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