

**POLICY AND PROCEDURES RECRUITMENT AND PROMOTION OF
SCIENTIFIC FACULTY OF AMALA INTEGRATED MEDICAL RESEARCH
DEPARTMENT**

1. Introduction

The Amala Integrated Medical Research Department (AIMRD), established under the Amala Institute of Medical Sciences (AIMS), Thrissur, is the central research division mandated to promote multidisciplinary scientific research, translational innovation, and evidence-based advancements in medical science. AIMRD functions as an integrated platform where fundamental scientific inquiry converges with clinical research, enabling the transformation of laboratory discoveries into meaningful healthcare outcomes. These regulations, titled Policy and Procedures Scientist Recruitment and Promotion of Scientific Faculty of Amala Integrated Medical Research Department, provide a standardized, transparent, and merit-based system for induction and progression of scientists within AIMRD. The policy applies to all full-time scientific staff appointed directly to AIMRD and excludes individuals appointed on deputation or temporary contracts.

2. Objectives

The objective of this policy is to establish a rigorous, uniform, and credible framework for the selection and progression of scientists in AIMRD. It ensures that recruitment and promotion are grounded in measurable research performance, institutional contribution, academic excellence, innovation, and professional conduct. The framework aims to promote scientific meritocracy, foster research productivity, and sustain a culture of continuous academic and professional growth.

3. Scientist Designations in AIMRD

AIMRD follows a hierarchical structure aligned with institutional and national research norms. The scientist cadre consists of the following levels:

Scientist A,**Scientist B,****Scientist C,****Scientist D,****Scientist E,****Scientist F,****Scientist G,****Scientist H.**

The scale of pay, service conditions, and revisions related to each designation shall be determined by the AIMRD Recruitment Board and may be revised every five years or as decided by AIMS Management.

4. Qualification Criteria for Direct Recruitment

AIMRD seeks individuals with strong academic credentials, research expertise, and demonstrable scientific achievements. The minimum educational qualifications, mandatory research score, and post-doctoral experience requirements are outlined in Table 1. The research score is calculated strictly according to Annexure 1 and must be supported by verifiable documentation.

Table 1. Requirements for Direct Recruitment of Scientists in AIMRD

SL No.	Designation	Minimum Qualification	Post-PhD/PDF Experience (Years)	Mandatory Research Score
1	Scientist A / JSRO	MSc Life Science / MD / MS / DNB + PhD	1	30
2	Scientist B / JSRO	MSc Life Science / MD / MS / DNB + PhD	2	120
3	Scientist C / SSRO	MSc Life Science / MD / MS / DNB + PhD	5	300
4	Scientist D / SSRO	MSc Life Science / MD / MS / DNB + PhD	8	600
5	Scientist E / SSRO	MSc Life Science / MD / MS / DNB + PhD	12	1200
6	Scientist F / SSRO	MSc Life Science / MD / MS / DNB + PhD	16	2000
7	Scientist G / SSRO	MSc Life Science / MD / MS / DNB + PhD	22	3000

At least fifty percent of the required research score must be obtained from peer-reviewed scholarly publications.

5. Qualification Criteria for Promotion

Promotion is based on cumulative research performance, institutional contribution, and demonstrated scientific progression. Years of service alone does not guarantee promotion; mandatory research scores must be fulfilled. If a scientist attains the required score ahead of the minimum service period and earns an additional 25 percent of the required points, early promotion may be granted subject to due process. For example, if a Scientist C achieves 300 minimum required research points and an additional 75 research points (25 % of 300 research points) before their tenure, they will be eligible for promotion to Scientist D before the required period of three years.

