

SAHA INSTITUTE OF NUCLEAR PHYSICS

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NORMS & PROCEDURES FOR PROMOTION : SCIENTIFIC & TECHNICAL CATEGORIES OF EMPLOYEES

1. GENERAL

1.1 Applicability and Scope

1.1.1 The employees of the Saha Institute of Nuclear Physics are subdivided into four different categories :

(1) Scientific (2) Technical (3) Administrative and (4) Auxiliary.

The norms and procedures for promotion laid down in the present booklet apply only to the employees in categories (1) and (2).

1.1.2 a) For purposes of defining the applicability of this promotion scheme in more detail the subdivisions of the broad categories (1) and (2), mentioned in Sect. 1.1.1, are shown in Appendix I. The salary grade in each category would be decided by the Institute from time to time. Each sub-division has been called a stream. In the said Appendix the arrows indicate scope of promotion.

b) Normally, the applicability of this promotion scheme is restricted to grades belonging to the same stream because the basic qualifications, required of the employees in one stream, are generally different from those in another stream. However, within each category transfer from one stream to another at the time of promotion may be permitted as special cases after due consideration of the extra qualifications and experience the employee may have acquired prior to such transfer following promotions. After such transfer to a new stream the employee will be placed in a grade to which he would have received promotion in his old stream.

- c) For details of the basic qualifications of different grades in the various streams a separate booklet, entitled 'Norms for Recruitment : Academic and Technical Categories of Employees of the Institute should be consulted and be treated as decisive while permitting inter-stream transfers following promotion as provided in the preceding paragraph 1.1.2 b).

1.2 **Rationale and Basic principles**

- 1.2.1 **Rationale** : The rationale behind this promotion scheme is to recognise merit of a deserving person who thus gets adequate incentive to carry on creative fundamental research/constructive developmental work/routine fabrication, operation and maintenance work depending on the nature of his/her job assignment.

1.2.2. **Basic Principles** :

- a) This promotion scheme provides an opportunity for promotion of a meritorious person with commendable records after a reasonable period of service in the grade. The required duration of service is further elaborated in Sect. 4.2.
- b) The promotions are to be implemented after due internal and external assessments of the employee's records, and recommendation and approval of the specific promotion by appropriate authorities. Detailed procedure for the assessment is laid down in Sects. 3 – 8 of this booklet.
- c) Once approved, a promotion is to be implemented even if a vacancy does not exist in the grade to which the promotion is to be effective.
- d) The post occupied by the incumbent prior to his promotion gets automatically abolished after the promotion.

1.3 **Processing of promotion**

- 1.3.1 For the purpose of processing the records of employees at various stages of the promotion procedure, the Director is the authorised official. It is, however, provided that the Director may appoint Professors-in-Charge to process the records of employees in different ranks.

1.4 **Seniority Rule**

- 1.4.1 Experts appointed for the purpose of assessment and evaluation of any employee at any stage of the promotion procedure should preferably be at least two ranks senior to the employee concerned. If unavoidable, specially for promotions in the higher grades, an expert with seniority of one rank may be appointed.
- 1.4.2 The seniority rule as specified in Sect. 1.4.1 applies to any internal member of the Institute participating in recommendations or giving opinions on the promotion rules and procedures pertaining to any particular rank.

1.5 **Experts**

- 1.5.1 Internal experts for assessment, evaluation, Selection Committees etc. must satisfy the seniority rule as specified in Sect. 1.4.1.

1.5.2 External experts for all streams are to be appointed by the Director keeping in mind the specific candidate/group of candidates. Such experts may preferably be inducted by request, as far as practicable, from nearby academic/technical institutions.

1.5.3 **Referees** : Referees cited by candidates or appointed by the promotion office must satisfy the seniority rule as specified in Sect. 1.4.1. However, as far as practicable, in the stream of Scientific category, the referees be appointed from outside the Institute, and in the senior grades of the said stream, the referees are to be scientists of great standing from India or abroad.

