

**INDIAN COUNCIL OF MEDICAL RESEARCH**  
**ANSARI NAGAR, NEW DELHI - 110 029**

URGENT

By Speed Post/E-Mail

No.17/8/2023-Pers.(FCS)(Sci-B to Sci-F)

Dated the 30<sup>th</sup> June, 2023

To,

All Directors/Directors-In-Charge of the  
ICMR Permanent Institutes/Centers

Sub: Assessment Promotion for the Year 2023 under ICMR-HRSC Rules, 2007-  
Flexible Complementing Scheme as amended from time to time - reg.

Sir/Madam,

I am directed to state that in term of Rule 7 (ii) of the Health Research Scientist Cadre Rules, 2007, Assessment Promotion from one grade to the next higher grade in the Cadre, up to the grade of Scientist "G" shall be convened under the Flexible Complementing Scheme, from amongst the scientists possessing the essential criteria, as per Schedule III.

The minimum residency period for eligibility in the grade of Scientist-B to Scientist-F is mentioned in rule 7 (ii) (g) of the above said rule. 31<sup>st</sup> August, 2023 is the crucial date to ascertain the eligibility for consideration of the Assessment Board/DPRC, 2023.

As per HRSC Rule 7(ii) (c) & (d), Scientists who had been assessed THRICE under the FCS and found not yet fit by the Board, shall be considered only under MACP as per rule, and thus are not eligible for assessment for the Board year 2023.

List of such eligible Scientists, as per Annexure-I, who fulfill the eligible criteria, in their respective post, may please be sent to this office by 5<sup>th</sup> July, 2023, by email at icmrpersfcs@gmail.com, both excel sheet soft copy and PDF signed copy.

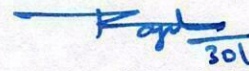
The following PDF documents, duly signed, of eligible Scientists, may be sent through email at icmrpersfcs@gmail.com latest by 10<sup>th</sup> July, 2023.

- a) Appendix -A - Common Proforma for Assessment of Scientist of ICMR
- b) Appendix -B - Authentication of work carried out by the Scientist
- c) Annexure -II - Annual Work Report
- d) Annexure -III - Summary Report for FCS Assessment in the year 2023

It is further requested to ensure that all APARs of Scientists are updated in the ICMR' e-gov. Portal.

Encl: As Above.

Yours faithfully,

  
30/06/23

(Jagdish Rajesh)

Assistant Director General (Admn.)

Copy to:-

1. A.O. (Establishment)
2. Head, Division of BMI (with a request to place it on ICMR website).

## List of Scientists who have rendered minimum residency period as on 31.8.2023, in terms of Rule 7 (ii) of the Health Research Scientist Cadre of ICMR-2007

S. No.	Name of the Scientist	Date of Initial Appointment/ Post, till date			Qualification from highest, till graduation		Specialization	No. of Publication during the assessment Period			Period of unauthorized absence, if any, during the assessment period			Period of foreign visit/Deputation/Training etc.				Details of any award of punishment warning etc. and vigilance/integrity clearance for the period	Details of awards, prizes etc. during the period.	Whether submitted IPR, till date?	Whether completed all his assigned administrative tasks? Mention if anything not completed	Remarks
		Date	Post	Grade /Level	Year	Course		First Author	Co-Author	Corresponding Author	Absence	From	To	Nature	From	To	Place					
		12	13	14	15	16																
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

(Signature)

Director/DIC of the Institute/Centre

3

Final  
21.7.09

Appendix 'A'

Present Grade: Sc "....." Seniority No.....  
Assessment Subject.....  
Institute/Centre.....  
Venue of Interview.....  
Date of Interview.....

