

SENIOR RESEARCH ASSOCIATESHIP SCIENTISTS' POOL SCHEME

Terms & Conditions of Appointment and Guidelines to the
Institutions

EFFECTIVE FROM AUGUST, 2011



**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
HUMAN RESOURCE DEVELOPMENT GROUP**

**CSIR COMPLEX, LIBRARY AVENUE, PUSA
NEW DELHI-110 012.**

For further information please contact:

1. Dr. Rajesh Luthra
Head, Human Resource Development Group
CSIR Complex, Library Avenue,
Pusa, New Delhi-110 012.

Telephones: 25848632

25841585

Fax: 25840887

2. Shri Anil Kumar Goel
Principal Technical Officer, DSTP
Human Resource Development Group
CSIR Complex, Library Avenue
Pusa, New Delhi-110 012.

Telephones: 25840388

3. Section Officer, DSTP
Human Resource Development Group
CSIR Complex, Library Avenue
Pusa, New Delhi-110 012.

Telephone:2584 1537

All correspondence should be addressed to:

**The Head, DSTP
Human Resource Development Group
CSIR Complex, Library Avenue,
Pusa, New Delhi-110 012.**

Email **dstp@csirhrdg.res.in**
Website **www.csirhrdg.res.in**

SENIOR RESEARCH ASSOCIATESHIP (SCIENTISTS' POOL SCHEME)

Terms and Conditions of the offer

General

1. Candidates should hold Indian citizenship.
2. They should not be over **40 years** of age on the date of receipt of application in CSIR.
3. They should be unemployed on the date of application. Research Fellows, Research Associates, and Senior Resident in Hospitals may, however, apply provisionally.
4. They should hold the minimum qualifications prescribed hereunder.

S.No.	Subject/Area	Minimum qualifications
i.	Agricultural Sciences	Ph.D. Followed by two (2) years of research/teaching experience.
ii.	Chemical Sciences	- do -
iii.	Earth, Atmospheric, Ocean, and Planetary Sciences	- do -
iv.	Life Sciences	- do -
v.	Materials Sciences	- do -
vi.	Mathematical Sciences	- do -
vii.	Physical Sciences	- do -
viii.	Social Sciences, Arts and Humanities	PhD followed by two (2) years of research/teaching experience in a subject area relevant to Science and Technology.
ix.	Engineering Sciences	MTech. or equivalent followed by two (2) years of experience in industry, in research, or in teaching, or PhD in Engineering.
x.	Medical Sciences	MD/MS/MDS/MVSc or equivalent followed by two (2) years residency in hospital, or degree.

Acceptance and Validity

5. Selected candidates will be sent the offer of appointment containing the terms and conditions which are binding on them. The candidate must send his/her formal acceptance in Form-1(a) duly signed by him/her within three months from the date of issue of the offer letter, as a token of acceptance. The offer remains valid for one year from the date of issue of the offer if acceptance is received within three months. The validity of the offer cannot be extended beyond one year under any circumstances. The Form-1(a) conveying acceptance should be accompanied by the duly completed certificate of "Oath of Allegiance/Unemployment" [Form-1(b)].

Pay

6. The basic pay fixed is final for the entire tenure of Senior Research Associateship. No revision thereof is possible. Annual increments are not

provided during the tenure. The salary of a Senior Research Associate is credited to the account of the institution of placement. The institution has to draw the amount and disburse the same to him/her every month. In cases, where SRAs are placed with CSIR Laboratories/Institutes/Organizations, all the payments will directly be released by the CSIR Laboratories/Institutes/Organizations. Details are given in Annexure-2.

Placement and Joining Reports

7. Except indicated otherwise, the selected candidates should secure placement on his/her own in a suitable institution, and send the concurrence in writing, of the Head of the Institution, soon after acceptance of offer of appointment. If the offer of appointment specifies the institution of placement, it is obligatory on the part of the candidate to join the same. Placement in private organizations, including private hospitals and clinics, is not allowed. Placement in charitable institutions, however, is considered on merits. Soon after joining, the candidate should send the joining report in original (triplicate) to HRDG, CSIR (Form-2).
8. The primary duty of a Senior Research Associate is to carry out Research. In addition, he/she may do teaching and scientific/professional work related to his/her area. The Head of the institution of placement is the controlling authority for administrative and routine matters, including discipline concerning the Senior Research Associate. The Senior Research Associate is to devote his/her full time to work on the approved research project. He/she is not allowed any kind of private practice, and he/she shall neither undertake further studies nor register for obtaining higher degree.

Tenure

9. The total tenure as Senior Research Associate is fixed for three years including tenure availed earlier, if any, and no extension is permitted beyond this period. Year to year continuance/extension within the tenure is granted on the basis of assessment of work done by the Senior Research Associate. The order for continuance or otherwise is issued by the HRDG, CSIR after considering the yearly progress report in Form-3 and confidential report in Form-4 duly supported by a detailed work report and publications in the form of reprints/preprints/copies of papers accepted or communicated for publication, duly acknowledging the support of CSIR..

Completed Form-3 & 4 should be submitted to HRDG, CSIR about 2 months in advance of the completion of each year. If the forms are not received by the due date of extension, it is presumed that the incumbent is no longer interested in continuing and therefore ceases to be a Senior Research Associate.

A Senior Research Associate is expected to seek regular employment during his/her tenure and is to resign from the Senior Research Associateship on obtaining employment, or leave the Senior Research Associateship on completion of his/her tenure, whichever is earlier.

10. The guidelines with respect to commercial exploitation of the result and ownership of patent rights pertaining to investigations concerning the intellectual work of the CSIR Senior Research Associate will be as follows:
 - (i) Public funded educational/research institution, to which SRA is associated, may seek patent right at their own cost and/or commercial exploitation of the results of the investigation concerning the Intellectual work of the SRA and all right would vest exclusively with the Institution concerned. All matters concerning ownership of IP and its licensing/exploitation would be governed by the IP policy of the concerned institutions.
 - (ii) In case an institution, to which a SRA is associated, is not in a position to seek patent rights and/or commercial exploitation of the results of the investigation concerning the intellectual work of the SRA, CSIR at its own coast may seek the patent rights and/or commercial exploitation of the results of the intellectual work of the SRA and all rights would vest exclusively with CSIR.

