

PROFORMA-II

ASSESSMENT FORM FOR TECHNICAL PERSONNEL OF CATEGORY-II, RPCAU, PUSA

(To be filled in by the Concerned Estt. Section)

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)	
6.	Date of entry into the University 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	

(Besides 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 RPCAU.)

PART-I

(To be filled in by the Reviewee)

Please furnish the following information:

1. Educational 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) Subjects of specialization at the highest degree/diploma:

(b) Subjects of specialization at the lower degree /diploma:

3. Additional qualifications/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 course):

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 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 covered (list each one giving dates) and briefly describe the work done:

(e) Duration of absence from the institute for foreign visits, 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 it 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 others (please specify):

Productivity

Past 5/10 years

(b) Training work such as:

Course (to be) taught special lectures/talks given by member Chairman/student advisory committees:

Others (please specify):

(c) Extension education work such as: radio/television talks:

Field trips exhibitions farmers/cultivators (to be) contacted:

Others (please specify):

(d) Team-work and co-operation mentioning specifically inter-disciplinary, inter-institutional and intra-institutional activities in which you were involved:

(e) Institution /building activities, such as: Membership in special committees/ task-force:

Organizing seminars/symposia in the institution:

Any other (please specify):

(f) Unpublished reports, papers, etc.:

(g) Published work, if applicable, such as:

Books/monographs professional 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. Participation 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 below your expectations, please furnish reasons 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 correct to the best of your knowledge?
2. Do you generally agree, with the position indicated by the reviewee against items 7, 8 and 9 of Part I of the proforma.
3. Please comment on reviewee's
 - (a) Amenability to discipline
 - (b) Punctuality
 - (c) Integrity
4. Please give your critical appraisal of the work done by the reviewee with you.
5. Recommendations

Date

Signature
Name
(In Block letters)
Designation

PART III

Remarks of the Head of Institution/Units/Department/Research Station/Project
(if he/she is not the reviewer)

Date

Signature of Reviewer
Name
(In Block letters)
Designation

PART IV

Recommendations of the Institution/Units/Department

Date

Signature of Reviewer
Name
(In Block letters)
Designation