

APPLICATION FORMAT

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

Note:

- The document should be prepared concisely in maximum four (4) 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 **20th 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.

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

5. Employment details

S. No	Associated with Division/Section etc.	Duration
1.		
2.		
3.		
4.		
5.		

6. Brief description of the assigned duties (Max. 40 marks; 10 marks for each duty)

S. No	Assigned duties	Accomplishment
1.		
2.		
3.		
4.		

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

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

8. Participation in Institute / Social activities viz. sports, vigilance awareness, cleanliness drive, Hindi week / events etc (Max. 10 marks, 2.0 marks for each)

S. No	Events	Duties performed
1.		
2.		
3.		
4.		

9. Awards/recognitions (Max. 5 marks, 2.5 marks for each)

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10. Justify in 150 words why you should be chosen for this award (Max. 15 marks)

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11. Draft citation (maximum 150 words)

Signature of the Applicant

12. 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

13. Recommendation of the Director of the Institute with rating (Max. 10 marks)