



ऋचा मिश्रा भा०व०से०
Richa Misra I.F.S.

सचिव
Secretary



Phone : 0135-2758614
0135-2224867
E-Mail : sec@icfre.org

भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद्
INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION

(पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार की एक स्वायत्त निकाय)
(An Autonomous Body of the Ministry of Environment Forest and Climate Change, Govt. of India)

डाकघर : न्यू फॉरेस्ट, देहरादून - 248006 (उत्तराखण्ड)

P.O. New Forest, Dehradun - 248 006 (Uttarakhand)

संख्या 52-6/2024-भा.वा.अ.शि.प.

दिनांक '6' जुलाई, 2024

अधिसूचना

भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद् के शासक मण्डल की दिनांक 13.12.2022 को हुई 60वीं बैठक के निर्देशों, जोकि पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार, नई दिल्ली के पत्र संख्या 1-5/2016-आर.टी. दिनांक 06.01.2023 के द्वारा से इस परिषद् को प्राप्त हुए थे, के अनुसार इस परिषद् को अपने वैज्ञानिकों के लिए संशोधित लचीली पूरक योजना (MFCS) से संबंधित डी.ओ.पी.टी. दिशानिर्देशों को अपनाने हेतु निर्देशित किया गया था। इनकी अनुपालना में परिषद् ने डी.ओ.पी.टी. के द्वारा कार्यालय ज्ञापन संख्या ए.बी.-14017/41/2013-पी.पी.(आर.आर.) दिनांक 13.03.2024 को जारी किये गये परिशोधित लचीली पूरक योजना (RFCS) को पूर्णतः अपनाते हुए महानिदेशक, भा.वा.अ.शि.प. समिति के नियम 22(बी)(iv) में निहित प्रावधानों के अनुसरण में मौजूदा भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद् समूह 'ए' (वैज्ञानिक पद) नियम, 2018 के स्थान पर अनुलगनक-ए के अनुसार भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद् समूह 'ए' (वैज्ञानिक पद) नियम, 2024 को अधिसूचित करती हैं।

आर.एफ.सी.एस. (RFCS) नियमों के संबंध में भारत सरकार द्वारा समय-समय पर जारी किये जाने वाले संशोधन भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद् समूह 'ए' (वैज्ञानिक पद) नियम, 2024 पर अधिभावी/सर्वोपरि प्रभाव डालेंगे।

संलग्नक :- भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद्
समूह 'ए' (वैज्ञानिक पद) नियम, 2024


(ऋचा मिश्रा)
सचिव
भा.वा.अ.शि.प.

वितरण :

1. सचिव, पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, नई दिल्ली को सूचनार्थ प्रेषित।
2. सभी उपमहानिदेशक/निदेशक(अ.स.)/अध्यक्ष, भर्ती बोर्ड/मु.स.अ./प्रमुख, अ.ले.प्र./सभी सहायक महानिदेशक, भा.वा.अ.शि.प.।
3. निदेशक, भा.वा.अ.शि.प. के अधिनस्थ सभी संस्थान।
4. डी.आई.जी.एफ (आर.टी.), पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, नई दिल्ली।
5. डी.आई.जी.एफ (एफ.ई.), पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, नई दिल्ली।
6. प्रभारी, आई.टी. प्रभाग, भा.वा.अ.शि.प. को इस अधिसूचना को परिषद् की वेबसाइट पर डलवाने के लिए।
7. अध्यक्ष, फोसा, भा.वा.अ.शि.प.।

ANNEXURE-A

ICFRE GROUP 'A' (SCIENTIFIC POSTS) RULES, 2024

In exercise of the powers conferred by the proviso of Rules 38 read with Rules 22(b)(iv) and 24(ii) of the ICFRE Rules and in supersession of all the rules in so far as they relate to the scientific posts in Indian Council of Forestry Research & Education in the Pay Level 10 of 7th CPC Pay Matrix and above, except things done or omitted to be done before such supersession, the Director General, ICFRE under the directions of the Board of Governors given vide its 60th meeting held on 13.12.2022, is pleased to align ICFRE Group 'A' Scientific Posts Rules with the Revised Flexible Complementing Scheme brought out by DoFT vide O.M. No.AB-14017/41/2013-PP(RR) dated 13.03.2024, the same having been adopted by the council in toto vide Notification No.52-6/2024-ICFRE dated 16.04.2024, with following provisions:

1. Short title and commencement

- 1.1 These rules may be called the Indian Council of Forestry Research & Education Group 'A' (Scientific Posts) Rules, 2024.
- 1.2 These rules shall come into force from 01.07.2024.

2. Definitions

- (i) "Appointing Authority", in relation to appointment to the posts of Scientists means the Director General, ICFRE.
- (ii) "Board of Governors (BoG)" means the Board of Governors of ICFRE, a body constituted under Rule 17 of Rules of the Board of Governors of the ICFRE Society.
- (iii) "Competent Authority" means the Director General, Indian Council of Forestry Research and Education
- (iv) "Council" means the Indian Council of Forestry Research and Education (ICFRE).
- (v) "DDG" means a Deputy Director General of ICFRE.
- (vi) "Departmental Peer Review Committee (DPRC)" means the Departmental Peer Review Committee constituted for Level II Assessment under Rule-9.
- (vii) "Director" means the Director of an Institute under ICFRE.
- (viii) "Director General (DG)" means the Director General, ICFRE - a person appointed by the President of the Society with the concurrence of the Government of India.
- (ix) "ICFRE" means Indian Council of Forestry Research and Education, an autonomous council under the Ministry of Environment, Forest and Climate Change, Government of India, a Society registered under the Societies Registration Act, 1860.
- (x) "Institutes" means research institutes under ICFRE.
- (xi) "Internal Screening Committee (ISC)" means Internal Screening Committee constituted for Level-I Assessment vide Rule-9.
- (xii) "MACP" means Modified Assured Career Progression.
- (xiii) "RFCS" means Revised Flexible Complementing Scheme.

