# Proforma for Performance Based Appraisal System (PBAS)

**As per CAS 2018**

(To be submitted for consideration for promotion to Associate Professor and above)

# Assessment Period -------------------------

# (Information provided should pertain to the assessment period referred above)

# PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters):
2. Father’s Name/Mother’s Name:
3. Date and Place of Birth:
4. Sex:
5. Marital Status:
6. Nationality:
7. Department:
8. Current Designation and Academic Level:
9. Date of Last Appointment/Promotion:
10. Date of eligibility:
11. Period of assessment:
12. Category (SC/ST/OBC/PWD/General):
13. Address for Correspondence (with Pin code):

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| Address: |  |
| Telephone No: |  |
| Mobile No: |  |

1. Permanent Address (with Pin code), in case different from Sl.No.13:
2. Academic Qualifications:

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| Examination | Name  of Exam | University | Year of Passing | Percentage  of Marks obtained | Division/  Class/ Grade | Main Subjects |
| Graduation |  |  |  |  |  |  |
| Post- Graduation |  |  |  |  |  |  |
| Other Examinations,  if any |  |  |  |  |  |  |

1. Research Degree (s)

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| --- | --- | --- | --- | --- |
| Degrees | Name of the  University | Title of dissertation/thesis | Date of  submission | Date of  award |
| M.Phil. |  |  |  |  |
| Ph.D/ D.Phil. |  |  |  |  |
| D.Sc/D.Lit. |  |  |  |  |

1. Courses taught at various levels during the academic year (Name the course giving details):
   1. Undergraduate:
   2. Postgraduate:-
2. Field of Specialization under the Subject/Discipline:
3. Details of Course/Programmes/Workshop/MOOCs attended or completed.

19.1 Details of refresher/orientation course/research methodology/workshop/syllabus up-gradation/ teaching –learning-evaluation/technology programmes/Faculty Development Programme

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| S.No. | Details | Place | Period | | Year | Sponsoring/Organising Agency |
| From | To |
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19.2 MOOCs completed with e-certification

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| S.No. | Details of MOOC | Subject | Certification providing agency | Date of certification | Level  (UG/PG/Other) | Year | E-certification no. |
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19.3 Contribution towards development of e-content/MOOCs in 4- quadrants

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| S.No. | Details of E-contents/ MOOCs in 4-quadrants | Quadrants developed | No. of Modules | Course | Sponsoring agency | Year | Level  (UG/PG/Other) |
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19.4 Contribution towards conduct of MOOCs

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| S.No. | Details of MOOC | Subject | Sponsoring agency | Level  (UG/PG/Other) | Year | E-certification no. |
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1. Period of Teaching experience during the assessment period:

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of the Institution | Position held with pay scale/Pay Band with Grade pay | Ad- hoc/ Temporary/  Permanent | From | To | Total Experience  (as on 17.09.2017) | | |
| Years | Months | Days |
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# PART-B: ACADEMIC PERFORMANCE ASSESSMENT

(Please refer to “Detailed Guidelines” for completing Part B)

**SECTION B.1:**

**TEACHING, LEARNING, EVALUATION RELATED ACTIVITIES**

1. Teaching Activity (Details of Lectures, Tutorials, Practicals, and other teaching related activities)

Grading Criteria:

1. 80% & above – Good
2. Below 80% but 70% & above – Satisfactory
3. Less than 70% - Not Satisfactory

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| S.  No. | Year | Course/ paper | Level (PG/UG) | Teaching Mode | Grading as per Annual Performance Appraisal Report for the assessment period |
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**SECTION B.2**

**ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENT’S CO-CURRICULAR AND EXTRA- CURRICULAR ACTIVITIES, PERSONAL DEVELOPMENT RELATED TO TEACHING AND RESEARCH ACTIVITIES.**

1. Student related activities/ Research Activities

Grading criteria:

Good - Involved in at least 3 activities

Satisfactory - 1-2 activities

Not-satisfactory - Not involved / undertaken any of the activities

(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/coordinator, Warden etc.

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| S.No. | Year | Nature of Activity | Designation | Institution/Department | Period | |
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(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.

