

**ICAR-CENTRAL SOIL SALINITY RESEARCH INSTITUTE,  
KARNAL-132 001**

**TERMS & CONDITIONS**

**‘ICAR-CSSRI BEST WORKER AWARD’ IN TECHNICAL/ADMINISTRATIVE AND  
SKILLED SUPPORTING STAFF GRADE FOR THE YEAR 2022**

1. Name of the award           ‘ICAR-CSSRI Best Worker Award’ in Technical/  
Administrative and SSS grade. Each category having a separate  
award as follows:
  1. ‘ICAR-CSSRI Best Worker Award’ in Technical category  
2022
  2. ‘ICAR-CSSRI Best Worker Award’ in Administrative  
category 2022
  3. ‘ICAR-CSSRI Best Worker Award’ in SSS category 2022
2. Sponsored by               ICAR-Central Soil Salinity Research Institute, Karnal  
(Haryana)
3. Nature of award             The award is primarily meant for Technical/Administrative and  
SSS grade staff of the CSSRI and its regional research stations,  
which have excelled and contributed meritoriously in a  
sustained manner to the duties assigned to them from time to  
time. The award consists of a scroll of honour and cash award  
of Rs. 3000/- for each category.
4. Frequency                  The award is of Annual nature.
5. Eligibility criteria         Any individual Technical/Administrative and SSS Grade  
Staff who has made significant contribution in his/her field  
would be eligible to apply for the award provided.
  - He has served for at least 10 years or more in ICAR-CSSRI  
or its Regional Research Station by 31<sup>st</sup> December 2021.
  - He has not attained the age of 60 years as on 31<sup>st</sup> December  
2022.
  - Those who have already received the award earlier would  
not be eligible.

6. Administration of the award      Director would constitute a committee of 4/5 Scientists/Officers of the institute to scrutinize the applications for eligibility and recommending the suitable candidate(s) for the award to the Director, CSSRI, Karnal.
- The evaluation criterion for the award could be downloaded from the institute website: [www.cssri.res.in](http://www.cssri.res.in). Those requesting the Proforma by hand could also obtain the evaluation criteria along with the application form from PME Cell.
7. Presentation      The individuals selected for the award would be formally informed by the PME Cell of the institute in consultations with the Director, ICAR-CSSRI, Karnal. The award would be presented on 1<sup>st</sup> March of the next year coinciding with the Institute Foundation Day. The award consists of a scroll of honour and a cash prize of Rs. 3000/- for each category. TA/DA to outstation candidates for attending the presentation ceremony at ICAR-CSSRI, Karnal would be paid as per ICAR/CSSRI Rules.
8. Number of Awards      One Technical/ Administrative and SSS grade staff would be selected for the award in each category each year. In case of similar marks senior person with respect to age will be given preference. Besides, if in the opinion of the committee, no outstanding entry (<75 marks out of 100) has been identified, no award would be given that year. The award would lapse and it would not be carried forward in the subsequent years.

**भाकृअनुप-केन्द्रीय मृदा लवणता अनुसंधान संस्थान, करनाल – 132001 (हरियाणा)**  
**वर्ष 2022 के लिए तकनीकी/प्रशासनिक एवं कुशल सहायक कर्मचारी**  
**सर्वश्रेष्ठ कर्मचारी पुरस्कार**

- 1 आवेदक का नाम एवं पद
- 2 जन्म तिथि
- 3 पता
- 4 मोबाइल नं./ई-मेल
- 5 शैक्षणिक योग्यता (प्रमाण पत्रों की कापी सहित)

क्र.सं.	उपाधि	संस्थान/विश्वविद्यालय	वर्ष	श्रेणी/ग्रेड/प्राप्त अंक
1	मैट्रिक (10 वी)			
2	बारहवी (12 वी)			
3	स्नातक/डिप्लोमा			
4	स्नातकोत्तर			
5	पी.एच.डी.			
6	अन्य			

- 6 रोजगार विवरण (सारणीबद्ध रूप में)

पद का नाम	ग्रेड वेतन के साथ वेतनमान	संस्थान	कार्य का स्थान	अवधि		अवधि (वर्ष और महीने)
				कब से	कब तक	

7 पुरस्कार वर्ष से पहले 10 वर्षों का ए.सी.आर. विवरण (कृपया ए.सी.आर. की फोटो कॉपी संलग्न न करें)

वर्ष	ए.सी.आर. श्रेणीकरण/गणना
2021-22	
2020-21	
2019-20	
2018-19	
2017-18	
2016-17	
2015-16	
2014-15	
2013-14	
2012-13	

\*ए.सी.आर. कार्यालय रिकार्ड से सत्यापित किये जायेंगे।

8 पुरस्कार के लिए कार्यालय विवरण (प्रति वर्ष के कार्य बिंदू (Point) में उल्लेखित करें/ सुविधा या कार्य के अनुसार पंक्ति को चौड़ा किया जा सकता है)

वर्ष	प्रति वर्ष के कार्य बिंदू (Point) में उल्लेखित करें
2021-22	
2020-21	
2019-20	
2018-19	
2017-18	
2016-17	
2015-16	
2014-15	
2013-14	
2012-13	

- 9 पूर्व 10 वर्षों में निदेशक/विभागाध्यक्ष/नियंत्रण अधिकारी/प्रभारी अधिकारी द्वारा आवंटित अतिरिक्त कार्य अपनी ड्यूटी के अलावा (प्रमाण लगायें)

वर्ष	बुलेट पाइंट्स में आवंटित अतिरिक्त कार्य अपनी ड्यूटी के अलावा का विवरण
2021-22	
2020-21	
2019-20	
2018-19	
2017-18	
2016-17	
2015-16	
2014-15	
2013-14	
2012-13	

- 10 पिछले 10 वर्षों में अपने कार्यक्षेत्र में लिए गए प्रशिक्षण (प्रमाण लगायें)

शीर्षक	अवधि	संस्थान	वर्ष

- 11 सम्मान और पुरस्कार (प्रमाण लगायें)

सम्मान का नाम	वर्ष	पुरस्कार प्रदान करने वाली संस्था	व्यक्तिगत/समूह

12 पिछले 10 वर्षों में अन्य गतिविधियों में भागीदारी (पुरस्कार/पद के साथ विवरण दें)

वर्ष	बुलेट पाइंट्स में अन्य गतिविधियों में भागीदारी का विवरण
2021-22	
2020-21	
2019-20	
2018-19	
2017-18	
2016-17	
2015-16	
2014-15	
2013-14	
2012-13	

13 पिछले 10 वर्षों के दौरान खेलों में (इंटरजोनल-जोनल पद के साथ) भागीदारी (पुरस्कार के साथ विवरण दें)

वर्ष	बुलेट पाइंट्स में खेल का विवरण
2021-22	
2020-21	
2019-20	
2018-19	
2017-18	
2016-17	
2015-16	
2014-15	
2013-14	
2012-13	

आवेदनकर्ता के हस्ताक्षर

14 विभागों/खण्डों/ईकाइयों के अध्यक्ष द्वारा आपेक्षित अनुशंसा

मुहर के साथ हस्ताक्षर

15. अनुबंध

16. अन्य जानकारी, यदि कोई हो

कृपया केवल एक प्रति **स्पीड पोस्ट** या **स्वयं** जमा करवाए ( भाकृअनुप- केन्द्रीय मृदा लवणता अनुसंधान संस्थान, करनाल में कूरियर सेवा उपलब्ध नहीं है)

डा० एच एस जाट

प्रधान वैज्ञानिक एवं प्रभारी अधिकारी (पी०एम०ई० सेल)

भाकृअनुप-केन्द्रीय मृदा लवणता अनुसंधान संस्थान,

जरीफा फार्म, काछवा रोड,

करनाल – 132001(हरियाणा)

**ICAR-CENTRAL SOIL SALINITY RESEARCH INSTITUTE  
KARNAL-132 001 (HARYANA)**

**ICAR-CSSRI 'BEST WORKER AWARD' IN TECHNICAL/ADMINISTRATIVE AND  
SSS GRADE FOR THE YEAR 2022**

<b>1.</b>	<b>Name and Designation of the Applicant</b>	
<b>2.</b>	<b>Date of Birth</b>	
<b>3.</b>	<b>Postal Address</b>	
<b>4.</b>	<b>Mobile No./E-mail</b>	

**5. Educational qualifications beginning with the first-degree or equivalent  
(Proof of DMC required)**

S. No.	Degree	Institute/University	Year	Class/Division/ Grade/Marks
1.				
2.				
3.				
4.				



**6. Employment record (in tabular form)**

Designation	Pay Scale with Grade Pay	Institute	Place of posting	Period		Duration (Years & Months)
				From	To	

**7. Details of the ACR of the last 10 years preceding the award year (Do not attach ACR copy\*)**

Year	ACR Grading/score
2021-22	
2020-21	
2019-20	
2018-19	
2017-18	
2016-17	
2015-16	
2014-15	
2013-14	
2012-13	

**\*ACR will be verified from the Office record**

**8. Details of work presented for the award (work should be mentioned in bullet form per year/  
row can be widened as per convenience or matter)**

<b>Year</b>	<b>Details of work in bullet points</b>
2021-22	
2020-21	
2019-20	
2018-19	
2017-18	
2016-17	
2015-16	
2014-15	
2013-14	
2012-13	

