

भारत सरकार

विज्ञान और प्रौद्योगिकी मंत्रालय

जैव प्रौद्योगिकी विभाग

GOVERNMENT OF INDIA

MINISTRY OF SCIENCE & TECHNOLOGY

DEPARTMENT OF BIOTECHNOLOGY



सत्यमेव जयते



एक कदम स्वच्छता की ओर

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No.BT/AI/21011/01/2019

22/11/19
Dated : 18th November, 2019

✓ The Director,
National Centre for Cell Science (NCCS),
Pune, Maharashtra- 411007

Subject:- Forwarding of approved Bye-laws of NCCS, Pune-reg.

Sir,

I am directed to forward herewith a copy of Bye-laws of National Centre for Cell Science (NCCS), Pune duly approved by competent authority for further necessary action.

2. This Bye-laws have the approval of the Hon'ble Minister for Science & Technology and Earth Sciences vide his Office Dy. No. 7009 dated 01.10.2019.

Yours faithfully,

Encls: As above.

(Subodh Kumar Ram)

Under Secretary to the Govt. of India

Tel: 2436 0983

सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

Copy to for information:-

- Scientist 'G' (Dr. Suchita Ninawe) - Scientific Coordinator for NCCS, Pune.
- Scientist 'E' (Dr. Rajneesh K. Gaur) - Nodal Officer for NCCS, Pune.

राष्ट्रीय कोशिका विज्ञान केन्द्र
आ. क्र. 0.706 दिनांक. 29/11/19
..0.9.....अनुभाग द्वारा कारवाई
टिपणी की जाए

Seen *[Signature]*
21/12/2019
Copies:
• Admin - Original
• Accounts
• Directors office.
[Signature]
21/12/2019



BYE LAWS **(2019)**

NATIONAL CENTRE FOR CELL SCIENCE, PUNE

**(An Autonomous Institution of Department of Biotechnology,
Ministry of Science & Technology, Government of India)
NCCS COMPLEX, GANESHKHIND, S. P. PUNE UNIVERSITY CAMPUS,
PUNE – 411 007.**

Ph. No. 020 2570 8001. Email : infonccs@nccs.res.in

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अवर सचिव / Under Secretary
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ABOUT NATIONAL CENTRE FOR CELL SCIENCE, PUNE

INTRODUCTION

The National Centre for Cell Science (NCCS) [formerly National Facility for Animal Tissue and Cell Culture (NFATCC)], an autonomous organisation aided by the Department of Biotechnology, Government of India, was established with a tripartite mandate of:

- a. Serving as a national repository of animal cell cultures
- b. Undertaking research in cell biology
- c. Human resource development

NCCS is located within the academically-enriched campus of the S. P. Pune University. Since inception, NCCS has been carrying out cutting-edge research in cell biology, has been providing valuable services as a national animal cell repository and has been supporting human resource development through various teaching and training programmes. NCCS has been at the forefront of basic research in diverse fields of cell biology, especially those addressing paramount human health issues like cancer, metabolic and infectious diseases, and regenerative medicine. The research at NCCS is focused on answering challenging questions through approaches that integrate modern and conventional disciplines, including computational and structural biology, genomics and proteomics, stem cell biology, immunology and microbiology. The contributions made by the scientists of NCCS have gained worldwide recognition through publications in renowned scientific journals and prestigious awards, including the Padmashree and Shanti Swarup Bhatnagar Prizes.

Mandate / Aims and Objectives:

- i. To receive, identify, maintain, store, grow and supply:
 - a) Animal and human cells / Cell cultures.
 - b) Tissues, organs, eggs (including fertilized) and embryos.
 - c) Hybrid cells including hybridomas.
 - d) Unicellular, obligate pathogens, parasites and vectors.
 - e) Plasmids, genes and genomic libraries.
- ii. Develop, prepare, quality control and supply culture media, other reagents and materials, and cell products independently and in collaboration with industry and other organizations.
- iii. Research and Development in the above and Cell Culture related materials and products.
- iv. To establish and conduct postgraduate courses, workshops, seminars, symposia and training programs in the related fields.
- v. To organize training programmes for technical personnel in Tissue Culture Technology, Tissue Banking, Cell products and related areas.
- vi. To serve as a National Reference Centre for Tissue culture, Tissue banking, Cell products and Data bank etc., and to provide consultancy services to Medical, Veterinary, Pharmaceutical institutions, Public health services and Industries etc. in the country.
- vii. To provide and promote effective linkages on a continuous basis between various scientific and research agencies / laboratories and other organizations, including industries working in the country.
- viii. To collaborate with foreign research institutions and laboratories and other international organizations in the areas relevant to objectives of the Institution.

- ix. To participate in such programmes as required in the country for the betterment of society and advancement in science and technology.
- x. To publish and disseminate information relating to results of research.
- xi. To establish affiliation with recognized universities and institutions of higher learning for the purpose of enabling research scholars to register for post-graduate degrees.
- xii. To establish, maintain and manage laboratories, workshops, stores and other facilities for the efficient prosecution of scientific and technological research in animal tissue culture and related areas.
- xiii. To create, administrative, technical and other posts and scholarships and fellowships under the Facility and to make appointments thereto in accordance with the rules and regulations of the Institution.
- xiv. To appoint and hire services or discharge / terminate the services of the personnel and to pay them in return for the services rendered to the Institution, salaries, wages, gratuities, provident fund and other allowances or remunerations, honorarium in accordance with the rules and regulations of the Institution.
- xv. To accept and undertake the management of any endowment or trust fund or donation, to in furtherance the objectives of the Institution.
- xvi. To receive grants-in-aid in cash or in other forms from the Government of India, State Governments, Charitable Institutions / Trusts, individuals and industry within the country.
- xvii. To receive, with the prior approval of the Central Government, monetary assistance from foreign sources including international organizations for training programmes, scientific research exchange programmes and for strengthening infrastructure.
- xviii. To take over the present "National Centre for Cell Science" fully funded by DBT, at the University of Poona, Pune with its present scientific and research activities and ancillary project grants and related research and infrastructural facilities.
- xix. To do all such other lawful acts and things either alone or in conjunction with other organizations or persons as the Institution may consider necessary, incidental or conducive to the above mentioned objectives or any of them.



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1. SHORT TITLE AND COMMENCEMENT:

- i. These Bye-Laws shall be called the National Centre for Cell Science Bye-Laws 2019, hereinafter referred to as '**NCCS Bye-Laws**' (formerly NFATCC). These shall come into effect from the date of notification issued by the Institute after due approval of the same from Department of Biotechnology, Ministry of Science and Technology, Government of India.
- ii. The copy of the approval of the Department of Biotechnology, Ministry of Science and Technology, Government of India is placed at **Appendix-1** to these Bye-Laws.
- iii. These Bye-Laws may be read in conjunction with the "Memorandum of Association(MOA) of National Centre for Cell Science Society" (formerly NFATCC) and "The Rules and Regulations of National Centre for Cell Science Society" filed with the Registrar of Societies, Pune District, Maharashtra vide Certificate No Maharashtra/4182/88/Pune dated 26.08.1988 including current amendments/incorporations. A copy of the same is enclosed at Appendix 2.

2. DEFINITIONS AND INTERPRETATION:

In these Bye-laws, the following words and abbreviations shall have the meanings given against them, unless the context signifies otherwise:

- i. '**Bye-laws**' means these Bye-laws framed under Rules 32 [viii] of the MoA;
- ii. '**Central Government**' means the Government of India [GOI] represented by the Department of Biotechnology [DBT], Ministry of Science and Technology [MoST], headquartered at New Delhi.
- iii. '**Director**' means the Director of the Institute and shall have the same meaning as defined as clause 2(g) of the Rules and Regulations of NCCS Society and who shall be ex-officio Secretary of NCCS Society.
- iv. '**Chairman**' means the Chairman of the Governing Body of the NCCS Society;
- iv. '**Finance Committee**' means the Finance Committee of the Institute; also referred as 'FC'.
- v. '**Financial Year**' means the period from 1 April of each calendar year to 31 March of subsequent calendar year or as amended by the Government of India;
- vi. '**Governing Body**' means the Governing Body of the Institute in terms of clause 2(d) of the Rules and Regulations of NCCS Society.
- vii. '**Officer 'D'(Administration):** Officer 'D'(Administration) of NCCS shall be Head of Administration for all administrative and financial matters of the Institute and assist Director of the Institute in accordance with Rules and Regulations of the Society for administrative and financial matters. In absence of Officer 'D'(Administration), a senior most officer from administration, duly authorized by the Director, would be construed as Head of Administration.
- viii. '**Head of the Institute:** The Director of the Institute appointed under "The Rules and Regulations of the NCCS".
- ix. '**Institute**' means the National Centre for Cell Science, Pune.
- x. '**Non Member of Governing Body/Finance Committee/Scientific Advisory Committee:** shall mean any officer of the Department of Biotechnology/Institute who shall be part of such committee/Body as may be decided by the Governing Body but shall not have any voting rights in the proceedings of GB/FC/SAC. Such members shall have important advisory role and their advice shall be duly considered by GB/FC/SAC. The number of such non-members shall not be more than "TWO" in any such Body/Committee of the Institute.
- xi. '**President:** shall mean the President of NCCS Society and shall invariably be Minister of Science and Technology, Government of India in terms of Clause No. 7 of the "*The Rules and Regulations of NCCS.*"
- xii. '**The Rules and Regulations** shall mean Rules and Regulations of NCCS Society filed with the Registrar of Societies, Pune District, Maharashtra vide Certificate No Maharashtra/4182/88/Pune dated 26.08.1988.

xiii. **Society** means the NCCS Society herein referred as 'NCCS Society' registered under the Societies Registration Act (1860 sub-clause No. 21) and registered in the office of Registrar of Societies, Pune District, Maharashtra vide Certificate No Maharashtra/4182/88/Pune dated 26.08.1988.

(Words imparting the singular number shall include the plural number. Words imparting the masculine gender shall include the feminine gender as per context mutatis mutandis)



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CHAPTER-I CONSTITUTION & GOVERNANCE

1. Constitution of National Centre for Cell Science (NCCS; formerly NFATCC), Pune Authorities:

- 1.1. **Society:** Minister of Science and Technology, Government of India shall be the President of the NCCS Society. Its initial constitution as detailed vide clause No. of 6, 7 & 8 of Memorandum of Association annexed as Appendix-2 to these Bye-Laws.
- 1.2. **Governing Body:** In terms of clause 2 (d) of the Rules and Regulations of NCCS Society the current composition of the Governing Body of NCCS as detailed vide Appendix-3 of these Byelaws.
- 1.3. **Finance Committee:** means the Finance Committee of the Institute formed in terms of DBT D.O. letter No. BT/AI/14013/4/2017 dated 27.06.2018, subject to amendments from time to time.
- 1.4. **Scientific Advisory Committee:** In terms of Rules and Regulations of NCCS Society the current composition of the Committee as detailed vide Appendix-3 to these Bye-Laws.

2. CONDUCT OF BUSINESS of NCCS, PUNE:

- 2.1. **Society:** shall be in accordance with Rule 10-22 of the Clause 2(b) of "The Rules and Regulations of NCCS Society" as detailed vide Appendix-2 to these Bye-Laws.
- 2.2. **Governing Body:** shall be in accordance with the Rule 23-29 of Clause 2(d) of Rules and Regulations of NCCS Society as detailed vide Appendix-3 to these Bye-Laws.
- 2.3. **Finance Committee:** means the Finance Committee of the Institute formed in terms of DBT D.O. letter No. BT/AI/14013/4/2017 dated 27.06.2018, subject to amendments from time to time (Appendix-3).
- 2.4. **Scientific Advisory Committee:** shall be in accordance with Rules and Regulations of NCCS Society as detailed vide Appendix-3 to these Bye-Laws, subject to restrictions imposed by Society/Governing Body/Government of India from time to time.
- 2.5. **Other Committees:** The academic committee and other committees of the NCCS Society" as detailed vide Appendix-3 to these Bye-Laws.
 - 2.5.1 Building Committee: Will be constituted by the Institute with the approval of Governing Body. The term of the Building Committee shall be for a period of three years. Terms and conditions on Functioning and Rules and Regulations of the Building Committee shall be adhered to at all times. For construction for any civil work and/or change in the approved plan for building construction, concurrence of Building Committee is mandatory.
- 2.6. The current composition of Society, Governing Body & Finance Committee is placed as Appendix-3 as approved by DBT.

3. FUNCTIONS AND POWERS OF VARIOUS AUTHORITIES:

- 3.1. **President of the Society:** shall be in accordance with Rule 11, Rule 12 and Rule 18 of the Rules and Regulations of NCCS Society. The Proceedings of the Society shall be in accordance with Appendix-2 of these Bye-Laws.
- 3.2. **Governing Body:**
 - 3.2.1. To recommend appointments to various posts of the Institute to achieve the objectives of the Society in accordance with the Recruitment Rules or as recommended by Government of India.

3.2.2. The functions and powers of the Governing Body shall be in accordance with Rule 30-32 of Rules & Regulations of NCCS society, Appendix-2 to these Bye-Laws, subject to the provisions of Government of India as indicated below :

3.2.2.1.1.1. *Ministry of Finance, Department of Expenditure OM No F. No 8(4)/E-Coord./84 dated 15.10.1984. Copy of the OM is annexed as Appendix – 4.*

3.2.2.2. *Fundamental Rules and Supplementary Rule's.*

3.2.2.3. *General Financial Rules, (GFRs) of GoI*

3.2.2.4. *Any other rules/instructions issued by Government of India from time to time applicable on Autonomous Institutions funded through government grants.*

3.3. Chairman of Governing Body:

3.3.1 Shall be in accordance with the Rule 43-44 of the Rules and Regulations of NCCS Society subject to Clause 3.2.2 of the Bye-laws.

3.3.2 Financial powers shall be exercised in accordance with Delegation of Financial Powers annexed as Annexure-1 to these Bye-Laws.

3.3.3 In the event of indisposition of the Director, NCCS for a period not exceeding 90 days due to emergent/urgent/medical/personal/other reasons, Chairman (GB), through Administrative Department shall make interim arrangement for the entire duration of indisposition of the Director, NCCS. Such in-charge Directors shall be responsible for overseeing only day to day functions of the Institute and shall not have any powers in matters of appointment/promotion/finalization of tenders. During the temporary arrangement period, in-charge Director shall have only the financial powers as outlined vide S. No 2 of Annexure-1 to these Bye Laws so as to meet the working expenses of the Institute. All important financial decisions involving expenditure above Rs.1.0 Crores including policy decisions shall be executed only with the prior approval of Chairman / Governing Body. For the period of indisposition of the Director exceeding 90 days, approval of President of the Society i.e. Hon'ble Minister shall be obtained by the Chairperson, Governing Body to continue with the temporary charge arrangement.

3.4. **Director** of NCCS: shall be in accordance with the Clause 2(g), Rule 45 to 48 of Rules and Regulations of NCCS Society, Recruitment rules of NCCS, powers delegated to him by the Governing Body subject to clause 3.2.2 of these BYE LAWS. Financial powers shall be exercised in accordance with Delegation of Financial Powers annexed as Annexure-1 to these Bye-Laws.

3.5 **Officer 'D'(Administration)** : shall be Head of Administration and shall exercise powers and discharge functions as delegated to him by the Governing Body/Director subject to Recruitment Rules of NCCS and Clause 3.2.2 of the BYE LAWS.

3.5.1. He shall directly report to Director for all non-scientific matters.

3.5.2. He shall be responsible for conduct of meetings of the NCCS Society, Governing Body, Finance Committee & placement of Annual reports before them as per schedule in accordance with the Rules & Regulations of NCCS Society.

3.5.3. He shall on behalf of the Institute and as authorized by Governing Body/ Director of the Institute enter into agreements, sign all such documents and authenticate records as may be delegated by Governing Body/ Director and shall exercise such powers and perform such duties as may be specified by Governing Body/ Director of the Institute. He shall also be responsible for settling all the Audit paras pertaining to Administrative matters of the Institute.

3.5.4. He shall exercise financial powers in accordance with Delegation of Financial Powers annexed as Annexure-1 to these Bye-Laws.

3.6 Associate Director (Departmental Heads) of the Institute:

3.6.1 They shall be Discipline/Mission Heads of the scientific departments of the Institute as defined from time to time and any other Department the Institute may so form for realizing the objectives of the Society.

3.6.2 They shall be essential members of Scientific Advisory Committee.

Where new Departments/partnerships are developed with outside agencies (*public/private national/international*), they shall execute their roles within the parameters of the agreement executed by the Institute with these agencies and duly approved by the Governing Body.

4. DELEGATION OF FINANCIAL & ADMINISTRATIVE POWERS: for various Authorities of the Institute shall be governed by Annexure-1 to these Bye-Laws.



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CHAPTER – II FINANCE AND ACCOUNTS

5. Funds: the funds of the society shall consist of the following:


- Recurring and Non-recurring grants made available by the Central Government.
- Fees and other charges received by the society.
- All monies received by the society by way of grants, gifts, donations, endowments (as per provisions of IT Act 1961), sponsorships and/or other legally valid contributions from individuals and bodies corporate or societies.
- All funds received by the society shall be paid into the society's account with Treasuries/ Sub-Treasuries like the Reserve Bank of India, Nationalized Banks and their subsidiaries.

6. User Charges: - 'User Charges' are an important component of the non-tax revenues of the Institute.

- Identification of User Charges:** the Institute shall identify all the areas/activities/services/products/processes/technologies etc. that have scope of IPR, patenting & commercialization and shall levy at such rates as may be duly approved by Governing Body on a permanent basis and temporarily for a period of not more than 6 months if the same are levied with the approval of the Director of the Institute.
- Review of User Charges:** there shall be periodic review of the User Charges levied by the Institute and the rates at which they are charged every year by a duly constituted Committee which shall compulsorily have representation of officials of Department of Biotechnology (as decided by the Government). The recommendations of the Committee shall be placed for approval of the Governing Body in the following GB meeting following which the new rates shall be applicable as duly notified by the Institute.
- Financial Sustainability of the Institute:** The Institute shall make full efforts regarding financial sustainability by way of effective levy of User Charges for the services rendered by the Institute to the extent of covering its recurring expenditure which is funded through government grants. In this regard, the Institute shall enter into a Memorandum of Understanding (MoU) with the Department of Biotechnology, Government of India to be renewed at the start of each financial year in terms of applicable rule of GFR, GoI (e.g. currently-Rule 229 (xi) of GFR 2017) before end of first quarter of the financial year to realize its objectives
- Components of User Charges:** The current rates of user charges are given in Annexure-2 of the Bye Laws. Any change in the items / activities for which user charges will be charged will be decided with the approval of Governing Body from time to time.

7. Preparation of Budget Estimates: Not later than the 1st August of each year the Director of the Institute shall prepare detailed estimates of the receipts and expenditure and the anticipated opening and closing balance of the Institute for the next financial year. These estimates will be prepared in following parts:

- All Recurring Expenditure including salary component which shall be prepared separately.
- All Non Recurring Expenditure which shall include Capital Costs.
- All estimates of incomes including extramural and user charges which shall be part of non tax revenues.
- Statement of Income and Expenditure.
- Demand for Grants required from the Government.


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Should it be proposed, during the course of a financial year, to finance any scheme approved by the Governing Body which has not been included in the estimates for that year, the sanction of the Body, shall be obtained to the method proposed for financing it, whether that be by means of a supplementary grant from Government, or by re-appropriation within the sanctioned estimates or through extramural grants/funding through other sources.

8. Sanction of Budget Estimates:

- a. In the first week of August every year, the Director shall send the budget estimates for the next financial year before the Finance Committee for the remarks and recommendations of the Finance Committee. The budget estimates shall be submitted for approval of the Governing Body after the recommendations of the Finance Committee in such manner and at such time as decided by the Governing Body. The budget estimates for the next financial year shall thereafter be submitted to the Government of India for approval by not later than the 30th September in each year.
- b. The approval of the Governing Body or the competent authority, through the Delegation of Financial & Administrative Powers, as the case may be, shall be necessary for implementation of all schemes proposed to be financed from the funds of the Institute.

9. Appropriation:

- a. All expenditure within the budget grant shall be approved and got sanctioned by the authority as per Annexure-1 to these Bye Laws.
- b. The funds of the Institute shall not be appropriated for expenditure on any item/scheme which has not been approved in the budget estimates by the Governing Body.

10. Re-appropriation: from one head to another head shall only be done with the prior approval of Department of Biotechnology.

11. Sanction of Expenditure:

- a. No expenditure from the funds of the Institute shall be incurred without the sanction of the competent authority as defined in the Delegation of Financial & Administrative Powers in terms of Annexure-1 of these Bye Laws.
- b. The Director shall have full powers to sanction the expenditure on any approved scheme or head included in the budget after following the prescribed procedure.
- c. The Head of the Administration of the Institute shall have powers (*as laid down in DFPRS*) to sanction an expenditure of a miscellaneous or contingent nature etc. as prescribed by the Governing Body from time to time.
- d. The Director shall oversee the expenditure against all the grants. Incases, where inescapable expenditure necessitating an additional grant is involved, he shall take steps to get Governing Body's approval and obtain the supplementary grant from the Government before incurring the expenditure.
- e. A sanction to expenditure will not become operative until there has been an appropriation of funds under these Bye-laws to cover it.
- f. The Director of the Institute shall have powers to sanction an expenditure of miscellaneous or contingent nature up to such amounts as may be specified by the Governing Body from time to time.

- g. The exercise of the above financial powers shall be subject to the provisions of General Financial Rules and Delegation of Financial Powers Rules and as such other conditions as the Governing Body and the Central Government may like to impose from time to time.

12. Advances:

- a. A rolling advance of a sum to be fixed from time to time by the Governing Body may be kept by the Finance Officer and any other Authorized Officer for cash payments against contingent expenditure approved by competent authority. Setting off expenses made under the rolling advance and replenishments shall be as per GFRs /Indian Accounting Standards.
- b. Imprest advances shall be payable to staff for meeting contingent expenditure, as approved by the Director. The grant of such approvals shall be on a case-to-case basis and the periods for holding advances and settling of accounts against drawn imprests shall be explicitly mentioned within the approval document. All running/rolling imprest shall be settled/surrendered/adjusted automatically on 31st March of each FY.

13. Execution of Contracts on behalf of the Institute:

All agreements, contract, affidavits, memoranda of understandings etc. which may be necessary for the proper conduct of business of the Institute shall be executed by Officer 'D'(Administration) for and on behalf of Director of the Institute except for the contract agreements, affidavits, MoUs signed by :

- a. Director with the Governing Body.
- b. The Officer 'D'(Administration) with the Institute.
- c. Any such agreements, contract, affidavits, MoUs so decided by the Governing Body to be signed by the Director of the Institute.

The Head of the Administration shall be responsible for keeping a centralized record of all the contract agreements, affidavits, MoUs signed/executed by the Institute except for the contract agreement signed by Controller of the Administration with the Institute which shall remain in the custody of the Director of the Institute.

The Government, High Court in whose Jurisdiction the Institute lies, the Governing Body and the Director of the Institute shall have full powers to call for all or any of the agreements, contract, affidavits, MoUs executed by the Institute from Head of the Administration who shall promptly provide the same as and when required.

14. Investments:

- a. The funds of the Institute may be invested only in such manner as may be prescribed by, Government of India as per GFRs.
- b. All investments of the funds of the Institute shall be made in the name of the Institute. All purchases, sales or/alterations of such investments shall be effected and all contracts, transfer deeds or other documents necessary for purchasing, selling or altering the investments of the Institute shall be executed by the Director on behalf of the Governing Body. The safe custody of receipts and other relevant documents shall remain in the charge of Head of Administration of the Institute to be nominated by the Governing Body.
- c. Officer'D'(Administration) or Authorized Officer shall maintain a register of securities held by the Institute in which any transactions affecting the securities shall be recorded.