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| S.No. | Year | Nature of Activity | Designation | Institution/Department | Period | |
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(c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.

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| S.No. | Year | Nature of Activity | Level (UG/PG) | Institution/Department | Period | |
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(d) Organising seminars/ conferences/workshops, other college/university activities.

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| S.No. | Year | Details | Place | Period | | Sponsoring/Organising Agency |
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(e) Evidence of actively involved in guiding Ph.D students.

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| Registered (Ph.D.) | Thesis/ Dissertation  Submitted | Year | Degree Awarded |
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(f) Conducting minor or major research project sponsored by national or international agencies.

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| S.No. | Year | Title | Period | | Major/Minor | Sponsoring/ Funding Agency |
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(g) At least one single or joint publication in peer- reviewed or UGC list of Journals.

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| S. No. | Title of the Paper | Journal Name | Year | Vol. No. | Page No. | ISSN No. | Impact Factor | Whether SCOPUS Indexed | Authorship | Reference number of UGC - CARE List |
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Note:

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:

* One of Two Authors
* For more than two Authors:
  + First/Principal/Corresponding Author
  + Joint Author

OVERALL GRADING FOR B.2

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| --- | --- | --- |
| Year | No. of Activities covered\* | Overall grading Annual Performance Appraisal Report (APAR) for the assessment period |
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\*Note:

Number of activities can be within or across the broad categories of activities.

(Please attach supporting documents as per requirement)

**SECTION B.3:**

**RESEARCH AND ACADEMIC CONTRIBUTIONS**

1. Published Research Papers in Referred/Peer-Reviewed or UGC listed Journals

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| S. No. | Titl e of the Paper | Journal Name | Year | Vol. No. | Page No. | ISSN No. | Impact Factor | SCOPUS Indexed | Authorship | Reference number of UGC - CARE List | Academic Research Score |
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Note:

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:

* One of Two Authors
* For more than two Authors:
* First/Principal/Corresponding Author
* Joint Author

2. Publications (other than Research papers)

a.(i) Books authored as one of two authors/ First/Principal/Corresponding Author/ Joint Author

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| S.No. | Year | Title of the Book | Authorship\* | Level of Publisher (National / International) | Publisher (with city/ country) & Year of Publication | ISBN | Whether Refereed | Academic Research Score |
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**\***The Authorship is to be filled as follows:

* One of Two Authors
* For more than two Authors:
* First/Principal/Corresponding Author
* Joint Author

a.(ii) Chapter in Edited Books

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| S.No. | Title of Edited Book | Title of Chapter | Authorship\* | Publisher (with city/ country) & Year of Publication | ISBN | Whether Refereed | Academic Research Score |
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| Total | | | | | | |  |

**\***The Authorship is to be filled as follows:

* One of Two Authors
* For more than two Authors:
* First/Principal/Corresponding Author
* Joint Author

a.(iii) Books Edited as one of two Editor/ First/Principal/Corresponding Editor/ Joint Editor

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| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Title of the Book | Editorship\* | Level of Publisher (National / International) | Publisher (with city/ country) & Year of Publication | ISBN | Whether Refereed | Academic Research Score |
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| Total | | | | | | |  |

**\***The Editorship is to be filled as follows:

* One of Two Editors
* For more than two Editors:
* First/Principal/Corresponding Editors
* Joint Editors

b. Translation works in Indian and Foreign Languages by qualified faculties.

b.(i) Chapter or Research Paper

|  |  |  |  |  |  |  |  |  |  |  |
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| S. No. | Title of the Paper/Chapter | Journal/Book Name | Year | Vol. No. | Page No. | ISSN/ISBN No. | Impact Factor | Authorship\* | Reference number of UGC - CARE List | Academic Research Score |
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**\***The Authorship is to be filled as follows:

* One of Two Translators
* For more than two Translators:
* First/Principal/Corresponding Translator
* Joint Translator

b.(ii) Books Translated

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| S.No. | Title of the Book | Authorship\* | Publisher (with city/ country) & Year of Publication | ISBN | Whether Refereed | Academic Research Score |
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**\***The Authorship is to be filled as follows:

* One of Two Translators
* For more than two Translators:
* First/Principal/Corresponding Translator
* Joint Translator

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and

innovative courses and curricula

1. Development of Innovative Pedagogy

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| S.No. | Name of the Module | Subject | Stream | Organization for which it was developed | Year | Level  (UG/PG/Other) | Weblink | Academic Research Score |
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(b) Design of new Curricula and Courses

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| S.No. | Name of the Curricula/Course | Subject | Organization for which it was developed | Year | Level  (UG/PG/Other) | Weblink | Academic Research Score |
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(c) Development of MOOCs

c.1 Development of complete MOOCs in 4 quadrant for a course with credits

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| S.No. | Year | Details of MOOC  (with no. of quadrant) | Credits | Course | Subject | Organization for which it was developed | Level  (UG/PG/Other) | Weblink | Academic Research Score |
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c.2 MOOCs (developed in 4 quadrant) per module/Lecture

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| S.No. | Year | Details of MOOC  (with no. of quadrant) | Details of Module | Course | Subject | Organization for which it was developed | Level  (UG/PG/Other) | Weblink | Academic Research Score |
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c.3. Content writer/subject matter expert for each module of MOOCs (at least one quadrant)

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| S.No. | Year | Details of MOOC  (with no. of quadrant) | Details of Module | | Course | Subject | Organization for which it was developed | Level  (UG/PG/Other) | Weblink | Academic Research Score |
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c.4. Course Coordinator for MOOCs (4 credit course)

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| S.No. | Year | Details of MOOC  (with no. of quadrant) | Credits | Course | Subject | Organization for which it was developed | Level  (UG/PG/Other) | Weblink | Academic Research Score |
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(d) Development of E-Content

d.1. Development of e-Content in 4 quadrants for a complete course/e-book

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| S.No. | Year | Details of E-Content  (with no. of quadrant) | Course/E-book | Subject | Organization for which it was developed | Level  (UG/PG/Other) | Weblink | Academic Research Score |
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d.2. E-content (developed in 4 quadrants) per module

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| S.No. | Year | Details of E-Content  (with no. of quadrant) | Module | Subject | Organization for which it was developed | Level  (UG/PG/Other) | Weblink | Academic Research Score |
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d.3. Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)

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| S.No. | Year | Details of E-content  (with no. of quadrant) | Details of Module | Course | Subject | Organization for which it was developed | Level  (UG/PG/Other) | Weblink | Academic Research Score |
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d.4.Editor of e-content for complete course/paper/e-book

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| S.No. | Year | Details of E-Content  (with no. of quadrant) | Course/Paper/E-book | Subject | Organization for which it was developed | Level  (UG/PG/Other) | Weblink | Academic Research Score |
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1. (a) Research Guidance

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| Level of Guidance | Year | Registered | Thesis/ Dissertation  submitted | Degree Awarded | Academic Research Score |
| Ph.D. |  |  |  |  |  |
| MPhil./P.G. Dessertation |  |  |  |  |  |
| Total | | | | |  |

1. Research Projects Completed

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| S.No. | Title | Status of PI\* | Duration (in months) | Period  (From-to)  Dates to be given | Total Grant/Funding received (Rs.) | Name of Sponsoring/ Funding Agency | Outcome of the Project | Academic Research Score |
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\*Kindly indicate, whether you are Sole PI/PI/Co-PI in the project

1. Research Projects ongoing

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| S.No. | Title | Status of PI\* | Duration (in months) | Period  (From-to)  Dates to be given | Total Grant/Funding received (Rs.) | Name of Sponsoring/ Funding Agency | Outcome of the Project | Academic Research Score |
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\*Kindly indicate, whether you are Sole PI/PI/Co-PI in the project

1. Consultancy.

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| S.No. | Title | Duration (in months) | Period  (From-to)  Dates to be given | Total Grant/Funding received (Rs.) | Name of Sponsoring/ Funding Agency | Whether routed through Parent University/College | Academic Research Score |
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5. (a) Patents

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| S.No. | Title\* | Area/Subject | Date of Award | Level  (International National/) | Reference Number | Sponsoring Agency | Academic Research Score |
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| Total | | | | | | |  |

\*Only patents awarded are to be mentioned.

