



ಕರ್ನಾಟಕ ರಾಜ್ಯಪತ್ರ

ಅಧಿಕೃತವಾಗಿ ಪ್ರಕಟಿಸಲಾದುದು

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ಸರ್ಕಾರದ ಆಯಾ ಇಲಾಖೆಗಳ ಮುಖ್ಯಸ್ಥರ ಮತ್ತು ಸ್ಥಳೀಯ ಪ್ರಾಧಿಕಾರಿಗಳಿಗೆ
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UNIVERSITY OF AGRICULTURAL SCIENCES, BANGALORE

Administrative Office, GKVK, Bengaluru - 560 065.

No. AO / RSP / T-5 to T-9 /Promotion /Guidelines / 2021-22

Date: 24-08-2021

NOTIFICATION

Sub: Assessment Procedure Guidelines and Score Card for Promotion of Technical Assistant / Field Supervisors / Programme Assistant (Lab Technician) , Farm Managers and Programme Assistant (Computer) (T5- to T-9 Series post) in University of Agricultural Science, Bangalore .

- Ref: 1. Minutes of the 190th meeting of Academic Council of UAS, Bangalore held on 27-05-2020.
2. Minutes of the 386th meeting of Board of Management held on 01-08-2020.
3. Approval of the Vice Chancellor dated:24-08-2021.

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Designation for Technical Assistant / Field Supervisors / Programme Assistant (Lab Technician) , Farm Managers and Programme Assistant (Computer) in UAS, Bangalore.

Grade	Designation
T4	Technical Assistant
T5	Senior Technical Assistant
T6	Assistant Technical Officer
T 7-8	Technical Officer
T-9	Senior Technical Officer

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Qualification and Service requirements for Promotion to various grades

Grade	Designation	Qualification	Service Requirements
T5	Senior Technical Assistant	-	Completing of 5 years in the Cadre of Technical Assistant T-4
T6	Assistant Technical Officer	Master Degree in the relevant Field (as in T4 selection)	Completing of 5 years in the Cadre of Senior Technical Assistant
T 7-8	Technical Officer	Master Degree in the relevant Field (as in T4 selection)	Completing of 5 years in the Cadre of Assistant Technical Officer
T 9	Senior Technical Officer	Master Degree in the relevant Field (as in T4 selection)	Completing of 5 years in the Cadre of Technical Officer

Minimum scores during the assessment period

Grade	For SC/ST	For others
For promotion from T-5 to T-6 grade	62%	67%
For promotion from T-6 to T-(7-8) and to T-9 grade	70%	75%

Assessment procedure for Grant of Merit Promotion or Advance Increment(s) to Technical Personnel Category -III (T-5 to T-9)

- The following criteria will be adopted for the five yearly assessment of technical personnel (Category III) of University of Agricultural Sciences , Bangalore.
 - Professional performance in relation to the duties and tasks assigned.
 - Spirit of co-operation and team-work and support to work
 - Personal/behavioural abilities/attributes
 - Manage / organizational abilities /attributes
- Emphasis in the assessment will be on the contributions and achievements of the individual in relation to the requirements of the job and the duties assigned to the post for which he/she was recruited.

Procedure for Assessment for 5 Years

- Assessment of the technical personnel shall take into consideration of the following :
 - The material furnished in the five years assessment proforma (enclosed).

- ◆ Performance record files maintained by the technical personnel in a suitable proforma.
 - ◆ Biodata and career information (various posts held etc.) of the technical personnel throughout their service.
 - ◆ Annual Confidential Reports for the past 5 years
4. The technical personnel being assessed shall carefully fill in the enclosed proforma. mentioning their activities in the past 5 years.
 5. The Station / Scheme Head / Senior Scientist, KVK shall be the immediate Controlling Officers of the technical personnel in grades T-6 to T-9.
 6. After the proformas have been completed by the technical personnel being assessed (Technical person), they will be passed on to the controlling officer (Station / Scheme Head / Senior Scientist, KVK). The Controlling Officer's shall then carefully go through the information provided by the Technical person and the evaluation done by him/her and shall fill in items intended for him/her. Such a completed proforma will then be sent to the Director of Extension/Director of Research, UAS, Bangalore for his remarks.
 7. The Director of Extension/Director of Research shall then carefully look through the proforma and in case he notices marked discrepancies between the controlling officer (Station / Scheme Head / Senior Scientist, KVK) and the Technical person's evaluation on the last item of Part II, he/she may give his/her comments on the discrepancies. In case the Director of Extension/Director of Research disagrees with the assessment of the Station / Scheme Head / Senior Scientist, KVK and Technical person, he/she may give his/her reasons for disagreement. He shall then countersign the proforma with his recommendations.
 8. The Director of Extension/Director of Research will then forward to the Administrative Officer to place the proformas relating to all technical personnel before the Assessment Committee and obtain their recommendations for the grant of promotion or advance increment(s), as the case may be

