

**CENTRAL PULP & PAPER RESEARCH INSTITUTE**  
**RECRUITMENT & PROMOTION SCHEME**

*FOR*

*SCIENTIFIC, TECHNICAL & SUPPORT STAFF*

*(Revised in August, 1999 and Effective from 01-04-1996)*

**CENTRAL PULP & PAPER RESEARCH INSTITUTE**  
**SAHARANPUR-247001**

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## RULES FOR RECRUITMENT OF SCIENTIFIC, TECHNICAL AND SUPPORT STAFF IN CPPRI

1. In exercise of power conferred under the Rules & Regulations and Bye-laws of the CPPRI, the Council of Association, CPPRI hereby enacts the following Recruitment Rules for scientific and technical posts in CPPRI.

### 2. Short Title & Enactment :-

These Rules shall be called "CPPRI Rules for Recruitment of Scientific, Technical and Support Staff" and shall come into force with immediate effect from the date of approval of President, Council of Association, CPPRI.

### 3. Scope of the Rules :-

These rules will govern recruitment and selection of scientific, technical and support staff.

### 4. Definitions :-

In these rules unless the context otherwise requires;

- a) 'Scientific staff' means staff as defined in Rule 5.1
- b) 'Technical staff' means staff as defined in Rule 5.2
- c) 'Group' means a set of grades referred to in Rule 6
- d) 'Grade' means a level in a group with a prescribed pay scale for a post in the Group
- e) 'Support staff' means staff as defined in Rule 5.3
- f) 'Appointing Authority' means the authority as specified in Rule 4.1, i.e. Director-General/Director
- g) 'Council' means Council of Association, CPPRI
- h) 'Service' means service in the CPPRI
- i) 'Institute' means CPPRI

### 5. Scientific, Technical & Support staff - Definitions thereof :-

- 5.1. **Scientific Staff** means R&D - scientific staff who are expected to generate or improve knowledge/methods/techniques by research/design/development.
- 5.2. **Technical Staff** means staff who are expected to use existing scientific and / or technical knowledge / methods/ techniques towards solution of technical problem.
- 5.3. **Support Staff** means staff who are expected to provide skilled assistance to Scientific & Technical staff.

The entire Scientific, Technical and Support staff is divided in four groups, namely: Groups - I & II (Support), Group - III (Technical) and Group - IV (R&D - Scientific).

6.1 Each Group has a number of grades. The groups are described in Roman numerals and the grades in Arabic numerals. For example I(2) refers to the second grade in Group - I and IV(5) refers to the fifth grade in Group-IV.

6.2 The Groups and Grades are as follows:-

<u>Group</u>	<u>Grade</u>	<u>Pre-revised Pay Scale</u>	<u>Revised Pay Scale (Rs.)</u>
I	1	Rs.750-940	2550-3200
I	2	Rs.825-1200	2750-4400
I	3	Rs.950-1400	3050-4550
I	4	Rs.1350-2200	4500-7000
II	1	Rs.950-1400	3050-4550
II	2	Rs.1350-2200	4500-7000
II		Rs.1400-2300	4500-7000
II	3	Rs.1640-2900	5500-9000
II	4	Rs.2000-3500	6500-10500
II	5	Rs.2200-4000	8000-13500
III	1	Rs.1400-2300	4500-7000
III	2	Rs.1640-2900	5500-9000
III	3	Rs.2000-3500	6500-10,500
III	4	Rs.2200-4000	8000-13,500
III	5	Rs.3000-4500	10,000-15,200
III	6	Rs.3700-5000	12,000-16,500
III	7	Rs.4500-5700	14,300-18,300
IV	1	Rs.1640-2900	5500-9000
IV	2	Rs.2200-4000	8000-13,500
IV	3	Rs.3000-4500	10,000-15,200
IV	4	Rs.3700-5000	12,000-16,500
IV	5	Rs.4500-5700	14,300-18,300
IV	6	Rs.5100-6300	16,400-20,000
IV	7	Rs.5900-6700	
		Rs.5900-7300	18,400-22,400

7. Recruitment: -

Recruitment will generally be made only at the lowest grade in each Group but in Group-IV, recruitment will be made in Grade (1), Grade (2) and Grade (3) as per the needs of the Institute. However, if a special need exists or arises, recruitment in higher grades in all the groups can also be made with the approval of Council of Association, CPPRI.

