**ICAR – HQs**

**PROFORMA FOR CONSIDERING ASSESSMENT PROMOTION CASES UNDER THE REVISED CAREER ADVANCEMENT SCHEME (effective from 01-01-2009)**

**IN RESPECT OF SR. SCIENTIST (FROM THE RESEARCH GRADE PAY OF 9000 TO 10000)**

**EVALUATION OF SENIOR SCIENTIST ENGAGED IN HQs work.**

|  |
| --- |
| Whether Assessed Earlier: Yes or NoIf Yes, Date & Period of Last Assessment: (i) Date :\_\_\_\_\_\_\_\_(ii) Period : \_\_\_ \_\_\_\_\_\_\_\_Current Assessment Period: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_To\_\_\_\_\_\_\_\_\_\_\_\_\_Please send 3 copies of duly filled-in proforma |

**NAME OF THE INSTITUTE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­

1. Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Discipline : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Division/Section : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Date of Birth : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Date of award of degree : M. Phil \_\_\_\_\_\_\_\_\_\_ Ph.D. : \_\_\_\_\_\_\_

7. Date of joining the ICAR : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Date of joining the Institute : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9 Date of joining in the post of Sr. Scientist

in the grade pay of Rs. 9000 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10 Date of completion of 3 years : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 in the grade pay of Rs. 9000

11(A) **Highlight Your Significant Contributions;**

**Project-wise, in not exceeding two pages: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

11(**b) Tabular Summary of Scientific Achievements**

 **(READ CAREFULLY THE GUIDELINES BEFORE FURNISHING DETAILS BELOW)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Evaluation of Senior Scientists (RGP 9000)** | **Duration of Contribution** | **Marks (FOR OFFICIAL USE)** |
|  | **Assessment period 3 years** | **1st year** | **2nd year** | **3rd year** | **Max** | **Marks awarded** |
| **A**  | **SCIENTIST’S ACHIEVEMENTS**  |  |  |  | **45** |  |
| **A01**  | * Assistance in Coordination (No. of Institutes /SAUs being handled, AICRPs handled, Funded projects, Processing for release of funds)
 |  |  |  | 10 |  |
| **A02** | * Assistance in monitoring (Physical, financial and scientific targets) / Scientific assistance to senior officers, meetings organization, lectures and drafts prepared
 |  |  |  | 10 |  |
| **A03** | * Reports/ proceedings preparation, parliament questions handled etc.
 |  |  |  | 15 |  |
| **A04** | * Innovative theme based trainings /workshops conceptualized and organized. **2 marks for course coordinator and 1.5 marks for associate for each course**
 |  |  |  | 10 |  |
| **B** | **PUBLICATIONS**  |  |  |  | **15** |  |
| **B01**  | * **Research/Review/Policy Papers (Full score for the First Author/Corresponding Author, 0.75 score each for rest of the authors).** One best research paper published during the assessment period will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a **scale of 1.0 to 10.0, totalled and divided by 1.2.**
 |  |  |  | 05 |  |
| **B02** | **Other publications:** * Books authored (minimum 100 pages): 1.0 **mark for each author. (Max marks limited to 2)**
* Books edited (minimum 100 pages): 0.5 **mark for each editor (Max marks limited to 2)**
* **Technical/extension bulletin, Training manual (minimum 25 pages) 0.5 mark for each author (Max marks limited to 4)**
* Conference Proceedings edited: **0.5 marks for editor and co-editors (Max marks limited to 4)**
* Book chapters/ Extension leaflets/folders: **0.5 mark for author and co-authors (Max marks limited to 4)**
* Technical/ popular Articles : **0.25 mark for author and co-authors (Max marks limited to 2)**
* E-learning modules, concept series and newsletter edited (**0.5 marks each and Max marks limited to 2)**
 |  |  |  | 10 |  |
| **C** | **PEER RECOGNITION**  |  |  |  | **08** |  |
| **C01**  | * International and National Awards / National Academy fellow: **3 marks each.**
* Post-Doctoral Fellowships: **1 mark.**
* Institutional or recognized professional societies award / fellowship / journal editor : **1 mark each**
* Best Paper, Best Posters **0.5 marks each.**

(Note: Conference prizes / medals, office bearers of societies excluded) * Oral presentation in International seminars / symposia / conference/ workshops : **0.5 mark each (Maximum of 1 mark)**
* Invited key speaker in a National / International scientific meeting: **1 mark each.**
* Special assignments (International organizations, overseas and special national assignments/ consultancies not covered any where else in the application: **1.0 mark for each (maximum marks limited to 2)**
 |  |  |  |  |  |
| **D** | **ANNUAL ASSESSMENT REPORTS**  |  |  |  | **12** |  |
| **D01** | Period of assessment**: 3 years. 4**.0 marks for Outstanding, 3.0 marks for Very Good, 2.0 marks for Good, 1.0 marks for Average and 0.5 marks for Below Average. Grading to be awarded for each year. |  |  |  |  |  |
|  | **TOTAL**  |  |  |  | **80** |  |
| E | **Presentation and Interview** |  |  |  | **20** |  |
|  | **GRAND TOTAL** |  |  |  | **100** |  |

I certify that the information furnished above is true to the best of my knowledge and belief, and that if at any stage it is found to be incorrect/false, I shall be liable for disciplinary action against me as deemed fit.

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **SIGNATURE OF THE SCIENTIST**

|  |  |  |
| --- | --- | --- |
| **S.No.** | **List of enclosures/supporting documents in respect of each of the above items**. | **Page No. (From –To)** |
|  |  |  |
|  |  |  |
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|  |  |  |

**Certificate (To be filled in by the office/institute)**

1. Verified that the information furnished by the Scientist with regard to service particulars and research achievements / publications etc. are correct.
2. For the assessment period (From ………….. to ……………..) Dr. ……………………………………………… is clear from vigilance angle.
3. No minor / major penalty has been imposed on him / her during the said assessment period.
4. The work and conduct of Dr. ………………………………………………as observed from the annual Assessment Report for the said assessment period has been found to be satisfactory.
5. AAR grading for the assessment period are given below

|  |  |  |  |
| --- | --- | --- | --- |
| Assessment Period |  |  |  |
| Grading by the Reporting officer |  |  |  |
| Grading by the Reviewing Officer |  |  |  |

1. Remarks of the Director of the Institute about the Research Potential of the Scientist as evidence from the SRC Proceedings/ any other document are given below:-

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 SIGNATURE OF THE HEAD OF THE INSTITUTE

 *For official use only*