



भारतीय आयुर्विज्ञान अनुसंधान परिषद INDIAN COUNCIL OF MEDICAL RESEARCH

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No.16/8/2017 -Admn- II

Dated: 10th November, 2017

OFFICE MEMORANDUM

Sub: - ICMR Technical Cadre Integrated Recruitment and Assessment Rules, 2017

The undersigned is directed to enclose herewith a copy of ICMR Technical Cadre Integrated Recruitment and Assessment Rules, 2017, as approved by the competent authority, with the request that these Rules may be followed scrupulously for future recruitment/assessment promotion in all ICMR Institutes/Centres/Hqrs Office.

Encl: As above:


(Agnes Xalko)
Assistant Director General (A)

To

All Director/Director in-Charge
of ICMR Institutes/Centre.

Copy to:

1. Under Secretary, DHR, IRCS Building, New Delhi with reference to letter No. Q-11015/11/2017-H Dated 27.10.2017
2. PS to DG/Addl. DG/Sr. DDG (A)/ Sr. FA
3. S.O. Admn. I
4. All Division/Sections at the Hqrs. Office.
5. Head BIC for uploading the RRs on ICMR Website

ICMR TECHNICAL CADRE INTEGRATED RECRUITMENT AND ASSESSMENT RULES

In exercise of powers conferred by Rule-6 (Powers of Executive Council) in the Bye-laws of the Indian Council of Medical Research and in supersession of all the Recruitment Rules for the Technical & Engineering Support Cadre (Group-‘A’, ‘B’ & ‘C’) posts, except in respect of things done or omitted to be done before such supersession, the Director General, ICMR makes the following rules, namely;

1.Short Title & Commencement

- i) These Rules shall be called “ICMR Technical Cadre (Group-‘A’, ‘B’ & ‘C’) Integrated Recruitment & Assessment Rules, 2017.”
- ii) They shall come into force on the date of issue of these rules.

2.Definitions

- a) “Appendix” means the Appendix appended to these rules.
- b) “Authorized cadre strength” in relation to a cadre, means the strength of posts in that cadre against which regular appointment may be made.
- c) "Cadre" means the ICMR Technical and Engineering Support posts.
- d) “DG, ICMR” means the Director General of Indian Council of Medical Research.
- e) “Director” means the Director/Director-in-charge of the ICMR Institute/Centre
- f) “Post” means any post permanent or temporary included in Schedule-I
- g) “Government” means the Department of Health Research in the Ministry of Health & Family Welfare, Government of India.
- h) “Institutes/Centers” means the permanent Institutes and Centers of the ICMR.
- i) “Scheduled Castes and Scheduled Tribes” have the same meaning as assigned to them in clause (24) and (25) respectively of Article 366 of the Constitution of India and.
- j) “Schedule” means the schedules appended to these rules

3. Controlling Authority

DG, ICMR shall be the Controlling Authority in respect of all Technical Cadre posts of ICMR Institutes/Centers/Hqrs. Office

4. Appointing Authority

Sr. Dy. Director General (Admin) in the case of all Group- C and Group- B technical posts in Level-1 to Level- 8 of pay matrix at Hqrs. Office and Director or Director-in-Charge of the ICMR Institutes/Centers in the case of all Group- C and Group B technical posts in Level-1 to Level-8 of pay matrix as the case may be, shall be Appointing Authority and DG, ICMR in the case of Group- A technical posts in Level-10 and above, shall be Appointing Authority for all ICMR Institutes/Centers and Headquarter office.

5. Composition of the Cadre

The Composition of the ICMR Technical Cadre consisting of Group-A, B & C posts in Technical/Engineering support are as specified in Schedule-I annexed to these rules. Institutes-wise number of sanctioned posts is as per Schedule-II annexed to these rules. .

6. Initial Constitution of the Cadre

(1) All Group- A, B & C Technical/Engg. Support staff working in ICMR on the date of commencement of these rules shall be deemed to have been appointed to the relevant technical posts described in rule 5 in the Pay Band and Grade Pay they were holding on regular basis on the date of commencement of these rules as shown in Schedule-I. DG, ICMR shall have the authority to modify, alter or make addition or deletion to the posts in various Institutes/centers of ICMR depending upon work load subject to sanctioned strength in the group remaining the same.

(2) To the extent the sanctioned strength of various grades in the cadre is not filled at the time of initial constitution of the cadre, it shall be filled in accordance with rule 7.

7. Future Maintenance of the Cadre

On completion of the initial constitution of the Cadre by the appointment of existing persons in accordance with Rule 4, all subsequent vacant posts shall be filled in the manner provided in the Schedule-III (Appendix - I to- V).

