

No.A-12018/2/2024-ESTT-DBT[E19630]
Government of India
Ministry of Science and Technology
Department of Biotechnology
(Establishment Section)

Dated 22nd May 2024

NOTICE

The Department of Biotechnology is in the process of making amendments in the existing Recruitment Rules, i.e., Department of Biotechnology, (Group 'A', Scientific Posts) Recruitment Rules, 2018 and Department of Biotechnology, (Group 'A', Scientific Posts) Amendment Rules, 2020. The amendments are primarily being made due to the issuance of Revised Flexible Complementing Scheme by the Department of Personnel & Training. Amendments are also being made in the Educational Qualification, Age and Experience criterion for recruitment to Scientist 'C' and Scientist 'H' in the Department of Biotechnology.

2. A copy of the draft revised Recruitment Rules, i.e., Department of Biotechnology, (Group 'A', Scientific Posts) Recruitment Rules, 2024 is attached alongwith. The existing Recruitment Rules, 2018 and 2020 for Scientific Posts are available at DBT's website (<https://dbtindia.gov.in>>Regulations & Guidelines>Rules & Regulations).

3. This is for general information of all. The suggestions/ comments/ objections, if any, to the proposed amendments in above mentioned draft Recruitment Rules may be sent to the undersigned by post (Room No. 807, Block 2, 8th Floor, CGO Complex, Lodhi Road, New Delhi 110 003) or through email (usestt.dbt@nic.in & soestt-dbt@nic.in) within 30 days from the date of issuance of this notice, so as to reach us latest by 21.06.2024.


(Deepak Sharma)

Under Secretary to the Govt. of India

MINISTRY OF SCIENCE AND TECHNOLOGY
(Department of Biotechnology)
NOTIFICATION

G.S.R.____(E).— In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Department of Biotechnology, (Group ‘A’ Scientific Posts) Recruitment Rules, 2018 and Department of Biotechnology, (Group ‘A’ Scientific Posts) Amendment Rules, 2020, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the Group ‘A’ Scientific Posts in the Department of Biotechnology, namely:-

1. Short title and commencement. (1) These rules may be called the Department of Biotechnology, (Group ‘A’ Scientific Posts) Recruitment Rules, 2024.
(2) They shall come into force on the date of their publication in the Official Gazette.
2. Definitions.- In these rules, unless the context otherwise requires,-
 - (a) “age” means the upper age-limit as specified in column (4) Part-II of the Second Schedule;
 - (b) “candidate” means the person who is eligible for consideration for any post specified in the First Schedule;
 - (c) “competent authority” means the authority specified by the Central Government as such, from time to time;
 - (d) “controlling authority” means the Secretary in the Department of Biotechnology;
 - (e) “Department” means the Department of Biotechnology;
 - (f) “post” means a post of Scientist as specified in column(1) of the First Schedule;
 - (g) “Schedule” means a Schedule appended to these rules.
3. Number of posts, classification and pay level in the pay matrix- The number of the said posts, their classification and the level in the pay matrix attached there to shall be as specified in the First Schedule to these rules.
4. Educational qualifications, experience, method of recruitment, etc.-
 - (1) The educational qualification for a post shall be as specified in Part-I of the Second Schedule and the specific area of biotechnology, as may be required for the post concerned shall be decided by the controlling authority and indicated in the advertisement.
 - (2) The candidate for the post of Scientist ‘H’ as referred to in sub-rule(1) shall have the experience in research and development in industrial or academic institutions or an organisation of science and technology as specified in Part-II of the Second Schedule.
 - (3) (i) The candidate for the post of the level of Scientist H or Level-15 shall have the experience of a senior level Scientist capable of independently handling science and technology programme and as specified in Part-II of Second Schedule.
(ii) The controlling authority shall decide the exact nature of experience required in the area of biotechnology which shall be indicated in the advertisement for the said post.
 - (4) (i) The recruitment for the post of Scientist-‘C’ shall be made by direct recruitment.
(ii) The recruitment for the post of Scientist H or Level-15, shall be made either by

direct recruitment or on deputation or absorption basis.

