

Proforma II
ASSESSMENT FORM FOR THE TECHNICAL
PERSONNEL (CATEGORY II) , KVK UNDER AGRICULTURE DEPARTMENT
(To be filled in by the Concerned Estt Section of Institute/ICAR hqrs)

1. Reported period :
2. Name:
3. Date of birth/age:
4. Field of specialization:
5. Basic degree/diploma and institution (the degree was obtained from):
6. Date of entry into the Council's service:
7. Present grade and scale of pay:
8. Duties assigned to the post for which the person has been recruited:
9. Date of continuous appointment to the present grade:
10. Any other basic information :
 (Beside the above information, the office may be required to furnish at the assessment all the information relevant to the employee's career before and after entry into the KVK).

PART I

(To be filled in by the Reviewee)

Please the following information:

- | | | | |
|----|--------------------------------|---------------|-------------------------------------|
| 1. | Education career | | |
| | Degree / Diploma / Certificate | Class / Grade | University / Board / Institute Year |

Master's degree or equivalent or any higher degree:

Bachelor's degree / diploma

Matriculation/school leaving certificate/higher secondary / PUC

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

- (b) Subject of specialization at the lowest degree / diploma

3. .Additional qualification / training 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 courses).

4. 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 employing organization	Designation	Salary/pay scale	Date of joining	Date of leaving
Nature of duties actually performed				

5. (a) Honours / awards etc.

(b) (i) Membership of professional societies

(ii) Offices and committees assignments held in professional societies.

(c) Special invitation (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 covered (list each one giving dates) and briefly describe the work done

(e) Duration of absence from the institute for foreign visit etc. during the 5-10 years period (the number of months may be specified)

6. 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

7. Please give below the productivity statement in respect of the work done by you during the period under review (This is intended to reflect the actual performance by the reviewee during 5 / 10 years. Some of the items may not be applicable to the individuals based on the nature of the duties assigned. In such cases he/she may indicate against the items that is not applicable. For items (a) to (e) please indicate the numbers only.)

(The items included in the statement are only illustrative and not exhaustive)

Productivity

Past 5/10 years

(a) Technical support for scientific work, such as:

- number of animals managed
- area of land / fish ponds managed
- number of projects served
- other (please specify)

(b) Training work such as:

- course (to be) taught
- special lectures / talks given by member
- chairman / student advisory committees
- other (please specify)

(c) Extension education works such as:

- radio / television talks
- field trips
- exhibitions
- farmers / cultivators (to be)

- contacted
 - other (please specify)
- (d) Team-work and co-operation mentioning specifically inter-diciplinary, inter-institutional and intra-institutional activities in which you were involved
- (e) Institution / building activities. such as:
- Membership in special committees / task-force
 - organising seminars / symposia in the institution
 - other (please specify)
- (f) Unpublished reports,papers, etc.
- (g) Published work, if applicable, such as :
- books / monographs
 - profesional papers / articles
 - popular articles
 - book-reviews
 - professional communication to journals / magazines
 - professional abstracts
 - technical reports
- (h) Papers (to be) presented at professional meetings
- (i) Participation in professional meetings
- (j) Relationship with his / her professional colleagues:
- (i) Guidance received
 - (ii) Guidance given
 - (iii) Particpation in co-operative research programmes

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

9. If some or all your professional work remained incomplete or have fallen bellow your expectations, please furnish reason for that, and suggest improvement, if any.

Signature _____

Name _____
(In block letters)

Designation _____

Date _____

PART II

(To be filled in by the Reviewer)

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

2. Please give a resume of the work done by the reviewee during the last 5/10 years ending on _____ in relation to tasks assigned to him/her.

3. .Please comment on reviewees :
 (a) Amennability to discipline

 (b) Punctuality

 (c) Integrity

4. Recomendations of the reviewer

Signature _____

Name _____
(In block letters)

Date _____

Designation _____

PART III

Remarks of the Head of Division/Research Station/Project (If he/she is not the reviewer)

Signature _____

Name _____
(In block letters)

Date _____

Designation _____

PART IV

Recomendations of the Director of Agriculture

Signature _____

Name _____
(In block letters)

Date _____

Designation _____
