F.No. ICARNEH(RC)5/2014/Part-4   Dated 20th January, 2022
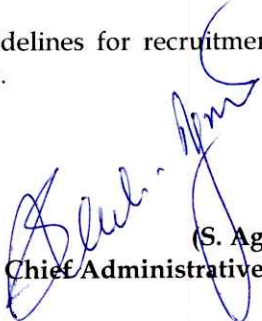
OFFICE ORDER

The Director, ICAR Research Complex for NEH Region, Umiam has approved the following guidelines and scorecard for the recruitment of various contractual positions of RA/SRF/JRF/YP, etc. under different projects & schemes:

1. The PI/In-charges/Nodal Officers of the respective Project/Schemes shall send the self-contained proposals for obtaining approval of the Competent Authority mentioning all the relevant details and also proposing the Selection Committee for the contractual positions & tentative date of interview, etc. through their respective Heads of Division/Regional Centre strictly via e-office only to the Recruitment Cell for further processing.

2. Upon obtaining the approval of the Competent Authority, the contractual vacant positions shall be notified/advertised by the PI/In-charges/Nodal Officers in the Institute Website/Local Newspapers and they shall conduct the selection process on the approved dates. If the number of candidates are high a written test may be conducted to shortlist candidates for interview at the discretion of PI/In-charges/Nodal Officers. This condition should invariably be mentioned in the advertisement of the contractual positions.

3. The proceedings & scorecards of the selection process shall also have to be sent via e-office in the respective files to the Recruitment Cell for further processing and obtaining approval of the Competent Authority. Not more than 2 (two) candidates should be kept in waiting list for a post. The waiting list for a particular post shall become invalid once a candidate joins the post and for future vacancies in the same post fresh recruitment process has to be carried out. The model scorecards for different posts are enclosed herewith and PI/In-charges/Nodal Officers should strictly adhere to the same.

4. Upon obtaining the approval from Competent Authority the PI/In-charges/Nodal Officers shall issue offer of appointment to the selected candidates from their end. Once a candidate joins the particular position a copy of the joining report & offer of appointment shall be endorsed to the Accounts Section & respective DDO. Further the PI/In-charges shall be responsible for seeking timely extension regarding the contractual service period of YPs, etc.

5. Proposals for sanction of fresh posts of YP, etc. under Institute Budget, enhancement of salary, extension of tenure, etc. should be sent with a self-contained note via the e-office only.

6. Processing of vacancies for YPs, etc. in the Administration, Finance & Accounts, Legal, Estate & Health Centre shall be done by the Recruitment Cell upon receiving vacancy requisition from the respective In-charges.

All the PI/In-charges/Nodal Officers shall strictly follow the above guidelines for recruitment of all contractual positions like RA/SRF/JRF/YP, etc. under different projects & schemes.

(S. Agnihotri)
Chief Administrative Officer

Distribution:
1. All Heads of Regional Centres/Divisions/KVKs *with a request to bring this to the notice of all concerned.*
2. P.S. to Director *for kind information of the Director.*
3. Institute Website.

Scoring Sheet for the post of **Young Professional-II (YP-II) under ICAR Schemes**

S. No.	Name of the candidate	HSLC (10%)	HSSLC (10%)	Graduate (15%)	Post graduate (20%)	*Experience (5)	Desired qualification (5)	NET/ GATE/ Ph.D (5)	Viva-voce (30)	Total (100)
1.										
2.										
3.										
4.										
5.										

Note 1: Academic qualification: 55 marks (% of marks obtained in HSLC x0.10 +% of marks obtained in HSSLC x0.10 + % of marks obtained in Graduate x0.15+% of marks obtained in Post graduate x0.20)

Note 2: *Experience: 5 marks (1 mark for each completed year of service/work experience up to maximum 5marks. Eligible only with relevant document)

Note 3: Desired qualification: Desired qualification as mentioned in the advertisement: 5 marks

*Period for obtaining PhD will not be considered as experience

Scoring Sheet for the post of **Young Professional-I (YP-I) under ICAR Schemes**

S. No.	Name of the candidate	HSLC (15%)	HSSLC (20%)	B.Sc. Degree/Diploma in relevant Agril. Sciences**/Engineering/Technology (25%)	*Experience (5)	Desired qualification (5)	Viva-voce (30)	Total (100)
1.								
2.								
3.								
4.								
5.								