(iii) The controlling authority shall decide the particular method of appointment for each vacancy of Scientist H or Level-15 before advertising the post and shall be indicated in the advertisement in accordance with the provisions of sub-rules (1) and (3) of rule 4.

(iv) The recruitment for the post of Scientists 'D', 'E', 'F' and Scientist 'G' shall be made by promotion under the Revised Flexible Complementing Scheme on completion of minimum residency period in the existing grade as specified in the Third Schedule.

(5) Any recruitment or confirmation made by the method specified in sub-rule (4) of rule 4 shall be made on the recommendation of the Committees specified in rule 10.

(6) The Committees referred to in sub-rule (5) of rule 4 shall make their recommendations on the basis of interview held with candidates for all posts filled under method of recruitment under clauses (i) and (ii) of sub-rule (4) of rule 4 and on the basis of interview and evaluation of past performance of scientists in the Department for all posts filled by the method of recruitment under clause (iv) of sub-rule (4) of rule 4:

Provided that for making recruitment to the posts, the Committee constituted under sub-rule (5) of rule 4 shall comply with the methodology of assessment or selection (including the number of candidates to be called against vacancies advertised) which has been duly approved by the competent authority before making advertisement for recruitment for the post.

(7) The recommendation of the Committee as specified at sub-rule (5) of rule 4 shall be placed for approval of the competent authority and shall be effective from the date of approval of the competent authority or the date of joining of the candidate, whichever is later.

5. Age-limit and nationality.- (1) The upper age-limit for direct recruitment shall be as specified in column (4) of Part-II of the Second Schedule.

(2) The upper age-limit for post in Scientist 'H' filled on deputation basis shall be fifty eight years.

(3) The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates.

(4) Only an Indian citizen shall be eligible for appointment against posts of Scientists 'C' and 'H' filled in the manner specified in clauses (i) and (ii) of sub-rule (4) of rule 4.

6. Direct recruitment.- (1) The candidate possessing the educational qualification and experience as specified in the Second Schedule shall be eligible for appointment by direct recruitment in the manner specified in sub-rules (6) and (7) of rule 4, on the recommendations of the Committee constituted under sub-rule (5) of rule 4 and as specified in sub-rule (1) of rule 10.

(2) If a Departmental candidate is selected for appointment to any post by direct recruitment, the post shall be deemed to have been filled by direct recruitment.

(3) The candidates selected for appointment as Scientist 'C' or Scientist 'H' on direct recruitment basis shall be appointed on probation for a period of one year.

(4) The confirmation of the candidate appointed on probation under sub-rule (3) shall be considered by the Departmental Confirmation Committee specified in sub-rule (5) of rule 10.

7. Absorption.- The candidate from the Central Government or the State Government shall be eligible for absorption under clause (ii) and (iii) of sub-rule (4) of rule 4 in the manner specified in sub-rules (5), (6) and (7) of the said rule and subject to fulfilment of the following conditions, namely :-

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- (a) The candidate possesses the minimum educational qualification and experience as specified in the Second Schedule; and
 - (b) The candidate holds a post analogous to the post applied for, on regular basis in the parent cadre or Department.

8. Deputation.-(1) The candidate from other Ministries or Departments of the Central Government or the State Governments or Union territories or Universities or Public Sector Undertakings or autonomous statutory bodies or Institutions and recognized research organizations or institutions funded by the Government may be appointed on deputation basis for positions specified in clause (ii) of sub-rule (4) of rule 4 in the manner specified in sub-rules (5), (6) and (7) of rule 4 and subject to the fulfilment of the following conditions, namely:-

- (i) the candidate possesses minimum educational qualification and experience as specified in the Second Schedule;
 - (ii) the candidate holds a post analogous to the post applied for or has worked for at least five years on the immediate lower post on regular basis in the parent cadre or Department;
 - (iii) provisions of sub-rule (2) of rule 5 regarding age-limit for candidates recommended for appointment on Deputation.
- (2) The period of deputation including the period of deputation in another ex-cadre post held immediately preceding the present appointment on deputation in the same or some other organisation or Department of the Central Government, shall ordinarily be five years.
- (3) The vacancies caused on account of the incumbents being away on deputation or on long illness or on study leave or due to any other reason for a duration of one year or more may be filled up on deputation basis from the officers of the Central Government in the manner specified in clause (ii) of sub-rule(4) of rule 4.