Transfer of Senior Research Associateship

11. Normally Senior Research Associates are not allowed to change their institutes/organizations except on compelling circumstances for which the SRAs should submit their request for transfer with proper justifications and reasons through Head of the Department/Institute along with a “**No objection**” Certificate from the Head of Department of the Institute/Organization from where transfer is sought and where to be transferred. No TA will be permissible in such cases. Transfer is not allowed in the last one year of the tenure of SRAs under any circumstances.

Contingent Grant

12. A contingent grant of Rs. 20,000/- per annum for the use of the Senior Research Associate is credited to the account of the institution of placement. For less than one year, the contingent grant will be admissible on prorata basis. The incumbent may draw the amount required through the Head of the Department. Guidelines for the utilization of the contingent grant are enclosed in Annexure-I.
- 12a. The statement of accounts and utilization certificate should be certified by the Accounts Officer and countersigned by the Finance Officer, Registrar/Administrator of the University/Institute and submitted to HRDG, CSIR every year on completion of financial year.

- 12b. **The next financial year installment of grant will be released only on receipt of the statement of Accounts and utilization certificate for the previous year.**
- 12c. The financial year commences from 1st April and ends on 31st March.

Medical Facilities

13. Senior Research Associates are entitled to receive medical reimbursement as applicable to employees of CSIR, except in Delhi and certain other cities, where CGHS facilities are made available to them.

Leave

14. Senior Research Associates are allowed to avail 8 days of Casual leave and two restricted holidays in a calendar year. Earned leave at the rate of 2.5 days per month is also allowed. They are entitled to Extra-ordinary Leave (Without Pay) for a maximum period of 90 days. For medical purposes, extra-ordinary leave of longer duration, but not exceeding the tenure, may be granted as per rules on production of a medical certificate from the authorized Medical Officer. Woman Senior Research Associate can avail of Maternity Leave for 180 days. Male SRAs with less than two surviving children are eligible for Paternity Leave for 15 days during wife's confinement as per rules. A declaration stating that she has less than two surviving children at the time of submitting the application for Maternity Leave, along with medical certificate, is necessary. Leave for Medical termination of pregnancy can also be availed of as per leave rules applicable to CSIR employees. A fitness certificate should be submitted at the time of resuming duty. No summer or winter vacations are allowed. Only casual leave or earned leave, whichever is due, will be granted for attending interviews in India. The period of any leave availed of is treated as a part of the tenure of Senior Research Associateship.

Encashment of Earned Leave

15. Senior Research Associates are also entitled to encashment of earned leave as per the following rules. It is granted after receipt of all his/her relieving documents. If he/she leaves on completion of tenure, he/she is granted encashment of unutilized balance of earned leave, in full. Otherwise, he/she is granted encashment of half of the unutilized balance of earned leave. They should claim the encashment of earned leave in Form-17 directly to Section Officer, CSIR along with a E.L. Certificate duly signed by his/her Head of the Department and his/her administrative authority specifying the spells of leave(s) availed by him/her, if any.

Head of the Department are authorized to sanction only casual leave, restricted holiday, and earned leave, maternity leave to female SRAs & paternity leave to male SRAs under intimation to CSIR. Heads of the

Departments have to maintain proper leave account which is to be furnished to HRDG, CSIR, at the time of submission of the Senior Research Associate's Annual Progress and Confidential Reports each year.

Extra ordinary leave (Leave without pay), leave on secondment basis, and earned leave, will be sanctioned by HRDG, CSIR, on receiving duly forwarded application.

Secondment Leave

16. Senior Research Associates are allowed, on request, leave without pay for a maximum period of one year, to enable them to join ad hoc or purely temporary assignments in approved institutions on secondment basis during their tenure. The leave on secondment basis is also sanctioned for (i) prestigious fellowship; (ii) Fellowship obtained through all India competition and /or through Central Govt. Agencies; (iii) Case to case basis. However, the secondment period is treated as part of the Senior Research Associate's tenure. The normal procedure should be followed for grant of continuation as a Senior Research Associate even during the secondment period.

End of Tenure

17. The tenure of a Senior Research Associate will end when
- i) the incumbent resigns on securing a job or for other reason;
 - ii) his/her services are terminated for indiscipline under conduct rules, or for unsatisfactory performance as evidenced by annual progress reports;
 - iii) the sanctioned tenure comes to an end.
18. At the time of leaving either on expiry of the tenure or on submission of resignation before that, a Senior Research Associate must provide the following information/documents to HRDG, CSIR through the Head of the Department where attached and obtain a relieving order from HRDG, CSIR.
- i) The expected date of leaving and reasons thereof, when leaving before expiry of the tenure;
 - ii) The details of his/her new job;
 - iii) Detailed final report about his/her work with an ABSTRACT of 500 words (duly approved by the guide/supervisor) of the entire research carried out during the Associateship;
 - iv) List of publications during the SRA tenure
 - v) A Charge Relinquishing Certificate (Form-5) and No dues certificate (Form-6), duly countersigned by the Head of the Department.

19. Senior Research Associates must settle their claims within one year of leaving. No claims will be admitted by CSIR after one year of leaving the Senior Research Associateship.
20. Ex-Senior Research Associates may write to CSIR at least once a year, giving details of their jobs and activities.
21. Selection or working as a Senior Research Associate does not imply any assurance or guarantee of subsequent absorption in CSIR or in any of its laboratories.
22. Service under the Senior Research Associateship (SCIENTISTS' POOL SCHEME) is purely temporary and does not count for pension or other service benefits in CSIR, or under Central Government, or State Government, or Public Sector Undertakings.
23. **Address for correspondence:**
Head, Human Resource Development Group,
CSIR Complex, Library Avenue,
Pusa, New Delhi-110 012.
24. **Attachments:**