1.5.4 Efforts should be made, as far as practicable, to ensure that the same expert, internal or external, does not participate in the assessment and evaluation procedure of a particular candidate in more than one capacity. In this context the job performed by a referee will also be considered as a part of the assessment and evaluation procedure. The Director, the Heads of the Groups/Divisions/Sections and the Professors-in-Charge of promotion, who have a certain number of routine duties to perform in connection with the promotion procedure will not be restricted by the stricture in this section.

1.6. **Starting Salary**

1.6.1 Promotion itself is to be treated as sufficient incentive, and the salary of a promotee in the rank to which he/she is promoted will be fixed strictly according to rules.

1.7 **Discretionary power**

1.7.1 Where, in the opinion of the appropriate authority, it is necessary, or expedient to do so, the appropriate authority may, for reasons to be recorded in writing, relax any of the provisions of the rules laid down in this booklet heretofore and hereafter with respect to an employee of any stream and category.

- 1.8.1 Promotion procedure, in general, is to be carried out for a candidate who is physically present in the Institute. Any departure from this practice can be made only with the approval of the Governing Council.

2. SCHEDULE FOR PROMOTION

2.1 Batches of promotion

- 2.1.1 Promotion procedure is to be carried out twice a year according to a laid down time-schedule, as far as practicable, so that successful candidates after these procedures can be promoted w.e.f. 1st February and 1st August every year. Employees considered for promotion to be effective from the above mentioned dates of a year will be denoted as belonging to the February-batch and August-batch of promotion respectively.

2.2 Criterion of subdivision

- 2.2.1 Employees will be subdivided into the two batches referred to in Sect. 2.1.1 depending on their date of increment. Those whose date of increment falls between 1st May and 31st October of a year, both days inclusive, are to be considered in the August-batch of promotion for the current year. Employees with date of increment falling between 1st November of the previous year and 30th April of the current year, both days inclusive, are to be considered in the February-batch of promotion of the current year.
- 2.2.2 Merely belonging to a batch of promotion, reckoned according to the date of increment, does not imply that every employee belonging to a particular batch will be considered for promotion every year on dates stipulated for his/her batch. In order to be actually included in the promotion procedure, the employee has to satisfy the relevant qualifying provisions laid down in this booklet specially the requirement on the duration of service in the grade specified in Sect. 4.2

3. CONFIDENTIAL REPORTS

- 3.1 The internal evaluation of each employee's records is to be done regularly once a year by suitably appointed assessor I and assessor II followed by the Head of the Division/Section/Central Facility/Head of the Group and the Director.
- 3.2 The evaluation, referred to in Sect. 3.1 is to be carried out on prescribed Confidential Report (CR) forms CR-S and CR-T of which copies are given in Appendices II and III respectively. CR-S is to be completed for all employees in Scientific Category while CR-T is to be completed for all employees in the Technical Category.
- 3.3 The CR-forms are to be completed and kept on record every year in respect of each employee, whether or not he/she is eligible for promotion during the year.
- 3.4 **Choice of the Assessors for CR-forms**
- 3.4.1 In general the assessors are the persons who are senior to the candidate, fairly familiar with the work, ability and achievements of the candidate.
- 3.4.2 For central facility like the Library, the Workshop, Civil and Electrical Maintenance Sections etc. the Chairman of the respective Committee may perform the role of the Head of the Division/Section.
- 3.4.3 For all persons in the rank of F and above the CR-forms will be evaluated by the Director, by appropriately choosing assessors, if he so desires.
- 3.4.4 Depending on the seniority of the person to be assessed, or the nature or work he/she performs or for any other special reason, if it is not possible to find two assessors, the jobs of these two assessors may be combined into one and be entrusted to one suitable assessor.

3.4.5 Any difficulty faced in appointing the assessors for any particular employee may be discussed by the Head of the Division/Section with the Head of the Group/Director for a final decision on the matter.

3.4.6 The Heads of Division/Section will arrange to get the CR forms completed by the employees, the assessors and finally complete their own portions of the forms, and then send the completed forms to the Director through the respective Group Heads. Employees in the ranks of F and above shall submit the completed CR-form to the Director.

