

**EVALUATION CRITERIA FOR
PROMOTION AND DIRECT
RECRUITMENT FOR NARS
SCIENTISTS
(Revised)**

Approved by the BARC Executive Council
in its 84th meeting held on 10-08-2010

Latest one
Ali.
27/10/11

Bangladesh Agricultural Research Council

August 2010

GUIDELINES FOR PROMOTION/EVALUATION FOR NARS SCIENTISTS

1. The minimum requirement for promotion as laid down in the Service Rule of respective ARIs must be fulfilled.
2. Promotion cases will generally be considered for vacant posts.
3. Promotion will be on Merit-cum-Seniority basis. No claim for promotion will be entertained only for Seniority.
4. All Scientific posts (SO to CSO and equivalent Scientific Position) shall be categorized as (a) **Open posts** and (b) **Discipline-based posts**. Scientists of all disciplines shall be eligible for promotion to 'Open Posts' while Discipline-based posts will be filled up with scientists from relevant disciplines. Each ARI will identify the "Open" and "Discipline based" posts.
5. Evaluation criteria as developed for NARS scientists must be followed.
6. Evaluation for promotion will be made by a panel of evaluators to be selected as follows:
 - (a) In the case of Chief Scientific Officer (CSO) of ARIs/BARC, evaluators would be selected by the Executive Chairman, BARC.
 - (b) For posts below the rank of CSO, the evaluators would be selected by the Head of the respective ARI. In the case of BARC, evaluators would be selected by the Executive Chairman of BARC.
- 7(a) A 3 - member evaluation team for evaluation of performance will be selected from the relevant Discipline.
(b) The Head of the Institute will select one of the members of the evaluation committee as 'Convenor'.
8. The performance of respective Scientists will be evaluated as and when the posts will fall vacant and all the processes for promotion is to be completed within three months.
9. Marks of ACR (Annual Confidential Report) for the preceding five (5) years would be submitted to the Promotion Committee by the Head of the concerned Institute. Candidates having ACR marks below the average for the three years (out of five years) will not be considered for promotion. However, the Promotion Committee shall interview the incumbent and record their observation on the ACR.
10. For promotion, information of the candidate shall be obtained in the prescribed forms and then submitted to the evaluator. After evaluation, the Evaluation Report would be placed before the promotion committee.
11. Scientific personnel shall be grouped into two categories:
 - (a) Those who are directly engaged in research.
 - (b) Personnel engaged in non-research activities.
 - For personnel under category (a), 70% marks obtained out of Evaluation and 30% marks out of ACR shall be taken into consideration.
 - For personnel under category (b), 60% marks obtained out of ACR and 40% marks out of Evaluation shall be taken into consideration.
14. Seventy five percent (75%) marks shall be considered as the qualifying mark for promotion to the posts of CSO & PSO, while 70% for SSO. Among the qualified candidates the senior-most shall get promotion.

Note: Wherever the positions SO, SSO, PSO and CSO used in the above guideline will mean the positions and their Equivalent Scientific Positions.

EVALUATION CRITERIA FOR DIRECT RECRUITMENT/PROMOTION TO CSO

1. Academic: Full Marks- 15

Degree	Marks in Traditional System		Marks in Grading System	
	1 st class	2 nd class	Max. Marks	Calculation Procedure
B.Sc.Ag./Equivalent	4	3	4	Grade points obtained
M.Sc.Ag./Equivalent	4	3	4	Grade points obtained
Ph.D.	7			

2. Experience (SO - PSO) Full Marks -30 @ 2 marks/year of service

3. Performance; Full Marks - 45

(A) Publication - 35

- (i) Journals:
 - (a) Paper published in Peer Reviewed Reputed International Journal
 - Principal Author - 3.0 marks/paper
 - Co-author - 1.5 marks/paper
 - (b) Other Journals (National/Int'l)
 - Principal Author - 2.0 marks/paper
 - Co-author - 1.0 marks/paper
- (ii) Short Communication
 - Principal Author - 1.0 marks/paper
 - Co-author - 0.5 marks/paper
- (iii) Books/Monograph/Bulletins
 - (a) Books (Professional)
 - Principal Author - 3 marks/Book
 - Co-author - 2 marks/Book
 - (b) Monograph:
 - Principal Author - 2 marks/Monograph
 - Co-author - 1 mark/Monograph
 - (c) Bulletins:
 - Principal Author - 1 marks/ TRpt/Booklet
 - Co-author - 0.5 mark/TRpt/Booklet
- (iv) Proceedings of Seminar/Workshop
 - Principal Author
 - 1.5 marks for Int'l/
 - 1.0 marks for National
 - Co-author
 - 0.75 for Int'l/
 - 0.5 marks for National