3. Application

These Rules shall apply to the Group 'A' posts of Scientists from Scientist 'B' to Scientist 'G'.

4. Name of posts, designations and pay scale:-

The designations and pay scales of the Scientific Group 'A' Posts in the Indian Council of Forestry Research and Education and its Institutes under it shall be as defined in **Table-I**.

5. Number of Posts

- (i) The total number of posts of Scientists at the Council is 299.
- (ii) The distribution of posts of Scientists within the ICFRE shall be done by the Director General, ICFRE depending upon the workload of various institutes working under ICFRE.

6. Educational qualifications and experience

- (i) The educational qualifications and experience required for the posts shall be as specified in **Table-I**.
- (ii) An Inter-Ministerial Committee (IMC) chaired by Secretary, DoPT with Secretary, DST as Member and Secretary of the referring Ministry/Department as the co-opted Member, shall consider any issue of interpretation regarding Educational Qualifications or inclusion of new disciplines in the Scheme. The decision of the Committee shall be final. The IMC may also invite Experts to assist the Committee in taking a decision on the proposal of any Ministry/Department.

7. Method of recruitment:-

The post will be filled up by Direct Recruitment, however, in case of exigency or specific requirement, on Deputation, as the case may be.

7.1 Direct Recruitment

- (i) The candidates possessing the educational qualifications and experience as specified in the **Table-I** shall be eligible for appointment to the post by direct recruitment.
- (ii) The upper age limit for appointment by direct recruitment to the posts shall be as specified in **Table-I**. Relaxation of age to government servants in accordance with the instructions or orders issued by the Government of India from time to time. The relaxation of age will also be applicable to the departmental candidates of ICFRE.
- (iii) The reservation and age relaxation for SC/ST/OBC/PwD/EWS shall be provided in accordance with Government of India norms/rules.
- (iv) If a departmental candidate is selected for appointment to any post by direct recruitment, such post shall be deemed to have been filled by direct recruitment.

- (v) Every Scientist who is appointed to the service by direct recruitment shall be on probation for a period of two years which may be extended by the Competent Authority/ Appointing Authority in accordance with the instructions issued by the Central Government from time to time.
- (vi) The confirmation of candidates who are on probation shall be considered by the Departmental Recruitment Committee, constituted by the DG, ICFRE. Confirmation in service to be decided based on APAR/AWR with minimum benchmark of 'Good'.

7.2 By deputation (including short-term contract)

- (i) Scientists/Officers belonging to any other Ministry or Department of the Central Government or a State Government or Union territories or Universities or Public Sector Undertakings or semi-Government or statutory or autonomous organizations or research organizations or institutions funded by the Government may be appointed on deputation, subject to the fulfillment of following requirements, namely:
 - (a) possessing minimum educational qualifications and experience as specified in Table-I and
 - (b) holding analogous post on regular basis in the parent cadre or department.

The procedure to be followed shall be as per the details given below, subject to the fulfillment of following requirements, namely:-

- (ii) The upper age limit shall not exceed fifty-five years.
- (iii) Period of deputation including period of deputation in any other ex-cadre post held immediately preceding this appointment in some other organization or department shall ordinarily be three years, which may be extended for a further period of two years with the approval of the Competent Authority, in accordance with the instructions or orders of the Central Government issued from time to time.
- (iv) Maximum of 5% posts of scientists can be filled, if required, on deputation basis in the specified field decided by the appointing authority.
- (v) The deputationists shall not be eligible for consideration for promotion.
- (vi) The minimum level of scientists to be appointed on deputation shall be Scientist 'D'.

7.3 The experience specified in Table-I for the post shall be the experience obtained by the candidate in research and development in an academic institution/industrial or scientific and technological organization after possessing the minimum educational qualifications required for the post.

Provided that the competent authority shall decide the area of such experience at the time of recruitment.

8. **In-situ Promotion under Revised Flexible Complementing Scheme.**

All Scientists shall be eligible for consideration for in-situ upgradation to the next higher grade under Revised Flexible Complementing Scheme. However, the Scientists doing management / administrative work in ICFRE should not be considered under the Scheme, they should only be given the benefit of upgradation under Modified Assured Career Progression (MACP).

The designation, pay scales, minimum educational qualifications and residency period for promotion (*in-situ*) of Scientists shall be as per Table-II.