4. CRITERIA FOR PROCESSING PROMOTION

4.1 The eligibility for promotion depends on two criteria : (i) the duration of service rendered by an employee in his/her rank and (ii) grades scored by the employee in internal and external assessments.

4.2 Duration of Service

4.2.1 Criterion (i) mentioned in Sect. 4.1 is to be applied keeping in view a normal duration and a minimum duration of service in the rank. The normal duration is defined as follows. After serving for normal duration in a rank a person with an evaluation of grade B in his/her CR forms for the latest three years is expected to qualify for promotion.

4.2.2 Very meritorious and extraordinary candidates as revealed by their CR-records with grades A+, A1 and A2 may, however, be put up for promotion as special cases before they complete the normal duration of service mentioned in Sect.4.2.1. For each rank, however, a minimum duration of service is required for the eligibility under this special provision. Such a case will be referred to as a case of accelerated promotion.

4.2.3 The minimum and normal durations of service for eligibility of promotion in the various ranks, correspond respectively to the year of service in the table of Appendix IV under which the first and last entries of grades in any line occur.

5. SELF –ASSESSMENT AND REFEREE’S REPORT

5.1 On being intimated by the Professor-in-Charge of promotion, each Head of the Division/Section will draw up, with enough judgement and discretion exercised in consultation with colleagues of appropriate seniority as defined in Sect. 4.1, a list of candidates in his Division/Section up to the rank of ‘D’, who may be considered for promotion according to the criteria laid down in Sects. 2.2, 4.2 and 4.3 provided the candidates have their consents. Due weightage is to be given to the average of the CR-records for the preceding three years. For employees in the rank of ‘E’, this exercise will be carried out by the Director in collaboration with the Heads of the Groups/Division/Sections.

5.2 The self-assessments of the employees considered for promotion together with their written consents are to be submitted to the Head of the Division/Section for sending it to the Promotion Cell through the respective Group Head. The communication of the Head of the Division/Section must also contain remarks on the candidate’s merits particularly if the case is processed under “accelerated” promotion category.

5.3 Appendix V lists the points to be covered by the employee in his/her self-assessment for both the Scientific and Technical categories.

6. REFEREE'S REPORT

- 6.1 In the case of employees in the Scientific Category (both streams) self-assessment report should contain a suggested list of referees.
- 6.2 The promotion office will write to at least two of the referees suggested by the employee in the Scientific Category. Letter to the referees should contain copies of relevant self-assessment.
- 6.3 The Director may independently appoint one or more referees for each employee in the Scientific Category and obtain their reports following the same procedure.

7. SCREENING COMMITTEE

7.1 Task of Screening Committee

- 7.1.1 The task of the Screening Committee is to finally select the candidates whose cases are to be presented to the relevant Selection Committee for external assessment satisfying the criteria as laid down in Appendix IV.

7.2 Structure of Screening Committee

- 7.2.1 There shall be three separate Screening Committees as shown in Appendix -VIII for the internal assessment of employees in various ranks.

7.3 **Evaluation of the record of achievements of a candidate**

- 7.3.1 In finalising the decision (Appendix VI & VII) the Screening Committee is to be guided by the (i) information supplied by the candidate on the self-assessment (ii) grades awarded on the CR-forms and (iii) any other relevant information and knowledge of the candidate's achievements and abilities the Screening Committee members themselves may have.

8. SELECTION COMMITTEE

- 8.1 The external assessment and the final recommendation for promotion are to be made by duly constituted Selection Committees.

8.2 **Structure of Selection Committee**

- 8.2.1 There shall be three separate Selection Committees, as shown in Appendix IX for the external assessment of employees in various ranks.

8.3 **Basis and mode of grading**

- 8.3.1 The final recommendation of the Selection Committee is to be based on (i) the performance of the candidate in the interview (ii) reports received from referees (iii) self-assessment made by the candidate (iv) informations contained in the three latest CR-forms (v) independent judgement of the members on the Committee on the quality and volume of published/unpublished/developmental work of the candidate, and in case of Scientific staff, originality and professional reputation. The recommendation, however, must be in conformity with the criteria specified in Appendix IV.

