File No. 2(11)/2016-Pers.III
Ministry of Electronics and Information Technology
Electronics Niketan, 6, CGO Complex,
New Delhi-110003
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Dated: 19.09.2016
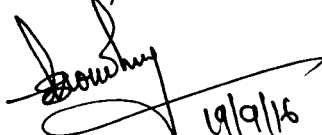
OFFICE MEMORANDUM

Subject: **Personnel Policy for Group 'A' S&T officers of Ministry of Electronics and Information Technology (MeitY) and its organizations.**

A personnel policy for Group 'A' S&T officers of Ministry of Electronics and Information Technology (MeitY) and its organizations was under consideration of the Government of India for quite some time. Now, the Department of Personnel and Training (Secretariat of the Appointments Committee of the Cabinet) vide their communication F. No. 24/6/2014-EO (SM.II) dated 22.08.2016 has conveyed the approval of the Appointments Committee of the Cabinet (ACC) for the Personnel Policy for Group 'A' S&T officers of Ministry of Electronics and Information Technology (MeitY) and its organizations as proposed vide MeitY's ID Note No. 2(1)/2011-Pers.III(Vol.III) dated 05.02.2016 with the following changes:

(a)   As regards the date from which the promotions are to be effected, the DPRC's recommendation may be placed before the authority competent to approve the promotion.

(b)   There shall be one DPRC in respect of promotions in all the autonomous scientific Societies under the Department which shall be constituted with the approval of the Minister-in-charge.

(c)   As and when a uniform policy for all scientific departments is formulated, the instant policy would be integrated with the same.

2.   Accordingly, the Personnel Policy for Group 'A' S&T officers of Ministry of Electronics and Information Technology (MeitY) and its organizations, approval of which has been received from ACC is enclosed herewith. It is directed that the changes in para 1 above be kept in view, while implementing the policy as if they were part & parcel of the policy.

3.   All the Attached and Subordinate offices/Statutory Bodies are directed to submit the recommendation of the DPRC to this Ministry for approval of Competent Authority i.e. Hon'ble ME&IT/ACC.
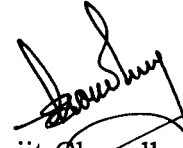
19/9/16

4. This issues with the approval of Hon'ble Minister for Electronics & Information Technology.

Enclosure:- As above.

(Sanjit Choudhury)
Deputy Director
Tel. No. 24301245

To,

(i)   All Group Coordinators in MeitY
(ii)   DG, NIC / DG, STQC / DG, UIDAI
(iii) DG(ICERT) / CCA / Registrar, CyAT
(iv)   P-I/P-II/P-III Sections and ABC Division

Copy to:

(i)   Under Secretary DoPT with respect to their communication F. No. 24/6/2014-EO (SM.II) dated 22.08.2016.
(ii)   Cabinet Secretariat – for compliance of ACC direction as per para-1(c) above.
(iii) PS to the Hon'ble Minister (E&IT)
(iv)   APS to the Hon'ble MOS(E&IT)
(v)   OSD/PPS to Secretary, MeitY

(Sanjit Choudhury)
Deputy Director

Government of India
Department of Electronics and Information Technology
Electronics Niketan
New Delhi-110003

Subject : DeitY's Personnel Policy and Practice for Group 'A' S&T Officers.

The Electronics Commission was constituted by way of a cabinet resolution in the year 1971 and the department served as its executive arm. Initially, appointment to Group 'A' S&T posts were made on contract basis for 5/6 years and a few appointments were made on deputation basis also. The Electronics Commission and the Prime Minister approved a Personnel Policy and Practice for Group 'A' S&T officers. This policy was given effect to w.e.f. 1.1.1982. The same policy, mutatis-mutandis, was extended to below Group 'A' level S&T officials.

2.   The salient feature of this policy was that it enabled every scientist to progress at the rate determined by their merit rather than the constraints of availability of posts. This policy was modeled on the basis of practice prevalent in the Department of Space and Department of Atomic Energy. On the recommendation of the Vth CPC, the Government of India in the DOPT notified an FCS for Group 'A' S&T officers for seven departments, including this department. On the recommendation of the VIth CPC, a modified FCS was notified by DoPT. The modified FCS has been made applicable only to those possessing a minimum qualification of a degree in engineering or a masters degree in natural science. As a result a large number of S&T Officers who were recruited by the department and its Institutions with qualifications other than those prescribed in the Modified FCS have been left outside the purview of this scheme. In view of this, a necessity has arisen in the department to draft its own policy which will take into consideration the special circumstances prevailing not only in the Department but also in its subordinate and attached offices as also in the autonomous organizations under the department.

