

Marking Scheme for the Post of Additional Secretary (Medical Services)

01.. Service Period (40 Marks)

- I. 20 marks for Senior Administrative Grade (4 marks per active service of one year)
- II. 20 marks for Deputy Director General Grade (5 marks per active service of one year)

Note:-

- (i) For the service period less than one year, marks should be allocated as follows.
 - a) For 09 months or more than 09 months' period – $\frac{3}{4}$ of the above marks.
 - b) For 06 months or more than 06 months, and less than 09 months' period – $\frac{1}{2}$ of the above marks.
 - c) For 03 months or more than 03 months, and less than 06 months' period – $\frac{1}{4}$ of the above marks.
 - d) For less than 03 months – No marks
- (ii) An officer appointed to any Deputy Director General posts on acting basis by the appointing authority can also be granted marks as per the marks allocation mentioned under (i) above for the respective time period.

02. Educational Qualification (20 Marks)

- I. MD (Medical Administrative/ Community Medicine/ Community Dentistry) – (20 marks)
- II. MSc. (Medical Administrative/ Community Medicine/ Community Dentistry) – (15 marks)
- III. Other Post Graduate Qualification acceptable to promotion to Grade I as per the Medical Service Minute – (08 marks)

Note:-

- (i) Marks will be given only for the highest educational qualification.
- (ii) The officers appointed to the Senior Medical Administrative Grade on permanent basis on or before 01.07.1996, will be granted the maximum marks (20 Marks) for Educational Qualifications”

03. Service Experience (10 Marks)

- I. 02 marks per active service of one year

Note:-

Marks will be given for the service experience for the post held in Medical Service posts as per the Appendix IV of the Medical Service Minute No. 1883/17 and dated 11.10.2014.

04. Special Projects (10 Marks) – 02 marks per each successful project

Note:-

- (i) Marks will not be given to those who engage in projects as part of their job functions.
(ii) Following facts should be considered.

The project should be;

- a) Relevant to the post advertised
b) Innovative
c) Creative
d) Initiated by the Officer and
e) Project completion report should be presented to the interview board.

05. Research/ Publication in the Subject area relevant to the post (10 Marks)

- I. Paper published in a peer reviewed journals – (2 marks per paper)
II. Papers presented at national level / international conferences with published abstract – (2 marks per paper)
III. Book Published relevant to the subject area – (1 mark per book)

Note:- Marks should not be given in two categories for similar works.

06. Performance at the Interview (10 Marks)

- I. Communication skills (02 marks)
II. Personality (02 marks)
III. Professional courtesy (02 marks)
IV. Leadership (02 marks)
V. Decision making and analytical skills (02 marks)

Total marks - 100

11