(B) Research Achievement/Contribution - 10 marks

- i. Research Program Developed/ Supervised/Executed/ Technologies developed. (To be certified/endorsed by the Head of Division & Director(Research): - 06 marks
- ii. Outstanding/Notable Research Contribution/Award/ Honours Received/MS/Ph.D Thesis Supervised/Patent Registered (Evidence must be attached & be endorsed by the Head of Division & Director(Res) - 04 marks

4. Oral (For Direct Recruitment only) - 10 marks

Total: - 100

EVALUATION CRITERIA FOR DIRECT RECRUITMENT/PROMOTION TO PSO

1. Academic: Full Marks- 20

Degree	Marks in Traditional System		Marks in Grading System	
	1 st class	2 nd class	Max. Marks	Calculation Procedure
B.Sc./Ag./Equivalent	8	6	8	Grade points obtained multiplied by two
M.Sc./Ag./Equivalent	4	3	4	Grade points obtained
Ph.D.		8		

2. Experience(SO-SSO) Full Marks 30 @ 3 marks/year of service

3. Performance; Full Marks-40

(A) Publication- 30

(i) Journals:

(a) Paper published in Peer Reviewed Reputed International Journal

- Principal Author - 3.0 marks/paper
- Co-author - 1.5 marks/paper

(b) Other Journals (National/Int'l)

- Principal Author - 2.0 marks/paper
- Co-author - 1.0 marks/paper

(ii) Short Communication

- Principal Author - 1.0 marks/S.C
- Co-author - 0.5 marks/S.C

(iii) Books/Monograph/Bulletins:

(a) Books:

- Principal Author - 3.0 marks/Book
- Co-author - 2.0 marks/Book

(b) Monograph:

- Principal Author - 2.0 marks/Monograph
- Co-author - 1.0 mark/Monograph

(c) Bulletins:

- Principal Author - 1.0 marks/ TRpt/Booklet
- Co-author - 0.5 mark/TRpt/Booklet

(iv) Proceedings of Seminar/Workshop

- Principal Author - 1.5 marks for Int'l/
- 1.0 marks for National
- Co-author - 0.75 for Int'l/
- 0.50 marks for National

(B) Research Achievement/Contribution - 10 marks

- i. Research Program Developed/Supervised/Executed Technologies developed. (To be certified/endorsed by the Head of Division & Director(Research): - 06 marks
- ii. Outstanding/Notable Research Contribution/Award/ Honours Received/MS/Ph.D Thesis Supervised/Patent Registered (Evidence must be attached & be endorsed by the Head of Division & Director(Res) - 04 marks

4. Oral (For Direct Recruitment only) - 10 marks

Total: - 100

EVALUATION CRITERIA FOR DIRECT RECRUITMENT /PROMOTION TO SSO

1. Academic: Full Marks- 30

Degree	Marks in Traditional System		Marks in Grading System	
	1 st class	2 nd class	Max. Marks	Calculation Procedure
S.S.C	5	4	5	Grade points obtained
H.S.C	5	4	5	Grade points obtained
B.Sc.Ag./Equivalent	8	6	8	Grade points obtained multiplied by two
M.Sc.Ag./Equivalent	4	3	4	Grade points obtained
Ph.D.	8			

2. Experience (SO) Full Marks- 30 @ 5 marks/year of service

3. Performance; Full Marks-30

(A) Publication- 25 marks

- (i) Full Paper Published in Journal
 - Principal Author - 4 marks/paper
 - Co-author - 2 marks/paper
- (ii) Short Communication
 - Principal Author - 01 marks/S.C
 - Co-author - 0.5 marks/S.C
- (iii) Bulletins
 - Principal Author - 02 marks/ TRpt/Booklet
 - Co-author - 0.1 mark/TRpt/Booklet
- (iv) Proceedings of Seminar/Workshop
 - Principal Author - 01 marks
 - Co-author - 0.5 marks

(B) Achievement/Contribution - 05 marks

- i. Research Programme developed and executed - 3
- ii. Foundation training completed - 2
(Endorsed by the Head of Division and Director (Res.)