8. QUALIFICATIONS, EXPERIENCE & AGE LIMITS FOR RECRUITMENT

8.1 The Minimum qualifications/experience and maximum age limits for recruitment at various levels are as follows:-

<u>Group &amp; Grade</u>	<u>Qualification</u>	<u>Relevant Experience in years*</u>	<u>Age limit in years</u>
<u>GROUP -I</u> 2550-3200	10th Standard/SSC with 50% marks in aggregate	Nil	23
<u>GROUP-II</u> 3050-4590	SSC/10th standard with 50% marks in the aggregate and ITI Certificate of 2 yrs. duration in relevant trade. OR SSSC/HSC/12th with <u>relevant technical subjects</u> and a min. of 60% marks in aggregate	Nil	23
<u>GROUP-III(1)</u> 4500-7000	1st Class B.Sc.(Sci.)/1st Class B.Lib. Sci. or equivalent OR 1st Class Dip. in Engg./Tech. of 3 yrs. full-time duration or its equivalent.	Nil	25

\*Preferable part of it in previous grades for persons coming from Govt./Public/Autonomous sectors

GROUP-II(2) 5500-9000	1st Class B.Sc. (Sci.)/1st Class B.Lib. Sci. or equivalent	Four	28
	OR 1st Class Dip. in Engg/Tech. of 3 yrs full- time duration or its equivalent	Four	
GROUP-III(3) 6500-10500	1st class B.Sc. (Sci.)/1st Class B. Lib. Sci. or equivalent	Seven	32
	OR 1st Class Dip. in Engg/Tech. of 3 yrs full- time duration or its equivalent	Seven	
	OR M.Sc. or equivalent or B.E./B.Tech. or equivalent with minimum of 60% marks	Nine	
GROUP-III(4) 8000-13500	1st B.Sc. (Sci.)/ 1st Class B.Lib. Sci. or equivalent	Seven	35
	OR 1st Class Dip. In Engg/Tech. of 3 yrs. full- time duration or its equivalent	Seven	
	OR M.Sc. or equivalent or B.E./B.Tech. or equivalent with minimum of 60% marks	Seven	
GROUP-III(5) 10000-15200	1st Class B.Sc.(Sci)/1st Class B.Lib. Sci. or equivalent	Five	40
	OR 1st Class Dip. in Engg/Tech. of 3 yrs full- time duration or its equivalent	Five	
	OR M.Sc. or equivalent or B.E./B.Tech. or equivalent with minimum of 60% marks	Five	
GROUP-III(6) 12000-16500	M.Sc. or equivalent or B.E./B.Tech. or equivalent with minimum of 60% marks	Seven	

**GROUP-IV**

GROUP-IV(1) 5500-9000	M.Sc. or B.E. or recognised equivalent qualification with minimum of 60% marks	Nil	28
GROUP-IV(2) 8000-13500	M.Sc or B.E. or recognised equivalent qualification with minimum of 60% marks or M.Tech. or M.E. or Ph.D. with minimum of 60% marks	Two	30
		Nil	
GROUP-IV(3) 10000-15200	M.Sc or B.E. or recognised equivalent qualification with minimum of 60% marks	Six	35
	OR M.Tech./M.E. with minimum of 60% marks;	Five	
	OR Ph.D.(Science) with minimum of 60% marks in Graduation & Post-graduation	Three	
	OR M.Sc. or B.E with minimum of 60% marks with M.B.A. from recognised Institution	Three	
GROUP-IV(4) 12000-16500	M.Sc. or B.E. or recognised equivalent qualification with minimum of 60% marks;	Ten	40
	OR M.Tech./M.E with minimum of 60% marks	Nine	
	OR Ph.D.(Science) with minimum of 60% marks in Graduation & Post-graduation;	Seven	
	OR M.Sc. or B.E with minimum of 60% marks with M.B.A. from recognised Institution	Seven	
GROUP-IV(5) 14300-18300	M.Sc or B.E. or recognised equivalent qualification with minimum of 60% marks;	Fifteen	40
	OR M.Tech./M.E. with minimum of 60% marks;	Fourteen	
	OR Ph.D.(Science) with minimum of 50% marks in Post-graduation	Ten	
	OR M.Sc. or B.E with minimum of 60% marks with M.B.A. from recognised Institution	Ten	

GROUP-IV(6) 16,400-20,000	M.Sc. or B.E. or recognised equivalent qualification with minimum of 60% marks;	Twenty	45
	OR		
	M Tech./M E. with minimum of 60% marks;	Eighteen	
	OR		
	Ph.D.(Science) with minimum of 60% marks in Post-graduation	Fourteen	

8.2 Cases of equivalence of qualifications may be decided as per the notification of Min. of Education/AICTE/JGC/AIU issued from time to time, or as approved by the Council of Association, CPPRI.

8.3. Relaxation:

Relaxation in age limit, qualification and/or experience in case of exceptionally meritorious candidates (both departmental and outsiders) would be allowed with the prior approval of the Council of Association, CPPRI. However, relaxation for SC/ST/OBC and other categories, as prescribed by the Govt. of India, will continue to be operative.

9. Constitution of Selection and Screening Committee :-

Recruitments shall be made through Selection Committees, as prescribed under the Rule. There shall be at least one external expert in the Selection Committees. Such external experts will be nominated by the Director-General/Director from out of the panel approved by the President of the Council of Association of CPPRI.

9.1. For recruitment to Groups-I, II, III (1) & III(2) :-

9.1.1. The Selection Committee shall be constituted as under:

Chairman		Director-General/Director   or his nominee
Three Experts with minimum one level above the post of interview, of which, one will be external expert.		To be nominated by   Director-General/Director

Quorum : Chairman and two experts with at least one external expert

9.1.2 The Director-General/Director will constitute a Screening Committee from amongs: the members of the Selection Committee.



9.2 For recruitment to Group III(3) to III(6) and IV(1) to IV(4)

9.2.1 Selection Committee shall be constituted as under:

Chairman	Director-General/Director or his nominee
Four Experts with minimum one level above the post of interview, of which, two will be external experts.	To be nominated by the Director-General/Director

Quorum : Chairman and two experts with at least one external expert

9.2.2 The Director-General/Director will constitute a Screening Committee from amongst the members of the Selection Committee.

9.3 For recruitment to Group-IV(5) & IV (6)

9.3.1 The Selection Committee shall be constituted as under:-

Chairman	Director-General/Director or his nominee
Five Experts with minimum one level above the post of interview, of which, two will be external experts	To be nominated by the Director-General/Director

Quorum : Chairman and two experts with at least one external expert

10. Procedure for recruitment :-

10.1 Notification of Vacancies : Posts in the pay scale of Rs.4500-7000 and above will be advertised and given wide publicity.

10.1.1 Posts in the pay scales below Rs. 4500-7000 will be advertised as well as be notified to the local Employment Exchange.

10.2 Screening of Applications : Applications received will be scrutinised by a Screening committee to be constituted from amongst the members of the Selection committee. The Screening Committee will adopt a clearly defined criteria for short-listing the candidates to be called for interview/trade tests. As far as possible, a minimum of 3 candidates per post should be short-listed for interview/trade tests.

10.3 Selection Procedure :

10.3.1 The candidates as recommended by the Screening Committee will be invited for interview/trade test. Intimation to candidates for this purpose should be sent at least 21 days in advance of the date fixed for interview/trade test, by registered post. Criteria by Screening Committee should be well defined, elaborated & placed before the interview committee.

10.3.2 A duly constituted Selection Committee will interview the candidates to evaluate their suitability for the post.

10.3.3 For filling up a post, a panel of selected candidates in each discipline will be prepared so that if the candidate who is at the top of the merit list does not report or does not accept the appointment, the next on the panel can be offered the post. This panel will be alive for a period of one year or when a candidate joins the duty, whichever is earlier.

10.3.4 After the Selection Committee has finalised its recommendations, these will be approved by the appointing authority, i.e. Director-General/Director. Thereafter, usual procedure, as laid down, will be followed before the letter of appointment is issued.

11. For all posts up to the level of scientist Gr. IV(5), the Director-General/Director of the institute shall be the appointing authority.

12. Special Provisions :

12.1 Where the posts are reserved for SC/ST/OBC candidates or where the SC/ST/OBC candidates are applicants for the posts, it must be ensured that a Member belonging to SC/ST/OBC Community is nominated on the Selection Committee/Screening Committee. Instructions for nomination of female members and members representing the minority communities, as issued by the Govt. of India from time to time will continue to be followed.

12.2 The Director-General/Director may appoint, on adhoc basis, an external candidate of proven merit to a scientific post upto the rank of scientist GR. IV(4) subject to the condition that the post shall be advertised within six months of such appointment and selection made in accordance with the prescribed provisions.

12.3 The Director-General/Director in regard to scientific/technical posts may make appointment on deputation/foreign service terms in case of meritorious candidates with the approval of President, Council of Association and inform the Council in subsequent meeting.

13. Fixation of pay :-

13.1 The pay of a candidate selected for the post shall normally be fixed at the minimum of the pay scale attached to the post. However, advance increments, if any, upto maximum of 5, can be recommended only in rare exceptional cases keeping in view the merit of the candidate. While doing so, details of the achievements/exceptionally outstanding performance/work of the candidate should be specifically mentioned in the proceedings of the Selection Committee. The proceedings should unambiguously establish and convince anyone of the high quality of the candidate's work/performance/ achievements for whom the advance increments have been recommended.

14. In case, if the Institute does not have the position of Director-General, the Director of the Institute will derive the powers of Director-General.

15. Director-General/Director or other senior officer in the Institute will be appointed as per the bye-laws of the Institute.

16. TA/DA to candidates will be paid as per CPPRI rules.

17. Payment of Honorarium for members of Selection Committee(s):

17.1 Outside experts invited to act as Members of the Selection Committee(s) will be paid Honorarium @ Rs.1000/- (Rupees one thousand only) per day for total time spent for the purpose. Payment of Honorarium will be in addition to TA/DA admissible to the Member.

## REVISED ASSESSMENT SCHEMES

### 0. GENERAL INSTRUCTIONS

1. The Revised Assessment Scheme will come into operation from 1.4.1996 i.e. for the assessment year 1996-97 and onwards.

2. Assessments will be regulated as follows:

*Prior to 1.4.1996  
w.e.f. 1.4.1996*

*as per provisions of SRRPS  
as per provisions of RAS*

3. Assessment to a higher grade does not necessarily imply higher perks, such as office space, telephone, stenographic assistance, furniture, etc. which will continue to depend upon functional needs subject to relevant instructions issued from time to time.

4. Assessment is distinct from promotion under the DPC system and does not necessarily result in change of work pattern or higher supervisory status or power, though it does lead to an expectation of higher level of scientific and/or technical performance.

5. Service rendered in the following situations, if any, will be computed for determining the eligibility for normal assessment:-

5.1 Service rendered in the prescribed pay scale under sponsored Project/Scheme, if followed by regular absorption.

5.2 periods of leave including extraordinary leave (EOL) to the extent it counts for earning increments; and the period spent on deputation/foreign service.

6. Employees who take voluntary retirement or superannuate or die in service will be considered for assessment from due dates of their eligibility if it falls on an earlier date. For deceased employees, there will be no component of interview and marks will be awarded pro-rata on the basis of the marks awarded for ACRs.

7. It shall primarily be the responsibility of the Director-General/Director to ensure that the guidelines of the scheme are correctly followed.

8. No advance increments will be permissible on assessments under this scheme. Pay will be fixed as per normal rules.

9. The staff members in Group-II who have qualifications prescribed for entry level to the next higher Group-III shall be assessed for consideration for promotion to the next higher grade in the same Group of grades. If they do not get promoted the first time, they will be eligible for assessment next

year. In all, they shall have four assessment chances. If on such internal assessment promotion, their pay when fixed is equal to or higher than the pay of the entry level grade of Group III (I), they shall be deemed to have crossed over to this Group of grades. If their pay on such promotion is less than the pay of the entry level grade of Group III(1), they shall remain in the newly promoted grade till such time as their pay reaches the entry level pay of Group-III or the minimum stipulated period in the newly promoted grade for assessment to the next higher grade or when their basic pay reaches the minimum of the next higher grade in the same Group, whichever is earlier. At that time they shall be assessed again as before for promotion to the next higher grade and be permitted to cross over to the next higher Group of grades, i.e. Group-III, if their pay reaches the entry level pay for this Group.

