

Dhaanyaganga Krishi Vigyan Kendra
Ramakrishna Mission Vivekananda Educational and Research Institute
(Deemed to be University as declared by Govt. of India under Section 3 of UGC Act, 1956)
At + P.O. – Sargachhi, Dist. Murshidabad, Pin- 742134

Application Form

Instructions

1. The candidate must be a citizen of India.
2. Persons in service may submit an advance copy of the application along with the application fee (as applicable) directly to the **Registrar, 'Ramakrishna Mission Vivekananda Educational & Research Institute'** (Deemed-to-be-University), **P.O. Belur Math, Dist. Howrah 711202, West Bengal**, on or before the closing date. **The application duly forwarded by the parent office/ employer must reach the Board within 15 days of the closing date, failing which the application would stand automatically rejected without notice.**
3. The candidate on deputation/foreign service should get his/her application forwarded from his/her parent office under intimation to office in which he/she is on deputation/foreign service.
4. The candidates should attach documents as specified in the application form.
5. With the application, a crossed Demand Draft of Rs. 1500/- (valid for three months, with name and address of the candidate on its back) should be submitted, drawn in favour of "DHAANYAGANGA KRISHI VIGYAN KENDRA RKM SARGACHHI" payable at SARGACHHI".
6. SC/ST/PH candidates must attach self attested copy of relevant certificate issued by the competent authority.
7. Incomplete applications and applications not accompanied with the prescribed fee (unless exempted) are liable to be rejected.
8. Original documents in support of various claims should be produced at the time of interview.
9. The University will not pay the travelling or other expenses of applicants/ candidates summoned for interview.
10. A candidate must be in sound health. He/she must be prepared to undergo such medical examination and satisfy such medical authority as required.
11. **Ramakrishna Mission Vivekananda Educational and Research Institute (RKMVERI)** is a deemed to be university and the Dhaanyaganga KVK (at Sargachi, Murshidabad District, West Bengal) is a Project of ICAR run by the host institute RKMVERI. Pay and allowances, traveling and other allowances and other service conditions of officers and establishments in the service of the KVK are regulated in accordance with the relevant rules/instructions issued by the ICAR for KVKs from time to time. However, leave etc. will be regulated by the rules and regulations of the Host

institutions.

12. The decision of the RKMVERI with regards to the eligibility or otherwise of any candidate based upon evaluation of the application and particulars/records submitted with the application by the candidate shall be final, and the University will not entertain any correspondence in this regard with the unsuccessful candidates.
13. Canvassing in any manner shall lead to disqualification.

Instructions for completion of Part-B

- A. The candidates are advised to carefully go through the details of Score Card and the “Information for the candidates” relevant to the post applied for (prepared by ICAR) to get an idea of how the evaluation and scoring will be done. Wherever there is a need minor changes have been made.
- B. Part B of the application form should be filled up carefully as it is considered for evaluation and scoring.
- C. Each parameter mentioned in Part-B carries a certain weightage of marks. The Screening Committee will go through the application for evaluation. Hence, the candidates are instructed to fill them legibly or even type on separate sheets.
- D. **Any other information:** Include any significant contribution relevant to the post applied for or not covered elsewhere. In case of candidates dealing with work related to coordination/ facilitation, significant contributions can be given here for evaluation against other parameters explained above.
- E. Providing any false information or claim may render the candidate liable to action as deemed fit by the University including disqualification of candidature.

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Certificate of Verification by the Employer

1. The entries made in the application of Dr./Sh./Smt./Km. for the post ofhave been verified and are correct.
2. There is no vigilance/disciplinary/criminal case pending against him/her.
3. Details of the Minor/Major penalties imposed during the last ten years, if any.
4. Certified that the work and conduct of Dr./Shri/Smt./Km. is above average for the last five years.

The gist of AAR/ACR gradings/ratings for the preceding five years is as follows -

Year →					
Grading/Rating by Reporting Officer →					
Grading/Rating by Reviewing Officer →					

Office File/Ref No.

.....