- (i) The Scientists appointed on deputation against an advertised post of Administration/Management nature shall not be eligible for Revised Flexible Complementing Scheme.
- (ii) Treatment of period of Leave towards minimum residency period/period spent on deputation for promotion/upgradation under the Scheme.
 - (A) The following types of leave availed by an eligible scientist/period spent on deputation shall be counted towards minimum residency period required to be put in by the Scientists in the lower grade for consideration of promotion/upgradation under the Scheme :
 - (a) the period spent on deputation/foreign service to another scientific post which helps a scientist to acquire scientific knowledge in a diverse set up.
 - (b) Period of Study Leave / any other Leave taken for academic accomplishments to improve scientific knowledge.
 - (c) Maternity Leave sanctioned as per Leave Rules.
 - (d) Leave of maximum period of one year sanctioned in continuation of maternity leave as per Leave Rules.
 - (e) Earned Leave for a total period not exceeding 180 days (for 3 year residency period), 210 days (for 4 year residency period), 240 days (for 5 year residency period) sanctioned as per Leave Rules.
 - (f) Child Care Leave sanctioned as per Rules.
 - (B) The period spent on deputation/Foreign Service to a non-scientific post and the period of leave including leave on medical grounds, EOL, etc. availed on personal grounds shall not count towards the minimum residency period.
- (iii) The assessment would be done twice in a year. Cases of those Scientists who have completed or will complete the minimum residency period (Table-III) as on the cut-off dates of assessment viz. 1st January or 1st July, as the case may be, and have earned or will earn number of complete annual ACRs/AFARs equal to or more than the number of

years of minimum residency period for the period preceding the cut off dates of assessment, shall be considered for assessment under the Scheme.

Candidates who do not qualify either in Level-I screening or Level-2 screening shall be re-assessed only after one year when they earn at least one more APAR and AWR. Such re-assessment would again entail Level-I and Level-2 Screening and not commence from the stage where the Scientist failed to qualify.

(iv) When a scientist is promoted under the Revised Flexible Complementing Scheme, the post currently held by him shall be upgraded automatically and remain personal to him for the duration of his stay in the in-situ promotion post and consequently, no vacancy shall be caused in the lower grade.

(v) Vacancies arising due to attrition shall normally revert to the entry level grade of the respective scientific category. However, based on functional needs and with the approval of Competent Authority, some of these vacancies may be filled by the method of recruitment prescribed in the RRs, for the posts above entry level, based on the level of the vacancy and commensurate with the higher qualifications and skills of individual candidates within the overall sanctioned strength.

The Revised Annual Work Report (AWR) format to capture scientific content of work performed is at Annexure-II.

(vi) The revised AWR (Part-A) would be filled up by the officer reported upon alongwith the revised Annual Performance Appraisal Report (APAR) format as at Annexure-III. Both AWR and APAR would be filled mandatorily on an annual basis and shall be assessed by the reporting officer.

There shall be two levels of assessment under the Scheme namely Level-1 Screening (Internal Screening Committee) and Level-2 Screening (Assessment Board / Department Peer Review Committee).

(vii) The Internal Screening Committee shall be constituted by the DG, ICFRE for Level-1 Screening.

An internal screening committee shall conduct evaluation of Annual Work Reports vis-à-vis the criteria for promotion/upgradation under the scheme. An external member from the Departments of Space or DRDO, shall be co-opted in the selection process. The internal Screening Committee would report on the scientific content of work done by the scientists/engineers who meet the benchmark of 'Good' for Scientist C and 'Very Good' for Scientist 'D' and above. The Internal Screening Committee would submit their recommendation in Part C of the Revised AWR reporting format, alongwith comparable parameters for consideration in Level-2 Screening.

(viii) Level-2 Screening (Assessment Boards/Departmental Peer Review Committee) :

- (a) The Assessment Boards constituted shall undertake Level-2 screening for assessment of scientists and furnish their recommendation for promotion/upgradation from Scientist 'C' upto Scientist 'E'. The Assessment Board would also have majority of external members possessing expertise in the field. The Assessment Board would have the characteristic of independent peer group for the assessment of the scientific content of the work. Greater emphasis is to be placed on achievement as evaluated by an independent peer group rather than on seniority only. The Assessment Board shall document specifically through one page summary, the specific content of the work done.
- (b) The Departmental Peer Review Committee (DPRC) constituted shall undertake level 2 screening for assessment of scientists and furnish their recommendation for promotion/upgradation for Scientist 'F'/Scientist 'G'. The proposals for involving relaxation/assessment in residency period in respect of exceptionally meritorious Scientists for consideration of promotion/upgradation from Scientist 'C' upto Scientist 'G' shall also be considered by DPRC. The DPRC shall document specifically through one page summary, the specific content of the work done.
- (c) The Assessment Board/DPRC should specifically certify that the Scientists recommended met with all the criteria for promotion/upgradation under the Scheme.
- (ix) The date of promotion/upgradation of Scientists recommended for promotion/upgradation to the next higher grade under the Scheme shall be the date on which the Competent Authority approves the promotion/upgradation.
- (x) There shall be no retrospective in-situ promotion.
- (xi) The officers on leave or on deputation outside the organization can be given promotion only with effect from the date they rejoin or return to the parent cadre.
- (xii) The assessment process under the Scheme for promotion/upgradation to the next grade would be conducted only thrice, and thereafter, the scientist would be covered under Modified ACP scheme (MACP) as approved for Central Government civilian employees. The Scientist who has been granted any grade under MACP can be considered for next grade according to the eligibility and other provisions of the Scheme. This is expected to provide an alternate channel for development for scientists and is expected to maintain the rigors of assessment required for assessment under the Scheme.