10. The staff members in Group-III of grades who have qualifications prescribed for entry level to the next higher Group-IV grades shall be assessed for consideration for promotion to the next higher grade in the same Group of grades, i.e. Group-III. If they do not get promoted the first time, they will be eligible for assessment next year. In all, they shall be given three assessment chances. If on such internal assessment promotion, their pay when fixed is equal to or higher than the entry level pay of Group-IV(1), they shall be deemed to have crossed over to this Group. If their pay on such promotion is less than the entry level pay of Group-IV(1), they shall remain in the newly promoted grade till such time as their pay reaches the entry level pay of Group-IV(1) or the minimum stipulated period of the newly promoted grade for assessment to the next higher grade or when their basic pay reaches the minimum of the next higher grade whichever is earlier. At that time they shall be assessed again as before for promotion to the next higher grade and be permitted to cross over to Group-IV(1), if their pay reaches the entry level pay of Group IV (1).

## 1. GROUPS WITH QUALIFICATIONS FOR ASSESSMENT

### 1.1 Groups

The entire scientific, technical and support staff are divided in four groups, namely Groups I & II (Support staff), Group III (Technical), and Group IV (R&D - Scientific). Each group has a number of grades. The groups are described in roman numerals and the grades within the groups are described in arabic numerals. For example I(2) refers to the second grade in Group I and IV(5) refers to the fifth grade in Group IV. The assessments under Revised Assessment Scheme (RAS) are based on the Grade held in a particular Group and do not depend on seniority and designation.

1.2 Case of employees relating to period before Revised Assessment Scheme came into operation (i.e. the financial year 1996-97 will continue to be regulated as per earlier schemes and circulars issued thereon).

✓ 1.3 For assessment promotion within the same Group, the restriction of minimum qualifications may not apply for the existing employees.

2.1 The Revised Assessment Scheme (RAS) has the essential feature of assessment based on threshold quality criteria, uniformity in quantification of marks system. Eligibility criteria should ensure that only the very meritorious scientists qualify for promotion.

2.1.1 The revised assessment scheme supersedes the existing SRRPS.

### 2.2 Eligibility and Thresholds :

The eligibility and thresholds for assessments shall be as follows:-

2.2.1 Group-I

GROUP & GRADES	SCALE OF PAY	ELIGIBILITY FOR ASSESSMENT (YRS)	THRESHOLD i.e. MINIMUM MARKS FOR ASSESSMENT.
		(No. of years required to be completed in the existing Grade)	
I(1)	Rs.2550-3200	7, 8, 9, 11 and after remaining for one year at the maximum of the grade.	60
I(2)	Rs.2750-4400	-do-	60
I(3)	Rs.3050-4590	-do-	70
I(4)	Rs.4500-7000		

2.2.2 Group-II

GROUP & GRADES	SCALE OF PAY	ELIGIBILITY FOR ASSESSMENT (YRS)	THRESHOLD e.i. MINIMUM MARKS FOR ASSESSMENT.
		(No. of years required to be completed in the existing Grade)	
II(1)	Rs.3050-4590	7, 8, 9, 11 and after remaining for one year at the maximum of the grade.	60
II(2)	Rs.4500-7000	-do-	60
II(3)	Rs.5500-9000	-do-	70
II(4)	Rs.6500-10500	-do-	75
II(5)	Rs.8000-13,500		

2.2.3 Group-III

GROUP & GRADES	SCALE OF PAY	ELIGIBILITY FOR ASSESSMENT (YRS)	THRESHOLD i.e. MINIMUM MARKS FOR ASSESSMENT W.R.T. NO. OF YEARS IN THE GRADE*			
			5	6	7	8
		(No. of years required to be completed in the existing Grade)				
III(1)	Rs.4500-7000	5, 6, 7, 8 and after remaining for one year at the maximum of the grade.	60	60	60	60
III(2)	Rs.5500-9000	-do-	60	60	60	60
III(3)	Rs.6500-10500	-do-	70	65	60	60
III(4)	Rs.8000-13500	-do-	70	65	60	60
III(5)	Rs.10,000-15,200	-do-	80	75	70	60
III(6)	Rs.12,000-16,500	-do-	90	80	75	70
III (7)	Rs.14300-18300					

