

**Proforma III**

**ASSESSMENT FORM FOR TECHNICAL PERSONNEL  
(CATEGORY III) OF THE ICAR**

*(To be filled in by the concerned Estt Section at the Institutes/ICAR hqrs)*

1. Reported period :
2. Name :
3. Date of birth/age :
4. Field of specialization :
5. Basic degree and the institution  
the degree was obtained from :
6. Date of entry into the Council's 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 time of assessment all the information relevant to the employee's career before and after entry into the ICAR)

**PART I**

*(To be filled in by the Reviewec)*

Please furnish the following information.

1. Educational career:

Degree/Diploma/	Class/Grade	University/Board	Year
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Certificate

Institute

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Doctorate

Master's degree or equivalent  
or any higher degree

Bachelor's degree / Diploma

Matriculation/school  
leaving certificate/  
higher secondary/PUC

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2. (a) Subjects of specialization at the  
highest degree / diploma

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

3. Additional qualification/training acquired in India and/or abroad (List of all part-time  
or short-term trainings, not included in educational career. Give dates, duties and  
duration of course)

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4. Employment record of last five/seven years ending on  
.....starting with your present post, list in Reverse Order every  
employment you have had.

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Name of employing organization	Designation	Salary/pay scale	Date of joining	Date of leaving	Nature of duties actually performed
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5. What were the priority areas of work during the past five/seven years of your service ending on..... Please mark priorities against each area as 1,2,3, etc. one being the highest and so on; and indicate the percentage of time approximately allotted to each priority area (Normally, you should not assign more than three priorities. As area should be considered a priority area, only if it takes at least 25% of your working time).

<b>Area allocation</b>	<b>Priority</b>	<b>Time</b>
Technical support for scientific work		
Teaching/guiding		
Extension		
Management/Co-Ordination		
Administration		

Any other area (Please specify the area)

6. (a) Honours/awards etc:

(b) (i) Membership of professional societies:

(ii) Offices and committee assignment held in professional societies:

(c) Special invitations (this should refer to specific invitations to an individual to present a paper before professionally oriented meeting or to participate/conduct a seminar):

(d) Special assignments (list each one giving dates and briefly describe the work done):

(e) Duration of absence from the institute, for foreign visits, etc. during the five/seven year period (the number of months may be specified):

7. How would you rate your overall performance in each of the priority areas as indicated in item 5 above on a 0-5 scale (1=poor; 2=below average; 3=average;4=above	Priority area	Assigned score
	1	
	2	

average; and 5=outstanding).  
 Please indicate appropriate score 3  
 for each area. 4  
 Total score 5

8. 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.
9. Please give below the productivity and projection table in respect of the work done by you during the period under review.

This part is intended to be both an evaluation as well as a projection of future programme of action. It seeks information on the past performance and projected output of work. Inability to meet projected targets/expectations next year would not necessarily mean insufficient or poor performance. Due consideration will be given to the reasons for not completing certain projected targets. Proper care should, however, be taken in making future projection; for you may have to evaluate your performance next year against the objectives you set for yourself now. Please indicate numbers only.

**(The items included in the statement are only illustrative and not exhaustive)**

	Past 5/7 years	Proposed to do next year
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1. Technical support for  
 Scientific work such as:
  - number of animals managed
  - area of land/fish ponds managed
  - number of projects served
  - others (please specify)
  
2. Training and teaching work such as:
  - course (to be ) taught
  - special lectures/talks given by  
   member/chairman/student  
   advisory committees
  - others (please specify)
  
3. Extension education work, such as:
  - radio/television talks
  - field trips
  - exhibitions
  - farmers/cultivators(to be)  
   contacted
  - others (please specify)

4. Team-work and co-operation  
mentioning specifically inter-disciplinary,  
inter-institutional and intra-institutional  
activities in which you were involved

5. Institution building activities such as:

- membership in the institutional  
committees
- membership in special  
committees/task-force
- organizing seminars/symposia  
in the institution
- any others (please specify)

Contd.

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	Past 5/7 years	Proposed to do next year
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6. Unpublished reports, papers, etc.

7. Published work, if applicable, such as:

- books/monographs
- professional papers/articles
- popular articles
- book reviews
- professional communication  
to journals/magazines
- professional abstracts
- technical reports

8. Papers (to be) presented at  
professional meetings

9. Participation in professional  
Meetings

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10. Relationship with his  
professional colleagues:

- (a) Guidance received
- (b) Guidance given
- (c) Participation in co-operative  
research programmes

11. Please furnish the most salient features of the work done in each of the top 3 priority areas as marked in question number (5) in Part I. This should include the points: (A) description of project(s)/assignment(s); (B) objectives of the stated project(s) /assignment(s); (C) any major progress, accomplishments, utilization, etc. for the

work done. (Be sure that this is not a detailed description of various projects/activities you may have undertaken during the past five years, it should rather be a summary statement of the most significant aspects of your overall professional performance (with supporting evidence).

Priority Area 1:

Priority Area 2:

Priority Area 3:

12. Please append a precise resume of the work done during the period ending..... with full supporting evidence, if any.
13. If some or all of your professional work remained incomplete or fell below your expectations, please furnish reasons for that, and suggest improvement, if any.
14. Do you wish to have an opportunity for presenting before the Assessment Committee personally the details of your work?

Signature.....  
Name.....  
(In Block letters).....  
Designation.....  
Date.....

**FOR THE USE OF THE REVIEWER(S) ONLY**

1. Is the information provided by the Reviewee is correct to the best of your knowledge?
2. Do you generally agree with the assessment and the projections provided by the Reviewee? Please give your critical appraisal.

Signature.....  
Name.....  
(In Block letters).....  
Designation.....  
Date.....

3. Recommendation of the Director (in case of employees of the Institutes)/ Director General, ICAR, or Dy Director-General, ICAR (in case of employees of the headquarters and/or centrally administered programmes).

Signature.....  
Name.....  
(In Block letters).....  
Designation.....  
Date.....