Annexure-1	Guidelines for the utilization of the Contingent Grant.
Annexure-2	Guidelines to the institutions.
Form-1(a)	Formal Acceptance
Form-1(b)	Oath of Allegiance & Unemployment Certificate
Form-2	Joining Report
Form-3	Progress Report of Senior Research Associate
Form-4	Confidential Report on the performance of SRA
Form-5	Charge Relinquishing Certificate
Form-6	"No Dues" Certificate
Form-7	Request for sanction of tour by the Head of the Department
Form-8	Request for grant of earned, maternity, extra-ordinary or secondment leave. Application for extraordinary or secondment leave to be sent to CSIR for approval.
Form-9	Grants-in-aid bill.
Form-10	Receipt & Payment Accounts.
Form-11	Consolidated Utilization Certificate.
Form-12	Statement of Refund of Unspent Balance of CSIR Grant.
Form-13	Abstract of claiming incentive money for office staff.
Form-14	Certificate for the disbursement of incentive money to employees for maintaining accounts.
Form-15	Ledger showing the amount of receipt and expenditure in respect of Senior Associate.
Form No.16	Final Work Report
Form No.17	Form for claiming Terminal Leave (Encashment of Earned Leave)

Annexure-I**GUIDELINES FOR THE UTILIZATION OF THE CONTINGENT GRANT**

The Contingent grant will be placed at the disposal of the Head of the institution, and will be operated by him at the request of Senior Research Associate, for the following purpose:-

- i) Acquisition of books and other documents of relevance to the research topic/professional work provided these are not available in the library of the institution. ***Not more than 25% of the annual contingent grant can be utilized for the purpose.*** All the books and other documents will become the property of the institution's Library after purchase, and could be issued to the Senior Research Associate after accession, for his/her use. They shall be returned to the library before being relieved from the Senior Research Associateship (Poolship).
- ii) Meeting actual Train/Bus Fare, and Daily allowance, as applicable to CSIR employees for undertaking tours ***in India*** is explained below. Such tours may be sanctioned by the Heads of the Departments with due intimation to HRDG, CSIR. The number of tours in a financial year has to be regulated according to availability of funds.
 - (a) Field tour in connection with their research/professional work such as collection of samples/data, computation work, consultation of rare reference books in the nearest University/research institution library.
 - (b) Presenting scientific papers in Conferences, Congresses, Seminars, Workshops, etc. in India.

Daily Allowance is limited to Fifty Days in a year.
- iii) Payment of 2nd AC Train Fare to and fro by the shortest route to attend interviews for jobs ***in India*** provided that no traveling allowance is paid by the interviewing organizations. No Daily Allowance is admissible for attending interviews for jobs. Expenditure for attending interviews should not exceed 25% of the sanctioned contingent grant.
- iv) Purchase of chemicals/consumable items required for research work.
- v) Purchase of photographic materials for research/technical work.
- vi) Meeting charges for data computation related to research/technical work.
- vii) Acquisition of Reprints/Off-Prints of Research Papers/Technical Documents.

- viii) Meeting Stationery and Postal Charges. *These should not exceed 20% of the sanctioned contingent grant.*
- ix) Meeting charges for typing of Research/Technical Papers.
- x) For any other valid purpose specifically authorized by CSIR.

Note:

- (a) The Head of the Department should duly approve every item of contingent expenditure.
- (b) Contingent Grant should not be utilized for purchase of scientific equipment, furniture, office equipment, for foreign travel, or for other expenses related to visits abroad.
- (c) At the end of each financial year, the Head of the institution will submit to CSIR an audited statement of accounts of the contingent grant showing item wise breakup of expenditure. The Finance Officer of the institution should countersign the audited statement of accounts. A utilization certificate to the effect that the amount of contingent grant was spent for the purpose for which it was sanctioned should also be sent by Head of the Institution. Unspent balance, if any, of the grant may be carried forward to the next financial year, with prior approval of CSIR. If not carried forward, the unspent balance should be refunded to CSIR by means of an “Account Payee Cheque” or “Demand Draft”, drawn in favour of “Deputy Secretary, EMR Division, CSIR Complex, New Delhi.”
- (d) The contingent grant for the subsequent financial year(s) will not be sanctioned/ released, unless the audited statement of accounts and the utilization certificate for the previous financial year(s) are received by CSIR.

Annexure-2**GUIDELINES TO THE INSTITUTIONS****1. Appointment**

The selection/appointment of Senior Research Associate is made by the CSIR, and their placement normally in institutions of their choice is done with the concurrence of the institutions. This is a purely temporary appointment and Senior Research Associates are not automatically entitled to any regular appointment/absorption. They are also not *entitled to contribute towards GPF/Pension Scheme, or to the drawal of LTC etc.*

2. Tenure

The total tenure of a Senior Research Associate is three years only, subject to conditions stipulated in para-7 of the general terms and conditions of appointment. The tenure is fixed at the time of selection.

3. Salary

The basic pay of the Senior Research Associate is fixed at the time of selection. In addition to basic pay, he/she is entitled to allowances admissible to employees of CSIR excluding Transport Allowance from time to time, at the station where he/she is posted.

The salary will be paid to the Senior Research Associate only for the period he/she has actually worked but not beyond the last date of tenure. No annual increments are provided under the Senior Research Associateship (Scientists" Pool Scheme). The fixation of pay and tenure of a Senior Research Associate are indicated in the appointment letter.

Recoveries on account of Income Tax and CGHS (in Delhi and other places where such scheme is in operation for CSIR employee) may be affected at source by the Institutions/Organizations as in the case of regular employees. However, recovery of CGHS subscription is to be remitted to CSIR each month for onwards transmission to DGHS.

Senior Research Associates are not permitted to do any kind of private practice and they are not entitled to any non-practicing allowance in lieu thereof.

The dues for the last month of working may be released to the Senior Research Associate only on receipt of "No dues" Certificate from him/her.

Institutions have to claim the salaries of Senior Research Associates in Form-9, and disburse the same to them every month.