4. Oral (For Direct Recruitment only)	- 10 marks
Total:	- 100

EVALUATION CRITERIA FOR DIRECT RECRUITMENT OF SCIENTIFIC OFFICER (SO)

1. Academic: Full Marks – 24

Degree	Marks in Traditional System		Marks in Grading System	
	1 st class	2 nd class	Max. Marks	Calculation Procedure
S.S.C	5	4	5	Grade points obtained
H.S.C	5	4	5	Grade points obtained
B.Sc.Ag./Equivalent	14	9	14	Grade points obtained multiplied by 3.5

2. Written Test: Full Marks - 60

- | | |
|--|------------|
| (a) Concerned Faculty Subject | - 45 marks |
| (b) General Knowledge | - 05 marks |
| (c) English Language (Expressional Capacity) | - 05 marks |
| (d) Bengali Language (Expressional Capacity) | - 05 marks |

3. Oral: -16

Total :-100

APPLICATION FORM FOR PROMOTION OF SSO/PSO/CSO

1.	Name	:	
2.	Father's name	:	
3.	Mother's name	:	
4.	Husband's name (if applicable)	:	
5.	Gender	:	Male/Female
6.	Designation	:	
7.	Institution	:	
8.	Date of joining in the present position	:	
9.	Date of first joining in service	:	
10.	Date of birth and age	:	
11.	Educational Qualification	:	

Degree/Diploma/Certificate	Class/Grade/Division	University/Institute/Board	Year
S.S.C			
H.S.C			
B.Sc.Ag/M.Sc./Equivalent			
M.Sc.Ag./Equivalent			
Ph.D.			

12. Field of Specialization:

13. Training:

(a) In Country:

Organization	Year	Duration		Name of programme
		Mos.	Days	

(b) Abroad:

Country	Year	Duration		Name of programme
		Mos.	Days	

13. Experience:

Position	Period		Total (Yr./Mo)
	From	To	
SO			
SSO			
PSO			

14. Publication (SO to PSO):

List of all publications, photocopies of journal publications, photocopies of first page of other publications are to be attached.

(a)	Scientific journal	No. of publication
	(i) Full paper (a) Paper Published in the Reputed International Journal Principal author Co-author (b) Other International & National Journal Principal Author Co-author	
	(ii) Short Communication Principal author Co-author	
(b)	<u>Books/Monographs/Bulletins</u>	
	(i) Books Principal author Co-author	
	(ii) Monographs Principal author Co-author	
	(iii) Bulletins Principal author Co-author	
(c)	<u>Seminar/Workshop/Symposium Proceedings</u>	
	(i) International/ National Principal author Co-author	

15. Research achievement (as PSO/SSO/SO) (List duly endorsed by the Head of Division and Director (Research).

- (i) No. of technology Developed:
- (ii) No of Research Programme
 - (a) Developed:
 - (b) Supervised:
 - (c) Executed:

16. Outstanding achievement (SO to PSO) (Duly endorsed by the Head of Division and Director (Research).

(Award received, Supervision of MS/Ph.D Thesis/Patent Registered)

Signature of Applicant:

Address:

APPLICATION FORM FOR RECRUITMENT OF SSO/PSO/CSO

Post Applied for:

1.	Name	:	
2.	Father's name	:	
3.	Mother's name	:	
4.	Husband's name (if applicable)	:	
5.	Gender	:	Male/Female
6.	Present Address	:	
7.	Permanent Address	:	
8.	Date of Birth	:	
9.	Age	:	
10.	Educational Qualification	:	

Degree/Diploma/Certificate	Class/Grade/Division	University/Institute/Board	Year
S.S.C			
H.S.C			
B.Sc.Ag/M.Sc./Equiv.			
M.Sc.Ag./Equiv.			
Ph.D.			

11. Field of Specialization:

12. Training:

(a) In Country:

Organization	Year	Duration		Name of programme
		Mos.	Days	

(b) Abroad:

Country	Year	Duration		Name of programme
		Mos.	Days	

13. Experience:

Position	Period		
	From	To	Total (Yr./Mo)
SO			
SSO			
PSO			

14. Publication (SO to PSO):

List of all publications, photocopies of journal publications, photocopies of first page of other publications are to be attached.