8. Probation

(1) After the implementation of these rules, every official on appointment either by direct recruitment or promotion, to the post in the cadre shall be on probation for a specified period as provided in columns 9 of Schedule -III.

(2) The period of probation may be extended but the total period of extension of the probation period shall not, save where it is necessary by any reason to do so, exceed one year.

(3) During the period of probation, the members of the Cadre may be required to undergo such training and pass such tests as shall be prescribed in terms & conditions of appointment.

9. Seniority and Promotion

(1) Persons appointed to a Grade on initial constitution of the Cadre as per Rules-6 above shall be assigned seniority as per their seniority at the time of implementation of these rules.

(2) All promotions in the cadre shall be considered on the basis of Assessment Promotion Scheme as specified in Schedule-IV.

(3) Under the Assessment Promotion Scheme, on promotion of a technical staff from one grade to the next higher grade, the post held by him/her shall stand upgraded automatically on personal basis.

(4) Vacancy occurred due to retirement, resignation, termination, death etc. of an employee, shall be filled in the post/grade in which he/she was initially appointed.

10. Liability to serve in India or/ and abroad

All employees appointed or deemed to have been appointed in the cadre shall be liable to serve anywhere in India and/or abroad.

11. Other conditions

The conditions of service of the members of the Cadre in respect of matters not expressly provided for in these rules, shall, mutatis-mutandis applicable and subject to any other orders issued by the Central Govt. be the

same as those applicable to officers of the Central Civil Services Autonomous Organization in general.

12. Age relaxation

The crucial date to determine the age in case of direct recruitment shall be the last date of receipt of application. Age is relaxable for SC/ST/OBC/PWD/ Ex. Servicemen candidates and for Government Servants in accordance with the instructions issued by the DOP &T from time to time in this regard. Person working in ICMR projects continuously shall also be eligible for age relaxation upto five years provided he/she has entered into project service within prescribed age limit for the post.

13. Disqualification

No Person:-

- (a) Who has entered into or contracted a marriage with a person having a spouse living; or.
- (b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment in the cadre.

Provided that the Competent Authority may, if satisfied that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and that there are other grounds for doing so, exempt any person from the operation of the rule.

14. Power to relax

Where the DG, ICMR is of the opinion that it is necessary or expedient to do so, it may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with reference to any class or category of person in consultation with Department of Health Research (DHR).

15. Saving

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for candidates belonging to the Scheduled Castes, Scheduled Tribes and other special categories of persons like

OBC, PWD etc. in accordance with the orders issued by the Central Government from time to time in this regard.

16. Interpretation

Where any doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to DG, ICMR whose decision in consultation with Department of Health Research shall be final.

17. Repeal

These rules supersede all the existing rules related to recruitment and promotion to the posts of technical cadre in ICMR Institutes/Centers /Hqrs. to the extent the existing rules are inconsistent with these rules.

Schedule-I
Composition of the Cadre
(See Rule 5)

S. No	Post	Classification	Level of pay in Pay Matrix	Total number of posts*
1	Lab Attendant - 1	Group- 'C'	Level - 1 Rs. 18,000-56,900	835
2	Technician - '1'	Group- 'C'	Level -2 Rs. 19,900-63200	1008**
3	Technical Assistant	Group - 'B'	Level-6 Rs. 35,400-1,12,400	917***
4	Technical Officer- 'B'	Group - 'A'	Level-10 Rs. 56,100-1,77,500	44
5	Technical Officer- 'C'	Group - 'A'	Level -11 Rs. 67,700-2,08,700	7

* Subject to variation depending upon workload.

** By merging all posts of Tech. - A, B, C

*** By merging all posts of TA & TO-A

Schedule -II
Institutes wise composition of the cadre
(See Rule-5)

No. of Technical posts (by merging both Technical & Engg. Cadre Support)

S. No.	Name Institutes/Centres/Office	Lab Attendant-I	Technician-I (By merging all post of Tech. A.B & C)	Technician Assistant (by merging all TA & TO-'A' posts)	Technical Officer-'B'	Technical Officer-'C'
1	ICMR. Hqrs.	21	32	38	1	2
2	NJIL & OMD Agra	27	54	27	0	0
3	NIMR, New Delhi	67	68	40	1	0
4	NIMS, New Delhi	0	8	23	2	0
5	NIP, New Delhi	9	18	10	0	0
6	NICPR, Noida	9	11	25	4	0
7	DMRC, Jodhpur	11	8	7	0	0
8	NIOH, Ahmedabad	34	67	43	0	0
9	EVRC, Mumbai	1	17	8	0	0
10	NIRRH, Mumbai	70	59	42	1	0
11	GRC, Mumbai	1	2	3	0	0
12	NIIH, Mumbai	12	16	17	0	0
13	NARI, Pune	5	10	25	1	0
14	NIV, Pune	106	133	90	4	1
15	MCC, Pune	3	18	8	2	1
16	NICED, Kolkata	11	33	38	2	1
17	RMRIMS, Patna	24	12	19	1	0
18	RMRC Bhubneshwar	14	18	16	0	0

