



ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES
(Indian Council of Agricultural Research)
(भारतीय कृषि अनुसंधान परिषद)

NILGANJ : BARRACKPORE: KOLKATA-700121 : WEST BENGAL

नीलगंज, बैरकपुर, कोलकाता-700 121, पश्चिम बंगाल

Ph. Off.: (033) 2535-8052, 2535-1932, 2535-6121, 2535-6122

Fax: (033) 2535-0415, E.mail: crijaf-wb@nic.in



F.No.: 5(13)2020-21/ (e- 98829)

Date- 17.12.2021

CIRCULAR

It is brought to the notice of all concerned that application form for ICAR-CRIJAF Annual Award for consideration for annual awards to each group of employees viz. Scientific (Best Scientist Award: above-40 years), Technical, Administration and Skilled Support Staff are hereby invited. The last date of submission of the same is 11.01.2022.

The duly filled in application form may be submitted to the Assistant Administrative Officer (Adm.I), ICAR-CRIJAF, Barrackpore as per the format of the application form.

Pankaj Das
17/12/2021
Asstt. Administrative Officer,
Admn.I

Copy for information/necessary action to:

1. All the HoDs/In-charges, Divisions/Sections/Regional Stations/KVKs, ICAR-CRIJAF, Barrackpore with a request to inform regarding the Circular to all concerned personnel under their Administrative control.
2. I/c, AKMU, ICAR-CRIJAF with the request to upload the Circular along with all the application forms as enclosed.
3. P.S. to Director, ICAR-CRIJAF.
4. P.A. to Head of Office, ICAR-CRIJAF.
5. Notice Board, ICAR-CRIJAF, Barrackpore.

FOR SCIENTIFIC STAFF:

General Criteria

- The applicants should be free from Vigilance angle/and should not have any adverse entry.
- Research work/publications of previous 3 years ending 31st December (for example for the award year-2022, the achievements from Jan-2019 to Dec-2021) will be assessed. The achievements are to be based on the mandated research work of ICAR-CRIJAF only. The APAR of 2018-19, 2019-20, 2020-21 will be considered for the assessment year 2022.
- Last date for submission of the documents for award is 11th January 2022.
- The evaluation process of the award applications by independent committee (Chairman, 2 Members and Member Secretary) are to be completed by 30th January 2022. The Chairman and members are to be from other ICAR Institutes/SAUs/CAUs/Other university with Agril. faculty
- Awards will be given in the form of Certificate, Citation along with cash award of Rs.5,000/-.

Two types of Award for Scientific personnel are proposed. Each of the award will be given biennially on alternate years.

A. Best Scientist Award (above 40 years as on 31.12.2021 for the award year 2022)

Best Scientist Award: (Above-40)

| Heads | Total marks | Remarks |
|--|-------------------------------|--|
| Marks on different heads (for Scientists other than Extension Discipline) | | |
| Research Papers | 30 | Maximum 6 Research papers published in NAAS rating of (6) or above will be considered. Out of 6 papers at least 4 papers must be as first /corresponding author. |
| Externally funded Projects | 10 (2 Projects X5) | Competitive grants projects will be considered funded by DBT/DST/State DST ICAR/DFID etc. (Projects selected through open advertisement will only be considered) |
| Technology/Product/ Variety/ Germplasm/Process/Methodology | 20 (4 marks for each 4x5= 20) | Product -> ICT tools/Machines Variety -> Seed chain/variety release proposal /BS Indent Germplasm -> Registration certificate from NBPGR with specific trait Process/Methodology -> Published in suitable journal |
| Transfer of Technology | 07 | Training organized with specific role, lectures delivered in Summer trainings, National Trainings /popular articles |
| Institute support | 10 | Chairman of Institute committees or equivalent responsibility at least for a year |