Assessment System

9. The Assessment Committees will be constituted by the Appointing Authority and will comprise not less than 3 and not more than 5 members including the Chairman. The Chairman of the committee would be a person of the rank of Officer in the university and would be nominated by the Vice-Chancellor, UAS, Bangalore. A Common Committee will be constituted for all professional groups (Farm Manager /Technical Assistant/ Programme Assistant (Computer) /Programme Assistant (Lab Technician) and will include expert in the particular professional

groups /discipline in addition to Director of Extension/ Director of Research concerned in the University

10. The Committee shall decide on the performance of the technical personnel by taking into consideration the documents mentioned in Para No.3 above. On the basis of their assessment the technical personnel will be given merit promotion or advance increment(s), as the case may be. The number of advance increments to be given will not exceed three. One advance increment means one increment over and above the normal annual increment.

11. Duties and Responsibilities and Leave

11.1. Duties and responsibilities

The Technical Series personnel shall perform those duties as assigned by the University from time to time. They shall perform the duties as assigned in the respective Projects / Krishi Vigyan Kendras.

11.2. Leave

The Technical Series personnel are entitled to the privileges of leave as prescribed in the KCSRs from time to time in addition to those mentioned in the Statutes.

12. Seniority

The seniority of incumbents in the Cadre of Technical Series personnel shall be determined based on the date of joining and in case, if the date of joining of two or more person is the same, then the seniority be determined on the basis of age

Proforma

ASSESSMENT FORM FOR THE TECHNICAL PERSONNEL (Category-III)

(To be completed by the concerned Station / Scheme Head / Senior Scientist, KVK)

1.	Reported period	:	
2.	Name	:	
3.	Date of Birth	:	
4.	Designation	:	
5.	Basic Degree (the degree was obtained from)	:	
6.	Date of entry into service	:	
7.	Present Grade and Scale of pay	:	

8.	Duties assigned to the post for which the person has been recruited	:	
9.	Date of continuous appointment to the present grade	:	
10.	Any other basic information		

(Besides the above information, the office may be required to furnish at the time of assessment all the information relevant to the employee's career before and after entry in to the University)

PART I

(To be filled in by the Technical Person)

Please furnish the following information

1. Education career:

Sl.No.	Certificate/Diploma/Degree	Class/Grade	Year	University / Board / Institute
1.	Doctorate Degree			
2.	Master's Degree or equivalent or any higher degree			
3.	Bachelor's Degree			
4.	PUC			
5.	SSLC			

2.(a) subject of Specialisation at the highest Degree / Diploma

(b). subject of Specialisation at the lower Degree / Diploma

3. Additional qualifications / training acquired in India and / or abroad (list of all part-time of short-term training, not included in educational career. Give dates, duties and duration of course).

3. Employment record for last five years ending _____ starting with your present post, list in **reverse order** every employment you have had.

Name of the employing organization	Designation	Salary / Scale of pay	Date of joining	Date of leaving	Nature of duties actually performed
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5.(a)	Honours/awards, etc	:	
(b)	(i)Membership of Professional Societies:	:	
	(ii) Officers and Committees assignments held in Professional Societies:	:	
(c)	Special invitation (this should refer to specific invitation to an individual to present a paper before professionally oriented meeting or to participate / conduct a Seminar).		
(d)	Special assignments (list each one, giving dates covered and briefly describe the work done)		
(e)	Duration of absence from the University for foreign visits etc, during the 5 years period (number of months may be specified)		

6. Is there any other type of work than your present job / assignment that you would rather do in the Institute or outside? If yes ,please indicate.

7. Please give below the productivity statement in respect of the work done by you during the period under review

(This is intended to reflect the actual performance by the Technical person during 5 years. Some of the items may not be applicable to the individuals based on the nature of the duties assigned. In such cases, he/she may indicate against the items that it is not applicable. For items (a) to (h), please indicate the number only).