\*This is as per Ministry of Personnel, Public Grievances & Pensions, Deptt. of Personnel & Training, Govt. of India Office Memorandum No.2/41/97-PIC, dated 9<sup>th</sup> Nov. 1992

2.2.3.1. Staff in Grade III (6), who possess the entry level qualification of Group IV, will only be eligible for assessment to Grade III (7). The condition of first class will, however, not be insisted upon in these cases.

2.2.3.2. For the existing staff in the pay scale of Rs.1320-2040 (pre-revised):

- i) Pay scale of Rs.1320-2040 (pre-revised) is abolished w.e.f. 1st April, 1992.
- ii) The existing staff holding pay scale of Rs.1320-2040 (pre-revised) may be placed in the pay scale of Rs.1350-2200 (pre-revised) w.e.f. 1-4-'92.
- iii) The pay fixation in such cases to be done under FR 23 & residency period of holders of the abolished pay scale of Rs.1320-2040 (pre-revised) will be treated from 1-4-'92 only.
- iv) The benefit of arrears, if any as a result of such replacement will be given only w.e.f. 01-01-1996.



GROUP & GRADES	SCALE OF PAY	ELIGIBILITY FOR ASSESSMENT (YRS)	THRESHOLD i.e. MINIMUM MARKS FOR ASSESSMENT W.R.T. NO. OF YEARS IN THE GRADE*			
			5	6	7	9
		(No. of years required to be completed in the existing Grade)				
IV (1)	Rs.5500-9000	5, 6, 7, 9 and after remaining for one year at the maximum of the grade.	70	65	60	60
IV(2)	Rs.8000-13500	-do-	70	65	60	60
IV (3)	Rs.10,000-15,200	-do-	80	75	70	60
IV (4)	Rs.12,000-16,500	5, 6,7 years and after remaining for one year at the maximum of Grade	80	75	70	-
IV (5)	Rs.14300-18300	-do-	90	80	75	-
IV (6)	Rs.16,400-20,000	-do-	90	80	75	-
IV (7)	Rs.18,400-22,400					

\*This is as per Ministry of Personnel, Public Grievances & Pensions, Deptt. of Personnel & Training, Govt. of India Office Memorandum No.2/41/97-PIC, dated 9<sup>th</sup> Nov. 1998

2.2.4.1. As provisions for assessments from Grade IV(6) to IV(7) are introduced w.e.f. 1.4.1996, the assesseees in Grades IV(6) who complete 5 years or more as on 31.3.1996, shall be eligible for assessment w.e.f. 1.4.1996. Their due dates of assessment for the second chance as per table given above would be 1.4.1997 and so on for subsequent chances. For the assesseees who completes 5 years after 31st March, 1996 (i.e. on and after 1st April, 1996) the due dates of their assessment for the first chance would be on completion of 5 years period in the grade.

### 2.3 Special Provisions :-

2.3.1 For second and subsequent chances of Normal assessment, upto two marks will be awarded for each year of experience in the interview marks, to reach the minimum prescribed threshold, provided the ACR for that year is 'good'. Marks will be given on this account only for a maximum period of 3 years.

2.4 Time Schedule for Assessment :

Assessment period will be the financial year and assessments will be done once in a year. Only eligible employees upto 31st March of the year will be considered for assessment. As far as possible, assessments should be completed by 30th September of the year.

### 3. CONSTITUTION OF ASSESSMENT COMMITTEE

3.1 The Assessment Committee will be constituted as followed

3.2 For assessment of staff in Groups I, II, Group III - Grades III(1) and III(2), separate assessment committees will be constituted by the Director as follows:

Chairman                      Director-General/Director or his nominee

Members (Four)              Experts with minimum one level above the post of assessment, of which, two will be external experts.

Quorum:-                      Chairman and two Experts with at least one external expert.

