**APPLICATION FORM FOR TECHNICAL ASSISTANT / TRAINING ASSISTANT / PROGRAMME ASSISTANT FOR GRANT OF PAY SCALE FROM T – 5 GRADE (CATEGORY –II) TO T-6 GRADE (CATEGORY –III) OF J.N.K.V.V., JABALPUR**

1. Reported period :
2. Name :
3. Date of Birth/ Age :
4. Field of specialization :
5. Basic degree / Diploma and the :

Institution (the degree was obtained from)

1. Date of entry into the JNKVV Services :
2. Present grade and scale of Pay :
3. Duties assigned to the post for which :

the person has been recruited

1. Date of continuous appointment to the :

present grade

1. Any other basic information :

(Besides the above information the candidate may be required to furnish at the assessment all the information relevant to his / her career before and after entry into the services of JNKVV)

PART – I

*(To be filled in by the Reviewee / candidate)*

Please furnish the following information

1. Educational career

|  |  |  |  |
| --- | --- | --- | --- |
| Degree/ Diploma / Certificate | Class / Grade | University / Board / Institute | Year |
| Doctorate degree |  |  |  |
| Master’s degree or equivalent or any higher degree |  |  |  |
| Bachelor’s degree/ Diploma |  |  |  |
| Intermediate |  |  |  |
| High School |  |  |  |

1. (a) Subjects of specialization at the :

 highest degree / diploma

(b) Subjects of specialization at the :

 lower degree / diploma

1. Additional qualifications / trainings acquired in India and / or abroad (list of all part-time or short-time trainings, not included in the educational career. Give dates, duties and duration of the course).
2. Employment record of last five / ten 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 | Date of Joining | Date of Leaving | Nature of duties actually performed |
|  |  |  |  |  |  |

1. What were the priorities areas of work during the past five / ten 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)

**Area Priority Time allocation**

Technical Support for

research work

Teaching /guiding

Extension

Management / Co-ordination

Administration

Any other area (Please specify the area)

1. (a) Honours / awards etc.

(b) (i) Membership of professional societies :

 (ii) Offices and committees assignments :

 held in professional societies

(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

 (d) Special assignments (given by Director :

concerned & higher officer) covered (list

 each one giving dates) and briefly

describe the work done

(Enclose copy of order)

 (e) Duration of absence from the :

University service with reason

during the 5 – 10 years period (the

number of months may be specified)

1. How would you rate your overall **Priority Area Assigned Score**

performance in each of the priority 1

areas as indicated in item 5 above

on a 0-5 scale (1= poor; 2=below 2

average; 3=average; 4=above

average; and 5=outstanding) 3

Please indicate appropriate score 4

for each area 5

**Total Score**

1. 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, please indicate.
2. Please give below the productivity and projection table in respect of the work done by you during the period under review.

This part is intended to be an evaluation. It seeks information on the past performance and output of work. Inability to meet projected targets/ expectations would not necessarily mean insufficient or poor performance. Due consideration will be given to the reasons for not completing certain projected targets. Please indicate numbers only. (The items included in the statement are only illustrative and not exhaustive)

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 **Past 5/10 Proposed to do**

**years next year**

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1. Technical support for

scientific work such as:

* Units of animals/goatary/poultry/ :

 fisheries etc. managed

* Area of land managed :
* Number of experiments /demonstrations :

 organized

* Maintenance of web site portal :
* Others (like office, accounts etc.) :
1. Training organized / supported and :

teaching work

1. Extension education work such as :
* Radio/television talk
* Field trips
* Exhibitions
* Farmers / cultivators contacted
* Others (please specify)
1. Team –work and cooperation :

mentioning specifically interdisciplinary,

inter-institutional and intra-institutional

activities in which you were involved

1. Institution building activities :
* Membership in the institutional

committees.

* Membership in special committees/task force
* Organizing seminar /symposia in

the institution

* Any other (please specify)
1. Unpublished reports, papers etc. :

(Give number)

1. Published work, if applicable. (Give number) :
* Books / monographs
* Professional papers / articles
* Popular articles
* Book reviews
* Professional communication to journals / magazines
* Professional abstracts
* Technical reports
* Compilation of reports
1. Papers presented in Seminar/ :

symposium etc. (Give numbers)

1. Participation in professional meetings: :

 / workshops etc. (Give numbers)

1. Relationship with his professional colleagues :
2. Guidance received

 (ii) Guidance given

 (iii) Participation in co-operative research programmes

1. 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 :

1. Please append a precise resume of the :

work done during the assessment period

ending on .................... with full supporting

evidence, if any.

1. If some or all of your professional work :

remained incomplete or have fallen below

your expectations, please furnish reasons

for that.

1. 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: The achievement / activity should not be repeated**

PART II

**FOR THE USE OF REVIEWER / CONTROLLING AUTHORTY ONLY**

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.......................

PART III

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

Signature of the Reviewer....................

Name....................................... ............

(In Block Letters)

 Designation.................

Date.......................

PART IV

Recommendations of the concerned Director/ Dean Faculty

Signature of the Reviewer....................

Name....................................... ............

(In Block Letters)

 Designation.................

Date.......................