

**CSIR-CENTRAL ELECTRONICS ENGINEERING RESEARCH INSTITUTE
PILANI-333031 (RAJASTHAN)**

No.2(MPDC)/2014-Estt.II

Dated: 04-01-2022

OFFICE MEMORANDUM

Sub: Modified guidelines for Higher Education.

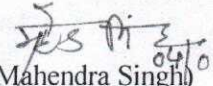
On the recommendations of Manpower Development Committee and with a view to facilitate uniform consideration of such requests received from employees for acquiring higher education and to balance individual's aspiration and professional work responsibilities assigned to the employee concerned, the Director, CSIR-CEERI has been pleased to approve the modified guidelines as follows:

1. Any employee who has appointed at CSIR-CEERI/CSIR has to render at least three years of regular service to be eligible for applying for higher education.
2. If any candidate is pursuing any higher degree at the time of joining at CSIR-CEERI/CSIR in that case the minimum period for applying another higher education is three years only after the completion of on-going degree.
3. Any employee given permission in the past and he/she could not get the admission. In that case, he/she will be eligible for applying higher education only after two subsequent academic sessions/one year.
4. Any employee given permission in the past and also got admission. However, he/she has withdrawn the admission. In that case, after re-joining the institute (CSIR-CEERI), he/she will be eligible for applying for higher education after three years.
5. Any employee given permission in the past and completed his/her higher education, in that case, for applying next higher degree, he/she will be eligible only after five years after the date of completion of previous degree for which permission was granted.
6. If two or more employees from the same division/area apply for permission to pursue higher education, seniority will prevail. In case, the date of joining of two employees/applicants is same, seniority will be judged taking into consideration their date of birth.
7. A maximum of 10% of the total staff strength in each division/area will be considered for higher education.
8. The division/area at CSIR-CEERI for this purpose will be as follows:
 - a) Semiconductor Device Fabrication Group
 - b) Semiconductor Device Design Group
 - c) Microsystem Packaging Group
 - d) Intelligent Systems Group
 - e) Societal Electronics Group
 - f) Vacuum Electron Devices Design Group
 - g) Vacuum Electron Devices Development Group
 - h) Facilities Group
 - i) Infrastructure and Support (Civil Section, EME & Workshop, NMC, Dispensary, TNBD, PMBD)
 - j) Administration (Administration, Accounts, Stores & Purchase)

[Handwritten Signature]
04/01/2022

9. The higher education degree programme and reputation of the institute/university will also be taken into cognizance for relevance to the institute's mandate and professional work assigned to the employee while making recommendation for each case placed before the committee.
10. For B.E./B.Tech./M.Sc./M.E./M.Tech. degree cases, applicants will be encouraged to complete their semester major project/dissertation at CSIR-CEERI.
11. The candidate must apply through proper channel only.
12. The candidate has to provide maximum 10 preferred list of institutions, where he/she would like to take admission through proper channel only in prescribed application form with in due date and time. The application form can be downloaded from CSIR-CEERI website.
13. All the above rules will be applicable for both full time and part time candidates.
14. The application will be called twice a year. For which the last date of submitting the applications will be the last working day of September and February for fall session and spring session, respectively.
15. Decision of the committee shall be made by 15th October and 15th March of every year.
16. The applicant, who wish to pursue the higher education from Academy of Scientific and Innovative Research (AcSIR) will be encouraged.
17. All the applications received for the higher education will be considered as per these guidelines and will be treated as a fresh case.

These guidelines will come into force with immediate effect.


(Mahendra Singh) 04/01/2021
Administrative Officer

Copy to:

1. PA to Director/Administrative Officer
2. Finance & Accounts Officer
3. All Divisional/Sectional Heads
4. Scientist-in-charge, CSIR-CEERI Chennai Centre, Chennai
5. Scientist-in-charge, CSIR-CEERI Jaipur Centre, Jaipur
6. Head, NMC-with a request to upload this OM on the website of the Instt.
7. Notice Board

8. Provide list of proposed institutes (Maximum 10 Nos.) for admission along with their address:

Sr. No.	Name of Institute along with address
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

11. Area of study:

12. Why do you want do this course ?
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13. How the course will be beneficial for the Institute ?
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Signature of the applicant with date

14. Recommendation of Group Head :

Signature of the group head with date

Note: Application duly signed, though proper channel can also be submitted through e-mail within due date and time.