Some illustrations are given below for clarity:

Illustration-1 A scientist 'B' is considered but does not get promotion/upgradation under the Scheme. He/She would be entitled to grade of Scientist 'C', 'D' and 'E' on completion of 10/20/30 years of service subject to provisions of MACP notified vide OM No. 35034/3/2015-Estt.(D) dated 22.10.2019, as amended from time to time.

Illustration-2 A Scientist 'B' gets promotion/upgradation to Scientist C under the Scheme in second chance after 4 years. After prescribed residency, he/she does not qualify under the Scheme for three successive years for upgradation to Scientist 'D'. After completion of ten years in the grade of Scientist 'C' i.e. after 14 years of service he is upgraded to Scientist 'D' under the Scheme, subject to provisions of MACP notified vide OM No. 35034/3/2015-Estt. (D) dated 22.10.2019. After prescribed residency of 4 years in Scientist 'D', he would again be considered for promotion/upgradation to Scientist 'E' under the Scheme. In case he does not qualify for three successive years, he would be upgraded to Scientist 'E' after completion of 10 years in the grade of Scientist 'D' i.e. after 24 years of service. Further promotion/upgradation to Scientist 'F' and Scientist 'G' would only be under the Scheme as the Scientist would have got three upgradations and no further upgradation under MACPS would be permissible.

Illustration-3 If a Scientist gets three promotions/upgradations under the scheme, there would be no claim for any further upgradation under MACP Scheme as the MACP Scheme only allows three financial upgradations in minimum level on completion of 10, 20 and 30 years of service respectively.

- (xiii) Field experience of at least two years and five years respectively will be essential for promotion/upgradation to Scientist 'F' and Scientist 'G' grades respectively. The criteria for field experience for different scientific activities have been elaborated under Scientific Activities and Services in Annexure I.
- (xiv) A scientist will be eligible for promotion/upgradation through the process of assessment under the RFCS/MACPS.
- (xv) Exceptionally Meritorious Category : Based on assessment parameters and the recommendation by the Internal Screening Committee, not more than 10% of the Scientists may be granted relaxation in the residency period by the Departmental Peer Review Committee for all levels, the relaxation being not more than one year on any single occasion, limited to a maximum of two occasions in their entire career.

9. Composition of Committees :

The composition of various Committees shall be approved on each occasion by the Director General, ICFRE. At least one of the members of the Committees should represent the weaker section.

(i) Internal Screening Committee (Level-I Assessment)

1.	Deputy Director General of ICFRE Hqrs./ A person nominated by DG, ICFRE	Chairperson
2.	Joint Secretary to the Govt. of India (Forest Establishment), MoEF & CC or his/her nominee	Member
3.	One Director of an ICFRE Institutes	Member
4.	The Secretary, ICFRE.	Member
5.	One Scientist 'F'/'G' of ICFRE/Institute.	Member
6.	A Group 'A' Officer from any other Ministry or Department of Central Government	Member
7.	A representative from Department of Space / DRDO of commensurate level	Member
8.	Asstt. Director General (Education & RB), ICFRE	Member Secretary

The quorum for the meeting of Internal Screening Committee (ISC) shall be two-third members-including the Chairperson.

(ii)(a) Assessment Board (Level-2 Assessment)

The Assessment Board shall undertake Level-2 screening for assessment of Scientists and furnish their recommendation for promotion / upgradation from Scientist 'C' upto Scientist 'E'. The Assessment Board shall be constituted as per the framework specified hereunder :

1.	Director General, ICFRE/A person nominated by DG, ICFRE	Chairperson
2.	Joint Secretary to the Govt. of India (Forest Establishment), MoEF & CC or his/her nominee	Member
3.	Director of CSIR/ICAR/reputed organization or his/her nominee of the Level of HAG Scale	Member
4.	One DDG/Director (IC), ICFRE Hqrs./Director of an ICFRE Institute	Member
5.	Three external experts in the relevant field	03 Members
6.	A Group 'A' Officer from any other Ministry or Deptt. of Central Government	Member
7.	Asstt. Director General (Education & RB), ICFRE	Member-Secretary

The external experts possessing expertise in the relevant field shall be nominated by the DG, ICFRE.

The quorum for the meeting of Assessment Board shall be two-third members including the Chairperson and at least two subject experts.

(ii)(b) Departmental Peer Review Committee (Level-2 Assessment)

The Departmental Peer Review Committee shall undertake Level-2 Screening for assessment of scientists and furnish their recommendations for promotion / upgradation for Scientist 'F' / Scientist 'G'. The Committee shall comprise of the following:-

1.	Director General, ICFRE/A person nominated by DG, ICFRE	Chairperson
2.	Joint Secretary to the Govt. of India (Forest Establishment), MoEF & CC or his/her nominee	Member
3.	Director of CSIR/ICAR/reputed organization or his/her nominee of the Level of HAG Scale	Member
4.	One DDG, ICFRE Hqrs./Director of an ICFRE Institute in HAG scale.	Member
5.	Four external experts in the relevant field	04 Members
6.	A Group 'A' Officer from any other Ministry or Deptt. of Central Government	Member
7.	Asstt. Director General (Education & RB), ICFRE	Member-Secretary

The external experts possessing expertise in the relevant field shall be nominated by the DG, ICFRE.

The quorum for the meeting of DPRC shall be two-third members including the Chairperson and at least three subject experts.