9. Promotion through the Revised Flexible Complementing Scheme (promotion).- (1) The Revised Flexible Complementing Scheme as notified by the Department of Personnel and Training from time to time shall apply in the matter of promotions for the scientists in the Department in the grades of Scientists 'D', 'E', 'F', 'G' only, which shall be personal to the scientist concerned.

- (2) If the Committee specified in sub-rules(2) and (3) of rule 10, as the case may be, finds the scientist fit for promotion to the posts of Scientist 'D' or Scientist 'E' or Scientist 'F' or Scientist 'G', as the case may be, and such post is not available within the sanctioned strength at that time, the promotion may be given by upgrading the post of Scientist 'C' to Scientist 'D', Scientist 'D' to Scientist 'E', Scientist 'E' to Scientist 'F' and Scientist 'F' to Scientist 'G'.
- (3) There shall be complete inter-changeability of posts without any restriction except that the total number of incumbents shall not exceed the total number of posts in Scientist 'C', Scientist 'D', Scientist 'E', Scientist 'F' and Scientist 'G' put together.
- (4) The minimum residency period, that is, the qualifying service required for promotion under the Revised Flexible Complementing Scheme for each grade shall be as specified in the Third Schedule.
- (5) On vacancy in a post arising due to attrition by retirement or resignation or death or otherwise of a scientist, the post shall revert to the lowest level of Scientist 'C'.
- (6) The competent authority shall review for promotion through the Revised Flexible Complementing Scheme twice a year.
- (7) The cases maturing for promotion under the Revised Flexible Complementing Scheme during January to June of the year in respect of the cut-off date 1st July shall be taken up for review from the month of April of that year and the cases maturing for promotion during July to December of a year in respect of the cut-off date 1st January shall be taken up for review from the month of October of that year. The cases of

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- those scientists who have earned or will earn number of annual ACRs/APARs 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.
- (8) The date of promotion for those found suitable for promotion under the scheme shall be the date on which the competent authority approves the promotion/upgradation. Officers on leave or on deputation outside the organisation can be given promotion only with effect from the date they rejoin or return to the parent cadre.
- (9) (a) There shall be two level assessment for scientists considered under the Revised Flexible Complementing Scheme, namely Level-1 screening (Internal Screening Committee) and Level-2 screening (Assessment Board/Departmental Peer Review Committee).
- (b) The First Level would be internal for screening purposes and the next level shall consist of majority of external members. The internal screening committee shall be constituted for evaluation of annual work reports vis-à-vis the criteria for promotion/upgradation under the scheme.
- (c) The Assessment Board for determining suitability for promotion shall have majority of external members possessing expertise in the field and greater emphasis shall be placed on achievement as evaluated by the independent peer group rather than seniority only. The Departmental Peer Review Committee shall considered proposals involving relaxation in residency period in respect of all exceptionally meritorious scientists.
- (d) The benefit of Revised Flexible Complementing Scheme shall be extended to Scientists in the Department who are involved in creating new scientific knowledge or innovative engineering technological or medical techniques or which are predominantly involved in professional research and development or application of scientific knowledge.
- (10) The scientist eligible for promotion under the Revised Flexible Complementing Scheme shall fill up the Annual Work Report (AWR) format (Part-A) specified in the Fourth Schedule along with the Annual Performance Appraisal Report (APAR) specified in Seventh Schedule mandatorily on an annual basis and would get reported upon by the Reporting Officer.
- (11) (a) The scientist eligible for promotion under the Revised Flexible Complementary Scheme and who meets the benchmark 'Very Good' for Scientist 'D' and above would be screened in by the Internal Screening Committee as specified in clauses (1) and (2) of sub-rule (4) of rule 10 which shall evaluate the Annual Work Reports in relation to the criteria for upgradation under the Revised Flexible Complementing Scheme.
- (b) The Internal Screening Committee shall report on the scientific content of the work done by the Scientist of the Department and shall submit their recommendation in Part 'C' of the Annual Work Report format, alongwith comparable parameters as specified in the Fourth Schedule and the report shall be made available to the External Assessment Committee (Assessment Board as referred into in sub-rule (13) of rule 9 or Departmental Peer Review Committee as referred into in sub-rule (14) of rule 9, as the case may be) which is constituted under sub-rule (5) of rule 4 and specified in sub-rule (2) and (3) of rule 10.
- (12) Exceptionally Meritorious Category - Based on the assessment parameters and the recommendation by the Internal Screening Committee as specified in clauses (1) and (2) of sub-rule (4) of rule 10, not more than 10 per cent of the Scientists may be granted relaxation in the residency period by the Departmental Peer Review Committee for all levels as specified in sub-rule (3) of rule 10, the relaxation being not more than one year on any single occasion, limited to a maximum of two occasions in their entire career.
- (13) The External Assessment Committee, namely, the Assessment Board constituted