(b) Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World

Bank/International Monetary Fund etc. or Central Government or State Government)

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| S.No. | Title\* | Area/Subject | Date of publication/Submission | Level  (International National/ State) | Reference Number | Sponsoring Agency | Academic Research Score |
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\*Only Policy document published/submitted to bodies/organization detailed above shall be considered.

(c) Awards/Fellowship

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| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Name of Award/Honor \* | Area/Subject | Name of Awarding Body | Level  (International National) | Date | Academic Research Score |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Total | | | | | |  |

\* Entries for awards made in this section should be from post graduation onwards only. Junior/Senior research fellowship and non-net fellowship should not be included.

6. Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Title of Lecture/Paper | Invited Lecutre/Resource Person/Paper presented | Nature of Programme\* | Details | Level\*\* | Date of presentation | Duration (in minutes) | Sponsoring Agency | Academic Research Score |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Total | | | | | | | | |  |

\*Seminar/FDP/Conference

\*\* Level : International (Abroad)/ International (within country)/ National/ State/University.

(Please attach supporting documents wherever required)

SUMMARY OF GRADING AND RESEARCH SCORE FOR THE ASSESSMENT PERIOD

Grading (Section B.1 and B.2)

(As per the APPARs submitted by the applicant during the assessment period)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | Year | Overall Grading for Section B.1-B.2 | No. of grading as | |
| Good | Satisfactory |
|  |  |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Research Score (Section B.3)

|  |  |  |
| --- | --- | --- |
| Section B.3 | Details of Research Activity | Academic/Research Score |
| 1. | Published Research Papers |  |
| 2. | Publications (other than Research papers) | |
| 2.a.(i) | Books authored |  |
| 2.a.(ii) | Chapter in Edited Books |  |
| 2.a.(iii) | Books Edited |  |
| 2.b. | Translation works in Indian and Foreign Languages | |
| 2.b.(i) | Chapter or Research Paper |  |
| 2.b.(ii) | Books Translated |  |
| **Sub total of Publicaations (other than Research Papers)** | |  |
| 3. | Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula | |
| 3.(a) | Development of Innovative Pedagogy |  |
| 3.(b) | Design of new Curricula and Courses |  |
| 3.(c) | Development of MOOCs | |
| 3.c.1 | Development of complete MOOCs in 4 quadrant for a course with credits |  |
| 3.c.2 | MOOCs (developed in 4 quadrant) per module/Lecture |  |
| 3.c.3 | Content writer/subject matter expert |  |
| 3.c.4 | Course Coordinator for MOOCs |  |
| 3.(d) | Development of E-Content | |
| 3.d.1. | Development of E-Content in 4 quadrants for a complete course/e-book |  |
| 3. d.2 | E-content (developed in 4 quadrants) per module |  |
| 3. d.3 | Contribution to development of e-content |  |
| 3. d.4 | Editor of e-content for complete course/paper/e-book |  |
| **Sub total of Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula** | |  |
| 4.(a) | Research Guidance |  |
| 4.(b) | Research Projects Completed |  |
| 4.(c) | Research Projects ongoing |  |
| 4.(d) | Consultancy |  |
| **Sub total of Research related activities** | |  |
| 5.(a) | Patents |  |
| 5.(b) | Policy Document |  |
| 5.(c) | Awards/Fellowship |  |
| **Sub total of Patents** | |  |
| 6. | Invited lectures / paper presentation |  |
| **TOTAL ACADEMIC/RESARCH SCORE** | |  |

PART-C: OTHER RELEVANT INFORMATION

1. Membership/Fellowship of Learned bodies / Societies:
2. Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
3. Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.
4. Future Plans (In approximately 150 words):

LIST OF ENCLOSURES: (*Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary*)

1. 11.

2. 12.

3. 13.

4. 14.

5. 15.

6. 16.

7. 17.

8. 18.

9. 19

10. 20

**PART D - DECLARATION**

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

Certified that has been working as

.................................................in this Department since ………………………………

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

Head of the Department/Centre