4. **Contingent Grant (CG)**

The institution utilizing the services of a Senior Research Associate is expected to provide him/her with the necessary facilities for work. It may, sometimes, happen that a Senior Research Associate engaged in research, require some special chemicals, glassware, etc. which may not be available in the Institution where he/she is working, or he/she is to incur some expenditure on items such as (i) computation charges; (ii) photographic material; (iii) stationery, postage, typing, and reprints/photocopying; (iv) purchase of books relevant to his/her research topic; (v) tours in connection with the research work; (vi) tours in connection with the interviews for jobs during the tenure under Senior Research Associateship (Scientists' Pool scheme). In order to meet such contingencies, CSIR has provided a contingent grant up to a maximum of Rs.20000/- (Rupees Twenty Thousand only) per annum for the use of a Senior Research Associate. Institutions have to claim the Contingent Grants of Senior Research Associates in Form-9, and reimburse the same to them.

Senior Research Associates may undertake tours for presenting a paper or chairing a session in any scientific Conference/Seminar/Congress/Workshop in India. Request for sanction of tour must be submitted to the Head of the Department, along with a copy of the invitation letter from the organizing authority, a copy of the abstract of the paper, and receipt for registration/delegation fees, if paid; otherwise relevant documents requiring payment of such fees. **(Tour expenditure will also have to be met out of the contingent grant)**. Such tours may be undertaken only after getting prior approval of Head of the department under intimation to CSIR (Form-7) and request for the same will be entertained well in advance.

5. **Leave**

(A) Casual Leave and Restricted Holidays

Casual leave and restricted leave can be granted for Eight days and Two days respectively in a calendar year. Normally, not more than 5 days' casual leave in one spell may be allowed. The Head of the Department/Organization may grant this kind of Leave where the Senior Research Associate is posted, and a record may be maintained.

(B) Other kinds of leave

Other kinds of leave i.e. Earned leave, Maternity leave (180 days) in case of female Senior Research Associates may be granted by the Head of the Department as per the admissibility of leave. Male SRA with less than two surviving children are eligible for Paternity Leave for 15 days during wife's confinement as per rule. A copy of the sanction order must be sent to CSIR. Only casual leave or earned leave, whichever is due may be granted by Head of the Department for attending interviews for jobs in India. Extraordinary leave, Earn leave etc. shall be granted by CSIR on the recommendations of the Head of the Department concerned ((Form-8). Leave record must be maintained by

the Head of the Department and consolidated leave account for the year furnished along with the annual progress report of the Senior Research Associate.

6. SRAs working in CSIR Laboratories

For SRAs placed in CSIR Laboratories/Institutes, the pay & allowances, contingent grant, encashment of earned leave, etc. & their cases will be dealt directly with by the authority of Lab/Inst. Directors of CSIR Laboratories are also empowered to sanction all kinds of leave to SRA as defined in the “**Terms and Conditions of Appointment and Guidelines to the Institutions**” given on our web site www.csirhrdg.res.in.

7. Progress Report

Annual report on the performance of Senior Research Associates should be obtained and sent to CSIR for the assessment of their work. A Senior Research Associate has to send annual progress report in Form-3 duly supported by publications and a detailed work report at least two months before the year-end for grant of continuance of Senior Research Associateship. The Confidential Report in Form-4 is to be completed by the Head of the Department and countersigned by the Head of the institution and forwarded, along with Form-3 to CSIR. The results of a Senior Research Associate's may be published in standard refereed journals acknowledging the Senior Research Associateship (Pool scheme) of the Government of India. Non-receipt of complete Form-3 & Form-4 with the prescribed enclosures in time in CSIR would result in automatic termination of tenure on the date on which the year expires.

8. Grant to the Institutions

Institution should claim the salary allowances and contingent grant of Senior Research Associates on Form-9. Subsequent quarterly installments will be paid on receipt of similar documents for each quarter preceding the last quarter.

9. Submission of Accounts & Utilization Certificates

Each institution is to send an audited statement of receipt and payment accounts to CSIR, on quarterly basis in Form-10, along with utilization certificate in Form-11. The unutilized portion of the grant available with the institution at the close of a quarter may be carried forward to the next quarter (Form-11) or may be refunded to CSIR Complex, New Delhi (Form-12) as the case may be. The statement of Accounts & Utilization Certificates once submitted by the Institutes/Organization will be treated as final and no further adjustment is possible.

10. Incentive to the Institutions for Handling CSIR Work.

For maintaining and timely submission of the accounts of CSIR grants, the beneficiary institutions may claim from CSIR the administrative overhead charges @ 15% of actual

expenditure of contingent grant subject to the maximum of Rs.500/- per annum per Senior Research Associate on Form-13. This has to be met out of the balance available from the Contingent Grant. 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. 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 (Form-14). ***The admissibility of the overhead charges shall be subject to the timely submission (within three months of the close of the financial year) of the following statement/documents to CSIR.***

- (i) Summary of receipt and payment accounts relating to CSIR grants for the year, along with the statement of accounts (Form-10).
- (ii) Consolidated utilization certificate in respect of the financial year in question (Form-11).
- (iii) Audited statement by statutory auditors or Govt. auditors, as the case may be.
- (iv) Summary of claim for administrative overhead expenses (Form-13).

CSIR may withhold release of grants to the institution, which has not furnished the above statements/documents within 3 months of the close of financial year. Payment of the administrative overhead charges to the employees maintaining accounts of CSIR shall be admissible only on receipt of the statements/documents mentioned above and on authorization by CSIR.

11. Employment Assistance

Senior Research Associates may be encouraged to apply for regular positions in India suitable to their qualifications and experience. Their names will also be forwarded against specific enquiries from the employing organization from time to time.

12. General Guidelines

To facilitate speedy day-to-day working of Senior Research Associate of CSIR, the Heads of the Departments can exercise the following powers in concurrence with the Heads of Institutions.

