JAWAHARLAL NEHRU KRISHI VISHWA VIDYALAYA, JABALPUR

APPLICATION FORM FOR TECHNICAL ASSISTANT / TRAINING ASSISTANT / PROGRAMME ASSISTANT FOR UPGRADATION / PLACEMANT FROM T–6 GRADE TO T-7/8 GRADE (UNDER CATEGORY –III)

1. Reported period	:	From (dd-mm-yy) To (dd-mm-yy)
2. Name	:	
3. Date of Birth/ Age	:	dd-mm-yy / Years & Months
4. Field of specialization	:	
5. (a) Are you bonafide resident of Madhya Pradesh	:	YES / NO
(b) If Yes then enclose self attested copy of domicile certificate	:	
6. (a) Do you belong to SC / ST category of Madhya Pradesh	:	YES / NO
(b) If Yes then enclose self attested copy of caste certificate	:	
7. Date of entry into the JNKVV Services (Regular services)	:	
8. Date of continuous appointment to the present grade	:	
9. Present grade and scale of Pay	:	
10. Duties assigned to the post for which the person has been recruited	:	
11. Any other basic information	:	

PART – I

(To be filled in by the Reviewee / candidate)

Please furnish the following information

1. Educational career:

Degree/ Diploma / Certificate	Class / Grade/ OCGA / OGPA	University / Board / Institute	Year	Documentary Evidence Enclosure No.
Doctorate degree				
Master's degree				
Bachelor's degree				
Diploma				
HSSC or equivalent				
High School				

2. (a) Subjects of specialization at the highest degree / diploma:

……

(b) Subjects of specialization at the lower degree / diploma:

……

3. Employment record of last five years ending on .....starting with your present post. List in **reverse order** every employment you have had:

Name of the employing organization	Designation	Salary / Pay Scale	Place of posting	Date of		Nature of duties actually performed	Documentary Evidence Enclosure No.
				Joining	Leaving		

4. Additional Qualification, Trainings acquired during the assessment period in India and / or abroad (list of all part-time or short-time trainings, not included in the educational career):

(4-a) Additional Qualification acquired:

S. No.	Qualification	Organization	Date		Duration	Documentary Evidence Enclosure No.
			From	To		

(4-b) Additional trainings acquired during the assessment period:

S. No.	Training title	Organization	Date		Duration	Documentary Evidence Enclosure No.
			From	To		

5. What were the priority areas of work during the past five years of your service ending on .....Please mark priorities against each area as 1,2,3 etc. one being the highest and so on; and indicate the percentage of time approximately allotted to each priority area (Normally, you should not assign more than three priorities. As area should be considered a priority area, only if takes at least 25 % of your working time):

S. No.	**Area**	**Priority**	**Time allocation**
1	Technical Support for research Work		
2	Teaching /guiding		
3	Extension		
4	Management / Co-ordination		
5	Administration		
6	Any other area (Please specify the area)		

6. Honours, membership of professional societies etc.:

(6-a) Honours / awards etc. (Life time):

S. No.	Honour/award particulars	Name of organization	Year (dd-mm-yy)	Documentary Evidence Enclosure No.

(6-b-i) Membership of professional societies (valid on the last date of submission of application):

S. No.	Name of Professional Society	Member ship type	Membership Obtained on (dd-mm-yy)	Membership Number	Documentary Evidence Enclosure No.

(6-b-ii) Offices and Committee assignments held in professional societies during the assessment period:

S. No.	Name of Professional Society	Office and committee assignment held	Date (dd-mm-yy) / Duration	Documentary Evidence Enclosure No.

(6-c) Special invitations (this would refer to specific invitations to an individual to present a paper before professionally oriented meeting or to participate / conduct a seminar during the assessment period):

(6-c-i) Special Invitation to present a paper**:**

S. No.	Seminar particulars	Organizer	Paper title	Seminar Date (dd-mm-yy)	Documentary Evidence Enclosure No.

(6-c-ii) Special Invitation for participation in a seminar:

S. No.	Seminar particulars	Organizer	Participation particulars	Seminar Date (dd-mm-yy)	Documentary Evidence Enclosure No.

