme notified vide letter dated 13.1.1981 was a one time measure and applicable to only those personnel who were in position as on 13.1.1981 and were working in any of the sponsored schemes/projects funded by non-CSIR agencies. Since Dr.(Ms.) Saikia was not working on any such scheme and joined CSIR as JRF only in the year 1986, her case is also not covered under the provisions of the Scheme notified vide CSIR letter No. 16(150)/68-E.II Part-II dated 13.1.1981.

I, therefore, do not find any merit in her case for absorption in CSIR Service.

Please acknowledge receipt of this communication implementing the order of the Hon'ble CAT, Guwahati Bench, Guwahati.

Your's faithfully,

Sd/- Eligible

14.12.2001

(N.K. Barbaruah)

ADMINISTRATIVE OFFICE

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Advocate*

IN THE CENTRAL ADMINISTRATIVE TRIBUNAL, GUWAHATI BENCH,

GUWAHATI

Contempt Petition No. 7 of 2002

(in OA No. 54/2001)

Dr. (Ms) Binapani Saikia

..... Petitioner

Vs.

Dr. RA Mashelkar & Another

..... Respondents

Reply Affidavit filed by

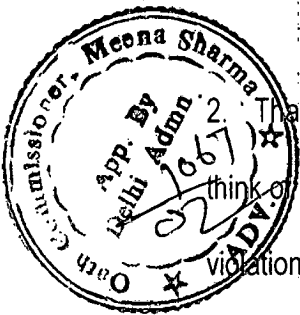
Dr. Raghunath Anant Mashelkar , Respondent No. 1

I Dr. Raghunath Anant Mashelkar, Son of late Shri Anant Tukaram Mashelkar, aged about 59 years, at present working as the Director General of the Council of Scientific & Industrial Research, Rafi Ahmed Kidwai Marg, New Delhi – 1, do hereby solemnly affirm and state as follows:-

1. That a copy of the CP No. 7/2002 (referred to as the "petition") has been served on me. In the said petition, I have been impleaded as respondent No. 1. I have gone through the said petition and understood the contents thereof.

2. That I have the highest regards for the Hon'ble CAT and the judicial system. I cannot even think of violating the direction/order of the Hon'ble Tribunal, not to speak of the deliberate or willful violation of the same. I have complied with the directions of the Hon'ble Tribunal in my wisdom as clarified in the following paragraphs. Still if the Hon'ble Tribunal, by its interpretation of the order, comes to a finding that there is violation of the directions of the Hon'ble Tribunal, the same may be unintended and I tender an unconditional apology for the same.

3. That before giving para wise reply to the Contempt Petition I humbly state that the Hon'ble Tribunal vide Order dated 18.09.2001 in OA No.54 of 2001 directed the respondents "to consider the case of the applicant for absorption in the light of the scheme promulgated by Communication dated 13.01.1981 in the post of Scientist "C", Group IV or another suitable post commensurate to



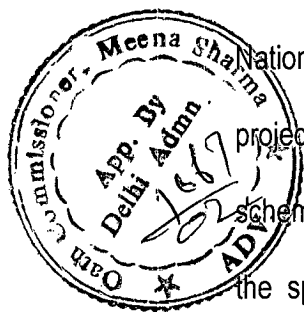
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Att. Mashelkar
(Dr. Raghunath Anant Mashelkar)
2-8-02

her educational qualification." The respondents were further directed to complete the above exercise within three months from the date of receipt of the copy of the Order.

On receipt of the judgment and order dated 18.9.2001 passed by this Hon'ble Tribunal in OA No. 54/2001, the respondent No.1, thoroughly examined the matter and also the provisions of the "Scheme for absorption of Researchers in CSIR Laboratories/Institutes, 1997" and circular letter No. 16(15)/68-E.II Part II dated 13th January, 1981. As per the scheme of 1997, a researcher who had completed at least 15 years of research as fellow/associate/project associate on monthly payment basis on 2.5.1997 and who was in position as on that date was eligible for being considered for absorption. This scheme was a one time measure. Explicitly and admittedly, the applicant/petitioner in the instant case had put in only nine years of research work. More over, the applicant was not in position as on 2.5.1997. The tenure of associate-ship of the applicant expired on 3.4.1995. As such, there was no provision to accommodate the applicant under the aforesaid Scheme of 1997.

(Copy of the scheme of 1997 is Annexed as annexure R1)

The Hon'ble Tribunal, while passing the order had specifically directed the respondents to consider the case of the applicant for absorption under the provisions of CSIR letter No. 16(150)/68-E.II Part II dated 13.1.1981. The respondents examined the case of the petitioner for absorption under the provision of the said circular dated 13th January 1981. The said circular contains guidelines regarding acceptance of the sponsored projects/schemes in CSIR and its National Laboratories/Institutes. It also contains guidelines regarding recruitment of staff in such projects / schemes which will be on behalf of the sponsor and for a fixed period for the duration of scheme. This circular also envisages a scheme for absorption of existing staff as on 13.1.1981 in the sponsored projects/schemes. The circular dated 13.1.1981 is not for Fellowships and/or associateships.



(Copy of the circular dt. 13.1.1981 is Annexed as annexure R 2)

On examination of the case of the petitioner and the circular dt. 13.1.1981 it was found that the provisions of the said circulars were applicable only to those personnel who were working on any scheme/project funded by non-CSIR agencies and were in position as on 13.1.1981. The petitioner was neither such a personnel as worked under any externally funded scheme or project

nor was she in position as on 13.1.81. She joined CSIR as Junior Research Fellow (JRF) in the year 1986. Junior Research Fellows are such students as are awarded fellowships by CSIR under the Human Resource Development Scheme to enable them to do their research work to do PhD. They may be upgraded as Senior Research Fellow after two years, increasing the amount of fellowship. Similarly Research Associate-ship is also offered for a fixed tenure for facilitating the scientists to do research work. The scheme of Research Associateships is to give support to the fellows who have done their PhD and are yet unemployed. Lab facilities are provided to them to enable them to carry on research activities of their interest. These schemes are not mainly for the interest of the organization but are by way of a social welfare measure as held by the Hon'ble Supreme Court in its judgement dt. 26.4.2002 in WP(C) No. 67 of 98 and related matters.

(Copy of the Terms & Conditions governing Research Fellowships & Associateship is

Annexed as annexure R 3)

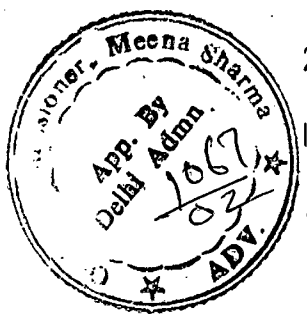
The scheme under the circular dt. 13.1.81 was a one time measure to consider for absorption the personnel appointed for externally funded projects/schemes and not the Research Fellows and Research Associates. Since the petitioner was neither a personnel working under externally funded projects nor was she in position as on 13.1.81, she could not be absorbed under the scheme dt. 13.1.81. I gave a due consideration to the case of the petitioner and after examining it thoroughly passed a well considered and speaking order on 8.12.2001 which was communicated to the Director, Regional Research Laboratory, Jorhat, Respondent No. 2, vide letter No. 21(58)2001-Law/7404 dt. 10.12.2001 who inter alia conveyed it to the petitioner vide his office letter no. RLJ-18(119)-Vig/2001 dt. 12th /14th December, 2001.

(Copy of my order dt. 8.12.2001, communication dt. 10.12.2001 and 12th/14th December, 2001 are together Annexed as Annexure R 4).

4. That the statements made in the said petition, which are not specifically admitted, are hereby denied.

5.

PARAWISE REPLY



- (i) That with regard to the statements made in paragraphs 1, 2, 3, 4, 5 & 6 of the petition, I have nothing to comment as the said statements are related to records and documents. Nothing is admitted which are not borne on records.
- (ii) That with regard to para 7 & 8 of the Petition it is submitted that I have considered the case of the petitioner for absorption in the light of the communication dated 13.1.1981 as directed by the Hon'ble Tribunal and found that the case was not covered under the said communication as already stated in para 3 above. It is denied that the respondents have violated the orders of the Hon'ble Tribunal by rejecting the case of the petitioner for absorption. The Hon'ble Tribunal in its order dt. 18.9.2001 had directed the respondents to consider the case of the petitioner for absorption under the scheme dt. 13.1.1981. The Respondents have considered the case for absorption and passed a speaking order as stated in para 3 above.
- (iii) That with regard to para 9 of the Petition, I submit that the respondents have considered the case of the petitioner for absorption in the light of the communication dated 13.01.1981 as per the directions of the Hon'ble tribunal.
- (iv) That with regard to para 10 & 11 of the Petition, I submit that the orders of the Hon'ble Tribunal have been duly complied with and there is no violation of the orders, not to speak of the wilfull and deliberate violation of the same. It is denied that her case for absorption was not considered.
- (v) That with regard to para 12 of the petition, I submit that there is no willful and deliberate violation of the order dated 18.09.2001 of the Tribunal in OA No.54/2001 and the prayer of the petitioner is not maintainable. In case the petitioner is not satisfied with the speaking order passed by the respondents, she may file a fresh OA.



6. Thus, I say that the respondents have not done anything which is in violation of the orders/directions of the Hon'ble Tribunal. I deny the charges of willful or deliberate violation of the direction of Hon'ble Tribunal. It is reiterated that I have high respect and regards for this Hon'ble Tribunal and the judicial system. I cannot think of showing the slightest disrespect to the Hon'ble Tribunal.

7. Under the facts and circumstances of the case, I respectfully submit that the contempt petition has been filed without any merit and the same is liable to be dismissed being devoid of any merit.

RAmy

Deponent

रघुनाथ अनन्त माशेलकर / RA Mashelkar
महानिदेशक / Director General
वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
Council of Scientific & Industrial Research
नई दिल्ली-110 001/New Delhi-110 001

That the statements made in the reply are true to the best of my knowledge and belief, and

information as derived from the records.



I sign this on this 26th day of July, 2002 at NEW DELHI

RAmy

Deponent

रघुनाथ अनन्त माशेलकर / RA Mashelkar
महानिदेशक / Director General
वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
Council of Scientific & Industrial Research
नई दिल्ली-110 001/New Delhi-110 001

Identified by me,

Nareesh Kumar

Advocate

Confirmed that the deponent...
Identified by Shri...
has solemnly affirmed before me at New Delhi on...
of the affidavit which has been read over and explained to him and true to his knowledge.
Commissioner New Delhi

26 JUL 2002

Solemnly affirmed and signed before me by the deponent, who is identified

by Shri Nareesh Kumar, Advocate on this 26th day of July, 2002.



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



No.3 (3) -SAR/98-R&A

Dated : 03.07.1998.

To

Heds of All National Labs./Instts.

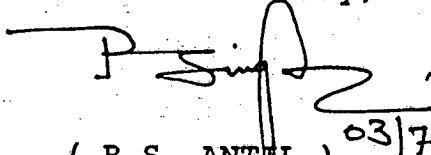
Subject:- Scheme for Absorption of Researchers Working in CSIR Labs./Instts.

Sir,

The Governing Body in its 144th meeting held on 18.2.1998 had approved "Scheme for Absorption of Researchers Working in CSIR Labs./Instts." A copy of the scheme is sent herewith for information and compliance.

The aforesaid scheme will come into force from the date of issue of this letter.

Yours faithfully,


(R.S. ANTIL) 03/7/98
DEPUTY SECRETARY

SCHEME FOR ABSORPTION OF RESEARCHERS
WORKING IN CSIR LABORATORIES/INSTITUTES

1. Name of the Scheme

The Scheme shall be called "Scheme for Absorption of Researchers in CSIR Laboratories/Institutes, 1997".

2. Administration of Scheme

The Council of Scientific & Industrial Research (CSIR), hereinafter referred as Council will administer the Scheme. The Scheme would be a one-time measure and is for eligible researchers.

3. Definitions:

- i) The "Council" or CSIR shall mean the Council of Scientific and Industrial Research.
- ii) The DG, CSIR shall mean Director-General, CSIR.
- iii) HRDG means Human Resource Development Group dealing with extra mural research related activities of the council.
- iv) The Rules referred herein shall mean the CSIR Service Rules 1994, for Recruitment of Scientific, Technical and Supporting Staff.
- v) The Central Selection Committee shall mean the Committee constituted by the DG, CSIR as per Clause 6(e) of the Scheme.
- vi) The eligible Researcher shall mean persons who has put in 15 years of continuous research as Fellow/ Associate/ Project Associate on monthly payment basis on 02.05.1997 and is / was in position as on that date,
- vii) The Fellow/ Associate means the persons working in CSIR Laboratories/Institutes who have been awarded the Fellowship/ Associateship under the CSIR Research A Fellowship and Associateship Schemes and Senior Research Associateship (Scientists' Pool) Scheme i.e. the Scheme operated through Human Resource Development Group (HRDG) of the Council. Project Associate means the person engaged as JRF/ SRF/ Associate in CSIR Laboratories/Institutes under the externally funded projects/schemes.
- viii) For continuous research purpose, a period of two months shall be condoned for counting the period of 15 years and this will not be treated as break for this purpose.

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The period of two months may be in different spells but the total period shall not be more than two months.

4. To Whom Applicable

The Scheme being a one-time measure shall be applicable to the eligible researchers engaged on full time basis in CSIR Laboratories/Institutes under the Scheme operated through HRDG of the Council or under externally funded projects/schemes of the Council in its Laboratories/Institutes.

5. Commencement of Scheme

The commencement of the Scheme shall be, the date notifying the approval of the Governing Body of the Council.

6. Terms & Conditions for Absorption

- (a) As per "Rules", the maximum age limit for recruitment to Group IV(1) and Group IV(2) is 35 years. However, in the case of Researchers covered by this Scheme, relaxation upto 10 years would be considered in the upper age limit as on 02.05.1997, over and above the maximum age limit prescribed under the rules for recruitment to Group IV(1) and IV(2).
- (b) The eligible researchers concerned should possess the educational qualifications prescribed for the Group IV(1) and Group IV(2). No relaxation in educational qualification shall be permissible.
- (c) Orders on reservation for SC/ST/OBC, etc. issued by Government of India from time to time shall apply in operating this Scheme.
- (d) The selection of the concerned researchers for their absorption shall be determined by a Central Selection Committee constituted by DG, CSIR on the lines of the constitution of the Selection Committee prescribed in the "Rules". The Central Selection Committee shall determine their suitability for absorption after interviewing the candidates. Non-availability of posts shall not be a constraint for implementation of this Scheme.
- (e) A maximum of two opportunities shall be given to the eligible researchers for consideration of absorption from the date of notification. In case those who are not recommended by the Central Selection Committee for absorption on the basis of interviews in two chances, their fellowship/associateship shall be governed by the terms and conditions applicable to them.
- (f) The eligible researchers shall be governed by the terms

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- 9 -

and conditions of their Fellowship/ Associateship/
Project Associateship.

- (g) In case any of the eligible researcher fails to appear before the Central Selection Committee on the date and time of interview intimated to him/her for the purpose, his / her chance for absorption shall be treated as forfeited.
- (h) The recommended reseachers shall have no right to make claim for placement in the same Laboratories/Institutes where they have worked as researchers and can be placed in any other Laboratory/Institute depending upon the need.
7. This Scheme shall supersede all other provisions/ instructions/ orders as far as in consistent with this Scheme.
8. In case of any doubt about the interpretation of any of the provisions of this Scheme, the decision of the Director General, CSIR shall be final.
9. DG, CSIR shall have the power to relax/modify/amend any of the conditions/provisions of the Scheme except relating to educational qualification mentioned in para 6(b).

Annex R-2
- (10-21)

COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH

RAFI MARG,

No.16(150)/68-E.II(Pt.II)

New Delhi-1, the 13th Jan., 1981.

From:

Chief (Administration)
Council of Scientific and Industrial Research

To

The Directors/Heads of all the National
Laboratories/Institutes/Research Associations.

Subject : Report of the Committee constituted to look into the question of linking of the technical assistance programmes with overall plans and resources and absorption of staff employed in externally funded projects/schemes.

Sir,

I am directed to invite your kind attention to this office letter No. 4/3/78-CTE dated 8.6.1979 regarding the constitution of a Committee to look into the question of linking of the technical assistance programmes with overall plans and resources and absorption of staff employed in externally funded projects/schemes and to state that the Report of the Committee was placed for consideration of the Governing Body at its meeting held on 30.9.1980.

The Governing Body has approved of the report of the Committee subject to certain modifications as proposed by the Director-General, CSIR. The salient features of Governing Body's decision are reproduced below :-

1. The sponsored projects/Schemes under different categories should be accepted/undertaken on a selective basis i.e. (i) these should be in consonance with the approved objectives, goals and charter of the Laboratory/Institute; (ii) be in the areas/fields of the regular activities of the Institute; (iii) form part of the total plans of the Laboratory; (iv) be included in the Annual/Five Year Plan of the Institute; and (v) be of a major benefit to the country.
2. The projects should not serve merely as data bases for more advanced countries or provide a chance for dumping obsolete plants/technology in India and retard our growth. These should not also become a tool of diverting the Institute away from its approved priorities by lure of equipment etc. Where equipment

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is capital intensive, one should normally not look for the acquisition of such equipment through sponsored schemes, but CSIR should take up the responsibility for this. There could be special situations where there are clear advantages of using a Scheme for this purpose.

3. Such Projects/Schemes should first be cleared by the Research Advisory Council of the concerned Laboratory/Institute from the viewpoint of scientific merit/national relevance. Thereafter, these would be discussed with CSIR Headquarters, the nodal point for such discussions being the Planning Division. After the projects/schemes are cleared, by the CSIR, the same would be placed before the Executive Committee of the concerned Laboratory for approval.
4. The work relating to these projects should, as far as possible, be managed with the regular staff instead of making them a vehicle for additional manpower. The Laboratories/Institutes should themselves have inherent capability to provide the major inputs for infrastructure to take on the sponsored schemes and the incremental staff should be minimal. While planning to take up sponsored schemes, adequate thought should be given to aspects relating to the building up of staff as also for tapering it off when the scheme gets completed.
5. The prescribed procedure, as applicable for regular posts/staff, should be followed both for creating additional posts and recruiting additional staff, if any, required for UNDP, PL-480 and other Bilateral projects. It should be ensured that while making recruitment for schemes/projects posts, there should be no dilution of quality. The staff recruited for such projects will be treated as temporary CSIR staff.

In sponsored projects, however, the recruitment should be on behalf of the sponsor for a fixed period for the duration of Scheme only and it should be so made clear in the appointment letter of the candidate besides stipulating therein that the appointment is not a CSIR appointment, temporary or otherwise, and does not entitle the incumbent to any claim, implicit or explicit, on any CSIR post.

For time bound sponsored projects to start within 6 months of the agreement, the Labs./Instts. would be authorised to make ad-hoc appointments to various posts through local Selection Committees, without, however, diluting the qualifications and other prescribed standards.

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The regular staff applying for the posts in such sponsored project, if selected, could function in that position, which may be higher, but purely temporarily, and revert to their substantive (regular) post on completion of the project.

6. The staff recruited for schemes by following the prescribed recruitment procedure, should not be required to undergo this procedure afresh for their appointment/absorption on regular side in identical posts. On such absorption their scheme service will be taken into account for purposes of entitlement to various service benefits in CSIR such as Leave, Study Leave etc.
7. The staff earlier appointed in the sponsored projects/schemes, PL-480 schemes etc., who have since been absorbed on the regular side in the same Lab./Instt. in which the scheme was under operation, will be entitled to count their service rendered under the scheme in an identical post for purpose of assessment for promotion to the next higher grade. The advantage of assessment on this basis will, however, be available with effect from 1.10.1980 or the date of completing the prescribed number of qualifying years for assessment, whichever is later.
8. ✓ The existing persons who have rendered three years continuous service in a scheme should be absorbed either against existing regular vacancies in identical posts or by creating additional posts (by following prescribed procedure) if the work load in the Lab./Instt. so demands. The supernumerary posts could be created to absorb the staff employed in such projects/schemes, initially being a one time effort only. The Laboratories/Institutes should not recruit further staff until all such staff is absorbed.
9. The grant made for such projects should be treated as an adhoc grant to the Institute and the same should clearly figure in the overall "Income-Expenditure" and "Assets-Liabilities" statements of the Institute.
10. More opportunities should be given to younger Scientists to visit abroad for training etc. in the scheme sponsored by UNDP etc.

A copy of the report of the Committee is enclosed for your information, guidance and necessary action.

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The earlier guidelines regarding the appointment (including service conditions) of staff for scheme/projects sponsored /financed by non-CSIR bodies (both Indian and Foreign) and taken up at the Laboratories/Institutes, which are not in accord with the above decisions, will stand superseded to the extent indicated in the above paras.

Yours faithfully,

Sd/-

(CL Malhotra)
Under Secretary

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**CSIR
RESEARCH
GRANTS**

Amma K-3 (College)
CAI
-14-

**JUNIOR RESEARCH
FELLOWSHIP
(SELECTION THROUGH TEST)**

TERMS AND CONDITIONS

(Effective from 1 March 1987)



**Extramural Research Division
Council of Scientific &
Industrial Research
CSIR Complex, Pusa
New Delhi-110 012**

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Please contact for any further details:

Dr D N Misra	Adviser
Dr C P Agarwal	Dy Adviser
Shri S N Rai	Under Secretary

Tel. No
383821
588632
588704

GENERAL

1. CSIR awards Junior Research Fellowship (JRF) to bright young men and women holding M.Sc. or equivalent degree to provide them opportunity for training in methods of research in Science and Technology under the expert guidance of faculty members/scientists working in University Departments/National Laboratories and Institutes.
2. The fellowship will be tenable in Universities/ IITs/Postgraduate Colleges/Government research establishments including those of CSIR, R&D establishments of recognised public or private sector, industrial firms and other recognised institutions. However, CSIR reserves the right to determine the place best suited to provide necessary facilities in the area of science in which the awardee is to specialise.
3. The fellowship is tenable in India. Only bonafide Indian citizens normally resident in India are eligible for award of research fellowship.
4. The award of fellowship does not imply any assurance or guarantee for subsequent employment by CSIR to the beneficiary.
5. **SUBJECT OF RESEARCH:** Preference is given to subjects/topics of research relevant to the research programmes of CSIR Laboratories and nationally important S & T areas.
6. The candidates selected for Junior Research Fellowship will be expected to work for M. Phil./ Ph.D. degree of a University/Institution authorised to award such degree.
7. The stipend of a JRF selected through the all India test will be Rs. 1,000/- p.m. In addition, contingent grant of Rs. 7,500/- p.a. per fellow will be provided to the University/Institution.

8. The upper age limit for JRF shall be 28 years. A relaxation in age limit upto 3 years may be considered in the case of applicants who are suitably qualified and have research/training/teaching experience. The upper age limit is relaxable upto 5 years in case of candidates belonging of S.C./S.T. and women.
9. The selection for award of Junior Research Fellowship shall be made on the basis of a competitive written test at National level consisting of two papers. One of them is a compulsory paper of general nature for testing mental ability and broad awareness of scientific knowledge at an elementary level. The other will be an optional paper to be selected from amongst Chemistry, Earth Sciences, Life Sciences, Mathematics, Physics, Statistics.
10. Applications for Junior Research Fellowship are invited on all India basis through press advertisement. The application form is printed in the Employment News on a specified date. The filled up application form must be sent to the Controller of Examination, Examination Unit, CSIR Complex, Pusa, Dr. K.S. Krishnan Marg, New Delhi-110 012, so as to reach by the prescribed date. The controller of Examinations may be contacted in case of any difficulty.
11. **AWARD OF FELLOWSHIP AND RELEASE OF GRANTS** : The fellowship will be awarded to the applicants qualifying in the test, by a formal letter giving details of the grant and the conditions governing it, under intimation to the University/Institution which sponsored the application. The grant money is payable in one or two instalments during the financial year on presentation of claim bill in prescribed proforma duly signed by the Finance Officer/Head of the Institution. The first payment will be made after receipt

of the joining report of the fellow, alongwith other necessary documents as mentioned in the award letter, through the guide duly forwarded by the Executive Authority of the Institution in whose favour the grant is to be released. Subsequent payments will be made after receipt of (a) the progress report of the research fellow in the prescribed proforma (Annexure III) for the period ending 31st December, (b) statement of accounts of expenditure incurred during the current financial year ending 28th February, alongwith the claim bill for the next financial year from the institution. The unspent amount of earlier payments on account of stipend will be adjusted in making the fresh payment. The accounts should be maintained on a ledger type system by the grantee institution for the research fellows (Annexure II). The University/Institution shall be responsible for proper utilisation of grants and for rendering the accounts to CSIR.

12. **CONTINGENT GRANT** : The contingent grant is Rs. 7,500/- p.a. with effect from 1-3-87 for a research fellow. For less than one year, the contingent grant will be admissible on pro rata basis. Part of this grant may be utilised by the research fellow for tours undertaken within the country in the interest of research work, purchase of books, etc. The unspent balance of contingency grant at the end of a year may be carried forward to the next year. The guidelines for utilisation of the contingent grant are given in Annexure I.
13. **PROGRESS REPORT** : The preparation of annual progress report on the research work done for the period ending 31st December, shall be an essential part of the fellow's work. Each research fellow shall submit his annual research report in the prescribed proforma (Annexure III) to CSIR through his guide/head of the department so as to reach CSIR latest by 15th January.

The guide/head of the department shall bring out in his assessment report the share of originality and initiative of the fellow in carrying out the research work.

14. **PUBLICATION/PATENT**: The results of a fellow's work may be published in standard refereed journals at the discretion of the guide duly acknowledging the assistance provided by CSIR. One reprint/photocopy of the research papers should be sent to CSIR after publication. Commercial exploitation of the results and patent rights arising out of the investigation will, however, rest exclusively with CSIR.

15. **OBLIGATIONS OF A RESEARCH FELLOW**:

- (i) He must be a full time researcher and submit himself to the disciplinary regulations of the university/institute/laboratory where he is working. Regular attendance of the fellow may be ensured by the department by keeping an attendance register.
- (ii) In case a fellow decides to appear for any competitive examination he should invariably seek permission from his guide and inform CSIR about it.
- (iii) The research fellow shall submit to CSIR an annual report on the progress of his work through his guide in the prescribed proforma (Annexure III) as provided in para 13. Once a research fellow accepts the fellowship and joins, it is incumbent on him to continue the research for the normal tenure of the fellowship or for such lesser duration during which the original objectives of the research problem have been achieved.
- (iv) No fellow shall discontinue his fellowship without prior approval of CSIR. In case he

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wishes to discontinue his fellowship prior to completion of the tenure on attainment of original objectives of research, he must submit his resignation to CSIR through the guide one month in advance, indicating specific reasons for not continuing the fellowship. The fellowship shall cease from the date stipulated in the CSIR letter approving the resignation. Abrupt discontinuance of fellowship without concurrence of CSIR may lead to disciplinary action.

- (v) The research fellow must send a detailed consolidated report of the research work done during the entire period of fellowship on completion of the tenure/resignation of the fellowship, through the guide to CSIR, in the prescribed proforma (Annexure IV).
- (vi) The fellow shall correspond with CSIR through the guide/head of the institution only during the tenure of the fellowship.
- (vii) The research fellow shall keep CSIR informed about his getting the higher degree, submission of thesis for Ph.D./M.Phil. and acceptance/publication of any research paper arising out of the research work done during the tenure of the fellowship. One reprint each of all the research papers published must be sent to CSIR.

16. **TEACHING AND DEMONSTRATION**

WORK: The research fellow may, on the recommendation of his guide, undertake honorary demonstration and teaching work provided the demand made on his time does not exceed six hours in a week and it would not hinder the progress of research. CSIR should be informed in such cases.

17. A research fellow on the recommendation of the

guide and provided his university/institute has no objection may be permitted by CSIR to take up temporary paid lecturership/research job in a recognised R&D institution/university, for a period not exceeding 6 months during the entire tenure of the fellowship (JRF and SRF together). The research fellow will not be entitled to any extension of his fellowship for such periods. The fellow will not be entitled to stipend during such leave.

18. Persons who are already in service and are selected for the award of fellowship, may be allowed to draw leave salary if admissible in addition to fellowship stipend.
19. **LEAVE :** Leave with stipend not exceeding 45 days for each completed year of tenure may be allowed by the guide. This will be treated as part of the fellow's tenure. The leave due can be carried over to the next year; however, not more than 90 days' leave can be accumulated at any time during the tenure. Of this not more than 30 days can be availed of at the end, prior to completion of the tenure of fellowship. During the first year of fellowship or any uncompleted year, leave may be granted on pro rata basis. Sanction of leave without stipend may be considered by CSIR under special circumstances.
20. The guide can grant leave to a fellow in his charge with the concurrence of the Head of the institution/department if the leave is due, as prescribed in para 19. If leave is not due, such cases will be decided by CSIR only. The fellow should not be allowed to proceed on leave without prior approval of the Council.
21. For women fellows, full stipend plus usual HRA, if any, may be paid per month during the period of absence up to 3 months on ground of maternity. Leave shall be sanctioned by the guide under

intimation to CSIR. The fellowship amount for leave period will be paid after the fellow resumes duty and submits a medical certificate in support of actual confinement. It is expected that the fellow will make up the deficiency during the remaining tenure.

22. **TRANSFER OF FELLOWSHIP :** The fellowship will be transferred from one institution to another in special circumstances with the prior approval of CSIR. No TA will be permissible in such cases. The research fellow must ensure that necessary facilities are available at the institution chosen by him for research at the time of application/joining the fellowship.
23. **TERMINATION OF FELLOWSHIP :** The fellowship shall normally stand terminated on completion of its tenure as mentioned in paras 29 & 30 or from the date the fellow resigns and his/her resignation has been accepted by CSIR.
24. If a fellow is found to be lacking in research aptitude or negligent in his research assignment, the supervisor may inform CSIR. The fellowship may be terminated by the Council on the recommendation of the supervisor and head of the department/institution.
25. If a fellow leaves without permission, stipend due at any time shall not be paid to him by the institution, till all university and other dues are cleared and certified by the university/institution. Responsibility in such a case shall be that of the university/institution concerned.
26. The unspent balance of grants lying with the institution at any time due to termination/resignation of the fellow must be refunded to CSIR immediately by means of a demand draft in favour of CSIR Complex, CSIR, New Delhi.

27. Research fellows must settle their claims within one year of leaving the fellowship. No claim will be admitted by CSIR after one year of leaving the fellowship.
28. CSIR may send whenever considered necessary its officers for reviewing the work of research, inspection of accounts, etc. in universities/institutes where the scholars are placed.
29. **TENURE** : The tenure of JRF is two years. On completion of two years as JRF, the research progress/achievement of the fellow shall be assessed through interview by an expert committee consisting of the guide, head of the department and an external member from outside the university/institution, who is expert in the relevant field, not below the rank of Professor/Associate Professor. On receipt of assessment committee report, the Junior Research Fellowship may be upgraded to SRF with stipend increased to Rs. 1200/- p.m. for two years provided the research progress of the fellow has been found satisfactory by the committee. Where the guide happens to be the Head of the Department also, the Dean, Faculty of Science or any senior member of the Department may be associated as third member of the committee. The extension of SRF for third year may be considered on receipt of the progress report of the research fellow and on specific recommendation of guide. However, the total tenure as JRF and SRF together will not exceed 5 years.
30. If the progress of research fellow on completion of two years as JRF does not justify upgradation of his fellowship, his tenure as JRF may be extended for a maximum period of one year only or terminated based on the recommendation of the assessment committee. If on the subsequent assessment by the Expert Committee as mentioned in the para 29, the progress is found to be

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-26-
satisfactory, the fellowship may be upgraded to SRF with stipend @ Rs. 1200/- per month with total tenure both as JRF & SRF limited to 5 years.

31. **ACCOMMODATION/HRA** : All research fellows may be allowed hostel accommodation wherever available. Where this is not possible, house rent allowance may be allowed as per the rules of the host institution. The base for calculating HRA will be the actual stipend of the research fellow. The concerned institutions will send HRA claims bill separately in respect of the fellows who fulfil these conditions.

32. **MEDICAL BENEFITS** : All research fellows may be provided medical benefits as per rules of the host institution.

33. **ADMINISTRATIVE OVERHEAD EXPENSES**

33.1 For maintaining and timely submission of the accounts of CSIR grants, the beneficiary university/institution is entitled to claim from CSIR the administrative overhead charges at the following rates to be disbursed to the employees entrusted with the maintenance of the accounts of grants :

- (a) 10% of actual expenditure of "Contingency amount" subject to the maximum of Rs. 300/- per annum per research fellow/associate directly selected by CSIR.
- (b) In the case of research schemes.
- (i) Rs. 300/- per annum per research scheme having one research fellow/associate or none.
- (ii) Rs. 500/- per annum per research scheme having more than one research fellow/associate.

provided that the total amount of administrative overhead charges claimed by an institution shall not exceed Rs. 10,000/- per annum.

33.2 The admissibility of the overhead charges shall be subject to the timely submission (within one year) of the following statements/documents to CSIR :

1. Consolidated utilisation certificate in respect of the financial year in question.
2. Abstract of receipts and payments account relating to CSIR grants for the year, alongwith the statement of account of fellowships and schemes separately. Audited statement by statutory auditors/Govt. auditors may be sent later on.
3. Details of refunds of unspent balance of terminated fellowships/schemes together with cheque No. & date etc.
4. Abstract of claim for administrative overhead expenses.

CSIR may withhold release of grants to the University/Institution which has not furnished the above statements/documents for 2 years.

33.3 The amount of administrative overhead charges may be retained by the institution while refunding the unspent balance or where there is no unspent balance for the year in question, then from the grants of the current year. Payment of the administrative overhead charges to the employees maintaining the accounts of CSIR shall be made only on authorisation by CSIR and on receipt of the statements/documents mentioned above. Where there is no unspent

42 21
balance left with the institution or where it is not possible to pay the same from the 'Contingent grant' of current year the institution may claim the amount from CSIR.

33.4 The amount of overhead expenses shall be disbursed in full to the concerned employees immediately on receipt of authority letter from CSIR and a confirmation to this effect shall have to be given to CSIR within a month of receipt of such authority letter.

ANNEXURE I

GENERAL GUIDELINES

To facilitate speedy day-to-day working of the research fellowships of CSIR, the following powers can be exercised by the supervisors of research fellows in concurrence with the Head of the Department/Dean of the Faculty.

1. Sanctioning leave when it is due;
2. Approving tours of research fellows for:
 - (i) Attending symposia/seminars/conferences in India provided the fellows are presenting papers which have been accepted and for attending workshop/training course relevant to the research project;
 - (ii) Field work connected with research;
 - (iii) Computation work;
 - (iv) Consulting rare reference volumes in the nearest university/research institution library.

UTILIZATION OF CONTINGENT GRANT

Contingent grant can be utilized for the following:

- (i) Acquisition of books and documents of relevance to the research topic provided these are not available in the library of the university, college/institution.*

* The requisition is to be recommended by the supervisor and approved by the Head of the Department. The books will become the property of the University/Institution's Library after purchase and could be issued to the supervisor/fellow after accession for use by the indenting fellow till his research fellowship is over. Normally, not more than 25% of the total annual contingent grant can be utilised for this purpose.

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- (ii) Towards meeting actual train fare and DA during tours of the research fellows only. He will be entitled to TA/DA as permissible in case of government servants drawing basic pay @ Rs. 2200/- p.m. However, DA will be limited to 50 days in a year to research fellows.**
 - (iii) Towards meeting TA/DA limited to first class rail fare of outside expert member of assessment committees.
 - (iv) Chemicals/consumable items required for the research work.
 - (v) Equipment required exclusively for research.
 - (vi) Photographic materials for research or thesis work.
 - (vii) Computation charges.
 - (viii) Reprints/off-prints of research papers.
 - (ix) Stationery and postal charges.***
 - (x) Typing of research papers/thesis.***
 - (xi) Any other purpose specifically authorised by CSIR.
 - (xii) Contingent grant cannot be utilized for:
 - (a) foreign travel or other expenses for visit abroad.
 - (b) stationery items such as pen, pencils, folders, file covers, carbon papers etc. and furniture items.

** The calculation of the daily allowance will be made from the date of commencement of the journey to the date he returns to the Headquarters.

*** Not to exceed 20% of the contingent grant.
N.B. No expenditure can be incurred for purchasing furniture and office equipment.

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Name of Research Fellow

Dept

Date of Joining

PAYMENTS

Particulars of grants paid

[illegible]

ANNEXURE III

Proforma for Annual Progress Report of Research Fellows for the period ending 31st December to be submitted each year :

1. Name of the Fellow :
 2. Nature of Fellowship (JRF/SRF) :
 3. Name, designation and address of Guide :
 4. Place of work (Name of the department and of the Institute/University/College, etc.) :
 5. Date of joining :
 6. Period upto which fellowship is tenable :
 7. Date of registration for higher degree (M.Phil, Ph.D.) :
 8. (a) Topic of research :
(b) Broad subject/area :
 9. Objective in undertaking work :
 10. Period of Report; from : to :
 11. Attendance : Actural No. of days attended during the period of report :
 12. Brief progress of research work done during this period (not more than 100 words) (a separate sheet may be attached) :
 13. Plan of work for the next year in about 100 words (a separate sheet may be attached) :
 14. Research papers published/accepted for publication:
- (Details of authors, title, journal, volume, page, year may be given and a reprint of research papers be sent on receipt)

Date _____

Signature of the Fellow

15. Overall assessment and comments of the Guide.

Date _____

Signature of the Guide/Head

ANNEXURE IV

Proforma for Progress Report of Research Fellows for the entire duration of fellowship to be submitted on completion/termination of fellowship :

1. Name of the Fellow:
2. Nature of Fellowship (JRF/SRF):
3. Name, designation and address of Guide:
4. Place of work (Name of the department and of the Institute/University/College):
5. Date of joining:
6. Date of relinquishing the fellowship:
7. Date of registration for higher degree, if any:
8. (a) Topic of research:
(b) Broad subject/area:
9. Objective in undertaking research:
10. Total period of fellowship availed, in years and months:
11. Summary of work done. Actual research achievement may be summarised in about 300 words:
12. (a) Consolidated report of work done during the entire period of fellowship bringing out clearly the original objective and how far this has been achieved, emphasising the salient features of the work done:
(b) Research papers published/accepted for publication:
(Full details of all authors, title, journal, volume, year and pages may be given and reprints available may be enclosed):
- (c) Whether higher degree obtained/thesis submitted: Yes/No.
If yes, the name of degree and the title of thesis be mentioned :

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13. In case the fellowship is not availed for full tenure, the reasons for discontinuing may be given, such as getting a job, going abroad, lack of facilities/guidance, personal factors, etc.

Date

Signature of the Fellow

14. Overall assessment and comments of the guide:
15. Whether the work is of any applied importance and, if so, whether patent has been/can be taken? If yes, whether CSIR has been approached?

Date

Signature of the Guide

25 46 (7)

CSIR RESEARCH GRANTS

RESEARCH FELLOWSHIPS & ASSOCIATESHIPS

TERMS & CONDITIONS
(Effective from 1 JULY 1991)



EXTRAMURAL RESEARCH DIVISION
HUMAN RESOURCE DEVELOPMENT GROUP
COUNCIL OF SCIENTIFIC &
INDUSTRIAL RESEARCH
CSIR COMPLEX
NEW DELHI-110012

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NS

CSIR RESEARCH GRANTS

**Junior and Senior
Research Fellowship &
Research Associateship**

TERMS & CONDITIONS
(Effective from 1st July 1991)



**Human Resource Development Group,
Extramural Research Division,
Council of Scientific &
Industrial Research,
CSIR Complex, NPL Campus,
Pusa, New Delhi - 110 012**

Please contact for any further details :

Dr. Sushil Kumar (Head, HRD Group)
Tel No 3710519 & 588632

Miss Sushila Khilnani (Scientist)
Tel No 5754215

Shri N.N.Sareen (Under Secretary)
Tel No 588704

All correspondence should be addressed to :

The Head
Human Resource Development Group
Extramural Research Division
CSIR Complex Building
NPL Campus
New Delhi- 110 012

Abbreviations used

CSIR : Council of Scientific & Industrial
Research
DGSIR : Director General Scientific &
Industrial Research
HRD : Human Resource Development
EMR : Extra Mural Research
JRF : Junior Research Fellow
SRF : Senior Research Fellow
RA : Research Associate
HRA : House Rent Allowance

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B

GENERAL

1. CSIR Research Fellowships and Associateships provide opportunities to bright young men and women for training in methods of research under the expert guidance of faculty members/scientists working in University Departments /National Laboratories and Institutes in various fields of Science & Technology including Agriculture and Medical Sciences.
2. The Fellowships/ Associateships are tenable in Universities / IITs / Post-Graduate Colleges/ Government Research Establishments including those of CSIR, R&D establishments of recognised public or private sector, industrial firms and other recognised institutions. However, CSIR reserves the right to determine the place best suited to provide necessary facilities in the area of science and engineering in which the awardee is to specialise.
3. The Fellowships/Associateships are tenable in India. Only bonafide Indian citizens, normally residing in India are eligible for the award of Research Fellowships/Associateships.
4. The award of Fellowship/ Associateship does not imply any assurance or guarantee for subsequent employment by CSIR to the beneficiary.
5. **SUBJECT OF RESEARCH:** Preference is given to subject/topic of research relevant to the research programmes of CSIR laboratories and nationally important S&T areas.
6. **JUNIOR RESEARCH FELLOWSHIP(JRF):** A certain number of JRFs will be awarded each year by CSIR to those holding MSc/BE/BTech or equivalent degree, with 55% marks.
7. **APPLICATION PROCEDURE :** Applications for JRF are invited twice a year through press

advertisement on all India basis in the prescribed application form printed alongwith the advertisement in the Employment News by a specified date. The completed application form may be submitted to the Controller of Examinations, Examination Unit, CSIR Complex Building, NPL Campus, Pusa, New Delhi-110012.

8. AGE LIMIT :The upper age limit for JRF shall be 28 years which is relaxable upto 5 years in the case of candidates belonging to Scheduled Castes/Scheduled Tribes, women and physically hand-icapped applicants.

9. SELECTION PROCEDURE: The selection for award of JRF shall be made on the basis of a competitive written test called NET, organised jointly by CSIR and UGC at national level consisting of three papers. One of them is of general nature and is compulsory. It tests mental ability and broad awareness of scientific knowledge at an elementary level. The other two papers are optional, and are to be selected from amongst (1) Chemical Sciences, (2) Earth, Atmosphere, Ocean and Planetary Sciences, (3) Engineering Sciences, (4) Life Sciences, (5) Mathematical Sciences, and (6) Physical Sciences. One of these is objective type and the other requires short descriptive answers to questions. Usually examinations are held on last Sundays of June and December, each year.

10. The candidates who qualify in the test are informed individually after the result is finalised. The Fellowship is awarded on receipt of necessary details in the prescribed proforma regarding marks obtained in the qualifying degree examination, place of work, research topic, the name of supervisor and the concurrence of the Institution to provide all necessary facilities. The validity of the offer of this award will be one year only from the date of communication of the result.

11. STIPEND & TENURE: (i) The stipend of a JRF selected through the all India test will be Rs 1800/- pm for a period of 2 years. In addition, contingent grant of Rs 7500/- pa per Fellow will be provided to the University/Institution. The guidelines for utilisation of contingent grant are given in Annexure-I

(ii) On completion of two years as JRF, the stipend may be increased to Rs 2100/- pm for the 3rd year on the basis of assessment of Fellow's research progress/achievements through interview by an Expert Committee consisting of the Guide, Head of the Department and an External Member from outside the University/Institution who is an expert in the relevant field, not below the rank of Professor/Associate Professor. Where the Guide happens to be the Head of Department, the Dean Faculty of Science or any senior member of the Department may be associated as third member of the Committee. On upgradation, the designation of JRF will be changed to SRF (NET). In the event of the Committee not recommending upgradation, the Candidate will continue as JRF with a stipend of Rs. 1800/- pm for the 3rd year or his fellowship may be terminated depending upon the decision of the Committee. The progress of research work of SRF(NET)/JRF will be assessed again at the end of 3rd year following the procedure adopted at the end of 2nd year. It is expected that Fellows will have published work to their credit by the end of 3rd year. This shall form an important quantitative and qualitative criterion for judging the progress made by the Candidate. If the work of JRF is still not found satisfactory for upgradation, the fellowship will be terminated. Extension of tenure for the 4th and 5th year as SRF(NET) is permissible on usual assessment. The total tenure as JRF plus SRF(NET) will not exceed 5 years. This will include the tenure of Fellowship awarded by UGC/DST/ICMR/ICAR etc. The order for continuation at higher stipend as SRF(NET), continuation at the same stipend as JRF or otherwise at the

end of 2nd, 3rd, and 4th year will be issued by the EMR Division. This will be done after the recommendation of the three member Assessment Committee and detailed progress report duly supported by publications in the form of reprints/ pre-prints/ manuscripts of the papers published, accepted or communicated for publication (Annexure-III) have been considered.