- (a) Sanctioning of casual leave, restricted holidays, earned leave and maternity leave account, where applicable, of each Senior Research Associate should be made available to CSIR along with the annual progress report. At the time of the Senior Research Associates leaving the scheme, their full leave account, along with all other prescribed documents, should be sent to CSIR.
- (b) Approving tours of Senior Research Associates within India exclusively for:
 - i) Field work connected with research, if any;
 - ii) Computation work;

- iii) Consulting rare reference volumes in the nearest university/research institution library;
 - iv) Presenting scientific papers at conferences, congresses, seminars, and workshops in India. Details of all tours/visits undertaken by Senior Research Associates should be communicated with the annual progress report.
- (c) Recommending tours for purposes other than those mentioned above which require prior approval of CSIR, and forwarding tour programs to CSIR.
- (d) *Senior Research Associates should not be allowed to go abroad for any reason whatsoever without specific permission of CSIR. Presenting Scientific paper in international conferences/seminars held abroad, CSIR permission is required and the period of travel and seminar dates will be treated on duty period leave without any financial liability for CSIR.*
- (e) Forwarding correspondent of Senior Research Associates to CSIR with remarks thereon. Any request, which a Senior Research Associate may like to send to CSIR, has to be sent through the Head of the Department with his remarks thereon.
- (f) Forwarding relieving documents, detailed final work report, and an abstract of work in 500 words, to CSIR for finalizing the case of each Senior Research Associate. After receiving these documents, CSIR will issue relieving orders.

Attachments:

Form-1(a)	Formal Acceptance
Form-1(b)	Oath of Allegiance & Unemployment Certificate
Form-2	Joining Report
Form-3	Progress Report of Senior Research Associate
Form-4	Confidential Report on the performance of SRA
Form-5	Charge Relinquishing Certificate
Form-6	“No Dues” Certificate
Form-7	Request for sanction of tour by the Head of the Department
Form-8	Request for grant of earned, maternity, extra-ordinary or secondment leave. Application for extraordinary or secondment leave to be sent to CSIR for approval.
Form-9	Grant-in-aid bill.
Form-10	Receipt & Payment Accounts.
Form-11	Consolidated Utilization Certificate.
Form-12	Statement of Refund of Unspent Balance of CSIR Grant.
Form-13	Abstract of claiming incentive money for office staff.
Form-14	Certificate for the disbursement of incentive money to employees for maintaining accounts.

Form-15	Ledger showing the amount of receipt and expenditure in respect of Senior Associate.
Form No.16:	Final Work Report
Form No.17:	Form for claiming Encashment of Earned Leave

CONCLUDING NOTE

- 1. The Forms downloaded from our website (www.csirhrdg.res.in) and sent to CSIR should be complete in all respect; no column should be left blank or marked with dashes. To avoid delays, all the relevant information should be duly provided.*
- 2. The information/guidelines/instructions contained in this website supersede all the previous ones. In all matters related to Senior Research Associateship (Scientists' Pool Scheme), decision of CSIR will be final.*

FORM – 1(a)**HUMAN RESOURCE DEVELOPMENT GROUP, CSIR****CSIR Complex, Library Avenue, Pusa, New Delhi-110 012****SENIOR RESEARCH ASSOCIATESHIP (SCIENTISTS' POOL SCHEME)****ACCEPTANCE**

No. IA/B-

I hereby accept the offer of Senior Research Associateship under the Scientists' Pool Scheme. I will abide by the terms and conditions of appointment stipulated under the said scheme.

I further certify that I shall be working on the Research Project approved by the Expert Committee entitled “ _____

Signature _____

Name _____

Place _____

Dated _____

FORM – 1(b)

**HUMAN RESOURCE DEVELOPMENT GROUP, CSIR
CSIR Complex, Library Avenue, Pusa, New Delhi-110 012**

SENIOR RESEARCH ASSOCIATESHIP (SCIENTISTS' POOL SCHEME)**OATH OF ALLEGIANCE**

I, _____ swear that I will be faithful and bear true allegiance to India and to the Constitution of India established and that I will loyally carry out the duties of my office and „so help me God“.

Date:
Place:

Signature
(NAME IN BLOCK LETTERS)

UNEMPLOYMENT CERTIFICATE

I, _____ do not hold an appointment under any Government or other authority in India nor am I under contract to serve any Government or other authority, nor am I engaged in private practice of any kind.

Date:
Place:

Signature
(NAME IN BLOCK LETTERS)

FORM - 2

**HUMAN RESOURCE DEVELOPMENT GROUP, CSIR
CSIR Complex, Library Avenue, Pusa, New Delhi-110 012**

SENIOR RESEARCH ASSOCIATESHIP (SCIENTISTS' POOL SCHEME)

JOINING REPORT

After making the four Xerox copies of Form-2, Senior Research Associate shall fill in the following certificate of joining and get it counter signature from his/her Head of the Department on all the four copies of joining report in original and send three copies to the address given above. One additional copy may be forwarded by the Head of the Department/Organization duly countersigned and stamped with official seal.

CERTIFICATE

I, Dr./Miss/Mrs/Shri _____

have joined duty as a Senior Research Associate at _____

with effect from _____ (forenoon/afternoon)

Candidate Signature _____

Date _____

(Counter signature of the Head of the Department with official seal)

Three specimen Signatures of the Senior Research Associate are given below

1. _____

2. _____

3. _____

(Counter signature of the Head of the Department with official seal)

FORM-3

**HUMAN RESOURCE DEVELOPMENT GROUP CSIR
Complex, Library Avenue, Pusa, New Delhi-110 012.
SENIOR RESEARCH ASSOCIATESHIP (SCIENTISTS' POOL SCHEME)**

**ANNUAL PROGRESS REPORT OF SENIOR RESEARCH ASSOCIATE
(TO BE FILLED IN BY SENIOR RESEARCH ASSOCIATE)**

- 1 *SRA (Pool) No. _____
- 2 Name of the SRA _____
- 3 Organization to which attached _____
- 4 Date of joining _____
- 5 Date upto which position is tenable _____
- 6 Period covered by the report
From _____ to _____
- 7 Type(s) of work done indicating number of hours per week in each:
(a) Research _____ (b) Teaching _____
(c) Design/Development _____ (d) Clinical work _____
(e) Any other work (Please specify) _____
-
- 8(a) Detailed quantitative report on the research work done (separate statement must be attached):

- 8(b) Detailed quantitative report on any other type of work done, as mentioned in 7(e) (separate statement must be attached): _____
- 9(a) **Reference of papers published and under publication (details of Author(s), title, journal, volume no., page(s) and year of publication be given for published papers, and copies of papers communicated/prepared/under preparation and reprints of published papers must be attached):
- 9(b) **Number of Patents taken or applied for (details must be attached):
10. Posts applied for (use additional sheets, if necessary)

Particulars of Posts & Organisations	Grade	Date of application	Date of interview	Was the interview attended?	Present position of selection

*SRA, wherever occurs, to be read as Senior Research Associate.