3.   The policy shall cover all the existing Group A S&T Officers who are holding a Group A S&T post. The grade structure for which this policy will be applicable shall be as under :-

Sl No.	Pay band and grade pay	Designation	Minimum residency period (MRP)
1	PB-3, GP : Rs 5400/-	Scientist B	3 years
2	PB-3, GP : Rs 6600/-	Scientist C	4 years
3	PB-3, GP : Rs 7600/-	Scientist D	4 years
4	PB-4, GP : Rs 8700/-	Scientist E	5 years
5	PB-4, GP : Rs 8900	Scientist F	5 years
6	PB-4, GP : Rs 10,000/-	Scientist G	

4.   All those S&T officials who have rendered the minimum residency period as indicated above, shall be eligible for consideration for promotion to the next higher grade. The crucial date for consideration shall be as on the 1st of January and 1st of July every year. The process for assessment should begin by October and April every year and end by mid- December and mid-June so that all promotions are given effect to as on 1st January and 1st July respectively every year. If, for some reasons, there are administrative delays in concluding the assessment process, the promotions shall, however, be given effect from as on 1st January/1st July of the eligible year.

5.   The assessment and promotion process shall consist of :-

(i)   Screening : A screening committee shall be constituted by the Appointing Authority. The Committee shall consist of not less than three members one of whom shall be an officer outside DeitY (including its attached and subordinate offices and autonomous organization) at appropriate level in accordance with the orders of the Government. The qualifying norms in the screening stage shall be Good for Scientist C and Very Good for Scientist D and above and up to the level of Scientist G. The internal screening committee would report on the scientific content of work done by the scientist in the reporting format and the same would be made available to the interview board.

(ii)   Reporting Format :- An Annual Work Report (AWR), designed by DoPT to capture scientific content of work performed, would be filled up (only part A) by all S&T officers alognwith the Annual Performance Appraisal Report (APAR) and would get reported upon by the Reporting Officer. The assessment of Screening Committee would be in part C of the AWR at the time of consideration under the policy.

(iii)   Interview : The interview boards, members of which are to be nominated by the Appointing Authority, shall be constituted for assessing the performance of the Scientists who have been screened in. The assessment board, apart from the chairman, who shall be an outsider, shall generally consist of a member each from the academics, industry and the government. The interview board shall assess the scientific content of the work. The interview board shall document through a one page summary the specific content of the work done justifying the merit for consideration for promotion.

(iv)   Marks in the APAR : Marks awarded between 8 to 10 will be rated as "outstanding", marks awarded between 6 and short of 8 will be rated as "very good", marks awarded between 4 and short of 6 will be rated as "good" and below 4 as Zero.

(v)   For promotion to the grade of Scientist F and G: A Departmental Peer Review Committee with composition as notified by DOPT shall undertake the next level of screening for assessment of scientists for their suitability to promotion to the next higher grade who shall certify that the scientists recommended met with all the criteria for in-situ up gradation in respect of DeitY, its attached / subordinate offices and Statutory Bodies. In respect of autonomous scientific societies, the composition of the Peer Review Committee shall be constituted with the approval of MCIT as implementation of FCS in autonomous bodies does not require ACC approval.

(vi)   For promotion to the grades of Scientist F, a field experience of two years, and for promotion to the grades of G, a field experience of five years will be essential. For the purpose of computing the total duration of field experience, such experience in the entire service career of the scientist shall be taken into consideration.

(vii)   Officers possessing the qualification as indicated in **Annexure-I** shall be entitled for consideration under this policy.

(viii)   The output indicators as appropriate and applicable shall be as at **Annexure II**.

(ix)   The criteria for field experience for DeitY, its attached / subordinate offices, Statutory Bodies and autonomous societies under DeitY is given at **Annexure III**.

(x)   The format of AWR is given at **Annexure-IV**.

(xi)   The recommendations of the interview board shall be placed before the appropriate appointing authority for acceptance before recommended promotions are given effect to.

(xii)   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.

(xiii)   The assessment of S&T officers for promotion to the next grade would only be three times and thereafter the Scientist would be covered under MACP scheme notified by DoPT according to the provisions of that scheme. The Scientist who has been granted any grade under MACP can be considered for next grade under this policy according to the eligibility and other provisions of this policy.