15. Drawal of funds:

- a. **Receipts:** All moneys received for or on behalf of the Institute shall be placed in a savings bank account in the name of the Institute with nationalized banks or their subsidiaries.
- b. **Payments:** Payments by and on behalf of the Institute shall be made by cheque or electronic transfers. All cheque/ authorizations for electronic transfers will be signed by any two of the following with prior approval of the Director:
 - a) Finance Officer
 - b) Officer 'D'(Administration) or an Authorized Officer
 - c) Director
- c. All bills for payment shall bear an endorsement "Passed for Payment", and the endorsement shall be signed by the Director or by an officer to whom the power has been delegated by the Director.
- d. All cheque books will be kept in the personal custody of the Finance Officer or any other person as may be authorized by the Director on his behalf.
- e. The various personnel employed in the Institute will submit proposals for all new charges and for any demand of funds to the Director.
- f. The claims for pay and allowances and travelling allowances of personnel and contingent bills will be drawn in the forms prescribed by the Institute. The contingent and miscellaneous expenditure bills will be countersigned by an officer of the Institute authorized by the Director for this purpose before these are passed by the Finance Officer for payment. All bills will be checked in the nature of pre-audit and passed for payment by the Finance Officer. The monthly pay and allowance bills shall be submitted by the Finance Officer to Director through Officer 'D'(Administration) and passed for payment by him. Payment will be made by means of demand draft(s) or cheque(s) or electronic transfer as the case may be.
- g. **Any domestic outstation tour of the**
 - a) employees of the Institute shall be sanctioned by the Director for officials in Level-12 and above and for the employees of Level-11 and below the concerned Controlling Officer shall be the sanctioning authority. The TA bills shall be countersigned by the Controlling Officer for employees in Level 11 or below. No countersigning of TA bills will be required for TA claims of officers in Level-12 and above.
 - b) In the case of tour of Director of the Institute, any domestic outstation tour exceeding **05 days** in a month in single visit (*with prefixing and suffixing of gazetted holidays/Saturdays and Sundays*) intimation to the Chairman, Governing Body for stay shall be obtained. If during any such outstay, leading to indisposition of the Director for any reason (*personal/medical/otherwise*), he will immediately inform the Chairman and also the Nodal Officer in the Department regarding his indisposition, subsequent to which, the Chairman shall invariably invoke the provisions of Clause 3.3.3 of the Byelaws.
 - c) In the event of untimely demise of the Director; Nodal Officer, Department of Biotechnology shall inform the same to Chairman and Joint Secretary/Administration, Government of India. Provisions of Clause 3.3.3 of the Byelaws shall then be invoked by the Chairman with due approvals of the President of the Society i.e. Hon'ble Minister.
- h. **Foreign Tours and Air Travel:** Guidelines issued by the Department of Biotechnology and/or by the Ministry of Finance from time to time on foreign travel/air travel shall be strictly adhered to. Budget under separate head for "*Foreign Travel Expenses*" shall be got approved

at the beginning of the financial year from the Governing Body. Under no circumstances, expenditure in excess of the approved budget shall be incurred nor any funds shall be re-appropriated to meet expenses on foreign travel account without the prior approval of the Governing Body.

16. Accounts:

- a) The Annual Accounts of the Institute should be prepared on accrual basis by using uniform format of Accounts for Central Autonomous Bodies.
- b) The Finance Officer shall supervise maintenance of proper accounts and other relevant records and prepare an annual statement of accounts in such form as may be prescribed by the Governing Body in consultation with the Central Government. Such an officer will be responsible to the Officer 'D'(Administration) for accuracy and completeness of the accounts of the Institute.
- c) The Finance Officer will be responsible to the Officer 'D'(Administration) for the accuracy and completeness of the accounts of the Institute. The Finance Officer shall also render necessary advice to the Director in all proposals involving financial implication.

17. Annual Accounts, Audit and Results of Audit: The accounts of the Institute shall be subject to the CAG audit and annually by the Chartered Accountant(s) appointed in terms of Clause No. 51 of "*The Rules and Regulation of NCCS Society*" and any expenditure incurred in connection with such audit shall be payable by the Institute to the Chartered Accountant(s) appointed as stated above.

- a. The auditor shall ensure observance of the following stipulations of the CAG & ICAI:
- b. Proper accounts of receipts & expenditure incurred from government grants and all other sources is maintained;
 - a) A proper Charter of Accounts is maintained and complied with;
 - b) An adequate system of internal checks, controls & oversight exists to ensure that purchase of stores and execution of works are done with due regard to broad principles of financial prudence;
 - c) A proper record is maintained of assets acquired from government grants and all other sources together with the cost of acquisition shown against each item through the Fixed Asset Register (FAR);
 - d) Proper stores accounts and maintenance of consumable stores is kept and physical verification under proper supervision is carried out at periodical intervals;
 - e) A system of reporting to the Governing Body on losses of cash, stores and other assets after proper investigation is followed.
 - f) All tax and legal compliances are maintained.
 - g) All disclosures as required by the Registrar of Societies and the Department of Biotechnology, Ministry of Science and Technology are made on time.
- c. To achieve this audit task the Chartered Accountant(s) shall have the right to demand the production of account books, connected vouchers and other documents. The designated staff of the institute is obliged to provide all records, as demanded by the auditor(s), for purpose of fulfillment of such verification as above.
- d. All sanctions and orders of delegations of competent authorities under the Rules and Regulation of NCCS Society or these bye-laws affecting the accounts of the Institute shall be in written, signed & dated form.
- e. Disposal/Write off of items shall be as per GFR provisions.

- f. The accounts of the Institute as certified by the Chartered Accountant(s) along with the Annual Report shall be forwarded annually to the Governing Body and to the Department of Biotechnology, Ministry of Science and Technology latest by 30th September each year for placing before the Parliament as per GFRs and also to the other authorities/bodies as directed by the Body.



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CHAPTER –III LEGAL COMPLIANCES

The Director of the Institute shall ensure all statutory compliances of the Institute w.r.t law of the land namely:

18. Societies Registration Act (Act XXI) 1860, (Maharashtra Amendment Act 1957 and any further amendment):

- a. All provisions of the above Act shall apply to the society
- b. A list of Governing Body members shall be submitted annually to the Registrar of Societies as required by the Section 4 of the above Act
- c. Any kind of amendment in the constitution of the society shall be made and reported to the Registrar of Societies as per Section 12 & 12A of the above Act

19. Tax compliances: The society shall comply with all direct & indirect taxation requirements as stipulated by the Department of Revenue, Ministry of Finance and applicable to the institute. These relate to Income Tax (Income Tax Act 1961), Service Tax (Chapter V of the Finance Act 1994), Customs Act 1962, any prevailing act relevant to tax and their respective Rules. All returns as required by the tax laws of the Indian Union shall be submitted by the institute, by the designated staff under intimation to the Governing Body.

20. Contract law and interpretation:

- a. All goods & services contracts entered into by the institute through its designated staff shall be for and on behalf of the Director of the Institute.
- b. All contracts entered into by the institute shall be subject to the provisions of the Indian Contract Act 1872 and Rules thereof, Representations & Warranties within the contract shall be interpreted as per provisions of the Indian Contract Act and its rules.

21. Other legal compliances: The Institute shall comply with and submit returns required for all laws of the Indian Union, established by the Central Government and the State Government for Maharashtra State, by designated staff under intimation to the Governing Body, related to operations of the institute and covering staff, environment and occupational issues.

22. Legal proceedings:

- a. The Society may sue or be sued in the name of the President/Secretary of the NCCS Society, or his authorized representative, as per Section 6 of the Societies Registration Act 1860 (Act XXI).
- b. No suit or legal proceedings shall lie against the Government or the Institute or a Member of the Society or an officer/staff of the institute in respect of anything done or purported or intended to be done in pursuance of any clauses of the Memorandum of Association or the Rules or Bye-laws made there under.
- c. The Director of the Institute shall appoint lawyers to advocate its case in courts of law, and will inform to the Governing Body or its authorized representative and in line with the Advocates Act 1961 and rules thereof.



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23. Indemnity, Surety & Guarantees:

- a. The Institute shall be indemnified against all third-party claims arising out of its operations or the acts of its staff acting in private/unauthorized capacity, as per Section 124 of the Indian Contracts Act 1872.
- b. The Institute shall not enter into a contract of guarantee regarding its operations or that of its staff, as understood under the Indian Contracts Act 1872, until unanimously approved by the Governing Body.
- c. The Institute shall not provide any surety for the results of its operations or the performance of duties by its staff and their whole conduct intrinsic to their employment, employment terms and extrinsic to it.

24. Arbitration: Arbitration entered into by the institute shall be as per provisions of the Arbitration & Conciliation Act 1996 and amendments thereof.

25. Jurisdiction of High Court: In cases of any dispute arising between the Institute and others, the jurisdiction of the High Court of Mumbai, Maharashtra, in whose jurisdiction the Institute lies, shall apply.



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CHAPTER IV ACADEMIC & INSTITUTIONAL SPECIFIC ISSUES

26. Scholarships, Fellowships, Grants-in-aid, Special Programs, Faculties etc.:

- i. In order to carry out the objectives of the Institute as set forth in the Rules and Regulation & these Bye-Laws of NCCS Society, the Governing Body may institute medals, prizes, scholarships and fellowships, sponsor and finance deputation within the country and abroad, establish research schemes and project, subject to provisions of Clause 3.2.2 of these Bye Laws. Arrangements shall also be made for lectures, seminars and symposia at the Institute in pursuance of its academic work and for the diffusion of scientific knowledge. The Institute may award research fellowships to students or research scholars and permit them for registration for a Ph.D. degree as per NCCS mandate in any University or academic institution, which has acquired the status of a University subject to provisions of Clause 3.2.2 of these Bye Laws. These students will be registered with a Scientist of NCCS as supervisor/guide.
- ii. The terms and conditions of above activities shall be decided and recommended by the Director for the approval of the Governing Body and the Government.

27. Professor of Eminence/Science Chair Professorship/Emeritus Scientists

The institute may engage above positions of Professor of Eminence/Science Chair Professorship/Emeritus Scientists to speed up research in high priority areas or to take up new areas related to the mandate of the institute as per the guidelines approved by the Department of Biotechnology.

28. Adjunct faculty: The Institute may engage scientists as Adjunct faculty on honorary basis, to carry out research work or teaching to fortify the Institute's capabilities or to continue the Institute's ongoing research or teaching activities. Adjunct faculty should not be more than 20% of the sanctioned positions or subject to a maximum number of 5 as recommended by the Director and approved by the Governing Body. They will be entitled to shared facilities and office space depending on the nature of their contributions.

29. Visiting Scientists/Scholars: The institute may invite reputed national/ international scientists actively engaged in R&D related to the mandate of the institute to participate in its research activities. Invited scientists may be paid honorarium and other facilities including travel and lodging facilities as per instructions of Government of India issued from time to time with the approval of Chairperson, Governing Body. If a visiting scientist is involved in research activities, sufficient lab space, manpower and other facilities will be provided by the institute. The honorarium of scientist/ scholars will be decided by the institute keeping in view of their status in host institution. The tenure of a visiting scientist/ scholar will not be less than one week and maximum up to three months in a calendar year for R&D work.



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30. Consultant

The institute may hire consultants on contractual basis for conducting specific work for a specific period upto one year. This term can be extended further depending on the need of the consultant. In no case anyone over 65 years of age shall be hired as consultant. The number of consultant should not be more than 5 percent of total approved staff of the institution. The institute will offer suitable consolidated remuneration fee to the consultant as per Government of India norms. The maximum emoluments shall be last pay minus basic pension plus DA in case of retired Government Officers'. The consultancy shall be governed by Consultancy rules are at Annexure 6.

31. Sabbatical: The Institute may also engage Sabbatical Faculty from the Academic/R&D organizations to work on the collaborative projects as per NCCS's mandate. The institute would not pay any remuneration/salary/fellowship/lodging facilities to the sabbatical faculty but would provide the lab facilities/infrastructure to carry out research. The terms of engagement shall be got approved from the Central Government.



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CHAPTER V GENERAL PROVISIONS

32. Recruitment and Promotion rules: The Director or authority to whom the power shall lie under the Recruitment Rules shall with the approval of the approving authority, appoint against regular sanctioned posts of the Institute such of the persons selected through due process as defined in the NCCS Recruitment Rules to achieve the objectives of the Institute. In these regard, the provisions contained in NCCS Recruitment Rules- 2018, annexed as Annexure 3 to these Bye Laws shall prevail at all times.

33. Engagement on Contract Basis: The Director shall, on the recommendations of the duly constituted committee against advertised positions be competent to engage a person on contract basis

- i. Project staff whose term shall be co-terminus with the terms of project and project duration. There shall be in no case any regularization of such project staff against regular sanctioned posts in the Institute and contract terms and conditions, remuneration of such project staff shall be clearly spelt out in the contract agreement. The project staff so engaged shall however be covered under the Code of Conduct of the Institute for Employees on Contract Basis dealt separately in these Bye Laws. Maternity benefits to female project staff shall be as per guidelines issued by Ministry of Women and Child Development. Other benefits like leave, medical, travel etc. shall be clearly spelt out in their contract agreement. Officer 'D'(Administration) shall be the authorized officer to enter into and execute the contract.
- ii. Director of the Institute shall in subsequent meeting of the Governing Body place before it the statement of contractually engaged staff/consultants in the interim of two GB meetings for their information.

34. Service conditions:

- i. All employees appointed against regularly sanctioned positions of the Institute shall be governed by the provisions of the Central Civil Services (Conduct) Rules 1964 & Central Civil Services (Classification, Control and Appeal) Rules, 1965 in force and as amended from time to time.
- ii. Service of employees in the Institute under these Bye Laws shall not be treated as appointment to posts in connection with the affairs of the Union of India.
- iii. Contractually engaged staff shall be governed by the contract conditions. The Code of Conduct framed for such staff is annexed as Annexure-4 which has the approval of the Governing Body.

35. Disciplinary and Appeal Rules: The Institute shall follow CCS (*Classification, Control, Appeal*) Rules 1965 in force and amendments thereof, in matters of violation of Conduct Rules applicable to regularly appointed employees of the Institute. The delegation of authorities to initiate Disciplinary proceedings under the Rules against delinquent employees shall be as under:

- i. **Disciplinary Authority:** shall be the Appointing authority or any higher controlling authority of the delinquent employee under whom the employee is working whichever is higher to the appointing authority. Appointing Authority is mentioned in Recruitment and Promotion Rules.
- ii. **Appellate Authority:** shall be the authority higher than the Disciplinary authority.

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iii. **Reviewing Authority:** Shall be authority higher to the Appellate Authority.

36. Residential accommodation may be provided, subject to availability, eligibility and entitlement, to eligible scientists/staff according to Government of India (*Directorate of Estate guidelines*) rules in force.

37. Estate Officer: Officer 'D'(Administration)/ Engineer (I&M) / (Civil) shall be the Estate Officer in terms of PPE Act for the purpose of being custodian of land records and coordination with land agencies, developmental authorities, municipal corporations/ nagar-nigam and state government.

38. Leave Rules:

- CCS(*Leave*) Rules, 1972 in force and amendments thereof shall be applicable to all regularly appointed(as per recruitment Rules) employees of the Institute.
- For contractual employees including women employees, contract terms and conditions shall prevail. Maternity benefits to contractual women employees and project staff shall be regulated as in terms of Maternity Benefit Act.

39. Medical Benefits: NCCS will follow CS (MA) rules, 1944 in accordance to the Govt. of India rules *mutatis-mutandis* in respect of regular employees.

40. Mechanism of dealing complaints against Sexual Harassment at Work

Place: The Institute shall follow Government of India guidelines so as to fulfill its statutory obligations in this regard. Director is authorized to constitute Complaints and Redressal Committee as per approved guidelines. The recommendations of the Committee shall be binding on the Director who shall initiate appropriate

- Disciplinary action in case of regularly appointed staff in terms of Disciplinary & Appeal Rules.
- Implement relevant clauses of Contract Agreement in cases of Contractual employees.

41. Performance Management System: All employees (*regular and contractual*) employed by the Institute shall be appraised annually for their performance achievement against planned outcomes of each financial year through the system of APAR (*Annual Performance Appraisal Report*) by 31 October of next financial year. Format of appraisal shall be similar to the format being used in DBT for Annual Performance Appraisal Report for all positions in the institute. The review and reporting of the official shall cover scientific/technical/administrative achievements, personal attributes, integrity, health, ability to shoulder higher responsibilities, awards and penalties during the period of appraisal, etc. The appraisal shall be an important document while considering employees promotion/MFCS/renewal-review of contract and other relevant decisions.

41.1 Annual Medical Examination (AME) for all the regular officers above 40 years of age is mandatory. The guidelines of Ministry of Health and Family Welfare issued vide communication No. A.17020/1/2010-MS dated 21.10.2011 amended from time to time shall be adhered to. The medical expenditure for these may be reimbursed to the Officers as per CGHS rules. The AME report shall be part of APAR.

42. Pay and Allowances:

- a. **For regular employees:** Government of India, Department of Expenditure/Department of Biotechnology instructions, Fundamental Rules of Government of India shall prevail at all times. However Rule 230(12) of GFR rules will be guiding factor at all times.
- b. **For Contractual Employees:** shall be governed by contract agreement which shall not have remuneration benefits higher to those of regular employees in the scale.

43. Miscellaneous Provisions:

i. Intellectual Properties:

- a) All body of work generated by the Institute or its staff in pursuance to the Institute's objectives, comprising research, trials, experimental data, consulting and participation/ presentations/ published work in national/ international forums / journals shall be the intellectual property of the Institute and Department of Biotechnology (in cases where the cost of the project is funded by Central Government grants/schemes, fellowships, etc.) and be covered under the provisions of the Intellectual Property Rights Policy 2016 of the Government of India and shall include inter-alia provisions of the Indian Copyright Amendment Act 2012, Trademarks Amendment Act 2012, Patents Amendment Act 2005 & the Patent Cooperation Treaty enjoined in 2013. This policy may be subject to change but it can be applied consistently to arrive at a position that is as equitable as possible to all parties concerned.
- b) Intellectual property shall comprise of all such information generated within the Institute and by staff in the duration of their employment in the institute related to the objectives of the institute. This information may be in print or electronic forms.
- c) The Director shall, from time to time, having regard to the merits of each case, decide on the filing of patents for inventions arising out of any research undertaken by the Institute, the person(s) or organization(s) in whose name(s) such patents are to be taken and propose for the distribution of the profits, if any, accruing from such patents.
- d) The Director shall place before the Governing Body a six monthly statement of
 1. patents filed in the period.
 2. amount of income generated consequent to commercial exploitation of these patents and its distribution thereof to various heads (*like Institute Income, Program Division, Govt. of India, etc.*).
 3. The distribution of income generated out of commercial exploitation of all the patents filed by the Institute shall have specific approval of Government of India, Department of Biotechnology in each such case of commercial exploitation of patents in the country or abroad.

The guidelines for licensing of Intellectual Property Rights and Technology by NCCS are enclosed as Annexure-5.

ii. Information Protection:

- a) All information related to the institute and generated by the normal operations of the institute and its employed/ contractual staff shall be covered by the provisions of the Indian IT Act 2000 and the IT Amendment Act 2008/ other amendment acts notified in the Gazette of India from time to time.

- iii. **Contribution to Scientific Periodicals:** Contributions to scientific journals resulting from work carried on at the Institute by members of the staff of the Institute shall contain the Institute name and the content/data of the contribution shall be the sole property of the Institute and Department of Biotechnology, the record of which shall be maintained by the Library & Documentation Officer. A copy of every such contribution shall be got approved from the Director before it is communicated. No contribution which may relate to classified or confidential material shall be made without the specific approval of the Director.
- iv. **Extra mural lectures:** Members of the staff of the institute may, with prior permission of Director, accept invitations to give lectures in their field of work to Universities or learned societies within the country, provided such lectures do not interfere with their work at the institute.
- v. **Examiner-ships:** Members of the staff of the institute may, if invited to do so, and with prior intimation of Director, accept university examiner-ships normally only for the post-graduate students preferably at doctoral level.
- vi. **Seminars, conferences, symposium, workshops, training:** Director or any of staff of the Institute may be deputed by the Director/Chairman, Governing Body Government of India to attend scientific conferences, symposia and congress, workshop, brainstorming sessions, business or collaborative meetings/interactions etc. in the country. If however, such conferences, symposia, workshops, seminars, lectures are held outside the country, then the guidelines issued by the Department of Biotechnology/Government of India on foreign deputation, foreign travel and foreign hospitality shall be adhered to on each such occasion/event.

44. Consulting or Royalty of services or externally sponsored research projects:

The Institute may render consulting services/conduct sponsored research projects to/for other organizations related to its objectives through its institutional framework and as approved by the Director under intimation to the Governing Body. All consulting services/ sponsored research projects shall be delivered through a contract or a legally binding term-sheet with the client organization. The consulting service/ sponsored project contract / term-sheet shall be signed by the Director or his authorized representative subject to:

- i. That all consulting/ sponsored project contracts / term-sheets shall be covered under the provisions of the Contracts Act and carry provisions of indemnity, contractual obligations, representations & warranties, other legal provisions and commercial terms.
- ii. The Director shall appoint staff to the consulting assignment(s)/ sponsored research projects as deemed appropriate by him. In case of consulting assignments/ sponsored research projects brought to the Institute through its staff, the staff member initializing the assignment shall be given priority in appointment to the assignment.
- iii. All consulting/ sponsored research assignments shall be contracted by the Institute in its own name on approval of the Director. No staff member employed by the Institute shall enter into any private consulting/ sponsored research assignments independent of the Institute and such acts will be deemed as a breach of Conduct Rules as defined by the CCS 1964 Act & rules thereof.
- iv. User charges shall apply to all consulting assignments and sponsored research within and done by the Institute or its staff. The proportion of receipts sharing between the institute and its staff in such assignments shall be normally in the ratio of 50:35:10:5 in respect of Institute: Concerned Research Team: Supporting Staff: NCCS Staff Welfare Fund respectively as

detailed in guidelines at Annexure 6. The 50% Institute's share shall be credited as revenue to the Institute.

- v. The guidelines for consultancy by NCCS are enclosed as Annexure-6.

45. Collaboration with other institutions of repute:

- i. The Institute may, at its discretion, decide to collaborate with other national / international research institutions, in pursuance of excellence in its objectives. The collaborations shall be made by the Director under intimation to the Chairman, Governing Body and Administrative Ministry. In cases of international collaborations, prior clearances of Government shall be taken.
- ii. The collaboration with other national / international institutions shall generally be of a technical nature, unless extra-ordinary circumstances necessitate financial collaboration or such joint-ventures. Such extra-ordinary collaborations involving financial collaborations shall be approved by the Governing Body under intimation to the Administrative Ministry and shall at all times be FCRA compliance.
- iii. All approved collaborations shall be effected through legally sound term-sheets under approval of the Chairman, Governing Body and the Administrative Ministry.
- iv. Collaborations with the Industry (private/government-national/international) shall be done only with the prior approval of the Governing Body provided for all international collaborations the prior permission of the Government shall be obtained. Knowledge-sharing with such bodies shall be affected through consulting / sponsored research projects alone.
- v. Collaborations with institutions are generally understood to be sharing of facilities (*with applicable and approved user charges*), staff, information, joint creation of intellectual property, usage of subject resources and therefore be restricted to institutions of research and of academic nature.

46. Endowments:

- i. Endowments for institution of Chairs can be instituted by donating a sum of not less than Rs. Five Crores or equivalent US Dollars as corpus fund by an individual or trust or body corporate after the approval of the Governing Body.
- ii. The Chair can be named after an institution or an individual in any specific branch of the institute's research objectives or a subject of inter-disciplinary area.
- iii. The endowment amount shall be invested in bank deposits or such other safe deposits in nationalized banks or their subsidiaries.
- iv. The expenditure on the salary and other service and research requirements of the appointee to the Chair shall be met out of the proceeds of the endowment amount; provided also that the unspent balance, if any, in the interest accrued in any year shall be added to the corpus of the endowment;
- v. The Director shall invite eminent academicians or jurists to occupy the chair on the basis of the recommendations of a duly appointed Selection Committee in which a representative of the funding individual/agency is there.
- vi. The institute shall organize endowment lectures in honor of the person; the donor would like the Institute to organize. For this, the donor shall make a contribution of Rupees Ten Lakhs or equivalent US Dollars to the Institute. The series of lectures delivered would be published in the form of a book for circulation.

47. RETIREMENT BENEFITS:

i. **Only for Regular Employees:**

- a) Age of superannuation of the staff shall be 60 years or as notified by the Central Government from time to time.
- b) shall subscribe to New Pension Scheme.
- c) Gratuity and leave encashment benefits shall be regulated by Government of India instructions.

48. **NCCS EMPLOYEES WELFARE FUND:** There shall be an employee's welfare fund for all the employees (regular/contractual) of the Institute in terms of Annexure 7 to these Bye-Laws so as to achieve the Institute's objective towards its corporate social responsibility.

49. **Compassionate Appointments:** All Compassionate Appointments shall be regulated as per Department of Personnel & Training (DoP&T) O.M. No. 14014/6/2012-Estt.(D) dated 16.01.2013, subject to amendments thereto from time to time. Director shall have full powers to appoint any dependent major (*not below 18 yrs*) family member of the bereaved family of an employee of the Institute dying while on duty or in harness, after following the due procedure as laid down in the DoP&T O.M. dated 16.01.2013 referred above, subject to the following:

- i. Such appointments shall be restricted to Level-5/Group C and below.
- ii. Such appointment is made only in favour of only one of the legal heirs of the deceased provided if such appointment is made in favour of spouse of the deceased, then educational qualifications shall not be insisted upon in case of widows for appointments in Level 5 and below.
- iii. The candidate who is offered appointment on compassionate grounds (other than the widow) should at least be 10th pass.
- iv. Posts filled on compassionate grounds shall be exempt from reservation rules.
- v. Cases of compassionate appointment should be preferably finalized in 8 months and application to that effect may be taken from the 1st surviving legal heir of the deceased on who is interested in taking up the appointment and NOC from other legal heirs provided that, the widow/widower shall have full rights to take appointment for self or any of her major wards.

50. **Custodian of Assets of the Institute:** The Officer 'D'(Administration) shall be the custodian of the assets of the Institute in the Institute or outside and shall maintain and keep a record of these in a manner prescribed as per GFR's. The disposal/write off of any of the asset or part thereof shall be governed by GFR's. He may authorize such officers who shall be responsible for safety, maintenance, inventory and updating records, stock registers of the assets as per GFR's created/procured from government/non-government funds.

