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स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

**Most urgent
By e-mail**

17/8/2020-Pers.(FCS)(Sci-B to Sci-F)

Dated the 11th November, 2021

To,

All Directors/DICs/Heads of Divisions,
of the ICMR Permanent Institutes/Centres of ICMR

Subject: Holding of Assessment Board for the year 2021 under HRSC-2007 as
amended from time to time -

Sir/Madam,

I am directed to invite a reference to this office letter of even number dated, 3rd November, 2021 on the subject mentioned above and to inform that the date of submission of the list of eligible scientists who have completed minimum residency period on their respective posts as on 31st August, 2021 for Assessment Board 2021 alongwith one hard copy of the Assessment proforma including self assessment report with recommendation of Director/DIC of the Institutes/Centres as per Annexure-II of the HRSC rules (copy enclosed) has been extended till 17th November, 2021.

The soft copy of the Assessment Form in PDF Format of all the Scientists to be considered for Assessment Board 2020 & 2021 may also be sent to icmrpers@gmail.com.

This may please be treated as Most Urgent

Yours faithfully,

(Jagdish Rajesh)
Assistant Director General (A)

- Copy to
- 1) PS to DG
 - 2) PS TO Sr. DDG (A)
 - 3) PS to Sr. FA
 - 4) Sr. AO (Admn.I).
 - 5) Dr. L.K. Sharma, Scientist-E with a request to upload it on ICMR website.

Appendix 'A'

Final
21.7.09

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

CONFIDENTIAL

**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.

- 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

Annexure
(to Annual Work Report)

1. Lectures delivered in universities/seminars/ industry meets
 - a. Enrolled
 - b. Invited
2. Books edited or written
3. Research publications
4. State-of -the Art Reports prepared on the subject handled or otherwise
5. Annual reports prepared
6. Internal reports generated
7. New S&T areas/gaps identified for enlarging the scope of the existing Schemes
8. New S&T identified and nurtured and S&T inputs added to ongoing Schemes
9. Data bases prepared for scientific handling of the projects
10. Scientific and evidence-based initiatives taken to enlarge the infrastructure base of research and development across the country
11. Identification of New Areas for demonstration of technologies and follow-up
12. Project Monitoring Parameters evolved and deployed
13. Technology intelligence/assessment report prepared for S&T
14. S&T inputs provided to inter-Ministerial discussions in various Committees
15. Number of projects scientifically evaluated for closure during the year
16. Networked Programmes initiated (please give numbers and salient features of your contribution)
 - a. Between lab to lab
 - b. Lab and industry
 - c. Bilateral
 - d. Multilateral
17. Policies/ Bills prepared during the year
18. Awards/ Membership of Institutions/ Academies
19. Others (please specify)

Appendix

No. 2/41/97-PIC
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

New Delhi, dated 9th Nov., 1998

OFFICE MEMORANDUM

Sub: Flexible Complementing Scheme for Scientists in various scientific departments - recommendations of the Fifth Central Pay Commission for modification of the Scheme- regarding.

The undersigned is directed to say that in Chapter 51 of its report, the Fifth Central Pay Commission has made a number of recommendations for modifying the existing Flexible Complementing Scheme in operation in Scientific & Technological Departments for in-situ promotion of scientists/ technical personnel, with a view to removing the shortcomings/inadequacies in the Scheme highlighted by the Commission. The recommendations of the Fifth Central Pay Commission in this regard have been examined in consultation with the Secretaries of the Department of Science & Technology and some other major scientific Departments and the following decisions have been taken:

1. The recommendation of the Pay Commission that the modified Flexible Complementing Scheme proposed by it should be applicable in all the Departments, including

the Departments of Space, Atomic Energy and DRDO without any special dispensation for any individual Department, has not been accepted. The existing scheme of merit-based promotion system covering the Groups A, B & C personnel, as presently applicable in the Deptt. of Atomic Energy, the Deptt. of Space and the DRDO shall continue.