under sub-rule (5) of rule 4 and specified in sub-rule (2) of rule 10 shall undertake level-2 external screening in respect of Scientists 'C' and 'D'. The Assessment Board would have the characteristic of independent peer group for assessment of the scientific content of the work. The Assessment Board shall furnish their recommendation and document specifically through a one page summary, the specific content of the work done justifying the merit for consideration under Revised Flexible Complementing Scheme and certify that the Scientists recommended meets with all the criteria for promotion/upgradation under Revised Flexible Complementing Scheme.

- (14) The External Assessment Committee, namely, the Departmental Peer Review Committee (DPRC) constituted under sub-rule (5) of rule 4 and specified in sub-rule (3) of rule 10 shall undertake level-2 external screening in respect of Scientists 'E' and 'F'. The proposals involving relaxation/assessment in residency period in respect of exceptionally meritorious scientists for consideration of promotion/upgradation from Scientist 'D' upto Scientist 'G' shall also be considered by DPRC. The DPRC shall furnish their recommendation and document specifically through a one page summary, the specific content of the work done justifying the merit for consideration under Revised Flexible Complementing Scheme and specifically certify that the Scientists recommended meets with all the criteria for upgradation under Revised Flexible Complementing Scheme.
- (15) There shall be no consideration of retrospective grant of promotion under the Revised flexible complementing scheme.
- (16) In case of officers undergoing training or study leave or on deputation in India or abroad under FR 51 shall be considered for promotion under the Revised Flexible Complementing Scheme to the next higher grade with effect from the date they would have completed the minimum residency period, had they not proceeded on training or study leave or on deputation subject to fulfillment of following conditions, namely: -
 - (i) The period of such training or study leave or on deputation is treated as on duty under FR 9 (6b); and,
 - (ii) the Scientist have been approved for promotion under the Revised Flexible Complementing Scheme to the next higher grade.
- (17) The following types of leave availed by an eligible scientist/ period spent on deputation shall count towards the minimum residency period required to be put in by the scientists in the lower grade for consideration of promotion/upgradation under the scheme:
 - (i) The period spent on deputation or foreign service to another scientific post, which helps a Scientist to acquire scientific experience in a diverse setup; or
 - (ii) The period of study leave or any other leave taken for improving the academic accomplishments to improve scientific knowledge;
 - (iii) The period of maternity leave and leave sanctioned in continuation thereof upto a maximum period of one year as per leave rules;
 - (iv) The period of earned leave upto one hundred and eighty days for 3 year residency period, upto two hundred and ten days for 4 year residency period, and upto two hundred and forty days for 5 year residency period, sanctioned as per leave rules.
 - (v) Child Care Leave sanctioned as per rules.
- (18) The period spent on deputation or foreign service to a non-scientific post and the period of leave including leave on medical grounds, leave such as earned leave exceeding the period specified in sub rule 17(iv) of Rule 9, extraordinary leave, etc. availed on personal grounds shall not count towards the minimum residency period.

