

**BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES  
53, UNIVERSITY ROAD, LUCKNOW, INDIA**

**PROFORMA FOR TECHNICAL STAFF OF GROUP I FOR SUBMISSION OF RESUME AND WORK  
CARRIED OUT BY HIM/HER FOR CONSIDERATION OF HIS/HER CASE FOR ASSESSMENT FOR  
PROMOTION TO THE NEXT HIGHER GRADE IN GROUP I**

(This Proforma should be strictly followed)

1. **Name (in Block Letters)** :

2. **Date & Place of Birth** :

3. **Present Post**

a) Designation :

b) Project/Section/Unit :

c) Date of appointment/ :  
assessment promotion to  
the present post

d) Present Pay :

4. **Academic/Technical Qualifications from Matriculation onwards:**

Year	Examination passed	Name of Board/Univ	Name of Instt. where studied	Class/ Division	Subjects
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5. **Details of Technical/Professional/Other Employment before joining the Institute :**

Name of the Organisation	Post held	Scale of Pay	Date		Nature of Duties
			From	To	

**6. Details of career in the Institute :**

Post held	Scale of Pay	Date		Nature of Duties
		From	To	

**7. Details of technical work carried-out and major achievements, if any, since last appointment / assessment promotion in the Institute, which in candidate's view justifies his/her assessment promotion to the next higher grade:**

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**8. Training undertaken/Short-term or Refresher Courses attended since last appointment / assessment promotion in the Institute :**

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Name and type of training/	Duration	Venue	Relevance to the candidate's
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<b>short-term or refresher course</b>	<b>research activities</b>
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**9. Participation in Sponsored projects completed / in progress since last appointment / assessment promotion in the Institute :**

<b>Project Title</b>	<b>Whether completed or in progress</b>	<b>Duration</b>	<b>Amount of Grant</b>	<b>Sponsoring agency</b>	<b>Principal Investigator</b>
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**10. Consultancy/Contract Research/Contract Training Services rendered since last appointment/assessment promotion in the Institute :**

<b>Name of client to the Inst.</b>	<b>Type of service rendered</b>	<b>Period</b>	<b>Amount paid by the client</b>
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**11. Conferences / Symposia/ Seminars/ Workshops attended since last appointment / assessment promotion in the Institute :**

<b>Conference/Symposia/Seminar/Workshop</b>	<b>Duration</b>	<b>Venue</b>
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**12. Technical/Professional expertise, etc. rendered to other Organizations since last appointment / assessment promotion in the Institute :**

<b>Technical / professional expertise</b>	<b>Name of the Organization</b>	<b>Year</b>
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**13. Prizes/Honours/Medals/Awards/Distinctions, if any, received in recognition of the work :**

<b>Prizes/Honour/Medals/Award/Distinction</b>	<b>Year</b>
Upto the last appointment/assessment promotion in the Institute	
Since last appointment/assessment promotion in the Institute	

**14. Involvement in the administrative/organisational activities of the Institute since last appointment/assessment promotion in the Institute:**

**15. Any other information, which is relevant for considering the candidate's case for assessment promotion:**

**Date:**

**Signature of the Candidate**