12. SENIOR RESEARCH FELLOWSHIP (SRF): A certain number of SRFs will be awarded each year by CSIR directly to those possessing the following qualification and experience:

(i) MSc, BE, BTech, BVSc, BPharm, or equivalent degree with first division, and at least two years of post - MSc, BE, BTech, BVSc, BPharm, research experience, as evidenced from published papers in standard refereed journals;

(ii) ME, MTech or equivalent degree in Engineering/Technology;

(iii) MBBS or BDS (with 1 year internship)/ MVSc/MPharm or equivalents.

13. Research workers who have had at least two years training in methods of research and who have proved their aptitude for original research are eligible for this Fellowship.

14. AGE LIMIT: The upper age limit for SRF shall be 32 years. Only in exceptional cases where a candidate is adjudged to have outstanding ability, the age limit may be relaxed marginally at the discretion of the CSIR. The upper age limit is relaxable upto 5 years in the case of candidates belonging to scheduled castes/tribes, women and physically handicapped applicants.

15. APPLICATION PROCEDURE: Applications for SRF are invited twice a year on all India basis through press advertisement. The prescribed ap-

plication form is printed along with the advertisement in the Employment News. Application proforma duly completed and forwarded through the proposed Supervisor and Head of the Department/Institution should be submitted within the prescribed date along with a Demand Draft to the Under Secretary, EMR Division, CSIR Complex, NPL Campus, New Delhi-110012.

16. SELECTION PROCEDURE: Selection will be made through the procedure of assessment of academic record and published/project work by discipline-wise high-level Expert Committees. Second class rail fare will be admissible to those applicants who are called for interview. The validity of the offer of appointment shall be 1 year from the date of issue of award letter.

17. TENURE: The tenure of SRF will initially be 2 years. Extension of tenure for the 3rd year can be recommended by the Director of the concerned Laboratory/Vice Chancellor of the university etc, on the basis of assessment of work done by a three member Expert Committee consisting of Guide, Head of Department and an external Professor in the relevant field. The order for continuation or otherwise for the 3rd year will be issued by the EMR Division after the recommendation of the three member Assessment Committee and detailed progress report duly supported by publications in the form of reprints/pre-prints/manuscripts of the papers published, accepted or communicated for publication (Annexure-III) have been considered. The total tenure as JRF & SRF will not exceed 5 years and extension orders for the 4th and 5th year will also be issued according to the procedure outlined above.

18. STIPEND: A SRF in scientific discipline is entitled to a stipend of Rs 2100/- pm. The stipend in case of Medical (MBBS, BDS, MVSc, and M-Pharm) / Engineering subjects will initially be Rs 2400/-pm for 1st and 2nd year and later enhanced

to Rs 2500/- pm for the subsequent years depending on research progress having been assessed as satisfactory.

GENERAL TERMS AND CONDITIONS FOR RESEARCH FELLOWSHIPS

19. AWARD OF FELLOWSHIP AND RELEASE OF GRANTS: The Fellowship will be awarded to the selected applicants by a formal letter giving details of the grant and the conditions governing it, under intimation to the University/Institution which sponsored their applications. The offer should be availed within one year. The grant money is payable in one or two instalments during the financial year on presentation of claim bill in triplicate in prescribed proforma duly signed by the Finance Officer/Head of the Institution. The first payment will be made after receipt of the joining report of the Fellow, alongwith other necessary documents as mentioned in the award letter, through the Guide duly forwarded by the Executive Authority of the Institute in whose favour the grant is to be released. *Subsequent payments will be made only after receipt of (a) the progress report of the Research Fellow in the prescribed proforma (Annexure-III) for the period ending 28/29th February and previous one year report, (b) statement of accounts of expenditure incurred during the current financial year ending 28/29th February, alongwith the claim bill for the next financial year from the Institution.* The sponsor Institution/University may advance money for payment of stipend to the Fellow and to meet the contingent expenditure on his/her joining the Fellowship for subsequent years which may be adjusted subsequently on receipt of the grants from the CSIR for the Fellowship. The unspent amount of earlier payments on account of stipend will be adjusted in making the fresh payment. The accounts should be maintained on a ledger type system by the grantee Institution for the Research Fellow (Annexure II). The University/ Institution

shall be responsible for proper utilisation of grant and for rendering the accounts to CSIR.

20. CONTINGENT GRANT: A contingent grant of Rs 7500/- pa per Fellow is provided to the University/Institution. *For less than one year, the contingent grant will be admissible on pro-rata basis.* Part of this grant may be utilised by the Research Fellow for tours undertaken within the country in the interest of research work, purchase of books, etc. *The unspent balance of contingency grant at the end of a year may be carried forward to the next year.* The guidelines for utilisation of the contingent grant are given in Annexure-I.

21. PROGRESS REPORT: The preparation of annual progress report on the research work done shall be an essential part of the Fellow's work. Each Research Fellow shall submit his/her annual research report in the prescribed proforma (Annexure-III) to CSIR through his/her Guide/Head of the Department at the time of claiming the grant for the next financial year. It is essential to give upto date and full information against all the columns of Annexure- III. The results should be presented quantitatively in Tables /Figures and discussed in terms of the objectives and conclusions drawn should also be given. Fragmentory reports shall not be entertained. The report should be always accompanied by copies of published papers, pre-prints of papers accepted for publication and manuscripts of papers communicated for publication. Attendance record must accompany the annual report. The Guide/Head of Department shall bring out in his assessment report the share of originality and initiative of the fellow in carrying out the research work. If thesis is submitted for higher degree, this may be reported by the Guide/Head of the department to CSIR and the result when announced.

22. PUBLICATION/PATENT: The results of a Fellow's research work may be published in stand-

ard refereed journals at the discretion of the Guide. IT SHOULD BE ENSURED THAT THE ASSISTANCE PROVIDED BY CSIR IS ALWAYS ACKNOWLEDGED IN ALL SUCH PUBLICATIONS. One copy each of the published research papers should be sent to CSIR. Commercial exploitation of the results and patent rights arising out of the investigation will, however, rest exclusively with CSIR.

23. OBLIGATIONS OF A RESEARCH FELLOW: (i) He/She must be a full time researcher and submit himself/herself to the disciplinary regulations of the University/Institute/Laboratory where he/she is working. *Regular attendance of the fellow may be ensured by the department by keeping an attendance register.*

(ii) In case a Fellow decides to appear for an competitive examination he/she should invariably seek permission from the guide and inform CSIR about it.

(iii) The Research Fellow is not to take any assignment other than related to his/her approved research programme, paid or unpaid. His/her taking up any paid assignment at any time in the course of Fellowship, excepting as specified in para 25, may lead to the Fellow being asked to pay back the entire fellowship amount in addition to disciplinary action.

(iv) The Research Fellow shall submit to CSIR an annual report on the progress of his/her work through his/her Guide in the prescribed proforma (Annexure-III) as provided in para 21. The annual progress report complete in all respect must be sent to CSIR within 15 days of the completion of the year. Years are to be counted from the date of joining. Delay in submission of annual report may lead to termination of Fellowship.

(v) Once a Research Fellow accepts the Fellowship and joins, it is incumbent on him/her to continue the research for the normal tenure of the Fellowship or for such lesser duration during which the original objectives of the research problem have been achieved.

(vi) No Fellow shall discontinue his/her Fellowship without prior approval of CSIR. In case he/she wishes to discontinue the Fellowship prior to completion of the tenure on attainment of original objectives of research, he/she must submit the resignation to CSIR through the Guide one month in advance, indicating specific reasons for not continuing the Fellowship. The Fellowship shall cease from the date stipulated in the CSIR letter approving the resignation. Abrupt discontinuance of Fellowship without concurrence of CSIR may lead to disciplinary action.

(vii) The Research Fellow must send a detailed consolidated report of the research work done during the entire period of Fellowship on completion of the tenure/resignation of the Fellowship through the Guide to CSIR, in the prescribed proforma (Annexure-IV).

(viii) *During the tenure of the Fellowship, the Fellow shall correspond with CSIR only through the Guide/Head of the Institution.*

(ix) The Research Fellow shall keep CSIR informed about his/her getting the higher degree, submission of thesis for PhD, MD, MDS, MS, MPhil, ME etc. and submission/acceptance/publication of any research paper arising out of the research work done during the tenure of the fellowship. He/she must acknowledge the support of CSIR in the publications. One copy each of all the research papers published must be sent to CSIR, at each stage of publication (manuscript/ reprint).

(x) Any kind of paid or honorary part or full time employment or private practice even in honorary capacity is not permissible during the tenure of Fellowship.

24. TEACHING AND DEMONSTRATION WORK: The Research Fellow may, on the recommendation of the Guide, undertake honorary demonstration and teaching work provided the demand made on his/her time does not exceed six hours in a week and it would not hinder the progress of research. CSIR should be informed in such cases.

25. A Research Fellow on the recommendation of the Guide and provided his/her University/ Institute has no objection may be permitted by CSIR to take up temporary paid lectureship/ research job in a recognised R&D Institution/ University, for a period not exceeding one year during the entire tenure of the Fellowship (JRF AND SRF together). The Research Fellow will not be entitled to any extension of the Fellowship for such periods. The Fellow will not be entitled to stipend or contingency during such leave. Such leave period will be counted in the tenure.

26. CONDITIONS OF AWARD OF FELLOWSHIP TO REGULAR EMPLOYEES: These will be as given below :

(i) In case the candidate is doing PhD related research in the Town /City of his/her employment, he/ she will get only contingency grant from CSIR and leave salary admissible from his/her Employer.

(ii) In the event of candidate doing his PhD related research work at some Town/City other than the Town City of his/her employment, he/she will be entitled for stipend and contingency grant from CSIR.

27. LEAVE: Leave with stipend not exceeding 45 days for each completed year of tenure may be allowed by the Guide after the request has been communicated to CSIR. The leave will be treated as part of the Fellow's tenure. The leave due can be carried over to the next year, however not more than 90 days can be accumulated at any time during the tenure. Of this not more than 30 days can be availed of at the end, prior to completion of the tenure of Fellowship. During the first year of Fellowship or any uncompleted year, leave may be granted on pro-rata basis. Sanction of leave without stipend may be considered by CSIR under special circumstances. In case a Fellow proceeds on leave before termination of Fellowship, he/she must join back before the expiry of tenure, failing which the tenure will be deemed to have terminated with effect from the date he/she proceeded on leave. The fact of joining back from leave should be communicated to CSIR immediately.

28. The Guide can grant leave to a Fellow in his charge with the concurrence of the Head of the Institution/Department if the leave is due, as prescribed in the para 27. If leave is not due, such cases will be decided by CSIR only. *The Fellow should not be allowed to proceed on leave to visit abroad for attending conferences / seminars etc. without prior approval of the CSIR.* The entire duration of such foreign visits if funded by any national / international agency, whether partially or fully, would be treated as leave without stipend.

29. For women Fellows, full stipend plus HRA, if any, may be paid pm during the period of absence upto 90 days on ground of maternity. Such leave shall be sanctioned by the Guide under intimation to CSIR. The Fellowship amount for leave period will be paid after the Fellow resumes duty and submits a medical certificate in support of actual confinement. It is expected that the Fellow will make up the deficiency during the remaining tenure.

30. TRANSFER OF FELLOWSHIP: The Fellowship will be transferred from one Institution to another in special circumstances with the prior approval of CSIR. No TA will be permissible in such cases. The research Fellow must ensure that necessary facilities are available at the Institution chosen by him/her for research at the time of application/ joining the Fellowship.

31. TERMINATION OF FELLOWSHIP: The Fellowship shall normally stand terminated on completion of its tenure or from the date the fellow resigns and his/her resignation has been accepted by CSIR.

32. If a Fellow is found to be lacking in research aptitude or negligent in his/her research assignment, the Supervisor may inform CSIR. The Fellowship may be terminated by the CSIR on the recommendation of the Supervisor and Head of the Department/Institution.

33. If a Fellow leaves without permission, stipend due at any time shall not be paid to him/her by the Institution, till all University and other dues are cleared and certified by the University/Institution. Responsibility in such cases shall be that of the University/Institution concerned.

34. The unspent balance of grant lying with the Institution at any time due to termination /resignation of the Fellow must be refunded to CSIR immediately by means of a demand draft in favour of CSIR Complex, New Delhi.

35. Research Fellows must settle their claims within one year of leaving the Fellowship. No claim will be admitted by CSIR after one year of leaving the Fellowship.

36. ACCOMMODATION/HRA : All Research Fellows may be allowed hostel accommodation wherever available. Where this is not possible,

house rent allowance will be allowed as per the rules of the host institutions. The basis for calculating HRA will be the actual stipend of the Research Fellow. The concerned institution will send HRA claim bill, in triplicate separately in respect of the Fellows who fulfil the requisite conditions of the host institutions.

37. MEDICAL BENEFITS : All Research Fellows may be provided medical benefits as per rules of the host Institution. This will be limited to the Fellow only and not for their family members/ dependants.

38. ADMINISTRATIVE OVERHEAD EXPENSES :

38.1 For maintaining and timely submission of the accounts of CSIR grants, the beneficiary University/ Institution is entitled to claim from CSIR the administrative overhead charges at the following rates to be disbursed to the employees entrusted with the maintenance of the accounts of grants :

(a) 10% of actual expenditure of contingency amount subject to the maximum of Rs 300/- pa per Research Fellow/Associate directly selected by CSIR.

(b) In case of Research Schemes, Rs 300/- pa per Research Scheme having one Research Fellow/Associate or none.

38.2 Rs 500/- pa per Research Scheme having more than one Research Fellow/Associate, provided that the total amount of administrative overhead charges claimed by an institution shall not exceed Rs 10,000/- per annum.

38.3 The admissibility of the overhead charges shall be subject to the timely submission (within one year) of the following statements/ documents to CSIR:

a) Consolidated utilisation certificate in respect of the financial year in question.

b) Abstract of receipt and payment accounts relating to CSIR grants for the year, along with the statement of accounts of Fellowship and Schemes separately duly signed by the Finance Officer and countersigned by the Registrar. Audited statements by statutory auditors or Government auditors (as is the case) may be sent later on.

c) Details of refunds of unspent balance of terminated Fellow/Schemes together with cheque No. & date, etc.

d) CSIR may withhold release of grants to the University/Institution which has not furnished abstract of claim for administrative overhead expenses along with statements/documents for one year.

38.4 The amount of administrative overhead charges may be retained by the Institution while refunding the unspent balance or where there is no unspent balance for the year in question, then from the grants of the current year, provided the accounts are rendered within 1 year. Payment of the administrative overhead charges to the employees maintaining accounts of CSIR shall be made only on authorisation by CSIR and on receipt of the statement/documents mentioned above.

38.5 The amount of overhead expenses shall be disbursed in full to the concerned employees immediately on receipt of authority letter from CSIR and a confirmation to this effect shall have to be given to CSIR within a month of receipt of such authority letter.

39. RESEARCH FELLOWSHIPS UNDER LABORATORY QUOTA:

The JRF's may be recruited under Director's quota of a CSIR Laboratory/ Institute from among the candidates who are identified for support by EMR from the result of the national CSIR-UGC JRF NET test. Selection for SRF's will be through the high level disciplinewise committees of CSIR. The number of fellowships (JRFs & SRFs) will not exceed ten at a given time. The terms and conditions as given above will be applicable to all JRFs and SRFs.

40. RESEARCH ASSOCIATESHIP(RA):

A certain number of RA-ships will be awarded each year directly by CSIR to encourage young research workers who have shown promise in original research and propose to pursue research work in science, engineering or technology on specific projects.

41. ELIGIBILITY :Under this scheme, persons possessing Doctorate (PhD/MD/MS/MDS) or equivalent degree or having 3 years of research, teaching and design and development experience after MVSc/ MPharm/ME/ MTech will be eligible for appointment as RA.

42. AGE LIMIT : The upper age limit for appointment of RA will normally be 35 years. The upper age limit is relaxable upto 5 years in the case of applicants belonging to Scheduled Castes/ Tribes and women and physically handicapped. The Associate will do full time research work on problems stated in his/her application and approved by CSIR.

43. APPLICATION PROCEDURE: Applications for RA-ship are invited twice a year on all India basis through press advertisement. The prescribed application form will be printed along with the

advertisement in the Employment News. The completed application proforma must be submitted to the Under Secretary, EMR Division, CSIR Complex, NPL Campus, New Delhi-110012, within the prescribed date.

44. **SELECTION PROCEDURE :** The selection would be through assessment of academic achievements of candidates and interview of those screened by high level disciplinewise Selection Committees constituted for the purpose. Second class rail fare is admissible to those applicants who are called for interview.

45. The RA-ships are tenable in Indian Universities/IITs/Colleges/Government Research Establishments and those of recognised public or private sector industrial firms and other Institutions approved by the CSIR.

46. **STIPEND AND CONTINGENCY GRANT:**

The consolidated stipend of RA will be in the following 4 slabs :

Rs 2200 - 100 - 2700

Rs 2700 - 100 - 3200

Rs 3200 - 100 - 3700

Rs 3700 - 125 - 4325

The stipend may normally be fixed at Rs 2200/- in case of fresh PhDs in the slab of Rs 2200-100-2700. However, a selected RA may be placed in the higher slab if there is ample justification and such recommendation is made by the disciplinewise Selection Committee and approved by DGSIR. In addition, contingent grant of Rs 10,000/- pa per Associate will be provided to the concerned Universities/Institutions.

47. **TENURE :** Associateship will be tenable initially for a period of two years, extendable for a period not exceeding three years. At the time the RA is about to complete 2 years the progress would

be assessed by a high level disciplinewise Assessment Committee consisting of one external member not below the rank of Professor, Supervisor of the candidate and Head of the Department. If the Supervisor happens to be the Head of the Department, another Professor of the same Department may be associated with the Committee. However, the order for extension or otherwise will be issued by the EMR Division after having considered the high level disciplinewise Committee's report, together with the detailed progress report duly supported by the reprints/ preprints/ manuscripts of the papers published, accepted or communicated. The above procedure will be followed every year after first 2 years. The total tenure of RA will not exceed 5 years including the tenure of Associateship awarded by UGC/DST/ICMR/ICAR etc.

48. **AWARD OF ASSOCIATESHIP AND RELEASE OF GRANTS :**

The procedure described in paras 15 to 19 for Fellowship will be applicable in the case of Associateship.

49. **CONTINGENT GRANT :**

The contingent grant is Rs 10,000/- pa. The details in para 20 of Fellowships will be applicable for utilisation of this grant.

50. The Associate shall present yearly reports on the progress of his/her work, through the Supervisor and the Head of the Department in the University/Institution, in the prescribed proforma (Annexure III), as informed in para 21. He/she will be entitled to an annual increment of Rs 100/125 depending on the progress of work and approval by CSIR subject to the maximum ceiling in the particular slab he/she is placed in.

51. The Associate shall, at the expiry of the Associateship, submit a comprehensive report of the work done during the entire period of Associateship through the supervisor to CSIR in the prescribed proforma (Annexure IV) along with copies of any published work (manuscripts, reprints).

52. If an Associate wishes to leave the Associateship before the end of the tenure, it should be with the prior approval of CSIR.

53. The Associateship can be terminated, if at any time CSIR is not satisfied with the progress or conduct of the Associate.

54. For rules regarding selection, payment of funds, utilisation of contingent grant, submission of progress report, tenure, publications and patents, leave for temporary or paid lectureship / research job, etc. the general rules applicable to JRFs and SRFs will apply to RA except that the Supervisor of RA will be equivalent to Guide of Fellow.

RESEARCH ASSOCIATES UNDER LABORATORY QUOTA :

55. A RA-ship may be created in a CSIR laboratory when the Director considers it necessary to have service of senior research worker of a specialisation for a specific project for a short duration. An Associate, during his/her tenure, will work in the specific project and depending upon his/her performance and potentialities, may be later considered for permanent absorption in the laboratory in accordance with the prescribed procedures.

56. RAs may be selected through interview by high level disciplinewise Selection Committees constituted locally with members of the same level as for the selection for the post of Scientist B. In exceptional cases where there is a deviation in the minimum qualification specified, the recommen-

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dation duly approved by the R.C. with appropriate justification along with the bio-data of the incumbent may be sent to the Director-General, CSIR for his consideration and approval.

57. The qualification, emoluments, age and general conditions of tenure and leave, etc. will remain the same as for general RAs.

58. *An RA would not be treated as a regular employee of the CSIR, nor his/her tenure would be added towards service, if he/she is subsequently employed in CSIR as a Scientist on any regular post.*

59. In a particular laboratory not more than 5 RAs may be in position at a given point of time. The aggregate quota of Associateship and Fellowships under the Director's quota together shall not normally exceed 15. However, the Directors can create additional positions from the budgets of their Institutes, if required.

60. GENERAL : CSIR may send whenever considered necessary its officers for reviewing the work of the Fellows and Associates, inspection of accounts, etc. in Universities/ Institutes where the scholars are placed.

61. The stipend of Research Fellow/ Associate is exempted from the payment of the income tax.

62. Any kind of paid or honorary part - or - full -time employment or private practice even in honorary capacity is not permissible during the tenure of Fellowship/ Associateship.

63. These terms and conditions supersede all previous instructions issued in regard to JRF/ SRF/ RA. However, any relaxation would require approval of DGSIR. In all matters decision taken by CSIR will be final.

ANNEXURE I

GENERAL GUIDELINES

To facilitate speedy day-to-day working of the Research Fellowships/ Associateships of CSIR, the following power can be exercised by the Guides of Research Fellows/ Associates* in concurrence with the Head of the Department/Dean of the Faculty/ Director/Vice chancellor.

1. Sanctioning of leave when it is due.

2. Approving of tours of Research Fellows/ Associates for:

(i) Attending Symposia/ Seminars/ Conferences in India provided the Fellows/Associates are presenting papers which have been accepted and for attending Workshops/ Training Courses relevant to the research projects;

(ii) Field work connected with research;

(iii) Computation work;

(iv) Consulting rare reference volumes in the nearest University/Research Institution library.

3. Utilization of contingent grant for the following:

(i) Acquisition of books and documents of relevance to the research topic provided these are not available in the library of the University/Institution.**

* senior faculty member (or Supervisor) for Research Associates

** The requisition is to be recommended by the Supervisor and approved by the Head of the Department. The book will become the property of the University/Institution's Library after purchase and could be issued to the Supervisor/Fellow/Associate after accession for use by the indenting Fellow/Associate till his/her research Fellowship/Associateship is over. Normally, not more than 25% of the total annual contingent grant can be utilised for this purpose.

(ii) Towards meeting actual train fare and DA. During tours the Research Fellow/Associate will be entitled to TA/DA as admissible in case of government servants drawing basic pay @ Rs 2200/- pm *** However, DA will be limited to 50 days in a year.

(iii) Towards meeting TA/DA limited to first class rail fare of outside expert members of Assessment Committee. ****

(iv) Chemical/consumable items required for the research work.

(v) Equipment required exclusively for research.

(vi) Photographic materials for research or thesis work.

(vii) Computation charges.

(viii) Reprints/Off-prints of research papers.

(ix) Stationary and postal charges. *****

(x) Typing of Research papers.

(xi) Registration fee for attending conference in India and abroad.

(xii) Any other purpose, specifically authorised by CSIR.

N.B. No expenditure can be incurred for purchasing furnitures and office equipment.

*** The calculation of the daily allowance will be made from the date of commencement of the journey to the date he/she returns to the Headquarters.

***** It is expected that Assessment Committee meetings are so fixed that services of experts can be utilised while they are on a visit to that Institution.

***** Not to exceed 20% of the contingent grant.

Contingent grant cannot be utilised for

(a) Foreign travel or other expenses for visit abroad.

(b) Stationery items such as: pen, pencils, folders, file, covers, carbon paper etc. and furniture items.

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ANNEXURE-II

LEDGER SHOWING THE AMOUNT OF RECEIPT AND EXPENDITURE IN RESPECT OF DIRECT RESEARCH FELLOWS/ASSOCIATES

(Please see para 19 & 20 of the terms & conditions)

Name of Research Fellow

Department

Date of joining

RECEIPTS

(Particulars of grant received)

PAYMENTS

(Particulars of grants paid)

23

Year	Date of receipt of grant	Cheque No. & Amount	Stipend	Contin- gency	Total	Sig. of drawing Officer (Finance Officer/ Registrar)	Date of payment of grants	Vr. No.	Stipend	Contin- gency	Total	Sig. of Dis- bursing Officer	Remarks
	1	2	3	4	5	6	1	2	3	4	5	6	7

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199 - 9	Balance B/F from previous year	Receipts during the year	Payments during the year	Balance C/O to the next year

ANNEXURE III

Proforma for Annual Progress Report of Research Fellow/Associate

1. Name of the Fellow/Associate:
2. Nature of fellowship (JRF(NET)/ SRF(NET)/ SRF/ RA):
3. CSIR Award No:
4. Name, designation and address of Guide:
5. Place of work (Names of the Department / Institute/University/College, etc.):
6. Date of joining:
7. Period upto which fellowship is tenable:
8. Date of registration for higher degree (MPhil, PhD, ME, etc.):
9. (a) Topic of research:
(b) Broad Subject area:
10. Objective in undertaking work:
11. Period of Report: from to
12. Attendance :
(a) Total No. of working days during the period under report:
(b) Out of these, total No. of days in which the Fellow/Associate was present and worked:
(c) Number of days for which leave was sanctioned:
13. Detailed report about the research work done during the above mentioned period. This should include quantitative results of research presented in Table(s)/Figure(s), discussion and conclusions drawn (separate sheets should be attached):
14. Summary of research work done during this period (in not more than 300 words; a separate sheet may be attached):
15. Plan of work for the next year (separate sheet may be attached):

16. Research papers published / accepted for publication/communicated for publication (Details of authors, title, journal, volume, page number and reprints of published papers/preprints of accepted papers/ and manuscripts of communicated papers must be sent);

17a. (For the fellows who are not holding regular employment with a University/Laboratory/Institute etc.)

It is affirmed that I have devoted my full time to research and that I did not take up any other paid or unpaid work without taking written permission from CSIR.

Date : Signature of Fellow/Associate

17b. (For the Fellows who are holding regular employment with a University/Laboratory/Institute etc.)

It is affirmed that I have devoted my full time to research and that I did not take up any other paid or unpaid work without taking written permission from CSIR and am on study leave and have claimed only my regular salary/leave salary or only the Fellowship stipend and no salary as provided in para 26 of terms and conditions. (Strike out whichever is not applicable)

Date : Signature of Fellow/Associate

18. Overall assessment and comments of the Guide;

(a) It is certified that the information provided

above and in separate pages enclosed with this

report by the Fellow/Associate is correct to the best of my knowledge and belief.

(b) My specific comments about the performances of above Fellow/Associate are ;

Date :

Signature of Guide/Head

ANNEXURE IV

Proforma for progress Report of Research Fellow/ Associate for the entire duration of Fellowship/ Associateship to be submitted on completion/ termination of Fellowship/Associateship:

1. Name of the Fellow/Associate:
2. Nature of Fellowship (JRF(NET)/ SRF(NET)/ SRF/ RA):
3. CSIR Award No:
4. Name, designation and address of Guide:
5. Place of work (Names of the Department and of the Institute/ University or College):
6. Date of joining:
7. Date of relinquishing the Fellowship/ Associateship:
8. Date of registration for higher degree, if any:
9. (a) Topic of research:
(b) Broad Subject/area:
10. Objective in undertaking research:
11. Total period of Fellowship/ Associateship availed in years and months:
12. Attendance records:
13. Summary of work done. Actual research achievement may be summarised in about 500 to 1000 words:
14. (a) Consolidated report of work done during the entire period of Fellowship/Associateship. This

should bring out clearly the original objectives and how far these have been achieved, emphasising the salient features of the work done by giving quantitative data and its interpretation.

(b) Research papers published / accepted for publication / communicated for publication (Full details of authors, title, journal, volume, year and page numbers may be given and reprints/preprints/manuscripts of research papers must be enclosed. If some papers are submitted for publication or are published after submission of Annexure-IV, their copies may be sent to EMR Division as soon as available by giving reference to CSIR award no. This may be ensured by the Guide/Supervisor:

(c) Whether Ph.D. thesis has been submitted: Yes/No

If yes, title of thesis may be given

d) Which higher degree has been obtained:

15. In case the Fellowship/Associateship has not been availed for the full tenure, the reasons for discontinuing may be given, such as getting a job, going abroad, lack of facilities/guidance, personal factors, etc.

16. Whether the work is of any applied importance and, if so, whether patent has been/can be taken? If yes, whether CSIR has been approached:

17. Future correspondence address of the Fellow/Associate

18. Any remark/comment :

Date: Signature of the Fellow/Associate

19. Overall assessment and comments of the guide:

Date :

Signature of the
Guide/Supervisor/Head

Amuz R-4

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LS

I have looked into the case of Dr. (Ms.) Beenapani Saikia for her absorption as Scientist 'C' in CSIR service as per directions of the Hon'ble CAT, Guwahati Bench and found that Dr. (Ms.) Saikia was JRF, SRF and RA in CSIR from 1986 to 1995.

As per directions of the Hon'ble Supreme Court, CSIR, with the approval of Governing Body, formulated a scheme called "Scheme for Absorption of Researchers in CSIR Laboratories/Institutes, 1997". The Scheme was a one-time measure and was applicable to those eligible Researchers engaged on full time basis in CSIR Laboratories/Institutes and had put in fifteen years of continuous research as Fellow/Associate/Project Associate on monthly payment basis and were in position on 2.5.1997. Since Dr. (Ms.) Saikia had neither put in fifteen years of continuous service as Fellow/Associate/Project Associate nor was she in position as on 2.5.1997, her case was not covered under the aforesaid Scheme.

As regards the contention of Dr. (Ms.) Saikia for considering her absorption under CSIR circular letter No. 16(150)/68-E.II Part-II dated 13.1.1981, it may be noted that the Scheme contained under the said circular was as a one-time measure under which only the personnel who were working on any scheme/project funded by non-CSIR agencies and were in position as on 13.1.1981 were eligible for consideration for absorption in CSIR. This has been upheld by the CAT, Mumbai Bench, in a similar case, that the Scheme notified vide letter dated 13.1.1981 was a one-time measure and applicable to only those personnel who were in position as on 13.1.1981 and were working in any of the sponsored schemes/projects funded by non-CSIR agencies. Since Dr. (Ms.) Saikia was not working on any such scheme and joined CSIR as JRF only in the year 1986, her case is also not covered under the provisions of the Scheme notified vide CSIR letter No. 16(150)/68-E.II Part-II dated 13.1.1981.

I, therefore, do not find any merit in her case for absorption in CSIR service.

OFFICE OF DG, CSIR &
ECY, DSR
Sary No. 3548
Date 8/12/2007

(R.A. Mashelkar)
Director-General, CSIR

8/12/2007

JS (Admin)

The advice of the DGE, CSIR may be
communicated to RLT, forwarded by the Legal Sec.

[Signature]
08/12/07

SEDA (LA)

Legal Adviser - on leave

[Signature]
10/12/07

For letter to DRL, forwarded, communicating the
decision if DGE, CSIR is placed below for signature.

SEDA (LA)

[Signature]
10/12

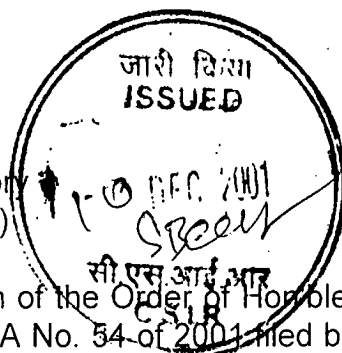
[Signature]
18/12

Letter issued
on 10/12/2007
for
11/12/2007
10/12
11/12

No. 21(58)2001-Law / 7404

10th December 2001

The Director
Regional Research Laboratory
P.O. Jorhat 785 006 (Assam)



Sub: Implementation of the Order of Hon'ble CAT, Guwahati Bench dated 18.9.2001 in OA No. 54 of 2001 filed by Dr. (Ms.) Binapani Saikia for absorption as Scientist 'C' in RRL, Jorhat/CSIR

Sir,

I am directed to refer to the Order of Hon'ble CAT, Guwahati Bench, in the above cited case. To comply with the directions of the Hon'ble CAT, DG, CSIR has considered the case of Dr. (Ms.) Binapani Saikia carefully and has passed the following order:

"I have looked into the case of Dr. (Ms.) Binapani Saikia for her absorption as Scientist 'C' in CSIR service as per directions of the Hon'ble CAT, Guwahati Bench and found that Dr. (Ms.) Saikia was JRF, SRF and RA in CSIR from 1986 to 1995.

As per directions of the Hon'ble Supreme Court, CSIR, with the approval of Governing Body, formulated a scheme called "Scheme for Absorption of Researchers in CSIR Laboratories/Institutes, 1997". The Scheme was a one-time measure and was applicable to those eligible Researchers engaged on full time basis in CSIR Laboratories/Institutes and had put in fifteen years of continuous research as Fellow/Associate/Project Associate on monthly payment basis and were in position on 2.5.1997. Since Dr. (Ms.) Saikia had neither put in fifteen years of continuous service as Fellow/Associate/Project Associate nor was she in position as on 2.5.1997, her case was not covered under the aforesaid Scheme.

As regards the contention of Dr. (Ms.) Saikia for considering her absorption under CSIR circular letter No. 16(150)/68-E.II Part-II dated 13.1.1981, it may be noted that the Scheme contained under the said circular was as a one-time measure under which only the personnel who were working on any scheme/project funded by non-CSIR agencies and were in position as on 13.1.1981 were eligible for consideration for absorption in CSIR. This has been upheld by the CAT, Mumbai Bench, in a

Contd..2

similar case (O.A.s No. 03/96 and 04/96 dated 7.5.1999), that the Scheme notified vide letter dated 13.1.1981 was a one-time measure and applicable to only those personnel who were in position as on 13.1.1981 and were working in any of the sponsored schemes / projects funded by non-CSIR agencies. Since Dr. (Ms.) Saikia was not working on any such scheme and joined CSIR as JRF only in the year 1986, her case is also not covered under the provisions of the Scheme notified vide CSIR letter No. 16(150)/68-E.II Part-II dated 13.1.1981.

I, therefore, do not find any merit in her case for absorption in CSIR service."

You are requested to apprise Dr. (Ms.) Binapani Saikia of the decision of the DG, CSIR suitably.

Yours faithfully,



(B.S. Gaira)
Sr. Deputy Secretary



68

GRAM RESEARCH

E.mail : drrijt @ csir.res.in
inform @ csir.res.in
librijt @ csir.res.in

FAX 0376-370011, Tele-Nb 370121, 370086,
370115, 370012

क्षेत्रीय अनुसंधान प्रयोगशाला, जोरहाट (आसाम)
REGIONAL RESEARCH LABORATORY
(A CONSTITUENT ESTABLISHMENT OF CSIR)
JORHAT 785 006 (ASSAM)

REGISTERED POST WITH A/D

No.RLJ-18(119)-vig./2001

DECEMBER 12, 2001
14

From : The Director,
RRL, Jorhat-6.

To : The Joint Secretary (Admn.)
Council of Scientific & Industrial Research
Anusandhan Bhavan
Rafi Ahmed Kidwai Marg
NEW DELHI-110 001.

KIND ATTENTION : Shri B.S. Gaira, Sr. Dy. Secretary

Sub :- Implementation of the Order dated 18.09.2001
passed by the Hon'ble CAT, Guwahati Bench, Guwa-
hati in O.A.No. 54 of 2001 (Dr. (Ms.) Binapani
Saikia Vs. the Union of India & Others) for
absorption of the applicant as Scientist C in
RRL-Jorhat/CSIR.

Sir,

On the subject cited above and with reference to your
letter No.21(58)/2001-Law dated December 10, 2001, I am directed to
forward herewith a copy of letter addressed to Dr. (Ms.) Binapani
Saikia, for favour of your kind perusal and information.

Yours faithfully,

Enc. :- As above

(N. K. Barbaruah)
ADMINISTRATIVE OFFICER

Mr. Gaira
19/12

GRAM RESEARCH

E.mail : drljt @ csir.res.in
inform @ csir.res.in
librijt @ csir.res.in

FAX 0376-370011, Tele No 370121, 370086,
370115, 370012

क्षेत्रीय अनुसंधान प्रयोगशाला, जोरहाट (आसाम)
REGIONAL RESEARCH LABORATORY
(A CONSTITUENT ESTABLISHMENT OF CSIR)
JORHAT 785 006 (ASSAM)

REGISTERED POST WITH A/D /COURIER SERVICE

No.RLJ-18(119)-vig./2001

DECEMBER 12, 2001
14

From : The Director,
RRL, Jorhat-6.

To : Dr.(Ms) Binapani Saikia
D/O Late K.C. Saikia
Resident of Tarajan Phukan Road
Opposite to Bharati Press
P.O.-Jorhat-785 001
Jorhat.

Sub :- Implementation of the order dated 18.09.2001
passed by the Hon'ble CAT, Guwahati Bench, Guwa-
hati in O.A.No. 54 of 2001 (Dr. (Ms.) Binapani
Saikia vs. the Union of India & Others) for
absorption of the applicant as Scientist C in
RRL-Jorhat/CSIR.

Madam,

On the subject cited above and with reference to your
letter dated 07.10.2001 enclosing therewith an Order of the Hon'ble
CAT, Guwahati Bench, Guwahati, I am directed to inform you that in
order to comply with the directions of the Hon'ble CAT, Guwahati
Bench, Guwahati, the matter was placed before the Director General,
CSIR and the Hon'ble DG has considered your case carefully and has
passed the following order.

■ I have looked into the case of Dr.(Ms) Binapani Saikia for her
absorption as Scientist ■C■ in CSIR service as per directions of the
Hon'ble CAT, Guwahati Bench and found that Dr.(Ms) Saikia was JRF, SRF
and RA in CSIR from 1986 to 1995.

As per directions of the Hon'ble Supreme Court, CSIR, with the
approval of the Governing Body, formulated a scheme called ■Scheme for
Absorption of Researchers in CSIR Laboratories/ Institutes, 1997■. The
Scheme was a one time measure and was applicable to those eligible Research-
ers engaged on full time basis in CSIR Laboratories/ Institutes and had put

Contd. ... 2

GRAM RESEARCH

E.mail : drrljt @ csir.res.in
inform @ csir.res.in
libriijt @ csir.res.in
FAX 0376-370011, Tele No 3370121, 3370086,
3370115, 3370012

क्षेत्रीय अनुसंधान प्रयोगशाला, जोरहाट (आसाम)
REGIONAL RESEARCH LABORATORY
(A CONSTITUENT ESTABLISHMENT OF CSIR)
JORHAT 785 006 (ASSAM)

- 2 -

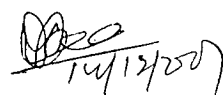
in 15 (fifteen) ^{years} of continuous research as Fellow/Associate/Project Associate on monthly payment basis and were in position on 02.05.1997. Since Dr. (Ms.) Saikia had neither put in 15 (fifteen) years of continuous service as Fellow/ Associate/Project Associate nor was she in position as on 02.05.1997, her case was not covered under the aforesaid Scheme.

As regards the contention of Dr.(Ms) Saikia for considering her absorption under CSIR circular letter No. 16(150)/68-E.II Part-II dated 13.1.1981, it may be noted that the Scheme contained under the said circular was as a one-time measure under which only the personnel who were working on any scheme/project funded by non-CSIR agencies and were in position as on 13.1.1981 were eligible for consideration for absorption in CSIR. This has been upheld by the CAT, Mumbai Bench, in a similar case (O.A.s No. 03/96 and 04/96 dated 7.5.1999), that the Scheme notified vide letter dated 13.1.1981 was a one-time measure and applicable to only those personnel who were in position as on 13.1.1981 and were working in any of the sponsored schemes/projects funded by non-CSIR agencies. Since Dr.(Ms.) Saikia was not working on any such scheme and joined CSIR as JRF only in the year 1986, her case is also not covered under the provisions of the Scheme notified vide CSIR letter No.16(150)/68-E.II Part-II dated 13.01.1981.

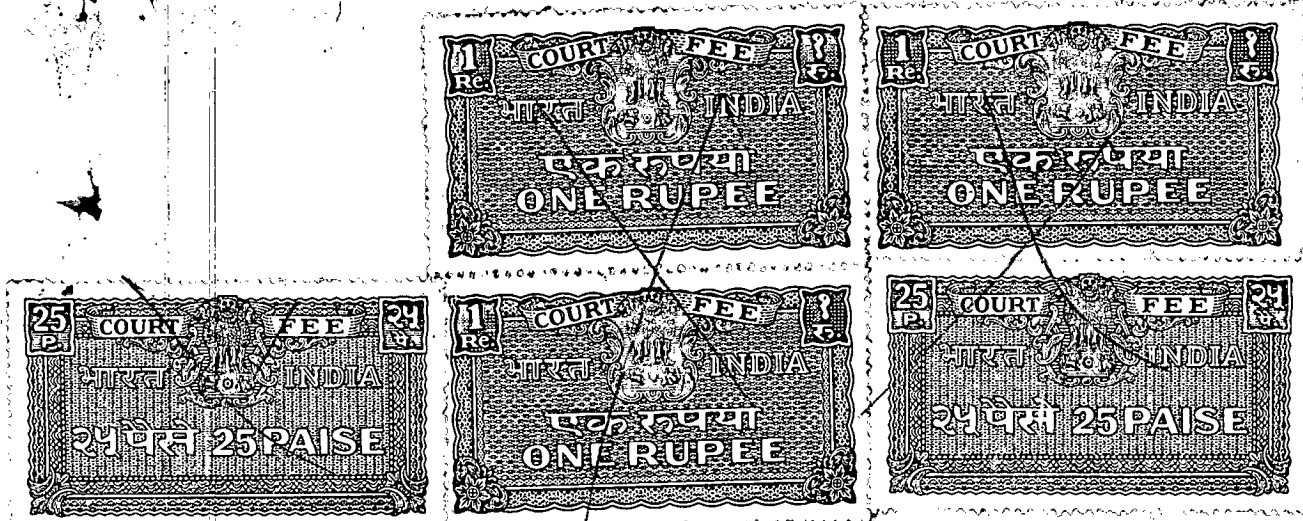
I, therefore, do not find any merit in her case for absorption in CSIR service.■

Please acknowledge receipt of this communication implementing the Order of the Hon'ble CAT, Guwahati Bench, Guwahati.

Yours faithfully,



(N. K. Barbaruah)
ADMINISTRATIVE OFFICER



71
3/3/2002
Filed by :
U.A. Talukder

IN THE CENTRAL ADMINISTRATIVE TRIBUNAL,
GUWAHATI BENCH, GUWAHATI

Contempt Petition No.7 of 2002

(in OA No.54/2001)

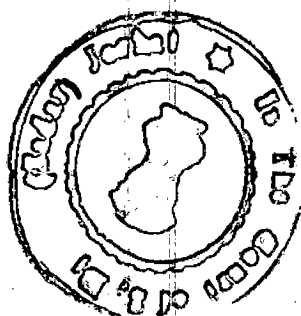
Dr.(Ms) Binapani Saikia

.... Petitioner

Vs.

Dr. R.A. Mashelkar & another

.... Respondents



Reply Affidavit filed by Dr.