- (19) The regular services rendered excluding ad hoc service, non-qualifying service in a post shall count for the purpose of review for promotion to the next higher grade under the Revised Flexible Complementing Scheme.
- (20) A scientist not found fit for promotion after a review either by Internal Screening Committee referred into in sub-rule (11) of rule 9 or by the External Assessment Committee referred into in sub-rule (13) or (14) of rule 9 and specified in sub-rule (4), (2) and (3) of rule 10 as the case may be, shall become eligible for re-assessment only after a lapse of one year when they earn atleast one more APAR and AWR. Such re-assessment would again entail Level-1 and Level-2 screening and not commence from the stage where the scientist failed to qualify.
- (21) In case a Scientist is not qualified for promotion under the Revised Flexible Complementing Scheme on three occasions, he shall be eligible for upgradation to the next higher grade subject to the provisions of Modified Assured Career Progression Scheme and after completion of the prescribed residency in the said grade, the Scientists shall again be considered for upgradation to the next higher grade under the Revised Flexible Complementing Scheme.
- (22) The criteria to be followed for considering promotion under the Revised Flexible Complementing Scheme shall be as specified in the Fifth Schedule.
- (23) Field experience in research and development and/or experience in implementation of such scientific projects is compulsory for promotion/ upgradation of Scientists to higher grades under the Revised Flexible Complementing Scheme. The criteria for field experience for considering promotion under the Scheme shall be as specified in the Sixth Schedule.

10. Composition of the Committees.- (1) The Expert Selection Committee constituted under sub-rule (5) of rule 4 for making recommendation to posts specified in the First Schedule read with clause (f) of rule 2, clauses (i) and (ii) of sub-rule (4) of rule 4, rule 6, rule 7 and rule 8 shall consist of the following persons, namely:-

Sl. No.	Name of post.	Composition of the Committee.
(1)	(2)	(3)
1.	Scientist 'C'	<ol style="list-style-type: none"> 1. Chairman- Secretary of the Department; 2. Members- Two experts from outside the Department to be nominated by the Secretary of the Department who shall be an officer not below level-14; 3. Member Administration- Joint Secretary in-charge of Administration in the Department.
2.	Scientist 'H'	<ol style="list-style-type: none"> 1. Chairman- Secretary of the Department; 2. Member-Two Secretaries of the other Scientific Departments to be nominated by Secretary of the Department; 3. Members-Two experts specializing in the field of Scientific activity from outside the Department to be nominated by the Secretary of the Department; 4. Member Administration- To be nominated by Secretary of the Department.

- (2) The External Assessment Committee, namely,- Assessment Board constituted under sub-rule(13) of rule 9 shall consist of the following persons, namely:-

Name of post.	Composition of the Assessment Board.
(1)	(2)
Scientist 'C' to Scientist 'D' excluding the case of exceptionally meritorious scientists and, Scientist 'D' to Scientist 'E' excluding the case of exceptionally meritorious scientists	<ol style="list-style-type: none"> 1. Chairman- Secretary of the Department; 2. Expert members - Two experts from outside the Department to be nominated by the Secretary of the Department who shall be an officer not below level-14; 3. Member Administration - Joint Secretary in-charge of administration in the Department.

- (3) The External Assessment Committee, namely, the Departmental Peer Review Committee constituted under sub-rule(14) of rule9 shall consist of the following persons, namely,-

Name of post.	Composition of the Departmental Peer Review Committee.
(1)	(2)
For promotion from (a) Scientist 'E' to Scientist 'F' in all cases (b) Scientist 'C' to Scientist 'D' in case of exceptionally meritorious scientists (c) Scientist 'D' to Scientist 'E' in case of exceptionally meritorious scientists	<ol style="list-style-type: none"> 1. Chairman: Secretary of the Department; 2. Members: Two Secretaries of the other Scientific Departments (or their representatives who are not below the rank of Joint Secretary to be nominated by the Secretary of the Department; 3. Members: Two eminent Scientists not below the rank of Joint Secretary specialized in the field of scientific activity to be nominated by Secretary of the Department; 4. Member Department of Personnel and Training: Joint Secretary rank officer to be nominated by Department of Personnel and Training.
(b) Scientist 'F' to Scientist 'G' in all cases	<ol style="list-style-type: none"> 1. Chairman: Secretary of the Department; 2. Member: Two Secretaries of the other Scientific Departments (or their representatives who are at least in Additional Secretary rank) to be nominated by the Secretary of the Department; 3. Member: Two eminent Scientists not below the rank of Additional Secretary specialised in the field of scientific activity; 4. Member Department of Personnel and Training: An officer not below the rank of Additional Secretary to be nominated by the Department of Personnel and Training.

