

## Annexure-IV

### Score Card Guidelines for the Posts of HOD, HRS, PC and NC

Item #	Attributes/Accomplishments/Contributions/Performance Indicator and Distribution of Score/Marks	
<b>1</b>	<b>Academic Qualification</b>	<b>5</b>
	<p>1.a Securing OGPA of 8.00 or more in a scale of 10 or securing 80% or more marks at Graduate and Post Graduate level, One mark for each</p> <p style="text-align: right;"><b>Maximum 2 marks</b></p> <p>1.b First Position in the University at Graduate/Post Graduate level</p> <p style="text-align: right;"><b>Maximum 1 mark</b></p> <p>1.c Jawahar Lal Nehru Award for Ph.D research by the ICAR or an award of similar status at National/International level.</p> <p style="text-align: right;"><b>Maximum 1 mark</b></p> <p>1.d Post-Doctoral Fellowship both National and International, which are competitive e.g., Fellowship awarded by DBT/DST, Fulbright/Humboldt/Boyscast/DAAD etc. or any other additional qualification acquired relevant to the post</p> <p style="text-align: right;"><b>Maximum 1 mark</b></p> <p><b>P.S. Aggregate award under item 1 (1a+1b+1c+1d) is limited to 5 marks</b></p>	
<b>2.</b>	<b>Experience in Professional Field</b>	<b>10</b>
	<p><b>2a. Essential Qualification.</b></p> <p style="text-align: right;"><b>No marks to be awarded</b></p> <p><b>Head of Division (HOD)/Head of Research Station (HRS):</b></p> <p>(i) Doctoral degree in the relevant subject and disciplines as defined in the advertisement.</p> <p>(ii) At least 2 years' experience as Principal Scientist/ Professor or in an equivalent position in the pay band-4 of Rs. 37400-67000 with Grade Pay of Rs. 10000/-.</p> <p><b>Project Coordinator (PC):</b></p> <p>(i) Doctoral degree in the relevant subject and disciplines as defined in the advertisement.</p>	

	(ii) At least 3 years' experience as Principal Scientist/ Professor or in an equivalent position in the pay band-4 of Rs. 37400-67000 with Grade Pay of Rs. 10000/-.	
	<p><b>2b. Experience over and above the prescribed essential years stipulated as minimum qualifications.</b></p> <p><b>One mark</b> for each year of service experience over and above the prescribed period required for a particular post.</p> <p style="text-align: right;"><b>Maximum 3 marks</b></p> <p><b>P.S.</b> Marks are awarded strictly for the service experience <b>over and above</b> the prescribed essential years stipulated as minimum qualifications (as specified in 2(ii) above).</p>	
	<p><b>2.c Training (Domestic/Abroad)/EDP</b></p> <p style="text-align: right;"><b>Maximum 3 marks</b></p> <p><b>Trainings (Maximum 3 marks):</b> Specify trainings undergone outside the institute/university in the field of specialization with subject of the training and name of the training institute/organization. Award marks for trainings undergone outside the Institution where working as per following conditions below:</p> <p>iv. Training of 10 days duration: <b>1 mark</b></p> <p>v. Trainings of <math>\geq 21</math> day duration: <b>1 marks</b> for each training</p> <p>vi. Trainings of <math>\geq 3</math> month duration: <b>1 marks</b> for each training</p> <p>These training are other than those covered in 1.</p>	
	<p><b>2d. Team work to inter-disciplinary approach</b></p> <p>Team work to interdisciplinary approach introduced as evidenced by joint publications involving scientists across disciplines or institutes in a leadership role in two bullet points.</p> <p><b>One and half marks</b> for each bullet point.</p> <p style="text-align: right;"><b>Maximum 2 marks</b></p>	
	<p><b>2e. Leadership Attributes.</b></p> <p><b>One mark</b> each of the following contributions as a leader</p> <ul style="list-style-type: none"> <li>• Major R&amp;D initiatives launched including those relating to IPR/WTO etc.</li> <li>• Inter institutional collaboration (National &amp; International) developed</li> </ul>	