**Common Proforma for Assessment of Scientist of ICMR**  
To be submitted by the candidate using A-4 size paper  
( Nine copies)

1. Name in full (in capital letters)
2. Date of birth & age
3. Education & Qualifications  
(From Graduation onwards)

Degree	Year	University	Subject	Div/Class/Grade
--------	------	------------	---------	-----------------

4. Major Specialization (Key words) 1. \_\_\_\_\_ 2. \_\_\_\_\_
5. Sub Specialization (key words) 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

6. Details of service including date of entry into council's service

Grade/Post & duties assigned to the post	From	To	Scale of pay	Inst/centre/Hqrs
--	------	----	--------------	------------------

7. Assessment Period since the last date of assessment or Direct recruit (to be filled by office).

8. Duration of service during assessment period, if any, in difficult areas e.g. hilly, tribal neglected backward etc (to be indicated with period served)

9. Training Courses attended during the assessment period :

Course/Title	Deputed/voluntary	From	To	Institution
--------------	-------------------	------	----	-------------

10. Identify your expertise / job functions performed during the period of review and % of time spent for each function:

**(a) Research**

- (i) Basic Research
- (ii) Process development
- (iii) Product development
- (iv) Clinical
- (v) Epidemiological
- (vi) R&D Planning & Management (Projects, Policies, Reports etc)
- (vii) Statistical (Core or Applied)
- (viii) Clinical Trials
- (ix) Quality Assurance
- (x) Social & Behavioral Science
- (xi) Operational Research
- (xii) Health Systems/Research

**(b) Academic/Teaching etc.**

- No. of courses handled
  - PG
  - Ph.D
  - MD
  - others
  - Certificate
  - Specific/special

**(c) Research Management as per the following format**

- No. of Extramural/Intramural projects handled (lists & agency)
  - As PI, Coordinator, Coworker
  - Results achieved
- No. of Extramural/Intramural projects processed/recommended and decision taken for sanction within –six months, –six to twelve months and above twelve months and how task force management achieved (for Hqr scientists)

**(d) Specify, if any, other area of activity**

11. List of Papers/Publications in the present grade.
  - In peer reviewed Journals (give their impact factor/ Citation index)
  - In non peer reviewed Journals
  - Review Papers
  - Contribution to books
  - Institutional Journals
  - Number of Papers presented in conference/Proceedings
12. List of Patents (Indian & Overseas) Filed & granted
13. New knowledge generated , Processes developed and facilities created which are of public health importance—describe briefly your role with proof and state whether transferred to health system
14. Membership of Professional Societies/Institutions
15. Awards/Honors, if any
16. Details of Leave/Deputations in the present Grade
  - Study leave/Extraordinary leave (Personal ground/other reasons):
  - Deputations/Assignments ( From up to)
17. Brief resume of significant contributions/achievements in the present grade in about 250 words (Projects handled, Publications with Citation index/ Impact factor ,Process/development, regimen for practical use and implemented, introduction into public health system)
18. Constraints, if any, which hindered the progress of projects/programmes
19. Briefly furnish your total career profile, restricting to significant contributions in academic, R&D, services etc. highlighting any managerial role played in about 250 words (for assessment to Scientists 'G' & above)
20. Future Plans/Vision for the next five years and the road map to achieve the same

The foregoing information is complete and correct to the best of my knowledge and belief and nothing has been concealed / distorted

Date:

Signature

CONFIDENTIAL

**CONFIDENTIAL**

**Authentication of work carried out by the Scientist**  
**(Only one copy)**

- 1. Name and Grade of Scientist :
- 2. Institute/Centre/Hqrs

The R&D Work and achievements as claimed by the Scientists in the biodata is authenticated. If different perception, details to be provided

Signature  
Director/Addl DG

**Authentication of achievements**

Signature  
DG

**Note 1.** This form is to be filled by Director in all cases except when Director in charge is a Scientist 'F' in which case Addl DG or DG may also kindly fill this form.

**Note 2.** Addl DG/DG may kindly authenticate the achievements claimed by the Scientists working in the Hqrs in the last five years

**GUIDELINES FOR SCIENTISTS APPEARING FOR ASSESSMENT  
INTERVIEWS**

**Biodata**

1. The Scientist appearing before the Assessment Board should submit 9 copies of the Biodata in the prescribed format to the Institute/Centre/Hqrs in time and bring a copy of the Biodata at the time of Interview along with documents in support of the Scientific contribution/achievements in the present grade. The copies of the Biodata will be provided by the Hqrs to the members of the Assessment Board and hence it is not necessary to present it in its entirety during the presentation before the board.