19	RMRCT, Jabalpur	35	39	28	0	0
20	RMRC, Dibrugarh	11	14	5	0	0
21	NIE, Chennai	24	64	49	1	0
22	NIRT, Chennai	53	40	67	10	0
23	NIRT, Chennai (Epid.)	17	42	78	2	0
24	NCLAS, Hyderabad	37	12	8	1	0
25	NIN, Hyderabad	98	64	79	6	0
26	FDTRC, Hyderabad	10	15	11	1	0
27	CRME, Madurai	8	15	5	1	0
28	VCRC, Pondicherry	23	77	39	1	0
29	RMRC, Port Blair	1	13	3	2	1
30	NCDIR, Bangalore	0	0	6	0	0
31	NIREH, Bhopal	84	27	56	0	1
32	NITM, Belagavi	9	2	4	0	0
	Total	835	1008	917	44	7

**Schedule -III
(Appendix-I)
INDIAN COUNCIL OF MEDICAL RESEARCH
RECRUITMENT RULES FOR TECHNICAL STAFF**

1.	Name of Post	Lab Attendant-1
2.	No. of post	835* (2017) * Subject to variation depending upon workload
3.	Classification	Group-C Technical (Non-Ministerial)
4.	Scale of pay	Level-1 in Pay Matrix Rs. 18,000-56,900
5.	Whether selection or non-selection post	Not applicable
6.	Age limit for direct recruits	Between 18 and 25 years.
7.	Educational and other qualifications required for direct recruits	10 th pass with 50% marks in aggregate from recognized board plus one year working experience in a Govt. recognized/approved/registered Lab or ITI in respective field or trade certificate issued by govt agencies.
8.	Whether age and educational qualifications prescribed for the direct recruits apply in the case of promotees.	Not applicable.
9.	Period of Probation, if any	2 years.
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption. Percentage of vacancies to be filled by various methods.	100% by direct recruitment.
11.	In case of recruitment by promotion or deputation or absorption grades from which promotion or absorption to be made	Not applicable
12.	Composition of Selection Committee	Chairman : Nominee of Sr. DDG (A) Or Director/Director-in-charge Member-I : Group-'A' officer from govt. (External) office/organization or academic institute.

		<p>Member-II : Scientist-‘B’ or equivalent or above form (Internal) ICMR Hqrs/ Institute/Centre.</p> <p>Member-III : Representative from SC/ST (Internal Category. or External)</p> <p>Member-IV : Representative from OBC/Minority (Internal) Community. Or External)</p> <p>Note:-</p> <p>i) The Appointing authority will nominate the Committee. No member will be below the rank in PB-3 GP- Rs. 5400/Level-10</p> <p>ii) Efforts should be made to associate at least one woman officer in the Selection Committee.</p> <p>iii) If the number of posts to be filled is more than 10 at a time, it is mandatory to associate a woman representative and representatives from OBC & Minority community separately.</p>
13.	Circumstances in which UPSC is to be consulted	Not Applicable.

Schedule -III
(Appendix-II)
INDIAN COUNCIL OF MEDICAL RESEARCH
RECRUITMENT RULES FOR TECHNICAL STAFF

1.	Name of the Post	Technician -1
2.	No. of post	1008* (2017) * Subject to variation depending upon workload
3.	Classification	Group-C Technical (Non-Ministerial)
4.	Scale of pay	Level-2 in Pay Matrix Rs. 19,900-63,200
5.	Whether selection or non-selection post	Not applicable
6.	Age limit for direct recruits	Not exceeding 28 years.
7.	Educational and other qualifications required for direct recruits	12 th or Intermediate pass in Science subject with 55% marks and at least one year Diploma in relevant field such as Diploma in Medical Laboratory Technology (DMLT)/Computer/Statistics etc. from govt. recognized institution.
8.	Whether age and educational qualifications prescribed for the direct recruits apply in the case of promotees	Not applicable.
9.	Period of Probation, if any	2 years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption. Percentage of vacancies to be filled by various methods.	100% by direct recruitment.
11.	In case of recruitment by promotion or deputation or absorption grades from which promotion or absorption to be made.	Not applicable
12.	Composition of Selection Committee	Chairman : Nominee of Sr. DDG (A) Or Director/Director-in-charge Member-I : Group-‘A’ officer from govt.