	<ul style="list-style-type: none"> <li>• New programs or any initiative started</li> <li>• Bringing recognition to the Institute either as individual or team.</li> </ul> <p style="text-align: right;"><b>Maximum 2 marks</b></p>	
	<p><b>2f. Contribution in the area of Research Management.</b></p> <p style="text-align: right;"><b>No marks awarded.</b></p>	
<b>3</b>	<b>Recognitions &amp; Awards/Special Attainments</b>	<b>15</b>
	<p><b>3A <u>Recognitions and awards</u></b></p> <p style="text-align: right;"><b>Maximum 10 marks</b></p> <ul style="list-style-type: none"> <li>• Two mark for each National/International awards/recognitions such as those conferred by National Organizations like ICAR, CSIR, DBT etc., Government of India, International Bodies of repute like FAO, UN etc.,</li> </ul> <p style="text-align: right;"><b>Maximum 4 marks</b></p> <ul style="list-style-type: none"> <li>• Four marks for Fellowship of any one of the recognized National Academies viz., National Academy of Agricultural Sciences, National Academy of Medical Sciences, Indian Academy of Sciences, Indian National Academy of Engineering, Indian National Science Academy, National Academy of Sciences or equivalent National/ International Academies,</li> </ul> <p style="text-align: right;"><b>Maximum 4 marks</b></p> <ul style="list-style-type: none"> <li>• <b>one mark</b> each for institute/University/ State Government Award given on national basis.</li> </ul> <p style="text-align: right;"><b>Maximum 1 mark</b></p> <ul style="list-style-type: none"> <li>• <b>Half mark</b> for each Award by National Institutes/Universities/professional societies (registered).</li> </ul> <p style="text-align: right;"><b>Maximum 1 mark</b></p>	
	<p><b>3B <u>Special Attainments</u></b></p> <p style="text-align: right;"><b>Maximum 5 marks.</b></p> <p><b>One mark</b> is awarded for each of the following recognitions:</p> <ul style="list-style-type: none"> <li>• Invited to act as Chairman/Member-Secretary of Scientific Committees and other policy Making Bodies/Committees of National/State/QRT Member/Chief Editor of National and International NAAS-rated Journals.</li> </ul> <p style="text-align: right;"><b>Maximum 2 marks</b></p>	

	<ul style="list-style-type: none"> <li>• President/Secretary of Professional Societies (registered)/Chief Editor of NAAS Rated Journals</li> </ul> <p style="text-align: right;"><b>Maximum 1 mark</b></p> <p><b>One mark</b> for each one-month experience of working in an International Organization/Laboratory, Period spent for Consultancy/Assignments with CG Centres, UN Agencies or Foreign Country Governments including Inter-governmental Agencies/Panels and Universities abroad are considered for marking. Period spent abroad towards Master/PhD/Post-Doctoral experience will not be counted for award for marks.</p> <p style="text-align: right;"><b>Maximum 3 marks</b></p> <p><b>Half mark</b> each for an individual invited lecture or acted as Chairman of a Technical Session as subject matter specialist during International Conventions, Conferences, Symposia etc. or participated as Member of an International Delegation.</p> <p style="text-align: right;"><b>Maximum 1 mark</b></p>	
4	<p><b>Development of variety/ breeds / technologies/ patents/ discoveries with documented impact at the field level/Traits identified/genes or germplasm registered/breeder seed produced/policy papers/ new theory /innovation</b></p>	20
	<p><b>Development of variety &amp; coverage area:</b></p> <p><b>Two marks</b> for each variety released by the Central Variety Release Committee and one mark for state level variety released/ supported by the indents of the ‘seed’ demand by DAC&amp;FW/State Govt./Other agencies.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>Development of animal breeds &amp; impact at the field level:</b></p> <p><b>Four marks for each Breed</b> developed and released at National level or state level and have become popular with evidence.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>Development of technologies &amp; impact at the field level:</b></p> <p><b>One mark</b> for each product, process or technology developed that has been implemented on Farmer’s field with extent of coverage /unit production/unit sold or licensed.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>Patents &amp; impact of commercialization of the patent:</b></p>	