**Should be based on the work as a Senior Research Associate.

11. Posts, if any, for which you were called for interview without any application from you. (use additional sheets, if necessary)

Particulars of Posts & Organization	Grade	Date of Interview	Was the interview attended?	Present position of selection

12. Other efforts, if any, made to find a regular position _____

13. Posts offered during Senior Research Associateship

Designation	Organization	Scale of Pay	Starting Salary	Date of offer	Action taken

14. It is affirmed that I have devoted my full time to the activities described in item 7 and that I did not take up any other paid or unpaid work.

Date: _____

Signature of Senior Research Associate

A separate statement giving details of leave sanctioned during the reporting period, mentioning kinds of leave with dates, must be attached.

Remarks of the Head of the Department

Signature
(Head of the Department)

Date: _____

Name in BLOCK LETTERS _____

Designation _____

Official Seal _____

F O R M-4

**HUMAN RESOURCE DEVELOPMENT GROUP, CSIR
CSIR Complex, Library Avenue, Pusa, New Delhi-110 012.
SENIOR RESEARCH ASSOCIATESHIP (SCIENTISTS' POOL SCHEME)**

***ANNUAL CONFIDENTIAL REPORT ON THE PERFORMANCE OF
SENIOR RESEARCH ASSOCIATE
(TO BE FILLED IN BY THE HEAD OF THE DEPARTMENT)***

1. SRA (Pool) No. _____
2. Name of the SRA _____
3. Organization to which attached _____

4. Date of Joining _____
5. Date upto which position is tenable _____
6. Period covered by the report
From _____ to _____
7. Type(s) of work done indicating number of hours per weeks in each :
(a) Research _____ (b) Teaching _____
© Design/Development _____ (d) Clinical work _____
(e) Any other work (Please specify) _____

8. Does the Senior Research Associate have as much work load as that of a person of similar rank in your organization? Yes/No _____.
9. Please describe briefly the contribution made by the Senior Research Associate
(a) in research work _____
(b) in any other work (Please specify) _____

10. Is the work undertaken by the Senior Research Associate of any applied importance, and if so, whether patent has been/can be taken? If yes, whether CSIR has been approached? _____

11. Qualitative assessment (Please use the following grading)
Suggested grading in order: Outstanding, Excellent, Very Good, Good, Average, And Poor.
(a) Character & integrity _____
(b) Intellectual caliber _____
© Originality _____
(d) Professional ability _____
(e) Sense of responsibility _____
(f) Other qualities like leadership, capacity for team work, etc. _____
(g) On overall basis _____
12. Suggestions for better utilization of the Senior Research Associate:

Please fill in the following items:

- (a) How can the present utilization be improved? _____
- (b) Would you like the Senior Research Associate to continue (Yes/No) ___
- © If yes, for how long within his/her tenure? _____
- (d) Would you like the Senior Research Associate to be transferred to some other organization? If so, can you please suggest any suitable organization and the reason thereof? _____
13. Has the Senior Research Associate been offered any regular position in your organization or outside? If yes, please indicate the post and starting pay _____
14. Is there any possibility of the Senior Research Associate getting a regular position in your institution in near future? If yes, please give details of the post, grade and starting salary _____
15. Is the Senior Research Associate engaged in any kind of private Practice? If yes, please give detail _____
16. Has the Senior Associate registered himself/ herself for any degree, diploma or certificate course? If yes, please give details: _____
17. In case the Senior Research Associate has left, please indicate:
- (a) the date of leaving _____
- (b) the reason for leaving _____
- © Present address, if known _____

Signature of the Head of the Department

Date: _____

Name in BLOCK LETTERS
Designation
Official Seal

Remarks of the Head of the Organization

Signature

Date: _____

Name in BLOCK LETTERS
Designation
Official seal

*SRA, wherever occurs, to be read as Senior Research Associate

FORM-5

**HUMAN RESOURCE DEVELOPMENT GROUP, CSIR
CSIR Complex, Library Avenue, Pusa, New Delhi-110 012**

**SENIOR RESEARCH ASSOCIATESHIP
(SCIENTISTS' POOL SCHEME)**

No. 13()/SRA

CHARGE RELINQUISHING CERTIFICATE

I, Dr.Miss/Mrs. _____ relinquish duty as a Senior Research Associate at _____ with effect from _____ (forenoon/afternoon) at the time of proceeding on _____ (type of leave)/on tendering resignation from the Senior Research Associateship (Scientists' Pool Scheme)/on completion of tenure as a Senior Research Associate.

Signature

Counter signature of the
Head of the Department
With official seal.

Place: _____

Date: _____

No. 13()/SRA

CHARGE RESUMPTION CERTIFICATE

I, Dr/Miss/Mrs _____ resumed duty as a Senior Research Associate at _____

with effect from _____ (forenoon/afternoon) on return from _____ (type of leave).

Signature

Counter signature of the
Head of the Department
With official seal.

Place: _____

Date: _____

*SRA, wherever occurs, to be read as Senior Research Associate

FORM-6

**HUMAN RESOURCE DEVELOPMENT GROUP, CSIR
CSIR Complex, Library Avenue, Pusa, New Delhi-110 012**

**SENIOR RESEARCH ASSOCIATESHIP
(SCIENTISTS' POOL SCHEME)**

No. 13()/SRA

“NO DUES” CERTIFICATE

I, _____ hereby certify that
there are no dues pending against Dr./Miss/Mrs. _____
_____, who worked with me as a Senior Research
Associate from (date) _____ to (date) _____

Place: _____

Date: _____

Signature of the Head of
Department with
official seal

FORM-7

**HUMAN RESOURCE DEVELOPMENT GROUP, CSIR
CSIR Complex, Library Avenue, Pusa, New Delhi-110 012**

**SENIOR RESEARCH ASSOCIATESHIP
(SCIENTISTS' POOL SCHEME)**

**REQUEST FOR SANCTION OF TOUR (2 copies are to be submitted)
(TO BE FILLED IN BY THE SENIOR RESEARCH ASSOCIATE)**

1. *SRA (Pool) Number _____
2. Name of Senior Research Associate _____
3. Date of Joining _____
4. Organization to which attached (full address) _____