(6-c-iii) Special Invitation for conducting a seminar:

S. No.	Seminar name	Organization	Particulars of conducting	Seminar Date (dd-mm-yy)	Documentary Evidence Enclosure No.

(6-d) Special assignments given by Director concerned & higher officer during the assessment period:

S. No.	Assignment particulars	Assignment duration		Assigned by	A brief of work done	Documentary Evidence Enclosure No. (copy of order)
		From	To			

(6-e) Duration of absence from the University service with reason during the five years period:

S. No	Absence		Duration	Reason	Documentary Evidence Enclosure No.
	From	To			

7.

How would you rate your overall performance in each of the priority areas as indicated in item 5 above on a 0-5 scale: 1= poor, 2=below average, 3=average, 4=above average and 5=outstanding. Please indicate appropriate score for each area	**Priority Area**	**Assigned Score**
	1	
	2	
	3	
	4	
	5	
Total Score		

8. Is there any other type of work than your present job/assignment that you would rather do in the institute or outside? If yes please indicate:
……

9. Please give below the productivity statement in respect of the work done by you **during the period under review**.

(9-a) Technical support for scientific work such as :

(9-a-i) Units of animals/goatary/poultry/ fisheries etc. managed:

S. No.	Particular of animals/ goatary/ poultry/ fisheries etc. managed	Office & Place	Duration		Total period in years	Units managed	Documentary Evidence Enclosure No.
			From	To			

(9-a-ii) Area of land managed

S. No.	Particular of area of land managed	Office & Place	Duration		Total period in years	Total area	Documentary Evidence Enclosure No.
			From	To			

(9-a-iii) Number of experiments /demonstrations Organized:

S. No.	Title of experiments / demonstrations organized	Office & Place	Duration		Documentary Evidence Enclosure No.
			From	To	

(9-a-iv) Maintenance of web site portal:

S. No.	Particulars of Web site portal	Maintenance / Activity done	Duration		Total period in years	Documentary Evidence Enclosure No.
			From	To		

(9-a-v) Varieties developed:

S. No.	Crop	Variety developed	Year of release	Breeders/scientists involved in development of variety	Documentary Evidence Enclosure No.

(9-a-vi) Others (like office, accounts etc.)

S. No.	Particulars	Mention work done	Duration		Total period in years	Documentary Evidence Enclosure No.
			From	To		

(9-b) Training organized / supported and teaching work:

(9-b-i)Teaching work:

S. No.	Course taught	Class & Academic session	Semester	Documentary Evidence Enclosure No.

(9-b-ii)Training work:

S. No.	Training Title	Lecture title	Training Duration		Documentary Evidence Enclosure No.
			From	To	

(9-c) Extension Education work such as:

(9-c-i) Radio/television talk:

S. No.	Radio / Television talk	Title	Date	Documentary Evidence Enclosure No.

(9-c-ii)Field trips:

S. No.	Field trip particulars	Organized by	Place visited	Date	Documentary Evidence Enclosure No.

(9-c-iii)Exhibitions:

S. No.	Exhibition particulars	Place of Exhibition	Exhibition organized by	Date	Documentary Evidence Enclosure No.

(9-c-iv)Farmers / cultivators contacted:

S. No.	Farmers group / cultivators group contacted	Place of contact	Event if any	Date	Documentary Evidence Enclosure No.

(9-c-v) Others (please specify):

S. No.	Particulars	Place	Date	Documentary Evidence Enclosure No.

(9-d) Team –work and cooperation mentioning specifically interdisciplinary, inter - institutional and intra-institutional activities in which you were involved

S. No.	Particulars of interdisciplinary, inter - institutional and intra-institutional activities	Institutions / Departments involved	Place	Date	Documentary Evidence Enclosure No.

(9-e) Institution building activities:

(9-e-i) Membership in the institutional committees:

S. No.	Institutional committee particular	Involved as	Place	Duration		Documentary Evidence Enclosure No.
				From	to	

(9-e-ii)Membership in special committees/task force:

S. No.	Special committees/task force particular	Involved as	Place	Duration		Documentary Evidence Enclosure No.
				From	to	

(9-e-iii) Organizing seminar /symposia inthe institution:

S. No.	Name of seminar /symposia organized	Involved as	Place	Duration		Documentary Evidence Enclosure No.
				From	to	

(9-e-iv)Any other (please specify):