- 8.3.2 Recommendation of the Selection Committees for promotion are to be placed before the Director for procedures to be adopted for implementation.

**9. PROMOTION OF PROFESSORS / SCIENTISTS / ENGINEERS IN RANK-F
AND EMPLOYEES AT HIGHER LEVEL**

- 9.1 Procedure for promotion of Professors / Scientists / Engineers and employees at higher levels will be somewhat different. No definite time schedule need be maintained for processing promotions at these senior levels. For such promotions Director will prepare necessary papers for placing before the academic sub-committee of the Governing Council who will recommend to the Governing Council for approval.

APPENDIX ICategories and Streams(1) Scientific CategoryStream (i) : Research oriented academic posts for Scientists with Ph.D.

Reader (D)=>Associate Professor (E)=>Professor (F)=>Professor (G)=>
Senior Professor (H)=>Senior Professor (I).

Stream (ii) Development-oriented posts for scientists.

Scientist (B)=>(C)=>(D)=>(E)=>(F)=>(G)=>(H)

(2) Technical CategoryStream (i) : Technician (A)=>(B)=>(C)=>(D)=>(E)=>(F)=>(G)=>(H)=>(J)=>(K)

Stream(ii) : Graduates/Post Graduates in science to be employed in Research Laboratories for assisting in research-oriented jobs, e.g., as assistants of academic category personnel in stream (i) & (ii).

Scientific Assistant (A)=>(B)=>(C)=>(D)=>(E)=>(F).

“Those who acquire suitable theoretical and experimental knowledge may be redesignated Scientific Officer ‘B’ at the stage of attaining SA-D or Scientific Officer ‘C’ at the stage of attaining SA-E after proper screening and interview by the appropriate Committee. However, their promotion norms will be those of Scientific Assistants in the same rank.”

Stream (iii) : Library staff

a) Technicians :

Technician (A)=>(B)=>(C)=>(D)=>(E)=>(F)=>(G)=>(H)=>(J)=>(K)

Change-over to Scientific Assistant is permitted with the approval of appropriate authority if a person acquires a bachelor's degree.

b) Scientific Assistants :

Scientific Assistant (A)=>(B)=>(C)=>(D)=>(E)=>(F)

Science graduate may change at the stage of attaining SA-D or SA-E to Scientific Officer-B or C, respectively, after proper screening and interview by the appropriate Committee. However, their promotion norms will be those of Scientific Assistant in the same rank.

Stream (iv) : Engineers

a) Degree holders

Engineer (B)=>(C)=>(D)=>(E)=>(F)=>(G)

b) Licentiate/Diploma holders

Scientific Assistant (A)=>(B)=>(C)=>(D)=>(E)=>(F)

In exceptional cases where a person merits consideration as professional because of outstanding abilities in theoretical and supervisory fields, the person may be redesignated Scientific Officer (B) at the stage of attaining SA-D or Scientific Officer (C) at the stage of attaining SA-E after proper screening and interview by the appropriate Committee. However, their promotion norms will be those of Scientific Assistants in the same rank.

APPENDIX II

SAHA INSTITUTE OF NUCLEAR PHYSICS
CONFIDENTIAL REPORT (CR-S)

For all members of staff in the Scientific category
(To be filled in by the Office before sending to the employee)

Period of report : From.....to

Name of employee :.....

Date of Birth:..... Division/Section/Central Facility.....

Designation :.....Grade :.....

Date of appointment to present grade:.....Present basic salary :.....

Date of acquiring present salary :

Date of appointment in SINP and designation on that date :

Date of posting in the present Division/Section/
Central Facility & designation on that date.....
.....

Leave taken without prior approval : days

Self-assessment of the employee (use extra sheets, if necessary) highlighting the following points.

- a) Research & Development programmes/projects carried out emphasising the contribution of the employee & mentioning the names of the other co-workers.
- b) List of publications including technical reports.
- c) Conferences/Symposia/Workshops attended mentioning the employee's own role in it.
- d) Teaching/Lectures delivered.
- e) Research guidance.
- f) Administrative work.
- g) Professional honours/distinctions earned.
- h) Any other.