		<p>(External) office/organization or academic institute.</p> <p>Member-II : AO or equivalent from ICMR Hqrs/ (Internal) Institute/Centre.</p> <p>Member-III : Representative from SC/ST (External Category. Or Internal)</p> <p>Member-IV : Representative from OBC/Minority (External Community. Or Internal)</p> <p><u>Note:-</u></p> <p>i) The Appointing authority will nominate the Committee. No member will be below the rank in PB-3 GP- Rs. 5400/Level-10</p> <p>ii) Efforts should be made to associate at least one woman officer in the Selection Committee.</p> <p>iii) If the number of posts to be filled is more than 10 at a time, it is mandatory to associate a woman representative and representatives from OBC & Minority community separately.</p>
13.	Circumstances in which UPSC is to be consulted	Not Applicable.

**Schedule -III
(Appendix-III)
INDIAN COUNCIL OF MEDICAL RESEARCH
RECRUITMENT RULES FOR TECHNICAL STAFF**

1.	Name of the Post	Technical Assistant
2.	No. of post	917* (2017) * Subject to variation depending upon workload
3.	Classification	Group-B Technical (Non- Ministerial)
4.	Scale of pay	Level-6 in Pay Matrix Rs. 35,400-1,12,400
5.	Whether selection or non-selection post	Not applicable
6.	Age limit for direct recruits	Not exceeding 30 years.
7.	Educational and other qualifications required for direct recruits	1 st class three year Bachelor's degree in Science/relevant subject from a recognized University in relevant field or 1 st class three years Engg. Diploma from a recognized Institute with two years experience in relevant field or 1 st class Engineering/Technology degree in relevant subject.
8.	Whether age and educational qualifications prescribed for the direct recruits apply in the case of promotees	Not applicable.
9.	Period of Probation, if any	2 years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption. Percentage of vacancies to be filled by various methods.	100% by direct recruitment.
11.	In case of recruitment by promotion or deputation or absorption grades from which promotion or absorption to be made	Not applicable
12.	Composition of Selection Committee	Chairman - Sr. DDG (A)/Director or Director in-Charge or his/her nominee at Hqrs./Centre/Instts.

		<p>Member:-I : From Govt. Organization/ (External) Institutions/Autonomous Body</p> <p>Member:- II : Scientist -‘C’ and above (Internal)</p> <p>Member- III : SC/ST representative (Internal Or External)</p> <p>Member-IV : OBC/Minority representative. (Internal Or External)</p> <p><u>Note:</u></p> <p>(i) The appointing authority will nominate the Committee. No member will be below the rank in PB - 3 with GP of Rs.6600/Level -II.</p> <p>ii) Efforts should be made to associate at least one woman officer in the Selection Committee.</p> <p>iii) If the number of posts to be filled is more than 10 at a time, it is mandatory to associate a woman representative and representatives from OBC & Minority community separately</p>
13.	Circumstances in which UPSC is to be consulted	Not Applicable.

**Schedule -III
(Appendix-IV)
INDIAN COUNCIL OF MEDICAL RESEARCH
RECRUITMENT RULES FOR TECHNICAL STAFF**

1.	Name of the Post	Sr. Technical Officer-B
2.	No. of post	44* (2017) * Subject to variation depending upon workload
3.	Clarification	Group-B Technical (Non-Ministerial)
4.	Scale of pay	Level-10 of pay matrix Rs. 56,100-1,77,500
5.	Whether selection or non-selection post	Not applicable
6.	Age limit for direct recruits	Not exceeding 35 years.
7.	Educational and other qualifications required for direct recruits	1 st Class post graduate degree in Science or 2 nd class PG degree with Ph.D in relevant subject from a recognized University or 2 nd class Bachelor's of Engg. /Technical Degree in relevant subject with 1 year working experience in relevant area of work.
8.	Whether age and educational qualifications prescribed for the direct recruits apply in the case of promotees	Not applicable.
9.	Period of Probation, if any	2 years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption. Percentage of vacancies to be filled by various methods.	100% by direct recruitment.
11.	In case of recruitment by promotion or deputation or absorption grades from which promotion or absorption to be made.	Not applicable.
12.	Selection Committee	Chairman - Sr. DDG (A)/Director or Director- in-charge or his/her nominee.

		<p>Member:-I : From Govt. organization/Institution/ (External) Autonomous Body.</p> <p>Member:- II : Scientist -'D' or above (Internal) from Instt./Centre /Hqrs office</p> <p>Member-III : SC/ST representative (Internal Or External)</p> <p>Member-IV : Representative from OBC/ (Internal Minority Community Or External)</p> <p><u>Note:</u></p> <p>(i) The appointing authority will nominate the Committee. No member will be below the rank in PB - 3 with GP Rs.6600/Level-11.</p> <p>ii) Efforts should be made to associate at least one woman officer in the Selection Committee.</p> <p>iii) If the number of posts to be filled is more than 10 at a time, it is mandatory to associate a woman representative and representatives from OBC & Minority community separately.</p>
13.	Circumstances in which UPSC is to be consulted	Not Applicable.

Schedule -III
(Appendix-V)
INDIAN COUNCIL OF MEDICAL RESEARCH
RECRUITMENT RULES FOR TECHNICAL STAFF

1.	Name of the Post	Technical Officer-'C'
2.	No. of post	7* (2017) * Subject to variation depending upon workload
3.	Classification	Group-A Technical (Non-Ministerial)
4.	Scale of pay	Level-11 of pay matrix Rs. 67,000-2,08,700
5.	Whether selection or non-selection post	Not applicable
6.	Age limit for direct recruits	Not exceeding 45 years.
7.	Educational and other qualifications required for direct recruits	Essential Qualification: i) 1 st Class Engg. Degree in the relevant field from a recognized Institution/University. ii) Five years working experience in Govt. Deptt./Organization, Autonomous Body, PSU etc.
8.	Whether age and educational qualifications prescribed for the direct recruits apply in the case of promotees	Not applicable.
9.	Period of Probation, if any	2 years for Direct recruitment.
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption. Percentage of vacancies to be filled by various methods.	100% by direct recruitment.
11.	In case of recruitment by promotion or deputation or absorption grades from which promotion or absorption to be made.	i) Executive Engg. (GP-6600) in Govt. Deptt./Autonomous organization etc. ii) Asstts. Executive Engg. (GP-5400) in Govt. Deptt./organization/Autonomous Body/PSU etc. with 3 years regular service. iii) Asstt. Engg (GP-4600) in Govt. Deptt./

		Organization/Autonomous Body etc with 5 years of regular service.
12.	Composition of Selection Committee	<p>Chairman - Sr. DDG (A)/Director or Director-in-charge at ICMR Hqrs.Institutes/ Centers</p> <p>Member:-I : from Govt organization/Institution/ (External) Autonomous Body.</p> <p>Member:- II : Scientist -‘D’ or above (Internal) from Instt./ Centre/Hqrs office</p> <p>Member-III : SC/ST representative (Internal Or External)</p> <p>Member-IV : Representative from OBC/ (Internal Minority Community Or External)</p> <p>Note:</p> <p>(i) The appointing authority will nominate the Committee. No member will be below the rank in PB-3 with GP- Rs. 7600</p> <p>ii) Efforts should be made to associate at least one woman officer in the Selection Committee.</p> <p>iii) If the number of posts to be filled is more than 10 at a time, it is mandatory to associate a woman representative and representatives from OBC & Minority community separately</p>
13.	Circumstances in which UPSC is to be consulted	Not Applicable.

SCHEDULE-IV

ASSESSMENT PROMOTION SCHEME FOR TECHNICAL CADRE

All regular Group-‘C’, ‘B’ & ‘A’ staff of Technical Cadre of ICMR shall be eligible for promotion to higher grade as per Assessment Promotion Scheme. Assessment promotion is distinct from vacancy based promotion and does not necessarily result in change of work pattern or higher supervisory status or power though it does lead to expectation of better technical performance.

2. The entire technical staff shall stand placed in three Groups, namely, Group-I,II & III based on their initial appointment in the grade/pay scale/qualification or grade held at the time of issue of these rules and they will be assessed for promotion to higher grade as stipulated below:-

Group-I

Group & Grades	Designation	Level of pay in Pay Matrix	Eligibility for assessment (No. of years required to be completed in existing grade)	Threshold i.e. Minimum Marks (out of 100) required for promotion to higher grade.
1	2	3	4	5
I (1)	Laboratory Attendant-1	Level-1 Rs. 18,000-56,900	7,8,9,11 and after remaining for year at the maximum the grade.	60
I (2)	Laboratory Attendant-2	Level-2 Rs. 19,900-63,200	- Do-	70
I(3)	Laboratory Assistant-1	Level-5 Rs. 29,200-92,300	-Do-	70

Group-II

Group & Grades	Designation	Level of pay in pay matrix	Eligibility for assessment (No. of years required to completed in existing grade)	Threshold i.e. Minimum Marks (out of 100) required for promotion to higher Grade.
1	2	3	4	5
II (1)	Technician (1)	Level-2 Rs. 19,900-63,200	7,8,9,11 and after remaining for one year at maximum of the grade.	60
II (2)	Technician (2)	Level-5 Rs. 29,200-92,300	- Do -	70
II(3)	Sr.Technician (1)	Level-6 Rs. 35,400-1,12,400	-Do-	75
II(4)	Sr.Technician (2)	Level-7 Rs. 44,900-1,42,400	-Do-	75
II(5)	Sr.Technician (3)	Level-8 Rs. 47,600-1,51,100	-Do-	-

Group-III

Group & Grades	Designation	Level of pay in pay matrix	Eligibility for assessment (No. of years required to be completed in existing grade)	Threshold i.e. Minimum Marks (out of 100) required for promotion to higher grade
1	2	3	4	5
III (1)	Technical Assistant	Level-6 Rs. 35,400- 1,12,400	5,6,7,9 and after remaining for one year at maximum of the grade.	60
III(2)	Technical Officer-'A'	Level-7 Rs. 44,900-1,42,400	-Do-	70
III(3)	Technical Officer -'B'	Level-10 Rs. 56,100-1,77,500	-Do-	75
III(4)	Technical Officer -'C'	Level-11 Rs. 67,700-2,08,700	-Do-	75

III(5)	Sr. Technical Officer	Level-12 Rs. 78,800-2,09,200	5,6,8 and after remaining for one year at the maximum of grade.	75
III(6)	Principal Technical Officer	Level-13 Rs. 1,23,100-2,15,900	-do-	

3.1. All technical staff who have rendered requisite number of qualifying years of service as on 31st March shall be eligible for assessment promotion to the next grade within the same group. There shall be no movement from one group to other.

3.2 For assessment promotion within Group-I & II restriction of minimum qualification will not apply for the staff who were in service on the date of issue of these Rules.

3.3 The employees in Group-III who possessed three years degree shall be assessed upto grade III (4) carrying pay in Level-11 of pay matrix and those who do not possess three years degree qualification shall be eligible for assessment promotion upto grade-III(3) only carrying pay in Level- 10 of pay matrix.

3.4 Technical staff possessing Master degree in relevant field or Bachelor of Engineering/Technical degree with requisite experience shall be eligible for assessment promotion to grade-III (5) & (6), carrying pay in Level-12 and Level-13 of Pay Matrix respectively.

COUNTING OF QUALIFYING SERVICE

4.1 Regular service including period of extraordinary leave (EOL) to the extent it counts for earning increments and the period spent on deputation/foreign service rendered in the grade will be counted for determining the eligibility for Assessment.

4.2 Period spent on foreign assignment/deputation/study leave shall also be counted towards qualifying service in the post held on regular basis.

4.3. ACRs/APARs reported for the period while working outside the cadre will be considered for assessment promotion.

EVALUATION

5.1 Assessment promotion shall be on the basis of ACR/APAR gradings during last 5 years of the assessment due and performance in interview. Employees who obtain threshold marks as given in the table of each Group will be eligible for promotion. Weightage for APAR score and interview will be in the ratio of 50:50.

5.2. For second and subsequent chances of assessment, upto 5 (five) marks will be added in the marks obtained in interview, maximum for 3 (three) years, for each year of experience to reach the prescribed threshold provided APAR grading for that year is at par with minimum bench mark, as prescribed by the Govt. from to time for the grade/post.

RELAXATION FOR SC/ST/PWD

6.1 Relaxation of 10 marks in the prescribed thresholds will be given to SC/ST /PWD employees i.e. if threshold is 70 marks, for SC/ST/PWD employees it will be 60 marks. But they must have the minimum bench mark grading in ACRs/APARs as applicable for promotion to the grade/post.

SELF ASSESSMENT AND PERFORMANCE APPRAISAL REPORT/WORK REPORT

7.1 Work Report is a report of the work done by an assessee during the period under assessment on the basis of which his/her assessment promotion will be considered. This will be applicable for assessment promotions in Group-III only.

7.2 All employees placed in Group-III shall invariably submit work report before assessment, as per Performa applicable in their case, appended with this Schedule.