(a)	Scientific journal	No. of publication
	(i) Full paper (a) Paper Published in the Reputed International Journal Principal author Co-author (b) Other International & National Journal Principal Author Co-author	
	(ii) Short Communication Principal author Co-author	
(b)	Books/Monographs/Bulletins	
	(i) Books Principal author Co-author	
	(ii) Monographs Principal author Co-author	
	(iii) Bulletins Principal author Co-author	
(c)	<u>Seminar/Workshop/Symposium Proceedings</u>	
	(i) International/National Principal author Co-author	

15. Research achievement (as PSO/SSO/SO) (List duly endorsed by the Head of Division and Director (Research)).

- (i) No. of technology Developed:
- (ii) No of Research Programme
 - (a) Developed:
 - (b) Supervised:
 - (c) Executed:

16. Outstanding achievement (SO to PSO) (Duly endorsed by the Head of Division and Director (Res.) (Award received, Supervision of MS/Ph.D thesis, patent Registered)

Signature of Applicant:

Address:

**SCORE SHEET OF EVALUATION FOR DIRECT RECRUITMENT/PROMOTION
(SSO, PSO & CSO)**

Name:

Designation:

Division/Discipline:

Organization:

1. Academic Record:

Degree	Division/Grade/Class	Marks
S.S.C		
H.S.C		
B.Sc.Ag/Equivalent		
M.Sc.(Ag.)/MS/Equivalent		
Ph.D		

2. Service Experience

Service length	Year	Month	Marks
As SO			
As SSO			
AS PSO			
Total Marks obtained:			

3. Performance:

(a) Publications (SO to PSO)

List and photocopies of first page of all publications are to be attached).

(i) Scientific Journal (Full papers)

Publications in Journal	Nos.	Marks
As Principal Author		
As Co-author		
Total marks obtained:		

(ii) Scientific Journal (Short communication)

Publications in Journal	Nos.	Marks
As Principal Author		
As Co-author		
Total marks obtained:		

(ii) Books/Monographs/Bulletins

Books/Monographs/Bulletins	Nos.	Marks
As Principal Author		
As Co-author		
Total marks obtained:		

(iv) Seminar/Workshop/Symposium proceedings

Seminar/Workshop/Symposium proceedings/Abstract	Nos.	Marks
As Principal Author		
As Co-author		
Total marks obtained:		

Total marks obtained for all publications:

(b) Research achievement as SO/SSO/PSO

Lists of technology developed, research programme developed, research programme supervised and research programme executed are to be given in separate sheet and must be certified by competent authority.

	Nos	Marks
(i) No. of technology developed:		
(ii) No. of research programme developed:		
(iii) No. of research programme supervised:		
(iv) No. of research programme executed:		

(c) Relevant activities and achievement (SO to PSO)

	Nos	Marks
Lists of relevant activities and achievement are to be given in separate sheet		

Grand total :

Signature of evaluator(s) :

Date :

Name :

Address or Seal :

**Summary Score Sheet
(SSO/PSO/CSO)**

Name:

Designation:

Division/Discipline:

Organization:

Sl. No.	Criteria	Full Marks	Marks given by evaluators				
			1	2	3	Total	Average
1.	Academic						
2.	Experience						
3.	Publications						
4.	Research achievement						
5.	Relevant activities						
6.	ACR/AER						
	Total:						

Remarks if any:

Signature of Convenor :
of evaluators

Date :

Name :

Address or Seal :

APPLICATION FORM FOR RECRUITMENT OF SCIENTIFIC OFFICER

1.	Name	:	
2.	Father's name	:	
3.	Mother's name	:	
4.	Husband's name (if applicable)	:	
5.	Gender	:	Male/Female
6.	Present Address	:	
7.	Permanent Address	:	
8.	Date of Birth	:	
9.	Age	:	
10.	Educational Qualification	:	

Degree/Diploma/Certificate	Class/Grade/Division	University/Institute/Board	Year
S.S.C			
H.S.C			
B.Sc.Ag/M.Sc./ Equivalent			
M.Sc.Ag./ Equivalent			
Ph.D.			

11. Field of Specialization:

12. Training, if any:

Signature of Candidate