	<p>Two marks for each patent with commercialization and one mark for only patenting without commercialization.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>Discoveries made, new methodology, new prototype &amp; impact at the field level :</b></p> <p>Three marks for each new Discovery published in NAAS rated journal above 7.5.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>New traits identified which have economic significance or new genes discovered or germplasm registered.</b></p> <p style="text-align: center;"><b>OR</b></p> <p><b>Policy papers developed/New extension models developed with demonstrable impact.</b></p>													
	<p><b>PS: Only well documented impact on ground level shall be considered for awarding marks under this criteria.</b></p>													
5	Teaching/Research/Extension	20												
	<p>Specify contributions in teaching/research/extension/service functions other than those already mentioned under Item 2.ii above.</p> <p>Identify one Major and one Minor areas of work/function:</p> <table border="1" data-bbox="304 1223 1305 1615"> <thead> <tr> <th>Area of work</th> <th>Major and minor areas of function</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td><b>5A. Teaching/ Research/ Extension</b></td> <td>Teaching/ Research/ Extension as major function</td> <td>12</td> </tr> <tr> <td><b>5B</b></td> <td>Teaching/ Research/ Extension as minor function</td> <td>03</td> </tr> <tr> <td><b>5C</b></td> <td>Externally Funded Projects</td> <td>05</td> </tr> </tbody> </table>	Area of work	Major and minor areas of function	Marks	<b>5A. Teaching/ Research/ Extension</b>	Teaching/ Research/ Extension as major function	12	<b>5B</b>	Teaching/ Research/ Extension as minor function	03	<b>5C</b>	Externally Funded Projects	05	
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*Note: Scientists devoting more than 75% of time on an activity would be considered as Major Function, and devoting less than 25% of time on an activity would be considered as Minor Function.*

**5A.1 Marks for Teaching as Major Function**

**Maximum 12 marks**

- For teaching as the major function, the candidate must have taught 3 courses with a total 8 credit hr load during each academic year. Whereas for minor function, the applicant must have taken 3 credit hr load/academic year. **Half mark** for each year of teaching as specified herein

**Maximum 2 marks**

- Capacity building training programs: organized Summer School/Winter School/Other Training as Course Director or conducted Outreach Programs as Leader or developed and delivered Customized Training Programs as Principal Organizer.

**Maximum 2marks**

- Guidance provided for M.Sc./Ph.D dissertation. As major advisor award **0.2 mark** for each M.Sc. student guided and **0.5 mark** for each Ph.D. student guided(marks to be granted only for students who have fulfilled all requirements for award of a degree program.

**Maximum 2 marks**

- Success of students (for whom the applicant served as major advisor/guide) in terms of recognition for National/International Awards, e.g. JN Award of the ICAR and/or qualifying ARS examination or Award of Overseas Fellowship to students.

**Maximum 2 marks**

- **Half mark** for each 10 subject matter lectures delivered as resource person in a Summer/Winter School, Refresher Course, Training Program etc. Marks will be awarded, if there is proof of publication of lectures in the course compendium.

**Maximum 2 mark**

- **Half mark** each for organizing a Seminar/Symposium as Chairman/Organizing Secretary/Convener.

**Maximum 2 mark**

**5A.2 Marks for Research as Major Function.**

**Maximum 12 marks**

**5A.2.1 Research projects:** Research project associated with for a minimum period of 3 years as evidenced by research projects completed and reports submitted. **Two marks** for each project completed.

**Maximum 7 marks**

**5A.2.2 Leadership in research initiatives**

**One mark for acting as PI of each project, and 0.5 mark for acting as Co-PI for each project.**

**Maximum 5 marks**

**5A.3 Award of Marks for Extension as Major Function.**

**Maximum 12 marks**

**5A.3.1 Technology application, demonstration and adoption**

**One and half marks** for each of the following activities. Marks will be awarded for those activities that are confirmed by successful outcome. Marks shall be awarded, only if there is documentary proof for the matching achievements.