7.3 Annual Performance Appraisal Report (APAR) is a record of self assessment report, annual work done by the assessee and reported upon by the Reporting Officer/Reviewing Officer.

SCHEDULE FOR ASSESSMENT

8.1 The assessment period will be the financial year and assessment will be done once in a year. Only those employees who have completed qualifying service of 5/7 years, as the case may be, up to 31st March will be considered for assessment in the following financial year and the whole exercise for assessment shall be completed by 30th September of the year except for the reasons, to be recorded in writing, beyond control. The effective date for assessment promotion will be 1st of April of the year.

PANELS OF EXPERTS

9.1 The broad areas for Panels of Experts will be Statistics, Computer Science, Life Sciences/Laboratory Sciences, Animal Sciences, Social Science, Para Medical and Engineering.

9.2. Area-wise Panels of Experts both internal and external will be prepared separately for each Group by the Director/Director-in-Charge of the Institute/Centre and Sr. DDG (A) at Headquarter office.

CONSTITUTION OF ASSESSMENT COMMITTEES

10.1 There shall be two level of assessment under Assessment Promotion Scheme. The first one shall be internal level for screening purpose and next level shall be evolution by Assessment Committee, consisting of external experts possessing expertise in the field.

10.2 Director/Director-in-charge of Institute/Center and Sr. DDG (A) at Headquarters Office shall constitute the **Internal Screening Committee**, consisting of three members at appropriate level, commensurate with the group/grade in which assessment promotion is to be considered, which shall review the eligibility condition including residency period and bench mark grading/point in APARs. On the basis of overall gradings/score recorded in the last five APARs, the screening committee shall allocate marks out of total 50 marks i.e. 10 marks per year. The report of **Screening Committee** shall be kept in sealed cover which will be opened by the Assessment Committee.

10.3 The Assessment Committee will be constituted by the Directors/Directors-in-Charge of Institutes/Centers from the approved Panels of Experts. The composition of Assessment Committees in respect of Group-I, II & III will be as under:-

Chairperson	Sr. DDG (A)/Director/Director-in-charge or his/her nominee
Member	One internal expert from related area.
Member	Two external experts from the related area.
Member	One SC/ST representative.

NOTE:-1. No Member shall be below Level -10 of pay matrix

NOTE:2. Out of the above members one shall be female representative.

10.4 Quorum: In case member(s) nominated could not attend the meeting due to justified reasons which is beyond their control then Chairperson + two members including one external expert shall form quorum.

10.5. All the members on the Assessment Committees should normally be at least one rank higher than the grade for which assessment is being done and in no case it will be below Level-10 of pay matrix.

10.6 Taking into consideration the work done by the assesseees of Group-I & II and work report, research work & publication, contribution in workshop/seminar etc. made by the assesseees of Group-III, during the residency period, as well as performance in interview, the Member of Assessment Committee shall award marks individually out of total 50 marks i.e. one Member can award marks within 10 marks. In absence of a member the marks of a member present shall stand revised proportionally.

10.7 After interview, Assessment Committee will finalize its recommendations on the basis of marks secured by assesseees in interview (out of 50 marks) and marks awarded (out of 50 marks)/observation, if any, by the Screening Committee.

10.8 The recommendations of the Assessment Committee along with minutes of the **Screening Committee** for assessment to grade pay of Rs. 5400/- in Pay-Band-3 Rs. 15600-39100/Level-10 and above will be sent for consideration and approval of DG, ICMR.

10.9 There shall be centralized Assessment for all ICMR Institutes/Centers/Office at Headquarters in respect of promotion to Group-III (5) and III (6).

INDIAN COUNCIL OF MEDICAL RESEARCH TECHNICAL CADRE RECRUITMENT &
ASSESSMENT PROMOTION SCHEME

Work Report/ Self-assessment period _____ to _____

SELF ASSESSMENT BY THE OFFICER (FOR THE LAST 5 YEARS)

[For employees to be assessed for Grade Pay of Rs. 7600 and Rs. 8700]

Name:

Designation:

Institute/ HQ:

Qualification:

Assessment scoring criteria [Total 100 marks]

1. Scores from Annual performance appraisal reports	:	50 marks
2. Brief description of works done	:	5 marks
3. Projects handled as PI, Co-PI and Co-Investigator	:	5 marks
4. Major achievements and impact of work done	:	5 marks
5. Publications	:	5 marks
6. National and international meetings attended and presentations	:	5 marks
7. Institutional support activities	:	5 marks
8. Personal discussion	:	20 marks
Total marks	:	100
marks		