2. The recommendation of the Pay Commission to define "scientific administrators" and to exclude them from the benefit of in-situ promotions under Flexible Complementing Scheme and to bring them under the ambit of "Assured Career Progression Scheme" formulated by the Pay Commission has not been accepted. However, it has been decided that the Flexible Complementing Scheme should, as per its original objective, be made applicable only to scientists and technologists holding scientific posts in scientific and technology departments and who are engaged in scientific activities and services. It has also been decided that assessment norms for promotions under the Flexible Complementing Scheme should be rigorous with due emphasis on evaluation of scientific and technical knowledge so that only the scientists who have to their credit demonstrable achievements or higher level of technical merit are recommended for promotion under the Flexible Complementing Scheme. For achieving these

objectives, the following decisions have been taken:

a) The criteria for identifying institutions/organisations as scientific and technological institutions as well as for defining scientific activities and services, scientists and engineers and the scientific posts shall be as prescribed in Annexure I to this Office Memorandum. The FCS shall not be applicable where the criteria specified vide this Office Memorandum are not fully met.

b) A revised assessment procedure as prescribed in Annexure II to this Office Memorandum shall henceforth be followed by all scientific Ministries/Departments for considering advancement under FCS.

3. The recommendations of the Pay Commission that the existing disparities in the operation of Flexible Complementing Scheme in various scientific and technical departments in the matter of designation of posts, the number of pay scales and the residency period should be removed and there should be uniformity in this regard has been accepted. Accordingly, all the posts covered under the Flexible Complementing Scheme shall carry the following uniform scales of pay, designations and the minimum residency period linked to performance:-

Scales of pay	Designation	Minimum Residency Period linked to performance
(a) Rs.8000-13500	Scientist B	3 Years.
(b) Rs.10000-15200	Scientist C	4 years.
(c) Rs.12000-16500	Scientist D	4 years.
(d) Rs.14300-18300	Scientist E	5 years.
(e) Rs.16400-20000	Scientist F	5 years.
(f) Rs.18400-22400	Scientist G	

In order to give immediate effect to the decision contained in this para, an umbrella Notification has been issued vide G.S.R. No. 660(E) dated 9.11.1998.

4. The recommendation of the Fifth Central Pay Commission for introducing a cooling off period of 3 years before an officer is considered for the Flexible Complementing Scheme on the second occasion at the same level has not been accepted. The recommendation for disqualification of the candidate permanently from the ECS in case of failure to qualify thrice at the same level, etc., has also not been accepted. Therefore, the existing system of assessing the officer every year would continue.

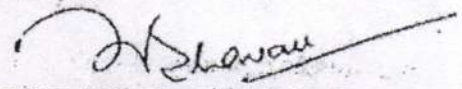
5. It has further been decided that in order to extend the benefit of in-situ promotions under the Flexible Complementing Scheme to other Scientific Organisations that are demanding the extension of FCS in their case, the administrative Ministry of such institutions shall satisfy itself that such institutions are scientific and technical institutions and the officers are scientists holding scientific posts and are involved in scientific and technical activities as defined in the Annexure I to this Office Memorandum and make its recommendations to the Department of Science & Technology. On receipt of such a request the Department of Science & Technology shall set up a Committee, including the representatives of the Department of Personnel & Training and of the Department of Expenditure as well as eminent scientists relevant to the discipline, for examining the proposal referred by the administrative Ministry concerned. A final decision on the proposal of an administrative Ministry for extension of FCS to other scientific organisations shall be taken based on the recommendations of this Committee. Since it is not necessary that all the pay scales under the Flexible Complementing Scheme should be applicable in all the scientific organisations, as the size of the organisation may not justify introduction of the entire group of scales, the Committee, while making its recommendation, would take a

specific view as to the number of scales that should be operated in the organisation as well as the appropriate residency period for ensuring an even pace of promotion. However, the progression under Flexible Complementing Scheme will only be as per scales indicated in para 3 of this Office Memorandum.

6. It is requested that all the Ministries/Departments, where the Flexible Complementing Scheme is in operation, may initiate action for review of the provisions of the Flexible Complementing Scheme and amend the provisions of the relevant recruitment rules so that the scheme is brought in conformity with the decisions/guidelines being conveyed vide this Office Memorandum. Results of the review may also be conveyed to the Department of Science & Technology, the nodal department for operation of the Flexible Complementing Scheme. Action for extension of the Flexible Complementing Scheme to other scientific organisations, where the same is not in operation at present, may be taken in accordance with the decision contained in para 5 of this Office Memorandum.

