

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