Sr. No.	Category	Information to be provided by the office [Information under serial no. 1 will be filled by the office]	Marks to be allotted by the office
1	Annual performance appraisal reports [% marks] <60% -6, 60-70% - 7, 71-80% - 8, 81-90% - 9, 91 – 100% - 10		Total 50 marks [Max. 10 for each year]
	Year 1		
	Year 2		
	Year 3		
	Year 4		
	Year 5		

Sr. No.	Category	Information to be provided by the candidate [Information under serial no. 1 will be filled by the office]	Marks to be allotted by the office
2	Brief description of work done: Describe the nature of work done or participation in activities		Total 5 marks [Max. 1 for each year]
	Year 1		

	Year 2		
	Year 3		
	Year 4		
	Year 5		
3	Projects handled: List all projects where involved as PI, Co-PI or Co-Investigator: 0.5 mark each for being PI or Co-PI and 0.25 marks each for being Co-Investigator		Total 5 marks [Max. 1 for each year]
	Year 1		

	Year 2		
	Year 3		
	Year 4		
	Year 5		
4	Major achievements and impact of work done: Contributions in scientific projects, products developed, assays established, new methods of data collection and/ or analysis –		Total 5 marks [Max. 1 for each year]

	Focus on measurable contributions		
	Year 1		
	Year 2		
	Year 3		
	Year 4		
	Year 5		

5	<p>Authorship in research publications:</p> <p>Provide complete citations in which contributed as an author</p> <p>0.5 mark each if first author or corresponding author</p> <p>0.25 marks each if co-author</p>		<p>Total 5 marks [Max. 1 for each year]</p>
	Year 1		
	Year 2		
	Year 3		
	Year 4		

	Year 5		
6	National and international meetings attended and presentations: 1 marks for oral/ poster presentation made in international meeting 0.5 mark for oral/ poster presentation made in national meeting 0.25 marks for national or international meeting attended		Total 5 marks [Max. 1 for each year]
	Year 1		
	Year 2		
	Year 3		

	Year 4		
	Year 5		
7	Institutional support: Membership of institutional committees, awareness programs and other extension education activities, participation and leadership in programs of the Ministry and DHR – 0.25 marks for each activity		Total 5 marks [Max. 1 for each year]
	Year 1		
	Year 2		
	Year 3		

	Year 4		
	Year 5		

Date

Signature of the official under self-assessment

Date
Institution

Remarks, authentication and signature of Head of

INDIAN COUNCIL OF MEDICAL RESEARCH TECHNICAL CADRE RECRUITMENT & ASSESSMENT PROMOTION SCHEME

Work Report/ Self-assessment period _____ to _____

SELF ASSESSMENT BY THE OFFICER (FOR THE LAST 5 YEARS)

[For employees to be assessed for Grade Pay Rs. 4600, Rs. 5400 & Rs. 6600]

Name:

Designation:

Institute/ HQ:

Qualification:

Assessment scoring criteria [Total 100 marks]

9. Scores from Annual performance appraisal reports	:	50 marks
10. Brief description of works done	:	10 marks
11. Major contributions and impact of work done	:	10 marks
12. Institutional support activities	:	10 marks
13. Personal discussion	:	20 marks

Total marks	:	100
marks		

Sr. No.	Category	Information to be provided by the office [Information under serial no. 1 will be filled by the office]	Marks to be allotted by the office
1	Annual performance appraisal reports [% marks] <60% -6, 60-70% - 7, 71-80% - 8, 81-90% - 9, 91 – 100% - 10		Total 50 marks [Max. 10 for each year]

	Year 1		
	Year 2		
	Year 3		
	Year 4		
	Year 5		

Sr. No.	Category	Information to be provided by the candidate [Information under serial no. 1 will be filled by the office]	Marks to be allotted by the office
2		Brief description of work done: Describe the nature of work done or participation in activities	Total 10 marks [Max. 2 for each year]
	Year 1		
	Year 2		

	Year 3		
	Year 4		
	Year 5		
3	Major contributions and impact of work done: Contributions in scientific projects, products developed, assays established, new methods of data collection and/ or analysis – Focus on measurable contributions		Total 10 marks [Max. 2 for each year]
	Year 1		
	Year 2		

	Year 3		
	Year 4		
	Year 5		
4	Institutional support: Membership of institutional committees, awareness programs and other extension education activities, participation and leadership in programs of the Ministry and DHR – 0.5 marks for each activity		Total 10 marks [Max. 2 for each year]
	Year 1		

	Year 2		
	Year 3		
	Year 4		
	Year 5		

Date

Signature of the official under self-assessment

Date
Institution

Remarks, authentication and signature of Head of