7. The relevant provisions of Department of Science & Technology Office Memorandum No.A.42014/2/86-Admn.1(A)

dated the 28th May, 1986 stand amended to the extent the provisions of this Office Memorandum are at variance with the provisions of the said Office Memorandum.



(Smt. Bhavani Thyagarajan)
Director

To

All Ministries/Departments.

Annexure-I

Criteria for identifying Institutions/Organisations as Scientific & Technical Institutions and definition of Activities and Services, Scientists & Engineers and Scientific Posts.

- (i) The institutions referred to as S&T would be characterised by pursuit of excellence;
- (ii) They should be engaged in research, design, development or programme implementation (including review, analysis, promotion and aspects of science policy, etc.) which would cover a broad spectrum of pure and applied research but the essential feature would be innovative character and spirit of enquiry that permeates their overall functioning;
- (iii) The scientific culture is characterised by a few salient aspects, namely the persons involved are highly qualified and skilled technical personnel, involved in creative and innovative activity, they are willing to be judged on the basis of merit and competence rather than on the basis of seniority and a hierarchical structure;
- (iv) The criteria could cover the aims and objectives of the institution/organisation, qualifications of the personnel qualitative requirements for performance of various types of activities, etc.

Scientific Activities and Services:

Scientific activities and Services covered for considering the applicability of the Flexible Complementing Scheme are as under:

- (a) **Fundamental/basic research:** Original investigation to gain new scientific knowledge, not necessarily directed towards any specific practical aim or application.
- (b) **Applied Research:** Original investigation to gain new scientific or technical knowledge directed towards a specific practical aim or objective.
- (c) **Experimental Development:** Use of scientific knowledge directed towards producing new or substantially improved materials, devices, products, processes, systems or services.
- (d) **S&T activities which are directly linked to R&D in terms of promoting the scientific activities and services.**

Scientists and Engineers: Persons,

- (a) who possess academic qualification of atleast Master's degree in Natural/Agricultural Sciences or Bachelor's Degree in Engineering/Technology/Medicine; and
- (b) working in those capacities, use or create scientific knowledge, and engineering and technological principles, i.e. persons with scientific or technological training who are engaged in professional work on S&T activities, high level administrators and personnel who plan, direct or coordinate the execution of S&T activities;

Scientific Post is the one, the incumbent of which is a 'Scientist or Engineer' defined above in a scientific institution/organisation declared as 'Scientific Department' as defined and is engaged in the generation, advancement, dissemination, and application of scientific and technical knowledge in the S&T activities.

ANNEXURE-II

CRITERIA FOR CONSIDERING PROMOTIONS UNDER
FLEXIBLE COMPLEMENTING SCHEME

(a) All officers will be first screened on the basis of gradings in the Annual Confidential Reports (ACRs) for consideration for promotion; the ACRs should be assessed on a 10 point scale giving 10 marks for "outstanding", 8 marks for "very good", 6 marks for "good", 4 marks for "average" and 0 for "poor" and only those officers who satisfy the minimum residency period linked to their performance as indicated in the table below be screened in.

	Number of years in the grade					
	3	4	5	6	7	8
	Minimum percentage for eligibility					
Scientist B to Scientist C	90%	80%	70%	65%	60%	..
Scientist C to Scientist D	...	90%	80%	75%	70%	60%
Scientist D to Scientist E	...	90%	80%	75%	70%	60%
Scientist E to Scientist F	90%	80%	75%	70%
Scientist F to Scientist G	90%	80%	75%	70%

Exceptionally meritorious candidates with all outstanding gradings may be granted relaxation in the residency period, the relaxation being not more than one year on any single occasion. Such a relaxation will be limited to a maximum of two occasions in their entire career.

(b) As the procedure adopted for assessment of CRs in various Scientific Departments differ at present, it has been decided that an external member, from Departments of Atomic Energy, Space or DRDO who have developed over the years a fine tuned system of screening in meritorious Scientists may be co-opted in the selection process, till such time a system gets established in other Scientific Departments. The position will, however, be reviewed after 5 years from the date of issue of this Office Memorandum.