- (4) The Internal shortlisting or screening committee for shortlisting of candidates specified in clause (iv) of sub-rule (4) of rule 4 whose report shall be placed before committees referred into in sub-rules (2) and(3) of rule 10 as the case may be shall consist of the following persons, namely:-

Sl.No.	Name of post.	Composition of Committee.
(1)	(2)	(3)
1.	For promotion from the post of (i) Scientist 'C' to the post of Scientist 'D', (ii) Scientist 'D' to the post of Scientist 'E', and, (iii) Scientist 'E' to the post of Scientist 'F'	1. Chairman-Secretary of the Department or a Scientist who shall not be below the rank of Scientist 'H'; 2. Expert member- A nominee of the Department of Atomic Energy or Department of Space or Defence Research and Development Organisation in rank of Scientist 'G' or above; 3. Member Administration- An officer not below level-14 with administrative background to be nominated by Joint Secretary (Administration) of the Department.
2.	For promotion from the post of Scientist 'F' and to the post of Scientist 'G'	1. Chairman- Secretary of the Department or a Scientist who shall not be below the rank of Scientist 'H'; 2. Expert Member- A nominee of the Department of Atomic Energy or Department of Space or Defence Research and Development Organisation in rank of Scientist 'H' or above; 3. Member Administration- An officer not below level-15 with administrative background to be nominated by Secretary of the Department

Note 1.-No person who is a recipient of grants or funding from the Department or who is closely related to such a recipient shall be invited as a member of any committee formed under rule 10.

Note 2.-Where officers of the Government, autonomous bodies and public sector undertakings are nominated as members of the committees, they shall be at least one level above the post to which the appointment is being recommended to be made under sub-rule (4) of rule 4.

Note3.-Chief Vigilance Officer of the Department shall not be member of any committee.

- (5) The Departmental Confirmation Committee constituted under sub-rule (4) of rule 6 consist of the following persons, namely:-

Sl. No.	Name of post.	Composition of the Departmental confirmation committee for considering confirmation of.-
(1)	(2)	(3)
1.	Scientist 'C'	1. Chairman- Secretary of Department or Scientist 'G' rank officer of the Department to be nominated by the Secretary of Department; 2. Member- One Scientist 'G' rank Officer, to be nominated by the Secretary of the Department, and one Scientist from outside the Department from other Scientific Departments of Government of India in rank of Scientist 'G', to be nominated by the Secretary of the concerned outside Department; 3. Member Administration- Joint Secretary in-charge of Administration in the Department.

2.	Scientist 'H'	1. Chairman- Secretary of Department; 2. Members- Two scientists working in the Government Departments in the rank of Secretary.
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11. Disqualifications.- No person.-

- (a) Who has entered into or contracted a marriage with a person having a spouse living; or
- (b) 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 person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

12. Liability to serve in the defence services for recruits with engineering degree.—Any person with a degree in engineering appointed to any post under these rules shall, if so required, be liable to serve in any defence services or posts connected with the defence of India for a period of not more than four years including the period, if any, spent on training:

Provided that such person shall not be required.-

- (i) To serve as aforesaid after the expiry of ten years from the date of appointment; and
- (ii) ordinarily, to serve as aforesaid after attaining the age of forty years.

13. Liability to serve in India and outside.—(1) The Scientists appointed under these rules shall be liable to serve anywhere in India and outside India.