(xiv)   This policy is applicable only to those S&T officers who are initially appointed on Group A S&T posts. In addition to it, officers initially appointed on Below Group A S&T Posts and subsequently promoted as Group A S&T officer as per the provisions of Below Group A S&T Personnel Policy, prior to issue of this policy notification, shall also be covered under this policy.

6.   Posts in higher grade to the extent of recommended promotions may be automatically created by keeping the lower posts such vacated inoperative. Once such upgraded posts get vacated by way of retirement or otherwise, the original post shall become operative.

7.   The assessment process shall be rigorous with due emphasis on evaluation of scientific and technical knowledge so that only scientists who have to their credit demonstrable achievements or higher level of technical merit are recommended for promotion.

8.   Scientist who have completed or will complete the prescribed period of residency in a post during a period of three months before or three months after 1st January and 1st July will be considered as on that date for review for promotion to the next higher grade.

9.   The policy is to be made effective retrospectively w.e.f. 01.01.2011. Reviews already conducted since 2011 under the FCS/MFCS policies of DOPT would be treated as having been done under the new policy and past review cases will not be re-opened.

10.   In respect of issues not covered above or by any other general or special order issued by the DeitY, the orders of DOPT on FCS/MFCS shall apply.

11.   Recruitment Rules -: Under Article 309 of the Constitution of India "the Parliament may by Law regulate the recruitment or conditions of service of persons appointed to public services. Until provision is made by or under an Act of Parliament, the President or such person, as he may direct may make Rules regulating recruitment and the conditions of service of persons". Under the latter provision, each Ministry/Department is entrusted with the responsibility of framing Recruitment Rules for different posts/services under its administrative control. Keeping this in view, the attached offices/autonomous societies would frame their Recruitment Rules accordingly.

Eligibility and other qualification required by the scientist to be eligible for consideration under DeitY Personnel Policy for Group 'A' S&T officers

- **Doctorate (PhD) in Science or Engineering**

- **Masters Degree in Engineering or Technology (ME/M-Tech) or Masters Degree in Philosophy (MPhil)**

- **Bachelor Degree in Engineering/ Technology (BE/B-Tech) / DOEACC B-level/ AMIE/Graduate IETE or Master Degree in Science (MSc) or Master in Computer Application**

Field (single or in combination):

Physics, Applied Physics, Electronics, Electronics & Communication, Radio Physics and Electronics, Chemistry, Applied Chemistry, Materials Science, Environmental Science, Computer Sciences, Communication, Computer and Networking Security, Computer Application, Software System, Information Technology, Information Technology Management, Informatics, Computer Management, Cyber Law, Bio-informatics, Remote sensing, Geographical Information Systems (GIS), Geography, Mathematics, Applied Mathematics, Operations Research, Total Quality Management, Statistics, Computational Linguistics, Information Science, electrical, mechanical, civil, production, industrial electronics, instrumentation, Electronics & Instrumentation, power electronics, Design.

Criteria for Output Indicators under Group A Policy for S&T Officers

(Candidate requires to obtain Minimum 20 Marks per year from any of the sub-categories from any of the following Product Links for review under MFCS policy)

(Each sub category carry 5 marks)

A. Knowledge Product Link

Publication on SCI Journals, technical conference – national/international (atleast **3 Nos)**
Lecturers/ presentations in conferences/ seminars (atleast **2 Nos)**
Publication in referred journals(atleast **1 No)**
Publications in proceedings (atleast **3 Nos)**
Books and Monographs (atleast **1 No)**
Case Studies on best practices
Patents/Copyrights/Designs / IP (atleast **1 No)**
Invited Scientific Lectures (atleast3 **Nos)**
Scientific Study Reports (atleast **3 Nos)**
Reports related to Life Cycle Management of ICT systems (atleast1 **Nos)**
Data and Meta data Standards (atleast **1 Nos)**
Systems Study Report(atleast **2 Nos)**
Systems Manual (atleast **2 Nos)**
Standards Review and Documentation (atleast **1 Nos)**

