# 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