Date :

Signature of the employee

Assessors are required to give the appropriate grading* depending on their careful evaluation.

*Explanation : A+ => Outstanding, A1 => Very Good, A2 => Good, B => Average

		Assessor I	Assessor II
(a)	Work Output	:	_____
(b)	Research & Development	:	_____
(c)	Student guidance	:	_____
(d)	Teaching Quality	:	_____
(e)	Power of Expression	:	_____
(f)	Initiative	:	_____
(g)	Innovative ability	:	_____
(h)	Participation in institute/divisional activities	:	_____
(i)	Regularity and punctuality	:	_____
(j)	Level of interaction with colleagues	:	_____

Overall Grading by Assessor I :

Overall Grading by Assessor II :

Comments, if any, of Assessor I :

Comments, if any, of Assessor II :

(Signature of Assessor I)

(Signature of Assessor II)

Overall Grading by the Head of the Division (#) :

Comments, if any, of the Head of the Division :

.....

Signature of the Head of the Division

(#) Division stands for Division/Section/Central Facility

Comments, if any, of the Head of the Group :

.....

Signature of the Head of the Group

Comments of the Director :

.....

Signature of the Director

FORM B1**For Lecturer (C)/Scientist (B)/Engineer (B)/Scientific Officer (B) onwards**

This form has to be filled up by the Head of the Division (#) for a candidate being recommended for promotion in the A+ or A1 category. The Head may, however, consult senior members of the Division before his/her recommendation.

Name of the candidate :.....

Recommended for promotion from _____ to
_____ in the A+/A1 category.

- (a) Give a short write-up stating clearly the reasons why the professional achievement and other qualities of the candidate are considered to be strong enough for promotion in A+ or A1 category.

.....
(Signature of the Head of the Division)

(#) Division stands for Division/Section/Central Facility

.....
(Signature of the Head of the Group)

APPENDIX III**SAHA INSTITUTE OF NUCLEAR PHYSICS****CONFIDENTIAL REPORT (CR-T)**For all members of staff in the **Technical** category

(To be filled in by the Office before sending to the employee)

Period of report : From.....to.....

Name of employee :

Date of Birth:..... Division/Section/Central Facility.....

Designation :Grade :

Date of appointment to present grade :Present basic salary :

Date of acquiring present salary :

Date of appointment in SINP and designation on that date :

Date of posting in the present Division/Section/
Central Facility & designation on that date.....

Leave taken without prior approval :days

Self-assessment of the employee (use extra sheets, if necessary) highlighting the following points.

- a) Development/fabrication/maintenance & laboratory work done.
- b) List of technical reports/publications.
- c) Special job related skill acquired (if any).
- d) Participation in institute/divisional activities.
- e) Any other.

Date :

Signature of the employee

Assessors are required to give the appropriate grading* depending on their careful evaluation.

*Explanation : A+ => Outstanding, A1 => Very Good, A2 => Good, B => Average

1. Attendance : Consolidated grading to be given on the basis of the employee's regularity, punctuality and availability in the office during working hours.

Assessor I

Assessor II

2. Professional skill :

Assessor I

Assessor II

(a) Technical ability :

(b) Professional knowledge :

(c) Work output :

(d) Innovative skill :

3. Personal qualities :

Assessor I

Assessor II

(a) Sincerity, dependability and willingness to co-operate :

(b) Initiative and willingness to take additional responsibilities:

Overall Grading by Assessor I..... Overall Grading by Assessor II.....

Comments, if any, of Assessor I :

Comments, if any, of Assessor II :

.....
(Signature of Assessor I)

.....
(Signature of Assessor II)

Overall Grading by the Head of the Division (#) :

Comments, if any, of the Head of the Division :

.....
Signature of the Head of the Division
(#) Division stands for Division/Section/Central Facility

Comments, if any, of the Head of the Group :

.....
Signature of the Head of the Group

Comments of the Director (if required) :

.....
Signature of the Director

FORM B2**For Technical and Scientific Assistant categories**

This form has to be filled up by the Head of the Division (#) for a candidate being recommended for promotion in the A+ or A1 category. The Head may, however, consult senior members of the Division before his/her recommendation.