5. Details about the Conference/Seminar/Congress/Workshop to be attended
 - (a) Name of the Organiser _____
 - (b) Topic _____
 - © Place where it is being held _____
 - (d) Dates from _____ to _____
 - (e) (i) Are you presenting a paper (Oral/Poster) or chairing a session?
(ii) If yes, please give the title of your paper and the name of concerned session

 - (f) Approximate total cost of the tour _____
6. Duration of tour with dates (please attach a copy of your tour programme) _____

7. Total number of such meetings already attended in this financial year _____

8. Other details of tour, if any _____

Recommended/Not recommended

Signature of the Head of Department
with official seal

Signature of the Sr. Research Associate

Date:

Place:

FORM-8

**HUMAN RESOURCE DEVELOPMENT GROUP, CSIR
CSIR Complex, Library Avenue, Pusa, New Delhi-110 012**

SENIOR RESEARCH ASSOCIATESHIP

**REQUEST FOR GRANT OF LEAVE (2 copies are to be submitted)
(TO BE FILLED IN BY THE SENIOR RESEARCH ASSOCIATE)**

1. *SRA (Pool) Number _____
2. Name of Senior Research Associate _____
3. Date of Joining _____
4. Organization to which attached (full address) _____

5. Type of leave applied for:
Earned*, Maternity*, Extraordinary**, Leave on secondment**
6. Duration of leave with dates _____
7. Purpose for which the leave is required (Attach a medical certificate, if the ground for leave
are medical in nature)
8. Address for communication when on leave _____
9. Types of leave already granted to you while you have been a Senior Research Associate

Type of leave	Duration	Dates

Recommended/Not recommended

Signature of the Sr. Research Associate

Date:

Place:

Signature of the Head of Department
with official seal

*To be sanctioned by the Head of the Department where the SRA is working

** to be sanctioned by HRDG, CSIR, New Delhi.

SRA, wherever occurs, to be read as Senior Research Associate.

FORM-9

**HUMAN RESOURCE DEVELOPMENT GROUP, CSIR
CSIR Complex, Library Avenue, Pusa, New Delhi-110 012
SENIOR RESEARCH ASSOCIATESHIP**

To
Head, HRDG,
Council of Scientific & Industrial Research
CSIR Complex, Library Avenue, Pusa,
New Delhi-110 012.

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

GRANT-IN AID BILL

CSIR Sanction No. _____

Dated _____

Quarter/Month _____

Name of the Senior Research Associate _____

(in case of single person)

Number of Senior Research Associate _____

(in case of consolidated bill)

(statement enclosed in triplicate)

Please send a consolidated bill of all Senior Research Associates as far as possible and enclose the details of the claim item-wise (in Rs.)

PARTICULARS	Amount of grant			Total	Contingency	Grand Total	Remarks
	Pay	DA.	HRA				
1. Amount sanctioned for the year _____							
2. Grant claimed for the Quarter/month from _____ to _____							
DEDUCT							
3. Unspent balance brought forward							
Net Amount claimed							

1. Certified that the amount claimed in this bill will be utilized for the purpose for which it is sanctioned and in accordance with the Terms and Conditions for the CSIR Senior Research Associateship (Scientists' Pool Scheme).
2. Certified that the attendance records have been maintained and checked.
3. Certified that the work of the Senior Research Associates for the past six months has been satisfactory.
4. Certified that persons for whom HRA is claimed have not been provided any accommodation and HRA claimed is as per rules of CSIR.

Signature of the Accounts Officer/
SupervisorCounter signature & Designation of the Head of Institution
(Office Stamp)

(TO BE FILLED IN BY THE CSIR)

Sr. No./ _____/SRA*

Date: _____

Passed for Rs. _____ only (_____)

Cheque/DD to be issued in favour of

Deputy/Under Secretary/Section Officer
CSIR Complex, New Delhi

Budget Head: Senior Research Associateship (Scientists' Pool Scheme)

Pay Rs. _____ only (Rs. _____)

Paid-vide cheque No. _____

Date _____ Rs. _____

Finance & Accounts Officer (EMR)

Finance & Accounts Officer (EMR)

*SRA, wherever occurs, to be read as Senior Research Associate

CSIR Complex, New Delhi

FORM-10

**HUMAN RESOURCE DEVELOPMENT GROUP, CSIR
CSIR Complex, Library Avenue, Pusa, New Delhi-110 012**

**SENIOR RESEARCH ASSOCIATESHIP
(SCIENTISTS' POOL SCHEME)**

RECEIPT AND PAYMENT ACCOUNTS FOR THE YEAR 20__ - 20__

Name of the University/College/Hospital/Institute _____

Particulars of the Senior Research Associate	Balance brought forward from previous year (A)			Receipt during the year (B)			Total of Column (A) & (B)			Payment made during the year			Balance C.O. to next year		
	Pay & Allow.	Contg.	Total	Pay & Allow.	Contg.	Total	Pay & Allow.	Contg.	Total	Pay & Allow.	Contg.	Total	Pay & Allow.	Contg.	Total

Signature of the Registrar/Principal/
Accounts Officer of the Univ./College/
Institute/Hospital with Official Seal

FORM-11

**HUMAN RESOURCE DEVELOPMENT GROUP, CSIR
CSIR Complex, Library Avenue, Pusa, New Delhi-110 012**

**SENIOR RESEARCH ASSOCIATESHIP
(SCIENTISTS' POOL SCHEME)**

**CONSOLIDATED UTILIZATION CERTIFICATE FOR THE
YEAR 20__ - 20__**

Name of the Instt./Univ./College/Hospital _____

It is certified that no unspent balance in respect of CSIR Senior Research Associate is lying with this University/Institution as on 31st March 20__ and the entire grant received by this University/Institution upto 31st March, 20__ has been spent for the purpose, for which it was sanctioned by CSIR.