**9. Additional duties assigned by the Director/Head/CO/OIC in addition to his own duty in last 10 years (Proof required)**

<b>Year</b>	<b>Details of additional duties/member of the committees in bullet points</b>
2021-22	
2020-21	
2019-20	
2018-19	
2017-18	
2016-17	
2015-16	
2014-15	
2013-14	
2012-13	

**10. Any other relevant training/experience (Proof required)**

<b>Trainings attended during the last 10 years in the relevant field</b>			
<b>Title</b>	<b>Duration</b>	<b>Institution</b>	<b>Year</b>

**11. Recognitions & Awards (Proof required)**

<b>Name of Recognition</b>	<b>Year</b>	<b>Awarding Organization</b>	<b>Individual/ Team</b>

**12. Participation in extracurricular activities in last 10 years (give detail with prize/position)**

<b>Year</b>	<b>Details of extracurricular activities in bullet points</b>
2021-22	
2020-21	
2019-20	
2018-19	
2017-18	
2016-17	
2015-16	
2014-15	
2013-14	
2012-13	

**13. Participation in sports (Inter-zonal and Zonal with position) in last 10 years**

<b>Year</b>	<b>Details of sports in bullet points</b>
2021-22	
2020-21	
2019-20	
2018-19	
2017-18	
2016-17	
2015-16	
2014-15	
2013-14	
2012-13	

**Signature of the Applicant**

**14. Certificate by the Head of Divisions/Sections/Units with specific recommendations.**

**Signature with seal**

**15. Annexure**

**16. Other information, if any**

Kindly send one copy through **speed post or by hand** (courier service to ICAR-CSSRI not available) to:

Dr. H.S. Jat  
Principal Scientist & OIC (PME Cell)  
ICAR-Central Soil Salinity Research Institute  
Zariffa Farm, Kachhwa Road  
Karnal-132001 (Haryana)

**Evaluation Proforma for Technical and Administrative Staff**

<b>S.N.</b>	<b>Item</b>	<b>Technical</b>		<b>Administrative</b>		
1.	Educational qualifications <b>(Maximum 10 marks)</b> Wherever two qualifications have been clubbed, maximum marks obtained out of the two will only be considered i.e. either of +2 or matric	Ph. D.	2	-	-	
		Post Graduate	2	Post Graduate	2	
		<b>Graduate/Diploma</b>			<b>Graduate/Diploma</b>	
		First Division ( $\geq 60\%$ )	5	First Division ( $\geq 60\%$ )	5	
		Second Division (45-60%)	3	Second Division (45-60%)	3	
		Third Division (<45%)	2	Third Division (<45%)	2	
		<b>Trade certificate/certificate</b>			<b>Trade certificate/certificate</b>	
6 months duration	0.5	6 months duration	0.5			
1 year duration	1.0	1 year duration	1.0			
2 year duration	2.0	2 year duration	2.0			
2	ACR of the last 10 years preceding the award year <b>(30 marks)</b> (All ACRs of 10 years will be added as per the criterion)	Excellent	3 per year	Excellent	3 per year	
		Very good	2 per year	Very good	2 per year	
		Good	1.5 per year	Good	1.5 per year	
		Average	1 per year	Average	1 per year	
3	Main duty work details <b>(Maximum 25 marks)</b>	Contributions to his own duties assigned during the last 10 years (Each activity should be mentioned in quantifiable manner in bullet form)	(2.5 marks for each year)	Contributions to his own duties assigned during the last 10 years (Each activity should be mentioned in quantifiable manner in bullet form)	(2.5 marks for each year)	

4	Additional duties assigned by the Director/Head/CO/OIC in addition to his own duty <b>(Maximum 10 marks)</b> (It should be of regular nature for a minimum of one year or so)	1 mark/year for each duty assigned during the last 10 years of regular nature  0.5 mark for each committee Constituted/Approved by the Director/Head in last 10 years	(Maximum 5 Marks)  (Maximum 5 Marks)	1 mark/year for each duty assigned during the last 10 years of regular nature  0.5 mark for each committee Constituted/Approved by the Director/Head in last 10 years	(Maximum 5 Marks)  (Maximum 5 Marks)
5	Trainings attended during the last 10 years <b>(Maximum 5 marks)</b>	Upto 3 days More than 3 days	1 mark 2 marks	Upto 3 days More than 3 days	1 mark 2 marks
6	Recognitions and Awards <b>(10 marks maximum)</b>	Recognition by institute (26 <sup>th</sup> January and 15 <sup>th</sup> August) and other organization	2 marks for each recognition	Recognition by institute (26 <sup>th</sup> January and 15 <sup>th</sup> August) and other organization	2 marks for each recognition
7	Participation in extracurricular activities during the last 10 years. Hindi week or any other occasion <b>(Maximum 5 marks)</b>	First prize Second/Third/Consolation	2 marks 1 mark	First prize Second/Third/Consolation	2 marks 1 mark
8	Participation in ICAR-Sports during the last 10 years <b>(Maximum 5 marks)</b>	Inter-Zonal/Zonal First prize Second/Third/Consolation	2 marks 1 mark	Inter-Zonal/Zonal First prize Second/Third/Consolation	2 marks 1 mark



