

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

5. Details of Technical/Professional/Other Employment before joining the Institute :

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

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:

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

Name and type of training/	Duration	Venue	Relevance to the candidate's
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9. 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	Principal Investigator
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10. Consultancy/Contract Research/Contract Training Services rendered since last appointment/assessment promotion in the Institute :

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

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

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

Prizes/Honour/Medals/Award/Distinction	Year
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