- involvement in technology application programs through organizing/coordinating activities related to technology assessment and refinement e.g., on farm trails and report on technology refinement,
- Extent of adoption of the technology in adopted areas
- Participatory Rural Appraisal (PRA) and Participatory Technology Development (PTD), (iii) yield gap analysis and impact assessment for providing feedback to research and development in the form of report.
- Development of innovative extension methodologies, management cases and documentation success stories.
- Technology inventory and feedback support provided to the extension system for cataloguing region and situation specific technologies.

**Maximum 5 marks**

**5.A.3.2 Extension approaches for technology dissemination**

**One mark** for each of the following function. Marks will be awarded for those functions that are confirmed by successful outcome.

- formation of Formal Village Organizations/Farmer Field Schools,
- establishment of Farmers Producer/Commodity Interest Groups,
- introduction of innovative extension methods and institutional innovations supporting adoption of introduced technologies

	<p>including commercialization and mass dissemination of technologies,</p> <ul style="list-style-type: none"> <li>• founding of e-linkages/connectivity, creating and use of electronic and web based knowledge portals and products,</li> <li>• organization or coordination of interface meetings, demonstrations, farmers meeting/field day/technology week, exhibition, TV &amp; Radio talks and</li> <li>• production and supply of technology products worth about Rs 3 lakhs each year.</li> </ul> <p style="text-align: right;"><b>Maximum 4 marks</b></p> <p><b>5A.3.3 Capacity Development</b></p> <p>As evidenced by a documentary proof, marks may be awarded for each of the following capacity building activity/field demonstration organized:</p> <ol style="list-style-type: none"> <li>a. <b>Half mark</b> for each Training programmes organized as Coordinator</li> <li>b. <b>One mark</b> each for delivery of 10 lectures in each training programme.</li> <li>c. <b>One half mark</b> for each successful demonstration</li> </ol> <p style="text-align: right;"><b>Maximum 3 marks</b></p>	
	<p><b>5B <u>Teaching/ Research/ Extension as minor function</u></b></p> <p>For any of the teaching/research/extension as the Minor Function, the award of marks will be calculated as narrated and distributed for the major function. Each total thus obtained will be multiplied by 0.25 for awarding marks for the Minor Function limited to <b>3 marks only</b>.</p> <p style="text-align: right;"><b>Maximum 3 marks</b></p>	
	<p><b>5C. <u>Externally Funded Projects</u></b></p> <p>Award of competitive research grant: Only those projects granted by external sources should be considered for marking. Projects will be awarded marks as outlined below.</p> <p>For each Project having grant value of Rs:</p> <ul style="list-style-type: none"> <li>• 10-20.00 lakh: <b>one mark</b> for PI and <b>0.5</b> mark for COPI/Project Associate</li> <li>• 21-50.00 lacs: <b>2 marks</b> for PI and <b>0.5</b> for Co-PI/Project Associate</li> <li>• 51-100.00 lacs: <b>3 marks</b> for PI and <b>1</b> for Co-PI/Project Associate</li> <li>• <math>\geq 1.00</math> crore: <b>4 marks</b> for PI and <b>2</b> marks for CO-PI/Project Associate</li> </ul>	



	<b>Maximum 5 marks</b>	
<b>6</b>	<b>Publications</b>	<b>20</b>
	<p><b>6A. <u>Applicable to Scientists other than Social Scientists</u></b></p> <p style="text-align: right;"><b>Maximum 20 marks</b></p>	
	<p><b>6A.1 Publications (Refereed Journals).</b></p> <p style="text-align: right;"><b>Maximum 17 marks</b></p> <p>An applicant must identify 20 research papers published in refereed journals for allocation of score according to NAAS 2014 journal rating. The NAAS score for each publication will be added and the sum multiplied by 0.1 to get marks. For research publications where NAAS Journal ID is not available, the Screening Committee shall be empowered to give marks not more than 0.4 for each publication</p> <p>For journals not covered in NAAS but have international impact factor, applicant can indicate score as (6 + impact factor)</p>	
	<p><b>6A.2 Other Publications</b></p> <p style="text-align: right;"><b>Maximum 3 marks</b></p> <ul style="list-style-type: none"> <li>• Books/Monographs of minimum 100 pages published, Authored/Edited qualify for marking. Award 1 marks for each publication.</li> </ul> <p style="text-align: right;"><b>Maximum 2 marks</b></p> <ul style="list-style-type: none"> <li>• Policy Papers, Book Chapters and Training Manuals qualify for marking. For each publication award 0.5 mark.</li> </ul> <p style="text-align: right;"><b>Maximum 1 mark</b></p>	
	<p><b>6B. <u>Applicable to Social Scientists &amp; Scientist working in KVK</u></b></p> <p style="text-align: right;"><b>Maximum 20 marks</b></p>	