Name of the Candidate :

Recommended for promotion fromto

..... in the A+/A1 category.

- (a) Does the candidate maintain normal working hours strictly?
- (b) Is the candidate available in the work place during office hours most of the time?
- (c) Do you consider the employee to be exceptionally sincere and co-operative in executing the assigned jobs?
- (d) Have you received any complaint against the candidate in this regard from any employee or users of the facility with which the candidate is associated?
- (e) If a job is to be done on an emergency basis, or if an excellent quality work is to be performed, would the candidate be your natural choice?
- (f) Any other special reason.

.....
 (Signature of the Head of the Division)
 (#) Division stands for Division/Section/Central Facility

.....
 (Signature of the Head of the Group)

APPENDIX IV

**Number of years to be spent for being considered for promotion is shown
for each category for each level of performance**

(A) The Technician rank :

	A+	A1	A2	B
TA, TB, TC, TD	3	4	5	6
TE, TF, DA, DB	4	5	6	7
TG, TH, DC, DD	5	6	7	8
TJ, DE, and above	5	6	7	8

(B) The Scientific Assistant rank :

	A+	A1	A2	B
SAA, SAB, SAC	3	4	5	6
SAD	4	5	6	7
SAE and above	5	6	7	8

C) Engineers :

Note : Fresh Graduate Engineers should be recruited at the 'C' level.

	A+	A1	A2	B
B	2	3	4	5
C	3	4	5	6
D and E	4	5	6	7

C) Lecturer (C) / Scientist (C) onwards :

	A+	A1	A2	B
B	---	2	3	4
C	2	3	4	5
D	3	4	5	6
E	4	5	6	7

APPENDIX V**Points to be included in self-assessment****(1) Scientific Category**

- | | | | |
|----|--------------------------------------|----|-----------------------------------|
| 1. | Name (in full) | 2. | Date of birth |
| 3. | Present position and grade | 4. | Division/Section/Central Facility |
| 5. | Date of appointment to present grade | 6. | Present salary in the grade |
7. Academic qualifications
 8. Membership of professional bodies
 9. Earlier employment data with dates
 10. National/International conferences/workshops/Symposia attended, deputations, if any, and overseas visits (duration and assignments).
 11. Special awards, honours or distinctions
 12. Other academic records besides research and development (e.g. teaching)
 13. Research planning, management, organising and guiding experience
 14. A statement on the highlights of published work (unpublished work may be included if the corresponding reports are supplied) emphasizing.
 - i) Important contributions made to fundamental knowledge or original developments, and
 - ii) Reception and recognition of research contributions accorded by other research workers.
 15. Any other relevant information.
 16. Names of at least four distinguished persons (preferably from outside the Institute and some preferably from abroad) who would be willing to write closely about the candidate's work abilities and achievements.
 17. List of publications divided into those published while serving in the present grade and those published earlier (titles of papers and names of co-authors for joint papers are to be included. In case of a joint paper a separate statement is to be made outlining the candidate's own contribution in such work)

(2) Technical Category

- | | |
|---|--------------------------------------|
| 1. Name (in full) | 2. Date of birth |
| 3. Present position and grade | 4. Division/Section/Central Facility |
| 5. Date of appointment to present grade | 6. Present salary in the grade |
-
7. Technical and general academic qualifications
 8. Membership of professional bodies
 9. Earlier employment data with dates
 10. A statement on the nature of work assignment, significant development/fabrication/maintenance job the candidate has participated in emphasizing own contribution, role and extent of participation.
 11. Innovations or improvements the candidate may have suggested in the workshop/laboratory/central facility, and any job related skill he has acquired.
 12. Any other relevant information.
 13. List of technical reports, if any (unpublished reports may be included if copies are enclosed with the self-assessments).