B. Technology Product Link

Process Know-how (atleast **1 No)**
Product know-how - (atleast **1 No)**
Design know-how (atleast **1 No)**
Technical initiatives (atleast **2 Nos)**
Technology status reports (atleast **3 Nos)**
Technology intelligence reports (atleast **3 Nos)**
Technology foresight reports (atleast **3 Nos)**
Technology assessment reports (atleast **3 Nos)**
Technology transfer & productization (atleast **1 No)**
Design, development, deployment of hardware, software and electronics products (atleast **1 No)**
Technical linkages peer group outside (atleast **5 Nos)**
Projects executed/supervised (atleast **1 Nos)**
Zigs / fixture developed (atleast **2 Nos)**
Technology Standards (atleast **2 Nos)**

C. Economic Product Link

Contract Research Income (atleast **Rs.50 Lacs per year)**
Consultancy Service Income (atleast **Rs.50 Lacs per year)**
Royalty Income (atleast **Rs.10 lakhs per year)**

Competitive research grants gained (atleast **Rs.2 Crores per year**)
Technology licensing fees earned (atleast **Rs.10 lakhs per year**)
R&D Service income realized (atleast **Rs.10 lakhs per year**)
Scientific Publications Sold (atleast **Rs.10 lakhs per year**)
Economic activities related to technical products (atleast **Rs.10 lakhs per year**)
QA services income realised (atleast **Rs.10 lakhs per year**)

D. S&T Management Product Link

Extra & Intra mural R&D projects (atleast **10 Nos**)
Managed S& T management reports for external use (atleast **3 Nos**)
IPR Documentation (atleast **2 Nos**)
Monitoring and closure reports (atleast **3 Nos**)
S&T Output-Input correlations (atleast **3 Nos**)
S&T data base reports (atleast **2 Nos**)
Strategy planning Documents (atleast **2 Nos**)
S&T mission implementation (atleast **1 Nos**)
Cabinet Note, EFC/SFC/RFP Notes/tender documents prepared for S&T and ICT schemes (atleast **2 Nos**)
Preparation of RFP and tender documents for e-Governance Project (atleast **2 Nos**)
Involvement and management of technical/industry conference (atleast **2 Nos**)
Management and mentorship of technical groups/ engineers (atleast **2 Nos**)
Technical support – internal and external (atleast **5 Nos**)

E. S&T Services Product Link

Testing & Calibration services (No. of jobs atleast **10 Nos**)
Testing Methods Development (atleast 2 Nos)
Assessment services (No. of Audit/ Audit mandays) (atleast **10 Nos**)
Maintenance/ renewable of Accreditation (No. of accreditation (NABL, QCI, etc.) (atleast **2 Nos**)
New Scope addition/ new scheme launched (atleast **1 Nos**)
Good Laboratory Practice Inspection (atleast **10 Nos**)
S&T Survey (atleast **2 Nos**)
R&D Service : Energy/Environmental Audit (atleast **10 Nos**)
R&D Service : Environmental impact appraisals (atleast **10 Nos**)
Natural wealth and Hazard Assessment (atleast **10 Nos**)
S&T information services- Analysis (atleast **10 Nos**)
Bibliometric and Scientometric Analysis (atleast **10 Nos**)
Preparation of Technical Manuals (atleast **1 No**)
Derivation of Scientific/ Technical Codes (atleast **1 No**)
S&T outputs from Workshops/Seminars (atleast **10 Nos**)
Delivering services to the IT industry by way of implementing schemes (atleast **10 Nos**)
No. of certificates issued in certification scheme(s) (atleast 5 **Nos**)
Assembly/integration/testing (atleast 2 nos)
Installation at site/commissioning (atleast 1 No)

F. S&T Human Resource Product Link

Master's level education (atleast **1 No**)
Doctoral level training (atleast **1 No**)
Post doctoral training (atleast **1 No**)
Industrial training for M.Tech, B.Tech and MCA students (atleast **10Nos**)

S&T management courses (atleast **2 Nos**)
Specialized man power for R&D sector (atleast **2 Nos**)
Science education/knowledge dissemination (atleast **10 Nos**)
Training on advanced technical and Analytical methodologies (atleast **2 Programmes**)
Training and courses developed, designed and delivered (No. of courses designed, No. of training / training mandays) (atleast **2 Nos**)
Training and courses developed, designed (atleast 1 **Nos**)
No. of training/ training mandays (atleast 5 **Nos**)
capacity building for technology induction in governance (atleast **2 Nos**)
Capacity building for implementation of e-Governance projects (Roll out services) (atleast **2 Nos**)
Training in Niche areas with industry collaboration (atleast **5 Nos**)