**Presentation**

2. The Scientist should plan a presentation of maximum 10 minutes duration in which normally not more than 8 transparencies can be presented. The work presented should pertain to the residency period in the present grade. The presentation should, be supported by actual documents to be submitted along with the proforma, highlight:

- **Overall achievements** including outstanding contributions leading to Awards/Honors/Decorations.
- **Knowledge generation** covering your research contributions such as Epidemiology, clinical, new drugs leading to publications, patents, presentation in Scientific Conference, Special Reports, PhD thesis/ Epidemiological/clinical/new diagnostic methods/therapeutic/regimens/processes important to public health and whether transferred to state health system etc.
- **Laboratory and field achievements** in terms of technology transfer in one or more of following job functions performed during period of review.
  - Design and development
  - Modeling and Simulation
  - Testing and Quality Assurance
  - Operation, maintenance and Technical Services
- **R&D Planning, leadership and management achievements**
- **Future R & D directions or areas** to be pursued by the Scientist and their potential.

In case of team work, the Scientist should highlight his/her own specific contribution(s) which had contributed to the overall success of the project.

**Discussion or Peer Review**

3. During the discussion/interactive session, which will follow the presentation by the Scientist, the Assessment Board will be keen to ascertain candidate's abilities in :

- An understanding of the basic scientific principles underlying the assigned R&D work.
- An Awareness of the latest research trends and scientific advances made in the relevant fields.

8

Contd...2/-

- 2 -

- Innovative approach employed in solving the special problems encountered in the assigned work.
- Personal contributions leading to the success of the project team.
- Future plan of work for the next 5 years.
- Personnel and managerial aspects.
  - Willingness to take higher responsibilities.
  - Ability to work harmoniously in a R&D team.
  - Leadership qualities.
  - Project management abilities and soft skills.

It is not generally expected that the Scientist would have already answers to all questions posed to him/her by the members of Assessment Board. His/Her reaction to the question, the underlying thought process and the ability to work out an answer in a logical manner will receive attention. Scientists who have qualified for assessment in shorter residency period in the grade are expected to possess relatively superior knowledge base, greater level of awareness of recent scientific developments, higher level of innovativeness and future vision of his/her scientific career.



**Annual Work Report**  
Part A

**SELF ASSESSMENT BY THE OFFICER REPORTED UPON**

1. Name:
2. Designation:
3. Area of S&T Function
4. Brief Description of S&T work function:
5. S&T output indicators for assessment and measurement of work function (as appropriate to the officer)
6. Enumeration of major outputs from S&T Function
7. Innovation content of work done (about 100 words)
8. Major impact reported during the financial year (if any) for work done during previous three years.
9. Scientific and technological methodologies used in the work Function
10. Suggestions (if any) for work functions based on new or emerging scientific principles
11. New technologies if any introduced by the officer in work plan! functions
12. Any other highlight of special S&T content in the work
13. One page summary of the scientific and technical elements in the work done during the financial year
14. Quantified S&T outputs as per the selected indicators (as annexed)

Signature of the officer reported upon

**Summary Report for FCS Assessment in the Year 2023**

Name	Designation	Institute	Specialization

- **Page-1: Publication details:** Provide list of articles (not more than 20) published during the period of assessment.

Details of publication in AMA style	Impact factor of journal

- **Page-2:** Usefulness of publications as evidenced by being included in policy, guidelines, programme or led to patents or commercialization. Please mention evidence towards the claim of usefulness as mentioned above only in a few bullet points.
- **Page-3: Provide an overview of** intra or extramural research projects (completed/ongoing), within the period of review, where you were involved as Principal/Co-investigator.

Short title of the project	Primary objective (in brief)	Type of study (e.g. RCT / Prevalence/Lab-based)	Sample size	Grant amount

- **Page-4:** Service rendered in national interest to ICMR/other agencies. Please mention only bullet points, detailed description not necessary.
- **Page-5:** any other achievements or activities you want to highlight. Please mention only bullet points, detailed description not necessary.

**Instructions:-**

- The candidates whose name will be declared later, subject to their eligibility as per ICMR –HRSC Rule 2007, are to join through VC for the assessment interview.
- Candidates are expected to brief the expert panel during the interview within 3-4 minutes on his/her **three best achievements** during the period of review for assessment.
- Candidates need to share brief notes on his/her activities and achievements with details as mentioned above through email on **icmrpersfcsqmail.com by 10.07.2023**