Note 1: Academic qualification: 60 marks (% of marks obtained in HSLCx0.15+ % of marks obtained in HSSLC x0.20+% of marks obtained in B.Sc. Degree/Diploma in relevant Agricultural sciences/Engineering/Technology x 0.25)

Note 2: *Experience: 5 marks (1 mark for each completed year of service/work experience up to maximum of 5 marks. Eligible subject to submission of relevant documents)

Note 3: Desired qualification : Desired qualification as mentioned in the advertisement: 5 marks

**Diploma in relevant Agricultural sciences as per ICAR Guideline F. No Agril. Edn. 1-06/2020-A&P dtd. 4 December 2020 : include all agriculture & allied sciences i.e. Crop Science, Horticultural Science, NRM related disciplines, Animal Science, Veterinary Sciences, Fisheries Sciences, Agriculture Engineering, Agriculture Extension, Agriculture Education etc.

Scoring Sheet for the post of **Senior Research Fellow (SRF) under ICAR Schemes**

S. No.	Name of the candidate	HSLC (10%)	HSSLC (10%)	B.Sc(15%)	M.Sc. (20%)	Desired qualification (5)	*Experience (5)	NET/GAT E/Ph.D (5)	Publication in NAAS rated journal (5)	Viva-voce (25}	Total (100)
1.											
2.											
3.											
4.											
5.											

Note 1: Academic qualification: 55 marks (% of marks obtained in HSLCx0.10 + % of marks obtained in HSSLCx0.10 + % of marks obtained in Graduatex0.15 + % of marks obtained in Post graduatex0.20)

Note 2: Desired qualification: Desired qualification as mentioned in the advertisement: 5 marks

Note 3: Experience: 5 marks (As two years research experience is compulsory as eligibility criteria for Basic Science with three years Bachelor's degree, two years research experience will be deducted from the total years of experience for scoring the marks for Basic Sciences, 1 mark for each completed year of experience up to maximum 5 marks)

Note 4: Publication: 5 marks (1 marks for each research paper published in SCI or NAAS Rated journal ≥ 4.0 up to maximum 5 marks)

*Period for obtaining PhD will not be considered as experience

Scoring Sheet for the post of **Research Associate (RA) under ICAR Schemes**

S. No.	Name of the candidate	HSLC (5%)	HSSLC (10%)	B.Sc. (15%)	M.Sc. (25%)	*Experience (5)	NET/GATE/ Ph.D (5)	Special attainment/Awards/ Recognition (5)	Publication in journal (5)	Viva-voce (25)	Total (100)
1.											
2.											

Note 1: Academic qualification: 55 marks (% of marks obtained in HSLCx0.05 + % of marks obtained in HSSLCx0.10 + % of marks obtained in Graduatex0.15 + % of marks obtained in Post graduatex0.25)

Note 2: *Experience: 5 marks (As three years research experience is compulsory as eligibility criteria for Master Degree candidates with 4/5 years of Bachelor degree, therefore, three years research experience will be deducted from total years of experience for scoring the marks, 1 mark for each completed year of experience up to maximum 5 marks)

Note 3: Special attainment/Awards/Recognition: 5 marks (One mark each for national/international award such as by ICAR, CSIR, DBT/National Institutes, Ministries of State or Central Government, FAO/UN etc. during studies/research/Fellowship/Post Doctorate/any other special attainment

Note 4: Publication: 5 marks (1 marks for each research paper published in Science Citation Index (SCI) or NAAS Rated journal ≥ 4.0 up to maximum 5 marks; one research paper is compulsory for Master degree holder as per ICAR guideline, therefore 1 research paper will be deducted from total number of paper for scoring the marks for master degree holder)

* Period for obtaining PhD will not be considered as experience.

Scoring Sheet for the post of **Junior Research Fellows (JRF) under DST Schemes**

S. N o.	Name of the candidate	HSLC (10%)	HSSLC (20%)	Graduate Degree/Post graduate degree * (25%)		NET/ GATE/ Ph.D (5)	Desired qualificatio n (5)	**Experie nce (5)	Publicatio n in journal (5)	Viva-voce (25)	Total (100)
				For professional degree holders (No scoring for post graduation if they posses)	Non professional degree holders (For scoring, take average of graduation and post graduation)						
1.											
2.											
3.											