G. Societal Outreach of S&T Outputs

Technology field demonstrations (atleast **1 No**)
Design of outreach materials (atleast **5 Nos**)
Dissemination of R&D outputs (atleast **10 Nos**)
Artisanal training/Skill Development Initiates (atleast **10 Nos**)
Grass root S&T related actions (atleast **5 Nos**)
Technology adaptation for local needs (atleast **2 Nos**)
Convergent technology solutions delivered (atleast **5 Nos**)
Monitoring implementation of govt. Schemes and dissemination to public using ICT tools (atleast **1 No**)

H. S&T Policy Product Links

Drafting/ review of National/ International Technical standards (atleast **2Nos**)
Participation in meeting of national standardization bodies (atleast **3Nos**)
R&D investment policy framework (atleast **2 Nos**)
National policy frame work for innovation systems (atleast **2 Nos**)
Design of policies for stimulation of R&D (atleast **2 Nos**)
National policy frame work for technology systems (atleast **2 Nos**)
Design and development of regulatory frame works (atleast **2 Nos**)
Evidence gathering for policy building (atleast **2 Nos**)
Global bench marks for technology systems (atleast **2 Nos**)

I. S&T Cooperation Product Links

PPP Products for S&T sector (atleast **5 Nos**)
National competitiveness (atleast **5 Nos**)
assessment for bilateral cooperation (atleast **5 Nos**)
Technology Assessment for diplomacy (atleast **5 Nos**)
Technology Assessment for international synergies (atleast **5 Nos**)
Technology Assessment for acquisition (atleast **5 Nos**)
Academy-research partnership built (atleast **5 Nos**)
Technical Work Programmes drafted for S&T Cooperation (atleast **5 Nos**)
MoU/ Agreement signed (atleast **1No**)

J. Technology and Tools Product Links

Technology exploration and adaptation for e-Governance needs (atleast 3 **Nos**)
Convergent technology solutions (atleast **2 Nos**)
R&D for new tools/algorithms for ICT solutions (atleast **2 Nos**)
Innovative use of existing tools / technology, System/sub-system components

design (atleast **2 Nos**)
Design and documentation of Architecture/ Framework for Application Software (atleast **2 Nos**)

K. ICT Project Management Product Link

Project Planning/preparing proposals, Approval, Finance and Procurement, Monitoring, Evaluation, Implementation (atleast 2 **Nos**)
Preparing preliminary/critical design review documents (atleast 1 no)
Project Recognition and Awards at National / International Level (atleast **1 Nos**)

L. ICT Services Product Link

Design and Development of Technology Solutions (atleast **2Nos**)
User Acceptance and Testing (atleast **2 Nos**)
Deployment of Technology Solution (atleast **2 Nos**)
Capacity Building programme (atleast **5 Nos**)
e-Governance Project implementation (atleast **2 Nos**)
e-Governance Project Replication (atleast **3 Nos**)
Maintenance and enhancement of e-Governance Projects (atleast **2 Nos**)
Preparation of Technical Documents / Manuals (atleast **3 Nos**)
Development of Application software (atleast **2 Nos**)
Design, development and hosting of portals, web applications and websites for information dissemination (atleast **3 Nos**)
Testing / Evaluation services – ICT Infrastructure, Application software, products and tools (atleast **5 Nos**)

M. ICT Infrastructure Product Links

Technology field demonstrations – POC for new technology and tools (atleast **2 Nos**)
Planning, design and establishment, and management of ICT infrastructure (atleast **1 No**)
Operations , Management and maintenance in Office/State/Districts (atleast **1 No**)
Management and prevention of security threats/ vulnerabilities in Cyber Space (atleast **2 Nos**)
ICT initiatives at grass root level (atleast **2 Nos**)
Monitoring systems for implementation of govt. Schemes and dissemination to public using ICT tools (atleast **1 No**)

N. S&T Industry Promotion Services Product Links

Delivery of statutory as well as promotional services to IT/ITES/Electronics industry (atleast **10 Nos**)
Incubation services to start-ups and MSMEs (atleast **10 Nos**)
Induction of ICT for enhancement of productivity (atleast **10 Nos**)
Dispersal of IT industry from Tier I cities (atleast **10 Nos**)
Creating conducive environment for promotion of industry (atleast **10 Nos**)