(iii) Departmental Recruitment Committee for Direct Recruitment / Recruitment on Deputation / Confirmation in service shall be as under:-

Filling up the vacant post through direct recruitment / recruitment on deputation for Scientists as well as confirmation of probation will be done by this Committee. The constitution of Departmental Recruitment Committee (DRC) shall be as under

1.	Chairperson, Recruitment Board, ICFRE	Chairperson
2.	Representative of MoEF&CC at the level of DIG (to be nominated by MoEF&CC)	Member
3.	Director of CSIR/ICAR/ reputed organization or his/her nominee of the Level of HAG Scale	Member
4.	One Director of an ICFRE Institute	Member
5.	A Group 'A' officer from any other Ministry or department of the Central Government	Member
6.	Three subject expert of the relevant subject	03 Members
7.	Asstt. Director General (Education & RB), ICFRE	Member-Secretary

The subject experts possessing expertise in the relevant field shall be nominated by the DG, ICFRE.

The quorum for the meeting of a Departmental Recruitment Committee shall be two-third members, including the Chairperson and at least two subject experts.

10. Disqualifications: No person

Who has entered into or contracted a marriage with a person having a spouse living, or

- (i) Who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any of the said posts: Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and that there are other grounds for doing so, exempt any person from the operation of this rule.
- (ii) Any other information issued by the Government from time to time.

11. Liability to serve anywhere in India :-

The Scientists appointed under these rules shall be liable to serve anywhere in India.

12. Power to relax

Where the Board of Governors is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons with the approval of MoEF&CC and other concerned Ministries of Government of India as and when required.

13. Saving

The reservation for SC/ST/OBC/PwD/EWS shall be made in accordance with the Government of India's guidelines issued from time to time. Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for candidates belonging to the Scheduled Castes, Scheduled Tribes, ex-servicemen and other special categories of persons in accordance with orders issued by the Central Government from time to time in this regard.

14. General conditions

- (i) Scientists of ICFRE/its institute going on deputation to other Government organization may be governed as per Government rules in vogue.
- (ii) The pay of the Scientists in the higher grade on promotion shall be fixed according to Fundamental Rules of the Government of India.
- (iii) In the matter of nominating an SC/ST/OBC member for the Assessment Board for level two assessment the procedure prescribed by the Government of India shall be followed.
- (iv) The Services of scientists appointed on temporary basis and on probation may be terminated by either party giving to the other a

notice of period not less than one month. The services of temporary scientist may also be terminated without notice by payment of a sum equivalent to his/her one month salary (Basic pay plus D.A.) in lieu of notice. The appointing authority may accept a short period notice from a scientist. The service of temporary scientist against whom an enquiry or disciplinary proceeding is pending or contemplated, may not, however, be terminated by virtue of these rules unless otherwise decided by the appointing authority.

- (v) The age of superannuation for the scientists will be 60 years. The Board of Governors may grant extension in special cases with the prior approval of MoEF&CC, Government of India.
- (vi) Scientists shall perform such duty as may be entrusted to him/her and shall, to the best of their ability, carry out the directions of the Board of Governors or Director General or Director of the Institute or of any other officers to whose authority he may be subjected to, according to the rules and bye-laws of the Society.
- (vii) During the period of service every scientist shall observe, obey and abide by the rules of the Society and bye-laws made from time to time by the Board of Governors and all standing orders issued by the Director General or Director of Institute.
- (viii) In all service matters, the decision of the Director General and/or Board of Governors as the case may be, shall be final.
- (ix) The Board of Governors shall have powers to relax, amend and repeal any or all these rules with prior approval of MoEF&CC, Government of India provided that such amendment repeal shall not affect the previous operation of these rules or notifications or orders made or anything done or any action taken there under.
- (x) Any matter not specified here in above, the scientist of the Council will be governed by the relevant rules/ orders issued by the Government of India from time to time.
- (xi) The date for determining the age limit shall be the closing date for receipt of applications from all candidates. The time relaxation provided to candidates residing in remote areas (Assam, Meghalaya, Arunchal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Ladakh Division of Jammu and Kashmir, Lahu and Spiti District and Pangal sub-Division of Chamba District of Himachal Pradesh, Andman & Nicobar Islands and Lakshadweep) will not count for determining the age limit.
- (xii) In Table-I giving the details of direct recruitment to scientific posts +3, +7, +11, +16, and +21 denote minimum number of years of experience required in addition to the essential educational qualifications.
- (xiii) The Scientists appointed shall be liable to undergo such training/course, as the Competent Authority may decide from time to time.

- (xiv) Discipline-wise essential and desirable educational qualification shall be decided at the time of filling up of a post, with the approval of DG, ICFRE.
- (xv) The Director General, ICFRE will be Competent Authority for approval of recommendations made by various Committees (Internal Screening Committee/Departmental Peer Review Committee/Departmental Recruitment Committee)
- (xvi) Service rendered in the field of forestry will be treated as relevant experience for posts for which such experience is considered appropriate by the Council.

