

**APPLICATION FORMAT**  
**Award for Best Administrative Staff of the Institute Hqs. / Regional Centre for the year 2018**

**Note:**

- The document should be prepared concisely in maximum of six (6) typed pages (both sides printed) and sent (one hard copy 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<br>size colour<br>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.    |                                |          |
| 5.    |                                |          |

**6. Brief description of the assigned duties (Max. 25 marks, 5 marks for each assign duty)**

| <b>S. No</b> | <b>Assigned duties</b> | <b>Accomplishment</b> |
|--------------|------------------------|-----------------------|
| 1.           |                        |                       |
| 2.           |                        |                       |
| 3.           |                        |                       |
| 4.           |                        |                       |
| 5.           |                        |                       |

**7. Duties performed other than assigned duties (Max. 10 marks, 2.5 marks for each)**

| <b>S. No</b> | <b>Duties</b> | <b>Accomplishment</b> |
|--------------|---------------|-----------------------|
| 1.           |               |                       |
| 2.           |               |                       |
| 3.           |               |                       |
| 4.           |               |                       |

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

| <b>S. No</b> | <b>Participation</b> | <b>Duties performed</b> |
|--------------|----------------------|-------------------------|
| 1.           |                      |                         |
| 2.           |                      |                         |
| 3.           |                      |                         |
| 4.           |                      |                         |
| 5.           |                      |                         |

**9. New initiative/ innovation adopted for better output (Max. 10 marks, 2.5 marks for each)**

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|--|

**10. Participation in skill development /training programmes/ workshops etc. (Max. 10 marks, 1 mark for each)**

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|  |
|--|

11. **Awards/recognitions received (Max. 5 marks, 1 mark for each)**

12. **Any other relevant information not covered elsewhere (Max. 5 marks, 1 mark for each)**

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

14. **Draft citation (Max. 150 words)**

Signature of the Applicant

- 15. Comments of 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**

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