Jagir Singh Sandhu, Respondent

No.2

I, Dr. Jagir Singh Sandhu, son of Late Sadar Labh Singh, aged about 60 years, resident of RRL Colony campus, Jorhat, at present working as the Director, Regional Research Laboratory, District - Jorhat (Assam), do hereby solemnly affirm and state as follows :-

1. That a copy of the CP No.7/2002 (referred to as the "petition") has been served on me. In the said petition, I have been impleaded as respondent No. 2. I have gone through the said petition and understood the contents thereof.
2. That I have the highest regards for the Hon'ble CAT and the judicial system. I cannot even think of violating the direction

Contd.....2

29/07/2002
Regional Judicial Magistrate
Jorhat

/order of the Hon'ble Tribunal, not to speak of the deliberate or wilful violation of the same. I have complied with the directions of the Hon'ble Tribunal in my wisdom as clarified in the following paragraphs. Still if the Hon'ble Tribunal, by its interpretation of the order, comes to a finding that there is violation of the directions of the Hon'ble Tribunal, the same may be unintended and I tender an unconditional apology for the same.

3. That before giving parawise reply to the Contempt Petition, I humbly state that the Hon'ble Tribunal vide Order dated 18.09.2001 in OA No.54 of 2001 directed the respondents "to consider the case of the applicant for absorption in the light of the scheme promulgated by Communication dated 13.01.1981 in the post of Scientist "C", Group IV or any other suitable post commensurate to her educational qualification." The respondents were further directed to complete the above exercise within three months from the date of receipt of the copy of the Order.

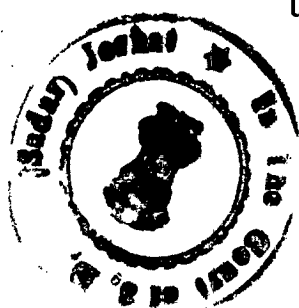
On receipt of the judgment and order dated 18.09.2001 passed by this Hon'ble Tribunal in OA No.54/2001, I referred the matter to the Director General, CSIR, the respondent No.1, who examined it and also the provisions of the "Scheme for

Contd.....3



29/07/2002
Sub-Divisional Judicial Magistrate
Jodhpur

absorption of Researchers in CSIR Laboratories/Institutes, 1997" and circular letter No.16(150)/68-E.II(Pt.II) dated 13th January, 1981. As per the Scheme of 1997, a researcher who had completed at least 15 years of research as fellow/associate/project associate on monthly payment basis on 02.05.1997 and who was in position as on that date was eligible for being considered for absorption. This scheme was a one time measure. Explicitly and admittedly, the applicant/petitioner in the instant case had put in only nine years of research work. Moreover, the applicant was not in position as on 02.05.1997. The tenure of associateship of the applicant expired on 03.04.1995. As such, there was no provision to accommodate the applicant under the aforesaid Scheme of 1997.



(Copy of the Scheme of 1997 is Annexed as Annexure R-1)

The Hon'ble Tribunal, while passing the order had specifically directed the respondents to consider the case of the applicant for absorption under the provisions of CSIR letter No. 16(150)/68-E.II(Part-II) dated 13.01.1981. The respondents examined the case of the petitioner for absorption under the provision of the said circular dated 13th January 1981. The said circular contains guidelines regarding acceptance of the sponsored projects/schemes in CSIR and its National Labora-

Contd.....4

4-24/07/2008
Sub-Division of Judicial Mes.
(S.D.) Jorhat

tories/Institutes. It also contains guidelines regarding recruitment of staff in such projects/schemes which will be on behalf of the sponsor and for a fixed period for the duration of scheme. This circular also envisages a scheme for absorption of existing staff as on 13.01.1981 in the sponsored projects/schemes. The circular dated 13.01.1981 is not for fellowships and/or associateships.

(Copy of the circular dated 13.01.1981 is Annexed as Annexure R-2).

On examination of the case of the petitioner and the circular dated 13.01.1981, it was found that the provisions of the said circulars were applicable only to those personnel who were working on any scheme/project funded by non-CSIR agencies and were in position as on 13.01.1981. The petitioner was neither such a personnel as worked under any externally funded scheme or project nor was she in position as on 13.01.1981. She joined CSIR as Junior Research Fellow (JRF) in the year 1986. Junior Research Fellows are such students as are awarded fellowships by CSIR under the Human Resource Development Scheme to enable them to do their research work to do Ph.D. They may be upgraded as Senior Research Fellow after two years, increasing the amount of fellowship. Similarly, Research Associateship is also



Contd.....5

29/07/2009
Sub-Regional Judicial Magistrate
6/10/09
NJC

offered for a fixed tenure for facilitating the scientists to do research work. The scheme of Research Associateships is to give support to the fellows who have done their PhD and are yet unemployed. Lab facilities are provided to them to enable them to carry on research activities of their interest. These schemes are not mainly for the interest of the organization but are by way of a social welfare measure as held by the Hon'ble Supreme Court in its judgement dated 26.04.2002 in WP(C) No.67 of 1998 and related matters.

(Copy of the Terms & Conditions governing Research Fellows&Associateship is Annexed as annexure R-3).

The scheme under the circular dated 13.01.1981 was a one time measure to consider for absorption the personnel appointed for externally funded projects/schemes and not the Research Fellows and Research Associates. Since the petitioner was neither a personnel working under externally funded projects nor was she in position as on 13.01.1981, she could not be absorbed under the scheme dated 13.01.1981. Respondent No.1, the Director General, CSIR, gave a due consideration to the case of the petitioner and after examining it thoroughly passed a well considered and speaking order which was communicated to me, vide his office letter No.21(58)2001-Law/7404 dated 10.12.2001,

Contd.....6



[Signature]
29/01/2012
Sub-Commissioner Judicial Magistrate
[Signature] Jodhat

I conveyed it to the petitioner vide office letter No.RLJ-18 (119)-Vig./2001 dated 12th/14th December, 2001.

(Copy of communication dated 10.12.2001 and 12th/14th December, 2001 are together Annexed as Annexure R-4).

4. That the statements made in the said petition, which are not specifically admitted, are hereby denied.

5. PARAWISE REPLY

(i) That with regard to the statements made in paragraphs 1, 2, 3, 4, 5 & 6 of the petition, I have nothing to comment as the said statements are related to records and documents. Nothing is admitted which are not borne on records.

(ii) That with regard to para 7 & 8 of the Petition, it is submitted that I referred the case of the petitioner for absorption in the light of the communication dated 13.01.1981 as directed by the Hon'ble Tribunal to the Director, General, CSIR, Respondent No.1, who considered it and found that the case was not covered under the said communication as already stated in para 3 above. It is denied that the respondents have violated the orders of the Hon'ble Tribunal by rejecting the case of the petitioner for absorption.



29/01/01
Sub-divisional Judicial Magistrate
Jabalpur

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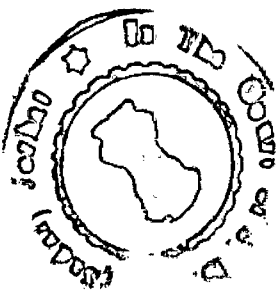
6. Thus, I say that the respondents have not done anything which is in violation of the orders/directions of the Hon'ble Tribunal. I deny the charges of wilful or deliberate violation of the direction of Hon'ble Tribunal. It is reiterated that I have high respect and regards for this Hon'ble Tribunal and the judicial system. I cannot think of showing the slightest disrespect to the Hon'ble Tribunal.

7. Under the facts and circumstances of the case, I respectfully submit that the contempt petition has been filed without any merit and the same is liable to be dismissed being devoid of any merit.

[Signature]
Deponent

That the statements made in the reply are true to the best of my knowledge, belief and information as derived from the records

I sign this on this 29th day of July, 2002 at Jorhat.



Identified by me,
[Signature]
Advocate/Jorhat.

[Signature]
Deponent

Solemnly affirmed and signed before me
by the deponent, who is identified by Sr
Mr. K. Alam, Advocate on this 29th
day of July, 2002 at Jorhat.

[Signature]
[Signature]

ANNEXURE -RI

- 9 -

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वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110 001

Anusandhan Bhavan, 2, Rafi Marg, New Delhi-110 001



RESEARCH SCHEME
EXTENSION/REVISION
To: Heads of All National Labs./Instts.
From: Director, CSIR
Lab/Instt. No. 3(3)-SAR/98-R&A
Dated: 03.07.1998

RECEIVED
6 JUL 1998
Dated: 03.07.1998

To: Heads of All National Labs./Instts.
Subject:- Scheme for Absorption of Researchers Working in CSIR Labs./Instts.

Sir,
The Governing Body in its 144th meeting held on 18.2.1998 had approved "Scheme for Absorption of Researchers Working in CSIR Labs./Instts." A copy of the scheme is sent herewith for information and compliance.

The aforesaid scheme will come into force from the date of issue of this letter.

Yours faithfully,

(R.S. ANTEL)
DEPUTY SECRETARY

03/7

SCHEME FOR ABSORPTION OF RESEARCHERS
WORKING IN CSIR LABORATORIES/INSTITUTES

1. Name of the Scheme

The Scheme shall be called "Scheme for Absorption of Researchers in CSIR Laboratories/Institutes, 1997".

2. Administration of Scheme

The Council of Scientific & Industrial Research (CSIR), hereinafter referred as Council will administer the Scheme. The Scheme would be a one-time measure and is for eligible researchers.

3. Definitions:

- i) The "Council" or CSIR shall mean the Council of Scientific and Industrial Research.
- ii) The DG, CSIR shall mean Director-General, CSIR.
- iii) HRDG means Human Resource Development Group dealing with extra mural research related activities of the council.
- iv) The Rules referred herein shall mean the CSIR Service Rules 1994, for Recruitment of Scientific, Technical and Supporting Staff.
- v) The Central Selection Committee shall mean the Committee constituted by the DG, CSIR as per Clause 6(e) of the Scheme.
- ✓vi) The eligible Researcher shall mean persons who has put in 15 years of continuous research as Fellow/ Associate/ Project Associate on monthly payment basis on 02.05.1997 and is / was in position as on that date.
- vii) The Fellow/ Associate means the persons working in CSIR Laboratories/Institutes who have been awarded the Fellowship/ Associateship under the CSIR Research A Fellowship and Associateship Schemes and Senior Research Associateship (Scientists' Pool) Scheme i.e. the Scheme operated through Human Resource Development Group (HRDG) of the Council. Project Associate means the person engaged as JRF/ SRF/ Associate in CSIR Laboratories/Institutes under the externally funded projects/schemes.

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The period of two months may be in different spells but the total period shall not be more than two months.

4. To Whom Applicable

The Scheme being a one-time measure shall be applicable to the eligible researchers engaged on full time basis in CSIR Laboratories/Institutes under the Scheme operated through HRDG of the Council or under externally funded projects/schemes of the Council in its Laboratories/Institutes.

5. Commencement of Scheme

The commencement of the Scheme shall be, the date notifying the approval of the Governing Body of the Council.

6. Terms & Conditions for Absorption

- (a) As per "Rules", the maximum age limit for recruitment to Group IV(1) and Group IV(2) is 35 years. However, in the case of Researchers covered by this Scheme, relaxation upto 10 years would be considered in the upper age limit as on 02.05.1997, over and above the maximum age limit prescribed under the rules for recruitment to Group IV(1) and IV(2).
- (b) The eligible researchers concerned should possess the educational qualifications prescribed for the Group IV(1) and Group IV(2). No relaxation in educational qualification shall be permissible.
- (c) Orders on reservation for SC/ST/OBC, etc. issued by Government of India from time to time shall apply in operating this Scheme.
- (d) The selection of the concerned researchers for their absorption shall be determined by a Central Selection Committee constituted by DG, CSIR on the lines of the constitution of the Selection Committee prescribed in the "Rules". The Central Selection Committee shall determine their suitability for absorption after interviewing the candidates. Non-availability of posts shall not be a constraint for implementation of this Scheme.
- (e) A maximum of two opportunities shall be given to the eligible researchers for consideration of absorption from the date of notification. In case those who are not recommended by the Central Selection Committee for absorption on the basis of interviews in two chances, their fellowship/associateship shall be governed by the terms and conditions applicable to them.
- (f) The eligible researchers shall be governed by the terms

Project Associateship.

(g) In case any of the eligible researcher fails to appear before the Central Selection Committee on the date and time of interview intimated to him/her for the purpose, his/her chance for absorption shall be treated as forfeited.

(h) The recommended researchers shall have no right to make claim for placement in the same Laboratories/Institutes where they have worked as researchers and can be placed in any other Laboratory/Institute depending upon the need.

7. This Scheme shall supersede all other provisions/instructions/orders as far as in consistent with this Scheme.

8. In case of any doubt about the interpretation of any of the provisions of this Scheme, the decision of the Director General, CSIR shall be final.

9. DG, CSIR shall have the power to relax/modify/amend any of the conditions/provisions of the Scheme except relating to educational qualification mentioned in para 6(b).

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ANNEXURE - R2

MERIT AND NORMAL ASSESSMENT SCHEME

Annexure 7.6.1(A)

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
Rafi Marg,

No.16(150)/68-E.II(Pt.II) New Delhi-1, the 13th Jan., 1981

From: Chief (Administration)
Council of Scientific & Industrial Research

To

The Directors/Heads of all the National
Laboratories/Institutes/Research Associations.

Subject Report of the Committee constituted to look into
the question of linking of the technical
assistance programmes with overall plans and
resources and absorption of staff employed in
externally funded projects/schemes.

Sir,

I am directed to invite your kind attention to this office letter No.4/3/78-CTE dated 8.6.1979 regarding the constitution of a Committee to look into the question of linking of the technical assistance programmes with overall plans and resources and absorption of staff employed in externally funded projects/schemes and to state that the Report of the Committee was placed for consideration of the Governing Body at its meeting held on 30.9.1980.

The Governing Body has approved of the report of the Committee subject to certain modifications as proposed by the Director-General, SIR. The salient features of Governing Body's decision are reproduced below:-

1. The sponsored projects / Schemes under different categories should be accepted / undertaken on a selective basis i.e.(i) these should be in consonance with the approved objectives, goals and charter of the Laboratory / Institute; (ii) be in the areas / fields of the regular activities of the Institute; (iii) form part of the total plans of the Laboratory; (iv) be included in the Annual / Five Year Plan of the Institute; and (v) be of a major benefit to the country.
2. The projects should not serve merely as data bases for more advanced countries or provide a chance for dumping obsolete plants / technology in India

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and retard our growth. These should not also become a tool of diverting the Institute away from its approved priorities by lure of equipment etc. Where equipment is capital intensive, one should normally not look for the acquisition of such equipment through sponsored schemes, but C.S.I.R. should take up the responsibility for this. There could be special situations where there are clear advantages of using a Scheme for this purpose.

3. Such Projects / Schemes should first be cleared by the Research Advisory Council of the concerned Laboratory / Institute from the viewpoint of scientific merit / national relevance. Thereafter, these would be discussed with CSIR Headquarters, the nodal point for such discussions being the Planning Division. After the projects schemes are cleared by the CSIR, the same would be placed before the Executive Committee of the concerned Laboratory for approval.
4. The work relating to these projects should, as far as possible, be managed with the regular staff instead of making them a vehicle for additional manpower. The Laboratories / Institutes should themselves have inherent capability to provide the major inputs for infrastructure to take on the sponsored schemes and the incremental staff should be minimal. While planning to take up sponsored schemes, adequate thought should be given to aspects relating to the building up of staff as also for tapering it off when the scheme gets completed.
5. The prescribed procedure, as applicable for regular posts/staff, should be followed both for creating additional posts and recruiting additional staff, if any, required for UNDP, PL-480 and other Bilateral projects. It should be ensured that while making recruitment for schemes projects posts, there should be no dilution of quality. The staff recruited for such projects will be treated as temporary CSIR staff.

In sponsored projects, however, the recruitment should be on behalf of the sponsor for a fixed period for the duration of Scheme only and it should be so made clear in the appointment letter of the candidate besides stipulating therein that the appointment is not a CSIR appointment, temporary or otherwise, and does not entitle the incumbent to any claim, implicit or explicit, on any CSIR post.

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MERIT AND NORMAL ASSESSMENT SCHEME

For time bound sponsored projects to start within 6 months of the agreement, the Labs. Instts. would be authorised to make adhoc appointments to various posts through local Selection Committees, without, however, diluting the qualifications and other prescribed standards

The regular staff applying for the posts in such sponsored project, if selected, could function in that position, which may be higher, but purely temporarily, and revert to their substantive (regular) post on completion of the project.

6. The staff recruited for schemes by following the prescribed recruitment procedure, should not be required to undergo this procedure afresh for their appointment / absorption on regular side in identical posts. On such absorption their scheme service will be taken into account for purposes of entitlement to various service benefits in CSIR such as Leave, Study Leave etc.
7. The staff earlier appointed in the sponsored projects / schemes, EL-480 schemes etc., who have since been absorbed on the regular side in the same Lab. / Instt. in which the scheme was under operation, will be entitled to count their service rendered under the scheme in an identical post for purpose of assessment for promotion to the next higher grade. The advantage of assessment on this basis will, however, be available with effect from 1.10.1980 or the date of completing the prescribed number of qualifying years for assessment, whichever is later.
8. The existing persons who have rendered three years continuous service in a scheme should be absorbed either against existing regular vacancies in identical posts or by creating additional posts (by following prescribed procedure) if the work load in the Laboratory / Institute so demands. The supernumerary posts could be created to absorb the staff employed in such projects / schemes, initially being a one time effort only. The Laboratories / Institutes should not recruit further staff until all such staff is absorbed.
9. The grant made for such projects should be treated as an adhoc grant to the Institute and the same should clearly figure in the overall "Income - Expenditure" and "Assets - Liabilities" statements of the Institute

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MERIT AND NORMAL ASSESSMENT SCHEME

10. More opportunities should be given to younger Scientists to visit abroad for training etc. in the scheme sponsored by U.N.D.P. etc.

A copy of the report of the Committee is enclosed for your information, guidance and necessary action.

The earlier guidelines regarding the appointment (including service conditions) of staff for scheme / projects sponsored / financed by non-CSIR bodies (both Indian and Foreign) and taken up at the Laboratories / Institutes, which are not in accord with the above decisions, will stand superseded to the extent indicated in the above paras.

Yours faithfully,

Sd/-

(C.L. Malhotra)
Under Secretary.

Copy to:

1. The Sr. Finance and Accounts Officers / Finance and Accounts Officers of all the National Laboratories / Institutes / CSIR Headquarters (including CSIR Complex).
2. The Directors / Heads of all the transferred Laboratories / Institutes / Research Associations for information.
3. All the Divisions / Sections at CSIR Headquarters / CSIR Complex.
4. P.S. to DGSIR.
5. Chief (Finance).
6. Chief (Planning)
7. Chief (Administration).
8. D.S. (E).
9. Dy. Chief (Finance).

Sd/-

Under Secretary.

MERIT AND NORMAL ASSESSMENT SCHEME

REPORT OF THE COMMITTEE CONSTITUTED TO
LOOK INTO THE QUESTION OF LINKING OF THE
TECHNICAL ASSISTANCE PROGRAMMES WITH
OVERALL PLANS AND RESOURCES AND
ABSORPTION OF STAFF EMPLOYED IN
EXTERNALLY FUNDED PROJECTS/SCHEMES

1. This Committee was appointed by the Director-General, CSIR in pursuance of the recommendations of the 29th Conference of Directors held at CFTRI, Mysore on 2-3.6.1978. The letters appointing the Committee, nominating its Chairman and the meetings held are appended (Appendix I, II & III respectively).
2. The Committee was provided with the relevant documents by the CSIR Secretariat. The list of these is given in letter No.16(150)/68-E.II(Pt.II) dated 29/30.6.1979 from the Chief (Administration) (Appendix IV).
3. The Committee did not invite any suggestions, as the Directors could forward their suggestions to this Committee as indicated to them in Council's letter No.4/3/78-Cte. dated 8.6.79 communicating the constitution of the Committee. Some suggestions were received from some of the Directors of the National Laboratories. These were duly considered by the Committee. Some representations made by the 'Scheme personnel' regarding their service conditions put up to the Committee, were also considered.
4. The Committee held a preliminary discussion in its meeting held at Hyderabad on 28.8.1979 and also went through the various orders already existing on the subject. In its final meeting held on 12.3.1980, the Committee reviewed the existing procedures/practices prevailing in CSIR and also in other organisations like ICAR vis a vis the scope and the need for taking up projects funded by outside agencies.

Based on the discussions held in the above two meetings, the Committee makes the following recommendations :-

- 1.0 Criteria of Project Selection.
- 1.2 It should be in consonance with the approved objectives and goals of the Institute as enumerated in its Charter.
- 1.3 It should form a part of the planned growth of the institute and should result in an increase in the general level of capability of the Institute in its line of growth.
- 1.4 It should be a part of the Annual/Five Year Plan of the Institute or should first be included in such plan before being put up for further processing.

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MERIT AND NORMAL ASSESSMENT SCHEME

- 1.5 It should be of major benefit to the country.
- 2.0 Approvals before an approach is made to the Govt. of India/Funding agencies etc.
- 2.1 It should have the approval of the Institute's Research Advisory Council (RAC) and Executive Committee (EC).
- 2.2 It should be discussed with Chief (Planning), Chief(Admn.) and Chief (Finance) before seeking approval of E.C. to (a) ensure and certify proper counterpart budget provision and (b) to avoid unnecessary duplication of the capabilities existing in one or the other CSIR Institutes.
- 3.0 Objectives which such projects should not serve.
- 3.1 Such projects should not become a vehicle of augmentation of manpower in the Laboratory by the back-door. The UNDP projects, Bilateral projects, and other sponsored projects should not be used as a vehicle for additional manpower and the work relating to these projects should as far as possible be managed with the regular staff.
- 3.2 Projects should not serve merely as data bases for more advanced countries or provide a chance for dumping obsolete plants/technology in India and retard our growth.
- 3.3 Projects should not become a tool of diverting the Institute into by-lanes away from the main path of its approved priorities by lure of equipment etc.
- 4.0 Recruitment of additional staff; service conditions and service benefit etc. of such project staff.
- 4.1 Any grant to meet expenditure in such projects should be classified as an ad-hoc grant to CSIR/Institute.
- 4.2 As an obvious corollary to this, additional staff, if any, recruited under such projects will be treated as temporary CSIR staff and their methods of recruitment, service conditions and benefits will be automatically regulated accordingly.
- 4.3 The additional staff if any required for such projects will be required to be justified in the usual manner and posts will have to be got created by following the prescribed procedure
- 5.0 Suggested solution of problems relating to existing Staff in such Projects/Schemes etc.

MERIT AND NORMAL ASSESSMENT SCHEME

- 5.1 The existing staff who were earlier employed under the sponsored projects/schemes, PL-480 Scheme etc. and have since been appointed on regular side will be entitled for assessment for promotion to the next higher grade on the basis of total combined service under the scheme(s) and on regular side in the grade on fulfilment of the given conditions. The advantage of assessment on this basis, will, however, become available to them from 1.4.1980 or the date of completing the prescribed number of qualifying years for assessment, if such date is later than 1.4.1980.
- 5.2 The period of service rendered under a scheme in another sister Laboratory/Institute will not count for the purpose of assessment in the Laboratory/Institute where he is employed on the crucial date (i.e. 1.4.1980).
- 5.3 The persons who have been continuously working for three years or more under an externally funded scheme and have not been regularised so far will be considered for absorption against existing regular vacancies in identical posts as and when available in the respective Laboratory/Institute. In case sufficient number of vacancies are not available to absorb them but enough work load exists in the concerned Laboratory / Institute, the Director/ Head of the National Laboratory/Institute should take up the question of creation of additional posts on the basis of the work load and/or new projects that might have been undertaken, as per the prescribed procedure, to consider their absorption.
- 5.4 The 'Planning' and 'Finance' Divisions may be requested to examine such proposals keeping in view the fact that such additional posts are required to consider the absorption of persons already working in the scheme for more than three years.
- 5.5 Such of the scheme personnel as were selected to the scheme posts by following the prescribed procedure of recruitment will not be required to undergo this procedure afresh for their absorption on the regular side in identical posts, as above, and on such absorption the protection of the pay drawn by them in the scheme posts will be allowed. On absorption on the regular side, they will become entitled to the benefit of Leave, Study Leave, promotion by assessment etc. for which purpose the scheme service will also be taken into account.
- 5.6 Cases which have already been decided will not be re-opened generally, however, any case meriting special consideration may be examined and decided on individual merit by Director-General, CSIR.

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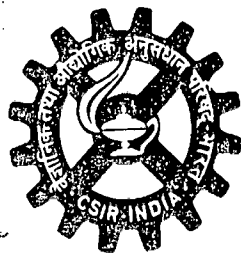
MERIT AND NORMAL ASSESSMENT SCHEME

- 6.0 Distinction between Sponsored Research and above types of Project.
- 6.1 In the above types of Projects, there is a major deployment of funds and resources of the Institute and these are thus in a way 'Grants-in-Aid' Projects.
- 6.2 In sponsored projects, the total costs are met by the Sponsoring Organisation.
- 7.0 Guidelines for Staff Recruitment in Sponsored Projects/Schemes.
- 7.1 As far as possible, staff should be seconded from the Institute for sponsored projects.
- 7.2 In case staff is recruited for sponsored projects, the recruitment should be on behalf of the sponsor for a fixed period and the letter of appointment should clearly state that such an appointment.
- 7.2.1 is not a CSIR appointment, temporary or otherwise;
- 7.2.2 does not entitle the incumbent to any claim, implicit or explicit, on any CSIR post.
- 7.3 For time-bound sponsored projects to start within six months of the agreement, the Institute should be authorised to recruit such staff without following the rules and regulations of recruitment in CSIR as regards advertisement. But the educational qualifications, experience prescribed for a given post should be rigidly followed and not relaxed. Local Selection Committees on the pattern of similar committees for CSIR posts should be constituted by the Director for such posts and the matter reported to E.C. and CSIR. This should ensure that no dilution of standards takes place.
- 7.4 Since the basic reason for recruiting staff for time-bound sponsored projects is to provide additional manpower to keep to the time targets, promotion of staff from the Institute against a sponsored project post is not justifiable.
- 7.5 Presently, Deputation (duty) Allowance is governed by the Ministry of Finance O.M. dated 27.1.1970 as quoted in CSIR letter No. 16(150)/68-E.I. dated 16th June, 1970 to, the Director, National Chemical Laboratory, Poona. No consensus could be reached on giving deputation allowance to Institute staff seconded to sponsored projects.

• सी एस आइ आर अनुसंधान अनुदान - २१ -
CSIR RESEARCH GRANTS

अनुसंधान फैलोशिप एवं एसोसिएटशिप
RESEARCH FELLOWSHIPS & ASSOCIATESHIPS

निबंधन एवं शर्तें
(1.07.2001 से लागू)
TERMS & CONDITIONS
(EFFECTIVE FROM 1.07.2001)



बाह्य अनुसंधान प्रभाग, मानव संसाधन विकास समूह
वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद, सीएसआइआर कॉम्प्लेक्स
एनपीएल परिसर, डॉ. के. एस. कृष्णन् मार्ग, नई दिल्ली-110 012
EXTRAMURAL RESEARCH DIVISION, HUMAN RESOURCE DEVELOPMENT GROUP
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
CSIR COMPLEX, NPL CAMPUS, DR. K.S. KRISHNAN MARG, NEW DELHI-110 012

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Please contact for any further details :

Dr. Sukumar Mallick (Head, HRD Group)
Tel No. 5748632

Ms. Sushila Khilnani (Scientist)
Tel No. 5741038

All correspondence should be addressed to :

The Head,
Human Resource Development Group,
CSIR Complex Building,
Opp. Institute of Hotel Management,
Dr. K. S. Krishnan Marg,
New Delhi - 110 012

Abbreviations used

CSIR	:	Council of Scientific & Industrial Research
DGSIR	:	Director General Scientific & Industrial Research
HRD	:	Human Resource Development
EMR	:	Extra Mural Development
JRF	:	Junior Research Fellow
SRF	:	Senior Research Fellow
RA	:	Research Associate
HRA	:	House Rent Allowance

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1. The EMR Division under HRD Group of CSIR provide CSIR Research Fellowships and Associateships to bright young men and women for training in methods of research under the expert guidance of faculty members/ scientists working in University Departments/ National Laboratories and Institutes in various fields of Science & Technology and Medical Sciences. List of CSIR Laboratories is at Annexure-I.
2. The CSIR Fellowships/ Associateships are tenable in Universities/ IITs/ Post-Graduate Colleges/ Government Research Establishments including those of CSIR, R&D establishments of recognized public or private sector, industrial firms and other recognised institutions. However, CSIR reserves the right to determine the place best suited to provide necessary facilities in the area of science and technology in which the awardee is to specialise.
3. The CSIR Fellowships/ Associateships are tenable in India. Only bonafide Indian citizens, residing in India are eligible for the award of Research Fellowships/ Associateships. The programme is aimed at National Human Resource Development for S&T.
4. The award of CSIR Fellowships/ Associateships is for fixed tenure and does not imply any assurance or guarantee for subsequent employment by CSIR to the beneficiary. The authority to award/ terminate vests with CSIR. The awardee shall not lay claim to permanent absorption in CSIR, after the expiry of the Fellowship/ Associateship.

5 SUBJECT OF RESEARCH

Preference is given to a subject/topic of research relevant to the research programmes of CSIR laboratories and nationally important S&T areas.

6 CSIR JUNIOR RESEARCH FELLOWSHIP(JRF)

A certain number of JRFs are awarded each year by CSIR to those holding MSc or equivalent degree, with a minimum 55% marks after qualifying the National Eligibility Test (NET) conducted by CSIR twice in a year.

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7. APPLICATION PROCEDURE

Applications for JRF are invited twice a year through press advertisement on all India basis in the prescribed application form printed along with the advertisement in the Employment News by a specified date. The completed application form may be submitted to the Controller of Examinations, Examination Unit, CSIR Complex Building, Opp. Institute of Hotel Management, Pusa, New Delhi - 110 012

8. AGE LIMIT

The upper age limit for JRF shall be 28 years which is relaxable upto 5 years in the case of candidates belonging to Scheduled Castes/ Scheduled Tribes, women, physically handicapped and OBC applicants.

9. SELECTION PROCEDURE

The selection for award of JRF shall be made on the basis of a competitive written test called the National Eligibility Test (NET), conducted by CSIR at national level and consisting of two papers. Paper - I is objective type consisting of Part (A) general nature and Part (B) is subject type. It tests the mental ability and broad awareness of scientific knowledge at the rudimentary level. The second paper is to be selected from amongst (1) Chemical Sciences, (2) Earth, Atmosphere, Ocean and Planetary Sciences, (3) Life Sciences, (4) Mathematical Sciences and (5) Physical Sciences. The second paper requires short descriptive answers to questions. Usually examinations are held for a day on the third Sunday in June and December, each year.

10. The candidates who qualify in the test are informed individually after the result is finalized. The Fellowship is awarded on receipt of necessary details of the qualifying degree examination, place of work, research topic, the name of supervisor and the concurrence of the Institution to provide all necessary facilities. The validity of the offer of this award will be one year. The candidate is expected to register for Ph.D degree within a period of one year from the date of joining.

11. STIPEND & TENURE

(i) The stipend of a JRF selected through the all India test will be Rs 5000/- pm for a period of 2 years. In addition, annual contingent grant of Rs 10,000/- per Fellow will be provided to the University/ Institution. The guidelines for utilisation of contingent grant are given in Annexure - II.

(ii) On completion of two years as JRF, the stipend may be increased to Rs 5600/- pm for the 3rd and subsequent year on the basis of assessment

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of Fellows' research progress/ achievements through interview by an Expert Committee consisting of the Guide, Head of the Department and an External Member from outside the University/ Institution who is an expert in the relevant field, not below the rank of Professor/ Associate Professor. As far as possible the External Member should be the Chairman of the 3 member Committee. Where the Guide happens to be the Head of the Department, the Dean, Faculty of Science or any senior member of the Department may be associated as the third member of the Committee (ANNEXURE III). On upgradation, the designation of JRF will be changed to SRF (NET). In the event of the Committee not recommending upgradation, the candidate will continue as JRF with a stipend of Rs 5000 /- pm for the 3rd year or his fellowship may be terminated depending upon the decision of the Committee. The progress of research work of JRF will be assessed again at the end of 3rd year for such upgradation.

It is expected that Fellows will have published work to their credit by the end of 3rd year. This shall form an important quantitative and qualitative criterion for judging the progress made by the candidate. If the work of JRF is still not found satisfactory for upgradation, the fellowship will be terminated. Extension of tenure for SRF(NET) for the 4th year will be on the basis of the progress report and recommendation of the guide. The 5th year extension as SRF(NET) is permissible on the recommendation of three members assessment committee and progress report duly supported by publications in the form of reprints/ preprints/ manuscripts of the paper published, accepted or communicated for publication (Annexure IV).

The total tenure as JRF plus SRF(NET) will not exceed five years. This will include the tenure of Fellowship awarded by UGC/ DST/ ICMR/ ICAR etc or any other funding agency/ Institution. The order for continuation at the higher rate of stipend as SRF(NET), continuation at the same rate of stipend as JRF or otherwise will be issued by the EMR Division of HRDG, CSIR. Extension may not also be granted if the fellow does not acknowledge support of CSIR in his research publications.

12. CSIR SENIOR RESEARCH FELLOWSHIP (SRF)

A certain number of SRFs will be awarded each year by CSIR directly to those possessing the following qualifications and experience :

MSc, BE, BTech with minimum 60% marks and at least two years of post MSc, BE, BTech, research experience as evidenced from fellowship/ associateship or traineeship and published papers in standard refereed journals.

OR

ME, MTech or equivalent degree in Engineering/ Technology with minimum 60% marks.

OR

MBBS or BDS (with 1 year of internship) with first division.

OR

BPharm/ BVSC/ BSc (Ag) or equivalent degree with minimum 60% marks and at least three years of research experience.

OR

MPharm/ MVSc/ MSc (Ag) or equivalent degree with minimum 60% marks and at least one year research experience.

13. Research workers who have had requisite training in methods of research alongwith above qualifications and who have proved their aptitude for original research are eligible for this Fellowship.

14. AGE LIMIT

The upper age limit for SRF shall be 32 years. The upper age limit is relaxable upto 5 years in the case of candidates belonging to scheduled castes/ tribes, women, physically handicapped and OBC applicants.

15. APPLICATION PROCEDURE

Applications for SRF are normally invited twice a year on all India basis through press advertisement. The prescribed application form is printed alongwith the advertisement in the Employment News usually during the month of April and October every year. Application proforma duly completed and forwarded through the proposed Supervisor and Head of the Department/ Institutions should be submitted within the prescribed date alongwith a Demand Draft for the amount indicated in the advertisement to the Deputy Secretary, EMR Division, HRD Group, CSIR Complex, Opp Institute of Hotel Management, Pusa, New Delhi - 110 012.

16. SELECTION PROCEDURE

Selection will be made through the procedure of assessment of academic record and published/ project work by discipline-wise high-level expert Committees. Second class rail fare will be admissible to those applicants who are called for interview.

Merely fulfilling of eligibility criteria will not entitle a candidate for being called for interview. Candidates will be called for interview after screening on the basis of criteria adopted by CSIR depending on the number of fellowships available. CSIR reserves the right to call or not to call a candidate for interview.

The validity of the award letter shall be six months from the date mentioned in the award letter. No extension beyond six months will be

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considered. Decision of CSIR in matters of selection for interview or for award of Fellowships etc. shall be final.

17. TENURE

The tenure of SRF will initially be 2 years. Extension of tenure for the 3rd year will be issued by EMR Division of HRDG after receiving the recommendation of three member Expert Committee consisting of Guide, Head of Department and an external Professor in the relevant field duly supported by detailed progress report and publications in the form of reprints/ preprints/ manuscripts or paper communicated for publication (ANNEXURE V). The total tenure as JRF & SRF will not exceed 5 years. The tenure of SRF in Engineering & Medical Sciences is four years. Extension for the 3rd & 4th years will be issued by EMR Division according to the procedure outlined above. Computation is made of the total period of tenureship of Research Fellow/ Associate if he/ she has availed any other fellowship of equivalent status from any agency/ institute. A Research fellow/ Associate who joins on the first day of the month, his/ her tenureship will be completed on the last day of the previous month. In other cases the tenureship will be completed on the last day of the same month.

18. STIPEND

SRF in a scientific discipline is entitled to a stipend of Rs 5600/- pm for 1st, 2nd & 3rd years. The stipend in case of medical (MBBS, BPharm, BDS, MVSC and MPharm) and engineering subjects (both at bachelors & master's degree level) will initially be Rs 6000/- pm for 1st and 2nd years and later enhanced to Rs. 6400/- for the subsequent years depending on progress of research having been assessed as satisfactory.

GENERAL TERMS AND CONDITIONS FOR RESEARCH FELLOWSHIPS

19. AWARD OF FELLOWSHIP AND RELEASE OF GRANTS

The Fellowship will be awarded to the selected applicants by a formal letter giving details of the grant and the conditions governing it, under intimation to the University / Institution which sponsored their applications. The offer should be availed within one year for JRF and 6 months for SRF/ RA from the date mentioned in the award letter. The grant money is payable in one or two instalments during the financial year on presentation of claim bill in triplicate in prescribed proforma (Annexure VI) duly signed by the Finance Officer/ Head of the Institution. The first payment will be made after the receipt of the joining report of

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the fellow alongwith other necessary documents as mentioned in the award letter, through the Guide duly forwarded by the Executive Authority of the Institute in whose favour the grant is to be released. Subsequent payments will be made only after receipt of (a) the progress report of the Research Fellow in the prescribed proforma (Annexure - V) for the period ending 31 March and previous one year report, (b) statement of accounts of expenditure incurred during the current financial year ending 31 March, alongwith the claim bill for the next financial year from the institution. The sponsor Institution/ University may advance money for payment of stipend to the fellow and to meet the contingent expenditure on his/ her joining the fellowship for subsequent years which may be adjusted subsequently on receipt of the grants from the CSIR for the Fellowship. The unspent amount of earlier payments on account of stipend will be adjusted in making the fresh payment. The accounts should be maintained on a ledger type system by the grantee Institution for the Research Fellow (Annexure - VIII). The University/ Institution shall be responsible for proper utilization of grant and for rendering the account to CSIR.

20. CONTINGENT GRANT

A contingent grant of Rs 10,000/- per fellow per annum is provided to the University/ Institution. For less than one year, the contingent grant will be admissible on pro-rata basis. Part of this grant may be utilized in the interest of research work, purchase of books, etc. The unspent balance of contingency grant at the end of a year may be carried forward to the next year. The guidelines for utilization of the contingent grant are given in Annexure-II. SRFs will be given Rs 3000/- (lump sum) extra on submission of PhD thesis in e-form. For details contact CSIR's Unit for R&D of Information Products at urdip@vsnl.com

21. PROGRESS REPORT

The preparation of annual progress report on the research work done shall be an essential part of the Fellow's work. Each Research Fellow shall submit his/ her annual research report in the prescribed proforma (Annexure - IV) within a period of 15 days after completion of one year tenure to CSIR through his/ her Guide/ Head of the Department at the time of claiming the grant for the next financial year. It is essential to give upto date and full information against all the columns of Annexure - IV. The results should be presented quantitatively in Tables/ Figure and discussed in terms of the objectives and conclusions drawn should also be given. Fragmentary reports shall not be entertained. The progress report should be always accompanied by copies of published papers, re-prints, pre-prints of papers duly acknowledging financial assistance of CSIR duly accepted for publication, manuscripts of papers communicated for

140 publication, failing which the fellowship will be terminated. Attendance record must accompany the annual report. The Guide/ Head of Department shall bring out in his assessment report the share of originality and initiative of the fellow in carrying out the research work. If thesis is submitted for higher degree, this may be reported by the guide of the department to CSIR and the result when announced.

22. PUBLICATION/ PATENT

The results of a Fellow's research work may be published in standard refereed journals at the discretion of the Guide. IT SHOULD BE ENSURED THAT THE ASSISTANCE PROVIDED BY CSIR ALWAYS ACKNOWLEDGED IN ALL SUCH PUBLICATIONS. One copy each of the published research papers should be sent to CSIR. The right to commercial exploitation of the results and patent right arising out of the investigation will, however, rest exclusively with CSIR.

23. OBLIGATIONS OF RESEARCH FELLOW

- (i) He/ She be a full time researcher and submit himself/ herself to the disciplinary regulations of the University/ Institute/ Laboratory where he/ she is working. Regular attendance of the fellow may be ensured by the department by keeping an attendance register.
- (ii) In case a fellow decides to appear for competitive examination, he/ she would invariably seek permission from the guide and inform CSIR about it.
- (iii) The Research Fellow is not to take any assignment other than related to his/ her approved research programme, paid or unpaid. His/ her taking up any paid assignment at any time in the course of fellowship, excepting as specified in para 24, may lead to the fellow being asked to pay back the entire fellowship amount in addition to disciplinary action.
- (iv) Once a Research Fellow accepts the Fellowship and joins, it is incumbent on him/ her to continue the research for the normal tenure of the fellowship or for such lesser duration which the original objectives of the research problem have been achieved.
- (v) No Fellow shall discontinue his/ her Fellowship without prior approval of CSIR. In case he/ she wishes to discontinue the fellowship prior to completion of the tenure on attainment of original objectives of research, he/ she must submit the resignation to CSIR through the Guide one month in advance, indicating specific reasons for not continuing the Fellowship. The Fellowship shall cease from the date stipulated in the CSIR letter approving the resignation.

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(vi) The research Fellow must send a detailed consolidated report of the research work done during the entire period of Fellowship on completion of the tenure/resignation of the Fellowship through the Guide to CSIR, in the prescribed proforma (Annexure-VIII), within one month.

(vii) During the tenure of the Fellowship, the Fellow shall correspond with CSIR only through the Guide with the approval of the Head of the Institution.

(viii) The Research Fellow shall keep CSIR informed about his/her getting the higher degree, submission of thesis for PhD, MD, MDS, MS, MPhil, ME etc. and submission/acceptance/publication of any research paper arising out of the research work done during the tenure of the fellowship. He/she must acknowledge the support of CSIR in the publications. One copy each of all the research papers published must be sent to CSIR at each stage of publication manuscript/reprint.

24. TEMPORARY TEACHING & RESEARCH JOB.

A Research Fellow on the recommendation of Guide, and provided his/her Univ/Institute has no objection, may be permitted by CSIR to take up temporary paid lecturership/research job in a recognised R&D Institution/University, College/Institute of repute/ Recognised R&D Institution/PDF studies in India & abroad for a period not exceeding one year during the entire tenure of the Fellowship (JRF & SRF together). The Research Fellow will not be entitled to any extension of the Fellowship for such periods. The Fellow will not be entitled to stipend or contingency during such leave. Such leave period will be counted in the tenure. Such leave can be taken only after joining and working as Research Scholar at least for one year. Fellow has to report for duty at the same place from where he proceeded on leave.

25. LEAVE

Leave with stipend not exceeding 45 days for each completed year of tenure may be allowed by the Guide after the request has been communicated to CSIR. The leave will be treated as part of the Fellow's tenure. The leave due can be carried over to the next year; however not more than 90 days can be accumulated at any time during the tenure. Of this not more than 30 days can be availed of at the end, prior to completion of the tenure of Fellowship. During the first year of Fellowship or any, uncompleted year leave may be granted on pro-rata basis. Sanction of leave without stipend may be considered by CSIR under special circumstances. In case a Fellow proceeds on leave before termination of Fellowship, he/she must join back before the expiry of tenure, failing which the tenure will be

162 deemed to have terminated with effect from the date he/she proceeded on leave. The fact of joining back from leave should be communicated to CSIR immediately.

26. The Guide can grant leave to a Fellow in his/her charge with the concurrence of the Head of the Institution/Department if the leave is due, as prescribed in the para 25. If leave is not due, such cases will be decided by CSIR only. The Fellow should not be allowed to proceed on leave to visit abroad for attending conferences/seminars etc. without prior approval of the CSIR well in advance. The entire duration of such foreign visits if funded by any national/international agency, whether partially or fully, would be treated as leave without stipend.

27(i). For women Fellows with less than two surviving children are entitled for full stipend plus HRA, during the period of absence upto 135 days on grounds of maternity. Such leave shall be sanctioned by the Guide under intimation to CSIR. The Fellowship amount for leave period will be paid after the fellow resumes duty and submits a medical certificate in support of actual confinement. It is expected that the Fellow will make up the deficiency during the remaining tenure.