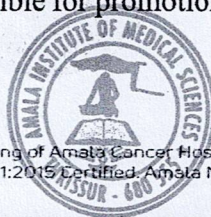




Table 2. Qualification Criteria for Promotion of Scientists

SL No.	Designation	Service Requirement	Mandatory Research Score
1	Scientist A → B	1 year	50
2	Scientist B → C	2 years	150 (75/year)
3	Scientist C → D	3 years	300 (100/year)
4	Scientist D → E	3 years	450 (150/year)
5	Scientist E → F	4 years	800 (200/year)
6	Scientist F → G	4 years	1000 (250/year)
7	Scientist G → H	6 years	1800 (300/year)

The research score shall be calculated according to Annexure 1

The retirement age of a scientist will be sixty-five, however he/she may continue their service by mutual interest of candidates and management.

6. Annual Increment Eligibility

Annual increment is performance-linked. A scientist must achieve at least **60% of the minimum required annual research score** for their cadre level to be eligible. For example, if a Scientist C must earn 100 points annually, a minimum of 60 points is required to qualify for the increment. This ensures sustained productivity across all cadres. An appraisal form has to be submitted yearly for the same (Annexure 3)

7. Recruitment and Promotion Process

7.1 Committee for recruitment and promotion

All recruitment and promotion processes shall begin with eligibility verification conducted by the Screening Body, constituted as follows:

- **Director, AIMS** – Chairperson
- **HR Manager, AIMS** – Member
- **Associate Director or Joint Director, AIMS** – Member
- **Director, AIMRD** – Member Secretary
- **Subject Expert (s) nominated by the committee if required**

7.2. Verification of Credentials

- Eligibility criteria



- Research score calculations
- Publication claims
- IPR records
- Project documentation
- Student guidance records
- Collaboration proofs

Only eligible candidates will be allowed to proceed to the next stage.

7.3. Scientific Presentation and Documentation Proofing

Every candidate seeking promotion shall deliver a structured scientific presentation summarizing:

- Research score earned
- Publications, citations, quartile status, and impact factor
- IPR filings, published/granted patents, and design registrations
- Externally funded projects and grants
- Research scholars guided
- Collaborations and MoUs
- Major contributions to AIMRD
- Institutional service work
- Future research roadmap

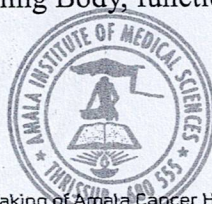
The candidate must display **all supporting documents**, either physically or digitally, during the presentation.

7.4. Interview

Following the presentation, the candidate shall undergo a formal interview assessing:

- Depth of scientific knowledge
- Clarity of research vision
- Leadership and team contribution
- Innovation potential
- Alignment with AIMRD's mission
- Research ethics and professional integrity

The interview is conducted by the Screening Body, functioning additionally as the Evaluation Panel.



7.5. Final Approval

The final authority for sanctioning all promotions and recruitments is:

Director, Amala Institute of Medical Sciences (AIMS)

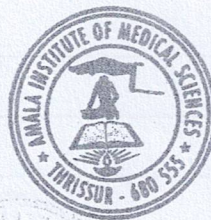
No promotion is valid unless approved and signed by the Director, AIMS. Upon approval, HR will issue the official order.

8. Research Score System

The research score for recruitment and promotion is calculated strictly according to the rules defined in Annexure 1. Points are awarded for publications, IPR, externally funded projects, research guidance, citations, reviews, collaborations, awards, and academic contributions. The integrity of documentation is mandatory for all claims.

9. Conclusion

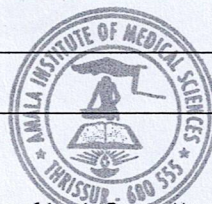
The AIMRD Scientist Recruitment and Promotion Regulations, 2025, outline a comprehensive and transparent system that aligns scientific advancement with institutional goals. By integrating performance-based metrics with structured evaluation, AIMRD ensures that competence, innovation, and academic integrity define the progression of its scientific workforce. All amendments, additions, or revisions to this regulation shall be made by AIMS Management, ensuring alignment with institutional priorities and national research standards.



Annexure 1

Research Point of research-related tasks for Promotions/ Recruitment

Sl. No.	Criteria	Research point
1	Publications	
1.1	Indexed in Scopus Q1	10
1.2	Indexed in Scopus Q2	7
1.3	Indexed in Scopus Q3	5
1.4	Indexed in Scopus Q4/ Web of Science	3
1.5	Impact Factor (As per JIF)	1 IF is 1 point
2	Books/ Peer Perception	
2.1	Book chapter with ISBN per Chapter	1
2.2	Citation in Google Scholar per Calendar year	2 for 10 citations
2.3	Reviewing articles in the journals is depends as criteria 1.1 to 1.4	2
2.4	Editorial board members of the Journal listed in the criteria 1.1 to 1.4	1
3	IPR	
3.1	Utility Patent (International)	10
3.2	Utility Patent (National)	8
3.3	Design Registration (International)	5
3.4	Design Registration (National)	3
3.5	Copyright	1
4	Funded Project	
4.1	50 lakhs & above	10
4.2	25 to 50 lakhs	6
4.3	10 to 25 lakhs	4
4.4	5 to 10 lakhs	2
4.5	0 to 5 lakhs	1
5	Research Guidance	



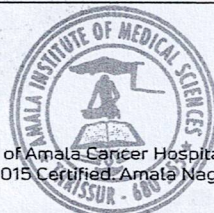


5.1	Ph.D. students enrolled	2
5.2	Ph.D. completed	10
5.3	Post-Doctoral Student	10 per year
6	Awards	
6.1	International Award	5
6.2	National Award	3
6.3	State Award	1
6.4	Best paper award at conferences	1
7	Consultancy	
7.1	International	5
7.2	National	2
8	Collaboration	
8.1	International	10
8.2	Institutions with National importance (NIST, IIT, IIIT, NIT etc)	7
8.3	National	5
8.4	Regional	3
9	Membership in relevant research societies or Academic & professional bodies	1

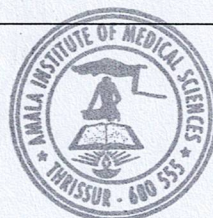


Explanation of Table 1 Sections and Criteria for Promotions

Section	Criteria																																									
1	<p>At least 50% of the required research score in each category should be achieved through section 1 of annexure I according to their needful steps for promotion. When multiple scientists from AIMS involve in a single publication allocation of research points is determined based on the probability (chance of occurrence) of their contribution or other agreed-upon criteria. For example, in the case of an article indexed Q1 in a journal with two authors from AIMS, the distribution of research points will be assigned as 2/3 to the first author and 1/3 to the other. This could result in the first author receiving 6.67 research score, while the second author receives 3.33 score. Example given below:</p> <p><u>Table 1.1: Distribution of research score of Article Q1</u></p> <table border="1"> <thead> <tr> <th rowspan="2">Type of published article</th> <th colspan="5">Position. of Authors in the article</th> </tr> <tr> <th>First Author</th> <th>Second Author</th> <th>Third Author</th> <th>Fourth Author</th> <th>Fifth Author</th> </tr> </thead> <tbody> <tr> <td>Q1(1)</td> <td>10 research points</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Q1 (1+2=3)</td> <td>2/3*10 = 6.67 research points</td> <td>1/3*10 = 3.33 research points.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Q1(1+2+3=6)</td> <td>3/6*10 = 5 research points</td> <td>2/6*10 =3.33 research points</td> <td>1/6*10 =1.67 research points</td> <td></td> <td></td> </tr> <tr> <td>Q1(1+2+3+4=10)</td> <td>4/10*10 =4 research points</td> <td>3/10*10 =3 research points</td> <td>2/10*10 =2 research points</td> <td>1/10*10 =1 research point</td> <td></td> </tr> <tr> <td>Q1(1+2+3+4+5 =15)</td> <td>5/15*10 =3.33 research points.</td> <td>4/15*10 =2.67 research points</td> <td>3/15*10 =2 research points</td> <td>2/15*10 =1.33 research points</td> <td>1/15*10 =0.67 research points</td> </tr> </tbody> </table> <p>In case where first author and corresponding author are different. The first two positions will be shared by both. However, if a collaborative work between a non-</p>	Type of published article	Position. of Authors in the article					First Author	Second Author	Third Author	Fourth Author	Fifth Author	Q1(1)	10 research points					Q1 (1+2=3)	2/3*10 = 6.67 research points	1/3*10 = 3.33 research points.				Q1(1+2+3=6)	3/6*10 = 5 research points	2/6*10 =3.33 research points	1/6*10 =1.67 research points			Q1(1+2+3+4=10)	4/10*10 =4 research points	3/10*10 =3 research points	2/10*10 =2 research points	1/10*10 =1 research point		Q1(1+2+3+4+5 =15)	5/15*10 =3.33 research points.	4/15*10 =2.67 research points	3/15*10 =2 research points	2/15*10 =1.33 research points	1/15*10 =0.67 research points
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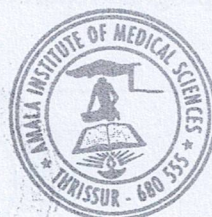