| | | |
|---|--|---|
| | | (1.0)/ Members (0.5)/Preparation of specific reports etc.(0.5)/Editing of reports(0.5) |
| Peer Recognition | 08 | National/International Award/ fellowship and Editorial team member of NAAS ranking journal |
| APAR | 05 | OS-2, Very good-1.5, Good-1 |
| Director' assessment | 10 | General overall assessment of the candidate based on the scientific activities, general attitude, discipline etc. |
| For Scientists of Extension discipline | | |
| TOT activities | 35 | Demonstration- At least for 2 years in minimum 1 ha area, maximum 3 - (3x5=15) Facilitate the formation of FPO/SHGs maximum 2(2X3=6) Trainings(National level) maximum 3 (3x2=6) Impact assessment study, maximum 3(3 x 2.5=7.5) |
| Research Papers /popular articles | 15 (Res. paper 3X5=15, Pop. Article 5x1=5) | Maximum 3 Research papers published in NAAS rating of (5) or above will be considered Popular articles published in the publication of ICAR or equivalent will be considered. Out of 5 papers 3 papers must be first/corresponding author. |
| Externally funded Projects | 10 (2 Projects X2) | Competitive grants projects will be considered funded by DBT/DST/State DST ICAR/DFID etc. (Projects selected through open advertisement will only be considered) |
| Technology/Products | 10 (5 marks for each 5x2 = 10) | Product -> ICT tools, expert systems developed Process/Methodology -> Improved process/methodology for promotion of technology/impact assessment published in suitable journal |
| Institute Support | 10 | Chairman of Institute committees or equivalent responsibility at least for a year (1.0)/ Members (0.5)/Preparation of specific reports etc.(0.5)/Editing of reports(0.5) |
| Peer Recognition | 05 | National/International Award/ fellowship and Editorial team member of NAAS ranking journal |
| APAR | 05 | OS-2, Very good-1.5, Good-1 |
| Director' assessment | 10 | General overall assessment of the candidate based on the scientific activities, general attitude, discipline etc. |

Note:-

- Minimum 50 marks is to be scored (excluding the marks of Director/Committee to qualify for the Award).
- Marks for Co-authors of varieties/products/process/ technology will be multiplied with a factor of 0.6 supported with relevant document.
- Co-authorship for research paper will be multiplied with 0.7.
- The Co-P.I. of multidisciplinary externally funded projects will be given the weightage of 0.75.
- The technology, Products of Process etc. must be the outcome of the in-house /externally funded projects supported with relevant document publication.

ICAR-CRIJAF FOUNDATION DAY AWARD (for scientist)

YEAR-.....

| |
|---------------------|
| Passport Size photo |
|---------------------|

| Part-A (General Information) | |
|---|--|
| 1.Name of the Award | |
| 2.Name in full (in block letters): (Surname followed by given name) | |
| 3. Date of Birth: (Attach proof) | |
| 4. Address Email/Mobile | |
| 5. Field of specialization | |
| 6. Present Designation | |

| 7. Date of joining present post | | | |
|--|--------------------|---------------------|------------------------------------|
| 8. Date of joining ICAR-CRIJAF | | | |
| 9. Educational Qualifications (Graduation onwards) | | | |
| Degree | Year of passing | Instit./ university | Class/Divn/Grade/Marks/Distinction |
| | | | |
| | | | |
| | | | |
| | | | |
| 10. Professional career/ service details | | | |
| Position held | Pay scale/Pay band | Institution | Period of appointment |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Part –B (Achievements) (with proof) | | | |
| Research Papers | | | |

| |
|--|
| Externally funded Projects |
| Technology/Product/ Variety/ Germplasm/Process/Methodology |
| Transfer of Technology |
| Institute support |
| Peer Recognition |
| APAR (To be filled by office) |
| Director's assessment (To be filled by office) |

Declaration

I hereby declare that the statements made above are true to the best of my knowledge.

Place/Date

(Signature)

Name.....

Designation.....

FOR TECHNICAL STAFF:

- Best Technical Personnel Awards will be given annually on the basis of performance of previous 3 years ending in 31st December 2021. The APAR of 2018-19, 2019-20, 2020-21 will be considered for the assessment year 2022. Awards will be given in the form of Certificate, Citation along with cash award of Rs.5,000/-.

