# CSIR FORM 2F

# ASSESSMENT SHEET: PROMOTION CRITERIA FOR TECHNICAL SENIOR STAFF

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME OF CANDIDATE:** | | | **INSTITUTE:** | |
|  | **PROMOTION TO:** | | | |
|  |  | |  | |
|  | ITEM | | **MAX SCORE** | **CANDIDATE SCORE** |
| **1.0** | **Technical Work Output (*with supporting evidence*)** | | **25** |  |
| 1.1 | Laboratory, Library and Field Work *(Lab & Core Technical staff only*) | |  |  |
|  | ***Sub Total 1*** | |  |  |
| **2.0** | **Inputs into Annual & Other Reports** | | **6** |  |
| 2a | ***Annual Reports***: | |  |  |
| i. | Technical Reports | | 2 |  |
| ii. | Annual Reports | | 1 |  |
| iii. | Publications | | 2 |  |
| 2b | Other Reports (*Estate, Transport, etc.)* | | 1 |  |
|  | ***Sub Total 2*** | |  |  |
| **3.0** | **CONTRIBUTIONS TO WORK OF INSTITUTE** | | **10** |  |
| i. | Administrative Responsibilities (*Head of Section etc.)* | | 3 |  |
| ii. | Contribution to Commercialization (*IGF etc.)* | | 2 |  |
| iii. | Membership / Servicing of CSIR Committees (Secretarial services etc.) | | 2 |  |
| iv. | Membership of institutional Groupings | | 1 |  |
| v. | Membership of Institutional Groupings (for those in Executive Position) | | 1 |  |
| vi. | Other contributions to the Institute’s work | | 1 |  |
|  | ***Sub Total 3*** | |  |  |
| **4.0** | **OTHER ACTIVITIES** | | **3** |  |
|  | Contribution to Community etc. | |  |  |
|  | ***Sub Total 4*** | |  |  |
| **5.0** | **CHALLENGES AND RECOMMENDATIONS** | | **6** |  |
| 5a | Challenges | | 2 |  |
| 5b | How did you solve the challenges | | 2 |  |
| 5c | Recommendations for improving work output | | 2 |  |
|  | ***Sub-Total 5*** | |  |  |
|  | **TOTAL SCORE** | | **50** |  |
|  | **DATE:** | |  |  |
|  | **SIGNATURE OF ASSESSOR:** | | | |
|  | **NAME:** | **GRADE:** | | |

**MINIMUM PASS MARKS**

T.O – S.T.O & ANALOGOUS 25

S.T.O – P.T.O & ANALOGOUS 30

P.T.O – C.T.O & ANALOGOUS 35

# CSIR FORM 2F/1

# ASSESSMENT SHEET: PROMOTION CRITERIA FOR NON TECHNICAL SENIOR STAFF

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME OF CANDIDATE:** | | | **INSTITUTE:** | |
|  | **PROMOTION TO:** | | | |
|  |  | |  | |
|  | ITEM | | **MAX SCORE** | **CANDIDATE SCORE** |
| **1.0** | **Technical Work Output (*with supporting evidence*)** | | **25** |  |
| 1.1 | All supportive Senior Staff Technical | |  |  |
|  | ***Sub Total 1*** | |  |  |
| **2.0** | **Inputs into Annual & Other Reports** | | **6** |  |
| 2a | ***Annual Reports***: | |  |  |
| i. | Technical Reports | | 2 |  |
| ii. | Annual Reports | | 1 |  |
| iii. | Publications | | 2 |  |
| 2b | Other Reports (*Estate, Transport, etc.)* | | 1 |  |
|  | ***Sub Total 2*** | |  |  |
| **3.0** | **CONTRIBUTIONS TO WORK OF INSTITUTE** | | **10** |  |
| i. | Administrative Responsibilities (*Head of Section etc.)* | | 3 |  |
| ii. | Contribution to Commercialization (*IGF etc.)* | | 2 |  |
| iii. | Membership / Servicing of CSIR Committees (Secretarial services etc.) | | 2 |  |
| iv. | Membership of Institutional Groupings | | 1 |  |
| iii. | Membership of Institutional Groupings (for those in Executive Position) | | 1 |  |
| iv. | Other contributions to the Institute | | 1 |  |
|  | ***Sub Total 3*** | |  |  |
| **4.0** | **OTHER ACTIVITIES** | | **3** |  |
|  | Contribution to Community etc. | |  |  |
|  | ***Sub Total 4*** | |  |  |
| **5.0** | **CHALLENGES AND RECOMMENDATIONS** | | **6** |  |
| 5a | Challenges | | 2 |  |
| 5b | How did you solve the challenges | | 2 |  |
| 5c | Recommendations for improving work output | | 2 |  |
|  | ***Sub-Total 5*** | |  |  |
|  | **TOTAL SCORE** | | **50** |  |
|  | **DATE:** | |  |  |
|  | **SIGNATURE OF ASSESSOR:** | | | |
|  | **NAME:** | **GRADE:** | | |

**MINIMUM PASS MARKS**

T.O – S.T.O & ANALOGOUS 25

S.T.O – P.T.O & ANALOGOUS 30

P.T.O – C.T.O & ANALOGOUS 35