

ICMR–NIRRCH **Best Enablers for Science in Technical category (BEST) Awards**

Guidelines

1. Preamble

ICMR–NIRRCH institutes annual awards for permanent employees of the technical cadre to recognize outstanding contributions in scientific research, institutional functioning, laboratory, clinical, field support as well as maintenance and service support activities.

2. Eligibility Period, Category Selection and Evaluation Cycle

- **For the first award cycle to be held in February 2026**, assessment of performance shall be based on work carried out during the **three-year period from 2022 to 2025**.
- **From the award year 2027 onwards**, assessment shall be based exclusively on performance during the **immediately preceding calendar year (January to December)**.
- **Applications can be submitted by an employee only under one category per award cycle. In cases where the applicability of a category is unclear, the Award Committee reserves the right to determine the most appropriate category based on documented job functions and duties performed during the review period.**
- **Award recipients shall not be eligible for consideration for any Institute award for a period of three years following the year of award.**
- Accordingly, employees awarded in **2026 shall not be eligible for awards during the years 2027, 2028, and 2029**, and may be considered again **from 2030 onwards**, based on performance during the subsequent evaluation year.
- Application proforma may be filled in any of the three languages: Hindi, English or Marathi and duly signed by the candidate. Duly filled application shall be sent to the awards secretariat technoawards@nirrch.res.in on or before 10th February 2026.

3. Competent Authority

The Competent Authority for approval of these awards shall be the Director, ICMR–NIRRCH. The decision of the Competent Authority shall be final and binding.

4. Award Categories

A) ICMR-NIRRCH BEST Award for Scientific Support

This award recognizes exemplary scientific and technical support provided towards research activities conducted in laboratories/ clinics/fields, contributing directly to research outputs and outcomes.

Eligible cadres: Principal Technical Officer, Technical Officer, Technical Assistant, and Technician. Social Workers engaged primarily in scientific or research support activities are also eligible, subject to their designated role and assigned job functions.

B) ICMR-NIRRCH BEST Award for Laboratory, Clinical and Field Support

This award recognizes excellence in laboratory, clinical, and field support services, with emphasis on the effective discharge of core duties essential for the smooth functioning of laboratories, clinics, and field-based research activities.

Eligible cadres: Laboratory Attendant, Ayah, Multi-Tasking Staff (MTS), Laboratory Assistant, Library Support Staff. Nurses and Social Workers are also eligible where their primary responsibilities relate to clinical, or field support functions, irrespective of their designation.

C) ICMR-NIRRCH BEST Award for Maintenance and Service Support

This award recognizes outstanding contributions in maintenance and service support that ensure uninterrupted functioning, safety, and operational efficiency of various facilities of the Institute.

Eligible cadres: Engineers, Electricians, Plumbers, Carpenters, Caretakers, Security Staff, Drivers, and other personnel engaged primarily in maintenance and service support functions, irrespective of designation.

5. Application and Nomination Process

All employees desirous of being considered for the award shall submit an application in the prescribed proforma. The completed proforma shall be forwarded through the respective Head of Department (HoD) to the Awards Secretariat.

The HoD shall provide comments and recommendations limited to a maximum of 100 words. The HoD recommendation shall carry a weightage of 10%. HoD can recommend more than one employee from his or her department.

6. General Evaluation Principles

- Maximum weightage shall be assigned to performance of core job responsibilities.
- Evaluation shall be evidence-based and supported with documentary proof.
- Attributes such as quality of work, team spirit, initiative, accountability, and turnaround time shall be considered.
- Greater weightage shall be accorded to outcome-oriented and specific descriptions. Generic or unsupported claims shall attract lower scores.
- Turnaround time and responsiveness shall be treated as cross-cutting indicators across criteria.
- Each descriptive section under the criteria shall not exceed 100 words.

7. Evaluation Criteria

A) ICMR-NIRRCH BEST Award for Scientific Support

i) Scientific / Research Work and Outcomes (50%)

Accurate documentation of scientific and technical contribution towards research activities, including but not limited to publications (published or communicated), oral or poster presentations, technology or method development, patents filed, or other tangible

research outputs. Appropriate proof such as citation details, acceptance letters, or certificates must be enclosed.

ii) Contribution to Institutional Activities (20%)

Contribution towards institutional activities including organization of events at the institute or departments, committee work, support for academic programs, accreditation activities, and initiatives that enhance the functioning and visibility of the department and Institute.

iii) Additional Skills / Qualifications Acquired (15%)

Additional skills or qualifications acquired during the review period, including courses completed, degrees obtained, workshops attended, or specialized trainings undertaken.

iv) Contribution to Scientific and Research Activities Outside the Institute (5%)

Scientific or research-related contributions made outside ICMR–NIRRCH, including participation in external collaborations, expert committees, invited lectures, guideline development, or advisory roles.

v) Authentication and recommendation of Head of Department (10%)

Overall recommendation of the Head of Department based on performance, conduct, and professional attitude.

B) ICMR-NIRRCH BEST Award for Laboratory, Clinical and Field Support

Evaluation shall primarily focus on performance of core laboratory/clinical/field support duties, including efficiency, accuracy, reliability, teamwork, and adherence to protocols. Support during peak workload periods and contribution to smooth clinical/laboratory/field operations shall be given maximum weightage.