51. **Conflict resolution:** In case of a doubt regarding the interpretation of any of the provisions of these bye-laws, the matter shall be referred to the Governing Body for a decision. In the event of their being any inconsistency between the Rules and Regulation of NCCS Society, Byelaws of the Institute and Government of India rules/instructions, the provisions of the Government of India instructions shall prevail. If any question arises which is not covered by these Bye-laws, the decision of the Governing Body or Government of India shall be the final. Governing Body of the Institute has no powers to interpret instructions issued by Government of India, which shall invariably be referred to the Department of Biotechnology for necessary clarifications.

52. Review, Display and Notification of the Bye-laws: There shall be compulsory review of these Bye-Laws every five years by a duly constituted committee approved by the Governing Body having compulsory representation of Government of India. The reviewed Byelaws shall be placed for approval of the Governing Body in subsequent GB meeting which shall then be forwarded by the Director of the Institute for the approval of the Bye-Laws from the Department of Biotechnology. Approved Byelaws shall be displayed on the Institute website and noticeboard for a period of 10 days before being notified by the Institute. Only after the notification the new Bye laws shall come into effect from the date of notification.

53. Power to relax, amend, modify, repeal: Notwithstanding anything contained in these Bye Laws, the

- i. Governing Body with the prior approval of the Central Government reserves the right to relax, amend, modify and repeal any provisions of these Bye-laws with/without assigning any reasons thereof, with prospective effect.
- ii. However, the Central Government may on the recommendations of the Governing Body or *suo-moto* reserve the right to relax, amend, modify or repeal any part thereof or whole of these Bye-laws with or without assigning any reasons thereof. In any event, the decision of Central Government shall be binding at all times in this regard.



सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

APPENDIX-1

भारत सरकार
विज्ञान और प्रौद्योगिकी मंत्रालय
जैव प्रौद्योगिकी विभाग
GOVERNMENT OF INDIA
MINISTRY OF SCIENCE & TECHNOLOGY
DEPARTMENT OF BIOTECHNOLOGY



No.BT/AI/21011/01/2019

ब्लॉक-2, 7वां तल, सीजीओओ कम्प्लेक्स
लोधी रोड, नई दिल्ली-110003
Block-2, 7th Floor, C.G.O. Complex
Lodhi Road, New Delhi-110003
Tele : 011-24365071 Fax : 011-24362884
Website : <http://www.dbtindia.nic.in>

Dated : 18th November, 2019

The Director,
National Centre for Cell Science (NCCS),
Pune, Maharashtra- 411007

Subject:- Forwarding of approved Bye-laws of NCCS, Pune-reg.

Sir,

I am directed to forward herewith a copy of Bye-laws of National Centre for Cell Science (NCCS), Pune duly approved by competent authority for further necessary action.

2. This Bye-laws have the approval of the Hon'ble Minister for Science & Technology and Earth Sciences vide his Office Dy. No. 7009 dated 01.10.2019.

Yours faithfully,

Encls: As above.

(Subodh Kumar Ram)
Under Secretary to the Govt. of India
Tel: 2436 0983

सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

Copy to for information:-

- Scientist 'G' (Dr. Suchita Ninawe) - Scientific Coordinator for NCCS, Pune.
- Scientist 'E' (Dr. Rajneesh K. Gaur) - Nodal Officer for NCCS, Pune.

सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

APPENDIX-2

Appendix-2 (28)

MEMORANDUM OF ASSOCIATION
AND
RULES AND REGULATIONS
OF
NATIONAL FACILITY
FOR
ANIMAL TISSUE AND CELL CULTURE

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(28) 27

[विशेष—ध.आ./म.सा.वि./५०५]

क्रमांक

19051



नॉदणी प्रमाणपत्र

संस्था नॉदणी अधिनियम, १८६०

(१८६० चा अधिनियम २१)

नॉदणी क्रमांक

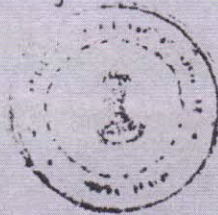
महाराष्ट्र-१८६०/४७८२/८८/३७

याद्वारे असे प्रमाणित करण्यात येते की, जे.आर.ए. - फॅमिली फॉर ऑर्गेनल

पेपर - ऑर - सेल - कायदाबाद युनिव्हर्सिटी पुणे - ८०

खालील सारखेस संस्था नॉदणी अधिनियम, १८६० (मन १८६० चा अधिनियम २१) अन्वये योग्य रीत्या नॉदणी करण्यात आली.

तारीख २५/१०/१९८८ रोजी माझ्या सहीनिशी दिले.



संस्थांचे सहायक निबंधक,

पुणे विभाग.

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MEMORANDUM OF ASSOCIATION
OF
NATIONAL FACILITY
FOR
ANIMAL TISSUE AND CELL CULTURE

1. NAME : The name of the Society shall be 'National Facility for Animal Tissue and Cell Culture', (Hereinafter referred to as Facility.)
2. REGISTERED OFFICE OF THE SOCIETY : The registered office of the Society shall be on the campus of University of Poona, Pune 411 007, or at such other place at Pune as Facility may decide.
3. JURISDICTION OF THE SOCIETY : All India.
4. OBJECTS : The objects for which the National Facility for Animal Tissue and Cell Culture is established, are :
 - (a) To receive, identify, maintain, store, grow and supply :
 - i) Animal and Human Cells/Cell cultures, cell lines of both existing (typed) and newly developed.
 - ii) Tissues, organs, eggs (including fertilized), and embryos.
 - iii) Hybrid cells including hybridomas.
 - iv) Unicellular obligate pathogens, parasites and vectors.
 - v) Plasmids, genes and genomic libraries.
 - (b) Develop, prepare, quality control and supply culture media, other reagents and materials, and cell products independently and in collaboration with industry and other organisations.
 - (c) Research & Development in the above and Cell Culture related materials and products.
 - (d) To establish and conduct post-graduate courses, workshops, seminars, symposia and training programmes in the related fields.
 - (e) To organise training programmes for technical personnel in Tissue Culture Technology, Tissue Banking, Cell products and related areas.
 - (f) To serve as a National Reference Centre for Tissue Culture, Tissue Banking, Cell Products and Data Bank etc. and to provide consultancy services to Medical, Veterinary, Pharmaceutical institutions, Public health services and Industries etc. in the country.

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- (g) To provide and promote effective linkages on a continuous basis between various scientific and research agencies/laboratories and other organisations including industries working in the country.
- (h) To collaborate with foreign research institutions and laboratories and other international organisations in the areas relevant to the objectives of the facility.
- (i) To participate in such programmes as required in the country for the betterment of Society and advancement in science and technology.
- (j) To publish and disseminate information relating to results of research.
- (k) To establish affiliation with recognised universities and institutions of higher learning for the purpose of enabling research scholars to register for post-graduate degrees.
- (l) To establish, maintain and manage laboratories, workshops, stores and other facilities for the efficient prosecution of scientific and technological research in animal tissue culture and related areas.
- (m) To create administrative, technical and other posts and scholarships and fellowships under the Facility and to make appointments thereto in accordance with the rules and regulations of the Facility.
- (n) To appoint and hire services or discharge/terminate the services of the personnel and to pay them in return for the services rendered to the Facility, salaries, wages, gratuities, provident fund and other allowances or remunerations, honorarium in accordance with the rules and regulations of the Facility.
- (o) To accept and undertake the management of any endowment or trust fund or donation, to in furtherance the objectives of the Facility.
- (p) To receive grants-in-aid in cash or in other forms from the Government of India, State Governments, Charitable Institutions/Trusts, individuals and industry within the country.
- (q) To receive, with the prior approval of the Central Government, monetary assistance from foreign sources including international organisations for training programmes, scientific research exchange programmes and for strengthening infrastructure.
- (r) To take over the present "National Tissue Culture Facility" fully funded by DBT, at the University of Poona, Pune, with its present scientific and research activities and ancillary project grants and related research and infrastructural facilities.
- (s) To do all such other lawful acts and things either alone or in conjunction with other organisations or persons as the Facility may consider necessary, incidental or conducive to the above mentioned objectives or any of them.
5. In furtherance of its objects the Facility will not make any distinction of sex, creed, race, religion, class or caste.
6. The income and property of the Society, howsoever derived shall be applied towards the promotion of the objects thereof as set forth in this Memorandum of Association subject nevertheless in respect of the expenditure of grants made by the Government of India to such limitations of the Government of India may from time to time impose. No portion of the income and property of the Society shall be paid or transferred, directly or indirectly by way of dividends, bonus or otherwise whatsoever, by way of profit, to the persons who at any time are or have been members of the Society or to any of them or to any persons claiming through them or any of them provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other person in return for any service rendered to the Society or for travelling allowance, halting or other similar charges.
7. The management of the affairs of the Facility is entrusted and vested in accordance with its Rules and Regulations to the Governing Body. The names, addresses, and occupations of the first members of the Governing Body of the Facility are as given below :

Nos.	Full Name and Address of the Members	Occupation	Membership Status
1.	Dr. S. Ramachandran Secretary, Department of Biotechnology, Ministry of Science & Technology, Govt. of India, Block No.2 7th floor, CGO Complex, 11, Lodi Road, New Delhi-110 003	Service	Ex-officio
2.	Prof. V.G. Bhide Vice-Chancellor, University of Poona Ganeshkhind, Pune-411 007.	Service	Ex-officio
3.	Shri Dilip K. Biswas Advisor (B) Department of Biotechnology Govt. of India, Block No.2 7th floor, CGO Complex 11, Lodi Road, New Delhi-110 003	Service	Ex-officio
4.	Shri B. K. Chaturvedi Financial Advisor Department of Science & Technology, Govt. of India, New Mehrauli Road, New Delhi-110 016.	Service	Ex-officio
5.	Dr. Prema Ramchandran Deputy Director General, I.C.M.R. Ansari Nagar, P.O.B. No.4508 New Delhi-110 029.	Service Representing ICMR	Ex-officio
6.	Dr. B.U. Rao Joint Director, IVRI, IZATNAGAR - 243122.	Service Representing ICAR	Ex-officio
7.	Prof. D.N. Deobagkar Head, Department of Zoology, University of Poona, Ganeshkhind, PUNE - 411 007.	Service	Scientist member nominated by V.C., University of Poona
8.	Dr. K. Banerjee Scientist, National Institute of Virology, 20-A, Ambedkar Road, Pune-411 001.	Service	Scientist member nominated by Secretary, DBT

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Nos.	Full Name and Address of the Members	Occupation	Membership Status
9.	Prof. H. Sharat Chandra Department of Microbiology and Cell Biology, Indian Institute of Science, Bangalore - 560 012.	Service	Scientist member nominated by Secretary, DBT.
10.	Senior Scientist National Facility for Animal Tissue and Cell Culture, C/o. Department of Zoology, University of Poona, Ganeshkhind, Pune-411 007.	Service	Senior Scientist of the Facility nominated by Secretary, DBT.
11.	Dr. U. V. Wagh Officer-in-charge, National Facility for Animal Tissue and Cell Culture, C/o. Department of Zoology, University of Poona, Ganeshkhind, Pune-411 007.	Service	Ex-officio

8. We, the undersigned, whose names, addresses are given below are desirous of forming a Society - named "National Facility for Animal Tissue and Cell Culture" and get it registered under Societies Registration Act of 1860. Hence we gathered together and signed this Memorandum of Association on this 8th day of August 1988.

Sr. Nos.	Full Name & Address	Signature	Sr. Nos.	Full Name & Address	Signature
1.	Dr. S. Ramachandran Secretary, Department of Biotechnology, Ministry of Science & Technology, Government of India, Block No.2, 7th floor, CGO Complex, 11, Lodi Road, NEW DELHI-110 003.	Sd/-	4.	Shri Dilip K. Biswas Advisor (E) Department of Biotechnology, Ministry of Science & Technology, Government of India, Block No.2, 7th floor, CGO Complex, 11, Lodi Road, NEW DELHI-110 003.	Sd/-
2.	Prof. V. G. Bhide Vice Chancellor, University of Poona, Ganeshkhind, PUNE-411 007.	Sd/-	5.	Shri B. K. Chaturvedi Financial Advisor, Department of Science & Technology, Govt. of India, New Mehrauli Road, NEW DELHI-110 016.	Sd/-
3.	Prof. A. S. Paintal Director General Indian Council of Medical Research, Ansari Nagar, Post Box No.4508, NEW DELHI-110 029.	Sd/-	6.	Prof. G. Padmanabhan Prof. of Biochemistry, Indian Institute of Science, BANGALORE-560 012.	Sd/-

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Sr. Nos.	Full Name & Address	Signature	Sr. Nos.	Full Name & Address	Signature
7.	Prof. John Barnabas Scientist, National Chemical Laboratory, Pashan, PUNE-411 008.	Sd/-	10.	Prof. M.G. Deo Research Director, Cancer Research Institute, Tata Memorial Centre, Parel, Bombay - 400 012.	Sd/-
8.	Prof. G. P. Talwar Director, National Institute of Immunology, Shahid Jeet Singh Marg, NEW DELHI-110 067.	Sd/-	11.	Prof. P. N. Tandon Head, Department of Neuro-Surgery, All India Institute of Medical Science, NEW DELHI-110 029.	Sd/-
9.	Shri Sharad G. Kale Secretary, Industry & Energy & Labour Department, Govt. of Maharashtra Mantralaya Annexe Building, 1st Floor, Madam Cama Road, BOMBAY-400 032.	Sd/-	12.	Dr. U.V. Wagh Officer-in-Charge National Tissue Culture Facility, C/o Department of Zoology, University of Poona, Ganeshkhind, PUNE - 411 007.	Sd/-

The above incumbents have signed in my presence and I attest their signatures.

Sd/-
Signature
Full Name & Address
C. M. Dixit
Chartered Accountant
Membership No. 17532.

CERTIFICATE

Certified that there is no such other Society named "National Facility For Animal Tissues and Cell Culture" and also not registered under Societies Registration Act, 1860 to the best of our knowledge and belief.

Sd/- Dr.S. Ramachandran	Sd/- Prof. V.G. Bhide	Sd/- Prof. A.S. Paintal
Sd/- Shri Dilip K. Biswas	Sd/- Shri B. K. Chaturvedi	Sd/- Prof. G. Padmanabhan
Sd/- Prof. John Barnabas	Sd/- Prof. G. P. Talwar	Sd/- Shri Sharad G. Kale
Sd/- Prof. M. G. Deo	Sd/- Prof. P. N. Tandon	Sd/- Dr. U.V. Wagh

RULES AND REGULATIONS OF NATIONAL FACILITY FOR ANIMAL TISSUE AND CELL CULTURE

SHORT TITLE

1. These rules may be called the Rules of the National Facility for Animal Tissue and Cell Culture.

INTERPRETATION

2. In these rules, the following words and abbreviations shall have the meanings given to them, unless there is anything contrary in the subject or context :
 - (a) "The Facility" shall mean the National Facility for Animal Tissue and Cell Culture.
 - (b) "The Society" shall mean the National Facility for Animal Tissue and Cell Culture.
 - (c) "The Central Government" shall mean the administrative Ministry of the Government of India concerned with Department of Biotechnology, Ministry of Science and Technology.
 - (d) "The Governing Body" shall mean the Governing Body/General Body of the Facility.
 - (e) "The President" shall mean the President referred to in these rules.
 - (f) "The Chairman" shall mean the Chairman of the Governing Body of the Facility.
 - (g) "The Director" shall mean the Director of the Facility appointed under the rules.
 - (h) "The Secretary" shall mean the Secretary of the Society appointed in accordance with the bye-laws of the Society.

Words importing the singular number shall include the plural number and vice-versa. Words importing the masculine gender shall include the feminine gender.

MEMBERS OF THE FACILITY

3. The Facility shall consist of all members of the Governing Body set up under Clause 23 of these rules and such other persons who may be nominated by the Government of India.
4. The Facility shall keep a roll of members, giving their addresses and occupations and every member shall sign the same.
5. The Facility shall function notwithstanding any vacancy in its body and no act or proceedings of the Facility shall be invalid merely by reasons of such vacancy or of any defect in the appointment of any of its members.

AUTHORITIES AND OFFICERS OF THE FACILITY

6. The following shall be the authorities and officers of the Facility :
- The General Body
 - The Director/Officer Incharge, and
 - Such other authorities and officers as may be constituted/appointed as such by the Governing Body.
7. The Minister of Science and Technology shall be the President of the Society if he accepts the office or his nominee shall be the President of the Society. Secretary, DBT shall be the Chairman of the Governing Body.
8. The Director/Officer-in-Charge of the Facility who shall be a distinguished scientist, shall be appointed by the Governing Body. He shall be the principal executive officer of the Facility. Until such time as a full-time Director of the Facility is appointed in accordance with rules and bye-laws, the Governing Body may appoint a distinguished scientist as honorary Director and the person so appointed shall have full powers, functions and status of the Director in accordance with these Rules.
9. The Facility shall establish and maintain its own office, laboratories and workshops. Appointment to various posts under the Facility shall be made in accordance with rules framed for the purpose by the Governing Body.

PROCEEDINGS OF THE SOCIETY

10. An annual general meeting of the Society shall be held at such time, date and place, as may be determined by the President. At such Annual General Meeting the Governing Body shall submit the Annual Report and the Audited Accounts of the Society, together with the Auditor's Report thereon.
11. The President may convene a Special General Meeting of the Society whenever he thinks fit.
12. The President shall convene a Special General Meeting of the Society on the written requisition of not less than five members of the Society.
13. Any requisition so made by the members of the Society shall express the object of the meeting proposed to be called and shall be left at the address of the Secretary or posted to his address.
14. At all Special General Meetings no subjects other than that stated in the notice or requisition, as the case shall be discussed except when specially authorised by the President.
15. Excepting as otherwise provided in these Rules, all meetings of the Society shall be called by Notice under the signature of the Secretary or the President.
16. Every notice calling a meeting of the Society shall state the date, time and place at which such meeting will be held and shall be served upon every member of the Society not less than fifteen clear days before the day appointed for the meeting.
17. The accidental omission to give notice of or the non-receipt of notice by any member shall not invalidate the proceedings at the meeting.
18. The President of the Society shall preside at all Meetings of the Society. If he is not present at any meeting or in his absence, the Chairman of the Governing Body shall preside at that meeting. In case the Chairman of the Governing Body is also not present, in his absence, then a member shall be elected from amongst those present to be the Chairman.
19. No business shall be discussed at a meeting of the Society, whilst the chair is vacant except the election of the Chairman.
20. Five members of the Society present in person shall form a quorum at every meeting of the Society.

21. All disputed questions at meetings of the Society shall be determined by a majority of votes of the members present and voting.
22. Each member of the Society shall have one vote. In case of an equality of votes, the Chairman shall have a casting vote.

THE GOVERNING BODY

23. The affairs of the Society shall be managed, administered, directed and controlled, subject to Rules, Bye-laws and orders of the Society by the Governing Body. The governing Body of the Society for the purpose of Act xxi of 1860 shall consist of the following :

- i) Secretary, Department of Biotechnology, Govt. of India (Ex-officio Chairman)
- ii) Vice-Chancellor, University of Poona (Ex-officio).
- iii) Advisor, Department of Biotechnology, Govt. of India (Ex-officio).
- iv) Financial Advisor, Department of Biotechnology, Govt. of India (Ex-officio).
- v) Director General, ICMR or his representative (Ex-Officio)
- vi) Director General, ICAR or his representative (Ex-Officio)
- vii) Head Department of Zoology or Co-ordinator/Head of Biotechnology Training Programme, (to be nominated by Vice-Chancellor, University of Poona).
- viii) Scientist to be nominated by the Secretary, DBT
- ix) Scientist to be nominated by the Secretary, DBT
- x) Senior Scientist, NFATCC (to be nominated by Secretary, DBT)
- xi) Director, NFATCC (Ex-officio Secretary)

The First Members of the Governing Body will be as under :-

Sr. Full Name & Address No.	Sr. Full Name & Address No.
1. Dr. S. Ramachandran Secretary, Department of Biotechnology Ministry of Science & Technology Govt. of India, Block No.2, 7th floor, CGO Complex, Lodi Road, NEW DELHI-110 003	5. Dr. Prema Ramachandran Deputy Director General ICMR, Ansari Nagar, P.O.Box No.4508 NEW DELHI-110 029
2. Prof. V. G. Bhide Vice-Chancellor University of Poona Ganeshkhind PUNE-411 007	6. Dr. B. U. Rao Joint Director, IVRI, IZATNAGAR- 243 122.
3. Shri Dillip K. Biswas Advisor (B) Department of Biotechnology Ministry of Science & Technology Govt. of India, Block No.2, 7th floor, CGO Complex 11, Lodi Road, NEW DELHI-110 003.	7. Prof. D. N. Deobagkar Head, Department of Zoology, University of Poona, Ganeshkhind, PUNE - 411 007.
4. Shri B. K. Chaturvedi Financial Advisor Department of Science & Technology Govt. of India, New Mehrauli Road NEW DELHI-110 016.	8. Dr. K. Banerjee Scientist National Institute of Virology 20-A, Ambedkar Road PUNE-411 001.

9. Prof. H. Sharat Chandra
Department of Microbiology
& Cell Biology
Indian Institute of Science,
BANGALORE - 560 012.

11. Dr. G.V. Wagh
Officer-in-Charge
National Tissue
Culture Facility.
C/o. Department of Zoology,
University of Poona, Ganeshkhind
PUNE-411 007.

10. Senior Scientist
National Facility for Animal Tissue
and Cell Culture,
C/o. Department of Zoology,
University of Poona, Ganeshkhind
PUNE-411 007.

24. Unless his membership of the Governing Body is terminated as provided in Rule 25 and subject to the provisions of Rule 27, each member of the Governing Body shall relinquish his membership on the expiry of three years from the date on which he becomes a member of the Governing Body; but he shall be eligible for re-appointment. In case of casual vacancy, the person appointed to fill the vacancy shall hold office for the unexpired portion of the term of the outgoing member.
25. A member of the Governing Body shall cease to be a member on the happening of any of the following events:
- (a) If he resigns, becomes of unsound mind, becomes insolvent or is convicted of a criminal offence involving moral turpitude, or his employer refuses to grant him permission to serve on the Governing Body, or he goes abroad for a continuous period exceeding one year.
 - (b) If he does not attend three consecutive meetings of the Governing Body.
26. Whenever a member desires to resign from the membership of the Governing Body, he shall forward a letter containing resignation addressed to the Secretary and his resignation shall take effect only on its acceptance by the President.
27. Whenever a person holds the membership of the Governing Body by virtue of an office held by him (ex-officio) his membership shall terminate when he ceases to hold that office and the vacancy so caused shall be filled by his successor to that office.
28. The members of the Governing Body shall not be entitled to any remuneration from the Society, excepting the full time employees of the Facility nominated as members of the Governing Body by the Secretary DBT. The non-official members (other than those who are Central or State Government Employees) of the Governing Body or any Committee appointed by it shall be paid by the Society such travelling and daily allowances and honorarium as may be provided for in the Bye-laws.
29. A person holding the membership of the Governing Body by virtue of an office held by him (ex-officio) shall normally attend the Governing Body meetings himself in person but in exceptional circumstances shall have the right to nominate a representative to act on his behalf at a particular meeting of the Governing Body and the representative so nominated shall be entitled to take part in the proceedings of that meeting but not to vote there at.

FUNCTIONS AND POWERS OF THE GOVERNING BODY.

30. The Governing Body shall generally carry out and pursue the objects of the Facility as set forth in the Memorandum of its Association. The management of the affairs and funds of the Society shall, for this purpose, vest in the Governing Body.
31. The Governing Body shall exercise all the powers of the Facility subject nevertheless to such limitations as the Government of India may from time to time, impose in respect of the expenditure from the funds of the Society and of grants made by the Government of India.

32. In particular and without prejudice to the generality of the foregoing provisions, the Governing Body shall have the power subject to the provisions of these Rules and the Bye-laws to :
- consider the annual and supplementary budgets placed before it by the Director/Officer-in-charge from time to time, and pass them with such modifications as the Governing Body may think fit;
 - create and abolish posts;
 - appoint various scientific, technical, administrative and other officers and staff of the Facility, fix their remuneration and define their duties;
 - enter into an arrangements with Government of India and with the State Government and other public or private organisations or individuals within the country for securing and accepting grants-in-aid, endowments, donations or gifts to the Society, on mutually agreed terms and conditions, provided that such terms and conditions, if any, shall not be contrary to, inconsistent or in conflict with the objects of the Society provided for any such agreement with Foreign and/or international agencies or organisations with the prior approval of the Government of India shall be obtained.
 - take over, acquire by purchase, gifts, exchange, lease or hire or otherwise from Government of India, the State Governments and other public or private bodies or individuals, institutions, libraries, laboratories; immovable properties, endowments or other funds together with any attendant obligations and engagements not inconsistent with the objects of the Society; provided for any such activity involving a foreign and/or international agency or organization, the prior approval of the Government of India shall be obtained.
 - appoint Committees and Sub-Committees for such purposes and with such powers and for such period and on such terms as it may deem fit, and dissolve any of them.
 - delegate such administrative and financial powers as it may think proper to the Chairman, the Director/Officer-in-charge and such other officers of the Society as may be considered necessary; and
 - to frame, amend or repeal rules, for the administration and management of the affairs of the Society and in particular to provide for the following matters :
 - preparation and sanction of budget estimates, sanctioning of expenditure, entering into and execution of contracts, investment of the funds of the Society, sale or alteration of such investment and maintenance of accounts and their audit;
 - procedure for recruitment of officers and establishment in the service of Society;
 - terms and tenures of appointment, emoluments, allowances, rules of discipline and other conditions of service of the establishments of the Society;
 - terms and conditions governing the grant of scholarships, fellowships and grants-in-aid for research schemes and projects not inconsistent with the objects of the Society.
 - such other matters as may be necessary for the administration of the affairs and funds of the Society.