PRODUCTIVITY

PAST 5 YEARS

(a) Technical support for scientific work such as

- ◆ Number of Projects served
- ◆ Area of land managed
- ◆ Number of Computers managed
- ◆ No of Soil and water samples analyzed
- ◆ Others (Please specify)

(b) Training work such as :

- ◆ Course (to be) taught
- ◆ Special lectures/talks given by member
- ◆ Member – Committees
- ◆ Any other (please specify)

(c) Extension work such as :

- ◆ Radio / television talks
- ◆ Field trips
- ◆ Exhibitions
- ◆ Farmer/cultivators (to be) contacted
- ◆ Any other (please specify)

(d) Team-work and co-operation mentioning specially inter-disciplinary, inter-institutional and intra-institutional activities in which you were involved

(e) Institution / building activities, such as:

- ◆ Membership in institutional committees
- ◆ Membership in special committees / task force
- ◆ Organizing Seminars / Symposia in the Institution
- ◆ Any other (please specify)

(f) Published work, if applicable, such as :

- ◆ Books/monographs
- ◆ Professional papers/articles
- ◆ Popular articles
- ◆ Book-reviews
- ◆ Professional communication to journal/magazines
- ◆ Professional abstracts
- ◆ Technical reports
- ◆ Any other

(g) Papers presented at professional meetings (Seminars / Conferences / Work Shops etc)

(h) Participation in professional meetings

(i) Relationship with his/her professional colleagues :

- (a) Guidance received
- (b) Guidance given
- (c) Participation in Cooperative Research Programmes:

8. Please append a precise resume of the work done during the period ending on with full supporting evidence, if any.

9. If some or all your professional work remained incomplete or have fallen below your expectations, please furnish reasons for that, and suggest improvement, if any.

Signature of Technical Person

Name

Designation.....

Date

PART II*(To be filled in by the concerned Station / Scheme Head / Senior Scientist, KVK)*

-
1. Is the information provided by the Technical Person is correct to the best of your knowledge?
-
2. Do you generally agree with the position indicated by the technical person against item 7,8 and 9 of Part-1 of the proforma.
-
3. Please comment on Technical Person's
 (a) Amenability to discipline
 (b) Punctuality
 (c) Integrity
-
4. Please give your critical appraisal of the work done by the applicant with you
-
5. Recommendations of the concerned Station / Scheme Head / Senior Scientist, KVK
- Signature.....
- Name.....
- (In Block letter)
- Designation.....
- Date

PART III

Remarks of the Director of Extension / Director of Research

-
- Signature.....
- Name.....
- (In Block letter)
- Designation.....
- Date
-

UNIVERSITY OF AGRICULTURAL SCIENCES, BANGALORE

**Annual Confidential Report Proforma for Technical Assistant / programme Assistant
(Lab Technician)/ Farm Manager / Programme Assistant (computer)**

1.	Reported period	:	
2.	Name	:	
3.	Date of Birth	:	
4.	Designation	:	
5.	Basic Degree (the degree was obtained from)		
6.	Date of entry into service	:	
7.	Present Grade and Scale of pay	:	
8.	Duties assigned to the post for which the person has been recruited	:	
9.	Date of continuous appointment to the present grade	:	
10.	Any other basic information		

(Besides the above information, the office may be required to furnish at the time of assessment all the information relevant to the employee's career before and after entry in to the University)

PART I

(To be filled in by the Technical Person)

Please furnish the following information

1. Education career:

Sl.No.	Certificate/Diploma/Degree	Class/Grade	Year	University / Board / Institute
1.	Doctorate Degree			
2.	Master's Degree or equivalent or any higher degree			
3.	Bachelor's Degree			
4.	PUC			
5.	SSLC			

2.(a) subject of Specialisation at the highest Degree / Diploma

(b). subject of Specialisation at the lower Degree / Diploma

3. Additional qualifications / training acquired in India and / or abroad (list of all part-time or short-term training, not included in educational career. Give dates, duties and duration of course).

4. Employment record for last five years ending _____ starting with your present post, list in **reverse order** every employment you have had.

Name of the employing organization	Designation	Salary / Scale of pay	Date of joining	Date of leaving	Nature of duties actually performed
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5. What were the priority areas of work during the past five/seven years of your service ending on. Please mark priorities against each area as 1,2,3, etc. one being the highest and so on; and indicate the percentage of time approximately allotted to each priority area (Normally, you should not assign more than three priorities. As area should be considered a priority area, only if it takes at least 25% of your working time).

Area	Priority	Time allocation
Technical Support for Scientific work		
Reaching / guiding		
Extension		
Management / Co ordination		
Adminsitration		
Any other area (please specify the area)		

6.(a)	Honours/awards etc	:	
(b)	(i)Membership of Professional Societies:	:	

	(ii) Officers and Committees assignments held in Professional Societies:	:	
(c)	Special invitation (this should refer to specific invitations to an individual to present a paper before professionally oriented meeting or to participate / conduct a Seminar).		
(d)	Special assignments (list each one giving dates covered and briefly describe the work done)		
(e)	Duration of absence from the University for foreign visits etc, during the 5 years period (number of months may be specified)		

7. How would you rate your overall performance in each of the priority areas as indicated in item 5 above	Priority area	Assigned score
on a 0-5 scale (1=poor; 2=below average; 3 average; 4=above average; and 5=outstanding).	1	
Please indicate appropriate score for each area.	2	
Total score	3	
	4	
	5	

8. Is there any other type of work than your present job / assignment that you would rather do in the Institute or outside? If yes, please indicate.