	<p><b>6B.1 Publications (Refereed Journals).</b></p> <p style="text-align: right;"><b>Maximum 12 marks</b></p> <p>An applicant must identify <b>15</b> best research papers published in refereed journals for allocation of score according to NAAS Journal rating. The NAAS score for each publication will be added and sum multiplied by 0.1 marks. For research publications, where NAAS Journal ID is not available, the Screening Committee shall be empowered to give appropriate marks but not more than 0.4 for each publication.</p> <p>For journals not covered in NAAS but have international impact factor, application can indicate score as (6+impact factor)</p>	
	<p><b>6B.2 Other Publications.</b></p> <p style="text-align: right;"><b>Maximum 8 marks</b></p> <ul style="list-style-type: none"> <li>• Books/Monographs of minimum 100 pages published, authored/edited qualify for marking. For each publication award <b>one mark</b></li> </ul> <p style="text-align: right;"><b>Maximum 2 marks</b></p> <ul style="list-style-type: none"> <li>• Policy Papers Award <b>2 marks</b> for each</li> </ul> <p style="text-align: right;"><b>Maximum 4 marks</b></p> <ul style="list-style-type: none"> <li>• Book Chapters and Training Manuals qualify for marking. For each publication award <b>one mark</b></li> </ul> <p style="text-align: right;"><b>Maximum 2 marks</b></p> <ul style="list-style-type: none"> <li>• Popular articles/bulletins/short communications qualify for marking. Award <b>0.1 mark</b> for each publication.</li> </ul> <p style="text-align: right;"><b>Maximum 2 marks</b></p> <ul style="list-style-type: none"> <li>• Electronic media coverage, articles published in news papers and magazines qualify for marking. For each relayed talk or published article award <b>0.1 mark.</b></li> </ul> <p style="text-align: right;"><b>Maximum 1 mark</b></p> <ul style="list-style-type: none"> <li>• Extension Bulletins qualify for marking. For each Bulletin award <b>0.25 mark.</b></li> </ul> <p style="text-align: right;"><b>Maximum 1marks</b></p>	

7	<p><b>Institute Building/Service Functions:</b></p> <p><b>7a. Institute building: Only clearly defined contributions as a leader shall be considered for marking as per following criteria.</b>  <b>Maximum 4 marks</b></p> <p>(i) <b>Development of new facility/laboratory having measurable impact (list only three activities). Award 1.0 for each activity.</b></p> <p>(ii) <b>Development of farm/common facility (list only 3 activities). Award 1.0 for each activity.</b></p> <p><b>7b. Service Functions:</b>  <b>Service provided for following miscellaneous tasks by applicant qualify for award of marks. Award 1.0 mark for each contribution.</b>  <b>Maximum 6 marks</b></p> <p>(i) <b>Compilation of Institute Annual Reports (editor/sub-editor).</b></p> <p>(ii) <b>Duties performed for at least one year or more as warden, Library I/c, Student Welfare Officer, Animal House I/c, Farm I/c, Common Instruments Lab. I/c, Assistance, PME Cell.</b></p> <p>(iii) <b>Field survey including sea exploration, biodiversity &amp; aquatic/soil resources survey.</b></p> <p>(iv) <b>Production and distribution of seeds/seeds/culture/planting materials /diagnostic services/store purchase/maintenance of farms each at least for one year.</b></p>	10
	<b>GRAND TOTAL</b>	<b>100</b>