Signature

Name

Designation with office seal

Office Seal

Date

1. In service candidate should get the above endorsement signed by his/her present forwarding authority.

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Please affix your latest passport
size self attested photograph

Application Form
(To be filled in by the candidate)

Name of the applicant		
Post applied for		
Advertisement details		
Demand Draft No. & Date of Issue	Name of the Issuing Bank	Amount of fee remitted

(Signature of the candidate)

For Official Use Only

Date of receipt of the application :

Checked by	In-Charge

Remarks, if any:

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PART-A (TO BE FILLED IN DUPLICATE)

1	Name of the Candidate (in Block Letters) Surname-First Name-Middle Name.	
2	Gender (M for Male, F for Female, T for Transgender)	
3	Date of birth (Day-Month-Year)	
4	Age as on closing date for receipt of applications in India (Years/Months/Days)	
5	Father's Name	
6	Designation of the candidate, if employed	
7	Name of the Parent Office/ Institution/ Organization, if employed.	
7(a)	If the candidate is on deputation/foreign service, indicate name of the office in which he/she is on deputation/foreign service.	
8	Actual place of posting	
9(a)	Full postal address for correspondence with pin code	
9(b)	Permanent address	
9(c)	Contact details	Mobile No. <input type="text"/> Tel. No. <input type="text"/> Fax No. <input type="text"/> E-mail IDs <input type="text"/>
11	Are you a citizen of India by birth/domicile?	
12	Category (SC/ST/OBC/General)	
13	Have you ever been convicted by a court of law for any offence? If so, give details thereof.	
14	Have you ever been punished or debarred from service of Govt. or other organizations/ICAR etc.? If so, details thereof.	
15	Whether any disciplinary/criminal case is pending against you? Has any major/minor penalty been imposed on you? If so, give details.	
16	If selected, are you prepared to accept the minimum initial pay offered? If not, state the lowest initial pay that you would accept.	
Signature of the candidate		
Date and Place		

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7	Name of the Parent Office/ Institution/ Organization, if employed.	
7(a)	If the candidate is on deputation/foreign service, indicate name of the office in which he/she is on deputation/foreign service.	
8	Actual place of posting	
9(a)	Full postal address for correspondence with pin code	
9(b)	Permanent address	
9(c)	Contact details	Mobile No. _____ Tel. No. _____ Fax No. _____ E-mail IDs _____
10	Do you belong to Agricultural Research Service (ARS) of ICAR? If so, state the discipline.	
11	Are you a citizen of India by birth/domicile?	
12	Category (SC/ST/OBC/General)	
13	Have you ever been convicted by a court of law for any offence? If so, give details thereof.	
14	Have you ever been punished or debarred from service of Govt. or other organizations/ICAR etc.? If so, details thereof.	
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Please affix your latest
 passport size self attested
 photograph

Name		Date of Birth (Date/Month/Year)				Designation	
Age as on closing date in India [Year(s)/Month(s)/Day(s)]	Present Pay Scale/ Pay Band						
	Grade Pay/ Research Grade Pay						
	Basic Pay						
Post applied for				Discipline/Area of the applicant			

1. Academic Qualifications:

Maximum marks 15

1A.i. Academic Performance:

Level	Year of passing	Institute/ University	Subject(s) with major field	Class/ Division/ Grade/ Marks/ Percentage	For office use only
10+2					
Graduation					
Masters					
Ph.D.					
Other Qualifications (Relevant to the post applied for)					