Marks:

| | | | |
|--|---|----|--|
| (1) Achievements | - | 15 | Project execution: Number of projects associated. |
| (2) Analytical ability | - | 05 | |
| (3) Special skill | - | 05 | |
| (4) Training obtained | - | 05 | |
| (5) Other Divisional Institutional activities | - | 10 | |
| (6) Specific Association achievement in Technology - Development/commercialisation/variety development/germplasm maintenance/ data management(accomplishment over and above the assigned duty) | - | 20 | |
| (7) APAR /Director/HODs /In-charge weightage | - | 40 | (Marks Distribution : APAR: 12 Marks (Outstanding:4, Very Good: 3, Good: 2) Director: 20 Marks HOD/In-charge: 08 Marks |

** Marks distribution for Technical personnel involved in Driving:

| | | | |
|---|---|----|-------------------------------------|
| (1) Achievements | - | 30 | Distance/hours driven while in duty |
| (2) Up-keeping / maintenance of vehicles | - | 10 | |
| (3) Other institutional activities | - | 10 | |
| (4) (4) PATI Committee / Director's weightage | - | 50 | |

APPLICATION FORM FOR ICAR-CRIJAF ANNUAL AWARD FOR BEST TECHNICAL PERSONNEL
(for details please refer to Circular no. 5(13)/2020-21/(e-98829) dated 16.12.2021)

PART-A

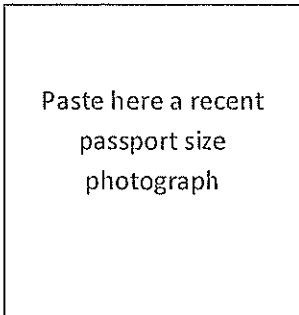
1. Name, designation, address, mobile no./ E-mail ID of the applicant:

2. Date of Birth:

3. Date of joining present post:

4. Date of joining ICAR-CRIJAF:

5. Details of service including educational qualifications:



PART-B (Techinal personnels- non drivers)

1. Achievements-15 (Project execution: Number of projects associated)

| Period | Name of the project | Role in execution |
|--------|---------------------|-------------------|
| | | |
| | | |

2. Analytical ability - 05

| Type of analysis | Project/programme/activity Detail |
|------------------|-----------------------------------|
| | |
| | |
| | |

3. Training obtained -05

| Year | Title of the training | Institute/organization where trained |
|------|-----------------------|--------------------------------------|
| | | |
| | | |

| | | |
|---|------------|---------------|
| 4. Other Divisional/Institutional activities - 10 | | |
| Type of activities | | Remarks |
| | | |
| | | |
| 5. Specific Association/ achievement in Development/commercialisation/variety development/germplasm maintenance/data management) - 20 | | |
| Technology development | | Specific role |
| | | |
| | | |
| APAR/Committee/Director/HODs weightage - 40 | | |
| Year | APAR grade | |
| | Reporting | Reviewing |
| - | | |
| | | |
| | | |
| | | |

| | | |
|--|-----------------------|--------------------------------------|
| PART-B (Techinal personnels- drivers) | | |
| 1. Achievements-30 (Distance / hours driven while in duty) | | |
| Year | Distance driven (Km) | Hours driven |
| | | |
| | | |
| | | |
| 2. Up-keeping / maintenance of vehicles - 10 | | |
| Activities for Up-keeping / maintenance of vehicles | Type of vehicle | Period |
| | | |
| | | |
| 3. Training obtained -05 | | |
| Year | Title of the training | Institute/organization where trained |
| | | |

| | | |
|--|------------|-----------|
| | | |
| 4. Other institutional activities - 10 | | |
| Type of activities | Remarks | |
| | | |
| | | |
| 5. APAR/Committee/Director/controlling officers weightage - 45 | | |
| Year | APAR grade | |
| | Reporting | Reviewing |
| | | |
| | | |
| | | |
| | | |

Signature of the Applicant

FOR ADMINISTRATIVE STAFF:

The following may be the procedure to be followed for consideration of Annual Best Administrative Staff Category:

- The APAR will be evaluated for the last three financial years i.e. for the award to be given on the foundation of 2022, the APARs for the year 2018-19, 2019-20, 2020-21 will be considered. Awards will be given in the form of Certificate, Citation along with cash award of Rs.5,000/-.
- A write-up in about 500 words will be required to be submitted by the applicant with the remarks of the immediate reporting officer, covering the following points:
 - A. Why do you consider yourself suitable to be considered for the award? **20 marks**
 - B. State your significant contribution during the last three years in your area of work which you would like to highlight in support of your candidature. **10 marks**
 - C. State some of the suggestions that would help in further making administrative working more responsive, user friendly and accountable. **10 marks**

This will be duly forwarded with comments by the immediate reporting officer especially with reference to the enumerations made by the applicant therein.

This will be evaluated by a committee comprising of three (03) administrative/finance cadre officers of appropriate seniority. The Assistant Administrative Officer (Adm-I), ICAR-CRIJAF will act as the Member Secretary (in case, he's an applicant, any other Assistant Administrative Officer of the Institute will act as the Member-Secretary).

APPLICATION FORM FOR ICAR-CRIJAF ANNUAL AWARD FOR ADMINISTRATIVE PERSONNEL
(for details please refer to Circular no. 5(13)/2020-21/(e-98829) dated 16.12.2021)

1. Name, designation, address, mobile no./ E-mail ID of the applicant:

Paste here a recent
passport size
photograph

2. Date of Birth:

3. Date of joining present post:

4. Date of joining ICAR-CRIJAF:

5. Details of service including educational qualifications:

6. A write-up in about 500 words will be required to be submitted by the applicant with the remarks of the immediate reporting officer, covering the following points: (Attach a page for this)

A. Why do you consider yourself suitable to be considered for the award?

B. State your significant contributions during the last three years in your area of work which you would like to highlight in support of your candidature.

C. State some of the suggestions that would help in further making administrative working more responsive, user friendly and accountable.

Forwardal by the immediate Reporting Officer (attach a separate page justifying / corroborating the enumerations made by the applicant hereinabove)

Dated:-

Signature with name and designation of the Nominating Officer

FOR SKILLED SUPPORT STAFF:

The following may be the procedure to be followed for consideration of Annual Best Skilled Support Staff Category Award:

1. Dedication.
2. Discipline.
3. Punctuality
4. Special Skills acquired in his/her domain.
5. Intelligence and keenness to learn.
6. Responsiveness.
7. Sense of Responsibility.
8. Potential possessed.

These traits would preferably be substantiated with instances that the nominating officer has come across during the last three calendar years i.e. for the award to be given on the foundation day of 2022, the performance for the calendar year 2018-19, 2019-20, 2020-21 will be considered.- 40 marks

The APAR will be evaluated for the last three financial years i.e. for the award to be given on the foundation day of 2022, the APARs for the year 2018-19, 2019-20, 2020-21 will be considered. – 60 marks

Awards will be given in the form of Certificate, Citation along with cash award of Rs.5,000/-.

This will be evaluated by a committee comprising of three (03) Scientific/Administrative/Finance Cadre Officers of appropriate seniority. The Assistant Administrative Officer (Adm-I), ICAR-CRIJAF will act as the Member Secretary.

APPLICATION FORM FOR ICAR-CRIJAF ANNUAL AWARD FOR SKILLED SUPPORT STAFF
(for details please refer to Circular no. 5(13)/2020-21/(e-98829) dated 16.12.2021)

1. Name and designation of the nominated official:

Paste here a recent
passport size
photograph

2. Present place of posting:

3. Date of Birth:

4. Date of joining present post:

5. Date of joining ICAR-CRIJAF:

6. Details of service including educational qualifications:

7. Justification: To be provided by the Nominating Officer with reference to guidelines as issued vide Circular no. 5(13)/2018-19/6607 dated 03.08.2018. (Attach a separate page for this)

Dated:-

Signature with name and designation of the Nominating Officer