(ii) Male fellows of CSIR with less than two surviving children are entitled for 15 days paternity leave during confinement of his wife on submission of relevant documentary proof

28. TRANSFER OF FELLOWSHIP

The fellow should carefully choose the host institution, infrastructural facility to carry out his research before joining. Request for transfer of fellowship will not be entertained except on compelling circumstances for which the fellow & his/her guide should submit proper justification. The No Objection Certificate should be produced by the fellow/associate from supervisor and Head of Department of University/Institute from where transfer is sought and where to be transferred by giving reasons of transfer. No TA will be permissible in such cases. The research Fellow must ensure that necessary facilities are available at the Institution chosen by him/her for research at the time of joining the Fellowship. However, no transfers will be allowed in the last six months of the tenure of fellowships & also after submission of Ph.D thesis. Joining time given in the event of transfer which will be treated as duty period will be as under:

- Local transfer 1 day
- < 300 km 2 days
- > 300 km one week

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29. TERMINATION OF FELLOWSHIP

The Fellowship shall normally stand terminated on completion of its tenure or from the date the Fellow resigns and his/her resignation has been accepted by CSIR. The Fellowship may be terminated by the CSIR on the recommendation of the Supervisor and Head of the Department/Institution. The fellowship may also be terminated if the institution where it is tenable refuses to continue to provide facilities to the fellow on disciplinary grounds and so informs CSIR.

30. If a fellow leaves without permission, stipend due at any time shall not be paid to him/her by the Institution, till all University and other dues are cleared and certified by the University/Institution. Responsibility in such cases shall be that of the University/Institution concerned.

31. The unspent balance of grant lying with the Institution at any time due to termination/resignation of the Fellow must be refunded to CSIR immediately by means of a demand draft in favour of CSIR Complex, New Delhi.

32. Research Fellows must settle their claims within one year of leaving the Fellowship. No claim will be admitted by CSIR after one year of leaving the Fellowship.

33. ACCOMMODATION/HRA

All Research Fellows may be allowed hostel accommodation wherever available and those residing in hostel provided by University/Institute will not be eligible for HRA. Reimbursement of hostel fee is not permissible. Where this is not possible, house rent allowance will be allowed as per the rules of the host institutions. In no case it should exceed the rates payable to Central Govt. employees in that area. The basis for calculating HRA will be the actual stipend of the Research Fellow. The concerned institution will send HRA claim bill, in triplicate separately in respect of the Fellows who fulfil the requisite conditions of the host institutions.

34. MEDICAL BENEFITS

34.1 All Research Fellows may be provided medical benefits as per rules of the host Institution. This will be limited to the fellow only and not for his/her family members/dependents. For calculating the medical benefits the criteria will be the revised basic pay of central Govt employees.

34.2 The host institute may get the fellows/associates medically examined at the time of joining or thereafter, if felt necessary.

35. OVERHEAD CHARGES

35.1 For maintaining and only on timely submission of the accounts of CSIR grants, the beneficiary University/Institution is entitled to claim from

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CSIR the overhead charges at the following rates.

(a) For Research Fellows and Associates : Rs 500/- per year without any ceiling on the total amount.

(b) The rates are applicable from the financial year 1998-99.

35.2 The admissibility of the overhead charges shall be subject to the timely submission (within one year) of the following statement/documents to CSIR:

(a) Consolidated utilisation certificate in respect of the financial year in question.

(b) Statement of Accounts of CSIR grants headwise & yearwise. Audited statement by statutory auditors or government auditors may be sent later on.

(c) Details of refunds of unspent balance of terminated Fellowships alongwith cheque number, date etc.

(d) Abstract of claim for overhead charges.

35.3 The amount of overhead charges may be retained by the Institution while refunding the unspent balance or where there is no unspent balance for the year in question, then from the grants of the current year, provided the accounts are rendered within one year. Payment of the overhead charges to the employees maintaining accounts of CSIR shall be made only on authorisation by CSIR and on receipt of the statement/documents mentioned above.

35.4 The disbursement of overhead charges will be at the discretion of the institute/university.

36. RESEARCH FELLOWSHIPS IN CSIR LABORATORIES

The JRF's may be recruited in CSIR Laboratory/Institute from among the candidates who are identified for support by EMR from the result of the national CSIR-UGC NET only. The terms and conditions as given above will be applicable to all JRFs & SRFs. GATE - Qualified (in Engineering and technological subjects only) candidates can be selected as JRFs in CSIR Laboratories after following a procedure prescribed by Directors. Persons declared eligible for lecturership only will also be eligible for award of JRF in sponsored schemes, through HRD or other agencies only

37. SRF(EXTENDED)

For those meritorious candidates who have submitted their Ph.D thesis and are awaiting the award of Ph.D degree may apply for SRF(Extended). The

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tenure will be for a maximum period of one year only. This tenure of SRF(Ext) will be counted in case the candidate applies and get selected as CSIR RA, after getting the Ph.D degree. The upper age limit for SRF(Ext) is 33 years.

38. CSIR RESEARCH ASSOCIATESHIP (RA)

A certain number of RA-ships may be awarded each year directly by CSIR to young research workers who have shown promise in original research and propose to pursue research work in science, engineering, medicine or technology on specific projects. The Associate will do full time research work on problems stated in his/ her application and approved by CSIR.

39. ELIGIBILITY

Under this scheme, persons possessing Doctorate (PhD/ MD/ MS/ MDS) or equivalent degree or having 3 years of research, teaching and design and development experience after MVSc/ MPharm/ ME/ MTech will be eligible for award as RA.

40. AGE LIMIT

The upper age limit for award of RA shall be 35 years. The upper age limit is relaxable upto 5 years in the case of applicants belonging to scheduled castes/ tribes, women, physically handicapped and OBC candidates.

41. APPLICATION PROCEDURE

Application for RAship are normally invited twice a year on all India basis through press advertisement. The prescribed application form will be printed alongwith the advertisement in the Employment News. The completed application proforma must be submitted to the Deputy Secretary, EMR Division, CSIR Complex, Opp. Institute of Hotel Management, Pusa, New Delhi - 110 012, within the prescribed date.

42. SELECTION PROCEDURE

The selection would be through assessment of academic achievements of candidates and interviews of those screened by high level disciplinewise Selection Committees constituted for the purpose. Second class rail fare is admissible to those applicants who are called for interview. The validity of the offer of award shall be six months from the date mentioned in the award letter:

43. The RA-ships are tenable in Indian Universities/ IITs/ Colleges/ Government Research Establishments and those of recognized public or private sector industrial firms and other Institutions approved by CSIR.

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44. STIPEND AND CONTINGENCY GRANT

The consolidated stipend of RA will be one of the following .

- (a) Rs 8000/-
- (b) Rs 8800/-
- (c) Rs 10500/-

106 The stipend may normally be fixed at Rs 8000/-. However, a selected RA may be placed in the higher stipend if there is ample justification and such recommendation is made by the disciplinewise Selection Committee and approved by DGSIR. In addition, contingent grant of Rs 10,000/- per annum per Associate will be provided to the concerned Universities/Institutions.

45. TENURE

Associateship will be tenable initially for a period of one year. It may be extended further at the discretion of CSIR. In such a case the progress of RA would be assessed each year by high level disciplinewise Assessment Committee consisting of one external member not below the rank of Professor, Supervisor of the candidate and Head of the Department. If the Supervisor happens to be the Head of the Department, another Professor of the same Department may be associated with the Committee. External member should preferably be Chairman of the three member Committee. However, the order for extension or otherwise will be issued by the EMR Division after having considered the high level disciplinewise Committee's report, together with the detailed progress report duly supported by the reprints/preprints/manuscript of the papers published, accepted or communicated. The total tenure of RA is planned to be of maximum 3 years including the tenure of associateship awarded by UGC/DST/ ICMR/ICAR etc.

46. AWARD OF ASSOCIATESHIP AND RELEASE OF GRANTS

The procedure described in paras 19 to 27 for fellowship will be applicable in the case of Associateship.

47. CONTINGENT GRANT

The contingent grant is Rs 10,000/- pa. The details in para 20 of Fellowship will be applicable for utilisation of this grant.

48. The Associate shall present yearly reports on the progress of his/her work, through the Supervisor and the Head of the Department in the University/Institution, in the prescribed proforma (Annexure IV), as mentioned in para 21.

49. The Associate shall, at the expiry of the Associateship, submit a

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comprehensive report of the work done during the entire period of Associateship through the supervisor to CSIR in the published work (manuscripts, reprints).

50. If an Associate wishes to leave the Associateship before the end of the tenure, it should be with the prior approval of CSIR.

51. The Associateship can be terminated, if at any time CSIR is not satisfied with the progress or conduct of the Associate.

52. For rules regarding selection, payment of funds, utilisation of contingent grant, submission of progress report, tenure, publications and patents, leave for temporary or paid lecturership research job etc. the general rules applicable to JRFs & SRFs will apply to RA.

53. DELEGATION OF POWERS TO DIRECTORS

Director of CSIR laboratory/ Institute is empowered to upgrade the JRF to SRF and extend the tenure of SRF and RA after following the prescribed procedure on the basis of three members assessment committee report. The order is to be issued by the laboratory and only copy may be sent to Head, HRDG for monitoring. Director is also empowered to sanction leave (without stipend also), accept resignation etc. under intimation to HRDG. This will apply in case of those Fellows/ Associates who are awarded fellowship/ associateship by HRD Group of CSIR. Director is also empowered to sanction leave without stipend to a fellow/ associate proceedings abroad upto the period of one year only under intimation to Head, HRDG.

54. GENERAL

CSIR may send whenever considered necessary its officers for reviewing the work of the Fellows and Associates, inspection of accounts, etc, in Universities/ Institutes where the scholars are placed.

55. Any kind of paid or honorary, part-or-full-time employment or private practice even in honorary capacity is not permissible during the tenure of Fellowship/ Associateship.

56. The stipend of research fellow/ associate is exempt from the payment of income tax under 10(16) of IT Act, 1961.
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57. These terms and conditions supersede all previous instructions issued in regard to JRF/ SRF/ RA. However, any relaxation would require approval of DGCSIR. In all matters decision taken by CSIR shall be final.

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ANNEXURE I

LIST OF CSIR LABORATORIES AND THEIR IMPORTANT RESEARCH PROGRAMMES

1. **Central Building Research Institute (CBRI), Roorkee - 247 667**
Providing S & T back up to the problems of buildings & construction industries in the areas of housing; building materials; geotechnical & structural engineering.
2. **Centre for Cellular and Molecular Biology (CCMB), Hyderabad - 500 007**
Biophysics & Biochemistry; Molecular Biology; genetics and evolution; biomedicines & biotechnology.
3. **Central Drug Research Institute (CDRI), Lucknow - 226 001**
Development of contraceptives; new drugs for tropical diseases (malaria, filariasis, leishmaniasis); cardio-vascular and central nervous system disorders.
4. **Central Electrochemical Research Institute (CECRI), Karaikudi - 623 006**
Batteries and power sources, electrochemical materials science, electrohydrometallurgy, electrochemical instrumentation.
5. **Central Electronics Engineering Research Institute (CEERI), Pilani - 333 031.**
Microelectronics-LSI/VLSI circuits; Strategic Electronics (Semiconductor Devices); Industrial electronics-Microprocessor and PC based control systems for sugar, tea, leather, dairy, pulp, paper, and textile industry; colour graphics and digital mapping systems; Museum Electronics-Audio-Visual systems and speech engineering.
6. **Centre for Biochemical Technology (CBT), Delhi - 110 007.**
Allergy and Immunology; diagnostics; genetic engineering; bio-organics and high tech reagents.
7. **Central Fuel Research Institute (CFRI), Dhanbad - 828 108.**
Coal preparation; carbonization for assessing coking characteristics of coal for different metallurgical applications and formulations of coal blends for the steel industry; development of pollution control measures for coal based industries.

8. **Central Food Technological Research Institute (CFTRI), Mysore - 570 013.**

Development of food products and processes for optimal utilization of country's agricultural produce; upgrading traditional food technology & development of appropriate technologies for reducing/eliminating post-harvest losses of perishables and durables; bioactive substances and food packaging.

9. **Central Glass and Ceramic Research Institute (CGCRI), Calcutta - 700 032.**

Development of different varieties of optical glasses; electronic materials; low-cost building materials and bio-ceramics.

10. **Central Institute of Medicinal and Aromatic Plants (CIMAP), Lucknow 226 016.**

Development of agrotechnologies for economically important medicinal and aromatic plants. Basic research in the area of phytochemistry; pathology; genetics, entomology and pharmacognosy.

11. **Central Leather Research Institute (CLRI), Madras 600 020.**

Modernisation of tanneries; development of environment friendly chemicals and technologies including enzymatic options; tannery and slaughter house by-products; waste water management; region-specific appropriate technologies.

12. **Centre for Mathematical Modelling and Computer Simulation (C-MMACS), Bangalore 560 037.**

Mathematical Modelling; Global climate change.

13. **Central Mechanical Engineering Research Institute (CMERI), Durgapur-715 209.**

Design and development of mobile manipulators; robotics; deep-seabed mining systems; and reliability analysis of systems in atomic power plants.

14. **Central Mining Research Institute (CMRI), Dhanbad 826 001.**

Development of mining technology for the exploitation of complex coal deposits; numerical modelling of rock excavations and computer application in mine planning and designing from stability and safety point of view; ergonomics in mining operations.

15. **Central Road Research Institute (CRRI), New Delhi 110 020.**

Pavement design and performance; road condition monitoring; maintenance planning and management; landslide management and hazard mitigation; deterioration and rehabilitation of bridges; transportation planning; traffic engineering road safety and environmental problems.

16. **Central Scientific Instrumentation Organisation (CSIO), Chandigarh -160 020.**

Development of instruments for microelectronics; special defence needs; Development of analytical instrumentation.

17. **Institute of Himalayan Bioresource Technology (IHBT), Palampur - 176 061.**
Floriculture; tea sciences; biotechnology and natural plant products.
18. **Central Salt and Marine Chemical Research Institute (CSMCRI), Bhavnagar-364 002.**
Salt engineering; marine chemicals; desalination of brackish/saline water ; marine algae; photoinorganic chemistry and phytosalinity.
19. **Indian Institute of Chemical Biology (IICB), Calcutta 700 032.**
Natural products of medicinal, biological and industrial value; development of innovative immunoassay techniques; development of tissue-targeted drug-delivery system.
20. **Indian Institute of Chemical Technology(IICT), Hyderabad 500 007.**
Development of technologies for pesticides, drugs, organic intermediates and fine chemicals.
21. **Indian Institute of Petroleum(IIP), Dehradun 248 005.**
Petroleum refining technology ; Separation Processes ; Catalytic reforming; Petroleum Products Applications; alternative fuels.
22. **Institute of Microbial Technology(IMT), Chandigarh 160 031**
Molecular biology and microbial genetics; animal cell/tissue culture and protein engineering.
23. **Indian National Scientific Documentation Centre(INSDOC) New Delhi - 110 067**
Design and development of S&T database; network-based online services; R&D in information science and technology.
24. **Industrial Toxicology Research Centre (ITRC), Lucknow - 226 001.**
Neurotoxicology; environmental health; immunotoxicology and environmental biotechnology.
25. **National Aerospace Laboratories (NAL), Bangalore -560 017**
Aerospace electronics; High density acoustics; modelling of fluid flows; aircraft and missile aerodynamics.
26. **National Botanical Research Institute (NBRI), Lucknow - 226 001**
Plant biotechnology; environmental sciences ; taxonomy and ethnobotany; plant molecular biology.

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27. **National Chemical Laboratory (NCL), Pune-411 008**
Catalysis; biotechnology; organic chemical technology. Basic research in chemistry and biochemistry.
 28. **National Environmental Engineering Research Institute (NEERI), Nagpur-440 020**
National/societal missions on drinking water; environmental biotechnology; hazardous waste management; modelling and optimization.
 29. **National Geophysical Research Institute (NGRI), Hyderabad-500 007**
Seismology; geophysical exploration and geophysical instrumentation.
 30. **National Institute of Oceanography (NIO), Goa-403 004.**
International Geosphere-Bio-sphere programme; oceanographic studies of the Antarctic waters; marine biotechnology and technologies for rural development.
 31. **National Institute of Science Technology and Development Studies (NISTADS), New Delhi-110 012**
Mathematical modelling for S&T studies; information systems & S&T archival resources; technological and social change; history and philosophy of science.
 32. **National Metallurgical Laboratory (NML), Jamshedpur-831 007**
Mineral beneficiation; development; processing and evaluation of alloys.
 33. **National Physical Laboratory (NPL), New Delhi-110 012**
Measurements, standards and calibration; cryogenics and superconductivity; applied projects like thin films; underwater acoustic devices and nonconventional energy devices.
 34. **National Institute of Science Communication (NISCOM), New Delhi-110 012**
Information services : Medicinal & Aromatic Plants Information Service (MAPIS); and Industrial Information Service: Science Popularization.
 35. **Regional Research Laboratory (RRL), Bhopal - 462 026**
Development of low-cost/alternative building materials; natural resources database management and modelling studies on groundwater resources; metallurgy; beneficiation of low grade ores and process modelling.
 36. **Regional Research Laboratory (RRL), Bhubaneswar - 751 013**
Mineral processing; extractive metallurgy; survey & cultivation of aromatic, medicinal and other economic plants.

37. **Regional Research Laboratory (RRL), Jammu – 180 001**

Natural products & organic chemistry; introduction, improvement and cultivation of medicinal and aromatics plants; post harvest technology and applied microbiology & mutation genetics.

38. **Regional Research Laboratory (RRL), Jorhat – 785 006**

Development of oil field chemicals; agrochemicals; drugs and drug intermediates; organic chemistry; bio-chemistry and geoscience.

39. **Regional Research Laboratory (RRL), Trivandrum – 695 019**

Material Science	Ceramics/ High Tc superconductors/ alloys & composites/polymers
Mineralogy	Clays/ beach, sand, minerals
Computer Science	Modeling and stimulation of material science, material processing aspects.
Chemistry	Inorganic/ Analytical/ organic Chemistry

40. **Structural Engineering Research Centre (SERC), Chennai 600 113**

Structural dynamics; experimental mechanics; structural concretes and concrete composites.

ANNEXURE-II

GENERAL GUIDELINES

To facilitate speedy day to day working of the Research Fellowships/ Associateships of CSIR, the following power can be exercised by the Guides* of Research Fellows/Associates in concurrence with the Head of the Department/Dean of the Faculty/Director/Vice Chancellor.

- 1 Sanctioning of leave when it is due.
- 2 Approving of tours of Research Fellows/Associates for:
 - (i) Attending Symposia/Seminars/Conferences in India provided the Fellows/Associates are presenting papers which have been accepted and for attending Workshops/Training Courses relevant to the research projects.
 - (ii) Field work connected with research;
 - (iii) Computation work;
 - (iv) Consulting rare reference volumes in the nearest University/Research Institution library.
3. Utilization of contingent grant for the following:
 - (i) Acquisition of books and documents of relevance to the research topic provided these are not available in the library of the University/Institute.**
 - (ii) Towards meeting actual train fare and DA***. During tours the Research Fellow/Associate will be entitled to TA/DA as admissible in case of Government servants drawing (Revised) basic pay @ Rs 8000/- pm*** & above but below Rs 16,400 for RA's and Rs 4100 and

* Senior Faculty member (or Supervisor) for Research Associates.

** The requisition is to be recommended by the Supervisor and approved by the Head of the Department. The book will become the property of the University/Institution's Library after purchase and could be issued to the Supervisor/Fellow/Associate after accession for use by the indenting Fellow/Associates till his/her research Fellowship/Associateship is over. Normally not more than 25% of the total annual contingent grant can be utilized for purpose.

*** The calculation of the daily allowance will be made from the date of commencement of the journey to the date he/she returns to the Head-quarters.

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44 above but below Rs 6,500 for Research Fellows. However, DA will be limited to 50 days in a year.

- (iii) Towards meeting TA/ DA limited to first class/ entitled class rail fare of outside expert members of assessment Committee ****.
- (iv) Chemical/ consumable items required for the research work.
- (v) Equipment required exclusively for research.
- (vi) Photographic materials for research or thesis work.
- (vii) Computation charges.
- (viii) Reprints/ Off-print of research papers.
- (ix) Stationery and postal charges *****
- (x) Typing of research papers.
- (xi) Registration fee for attending conference in India and abroad.
- (xii) Any other purpose, specially authorized by CSIR.
- (xiii) Contingency grant can be utilized for registration of Ph.D and submission of thesis.

Contingent grant cannot be utilised for

- (a) Foreign travel or other expenses for visit abroad.
- (b) Stationery items such as: pen, pencils, folders, file covers, carbon papers etc. and furniture items.

**** It is expected that Assessment Committee meetings are so fixed that services of experts can be utilized while they are on a visit to that institution.

***** Not to exceed 20% of the contingent grant.

N.B No expenditure can be incurred for purchasing furniture and office equipment.

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ANNEXURE-III

THREE MEMBERS ASSESSMENT COMMITTEE REPORT FOR JRF

ASSESSMENT FOR UPGRADATION OF MR/MRS
_____ JRF WORKING
AT _____ ON COMPLETION OF TWO YEARS

THE CONSITUTION OF THE COMMITTEE

1. DR _____ EXTERNAL MEMBER
PROFESSOR/ASSOCIATE
PROFESSOR DEPARTMENT
UNIVERSITY/INSTITUTE
2. HEAD OF THE DEPARTMENT MEMBER
(IN CASE HOD IS THE GUIDE, THEN
DEAN OR ANY OTHER SENIOR
MEMBER OF THE FACULTY)
3. GUIDE/SUPERVISOR MEMBER

DATE, TIME AND VENUE OF ASSESSMENT/INTERVIEW

ASSESSMENT OF THE COMMITTEE

RECOMMENDATIONS*

(Strike out whichever is not admissible)

In view of the outstanding/very good/satisfactory performance of the JRF, and also the fact that he/she has published work to his/her credit..

1. Mr/Ms _____ may be upgraded as SRF(NET) and his/her stipend may be raised to Rs 5600 per month.
2. Mr/Mrs _____ may be allowed to continue for third year on the existing rate of stipend.

MEMBER
(EXTERNAL)

MEMBER
GUIDE

MEMBER
(HOD)

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Mo

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17. It is affirmed that I have devoted my full time to research and that I did not take up any other paid or unpaid without taking written permission from CSIR. It is also certified that due acknowledgement of CSIR Financial assistance has been made in the published paper.

Date:

Signature of Fellow / Associate

18. Overall assessment and comments of the Guide:

- (a) It is certified that the information provided above and in separate pages enclosed with this report by the Fellow / Associate is correct to the best of my knowledge and belief.
- (b) My specific comments about the performance of above Fellow / Associate are as under:-

Date:

Signature of Guide / Supervisor / Head

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ANNEXURE-V

THREE MEMBERS ASSESSMENT COMMITTEE REPORT FOR SRF/RA

ASSESSMENT OF DR/MR/MS _____
SRF\ /RA WORKING AT _____ ON
COMPLETION OF TWO YEARS

THE CONSTITUTION OF THE COMMITTEE

1. DR _____ EXTERNAL MEMBER
PROFESSOR/ASSOCIATE
PROFESSOR DEPARTMENT
UNIVERSITY/INSTITUTE
2. HEAD OF THE DEPARTMENT MEMBER
(IN CASE HOD IS THE GUIDE,
THEN DEAN OR ANY OTHER SENIOR
MEMBER OF THE FACULTY)
3. GUIDE/SUPERVISOR MEMBER

DATE, TIME AND VENUE OF ASSESSMENT/INTERVIEW

ASSESSMENT OF THE COMMITTEE

RECOMMENDATIONS

(Strikeout whichever is not applicable)

In view of the outstanding/very good/satisfactory* performance of the SRF, and also the fact that he/she has published work to his/her credit, the Committee makes the following recommendations.

1. Mr/Mrs _____ may be allowed to continue for third/fourth* year.

MEMBER
(EXTERNAL)

MEMBER
(HOD)

MEMBER
GUIDE

* For Engineering & Medical Sciences

ANNEXURE-VI

WHILE CLAIMING THE GRANT IT MAY KINDLY BE ENSURED THAT STATEMENT OF ACCOUNTS AND UTILIZATION CERTIFICATE FOR THE PREVIOUS GRANT HAVE BEEN SUBMITTED TO CSIR

M.B.R No. _____ To be filled and submitted.

Date _____ in triplicate

TO
Head, HRDG
CSIR Complex
NPL Campus, New Delhi - 110 012

GRANTS-IN-AID-BILL

CSIR Sanction No _____ dated _____

Name of the Fellow
(In case of single person)
RA
SRF Statement enclosed
JRF in triplicate

Number of Research Fellow
(In case of consolidated bill) Total

PARTICULAR AMOUNT OF GRANT				Total	Remarks
	Staff	Cont	HRA		
1 Amount Sanctioned for the year 199					
2 Grant Claimed for the Period from _____ to _____					
DEDUCT					
3 Unspent Balance brought forward from the year					
4 Net amount claimed					

- 5
1. Certified that the amount claimed in the bill will be utilized for the purpose it is sanctioned and in accordance with the Terms and Conditions for CSIR Fellowship and Research Grants.
 2. Certified that the attendance records have been maintained & checked.
 3. Certified also that the work of the Research Fellows/ Associate for the past six months has been satisfactory.
 4. Certified that the persons for whom HRA is claimed have not been provided any accomodation and HRA claimed is as per rules of this Institute. The individual certificate has been obtained in January 1999 / July 1999 / and are enclosed duly signed by the fellow/RA

Signature
of the Supervisor

Counter-Signature & Designation
of Head of Institution
(Office Stamp)

* Strike out whichever is not applicable

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(To be filled in by the CSIR)

Gr.No.

EMR.I.

Dated

Passed for Rs.

(Rs

Cheque to be issued in favour of

Deputy Secretary/Under Secretary/Section Officer
Council of Scientific & Industrial Research

Pay Rs

Only-(Rupees

Deputy Financial Adviser/Finance & Accounts Officer
Council of Scientific & Industrial Research

ANNEXURE - VII

LEDGER SHOWING THE AMOUNT OF RECEIPT AND EXPENDITURE IN RESPECT OF DIRECT RESEARCH FELLOWS/ASSOCIATES

(Please see para 19 and 20 of the Terms & Conditions)

Name of Research Fellow

Department

Date of joining

RECEIPTS

PAYMENT

Particulars of grants received

(Particulars of grant paid)

Year	Date of receipt of grant	Cheque No. Date of Amount	Stipend	Contingency	Total	Sig. of Drawing Officer (Finance Officer)	Date of Payment of Grants	Vr No.	Stipend	Contingency	Total	Sig. of Disbursing Officer	Remarks
	1	2	3	4	5	6	1	2	3	4	5	6	7
199-9													
Balance B/F from Previous year													
Receipts during the Year							Payments during the year						
Balance C/o to the next year													

ANNEXURE-VIII

Proforma for Progress Report of Research Fellow/Associate for the entire duration of Fellowship/ Associateship to be submitted on completion/ termination of Fellowship/ Associateship:

1. Name of the Fellow/ Associate:
2. Nature of Fellowship (JRF(NET)/SRF(NET)/SRF/RA):
3. CSIR Award No:
4. Name, designation and address of Guide:
5. Place of work (Names of the Department and of the Institute/ University or College):
6. Date of joining:
7. Date of relinquishing the Fellowship/ Associateship:
8. Date of registration for higher degree, if any:
9. (a) Topic of research:
(b) Broad Subject area:
10. Objective in undertaking research:
11. Period of Fellowship/ Associateship availed in years and months:
12. Attendance records:
13. Summary of work done. Actual research achievement may be summarised in about 500 to 1000 words:
14. (a) Consolidated report of work done during the entire period of Fellowship/ Associateship. This should bring out clearly the original objectives and how far these have been achieved, emphasising the salient features of the work done by giving quantitative data and its interpretation.

(b) Research papers published /accepted for publication/ communicated for publication (Full details of authors, title, journal, volume, year and page number may be given and reprints/ preprints / manuscripts of research papers must be enclosed. If some papers are submitted for publication or are published after submission of Annexure-VIII, their copies may be sent to EMR Division as soon as available by giving reference of CSIR award no. This may be ensured by the Guide/Supervisor:

(c) Whether PhD thesis has been submitted: Yes/No

If yes, title of thesis may be given

(d) Which higher degree has been obtained:

15. In case the Fellowship/Associateship has not been availed for the full tenure, the reasons for discontinuing may be given, such as getting a job, going abroad, lack of facilities/guidance, personal factors, etc.
16. Whether the work is of any applied importance and, if so, whether patent has been/can be taken? If yes, whether CSIR has been approached:
17. Future correspondence address of the Fellow/Associate
18. Any remark/comment:

Date:

Signature of Fellow/Associate

19. Overall assessment and comments of the guide:

Date:

Signature
of the
Guide/Supervisor/Head

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Council of Scientific & Industrial Research

HRD Group Activities at a Glance

HRD has been contributing significantly towards producing an 'inquiring society.' In its mandate, it has various activities which have potential for generating a strong knowledge base. These numerous schemes cover a wide range of scientists (aging from 16 years to 65 years).

The following chart highlights the eligibility criteria, selection procedure, time of application, amount/stipend and tenure of the various activities.

Activity / Scheme	Eligibility Qualification / age	Selection procedure	Normal time for application	Amount / Stipend / Grant	Tenure
1	2	3	4	5	6
CSIR Programme on Youth for Leadership in Science (CPYLS)	Class X Plus/16 Years	Top 50 students of CBSE, ICSE, State Board Examination	After the Class X results are announced. Application to be sent to nearest CSIR laboratory	No stipend. Hand holding programme in CSIR laboratory upto graduate level in science	Extendable upto B.Sc. level
Junior Research Fellowship(JRF) ^a	M.Sc.(55%) 50% for SC/ ST Age limit: 28yrs ^d	By qualifying in the National Eligibility Test(NET) - (CSIR-UGC Examination)	Twice a year, in response to advertisement in Employment News in Feb / Aug	Rs. 5000/-pm ^b with annual contingent grant of Rs. 10,000/-	2 years, extendable by 1 year
Senior Research Fellowship(SRF) ^a	1st class M.Sc. with 2 years research experience; M.Pharm., MBBS with one year internship; M.E. or M.Tech. or equivalent degrees; Age limit: 32 years ^d	Evaluation by discipline-wise expert committees on the basis of documents submitted /personal interview	Advertised in Employment News twice a year	Basic science post-graduates, Rs. 5,600/- pm ^b ; Engineering and Medical Science awardees, Rs. 6000 pm Contingent Grant of Rs. 10,000/- for all	SRF: 3 years Total tenure JRF+SRF: 5 years
Research Associateship (RA)	Ph.D. having research publications; M.E. or M.Tech. having three years experience; M.D. with good academic record; Age limit: 35 years ^d	Evaluation by disciplinewise expert committees on the basis of documents submitted/personal interview	Advertised in Employment News twice a year	Rs. 8,000/-(fixed) ^e Rs. 8,800/-(fixed) ^e Rs. 10,500/-(fixed) ^e Annual Contingent Grant of Rs. 10,000/- for all	3/5 years
Senior Research Associateship (SRA) (Scientist's Pool Scheme)	Ph.D., M.Tech., MD/MS with 2 years research/ teaching experience and publication(s)	Evaluation by disciplinewise expert committees on the basis of documents submitted/personal interview	Being received throughout the year	Basic Rs. 8,000/- to Rs. 10,325/- plus usual allowances admissible to CSIR employees	Maximum 3 years
Emeritus Scientist Scheme	Eminent Superannuated scientists	Evaluation by referees and the standing committee	Any time during the year	Rs. 10,000/- p.m a suitable contingency grant & Research Fellow/Associate	3 years; extendable by 2 more years upto 65 years of age
Visiting Associateship	Middle level scientists from universities/R&D units in industries	Evaluation by committee(s)	Twice a year	TA&DA for two visits to a CSIR lab. Maximum of 60 days in a year	3 years
Research Scheme	All levels of scientists employed in universities, research institutions and R&D units	Evaluation by referees and area-wise research committees; Committees meet twice a year	Any time during the year	Normally, up to Rs. 12 lakhs for 3 years	Usually 3 years

continued.....

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Activity / Scheme	Eligibility Qualification / age	Selection Procedure	Normal time for application	Amount / Stipend / Grant	Tenure
1	2	3	4	5	6
Sponsored Research Scheme	All level of scientists employed in universities, research institutions and R&D unit Group with CSIR Lab requirement.	Evaluation by referees and area- wise research committees; Committees meet twice a year	Any time during the year	Normally, up to Rs. 25 lakhs for 3 years	Usually 3 years
Indian Language Journal	By journals brought in Indian languages with the sole objective of popularizing science	Evaluation by referees	Any time during the year	Normally Varies between Rs. 10,000/- and Rs. 1,00,000/- per annum	Year to year basis
Travel Grant	Invited Research Fellows & Research Associates, whose papers have been accepted for presentation abroad. Age limit : 40 years	Evaluation by a committee which meets 10-12 times a year	Any time during the year, preferably 3 months before the event	Full or partial grant for travel only	Days required for presentation of research papers in international conferences
Grant for Symposia Seminars	Seminars, Symposia Conferences etc. organised on a national level by scientific societies, etc.	Evaluation by a committee which meets 10-12 times a year	Any time during the year, preferably 3 months before the event	Partial support; Varying between Rs. 10,000/- and Rs. 1,00,000/-	-----
Shri G. B. Pillai Prize	Citizen of India engaged in research in S & T Age limit : 45 years	Evaluation & recommendations of the Advisory Committee	Nominations accepted once a year in the 1 st Quarter of the year.	Citation, plaque and Rs 2,00,000/- as prize money Book assistance of Rs 10,000/- p.a.	-----
Young Scientist Award (YSA)	Young Scientist of CSIR system Age limit : 35 years	Evaluation & recommendations of the Advisory Committee	Nominations accepted once a year through Director, CSIR Lab In Nov/ Dec Tentatively.	Citation, plaque and Rs 50,000/- as prize money and research Project of about Rs 10 lakhs for 5 years	-----

- (a) JRFs and SRFs are expected to register for and obtain Ph.D. degrees by the end of tenure.
- (b) In addition, house rent allowance (HRA) according to the rules of the organization where placed, is admissible.
- (c) Further details, terms and conditions and application proforma can be obtained from the Head, Human Resource Development Group, CSIR Complex, Library Avenue, New Delhi - 110 012.
- (d) For JRF, SRF and RA positions, there is relaxation in age limit upto 5 years for SC /ST /OBC / physically handicapped and women candidates.
- (e) The stipend can be fixed in any of the three categories depending upon qualifications/ experience/ recommendations by the Committee.

Along with the plethora of activities done by HRDG, the Industry Sponsored Special PhD Programme (ISSPP) has been launched for NET qualified students.

CSIR RESEARCH GRANTS

RESEARCH FELLOWSHIPS & ASSOCIATESHIPS

TERMS & CONDITIONS

(Effective from 1st January 1996)



EXTRAMURAL RESEARCH DIVISION
HUMAN RESOURCE DEVELOPMENT GROUP
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
CSIR COMPLEX NPL CAMPUS, PUSA
NEW DELHI-110 012
1996

Activity Scheme	Eligibility Qualification/age	Selection procedure	Normal Time for application	Amount/stipend/Grant	Tenure
1	2	3	4	5	6
Indian Language Journal	Only journals brought out in Indian languages with the sole objective of popularizing science.	do	do	Varies between Rs. 5000/- and Rs. 50000/- per annum.	Year to year basis
Travel Grant	Invited Research Fellows & Research Associates, whose research papers have been accepted for presentation in Seminars, Symposia, Conferences, etc. organized on a national level by scientific societies, etc.	(Evaluation by a committee which meets 9-12 times a year)	do, preferably 3 months before the event	Full or partial grant for travel only	Days required for presentation of research papers in international conferences
Grant for holding symposium/seminar	do	do	do	Partial support. Varying between Rs. 10000/- and Rs. 50,000/-	do

a. JRFs and SRFs are expected to register for and obtain Ph.D. degrees by the end of tenure.

b. In addition house rent allowance (HRA) according to the rules of organization where placed, is admissible. A few of the toppers may be beneficiaries of CSIR Industry Fellowships and receive additional contingency grants.

c. Further details, terms and conditions and application proforma can be obtained from the Head, Human Resource Development Group, CSIR Complex, NPL Campus, Hillside Road, New Delhi-110012.

d. For JRF, SRF and RA positions, relaxation in age limits up to 5 years for SC/ST candidates and women.

e. The stipend can be fixed in any of the four slabs depending upon qualifications/experience/recommendation by the Committee.

Activity Scheme	Eligibility Qualification/age	Selection procedure	Normal Time for application	Amount/stipend/Grant	Tenure
1	2	3	4	5	6
Junior Research Fellowship (JRF) ^a	M.Sc., (55 p.c.) Age limit 28 years	By qualifying in the National Eligibility Test (NET) - (CSIR-UGC Examination) conducted by CSIR.	2 times a year, in response to advertisement in Employ-News in Feb./Aug	Rs. 2500 pm ^b with annual contingent grant of Rs. 10000/-	2 years, extendable by 1 year
Senior Research Fellowship (SRF) ^a	1st class M.Sc with 2 years research experience; M. Pharm., M.B.B.S. with one year internship; M.E., M. Tech. or equivalent degrees; Age limit 32 years ^d	Evaluation by discipline expert committees on the basis of documents submitted/personal interview	Feb./October, Advertised in Employ-News ^c	Basic science post-graduates, Rs. 2800 pm ^b ; Engineering & Medical Science awardees, Rs. 3000 pm; and contingent grant of Rs. 10000/- p.a. for all	JRF+SRF : 5 years SRF : 3 years
Research Associate (RA)	Ph.D. having research publications; M.E. or M. Tech. having 3 years experience; M.D.; all with good academic record; Age limit 35 years ^d	-do-	Feb./October, Advertised in Employ-News ^c	^a Rs. 2800-100-3300 plus Rs. 3300-100-3800 annual Rs. 3750-125-4375 contingent Rs. 4375-125-5000 grant of Rs. 10000/-	5 years (3+2 years)

(Contd. on inside back page)

CSIR RESEARCH GRANTS

Junior and Senior Research Fellowship & Research Associateship

TERMS & CONDITIONS

Effective from 1st January 1996



1996

HUMAN RESOURCE DEVELOPMENT GROUP,
EXTRAMURAL RESEARCH DIVISION,
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH,
CSIR COMPLEX, NPL CAMPUS,
PUSA, NEW DELHI-110 012

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Please contact for any further details :

Dr N.R. Rajagopal (Head, HRD Group)
Tel No 3710519, 5748632

Shri N.N. Sareen (Deputy Secretary)
Tel No 5788704

All correspondence should be addressed to:

The Head,
Human Resource Development Group,
Extramural Research Division,
CSIR Complex Building,
NPL Campus, Pusa,
New Delhi-110012

Abbreviations used

CSIR : Council of Scientific & Industrial Research
DGSIR: Director General Scientific & Industrial Research
HRD : Human Resource Development
EMR : Extra Mural Research
JRF : Junior Research Fellow
SRF : Senior Research Fellow
RA : Research Associate
HRA : House Rent Allowance

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GENERAL

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1. CSIR Research Fellowships and Associateships provide opportunities to bright young men and women for training in methods of research under the expert guidance of faculty members/scientists working in University Departments/National Laboratories and Institutes (Annexure-VIII) in various fields of Science & Technology including Agriculture and Medical Sciences.

2. The CSIR Fellowships/Associateships are tenable in Universities /IITs/Post-Graduate Colleges/Government Research Establishments including those of CSIR, R&D establishments of recognized public or private sector, industrial firms and other recognised institutions. However, CSIR reserves the right to determine the place best suited to provide necessary facilities in the area of science and engineering in which the awardee is to specialise.

3. The CSIR Fellowships/Associateships are tenable in India. Only bonafide Indian Citizens, normally residing in India are eligible for the award of Research Fellowships/Associateships.

4. The award of CSIR Fellowship/Associateship does not imply any assurance or guarantee for subsequent employment by CSIR to the beneficiary. The authority to award/terminate vests with CSIR. The awardee shall not lay claim to permanent absorption in CSIR, after the expiry of the Fellowship/Associateship.

5. SUBJECT OF RESEARCH:

Preference is given to a subject/topic of research relevant to the research programmes of CSIR laboratories and nationally important S&T areas.

6. CSIR JUNIOR RESEARCH FELLOWSHIP (JRF):

A certain number of JRFs will be awarded each year by CSIR to those holding MSc/MA or equivalent degree, with a minimum 55% marks after a nation - wide biannual examination conducted by CSIR.

7. APPLICATION PROCEDURE:

Applications for JRF are invited twice a year through

pre advertisement on all India basis in the prescribed application form printed alongwith the advertisement in the Employment News by a specified date. The completed application form may be submitted to the Controller of Examinations, Examination Unit, CSIR Complex Building, NPL Campus, Pusa, New Delhi- 110012.

8. AGE LIMIT:

The upper age limit for JRF shall be 28 years which is relaxable upto 5 years in the case of candidates belonging to Scheduled Castes/Scheduled Tribes, women and physically handicapped applicants.

9. SELECTION PROCEDURE:

The selection for award of JRF shall be made on the basis of a competitive written test called the National Eligibility Test (NET), conducted by CSIR at national level and consisting of three papers. Paper-I is of general nature and is compulsory. It tests the mental ability and broad awareness of scientific knowledge at the rudimentary level. The other two papers (Papers II & III) are optional, and are to be selected from amongst (1) Chemical Sciences, (2) Earth, Atmosphere, Ocean and Planetary Sciences, (3) Engineering Sciences, (4) Life Sciences, (5) Mathematical Sciences and (6) Physical Sciences. One of these is of an objective type and the other requires short descriptive answers to questions. Usually examinations are held for a day on the last Sunday in June and December, each year.

10. The candidates who qualify in the test are informed individually after the result is finalised. The Fellowship is awarded on receipt of necessary details in the qualifying degree examination, place of work, research topic, the name of supervisor and the concurrence of the Institution to provide all necessary facilities. The validity of the offer of this award will be one year only from the date of communication of the result. The candidate is expected to register for Ph.D degree within a period of one year.

11. STIPEND & TENURE:

- (i) The stipend of a JRF selected through the all India test will be Rs 2500/- pm for a period of 2 years. In addition, annual contingent grant of Rs 10,000/- per

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Fellow will be provided to the University/Institution. The guidelines for utilisation of contingent grant are given in Annexure-I

- (ii) On completion of two years as JRF, the stipend may be increased to Rs 2800/-pm for the 3rd year on the basis of assessment of Fellow's research progress/achievements through interview by an Expert Committee consisting of the Guide, Head of the Department and an External Member from outside the University/Institution who is an expert in the relevant field, not below the rank of Professor/Associate Professor. As far as possible the External Member should be the Chairman of the 3 member Committee. the external member may be changed every year. Where the Guide happens to be the Head of the Department, the Dean faculty of Science or any senior member of the Department may be associated as the third member of the Committee (ANNEXURE VI). On Upgradation, the designation of JRF will be changed to SRF(NET). In the event of the Committee not recommending upgradation, the Candidate will continue as JRF with a stipend of Rs 2500/- pm for the 3rd year or his fellowship may be terminated depending upon the decision of the Committee. The progress of research work of SRF(NET)/JRF will be assessed again at the end of 2 year.

It is expected that Fellows will have published work to their credit by the end of 3rd year. This shall form an important quantitative and qualitative criterion for judging the progress made by the Candidate. If the work of JRF is still not found satisfactory for upgradation, the fellowship will be terminated. Extension of tenure for the 4th and 5th year as SRF(NET) is permissible on usual assessment. The total tenure as JRF plus SRF(NET) will not exceed Five (5 years). This will include the tenure of Fellowship awarded by UGC/DST/ICMR/ICAR etc or any other funding agency/Institution. The order for continuation at the higher rate of stipend as SRF(NET), continuation at the same rate of stipend as JRF or otherwise at the end of 2nd, 3rd, and 4th years will be issued by the EMR Division of HRDG, CSIR. This will be done after the recommendation of the three member

Assessment Committee and detailed progress report duly supported by publications in the form of reprints/pre-prints/manuscripts of the papers published, accepted or communicated for publications (Annexure-III) have been considered. If the composition and recommendations of the Assessment Committee are not as per above guidelines, extension may not be granted. Extension may not also be granted if the fellow does not acknowledge support of CSIR in his research publications.

