

**F O R M-4**

**HUMAN RESOURCE DEVELOPMENT GROUP, CSIR  
CSIR Complex, Library Avenue, Pusa, New Delhi-110 012.  
SENIOR RESEARCH ASSOCIATESHIP (SCIENTISTS' POOL SCHEME)**

**ANNUAL CONFIDENTIAL REPORT ON THE PERFORMANCE  
OF SENIOR RESEARCH ASSOCIATE  
(TO BE FILLED IN BY THE HEAD OF THE DEPARTMENT)**

1. SRA (Pool) No. \_\_\_\_\_
2. Name of the SRA \_\_\_\_\_
3. Organization to which attached \_\_\_\_\_
4. Date of Joining \_\_\_\_\_
5. Date upto which position is tenable \_\_\_\_\_
6. Period covered by the report  
From \_\_\_\_\_ to \_\_\_\_\_
7. Type(s) of work done indicating number of hours per weeks in each :  
(a) Research \_\_\_\_\_ (b) Teaching \_\_\_\_\_  
(c) Design/Development \_\_\_\_\_ (d) Clinical work \_\_\_\_\_  
(e) Any other work (Please specify) \_\_\_\_\_
8. Does the Senior Research Associate have as much work load as that of a person of similar rank in your organization? Yes/No \_\_\_\_\_.
9. Please describe briefly the contribution made by the Senior Research Associate  
(a) in research work \_\_\_\_\_  
(b) in any other work (Please specify) \_\_\_\_\_
10. Is the work undertaken by the Senior Research Associate of any applied importance, and if so, whether patent has been/can be taken? If yes, whether CSIR has been approached?  
\_\_\_\_\_
11. Qualitative assessment (Please use the following grading)  
Suggested grading in order: Outstanding, Excellent, Very Good, Good, Average, And Poor.  
(a) Character & integrity \_\_\_\_\_  
(b) Intellectual caliber \_\_\_\_\_  
(c) Originality \_\_\_\_\_  
(d) Professional ability \_\_\_\_\_  
(e) Sense of responsibility \_\_\_\_\_  
(f) Other qualities like leadership, capacity for team work, etc. \_\_\_\_\_  
(g) On overall basis \_\_\_\_\_
12. Suggestions for better utilization of the Senior Research Associate:

Please fill in the following items:

- (a) How can the present utilization be improved? \_\_\_\_\_
  - (b) Would you like the Senior Research Associate to continue (Yes/No) \_\_\_
  - (c) If yes, for how long within his/her tenure? \_\_\_\_\_
  - (d) Would you like the Senior Research Associate to be transferred to some other organization? If so, can you please suggest any suitable organization and the reason thereof? \_\_\_\_\_
13. Has the Senior Research Associate been offered any regular position in your organization or outside? If yes, please indicate the post and starting pay \_\_\_\_\_
14. Is there any possibility of the Senior Research Associate getting a regular position in your institution in near future? If yes, please give details of the post, grade and starting salary \_\_\_\_\_
15. Is the Senior Research Associate engaged in any kind of private Practice? If yes, please give detail \_\_\_\_\_
16. Has the Senior Associate registered himself/ herself for any degree, diploma or certificate course? If yes, please give details: \_\_\_\_\_
17. In case the Senior Research Associate has left, please indicate:
- (a) the date of leaving \_\_\_\_\_
  - (b) the reason for leaving \_\_\_\_\_
  - (c) Present address, if known \_\_\_\_\_

Signature of the Head of the Department

Date: \_\_\_\_\_

Name in BLOCK LETTERS  
Designation  
Official Seal

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Remarks of the Head of the Organization

Signature

Date: \_\_\_\_\_

Name in BLOCK LETTERS  
Designation  
Official seal