- (2) The Scientists appointed shall be liable to undergo such training and be detailed on such courses of instruction in India or abroad as the Central Government may decide from time to time.
- (3) A Scientist detailed for training or course, the duration of which is six months or more or a Scientist detailed for training outside India or with private firms or factories in India, irrespective of the duration of the training, shall be required to execute a bond to serve the Central Government for a minimum period of three years and shall be liable to refund in full the cost of the training, if, for any reason, during the training or within a period of three years after the completion of such training, he chooses to discontinue his service from the Department.

14. Power to relax.- Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

15. Saving.- Nothing in these rules shall affect reservation, relaxation of age-limit and other concessions required to be provided for the candidates belonging to the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes, the Ex-servicemen and the other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

THE FIRST SCHEDULE

[See rules 2(b), (f), (g) and (3)]

Designation.	Classification.	Number of posts.	Level in pay matrix.
(1)	(2)	(3)	(4)
Scientist 'C'	General Central Service (Group 'A' Gazetted)	31	Level-11
Scientist 'D'	General Central Service (Group 'A' Gazetted)	12	Level-12
Scientist 'E'	General Central Service (Group 'A' Gazetted)	-	Level-13
Scientist 'F'	General Central Service (Group 'A' Gazetted)	6	Level-13A
Scientist 'G'	General Central Service (Group 'A' Gazetted)	1	Level-14
Scientist 'H'	General Central Service (Group 'A' Gazetted)	4	Level-15
	Total	54	

Note1: There is no sanctioned post of Scientist 'E', since it was introduced in the light of Department of Personnel and Training Office Memorandum No. 2/41/97-PIC, dated the 9th November, 1998.

Note2: Number of posts of Scientist 'C', 'D', 'E', 'F' and Scientist 'G' are subject to variation.

Note3: The posts of Scientist 'H' are excluded from the purview of Revised Flexible Complementing Scheme.

THE SECOND SCHEDULE

[See rule 2 (a), 4(1), 4(2), 4(3), 5(1,3), 6(1), 7, 8(1)]

PART-I

Educational qualification:

- (A) For Scientist 'C': Doctor of Philosophy (Ph.D.) in any area of Life Sciences or Biotechnology or Chemical or Computational and Information or Agricultural or Pharmaceutical or Veterinary Sciences from a recognised University or Institute.
- (B) For Scientist 'H': Doctor of Philosophy (Ph.D.) in any area of Life Sciences or Biotechnology or Chemical or Computational and Information or Agricultural or Pharmaceutical or Veterinary Sciences from a recognised University or Institute.

PART-II

Sl. No.	Name of post.	Minimum experience required after possessing requisite educational qualifications.	Upper age-limit for direct recruitment.
(1)	(2)	(3)	(4)
1.	Scientist 'C'	--	Thirty Five years
2.	Scientist 'D'	Not applicable	Not applicable
3.	Scientist 'E'	Not applicable	Not applicable
4.	Scientist 'F'	Not applicable	Not applicable
5.	Scientist 'G'	Not applicable	Not applicable
6.	Scientist 'H'	Minimum Twenty years, Research and Development experience in the field of Biotechnology/ Life Sciences	Fifty Two years

Note1: The exact nature of experience in the required area of Biotechnology shall be decided by the controlling authority and indicated in the advertisement.

Note 2: The experience for the post of Scientist 'H' shall be in responsible position of work in research and development or management and administration or planning or industrial or academic institutions or Science and Technology organisations with a broad perspective of biotechnology.

Note3: Upper age-limit for Scientist 'C' and 'H' shall be relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Central Government.

THE THIRD SCHEDULE

[See rule 4(4)(iv), 9(4,12)]

Sl.No.	Name of post.	Level in the pay matrix.	Minimum Residency Period linked to performance.
(1)	(2)	(3)	(4)
1.	Scientist 'C'	Level-11	-
2.	Scientist 'D'	Level-12	Four years as Scientist 'C'
3.	Scientist 'E'	Level-13	Four years as Scientist 'D'
4.	Scientist 'F'	Level-13A	Five years as Scientist 'E'
5.	Scientist 'G'	Level-14	Five years as Scientist 'F'

THE FOURTH SCHEDULE
[See rule 9(10), Fifth Schedule (1)]

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 sub parameters 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. . .	