PROCEEDINGS OF THE GOVERNING BODY

33. Every meeting of the Governing Body shall be presided over by the Chairman and in his absence a member chosen from amongst themselves by members present, to provide for the occasion.
34. Five members of the Governing Body present, shall constitute a quorum at any meeting of the Governing Body.
35. Not less than fifteen days clear notice of every meeting of the Governing Body shall be given to each member of the Governing Body. The accidental omission to give notice to or the non-receipt of notice by any member shall not invalidate the proceedings at the meeting.
36. Normally two meetings of the Governing Body shall be held every year.
37. For the purposes of these rules, each year shall be deemed to commence on the 1st day of April and terminate on the 31st day of the March of the following calendar year.

- 38)
38. The Chairman may himself call, or by a requisition in writing signed by him, may require the Secretary to call a meeting of the Governing Body at any time and on the receipt of such a requisition, the Secretary shall forthwith call such a meeting.
39. Four members of the Governing Body may by a requisition in writing signed by them require the Secretary to call a meeting of the Governing Body at any time and on the receipt of such requisition, the Secretary shall forthwith call such a meeting in consultation with the Chairman.
40. Each member of the Governing Body shall have one vote and, if there shall be an equality of votes on any question to be decided by the Governing Body, the Chairman shall have a casting vote.
41. Any business which may be necessary for the Governing Body to perform may be performed by a resolution in writing circulated among all its members and any such resolution so circulated and approved by a majority of the members signing, shall be as effectual and binding as if such resolution had been passed at a meeting of the Governing body provided that at least five members of the Governing Body have recorded their approval to the resolution.
42. In case of difference of opinion amongst the members of the Governing Body on a question of sufficient importance, the opinion of the majority shall prevail. The Chairman may, however, refer any question, which in his opinion is of sufficient importance for the decision of the Government of India. The decision of the Government of India shall be binding on the Society and its Governing Body.

FUNCTIONS AND POWERS OF THE CHAIRMAN

43. The Chairman shall exercise such powers for the conduct of the business of the Society as may be delegated to him by the Governing Body.
44. The Chairman may, in writing, delegate such of his powers as he may think necessary, to the Director/Officer-in-charge.

FUNCTIONS AND POWERS OF THE DIRECTOR/OFFICER-IN-CHARGE

45. Subject to any order that may be passed by the Chairman in exercise of the powers delegated to him by the Governing Body, and the decisions of the Governing Body, the Director/Officer-in-Charge shall be responsible for the proper administration of the affairs and funds of the Society under the direction and guidance of the Governing Body. He shall be vested with such executive and administrative powers of the Society as may be necessary or incidental for the purpose, subject to these Rules and Bye-laws.
46. He shall subject to the provisions of these Rules and Bye-laws and decisions of the Governing Body and Chairman, exercise general supervision and disciplinary control over the officers and the staff of the society, and prescribe their duties and functions.
47. The Director/Officer-in-charge shall co-ordinate and exercise general supervision over all the activities of the Society.
48. The Director/Officer-in-charge of the Facility shall be the Secretary of the Society. For the purpose of the Section 6 of the Societies Registration Act (xvi of 1860), the Secretary shall be considered the Principal Secretary of the Society and the Society may sue or be sued in the name of the Secretary of the Society.

FUNDS OF THE FACILITY

49. The funds of the Facility will consist of the following :
- (i) Lumpsum and recurring grant made by the Government of India;
 - (ii) Fees, patents and other charges received by the Facility;
 - (iii) All monies received by the Facility by way of grants, gifts, donations or other contributions, and funds accrued through supply and consultancy services.

- 39
50. All funds of the Society shall be paid into the Society's account with Treasuries/Sub-Treasuries including Reserve Bank of India, branches of the State Bank of India and its subsidiaries and in a scheduled/nationalised bank and shall not be withdrawn except on cheques signed and countersigned by such officers as may be duly empowered on his behalf by the Chairman.

ACCOUNTS AND AUDIT

51. The Accounts of the Society shall be audited by such person or persons as may be nominated by the Central Government. The nature of audit to be applied and the detailed arrangements to be made in regard to the form of accounts and their maintenance and the presentation of the accounts for audit shall be prescribed by Bye-laws to be framed by the Governing Body and approved by the Government of India.

ANNUAL REPORT

52. An Annual Report of the proceedings of the Society and of all work undertaken during the year shall be prepared by the Governing Body for the information of the Government of India and the members of the Society. This report and the audited accounts of the Society along with the auditor's report there on shall be placed before the Society at the Annual General Meeting.

ALTERATION OF RULES

53. The Rules of the Society may be altered at any time on the recommendation of the Governing Body by a Resolution passed by a majority of the members of the Society present at any Meeting of the Society.
54. These Rules shall come into force when approved at a meeting by the Society which shall have been duly convened for the purpose.
55. List of members shall be maintained as required by Rule 15 in the format prescribed in Schedule 6 of the Societies Registration Rules (Maharashtra) 1971. For this purposes, members shall be the members as defined in Section 15 of the Societies Registration Act, 1860.
56. Legal proceedings as per Section 6 of Societies Registration Act, 1860. The Society may sue or to be sued in the name of Secretary as per provision laid down under Section 6 of the Societies Registration Act of, 1860.
57. The change in name or change in any Rules or Regulation or alteration, extension or abrogation to the purposes of the society shall be made in accordance with the provisions of Section 12 and 12A of the Societies Registration act, 1860.
58. In case the affairs of the Society are wound up, then the surplus assets, if any, arising out of the winding up shall be transferred to any other society or association having the similar objects as of the Society in accordance with provisions of Section 13 and 14 of the Societies Registration act, 1860.

ESSENTIAL CERTIFICATE

59. "Certified that this is the correct copy of the Rules and Regulations of the Society".

Sd/-
Dr.S. Ramachandran

Sd/-
Prof. V.G. Bhide

Sd/-
Prof. A.S. Paintal

Sd/-
Shri Dilip K. Biswas

Sd/-
Shri B. K. Chaturvedi

Sd/-
Prof. G. Padmanabhan

Sd/-
Prof. John Barnabas

Sd/-
Prof. G. P. Talwar

Sd/-
Shri Sharad G. Kale

Sd/-
Prof. M.G. Deo

Sd/-
Prof. P. N. Tandon

Sd/-
Dr. J.V. Wagh

APPENDIX-3

**COMPOSITION OF ANNUAL GENERAL MEETING (SOCIETY MEETING),
GOVERNING BODY, FINANCE COMMITTEE & SCIENTIFIC ADVISORY
COMMITTEE MEETINGS.**

Members of the Society

Abbreviation : ICAR (Indian Council of Agriculture Research), ICMR (Indian Council of Medical Research).

Hon. Minister, MoST, GOI	The President
Secretary, DBT	Ex-Officio Member
Vice Chancellor, SavitribaiPhule Pune University	Ex-Officio Members
Scientific Coordinator of the Centre from DBT	
Financial Advisor, DBT	
Joint Secretary [Administration], DBT	
Director General, ICMR or his / her representative	
Director General, ICAR or his / her representative	
Head, Department of Zoology or Head, Department of Biotechnology, S.P. Pune University	To be nominated by the Vice Chancellor, S.P. Pune University
Two Senior Scientists	To be nominated by the Secretary, DBT
Senior Scientist, NCCS	Ex-Officio Member Secretary
Director, NCCS	

[Amended Vide Item No.53 [5] of the 53rd Governing Body meeting held on 23.08.2016]

Members of Governing body

Secretary, DBT	Ex-Officio Chairperson
Vice Chancellor, SavitribaiPhule Pune University	Ex-Officio Members
Scientific Coordinator of the Centre from DBT	
Financial Advisor, DBT	
Joint Secretary [Administration], DBT	
Director General, ICMR or his / her representative	
Director General, ICAR or his / her representative	
Head, Department of Zoology or Head, Department of Biotechnology, S.P. Pune University	Nominated by the Vice Chancellor, S. P. Pune University
Two Senior Scientists	Nominated by the Secretary, DBT
Senior Scientist, NCCS	Ex-Officio Member Secretary
Director, NCCS	



राष्ट्रीय कोशिका विज्ञान केन्द्र
National Centre For Cell Science

जैवप्रौद्योगिकी विभाग, भारत सरकार का स्वायत्त संस्थान
(An Autonomous Institution of the Department of Biotechnology, Government of India)

Ref No.: NCCS/Admin/2019-20

Date: 03.07.2019

Subject: Present constitution of Finance Committee, NCCS

This has reference to the mail dated 02.07.2019 the required information related Finance committee is as under:

Sr. No.	Designation	
1.	Financial Advisor, DBT	Chairman
2.	Scientist Member of the Governing Body	Member (to be nominated by the Chairman, Governing Body)
3.	Two Expert Member from Research Institution / Management Institution	Member (to be nominated by the Chairman, Governing Body)
4.	Director, NCCS	Ex-officio Member Secretary

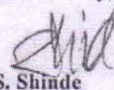
The present Finance Committee Members is as under:

Name of the present committee members	
i)	Mr. B. Anand Additional Secretary & Financial Advisor, DBT
ii)	Prof. V. Nagaraja, IISC, Bangalore
iii)	Prof. Vineeta Bal, IISER, Pune Dr. Sagar Sengupta, NII, New Delhi
iv)	Director, NCCS

This is for information please.

Thanking you.

Yours faithfully,


V. S. Shinde
Officer C (Administration)

एनसीसीएस कॉम्प्लेक्स, पो. बं. नं. ४०, गणेशखिंड पी. ओ., पुणे ४११ ००७. महाराष्ट्र, भारत
NCCS Complex, P.B. No. 40, Ganeshkhind P. O., Pune - 411 007. Maharashtra,
दूरभाष / Tel.: (020) 25708000 फैक्स / Fax : 91 (020) 25692259

ई मेल / E- mail: infonccs@nccs.res.in

वेबसाइट / Website : <http://www.nccs.res.in>

चन्द्र प्रकाश गोयल
संयुक्त सचिव
CHANDRA PRAKASH GOYAL
Joint Secretary



सत्यमेव जयते



APPENDIX-3

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भारत सरकार
विज्ञान और प्रौद्योगिकी मंत्रालय
बायोटेक्नोलॉजी विभाग
GOVERNMENT OF INDIA
MINISTRY OF SCIENCE & TECHNOLOGY
DEPARTMENT OF BIOTECHNOLOGY
Block-2, (7th Floor) CGO Complex
Lodhi Road, New Delhi-110003

D.O. No.BT/AI/14013/4/2017
Dated : 27.06.2018

Dear All,

As per the directions of Secretary, Department of Biotechnology the Autonomous institutes under Department of Biotechnology are advised to take up the following steps regarding constitution and organization of meetings of Finance Committee(FC), General Council / Body(GC/GB) and Building Committee (BC).

- (i) The Chairman of Finance Committee shall be Financial Adviser, DBT.
- (ii) Finance Committee shall always discuss Audit Paras, replies on Audit Paras, Action Taken Report with summary as compulsory agenda.
- (iii) Approval of Chairman, GB/GC/FC for holding the meeting shall be obtained at least 4 weeks prior to the meeting of GB/GC/FC.
- (iv) All Autonomous Institutes will submit the draft agenda 2 weeks prior to any meeting of GC/GB/FC to the Nodal Officer for approval. The approved agenda shall be sent to all members of the GB/GC/FC at least one week prior to the meeting.
- (v) Scientific Advisory Committee (SAC) of the institute should compulsorily be held at least once a year.
- (vi) All GB/GC/FC shall have a compulsory agenda item for Audit Paras, replies on Audit Paras, Action Taken Report on Audit Paras, summary of RTIs and CPGRAM/Grievances in all the meetings.
- (vii) The Building Committee shall have no representation from DBT.
- (viii) The tentative Calendar for different meetings to be held in any Financial Year should necessarily be submitted to the Nodal Officer in the first month of each Financial Year

Best Wishes

Yours sincerely

(CHANDRA PRAKASH GOYAL)

27.06.2018

- To
- 1) Directors of all Autonomous Institutes
 - 2) Nodal Officers of all AIs
 - 3) PSO to SBT

**COMPOSITION OF RESEARCH AREA PANAEL (RAP) -SCIENTIFIC ADVISORY
COMMITTEE MEMBERS OF NCCS, PUNE**

1.	Distinguished Scientist serving/superannuated	Chairman
2.	Scientific Coordinator, DBT	Ex-Officio Member
3.	Director/Senior Scientists/Professor (from National Institutions)/Senior R&D Executive from Biotech Industry. (Optional - Up to two International Scientists)	Committee Member (at least 12 members)
4.	Director, NCCS	Member Secretary

APPENDIX-4

APPENDIX - 4

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(361) (44)

Appendix-16

Govt of India orders regarding financial powers of autonomous bodies funded by Govt of India

F No 8(4)E-Coord./84
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, the 15th October 1984

OFFICE MEMORANDUM

Subject: Financial powers of autonomous bodies-restrictions regarding

The Rules and Bye-laws of autonomous bodies which are fully or partly funded by the Government of India should invariably incorporate restrictive clauses relating to the Powers of the Governing Bodies of such organizations in matters of creation of post, revision of pay and allowances of their staff and similar establishment expenditure and provide for prior approval of the Central Government in specific cases. It has come to the notice that this has not been done in a number of cases resulting the Governing Bodies of some Autonomous Organizations taking decisions on the above matters, which do not conform, to the general pattern of the Central Government.

2. With a view to ensuring that the provisions relating to the powers of the Governing Bodies in such matters having financial implications are properly exercised, Ministries/Departments are requested to take following action:-

- (i) A clause may be incorporated in the relevant Rules/Bye-laws/Regulations of the autonomous bodies that proposals relating to employment structure i.e. adoption of pay scales, allowances and revision thereof and creation of posts above a specified pay level would need the prior approval of the Govt. of India in consultation with the Ministry of Finance, Department of Expenditure;
- (ii) In the case of larger autonomous bodies a suitable clause may be incorporated in the relevant Rules Bye-laws/Regulations that a representative of the Ministry of Finance/Integrated Finance Division of the Ministry concerned should be nominated to the Executive Council of the Autonomous Organization. The choice of the nominee would be made in consultation with the Ministry of Finance; and
- (iii) In the autonomous organizations referred to in (ii) above, a provision would also be made if the Rules/Bye-laws/Regulations that in the event of disagreement between representative of the Ministry of Finance and the Chairman of the Governing body of the

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Autonomous Organization on the financial matter beyond the delegated powers of the Ministry/Department of the Govt. of India the matter may be referred to the Minister of the administrative Ministry concerned and the Finance Minister for a decision.

3. Ministries/Departments are requested to take immediate action to incorporate the necessary amendments suggested in the preceding para in the Rules/Bye-laws/Regulations of the Autonomous Organizations under their administrative control under intimation to this Ministry. They are also requested to ensure that before a new autonomous body is formed, the Rules/Bye-laws/Regulations concerning financial matters are finalized in consultation with this Ministry.

Hindi version will follow.

Sd/-
(S.C. MAHALIK)
Jt. Secretary to the Govt. of India.

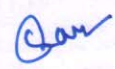
To

All Ministers/Departments
(By name to any officer of the rank of Jt. Secretary)

Copy to all Financial Advisers.

Implementation of this O.M. may please be watched by them carefully and reported to this Ministry from time to time.

Sd/-
(S.C. MAHALIK)
Jt. Secretary to the Govt. of India.


सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

ANNEXURE-1

NCCS - DELEGATION OF FINANCIAL POWERS TO VARIOUS AUTHORITIES

S.NO	AUTHORITY	FINANCIAL POWER
1	Officer 'D'	As may be vested by the Governing Body/Director. As on the date of notification of these Bye-laws, the financial powers of the Officer 'D' for sanctioning any work (<i>for creation of capital assets, sanction of projects, etc.</i>), in each such case, shall be upto Rs 1,00,000/- (Rupees One Lakh only).
2	Officiating/ <i>Protem</i> /Locum tenens/In-Charge Director (in terms of Section 3.3.3. of the Bye-laws)	As on the date of notification of these Bye-laws, the financial powers of the Officiating/ <i>Protem</i> /Locum tenens/In-Charge Director for sanctioning any work (<i>for creation of capital assets, sanction of projects, etc</i>) shall in each such case, shall be upto Rs 1.00 Crore.
3	Director	Shall have the financial and administrative powers as vested by the Department of Biotechnology, Ministry of Science and Technology from time to time. As on the date of notification of these Bye-laws, the financial powers of the Director for sanctioning any work (<i>for creation of capital assets, sanction of projects, etc</i>) in each such case, shall be upto Rs 5.00 Crore. <i>Provided that the Director shall have FULL powers to incur expenditure on account of legal matters in the Courts of Law in the country and with the approval of the Government outside the Country.</i>
4	Governing Body	Shall have the financial and administrative powers as vested by the Department of Biotechnology, Ministry of Science and Technology from time to time. As on the date of notification of these Bye-laws, the financial powers of the Governing Body for sanctioning any work (<i>for creation of capital assets, sanction of projects etc</i>), in each such case, shall be upto Rs 20 Crores subject to the following: that all such proposals relating to emoluments structure i.e. adoption of pay scales, pay and allowances and revision thereof, creation of posts would be in accordance with rules and instructions of Government of India as amended from time to time
5	Provided that the Financial Powers vested on S. No 1-4 cannot be further delegated by these authorities.	

Note:- Separate approval of Department of Biotechnology shall be obtained for any expenditure of more than Rs. 20.00 crores and above in each case. The approval of Governing Body be also attached for seeking approval for expenditure beyond Rs. 20.00 crores.



सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी, मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

ANNEXURE-2

NCCS-Bye Laws 2019

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Annexure-2

COMPONENTS OF USER CHARGES

User Charges for Facilities at the National Centre for Cell Science (NCCS), Pune

Facility Name	User Charges details				
National Cell Repository	Sr. No.	Instrument / Services	Price		Remarks
			Academia (Rs)	Industry (Rs)	
	1	Cell line Handling charges	2,000.00 (per cell line per flask) + GST 18%	5,000.00 (per cell line per flask) + GST 18%	
	2	Mycoplasma testing	1800.00 (per sample) + GST 18%	3600.00 (per sample) +GST 18%	
	3	Cell Line Authentication	3000.00 (per sample) + GST 18%	6000.00 (per sample) + GST 18%	
	4	Fragment Analysis (8 Capillary Electrophoresis Charges per Run)	2000.00 + GST 18%	4000.00 + GST 18%	
	5	Fragment Analysis (8 Capillary Electrophoresis Charges per Run) with Data Analysis	3000.00 + GST 18%	5000.00 + GST 18%	

Facility Name	User Charges details				
Flow Cytometry	Sr. No.	Instrument / Services	Price		Remarks
			Academia (Rs)	Industry (Rs)	
	1	Fluorescence Activated Cell Sorter	5000.00 (per half hour) + GST 18%	8000.00 (per half hour) + GST 18%	

Facility Name	User Charges details				
Imaging Facility	Sr. No.	Instrument / Services	Price		Remarks
			Academia (Rs)	Industry (Rs)	
	1	Confocal Microscopy Facility	2,000.00 (per hour) + GST 18%	3,000.00 (per hour) + GST 18%	

Facility Name	User Charges details				
Proteomics Facility	Sr. No.	Instrument / Services	Price		Remarks
			Academia (Rs)	Industry (Rs)	
	1	Intact Mass [MALDI-MS]	5,000.00 (per sample) + GST 18%	6,000.00 (per sample) + GST 18%	
	2	Protein Sequencing (digested sample) [MALDI-MS/MS]	7,500.00(per sample) + GST 18%	10,000.00(per sample) + GST 18%	
	3	Protein Sequencing (from gelband) [MALDI-MS/MS]	10,000.00(per sample) + GST 18%	13,000.00 (per sample) + GST 18%	
	4	LC-MS/MS analysis [4000 Q-TRAP]	9,000.00 (per sample) + GST 18%	12,000.00(per sample) + GST 18%	
	5	GC-MS analysis [AGILENT GC-MS]	9,000.00 (per sample) + GST 18%	12,000.00 (per sample) + GST 18%	
	6	LC-MS/MS proteome analysis	15,000.00 (per	20,000.00(per	

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	(digested sample) [ORBITRAP MS/MS]	sample) + GST 18%	sample) + GST 18%
7	LC-MS/MS proteome analysis (including sample preparation) [ORBITRAP MS/MS]	20,000.00(per sample) + GST 18%	30,000.00 (per sample) + GST 18%
8	LC-MS/MS Quantitative proteomics (Labelled samples) [ORBITRAP MS-TMT LABELING]	35,000.00 (per sample) + GST 18%	50,000.00(per sample) + GST 18%
9	LC-MS/MS Quantitative proteomics (Including Labeling) [ORBITRAP MS TMT LABELING]	50,000.00 (per sample) + GST 18%	70,000.00 (per sample) + GST 18%
10	LC-MS/MS PTM analysis (Enriched sample) [ORBITRAP MS]	40,000.00 (per sample) + GST 18%	55,000.00 (per sample) + GST 18%
11	LC-MS/MS PTM analysis (With enrichment) [ORBITRAP MS]	50,000.00 (per sample) + GST 18%	70,000.00(per sample) + GST 18%

Facility Name	User Charges details				
Crystallization and X-ray diffraction facility	Sr. No.	Instrument / Services	Price		Remarks
			Academia (Rs)	Industry (Rs)	
		Protein crystallography			
	1	Crystallization			Includes cost of crystallization consumables, screen and other consumables for robot
	1-a	24 Well plate	Rs 12500/- per plate	Rs 25000/- per plate	
	1-b	96-Well screening using Nanolitre crystallization robot	Rs 15,000/- per plate	Rs 30,000/- per plate	
	2	Crystal screening/ Cryoprotectant Screening X-ray data collection using rotating anode source at liquid nitrogen temperature. 3-5 images will be collected per crystal	Rs 2500/ crystal	Rs 5000/ crystal	Minimum 5 crystals
	3	Complete dataset collection & structure determination Complete datasets will be collected at liquid nitrogen temperature (or room temperature if needed) using state-of-the art rotating anode X-ray source*	Rs 40,000 to 50,000	Rs. 80,000 to 100,000	*FR-X Microfocus rotating anode generator. * If crystal dies during data collection & it is incomplete, it will be treated as crystal screening.
	4	Only Complete dataset collection Complete datasets will be collected at liquid nitrogen temperature (or room temperature if needed) using state-of-the art rotating anode X-ray source**	Rs 25,000 to 35,000	Rs 50,000 to 70,000	

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Facility Name	User Charges details				
National Centre for Microbial Resource (NCMR)	Sr. No.	Instrument / Services	Price		Remarks
			Academia (Rs)	Industry (Rs)	
	1	Genome sequencing	30000.00 + GST 18 %	60000.00 + GST 18%	
	2	Microbial Genome Sequencing + bioinformatics for novel taxa	35000.00 + GST 18%	70000.00 + GST 18%	
	3	Amplicon Sequencing on NGS Platform (16S rRNA for bacteria/archaea and ITS for Fungi) for less than 50 Samples	10,000.00/sample + GST 18%	20,000.00/sample + GST 18%	
	4	Sequencing (~1200)	2,100.00 (per sample) + GST 18%	4,500.00(per sample) + GST 18%	
	5	Identification Phylogenetic analysis	2,500.00 (per sample) + GST 18%	4,500.00 (per sample) + GST 18%	
	6	Identification MALDI	550.00 (per sample) + GST 18%	1,100.00(per sample) + GST 18%	
	7	Identification DDH	17,000.00 (per pair) + GST 18%	33,000.00 (per pair) + GST 18%	
	8	Identification FAME	9,000.00 (per sample) + GST 18%	18,000.00 (per sample) + GST 18%	
	9	Patent deposit of cell cultures under the Budapest Treaty	50,000.00 + GST 18%	50,000.00 + GST 18%	
10	Identification GC mol	8,000.00 (per sample) + GST 18%	16,000.00 (per sample) + GST 18%		

1. Schedule of Rates shall be maintained separately
2. The user charges shall be fixed/revised from time to time by the Institute by a duly constituted committee.

भारत सरकार
विज्ञान और प्रौद्योगिकी मंत्रालय
बायोटेक्नोलॉजी विभाग
GOVERNMENT OF INDIA
MINISTRY OF SCIENCE & TECHNOLOGY
DEPARTMENT OF BIOTECHNOLOGY



सूचना का
अधिकार



ब्लॉक-2, 7 वां तल, सी० जी० ओ० कॉम्प्लेक्स
लोदी रोड, नई दिल्ली-110003
Block-2, 7th Floor C.G.O. Complex
Lodi Road, New Delhi-110003

No.BT/AI/21021/01/2018

Dated: 3rd July, 2018

To

Director,
National Centre for Cell Science,
NCCS Complex,
Ganeshkhind, Pune-411007.

Subject:- Forwarding of approved Recruitment Rules of NCCS, Pune-reg.

Sir,

I am directed to enclose for further necessary action a copy of the Recruitment Rules of the National Centre for Cell Science, (NCCS), Pune which have been approved by the Hon'ble Minister for Science & Technology and Earth Sciences vide his office Dy. No. 5019 dated 31.05.2018.

Yours faithfully,

(J.P. Meena)

Under Secretary to the Govt. of India

Tel: 2436 2885

Email: jp.meena@nic.in

Encls: As above.

Copy to:-

Scientist 'G'(AD) - Nodal Officer for NCCS, Pune for information.

Website: <http://www.dbtindia.nic.in> <http://www.btlisnet.gov.in>

दूरभाष / Telephone : 24363012, 24362329 फैक्स / Fax : 011-24362884

ANNEXURE-3

(Under Clause 30 of Bye-laws of NATIONAL CENTRE FOR CELL SCIENCE, PUNE)

RECRUITMENT RULES-2018

1. SHORT TITLE AND COMMENCEMENT

These Rules may be called "NATIONAL CENTRE FOR CELL SCIENCE Recruitment Rules-2018". They shall come into force from the date of notification by the Institute with the approval by the Government of India.

2. MANDATE / AIMS & OBJECTIVES:

- i. To meet manpower requirements of the Institute by recruiting competent employees in terms of requisite capabilities, skills, qualification, aptitude, merit and suitability with a view to fulfill Institute's objectives.
- ii. To attract, select and retain the best talent available keeping in view the changing needs of the Institute.
- iii. To establish an objective and reliable system of selection.
- iv. To integrate growth opportunities of the employees with fulfillment of Institute's objectives.
- v. To provide for a system, which is, fair, objective and transparent in matters of promotion of employees.
- vi. To ensure compliance with relevant Government policies and directives on recruitment and promotion.

3. DEFINITIONS and ABBREVIATIONS :

In these Rules unless the context otherwise requires the following terms shall mean as under :

- i. **Approving Authority:** shall be as specified at Clause 12 to these Rules .
- ii. **Appointing authority:** shall be as specified at Clause 12 to these rules and shall be that authority who is holding charge in regular capacity under these rules.
- iii. **Bye Laws:** shall mean the Bye Laws framed and amended from time to time having the approval of the Government under whom the Autonomous Institute lies.
- iv. **Cadre:** Shall essentially mean as total strength of a service (in all relevant grades ie from lowest to highest grade comprising lowest recruitment grade to highest promotional grade) or a part of a service sanctioned as a separate unit.
- v. **Competent Authority:** In relation to exercise of powers under these rules shall essentially be the Minister- in charge of Department of Biotechnology/Ministry of Science and Technology or any such authority to which such power is so delegated.
- vi. **DBT:** shall mean the Department of Biotechnology under Ministry of Science and Technology, Government of India.
- vii. **Departmental Recruitment Committee (DRC):** Shall be as per DBT instructions issued vide OM dated 19.07.2016 or DoPT/CVC, provided that CVO of NCCS shall not be part of any such selection committee.
- viii. **Departmental Promotion Committee (DPC):** Shall be as per DBT instructions issued vide DBT OM dated 19.07.2016 or DoPT/CVC, provided that CVO of NCCS shall not be part of any such selection committee. One of the committee member shall be of reserved community in case of posts being reserved or candidates appearing for the recruitment belong to reserved community even if the post for which recruitment is held is unreserved.
- ix. **Director:** shall mean the Director of the Institute.
- x. **DoPT:** shall mean the Department of Personnel and Training, Government of India.
- xi. **Duty Post:** shall mean all the posts which are included in Row 3 of schedule to these rules.
- xii. **EFC:** shall mean the Expenditure Finance Committee of the Government.
- xiii. **Institute** shall mean the National Centre for Cell Science (NCCS).
- xiv. **Government:** means the Central Government represented by Department of Biotechnology, Ministry of Science & Technology.

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- xv. **Governing Body:** shall have the same meaning as defined in Memorandum of Association and the Bye Laws of the Institute. It shall at all times have ex-officio members of the Government.
- xvi. **Levels:** means level of posts specified in the Schedule-7/1-4 to these Rules as per 7th Pay Commission recommendations.
- xvii. **MHA:** shall mean Ministry of Home Affairs under Government of India.
- xviii. **MEA:** shall mean Ministry of External Affairs under Government of India
- xix. **NPA:** means Non Practicing Allowance granted to medical and veterinary posts as per the Bye Laws of NCCS & extant rules of Govt. of India
- xx. **Recruitment Rules (RRs):** shall mean the Rules framed by the Governing Body for the purposes of appointment to the duty posts specified in the Schedules to these Rules and approved by the Government.
- xxi. **Schedule:** shall mean the Schedules attached to these rules.
- xxii. **SCSC:** The Search Cum Selection Committee shall have the same meaning as defined in DoPT OM No AB 14017/11/2004-Estt.(RR) dtd 30.07.2007, 21.10.2015 & 06.04.2016. The Director of the Institute shall be a essential member of the committee for appointments to posts in Level-14 and above except to appointment for the post of Director. The SCSC shall be got approved from Minister in Charge.
- xxiii. **The expressions "Scheduled Castes", "Scheduled Tribes", "Other Backward Classes" and the "The Persons with Disabilities"** shall have the meaning respectively assigned to them in the Constitution of India/Acts of Parliament.

4. CONSTITUTION:

On the date of commencement of these Rules, such of the persons who have been engaged/appointed with due process in terms of extant instructions of Government of India on regular (Group A, B, C & D in Scientific, Technical & Administrative Cadre) or on contract basis to Duty Posts and who will be appointed in terms of these Rules shall be deemed to have been appointed to the posts under these rules and constitute the total operational strength of the work force of the Institute. The inter-se-seniority of officers/staff in each grade, who are appointed as per these Rules at the initial constitution shall be determined as per the date of regular appointment to the respective posts/grades/level subject to the condition that their inter-se-seniority within their respective posts/grades shall not be disturbed;

(: shall also include contractually appointed persons on the rolls of the Institute before commencement of these Rules, whose appointments are recommended for confirmation and regularization by a duly constituted three member committee so constituted 90 days before the end of the contract period with the approval of the Approving Authority. Minutes of the committee shall be approved by the Approving Authority with the purpose of absorbing them permanently in the Institute. In the interest of administration and with the mutual consent of the contractual employee, Executive Director/NABI may constitute the confirmation committee (for all such employees in Level 13A and below) at an earlier date before the end of the contractual period which is not earlier than 90% of the successful completion of total contract period. 100-50% benefit of period spent on Contract basis after regularization of services in the grade is to be counted for eligibility for promotion to next grade)*

5. SCHEDULES to these Rules: are detailed as under:

- Schedule-7/1*:** Position of Posts created with the approval of the Cabinet/Department of Expenditure.
- Schedule - 7/2:** Appointment to posts in Scientific Cadre;
- Schedule - 7/3:** Appointment to posts in Technical Cadre
- Schedule - 7/4:** Appointment to posts in Administrative Cadre.

** provided that the Institute shall take necessary steps to get the approval of the Department for revival of positions (if any) whose currency has since lapsed and shall not initiate any exercise to fill up any such lapsed position till approval of the same is obtained from the Department.*

6. ELIGIBILITY NORMS: Shall at all times conform to provisions of Para 8 of DBT OM No BT/AI/14013/3/2011 dtd 19.07.2016 w.r.t. NATIONALITY, AGE, EDUCATIONAL

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QUALIFICATIONS and extant DoPT instructions. Work experience if required, shall be counted from the date of acquiring minimum educational qualifications and as on the closing date of advertisement notified for filling the post.

7. LEVELS (7th CPC scales), AUTHORISED STRENGTH

- i. The names, designation, levels for Scientific, Technical, Administrative posts and technical posts are detailed vide **Schedule 7/1-4** of these Rules.
- ii. The orders for creation of these posts are detailed vide the EFC document issued by Department of Biotechnology vide order No. BT/IS/04/005/89 Vol. II dated 30.12.1992 of these Rules.
- iii. Notwithstanding anything contained in Clause 7(i-ii) of these Rules, the Government may by notification.
 - a) Make additions, alterations, substitutions or modifications to the number of sanctioned duty posts or grades, designation and Pay scales of duty posts specified in **Schedule 7/1-4** of these Rules.
 - b) Appoint any officer to a Duty post in the appropriate grade against the sanctioned post of the Institute.

8. FUTURE MAINTENANCE OF THE SERVICE and Method of Recruitment For Scientific & other Cadre Posts:

- i. From the commencement of these rules, all the initial appointments to be made in levels by method of direct recruitment as specified in the Schedules to these Rules.
- ii. The particular method of appointment (by Direct Recruitment /Promotion /Deputation /Contract (including Short term Contract) or Absorption to any level and percentage of appointment by each method is detailed in the Schedules to these Rules.
- iii. Post which are essentially to be filled by direct recruitment method shall be under the purview of reservation as per Govt. of India rules. Reservation rules for members of Scheduled Caste/Scheduled Tribes/Other Backward Community shall be applicable in terms of extant DoPT instructions circulated vide DBT OM no BT/AI/14013/3/2011 dtd 19.07.2016 and issued thereafter.
- iv. Scientific cadre posts in Level-07 to Level-14 including those associated with Non Practicing Allowance (NPA) detailed vide Schedule- 7/2 of these Rules shall be eligible for appointment and promotion under the Modified Flexible Complementing Scheme-2010 as per extant DoPT instructions and amendments thereof.
- v. Upper age limit for unreserved candidates shall be as per extant DoPT instructions for all posts to be filled by Direct Recruitment method. Age relaxations as per DoPT OM No. 15012/2/2010-Estt. (D) dtd 27.03.2012 for candidates belonging to SC/ST/OBC community, Physically Handicapped and Ex-serviceman shall be applicable.
- vi. Upper age limit shall not be applicable for existing employees of the Institute or any employee of Department of Biotechnology or Autonomous Institutions funded by DBT, if they apply for the posts of the Institute under these rules which are proposed to be filled by Direct Recruitment/Deputation method. Upper age limit may be relaxed by 01 years in case of exceptional and meritorious candidates by the approving authority prior to appointment for positions in Level-14 and above.
- vii. Educational Qualifications required for eligibility are detailed vide Schedules 7/2-4 of these Rules. Equivalence of qualifications as in vogue for appointments under the Central Government shall be applicable for the purpose of determining equivalence of qualifications.
- viii. The residency period required for the promotions to higher grades and eligibility norms are detailed vide Schedules 7/2-4 of these Rules.
- ix. Composition and level of DRC, DPC shall be as per Clause 3(vii-viii) these Rules.
- x. Detailed procedure for recruitment, periodicity between two recruitments shall be got approved from the Appointing authority before advertisement.

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- xi. Instructions contained vide DBT OM No. BT/01/71/2016-PVC dated 23.01.2017 and other instructions issued by the Department of Biotechnology, DoPT, CVC in matters of recruitment and MHA for filling up of posts in Rajbhasha Cadre shall be strictly adhered to as and when these instructions are issued.
- xii. Following shall be the Application Fees for candidates applying for posts to be filled by open advertisement

Applying for ->	Level 9 and Below	Level -10 and above	Level 14 and above
Unreserved candidates	Rs 200/-	Rs 500/-	Rs 1000/-
OBC/Women candidates	Rs 100/-	Rs 300/-	Rs 500/-
Unreserved candidates from abroad with OCI Status	USD \$ 15	USD \$ 30	USD \$ 30
OBC/Women candidates from abroad with OCI Status	USD \$ 10	USD \$ 20	USD \$ 20

- a. All efforts to be made by the Institution to have posts filled by open advertisement to be a cost neutral exercise.
- b. The fee structure shall be reviewed every 02 years by a duly constituted committee under the chairmanship of the Director.

9. METHOD OF SELECTION

- The method of appointment for all the positions is detailed at **Schedules-7/2-4** and shall be filled in terms of DBT OM no BT/AI/14013/3/2011 dtd 19.07.2016 and extant DoPT instructions amended from time to time. Provided that all the scientific cadre posts filled on Direct Recruitment basis shall fall under the purview of reservation rules vide DOP&T O.M. No. 9/2/73-Estt. (SCT) dated 23.06.1975 unless exempted by the Hon'ble Minister of the Administrative department in whose jurisdiction the Institute lies.
- Committees constituted for the purposes of each method of appointment shall be in conformity with the Clause 3 (vii - viii) of these Rules and detailed at Schedules 7/2-4 of these Rules and in conformity with DBT OM no BT/AI/14013/3/2011 dtd 19.07.2016 and extant DoPT instructions amended from time to time.
- CVO of the Institute and any official of the Institute whose name is figuring in the agreed list or is not clear from the vigilance angle shall **NOT** be member of any such committee.
- No person who is a recipient of grants or funding from the Ministry concerned i.e. (DST, DSIR-CSIR or DBT) or who is closely related to such a recipient shall be invited as a member of any such appointment Committee.
- Complete transparency shall be observed in the all appointments.
- The posts mentioned in the Schedules shall be filled by positive act and shall be advertised/notified before being filled up after due approval from the Approving Authority as provided in the RRs.
- There shall be no change in vacancy or any of the procedures once the recruitment (including criteria of eligibility, qualifying standards and criteria of empanelment) or promotion has been initiated by way of advertisement/notification and the conditions mentioned in the advertisement/notification shall be strictly adhered to except with the approval of competent authority.
- The actual method of appointment by direct recruitment/ promotion /deputation /absorption /contract including application fees, experience, qualifying criteria for recruitment as well as promotion for unreserved/ reserved/ physically challenged /ex-servicemen candidates shall be elaborated in detail by separate orders and shall be in conformity in terms of extant DoPT instructions circulated vide DBT OM no BT/AI/14013/3/2011 dtd 19.07.2016 and issued thereafter. The same shall be got approved from the Approving Authority before actually recruiting/promoting any candidate/ employee.
- The panel recommended by the DRC/DPC prepared in order of merit for all posts in below Level 14 shall be got approved from the Approving authority before being implemented and shall be valid for a period of one year.

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- x. Offer of appointment/promotion shall be made only for those posts which have been advertised/notified as per clause No. 9i(a) and 9i(b) above.
- xi. Appointments shall be made by the Appointing authority
- xii. There shall be a minimum gap of 06 months between two cycles of recruitment/promotion (from the date of advertisement/notification till approval from approving authority.)
- xiii. All recruitment / promotion exercise once initiated shall be compulsorily finalized before a maximum period of 08 months for recruitment and 04 months for promotion unless stayed by orders of Court or otherwise by the Government. Efforts shall be made to finalize the exercise in minimum period by observing all due procedures in a transparent manner.
- xiv. In case of shortage of staff/difficulty in filling of posts then if considered necessary to relax the eligibility conditions, prior approval of the Approving Authority shall be obtained before any norms are relaxed/modified and that too before the same is advertised or notified.

10. Determination of MERIT before APPOINTMENT

- i. In case of selection of two or more candidates in the same Grade on the same date the recommendation shall invariably be made in order of merit of selected candidates for the purpose of determining seniority. In case, the marks obtained are same than merit among such candidates shall be decided as under:
 - a) Age : Elder one will be placed above in merit.
 - b) By experience and if the same is also same then the names of candidates shall be arranged in order of merit alphabetically to determine merit and seniority.
- ii. All appointments in the Institute will be subject to the selected candidates being found medically fit by the medical authority as prescribed in the Rules. The Institute will empanel Hospitals in Pune who will certify medical fitness of newly appointed candidates recommended for appointment on direct recruitment basis.

11. FIRST APPOINTMENT:

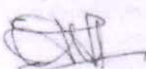
- i. For all cases of Direct Recruitment for the Level 14 or below shall be in conformity in terms of extant DoPT instructions circulated vide DBT OM no BT/AI/14013/3/2011 dtd 19.07.2016 and issued thereafter.
- ii. All appointments in the Institute will be subject to the selected candidates being found medically fit by the medical authority as prescribed in the rules.

12. APPOINTING AUTHORITY AND APPROVING AUTHORITY:

- i. **For Director:** Chairman, Governing Body after the approval of the Appointments Committee of Cabinet, Govt. of India
- ii. **For all posts in Level 14 and above:** Chairman, Governing Body with the approval of the Minister in-charge of the Department of Biotechnology, Govt. of India.
- iii. **For positions carrying from Level 13A and below :** Director, NCCS, Pune.

13. PROBATION AND CONFIRMATION:

- i. A candidate/staff member on appointment by direct recruitment /Contract including Short term contract (>2 years period) (except for the post of Director) shall be on probation for a period of two years from the date he/she assumes charge of the post.
- ii. Notwithstanding anything contained in rules above, the probation period of a staff member may be terminated or extended for a period not exceeding two years with the approval of the authority defined at Clause 13 (v) of these Rules.
- iii. If the probation is terminated, whether at the end of the normal probationary period or at the end of the extended period.
 - a) The services of the probationer, if he was directly recruited, will be terminated forth with, and



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- b) If the probationer was an employee of the Institute and was appointed as an internal candidate, he/she will be reverted back to his earlier post/ grade.
- iv. There shall, in each case of satisfactory completion of probation, be a written order to that effect confirming successful completion of probation period. The order shall specify the date on which the probation is deemed to have been satisfactorily completed. In the absence of such an order, the probation period will not be deemed to have been confirmed meaning thereby, that confirmation of probation period is not automatic but shall be done by a positive act with due process after the Departmental Confirmation Committee formed with the approval of the Approving Authority recommends the same. In any case, such a committee shall always be framed within 30 days of completion of probation period or extended period of probation. The committee shall make its recommendations within 08 weeks of its constitution.
- v. All cases of confirmation of probation shall be approved by
- a) Chairman, Governing Body for confirmation in Level-14 and above,
 - b) Director for confirmation in Level-13A and below.
- vi. The Approving authority shall approve the recommendations of the confirmation committee. In case, the approving authority does not agree with the recommendations of the confirmation committee, he shall record his reasons in writing before disapproving the recommendations and terminate the services of the probationer forthwith.
- vii. The services of the probationer shall be regularized on the date of issue of order for confirmation, only after which he shall be deemed to be the regular employee of the Institute till his resignation/death/superannuation whichever is earlier.
- viii. Only regularly confirmed staff shall be eligible for service benefits of the Institute like leave benefits, pay and allowances, annual increments, medical benefits, other benefits, etc.
- ix. Only a regularly appointed and confirmed employees shall be eligible for promotion in order of seniority subject to meeting eligibility conditions of minimum service in the grade as detailed at Schedule-7/2-4 of these Rules,
- a) subject to the clearance from vigilance, minimum grading of very good in his annual performance report for last 04 years and on recommendations of duly constituted DPC.
- x. Services of contractual employees shall be governed by contract agreement terms and conditions signed by the employee with the Institute during the period of contract and not by these Rules unless such employees are duly confirmed and regularized by due process as outlined at Clause 4 of these Rules.

14. NATIONALITY:

- i. Only Indian citizen shall be eligible for appointment for all Technical and administrative posts are detailed in Schedule 7/1.
- ii. Indian citizens and persons with OCI status shall be eligible for appointment for all Scientific posts detailed in Schedule 7/1 subject to the condition that for all appointments to posts in Scientific Cadre of persons who are having Overseas Citizen of India (OCI) status, prior necessary clearances from Ministry of Home Affairs (MHA) and Ministry of External Affairs (MEA), or any authority specified by Government of India from time to time should be in place before appointment is offered to such individuals.

15. METHOD OF APPOINTMENT BY DEPUTATION/ABSORPTION: Subject to the candidate having educational qualifications and experience as specified in the Schedules, candidates from other Central Government/State Government, Ministries / Departments, Semi-Govt. Organizations, Universities, Research Institutions, Autonomous Bodies, Public Sector Undertakings, can be taken on deputation basis provided that:

- i. The period of deputation shall be subject to a maximum of three/five years, which can be extended up to a maximum period of five/seven years only after the written consent of the incumbent and lending organization. The total period of deputation including the period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other organization/department shall not normally

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exceed 3/5 years unless extended up-to the prescribed maximum period of 5 years with consent of the candidates and the lending organization. The terms and conditions for tenure of deputation shall be as applicable in terms of extant Govt. of India instructions issued from time to time.

- ii. Subject to the approval of the lending Ministries/Departments/ Organizations/Institutions etc. as also the willingness of the incumbent, the candidate can be absorbed in the Institute at any time during the period of deputation against a vacant post, if selected by the Selection Committee.
- iii. Candidate appointed on deputation shall not have any claim for any promotion during the period of deputation. However, such candidate may be considered for promotion in case of absorption, after such absorption takes effect.
- iv. In the case of a person, who is initially taken on deputation and absorbed later, his seniority in the grade in which he/she is absorbed will normally be counted from the date of absorption. If he has however been holding already (on the date of absorption) the same or equivalent grade on regular basis in his parent department, such regular service in the grade shall also be taken into account in fixing his seniority subject to the condition that he will be given seniority from the date he has been holding the post on deputation or the date from which he has been appointed on regular basis to the same or equivalent grade in his parent department whichever is earlier.
- v. The departmental candidates in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.
- vi. Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of one year or more can be filled on deputation basis from officers of other organizations as mentioned above.
- vii. During the period of Deputation, the candidate's term shall be regulated by the Conduct Rules of the borrowing Institute.
- viii. Borrowing organization shall be responsible for making any such contribution as mandated by the lending organization if the lending organization is a Central/State Government like foreign service contribution, PF, gratuity, etc.
- ix. The lien of the candidate appointed on deputation shall be retained in the lending organization if the lending organization is Central/State Government till the period of deputation. On the expiry of the period of deputation the candidate shall be repatriated back to his parent department immediately.
- x. Posts filled by Deputation shall be exempt from the purview of Reservation Rules.
- xi. Cooling off period between two successive Deputations: at least 3 years
- xii. Authority to Waiver Cooling of Period: Shall be Chairman, Governing Board for officers in Level-15 and above and Director of the Institute for officers in Level-14 and above.

16. METHOD OF APPOINTMENT BY PROMOTION: Promotion will be given to employees as under

(i) Promotion for Scientific Cadre:

In Scientific cadre, the promotion will be made through Modified Flexible Complementing Scheme (MFCS) (in situ promotion). The promotion will be governed as per DoP&T O.M. No. AB-14017/37/2008-Estt (RR) dated 10.09.2010 as amended from time to time. A scientific will be eligible for promotion through the process of MFCS as applicable to the 'Scientific personnel' in the Scientific Departments of the Government of India and will be subject to amendment from time to time.

Sl. No.	Pay band & grade pay	Designation	Minimum Residency Period linked to Performance
1.	PB-3 (Rs.15600-39100) Grade Pay Rs.5400/	Scientist B/Staff Scientist-II or equivalent	3 years.
2.	PB-3 (Rs.15600-39100) Grade Pay Rs. 6600/	Scientist C/Staff Scientist-III or equivalent	4 years.
3.	PB-3(Rs.15600-39100)	Scientist D/Staff	4 years.

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	Grade Pay Rs. 7600/	Scientist-IV or equivalent	
4.	PB-4 (Rs.37400-67000) Grade Pay Rs. 8700	Scientist E/Staff Scientist-V or equivalent	5 years.
5.	PB-4 (Rs.37400-67000) Grade Pay Rs. 8900	Scientist F/Staff Scientist-VI or equivalent	5 years.
6.	PB-4 (Rs. 37400-67000) Grade Pay Rs. 10000/	Scientist G/ Staff Scientist-VII or equivalent	—

(ii) **Promotion for Administrative Cadre:**

In Administrative Cadre, financial upgradation will be available in the next higher grade pay whenever an employee has completed 10 years of service in the same grade, as per Modified Assured Career Progression Scheme (MACPS), as applicable to administrative personnel in the Departments of the Government of India and will be subject to amendment from time to time.

(iii) **Promotion for Technical Cadre:** The Merit and Normal Assessment Scheme (MANAS)* for promotion of Technical staff members will be followed as per CSIR guidelines (MANAS) vide CSIR's letter No. 17(65/P.42)/90-PPS(pt. II) dated 18.01.1991 (copy enclosed as Anneure-7A) amended from time to time. The Merit and Normal Assessment Scheme (MANAS) can be downloaded from the following link:-

http://www.csir.res.in/sites/default/files/PolicyDoc_44.pdf

17. LIABILITY OF OFFICERS TO SERVE IN INDIA OR ABROAD: All the employees who are appointed against these Rules shall be liable to serve anywhere in the country or abroad as per the directions of the Director of the Institute.

18. DISQUALIFICATION: No person

- who has entered into or contracted a marriage with a person having a spouse living, or
- who is having a spouse living, has entered in or contracted a marriage with any other person, shall be eligible for appointment to any of the said posts;
- whose character and antecedent has been objected by District Magistrate & Collector or whose identity has not been established by the Police.

shall be eligible for appointment to the service on regular basis or engagement on contract basis.

19. REVOCATION of APPOINTMENT: can be done at any stage during the period of probation (without notice) or during service (after the expiry of period of 14 days from the issue of show cause notice and the same received by the employee) if the appointed person at any stage before or after appointment has:

- Withheld information, given any false information or provided false certificates/ testimonials so as to secure appointment through wrongful means or intent,
- lied under oath,
- has been convicted of a criminal offence under Criminal Procedure Code and awarded punishment under any of the provisions of Indian Penal Code
- indulged in activities which are prejudicial to the interests of the STATE.

20. CONTRACT APPOINTMENTS:

- All engagements on contract basis against a cadre post shall be governed by the contract agreement signed by the employee with the Institute in terms of Clause 13(x) of these Rules.
- The Institute shall get model contract agreement duly approved from the Governing Body.