1A.ii. Academic Performance Rewards:		Maximum marks 10
Whether candidate is a recipient of the following?	Candidate's Response	For office use only
Marks from 60% upto 70% at the 10+2 level	Yes/No	
Marks > 70% upto 80% at 10+2 level	Yes/No	
Marks > 80% at 10+2 level	Yes/No	
Marks from 60% upto 70% or OGPA from 6/10 upto 7/10 at the graduate level	Yes/No	
Marks > 70% to 80% or OGPA > 7/10 to 8/10 at the Graduate level	Yes/No	
Marks > 80% or OGPA > 8/10 at the Graduate level	Yes/No	
Marks from 60% upto 70% or OGPA from 6/10 upto 7/10 at the Master's level	Yes/No	
Marks > 70% to 80% or OGPA > 7/10 to 8/10 at the Master's level	Yes/No	
Marks > 80% or OGPA > 8/10 at the Master's level	Yes/No	
Marks from 60% upto 70% or OGPA from 6/10 upto 7/10 at the Ph.D. level	Yes/No	
Marks > 70% to 80% or OGPA > 7/10 to 8/10 at the Ph.D. level	Yes/No	
Marks > 80% or OGPA > 8/10 at the Ph.D. level	Yes/No	
National Talent Scholarship/ ASPIRE/ Other such Scholarship	Yes/No	
Merit scholarship at UG level	Yes/No	
JRF at M.Sc. level/Merit scholarship in university	Yes/No	
SRF of ICAR/CSIR/JRF of UGC at the Ph.D. level or other national level fellowships or GATE upper 5%	Yes/No	
First position/ Gold Medal in the University at the Graduate level	Yes/No	
First position/ Gold Medal in the University at the Master's level	Yes/No	
Overseas Doctoral Fellowship or other scholarships i.e. Commonwealth, DAAD etc.	Yes/No	
1B. Ph.D. Thesis Award:		Maximum marks 2
Jawaharlal Nehru Award of the ICAR for best Ph.D. thesis	Yes/No	
Ph.D. Gold Medal/ Best thesis award at the university level/others	Yes/No	
1C. Post-Doctoral Fellowship/Associateship:		Maximum marks 3
Post-Doctoral fellowship/associateship – of minimum 3 to less than 6 months' duration in national institutes.	Yes/No	
Post-Doctoral fellowship/associateship – of 6 months or more duration in national institutes.	Yes/No	
Post-Doctoral fellowship/associateship – in international institutes.	Yes/No	
PG Diploma in Management/Computer application/MBA/any other degree/diploma relevant to the post	Yes/No	

- Note: 1. Please enclose self-attested photocopies of (i) Date of Birth Certificate (ii) B.Sc./B.V.Sc./ B.E./ B.Tech. degree (iii) M.Sc./M.E./M.Tech. (iv) Ph.D. degree with date of completion.
2. Provide evidence of Class/Division with appropriate conversion formula of the awarding University and other academic achievements listed above.

2. Experience in Relevant Field

2A.i. Essential qualifications advertised for the post (for other than Engineering Disciplines)

or

2A.ii. Essential qualifications advertised for the post (for Engineering Disciplines)

Prescribed Qualifications	Qualifications possessed by the candidate*	For office use only

2A.i. Desirable qualifications (for other than Engineering Disciplines)

or

2A.ii. Desirable qualifications (for Engineering Disciplines)

*Please clearly specify how the applicant fulfills the qualifications mentioned for the post.

2A.iii. Employment record (starting from the present position)

Designation	Pay Scale/ Pay Band with Grade Pay/Research Grade Pay	Major discipline of work experience	Nature of work	Organization	Institute	Place of posting	Period	
							From (DD/MM / YYYY)	To (DD/MM/ YYYY)

Note: The above table may include the experience over and above for prescribed essential years stipulated as minimum qualifications.

2B. Experience over and above for prescribed essential years stipulated as minimum

qualifications		Maximum marks 4	
Attributes		Candidate's response	For office use only
Whether possess desirable qualifications as advertised?		Yes/No	
Additional number of years of service over and above the prescribed qualifications.			

