

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

**PROFORMA FOR TECHNICAL STAFF OF GROUP II 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 II**
(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 : Project- 9

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/ University	Name of Institution where studied	Class/ Division	Subjects

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. 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 & calibration : NIL
- d) Operation and Maintenance of sophisticated equipment or facilities :
- e) **Experimental work** :
- f) Workshop services :Nil
- 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. Interdisciplinary/Inter-institutional/Collaborative 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) :

Not Applicable

10. Field work and other outstation assignments undertaken since last appointment/assessment promotion in the Institute :

NIL

11. Publications including popular scientific/technical articles (In chronological order, if any since last appointment/assessment promotion in the Institute. Please enclose reprints) :

NIL

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

Name and type of training/ short-term or refresher course	Duration	Venue	Relevance to the candidate's research activities
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13. Lectures/Seminars delivered or Training imparted since last appointment/assessment promotion in the Institute :

Title	Date	Organisation where Lecture/Seminar delivered or Training imparted(with name (s) of trainee (s))
	Nil	

14. Participation in Sponsored projects completed/in progress since last appointment/assessment promotion in the Institute :

Project Title	Whether completed or in progress	Duration	Amount of Grant	Sponsoring agency	Co-investigator (s) if any

NIL

15. Review/Design/Feasibility/Technical Reports prepared since last appointment /assessment promotion in the Institute :

Title	No. of pages	Agency for which prepared	Co-author, if any
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Not Applicable

16. Consultancy/Contract Research/Contract Training Services rendered since last appointment/assessment promotion in the Institute :

Name of client to the Institute	Type of service rendered	Period	Amount paid by the client
NIL			

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

Conference/Symposia/Seminar/Workshop	Duration	Venue
NIL		

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

Scholarship/Fellowship/Training/Exchange Programme	Laboratories/ visited	Countries	Duration
NIL			

19. Memberships of Selection/Assessment Committees and other expertise, etc. rendered to other Organisations since last appointment/assessment promotion in the Institute :

Academic/Professional expertise	Name of the Organisation	Year
NIL		

20. Memberships / Fellowships of Technical / professional bodies / societies / academies :

Technical/professional body/society/academy	Year of admission as Member/Fellow	Whether the Membership/ Fellowship is continuing
NIL		

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

22. Involvement in the administrative/organisational activities of the Institute since

last appointment/assessment promotion in the Institute :

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

Date :

Signature of the Candidate