## Evaluation Proforma for Skilled Supporting Staff

कुशल सहायक कर्मचारियों का मूल्यांकन प्रोफार्मा

S.No	Item	SSS Grade	
1.	Educational Qualifications <b>(Maximum 5 marks)</b>  शैक्षणिक योग्यता (अधिकतम 5 अंक).	10+2	2
		Matric First division Second division Third division  इंटर मैट्रिक प्रथम श्रेणी द्वितीय श्रेणी तृतीय श्रेणी	5 3 2  2 5 3 2
2	ACR of the last 10 years preceding the award year <b>(50 marks)</b> (All ACRs of 10 years will be added as per the criterion)  पुरस्कार वर्ष के पूर्व 10 वर्ष का (50 अंक) मानक के अनुसार (10 वर्षों के सभी ए.सी.आर. को जोड़ा जाएगा)	Excellent Very good Good Average  उत्कृष्ट बहुत अच्छा अच्छा औसत	5 per year 4 per year 3 per year 2 per year  5 अंक प्रतिवर्ष 4 अंक प्रतिवर्ष 3 अंक प्रतिवर्ष 2 अंक प्रतिवर्ष
3	Main duty work details <b>(Maximum 20 marks)</b>  मुख्य कार्य का विवरण (अधिकतम 20 अंक)	Contributions to his own duties assigned during the last 10 years (Each activity should be mentioned in quantifiable manner in bullet form)  पिछले 10 वर्षों के दौरान अपने कर्तव्यों का योगदान (प्रत्येक गतिविधि बिंदु के रूप में परिमाणात्मक ढंग से उल्लेख किया जाना चाहिए)	2 marks for each year  2 अंक प्रत्येक वर्ष
4	Additional duties assigned by the Director/Head/CO/OIC in addition to his own duty <b>(Maximum 5 marks)</b> (It should be of regular nature for a minimum of one year or so)	1 mark/year for each duty assigned during the last 10 years of regular nature  0.5 mark for each committee Constituted/Approved by the	

	अपने कार्य ड्यूटी के अलावा निदेशक/ विभागाध्यक्ष/ नियंत्रण अधिकारी/ प्रभारी अधिकारी द्वारा सौंपा गया अतिरिक्त कार्य (अधिकतम 5 अंक) (यह न्यूनतम एक वर्ष से नियमित रूप से होना चाहिए)	Director in last 10 years  नियमित रूप से किए गए पिछले 10 वर्षों के दौरान प्रत्येक कार्य का 1 अंक प्रति वर्ष निदेशक द्वारा पिछले 10 वर्षों में गठित/स्वीकृत की गई प्रत्येक समिति के 0.5 अंक	
5	<b>Recognitions and award (10 marks maximum)</b>  सम्मान और पुरस्कार (अधिकतम 10 अंक)	<b>Recognition by institute (26<sup>th</sup> January and 15<sup>th</sup> August) and other organization</b>  संस्थान द्वारा (26 जनवरी और 15 अगस्त) अथवा अन्य संगठन द्वारा दिए गए सम्मान	2 marks for each recognition  प्रत्येक पुरस्कार के 2 अंक
6	<b>Participation in extracurricular activities (Maximum 5 marks during the last 10 years) Hindi week or any other occasion</b>  अन्य गतिविधियों में भागीदारी (पिछले 10 वर्षों के दौरान भागीदारी) हिन्दी सप्ताह या अन्य अवसर	<b>First prize Second/Third/Consolation</b>  प्रथम पुरस्कार द्वितीय/तृतीय/सांत्वना	2 marks 1 mark  2 अंक 1 अंक
7	<b>Participation in ICAR-Sports during the last 10 years (Maximum 5 marks)</b>  पिछले 10 वर्षों के दौरान भाकृअनुप-भारतीय कृषि अनुसंधान परिषद् खेलों में भागीदारी (अधिकतम 5 अंक)	<b>Inter-Zonal/Zonal First prize Second/Third/Consolation</b>  इंटरजोनल/जोनल प्रथम पुरस्कार द्वितीय/तृतीय/सांत्वना	2 marks 1 mark  2 अंक 1 अंक

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