# ASSESSMENT SHEET: PROMOTION CRITERIA FOR SENIOR STAFF MEMBERS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME OF CANDIDATE:** | | | **INSTITUTE:** | |
|  | **PROMOTION TO:** | | | |
|  |  | |  | |
|  | ITEM | | **MAX SCORE** | **CANDIDATE SCORE** |
| **1.0** | **Technical Work Output (*with supporting evidence*)** | | **30** |  |
| 1.1 | Laboratory, Library and Field Work *(Lab & Core Technical staff only*) | |  |  |
| 1.2 | All other Senior Staff (Non-Technical) | |  |  |
|  | ***Sub Total 1*** | |  |  |
| **2.0** | **Inputs into Annual & Other Reports** | | **5** |  |
| i. | Annual Reports (*Technical Reports, Annual Reports, Publications, etc.)* | |  |  |
| ii. | Other Reports (*Estate, Transport, etc.)* | |  |  |
|  | ***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.)* | | 3 |  |
| iii. | Membership / Servicing of CSIR Committees (Secretarial services etc) | | 2 |  |
| iii. | Membership of Institutional Groupings (Extra 1 mark for those in ExecutivePosition) | | 1 |  |
|  | ***Sub Total 3*** | |  |  |
| **4.0** | **OTHER ACTIVITIES** | | **1** |  |
|  | Contribution to Community etc. | |  |  |
|  | ***Sub Total 4*** | |  |  |
| **5.0** | **CHALLENGES AND RECOMMENDATIONS FOR IMPROVING WORK OUTPUT** | | **4** |  |
|  |  | |  |  |
|  |  | |  |  |
|  | **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