2C. Trainings attended (specify trainings attended only in the field of specialization outside the institute/ university)				Maximum marks 5
Duration of training	Title of the training and name of the institution	Period		For office use only
		From (DD/MM/YYYY)	To (DD/MM/YYYY)	
10-20 days duration				
21 to 90 days duration				
>90 days duration				

2D. Team work to inter-disciplinary approach		Maximum marks 1
Specify team work of inter-disciplinary approach (in 2 bullet points).		
Work	Joint Inter-disciplinary/ Inter-Institutional publications etc (Indicate name of disciplines/ institutes)	For office use only

3. Recognitions & Awards/ Special Attainments				Maximum marks 5
3A. Recognitions & Awards				Maximum 3 marks
Category of Recognition/ Award	Item of Recognition/ Award	Year	Awarding organization (National/ International, Institutional/ Professional Society/Academy)	For office use only
National awards (ICAR/ CSIR/ DST etc.)				
Award by State Government/ National Institutes/ Universities/ Registered Professional Societies / Any other				
Fellowship of National or				

International Academies				
Young Scientist award/ Medal of National or International Academies/ Institute				

3B Special Attainments			Maximum marks 2
Category of Special Attainment	Details of Special Attainment	Additional details/ Information	For office use only
Chairman/Member-Secretary of Scientific Committees, Member of Task Forces and other Policy Making Bodies etc.			
Best Paper/ Poster award			
Experience of working/ training in any National / International Organization/ Laboratory other than Post-Doctoral Fellow			
President/ Secretary of Registered Professional Societies/ Chief editor of NAAS rated journals			
Invited for Lecture/ Chairman / Co-Chairman of a Technical Session in National/ International Conventions, Conferences, Symposia etc. or participated as member of any delegation			

4. Discoveries, Inventions and Innovations.				Maximum marks 5
(Patents commercialized/ Variety released, Animal breeds developed, Traits identified, Product/ process/technology developed, Package of practices developed etc.)				
Category of achievement	Title	Year	Additional information, if any	For office use only

5. Teaching / Research / Extension		Maximum 30 marks
Major function (Teaching/ Research/ Extension)		Maximum marks 20
Minor function (Teaching/ Research/ Extension)		Maximum marks 05
Externally Funded Projects		Maximum marks 05

5A. Teaching				
5A.i. Courses taught				Maximum marks 8
Course Id & Course Title	Credit Hours	Credit load taken by applicant per year	Year	For office use only

5A.ii. Students Guided as Major advisor for M. Sc. Dissertation or Ph. D. work				
				Maximum marks 4
Name of Student	Degree	Year of award	Ph.D. thesis award at the University/ ICAR level (If any)	For office use only

5A.iii. Capacity building training programmes organized as Course Director / Co-ordinator						
					Maximum marks 2	
Type of program	Name of the program organized	Sponsoring agency	Year	Period		For office use only
				From (DD/MM/YYY Y)	To (DD/MM/YYY Y)	

5A.iv. Lectures delivered in Seminar, Symposia, Conferences, Training Programmes etc.

Maximum marks 2

Type of program	Program name	No. of lectures delivered	Whether published in proceedings? (Yes/No)	For office use only
Conference/ Seminar/Symposia Training programs				

5A.v. Seminar/ Symposium organized as Chairman/Organizing Secretary/ Convener/ Jt. Organizing Secretary

Maximum marks 2

Type of program	Name of the program organized	Sponsoring agency	Year	Period		For office use only
				From (DD/MM/YYYY)	To (DD/MM/YYYY)	

5A.vi. External Examinership

Maximum marks 2

Type of examination (Paper setter, External examiner, Thesis evaluator, Viva-voce examiner). List maximum of only 8 such activities.	Institution	Year	For office use only

5B. Research

Maximum 20 marks

5B.i. Research Projects

Maximum 18 marks

Title of the project	Level of association (PI/Co-PI)	Period		Sponsoring organization	For office use only
		From (DD/MM/YYYY)	To (DD/MM/YYYY)		

5B.ii. Students Guided as Major advisor for M. Sc. Dissertation or Ph. D. work**Maximum marks 2**

Name of Student	Degree	Year of award	Ph.D. thesis award at the University/ ICAR level (If any)	For office use only

5C. Extension**Maximum 20 marks****5C.i. Technology application, demonstration and adoption****Maximum 8 marks**

Activity	Outcome / Impact	For office use only

5C.ii. Extension approaches for technology dissemination**Maximum 7 marks**

Activity	Program details	Salient achievement / outcome	For office use only

5C.iii. Capacity development and collaborative programmes**Maximum 5 marks**

Type of program	Program details	Co-ordination /associate	For office use only

5D. Minor Function Details (Teaching/ Research/ Extension)**Maximum 5 marks**

For any of the teaching, research or extension as the Minor Function, the award of marks will be granted as narrated and distributed for Major Function. The aggregate thus obtained will be divided by 4 to compute marks for the Minor Function. The table you want to use for minor function should be taken from the tables provided for respective major function.