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- c) No contractual engagement shall exceed a period of 36 months (for Scientific Cadre except the post of Executive Director) which may be extended by the Institute with the mutual consent of the employee and the Institute for not more than further period of 24 months.
- d) For non-scientific cadre staff, no contract shall exceed for a period of more than 11 months.
- e) The contract appointments will be made as per the bye laws of the institute.
21. **DISPLAY of RRs:** These Rules shall be displayed on the website of the Institute for a period of 07 days before being notified by the Institute.
22. **PERIODIC REVIEW OF RRs :** shall be compulsorily done once in 05 years with view to affecting the changes as are necessary to bring them in conformity with the changed position, including additions to or reductions in the strength of the lower and higher level posts.
23. **AUTHORITY to exercise powers under these Rules:** Only regularly appointed Appointing Authority on substantive/regular/fulltime basis shall have powers to exercise authority under these Rules. Under these Rules, Officiating Director/In Charge/Protem/looking after Directors shall not have any appointing powers.
24. **POWERS to RELAX/AMEND/MODIFY:** Notwithstanding anything contained in these Rules any of the provisions in these Rules can be relaxed/amended/modified with the approval of the competent authority in the Government of India upon the recommendations of the Governing Body of the Institute, provided they are in conformity with the instructions of the Government of India.
25. **JURISDICTION OF THE COURTS:** In cases of any dispute arising between the institute and others, the jurisdiction of The High Court of Mumbai in whose jurisdiction the Institute lies shall apply.
26. **SAVING:** Nothing in these Rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the candidates belonging to the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, the Ex-Servicemen and the other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Schedules:

- (i) **Schedule - 7/1:** Position of Posts created with the approval of the Cabinet/Department of Expenditure.
- (ii) **Schedule - 7/2:** Appointment to posts in Scientific Cadre;
- (iii) **Schedule - 7/3:** Appointment to posts in Technical Cadre
- (iv) **Schedule - 7/4:** Appointment to posts in Administrative Cadre.
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ANNEXURE-7A (60)

(1)

Sub:- Benefit of Assessment to Engg./Architectural staff.

I am directed to state that the Engineering/Architectural staff was extended the benefit of assessment for the first time under Group-V of NRAS with effect from 1.2.1981.

There has been a demand for quite some time that the benefit of assessment available to Group-III under MANAS may be extended to such Engineering/Architectural staff.

The matter has been examined in consultation with Finance. It has accordingly been decided by the DGSIR that such Engineering/Architectural staff covered under Group-V(A) of MANAS may be allowed to exercise an irrevocable option upto 28th February 1991 to come over to Group-III or Group-II will be subject to the following conditions.

- Option will be effective from 1.4.1990 and assessment of such personnel will be considered in accordance with the procedure as laid down in the respective Group II or III of MANAS;
- Assessment fallen due on or before 31.3.1990 will be considered under Group-V(A) of MANAS;
- In case of assessments falling due on or after 1.4.90, service rendered in Group-V(A) will be computed for assessment towards residency period in Group II or III under MANAS;
- On placement in Groups II or III such staff will be assigned duties, as considered essential and applicable to Group II or III, as the case may be, and they may be posted to any of the Labs./Inssts. in Council's interest;
- Provision of special incentives under para 6.4.7, of MANAS will not be applicable on such option;
- No further recruitment will be permissible under Group V(A).

The above instructions may kindly be brought to the notice of all concerned and notified by displaying it on the Notice Boards. All COAs/AOs. are advised to ensure wide publicity of these instructions as no further extension of opting will be allowed under any circumstances. The option, if any, exercised be notified and placed on record.

Those who do not exercise the option by the stipulated date will continue to be governed by provision of Group V(A) under MANAS.

Kindly acknowledge receipt.

Copy of CSIR letter No. 17(65/P.42)/90-PPS(Pt.II) dated 18.1.1991

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Schedule-7/1

NCCS : Details of Sanctioned Posts by Department of Expenditure										
S.No.	Department	Designation	Pay Band	GP	Level in 7th CPC	Sanctioned Strength	Posts already Created EFC Sanctioned vide DBT letter BT/15/04/005/89 Vol. II dated 30.12.1992 & A-12018/2/94 E-II dated 26.03.1998 [Total 55 Positions sanctioned as Variable]	On Roll as on 31.12.2017	Vacancy (Col. 9-Col. 10)	REMARKS
1	2	3	4	5	6	7	8	9	10	11
1		DIRECTOR				1	1	1	0	
	Scientific	Scientist G	PB4	10000	14	2	2	0	2	
	Scientific	Scientist F	PB4	8900	13A	0	0	0	0	
	Scientific	Scientist E	PB4	8700	13	0	0	0	0	
	Scientific	Scientist D	PB 3	7600	12	38	38	21	17	
	Scientific	Scientist C	PB 3	6600	11	8	8	8	0	
	Scientific	Scientist B	PB 3	5400	10	5	5	5	0	
	Scientific	Scientist A	PB 3	4600	7	1	1	1	0	
		Sub Total				55	55	36	19	
2	Technical	Technical Officer C	PB3	6600	11	2	2	1	1	
	Technical	Technical Officer B	PB3	5400	10	8	8	5	3	
	Technical	Technical Officer A	PB2	4600	7	4	4	3	1	
	Technical	Technician C	PB2	4200	6	12	12	9	3	
	Technical	Technician B	PB1	2800	5	42	42	36	6	
	Technical	Assistant Technician	PB1	1900	2	26	26	19	7	
		Sub Total				94	94	73	21	
3	Administrative	Officer D	PB3	7600	12	2	2	0	2	
	Administrative	Officer C	PB3	6600	11	2	2	2	0	
	Administrative	Officer B	PB3	5400	10	2	2	1	1	
	Administrative	Officer A	PB2	4600	7	7	7	6	1	
	Administrative	Office Asstt B	PB2	4200	6	18	18	18	0	
	Administrative	Office Asstt A	PB1	2400	4	4	4	4	0	
	Administrative	Clerk-cum-Stores Asstt	PB1	1900	2	1	1	1	0	
	Administrative	Helper A	PB1	1800	1	7	7	7	0	
	Administrative	Sr. Driver	PB1	2400	4	1	1	0	1	
	Administrative	Jr. Driver	PB1	1800	1	4	4	4	0	
		Sub Total				48	48	43	5	
		Grand Total				197	197	152	45	

[Signature]

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Schedule-7/2 : Posts in Scientific Cadre of National Centre for Cell Science, Pune			
S.No.	Type	DIRECTOR	Scientist G
1	Department	3	4
2	Level in 7th CPC	15	14
3	Sanctioned Strength	1	2
4	Is the post a Selection Post(S) or Non Selection Post (NS)	Selection	Selection
5	Whether the posts are exempt from the purview of reservation in appointments for members of SC/ST/OBCs community	Not Applicable	No**
6	Is post exempted from consultation with UPSC before being filled	Not Applicable	Not Applicable
7	Nationality of Candidates recommended for appointment	Indian	Indian
8	Method of Appointment	On Deputation/ On Short term Contract basis	By Promotion/Deputation filling which by Direct Recruitment
9	Scale of each method of appointment	Not Applicable	Not Applicable
10	Is the post included in modified Probable complementing Scheme for promotion (only for posts in Scientific cadre)	No	Yes
11	Age of Direct Recruits if method of appointment is by Direct Recruitment for unreserved candidates	Not exceeding 38 yrs (or for deputation/short term contract)	Not exceeding 38 yrs (or for deputation/short term contract)
12	Educational Qualification and Experience	(In case of recruitment by promotion/deputation/short term contract to be made) 1. Scientists from Central/State Governments, Research Institutes, Autonomous Bodies, Government Funded Research Organizations/Institutions etc. (i) Holding analogous post on regular basis in the parent department. Or (ii) With 5 years' service in level No. 14 or equivalent in the parent cadre/Department and possess the qualification & experience as below - Essential (i) Ph.D. in any area of Natural Sciences such as Life Sciences / Agricultural / Veterinary / Medical / Physics / Chemistry etc. (ii) Minimum 15 years research experience in the field of Biotechnology / Cell Biology with significant contribution in the area of modern biology. (iii) Extensive track record as evidenced by research publications, patents and awards. Desirable (i) Experience in successfully running large programme centre, institution. (ii) Experience of guiding research activities in relevant field. (iii) Experience of managing research activities in relevant field. (iv) Experience of operating the post at a lower level from the prescribed level of the post of Director also explore the feasibility of operating the post at a lower level from the prescribed level of the post of Director. 3. The period of Deputation includes period of deputation in other co-cadre posts, held immediately preceding this appointment in the same or some other organization/Department should not exceed 5 years. The maximum age limit for appointment on deputation (STC) should not exceed preferably 36 years as on the closing date of receipt of applications.	Ph.D. or equivalent with original work as evidenced by patents or publications. Evidence of leadership with 15 years experience of Post-qualification in R & D Scientists from Central/State Governments, Research Institutes, Autonomous Bodies etc. (i) Holding analogous post on regular basis in parent Department or (ii) With 5 years' service in Level 17A or equivalent in the parent cadre/ Department and possess the essential qualification & experience as mentioned above Secretary, DRT/Chairman, Governing Body of his institute- Chairman, Director, NCCS- Member 3 outside experts to be nominated by the Chairman Governing Body-Member, Member of reserved community in case of the post has been reserved or candidate appearing for recruitment belongs to reserved category even if the post for which the recruitment is held is unreserved. Member from minority community also (can be a grade below) in case of candidates from minority community appearing for recruitment. Only religious minorities are to be considered.
13	Experience for Deputation	Selection through Search-cum-Selection Committee as per instructions of DoPT in this regard	As approved by the Chairman, Governing Body.
14	Composition of Selection Committee	NA	NA
15	Composition of Confirmation committee	NA	NA
16	Provision by Selection (S) or Non Selection (NS)	NA	NA
17	Composition of Provisional Committee	NA	NA
18	Minimum yrs of regular service required in existing grade for promotion to next higher grade	NA	NA

* AS notified vide DRT OM No. BT/AI/4813/2011 dated 16.06.2017
**The guidelines circulated vide DRT OM No. BT/AI/4813/2011 dated 19.07.2016 will be followed.
*** Specific relaxation may be sought from Hon'ble Minister of Science & Technology.

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Schedule-7/2: Posts in Scientific Cadre of National Centre for Cell Science, Pune									
S. No.	Type	Scientist 7	Scientist 6	Scientist 5	Scientist 4	Scientist 3	Scientist 2	Scientist 1	Scientist 0
1	Department	Scientific	Scientific	Scientific	Scientific	Scientific	Scientific	Scientific	Scientific
2	Level in 7th CPC	13-A	13	12	12	12	12	12	12
3	Selection Method	Selection	Selection	Selection	Selection	Selection	Selection	Selection	Selection
4	Is the post a Selection Post(S) or Non Selection Post (NS)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
5	Whether the posts are exempt from the provision of reservation in appointments for members of SC/ST/OBC's community	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
6	Is post exempted from consultation with UPSC before being filled	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
7	Nationality of Candidates recommended for appointment	Indian	Indian	Indian	Indian	Indian	Indian	Indian	Indian
8	Method of Appointment	By Promotion/Deposition/Selection	By Promotion/Deposition/Selection	By Promotion/Deposition/Selection	By Promotion/Deposition/Selection	By Promotion/Deposition/Selection	By Promotion/Deposition/Selection	By Promotion/Deposition/Selection	By Promotion/Deposition/Selection
9	Age of each method of appointment	Not exceeding 55 years	Not exceeding 55 years	Not exceeding 55 years	Not exceeding 55 years	Not exceeding 55 years	Not exceeding 55 years	Not exceeding 55 years	Not exceeding 55 years
10	Is the post included in modified flexible complementing Scheme for postulates only for posts in Scientific cadre	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
11	Age of Direct Recruitment for unreserved candidates	Not exceeding 55 years	Not exceeding 55 years	Not exceeding 55 years	Not exceeding 55 years	Not exceeding 55 years	Not exceeding 55 years	Not exceeding 55 years	Not exceeding 55 years
12	Educational Qualification and Experience	Ph.D. or equivalent in M.Tech./M.D./M.V.Sc./M.Pharm., M.Sc. with at least three years research experience OR Ph.D. with original work as evidenced by patents or publications. Evidence of leadership with 12 years experience of Post-qualification in R & D.	Ph.D. or equivalent in M.Tech./M.D./M.V.Sc./M.Pharm., M.Sc. with at least three years research experience OR Ph.D. with original work as evidenced by patents or publications. Evidence of leadership with about 8 years experience in R & D.	Ph.D. or equivalent in M.Tech./M.D./M.V.Sc./M.Pharm., M.Sc. with at least three years research experience OR Ph.D. with original work as evidenced by patents or publications. Evidence of leadership with 12 years experience of Post-qualification in R & D.	Ph.D. or equivalent in M.Tech./M.D./M.V.Sc./M.Pharm., M.Sc. with at least three years research experience OR Ph.D. with original work as evidenced by patents or publications. Evidence of leadership with 12 years experience of Post-qualification in R & D.	Ph.D. or equivalent in M.Tech./M.D./M.V.Sc./M.Pharm., M.Sc. with at least three years research experience OR Ph.D. with original work as evidenced by patents or publications. Evidence of leadership with 12 years experience of Post-qualification in R & D.	Ph.D. or equivalent in M.Tech./M.D./M.V.Sc./M.Pharm., M.Sc. with at least three years research experience OR Ph.D. with original work as evidenced by patents or publications. Evidence of leadership with 12 years experience of Post-qualification in R & D.	Ph.D. or equivalent in M.Tech./M.D./M.V.Sc./M.Pharm., M.Sc. with at least three years research experience OR Ph.D. with original work as evidenced by patents or publications. Evidence of leadership with 12 years experience of Post-qualification in R & D.	Ph.D. or equivalent in M.Tech./M.D./M.V.Sc./M.Pharm., M.Sc. with at least three years research experience OR Ph.D. with original work as evidenced by patents or publications. Evidence of leadership with 12 years experience of Post-qualification in R & D.
13	Experiences for Deposition	Scientist from Central/State Government, Research Institutes, Institutions, Autonomous Bodies etc. (i) Holding analogous post on regular basis in parent Department or (ii) With 5 years' service in Level 12 or equivalent in the parent cadre/ Department and possess the essential qualification & experience as mentioned above	Scientist from Central/State Government, Research Institutes, Institutions, Autonomous Bodies etc. (i) Holding analogous post on regular basis in parent Department or (ii) With 5 years' service in Level 12 or equivalent in the parent cadre/ Department and possess the essential qualification & experience as mentioned above	Scientist from Central/State Government, Research Institutes, Institutions, Autonomous Bodies etc. (i) Holding analogous post on regular basis in parent Department or (ii) With 5 years' service in Level 12 or equivalent in the parent cadre/ Department and possess the essential qualification & experience as mentioned above	Scientist from Central/State Government, Research Institutes, Institutions, Autonomous Bodies etc. (i) Holding analogous post on regular basis in parent Department or (ii) With 5 years' service in Level 12 or equivalent in the parent cadre/ Department and possess the essential qualification & experience as mentioned above	Scientist from Central/State Government, Research Institutes, Institutions, Autonomous Bodies etc. (i) Holding analogous post on regular basis in parent Department or (ii) With 5 years' service in Level 12 or equivalent in the parent cadre/ Department and possess the essential qualification & experience as mentioned above	Scientist from Central/State Government, Research Institutes, Institutions, Autonomous Bodies etc. (i) Holding analogous post on regular basis in parent Department or (ii) With 5 years' service in Level 12 or equivalent in the parent cadre/ Department and possess the essential qualification & experience as mentioned above	Scientist from Central/State Government, Research Institutes, Institutions, Autonomous Bodies etc. (i) Holding analogous post on regular basis in parent Department or (ii) With 5 years' service in Level 12 or equivalent in the parent cadre/ Department and possess the essential qualification & experience as mentioned above	Scientist from Central/State Government, Research Institutes, Institutions, Autonomous Bodies etc. (i) Holding analogous post on regular basis in parent Department or (ii) With 5 years' service in Level 12 or equivalent in the parent cadre/ Department and possess the essential qualification & experience as mentioned above
14	Composition of Selection Committee	The committee shall comprise of a) Minimum 03 member committee to be nominated by Director of Officers in Level 13 and above. The proceedings of the committee shall be got approved from the Director of the Institute. b) member of reserved community in case of the post has been reserved or candidate appearing for recruitment belongs to reserved category even if the post for which the recruitment is held is unreserved c) member from minority community also (not be a grade below) in case of candidates from minority community appearing for recruitment. (only religious minorities are to be considered i.e. muslim, christian, sikhs, jains, buddhists and not any other minorities like linguistic etc.) d) Number of women/OBC member in case of female/OBC candidates appearing for the recruitment e) No member of the vigilance organisation shall be part of Selection Committee.							
15	Composition of Committee for Promotion/Deposition	As approved by the Director	As approved by the Director	As approved by the Director	As approved by the Director	As approved by the Director	As approved by the Director	As approved by the Director	As approved by the Director
16	Promotion by Selection (S) or Post Selection (NS)	NA	NA	NA	NA	NA	NA	NA	NA
17	Composition of Promotion Committee	The committee shall comprise of a) Minimum 03 member committee to be nominated by Director of Officers in Level 14. The proceedings of the committee shall be got approved from the Director of the Institute. b) member of reserved community in case of the post has been reserved or candidate appearing for recruitment belongs to reserved category even if the post for which the recruitment is held is unreserved.							
18	Minimum yrs of regular service required in existing grade for promotion to next higher grade	3	3	3	3	3	3	3	3

Schedule-7/2 : Posts in Scientific Cadre of National Centre for Cell Science, Pune

S. No.	Type	Scientist D (Veterinary Scientist) - NFA Post	Scientist C (Animal Health) - NFA Post	Scientist B
1	Deposition	2	10	12
2	Level in 7th CPC	12	11	10
3	Sanctioned Strength	1	11	4
4	In the post's Scientific Field (SI) or Non-Selection Post (NS)	Selection	Selection	Selection
5	Whether the posts are exempt from the provision of reservations in appointments for members of SC/ST/OBC's community	No***	No***	No
6	In post exempted from consultation with UPSC before being filled	Not applicable	Not applicable	Not applicable
7	Nationality of Candidates recommended for appointment	Indian	Indian	Indian
8	Method of Appointment	Direct Recruitment / Deposition	Direct Recruitment / Deposition	Direct Recruitment
9	Scale of each method of appointment	Not applicable	Not applicable	Not applicable
10	In the post included in modified Flexible compensating Scheme for provisions (only for posts in Scientific cadre)	Yes	Yes	Yes
11	Age of Direct Recruits / Method of appointment (as by Direct Recruitment for unreserved candidates)	Not exceeding 45 years	Not exceeding 40 years	Not exceeding 35 years
12	Educational Qualification and Experience	1st class or equivalent in M.V.Sc. with 9 years of R&D experience in areas of cell biology, tissue engineering, animal models and their clinical management, transplantation and regenerative medicine as evidenced by patents or publications OR Ph.D. with at least five years research experience in the relevant subject.	1st class or equivalent in M. Tech./M.D./M.V.Sc./M. Pharm/M.Sc. with 5 years experience OR Ph.D. with original work as evidenced by patents or publications. Evidence of leadership with about 4 years experience in R & D.	1st class in M.Sc./M. Tech./M.D./M.V.Sc./M. Pharm. with 3 years experience in R & D or Ph.D. in relevant field with 1 year post doctoral experience.
13	Experience for Deposition	Scientist from Central/State Governments, Research Institutes, Autonomous Bodies etc. (i) Holding analogous post on regular basis in parent Department or (ii) With 5 years' service in Level 11 or equivalent in the parent department/under Department and possess the essential qualification & experience as mentioned above	Scientist from Central/State Governments, Research Institutes, Autonomous Bodies etc. (i) Holding analogous post on regular basis in parent Department or (ii) With 5 years' service in Level 10 or equivalent in the parent department/under Department and possess the essential qualification & experience as mentioned above	Not Applicable
14	Composition of Selection Committee	<p>The committee shall comprise of</p> <p>a) Minimum 03 member committee to be nominated by Director of Officers in Level 13 and above. The proceedings of the committee shall be got approved from the Director of the Institute</p> <p>b) member of reserved community in case of the post has been reserved or candidate appearing for recruitment belongs to reserved category even if the post for which the recruitment is held is unreserved</p> <p>c) member from minority community also (can be a grade below) in cases of candidates from minority community appearing for recruitment, (only religious minorities are to be considered i.e., muslim, sikh, jain, Christians, Sikhs, Parsis, Buddhists and not any other minorities like linguistic etc.)</p> <p>d) shall essentially comprise of women/OBC candidates appearing for the recruitment</p> <p>e) No member of the vigilance organization shall be part of Selection Committee.</p>		
15	Composition of Confidential Committee	As approved by the Director	As approved by the Director	As approved by the Director
16	Provision by Selection (SI) or Non-Selection (NS)	NA	NA	NA
17	Composition of Promotion Committee	<p>The committee shall comprise of</p> <p>a) Minimum 03 member committee to be nominated by Director of Officers in Level 14. The proceedings of the committee shall be got approved from the Director of the Institute</p> <p>b) member of reserved community in case of the post has been reserved or candidate appearing for recruitment belongs to reserved category even if the post for which the recruitment is held is unreserved.</p>		
18	Minimum yrs of regular service required in existing grade for promotion to next higher grade	4	4	3



सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

Schedule-7/2 : Posts in Scientific Cadre of National Centre for Cell Science, Pune

S.No.	Type	Scientific Cadre - NCCS Post	Scientific Cadre - NCCS Post	Total
1	2	13	14	15
1	Department	Scientific	Scientific	
2	Level in 7th CFC	10	7	
3	Sanctioned Strength	1	1	50
4	In the post a Selection Post(S) or Non Selection Post (NS)	Selection	Selection	
5	Whether the posts are exempt from the purview of reservation in appointments for members of SC/ST/OBC's community	No	No	
6	In post exempted from reservation with UPSC before being filled	Not applicable	Not applicable	
7	Nationality of Candidates recommended for appointment	Indian	Indian	
8	Method of Appointment	Direct Recruitment	Direct Recruitment	
9	Scale of each method of appointment	Not applicable	Not applicable	
10	In the post included in modified Payable compensating scheme for promotion (only for post in Scientific Cadre)	Yes	Yes	
11	Age of Direct Recruits if method of appointment is by Direct Recruitment for reserved candidates	Not exceeding 35 years	Not exceeding 30 years	
12	Educational Qualification and Experience	1st class in M.V.Sc. with 3 years' experience in animal cell and tissue culture or Ph.D. in relevant field with 1 year post doctoral experience.	B.V.Sc. & A.M.V.Sc. with 1 years' experience in laboratory animal breeding, husbandry their health and clinical management.	
13	Experience for Preparation	Not Applicable	Not Applicable	
14	Composition of Selection Committee	<p>The committee shall comprise of</p> <p>a) Minimum 03 member committee to be nominated by Director of Officers in Level 13 and above. The proceedings of the committee shall be got approved from the Director of the Institute.</p> <p>b) member of reserved community in case of the post has been reserved or candidate appearing for recruitment belongs to reserved category even if the post for which the recruitment is held is unreserved.</p> <p>c) member from minority community also (can be a grade below) in case of candidates from minority community appearing for recruitment (early religious minorities are to be considered i.e., muslim, sikhs, Jain, Christians, Sikhs, Parsis, Buddhists and not any other minorities like linguistic etc.)</p> <p>d) shall essentially comprises of women/OBC member in case of female/OBC candidates appearing for the recruitment</p> <p>e) No member of the vigilance organisation shall be part of Selection Committee.</p>		
15	Composition of Confirmation committee	As approved by the Director		
16	Promotion by Selection (S) or Non Selection (NS)	As approved by the Director		
17	Composition of Promotion Committee	<p>The committee shall comprise of</p> <p>a) Minimum 03 member committee to be nominated by Director of Officers in Level 14. The proceedings of the committee shall be got approved from the Director of the Institute.</p> <p>b) member of reserved community in case of the post has been reserved or candidate appearing for recruitment belongs to reserved category even if the post for which the recruitment is held is unreserved.</p>		
18	Minimum yrs of regular service required in existing grade for promotion to next higher grade	3	3	

सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Department of Biotechnology
विज्ञान आरक्षण मंत्रालय / Ministry of Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

Schedule 7/3 : Posts in Technical Cadre of National Centre for Cell Science, Pune

