

## APPLICATION FORMAT

### Award for Best Technical Staff of the Institute Hqs / Regional Centre for the year 2018

**Note:**

- The document should be prepared concisely in maximum of eight (08) typed pages (both sides printed) and sent (one hard send duly endorsed by the Controlling Officer) to the Head, Horticulture Division, ICAR Research Complex for NEH Region, Umroi Road, Umiam, Meghalaya-793103
- Last date of submission of application is **20<sup>th</sup> December, 2018**. Please provide information for the duration **w.e.f. January, 2015 to December, 2018**.
- Supporting documents/ testimonials must be enclosed with the application.

<b>1. Name in Full</b> (in block letters):		Space for Passport size colour photograph
<b>2. Date &amp; Place</b> (Village/ Town, District, State) <b>of Birth:</b>		
<b>3. Present Position/Designation:</b>		
<b>4. Correspondence address (official)</b>	<b>Permanent address:</b>	
<b>State:</b>	<b>State:</b>	
<b>PIN:.....</b>	<b>PIN:.....</b>	
<b>Tel./ Mob.:</b>	<b>Tel./ Mob.:</b>	
<b>E-mail:</b>	<b>E-mail:</b>	

**5. Employment details**

S. No	Designation/ Place of Posting	Duration
1.		
2.		
3.		
4.		

**6. Brief description of the assigned duties (Max. 15 marks; 3 marks for each assignment)**

S. No	Assigned duties	Accomplishments	Constraints, if any
1.			
2.			
3.			
4.			
5.			

**7. Duties performed other than assigned duties (Max. 5 marks; 1 mark for each assignment)**

S. No	Duties	Accomplishment
1.		
2.		
3.		
4.		
5.		

**8. Participation in Trainings/ Skill development programmes/ Workshops (Max. 5 marks; 1 marks for each programme)**

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**9. Contribution in research and extension activities**

- a) Assisted/ associated in Research Project- (**Max. 5 marks**; 1 mark for each project)
- b) Associated in Research Publication- (**Max. 10 marks**; 1 mark for each publication)
- c) Associated with technology dissemination/ participatory technology evaluation- (**Max. 10 marks** - 2 marks for each programme)

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10. **Participation in Institute / Social activities viz. sports, vigilance awareness, cleanliness drive, Hindi week / events etc. (Max. 5 marks; 1 mark for each programme)**

S. No	Event	Duties performed
1.		
2.		
3.		
4.		
5.		

11. **New initiative/ innovation adopted for better output (Max. 6 marks; 2 marks for each initiative)**

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12. **Awards/recognitions received (Max. 5 marks; 1 mark for each initiative)**

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13. **Any other relevant information not covered elsewhere (Max. 4 marks)**

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14. **Justify in 150 words why you should be chosen for this award (Max. 5 marks)**

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**15. Draft citation (maximum 150 words)**

Signature of the Applicant

**16. Comments and rating by the Controlling officer on honesty, discipline, regularity, efficiency, integrity, attitude towards learning new things and interpersonal relations (Max. 10 marks)**

**Certificate**

I certify that no disciplinary proceedings are pending against the candidate and the information given above is true to the best of my knowledge.

**Signature of Controlling Officer**

**17. Recommendation of the Director of the Institute with rating (Max. 15 marks)**