Or

It is certified that an amount of Rs. _____ only (Rupees _____)

is lying as unspent balance out of the total grant of Rs. _____ released for the year 20__ - 20__. This amount of unspent balance is being carried forward to the next financial year 20__-20__.

Dated: _____

Signature of the Accounts/
Finance Officer of the
University/College/Institute/
Hospital with Official Seal

FORM-12

HUMAN RESOURCE DEVELOPMENT GROUP, CSIR
CSIR Complex, Library Avenue, Pusa NPL Campus, New Delhi-110 012

SENIOR RESEARCH ASSOCIATESHIP
(SCIENTISTS' POOL SCHEME)

STATEMENT OF REFUND OF UNSPENT BALANCE OF CSIR GRANT FOR THE YEAR 20__ - 20__

Name of the Instt./Univ./College/Hospital _____

Sr. No.	Particulars of the Senior Research Associate	SRA (Pool) Number	Date of termination of Senior Research Associateship (Poolship)	Amount of unspent balance refunded			Cheque/DD No. which being refunded
				Pay & Allow.	Contg.	Total	

Signature of the Registrar/Principal/
Accounts Officer of the Univ./College/
Institute/Hospital with Official Seal

FORM-13

**HUMAN RESOURCE DEVELOPMENT GROUP, CSIR
CSIR Complex, Library Avenue, Pusa, New Delhi-110 012**

**SENIOR RESEARCH ASSOCIATESHIP
(SCIENTISTS' POOL SCHEME)**

**ABSTRACT FOR CLAIMING INCENTIVE MONEY FOR OFFICE STAFF
FOR THE YEAR 20__ - 20__**

Name of the Instt./Univ./College/Hospital _____

Sr. No.	Name(s) of Senior Research Associate(s)	Duration in the Pool	Incentive money for the duration @ 15% of actual expenditure of contingency amount subject to the maximum of Rs.500/- per Senior Research Associate per annum.

Total: (Rs. _____)

Signature of the
Principal/Accounts Officer
With official seal

Signature of the
Head of Institution
With official seal

FORM-14**HUMAN RESOURCE DEVELOPMENT GROUP, CSIR****CSIR Complex, Library Avenue, Pusa, New Delhi-110 012****SENIOR RESEARCH ASSOCIATESHIP
(SCIENTISTS' POOL SCHEME)****CERTIFICATE FOR THE DISBURSEMENT OF INCENTIVE MONEY TO
EMPLOYEES FOR MAINTAINING ACCOUNTS**

It is to certify that an amount of Rs. _____ only (Rupees _____
 _____)
 has been paid to the following employees (as shown) as incentive money for
 maintaining the accounts relating to the CSIR Senior Research Associates during the
 period from _____ to _____

Sr. No.	Name & designation of the Employees	Amount Paid

Counter signature of
 The Head of the Institution
 with Official Seal

Signature of the Accounts/
 Finance Officer with
 Official Seal

FORM-16**HUMAN RESOURCE DEVELOPMENT GROUP, CSIR
CSIR Complex, Library Avenue, Pusa, New Delhi-110 012****SENIOR RESEARCH ASSOCIATESHIP
(SCIENTISTS' POOL SCHEME)****FINAL WORK REPORT****(to be submitted in duplicate)****Proforma to be filled by the Senior Research Associate
at the time of leaving the Scientists' Pool**

1. Name of the Senior Research Associate : _____
2. SRA (Pool) No. : 13()/SRA/
3. Name(s) and full address(es) of the organization(s) where attached as Senior Research Associate : _____

4. Name & Address of the Head of the Department under whose guidance worked as Senior Research Associate : _____

5. Date of Joining the Senior Research Associateship : _____
6. Date of leaving the Senior Research Associateship : _____
7. Salary drawn (Basic) : Rs. _____
8. Amount of contingent & other grants, if Any, availed of during Senior Research Associateship. : Rs. _____
9. Nature of work assigned (please indicate Research/Teaching/Design/Development/ any other : 1. _____
2. _____
3. _____
10. (a) Title of Research Project taken-up during Senior Research Associateship : _____

(b) Please give on a separate sheet on Abstract (within 500 words), duly approved by the Head of the Department, of the research work carried out and the results achieved during the entire tenure of Senior Research Associateship.

11. References of Papers: (a) published, (b) accepted, (c) communicated, (d) Presented on the basis of research carried out as Senior Research Associate indicating the title of the paper, name(s) of author(s), name of the Journal, Volume Number, Issue Number, Year of publication and page numbers (from ____ to ____), etc. (Please attach list of papers and their reprints).
12. (a) Details of Designs/Drawings/Inventions/Discoveries, if any, made during Senior Research Associateship:
- (b) Whether any patent has been filed during the tenure : Yes/No
- © If yes, give details
13. What is your present employment status after leaving the Senior Research Associateship? :
Please give details.

Signature_____

Counter signature of the Guide/Supervisor
Head of the Department with Official Seal

Place:

Date:

FORM-17

HUMAN RESOURCE DEVELOPMENT GROUP, CSIR
CSIR Complex, Library Avenue, Pusa, New Delhi-110 012

SENIOR RESEARCH ASSOCIATESHIP
(SCIENTISTS' POOL SCHEME)

PRE-RECEIPTED CLAIM BILL FOR TERMINAL LEAVE
(POOL SECTION)

Name of the Senior Research Associate (SRA) : _____
 Period of stay as SRA : from _____ to _____
 Whether tenure completed or resigned : _____

Basic Pay : Rs.	Dearness Allowance as on _____ Percentage _____%
Total Amount = Basic Pay + DA	Rs.
Number of days of Terminal Leave Sanctioned from HRDG, CSIR	_____ Days

Total amount due: $(\text{Basic pay} + \text{DA}) \times \text{Nos. of days of Terminal Leave}$
 30

(Net amount to be written in words)

Rupees _____
 _____ please pay to the concerned Ex-SRA
 on the following postal address

Signature _____

Date _____

Postal address:
 Dr./Miss/Mrs. _____
 Ex-Sr. Research Associate,

(Re.1/- revenue stamp, if amount
 exceeds by Rs.5000/-)

Bill Passed for Rs. _____/- (Rupees _____)

Under Secretary/Section Officer (Pool)