APPENDIX VI**SAHA INSTITUTE OF NUCLEAR PHYSICS****Assessment form (S)****For members of staff in the Scientific Category****Part I****(To be filled in by the office)**

- 1.1 Name of employee :
 Date of birth : Designation :
 Division/Section/Central Facility : Present basic salary :
 Present grade :
 (give complete grade structure)
 Date of next increment :
- 1.2 Up-to-date promotion and pay records
- | | 1 st appt. | 1 st promo-
tion | 2 nd promo-
tion | 3 rd promo-
tion | 4 th promo-
tion | 5 th promo-
tion |
|--|-----------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Grade
(symbols only,
e.g. B.C,D etc) | | | | | | |
| Starting pay | | | | | | |
| Date | | | | | | |
- 1.3 Provide details of
- Disciplinary action contemplated/
pending, if any :
 - Penalty imposed, if any :
 - Whether held up at EB stage,
if so, when and why :
 - Whether promotion from the present rank was considered earlier but the employee failed to obtain the recommendation of the Screening Committee/Selection Committee. If so, which year and at what stage (i.e. Screening Committee, Selection Committee or Approval Authority)

Recommendation of the Screening Committee

The employee is recommended/not recommended to the Selection Committee for promotion in the grade.....

Date :..... Signature of the Chairman,
Screening Committee.....

Part V

(to be filled in by the Selection Committee)

Recommendations of the Selection Committee

The employee is recommended/not recommended for promotion to the next higher rank

Date----- Signature of the Chairman,
Selection Committee -----

Signature of members, Selection Committee :

APPENDIX VII**SAHA INSTITUTE OF NUCLEAR PHYSICS****Assessment form (T)****For members of staff in the Technical Category****Part I****(To be filled in by the office)**

1.1 Name of employee :

Date of birth :

Designation :

Division/Section/Central Facility :

Present basic salary :

Present grade :
(give complete grade structure)

Date of next increment :

1.2 Up-to-date promotion and pay records

1st appt.1st promo-
tion2nd promo-
tion3rd promo-
tion4th promo-
tion5th promo-
tionGrade
(symbols only,
e.g. C,B etc)

Starting pay

Date

1.3 Provide details of

(a) Disciplinary action contemplated/
pending, if any :

(b) Penalty imposed, if any :

(c) Whether held up at EB stage,
if so, when and why :

(d) Whether promotion from the present grade was considered earlier but the employee failed to obtain the recommendation of the Screening Committee/Selection Committee. If so, which year and what stage (i.e. Screening Committee, Selection Committee or Appointing Authority)

Recommendation of the Screening Committee

The employee is recommended/not recommended to the Selection Committee for promotion in the grade.....

Date :.....

Signature of the Chairman,
Screening Committee.....

The employee is recommended/not recommended for promotion to the next higher grade.

Date :-----

Signature of the Chairman,
Selection Committee

Signature of members, Selection Committee

APPENDIX VIII
Structure of Screening Committee

1. Promotion of all employees (Scientific and Technical) in the rank of 'E'

Members : Director (Chairman)
Heads of Groups/Divisions/Sections belonging to ranks F and above.

2. Promotion of all employees (Scientific and Technical) in ranks 'B'-'D'

Members : Director (Chairman)
Heads of Groups/Divisions/Sections

3. Promotion of all employees in Technical Category below the rank 'B'

Members : Professor-in-Charge of promotion (Chairman)
One member from each Division/Section/Central Facility to be appointed by the Director.

APPENDIX IX**Structure of Selection Committee*****Promotion of all persons in the ranks of 'D' to 'E' and 'E' to 'F' :***

Director (Chairman)

One academic member of the Governing Council

Concerned Professor-in-Charge of Promotion

Head of the Group

Head of the Division/Section/Central Facility to which the candidate belongs

One external expert for each candidate.

Promotion of all persons in the grades of 'B' to 'C' and 'C' to 'D' :

Director or his/her nominee (Chairman)

Concerned Professor-in-Charge of promotion

Head of the Group

Head of the Division /Section/Central Facility to which the candidate belongs

One external expert for each candidate.

Promotion of all technical persons in grades below 'B' :

Professor-in-Charge of promotion (Chairman)

One representative satisfying seniority Rule from each Academic Group.

One representative to be co-opted by the Chairman from specific Central Facility (if the candidate belongs to a Central Facility and not to an academic Division/Section).