भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार

INDIAN COUNCIL OF MEDICAL RESEARCH
Serving the nation since 1911

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

URGENT
By Speed Post/E-Mail

No.17/8/2022-Pers.(FCS)(Sci-B to Sci-F) Dated the 21st April, 2022

To,

All Directors/Director-in-Charge of the ICMR
Permanent Institutes/Centres,
(By name as per list attached)

Sub: Holding of Assessment Board for the Year 2022 under HRSC of ICMR 2007 as amended from time to time -

Sir/Madam,

I am directed to state that in term of Rule 7 (ii) of the Health Research Scientist Cadre 2007, Promotion from one grade to the next higher grade in the Cadre upto the grade of Scientist "G" shall be made under the Flexible Complementing Scheme, from amongst the scientists possessing the educational, qualification and experience, as per Schedule III in accordance with the criteria prescribed for such promotion.

The minimum residency period for ascertaining the eligibility for promotion in the grades is mentioned in rule 7 (ii) (g) of the ICMR HRSC rule, 2007 and 31st August, 2022 is the crucial date for eligibility.

In order to decide eligibility of Scientists, by Internal Screening Committee, subject to HRSC Rule 7 (iii) (d) & (e), Scientists who have rendered minimum residency period in a particular grade, as referred to in Rule 7 (ii)(g) of ICMR HRSC -2007, as on 31st August, 2022 for Assessment Board year 2022, the list of eligible Scientist-B to F, who have completed minimum residency period in their respective post, may please be sent to this office by 29th April, 2022. One copy of the Assessment proforma including self assessment report with the recommendation of Director/DIC of the Institutes/Centres for eligibility period, as per Annexure-II of the ICMR-HRSC rule-2007, may be sent to this office to Assistant Director General (Admn.) (Room No.402), Personnel Section, ICMR, Hqrs. New Delhi, latest by 30th June, 2022.

As per ICMR-HRSC rule 7(ii) (c) & (d), Scientists who have been assessed THRICE under the FCS and not yet found fit by the Board shall not be further assessed and shall be considered under MACP only. Hence such cases shall not be referred now.

It is, further, requested to send up-to-date APARs of Scientists, who have rendered minimum residency period, for consideration of their promotion by the Assessment Board under FCS, if not sent earlier. You are also requested to provide grade-wise information of each Scientist as per Proforma enclosed.

Yours faithfully,

Encl: As Above.

(Jagdish Rajesh)
Assistant Director General (Admn.)

Copy to :
1. AO(Admn.-1) 2. Head, ISRM (with a request to place it on ICMR website).

वी. रामलिंगस्वामी भवन, पोस्ट बॉक्स नं. 4911,
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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

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Appendix 'B'

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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

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Appendix 'C'

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.

Contd...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.

Annexure-II

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)

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List of Scientists who have rendered minimum residency period as on 31.8.2022, 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					
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