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Table-I

DESIGNATION, PAY SCALES, EDUCATIONAL QUALIFICATIONS AND EXPERIENCE FOR DIRECT RECRUITMENT/ DEPUTATION

FOR SCIENTIFIC POSTS: The minimum educational qualifications and experience required for scientific posts shall be as under:-

Designation	Scientist 'B'	Scientist 'C'	Scientist 'D'	Scientist 'E'	Scientist 'F'	Scientist 'G'
Educational qualifications* (General)	First Class Master's Degree in Physical/Chemical / Biological / Earth-atmospheric / Environmental / Mathematical / Computational and Information /Agricultural Sciences from a recognised University or Institute; OR First Class Bachelor's Degree (minimum 4 year degree course) in Engineering / Technology / Biotechnology / Medicine or Veterinary Sciences or Pharmaceutical Sciences from a recognised University or Institute.	First Class Master's Degree in Physical/Chemical / Biological / Earth-atmospheric / Environmental / Mathematical / Computational and Information /Agricultural Sciences from a recognised University or Institute and a Ph.D. degree in the relevant subject/discipline OR First Class Bachelor's (minimum 4 year degree course) or First Class Master's Degree in Engineering / Technology / Biotechnology / Medicine or Veterinary Sciences or Pharmaceutical Sciences from a recognised University or Institute and a Ph.D. degree in the relevant subject/discipline				
Minimum Experience		-3	+7	+11	+16	+21
Pay Scale (Level of pay Matrix)	Level-10	Level-11	Level-12	Level-13	Level-13A	Level-14
Upper Age Limit (in years)	35	35	40	45	50	50

Table-II

DESIGNATION, PAY SCALES, EDUCATIONAL QUALIFICATIONS AND RESIDENCY PERIOD FOR PROMOTION (IN-SITU)

The minimum educational qualifications and residency period for promotion of Scientist shall be as under:-

Designation	Scientist 'B'	Scientist 'C'	Scientist 'D'	Scientist 'E'	Scientist 'F'	Scientist 'G'
Pay Level	Level-10	Level-11	Level-12	Level-13	Level-13A	Level-14
Educational Qualification	<p>At least Master's Degree in Physical/Chemical / Biological / Earth-atmospheric / Environmental / Mathematical / Computational and Information / Agricultural Sciences from a recognised University or Institute:</p> <p align="center">OR</p> <p>At least Bachelor's (minimum 4 year degree course) or Master's Degree in Engineering / Technology / Biotechnology / Medicine or Veterinary Sciences or Pharmaceutical Sciences from a recognised University or Institute.</p> <p>NOTE :</p> <p>(i) Ph.D degree in the relevant subject/discipline for promotion to the post of Scientist-E and above for the scientists recruited after 01.07.2024.</p> <p>(ii) If the scientists recruited before 01.07.2024, acquires Ph.D or higher degree as additional qualification during residency period will be given due weightage during assessment.</p>					
Minimum Residency Period linked to Performance	-	03 years as Scientist 'B'	04 years Scientist 'C'	04 years Scientist 'D'	05 years Scientist 'E'	05 years Scientist 'F'

Table- III
(Minimum Residency period)

Sl.No.	Designation	Level of Pay Matrix as per 7th CPC	Minimum Residency Period linked to Performance
1.	Scientist 'B'	10	---
2.	Scientist 'C'	11	03 years as Scientist 'B'
3.	Scientist 'D'	12	04 years as Scientist 'C'
4.	Scientist 'E'	13	04 years as Scientist 'D'
5.	Scientist 'F'	13A	05 years as Scientist 'E'
6.	Scientist 'G'	14	05 years as Scientist 'F'

CRITERIA FOR IDENTIFYING INSTITUTIONS/ORGANISATIONS AS SCIENTIFIC AND TECHNICAL

- i) The institutions referred to as S&T would be characterized by pursuit of excellence;
- ii) They should be involved in creating new scientific knowledge or innovative engineering, technological or medical techniques or which are predominantly involved in professional research and development work.
- iii) The scientific culture is characterized by a few salient aspects, namely that the persons involved are highly qualified and skilled technical personnel, involved in creative and innovative activity and they are willing to be judged based on merit and competence rather than on the basis of seniority and hierarchical structure;
- iv) The criteria could cover the aims and objectives of the institution/organization, qualifications of the personnel, qualitative requirements for performance of various types of activities etc.

Scientific Activities and Services

- (a) **Fundamental/basic research:**
Original investigation to gain new scientific knowledge, not necessarily directed towards any specific practical aim or application; Working in scientific laboratories/ institutes, period spent on doctoral/post doctoral degrees in basic research after joining an organization, etc. would constitute field experience for the purpose of the Scheme.
- (b) **Applied Research:**
Original investigation to gain new scientific or technical knowledge directed towards a specific practical aim or objective; Working in scientific laboratories/ institutes, period spent on doctoral / post doctoral degrees in applied research after joining an organization etc. would constitute field experience for the purpose of the Scheme.
- (c) **Experimental Development:**
Application of scientific knowledge directed towards producing new or substantially improved materials, devices, products, processes, systems or services; field experience' would depend on the work profile of the Department. The defining factor would be that the work is not of routine use of scientific knowledge but involves application of scientific knowledge for creation of new/innovative systems, practices, models.
- (d) S&T activities which are directly linked to R&D in terms of promoting the scientific activities and services. Working in R & D laboratories and institutions, scientific projects being operated in mission mode, working on international collaboration R & D projects etc. would constitute the field experience under the Scheme.
- (e) Formulating Schemes/projects & implementation requiring application of Scientific/Technical/Technological knowledge, monitoring of their performance; and delivery of services to the industry would constitute field experience for the purpose of the Scheme.