Schedule 7/3 : Posts in Technical Cadre of National Centre for Cell Science, Pune									
S. No.	Type	Technical Officer C (Lab)	Technical Officer B (Lab)	Technician C (Lab)	Technician B (Lab)	Assistant Technician (Lab)	Technical Officer A (Animal House)	Assistant Technician (Animal House)	
1	2	3	4	5	6	7	8	9	
1	Departmental	Technical	Technical	Technical	Technical	Technical	Technical	Technical	
2	Level in 7th CPC	11	10	6	5	2	7	2	
3	Sanctioned Strength	1	4	7	31	9	1	3	
4	Is the post a Selection Post(S) or Non Selection Post (NS)	Selection	Selection	Selection	Selection	Selection	Selection	Selection	
5	Whether the posts are exempt from the provision of reservations in appointments for members of SC/ST/OBC's community	No	No	No	No	No	No	No	
6	Is post exempted from consultation with UPSC before being filled	NA	NA	NA	NA	NA	NA	NA	
7	Nationality of Candidates recommended for appointment	Indian	Indian	Indian	Indian	Indian	Indian	Indian	
8	Method of Appointment	Through promotion failing which Direct Recruitment/Deputation	Through promotion failing which Direct Recruitment/Deputation	Through promotion failing which Direct Recruitment/Deputation	Direct Recruitment	Direct Recruitment	Through promotion failing which Direct Recruitment/Deputation	Direct Recruitment	
9	Percentage of each method of appointment	NA	NA	NA	NA	100% By DR	NA	100% By DR	
10	Is the post included in modified Flexible complementing Scheme for promotions (only for posts in Scientific cadre)	No	No	No	No	No	No	No	
11	Age of Direct Recruits if method of appointment is by Direct Recruitment for unserved candidates	40 years	35 years	30 years	18 - 25 years	18 - 25 years	30 years	18 - 25 years	
12	Educational Qualification and Experience for Direct Recruitment	M.Sc. with 10 years experience in the relevant field or B.Sc. with 15 years experience in the relevant field. Candidate should have minimum of 60% marks in aggregate in qualifying examination.	M.Sc. with 6 years experience in the relevant field or B.Sc. or equivalent with 10 years experience in the relevant field. Candidate should have minimum of 60% marks in aggregate in qualifying examination.	M.Sc. with 2 years of relevant experience in R&D organizations. Candidate should have minimum of 60% marks in aggregate in qualifying examination.	B.Sc. with three years' R&D experience in the required area with 3 years experience in R & D B.Sc. OR H.S.C. or Intermediate in Science with 3 years experience in breeding and animal laboratory OR H.S.C. or Intermediate in Science with 1 year experience in care of laboratory animals with 10 years experience in R&D Laboratory. Candidate should have 50% marks in aggregate in qualifying examination.	H.S.C. or Intermediate in science B.V.Sc. with 1 year experience of (Zoology/Animal Science) with 10 years experience in breeding and animal laboratory OR H.S.C. or Intermediate in Science with 1 year experience in care of laboratory animals with 10 years experience in R & D B.Sc. or Science/Life Science with 10 years experience in Experimental or in R&D laboratory. Candidate should have 60% marks in aggregate in qualifying examination.	B.V.Sc. with 1 year experience of (Zoology/Animal Science) with 10 years experience in breeding and animal laboratory OR H.S.C. or Intermediate in Science with 1 year experience in care of laboratory animals with 10 years experience in R & D B.Sc. or Science/Life Science with 10 years experience in Experimental or in R&D Laboratory. Candidate should have 60% marks in aggregate in qualifying examination.	H.S.C. or Intermediate in Science with 3 years experience in R & D B.Sc. or Science/Life Science with 10 years experience in Experimental or in R&D Laboratory. Candidate should have 50%marks and 3 years experience in Experimental or in R & D B.Sc. or Science/Life Science with 10 years experience in Experimental or in R&D Laboratory. Candidate should have 50% marks in aggregate in qualifying examination.	
13	Experience for Deputation	-	-	-	-	-	-	-	
14	Composition of Selection Committee	Director's nominee- Chairman One Senior faculty member- Member 3 outside experts in the relevant areas- Member One expert belonging to one from SC/ST/OBC community- Member One expert from minority community- Member				Director's nominee- Chairman One Senior faculty member- Member 3 outside experts in the relevant areas- Member One expert belonging to one from SC/ST/OBC community- Member One expert from minority community- Member			
15	Composition of Confirmation committee	As approved by the Director	As approved by the Director	As approved by the Director	As approved by the Director	As approved by the Director	As approved by the Director	As approved by the Director	
16	Promotion by Selection (S) or Non Selection (NS)	NA	NA	NA	NA	NA	NA	NA	
17	Composition of Promotion Committee	Same as Selection Committee	Same as Selection Committee	Same as Selection Committee	Same as Selection Committee	Same as Selection Committee	Same as Selection Committee	Same as Selection Committee	
18	Minimum yrs of regular service required in existing grade for promotion to next higher grade	-	-	-	-	-	-	-	
19	Relaxation Clause	As per the Merit and Normal Assessment Scheme (MANAS)* (see para 16.(iii) of NCCS Recruitment Rules 2018 (Annexure-7)).							
In case of candidates found otherwise suitable for the posts in the Pay Level 5 and below, the prescribed eligibility criteria may be relaxed with the approval of the Chairman, Governing Body.									

As per the Merit and Normal Assessment Scheme (MANAS)* (see para 16.(iii) of NCCS Recruitment Rules 2018 (Annexure-7)).

In case of candidates found otherwise suitable for the posts in the Pay Level 5 and below, the prescribed eligibility criteria may be relaxed with the approval of the Chairman, Governing Body.

* AS notified vide DRT OM No. BT/AI/1401/3/2011 dated 16.06.2017

** The guidelines circulated vide DRT OM No. BT/AI/1401/3/2011 and 19/07/2016 will be followed.

सुबोध कुमार राम
अवर सचिव
बायोटेक्नोलॉजी विभाग
विज्ञान और प्रौद्योगिकी
भारत सरकार, नई दिल्ली

Schedule 7/3 : Posts in Technical Cadre of National Centre for Cell Science, Pune

S. No.	Type	Technical Officer A (Computer)	Technical Officer B (Computer)	Technician C (Computer)	Technician B (Computer)	Technical Officer B (Lib & Doc)	Technician C (Lib & Doc)
1	2	10	11	12	13	14	15
1	Department	Technical	Technical	Technical	Technical	Technical	Technical
2	Level in 7th CPC	10	7	6	5	10	6
3	Sanctioned Strength	1	1	1	4	1	1
4	In the post a Selection Post(S) or Non Selection Post (NS)	Selection	Selection	Selection	Selection	Selection	Selection
5	Whether the posts are exempt from the provision of reservations in appointments for members of SC/ST/OBC's community	No	No	No	No	No	No
6	Is post exempted from consultation with UPSC before being filled	NA	NA	NA	NA	NA	NA
7	Nationality of Candidates recommended for appointment	Indian	Indian	Indian	Indian	Indian	Indian
8	Method of Appointment	Through promotion falling which Direct Recruitment/Deputation	Through promotion falling which Direct Recruitment/Deputation	Through promotion falling which Direct Recruitment/Deputation	Direct Recruitment	Through promotion falling which Direct Recruitment/Deputation	Through promotion falling which Direct Recruitment/Deputation
9	Scale of each method of appointment	NA	NA	NA	100% By DR	NA	NA
10	By the post included in modified Flexible compensating Scheme for promotions (only for posts in Scientific cadre)	No	No	No	No	No	No
11	Age of Direct Recruits if method of appointment is by Direct Recruitment for unserved candidates	35 years	30 years	30 years	18 - 25 years	35 years	30 years
12	Educational Qualification and Experience for Direct Recruitment	M.C.S / M.C.M. / M.Sc. (Computer) / M.C.A. with 6 years experience OR B.C.S. (Computer) / B.C.A. with 8 years experience OR Degree in Engineering (Computer) / AMIE with 6 years experience OR Diploma in Engineering (Computer) / Graduate plus Diploma in Engineering (Computer) with 10 years' experience in the relevant field. Candidate should have 60% marks in aggregate in qualifying examination.	M.C.S / M.C.M. / M.Sc. (Computer) / M.C.A. with 5 years experience OR B.C.S. (Computer) / B.C.A. with 8 years experience OR Degree in Engineering (Computer) / AMIE with 5 years experience OR Diploma in Engineering (Computer) / Graduate plus Diploma in Engineering (Computer) with 10 years' experience in the relevant field.	M.C.S / M.C.M. / M.Sc. (Computer) / M.C.A. with 1 year and having good typing speed OR BCS/ These years experience in handling of BCS/ Software and Data Entry Operation.	Graduate in Computer Sciences	M.A.M.Sc / M.Com. with B.Lib/ M.Lib. with 9 years experience with 1 year experience OR Graduate in any discipline with B.Lib. with 10 years relevant Lib. with 5 years experience.	M.A.M.Sc/M.Com plus B.Lib. with 1 year experience or Graduate in any discipline with B.Lib. with 10 years relevant Lib. with 5 years experience.
13	Experience for Deputation	-	-	-	-	-	-
14	Composition of Selection Committee	Director's nominee- Chairman One Senior faculty member-Member 3 outside experts in the relevant areas- Member One expert from minority community- Member					
15	Composition of Confirmation committee	As approved by the Director	As approved by the Director	As approved by the Director	As approved by the Director	As approved by the Director	As approved by the Director
16	Promotion by Selection (S) or Non Selection (NS)	NA	NA	NA	NA	NA	NA
17	Composition of Promotion Committee	Same as Selection Committee	Same as Selection Committee	Same as Selection Committee	Same as Selection Committee	Same as Selection Committee	Same as Selection Committee
18	Minimum yrs of regular service required in existing grade for promotion to next higher grade						
19	Relaxation Clause						

As per the Merit and Normal Assessment Scheme (MANAS)* (see para 16.(iii) of NCCS Recruitment Rules 2018 (Annexure-7)).

In case of candidates found otherwise suitable for the posts in the Pay Level 5 and below, the prescribed eligibility criteria may be relaxed with the approval of the Chairman, Governing Body.

* AS outlined vide DRT OM No. BT/AI/4013/2011
**The guidelines circulated vide DRT OM No BT/AI/

सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

Schedule 7/3 : Posts in Technical Cadre of National Centre for Cell Science, Pune

S. No.	Type	Technician B (Lib & Doc)			Technician B (Photography)			Technical Officer C (I&M)			Technical Officer B (I&M)		
		16	17	18	19	20	21	22	23	24	25	26	27
1	Department	Technical	Technical	Technical	Technical	Technical	Technical	Technical	Technical	Technical	Technical	Technical	Technical
2	Level in 7th CPC	5	5	11	11	11	11	11	11	11	11	11	11
3	Sanctioned Strength	1	1	1	1	1	1	1	1	1	1	1	1
4	Is the post a Selection Post (S) or Non Selection Post (NS)	Selection	Selection	Selection	Selection	Selection	Selection	Selection	Selection	Selection	Selection	Selection	Selection
5	Whether the posts are exempt from the provision of reservations in appointments for members of SC/ST/OBC's community	No	No	No	No	No	No	No	No	No	No	No	No
6	Is post exempted from consultation with UPSC before being filled	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
7	Nationality of Candidates recommended for appointment												
8	Method of Appointment	Direct Recruitment	Direct Recruitment	Direct Recruitment	Direct Recruitment	Direct Recruitment	Direct Recruitment	Direct Recruitment	Direct Recruitment	Direct Recruitment	Direct Recruitment	Direct Recruitment	Direct Recruitment
9	Stage of each method of appointment	100% By DR	100% By DR	100% By DR	100% By DR	100% By DR	100% By DR	100% By DR	100% By DR	100% By DR	100% By DR	100% By DR	100% By DR
10	Is the post included in modified Flexible complementing Scheme for promotions (only for posts in Scientific cadre)	No	No	No	No	No	No	No	No	No	No	No	No
11	Age of Direct Recruits if method of appointment is by Direct Recruitment for unreserved candidates	18 - 25 years	18 - 25 years	18 - 25 years	18 - 25 years	18 - 25 years	18 - 25 years	18 - 25 years	18 - 25 years	18 - 25 years	18 - 25 years	18 - 25 years	18 - 25 years
12	Educational Qualification and Experience for Direct Recruitment	Graduate with B. Lib. with three years experience in the relevant field.	Graduate in any discipline with Diploma in Photography with 5 years experience / Degree in Photography with one year experience of Scientific including Photomicrography etc.	AMIE/ B.E./ B.Tech. in Engineering or M.Sc. in Electronics / Physical with 8 years experience in relevant area or M.Tech./M.E. with 5 years experience in relevant area. Candidate should have minimum of 60% marks in aggregate in qualifying examination.	AMIE/ B.E./ B.Tech. in Engineering or M.Sc. in Electronics / Physical with 8 years experience in relevant area or M.Tech./M.E. with 5 years experience in relevant area. Candidate should have minimum of 60% marks in aggregate in qualifying examination.	AMIE/ B.E./ B.Tech. in Engineering or M.Sc. in Electronics / Physical with 8 years experience in relevant area or M.Tech./M.E. with 5 years experience in relevant area. Candidate should have minimum of 60% marks in aggregate in qualifying examination.	AMIE/ B.E./ B.Tech. in Engineering or M.Sc. in Electronics / Physical with 8 years experience in relevant area or M.Tech./M.E. with 5 years experience in relevant area. Candidate should have minimum of 60% marks in aggregate in qualifying examination.	AMIE/ B.E./ B.Tech. in Engineering or M.Sc. in Electronics / Physical with 8 years experience in relevant area or M.Tech./M.E. with 5 years experience in relevant area. Candidate should have minimum of 60% marks in aggregate in qualifying examination.	AMIE/ B.E./ B.Tech. in Engineering or M.Sc. in Electronics / Physical with 8 years experience in relevant area or M.Tech./M.E. with 5 years experience in relevant area. Candidate should have minimum of 60% marks in aggregate in qualifying examination.	AMIE/ B.E./ B.Tech. in Engineering or M.Sc. in Electronics / Physical with 8 years experience in relevant area or M.Tech./M.E. with 5 years experience in relevant area. Candidate should have minimum of 60% marks in aggregate in qualifying examination.	AMIE/ B.E./ B.Tech. in Engineering or M.Sc. in Electronics / Physical with 8 years experience in relevant area or M.Tech./M.E. with 5 years experience in relevant area. Candidate should have minimum of 60% marks in aggregate in qualifying examination.	AMIE/ B.E./ B.Tech. in Engineering or M.Sc. in Electronics / Physical with 8 years experience in relevant area or M.Tech./M.E. with 5 years experience in relevant area. Candidate should have minimum of 60% marks in aggregate in qualifying examination.	AMIE/ B.E./ B.Tech. in Engineering or M.Sc. in Electronics / Physical with 8 years experience in relevant area or M.Tech./M.E. with 5 years experience in relevant area. Candidate should have minimum of 60% marks in aggregate in qualifying examination.
13	Experience for Deputation												
14	Composition of Selection Committee	As approved by the Director	As approved by the Director	As approved by the Director	As approved by the Director	As approved by the Director	As approved by the Director	As approved by the Director	As approved by the Director	As approved by the Director	As approved by the Director	As approved by the Director	As approved by the Director
15	Composition of Confirmation Committee	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
16	Promotion by Selection (S) or Non Selection (NS)	Same as Selection Committee	Same as Selection Committee	Same as Selection Committee	Same as Selection Committee	Same as Selection Committee	Same as Selection Committee	Same as Selection Committee	Same as Selection Committee	Same as Selection Committee	Same as Selection Committee	Same as Selection Committee	Same as Selection Committee
17	Composition of Promotions Committee	Same as Selection Committee	Same as Selection Committee	Same as Selection Committee	Same as Selection Committee	Same as Selection Committee	Same as Selection Committee	Same as Selection Committee	Same as Selection Committee	Same as Selection Committee	Same as Selection Committee	Same as Selection Committee	Same as Selection Committee
18	Minimum yrs of regular service required in existing grade for promotion to next higher grade												
19	Relaxation Clause												

* AS notified vide DBT OM No. BT/AI/1401/XV/2011
** The guidelines circulated vide DBT OM No. BT/AI/

सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
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विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

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Schedule 7/3 : Posts in					
S. No.	Type	Technical Officer A (E&M)	Technical Officer B (E&M)	Technician C (E&M)	Technician B (E&M)
1	2	21	20	22	23
1	Department	Technical	Technical	Technical	Technical
2	Level in 7th CPC	7	10	6	5
3	Sanctioned Strength	2	1	3	5
4	Is the post a Selection Post(S) or Non Selection Post (NS)	Selection	Selection	Selection	Selection
5	Whether the posts are exempt from the provision of reservations in appointments for members of SC/ST/OBC's community	No	No	No	No
6	Is post exempted from consultation with UPSC before being filled	NA	NA	NA	NA
7	Nationality of Candidates recommended for appointment				
8	Method of Appointment	Through promotion failing which Direct Recruitment/Deputation	Direct Recruitment / Deputation	Through promotion failing which Direct Recruitment/Deputation	Through promotion failing which Direct Recruitment/Deputation
9	%age of each method of appointment	NA	NA	NA	NA
10	Is the post included in modified Flexible complementing Scheme for promotions (only for posts in Scientific cadre)	No	No	No	No
11	Age of Direct Recruits If method of appointment is by Direct Recruitment for meritorious candidates	30 years	35 years	30 years	18 - 25 years
12	Educational Qualification and Experience for Direct Recruitment	AMIE/ B.E./ B.Tech. in Engineering or M.Sc. / Electronics/ Instrumentation with 3 years' experience in relevant area. Candidate should have minimum of 60% marks in aggregate in qualifying examination.	M.E/AM Tech. in Civil Engineering with 2 years of experience in relevant area or AMIE/ B.E./B.Tech in Civil Engineering with 3 years' experience in relevant area. Candidate should have minimum of 60% marks in aggregate in qualifying examination.	Diploma in Engineering with 5 years' experience. Candidate should have 60% marks in aggregate in qualifying examination.	Diploma in Engineering with 5 years' experience. Candidate should have 60% marks in aggregate in qualifying examination.
13	Experience for Deputation	As approved by the Director	As approved by the Director	As approved by the Director	As approved by the Director
14	Composition of Selection Committee	NA	NA	NA	NA
15	Composition of Confirmation committee	Same as Selection Committee	Same as Selection Committee	Same as Selection Committee	Same as Selection Committee
16	Promotion by Selection (S) or Non Selection (NS)	As approved by the Director	As approved by the Director	As approved by the Director	As approved by the Director
17	Composition of Promotion Committee	NA	NA	NA	NA
18	Minimum yrs of regular service required in existing grade for promotion to next higher grade	NA	NA	NA	NA
19	Relaxation Clause	NA	NA	NA	NA

As per the Merit and Normal Assessment Scheme (MANAS)* (see para 16.(iii) of NCCS Recruitment Rules 2018 (Annexure-7)).

In case of candidates found otherwise suitable for the posts in the Pay Level 5 and below, the prescribed eligibility criteria may be relaxed with the approval of the Chairman, Governing Body.

* AS outlined vide DBT OM No. BT/AI/14013/2011
** The guidelines circulated vide DBT OM No BT/AI/

सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
नई दिल्ली / Govt. of India, N. Delhi

Schedule 7/4 - Posts of Administrative Cadre of National Centre for Cell Science, Pune

S. No.	Type	Officer D (Administration)	Officer C (Administration)	Officer B (Administration/Stores & Purchase)
1.	2.	Admin	Admin	Admin
3.	Department	12	11	10
4.	Level in 7th CPC	1	1	2
5.	Sanctioned Strength	Selection	Selection	Selection
6.	In the post a Selection Post(S) or New Selection Post (NS)	No	No	No
7.	Whether the posts are exempt from the provision of reservations in appointments for members of SC/ST/OBC community	NA	NA	NA
8.	Is post exempted from consultation with UPSC before being filled	Indian	Indian	Indian
9.	Nationality of Candidates recommended for recruitment	By deputation / direct recruitment	By deputation / By promotion	By deputation / By promotion
10.	Method of Appointment	100 % by DR / Deputation	50 % by DR / Deputation OR 50% by Promotion	50 % by DR / Deputation OR 50% by Promotion
11.	Scale of each method of appointment	No	No	No
12.	Is the post included in modified Variable complementing Scheme for promotion (only for posts in Scientific cadre)	50 years	40 years	35 years
13.	Age of Direct Recruits if method of appointment is by Direct Recruitment for Educational Qualification and Experience	A distinguished Academic record with post graduate degree in AIIT/ Commerce/ Science/ Engineering/ Management/ Law/ P.G. Diploma in Personnel Management from an recognized (like UGC, AICTE) Institute/University, with at least 5 years experience in the Level No. 11 of the Pay Matrix or equivalent. He/She should be a responsible capacity in an organization of repute / work in R&D organizations belonging to Govt. of India will be given preference. The candidates should have the knowledge of Administration, Conduct Rules, Estate, Finance, GPF, Store and Purchase and should be familiar with Information & Communication Technology. The person working in non-Government or reputed private organizations should have equivalent experience as mentioned for Government servants and their total pay should be similar or more than the consolidated pay described.	Graduate in any branch with P. G. Diploma in Management or equivalent, or Degree in Law / training in Secretarial work or passed UPSC examination of Section Officers/ Steno-graphers/ Private Secretary/ Steno / Purchase Officer. He/She should be in the Level No. 10 with 5 years or with 8 years in experience in the Level No. 7 & should be familiar with Information & Communication Technology. The person working in non-Government or reputed private organizations should have equivalent experience as mentioned for Government servants and their total pay should be similar or more than the consolidated pay described.	Graduate in any discipline or Post Graduate diploma in Management with 5 years experience in the Level No. 7 or 7 years service in the Level No. 6. The candidates should have the knowledge of Administration OR Stores and Purchase and should be familiar with Information & Communication Technology. The person working in non-Government or reputed private organizations should have equivalent experience as mentioned for Government servants and their total pay should be similar or more than the consolidated pay described.
14.	Experience for Deputation	Officials of the Central Govt, State Govt, Central / State Universities, Autonomous Institutions, Public Sector Undertakings subject to fulfillment of the following conditions : 1) Holding analogous post on regular basis in the parent cadre OR 2) Possessing qualification and experience as prescribed for Direct Recruits. Age preferably below 55 for candidates selected on deputation.	Officials of the Central Govt, State Govt, Central / State Universities, Autonomous Institutions, Public Sector Undertakings subject to fulfillment of the following conditions : 1) Holding analogous post on regular basis in the parent cadre OR 2) Possessing qualification and experience as prescribed for Direct Recruits. Age preferably below 45 for candidates selected on deputation.	Officials of the Central Govt, State Govt, Central / State Universities, Autonomous Institutions, Public Sector Undertakings subject to fulfillment of the following conditions : 1) Holding analogous post on regular basis in the parent cadre OR 2) Possessing qualification and experience as prescribed for Direct Recruits. Age preferably below 40 for candidates selected on deputation.
15.	Composition of Selection committee	Director's nominee- Chairman One Senior faculty member-Member 3 outside experts in the relevant area- Member One expert belonging to one from SC/ST/OBC community- Member One expert from minority community- Member	Director's nominee- Chairman One Senior faculty member-Member 2 outside experts in the relevant area- Member Sr. Officer from NCCS Admin/Finance/S&P - Member One expert belonging to one from SC/ST/OBC community- Member One expert from minority community- Member	Director's nominee- Chairman One Senior faculty member-Member 2 outside experts in the relevant area- Member Sr. Officer from NCCS Admin/Finance/S&P - Member One expert belonging to one from SC/ST/OBC community- Member One expert from minority community- Member
16.	As approved by Director	As approved by Director	As approved by Director	As approved by Director
17.	Composition of Confirmation committee	Selection	Selection	Selection
18.	Promotion by Selection (S) or Non Selection (NS)	Same as Recruitment Committee	Same as Recruitment Committee	Same as Recruitment Committee
19.	Minimum years of regular service required in existing grade for promotion to next higher grade	5 years	5 years	5 years
20.	MACPS for Administrative Cadre	The provisions of MACPS of DoF&T (O.M. No. 23084/J/2006-Estt. (D) dated 19.05.2009 and further modified from time to time) shall be applicable on all Administrative cadre posts where no further promotional avenues are available/see para 16.(g) of NCCS Recruitment Rules 2019 (Annexure-7).	The provisions of MACPS of DoF&T (O.M. No. 23084/J/2006-Estt. (D) dated 19.05.2009 and further modified from time to time) shall be applicable on all Administrative cadre posts where no further promotional avenues are available/see para 16.(g) of NCCS Recruitment Rules 2019 (Annexure-7).	The provisions of MACPS of DoF&T (O.M. No. 23084/J/2006-Estt. (D) dated 19.05.2009 and further modified from time to time) shall be applicable on all Administrative cadre posts where no further promotional avenues are available/see para 16.(g) of NCCS Recruitment Rules 2019 (Annexure-7).
21.	Relaxation Clause	In case of candidates found otherwise suitable for the posts in the Pay Level 5 and below, the prescribed eligibility criteria may be relaxed with the approval of the Chairman, Governing Body.	In case of candidates found otherwise suitable for the posts in the Pay Level 5 and below, the prescribed eligibility criteria may be relaxed with the approval of the Chairman, Governing Body.	In case of candidates found otherwise suitable for the posts in the Pay Level 5 and below, the prescribed eligibility criteria may be relaxed with the approval of the Chairman, Governing Body.

