



**CENTRAL AGRICULTURAL UNIVERSITY**  
**Imphal, Manipur- 795004**  
**APPLICATION FORMAT FOR PROMOTION UNDER CAREER**  
**ADVANCEMENT SCHEME**  
**IN RESPECT OF DEPUTY DIRECTOR**  
**(FROM THE ACADEMIC GRADE PAY OF Rs. 9000 to 10000)**

Whether Assessed Earlier	:	
<i>If Yes, Date of Assessment by DPC</i>	:	
Assessment Period	:	From _____ To _____

1. Name : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Discipline : \_\_\_\_\_
4. Department : \_\_\_\_\_
5. College / Directorate : \_\_\_\_\_
6. Date of Birth : \_\_\_\_\_
7. Date of Award of Ph.D. Degree : \_\_\_\_\_
8. Date of joining the University : \_\_\_\_\_
9. Date of joining in the Academic Grade Pay of Rs. 9,000 : \_\_\_\_\_
10. Date of completion of 3 years in the Academic Grade Pay of Rs. 9,000 : \_\_\_\_\_
- 11(a). **Briefly Highlight Your Significant Contributions; (in not exceeding two pages)** : \_\_\_\_\_

11(b) Tabular Summary of Achievements

(READ CAREFULLY THE GUIDELINES BEFORE FURNISHING DETAILS BELOW)

	Evaluation of Deputy Director (AGP Rs. 9000)	Duration of Contribution			Marks	
		1st year	2nd year	3rd year	Max	Marks awarded
	Assessment period 3 years					
<b>A</b>	<b>SCIENTIST'S ACHIEVEMENTS</b>				<b>45</b>	
<b>A01</b>	<ul style="list-style-type: none"> <li>Assistance in Coordination (No. of Colleges being handled, AICRPs handled, Funded projects, Processing for release of funds) (one mark for each).</li> </ul>				10	
<b>A02</b>	<ul style="list-style-type: none"> <li>Assistance in monitoring (Physical, financial and scientific targets) / Scientific assistance to senior officers, meetings organization, lectures and drafts Prepared (0.5 marks for each).</li> </ul>				10	
<b>A03</b>	<ul style="list-style-type: none"> <li>Reports/ proceedings preparation, parliament questions handled etc. (1 mark for each).</li> </ul>				15	
<b>A04</b>	<ul style="list-style-type: none"> <li>Innovative theme based trainings /workshops conceptualized and organized. <b>2 marks for course coordinator and 1.5 marks for associate for each course.</b></li> </ul>				10	
<b>B</b>	<b>PUBLICATIONS</b>				<b>15</b>	
<b>B01</b>	<ul style="list-style-type: none"> <li><b>Research/Review/Policy Papers (Full score for the First uthor/Corresponding Author, 0.75 score each for rest of the authors).</b> One best research paper published during the assessment period will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a <b>scale of 1.0 to 10.0, totaled and divided by 1.2</b></li> </ul>				05	

<b>B02</b>	<p><b>Other publications:</b></p> <ul style="list-style-type: none"> <li>• Books authored (minimum 100 pages): <b>1.0 mark foreach author. (Max marks limited to 2)</b></li> <li>• Books edited (minimum 100 pages): <b>0.5 mark foreach editor (Max marks limited to 2)</b></li> <li>• <b>Technical/extension bulletin, Training manual (minimum 25 pages) 0.5 mark for each author (Max marks limited to 4)</b></li> <li>• Conference Proceedings edited: <b>0.5 marks for editor and co-editors (Max marks limited to 4)</b></li> <li>• Book chapters/ Extension leaflets/folders: <b>0.5 mark for author and co-authors (Max marks limited to 4)</b></li> <li>• Technical/ popular Articles/university rules, regulations/other university level publications : <b>0.25 mark for author and co-authors (Max marks limited to 2)</b></li> <li>• E-learning modules, concept series and newsletter edited (<b>0.5 marks each and Max marks limited to 2</b>)</li> </ul>				<b>10</b>	
<b>C</b>	<b>PEER RECOGNITION</b>				<b>08</b>	
<b>C01</b>	<ul style="list-style-type: none"> <li>• International and National Awards / National Academy fellow: <b>3 marks each.</b></li> <li>• Post-Doctoral Fellowships: <b>1 mark.</b></li> <li>• Institutional or recognized professional societies award / fellowship / journal editor : <b>1 mark each</b></li> <li>• Best Paper, Best Posters <b>0.5 marks each.</b> (Note: Conference prizes / medals, office bearers of societies excluded)</li> <li>• Oral presentation in International seminars / symposia / conference/ workshops : <b>0.5 mark each (Maximum of 1 mark)</b></li> <li>• Invited key speaker in a National / International scientific meeting: <b>1 mark each.</b></li> </ul>					
	<ul style="list-style-type: none"> <li>• Special assignments (International organizations, overseas and special national assignments/ consultancies not covered anywhere else in the application: <b>1.0 mark for each (maximum marks limited to 2).</b></li> </ul>					

<b>D</b>	<b>ANNUAL ASSESSMENT REPORTS</b>				<b>12</b>	
<b>D01</b>	Period of assessment: <b>3 years</b> . 4.0 marks for Outstanding, 3.0 marks for Very Good, 2.0 marks for Good, 1.0 marks for Average and 0.5 marks for Below Average. Grading to be awarded for each year.					
	<b>TOTAL</b>				<b>80</b>	
<b>E</b>	<b>Presentation and Interview</b>				<b>20</b>	
	<b>GRAND TOTAL</b>				<b>100</b>	

**\*Enclose supporting documents for each of the above items**

**Date:** \_\_\_\_\_

\_\_\_\_\_

**SIGNATURE OF THE  
DEPUTY DIRECTOR**

**CERTIFICATE**

*(To be filled in by the office)*

1. Verified that the information furnished by the Deputy Directors with regard to service particulars and achievements / publications etc. are correct.
2. For the assessment period (From \_\_\_\_\_ to \_\_\_\_\_)

Dr. \_\_\_\_\_ is clear from vigilance angle.

3. No minor / major penalty has been imposed on him / her during the said assessment period.
4. The work and conduct of Dr. \_\_\_\_\_ as observed from the Annual Assessment Report for the said assessment period has been found to be satisfactory.
5. APAR grading for the assessment period are given below:

Assessment Period								
Grading by the Reporting officer								
Grading by the Reviewing Officer								

6. Remarks of the Competent Authority of the University about the Potential of the Associate Professor / Senior Scientist/ Deputy Directors in the field of Teaching / Research /Extension:

\_\_\_\_\_  
SIGNATURE OF THE COMPETENT AUTHORITY