	scientist staff of AIMS and a scientist of AIMRD the full points will be claimed by AIMRD scientist
2	The journal claims will be verified by refereeing the best quartile data from SJR, https://www.scimagojr.com/ or Scopus list (Whichever is higher)
3	The Web of Science (WoS) journals which are not indexed in Scopus will be verified by taking the data from 'Web of Science Master Journal List' (https://mjl.clarivate.com/home), which is categorised as core collection or additional Web of Science collection.
4	If there are multiple authors and there is no agreement between them, then the research points are equally distributed to each author.
5	The book chapter claims will be verified by refereeing the ISBN.
6	Each of the 10 citations will be awarded two research points to the scientist, recognizing their contribution to allocating peer group recognition towards institution.
7	Reviewing articles in journals is evaluated based on the criteria outlined in sections 1.1 to 1.4. To provide valid proof of your review work, acceptable forms of evidence should be submitted. They are Review Completion Certificate / Acknowledgment Email.
8	The specified research points will be given to individual(s) entitled in the patent, if the institution is mentioned as applicant in the specific IPR.
9	The point distribution for funded projects will also follow the same methodology of publications where PI is considered as primary.
10	When submitting proof of your doctorate student status, ensure that you include the necessary certificates like Enrolment Certificate, Completion Certificate
11	The externally funded post-doctoral student of each scientist will only be considered for achieving the particular research point in this section. Additionally, the score will be calculated only after the post-doctoral student has completed a calendar year after joining AIMS. The following documents can be considered as valid proof: <ul style="list-style-type: none"> • Proof of external funding (grant approval or sponsorship letter). • Official joining date confirmation from AIMS administration. • ORCID ID link for publication verification. • and, Annual progress report or evaluation document.





12	Achievements/ Awards should be from Government / Private registered bodies or academic institutions affiliated/ recognised by universities of Government authorities. The genuineness and acceptance of award completely depending upon scrutineer committee and interview board. Awards from private organization will carry only half of the points.
13	For consultations, for income-generated collaborations benefiting AIMS only. The claims will be verified Audit Report from AIMS
14	Functional Memorandum of Understanding (MoU) is necessary for collaborative works and there need to be a tangible outcome every year such as a published article, Intellectual Property Rights (IPR), a research project, a Faculty Exchange Programme (FEP), or any joint venture between the two concerned entities. Collaborative ventures without MoU will carry only half the points.
18	If an individual has received membership in relevant research societies or academic and professional bodies during a calendar year or promotion period, the following documents can be considered as valid proof: Membership Certificate





ANNEXURE 2

Research Score Sheet for Promotion/Recruitment

This sheet must be completed by the candidate and verified by the Screening Body.