* **Eligibility for candidature:** Post graduate degree in basic science or graduate/post-graduate degree in professional course selected through a process as outlined in the guideline of DST circulated vide office memorandum SR/S(/Z-08/2018 dtd. 30th January, 2019

Note 1: Academic qualification: 55 marks (% marks obtained in HSLCx0.10+ % marks obtained in HSSLCx0.20 + % marks obtained in Graduate or average of graduate and post-graduate x0.25)

Note 2: NET/GATE/Ph.D. 5 marks

Note 3: **Experience: 5 marks (1 mark for each completed year up to maximum 5 marks)

Note 4: Desired qualification: Desired qualification as mentioned in the advertisement: 5 marks

Note 5: Publication: 5 marks (1 marks for each research paper published in SCI or NAAS Rated journal ≥ 4.0 up to maximum 5 marks)

Period for obtaining PhD will not be considered as experience.

Scoring Sheet for the post of **Senior Research Fellow (SRF) under DST Schemes**

S. N o.	Name of the candidate	HSLC (10%)	HSSLC (20%)	Graduate Degree/Post graduate degree * (25%)		NET/ GATE/ Ph.D (5)	Desired qualificatio n (5)	Experienc e** (5)	Publicatio n in journal (5)	Viva-voce (25)	Total (100)
				For professional degree holders (No scoring for post graduation if they posses)	Non professional degree holders (For scoring, take average of graduation and post graduation						
1.											
2.											
3.											

* Eligibility for candidature: Post graduate degree in basic science or graduate/post-graduate degree in professional course selected through a process as outlined in the guideline of DST circulated vide office memorandum SR/S(/Z-08/2018 dtd. 30th January, 2019 in addition to two years of research experience

Note 1: Academic qualification: 55 marks (% marks obtained in HSLCx0.10+ % marks obtained in HSSLCx0.20 + % marks obtained in Graduatex0.25)

Note 2: NET/GATE/Ph.D: 5 Marks

Note 3: Desired qualification: Desired qualification as mentioned in the advertisement: 5 marks

Note 4: **Experience: 5 marks (As two years research experience is compulsory for eligibility, two years research experience will be deducted from total years of experience for scoring the marks, 1 mark for each completed year of experience up to maximum 5 marks);

Note 5 : Publication: 5 marks (1 marks for each research paper published in SCI or NAAS Rated journal ≥ 4.0 up to maximum 5 marks)

Period for obtaining PhD will not be considered as experience.

Scoring Sheet for the post of **Research Associate (RA) under DST Schemes**

S. No.	Name of the candidate	HSLC (5)	HSSLC (10)	Graduate (15)	Post graduate (25)	NET /GATE (5)	*Experience (5)	Special attainment/Awards/ Recognition (5)	Publication in journal (5)	Viva-voce (25)	Total (100)
1.											
2.											
3.											
4.											

Note 1: Academic qualification: 55 marks (HSLC%*0.05 + HSSLC%*0.10 + Graduate%*0.15 + Post graduate%*0.25)

Note 2: NET/GATE: 5 marks

Note 3: *Experience: 5 marks (As three years research experience is compulsory for eligibility criteria for non Ph. D. holder but having a Professional Post-graduate degree (M.V Sc./M. Sc.Agri/MPham./M Tech/ME) with at least one research paper in SCI journal, in that case three years research experience will be deducted from total years of experience for scoring the marks, 1 mark for each completed year of experience up to maximum 5 marks)

Note 4: Special attainment/Awards/Recognition: 5 marks (One mark each for national/international award such as by ICAR, CSIR, DBT/National Institutes, Ministries of State or Central Government, FAO/UN etc. during studies/Research/Fellowship/post doctorate/any other special attainment

Note 5: Publication: 5 marks (1 marks for each research paper published in Science Citation Index (SCI) or NAAS Rated journal ≥ 4.0 up to maximum 5 marks; one research paper is compulsory for Master degree holder, therefore 1 research paper will be deducted from total number of paper for scoring the marks for master degree holder)

**Post-doctorate work experience will be counted as experience. Period for obtaining PhD will be excluded irrespective of study leave.