5E. Externally Funded Projects**Maximum 5 marks**

Title of the project	Level of Association (PI/Co-PI/Associate)	Period		Value of the project (Rs. in lacs)	Sponsoring agency	For office use only
		From (DD/MM/YYYY)	To (DD/MM/YYYY)			

6. Publications**Maximum marks 25****6A. Applicable to Researchers & Teachers other than Social Scientists and Scientists working in KVKs**

6A.i. Publications (Refereed Journals). List 10 best papers

Maximum 20 marks

Note: Research papers published in refereed journals will be considered for allocation of scores according to NAAS Journal rating applicable from 01.01.2018.

Authors, Year of publication, Title of the paper	Journal Name, Volume and Page No.	NAAS Journal Id	NAAS Rating	For office use only

Note: No Score will be given if references are incomplete

6A.ii. Other publications (For other than Social Scientists)**Maximum 5 marks**

Category of publication	Name of publication	Authors	Year and Number of pages	Publisher	For office use only
Practical / Training Manual/ Books/ Monographs					
Book Chapters / Policy Papers/ Economic Reviews					
Popular Articles/ Bulletins/ Short Communications					
Papers in Proceedings					

6B. Applicable to Social Scientists and Scientists working in KVKs

6B.i. Publications (Refereed Journals) (For Social Scientists and Scientists working in KVKs). List 10 best papers. Maximum 14 marks

Note: Research papers published in refereed journals will be considered for allocation of scores according to NAAS Journal rating applicable from 01.01.2018.

Authors, Year of publication, Title of the paper	Journal Name, Volume and Page No.	NAAS Journal Id	NAAS Rating	For office use only

Note: No Score will be given if references are incomplete

6B.ii. Other publications (For Social Scientists and Scientists working in KVKs)

Maximum marks 11

Categories of publications	Title of publication	Authorship	Year and Number of pages	Publisher	For office use only
Practical/ Training Manual/ Books/ Monographs					
Book chapters/ Policy papers/ Economic reviews					
Popular Articles/ Short Communications					
Electronic Media Coverage, Articles in Newspapers and Magazines					
Extension Bulletins					
IT Material for Technology Transfer/Human Resource Development					
Papers in Proceedings					

7. Institution building / Service functions / Resource generation**Maximum marks 10****7A. Institution building at Institute level****Maximum marks 4**

Item	Details of Activity	Level of Involvement	Amount (Rs. in lacs)	For office use only

Note: Options for the field "Item": New facility, New laboratory, Innovations introduced, Farm/ Farm machinery, Common facilities, etc.

7B. Service functions**Maximum marks 3**

Category of service functions	Details of services provided	Period		For office use only
		From (DD/MM/YYYY)	To (DD/MM/YYYY)	
Services provided as In-charge of utility sections				
Services provided in PME cell				
Services provided for miscellaneous tasks				
External R&D,Marketing etc Linkages developed.				

Note: Applicants are advised to see the details of service functions under each category in the relevant score card for the post before filling up the application form.

7C. Resource generation**Maximum marks 3**

Category of activities	Description of activities	Year	Amount (Rs. in lacs)	For office use only
Technologies Commercialized/ Consultancy				
Contract Research/Extension				

Note: The claim for Resource Generation should be supported with documentary proof. Sale of farm produce does not qualify for resource generation.

8. Details of posts applied during last 3 years including the current advertisement.

S. No.	Name of the post	Advt. No.	Item No.	Whether called for interview (Yes/No)

I hereby declare that the statements made in the application (Part-A & Part-B) are true.

Date:
Place:

Candidate's Signature