**Sasya Shyamala Krishi Vigyan Kendra**

**Ramakrishna Mission Vivekananda Educational**

**and Research Institute(RKMVERI)**

**(Deemed to be University as declared by Govt. of India under Section 3 of UGC Act, 1956)**

**Application Form**

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| **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 Eduacational & 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. The application fee should be submitted through online-portal CLICK ON LINK
6. Along with the application, a copy of the online receipt of Rs. 2000/- should be submitted”.
7. SC/ST/PH candidates must attach self attested copy of relevant certificate issued by the competent authority.
8. Incomplete applications and applications not accompanied with the prescribed fee (unless exempted) are liable to be rejected.
9. Original documents in support of various claims should be produced at the time of interview.
10. The University will not pay the traveling or other expenses of applicants/ candidates called for interview.
11. A candidate must be in sound health. He/she must be prepared to undergo such medical examination and satisfy such medical authority as required.
12. **Ramakrishna Mission Vivekananda Educational and Research Institute (RKMVERI)** is a Deemed-to-be University and the Sasya Shyamala KVK (at Arapanch, South 24 Paraganas 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.
13. 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.
14. **Canvassing in any manner shall lead to disqualification**.

**Instructions for completion of Part-B**1. 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.
2. Part B of the application form should be filled up carefully as it is considered for evaluation and scoring.
3. 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.
4. **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.
5. 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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**Sasya Shyamala 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)

**Certificate of Verification by the Employer**

1. The entries made in the application of Dr./Sh./Smt./Km. .................................................... for the post of ......................................................................................have 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 -

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

 Office File / Ref. No. ................................................

 **Signature**

 Name

Designation with office seal

 Office Seal Date:

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

**Sasya Shyamala 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)

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| Please affix your latest passport size self attested photograph |

**Application Form**

**(To be filled in by the candidate)**

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| **Name of the applicant** |  |
| **Post applied for**  |  |
| **Advertisement details** |  |
| **Online Payment Details** | Name of the Issuing Bank | Amount of fee remitted |
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 **(Signature of the Candidate)**

 **For Official Use Only**

 **Date of receipt of the application:**

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| **Checked by** | **In-Charge** |
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 **Remarks, if any:**

 **PART-A**

**Sasya Shyamala 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)

**PART-A**

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| 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. |  |
| Alternative Mobile No.   |  |
| E-mail IDs  |  |
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| 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 | Do you have any serious health issues. If so, give details |  |
| **Date: ………………………………****Place:**  **Signature of the Candidate**  |

**PART-B**

**Sasya Shyamala 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)

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| Please affix your latest passport size self attested photograph |

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| 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 |  |

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| **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 |  |  |  |  |  |
| Master’s |  |  |  |  |  |
| Ph.D. |  |  |  |  |  |
| Other Qualifications(Relevant to the post applied for) |  |  |  |  |  |

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| **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. |  |  |  |

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| **2. Experience in Relevant Field**  |
| **2A.i. Essential qualifications advertised for the post**  |
| **Prescribed Qualifications** | **Qualifications possessed by the candidate\*** | **For office use only** |
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| **2A.ii. Desirable qualifications** |
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**\*Please clearly specify how the applicant fulfills the qualifications mentioned for the post.**

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

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| **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. |  |  |

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| **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  |  |  |  |  |
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| 21 to 90 days duration  |  |  |  |  |
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| >90 days duration  |  |  |  |  |
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| **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** |
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| **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.)  |  |  |  |  |
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| Award by State Government/ National Institutes/ Universities/ Registered Professional Societies / Any other |  |  |  |  |
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| Fellowship of National or International Academies  |  |  |  |  |
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| Young Scientist award/ Medal of National or International Academies/ Institute |  |  |  |  |
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| **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. |  |  |  |
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| Best Paper/ Poster award  |  |  |  |
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| Experience of working/ training in any National / International Organization/ Laboratory other than Post-Doctoral Fellow  |  |  |  |
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| President/ Secretary of Registered Professional Societies/ Chief editor of NAAS rated journals |  |  |  |
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| Invited for Lecture/ Chairman / Co-Chairman of a Technical Session in National/ International Conventions, Conferences, Symposia etc. or participated as member of any delegation |  |  |  |
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| **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** |
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| **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** |

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| **5A. Teaching** |
| **5A.i. Courses taught Maximum Marks 8** |
| **Course Id & Course Title** | **Credit Hours** | **Credit load taken by the applicant per year** | **Year** | **For office use only** |
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| **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 (If any)** | **For office use only** |
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| **5A.iii. Capacity building training programmes organized as Course Director / Co-ordinator** **Maximum Marks 2** |
| **Type of Programme** | **Name of the Programme organized** | **Sponsoring Agency** | **Year** | **Period** | **For office use only** |
| **From****(DD/MM/YYYY)** | **To****(DD/MM/YYYY)** |
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| **5A.iv. Lectures delivered in Seminar, Symposia, Conferences, Training Programmes etc.**  **Maximum Marks 2** |
| **Type of Programme** | **Programme Name** | **No. of Lectures Delivered** | **Whether published in Proceedings ? Yes/No)** | **For office use only** |
| Conference/ Seminar/Symposia Training programs |  |  |  |  |
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| **5A.v. Seminar/ Symposium organized as Chairman/Organizing Secretary/ Convener/ Jt. Organizing Secretary Maximum Marks 2** |
| **Type of Programme** | **Name of the Programme organized** | **Sponsoring Agency** | **Year** | **Period** | **For office use only** |
| **From****(DD/MM/YYYY)** | **To****(DD/MM/YYYY)** |
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| **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** |
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| **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)** |
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| **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** |
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| **5C. Extension Maximum 20 Marks** |
| **5C.i. Technology Application, Demonstration and Adoption Maximum 8 marks** |
| **Activity** | **Outcome / Impact** | **For office use only** |
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| **5C.ii. Extension approaches for technology dissemination Maximum 7 Marks** |
| **Activity** | **Programme Details** |  **Salient Achievement / Outcome** | **For office use only** |
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| **5C.iii. Capacity Development and Collaborative Programmes Maximum 5 Marks** |
| **Type of Programme** | **Programme Details** | **Co-ordination /Associate** | **For office use only** |
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| **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. |

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| **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)** |
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| **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** |
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**Note**: No Score will be given if references are incomplete

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| **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 |  |  |  |  |  |
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| Book Chapters / Policy Papers/ Economic Reviews |  |  |  |  |  |
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| Popular Articles/ Bulletins/ Short Communications  |  |  |  |  |  |
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| Papers in Proceedings  |  |  |  |  |  |
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| **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** |
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**Note**: No Score will be given if references are incomplete

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| **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 |  |  |  |  |  |
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| Book chapters/ Policy papers/ Economic reviews |  |  |  |  |  |
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| Popular Articles/ Short Communications  |  |  |  |  |  |
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| Electronic Media Coverage, Articles in Newspapers and Magazines |  |  |  |  |  |
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| Extension Bulletins |  |  |  |  |  |
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| IT Material for Technology Transfer/Human Resource Development  |  |  |  |  |  |
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| Papers in Proceedings  |  |  |  |  |  |
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| **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** |
|  |  |  |  |  |
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| **Note:** | Options for the field “Item”: New facility, New laboratory, Innovations introduced, Farm/ Farm machinery, Common facilities, etc.  |

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| **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. |  |  |  |  |
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| 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.  |

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

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| **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)** |
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| **I hereby declare that the statements made in the application (Part-A & Part-B) are true.** Date:Place: **Candidate’s Signature** |