ANNUAL WORK REPORT
Self Assessment by the officer reported upon

1. Name
2. Designation
3. Area of S&T function

Part - A

4. One page summary of the scientific and technical elements in the work done during the financial year:
 - 4.a. New Initiative taken:
 - 4.b. S&T content of the work done:
 - 4.c. Innovation content of the work done:
5. Brief Description of evaluation parameters related to the officer's work function as given in the Appendix:

Assessment of work output

(Out of the five broad parameters given at Appendix, the Officer may choose at least twenty subparameters of 5 marks each for 100 marks in total relevant to the work function of the officer).

Sl. No.	Brief Description of the parameter on which the Officer has to be evaluated	Achievement made there to by the Officer concerned (maximum 50 words each for each sub parameters)
1	Parameter : _____ Sub Parameter a. b. c. . .	
2	Parameter : _____ Sub Parameter a. b. c. . .	

3	Parameter : _____ Sub Parameter a. b. c. . .	
4	Parameter : _____ Sub Parameter a. b. c. . .	
5	Parameter : _____ Sub Parameter a. b. c. . .	

(Signature of the officer reported upon)

Name: _____

Designation: _____

Part—B
ASSESSMENT BY THE REPORTING AUTHORITY

1. Do you agree with the evaluation parameters suggested by the Officer?

2. Short summary of the innovative content of the work done

3. Please also indicate the exceptional contribution of the Officer for which he can be considered under exceptionally meritorious category.

4. Overall assessment of the scientific work

Sl. No.	Parameters	Marks given by the reporting authority
1		
2		
3		
4		
5		
	Total Marks Obtained	

Signature of the Reporting Officer
Name: _____
Designation: _____

Part - C
Internal Screening Committee Report

(This Report has to be prepared by the Level-I Screening Committee after the completion of the residency period for reporting the same to the Assessment Committee)

1. Innovative component of the work done during the residency period vis-à-vis work function of the officer:

2. Major achievements (100 words) by the officer during the residency period:

3. Extra ordinary achievements made to be considered under exceptionally meritorious category:

4. New initiative taken in order to achieve the goal / target of the schemes / programs handled:

5. Over all grading of the officer (1 to 10 scale):

6. Relative Assessment with Peers:
(Top 10%) (10-33%) (33% and below)

Signatures of the Committee Members

Parameters* for Evaluation (Officer reported can choose at least twenty sub parameters given below) in consultation with the Reporting Officer

<p>1. S&T Management/S&T Policy Product/Scientific and Technological Aspects</p> <ul style="list-style-type: none"> • Extra and Intra mural R&D projects handled/executed/monitored • Scientific Notes/Reports/database created/managed/handled • S&T scheme or projects handled/launched/implemented/facilitated/managed • S&T manuals/brochures/technology status report prepared • S&T cooperation with other countries facilitated • Signing of domestic/international MOU facilitated • SFC/EFC/Cabinet Notes/Projects/Schemes prepared • Technology Intelligence/foresight/assessment reports prepared • Drafting/review of National/International standards for products/process • Preparation of field report/observational data etc. • Output/Outcomes of Research Projects generated • Management of Scientific Resources
<p>2. Knowledge Product</p> <ul style="list-style-type: none"> • Publications and invited lectures • Patent/IPR documentation/copyrights/designs • Output/Outcome Analysis for strategic S&T planning • Development/Improvement of new/existing laboratory analytical method • Development/Improvement of new/existing mathematical / statistical /dynamical models • Preparation of data/meta data standards • Development of Algorithms for IT solutions • Development of convergent technology solutions • Design and documentation of application software • Preparation of technology status report
<p>3. S&T Economic Product</p> <ul style="list-style-type: none"> • Technology Developed/Facilitated • Technology transferred/licenced/commercialised • Consultancy projects carried out/income generated/EMR Grants receipt • Licensing Fee/Income catalysed/facilitated • Start-ups created • Incubation Facilities created • Technical services/Calibration implemented/facilitated • Maintenance and upgradation of observational and Computational networks • Capacity building • Delivery of statutory/promotional services to industry • Cost cutting Measures Implemented

4. Capacity building and Promotion of S&T

- HRD schemes managed/handled
- Skill Development/Rural Development Programme implemented
- Technology field demonstration/entrepreneurship training carried out
- Science education/knowledge dissemination
- Training course designed and developed including capacity building
- PhD/MTech/MSc Students guided/trained

5. S&T Services and Outreach activities

- Outreach materials of R&D outputs disseminated
- Artisanal training/Skill Development Initiatives taken
- Grass root S&T related actions Technology adapted for local needs
- Participation in Field survey, data collection, scientific exploration
- Laboratory Accreditation, Good Laboratory Practice
- Inspection Survey, R&D Service
- Weather, Climate, Ocean, Seismological and Cryospheric services
- Environmental impact appraisals, Natural wealth and Hazard Assessment
- Testing and calibration service carried out
- Energy/environment audit carried out
- Design/development of regulatory framework
- Software/hardware/electronic products deployed/developed
- Good Manufacturing Practices
- Projects planning/monitoring/evaluation
- Maintenance and enhancement of e-Governance Projects
- Design, development and hosting of portals, web applications and websites for information/dissemination
- Management and prevention of security threats/vulnerabilities in Cyber Space
- Monitoring systems for implementation of Government Schemes and dissemination to public using ICT Tools

*Any other parameter not included above but included in the as S&T Output / Indicator in Annexure-II titled as "Criteria for identifying S&T Agencies / Organisations for implementation of Revised Flexible Complementing Scheme" of DoPT's O.M. No.AB-14017/41/2013-PP(RR) dated 13.03.2024.