Scoring Sheet for the post of **Scientific Administrative Assistant/Field Worker under DST Schemes**

S. No.	Name of the candidate	HSLC (15%)	HSSLC (20%)	Graduate (30%)	*Experience (5)	Viva-voce (30)	Total (100)
1.							
2.							
3.							
4.							
5.							

Note 1: Academic qualification: 65 marks (% of marks obtained in HSLC x*0.15+% of marks obtained in HSSLC x0.20+% of marks obtained in B.Sc. Degree x0.30)

Note 2: *Experience: 5 marks (1 mark for each completed year of service/work experience up to maximum 5 marks. Eligible only with relevant document)

Scoring Sheet for the post of **Laboratory Assistant/Technician/Project Assistant/Technical Assistant/Field Assistant under DST Schemes**

S. No.	Name of the candidate	HSLC (15%)	HSSLC (20%)	Graduate/Diploma in Engineering and technology (30%)	*Experience (5)	Viva-voce (30)	Total (100)
1.							
2.							
3.							
4.							
5.							

Note 1: Academic qualification: 65 marks (% of marks obtained in HSLC x0.15+% of marks obtained in HSSLC x0.20+% of marks obtained in B.Sc. Degree/3 years diploma in relevant subject x0.30)

Note 2: *Experience: 5 marks (1 mark for each completed year of service/work experience up to maximum 5 marks)

Scoring Sheet for the post of **Project Associate-I under DST Schemes**

S. No.	Name of the candidate	HSLC (10%)	HSSLC (15%)	M.Sc./M.V.Sc or Bachelor in Engineering or technology (30%)		NET/GATE/Ph.D (5)	Desired qualification (5)	*Experience (5)	Publication in journal (5)	Viva-voce (25)	Total (100)
				For B.E/B. Tech degree holders (No scoring for post graduation if they posses)	For M. Sc/MV Sc. degree (For scoring, take average of graduation and post graduation)						
1.											
2.											

Note 1: Academic qualification:55 marks (% of marks obtained in HSLCx0.10 +% of marks obtained in HSSLCx0.15 + % of marks obtained by averaging graduation + post- graduation in case of M.Sc/M.V.Sc. or Marks obtained in B.E/B. Tech x 0.30)

Note 2: NET/GATE/Ph.D: 5 marks

Note 3: Desired qualification: Desired qualification as mentioned in the advertisement: 5 marks

Note 4: *Experience: 5 marks (1 mark for each completed year up to maximum 5 marks)

Note 5: Publication: 5 marks (1 marks for each research paper published in SCI or NAAS Rated journal ≥ 4.0 up to maximum 5 marks)

Period for obtaining PhD will not be considered as experience.

Scoring Sheet for the post of **Project Associate-II under DST Schemes**

S. No.	Name of the candidate	HSLC (10%)	HSSLC (15%)	M.Sc./M.V.Sc. or Bachelor in Engineering or technology (25%)		NET/GATE/Ph.D (5)	Desired qualification (5)	*Experience (5)	Publication in journal (5)	Special attainment/Awards/ Recognition (5)	Viva -voce (25)	Total (100)
				For B.E/B. Tech degree holders (No scoring for post graduation if they posses)	For M. Sc/M.V. Sc. degree (For scoring, take average of graduation and post graduation)							
1.												

Note 1: Academic qualification: 50 marks (% of marks obtained in HSLCx0.10 + % of marks obtained in HSSLCx0.15 + % of marks obtained by averaging graduation + post- graduation in case of M.Sc/M.V.Sc. or Marks obtained in B.E/B. Tech x 0.25)

Note 2: NET/GATE/Ph.D : 5 marks

Note 3: Desirable qualification: Desired qualification as mentioned in the advertisement: 5 marks

Note 4: *Experience: 5 marks (As two years experience in research and development are compulsory for eligibility, two years' experience will be deducted from total years of experience for scoring the marks, 1 mark for each completed year of work experience up to maximum 5 marks)

Note 5: Special attainment/Awards/ Recognition - 5marks: One mark each for national/international award such as by ICAR, CSIR, DBT/National Institutes, Ministries of State or Central Government, FAO of the UN etc.) during studies/research/fellowship/Post Doctorate/any other special attainment up to 5 marks.