AIMRD – PROMOTION RESEARCH SCORE SHEET

Name of Scientist:

Employee Code:

Present Designation:

Proposed Designation:

Department:

Years of Service in Current Post:

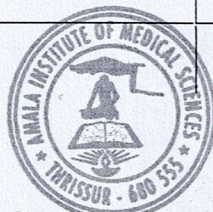
Period of Assessment:

1. Publications

Category	Number	Points per Item	Total Points
Q1		10	
Q2		7	
Q3		4	
Q4 / WoS		2	
Journal Impact Factor		1 per IF	
Author Position Corrections Applied (Yes/No):			

2. Books, Chapters, Citations, Editorial Work

Category	Points
Book Chapters	
Editorial Board	
Peer Reviewing	
Citations (per 10):	





Category	Points
Total	

3. IPR

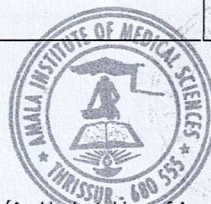
Category	Points
Patents (Int'l/National)	
Design Registrations	
Copyright	
Total	

4. Externally Funded Projects

Grant Amount	Points
≥ 50 lakhs	
25–50 lakhs	
10–25 lakhs	
5–10 lakhs	
0–5 lakhs	
Total	

5. Research Guidance

Category	Points
PhD Enrolled	
PhD Completed	
Postdoctoral Fellow	
Total	



6. Awards

Category	Points
International	
National	
State	
Best Paper	
Total	

7. Consultancy Contributions

Category	Points
International	
National	
Total	

8. Collaboration

Category	Points
International	
National	
Total	

GRAND TOTAL RESEARCH SCORE ACHIEVED:

(Attach all supporting documents in sequence.)

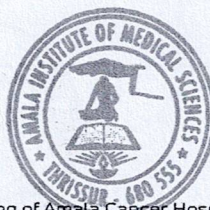
Verification by Screening Body

- Documents Verified: Yes / No
- Research Score Accepted: Yes / No
- Eligible for Presentation & Interview: Yes / No

Remarks:

Signature – Director AIMRD

Signature – HR Manager



Signature – Associate/Joint Director
 Signature – Director AIMS (Final Approval)

ANNEXURE 3

Annual Increment Calculation Sheet

Annual increments are granted only if the scientist achieves **60% of the mandatory minimum annual research score** for their cadre level.

AIMRD – ANNUAL INCREMENT ASSESSMENT FORM

Name:

Designation:

Assessment Year:

1. Required Minimum Annual Research Score

Designation	Annual Minimum Score	60% Threshold
Scientist A	30	18
Scientist B	75	45
Scientist C	75	45
Scientist D	100	60
Scientist E	150	90
Scientist F	200	120
Scientist G	250	150
Scientist H	300	180

2. Research Score Earned (Current Year)

Category	Score
Publications	
IPR	





Category	Score
Grants	
Citations/Editorial	
Awards	
Collaborations	
Total	

3. Eligibility

- Score Achieved:
- Score Required for Increment:
- Is Eligible for Increment? **Yes / No**

Certification by Screening Body

Director AIMRD:

HR Manager:

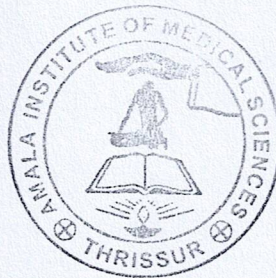
Associate/Joint Director:

The Policy and Procedures Recruitment and Promotion of Scientific Faculty of Amala Integrated Medical Research Department has been duly approved and will come into effect from 14/11/2025. Management has the right to modify this policy at any time partly or fully.

PRINCIPAL

Dr. BETSY THOMAS
MD, FRCOG, DNB, MICOG
PRINCIPAL

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