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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 s/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
[See rule9 (11)]

(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

APPENDIX
(To Annual Work Report)

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

1. S&T Management/S&T Policy Product/Scientific and Technological Aspects
<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
2. Knowledge Product
<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 <ul style="list-style-type: none"> • 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
3. S&T Economic Product
<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
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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

- | |
|--|
| <ul style="list-style-type: none"> • 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 as S&T Output Indicators in Annexure-II titled as "Criteria for identifying S&T Agencies/Organisations for implementation of Revised Flexible Complementing Scheme" in DoPT's O.M. No. AB-14017/41/2013-PP (RR) dated 13.03.2024.

THE FIFTH SCHEDULE

[See rule 9(22)]

TERMS AND CONDITIONS FOR PROMOTION UNDER THE REVISED FLEXIBLE COMPLEMENTING SCHEME

1. The annual work report specified in the Fourth Schedule shall be filled in by the officer along with the Annual Performance Appraisal Report and would get reported upon by the Reporting Officer.
2. The internal screening committee would report on the scientific content of work done by the Scientist in Part 'C' of the annual work report which would be made available to the external assessment committee (Assessment Board or Departmental Peer Review Committee, as the case may be)
3. The internal screening committees shall be constituted in terms of clauses (1) and (2) of sub-rule (4) of rule 10.
4. The external assessment committee, namely, Assessment Board or Departmental Peer Review Committee, as the case may be, shall be constituted in terms of sub-rule (5) of rule 4 and as specified in sub-rules (2) and (3) of rule 10.
5. The external assessment committee, namely, Assessment Board or Departmental Peer Review Committee as the case may be shall undertake level-two screening for assessment of Scientists considered for promotion.
6. The external assessment committee, that is, the Assessment Board or Departmental Peer Review Committee, as the case may be, shall record specifically through one-page summary, the specific content of the work done justifying the merit for consideration under Revised Flexible Complementing Scheme and shall certify that the scientists recommended meet with all the criteria for promotion under Revised Flexible Complimenting Scheme.

THE SIXTH SCHEDULE

[See rule 9(23)]

A. Field Experience

1. For promotion/upgradation of Scientists recruited to the posts in the Secretariat of the Scientific Ministries or Departments to higher grades under the Revised Flexible Complementing Scheme, field experience in research and development and/or experience in implementation of such scientific projects is compulsory.
2. For promotion/upgradation to the grade of Scientist 'F', the officer shall have at least two years field experience and for promotion/upgradation to the grade of Scientist 'G' the officer shall have field experience of at least five years.
3. The experience shall cover the aims and objectives of the institution or organisation,

qualifications of the personnel, qualitative requirements for, performance of various types of activities.

4. The criteria for field experience for different scientific activities have been elaborated as below:

B. 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.

THE SEVENTH SCHEDULE

[See rule 9(10)]

Year

GOVERNMENT OF INDIA

DEPARTMENT OF BIOTECHNOLOGY

ANNUAL PERFORMANCE AND APPRAISAL REPORT FORMAT FOR SCIENTISTS WORKING IN
INSTITUTES AS WELL AS THE MINISTRIES/DEPARTMENTS

PART-1

(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. Email ID:
9. Mobile No:
10. Year of the Report:
11. Educational Attainments:

Qualification	year	Univ/Instt	remarks
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12. Employment Details (PDF positions held may be included here)

Grade/ Post	Lab/Institute	Duration From-To	remarks

13. Any qualification acquired during the year of Report:

Qualification	year	Univ/Instt	remarks

14. Any training undergone during the year of Report:

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

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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:

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'			
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(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 weightage given in Section-A, Section-B and Section-C in Part-3 of the Report.

Place:

Date:

Signature of the Reporting Officer

Name in Block Letters _____

Designation _____

The Period of report _____

PART -5

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

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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
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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 the Reviewing Officer

Name in Block Letters _____

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".