12. CSIR SENIOR RESEARCH FELLOWSHIP (SRF):

A certain number of SRFs will be awarded each year by CSIR directly to those possessing the following qualifications and experience:

- (i) MSc, BE, BTech, BVSc, BPharm, or equivalent degree with first division, and at least two years of post-MSc, BE, BTech, BVSc, BPharm, research experience, as evidenced from published papers in standard refereed journals (journals listed in Current Contents);
- (ii) ME, MTech or equivalent degree in Engineering/Technology;
- (iii) MBBS or BDS (with 1 of year internship)/MVSc/MPPharm or equivalent.

13. Research workers who have had at least two years training in methods of research and who have proved their aptitude for original research are eligible for this Fellowship.

14. AGE LIMIT:

The upper age limit for SRF shall be 32 years. Only in exceptional cases where a candidate is adjudged to have outstanding ability the age limit can be relaxed marginally at the discretion of the CSIR. The upper age limit is relaxable upto 5 years in the case of Candidates belonging to scheduled castes/tribes, women and physically handicapped applicants.

15. APPLICATION PROCEDURE:

Applications for SRF are invited twice a year on all India basis through press advertisement. The prescribed application form is printed alongwith the advertisement

in the Employment News. Application proforma duly completed and forwarded through the proposed Supervisor and Head of the Department/Institution should be submitted within the prescribed date alongwith a Demand Draft for the amount indicated in the Advertisement to the Deputy Secretary, EMR Division, HRD Group, CSIR Complex, NPL Campus, New Delhi-110012.

16. SELECTION PROCEDURE:

Selection will be made through the procedure of assessment of academic record and published/project work by discipline-wise high-level expert Committees. Second class rail fare will be admissible to those applicants who are called for interview. Candidates are free to choose two areas for being considered but if called for interview for the chosen areas payment of TA to them will depend on the intervening period between successive interviews. The validity of the offer of appointment shall be one year from the date of issue of award letter. However candidates are expected to join within a month of the date of the issue of the award letter failing which award may be cancelled. In Exceptional cases extension of joining beyond a month may be considered by HRDG/CSIR. Decision of CSIR in matters of selection for interview or for award of Fellowships etc. shall be final.

17. TENURE:

The tenure of SRF will initially be 2 years. Extension of tenure for the 3rd year can be recommended by Director of the concerned Laboratory/Vice Chancellor of the University etc, on the basis of assessment of work done by a three member Expert Committee consisting of Guide, Head of Department and an external Professor in the relevant field. The order for continuation or otherwise for the 3rd year will be issued by the EMR Division after the recommendation of the three member Assessment Committee and detailed progress report duly supported by publications in the form of reprints/pre-prints/manuscripts of the papers published, accepted or communicated for publication (Annexure-III) have been considered (ANNEXURE VII). The total tenure as JRF & SRF will not exceed 5 years and extension orders for the 4th and 5th year will also be issued according to the procedure outlined above. Computation is made of

the total period of tenureship of Research Fellow/ Associate if he/she has availed any other fellowship of equivalent status from any agency/Institute.

The Tenure of SRF in Engineering & Medical Sciences is Four Years.

18. STIPEND:

An SRF in a scientific discipline is entitled to a stipend of Rs 2800/- pm. The stipend in case of Medical (MBBS, BDS, MVSc and MPharm)/ Engineering subjects will initially be Rs 3000/- pm for 1st and 2nd years and later enhanced to Rs 3200/- pm for the subsequent years depending on progress of research having been assessed as satisfactory.

GENERAL TERMS AND CONDITIONS FOR RESEARCH FELLOWSHIPS

19. AWARD OF FELLOWSHIP AND RELEASE OF GRANTS:

The Fellowship will be awarded to the selected applicants by a formal letter giving details of the grant and the conditions governing it, under intimation to the University/Institution which sponsored their applications. The offer should be availed within one year. The grant money is payable in one or two instalments during the financial year on presentation of claim bill in triplicate in prescribed proforma (Annexure V) duly signed by the Finance Officer/Head of the Institution. The first payment will be made after receipt of the joining report of the Fellow, alongwith other necessary documents as mentioned in the award letter, through the Guide duly forwarded by the Executive Authority of the Institute in whose favour the grant is to be released. Subsequent payments will be made only after receipt of (a) the progress report of the Research Fellow in the prescribed proforma (Annexure-III) for the period ending 28/29th February and previous one year report, (b) statement of accounts of expenditure incurred during the current financial year ending 28/29th February, alongwith the claim bill for the next financial year from the institution. The sponsor Institution/ University may advance money for payment of stipend to the fellow and to meet the contingent expenditure on

his/her joining the fellowship for subsequent years which may be adjusted subsequently on receipt of the grants from the CSIR for the Fellowship. The unspent amount of earlier payments on account of stipend will be adjusted in making the fresh payment. The accounts should be maintained on a ledger type system by the grantee Institution for the Research Fellow (Annexure-II). The University/Institution shall be responsible for proper utilisation of grant and for rendering the account to CSIR.

20. CONTINGENT GRANT:

A contingent grant of Rs 10,000/- per fellow per annum is provided to the University/Institution. For less than one year, the contingent grant will be admissible on pro-rata basis. Part of this grant may be utilised by the Research Fellow for tours undertaken within the country in the interest of research work, purchase of books, etc. The unspent balance of contingency grant at the end of a year may be carried forward to the next year. The guidelines for utilisation of the contingent grant are given in Annexure-I.

21. PROGRESS REPORT:

The preparation of annual progress report on the research work done shall be an essential part of the Fellow's work. Each Research Fellow shall submit his/her annual research report in the prescribed proforma (Annexure-III) within a period of 15 days after completion of one year tenure to CSIR through his/her Guide/Head of the Department at the time of claiming the grant for the next financial year. It is essential to give upto date and full information against all the columns of Annexure-III. The results should be presented quantitatively in Tables/ Figures and discussed in terms of the objectives and conclusions drawn should also be given. Fragmentary reports shall not be entertained. The report should be always accompanied by copies of published papers, pre-prints of papers accepted for publication and manuscripts of papers communicated for publication. Attendance record must accompany the annual report. The Guide/Head of Department shall bring out in his assessment report the share of originality and initiative of the fellow in carrying out the research work. If thesis

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is submitted for higher degree, this may be reported by the Guide/Head of the department to CSIR and the result when announced.

22. PUBLICATION/PATENT:

The results of a Fellow's research work may be published in standard refereed journals at the discretion of the Guide. IT SHOULD BE ENSURED THAT THE ASSISTANCE PROVIDED BY CSIR IS ALWAYS ACKNOWLEDGED IN ALL SUCH PUBLICATIONS. One copy each of the published research papers should be sent to CSIR. The right to commercial exploitation of the results and patent rights arising out of the investigation will, however, rest exclusively with CSIR.

23. OBLIGATION OF RESEARCH FELLOW:

- (i) He/She be a full time researcher and submit himself/herself to the disciplinary regulations of the University/Institute/ Laboratory where he/she is working. Regular attendance of the fellow may be ensured by the department by keeping an attendance register.
- (ii) In case a Fellow decides to appear for a competitive examination he/she would invariably seek permission from the guide and inform CSIR about it.
- (iii) The Research Fellow is not to take any assignment other than related to his/her approved research programme, paid or unpaid. His/her taking up any paid assignment at any time in the course of fellowship, excepting as specified in para 25, may lead to the fellow being asked to pay back the entire fellowship amount in addition to disciplinary action.
- (iv) The Research Fellow shall submit to CSIR an annual report on the progress of his/her work through his/her Guide in the prescribed proforma (Annexure-III) as provided in para 21. The annual progress report complete in all respects must be sent to CSIR within 15 days of the completion of the year. Years are to be counted from the date of joining. Timely submission of progress report with reprints/pre-prints duly acknowledging the

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financial assistance of CSIR may be ensured failing which the fellowship may be terminated.

- (v) Once a Research Fellow accepts the Fellowship and joins, it is incumbent on him/her to continue the research for the normal tenure of the fellowship or for such lesser duration during which the original objectives of the research problem have been achieved.
- (vi) No Fellow shall discontinue his/her Fellowship without prior approval of CSIR. In case he/she wishes to discontinue the fellowship prior to completion of the tenure on attainment of original objectives of research, he/she must submit the resignation to CSIR through the Guide one month in advance, indicating specific reasons for not continuing the Fellowship. The Fellowship shall cease from the date stipulated in the CSIR letter approving the resignation. Abrupt discontinuance of Fellowship without concurrence of CSIR may lead to disciplinary action.
- (vii) The Research Fellow must send a detailed consolidated report of the research work done during the entire period of Fellowship on completion of the tenure/resignation of the Fellowship through the Guide to CSIR, in the prescribed proforma (Annexure-IV).
- (viii) During the tenure of the Fellowship, the Fellow shall correspond with CSIR only through the Guide/Head of the Institution.
- (ix) The Research Fellow shall keep CSIR informed about his/her getting the higher degree, submission of thesis for PhD, MD, MDS, MS, MPhil, ME etc. and submission/acceptance/ publication of any research paper arising out of the research work done during the tenure of the fellowship. He/she must acknowledge the support of CSIR in the publications. One copy each of all the research papers published must be sent to CSIR at each stage of publication (manuscript/reprint).
- (x) Any kind of paid or honorary part or full time employment or private practice even in honorary

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capacity is not permissible during the tenure of Fellowship.

24. TEACHING AND DEMONSTRATION WORK:

The Research Fellow may, on the recommendation of the Guide, undertake honorary demonstration and teaching work provided the demand made on his/her time does not exceed six hours in a week and it would not hinder the progress of research. CSIR should be informed in such cases.

25. A Research Fellow on the recommendation of Guide and provided his/her Univ/Institute has no objection may be permitted by CSIR to take up temporary paid lecturership/research job in a recognised R&D Institution/University, College/Instt. of repute/Recognised R&D Institution/PDF studies in India & Aboard for a period not exceeding one year during the entire tenure of the Fellowship (JRF & SRF together). The Research Fellow will not be entitled to any extension of the Fellowship for such periods. The Fellow will not be entitled to stipend or contingency during such leave. Such leave period will be counted in the tenure. Such leave can be taken only after joining and working as Research Scholar at least for one year. Fellow has to report for duty at the same place from where he proceeded on leave.

26. CONDITIONS OF AWARD OF FELLOWSHIP TO REGULAR EMPLOYEES:

These will be as given below.

- (i) In case the candidate is doing PhD related research in the Town/City of his/her employment, he/she will get only contingency grant from CSIR and leave salary admissible from his/her Employer.
- (ii) In the event of candidate doing his PhD related research work at some Town/City other than the Town City of his/her employment, separated by a minimum distance of 150 kms he/she will be entitled for stipend and contingency grant from CSIR.

27. LEAVE:

Leave with stipend not exceeding 45 days for each completed year of tenure may be allowed by the Guide after the request has been communicated of CSIR. The leave will be treated as part of the Fellow's tenure. The

leave due can be carried over to the next year; he not more than 90 days can be accumulated at any during the tenure. Of this not more than 30 days can be availed of at the end, prior to completion of the tenure or Fellowship. During the first year of Fellowship or any uncompleted year, leave may be granted on pro-rata basis. Sanction of leave without stipend may be considered by CSIR under special circumstances. In case a Fellow proceeds on leave before termination of Fellowship, he/she must join back before the expiry of tenure, failing which the tenure will be deemed to have terminated with effect from the date he/she proceeded on leave. The fact of joining back from leave should be communicated to CSIR immediately.

28. The Guide can grant leave to a Fellow in his/her charge with the concurrence of the Head of the Institution/Department if the leave is due, as prescribed in the para 27. If leave is not due, such cases will be decided by CSIR only. The Fellow should not be allowed to proceed on leave to visit abroad for attending conferences/seminars etc. without prior approval of the CSIR. The entire duration of such foreign visits if funded by any national/international agency, whether partially or fully, would be treated as leave without stipend.

29. For women Fellows, full stipend plus HRA, if any, may be paid pm during the period of absence upto 90 days on grounds of maternity. Such leave shall be sanctioned by the Guide under intimation to CSIR. The Fellowship amount for leave period will be paid after the fellow resumes duty and submits a medical certificate in support of actual confinement. It is expected that the Fellow will make up the deficiency during the remaining tenure.

30. TRANSFER OF FELLOWSHIP:

The Fellowship will be transferred from one Institution to another in special circumstances with the prior approval of CSIR. No. TA will be permissible in such cases. The research Fellow must ensure that necessary facilities are available at the Institution chosen by him/her for research at the time of application/joining the Fellowship. Joining time for a week only will be given in the event of transfer which will be treated as duty period

provided the distance is more than 300 Kms.

31. TERMINATION OF FELLOWSHIP:

The Fellowship shall normally stand terminated on completion of its tenure or from the date the Fellow resigns and his/her resignation has been accepted by CSIR. For a person who joins on the 1st day of the month, his/her tenureship will be completed on the last day of the previous month. In other cases, the tenureship will be completed on the last day of the same month.

32. If a fellow is found to be lacking in research aptitude or negligent in his/her research assignment, the Supervisor may inform CSIR. The Fellowship may be terminated by the CSIR on the recommendation of the Supervisor and Head of the Department/Institution. The Fellowship may be terminated by the CSIR on the recommendation of the Supervisor and Head of the Department/Institute. The fellowship may also be terminated if the institution where it is tenable refuses to continue to provide facilities to the fellow on disciplinary grounds and so informs CSIR.

33. If a fellow leaves without permission, stipend due at any time shall not be paid to him/her by the Institution, till all University and other dues are cleared and certified by the University/Institution. Responsibility in such cases shall be that of the University/Institution concerned.

34. The unspent balance of grant lying with the Institution at any time due to termination/resignation of the Fellow must be refunded to CSIR immediately by means of a demand draft in favour of CSIR Complex, New Delhi.

35. Research Fellows must settle their claims within one year of leaving the Fellowship. No Claim will be admitted by CSIR after one year of leaving the Fellowship.

36. ACCOMMODATION/HRA:

All Research Fellows may be allowed hostel accommodation wherever available. Where this is not possible, house rent allowance will be allowed as per the rules of the host institutions subjects to the condition that HRA

payables, in no case, shall be more than the rates payable to Central Govt. employees in that area. The basis for calculating HRA will be the actual stipend of the Research Fellow. The concerned institution will send HRA claim bill, in triplicate separately in respect of the Fellows who fulfil the requisite conditions of the host institutions.

37. MEDICAL BENEFITS:

All Research Fellows may be provided medical benefits as per rules of the host Institution. This will be limited to the fellow only and not for his/her family members/dependants.

38. ADMINISTRATIVE OVERHEAD EXPENSES:

38.1 For maintaining and timely submission of the accounts of CSIR grants, the beneficiary University/Institution is entitled to claim from CSIR the administrative overhead charges at the following rates to be disbursed to the employees entrusted with the maintenance of the accounts of grants:

(a) 10% of actual expenditure of contingency amount subject to the maximum of Rs 300/- per Research Fellow/Associate directly selected by CSIR.

(b) In case of Research Schemes, Rs 300/- per Research Scheme having one Research Fellow/Associate or none.

38.2 Rs 500/- per Research Scheme having more than one Research Fellow/Associate, provided that the total amount of administrative overhead charges claimed by an institution shall not exceed Rs. 10,000/- per annum.

38.3 The admissibility of the overhead charges shall be subject to the timely submission (within one year) of the following statement/documents to CSIR.

(a) Consolidated utilisation certificate in respect of the financial year in question.

(b) Abstract of receipt and payment accounts relating to CSIR grants for the year, along with the statement of accounts of Fellowship and

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Schemes separately duly signed by the Finance Officer and countersigned by the Registrar. Audited statements by statutory auditors or Government auditors (as is the case) may be sent later on.

(c) Details of refunds of unspent balance of terminated Fellow/ Schemes together with cheque No & date etc.

(d) CSIR may withhold release of grants to the University/Institution which has not furnished abstract of claim for administrative overhead expenses alongwith statement/documents for one year.

38.4 The amount of administrative overhead charges may be retained by the Institution while refunding the unspent balance or where there is no unspent balance for the year in question, then from the grants of the current year, provided the accounts are rendered within 1 year. Payment of the administrative overhead charges to the employees maintaining accounts of CSIR shall be made only on authorisation by CSIR and on receipt of the statement/documents mentioned above.

38.5 The amount of overhead expenses shall be disbursed in full to the concerned employees immediately on receipt of authority letter from CSIR and a confirmation to this effect shall have to be given to CSIR within a month of receipt of such authority letter.

39. CSIR RESEARCH FELLOWSHIPS UNDER LABORATORY QUOTA :

The JRF's may be recruited under Director's Quota of a CSIR Laboratory/Institute from among the candidates who are identified for support by EMR from the result of the national CSIR-UGC NET. Selection for SRF's will be through the high level disciplinewise committees of CSIR. The number of fellowships (JRFs & SRFs) will not exceed ten at a given time. The terms and conditions as given above will be applicable to all JRFs and SRFs. GATE- Qualified (in Engineering and technological subjects only) candidates can be selected as JRFs in CSIR

Laboratories after following a procedure prescribed by Directors.

40. CSIR RESEARCH ASSOCIATESHIP (RA) :

A certain number of RA-ships will be awarded each year directly by CSIR to encourage young research workers who have shown promise in original research and propose to pursue research work in science, engineering or technology on specific projects.

41. ELIGIBILITY:

Under this scheme, persons possessing Doctorate (PhD/ MD/MS/MDS) or equivalent degree or having 3 years of research, teaching and design and development experience after MVSc/MPharm/ME/MTech will be eligible for appointment as RA. Those who have submitted PhD/MD/MS/MDS theses can also apply for RAship. On selection they will be awarded Provisional Associateship.

42. AGE LIMIT:

The upper age limit for appointment of RA will normally be 35 years. The upper age limit is relaxable upto 5 years in the case of applicants belonging to Scheduled Castes/Tribes and women and physically handicapped. The Associate will do full time research work on problems stated in his/her application and approved by CSIR.

43. APPLICATION PROCEDURE:

Application for RAship are invited twice a year on all India basis through press advertisement. The prescribed application form will be printed alongwith the advertisement in the Employment News. The completed application proforma must be submitted to the Deputy Secretary, EMR Division, CSIR Complex, NPL Campus, New Delhi-110012, within the prescribed date.

44. SELECTION PROCEDURE :

The selection would be through assessment of academic achievements of candidates and interviews of those screened by high level disciplinewise Selection Committees constituted for the purpose. Second class rail fare is admissible to those applicants who are called for interview. The validity of the offer of appointments shall be 1 year from the date of issue of award letter.

45. The RA-ships are tenable in Indian Universities/ IITs/ Colleges/Government Research Establishments and those of recognised public or private sector industrial firms and other Institutions approved by the CSIR.

46. STIPEND AND CONTINGENCY GRANT

The consolidated stipend of RA will be in the following 4 slabs:

Rs 2800-100-3300

Rs 3300-100-3800

Rs 3750-125-4375

Rs 4325-125-4700-150-5000

The stipend may normally be fixed at Rs 2800/- in case of fresh PhDs in the slab of Rs 2800-100-3300. However, a selected RA may be placed in the higher slab if there is ample justification and such recommendation is made by the disciplinewise Selection Committee and approved by DGSIR. In addition, contingent grant of Rs 10,000/- per annum per Associate will be provided to the concerned Universities/Institutions. A research Associate, if he/she so desires, may apply for enhancement of slab against advertisement once in the entire tenure on completion of 2 years as CSIR Research Associate.

47. TENURE:

Associateship will be tenable initially for a period of two years, extendable for a period not exceeding three years. At the time the RA is about to complete 2 years the progress would be assessed by a high level disciplinewise Assessment Committee consisting of one external member not below the rank of Professor, Supervisor of the candidate and Head of the Department. If the Supervisor happens to be the Head of the Department, another Professor of the same Department may be associated with the Committee. External member should preferably be Chairman of the 3 member Committee. Every year external member should be changed. However, the order for extension or otherwise will be issued by the EMR Division after having considered the high level disciplinewise Committee's report, together with the detailed progress report duly supported by the reprints/preprints/manuscript of the papers published, accepted

or communicated. The above procedure will be followed every year after first 2 years. The total tenure of RA will not exceed 5 years including the tenure of associateship awarded by UGC/DST/ICMR/ICAR etc.

48. AWARD OF ASSOCIATESHIP AND RELEASE OF GRANTS

The procedure described in paras 15 to 19 for fellowship will be applicable in the case of Associateship.

49. CONTINGENT GRANT

The contingent grant is Rs 10,000/- pa. The details in para 20 of Fellowship will be applicable for utilisation of this grant.

50. The Associate shall present yearly reports on the progress of his/her work, through the Supervisor and the Head of the Department in the University/Institution, in the prescribed proforma (Annexure III), as informed in para 21. He/she will be entitled to an annual increment of Rs 100/125 depending on the progress of work and approval by CSIR subject to the maximum ceiling in the particular slab he/she is placed in.

51. The Associate shall, at the expiry of the Associateship, submit a comprehensive report of the work done during the entire period of Associateship through the supervisor to CSIR in the published work (manuscripts, reprints).

52. If an Associate wishes to leave the Associateship before the end of the tenure, it should be with the prior approval of CSIR.

53. The Associateship can be terminated, if at any time CSIR is not satisfied with the progress or conduct of the Associate.

✓ 54. For rules regarding selection, payment of funds, utilisation of contingent grant, submission of progress report, tenure, publications and patents, leave for temporary or paid lectureship/research job, etc. the general rules applicable to JRFs and SRFs will apply to RA except that the Supervisor of RA will be equivalent to Guide of Fellow.

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CSIR RESEARCH ASSOCIATE UNDER LABORATORY QUOTA

55. An RA-ship may be created in a CSIR laboratory when the Director considers it necessary to have the services of a senior research worker of a specialisation for a specific project for a short duration.

56. RAs may be selected through interview by high level disciplinewise Selection Committees constituted locally with members of the same level as for the selection for the post of Scientist B. In exceptional cases where there is a deviation in the minimum qualification specified, the recommendation duly approved by the R C with appropriate justification alongwith the bio-data of the incumbent may be sent to the Director-General, CSIR for his consideration and approval.

57. The qualification, emoluments, age and general conditions of tenure and leave, etc. will remain the same as for general RAs.

58. An RA would not be treated as regular employee of the CSIR, nor his/her tenure would be added towards service, if he/she is subsequently employed in CSIR as a Scientist on any regular post.

59. In a particular laboratory not more than 5 RAs may be in position at a given point of time. The aggregate quota of Associateship and Fellowship under the Director's quota together shall not normally exceed 15. However, the Directors can create additional positions from the budgets of their Institutes, if required.

60. GENERAL:

CSIR may send whenever considered necessary its officers for reviewing the work of the Fellows and Associates, inspection of accounts, etc, in Universities/Institutes where the scholars are placed.

61. The stipend of Research Fellow/Associate is exempted from the payment of the income tax.

62. Any kind of paid or honorary part-or-full-time employment or private practice even in honorary capacity is not permissible during the tenure of Fellowship/ Associateship.

63. These terms and conditions supersede all previous instruction issued in regard to JRF/SRF/RA. However, any relaxation would require approval of DGSIR. In all matters decision taken by CSIR shall be final.

ANNEXURE-I

GENERAL GUIDELINES

To facilitate speedy day to day working of the Research Fellowships/Associateships of CSIR, the following power can be exercised by the Guides of Research Fellow/Associates * in concurrence with the Head of the Department/Dean of the Faculty/Director/Vice chancellor.

- 1 Sanctioning of leave when it is due.
- 2 Approving of tours of Research Fellows/Associates for:
 - (i) Attending Symposia/Seminars/Conferences in India provided the Fellow/Associates are presenting papers which have been accepted and for attending Workshops/Training Courses relevant to the research projects.
 - (ii) Field work connected with research;
 - (iii) Computation work;
 - (iv) Consulting rare reference volumes in the nearest University/Research Institution library.
3. Utilization of contingent grant for the following:
 - (i) Acquisition of books and documents of relevance to the research topic provided these are not available in the library of the University/Institute.**
 - (ii) Towards meeting actual train fare and DA. During tours the Research Fellow/Associate will be entitled to TA/DA as admissible in case

* Senior Faculty member (or Supervisor) for Research Associates.

** The requisition is to be recommended by the supervisor and approved by the Head of the Department. The book will become the property of the University/Institution's Library after purchase and could be issued to the Supervisor/Fellow/Associate after accession for use by the indenting Fellow/Associate till his/her research Fellowship/Associateship is over. Normally not more than 25% of the total annual contingent grant can be utilized for purpose.

of Government servants drawing basic pay @Rs 2200/- pm ***. However, DA will be limited to 50 days in a year.

- (iii) Towards meeting TA/DA limited to first class rail fare of outside expert members of assessment Committee****.
- (iv) Chemical/consumable items required for the research work.
- (v) Equipment required exclusively for research.
- (vi) Photographic materials for research or thesis work.
- (vii) Computation charges.
- (viii) Reprints/Off-prints of research papers.
- (ix) Stationery and postal charges.*****
- (x) Typing of Research papers.
- (xi) Registration fee for attending conference in India and abroad.
- (xii) Any other purpose, specifically authorised by CSIR.

Contingent grant cannot be utilised for

- (a) Foreign travel or other expenses for visit abroad.
- (b) Stationery items such as: pen, pencils, folders, file covers, carbon paper etc. and furniture items.

*** The calculation of the daily allowance will be made from the date of commencement of the journey to the date he/she returns to the Head-quarters.

**** It is expected that Assessment Committee meetings are so fixed that services of experts can be utilised while they are on a visit to that Institution.

***** Not to exceed 20% of the contingent grant.

N.B No expenditure can be incurred for purchasing furnitures and office equipment.

ANNEXURE - II

LEDGER SHOWING THE AMOUNT OF RECEIPT AND EXPENDITURE IN DIRECT RESEARCH FELLOWS/ASSOCIATES (Please see para 19 and 20 of the Terms & Conditions)

Name of Research Fellow	Department	Date of joining	PAYMENT											
			RECEIPTS						(Particulars of grants paid)					
Year	Date of receipt of grant	Cheque No	Stipend	Contingency	Total	Sig of Drawing Officer (Finance Officer)	Date of Payment of grants	Vr.No	Stipend	Contingency	Total	Sig of Disbursing Officer	REMARKS	
199-9	1	2	3	4	5	6	1	2	3	4	5	6	7	
Balance B/F from previous year														
Receipts during the year														
Balance C/o to the next year														

ANNEXURE-III

Proforma for Annual Progress Report of Research Fellow/Associate.

- Name of the Fellow/Associate:
- Nature of Fellowship (JRF(NET)/SRF(NET)/SRF/RA):
- CSIR Award No:
- Name, designation and address of Guide:
- Place of work (Names of the Department/Institute/University/ College, etc.):
- Date of joining:
- Period upto which fellowship is tenable:
- Date of registration for higher degree (MPhil, PhD, ME,etc.):
- (a) Topic of research:
(b) Broad Subject area:
- Objective in undertaking work:
- Period of Report: From to
- Attendance:
(a) Total No. working days during the period under report:
(b) Out of these, total No. of days in which the Fellow/Associate was present and worked:
(c) Number of days for which leave was sanctioned:
- Detailed report about the research work done during the above mentioned period. This should include quantitative results of research presented in Table(s)/ Figure(s), discussion and conclusions drawn (separate sheets should be attached):
- Summary of research work done during this period (in not more than 300 words; a separate sheet may be attached):
- Plan of work for the next year (separate sheet may be attached):

16. Research papers published/accepted for publication/communicated for publication (Details of authors, title, journal, volume, page number and reprints of published papers/preprints of accepted papers/ and manuscripts of communicated papers must be sent);

- 17a. (For the fellows who are not holding regular employment with a University/Laboratory/Institute etc.).

It is affirmed that I have devoted my full time to research and that I did not take up any other paid or unpaid work without taking written permission from CSIR. It is also certified that due acknowledgement of CSIR financial assistance has been made in the published paper

Date: _____ Signature of Fellow/Associate.

- 17b. (For the Fellows who are holding regular employment with a University/Laboratory/Institute etc.)

It is affirmed that I have devoted my full time to research and that I did not take up any other paid or unpaid work without taking written permission from CSIR and am on study leave and have claimed only my regular salary/leave salary or only the Fellowship stipend and no salary as provided in para 26 of terms and conditions. (strike out whichever is not applicable)

Date: _____ Signature of Fellow/Associate

18. Overall assessment and comments of the Guide:

- (a) It is certified that the information provided above and in separate pages enclosed with this report by the Fellow/Associate is correct to the best of my knowledge and belief.
- (b) My specific comments about the performances of above Fellow/Associate are:

Date: _____ Signature of Guide/Head

ANNEXURE-IV

Proforma for Progress Report of Research Fellow/Associate for the entire duration of Fellowship/Associateship to be submitted on completion/ termination of Fellowship/Associateship:

1. Name of the Fellow/Associate:
2. Nature of Fellowship (JRF(NET)/SRF(NET)/SRF/RA):
3. CSIR Award No:
4. Name, designation and address of Guide:
5. Place of work (Names of the Department and of the Institute/ University or College):
6. Date of joining:
7. Date of relinquishing the Fellowship/Associateship:
8. Date of registration for higher degree, if any:
9. (a) Topic of research:
(b) Broad Subject area:
10. Objective in undertaking research:
11. Period of Fellowship/Associateship availed in years and months:
12. Attendance records:
13. Summary of work done. Actual research achievement may be summarised in about 500 to 1000 words:
14. a) Consolidated report of work done during the entire period of Fellowship/Associateship. This should bring out clearly the original objectives and how far these have been achieved, emphasising the salient features of the work done by giving quantitative data and its interpretation.
(b) Research papers published /accepted for publication/ communicated for publication (Full details of authors, title, journal, volume, year and page number may be given and reprints/preprints/ manuscripts of research papers must be enclosed. If some papers are submitted for publication or are published after submission of Annexure-IV, their copies

may be sent to EMR Division as soon as available by giving reference to CSIR award no. This may be ensured by the Guide/Supervisor:

(c) Whether PhD thesis has been submitted: Yes/No
If yes, title of thesis may be given

(d) Which higher degree has been obtained:

15. In case the Fellowship/Associateship has not been availed for the full tenure, the reasons for discontinuing may be given, such as getting a job, going abroad, lack of facilities/guidance, personal factors, etc.

16. Whether the work is of any applied importance and, if so, whether patent has been/ can be taken? If yes, whether CSIR has been approached:

17. Future correspondence address of the Fellow/Associate

18. Any remark/comment:

Date: Signature of Fellow/Associate

19. Overall assessment and comments of the guide:

Date: Signature of the Guide/Supervisor/Head

ANNEXURE-V

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-73-

M.B.R No. _____ To be filled and submitted

Date _____ in triplicate

TO WHILE CLAIMING THE GRANT
MAY KINDLY BE ENSURED
THAT STATEMENT OF AC-
COUNTS AND UTILIZATION
Joint Secretary (Ad- CERTIFICATE FOR THE PREVI-
ministration) Council of OUS GRANT HAVE BEEN SUB-
Scientific & Industrial MITTED TO CSIR,
Research

GRANTS-IN-AID-BILL

CSIR Sanction No _____ dated _____

Name of the Fellow
(In case of single person)

RA
SRF Statement enclosed
JRF in triplicate

Number of Research Fellow
(In case of consolidated bill) Total

PARTICULAR	AMOUNT OF GRANT			Total	Remarks
	Staff	Cont.	HRA		
1.Amount Sanct- ioned for the year 199-9					
2.Grant Claimed for the Period from _____ to _____					
DEDUCT 3.Unspent Balance brought forward					
4. Net amount claimed					

- 144
1. Certified that the amount claimed in the bill will be utilized for the purpose it is sanctioned and in accordance with the Terms and Conditions for CSIR Fellowship and Research Grants.
 2. Certified that the attendance records have been maintained & checked.
 3. Certified also that the work of the Research Fellows/Associate for the past six months has been satisfactory.
 4. Certified that the persons for whom HRA is claimed have not been provided any accommodation and HRA claimed is as per rules of this Institute.

Signature
of the Supervisor

Counter-Signature & Designation
of Head of Institution
(Office Stamp)

29-
(To be filled in by the CSIR)

Gr.No. _____ EMR.I. _____ Dated _____
Passed for Rs _____
(Rs. _____)

Cheque to be issued in favour of _____

Under Secretary/Section Officer
Council of Scientific & Industrial Research

Pay Rs _____ Only (Rupees _____)

Finance & Accounts Officer
Council of Scientific & Industrial Research

ANNEXURE-VI

THREE MEMBER ASSESSMENT COMMITTEE REPORT

ASSESSMENT FOR UPGRADATION OF MR/MRS
_____ JRF WORKING AT
_____ ON COMPLETION OF TWO YEARS

THE CONSITUTION OF THE COMMITTEE

1. DR _____ EXTERNAL MEMBER
PROFESSOR/ASSOCIATE
PROFESSOR DEPARTMENT
UNIVERSITY/
INSTITUTE
2. HEAD OF THE DEPARTMENT MEMBER
(IN CASE HOD IS THE GUIDE, THEN
DEAN OR ANY OTHER SENIOR
MEMBER OF THE FACULTY)
3. GUIDE/SUPERVISOR MEMBER

DATE, TIME AND VENUE OF ASSESSMENT/INTER-
VIEW

ASSESSMENT OF THE COMMITTEE

RECOMMENDATIONS

In view of the outstanding/very good/satisfactory performance of the JRF, and also the fact that he/she has published work to his/her credit, the Committee makes the following recommendations.

1. Mr/Mrs _____ may be allowed to continue for third year on the existing rate of stipend.
2. Mr/Ms _____ may be upgraded as SRF and his/her stipend may be raised to Rs 2800 per month.

MEMBER
(EXTERNAL)

MEMBER
(HOD)

MEMBER
GUIDE

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ANNEXURE VII

THREE MEMBER ASSESSMENT COMMITTEE REPORT

ASSESSMENT OF DR/MR/MS _____
SRF WORKING AT _____ ON
COMPLETION OF TWO YEARS

THE CONSTITUTION OF THE COMMITTEE

1. DR _____ EXTERNAL MEMBER
PROFESSOR/ASSOCIATE
PROFESSOR DEPARTMENT
UNIVERSITY/
INSTITUTE
2. HEAD OF THE DEPARTMENT MEMBER
(IN CASE HOD IS THE GUIDE,
THEN DEAN OR ANY OTHER SENIOR
MEMBER OF THE FACULTY)
3. GUIDE/SUPERVISOR MEMBER

DATE, TIME AND VENUE OF ASSESSMENT/INTER-
VIEW

ASSESSMENT OF THE COMMITTEE

RECOMMENDATIONS

In view of the outstanding/very good/satisfactory performance of the SRF, and also the fact that he/she has published work to his/her credit, the Committee makes the following recommendations.

1. Mr/Mrs _____ may be allowed to continue for third year on the existing rate of stipend.

MEMBER
(EXTERNAL)

MEMBER
(HOD)

MEMBER
GUIDE

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ANNEXURE - VIII

LIST OF CSIR LABORATORIES AND THEIR IMPORTANT RESEARCH PROGRAMMES

S. NO	NAME & ADDRESS OF LABORATORY	MAJOR PROGRAMMES/ THRUST AREAS
1.	Central Building Research Institute (CBRI), Roorkee-247667	Providing S & T back-up to the problems of buildings and construction industries in the areas of housing, building materials, geotechnical & structural engineering, building physics and fire research & testing.
2.	Centre for Cellular and Molecular Biology (CCMB), Hyderabad - 500007	Biophysics & biochemistry; molecular biology; cell biology; genetics & evolution; biomedicines & biotechnology.
3.	Central Drug Research Institute (CDRI), Lucknow-226001	Development of contraceptives; new drugs for tropical diseases (malaria, filariasis, leishmaniasis), cardio-vascular and central nervous system disorders, hepato-protection and allergy; development of immunodiagnosics for early diagnosis of malaria, filariasis and leishmaniasis; development of vaccines for leprosy, malaria and cholera; exploration of terrestrial plants, including Indian traditional remedies, and marine flora and fauna for novel molecules for drug development; development of immunomodulators; development of cost-effective innovative chemical/fermentation technologies for the institute's new drugs, known drugs and drug intermediates, biologicals and fermentation products; basic research on biology of reproduction, host-parasite

site bio-chemical mechanisms, regulation of CVS and CNS functions and enzymes and receptor studies to obtain 'new leads' for drug development.

- Central Electro-chemical Research Institute (CECRI), Karaikudi- 623006
Batteries and power sources, corrosion Science and engineering, electrochemicals, electrochemical materials science, electrohydrometallurgy, electropyro-metallurgy, electrochemical instrumentation, electro-dics and electrobiology and industrial metal finishing.
- Central Electronics Engineering Research Institute (CEERI), Pilani - 333031
Microelectronics-LSI/VLSI circuits, design and prototype fabrication of ASICs, power semiconductor devices, multilevel hybrid microcircuits, etc. Strategic Electronics (Semiconductor Devices)-W-Band millimetre wave impact diodes and GaAs devices; Microwave Tubes-Design and prototype fabrication of power TWTs, magnetrons, crossed field amplifier, fast wave microwave tubes, miniature magnetron, S-band 5-MW pulsed klystron, type -M dispenser cathodes. Industrial Electronics-Microprocessor-and PC based control systems for sugar, tea, leather, dairy, pulp, paper and textile industry; energy-efficient drive and power electronic systems for industry, Data Highway Maplan, drip irrigation system, colour graphics, and digital mapping system. Museum Electronics - Audio-visual systems and speech engineering with special reference to voice communication with machines, synthesis for Indian languages. Drugs; Diagnostics; Reagents.

6. CSIR Centre for Bio-Chemicals Technology (CBT), Delhi - 110 007 Allergy and Immunology, diagnostics, genetic engineering, bio-organics and high tech reagents.
7. Central Fuel Research Institute (CFRI), Dhanbad-828108 Coal preparation (from laboratory to continuous pilot plant scale), coal carbonization for assessing coking characteristics of coal for different metallurgical applications and formulations of coal blends for the steel industry, development of various processed fuels, development of pollution control measures for coal-based industries, waste utilization, characterization of coals, lignites, coking and related products, and process engineering for coal conversion technologies.
8. Central Food Technological Research Institute (CFTRI) Mysore-570013 Development of food products and processes for optimal utilization of country's agricultural produce; modernization of primary processing industry; development of value-added convenience products; upgrading traditional food technology & development of appropriate technologies for reducing/eliminating post-harvest losses of perishables and durables; basic research related to food additives, preservatives, micronutrients, food toxicity and safety, food microbiology, enzymatic and molecular biology, bioactive substances and food packaging.
9. Central Glass and Ceramic Research Institute (CGCRI), Calcutta - 700 032 Development of different varieties of optical glasses, optical materials, electronic materials, engineering and high temperature materials, composites, low-cost

- building materials and bioceramics.
10. Central Institute of Medicinal and Aromatic Plants (CIMAP) Lucknow - 226 016 Development of agrotechnologies and chemical and processing technologies for economically important medicinal and aromatic plants, both indigenous and exotic, is an important goal of the institute. Basic research in the area of phytochemistry, plant physiology and biochemistry, pathology, genetics, entomology and pharmacognosy.
11. Central Leather Research Institute (CLRI), Madras - 600 020 Modernisation of tanneries, development of environment-friendly chemicals and technologies including enzymatic options, computer-aided designs for footwear and garments, split leathers and quality upgradation of lower ends, molecular biology of collagen and metal-collagen interactions, waste water management, region-specific appropriate technologies, tannery and slaughter house byproducts including carcass utilization, and hazard & risk analysis.
12. CSIR Centre for Mathematical Modelling and Computer Simulation (CMMACS), Bangalore - 560 037 Mathematical Modelling; Global climate change.
13. Central Mechanical Engineering Research Institute (CMERI), Durgapur - 715 209 Design and development of mobile manipulators, robotics, deep-seabed mining systems, modern oil expellers, reliability analysis of systems in atomic power plants, automated power looms and sugarcane harvesters.

14. Central Mining Research Institute (CMRI), Dhanbad-826 001

Development of mining technology for the exploitation of complex coal deposits; total packages for optimal exploitation of mineral deposits using improved technologies; numerical modelling of rock excavations and computer application in mine planning and designing from stability and safety points of view; and underground spaces technology. In addition, work has been done on prediction of ground stability; parameters contributing to air pollution in mines; ergonomics in mining operations; corrosion in mines; physical modelling of coal mining systems; development of communication systems for mines, methods for ventilation and safety in mines, mining machinery and equipment.

15. Central Road Research Institute (CRRI), New Delhi - 110020

Pavement design and performance, road condition monitoring, pavement management system, maintenance planning and management, pavement deterioration modelling, landslide management and hazard mitigation, and improved transportation planning for emerging urban needs. Besides, applied research on planning and engineering aspects of rural roads, material characterization, pavement evaluation, highway instrumentation, deterioration and rehabilitation of bridges, transportation planning, traffic engineering, road safety and environmental problems.

16. Central Scientific Instruments Organisation (CSIO), Chandigarh - 160020

Development of instruments for microelectronics, special defence needs, medical application, geo-scientific studies, environment monitoring, robotics and process control, coherent and integrated optics. Development of analytical instrumentation for use in agriculture, food processing.

17. CSIR Complex, Palampur-176061

Floriculture, tea sciences, biotechnology and natural plant products.

18. Central Salt and Marine Chemicals Research Institute (CSMCRI), Bhavnagar - 364002

Salt and salt engineering, marine chemicals, desalination of brackish/saline water, ion exchange resins and polymers, reverse osmosis, marine algae, inorganic chemicals, photoinorganic chemistry and phytosalinity.

19. Indian Institute of Chemical Biology (IICB), Calcutta - 700032

Natural products of medicinal, biological and industrial value and synthetic duplication of products of interest; development of innovative immunoassay techniques; understanding the basis of parasitism and development of biotechnologies applicable to the diagnosis and chemotherapy of visceral leishmaniasis; investigation of the molecular basis of pathogenicity of *Vibrio cholerae* and development of an effective, long-acting oral vaccine against cholera infection, development of novel approaches towards fertility control and regulation; delineation of the cellular & molecular basis of brain development and genesis and prevention of movement of disorders; investigation of gastric physiology; development of tissue-targeted

drug-delivery systems; investigation of the molecular mechanism of biocatalysis; studies on the biosynthesis and liberation of carbohydrases in higher fungi; development of radiopharmaceuticals for myocardial imaging and renal and hepatobiliary studies; protein engineering models for self-organizational phenomena in living systems.

20. Indian Institute of Chemical Technology (IICT), Hyderabad - 500007
- Development of technologies for pesticides, drugs, organic intermediates and fine chemicals, catalysts, polymers and organic coatings, utilization of low-grade coals, and value added products from vegetable oils. Process design and mechanical engineering design organic synthesis catalysis.

21. Indian Institute of Petroleum (IIP), Dehradun - 248005
- Petroleum refining technology, development of separation processes, conversion processes, petroleum products applications, development of chemicals and biotechnology. Separation Processes: Aromatic extraction, dewaxing/deoiling, lubes/bitumens, deasphalting and adsorptive separations. Conversion Processes: Catalytic reforming (SR & CCR), hydrotreating, hydrocracking, fluid catalytic cracking and resid cracking, visbreaking and delayed coking. Petroleum Products Applications: Alternative fuels, vehicular emissions, performance evaluation, conservation of fuels and lubricants, tribology, industrial burners, domestic appliances, waste disposal through incineration. Chemical Science: Process development for additives

& intermediates, speciality chemicals, chemicals from biomass and electrochemistry/corrosion. Biotechnology: Microbial enhanced oil recovery and microbial dewaxing.

