**Annexure-6**

**PROFORMA**

**APPLICATION FOR THE BEST TECHNICAL STAFF OF CIFE**

**(01-04-2022 TO 31-03-2023**)

|  |  |
| --- | --- |
| Basic Details | Score |
| A | Basic details |
| 1 | Name of the Candidate |  |
| 2 | Designation |  |
| 3 | Date of Joining CIFE |  |
| 4 | Qualification |  |
| 5 | Division/Centre/Section in which working |  |
| 6 | CL, EL, HPL(Medical), CCL Availed during the reporting period |  |
| 7 | As per the Vision of DG ICAR, One Technical Officer One Skill, mention the skill you have acquired |  |
| B | Achievements and Contributions | 60.0 |
| 1 | The number of stock registers maintainedAbove ten registers maintained 10.0 marks, Between 5-10 registers 5.0 marks, others 2 Marks The Cost of the consumables purchased during 2022-23 may please be specified  | 10.0 |
| 2 | The number of stock registers (List of Inventory) digitizedAbove 10 registers 10 Marks, Between 5-10 5 Marks Others 2Mark  | 10.0 |
| 3 | Associated with the AMC of equipment (Mention Cost of AMC)Above te AMCs 10.0 marks, Between 5-10 AMCs 5 marks, others 1.0 Mark | 10.0 |
| 4 | The initiative taken for Lab maintenance (repair of equipment, AC and other furniture & fixtures got repaired (Out of AMC/Warranty) (Mention total Cost of Repair)1.0 marks for each repaired and made functional | 5.0 |
| 5 | Number of research projects associated 1.0 marks for each | 3.0 |
| 6 | Number of samples collected/ Prepared/Processed to help the research and teaching 15 and above 5.0 marks, 10-15 samples 3.0 marks, 5-10 samples 2 marks | 5.0 |
| 7 | Number of courses associated and practical classes conductedFor each course with at least 5.0 practical classes conducted 2.0 marks  | 8.0 |
| 8 | Laboratory/Environmental safety measures developed and/or implemented2.5 Marks for each  | 5.0 |
| 9 | Popular Articles published2.0 marks for Hindi and other regional languages1.0 for the English Language | 5.0 |
| 10 | Number of samples analyzed (Payment basis)50 and above 10 marks. Between 25-50 samples 5 marks, 10-25 samples 3 marks, others 2 marks | 10.0 |
| 11 | Participated in Exhibition/ Workshop/Seminar1.0 marks for each  | 2.0 |
| 12 | Associated with various training programs, especially in conducting practical classes/ Manual preparation2 marks for each training  | 3.0 |

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| --- | --- | --- |
| **C** | **New skills learned/ Training in specialized area/ diploma, degree awarded including online/distance education mode** **2.0 marks each**  | **5.0** |
| **D** | **Contributions to Institution Building Activities and Extracurricular and Co-curricular activities** | 20.0 |
| 1 | Member of various committees 0.5 marks for each committee  | 3.0 |
| 2 | Associated with organizing various events/Meetings/ Staff welfare etc 0.5 marks for each event/Meeting | 3.0 |
| 3 | Participation in sports at Institute/Zonal/National level and medals wonNational level: Gold Medal-3 marks, other medals 2.0 marksZonal level: Gold Medal-2 marks, others medals 2.0 marksInstitute level: Gold Medal-1 mark | 8.0 |
| 4 | Participation in literary and cultural events at Institute/Zonal/National level and awards wonNational level: First prize-3 marks, other prizes 2.0 marksZonal level: First prize-2 marks, other prizes 1.0 marksInstitute level: First prize-1 marks | 8.0 |
| **E** | Give a brief note stating why I am the Best technical person |  |
| **F** | Assessment by HoD/OIC | **5.0** |
| **G** | Evaluation by the Director | **10.0** |
| **Grand Total** | **80.0** |
| I certify that the details provided in the Application Form refer to the work carried out by me and are true to the best of my knowledge |  |
| **Signature of the Applicant with Date** |  |
| **Recommendation & Signature of Head of Division/Centre with** |  |