

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 :**

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 :
- 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:**

10. **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:**

S1 .No	Area/ Coalfield (s)	Formations/Member	Year
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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 :  
ii) 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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NA

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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:**

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Degree	Name of student	Name of University	Title of Thesis	Year completed	Co-supervisor if any
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NA

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

Project Title	Whether Completed or not	Duration	Amount of grant	Sponsoring	Co-investigator if any
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NA					

**18. Review/Research/Design/Feasibility 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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NA			

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

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

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

Conferences/Symposia/ Seminars/Workshops	Duration	Venue
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<b>Abroad:</b>	NA	

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

Name of Scholarship/Fellowship/ Training/Exchange Programme	Laboratories/ Countries visited	Duration
	NA	

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

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

Scientific/professional Membership/ Body/society/academy	Year of admission as Member/Fellow	whether Fellowship is continue	the
The Palaeobotanical Society Lucknow	1981 as Life Member	Continuing	

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

Prizes/Honours/Medals/Awards/Distinctions appointment/assessment promotion in the Institute	Up to the last
NA	

**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