O. Career Product Links

Acquiring Ph.D degree <u>before induction of DeitY</u> in experimental science and technology in relevant areas of electronics and IT. (atleast **1 No**)
Acquiring Ph.D degree <u>after induction of DeitY</u> in experimental science and technology in relevant areas of electronics and IT. (atleast **1 No**)

Serving Technical society of DeitY (atleast **1 year**)
Acquiring technical work experience <u>before induction of DeitY</u> in electronics and IT industry. (atleast **1 year**)
Acquiring technical work experience <u>after induction of DeitY</u> in Foreign country, Public Sector companies in the area of electronics and IT industry. (atleast **1 year**)

P. Information Technology Act- Product Links

Standard Survey & Identification (atleast **2 Nos**)
Technology compliance report examination (atleast **3 Nos**)
Study of applicability os standards and implementation (atleast **3 Nos**)
Technology evaluation for Electronic authentication (atleast **2 Nos**)
Academy-research partnership bulit0study-cryptanalysis (atleast **1 No.**)
Mandatory technology services (atleast **3 Nos.**)
Analysis & Facilitation of standards migration (atleast **2 Nos.**)
Outreach Programs (atleast **1 No.**)
Design & publish mass awareness content (atleast **2 No.**)
Community interaction & sector development (atleast **2 No.**)
Delivery service to National Framework (atleast **1 No.**)
Delivering services to IT industry (atleast **2 No.**)
Regulatory service for CAs (atleast **1 No.**)
Licensing/Renewal Certifying Authorities (atleast **2 No.**)
Technology Product Evaluation (atleast **3 No.**)
Facilitating electronic authentication in E-gov application (atleast **2 No.**)

Criteria for determining Field Experience for DeitY and Units under it

Following activities can be considered as field experience:-

a. Fundamental / Basic Research

b. Applied Research

c. Experimental development

d. S&T activities which are directly linked to R&D

e. Promotion R&D in all areas of electronics (Nanotechnology, Electronics Systems, Electronic Materials & Components, Microelectronics & VLSI, Computer Hardware Design, and IT Computer Science, Data Base Management, Systems Analysis, Operations Research, System Software Development, Application Software Development, Advanced Computer Languages, Computer Hardware/ Software Maintenance Free and Open Source Software(FOSS), Bio-informatics, Innovation Promotion, Convergence, Communication and Broadband Technology), cyber security, e-governance and formulating policy for promotion of industry and such other areas as may be added from time to time.

f. Interacting with the organisation in the field, educational and research institute, government/ industry.

g. Formulating schemes / projects and monitoring of their performance.

h. Exploration and deployment of Information and Communication technologies for establishing and managing ICT infrastructure and developing technology solutions for e-Governance.

i. Development of strategies and methodologies for capacity building for technology induction in governance.

j. Delivery of services to IT/ITES/Electronics industry and implementation of various initiatives as formulated by the Government from time to time.

k. An S&T officer working in any of the scientific societies/Organizations of DEITY shall be construed as undergone field experience for the duration of their assignment, as the work in scientific societies are treated as relevant field experience.

Periods to be counted towards field experience

(i)   Ph.D degree in experimental science and technology in relevant areas of electronics and IT. Availing the Ph.D. **EITHER during the 2/5 years' residency period for promotion OR** completed **during the entire career in DeitY OR** before joining DeitY shall be considered as equivalent field experience.

(ii)   Acquiring experience in project conceptualisation, evolving, monitoring and implementation in the capacity of Member Convener/Member/Investigator, shall also be considered as equivalent field experience.

(iii)   Technical coordination with scientific societies or activities including Semiconductor ICs Layout Design Registry, Centre for Development of Advanced Computing, ERNET-India, CERT-In,

Media Lab Asia, Society for Applied Microwave Electronics Engineering and Research, Centre for Materials for Electronics Technology, shall also be considered as equivalent field experience.

(iv)   Acquiring experience in evolving and implementing specific initiatives/ incentives in the capacity of <u>Member Convenor/Member</u> after detailed techno-economic analysis and resolving policy issues faced by the industry due to technological developments for promotion of electronics hardware manufacturing and IT&ITES industry.

(v)   Acquiring experience in drafting policy of electronics and IT, drafting technical MoU with foreign countries and with foreign research organisation, conceptualisation, evolving, monitoring and implementation of international collaborative projects in the fields of ICT in the capacity of <u>Member Convenor/Member</u>

(vi)   Acquiring experience in testing (including IT testing), calibration, training including course designing, assessment service, including of new assessment schemes upgradation, design Zigs and systems, test harness, courseware design.