3.3 For assessment of staff in Group-III Grades III(3), III(4), III(5) and III(6) and IV(1) to IV(3) Director-General/Director will constitute separate area-wise Assessment Committees as under:

Chairman                      Director-General/Director or his nominee

Members (four)              Experts with minimum one level above the post of assessment, of which, two will be external experts.

Quorum:-                      Chairman and two Experts with at least one external expert.

3.4 For Assessment from Grade IV(4) to Grade IV(5), IV(5) to IV(6) and IV(6) to IV(7) the Assessment Committee will be constituted as follows.

Chairman                      President, Council of Association, CPPRI or his nominee/ Director-General/Director

Members (four)              Experts with minimum one level above the post of assessment, of which, two will be external experts.

Quorum:                      Chairman and two Experts with at least one external expert

3.5 The Assessment Committees, which are considering assesses of reserved categories shall invariably include an expert of SC/ST/OBC category. If such an expert is not available in the approved area-wise panel of experts, an outside member of SC/ST/OBC category shall be associated as a full-fledged member over and above the normal constitution of the Assessment Committee.

3.6 All members of the Assessment Committee should normally be at least one rank higher than the Grade for which assessment is being done except in the case where expert is from member of Council of Association of CPPRI.

4. SELF APPRAISAL REPORT & ANNUAL CONFIDENTIAL REPORT

4.1 The "Self Appraisal Report" (SAR) & "Annual Confidential Report (ACR)" will be defined as under:-

4.1.1 Self Appraisal Report (SAR): Report of an assessee on the work done by him/her during the entire period, on the basis of which he/she is to be considered for assessment.

This will be applicable only for Groups III, & IV.

4.1.2 Annual Confidential Report (ACR).

Note: The Self Appraisal Report (SAR) submitted must be verified by the concerned Reporting & Reviewing Officer

## 5. PROCEDURE FOR ASSESSMENT

5.1 For assessments, marks will be apportioned as follows:-

a) For Groups - I, II, Group-III - Grades III (1) & III (2) :

(marks / Weightage -%)

- |     |  |    |
|-----|--|----|
| i)  | Annual Confidential Report (ACR)   | 50 |
| ii) | Interview Performance (including Trade Test, Wherever applicable) in Group II, Group III (1) & (2) | 50 |

b) For Group III (3) to III (6) & Group IV

(marks / Weightage -%)

- |      |   |    |
|------|---|----|
| i)   | Annual Confidential Report  | 30 |
| ii)  | Self Appraisal Report (SAR)<br>(Evaluation by Assessment committee members) | 30 |
| iii) | Interview   | 40 |

5.2 All officers will be first screened on the basis of Annual Confidential Report (ACR) for consideration for promotion; the ACRs should be assessed on a ten point scale giving 10 marks for 'outstanding', 8 marks for 'very good', 6 marks for 'good', 4 marks for 'average' and 0 for 'poor' and only those officers who satisfy the minimum residency period linked to their performance will be screened in.

5.3 Lists of those being considered for assessment will be prepared and placed before the Assessment Committee in an alphabetical order.

5.2.1 The self appraisal reports will be placed before the committee.

5.4 Marks will be awarded by the committee for each assessee after the interview. The ACRs will then be seen and their marks added by the Assessment Committee.

5.5 The marks for experience wherever applicable, will be added, thereafter (para 2.3.1).

5.6 Lists (Proceedings) as above will be placed before the competent authority for approval.

5.7 The assesseees, whether promoted or not, should be informed of the result of the assessment.

5.8 Methodology for clearing backlog:

Normally an employee should be assessed for only one chance in a year. In case, it is necessary to hold assessments for more than one chance in a year due to backlog or otherwise, it would be necessary to:

- have separate assessment committees constituted for each of the years;
- do separate assessments for each year in a separate sitting; proceedings of each Assessment Committee meeting be drawn separately for each year.

5.9 Payment of Honorarium for members of Assessment Committee(s):

5.9.1 Outside experts invited to act as Members of the Assessment Committee(s) will be paid Honorarium @ Rs.1000/- (Rupees one thousand only) per day for total time spent for the purpose. Payment of Honorarium will be in addition to TA/DA admissible to the Member.