22. Institute of Microbial Technology (IMT), Chandigarh - 160 031
- Molecular biology and microbial genetics, animal cell/tissue culture, protein engineering and separation technology.
23. Indian National Scientific Documentation Centre (INSDOC), New Delhi - 110 067
- Design and development of S & T database, network-based online services, R & D in information science and technology.
24. Industrial Toxicology Research Centre (ITRC), Lucknow - 226 001
- Neurotoxicology, environmental health, ecotoxicology, phototoxicology, phytotoxicology, epidemiology, immunotoxicology, developmental toxicology, cardiovascular toxicology, pulmonary toxicology, environmental carcinogenesis, environmental monitoring and environmental biotechnology heavy metals, industrial dusts and fibres, plastics and polymers, hydrocarbons, pesticides, detergents, dyes and food additives.
25. National Aerospace Laboratories (NAL), Bangalore - 560 017
- Aerospace electronics and systems, fluid dynamics, aerodynamics, flight experiments, flight mechanics and control, materials science; propulsion, structural engineering and wind energy. High density acoustics, sensor technology, modelling of fluid flows, turbulent and transitional flows, flow structure and management, aircraft and missile aerodynamics, aircraft parameter estimation,

flight simulation, wind tunnel simulation, development of special materials like fibres and composites, advanced structural ceramics, turbomachinery, computer-aided design and machining, composite structures, fatigue and fractures.

26. National Botanical Research Institute (NBRI), Lucknow-226 001
Plant biotechnology, floriculture, tree biology, plant wealth utilization, environmental sciences and taxonomy & ethnobotany; Plant molecular biology
27. National Chemical Laboratory (NCL), Pune- 411 008
Catalysis, biotechnology, organic chemical technology, and polymers and other high performance materials. Basic research in chemistry and biochemistry.
28. National Environmental Engineering Research Institute (NEERI), Nagpur-440 020
National/societal missions on drinking water, Ganga Action Plan, etc, environmental biotechnology, hazardous waste management, environmental impact and risk assessment, environmental systems design, modelling and optimization.
29. National Geophysical Research Institute (NGRI), Hyderabad - 500007
Seismology, lithosphere, earth's interior and environment, groundwater, geophysical exploration and geophysical instrumentation.
30. National Institute of Oceanography (NIO), Goa - 403004
International Geosphere-Biosphere Programme, surveys for polymetallic nodules, oceanographic studies of the Antarctic waters, island development programme, coastal zone management, resources and parameters mapping of the EEZ of India, air-sea interaction studies,

drugs from the sea, marine biotechnology, biofouling and corrosion studies, technologies for rural development, development of marine instruments, and development of acoustic and remote sensing techniques for monitoring the oceans.

31. National Institute of Science Technology and Development Studies (NISTADS), New Delhi-110012
Mathematical modelling for S & T studies, S & T indicators and scientometrics; sociology of science; resource planning & utilization for regional development; information systems & S & T archival resources; technological and social change; history & philosophy of science; R & D management and training; and international policy and S & T.
32. National Metallurgical Laboratory (NML), Jamshedpur - 831 007
Ore dressing, mineral beneficiation, material processing and evaluation of ferrous and non-ferrous metals; development, processing and evaluation of alloys; and component integrity evaluation.
33. National Physical Laboratory (NPL), New Delhi-110012
Measurements, standards and calibration, electronic & engineering materials, radio and atmospheric physics, cryogenics and superconductivity, applied projects like thin films, optical coatings, xeroradiography, high-pressure metal forming & high-powered ultrasonic systems, and underwater acoustic devices, nonconventional energy devices, and theoretical condensed matter physics.

41. Structural Engineering Research Centre (SERC) Madras - 600 113

Structural dynamics, including studies on vibration blast and impact, experimental mechanics wind engineering computer aided designing, offshore structures, structural concretes and concrete composites, and towers and towerlike structures.

Activity Scheme	Eligibility Qualification/age	Selection procedure	Normal Time for application	Amount/stipend/Grant	Tenure
1	2	3	4	5	6
Senior Research Associate (SRA) (Scientist's Pool)	Ph.D., M.Tech., MD/MS, with 2 year research/teaching experience and publication(s)	Selection through UPSC/ Special Selection Board	° Likely to be through advt.	Basic fixed Rs. 2200 to Rs. 6300/- plus usual allowances admissible to CSIR employees.	Just for 3 years with no provision for extension
Emeritus Scientist Scheme	Eminent superannuated scientists	Evaluation by referees and the standing committee	Any time during the year	Rs. 4000 p.m.; a suitable contingency grant & Research Fellow/Associate	3 years extenable by 2 more years upto 65 years of age.
Visiting Associateship	Middle level scientists from universities/R&D units in industry	Evaluation by committee(s)	-do-	TA & DA for two visits to a CSIR lab., totalling 60 days in a year	-
Research Scheme	All levels of scientists employed in universities, research institutions and R&D units.	Evaluation by referees and area-wise research committees; committees meet twice a year	-do-	Varies, up to Rs. 10 lakh during the entire period	Usually 3 years
Sponsored Research Scheme	-do-	-do-	-do-	Varies, up to Rs. 20 lakh during the entire period. Tie up with CSIR lab. is a requirement	-do-

(Contd. on back page)

34. Publications and Information Directorate (PID), New Delhi - 110 012

Dissemination of information to Scientific Community; Wealth of India; Information Services- The two information services run by PID are: Medicinal & Aromatic Plants Information Service (MAPIS), and Industrial information Service; Science Popularization.

35. Regional Research Laboratory (RRL), Bhopal- 462 026

Development of low-cost/alternative building materials/components; development of new materials like metal-matrix and alloy based composites; tribological studies, e.g. wear-related problems in mining equipment, farm implements; ferrites from blue dust; characterization of natural fibres, fibre-reinforced polymer materials; corrosion & engineering failure studies; quality-upgradation of foundry techniques, especially metal-based industry in tribal and backward sectors of M.P; beneficiation of low grade ores and coal; utilization of fertilizer minerals of M.P, utilization of aluminium silicate minerals; natural resources database management; modelling studies on groundwater resources management modelling studies on water quality.

36. Regional Research Laboratory (RRL), Bhubaneswar - 751013

Mineral processing, extractive metallurgy (pyro and hydro), preparation of special materials and alloys, design and project engineering, preparation of inorganic and organic chemicals (including pigments, drug, pharmaceuticals and perfumery chemicals); survey & cultivation of aromatic, medicinal and other

economic plants; and development of new analytical methods.

37. Regional Research Laboratory (RRL), Jammu Tawi - 180001

Natural products & organic chemistry, drugs & pharmaceuticals, process development & engineering design,, introduction, improvement and cultivation of medicinal and aromatic plants survey, post-harvest technology, applied microbiology & mutation genetics, food technology, cellulose, pulp & board, and utilization of mineral resources.

38. Regional Research Laboratory (RRL), Jorhat - 785 006

Development of oil field chemicals, agrochemicals, drugs and drug intermediates, cellulose, pulp and paper, inorganic chemicals and building materials. Organic chemistry, bio-chemistry and geoscience.

39. Regional Research Laboratory (RRL), Trivandrum - 695019

Chemistry of natural products, agro processing and speciality agrochemicals related to spices and plantation crops; materials screening/processing for value addition of clays & non-nuclear beach sand minerals; oxidic fine ceramics; metal alloys & composites, photochemical systems including solar energy conversion, calibration/upgradation of procedures for analysis of pollutants and waste water technology.

40. Structural Engineering Research Centre (SERC) Ghaziabad-201002

Tall and large span structures (bridges), specially on analysis and design of superstructure of bridges, their aerodynamic behaviour and distress diagnostics of existing bridges. Research programme on natural disaster mitigation related to wind and earthquake.

CSIR RESEARCH GRANTS

R. CELL.
10-8-94

**RESEARCH
FELLOWSHIPS
&
ASSOCIATESHIPS**

TERMS & CONDITIONS
(Effective from 1st July 1994)



EXTRAMURAL RESEARCH DIVISION
HUMAN RESOURCE DEVELOPMENT GROUP
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
CSIR COMPLEX, NPL CAMPUS, PUSA
NEW DELHI-110 012
1994

CSIR RESEARCH GRANTS

**Junior and Senior
Research Fellowship &
Research Associateship**

TERMS & CONDITIONS

Effective from 1st July 1994



Human Resource Development Group,
Extramural Research Division,
Council of Scientific & Industrial Research,
CSIR Complex, NPL Campus,
Pusa, New Delhi - 110 012

Please contact for any further details :

Dr. N R Rajagopal (Head, HRD Group)
Tel No 3710519 & 5748632

Miss Sushila Khilnani (Scientist)
Tel No 5741038

Shri N.N.Sareen (Deputy Secretary)
Tel No 5788704

All correspondence should be addressed to :

The Head
Human Resource Development Group
Extramural Research Division
CSIR Complex Building
NPL Campus
New Delhi- 110 012

Abbreviations used

CSIR : Council of Scientific & Industrial Research
DGSIR : Director General Scientific & Industrial Research
HRD : Human Resource Development
EMR : Extra Mural Research
JRF : Junior Research Fellow
SRF : Senior Research Fellow
RA : Research Associate
HRA : House Rent Allowance

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GENERAL

1. CSIR Research Fellowships and Associateships provide opportunities to bright young men and women for training in methods of research under the expert guidance of faculty members/scientists working in University Departments /National Laboratories and Institutes in various fields of Science & Technology including Agriculture and Medical Sciences.

2. The Fellowships/ Associateships are tenable in Universities /IITs / Post-Graduate Colleges/ Government Research Establishments including those of CSIR, R&D establishments of recognised public or private sector, industrial firms and other recognised institutions. However, CSIR reserves the right to determine the place best suited to provide necessary facilities in the area of science and engineering in which the awardee is to specialise.

3. The Fellowships/Associateships are tenable in India. Only bonafide Indian citizens, normally residing in India are eligible for the award of Research Fellowships/Associateships.

4. The award of Fellowship/ Associateship does not imply any assurance or guarantee for subsequent employment by CSIR to the beneficiary.

5. **SUBJECT OF RESEARCH** : Preference is given to subject/topic of research relevant to the research programmes of CSIR laboratories and nationally important S&T areas.

6. **JUNIOR RESEARCH FELLOWSHIP (JRF)** : A certain number of JRFs will be awarded each year by CSIR to those holding MSc/BE/BTech or equivalent degree, with 55% marks.

7. **APPLICATION PROCEDURE** : Applications for JRF are invited twice a year through press advertisement on all India basis in the prescribed application form printed alongwith the advertisement in the Employment News by a specified date. The completed application form may be submitted to the Controller of Examinations, Examination Unit, CSIR Complex Building, NPL Campus, Pusa, New Delhi-110012.

8. **AGE LIMIT** : The upper age limit for JRF shall be 28 years which is relaxable upto 5 years in the case of candidates belonging to Scheduled Castes/Scheduled Tribes, women and physically handicapped applicants.

9. **SELECTION PROCEDURE** : The selection for award of JRF shall be made on the basis of a competitive written test called the National Eligibility Test (NET), organised jointly by CSIR and UGC at national level and consisting of three papers. One of them is of general nature and is compulsory. It tests mental ability and broad awareness of scientific knowledge at an elementary level. The other two papers are optional, and are to be selected from amongst (1) Chemical Sciences, (2) Earth, Atmosphere, Ocean and Planetary Sciences, (3) Engineering Sciences, (4) Life Sciences, (5) Mathematical Sciences, and (6) Physical Sciences. One of these is of an objective type and the other requires short descriptive answers to questions. Usually examinations are held on last Sundays of June and December, each year.

10. The candidates who qualify in the test are informed individually after the result is finalised. The Fellowship is awarded on receipt of necessary details in the prescribed proforma regarding marks obtained in the qualifying degree examination, place of work, research topic, the name of supervisor and the concurrence of the Institution to provide all necessary facilities. The validity of the offer of this award will be one year only from the date of communication of the result. The candidate is expected to register for Ph.D degree within a period of one year.

11. **STIPEND & TENURE** : (i) The stipend of a JRF selected through the all India test will be Rs 2500/- pm for a period of 2 years. In addition, contingent grant of Rs 10,000/- pa per Fellow will be provided to the University/Institution. The guidelines for utilisation of contingent grant are given in Annexure-I

(ii) On completion of two years as JRF, the stipend may be increased to Rs 2800/- pm for the 3rd year on the basis of assessment of Fellow's research progress/achievements through interview by an Expert Committee consisting of the Guide, Head of the Department and an External Member from outside the University/Institution who is an expert in the relevant field, not below the rank of Professor/Associate Professor. Where the Guide happens to be the Head of Department, the Dean Faculty of Science or any senior member of

the Department may be associated as third member of the Committee (ANNEXURE VI). On upgradation, the designation of JRF will be changed to SRF (NET). In the event of the Committee not recommending upgradation, the Candidate will continue as JRF with a stipend of Rs 2800/- pm for the 3rd year or his fellowship may be terminated depending upon the decision of the Committee. The progress of research work of SRF(NET)/JRF will be assessed again at the end of 3rd year following the procedure adopted at the end of 2nd year. It is expected that Fellows will have published work to their credit by the end of 3rd year. This shall form an important quantitative and qualitative criterion for judging the progress made by the Candidate. If the work of JRF is still not found satisfactory for upgradation, the fellowship will be terminated. Extension of tenure for the 4th and 5th year as SRF(NET) is permissible on usual assessment. The total tenure as JRF plus SRF(NET) will not exceed 5 years. This will include the tenure of Fellowship awarded by UGC/DST/ICMR/ICAR etc. The order for continuation at higher stipend as SRF(NET), continuation at the same stipend as JRF or otherwise at the end of 2nd, 3rd, and 4th year will be issued by the EMR Division of HRDG, CSIR. This will be done after the recommendation of the three member Assessment Committee and detailed progress report duly supported by publications in the form of reprints/pre-prints/manuscripts of the papers published, accepted or communicated for publication (Annexure-III) have been considered. If the composition and recommendations of the Assessment Committee are not as per above guidelines, extension may not be granted.

12. **SENIOR RESEARCH FELLOWSHIP(SRF)** : A certain number of SRFs will be awarded each year by CSIR directly to those possessing the following qualifications and experience:

(i) MSc, BE, BTech, BVSc, BPharm, or equivalent degree with first division, and at least two years of post - MSc, BE, BTech, BVSc, BPharm, research experience, as evidenced from published papers in standard refereed journals (journals listed in Current Contents);

(ii) ME, MTech or equivalent degree in Engineering/Technology;

(iii) MBBS or BDS (with 1 year internship)/ MVSc/MPharm or equivalent.

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13. Research workers who have had at least two years training in methods of research and who have proved their aptitude for original research are eligible for this Fellowship.

14. **AGE LIMIT :** The upper age limit for SRF shall be 32 years. Only in exceptional cases where a candidate is adjudged to have outstanding ability, the age limit may be relaxed marginally at the discretion of the CSIR. The upper age limit is relaxable upto 5 years in the case of candidates belonging to scheduled castes/tribes, women and physically handicapped applicants.

15. **APPLICATION PROCEDURE :** Applications for SRF are invited twice a year on all India basis through press advertisement. The prescribed application form is printed alongwith the advertisement in the Employment News. Application proforma duly completed and forwarded through the proposed Supervisor and Head of the Department/Institution should be submitted within the prescribed date alongwith a Demand Draft for the amount indicated in the Advertisement to the Deputy Secretary, EMR Division, CSIR Complex, NPL Campus, New Delhi-110012.

16. **SELECTION PROCEDURE :** Selection will be made through the procedure of assessment of academic record and published/project work by discipline-wise high-level Expert Committees. Second class rail fare will be admissible to those applicants who are called for interview. Candidates are free to choose more than one area for being considered but if called for interview for all chosen areas payment of TA to them will depend on the intervening period between successive interviews. Decision of CSIR will be final in such cases. The validity of the offer of appointment shall be one year from the date of issue of award letter.

17. **TENURE :** The tenure of SRF will initially be 2 years. Extension of tenure for the 3rd year can be recommended by the Director of the concerned Laboratory/Vice Chancellor of the University etc, on the basis of assessment of work done by a three member Expert Committee consisting of Guide, Head of Department and an external Professor in the relevant field. The order for continuation on otherwise for the 3rd year will be issued by the EMR Division after the recommendation of the three member Assessment Committee and detailed progress report duly supported by publications in the form of reprints/pre-prints/manuscripts of the papers published, accepted or communicated for publication (Annexure-III) have

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been considered (ANNEXURE VII). The total tenure as JRF & SRF will not exceed 5 years and extension orders for the 4th and 5th year will also be issued according to the procedure outlined above. Computation is made from the total period of tenureship of Research Fellow/Associate if he/she has availed any other fellowship of equivalent status from any agency/Institute.

18. **STIPEND :** An SRF in a scientific discipline is entitled to a stipend of Rs 2800/- pm. The stipend in case of Medical(MBBS ,BDS,MVSc, and MPharm) / Engineering subjects will initially be Rs 3000/-pm for 1st and 2nd years and later enhanced to Rs 3200/- pm for the subsequent years depending on progress of research having been assessed as satisfactory.

GENERAL TERMS AND CONDITIONS FOR RESEARCH FELLOWSHIPS

19. **AWARD OF FELLOWSHIP AND RELEASE OF GRANTS:** The Fellowship will be awarded to the selected applicants by a formal letter giving details of the grant and the conditions governing it, under intimation to the University/Institution which sponsored their applications. The offer should be availed within one year. The grant money is payable in one or two instalments during the financial year on presentation of claim bill in triplicate in prescribed proforma (Annexure V) duly signed by the Finance Officer/Head of the Institution. The first payment will be made after receipt of the joining report of the Fellow, alongwith other necessary documents as mentioned in the award letter, through the Guide duly forwarded by the Executive Authority of the Institute in whose favour the grant is to be released. *Subsequent payments will be made only after receipt of (a) the progress report of the Research Fellow in the prescribed proforma(Annexure-III) for the period ending 28/29th February and previous one year report, (b) statement of accounts of expenditure incurred during the current financial year ending 28/29th February, alongwith the claim bill for the next financial year from the Institution. The sponsor Institution/University may advance money for payment of stipend to the Fellow and to meet the contingent expenditure on his/her joining the Fellowship for subsequent years which may be adjusted subsequently on receipt of the grants from the CSIR for the Fellowship. The unspent amount of earlier payments on account of stipend will be adjusted in making the fresh payment. The accounts should*

be maintained on a ledger type system by the grantee Institution for the Research Fellow (Annexure II). The University/Institution shall be responsible for proper utilisation of grant and for rendering the accounts to CSIR.

20. CONTINGENT GRANT : A contingent grant of Rs 10,000/- pa per Fellow is provided to the University/Institution. *For less than one year, the contingent grant will be admissible on pro-rata basis.* Part of this grant may be utilised by the Research Fellow for tours undertaken within the country in the interest of research work, purchase of books, etc. *The unspent balance of contingency grant at the end of a year may be carried forward to the next year.* The guidelines for utilisation of the contingent grant are given in Annexure-I.

21. PROGRESS REPORT : The preparation of annual progress report on the research work done shall be an essential part of the Fellow's work. Each Research Fellow shall submit his/her annual research report in the prescribed proforma (Annexure-III) within a period of 15 days after completion of one year tenure to CSIR through his/her Guide/Head of the Department at the time of claiming the grant for the next financial year. It is essential to give upto date and full information against all the columns of Annexure- III. The results should be presented quantitatively in Tables /Figures and discussed in terms of the objectives and conclusions drawn should also be given. Fragmentory reports shall not be entertained. The report should be always accompanied by copies of published papers, pre- prints of papers accepted for publication and manuscripts of papers communicated for publication. Attendance record must accompany the annual report. The Guide/Head of Department shall bring out in his assessment report the share of originality and initiative of the fellow in carrying out the research work. If thesis is submitted for higher degree, this may be reported by the Guide/Head of the department to CSIR and the result when announced.

22. PUBLICATION/PATENT : The results of a Fellow's research work may be published in standard refereed journals at the discretion of the Guide. **IT SHOULD BE ENSURED THAT THE ASSISTANCE PROVIDED BY CSIR IS ALWAYS ACKNOWLEDGED IN ALL SUCH PUBLICATIONS.** One copy each of the published research papers should be sent to CSIR. Commercial exploitation of the results and patent rights arising out of the investigation will, however, rest exclusively with CSIR.

23. OBLIGATIONS OF A RESEARCH FELLOW :

(i) He/She must be a full time researcher and submit himself/herself to the disciplinary regulations of the University/Institute/Laboratory where he/she is working. *Regular attendance of the fellow may be ensured by the department by keeping an attendance register.*

(ii) In case a Fellow decides to appear for an competitive examination he/she should invariably seek permission from the guide and inform CSIR about it.

(iii) The Research Fellow is not to take any assignment other than related to his/her approved research programme, paid or unpaid. His/her taking up any paid assignment at any time in the course of Fellowship, excepting as specified in para 25, may lead to the Fellow being asked to pay back the entire fellowship amount in addition to disciplinary action.

(iv) The Research Fellow shall submit to CSIR an annual report on the progress of his/her work through his/her Guide in the prescribed proforma (Annexure-III) as provided in para 21. The annual progress report complete in all respect must be sent to CSIR within 15 days of the completion of the year. Years are to be counted from the date of joining. Timely submission of progress report with reprints/pre-prints duly acknowledging the financial assistance of CSIR may be ensured failing which the fellowship may be terminated.

(v) Once a Research Fellow accepts the Fellowship and joins, it is incumbent on him/her to continue the research for the normal tenure of the Fellowship or for such lesser duration during which the original objectives of the research problem have been achieved.

(vi) No Fellow shall discontinue his/her Fellowship without prior approval of CSIR. In case he/she wishes to discontinue the Fellowship prior to completion of the tenure on attainment of original objectives of research, he/she must submit the resignation to CSIR through the Guide one month in advance, indicating specific reasons for not continuing the Fellowship. The Fellowship shall cease from the date stipulated in the CSIR letter approving the resignation. Abrupt discontinuance of Fellowship without concurrence of CSIR may lead to disciplinary action.

(vii) The Research Fellow must send a detailed consolidated report of the research work done during the entire period of Fellowship on completion of the tenure/resignation of the

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Fellowship through the Guide to CSIR, in the prescribed proforma (Annexure-IV).

(viii) During the tenure of the Fellowship, the Fellow shall correspond with CSIR only through the Guide/Head of the Institution.

(ix) The Research Fellow shall keep CSIR informed about his/her getting the higher degree, submission of thesis for PhD, MD, MDS, MS, MPhil, ME etc. and submission/acceptance/publication of any research paper arising out of the research work done during the tenure of the fellowship. He/she must acknowledge the support of CSIR in the publications. One copy each of all the research papers published must be sent to CSIR, at each stage of publication (manuscript/ reprint).

(x) Any kind of paid or honorary part or full time employment or private practice even in honorary capacity is not permissible during the tenure of Fellowship.

24. TEACHING AND DEMONSTRATION WORK : The Research Fellow may, on the recommendation of the Guide, undertake honorary demonstration and teaching work provided the demand made on his/her time does not exceed six hours in a week and it would not hinder the progress of research. CSIR should be informed in such cases.

25. A Research Fellow on the recommendation of the Guide and provided his/her Univ/ Institute has no objection may be permitted by CSIR to take up temporary paid lectureship/ research job in a recognised R&D Institution/ University, College/Instt. of repute/Recognised Institution/ PDF studies in India & Abroad for a period not exceeding one year during the entire tenure of the Fellowship (JRF & SRF together). The Research Fellow will not be entitled to any extension of the Fellowship for such periods. The Fellow will not be entitled to stipend or contingency during such leave. Such leave period will be counted in the tenure. Such leave can be taken only after joining and working as a Research Scholar at least for one year. Fellow has to report for duty at the same place from where he proceeded on leave.

26. CONDITIONS OF AWARD OF FELLOWSHIP TO REGULAR EMPLOYEES: These will be as given below :

(i) In case the candidate is doing PhD related research in the Town /City of his/her employment, he/ she will get only

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contingency grant from CSIR and leave salary admissible from his/her Employer.

(ii) In the event of candidate doing his PhD related research work at some Town/City other than the Town City of his/her employment, he/she will be entitled for stipend and contingency grant from CSIR.

Leave
27. LEAVE : Leave with stipend not exceeding 45 days for each completed year of tenure may be allowed by the Guide after the request has been communicated to CSIR. The leave will be treated as part of the Fellow's tenure. The leave due can be carried over to the next year; however not more than 90 days can be accumulated at any time during the tenure. Of this not more than 30 days can be availed of at the end, prior to completion of the tenure of Fellowship. During the first year of Fellowship or any uncompleted year, leave may be granted on pro-rata basis. Sanction of leave without stipend may be considered by CSIR under special circumstances. In case a Fellow proceeds on leave before termination of Fellowship, he/she must join back before the expiry of tenure, failing which the tenure will be deemed to have terminated with effect from the date he/she proceeded on leave. The fact of joining back from leave should be communicated to CSIR immediately.

28. The Guide can grant leave to a Fellow in his charge with the concurrence of the Head of the Institution/Department if the leave is due, as prescribed in the para 27. If leave is not due, such cases will be decided by CSIR only. *The Fellow should not be allowed to proceed on leave to visit abroad for attending conferences / seminars etc. without prior approval of the CSIR.* The entire duration of such foreign visits if funded by any national / international agency, whether partially or fully, would be treated as leave without stipend.

29. For women Fellows, full stipend plus HRA, if any, may be paid pm during the period of absence upto 90 days on grounds of maternity. Such leave shall be sanctioned by the Guide under intimation to CSIR. The Fellowship amount for leave period will be paid after the Fellow resumes duty and submits a medical certificate in support of actual confinement. It is expected that the Fellow will make up the deficiency during the remaining tenure.

30. TRANSFER OF FELLOWSHIP : The Fellowship will be transferred from one Institution to another in special

circumstances with the prior approval of CSIR. No TA will be permissible in such cases. The research Fellow must ensure that necessary facilities are available at the Institution chosen by him/her for research at the time of application/ joining the Fellowship. Joining time for a week only will be given in the event of transfer which will be treated as duty period provided the distance is more than 300 Km.

31. TERMINATION OF FELLOWSHIP: The Fellowship shall normally stand terminated on completion of its tenure or from the date the Fellow resigns and his/her resignation has been accepted by CSIR. For a person who joins on the 1st day of the month, his/her tenureship will be completed on the last day of the previous month. In other cases, the tenureship will be completed on the last day of the same month.

32. If a Fellow is found to be lacking in research aptitude or negligent in his/her research assignment, the Supervisor may inform CSIR. The Fellowship may be terminated by the CSIR on the recommendation of the Supervisor and Head of the Department/Institution.

33. If a Fellow leaves without permission, stipend due at any time shall not be paid to him/her by the Institution, till all University and other dues are cleared and certified by the University/Institution. Responsibility in such cases shall be that of the University/Institution concerned.

34. The unspent balance of grant lying with the Institution at any time due to termination/resignation of the Fellow must be refunded to CSIR immediately by means of a demand draft in favour of CSIR Complex, New Delhi.

35. Research Fellows must settle their claims within one year of leaving the Fellowship. No claim will be admitted by CSIR after one year of leaving the Fellowship.

36. ACCOMMODATION/HRA : All Research Fellows may be allowed hostel accommodation wherever available. Where this is not possible, house rent allowance will be allowed as per the rules of the host institutions. The basis for calculating HRA will be the actual stipend of the Research Fellow. The concerned institution will send HRA claim bill, in triplicate separately in respect of the Fellows who fulfil the requisite conditions of the host institutions.

37. MEDICAL BENEFITS All Research Fellows may be provided medical benefits as per rules of the host Institution.

This will be limited to the Fellow only and not for his/her family members/ dependants.

38. ADMINISTRATIVE OVERHEAD EXPENSES :

38.1. For maintaining and timely submission of the accounts of CSIR grants, the beneficiary University/ Institution is entitled to claim from CSIR the administrative overhead charges at the following rates to be disbursed to the employees entrusted with the maintenance of the accounts of grants :

(a) 10% of actual expenditure of contingency amount subject to the maximum of Rs 300/- pa per Research Fellow/Associate directly selected by CSIR.

(b) In case of Research Schemes, Rs 300/- pa per Research Scheme having one Research Fellow/Associate or none.

38.2. Rs 500/- pa per Research Scheme having more than one Research Fellow/Associate, provided that the total amount of administrative overhead charges claimed by an institution shall not exceed Rs 10,000/- per annum.

38.3. *The admissibility of the overhead charges shall be subject to the timely submission (within one year) of the following statements/ documents to CSIR:*

(a) Consolidated utilisation certificate in respect of the financial year in question.

(b) Abstract of receipt and payment accounts relating to CSIR grants for the year, alongwith the statement of accounts of Fellowship and Schemes separately duly signed by the Finance Officer and countersigned by the Registrar. Audited statements by statutory auditors or Government auditors (as is the case) may be sent later on.

(c) Details of refunds of unspent balance of terminated Fellow/Schemes together with cheque No. & date, etc.

(d) CSIR may withhold release of grants to the University/Institution which has not furnished abstract of claim for administrative overhead expenses alongwith statements/documents for one year.

38.4. The amount of administrative overhead charges may be retained by the Institution while refunding the unspent balance or where there is no unspent balance for the year in question, then from the grants of the current year, provided the accounts are rendered within 1 year. Payment of the

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administrative overhead charges to the employees maintaining accounts of CSIR shall be made only on authorisation by CSIR and on receipt of the statement/documents mentioned above.

38.5. The amount of overhead expenses shall be disbursed in full to the concerned employees immediately on receipt of authority letter from CSIR and a confirmation to this effect shall have to be given to CSIR within a month of receipt of such authority letter.

39. RESEARCH FELLOWSHIPS UNDER LABORATORY QUOTA

The JRF's may be recruited under Director's quota of a CSIR Laboratory/ Institute from among the candidates who are identified for support by EMR from the result of the national CSIR-UGC NET. Selection for SRF's will be through the high level disciplinewise committees of CSIR. The number of fellowships (JRFs & SRFs) will not exceed ten at a given time. The terms and conditions as given above will be applicable to all JRFs and SRFs.

40. RESEARCH ASSOCIATESHIP(RA)

A certain number of RA-ships will be awarded each year directly by CSIR to encourage young research workers who have shown promise in original research and propose to pursue research work in science, engineering or technology on specific projects.

41. **ELIGIBILITY** : Under this scheme, persons possessing Doctorate (PhD/MD/MS/MDS) or equivalent degree or having 3 years of research, teaching and design and development experience after MVSc / MPharm/ ME/ MTech will be eligible for appointment as RA. Those who have submitted Ph.D/MD/MS/MDS theses can also apply for RAship. On selection they will be awarded provisional Associateship.

42. **AGE LIMIT** : The upper age limit for appointment of RA will normally be 35 years. The upper age limit is relaxable upto 5 years in the case of applicants belonging to Scheduled Castes/ Tribes and women and physically handicapped. The Associate will do full time research work on problems stated in his/her application and approved by CSIR.

43. **APPLICATION PROCEDURE** : Applications for RA-ship are invited twice a year on all India basis through press

advertisement. The prescribed application form will be printed alongwith the advertisement in the Employment News. The completed application proforma must be submitted to the Deputy Secretary, EMR Division, CSIR Complex, NPL Campus, New Delhi-110012, within the prescribed date.

44. **SELECTION PROCEDURE** : The selection would be through assessment of academic achievements of candidates and interview of those screened by high level disciplinewise Selection Committees constituted for the purpose. Second class rail fare is admissible to those applicants who are called for interview. The validity of the offer of appointment shall be 1 year from the date of issue of award letter.

45. The RA-ships are tenable in Indian Universities/IITs/ Colleges/ Government Research Establishments and those of recognised public or private sector industrial firms and other Institutions approved by the CSIR.

46. STIPEND AND CONTINGENCY GRANT

The consolidated stipend of RA will be in the following 4 slabs :

Rs 2800 - 100 - 3300

Rs 3300 - 100 - 3800

Rs 3750 - 125 - 4375

Rs 4325 - 125 - 4700 - 150 - 5000

The stipend may normally be fixed at Rs 2800/- in case of fresh PhDs in the slab of Rs 2800-100-3300. However, a selected RA may be placed in the higher slab if there is ample justification and such recommendation is made by the disciplinewise Selection Committee and approved by DC/SIR. In addition, contingent grant of Rs 10,000/- paper Associate will be provided to the concerned Universities/Institutions. A research Associate, if he/she so desires, may apply for enhancement of slab against advertisement once in the entire tenure on completion of 2 years as CSIR Research Associate.

47. **TENURE** : Associateship will be tenable initially for a period of two years, extendable for a period not exceeding three years. At the time the RA is about to complete 2 years the progress would be assessed by a high level disciplinewise Assessment Committee consisting of one external member not below the rank of Professor, Supervisor of the candidate

and Head of the Department. If the Supervisor happens to be the Head of the Department, another Professor of the same Department may be associated with the Committee. However, the order for extension or otherwise will be issued by the EMR Division after having considered the high level disciplinewise Committee's report, together with the detailed progress report duly supported by the reprints/ preprints/ manuscripts of the papers published, accepted or communicated. The above procedure will be followed every year after first 2 years. The total tenure of RA will not exceed 5 years including the tenure of Associateship awarded by UGC/DST/ICMR/ICAR etc.

48. AWARD OF ASSOCIATESHIP AND RELEASE OF GRANTS

The procedure described in paras 15 to 19 for Fellowship will be applicable in the case of Associateship.

✓ 49. CONTINGENT GRANT

The contingent grant is Rs 10,000/- pa. The details in para 20 of Fellowships will be applicable for utilisation of this grant.

50. The Associate shall present yearly reports on the progress of his/her work, through the Supervisor and the Head of the Department in the University/Institution, in the prescribed proforma (Annexure III), as informed in para 21. He/she will be entitled to an annual increment of Rs 100/125 depending on the progress of work and approval by CSIR subject to the maximum ceiling in the particular slab he/she is placed in.

51. The Associate shall, at the expiry of the Associateship, submit a comprehensive report of the work done during the entire period of Associateship through the supervisor to CSIR in the prescribed proforma (Annexure IV) alongwith copies of any published work (manuscripts, reprints).

52. If an Associate wishes to leave the Associateship before the end of the tenure, it should be with the prior approval of CSIR.

53. The Associateship can be terminated, if at any time CSIR is not satisfied with the progress or conduct of the Associate.

54. For rules regarding selection, payment of funds, utilisation of contingent grant, submission of progress report, tenure, publications and patents, leave for temporary or paid lecturer-

ship /research job, etc. the general rules applicable to JRFs and SRFs will apply to RA except that the Supervisor of RA will be equivalent to Guide of Fellow.

RESEARCH ASSOCIATES UNDER LABORATORY QUOTA

55. An RA-ship may be created in a CSIR laboratory when the Director considers it necessary to have the services of senior research worker of a specialisation for a specific project for a short duration. An Associate, during his/her tenure, will work in the specific project and depending upon his/her performance and potentialities, may be later considered for permanent absorption in the laboratory in accordance with the prescribed procedures.

✓ 56. RAs may be selected through interview by high level disciplinewise Selection Committees constituted locally with members of the same level as for the selection for the post of Scientist B. In exceptional cases where there is a deviation in the minimum qualification specified, the recommendation duly approved by the R.C. with appropriate justification alongwith the bio-data of the incumbent may be sent to the Director- General, CSIR for his consideration and approval.

✓ 57. The qualification, emoluments, age and general conditions of tenure and leave, etc. will remain the same as for general RAs.

58. *An RA would not be treated as a regular employee of the CSIR, nor his/her tenure would be added towards service, if he/she is subsequently employed in CSIR as a Scientist on any regular post.*

59. In a particular laboratory not more than 5 RAs may be in position at a given point of time. ~~The aggregate quota of Associateship and Fellowships under the Director's quota together shall not normally exceed 15. However, the Directors can create additional positions from the budgets of their Institutes, if required.~~

60. **GENERAL :** CSIR may send whenever considered necessary its officers for reviewing the work of the Fellows and Associates, inspection of accounts, etc. in Universities/ Institutes where the scholars are placed.

61. The stipend of Research Fellow/ Associate is exempted from the payment of the income tax.

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62. Any kind of paid or honorary part - or - full -time employment or private practice even in honorary capacity is not permissible during the tenure of Fellowship/ Associateship.

63. These terms and conditions supersede all previous instructions issued in regard to JRF/ SRF/ RA. However, any relaxation would require approval of DGSIR. In all matters decision taken by CSIR will be final.

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ANNEXURE I

GENERAL GUIDELINES

To facilitate speedy day-to-day working of the Research Fellowships/ Associateships of CSIR, the following power can be exercised by the Guides of Research Fellows/ Associates* in concurrence with the Head of the Department/Dean of the Faculty/ Director/Vice chancellor.

1. Sanctioning of leave when it is due.

2. Approving of tours of Research Fellows/ Associates for:

(i) Attending Symposia/ Seminars/ Conferences in India provided the Fellows/Associates are presenting papers which have been accepted and for attending Workshops/ Training Courses relevant to the research projects;

(ii) Field work connected with research;

(iii) Computation work;

(iv) Consulting rare reference volumes in the nearest University/Research Institution library.

3. Utilization of contingent grant for the following:

(i) Acquisition of books and documents of relevance to the research topic provided these are not available in the library of the University/Institution.**

(ii) Towards meeting actual train fare and DA. During tours the Research Fellow/Associate will be entitled to TA/DA as

* senior faculty member (or Supervisor) for Research Associates.

** The requisition is to be recommended by the Supervisor and approved by the Head of the Department. The book will become the property of the University/Institution's Library after purchase and could be issued to the Supervisor/Fellow/Associate after accession for use by the indenting Fellow/Associate till his/her research Fellowship/Associateship is over. Normally, not more than 25% of the total annual contingent grant can be utilised for purpose.

admissible in case of government servants drawing basic pay @ Rs 2200/- pm ***. However, DA will be limited to 50 days in a year.

(iii) Towards meeting TA/DA limited to first class rail fare of outside expert members of Assessment Committee****.

(iv) Chemical/consumable items required for the research work.

(v) Equipment required exclusively for research.

(vi) Photographic materials for research or thesis work.

(vii) Computation charges.

(viii) Reprints/Off-prints of research papers.

(ix) Stationery and postal charges. *****

(x) Typing of Research papers.

(xi) Registration fee for attending conference in India and abroad.

(xii) Any other purpose, specifically authorised by CSIR.

Contingent grant cannot be utilised for

(a) Foreign travel or other expenses for visit abroad.

(b) Stationery items such as: pen, pencils, folders, file, covers, carbon paper etc. and furniture items.

*** The calculation of the daily allowance will be made from the date of commencement of the journey to the date he/she returns to the Head-quarters.

**** It is expected that Assessment Committee meetings are so fixed that services of experts can be utilised while they are on a visit to that Institution.

***** Not to exceed 20% of the contingent grant.

N.B. No expenditure can be incurred for purchasing furnitures and office equipment.

ANNEXURE II

ANNEXURE - II

LEDGER SHOWING THE AMOUNT OF RECEIPT AND EXPENDITURE IN RESPECT OF DIRECT RESEARCH FELLOWS/ ASSOCIATES
(Please see para 19 & 20 of the terms & conditions)

Name of Research Fellow Department Date of joining

RECEIPTS
(Particulars of grant received)

PAYMENTS
(Particulars of grants paid)

Year	Date of receipt of grant	Cheque No. & Amount	Supend	Contin- gency	Total	Sig. of drawing Officer (Finance Officer/ Registrar)	Date of payment of grants	Vr. No.	Supend	Contin- gency	Total	Sig. of Disbursing Officer	Remarks
20	1	2	3	4	5	6	1	2	3	4	5	6	7

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1	2	3	4	5	6	1	2	3	4	5	6	7
Balance B/F from previous year												
Receipts during the year							Payments during the year					
Balance C/O to the next year												

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ANNEXURE III

Proforma for Annual Progress Report of Research Fellow/Associate

1. Name of the Fellow/Associate:
2. Nature of fellowship (JRF(NET)/SRF(NET)/SRF/RA):
3. CSIR Award No:
4. Name, designation and address of Guide:
5. Place of work (Names of the Department /Institute/University/College, etc.):
6. Date of joining:
7. Period upto which fellowship is tenable:
8. Date of registration for higher degree (MPhil, PhD, ME, etc.):
9. (a) Topic of research:
(b) Broad Subject area:
10. Objective in undertaking work:
11. Period of Report: from to
12. Attendance :
(a) Total No. of working days during the period under report:
(b) Out of these, total No. of days in which the Fellow/Associate was present and worked:
(c) Number of days for which leave was sanctioned:
13. Detailed report about the research work done during the above mentioned period. This should include quantitative results of research presented in Table(s)/Figure(s), discussion and conclusions drawn (separate sheets should be attached):
14. Summary of research work done during this period (in not more than 300 words; a separate sheet may be attached):
15. Plan of work for the next year (separate sheet may be attached):

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16. Research papers published / accepted for publication/communicated for publication (Details of authors, title, journal, volume, page number and reprints of published papers/preprints of accepted papers/ and manuscripts of communicated papers must be sent);

17a. (For the fellows who are not holding regular employment with a University/Laboratory/Institute etc.)

It is affirmed that I have devoted my full time to research and that I did not take up any other paid or unpaid work without taking written permission from CSIR. It is also certified that due acknowledgement of CSIR Financial assistance has been made in the published paper.

Date :

Signature of Fellow/Associate

17b. (For the Fellows who are holding regular employment with a University/Laboratory/Institute etc.)

It is affirmed that I have devoted my full time to research and that I did not take up any other paid or unpaid work without taking written permission from CSIR and am on study leave and have claimed only my regular salary/leave salary or only the Fellowship stipend and no salary as provided in para 26 of terms and conditions. (Strike out whichever is not applicable)

Date :

Signature of Fellow/Associate

18. Overall assessment and comments of the Guide:

(a) It is certified that the information provided above and in separate pages enclosed with this report by the Fellow/Associate is correct to the best of my knowledge and belief.

(b) My specific comments about the performances of above Fellow/Associate are ;

Date :

Signature of Guide/Head

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ANNEXURE IV

Proforma for progress Report of Research Fellow/ Associate for the entire duration of Fellowship/ Associateship to be submitted on completion/ termination of Fellowship/ Associateship:

1. Name of the Fellow/Associate:
2. Nature of Fellowship (JRF(NET)/SRF(NET)/ SRF/RA):
3. CSIR Award No:
4. Name, designation and address of Guide:
5. Place of work (Names of the Department and of the Institute/ University or College):
6. Date of joining:
7. Date of relinquishing the Fellowship/ Associateship:
8. Date of registration for higher degree, if any:
9. (a) Topic of research:
(b) Broad Subject/area:
10. Objective in undertaking research:
11. Total period of Fellowship/ Associateship availed in years and months:
12. Attendance records:
13. Summary of work done. Actual research achievement may be summarised in about 500 to 1000 words:
14. (a) Consolidated report of work done during the entire period of Fellowship /Associateship. This should bring out clearly the original objectives and how far these have been achieved, emphasising the salient features of the work done by giving quantitative data and its interpretation.
(b) Research papers published / accepted for publication / communicated for publication (Full details of authors, title, journal, volume, year and page numbers may be given and reprints/preprints/ manuscripts of research papers must be enclosed. If some papers are submitted for publication or are published after submission of Annexure-IV, their copies may

be sent to EMR Division as soon as available by giving reference to CSIR award no. This may be ensured by the Guide/Supervisor:

(c) Whether PhD thesis has been submitted: Yes/No

If yes, title of thesis may be given

d) Which higher degree has been obtained:

15. In case the Fellowship/Associateship has not been availed for the full tenure, the reasons for discontinuing may be given, such as getting a job, going abroad, lack of facilities/guidance, personal factors, etc.