(vii)   Acquiring experience in Establishment and management of ICT infrastructure.

(viii)   Acquiring experience in Development and implementation of technology solutions and applications for e-Governance   (including testing of ICT systems)

(ix)   Acquiring experience in promotion of IT/ITES and Electronics Industry and delivery of services to such industry including incubation Datacom and such other services.

NB:
1.   *Total field experience required for considering for promotion the post Scientist 'F' or Scientist 'G' should at least be 2 and 5 years respectively; and also quantified by accumulated marks obtained in 'Output Indicator' during the entire career(See at Annexure II, Category A to P)*

2.   Following Table may be considered for counting the field experience:

No. of Years:

Name of the candidate	Field experience from the above categories									
	(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	Total

Marks Accumulated During each Grade:

Name of the candidate	Scientist 'B' to Scientist 'C'	Scientist 'C' to Scientist 'D'	Scientist 'D' to Scientist 'E'	Scientist 'E' to Scientist 'F'	Scientist 'F' to Scientist 'G'	Total

3.   The above claim of the field experience of any candidate should be vetted by the HoD & GC of the Group, where the candidate is working. *In case of societies field experience will be vetted by the Chief Executive Officers of the Societies.*

Annual Work Report
Part A
SELF ASSESSMENT BY THE OFFICER REPORTED UPON

1. Name:
2. Designation:
3. Area of S&T Function
4. Brief Description of S&T work function:

5. S&T output indicators for assessment and measurement of work function (as appropriate to the officer)

6. Enumeration of major outputs from S & T Function

7. Innovation content of work done (about **100 words**)

8. Major impact reported during the financial year (if any) for work done during previous three years.

9. Scientific and technological methodologies used in the work function.

10. Suggestions (if any) for work functions based on new or emerging scientific principles

11. New technologies if any introduced by the officer in Work plan/functions

12. Any other highlight of special S& T content in the work

13. One page summary of the scientific and technical elements in the work done during
the financial year

14. Quantified S&T outputs as per the selected indicators (as annexed)

Signature of the officer reported upon

Part-B

ASSESSMENT BY THE REPORTING AUTHORITY

1. Accuracy of the S&T work report

   a. Generally accurate
   b. Modifications needed (please specify)

2. Scientific merit of the work done
   1-10% 10-33% 33-50% 50-75% Bottom 25%

3 Short summary of the innovative content of the work done

4. General assessment of the scientific work report (in brief)

5 Final grading
   1-10% 10-33% 33-50% 50-75% Bottom 25%

Signature of the Reporting Officer

Part-C
INTERNAL PEER GROUP REVIEW REPORT

1. Grading of the S&T content of work reported

2. Specific Innovation elements recognized

    a)
    b)
    c)

3. Relative Assessment of the work reported vis-vis Peers in the area

    Top 10% 10-33% 33-50% 50-75% Bottom 25%

4. Assessment of the work done during the residency period

5. Specific highlights of the S&T content of the work done

6   Overall grading of the S&T work report for the residency period

    Top 10% 10-33% 33-50% 50-75% Bottom 25%

                                    Signatures of the Members of the Peer Group

1. Lectures delivered in universities/seminars industry meets

    a. Enrolled

    b. Invited

2. Books edited or written

3. Research publications

4. State- of - the Art Reports prepared on the subject handled or otherwise

5. Annual reports prepared

6. Internal reports generated

7. New S& T areas/ gaps identified for enlarging the scope of the existing schemes

8. New S&T identified and nurtured and 5&T inputs added to ongoing Schemes

9. Data bases prepared for scientific handling of the projects

10. Scientific and evidence-based initiatives taken to enlarge the infrastructure base of research and development across the country

11. Identification 01 New Areas for demonstration of technologies and follow-up

12. Project Monitoring Parameters evolved and deployed

13. Technology intelligence / assessment report prepared for S&T

14. S&T inputs provided to inter-M ministerial discussions in various committees

15. Number of projects scientifically evaluated for closure during the year

16. Networked Programmes initiated (please give numbers and salient features of your contribution)

    a. Between lab to lab
    b. Lab and industry
    c. Bilateral
    d. Multilateral

17. Policies Bills prepared during the year

18. Awards Membership of Institutions Academies

19. Others (Please specify)

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