(c) All Officers who are screened-in will be called for an interview. The performance in the interview will also be graded similarly on a 10 point scale and the eligibility for promotion will be based on the same norms as in the above Table.

(d) Field experience in research and development and/or experience in implementation of such scientific projects is compulsory for promotion of scientists recruited to the posts in the Secretariat of the Scientific Ministries/Departments to higher grades under FCS. Field

NA 100-100000-100000

experience of atleast 2 years and 5 years respectively will be essential for promotion to Scientist F and Scientist G grades respectively. However, during the transitional period, Committee may relax this requirement in case of meritorious candidate.

No. AB.14017/32/2002-Estt(RR)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

New Delhi - 110001
November 29, 2002

OFFICE MEMORANDUM

Subject: -Flexible Complementing Scheme for Scientists in
scientific departments - modification of guidelines.

The recommendations made by the Fifth Central Pay Commission in regard to the Flexible Complementing Scheme for scientists/technical personnel in the various Scientific Ministries/Departments of the Government had been examined in this Department and modified guidelines on the subject issued under this Department's O.M. No. 2/41/97-PIC dated 9.11.1998. Subsequently, the question of providing protection to the then existing Principal Scientific Officers (in the scale of Rs.12,000-16,500) for consideration for direct promotion to the grade of Scientist F (in the scale of Rs.16,400-20,000) and for reduction in marks to be applied at the time of first opportunity for promotion from 90% to 85% was considered in consultation with the Ministry of Finance (Department of Expenditure) and the following decisions were taken:

(i) Those of the Principal Scientific Officers in the scale of Rs.3,700-5,000 (pre-revised) in position, as on 9.11.1998 and who were earlier considered for promotion directly to the grade of Rs.5,100-6,300 (pre-revised scale) may continue to be considered for promotion to the grade of Rs.16,400-20,000 (pre-revised scale of Rs.5,100-6,300) after completion of the eligibility service as prescribed in the Rules that existed prior to the amendment, as a one-time measure; and

(ii) The criteria of marks at the time of first opportunity for promotion to higher grades on the basis of ACRs, etc. be reduced from 90% to 85%. (Table in paragraph (a) of Annexure-II of DoP&T O.M.No.2/41/97-PIC dated 9.11.1998 refers).

2. The decisions as at (i) and (ii) above are reiterated for appropriate action. In cases where the rules do not contain a suitable clause for protecting the existing incumbents as at (i) above, necessary action may be taken to carry out the required modification. As regards (ii) above, it is also clarified that the reduction will be applicable in the case of promotion to all the grades covered under FCS in an organization.

3. Hindi version will follow.



(ALOK SAXENA)

DEPUTY SECRETARY TO THE GOVERNMENT OF INDIA

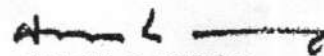
Telephone No. 309 2479

To

1. Ministry of Science and Technology
2. Department of Biotechnology
3. Ministry of Communications and Information Technology
4. Ministry of Environment, Forests & Wild Life
5. Ministry of Non-Conventional Energy Sources
6. Department of Ocean Development,
7. Ministry of Home Affairs
8. Ministry of Water Resources
9. Ministry of Health and Family Welfare
10. Department of Consumer Affairs
11. All other Ministries/Departments of the Govt. of India

Copy to:

- (i) The President's Secretariat, New Delhi.
- (ii) The Prime Minister's Office, New Delhi.
- (iii) The Cabinet Secretariat, New Delhi.
- (iv) The Rajya Sabha Secretariat, New Delhi.
- (v) The Lok Sabha Secretariat, New Delhi.
- (vi) The Comptroller and Auditor General of India, New Delhi.
- (vii) The Union Public Service Commission, New Delhi.
- (viii) All Attached Offices under the Ministry of Personnel, Public Grievances and Pensions.
- (ix) Establishment Officer and Secretary, ACC (10 copies).
- (x) All Officers and Sections in the Department of Personnel and Training.
- (xi) Establishment (RR Division) (200 copies).
- (xii) Establishment (D) Section (20 copies).


(ALOK SAXENA)

DEPUTY SECRETARY TO THE GOVERNMENT OF INDIA