Year _____

**GOVERNMENT OF INDIA
DEPARTMENT OF
REVISED ANNUAL PERFORMANCE AND APPRAISAL REPORT
FORMAT FOR SCIENTISTS WORKING IN INSTITUTES AS WELL AS THE
MINISTRIES/DEPARTMENTS**

PART-I

(The information should be furnished by the Administration/Custodian)

(Identification Information)

1. Name of the Employee:
2. Designation:
3. Employee ID:
4. Date of Birth:
5. Section or Group
6. Area of specialization:
7. Date of joining to the post:
8. E-mail ID:
9. Mobile No.:
10. Year of the Report:
11. Educational Attainments

<i>Qualification</i>	<i>year</i>	<i>Univ/Instt</i>	<i>remarks</i>

12. Employment Details (PDF positions held may be included here)

<i>Grade/post</i>	<i>Lab/Institute</i>	<i>Duration from - To</i>	<i>Remarks</i>

13. Any qualification acquired during the year of Report:

<i>Qualification</i>	<i>year</i>	<i>Univ/Instt.</i>	<i>remarks</i>

14. Any training undergone during the year of Report:

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15. Any leave availed during the year of Report:

Sl.No.	Nature of Leave	Period	No. of Days
1	Maternity leave		
2	EL		
3	Study leave		
4	CCL		

Part - 2

To be filled in by the Scientist reported upon
(Please read carefully the instructions before filling the entries)

1. Brief description of duties

--

2. Please specify the programs / projects assigned to you and your achievement there to in 100 words.

Brief description about the program / projects/Field study	Your Achievement thereto in 100 words

--	--

3. Please state briefly about major publications/ reports/ Technology transferred/ patents filed/ projects managed/ social outreach activities/ manpower trained not exceeding in 100 words.

--

4. Specific contribution made to different mission of the Government like Atma Nirbhar Bharat, Make in India, Swachh Bharat etc., in bullets (50 words)

--

5. Please brief about the work done/ utilization of GeM portal for procurement of goods and services.

6. Please state whether annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.
Signature of Scientist Reporting Upon

Date.

Signature of Scientist Reporting Upon

Part - 3

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10 where 1 refers to the lowest grade and 10 to the highest.

(Please read carefully the guidelines before filling entries)

(A) Assessment of work output (weightage to this Section would be 40%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part 5)	Initial of Reviewing Authority
(i) Accomplishment of planned work/work allotted as per subject allotted			
(ii) Scientific & Technical Achievements			
(iii) Quality of output			
(iv) Analytical ability			
(v) Accomplishment of exceptional work/unforeseen tasks performed			
Overall Grading on 'Work Output'			

B. Assessment of personal attributes (weightage to this Section would be 30%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part 5)	Initial of Reviewing Authority
(i) Attitude to work			
(ii) Sense of Responsibility			
(iii) Maintenance of Discipline			
(iv) Communication skills			
(v) Leadership Qualities			
(vi) Capacity to work in team spirit			
(vii) Capacity to adhere to time-schedule			
(viii) Inter-personal relations			

(ix) Overall bearing and personality			
Overall Grading on 'Personal Attributes'			

C) Assessment of functional competency (weightage to this Section would be 30%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part 5)	Initial of Reviewing Authority
(i) Scientific Capability			
(ii) S&T Foresight and vision			
(iii) Decision making ability			
(iv) Organizing ability			
(v) Ability to motivate and groom subordinates			
(vi) New Initiative			
Overall Grading on 'Functional Competency'			

**GENERAL
PART-4**

1. Relation with the public (wherever applicable)

(Please comment on the Scientist's accessibility to the public and responsiveness to their needs)

2. Training

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Scientist)

3. State of Health

4. Integrity

(Please comment on the integrity of the Scientist)

5. Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the Scientist including area of strengths and lesser strength extraordinary achievements, scientific & technical achievements (refer 3 of Part 2) and attitude towards weaker section.

6. Overall numerical grading on the basis of weight age given in Section A, B and C in Part-3 the Report.

Place
Date

Signature of Reporting Officer _____
Name of Block Letter _____
Designation _____
During the period of report _____

PART -5

1. Remarks of the Reviewing officer
Length of Service under the Reviewing officer

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in part-3 & Part-4? Do you agree with the assessment of reporting officer? In case you do not agree with any of the numerical assessments of attributes please record your assessment on the column provided for you in that section and initial your entries)

Yes	No
-----	----

3. In case of disagreement please specify the reason is there anything you with the modify or add

4. Pen Picture by Reviewing Officer, please comment (in about 100 words) on the overall qualities of the Scientist including area of strengths and lesser strength scientific and technical achievements and his attitude towards weaker section

5. Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report

Place
Date

Signature of Reporting Officer _____
Name of Block Letter _____
Designation _____
The period of report _____

Guidelines regarding filling up of APAR with numerical grading

- (i) The columns in the APAR should be filled in with due care and attention and after devoting adequate time.
- (ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, and grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the Scientist against a larger population of his/her peers that may be currently working under them.
- (iii) APARs graded between 8 & 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for promotion/upgradation under the Scheme.
- (iv) APARs graded between 6 and short of 8 will be rated as "Very good" and will be given a score of 7
- (v) APARs graded between 4 and short of 6 will be rated as "Good" and will be given a score of 5
- (vi) APARs graded below 4 will be given a score of "Zero"