S. No.	Particulars	Involved as	Place	Duration		Documentary Evidence Enclosure No.
				From	to	

(9-f) Unpublished reports etc. :

S. No.	Title	Department / institution	Reported period	Year	Authors	Documentary Evidence Enclosure No.

(9-g) Published work:

(9-g-i) Books / monographs:

S. No.	Title	Publisher details	Year of publication	Authors	Documentary Evidence Enclosure No.

(9-g-ii)Research papers / articles:

S. No.	Title	Journal details	Year of publication	Authors	Documentary Evidence Enclosure No.

(9-g-iii)Popular articles:

S. No.	Title	Published in	Date of publication (dd-mm-yy)	Authors	Documentary Evidence Enclosure No.

(9-g-iv)Book reviews:

S. No.	Title	Year of publication (mm-yy)	Reviewed by	Documentary Evidence Enclosure No.

(9-g-v) Professional communication to journals / magazines:

S. No.	Title	Journals / magazines particulars	Year of publication (mm-yy)	Authors	Documentary Evidence Enclosure No.

(9-g-vi)Professional abstracts:

S. No.	Title	Journals / magazines particulars	Year of publication (mm-yy)	Authors	Documentary Evidence Enclosure No.

(9-g-vii)Technical reports:

S. No.	Title	Year of publication (mm-yy)	Authors	Documentary Evidence Enclosure No.

(9-g-viii) Compilation of reports:

S. No.	Title	Year of publication (mm-yy)	Authors	Documentary Evidence Enclosure No.

(9-h) Papers presented in Seminar/ symposium etc. :

S. No.	Particulars of Seminar / Symposium	Organized on date	Title of paper presented	Authors	Documentary Evidence Enclosure No.

(9-i) Participation in professional meetings / workshops etc.:

S. No.	Particulars of professional meetings / workshops	Organized on date	Participated as	Documentary Evidence Enclosure No.

(9-j) Relationship with his professional colleagues:

(9-j-i) Guidance received:

S. No.	Particulars of guidance received	Guidance received from	Date	Documentary Evidence Enclosure No.

(9-j-ii) Guidance given:

S. No.	Particulars of guidance given	Guidance given to	Date	Documentary Evidence Enclosure No.

(9-j-iii) Participation in co-operative research programmes:

S. No.	Particulars of co-operative research programmes	Participation particulars	Date	Documentary Evidence Enclosure No.

10. Activities proposed to be done during the next year:

……

11 Please furnish the most salient features of the work done in each of the top 3 priority areas as marked in the Serial number (5) in Part I. This should include the points: (A) description of project(s)/ assignment(s); (B) objectives of the stated project(s)/ assignment(s); (C) any major progress, accomplishments, utilization, etc. for the work done. (Be sure that this is not a detailed description of various projects/ activities you may have undertaken during the past assessment period. It should rather be a summary statement of the most significant aspects of your overall professional performance (with supporting evidence)

Priority Area 1 :

Priority Area 2 :

Priority Area 3 :

12. Please append a precise resume of the work done during the assessment period ending on ..... with full supporting evidence, if any.

……..

13. If some or all of your professional work remained incomplete or have fallen below your expectations, please furnish reasons for that.

……..

14. Do you wish to have an opportunity for presenting before the Assessment committee personally the details of your work?

……..

Signature.....
Name.....
(In Block Letters)
Designation.....

Date.....

NOTE:

1. **The achievement / activity should not be repeated.**
2. **Copies of certificates / supporting documents are to be attached for any claim made.**

PART II

FOR THE USE OF REVIEWER / CONTROLLING AUTHORTY ONLY

Name & Designation of the Applicant: ……

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1. Is the information provided by the reviewee correct to the best of your knowledge?

   ……..

2. Do you generally agree with the assessment provided by the reviewee? Please give your critical appraisal.

   ……

Signature.....
Name.....
(In Block Letters)
Designation.....

Date.....

Name & Designation of the Applicant: ……

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PART III

Remarks of the Associate Director Research / Dean of the College (if he /she is not the reviewer)

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Signature of the Reviewer.....
Name..... .....
(In Block Letters)
Designation.....

Date.....

PART IV

Recommendations of the concerned Director/ Dean Faculty

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Signature of the Reviewer.....
Name..... .....
(In Block Letters)
Designation.....

Date.....