* AS outlined vide DFT OM No. BT/AI/1481/J/2011 dated 16.06.2017

**The guidelines circulated vide DFT OM No. BT/AI/1481/J/2011 dtd 19.07.2016 will be followed.




सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / Min. of Science & Tech.
भारत सरकार / Govt. of India, N. Delhi

Schedule 714 - Posts of Administrative Cadre of National Centre for Cell Science, Pune									
S. No.	Type	Officer A (Administrative Accounts/Managerial Auditor)			Officer Assistant A			Sr. Driver	
		6	7	8	9	10	11	12	13
1	Department	Admin	Admin	Admin	Admin	Admin	Admin	Admin	Admin
2	Level in 7th CPC	7	6	4	4	4	4	4	2
3	Sanctioned Strength	7	18	4	4	4	4	4	4
4	In the post a Selection Post(S) or Non Selection Post (NS)	Selection	Selection	Selection	Selection	Selection	Selection	Selection	Selection
5	Whether the posts are exempt from the provision of reservations in appointments for members of SC/ST/OBC's community	No	No	No	No	No	No	No	No
6	In post exempted from consultation with UPSC before being filled	NA	NA	NA	NA	NA	NA	NA	NA
7	Nationality of Candidates recommended for appointment	Indian	Indian	Indian	Indian	Indian	Indian	Indian	Indian
8	Method of Appointment	By Promotion / By Direct Recruitment	By Promotion / By Direct Recruitment	By Promotion / By Direct Recruitment	By Promotion / By Direct Recruitment	By Promotion / By Direct Recruitment	By Promotion / By Direct Recruitment	By Promotion / By Direct Recruitment	By Direct Recruitment
9	Percentage of each method of appointment	50% by Direct Recruitment or 50% by Promotion	50% by Direct Recruitment or 50% by Promotion	50% by Direct Recruitment or 50% by Promotion	50% by Direct Recruitment or 50% by Promotion	50% by Direct Recruitment or 50% by Promotion	50% by Direct Recruitment or 50% by Promotion	50% by Direct Recruitment or 50% by Promotion	100% by DR
10	In the post included in modified Flexible compensating Scheme for promotions (only for posts in Scientific cadre)	No	No	No	No	No	No	No	No
11	Age of Direct Recruits if method of appointment is by Direct Recruitment	30 years	30 years	30 years	30 years	30 years	30 years	30 years	18 to 25 years
12	Educational Qualification and Experience	Graduate in any discipline and minimum 3 years experience in the level No. 6 of the pay matrix or 8 years experience in the level No. 2 & should be familiar with Information & Communication Technologies.	Graduate with minimum 3 years in the level No. 4 of the pay matrix or 8 years experience in the level No. 2 & should be familiar with Information & Communication Technologies.	Graduate with typing speed of 40 wpm & should be familiar with Information & Communication Technologies with minimum one year's experience in the relevant field.	Graduate with typing speed of 40 wpm & should be familiar with Information & Communication Technologies with minimum one year's experience in the relevant field.	Graduate with typing speed of 40 wpm & should be familiar with Information & Communication Technologies with minimum one year's experience in the relevant field.	Graduate with typing speed of 40 wpm & should be familiar with Information & Communication Technologies with minimum one year's experience in the relevant field.	Graduate with typing speed of 40 wpm & should be familiar with Information & Communication Technologies with minimum one year's experience in the relevant field.	10th pass. Must possess driving license for light and heavy vehicles with three years' experience. Knowledge of motor mechanisms (The candidate should be able to remove minor defects in vehicles) Experience of driving a motor car for five years.
13	Experience for Deputation	-	-	-	-	-	-	-	-
14	Composition of Selection committee	<p>Director's nominee- Chairman One Senior faculty member- Member 7 outside experts in the relevant area- Member Sr. Officer from NCCS Admin Finance & SAP - Member One expert belonging to one from SC/ST/OBC community- Member One expert from minority community- Member</p>							
15	Composition of Confirmation committee	As approved by Director	As approved by Director	As approved by Director	As approved by Director	As approved by Director	As approved by Director	As approved by Director	As approved by Director
16	Promotion by Selection (S) or Non Selection (NS)	Selection	Selection	Selection	Selection	Selection	Selection	Selection	Selection
17	Composition of Promotion Committee	Same as Recruitment Committee	Same as Recruitment Committee	Same as Recruitment Committee	Same as Recruitment Committee	Same as Recruitment Committee	Same as Recruitment Committee	Same as Recruitment Committee	Same as Recruitment Committee
18	Minimum yrs of regular service required in existing grade for promotion to next higher grade	5 years	5 years	5 years	5 years	5 years	5 years	5 years	9 years
19		* The Drivers will be recruited on contract basis after the supersession of existing incumbents.							
20	MACPS for Administrative Cadre	The provisions of MACPS of DoP&T (O.M. No. 35043/2008-Ext. (I) dated 19.05.2009 and further modified from time to time) shall be applicable on all Administrative cadre posts where no further promotional avenues are available (see para 16.1(i) of NCCS Recruitment Rules 2018 (Annexure-7)).							
21	Retirement Clause	In case of candidates found otherwise suitable for the posts in the Pay Level 5 and below, the prescribed eligibility criteria may be relaxed with the approval of the Chairman, Governing Body.							

* AS notified vide DRT OM No. BT/AI/4013/2011 dated 16.04.2017

**The guidelines circulated vide DRT OM No. BT/AI/4013/2011 dated 16.04.2017

The 4 head posts are approved by the DRT as per the directives of Rajbhusha Guidelines and the approval of detailed schedule are in process.


सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
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भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

S. No.	Type	Major A	Officer D (Accounts)	Officer C (Accounts)	Chief Officer (Accounts)	Total
1	Department	11	Admin	Admin	Admin	13
2	Level in 7th CPC	1	12	11	2	
3	Sanctioned Strength	7	1	1	1	48 + 18 = 67
4	In the post a Selection Post(S) or Non Selection Post (NS)	Selection	Selection	Selection	Selection	
5	Whether the posts are exempt from the provision of reservations in appointments for members of SC/ST/OBC's community	No	No	No	No	
6	Is post exempted from consideration with UPSC before being filled	NA	NA	NA	NA	
7	Nationality of Candidates recommended for appointment	Indian	Indian	Indian	Indian	
8	Method of Appointment	By Direct Recruitment	By deputation / direct recruitment	By deputation / direct recruitment	By Direct Recruitment	
9	Age of each method of appointment	100% by DR	100% by DR / Deputation	100% by DR / Deputation	100% by DR	
10	Is the post included in modified Payable complementing Scheme for promotions (only for posts in Scientific cadre)	No	No	No	No	
11	Age of Direct Recruits if method of appointment is by Direct Recruitment for Educational Qualification and Experience	Standard X th post	50 years	40 years	18 to 25 years	
12			Should be a graduate with the qualification of SAS/CA (ICWAMBA (Finance) with 3 years' experience in the Level No. 9 or 10 or 11 in a responsible capacity in Accounts and Finance. The persons working in non-Government or reputed private organizations should have equivalent experience as mentioned for Government servants and their total pay should be similar or more than the consolidated pay described.	Should be a graduate with the qualification of SAS/CA (ICWAMBA (Finance) with 3 years' experience in the Level No. 7 of the Basic Computer Operations (MSCIT or similar) and English typing at 20 wpm.	The candidate with atleast H.S.C qualification from the recognized institutions having the knowledge of Basic Computer Operations (MSCIT or similar) and English typing at 20 wpm.	
13	Experience for Deputation		Officials of the Central Govt, State Govt, Central / State Universities, Autonomous Institutions, Public Sector Undertakings subject to fulfillment of the following conditions : 1) Holding analogous post on regular basis in the parent cadre OR 2) Promoting qualification and experience as prescribed for Direct Recruits. Age preferably below 55 for candidates selected on deputation.	Officials of the Central Govt, State Govt, Central / State Universities, Autonomous Institutions, Public Sector Undertakings subject to fulfillment of the following conditions : 1) Holding analogous post on regular basis in the parent cadre OR 2) Promoting qualification and experience as prescribed for Direct Recruits. Age preferably below 45 for candidates selected on deputation.		
14	Composition of Selection committee		Director's nominee- Chairman One Senior faculty member-Member 3 outside experts in the relevant area- Member One expert belonging to one from SC/ST/OBC community- Member One expert from minority community- Member			
15	Composition of Confirmation committee	As approved by Director	As approved by Director	As approved by Director	As approved by Director	
16	Promotion by Selection (S) or Non Selection (NS)					
17	Composition of Promotion Committee	Same as Recruitment Committee	Same as Recruitment Committee	Same as Recruitment Committee	Same as Recruitment Committee	
18	Minimum yrs of regular service required in existing grade for promotion to next higher grade				8 years	
19						
20	MACPS for Administrative Cadre					
21	Relaxation Clause					

* The Drivers will be recruited on contract basis after the superannuation of existing incumbents.

The provisions of MACPS of DnPR (O.M. No. 30034/2006-Ext. (D) dated 19.08.2009 and further modified from time to time) shall be applicable on all administrative cadre posts where no further promotional avenues are available (see para 16.(ii) of NCCS Recruitment Rules 2018 (Annexure-7)).

In case of candidates found otherwise suitable for the posts in the Pay Level 5 and below, the prescribed eligibility criteria may be relaxed with the approval of the Chairman, Governing Body.

* AS notified vide DnPR OM No. BT/AI/1401/2011 dated 14.06.2017

**The guidelines circulated vide DnPR OM No. BT/AI/1401/2011 dated 14.06.2017 will be followed.

The 4 band posts are approved by the DnPR as per the directives of Rajbhaskar Guidelines and the approval of detailed schedules are in process.

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ANNEXURE-4

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Annexure 4
NCCS - CODE OF CONDUCT -
for Contractual Employees and all Project Staff

The contractual employees should note the below mentioned points while performing duties at the institute. Any violation in this regard will lead to disciplinary action and decision taken by the Competent Authority will be final and binding.

1. Any lapse in performing his/her duties including punctuality, adherence of dress code and other safety norms while working in laboratory area with hazardous chemicals/instruments emitting radiation.
2. Indulging in communal activities, criminal activities and anti-national activities.
3. Making inappropriate remarks on caste, creed, sex, race or religion of junior/fellow/senior employees (Regular/Contractual) of the Institute.
4. Offending the dignity and modesty of employees by the way of overtures, gestures, remarks, physical contacts and physical intimidation within the campus premises of the institute.
5. Offending/demeaning anybody's religious beliefs and cultural habits of persons coming from particular region or segment of the society.
6. Refusal to carry out orders of administrative or academic functionaries without assigning any reason.
7. Habitual cases of insolvency, intoxication etc.
8. Convicted by court of law for any criminal offences under the relevant act.
9. Spending 3 days in judicial custody or more than 6 days in police custody.
10. Disclosure of incorrect/false information so as to get employment in the institute
11. Use of any kind of political influence to advance one's career prospects in the institute.
12. Indulging in trade union activities.
13. Unauthorized assembly during duty hours of more than 10 employees.
14. Disclosure of confidential information/data to outsiders/press without necessary approvals.
15. Any other act/activity not covered under this Code which is unbecoming of an employee of the Institute and is in violation of contract terms and conditions and not in the interests of the Institute/State.

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ANNEXURE-5

ANNEXURE-5

IPR LICENSING RULES

Definition & Scope

The intellectual property shall include patents, copyright, design, computer software, and trade mark. Licensing of IP shall mean granting the licensee the right to further develop IP or to utilize the IP to develop process(s) or commercializable knowhow, technology/technique to make the resulting product(s), either for commercial/captive or as otherwise agreed to.

Costing

The costing on development of IP/technology shall include the estimated expenditure on raw material, consumables, equipment usage, IP protection and maintenance, outsourcing of services, if any, and contingency etc. NCCS may invite the expression of interest (EOI) to validate and decide the cost estimate for such licensing of IP/technology. Taxes as applicable will be payable by the client as extra.

Sharing of monies from licensing of IP/technology

The consolidated guidelines for sharing of monies from licensing of Intellectual Property and technology with the NCCS staff are as under:


NCCS	50%
Concerned Research Team	35%
NCCS Supporting Staff	10%
NCCS Staff Welfare Fund	5%

Technical Services

Technical services may include assistance to the clients based on available knowledge/ expertise/ skills/ infrastructures/ and facilities at NCCS. Technical services may include testing and analysis, routine training, providing information and/or any other services not covered above. The cash inflow through such services will be credited to NCCS account without any provision of sharing with NCCS staff. These services may not be taken up as regular activities, and may be rendered depending upon the availability of facilities, expertise etc.

General Terms and Conditions for Sharing of Monies/fees Earned through Consultancy/IP/Technology Licensing:

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- a. A legally valid agreement should be executed for IP/technology licensing.
- b. The IP/technology transfer/licensing/consultancy should be completed in accordance with the terms of the agreement;
- c. The monies/fees should be received in full;
- d. The maximum amount of money receivable by an employee from licensing of Intellectual Property/ technology/consultancy will not exceed Rs. 5 lakhs per financial year.
- e. The guidelines stipulated in this document may be reviewed by NCCS, if necessary, from time to time.

Categorization of Staff

- a. Inventors may comprise scientists/faculty and other S&T staff (research fellows/post-docs/technical) who have provided innovative, developmental, design engineering, experimental, data/information, testing/analytical, repair/fabrication, training and business development/marketing inputs for the project/activity;
- b. S&T and supporting staff comprise the remaining regular staff who have not been included in the category staff 'a' (i.e. faculty, technical, administration, finance, store and purchase, and services).

Maintenance of Project Records

The project leader/PI shall ensure that the following records are maintained and retained in the laboratory:

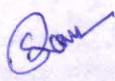
i) Project File

Document containing information on a systematic basis on initiation of the idea; date of starting of the project; list of inventors (as defined earlier); responsibilities of the individuals and extent of their participation (whether whole time or part time); significant contributions made by the individuals along with the supporting inputs/contributions of the S&T and other staff.

ii) Completion Report

A document/record book listing the outcome of the project/activity including the contributions made by each of the inventors, S&T and supporting staff should be maintained. The final record should be signed by each of the inventors and the project leader/PI.

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Procedure for Distribution of Monies/Fees

- a) A Standing Committee shall be constituted by the Director, NCCS to consider and decide on the share of the inventors, S&T and supporting staff from the monies realized from licensing of IP/technology/consultancy.
- b) The project leader shall recommend to the Standing Committee the names of the inventors/consultants for a specific IP/technology/consultancy.
- c) The recommendations of the Standing Committee shall be intimated to each of the inventors/consultants and S&T and supporting staff and also displayed on the laboratory and other appropriate notice boards. In case no objections/representations are received within fifteen days on the date of notification, then the same can be submitted for consideration and approval of the competent authority.
- d) Representations, if any, against the recommendations of the Standing Committee, within the stipulated time limit, shall be reconsidered by the standing committee. The Fresh Recommendations of the Standing Committee, along with the details of representations shall be put up to the competent authority for consideration.
- e) The decision of the competent authority on recommendations of the Standing Committee shall be intimated to each of the inventors and S&T and supporting staff and displayed on appropriate notice boards. Distribution of the monies/fees will then be done if no representations are received against the decision of the competent authority within thirty days of the date of notification.
- f) A person will be entitled for a share from the monies/fees even in the event of his/her transfer/retirement/resignation from NCCS. In the event of death of a person, his/her legal heir shall be entitled for his/her share of monies/fees.
- g) The decision of Director, NCCS shall be final and binding on all concerned.

The remaining provisions of the existing IPR Licensing Policy of NCCS will remain the same.

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ANNEXURE-6

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Annexure 6
CONSULTANCY RULES

Consultancy

Different aspects of consultancy, including the pattern of distribution of honorarium will be decided by the duly constituted committee of NCCS on case to case basis.

Collaborative Research

Collaborative project is a joint endeavor. Thus while costing NCCS's inputs for a collaborative project the intellectual fee should be included in notional project charges. As the client may bear only a part of the NCCS's project expenses, the laboratory should endeavor to ensure that the balance of project charges are recovered by earnings from licensing the R&D results/intellectual property to the collaborator/third party.

Composite Projects

Some projects are composite in nature and envisage diverse inputs of NCCS. These may include consultancy, technical services, contract R&D, etc. Such type of projects can, for purposes of NCCS costing/accounting, be split into appropriate contract research, consultancy and technical services components; and approval of competent authority be obtained for each component indicating the overall project profile.

1. Consultancy by NCCS

Definition & Scope

The laboratory should ensure that owing to financial benefits accruing to staff members from consultancy work, attention is not diverted from R&D related activities. A proper balance of the manpower and other resources to be deployed on R&D activities, consultancy and technical services should be decided by the committee constituted by NCCS.

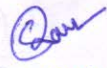
To facilitate the operation of 'consultancy' services two categories of consultancy, viz. (a) Advisory Consultancy (b) General Consultancy may be demarcated each with its own scope definition, ceiling and pattern of honorarium.

All consultancy services in NCCS shall be institutional. Consultancy shall be in an area of expertise of the laboratory, preferably its thrust areas. For purpose of definition there shall be two categories of consultancy, viz;

A) Advisory Consultancy

Wherein the services would involve scientific, technical, engineering or other professional advice, provided to a client purely on the basis of available expert knowledge and

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experience of individual(s), rendered outside the NCCS and not envisaging use of any facilities of the laboratory (including experimental, informational, computational etc.), and also not involving any kind of survey, detailed study or report preparation/submission.

B) General Consultancy

Wherein the services shall comprise scientific, technical, engineering or other professional advice/assistance based on the available knowledgebase/expertise of the laboratory, and envisaging only minimum use of laboratory facilities for essential experimentation needed to meet the objectives of the consultancy assignment.


General consultancy may inter-alia cover:

- Preparation of literature survey/feasibility studies, state of the-art/project/technology/forecasting reports;
- Interpretation and validation of test results and data, risk and hazard/environment impact analysis etc.,
- Design engineering,
- Assistance in erection, commissioning, operation, fabrication/tendering and purchase of requirement, trouble shooting, productivity improvements, pollution abatement/control measures, energy conservation, waste utilization, technology assessment/evaluation.

Any consultancy assignment which does not strictly fall under the category of Advisory Consultancy, shall be taken up as General Consultancy. The competent authority for approving the consultancy shall have the power to decide on the category of a particular consultancy assignment.

Approvals for projects will be accorded by the competent authority may be based on recommendations by a committee constituted by the competent authority of NCCS.

Approvals for contracts for consultancy services of a minor nature, formal agreement on a stamp paper may be dispensed with and the terms and conditions settled through exchange of letters. However, the terms and conditions should include a disclaimer on responsibility of the laboratory for the advice/recommendations given in the consultancy. In case the head of the institute/competent authority feels that an agreement would be technically and legally useful, the party may be asked to enter into a legal agreement.


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Costing of Consultancy Projects

It is feasible to make realistic estimates of inputs for a consultancy project. The amount to be payable by the client seeking consultancy will be decided by a duly constituted committee by the Director, NCCS. While fixing the consultancy charges, estimated expenditure on various components including raw materials, consumables, equipment, contingency, travel expenses etc. may be taken into account. Taxes as applicable will be payable by the client as extra.

Record of deployment of resources for a consultancy project, especially the manpower, should be separately and carefully maintained and the resources deployed should by and large be in conformity with the approved estimates.

Honorarium for Consultancy Work

Honorarium is payable to the team of consultants and S&T and supporting staff of NCCS. In case there is no staff under S&T and supporting staff associated with a consultancy project the share of honorarium earmarked for this category shall then go to the team of consultants.

The pattern of distribution of consultancy honorarium for **general consultancy** work taken up may be as follows:

NCCS	50%
Team of consultants	35%
S&T and supporting staff	10%
NCCS welfare fund	5%


The pattern of distribution of consultancy honorarium for **advisory consultancy** may be as follows:

NCCS	50%
Team of consultants	45%
NCCS welfare fund	5%

The 'Team of Consultants' shall comprise only such staff members who provide intellectual inputs to the specific consultancy work while 'S&T and supporting staff' shall generally include the remaining regular staff (faculty, technical, administration, finance, store and purchase, and services).

If needed, apportion of distributable amount can be done by the competent authority on case to case basis.

The amount will be distributed after successful completion of the consultancy assignment.


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In case of Advisory Consultancy projects for which the duration of the contract is more than a year, honorarium may be distributed annually, provided the amount due for the respective year has been received from the client.

Ceiling on Amount of Honorarium:

The maximum amount of honorarium receivable by an individual in a financial year shall be limited to Rs. 5,00,000 (Rupees five lakhs). The amount of honorarium receivable by an individual during a financial year shall be computed for all the consultancy projects completed during the particular financial year and the amount, if any, in excess of the prescribed ceiling, shall not be carried over to the following financial year, but shall be credited to the NCCS Welfare Fund.


Other Aspects

I. TA/DA/per diem allowances

The laboratory shall be free to negotiate on TA/DA for the staff deputed outside the laboratory on the project work in respect of assignments from non-govt. clients only. The TA/DA and per diem allowances should not be less than that prescribed by NCCS.

II. Guidelines for work/contracts with foreign clients

Work taken up for foreign clients shall continue to be negotiated on a case to case basis, as per present procedures stipulated in the extant guidelines. However, in every contract negotiation on the 'opportunity value' should be cashed upon through timely response, with the approval of the competent authority.


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Annexure-7

NCCS - STAFF WELFARE FUND RULES

1. These Rules shall be called as NCCS Staff Welfare Fund Rules.
2. **Members:** All regularly appointed/contractually engaged employees shall be members of the NCCS Staff Welfare Fund.
3. **Managing Body:** The NCCS Staff welfare Fund shall be managed by a body of not more than 6 members as under
 - a. **Chairman:** Director (ex officio) of the Institute
 - b. **Secretary:** The Administration Officer of the Institute
 - c. **Treasurer:** Finance and Accounts Officer of the Institute
 - d. **Other Members:** one each from Scientific, Administrative and Technical cadres to be nominated by the Chairman.
 - e. At least one third members of the managing body shall be female members.
4. **Credits to the NCCS Staff Welfare Fund:** shall comprise of all such amounts as detailed under:
 - a. 0.5% of total non tax revenue of the Institute.
 - b. 5% of the total revenue earned by way of USER Charges through consulting assignments in terms of Clause 42 (iv) of these Byelaws.
 - c. 10% of any award money won by the Institute or Group of Employees of the Institute.
 - d. Member Contribution on monthly basis: shall be as under:
 - i. Regular Employees
 - a) In Level 14 and above: Rs 200/-
 - b) In Level 10 and above: Rs 150/-
 - c) In Level 6 and above: Rs 75/-
 - d) In Level 5 and below: Rs 50/-
 - ii. Contractual Employees appointed in regular scale.
 - a) Remuneration \leq Rs 50000/-: Rs 75/-
 - b) Remuneration $>$ Rs 50000/-: Rs 150/-
5. **Debits to the Fund:** shall comprise as under:
 - a. **Financial assistance to bereaved family members of deceased employee in service:** Rs 7500/- (may be decided by Chairman/SWF as per prevailing circumstances to be valid for single financial year). To be made available within 10 days of bereavement.
 - b. **Funeral Grant:** Rs 1500/- per death. To be made available immediately
 - c. **Medical Assistance:** Rs 5000/- per case of emergency life situations. Chairman/SWF to decide increase or decrease in the amount which shall remain valid for single financial year. To be made available immediately.
 - d. **Damage to property due to natural/manmade disasters like earthquake, floods, fires, etc :** To be decided by the Chairman/SWF taking into account the number of affected families and the finances of the fund. To be made available within 48 hrs of the disaster.
 - e. **Recreation/Sports Events/Employee Camps for NCCS employees:** the amount of debit shall not exceed Rs 5.0 Lakhs in a financial year with employees contributing 50% of the cost of the camp/recreation and 50% of the cost is borne from SWF subject to annual ceiling limits.
 - f. **Staff farewell upon superannuation/voluntary retirement:** Rs 1500/- for Gift to the superannuating/voluntary retiring employee and Rs 50/- per head for refreshments.
 - g. **Honorarium:** to staff engaged in managing the affairs of the fund who are in non gazetted level: to be decided by the Chairman with the opinion of at least 30% of the


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members of the SWF. Not more than 3 staff to be employed to initiate to affairs/proceedings of the fund.

- h. **Any other Head:** subject to approval of all the members of the fund in its Annual meeting.
- i. **Periodic review of Debits:** There shall be annual review of the rates debited under each Head which shall be effective from the next financial year taking into account the financial health of the fund.
- j. **No unauthorized or unapproved Debit:** No debit shall be made from the fund unless the same is sanctioned by the Chairman for items detailed at Clause (a-h).

6. Meetings :

- a. **General Meetings:** All the members shall meet at least once during the financial year preferably by 30 September, wherein the details of expenditure incurred and future expenditure to be incurred shall be laid for information and approval of the members. 40% of the members present shall comprise the quorum for the meeting to be held and deliberated upon.
- b. **Special meeting:** shall be convened by the Chairman on the behest of at least 50% of the members requesting and 50% of these present during the meeting. The special meeting may be convened to seek approval for incurring expenditure not classified under any head and the extent to which the same is required to be concurred. Decision of the Chairman/SWF shall be final.
- c. **The Managing Body:** shall meet once in a quarter the date of which shall be fixed by the Chairman. Secretary/SWF to initiate file in this regard.

7. Maintenance of Bank Account:

- a. NCCS SWF will explore the feasibility of managing its credits and debits through a current account in a nationalized bank.
- b. **Drawal of Amount:** The account shall be jointly held in the name of Secretary/SWF and Treasurer/SWF.
- c. **Auditing of account:** Secretary/SWF shall get the annual accounts audited by the Finance Officer of NCCS which shall be duly certified by the Institute's Chartered Accountant before the same is displayed on the Institute Noticeboard for at least 07 days by 15th April of the Next Financial Year.

- 8. **Powers to amend, relax, modify any of the provisions:** shall rest with the NCCS-SWF with at least 51% of the members present in the meeting voting in favour of the motion for amendment.

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