Note 6: Publication: 5 marks (1 marks for each research paper published in SCI or NAAS Rated journal ≥ 4.0 up to maximum 5 marks)

Period for obtaining PhD will not be considered as experience.

Scoring Sheet for the post of **Senior Project Associate under DST Schemes**

S. No.	Name of the candidate	HSLC (10%)	HSSLC (15%)	M.Sc./M.V.Sc. or Bachelor in Engineering or technology (25%)		NET/GATE/Ph.D (5)	Desired qualification (5)	*Experience (5)	Publication in journal (5)	Special attainment/Awards/Recognition (5)	Viva-voce (25)	Total (100)
				For B.E/B. Tech degree holders (No scoring for post graduation if they posses)	For M. Sc/M.V. Sc. degree (For scoring, take average of graduation and post graduation)							
1.												
2.												

Note 1: Academic qualification: 50 marks (% of marks obtained in HSLCx0.10 + % of marks obtained in HSSLCx0.15 + % of marks obtained by averaging graduation + post- graduation in case of M.Sc/M.V.Sc. or Marks obtained in B.E/B. Tech x 0.25)

Note 2: NET/GATE/Ph.D: 5 marks

Note 3: Desirable qualification: Desired qualification as mentioned in the advertisement: 5 marks

Note 4: *Experience: 5 marks (As four years' experience in research and development are compulsory as eligibility criteria for Master Degree holder, four years' experience will be deducted from total years of experience for scoring the marks for Master Degree candidates, 1 mark for each completed year of experience up to maximum 5 marks)

Note 5: Special attainment/Awards/Recognition- 5marks: One mark each for national/international award (recognized) such as by ICAR, CSIR, DBT/National Institutes, Ministries of State or Central Government, FAO of the UN etc.) during studies/Research/Fellowship/Post doctorate/any other special attainment up to maximum 5 marks

Note 6: Publication: 5 marks (1 marks for each research paper published in SCI or NAAS Rated journal $\geq$ 4.0 up to maximum 5 marks)

Period for obtaining PhD will not be considered as experience.

Scoring Sheet for the post of **Principal Project Associate under DST Schemes**

S. No.	Name of the candidate	HSLC (10%)	HSSLC (15%)	M.Sc./M.V.Sc. or Bachelor in Engineering or technology (25%)		NET/GATE /Ph.D (5)	Desired qualification (5)	*Experience (5)	Publication in journal (5)	Special attainment/Awards/ Recognition (5)	Viva-voce (25)	Total (100)
				For B.E/B. Tech degree holders (No scoring for post graduation if they posses)	For M. Sc/M.V. Sc. degree (For scoring, take average of graduation and post graduation)							
1.												

Note 1: Academic qualification: 50 marks (% of marks obtained in HSLCx0.10 + % of marks obtained in HSSLCx0.15 + % of marks obtained by averaging graduation + post- graduation in case of M.Sc/M.V.Sc. or Marks obtained in B.E/B. Tech x 0.25)

Note 2: NET/GATE/Ph.D: 5 marks

Note 3: Desired qualification as mentioned in the advertisement: 5 marks

Note 4: *Experience: 5 marks (As eight years and four years experience in research and development are compulsory as eligibility criteria for Master Degree and Ph.D. holder respectively, eight years and four years' experience will be deducted from total years of experience for scoring the marks for Master Degree and Ph. D. holder candidates, respectively. One mark for each completed year of experience up to maximum 5 marks)

Note 5: Special attainment/Awards/Recognition- 5marks: One mark each for national/international award (recognized) such as by ICAR, CSIR, DBT/National Institutes, Ministries of State or Central Government, FAO of the UN etc.) during studies/Research/ Fellowship/Post Doctorate /any other special attainment

Note 6: Publication: 5 marks (1 marks for each research paper published in SCI or NAAS Rated journal ≥ 4.0 up to maximum 5 marks)

Period for obtaining PhD will not be considered as experience.