16. Whether the work is of any applied importance and, if so, whether patent has been/can be taken? If yes, whether CSIR has been approached:

17. Future correspondence address of the Fellow/Associate

18. Any remark/comment :

Date:

Signature of the Fellow/Associate

19. Overall assessment and comments of the guide:

Date :

Signature
of the
Guide/Supervisor/Head

ANNEXURE-V

M.B.R No.
Date in triplicate

To be filled and submitted
in triplicate

TO
Joint Secretary (Administration)
Council of Scientific & Industrial Research

WHILE CLAIMING THE GRANT IT MAY KINDLY BE
ENSURED THAT STATEMENT OF ACCOUNTS AND
UTILIZATION CERTIFICATE FOR THE PREVIOUS
GRANT HAVE BEEN SUBMITTED TO CSIR

26

GRANTS-IN-AID BILL

CSIR Sanction No

dated

Name of the fellow
(In case of single person)

Number of Research Fellow
(In case of consolidated bill)

RA
SRF Statement enclosed
JRF in triplicate.
Total

27

PARTICULARS	AMOUNT OF GRANT			Total	Remarks
	Staff	Cont.	HRA		
1. Amount Sanctioned for the year 199 - 9					
2. Grant Claimed for the period from to					
DEDUCT 3. Unspent Balance brought forward					
4. Net amount claimed					

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1. Certified that the amount claimed in this bill will be utilized for the purpose it is sanctioned and in accordance with the Terms and Conditions for CSIR Fellowships and Research Grants.
2. Certified that the attendance records have been maintained & checked.
3. Certified also that the work of the Research Fellows/Associates for the past six months has been satisfactory.
4. Certified that the persons for whom HRA is claimed have not been provided any accomodation and HRA claimed is as per rules of this Institute.

28
Signature
of the Supervisor

Counter-Signature & Designation of Head of Institution
(Office Stamp)

(To be filled in by the CSIR)

Gr. No.

EMR. I.

Dated

Passed for Rs (Rs

Cheque to be issued in favour of

29

Under Secretary/Section Officer
Council of Scientific & Industrial Research

(Budget Head Grants-in-aid "Fellowships")

Pay Rs Only (Rupees only)

Finance & Accounts Officer
Council of Scientific & Industrial Research

Annexure VI

THREE MEMBER ASSESSMENT
COMMITTEE REPORT

ASSESSMENT FOR UPGRADATION OF MR./MS.
JRF WORKING AT ON COMPLETION
OF TWO YEARS

THE CONSTITUTION OF THE COMMITTEE

1. DR. EXTERNAL MEMBER
PROFESSOR/ASSOCIATE
PROFESSOR DEPARTMENT
UNIVERSITY/
INSTITUTE.
2. HEAD OF THE DEPARTMENT MEMBER
(IN CASE HOD IS THE GUIDE, THEN
DEAN OR ANY OTHER SENIOR
MEMBER OF THE FACULTY)
3. GUIDE/SUPERVISOR MEMBER

DATE, TIME AND VENUE OF ASSESSMENT/
INTERVIEW

ASSESSMENT OF THE COMMITTEE

RECOMMENDATIONS

In view of the outstanding/very good/satisfactory performance of the JRF, and also the fact that he/she has published work to his/her credit, the committee makes the following recommendations:

1. Mr./Ms. may be allowed to
continue for third year on the existing rate of stipend.
2. Mr./Ms. may be upgraded as
SRF and his/her stipend may be raised to Rs. 2800 per month.

MEMBER
(EXTERNAL)

MEMBER
(HOD)

MEMBER
(GUIDE)

Annexure VII

THREE MEMBER ASSESSMENT
COMMITTEE REPORT

ASSESSMENT OF DR./MR./MS.
SRF WORKING AT ON COMPLETION OF
TWO YEARS

THE CONSTITUTION OF THE COMMITTEE

1. DR. EXTERNAL MEMBER
PROFESSOR/ASSOCIATE
PROFESSOR DEPARTMENT
UNIVERSITY/
INSTITUTE
2. HEAD OF THE DEPARTMENT MEMBER
(IN CASE HOD IS THE GUIDE, THEN
DEAN OR ANY OTHER SENIOR
MEMBER OF THE FACULTY)
3. GUIDE/SUPERVISOR MEMBER

DATE, TIME AND VENUE OF ASSESSMENT/
INTERVIEW

ASSESSMENT OF THE COMMITTEE

RECOMMENDATIONS

In view of the outstanding/very good/satisfactory performance of the SRF, and also the fact that he/she has published work to his/her credit, the committee makes the following recommendations:

Mr./Ms. may be allowed to continue his her research work
for third year.

MEMBER
(EXTERNAL)

MEMBER
(HOD)

MEMBER
(GUIDE)

RECOMMENDED
DIRECTOR/VICE CHANCELLOR

1992

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RESEARCH SCHEMES

TERMS & CONDITIONS,
FORMS AND GENERAL
INFORMATION

(Effective from 1st September, 1992)

EXTRAMURAL RESEARCH DIVISION
HUMAN RESOURCE DEVELOPMENT GROUP
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
CSIR COMPLEX, NPL CAMPUS, PUSA
NEW DELHI - 110 012
1992

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CSIR RESEARCH GRANTS

RESEARCH SCHEMES

Terms & Conditions, Forms &
General Information
(Effective from 1st September 1992)



1992

Extramural Research Division,
Human Resource Development Group,
Council of Scientific & Industrial Research,
CSIR Complex, NPL Campus,
Pusa, New Delhi-110 012

-104-
BY

Please contact for any further details:

Dr Sushil Kumar (Head, HRD Group)
Tel No 3710519, 5748632

Dr S Mallick (Deputy Adviser)
Tel No 5789834

Shri O P Vishwabhan (Scientist)
Tel No 5754215

Mrs A Gupta (Scientist)
Tel No 5754215

Shri V S Bhati (Scientist)
Tel No 5741038

Shri N N Sareen (Under Secretary)
Tel No 5788704

All correspondence should be addressed to:

The Head,
Human Resource Development Group,
Extramural Research Division,
CSIR Complex Building,
NPL Campus, Pusa,
New Delhi-110012

Abbreviations used

CSIR	: Council of Scientific & Industrial Research
HRD	: Human Resource Development
EMR	: Extra Mural Research
PI	: Principal Investigator
JRF	: Junior Research Fellow
SRF	: Senior Research Fellow
RA	: Research Associate
FTR	: Final Consolidated Technical Report Describing the Research Achievements

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1. GENERAL

1.1 The Council of Scientific & Industrial Research (CSIR) provides financial assistance to promote research work in the fields of Science & Technology, including Agriculture, Engineering and Medicine. The assistance is provided by way of grants to Professors/Experts in the universities, IITs, post-graduate institutions, recognised R&D laboratories both in public and private sectors. Research proposals of applied nature as well as those falling under basic sciences which attempt to solve specific problems being pursued by CSIR laboratories, or in newer and complementary fields, are considered for CSIR support. Priority is given to multi-disciplinary projects which involve inter-organisational co-operation (including that of CSIR laboratories). Preference is given to schemes which have relevance to research programmes of CSIR laboratories (Annexure-III).

1.2 Investigators working in Government Research Laboratories/Establishments are generally not eligible for the grant.

1.3 A time bound research proposal clear and specific in the objective(s) and realistic and reasonable in the means needed to execute them has good chance of getting CSIR support. The CSIR provides essential financial inputs for viable research schemes so as to obtain definite advancements in specific fields and areas.

1.4 Research grants of CSIR are intended mainly to supplement the research facilities available with the sponsoring institutions. They provide money for one or more Junior Research Fellows (JRF), Senior Research Fellows (SRF) and Research Associates (RA), contingencies and equipment. Usually the amounts sanctioned for equipment are small. No graded posts are sanctioned.

1.5 Depending on the magnitude and nature of research involved a research scheme may have more than one investigator and, in such a case, the first investigator shall be known as "Principal Investigator" (PI). In the event of a collaborative project involving two or more institutions, the consent of each such institution must be furnished with the proposal. Collaborative projects involving CSIR laboratories are encouraged.

1.6 The PIs may submit their proposals directly to the Human Resource Development (HRD) Group of CSIR.

1.7 CSIR has a number of disciplinewise research committees to consider the research proposals falling in their respective fields and make recommendations to the Governing Body of CSIR for financial assistance. The research committees usually meet twice a year and recommend grants for viable research schemes received for financial assistance and review the progress of ongoing schemes for their continuation.

1.8 The Directors of CSIR laboratories may invite applications for research grants in specific areas of interest to their respective laboratories. They will forward these to the CSIR HRD Group.

1.9 The schemes received through the Directors of CSIR laboratories shall also be examined for their suitability by subjectwise research committees. A committee for such schemes will comprise several Directors and one eminent non-CSIR specialist. In all other respects the schemes under 1.6 and 1.8 will be treated similarly.

1.10 Sanctioned schemes are monitored and renewed each year by research committees based on the progress reports to be submitted by the investigators. These should be received by CSIR by 1st October. PI is expected to suitably acknowledge the support received from CSIR in each of the publications arising from the work done under the scheme. Schemes are liable to be terminated if the progress is not considered satisfactory by the concerned committee. On completion of the scheme, the PI is required to submit Final Technical Report (FTR) in the prescribed proforma (Form-F).

2. PROCEDURE FOR APPLYING

2.1 Application for research grant can be submitted at any time during the year. The research proposal should be submitted in the prescribed proforma (Form-C). The application should be forwarded, through the Head of the concerned institution duly certified that (i) the core facilities are available and will be provided to the investigator(s) to work on the proposed scheme, and (ii) the department/institute will discharge all its obligations, particularly in respect of management of the grants given.

2.2 The research proposals on receipt in CSIR are sent to referees and CSIR laboratories in which work related/analogous to the proposal is in progress, for their

evaluation. These are then considered by the concerned area research committees (as explained in 1.7 and 1.9).

3. OPERATION OF SANCTIONED SCHEME

3.1 Documents to be sent to CSIR: CSIR funds are placed at the disposal and control of the sponsoring institution which is entrusted with the accountability of grant. The quantum of financial assistance to each sanctioned scheme is mentioned in the original award letter and renewal sanction. Grants are released in one or two instalments for each fiscal year. The grant for the first year is released by CSIR along with the sanction letter. It is stipulated that the scheme shall start from the commencement date mentioned in the letter or within 3 months from the date of issue of the letter. Following documents need to be provided to CSIR immediately after the receipt of sanction letter: (i) a certificate by the PI countersigned by the Head of the department/institution that no other aid-giving agency is funding the work proposed to be done under the scheme sanctioned by CSIR, and (ii) an agreement in the prescribed Form-A on non-judicial stamp paper of Rs 2/- (each page duly signed by PI) and (iii) date of commencement.

3.2 Date of start: A scheme is considered to have commenced as soon as some expenditure has been made from the grant.

3.3 Purchase of equipment: For the release of equipment grant the proforma invoice of the supplier, with whom the order has been placed is to be furnished along with the claim bill to CSIR by PI through the Registrar/Principal/Director of the Institute upon completion of purchase formalities, in any case within 3 months from the date of receipt of the equipment grant.

3.4 Tenure: The tenure of a scheme is 3 years, if a shorter duration has not been asked by the investigator. Extension beyond 3 years may be considered in a few deserving cases depending on the progress and need of the project; the extension is granted rarely. The period of extension will however be limited to a maximum of two years. The PI may make a request for extension in time, preferably in his renewal application for third year, giving detailed justification and period for which extension is required. A detailed report of scientific achievements under

17.2
the scheme since inception must invariably be sent along with the request for extension.

3.5 Appointment of JRF/SRF/RA : The approved research schemes of CSIR have provision for manpower to assist the investigator(s) in the research programme. The positions provided are JRF, SRF and/or RA. The qualifications and age requirements for JRF/SRF/RA appointments are given in the paras 3.9 and 3.10.

(a) JRFs

Competitive written test is conducted jointly by CSIR and UGC at national level (National Education Test, NET), to qualify young men and women for appointment as JRFs. Available NET qualified candidates can be appointed directly in the schemes of CSIR. Persons who have qualified in the GATE test can also be selected for appointment as JRFs. They should be interviewed to determine their suitability. Non-NET or non-GATE qualified candidates can not be appointed as JRFs.

(b) SRFs

(i) CSIR directly selects certain number of persons for SRFs on the basis of academic record, published work and interview by disciplinewise high-level expert committees. Persons among these awardees, who are otherwise eligible, can be appointed as SRFs in CSIR schemes.

(ii) The NET/GATE qualified candidates having a minimum of 2 years of research experience after MSc or equivalent degree can be selected and appointed on the basis of their possessing two years training in methods of research and aptitude for research. The details of the selected candidates accompanied by NET/GATE qualification certificate and recommendation of the interview board constituted for the purpose of recruiting SRF(s) must be sent to CSIR. The appointment will be then formally approved by CSIR.

(iii) SRFs can also be selected by national advertisement from among the non-NET/GATE qualified MSc/ equivalent degree candidates possessing two years training in methods of research and aptitude for research assessed from published project work or candidates possessing ME/MBBS or equivalent qualification. The eligible candidates will be interviewed by a Board consisting of the

17
PI, Head of the Department and an external member from outside the university/institution who is an expert in the relevant field and is not below the rank of Professor/Associate Professor. Where PI is the Head of Department, the Dean of the university/institution may be associated with the Board. The recommendations of the Board on each applicant, along with the candidates' applications are to be sent to CSIR for the approval and formalization of selection.

(c) RA

(i) Persons among those directly selected by CSIR for award of RA-ship can be appointed as RAs in schemes.

(ii) The procedure given in 3.5(b)(iii) can be used for appointing RAs. However, CSIR is to be informed about the outcome of selection, so that the same can be formalized.

3.6 When SRF/RA is selected by the national advertisement mode, 3.5(b) (iii) and (c) (ii), the biodata of the candidates should be obtained in the Form-G.

3.7 In case it becomes expedient to the overall interest of the work, PI may appoint JRF/SRF/RA in place of sanctioned position under intimation to CSIR indicating reasons therefor.

3.8 The tenure of the fellow(s)/associate(s) appointed in a scheme, excepting that of JRF-NET (CSIR), is co-terminus with the scheme. In other words, the tenure of the Fellow/Associate shall cease from the date the scheme terminates, irrespective of the period of fellowship/associateship held by him/her in that scheme. The total tenure of a fellow as JRF+SRF can be 5 years only.

3.9 The educational qualifications prescribed for the award of research fellowship/associateship are as under:-

(a) Junior Research Fellowship (JRF)

The minimum qualifications are: MSc or equivalent degree and passing of NET/GATE test. The selection for award of Junior Research Fellowship is made on the basis of a competitive written test organised jointly by CSIR and UGC at national level consisting of three papers. One of them is compulsory paper of general nature for testing mental ability and broad awareness of scientific knowledge

at an elementary level. The other two are optional papers to be selected from amongst 1) Chemical Sciences, 2) Earth, Atmosphere, Ocean and Planetary Sciences, 3) Engineering Sciences, 4) Life Sciences, 5) Mathematical Sciences and 6) Physical Sciences. One of these will be objective type and the other will require short descriptive answers to questions.

Applications for JRF are invited twice a year on all India basis in the prescribed application form printed alongwith the advertisement in the Employment News by a specified date. The completed application form may be submitted to the Controller of Examinations, Examination Unit, CSIR Complex Building, NPL Campus, Pusa, New Delhi-110012.

The candidates who qualify in the test are informed individually after the result is finalised.

(b) Senior Research Fellowship (SRF)

The minimum qualifications are: (i) MSc, BE, BTech, BVSc, BPharm, or equivalent degree, and at least two years of post-MSc, BE, BTech, BVSc, BPharm, research experience, as evidenced from published papers in standard refereed journals; (ii) ME, MTech or equivalent degree in Engineering/Technology; (iii) MBBS or BDS, with 1 year internship/ MVSc/ MPharm or equivalents.

(c) Research Associateship (RA)

The minimum qualifications are : Doctorate (PhD/MD/MS/MDS) or equivalent degree or having 3 years of research, teaching and design and development experience after MVSc/MPharm/ME/MTech.

3.10 The upper age limit for JRF, SRF and RA shall be 28, 32 and 35 years respectively as on the day on which the application is made. A small relaxation in age limit may be considered, in the case of applicants who are suitably qualified and experienced, on the recommendations of the selection committee. The upper age limit is relaxable upto 5 years in the case of candidates belonging to scheduled castes/tribes and women and physically handicapped candidates.

3.11 Stipend : The stipend payable to JRF, SRF & RA working in the research schemes is as follows:

(1) Position	1st & 2nd yr	3rd & subsequent yr
JRF	Rs.1800/-	Rs.2100/-
(2) SRF in	1st & 2nd yr	3rd & subsequent yr
(a) Scientific disciplines other than Medicine & Engineering	Rs. 2100/-	Rs. 2100/-
(b) Medicine & Engineering fields	Rs.2400/-	Rs.2500/-

(3) RA: The consolidated emoluments will be under the following 4 slabs depending on qualification and experience:

- (a) Rs. 2200-100-2700; (b) Rs. 2700-100-3200;
(c) Rs. 3200-100-3700; (d) Rs. 3700-125-4325

3.12 Assessment for continuance: Progress of JRFs and SRFs working in research schemes will be assessed at the end of two years by a Committee consisting of the PI, the Head of the Department (where the PI himself happens to be the Head of Department, the second member of the Committee will be the Dean or Professor/Associate Professor/Reader of the Department) and an external member from outside the university/institution who is an expert in the relevant field and is not below the rank of Professor/Associate Professor. The stipend of JRF will be increased from Rs.1800/- pm to Rs 2100/-pm and of SRF (Medical and Engineering disciplines) from Rs 2400/- pm to Rs 2500/- pm, for the remaining tenure of the scheme, provided the research progress has been found satisfactory by the Committee.

(b) Increment in stipend for RA: The candidate selected for RA will initially be placed in the first slab of Rs 2200 -100-2700 - at a monthly stipend of Rs 2200/- with the provision for annual increase of Rs 100/- depending on his satisfactory performance. The annual increase will be from the first of the month in which he had joined. When the selection committee recommends higher slab of stipend than the minimum (Rs 2200/-), the reason/justification for the same should be recorded in the minutes.

(c) House rent allowance (HRA) and Medical allowance (MA): In addition to stipend, the fellow/associate

will be entitled to: (i) HRA, as per rules of the host institution, provided he/she has not been given hostel accommodation (stipend paid/payable will be treated as pay for the purpose of HRA), (ii) MA, as admissible as per the rules of the host institution to its employees (this will be limited to the fellow only and not for their family members/dependants).

3.13 Leave : A fellow/associate may avail of 45 days' leave with stipend for each completed year of his tenure or on pro-rata basis for any fraction of a year. The leave due can be carried over to the next year. However, not more than 90 days leave can be accumulated at any time during the tenure of fellowship/associateship and not more than 30 days can be availed of at the end, i.e. prior to the completion of the tenure.

3.14 The PI may grant leave to a fellow/associate with the concurrence of the head of the department/institution, if the leave with stipend is due, as mentioned in the para 3.13. If leave with stipend is not due, such cases will be decided by CSIR only, and the fellow/associate should not be allowed to proceed on leave without prior approval of the Council.

3.15 For women fellows/associates, full stipend plus usual HRA may be paid per month during the period of absence upto 3 months on ground of maternity. Leave may be sanctioned by the PI under intimation to CSIR. The fellowship/associateship amount for such leave period will be payable after the fellow/associate resumes duty and submits a medical certificate in support of actual confinement.

3.16 The following are the general rules governing the fellowship/associateship :

(i) Only Indian citizens are eligible for research fellowship/associateship.

(ii) The award of fellowship/associateship does not imply any assurance or guarantee for subsequent employment by CSIR or at the institution where he/she is working.

(iii) If a Fellow/Associate is reported to have been lacking in his or her research assignment, the fellowship/associateship is liable to be terminated by CSIR.

4. CONTINGENT AND EQUIPMENT GRANT

4.1 The amount of contingent grant in schemes may vary depending upon the subject and the problem of research. The contingent grant may be utilised for special consumables or other materials essentially required for research, tours undertaken as an essential part of research work, purchase of books etc. not available in the institution.

4.2 Equipment grant is provided for purchase or fabrication of a particular equipment essential for the project which is not available in the concerned department/institution. Heavy budget for equipment is normally not encouraged by CSIR.

4.3 The guidelines for the utilization of contingency grant are given in Annexure-I. The accounts are to be maintained in a prescribed manner as indicated in Annexure-II.

5. PROGRESS REPORT AND RENEWAL OF SCHEME

5.1 Research committees of CSIR will monitor the progress of schemes to ensure that the funds are effectively utilised for maximum results. For this purpose investigators of research schemes are required to submit to CSIR every year comprehensive reports indicating the progress as on 31st of August. While the initial report of the first year's progress of work is expected to be brief, subsequent reports should be sufficiently detailed so as to enable the research committee to review the progress of work vis-a-vis the progress of work stipulated for the period. The progress report alongwith "Renewal Application" in the prescribed proformas (Form-E1 & Form-E2) and list of equipment purchased from CSIR grant, if any, as indicated in clause 8.0(viii) should be sent in time so as to reach CSIR on or before 1st of October each year. The schemes are renewed on year-to-year basis till the completion of their tenure, subject to the recommendation of the concerned research committee to that effect, based on the evaluation of the progress report.

5.2 The scheme will not be renewed for the next financial year unless the progress report/renewal application is received in CSIR by 1st October for consideration by the committee; delay may lead to termination of the scheme.

at an elementary level. The other two are optional papers to be selected from amongst 1) Chemical Sciences, 2) Earth, Atmosphere, Ocean and Planetary Sciences, 3) Engineering Sciences, 4) Life Sciences, 5) Mathematical Sciences and 6) Physical Sciences. One of these will be objective type and the other will require short descriptive answers to questions.

Applications for JRF are invited twice a year on all India basis in the prescribed application form printed along with the advertisement in the Employment News by a specified date. The completed application form may be submitted to the Controller of Examinations, Examination Unit, CSIR Complex Building, NPL Campus, Pusa, New Delhi-110012.

The candidates who qualify in the test are informed individually after the result is finalised.

(b) Senior Research Fellowship (SRF)

The minimum qualifications are: (i) MSc, BE, BTech, BVSc, BPharm, or equivalent degree, and at least two years of post-MSc, BE, BTech, BVSc, BPharm, research experience, as evidenced from published papers in standard refereed journals; (ii) ME, MTech or equivalent degree in Engineering/Technology; (iii) MBBS or BDS, with 1 year internship/ MVSc/ MPharm or equivalents.

(c) Research Associateship (RA)

The minimum qualifications are : Doctorate (PhD/MD/MS/MDS) or equivalent degree or having 3 years of research, teaching and design and development experience after MVSc/MPharm/ME/MTech.

3.10 The upper age limit for JRF, SRF and RA shall be 28, 32 and 35 years respectively as on the day on which the application is made. A small relaxation in age limit may be considered, in the case of applicants who are suitably qualified and experienced, on the recommendations of the selection committee. The upper age limit is relaxable upto 5 years in the case of candidates belonging to scheduled castes/tribes and women and physically handicapped candidates.

3.11 Stipend : The stipend payable to JRF, SRF & RA working in the research schemes is as follows:

(1) Position	1st & 2nd yr	3rd & subsequent yr
JRF	Rs.1800/-	Rs.2100/-
(2) SRF in	1st & 2nd yr	3rd & subsequent yr
(a) Scientific disciplines other than Medicine & Engineering	Rs. 2100/-	Rs. 2100/-
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(3) RA: The consolidated emoluments will be under the following 4 slabs depending on qualification and experience:

- (a) Rs. 2200-100-2700; (b) Rs. 2700-100-3200;
(c) Rs. 3200-100-3700; (d) Rs. 3700-125-4325

3.12 Assessment for continuance: Progress of JRFs and SRFs working in research schemes will be assessed at the end of two years by a Committee consisting of the PI, the Head of the Department (where the PI himself happens to be the Head of Department, the second member of the Committee will be the Dean or Professor/Associate Professor/Reader of the Department) and an external member from outside the university/institution who is an expert in the relevant field and is not below the rank of Professor/Associate Professor. The stipend of JRF will be increased from Rs 1800/- pm to Rs 2100/-pm and of SRF (Medical and Engineering disciplines) from Rs 2400/- pm to Rs 2500/- pm, for the remaining tenure of the scheme, provided the research progress has been found satisfactory by the Committee.

(b) Increment in stipend for RA: The candidate selected for RA will initially be placed in the first slab of Rs 2200 -100-2700 - at a monthly stipend of Rs 2200/- with the provision for annual increase of Rs 100/- depending on his satisfactory performance. The annual increase will be from the first of the month in which he had joined. When the selection committee recommends higher slab of stipend than the minimum (Rs 2200/-), the reason/justification for the same should be recorded in the minutes.

(c) House rent allowance (HRA) and Medical allowance (MA): In addition to stipend, the fellow/associate

will be entitled to: (i) HRA, as per rules of the host institution, provided he/she has not been given hostel accommodation (stipend paid/payable will be treated as pay for the purpose of HRA), (ii) MA, as admissible as per the rules of the host institution to its employees (this will be limited to the fellow only and not for their family members/dependants).

3.13 Leave : A fellow/associate may avail of 45 days' leave with stipend for each completed year of his tenure or on pro-rata basis for any fraction of a year. The leave due can be carried over to the next year. However, not more than 90 days leave can be accumulated at any time during the tenure of fellowship/associateship and not more than 30 days can be availed of at the end, i.e. prior to the completion of the tenure.

3.14 The PI may grant leave to a fellow/associate with the concurrence of the head of the department/institution, if the leave with stipend is due, as mentioned in the para 3.13. If leave with stipend is not due, such cases will be decided by CSIR only, and the fellow/associate should not be allowed to proceed on leave without prior approval of the Council.

3.15 For women fellows/associates, full stipend plus usual HRA may be paid per month during the period of absence upto 3 months on ground of maternity. Leave may be sanctioned by the PI under intimation to CSIR. The fellowship/associateship amount for such leave period will be payable after the fellow/associate resumes duty and submits a medical certificate in support of actual confinement.

3.16 The following are the general rules governing the fellowship/associateship :

(i) Only Indian citizens are eligible for research fellowship/associateship.

(ii) The award of fellowship/associateship does not imply any assurance or guarantee for subsequent employment by CSIR or at the institution where he/she is working.

(iii) If a Fellow/Associate is reported to have been lacking in his or her research assignment, the fellowship/associateship is liable to be terminated by CSIR.

4. CONTINGENT AND EQUIPMENT GRANT

4.1 The amount of contingent grant in schemes may vary depending upon the subject and the problem of research. The contingent grant may be utilised for special consumables or other materials essentially required for research, tours undertaken as an essential part of research work, purchase of books etc. not available in the institution.

4.2 Equipment grant is provided for purchase or fabrication of a particular equipment essential for the project which is not available in the concerned department/institution. Heavy budget for equipment is normally not encouraged by CSIR.

4.3 The guidelines for the utilization of contingency grant are given in Annexure-I. The accounts are to be maintained in a prescribed manner as indicated in Annexure-II.

5. PROGRESS REPORT AND RENEWAL OF SCHEME

5.1 Research committees of CSIR will monitor the progress of schemes to ensure that the funds are effectively utilised for maximum results. For this purpose investigators of research schemes are required to submit to CSIR every year comprehensive reports indicating the progress as on 31st of August. While the initial report of the first year's progress of work is expected to be brief, subsequent reports should be sufficiently detailed so as to enable the research committee to review the progress of work vis-a-vis the progress of work stipulated for the period. The progress report alongwith "Renewal Application" in the prescribed proformas (Form-E1 & Form-E2) and list of equipment purchased from CSIR grant, if any, as indicated in clause 8.0(viii) should be sent in time so as to reach CSIR on or before 1st of October each year. The schemes are renewed on year-to-year basis till the completion of their tenure, subject to the recommendation of the concerned research committee to that effect, based on the evaluation of the progress report.

5.2 The scheme will not be renewed for the next financial year unless the progress report/renewal application is received in CSIR by 1st October for consideration by the committee; delay may lead to termination of the scheme.

at an elementary level. The other two are optional papers to be selected from amongst 1) Chemical Sciences, 2) Earth, Atmosphere, Ocean and Planetary Sciences, 3) Engineering Sciences, 4) Life Sciences, 5) Mathematical Sciences and 6) Physical Sciences. One of these will be objective type and the other will require short descriptive answers to questions.

Applications for JRF are invited twice a year on all India basis in the prescribed application form printed along with the advertisement in the Employment News by a specified date. The completed application form may be submitted to the Controller of Examinations, Examination Unit, CSIR Complex Building, NPL Campus, Pusa, New Delhi-110012.

The candidates who qualify in the test are informed individually after the result is finalised.

(b) Senior Research Fellowship (SRF)

The minimum qualifications are: (i) MSc, BE, BTech, BVSc, BPharm, or equivalent degree, and at least two years of post-MSc, BE, BTech, BVSc, BPharm, research experience, as evidenced from published papers in standard refereed journals; (ii) ME; MTech or equivalent degree in Engineering/Technology; (iii) MBBS or BDS, with 1 year internship/ MVSc/ MPharm or equivalents.

(c) Research Associateship (RA)

The minimum qualifications are : Doctorate (PhD/MD/MS/MDS) or equivalent degree or having 3 years of research, teaching and design and development experience after MVSc/MPharm/ME/MTech.

3.10 The upper age limit for JRF, SRF and RA shall be 28, 32 and 35 years respectively as on the day on which the application is made. A small relaxation in age limit may be considered, in the case of applicants who are suitably qualified and experienced, on the recommendations of the selection committee. The upper age limit is relaxable upto 5 years in the case of candidates belonging to scheduled castes/tribes and women and physically handicapped candidates.

3.11 Stipend : The stipend payable to JRF, SRF & RA working in the research schemes is as follows:

(1) Position	1st & 2nd yr	3rd & subsequent yr
JRF	Rs.1800/-	Rs.2100/-
(2) SRF in	1st & 2nd yr	3rd & subsequent yr
(a) Scientific disciplines other than Medicine & Engineering	Rs. 2100/-	Rs. 2100/-
(b) Medicine & Engineering fields	Rs.2400/-	Rs.2500/-

(3) RA: The consolidated emoluments will be under the following 4 slabs depending on qualification and experience:

- (a) Rs. 2200-100-2700; (b) Rs. 2700-100-3200;
(c) Rs. 3200-100-3700; (d) Rs. 3700-125-4325

3.12 Assessment for continuance: Progress of JRFs and SRFs working in research schemes will be assessed at the end of two years by a Committee consisting of the PI, the Head of the Department (where the PI himself happens to be the Head of Department, the second member of the Committee will be the Dean or Professor/Associate Professor/Reader of the Department) and an external member from outside the university/institution who is an expert in the relevant field and is not below the rank of Professor/Associate Professor. The stipend of JRF will be increased from Rs 1800/- pm to Rs 2100/-pm and of SRF (Medical and Engineering disciplines) from Rs 2400/- pm to Rs 2500/- pm, for the remaining tenure of the scheme, provided the research progress has been found satisfactory by the Committee.

(b) Increment in stipend for RA: The candidate selected for RA will initially be placed in the first slab of Rs 2200 -100-2700 - at a monthly stipend of Rs 2200/- with the provision for annual increase of Rs 100/- depending on his satisfactory performance. The annual increase will be from the first of the month in which he had joined. When the selection committee recommends higher slab of stipend than the minimum (Rs 2200/-), the reason/justification for the same should be recorded in the minutes.

(c) House rent allowance (HRA) and Medical allowance (MA): In addition to stipend, the fellow/associate

will be entitled to: (i) HRA, as per rules of the host institution, provided he/she has not been given hostel accommodation (stipend paid/payable will be treated as pay for the purpose of HRA), (ii) MA, as admissible as per the rules of the host institution to its employees (this will be limited to the fellow only and not for their family members/dependants).

3.13 Leave : A fellow/associate may avail of 45 days' leave with stipend for each completed year of his tenure or on pro-rata basis for any fraction of a year. The leave due can be carried over to the next year. However, not more than 90 days leave can be accumulated at any time during the tenure of fellowship/associateship and not more than 30 days can be availed of at the end, i.e. prior to the completion of the tenure.

3.14 The PI may grant leave to a fellow/associate with the concurrence of the head of the department/institution, if the leave with stipend is due, as mentioned in the para 3.13. If leave with stipend is not due, such cases will be decided by CSIR only, and the fellow/associate should not be allowed to proceed on leave without prior approval of the Council.

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4.3 The guidelines for the utilization of contingency grant are given in Annexure-I. The accounts are to be maintained in a prescribed manner as indicated in Annexure-II.

5. PROGRESS REPORT AND RENEWAL OF SCHEME

5.1 Research committees of CSIR will monitor the progress of schemes to ensure that the funds are effectively utilised for maximum results. For this purpose investigators of research schemes are required to submit to CSIR every year comprehensive reports indicating the progress as on 31st of August. While the initial report of the first year's progress of work is expected to be brief, subsequent reports should be sufficiently detailed so as to enable the research committee to review the progress of work vis-a-vis the progress of work stipulated for the period. The progress report alongwith "Renewal Application" in the prescribed proformas (Form-E1 & Form-E2) and list of equipment purchased from CSIR grant, if any, as indicated in clause 8.0(viii) should be sent in time so as to reach CSIR on or before 1st of October each year. The schemes are renewed on year-to-year basis till the completion of their tenure, subject to the recommendation of the concerned research committee to that effect, based on the evaluation of the progress report.

5.2 The scheme will not be renewed for the next financial year unless the progress report/renewal application is received in CSIR by 1st October for consideration by the committee; delay may lead to termination of the scheme.

5.3 Progress in a Scheme is also monitored through presentation in annual get-together arranged by CSIR. Participation in get-together as and when organised is mandatory for the continuance of Scheme. The contingency grant should be utilized to meet the expenditure on TA/DA incurred for participation in get-together.

6. FINAL TECHNICAL REPORT (FTR)

6.1 The PI is required to submit FTR for the entire duration, in the prescribed proforma (Form- F) within three months from the date of termination of the scheme. The report must be detailed and should include information about (a) the original objective of the scheme, (b) how far these objectives have been achieved, and (c) how the results have benefitted the country's technological development or enriched the existing knowledge on the subject. The actual research achievements made under the scheme may be summarised in about 200-500 words and mentioned in the FTR to facilitate publication of the same by CSIR. Failure to submit the FTR on termination of the scheme will disqualify the investigator from seeking further assistance from CSIR. Copies of manuscripts, preprints and reprints of papers arising from the work completed under the scheme should be attached to the FTR.

6.2 Further information, such as on publication of papers/acceptance of papers for publication, award of PhD degree(s) to research fellow(s) working under the scheme, etc. that is not available at the time of submission of FTR should be sent to CSIR later, as soon as it becomes available.

6.3 Last 3 months' contingency grant and last months' salary of JRF/SRF/RAs must be released by the institution only after the FTR has been sent to CSIR. The above mentioned grant will be payable by CSIR only if the FTR has been forwarded by the institution to CSIR.

6.4 It may be noted that briefs prepared from FTRs are now being published routinely in Journal of Scientific and Industrial Research (JSIR) as well as shared with other grant giving agencies. FTR should not be sketchy. It should be according to instructions given in 6.1. A serious view will be taken for non-receipt or delayed receipt of FTR. The names of defaulting PIs will be circulated to all the fund

giving agencies and this may lead to the concerned investigators not getting any new scheme in future.

7. RESULTS OF RESEARCH AND INTELLECTUAL PROPERTY RIGHTS

7.1 Investigators are encouraged to publish the results of research. While doing so acknowledgement to the effect that financial assistance was received from CSIR should be made in the research paper published.

7.2 Institutions are encouraged to seek legal/patent protection to the results of research. CSIR will render advice on the patentability or otherwise of research results. If the results of research are to be legally protected, the results should not be published without action first being taken to secure legal protection for the results of the research. Reference must be made to CSIR in such an eventuality. If CSIR so requires, action shall be taken by the institution to accord legal protection to the results of the research.

7.3 The title to the patent, or other legal protection accorded to the results of research, shall vest in the institution where the research work is carried out.

CSIR may at any time require the institution to grant an irrevocable, non-exclusive licence to any organisation and/or public sector enterprise of the Government of India, on such terms as may be mutually agreed between the institution and the licensee. If no agreement can be reached, CSIR will have the right to specify the terms to the institution.

8. OPERATION OF FUNDS

CSIR sends the first instalment of the grant along with the sanction letter. The investigator while claiming second/subsequent instalment of grant should certify that the expenditure claimed under different heads has actually been incurred and utilised properly during the period for which the payment was claimed and further that the grant has been exclusively utilised for the purpose for which it was sanctioned. This certificate should be submitted by the investigator to the executive authority of the university/institution who maintains the accounts of CSIR grants in the following manner:

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(i) The statement of accounts and utilisation certificate should be certified by the accounts officer and countersigned by the finance officer, registrar / administrator of the university / institute and submitted to CSIR.

(ii) An audited statement of accounts and utilisation certificate duly certified by the statutory audit authority of the institution should also be sent on completion of the research scheme.

(iii) Any unspent balance from earlier payment lying with the institution at any time due to termination/resignation of the fellow, etc. should be adjusted before claiming the subsequent grants or else refunded to CSIR immediately by means of demand draft in favour of Extramural Research, CSIR Complex, CSIR, New Delhi.

(iv) University/Institution receiving grants from CSIR will have to maintain separate accounts for each research scheme on ledger type system (Annexure-II).

(v) All equipment, books, etc. purchased out of the grant will have to be entered into the stock register maintained by the university/institution and also in a separate register maintained by the investigator and certified by the head of the department.

(vi) The university/institution will be responsible for the safe custody of the equipment purchased out of the grant.

(vii) Items of equipment should be purchased on competitive tender basis.

(viii) A list of equipment purchased may be appended with the renewal application. The name, description of the equipment, cost in rupees, date of purchase, and the name of the supplier, may be given in the list. The main purpose/function of the equipment may also be mentioned against each item. Equipment should be purchased within 3 months from the date of receipt of the first sanction letter. Otherwise the equipment grant shall stand withdrawn.

(ix) The stock register should be checked by the auditor of the host institution.

(x) After the termination of a scheme, the institution may retain the equipment, costing upto Rs 3 lakhs purchased for the purpose of the scheme. As regards any single equipment costing more than Rs 3 lakhs, CSIR reserves the right for its disposal after the conclusion of the

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scheme. In case the institution is interested in retaining the equipment, DG, CSIR may be approached for approval for retention of the equipment. However, all other equipment, books, etc. purchased out of the grant would normally become the property of the university/institution on the condition that the investigator/fellows/associates shall have a free and unfettered use of these until the conclusion of the scheme's tenure.

9. ADMINISTRATIVE OVERHEAD EXPENSES

9.1 For maintaining and timely submission of the accounts of CSIR grants, the beneficiary university/institution is entitled to claim the administrative overhead charges from CSIR at the following rates to be disbursed to the employees entrusted with the maintenance of the accounts of grant:

(i) Rs 300/- per annum per research scheme having one research fellow or research associate or none and (ii) Rs 500/- per annum per research scheme having more than one research fellow/associate. It is to be noted that the total amount of administrative overhead charges claimed by an institution shall not exceed Rs 10,000/- per annum.

9.2 The admissibility of the overhead charges shall be subject to the timely submission (within one year) of the following statements/documents to CSIR:

(i) Consolidated utilization certificate in respect of the financial year in question.

(ii) Abstract of receipts and payments account relating to CSIR grants for the year, alongwith the statement of accounts of fellowships and schemes separately. Audited statement by statutory auditors or Government auditors, as the case may be, can be sent later on.

(iii) Details of refunds of unspent balances of terminated fellowships/schemes together with cheque no. & date, etc.

(iv) Abstract of claim for administrative overhead expenses.

9.3 The amount of administrative overhead charges may be retained by the institution while refunding the unspent balance or where there is no unspent balance for the year in question, then from the grant of the current year.

Payment of the administrative overhead charge to the employees maintaining the accounts of CSIR shall be made only on authorisation by CSIR and on receipt of the statement/documents mentioned above. Where there is no unspent balance left with the institution or where it is not possible to pay the same from the 'contingent grant' of current year, the institution may claim the amount from CSIR.

9.4 The amount of overhead expenses shall be disbursed in full to the concerned employees immediately on receipt of authority letter from CSIR and a confirmation to the effect shall have to be given to CSIR within a month of receipt of such authority letter.

9.5 The timely completion of administrative and financial tasks described in 9.2 is essential for continuance of grants to the beneficiary organisations. CSIR may withhold release of grants to the university/institution which has not completed the stipulated tasks and furnished the required statements/documents for 2 years.

10. OBLIGATIONS OF PRINCIPAL INVESTIGATOR

The following are the obligations of the PI of a research scheme:

(i) The sanctioned research scheme must commence within 3 months from the date of receipt of the sanction letter, unless otherwise authorised by CSIR, failing which the scheme will be treated as withdrawn.

(ii) Submission of renewal application/progress report (in Forms-E1 & E2) to CSIR by 1st of October each year, indicating the progress of research work upto 31st of August.

(iii) Acknowledgement of the support given by CSIR in all the publications arising from the work done under the scheme.

(iv) Submission of the final technical report (in Form-F) within 3 months of completion of the scheme, describing original objectives, how far these objectives have been achieved and how the results have benefitted the technological development or enriched the existing knowledge on the subject and enclosing manuscripts, preprints and reprints of the papers arising from the scheme.

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9. Claiming of any dues immediately. Submission of the audit utilisation certificate and audited statement of accounts for the grants paid by the CSIR and to arrange refund of unspent amount from the grant to CSIR immediately on termination of the scheme

(vi) Sending of one reprint of each research paper published as a result of the work done under the CSIR grant to EMR Division as and when published.

Note: These terms and conditions supersede all previous instructions issued in regard to research schemes and JRF/SRF/RA. In all matters decision taken by CSIR will be final.

FORMS

Given below is the list of forms included in this book. It may be noted that these forms are not being maintained separately, therefore these may be copied and used whenever required.

Form-A	: Undertaking;
Form-C	: Grant application;
Form-E1	: Renewal application;
Form-E2	: Summary statement for renewal;
Form-F	: Final technical report;
Form-G	: Application for appointment of JRF/SRF/RA;
Form-H	: Application for continuance of fellowship to JRF-NET (CSIR) Fellow appointed in a scheme;
Form-I	: Proforma for submission of annual report by direct (non-schemes) Fellow.

ANNEXURES

Annexure-I	: Powers to be exercised by PI;
Annexure-II	: Ledger for receipt and expenditure;
Annexure-III	: CSIR laboratories and their programmes.

FORM-A

(For the undertaking to be given by Principal Investigator)*

*(To be executed on a Non-Judicial Stamp Paper of the value of approximately Rs.2/-)

CSIR Sanction letter No.

dated.

Title of the scheme.

In consideration of financial and other assistance and facilities received or to be received by me, from the Council of Scientific and Industrial Research (hereinafter called the Council),

I, son/daughter of Shri residing at

as one of the terms on which I received or am about to receive such financial and other assistance and facilities agree and declare as follows:-

1. I shall from time to time disclose fully to the Council or as the Council may direct, the progress of any investigations undertaken by me while in receipt of such assistance as aforesaid (hereinafter referred to as the said Investigation).

2. And if at any time during the course of such assistance or within a period of three years after the termination of receipt of such assistance as aforesaid, I shall make any invention arising out of or in connection with the said Investigation, I shall hold the same in trust on behalf of the Council and I shall forthwith disclose to the said Council or as the Council may direct a full and complete description of the nature of the said invention and the mode of performing the same.

3. The said investigation and all improvements thereon discovered or invented by me during the course of receipt of such assistance or within a period of three years after the termination of such assistance as aforesaid shall subject to such reservations (if any) in respect of said invention of the proceeds thereof for my benefit as the council may

in absolute discretion permit, be the sole and absolute property of the Council.

4. I shall if and whenever required by the Council at its expense join the Council and render all assistance and do other necessary acts for taking Patents in India and other countries for said invention or any such improvement thereon. The patent rights and its exploitation shall rest exclusively with the Council.

5. And I shall on request by and at the cost of the Council, execute and do all such instruments and things necessary to vest the said inventions and improvements and any letters/Patents that may be obtained in respect thereof in the Council or any person appointed by the Council in that behalf.