1. Performance of Core Job Functions / Duties (50%)

Assessment of accomplishment of planned work/duties, quality and accuracy of output, adherence to SOPs and safety norms, timeliness and turnaround time, and sense of responsibility and discipline.

2. Director's Remarks in APAR (20%)

Assessment based on overall grading and qualitative remarks recorded by the Director in the APAR, including attitude to work, discipline, dependability, and performance consistency.

3. Exceptional Work Beyond Core Duties (Within the Institute) (20%)

Assessment of contributions beyond routine responsibilities such as handling unforeseen tasks, support during audits, inspections, accreditation, emergencies, and institutional events, and demonstrated initiative.

4. HoD's Overall Recommendation (10%)

Overall assessment by the Head of Department based on supervision, justification for nomination, and consistency with documented performance.

C) ICMR-NIRRH BEST Award for Maintenance and Service Support

Evaluation shall primarily focus on core maintenance and service responsibilities, including quality and effectiveness of work, turnaround time, preventive maintenance, safety compliance, emergency response, and coordination with other units.

1. Performance of Core Job Functions / Duties (50%)

Assessment of accomplishment of planned work/duties, quality and accuracy of output, adherence to SOPs and safety norms, timeliness and turnaround time, and sense of responsibility and discipline.

2. Director's Remarks in APAR (20%)

Assessment based on overall grading and qualitative remarks recorded by the Director in the APAR, including attitude to work, discipline, dependability, and performance consistency.

3. Exceptional Work Beyond Core Duties (Within the Institute) (20%)

Assessment of contributions beyond routine responsibilities such as handling unforeseen tasks, support during audits, inspections, accreditation, emergencies, and institutional events, and demonstrated initiative.

4. HoD's Overall Recommendation (10%)

Overall assessment by the Head of Department based on supervision, justification for nomination, and consistency with documented performance.

8. Constitution of the Award Evaluation Committee

The Award Evaluation Committee shall consist of the following members:

- Dr. Vikrant M. Bhor (Chair)
- Dr. Vainav Patel
- Dr. Shailesh Pande (Co-Chair)
- Dr. Dhanjit Das
- Dr. Shahina Begum
- Dr. Kiran Munne
- Mr. Prasanna Chavan

Annexure I

Application Proforma - ICMR-NIRRCH BEST Award for Scientific Support

A: General Information

1. Name of Employee:
2. Employee ID:
3. Designation:
4. Category Applied For :
5. Department / Section:
6. Period Under Review:

B. Description of Work Done (Maximum 100 words per section)

1. Scientific Support and Outcomes (as applicable)

Publications (published or communicated), oral or poster presentations, technology or method development, patents filed, or other tangible research outputs.

2. Contribution to Institutional Activities

(Participation in institute events, committees, audits, trainings, or general functioning)

3. Additional Skills / Qualifications Acquired During Review Period

(Courses, degrees, trainings, certifications with dates)

4. External Scientific / Research Contributions (if applicable):

(Any other significant scientific or research-related contributions made outside ICMR–NIRRCH)

C. Supporting Documents

(List of enclosures: publications, certificates, acknowledgements, etc.)

D. Declaration by Applicant

I hereby declare that the information provided above is true and correct to the best of my knowledge.

Signature of Applicant:

Date:

E. Recommendation by Head of Department (Maximum 100 words)

(Overall assessment, justification for nomination, and recommendation)

Name and Signature of HoD:

Date:

Annexure II

Application Proforma –ICMR-NIRRH BEST Award for Laboratory, Clinical and Field Support

A: General Information

1. Name of Employee:
2. Employee ID:
3. Designation:
4. Category Applied For:
5. Department / Section:
6. Period Under Review:

B. Description of Work Done (Maximum 100 words per section)

1) Core Job Functions/Duties

Describe the core duties performed as per assigned role.

2) Exceptional Work Beyond Core Duties (Within the Institute)

Describe work done beyond routine responsibilities.

C. Declaration by Applicant

I hereby declare that the information provided above is true and correct to the best of my knowledge.

Signature of Applicant:

Date:

D: Recommendation by Head of Department (Maximum 100 words)

Overall assessment of performance with specific reference to core duties, exceptional work done beyond core duties, timeliness, reliability, teamwork, and suitability for the award.

Name and Signature of HoD:

Date:

Annexure III

Application Proforma -ICMR-NIRRH BEST Award for Maintenance and Service Support

A: General Information

1. Name of Employee:
2. Employee ID:
3. Designation:
4. Category Applied For:
5. Department / Section:
6. Period Under Review:

B. Description of Work Done (Maximum 100 words per section)

1) Core Job Functions/Duties

Describe the core duties performed as per assigned role.

2) Exceptional Work Beyond Core Duties (Within the Institute)

Describe work done beyond routine responsibilities.

C. Declaration by Applicant

I hereby declare that the information provided above is true and correct to the best of my knowledge.

Signature of Applicant:

Date:

D: Recommendation by Head of Department (Maximum 100 words)

Overall assessment of performance with specific reference to core duties, exceptional work done beyond core duties, timeliness, reliability, teamwork, and suitability for the award.

Name and Signature of HoD:

Date: