

ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES
(Indian Council of Agricultural Research)

BARRACKPORE, KOLKATA - 700 120, WEST BENGAL

Ph.: (033) 2535-6122 Fax: (033) 2535-0415, E-Mail: crijaf-wb@nic.in



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ICAR

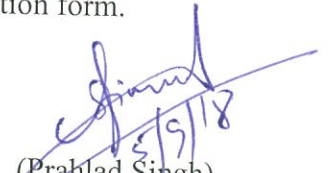
F. No. 5(13)/2018-19 / 9569 - 71

Dated:- 22.09.18.

CIRCULAR

It has been brought to the notice of all concerned that application form for ICAR-CRIJAF Annual Award for consideration for annual awards to each group of employees viz. Scientific, Technical, Administrative and Skilled Support Staff are hereby invited. The last date for submission of the same is 10th January, 2019.

The duly filled in application form may be submitted to Assistant Administrative Officer, Administration – I, ICAR-CRIJAF, Barrackpore as per the format of the application form.


(Prahlad Singh)
Administrative Officer

Distribution:-

1. All Divisions/Sections/Units/ Research Stations/KVK, ICAR-CRIJAF.
2. PS to Director, ICAR-CRIJAF for information.
3. PA to CAO, ICAR-CRIJAF for information.

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The procedure/criteria for considering the annual awards to each group of employees, viz.. Scientific, Technical, Administrative & Supporting has been discussed in the meeting and the same is reflected hereunder:

FOR SCIENTIFIC STAFF:

- 1) Two types of Award for Scientific personnel is proposed. Each of the award will be given biennially on alternate years.
 - A) Best young Scientist Award (upto 40 years).
 - B) Best Scientist Award (above 40 years).

- 2) Eligibility criteria:
 - A) Research work of previous 3 years ending on 31st December of calendar year will be assessed. The achievements are to be based on the mandated research work of the Institute only.
 - B) Last date for submission of the documents for award is 10th January.
 - C) Evaluation process by independent committee (retired/existing scientists of ICAR-CRIJAF or other ICAR Institutes/BCKV) is to be completed by 25th January.
 - D) Awards will be given in the form of Certificate by Director and Citation.

Best Young Scientist Awards

Marks on different heads (for Scientists other than Extension Discipline)

- (1) Research Paper - 30
Maximum 5 research papers published in NAAS rating of (6) or above will be considered.
- (2) Externally funded Projects - 10 { 2 Projects x 5}
Competitive grants projects will be considered funded by DBT/DST/State DST/ICAR/DFID etc.
- (3) Technology/Product/Variety/Germplasm/Methodology/Process developed - 20
(4 marks for each, 4x5 = 20)
- (4) Transfer of Technology - 10
(Trainings organised, lectures delivered, TV/Radio talk, Farmers interaction/field visits/popular articles)
- (5) Institute support - 5
Members/Chairman of Institute committees/Preparation of specific reports etc./Editing of reports/Resource generation.
- (6) Peer Recognition - 10
Awards/recognitions/Res. Paper presentation in International Symposium/Lead for invited papers National. International Symposium/Editorship/Journal Review/Fellowship.
- (7) Director/Committee remarks- 15
APAR/General view of the committee/Director

** Marks For extension scientists : TOT=30, Res. Paper=20, Technology/Product=10, Ext. Projects=10, Institute Support = 5, Peer Recognition=10, Director/Committee remarks=15.

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Best Scientist Award:

Marks on different heads for scientists other than extension discipline

- (1) Research Paper - 25

Maximum 5 research papers published in NAAS rating of (6) or above will be considered.

- (2) Externally funded projects – 10

Competitive grants projects will be considered funded by DBT/DST/State DST/ICAR/DFID etc.

- (3) Technology/Products/Variety/Germplasm/methodology Process developed – 20

(4 marks for each, 4x5 = 20)

- (4) Transfer of Technology – 10

(Trainings organised, lectures delivered, TV/Radio talk, Farmers interaction/field visits/popular articles)

- (5) Institute Support- 10

Members/Chairman of Institute committees/Preparation of specific reports etc./Editing of reports/Resource generation.

- (6) Peer Recognition- 10

Awards/recognitions/Res. Paper presentation in International Symposium/Lead for invited papers National, International Symposium/Editorship/Journal Review/Fellowship.

- (7) Director/Committee – 15

APAR/General view of the committee/Director

** Marks for Scientist of extension discipline : TOT-30, Research Paper-20, Technology Products – 10, Extension Projects – 5, Institute Support – 10, Peer Recognition – 10.

Note :-

- Minimum 50 marks is to be scored (excluding the marks of Director/Committee to qualify for the Award).
- Marks for Co-authors of varieties/products/process/technology will be multiplied with a factor of 0.6 supported with relevant document.
- Co-authorship for research papers will be multiplied with 0.7.
- The Co-P.I. of multidisciplinary externally funded projects will be given the weightage of 0.75.
- The technology, Products of Process etc. must be the outcome of the in-house/externally funded projects supported with relevant document/publication.

FOR TECHNICAL STAFF:

(1) Best Technical Personnel Awards will be given annually on the basis of performance of previous 3 years ending in 31st December.

Marks:

- | | | |
|---|---|----|
| (1) Achievements | - | 15 |
| Project execution: Number of projects associated. | | |
| (2) Analytical ability | - | 05 |
| (3) Special skill | - | 05 |
| (4) Training obtained | - | 05 |
| (5) Other Divisional/Institutional activities | - | 10 |
| (6) Specific Association achievement in Technology | - | 20 |
| Development/commercialisation/variety development/germplasm maintenance/data management | | |
| (7) APAR/Committee/Director/HODs weightage | - | 40 |

** Marks distribution for Technical personnel involved in Driving :

- | | | |
|---|---|----|
| (1) Achievements | - | 30 |
| Distance / hours driven while in duty | | |
| (2) Up-keeping / maintenance of vehicles | - | 10 |
| (3) Other institutional activities | - | 10 |
| (4) APAR/Committee / Director's weightage | - | 50 |

Cond. 4/-

FOR ADMINISTRATIVE STAFF:

The following may be the procedure to be followed for consideration of Annual Best Administrative Staff category:

1. The APAR will be evaluated for the last three financial years, i.e., for the award to be given on the foundation day of 2019, the APARs for the years 2015-16, 2016-17 & 2017-18 will be considered.
2. A write-up in about 500 words will be required to be submitted by the applicant with the remarks of the immediate reporting officer, covering the following points:
 - A. Why do you consider yourself suitable to be considered for the award ? 20 marks.
 - B. State your significant contributions during the last three years in your area of work which you would like to highlight in support of your candidature. – 10 marks.
 - C. State some of the suggestions that would help in further making administrative working more responsive, user friendly and accountable - 10 marks.

This will be duly forwarded with comments by the Immediate reporting officer, especially with reference to the enumerations made by the applicant therein.

This will be evaluated by a committee comprising of three Administrative/Finance cadre officers of appropriate seniority. The Asstt. Administrative Officer (Admn.I), ICAR-CRIJAF will act as the Member-Secretary (in case, he's an applicant, any other Asstt. Administrative Officer of the Institute will act as the Member-Secretary).

FOR SUPPORTING STAFF:

The following may be the procedure to be followed for the consideration of Annual Best Skilled Support Staff category Award.

1. Dedication
2. Discipline
3. Punctuality
4. Special skills acquired in his/her domain.
5. Intelligence and keenness to learn.
6. Responsivness.
7. Sense of responsibility.
8. Potential possessed.

A. These traits would preferably be substantiated with instances that the nominating officer has come across during the last three calender years, i.e., for the award to be given on the foundation day of 2019, the performance for the calendar years 2016, 2017 and 2018 will be considered - 40 marks.

B The APAR will be evaluated for the last threee financial years, i.e., for the award to be given on the foundation day of 2019, the APARs for the years 2015-16, 2016-17 and 2017-18 will be considered. - 60 marks.

This will be evaluated by a Committee comprising of three Scientific/Administrative/Finance cadre officers of appropriate seniority. The Asstt. Administrative Officer (Admn.I), ICAR-CRIJAF will act as the Member-Secretary.

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APPLICATION FORM FOR ICAR-CRIJAF BIENNIAL AWARD FOR BEST YOUNG SCIENTIST
(for details please refer to Circular no. 5(13)/2018-19/6607 dated 03.08.2018)

PART-A

1. Name, designation, address, mobile no./ E-mail ID of the applicant:
2. Date of Birth:
3. Date of joining present post:
4. Date of joining ICAR-CRIJAF:
5. Details of service including educational qualifications:

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PART-B(for Scientists other than Extension Discipline)			
1. Research Paper - 30 (Maximum 5 research papers published in NAAS rating of (6) or above will be considered.			
Authors	Title of research paper	Name of Journal/Reference	NAAS rating
2. Externally funded Projects- 10 { 2 Projects x 5} Competitive grants projects will be considered funded by DBT/DST/State DST/ICAR/DFID etc.			
Period	Title of the project	Funding agency	Project grant (in Rs. lakhs)
3. Technology/Product/Variety/Germplasm/Methodology/Process developed – 20 (4 marks for each, 4x5 = 20)			
Year	Detail about the technology/product/variety/Germplasm/Methodology/Processes developed with reference/evidence	Novelty or specific information about the technology/Product/Variety/Germplasm/Methodology/Processes	
4. Transfer of Technology – 10 (Trainings organised, lectures delivered, TV/Radio talk, Farmers interaction/field visits/popular articles)			
Date	Details of ToT activities	Remarks	
5. Institute support - 5 (Members/Chairman of Institute committees/Preparation of specific reports etc./Editing of reports/Resource generation)			
Period	Members/Chairman of Institute committees	Remarks	
Period	Detail of Editorial support	Remarks	
Period	Resource generation	Remarks	
6. Peer Recognition – 10 (Awards/recognitions/Res. Paper presentation in International Symposium/Lead for invited papers National, International Symposium/Editorship/Journal Review/Fellowship).			

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Name Of The Award/ Prize/ Recognition / Reviewer	Awarding Organization (Place/Country) /Year	Individual/ Collaborative
Paper Presentation in International Symposium/Lead or invited papers	National, International Symposium	Individual/ Collaborative
Director/Committee remarks– 15 (APAR/General view of the committee/Director)		
Year	APAR grade	
	Reporting	Reviewing

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PART-B(for Scientists of Extension Discipline)			
1. Research Paper - 20 (Maximum 4 research papers published in NAAS rating of (4) or above will be considered.			
Authors	Title of research paper	Name of Journal/Reference	NAAS rating
2. Externally funded Projects- 10 { 2 Projects x 5} Competitive grants projects will be considered funded by DBT/DST/State DST/ICAR/DFID etc.			
Period	Title of the project	Funding agency	Project grant (in Rs. lakhs)
3. Technology/Product/Variety/Germplasm/Methodology/Process developed – 10 (5 marks for each, 5x2 = 10)			
Year	Detail about the technology/product/variety/Germplasm/Methodology/Processes developed with reference/evidence	Novelty or specific information about the technology/ Product/Variety/Germplasm/Methodology/Processes	
4. Transfer of Technology – 30 (Trainings organised, lectures delivered, TV/Radio talk, Farmers interaction/field visits/popular articles)			
Date	Details of ToT activities	Remarks	
5. Institute support - 5 (Members/Chairman of Institute committees/Preparation of specific reports etc./Editing of reports/Resource generation)			
Period	Members/Chairman of Institute committees	Remarks	
Period	Detail of Editorial support	Remarks	
Period	Resource generation	Remarks	
6. Peer Recognition – 10 (Awards/recognitions/Res. Paper presentation in International Symposium/Lead for invited papers National, International Symposium/Editorship/Journal Review/Fellowship).			

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Name Of The Award/ Prize/ Recognition / Reviewer	Awarding Organization (Place/Country) /Year	Individual/ Collaborative
Paper Presentation in International Symposium/Lead or invited papers	National, International Symposium	Individual/ Collaborative
Director/Committee remarks-- 15 (APAR/General view of the committee/Director)		
Year	APAR grade	
	Reporting	Reviewing

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APPLICATION FORM FOR ICAR-CRIJAF ANNUAL AWARD FOR BEST TECHNICAL PERSONNEL
(for details please refer to Circular no. 5(13)/2018-19/6607 dated 03.08.2018)

PART-A

1. Name, designation, address, mobile no./ E-mail ID of the applicant:
2. Date of Birth:
3. Date of joining present post:
4. Date of joining ICAR-CRIJAF:
5. Details of service including educational qualifications:

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PART-B (Techinal personnels- non drivers)		
1. Achievements-15 (Project execution: Number of projects associated)		
Period	Name of the project	Role in execution
2. Analytical ability - 05		
Type of analysis		Project/programme/activity Detail
3. Training obtained -05		
Year	Title of the training	Institute/organization where trained
4. Other Divisional/Institutional activities - 10		
Type of activities		Remarks
5. Specific Association/ achievement in Development/commercialisation/variety development/germplasm maintenance/data management) - 20		
Technology development		Specific role
6. Special skills – 05		
Details about the skill		
7. APAR/Committee/Director/HODs weightage - 40		
Year	APAR grade	
	Reporting	Reviewing

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PART-B (Techinal personnels- drivers)		
1. Achievements-30 (Distance / hours driven while in duty)		
Year	Distance driven (Km)	Hours driven
2. Up-keeping / maintenance of vehicles - 10		
Activities for Up-keeping / maintenance of vehicles	Type of vehicle	Period
3. Training obtained -05		
Year	Title of the training	Institute/organization where trained
4. Other institutional activities - 10		
Type of activities		Remarks
5. APAR/Committee/Director/controlling officers weightage - 45		
Year	APAR grade	
	Reporting	Reviewing

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APPLICATION FORM FOR ICAR-CRIJAF ANNUAL AWARD FOR ADMINISTRATIVE PERSONNEL
(for details please refer to Circular no. 5(13)/2018-19/6607 dated 03.08.2018)

1. Name, designation, address, mobile no./ E-mail ID of the applicant:

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2. Date of Birth:

3. Date of joining present post:

4. Date of joining ICAR-CRIJAF:

5. Details of service including educational qualifications:

6. A write-up in about 500 words will be required to be submitted by the applicant with the remarks of the immediate reporting officer, covering the following points: (Attach a page for this)

A. Why do you consider yourself suitable to be considered for the award?

B. State your significant contributions during the last three years in your area of work which you would like to highlight in support of your candidature.

C. State some of the suggestions that would help in further making administrative working more responsive, user friendly and accountable.

Forwardal by the immediate Reporting Officer (attach a separate page justifying / corroborating the enumerations made by the applicant hereinabove)

Dated:-

Signature with name and designation of the Nominating Officer

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APPLICATION FORM FOR ICAR-CRIJAF ANNUAL AWARD FOR SKILLED SUPPORT STAFF

(for details please refer to Circular no. 5(13)/2018-19/6607 dated 03.08.2018)

1. Name and designation of the nominated official: .

2. Present place of posting:

3. Date of Birth:

4. Date of joining present post:

5. Date of joining ICAR-CRIJAF:

6. Details of service including educational qualifications:

7. Justification: To be provided by the Nominating Officer with reference to guidelines as issued vide Circular no. 5(13)/2018-19/6607 dated 03.08.2018. (Attach a separate page for this)

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Dated:-

Signature with name and designation of the Nominating Officer
