BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES

53, UNIVERSITY ROAD, LUCKNOW-- 226 007, INDIA

PROFORMA FOR SCIENTIFIC STAFF OF GROUP IV FOR SUBMISSION OF RESUME AND WORK CARRIED OUT BY HIM/ HER FOR CONSIDERATION OF HIS/HER CASE FOR ASSESSMENT FOR PROMOTION TO THE NEXT HIGER GRADE IN GROUP IV

(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 :**

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

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| --- | --- | --- | --- | --- |
| Name of the Organisation | Post held | Scale of Pay | Date | Nature of Duties |
|  |  |  | From | To |  |
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**6. Details of career in the Institute :**

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| --- | --- | --- | --- |
| Post held | Scale of Pay | Date | Nature ofDuties |
|  |  | From | To |  |
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1. **Type of work engaged in and extent of involvement since last appointment/assessment promotion :**

 a) Planning and co-ordination : NIL

 b) Design & Development : NIL

 c) Testing, evaluation & : NIL

 calibration

 d) Operation and Maintenance

 of sophisticated equipment

 or facilities :

 e) Experimental work:

f) Workshop services :

g] Electronic Data Processing :

h] Other Technical Support services (Give details):

**8. 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 :**

**9. Details of research 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:**

1. **Interdisciplinary/Inter-institutional/Collaborative research activities in which the candidate is participating since last appointment/assessment promotion in the Institute (Please mention all relevant details and extent of involvement along with others, if any in such activities**)

**11. Details of field work undertaken since last appointment / assessment promotion in the Institute:**

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**12. Publications (in chronological order, please enclose reprints of five of your best papers published since last appointment / assessment promotion in the Institute and indicate the same in the list ) :**

**a) Original Research Papers** **(**Please mention Co-author (s), if any, title, journal,

**b) Review Papers** (Please mention Co-author (s), if any, title, journal, volume, year and page numbers)

**ii)** Since last appointment/assessment promotion in the Institute: NA

**c) Books/ Monographs/ Catalogues**

**ii)** Since last appointment/assessment promotion in the Institute: NA

**d) Edited Volumes** (Please mention Co-author (s), if any, name of the book/journal, volume, year and name of the publisher :

 **ii)** Since last appointment/assessment promotion in the Institute:NA

**e) Chapters contributed in Edited Books** (Please mention Co-author (s), if any, title of the Chapter, year, name of the book, editor (s), edition and name of the publisher :

1. Since last appointment/assessment promotion in the Institute:NA

**f) Popular Scientific Articles/Reports (**Please mention Co-author (s), if any, title, name of the magazine/periodical, year and page numbers) :

**ii)** Since last appointment/assessment promotion in the Institute: NA

**g) Book Reviews** (Please mention Co-author (s), if any, title, name of the book reviewed, name of the journal, volume, year and page numbers) :

**ii)** Since last appointment/assessment promotion in the Institute: NA

**h) Papers presented in National/International Conferences/ Seminars/ Symposia,**

**ii)** Since last appointment/assessment promotion in the Institute:

**13. Citation of research work since last appointment / assessment promotion in the Institute (** Please mention names of the scientists who have cited your publication (s) along with all relevant details) **:**

**14. Training undertaken /short term or refresher course since last appointment/assessment promotion in the Institute:**

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**15. Lectures/Seminars delivered or Training imparted since last appointment/assessment promotion in the Institute:**

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Title Date Organisation where Lecture/Seminar delivered or

Training imparted (with the name (s) of trainee (s))

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## NA

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**16. Thesis supervised:**

**----------------------------------------------------------------------------------------------------------------**

Degree Name of Name of Title of Year Co-supervisor

 student University Thesis completed if any

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## NA

1. **Sponsored projects completed/in progress since last appointment/assessment promotion in the Institute :**

Project Title Whether Duration Amount Sponsoring Co-investigator

 Completed or not of grant if any

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NA

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1. **Review/Research/Design/Feasibility Reports prepared since last appointment/assessment promotion in the Institute :**

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Title No. of pages Agency for which prepared Co-author, if any

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## NA

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**19. Consultancy/Contract Research/Contract Training Services rendered**

 **since last appointment/assessment promotion in the Institute :**

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Name of client Type of service rendered Period Amount paid by the

 Client to the Institute

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NA

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**20. Conferences/ Symposia/ Seminars/Workshops attended since last appointment /assessment promotion in the Institute:**

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Conferences/Symposia/ Duration Venue

Seminars/Workshops

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**Abroad:** NA

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**21. Visits abroad, if any for availing Scholarship/Fellowship/Training or under any Exchange Programme since last appointment/assessment promotion in the Institute :**

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Name of Scholarship/Fellowship/ Laboratories/ Duration

Training/Exchange Programme Countries visited

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## NA

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**22. Examinerships, Memberships of Selection/Assessment Committees and other expertise, etc. render to other origination since last appointment/ assessment promotion in the Institute**

NA

**23. Memberships/Fellowships of scientific/ professional bodies/ societies/ academies:**

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Scientific/professional Year of admission whether the Membership/

Body/society/academy as Member/Fellow Fellowship is continue

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The Palaeobotanical Society 1981 as Life Continuing

Lucknow Member

**24. Prizes/Honours/Medals/Awards/Distinctions, if any, received in recognition of the research work:**

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Prizes/Honours/Medals/Awards/Distinctions Up to the last appointment/assessment

promotion in the Institute

 NA

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

**26. Any other information which is relevant for considering the candidate’s case for assessment promotion:**

Date- Signature of Candidate