6. I hereby undertake to abide by the current Terms and Conditions for CSIR Research Fellowships and Schemes.

Date :

Signature of the
Principal Investigator

CSIR Sanction Reference

FORM-C

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
Human Resource Development Group
(Extra Mural Research Division)
CSIR Complex,
Pusa, New Delhi-110012

Application For Grant For A Research
Scheme: Format

(30 Copies of the Project Proposal should be submitted
to CSIR)

SECTION A: General

1. Name(s) of applicant(s), departmental affiliation(s) and full address(es);
 2. Title of research proposal;
 3. Area of proposed research (give name of general area here);
 4. Name of the sponsoring CSIR Laboratory (if applicable);
 5. Names and addresses of 5 recognised research scientists actively engaged in research in the general area of your proposed research and located in other universities/research institutions in India, to whom reference could be made;
 6. Declaration and Attestation: I/We have read the terms and conditions for CSIR Research Grant. Necessary institutional facilities are available and will be provided if this research proposal is approved for financial assistance. Full account of expenditure will also be rendered by the institution.
- (a) Principal investigator
1. Name and Designation;
 2. Signature with date.
- (b) Co-investigator(s)
1. Name and Designation;

2. Signature with date.

(c) Head of Department-Head

1. Name and Designation;

2. Signature with date.

(d) Institute-Head

1. Name and Designation;

2. Signature with date.

Seal of the Head of the Institute

Note:

a) Details of collaborating scientists, if any, should be included.

b) If the Project is being sponsored by a CSIR laboratory, the letter from the Director of that laboratory offering sponsorship should be enclosed.

c) HRD Group should be informed if application is not acknowledged within one month from the date of application.

SECTION B : Biodata of Principal Investigator(PI) and Co-investigator(s)(CI)

1. Name, designation, department, institution and address;

2. Date of birth;

3. Educational qualifications;

BSc

University/Institution

Subject(s)

Year

MSc

University/Institution

Field(s)

Title of Thesis

Year

PhD

University/Institution

Field(s)

Title of Thesis

Year

4. Post-doctoral Research/Training Experience:

Duration

Institution(s)

Designation(s)

Nature of work

5. Awards and prize(s) won:

6. Research specialization (major scientific field(s) of interest):

7. A brief outline of research work done by the Investigator (in 200 words):

8. List of publications for the past ten years (Please tick mark those falling in the area of the proposed research; give for each paper published name(s) of author(s), title, journal, volume and page numbers and year of publication and attach reprints):

9. Available institutional facilities(a list of facilities in equipment etc. available at the sponsoring university/institute for the proposed investigation may be given here):

10. Research support that has been available to the PI & CIs from various sources, including CSIR, during the last ten years (full details in terms of sponsoring or granting agency, title and duration of project and amount of grant, for the past and present grant(s) and those under consideration must be provided; for the completed schemes final technical reports should be attached; and if no scheme has been completed or is in progress or is pending, 'nil' should be stated against this para).

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SECTION C: Detailed Research Proposal

Information given below must illuminate the research ground to be covered through this project. The research objectives and the scientific perspective against which the project has been conceived should be clearly exposed to enable the Referees to arrive at a scientific judgement regarding it. In particular, the following information must be furnished:

1. Title of the project:
2. Five key words (for indexing purpose):
3. Review of literature (the most recent references pertaining to the area of the project proposal may also be given here in terms of author(s), title, journal, volume and page number and year):
4. Brief outline of objectives (in terms of the lacunae existing in the understanding of the subject of research presently and the questions you would like to probe/answer):
5. Significance of the project:
6. Whether the project has any industrial application, Yes/No (if Yes, give names and addresses of 3 industries with which the project is related and could be linked up).
7. Relationship with the ongoing projects in the sponsoring CSIR laboratory (if applicable):
8. Plan of work:
 - (a) Background:
 - (b) Methodology:
 - (c) Phasing of project:
9. Funds (give here the detailed yearwise breakup for staff, equipment and contingency requirements, with justification):

(A)	Staff (JRF/SRF/RA)	Contingencies
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1st year

2nd year

3rd year

Total

(B) ~~E~~QUIPMENT* (Please specify here the major equipment required and give its cost; actual price quoted by the dealers may be mentioned and supporting documents, such as list price, quotation etc. may be enclosed, failing which it may not be possible to process the proposal):

(C) Justification for Staff, Contingencies and Equipment (give here the justification in the context of the proposed project; mention also whether or not each of the item of equipment justified is available for use in any nearby institution):

(D) In case infrastructural facilities of CSIR laboratory(ies) are to be used, the names of these and collaborating scientists may be mentioned here.

FORM-E1

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
Human Resource Development Group
(Extra Mural Research Division)
CSIR Complex
Pusa, New Delhi-110012

Proforma for yearly renewal of an ongoing research scheme

(Twenty five copies must be submitted to CSIR)

1. Financial year for which renewal is requested:
2. Scheme number:
3. (a) Date of the original sanction letter:
(b) Date of start proposed in the sanction letter:
4. Title of the scheme:
5. Name and address of Principal Investigator (PI) :
6. Name(s) and address(es) of Co-investigator(s) (CI):
7. Name(s) of JRF/SRF/RA associated with the project, along with their dates of joining and of relieving, as applicable:
8. Date on which the project commenced:
9. Grant sanctioned, amount received and expenditure made in Rs

(a) 1st year: from to 28th Feb 199-

i)	Staff	No. of sanctioned positions	Amount Received	Expenditure
	JRF			
	SRF			
	RA			
		Sanctioned amount per year	Amount received	Expenditure
	Contingency			

Sanctioned amount

iii) Equipment

Amount Expenditure

iv) Total

(b) 2nd year: from 1st Mar 199- to 28th Feb 199-

i)	Staff	No of sanctioned positions	Amount received	Expenditure
	JRF			
	SRF			
	RA			
		Sanctioned Amount per year	Amount received	Expenditure

ii) Contingency

Sanctioned amount Expenditure

iii) Equipment

Amount Expenditure

iv) Total

(c) 3rd year: from 1st Mar 199- to 28th Feb 199-

i)	Staff	No of sanctioned positions	Amount received	Expenditure
	JRF			
	SRF			
	RA			
		Sanctioned amount per year	Amount received	Expenditure

ii) Contingency

Sanctioned amount Expenditure

iii) Equipment

		Amount	Expenditure
iv)	Total		
(d) (if applicable) from 1st Mar 199- to 199-			
i)	Staff	No of sanctioned positions	Amount received
	JRF		
	SRF		
	RA		
		Sanctioned amount per year	Expenditure
ii)	Contingency		
		Sanctioned Amount	Expenditure
iii)	Equipment		
		Amount	Expenditure
iv)	Total		

10. Details of equipment purchased (information should be given in terms of (a) Name, (b) Cost, (c) Supplier, and (d) Date of purchase/placing order for each item of equipment. It may be noted that the equipment grant once fixed cannot be enhanced. Pls are advised to give authenticated estimates of the cost of equipment. Equipment should invariably be purchased within 3 months from the date of receipt of the grant) and /or sanction letter:
11. Amount saved (if any) from the last year's grant for staff, contingency and equipment:
12. (a) Date on which scheme will complete 3 years:
- (b) Whether extension beyond three years has been requested. Yes/No
- (c) If yes, give the duration of requested extension in months along with justification for extension and programme of work to be completed. Also mention as to why the work could not be completed as per the original plan:

13. Detailed annual progress report should be given here (about 5 pages maximum).
- 14 Summary (give in about 200 words):
- 15 Any deviation from the original plan may be pointed out here alongwith its nature and cause:
- 16 Constraints (if any) faced in the progress of work and suggestions to overcome them should be mentioned here:
- 17 List of research paper(s) published /communicated should be given here in terms of name(s) of author(s), title, journal, volume and page numbers and year and copies of the paper(s) should be enclosed:
- 18 Proposed programme of work for the next year should be described here in about 1000 words.

Signature of PI:
Date:

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FORM-E2

(2 copies are to accompany Form-E1)

TO BE FILLED IN BY THE PI

FOR OFFICE
USE ONLY

1. Project No/Sanction No:
2. Name & address of PI:
3. Title of the scheme:
4. Date of commencement:
5. Grants recommended for current financial year:
 - (a) Staff: JRF/SRF/RA
 - (b) Contingency
 - (c) Equipment (1) Name (2) Cost
 - (d) Any other
6. Number of months for which extension granted beyond 3 years:
7. Details of each fellow/associate:
 - A. Name
 - B. NET examination roll no
 - C. Date of joining
 - D. Date of leaving (if applicable)
 - E. Date of birth
 - F. Total number of man months of employment from the date of joining:
8. Number of PhD students being guided under the project:
9. Number of papers published/accepted for publication during current year:
 - (a) In Indian Journals
 - (b) In International Journals
 - (c) In Symposia/Seminars
10. Number of books published:
11. Whether support of CSIR has been acknowledged in all the above publications: Yes/No
12. Number of patents filed.

Signature of PI
Date:

FORM-F

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
Human Resource Development Group
(Extra Mural Research Division)
CSIR Complex,
Pusa, New Delhi-110012

Proforma for Preparing Final Technical Report
(Ten copies of the report must be submitted immediately after completion of the research scheme)

1. Title of the Scheme :
2. Name, designation, department and institution of the Principal Investigator*:
3. Name of the sponsoring laboratory of CSIR (if applicable) :
4. Number and date of CSIR sanction letter :
5. Duration of the scheme :
6. Date of commencement of the scheme :
7. Date of completion/termination of the scheme:
8. Total grant sanctioned and expenditure during the entire tenure.

	Amount Sanctioned	Expenditure
Equipment:		
Contingencies:		
Staff:		
Total:		

*In case of collaborative projects, give details of the co-Investigators also.

9. Name and cost of equipment(s) purchased out of CSIR grant :
10. Names of the Research Fellows/Associates who were associated with the Scheme alongwith dates of their joining and leaving:

FORM-G

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
Human Resource Development Group
(Extra Mural Research Division)
CSIR Complex
Pusa, New Delhi-110012

Application Form for Junior/Senior Research Fellowship/Associateship under CSIR Research Scheme

11. Name(s) of the Fellow(s) who received FND by working in the Scheme, along with the Title(s) of their thesis :
12. List of research papers published/communicated, based on the research work done under the scheme (Name(s) of author(s), title, journal, volume number, year and pages should be given for each paper published and a copy of each of them should be enclosed; reprints/copies of papers appearing after submission of FTR should also be sent to CSIR):
13. Give details of new apparatus or equipment designed or constructed during the investigation:
14. Give here the likely impact of the completed work on the scientific/technological potential of the country (this may be attached as Enclosure-I):
15. Is the research work done of some industrial or agricultural importance and whether patent(s) should be taken? Yes/No; if yes, what action has been/should be taken:
16. How has the research work complemented the work of CSIR laboratory that sponsored your scheme?
17. Give detailed account of the work carried out in terms of the objective(s) achieved; results and discussion should be presented in the manner of a scientific paper/project report in about 5000 words; and this should be submitted as Enclosure-II to this report:
18. Give here an abstract of research achievement in about 200-500 words (it should be suitable for publication in the Journal of Scientific and Industrial Research, JSIR).
19. Mention here whether or not the unspent grant has been refunded to CSIR:

Sig. of Principal Investigator

Note: Final Technical Report is expected to be self-contained complete report of the work done. Please do not leave any column unanswered. The material will be used to prepare a brief for publication in JSIR.

1. Title of the scheme:
2. Principal Investigator's name, designation and place of work:
3. Sanction number of the scheme and duration:
4. Full name of Applicant in block letters (surname is to be underlined):
5. Present address:
6. Permanent address:
7. Whether belonging to SC/ST, Yes/No (If yes, the name of Caste/Tribe may be mentioned and certificate enclosed):
8. Date of birth:
9. Nationality:
10. Father's/Husband's name:
11. Educational qualifications (bachelor degree onwards):
 - a) Degree/Diploma
 - b) University/Institute
 - c) Subject(s)
 - d) Year of passing
 - e) Division/Grade
 - f) Percent marks
12. Are you registered for a higher degree? Yes/No
 - a) If 'yes' please indicate

- (i) Title of the degree
- (ii) University
- (iii) Date of registration

(b) If 'no' please indicate whether you propose to register for a higher degree? Yes/No

13. Have you any research/teaching experience? Yes/No

If yes, give details about the institution, duration of work, emoluments and work done

14. Have you been a recipient of a research fellowship before? Yes/No

If 'yes', please give details of the dates, and amount of award, duration and names of the concerned Scheme, Principal Investigator, Institution and Supporting Agency.

15. Publications (attach reprints of published work and copies of papers communicated and give list of papers in terms of name(s) of author(s), title, journal, year and volume and page numbers):

16. DECLARATION

I am willing to work as a Junior/Senior/Research Fellow/Associate in the research scheme entitled

If the Fellowship/Associateship is awarded to me, I undertake to engage myself whole time for research under the guidance of the Principal Investigator of the scheme. I have read 'Terms and Conditions of CSIR Research Grants' and accept and agree to abide by these. I have noted that the Fellowship/Associateship is co-terminus with the Scheme.

I certify that, to the best of my knowledge and belief, the particulars given in this application are correct.

Signature of the Candidate
Date:

16. ATTESTATIONS (by the PI and Head of the Institution):

I certify that the information given by the applicant, including that in Columns 8 and 11 is correct. On the advice of the duly appointed Selection Committee the candidate is recommended for the award of a Junior/Senior Research Fellowship/Research Associateship for the duration of the Scheme from

Signature, Name and Designation
Principal Investigator
Date:

Necessary facilities will be provided to the Research Fellow for work on the above problem for the duration of the Scheme.

Signature and Name of the
Head of the Institution with seal
Date:

FORM - H

For JRF-NET (CSIR) qualified candidates only

I have qualified the NET CSIR - examination as shown in the letter No dated (copy enclosed). I had joined as Junior Research Fellow in the CSIR Scheme No under the supervision of on

I Understand that my Fellowship (JRF + SRF) is to continue for a total of 5 Years. It is requested that this application may be kept in your record so that I can continue to get Fellowship without break after the Scheme of Dr. has completed its tenure. I shall request CSIR through my supervisor /guide for the continuance of Fellowship as soon as scheme comes to close. My fellowship shall be then governed by rules and regulations as applicable to the direct (non-scheme) Fellows and I shall submit my report in the Form-I.

Date: (Signature of Candidate)

FORWARDED BY

Date: (Signature of Principal Investigator/Guide)

FORM Ia

Proforma for Annual Progress Report of NET Qualified Research Fellow to be used after tenure of the Research Scheme in which he/she had been working has completed:

1. Name of the fellow:
2. Nature of fellowship (JRF(NET)/SRF(NET)):
3. CSIR Award No:
4. CSIR scheme no in which he/she was working:
5. Date on which the tenure of the scheme was over:
6. Name, designation and address of Guide:
7. Place of work (Name of the Department/Institute /University/College, etc.):
8. Date of Joining:
9. Period upto which fellowship is tenable:
10. Date of registration for higher degree(MPhil, PhD, ME, etc.):
11. (a) Topic of research:
(b) Broad Subject area:
12. Objective in undertaking work:
13. Period of report: from to
14. Attendance:
(a) Total No of working days during the period under report:
(b) Out of these, total No of days in which the fellow/ associate was present and worked:
(c) Number of days for which leave was sanctioned:
15. Detailed report about the research work done during the abovementioned period. This should include quantitative results of research presented in Table(s)/Figure(s), discussion and conclusions drawn (separate sheets should be attached):
16. Summary of research work done during this period (in not more than 500 words; a separate sheet may be attached):

17. Plan of work for the next year (separate sheet may be attached):

18. Research papers published/accepted for publication/communicated for publication (Detail of authors, title, journal, volume, page number and reprints of published papers/ preprints of accepted papers/and manuscripts of communicated papers must be sent):

19 (a) (For the fellows who are not holding regular employment with a University/Laboratory/ Institute etc.):

It is affirmed that I have devoted my full time to research and that I did not take up any other paid or unpaid work without taking written permission from CSIR.

Date: Signature of Fellow/Associate

(b) (For the fellows who are holding regular employment with a University/Laboratory/ Institute etc.):

It is affirmed that I have devoted my full time to research and that I did not take up any other paid or unpaid work without taking written permission from CSIR and am on study leave and have claimed only my regular salary/leave salary or only the fellowship stipend and no salary as provided in para 26 of terms and conditions prescribed for Fellows/Associates in the concerned booklet (strike out whichever is not applicable).

Date: Signature of Fellow/Associate

20 Overall assessment and comments of the Guide:

(a) It is certified that the information provided above and in separate pages enclosed with this report by the Fellow/Associate is correct to the best of my knowledge and belief.

(b) My Specific comments about the performances of above Fellow/Associate are;

Date: Signature of Guide/Head:

FORM-Ib

Proforma for Progress Report of Research Fellow for the entire duration of fellowship to be submitted on completion/termination of fellowship:

1. Name of Fellow:

2. Nature of Fellowship (JRF (NET)/SRF (NET)):

3. CSIR Awards No:

4. Name, designation and address of Guide:

5. Place of work (Names of the Department and of the Institute/University or College):

6. Date of joining:

7. Date of relinquishing the Fellowship/ Associateship:

8. Date of registration for higher degree, if any:

9. (a) Topic of research:

(b) Broad subject/area:

10. Objective in undertaking research:

11. Total period of Fellowship/Associateship availed in years and months:

12. Attendance records:

13. Summary of work done. Actual research achievement may be summarised in about 500 to 1000 words:

14. (a) Consolidated report of work done during the entire period of fellowship/associateship. This should bring out clearly the original objectives and how far these have been achieved, emphasising the salient features of the work done by giving quantitative data and its interpretation.

(b) Research papers published/accepted for publication / communicated for publication (full details of authors, title, journal, volume, year and page number may be given and reprints/preprints/manuscripts of research papers must be enclosed. If some papers are submitted for publication or are published after submission of this proforma, their copies may be sent to EMR Division as soon as

CSIR
Research
Fellowships
and
Associateships

Terms and
Conditions

(Extracts)

Effective 1 Nov. 1980



EXTRAMURAL RESEARCH DIVISION
COUNCIL OF SCIENTIFIC
AND INDUSTRIAL RESEARCH
Rani Marg, New Delhi 110001

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RESEARCH FELLOWSHIPS

1. The CSIR Research Fellowships provide opportunities to bright young men and women with first class academic record, for research training under experienced researchers/investigators of repute in the fields of natural sciences, engineering and technology, and medical sciences.

2. Under this scheme, holders of M.Sc. or equivalent degree are considered for the award of Junior Research Fellowships (JRF). The intention is to provide training in methods of research. Senior Research Fellowships (SRF) are awarded to those who have had training in methods of research and proved their aptitude for research. The qualifications for the SRF are generally M.Sc. or equivalent degree with two years, research experience after M.Sc. and published work of high standard, or M.E./M. Tech. or equivalent degree in Engineering/Technology or M.B.B.S.

3. Fellowships may be held in Universities/IITs/Post-graduate Colleges, Government Research Establishments including those of CSIR, R & D establish-

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ments of recognised public or private sector industrial firms and other institutions approved by the Council. However, the Council reserves the right to determine the place which is best suited to provide the necessary facilities in the branch of science in which an awardee is to specialise.

4. An applicant who has held a CSIR Junior/Senior Research Fellowship or an equivalent fellowship from any other grant giving agency for a full tenure cannot be considered for fresh award for the same or lower category of fellowship.

5. Only Indian citizens normally, resident of India are eligible for research fellowship. The fellowship is tenable in India only. No fellow is given any assistance for foreign tour or studies.

6. The award of a fellowship does not imply any assurance or guarantee for subsequent employment by CSIR to the beneficiary.

7. The fellowship stipends are exempt from income tax.

8. Application : Applications for research fellowship are invited through advertisement annually. The application

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forms may be obtained from Under Secretary, Extramural Research Division, CSIR, Rafi Marg, New Delhi-110001, after the advertisement appears. The completed application form may be submitted within the date specified giving the subject and topic of research along with recommendation from the research guide, certifying eligibility and capability of the applicant for carrying out the proposed work. The applicants will be entitled to second class return rail fare if called for interview.

9. Subject of Research : Preference would be given to subjects/topics of research relevant to the research programmes of CSIR laboratories and national needs.

10. Announcement of fellowship and payment of fund : The award of fellowship may be announced in a formal offer to the applicant giving details of grant and the conditions governing it, under intimation to the university/institution. The grant money is payable in one or two instalments during a financial year. The first payment will be made after receipt of the joining report of the fellow

with other necessary documents through the guide duly forwarded by the executive authority mentioning the date of the commencement of work. Subsequent payment will be made after (a) the supervisor forwards the progress report in the prescribed proforma duly certifying that the work of the fellow during this period has been satisfactory, and (b) receipt in CSIR of a statement of accounts of the expenditure incurred during the period by the institution. The unspent amount of earlier payments will be adjusted in making the fresh payment. The accounts should be maintained on a ledger type system by the grantee institution for the research fellows (ref. Annexure II). The university/institution shall be responsible for proper utilization of grant and for rendition of accounts to CSIR.

11. Contingent Grant : The contingent grant is Rs. 3000 p.a. for Junior Research Fellows and Rs. 4000 p.a. for Senior Research Fellows. Part of this grant may be utilized by the Research Fellows for tours undertaken in the interest of research work, purchase of books, etc.

Detailed rules for utilization of the contingent grant are given in Annexure I.

12. Progress report : The preparation of a report on research work done during the year ending 31st August shall be an essential part of the fellow's work. Fellows shall submit their reports in the prescribed proforma (Annexure III) to CSIR through their guide/head of the department at the time of demanding grant for 2nd half of the financial year. The guide/head of the department shall bring out in his assessment report the share of originality and initiative of the fellow in the research work. If thesis is submitted for a higher degree, this may be reported by the guide/head of the departments to the CSIR and also the result when announced.

13. Publications/Patents : The results of a fellow's work may be published in standard refereed journals at the discretion of the guide duly acknowledging the assistance provided by CSIR. Two copies of each of the published research papers should be sent to CSIR. Commercial exploitation of results and patent rights arising out of the investi-

gation will, however, rest exclusively with CSIR.

14. Obligations of Research Fellows : The following are the obligations that a research fellow is expected to meet under the fellowship grant :

- (i) He must be a full time researcher and submit himself to the disciplinary regulations of the university/institute/laboratory in which he is working. Regular attendance of the fellow may be ensured by the guide by keeping an attendance register.
- (ii) Each research fellow shall be required to submit to CSIR an annual report on the progress of his work through his guide in the prescribed proforma (Annexure III).
- (iii) Once a research fellow accepts the fellowship and joins, it is incumbent on his part to continue the fellowship for the normal tenure or for such lesser duration when the original objectives of the research problem have been achieved
- (iv) No fellow shall discontinue his fellowship without the prior appro-

val of CSIR. In case he wants to discontinue his fellowship prior to the completion of the tenure or the attainment of original objectives of research, he must submit his resignation to CSIR through the guide at least one month in advance, indicating specific reasons for not continuing the fellowship. The fellowship shall cease from the date stipulated in the CSIR letter approving the resignation.

- (v) Before termination of or resignation from the fellowship, a fellow must send two copies of a detailed final consolidated report of the research work done during the entire tenure through the supervisor to the CSIR, in the prescribed proforma (Annexure IV).

15. Teaching and Demonstration Work: A fellow may, if recommended by his guide and approved by the Council, undertake honorary demonstration and teaching work, subject to the stipulation that the total demand made on the fellows' time shall not exceed six hours in a week and it would not hinder the progress of research.

16. A Senior Research Fellow on the recommendation of the guide may be permitted by CSIR to take temporary paid lecturership provided the university where he is registered for Ph.D. has no objection, for a total period not exceeding 6 months during the entire tenure of the fellowship. The Senior Research Fellow will not be entitled to any extension of his fellowship for such periods. This is not permissible in case of Junior Research Fellows.

17. Persons who are already in service and are selected for the award of fellowship, may be allowed to draw leave salary, if admissible, in addition to the fellowship stipend. All such cases will, however, be considered by CSIR on merit.

18. Leave : A fellow will devote the whole of his time to research during the period of his fellowship, except to the extent provided in paras 15 and 16. However, leave not exceeding 45 days in a completed year may be allowed by the guide and this will be treated as part of the fellow's tenure. The leave due can be carried over to next year; however,

not more than 90 days' leave can be accumulated at any time during the tenure. Of this allocation, not more than 30 days can be availed of at the end, prior to the completion of the tenure of the fellowship. During the first year of fellowship or any uncompleted year, leave may be granted on a *pro-rata* basis.

19. The guide can grant leave to a fellow in his charge with the concurrence of the Head of the institution/department if the leave is due, as prescribed in para 18. If the leave is not due, such cases will be decided by CSIR only. The fellow should not be allowed to proceed on leave without prior approval of the Council.

20. For married women fellows half the fellowship amount may be paid per month for absence up to 3 months on ground of maternity. Leave shall be sanctioned by the guide under intimation to CSIR. The fellowship amount for leave period will be paid after the fellow resumes duty and submits a medical certificate in support of actual confinement. It is expected that the fellow will make up the deficiency during the remaining tenure.

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21. Transfer of Fellowship : The fellow will not be allowed transfer from one institution to another, except in special circumstances with the prior approval of CSIR. No T.A. will be permissible as a result of such a transfer.

22. Termination of Fellowship : An award shall ordinarily terminate on the date the normal tenure of the fellowship expires. A fellowship may also be terminated from the date a fellow resigns and the resignation is accepted by CSIR.

23. If a fellow is found to be lacking in research aptitude or negligent in his research assignment his fellowship will be terminated. In such cases prior intimation to CSIR and its approval is necessary.

24. If a fellow leaves without permission, stipend due at any time shall not be paid to him by the institution, till all university and other dues are cleared and certified by the university/institution. Responsibility in such a case shall be that of the university/institution concerned.

25. Unspent balance of grants due to termination/resignation of fellowships

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must be refunded to the CSIR immediately by means of Demand Draft in favour of Chief (Administration), CSIR.

26. Research fellows must settle their claims within one year of leaving the fellowship. No claim will be admitted by the CSIR after one year of leaving the fellowship.

Junior Research Fellowship

27. Junior Research Fellowship (JRF) may be awarded to holders of M. Sc., M. Pharm. or its equivalent degree.

28. High academic attainments with first class in graduate and post-graduate examinations, the opinion of the university or college authorities on the applicant's promise as a research worker and topic of research are the main criteria for the award.

29. The upper age limit for a Junior Research Fellowship shall be 25 years on 1st of April of the year in which the application is made. A relaxation "in which the age limit upto 3 years will be considered" in the case of applicants who are suitably qualified and have research/training/teaching experience.

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30. An awardee should normally register himself for a higher research degree within 6 months of the date of joining as a JRF. In universities where M. Phil. is a pre-requisite for Ph D., the applicant should normally be a student of M Phil.

31. A Junior Research Fellow is entitled to a stipend of Rs. 600 per month. A contingent grant of Rs. 3000 per annum per fellow would be provided to the university institution.

32. The tenure of Junior Research Fellowship is 2 years. After a period of 2 years, the progress report of Junior Research Fellows will be assessed along with published/accepted research paper in a standard journal, research report, etc., and if found satisfactory, the fellowship amount will be enhanced to Rs 700 p.m. with contingency grant of Rs. 4000 per annum for a further period of three years subject to annual review of progress reports and the designation will be modified to Senior Research Fellow. The Senior Research Fellow must invariably be registered for Ph.D.

33. If, however, the progress of work at the end of 2 years does not justify upgradation of research fellowship, the fellowship will be terminated. The total tenure of junior and senior research fellowship will be limited to 5 years.

Senior Research Fellowship

34. A certain number of fellowships at senior level will be awarded each year by CSIR directly to those possessing the following qualifications.

- (i) M.Sc., M. Pharm., or equivalent degree with at least two years' research experience after M.Sc., etc. as evidenced from published papers in the standard journals. Applicant in addition should be registered for Ph D. degree. In case applying from a university where M. Phil. is a pre-requisite for Ph. D., they should be M. Phil. and registered for Ph.D.
- (ii) M.E., M. Tech. or equivalent degree in Engineering/Technology.
- (iii) M.B.B.S.

35. Research workers who have completed the normal course of training

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in methods of research and who have proved their aptitude for original research are eligible for this fellowship.

36. The upper age limit for SRF shall be 30 years on the 1st of April of the year in which the application is made. Only in exceptional cases where a candidate is judged to have outstanding ability, the age limit may be relaxed marginally at the discretion of the Council.

37. A senior research fellow is entitled to a stipend of Rs. 700 per month. A contingent grant of Rs. 4000 per annum per fellow would be provided to university/institution. The stipend will be enhanced to Rs. 800 p.m. on submission of Ph.D. thesis with no change in designation.

38. The tenure of senior research fellowship is 3 years. The work of senior research fellows in medicine and engineering sciences will be assessed at the end of 2 years and if found satisfactory they can be given enhanced fellowship at the rate of Rs. 800 p.m. for a further period of 2 years. *and no extension can be granted vide CSIR letter*

39. In the event of the fellows obtaining (as evidenced from university notifi-

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cation) doctorate degree during their tenure, the research stipend will be enhanced to Rs. 900 p.m. for a fresh tenure of 1 year from the date of university notification, with change in designation to Post-Doctoral Fellow.

Post-Doctoral Research Fellowship

40. A certain number of fellowship at Post-doctoral level will be awarded each year by CSIR directly to those possessing Ph.D. or equivalent degree for a period of one year. The incumbents may in due course apply for research associateship and if selected will continue their research work as research associates.

41. A post-doctoral fellow will be entitled to a stipend of Rs. 900 p.m. A contingent grant of Rs. 4000 per annum per fellow will be provided to the university/institution. Other terms and conditions applicable to JRF/SRF will be applicable in case of PDFs. The upper age limit will be 30 years on the 1st of April of the year in which the application is made.

Research Associateship

42. The Research Associateships (RA) are awarded to encourage young research

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workers who have shown promise in original research and propose to pursue research work in science, engineering or technology on specific projects.

43. Under this scheme, persons possessing minimum Ph D. or equivalent degree or 3 years' research, design and development experience after M. Tech. in Engineering/Technology, will be eligible for appointment as Research Associates. In the event of any applicant with Ph.D. qualification being awarded post-doctoral fellowship his stipend will be Rs. 900 p.m. with usual contingent grant and the tenure will be only one year. He must apply for research associateship during this period for any further scholarship.

44. The research associateships are tenable in Universities/IITs/Colleges/ Government research establishments including those of CSIR laboratories/ R&D establishments of recognized public or private sector industrial firms and other institutions approved by the Council. The tenure of associateship is for a maximum period of 3 years.

45. The consolidated emoluments of a research associate will be in the range of Rs. 1100/- Rs. 1500 p.m. with a

contingent grant of Rs 4000 per annum based on the recommendation of the Selection Committee and subsequent approval by DGSIR. Emoluments more than the minimum prescribed can be given if there is ample justification and such recommendation is made by the Selection Committee.

46. The upper age limit for appointment of a research associate will normally be 35 years. The associate will do whole time research work on the problem stated in his application and approved by CSIR.

47. Application : Applications for research associateship will be invited through advertisement. The application forms may be obtained from Under Secretary, Extramural Research Division, CSIR, Rafi Marg, New Delhi-110001 after the advertisement appears. The completed application forms must be submitted to CSIR within the prescribed date. Second class train fare is admissible to those applicants who are called for interview.

48 The Associate shall present yearly reports on the progress of his work

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through his senior faculty member and the head of the department in the university. He shall, at the expiry of the associateship, submit a comprehensive report of the work done to CSIR along with any published work.

49. If an associate wishes to leave the associateship before the end of the tenure, it should be done with the prior approval of the Council.

50. The associateship can be terminated if at any time the Council is not satisfied with the progress or conduct of the associate.

51. For rules regarding payment of funds, utilization of contingency, submission of progress report, publication and patent, leave, etc. the general rules applicable to Junior/Senior Research Fellows will apply to Research Associates except that the senior faculty member will sign in place of the guide.

52. The Research Associateship is exempt from income tax.

RESEARCH ASSOCIATES IN CSIR LABORATORIES

53. Research Associateship may be created in a laboratory when the Director

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considers it necessary to have services of a senior research worker of a specialization for a specific project for short duration. An associate, during his tenure, will work in the specific project and depending upon his performance and potentialities, may be later considered for permanent absorption in the laboratory in accordance with the prescribed procedures.

✓ 54. Director of a CSIR laboratory may judge the suitability of a candidate for a specific project either by interview/discussion or any other mode of assessment. Having satisfied himself, the Director may send his recommendation to the Executive Committee for approval. In case there is a deviation in the minimum qualification specified, the Director may send his recommendation with appropriate justification along with the bio-data of the incumbent to the Director General, Scientific and Industrial Research for his consideration and approval.

55. The qualifications, emoluments, age and general conditions of tenure and leave will remain the same as in paras 43, 44, 45 and 46.

56. The Research Associate would not be treated as a regular employee of the CSIR, nor his tenure would be added towards service if he is subsequently employed in CSIR as a scientist on any regular post.

57. In a particular laboratory normally not more than 5 Research Associates may be in position at a given point of time.

ANNEXURE I

To facilitate speedy day-to-day working of the Junior/Senior Research Fellowships and Associateships of CSIR, the following powers can be exercised by the supervisors of research fellows* in concurrence with the Head of the Department Dean of the Faculty.

1. Sanctioning leave when it is due.
2. Approving tours of research fellows/associates for :
 - (i) Attending symposium/seminar/conference, provided the fellow/associate is presenting a paper, which has been accepted ;
 - (ii) Field work connected with the research ;
 - (iii) Computation work ;
 - (iv) Consulting rare reference volumes in the nearest University/Research Institution library.
3. Utilization of Contingent Grant
Contingent grant can be utilized for the following :
 - (i) Purchase of books of relevance to the research topic provided these are

*Senior faculty member for research associates.

- not available in the library of the university, College/Institution*.
- (ii) Towards meeting actual train fare and D.A. during tours of the research fellow. The daily allowance should not exceed Rs. 20 per day for a maximum period of 50 days in a year and the travelling allowance will be for the class entitled to as per rules of the University/Institution where the Fellow/Associate is working†.
 - (iii) Chemicals/consumable items required for the research work.
 - (iv) Equipment required exclusively for the research.

*The requisition recommended by the supervisor, and certified by the librarian is to be approved by the Dean/Head of the Department/Faculty of the College/Institution. The books will become the property of the University/Institution's Library after the research fellowship/associateship is over. Not more than 25% of the total annual contingent grant can be utilized for this purpose.

†The calculation of the daily allowance will be made from the date of commencement of the journey to the date he returns to the Headquarters.

- (v) Photographic materials for the research or thesis work.
- (vi) Computation charges.
- (vii) Reprints/off-prints of papers of the fellow/associate published while working on the fellowship/associateship*.
- ✓(viii) Stationery and postal charges*.
- ✓(ix) Typing of research papers/thesis*.

*Not to exceed 20% of the usual contingent grant.

N.B. No expenditure can be incurred for purchasing furniture and office equipment.

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1. Name of the Fellow/Associate :
2. Nature of Fellowship :
3. Name, designation and address of Guide :
4. Place of work (name of the department and of the Institute/University, College, etc.) :
5. Date of joining :
6. Period up to which fellowship is tenable :
7. Date of registration for higher degree* (Ph.D., etc.) :
8. (a) Topic of research :
(b) Broad subject/area :
9. Objective in undertaking work and year-wise phased programme :
10. Period of Report :
From : to :

25

LEDGER SHOWING THE AMOUNT OF RECEIPTS AND EXPENDITURES OF THE DIRECT RESEARCH FELLOWS/ASSOCIATES
DIRECT RESEARCH FELLOWS/ASSOCIATES
Dep't. _____

Terms & Conditions, Date of Joining _____
Dept. _____ PAYMENTS

[illegible][illegible]

- 2/3
11. Report of work done during this period (not more than 100 words)
(A separate sheet may be attached)
 12. Plan of work for the next year
(not more than 100 words)
(A separate sheet may be attached)
 13. Research papers published/accepted for publication :
(Details of authors, title, journal, volume, page, year may be given and papers be sent on receipt.)
Signature of the Fellow/Associate
Date
 14. Overall assessment and comments of the Guide.

Signature of the Guide/Senior
Faculty Member
Date

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ANNEXURE IV

Proforma for Progress Report of Research Fellows/Associates for the entire duration of fellowship to be submitted on completion/termination of fellowship in duplicate.

1. Name of the Fellow/Associate :
2. Nature of Fellowship :
3. Name, designation and address of Guide :
4. Place of work (name of the Department and of the Institute/University/College) :
5. Date of joining :
6. Date of relinquishing the fellowship :
7. Date of registration for higher degree, if any :
8. (a) Topic of research :
(b) Broad subject/area :
9. Objective in undertaking research :
10. Total period of fellowship availed, in years and months :
11. Summary of work done : Actual research achievement may be summarised in about 300 words :

12. Consolidated report of work done during the entire fellowship period. The report should bring out the original objective and how far this has been achieved, emphasising

(a) Salient features of the work done :

(b) Research papers published/accepted for publication :

(Full details of authors, title, journal volume, year and pages be given and a copy each of the available reprints may be enclosed.)

(c) Whether higher degree obtained/thesis submitted :

Yes/No. If Yes, the name of degree and the title of thesis be mentioned :

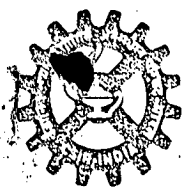
13. In case the fellowship is not availed for full tenure, the reasons for discontinuing may be given, such as getting a job, going abroad, lack of facilities, guidance, personal factors, etc.

Signature of the Fellow/Associate
Date

14. Overall assessment and comments of the Guide.

15. Whether the work is of any applied importance and if so whether patent has been/can be taken? Yes/No. If Yes, whether CSIR has been approached?

Signature of the Guide/Senior
Faculty Member
Date



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110 001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110 001

No. 21(58)2001-Law

Dated

10th December 2001

No. _____

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To,

ANNEXURE - R4

The Director
Regional Research Laboratory
P.O. Jorhat 785 006 (Assam)

Sub: Implementation of the Order of Hon'ble CAT, Guwahati Bench dated 18.9.2001 in OA No. 54 of 2001 filed by Dr. (Ms.) Binapani Saikia for absorption as Scientist 'C' in RRL, Jorhat/CSIR

Sir,

I am directed to refer to the Order of Hon'ble CAT, Guwahati Bench, in the above cited case. To comply with the directions of the Hon'ble CAT, DG, CSIR has considered the case of Dr. (Ms.) Binapani Saikia carefully and has passed the following order:

"I have looked into the case of Dr. (Ms.) Binapani Saikia for her absorption as Scientist 'C' in CSIR service as per directions of the Hon'ble CAT, Guwahati Bench and found that Dr. (Ms.) Saikia was JRF, SRF and RA in CSIR from 1986 to 1995.

As per directions of the Hon'ble Supreme Court, CSIR, with the approval of Governing Body, formulated a scheme called "Scheme for Absorption of Researchers in CSIR Laboratories/Institutes, 1997". The Scheme was a one-time measure and was applicable to those eligible Researchers engaged on full time basis in CSIR Laboratories/Institutes and had put in fifteen years of continuous research as Fellow/Associate/Project Associate on monthly payment basis and were in position on 2.5.1997. Since Dr. (Ms.) Saikia had neither put in fifteen years of continuous service as Fellow/Associate/Project Associate nor was she in position as on 2.5.1997, her case was not covered under the aforesaid Scheme.

As regards the contention of Dr. (Ms.) Saikia for considering her absorption under CSIR circular letter No. 16(150)/68-E.II Part-II dated 13.1.1981, it may be noted that the Scheme contained under the said circular was as a one-time measure under which only the personnel who were working on any scheme/project funded by non-CSIR agencies and were in position as on 13.1.1981 were eligible for consideration for absorption in CSIR. This has been upheld by the CAT, Mumbai Bench, in a

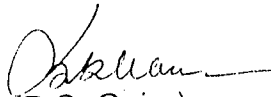
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similar case (O.A.s No. 03/96 and 04/96 dated 7.5.1999), that the Scheme notified vide letter dated 13.1.1981 was a one-time measure and applicable to only those personnel who were in position as on 13.1.1981 and were working in any of the sponsored schemes / projects funded by non-CSIR agencies. Since Dr. (Ms.) Saikia was not working on any such scheme and joined CSIR as JRF only in the year 1986, her case is also not covered under the provisions of the Scheme notified vide CSIR letter No. 16(150)/68-E.II Part-II dated 13.1.1981.

I, therefore, do not find any merit in her case for absorption in CSIR service."

You are requested to apprise Dr. (Ms.) Binapani Saikia of the decision of the DG, CSIR suitably.

Yours faithfully,


(B.S. Gaira)
Sr. Deputy Secretary

REGISTERED POST WITH A/D /COURIER SERVICE

क्षेत्रीय अनुसंधान प्रयोगशाला, जोरहाट (आसाम)
REGIONAL RESEARCH LABORATORY
(A CONSTITUENT ESTABLISHMENT OF CSIR)
JORHAT 785 006 (ASSAM)

No.RLJ-18(119)-vig./2001

DECEMBER 12, 2001
14From : The Director,
RRL, Jorhat-6.To : Dr.(Ms) Binapani Saikia
D/O Late K.C. Saikia
Resident of Tarajan Phukan Road
Opposite to Bharati Press
P.O.-Jorhat-785 001
Jorhat.Sub :- Implementation of the Order dated 18.09.2001
passed by the Hon'ble CAT, Guwahati Bench, Guwa-
hati in O.A.No. 54 of 2001 (Dr. (Ms.) Binapani
Saikia Vs. the Union of India & Others) for
absorption of the applicant as Scientist C in
RRL-Jorhat/CSIR.

Madam,

On the subject cited above and with reference to your letter dated 07.10.2001 enclosing therewith an Order of the Hon'ble CAT, Guwahati Bench, Guwahati, I am directed to inform you that in order to comply with the directions of the Hon'ble CAT, Guwahati Bench, Guwahati, the matter was placed before the Director General, CSIR and the Hon'ble DG has considered your case carefully and has passed the following order.

I have looked into the case of Dr.(Ms) Binapani Saikia for her absorption as Scientist ~~MC~~ in CSIR service as per directions of the Hon'ble CAT, Guwahati Bench and found that Dr.(Ms) Saikia was JRF, SRF and RA in CSIR from 1986 to 1995.

As per directions of the Hon'ble Supreme Court, CSIR, with the approval of the Governing Body, formulated a scheme called ~~Scheme~~ for Absorption of Researchers in CSIR Laboratories/ Institutes, 1997. The Scheme was a one time measure and was applicable to those eligible Researchers engaged on full time basis in CSIR Laboratories/ Institutes and had put

Contd. 2

GRAM RESEARCH

E.mail : drljl @ csir.res.in

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FAX 0376-370011, Tele No 3370121, 3370086,

3370115, 3370012

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JORHAT 785 006 (ASSAM)

- 2 -

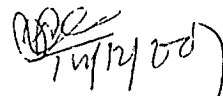
in 15 (fifteen) ^{years} of continuous research as Fellow/Associate/Project Associate on monthly payment basis and were in position on 02.05.1997. Since Dr. (Ms.) Saikia had neither put in 15 (fifteen) years of continuous service as Fellow/ Associate/Project Associate nor was she in position as on 02.05.1997, her case was not covered under the aforesaid Scheme.

As regards the contention of Dr.(Ms) Saikia for considering her absorption under CSIR circular letter No. 16(150)/68-E.II Part-II dated 13.1.1981, it may be noted that the Scheme contained under the said circular was as a one-time measure under which only the personnel who were working on any scheme/project funded by non-CSIR agencies and were in position as on 13.1.1981 were eligible for consideration for absorption in CSIR. This has been upheld by the CAT, Mumbai Bench, in a similar case (O.A.s No. 03/96 and 04/96 dated 7.5.1999), that the Scheme notified vide letter dated 13.1.1981 was a one-time measure and applicable to only those personnel who were in position as on 13.1.1981 and were working in any of the sponsored schemes/projects funded by non-CSIR agencies. Since Dr.(Ms.) Saikia was not working on any such scheme and joined CSIR as JRF only in the year 1986, her case is also not covered under the provisions of the Scheme notified vide CSIR letter No.16(150)/68-E.II Part-II dated 13.01.1981.

I, therefore, do not find any merit in her case for absorption in CSIR service.

Please acknowledge receipt of this communication implementing the Order of the Hon'ble CAT, Guwahati Bench, Guwahati.

Yours faithfully,



(N. K. Barbaruah)
ADMINISTRATIVE OFFICER