9. Please give below the productivity statement in respect of the work done by you during the period under review

(This is intended to reflect the actual performance by the Technical person during 5 years. Some of the items may not be applicable to the individuals based on the nature of the duties assigned. In such cases, he/she may indicate against the items that it is not applicable. For items (a) to (h), please indicate the number only).

PRODUCTIVITY

PAST 5 YEARS

(a) Technical support for scientific work such as

- ◆ Number of Projects served
- ◆ Area of land managed
- ◆ Number of Computers managed
- ◆ No of Soil and water samples analysed
- ◆ Any other (Please specify)

(b) Training work such as :

- ◆ Course (to be) taught
 - ◆ Special lectures/talks given by member
 - ◆ Member – Committees
 - ◆ Any others (please specify)
-

(c) Extension work such as :

- ◆ Radio / television talks
 - ◆ Field trips
 - ◆ Exhibitions
 - ◆ Farmer/cultivators (to be) contacted
 - ◆ Any other (please specify)
-

(d) Team-work and co-operation mentioning specially inter-disciplinary, inter-institutional and intra-institutional activities in which you were involved

(e) Institution / building activities, such as:

- ◆ Membership in institutional committees
 - ◆ Membership in special committees / task force
 - ◆ Organizing Seminars / Symposia in the Institution
 - ◆ Any other (please specify)
-

(f) Published work, if applicable, such as :

- ◆ Books/monographs
 - ◆ Professional papers/articles
 - ◆ Popular articles
 - ◆ Book-reviews
 - ◆ Professional communication to journal/magazines
 - ◆ Professional abstracts
 - ◆ Technical reports
 - ◆ Any other
-

8. Papers presented at professional meetings (Seminars / Conferences / Work Shops etc)

9. Participation in professional meetings

10. Relationship with his/her professional colleagues :

- (a) Guidance received
 - (b) Guidance given
 - (c) Participation in Cooperative Research Programmes:
-

11 Please furnish the most salient features of the work done in each of the top 3 priority areas as marked in question number (5) in Part I. This should include the points: (A) Description of project(s)/assignment(s); (B) Objectives of the stated project(s) /assignment(s); (C) Any major

progress, accomplishments, utilization, etc. for the work done. (Be sure that this is not a detailed description of various projects/activities, you may have undertaken during the past five years, it should rather be a summary statement of the most significant aspects of your overall professional performance (with supporting evidence)

- Priority Area 1
- Priority Area 2
- Priority Area 3

12 Please append a precise resume of the work done during the period ending on with full supporting evidence, if any.

13. If some or all your professional work remained incomplete or have fallen below your expectations, please furnish reasons for that, and suggest improvement, if any.

14. Do you wish to have an opportunity for presenting before the Assessment committee personally the details of your work ?

Signature of Technical Person

Name

Designation.....

Date

FOR THE USE OF THE CONCERNED STATION / SCHEME HEAD / SENIOR SCIENTIST,
KVK ONLY

1. Is the information provided by the Technical personnel is correct to the best of your Knowledge?
2. Do you generally agree with the assessment and the projections provided by the Technical personnel? Please give your critical appraisal.

Signature

Name

Designation.....

Date

Remarks of the Director of Extension / Director of Research

Signature.....

Name.....

(In Block letter)

Designation.....

Date

Score card for promotion from T-5 series to T-9 series posts in University of Agricultural Sciences, Bangalore.

I.	Evaluation of Annual Confidential Reports (during the assessment period)	80 Marks
II.	Assessment Committee Evaluation	20 Marks
	Total	100 Marks

Rating of the Annual Confidential Reports relevant for the assessment period (5years) on the basis of final grading by the reviewing Authority.

S.No.	Particulars	Marks allotted
1.	Exceptionally Well qualified	80
2.	Highly Qualified	70
3.	Qualified	60

- The total marks so arrived at are to be divided by the number of Annual Confidential reports considered for assessment to arrive at the weightage for Annual Confidential Reports on the scale of 80. The maximum weightage of ACR's shall not exceed 80 in any case.
- The evaluation of remaining material by the assessment committee shall carry 20 marks. The marks so awarded out of 20, shall be added to the marks awarded on the basis of Evaluation of Annual Confidential Reports .
- The merit promotion from T-5 to T-9 grade shall be made only if an employee meets the following minimum percentage.

Grade	Minimum percentage for SC / ST employees	Minimum percentage for Others
For promotion from T-5 to T-6 grade	62%	67%
For promotion from T-6 to T-(7-8) and to T-9 grade	70%	75%

Other terms and condition is as per ICAR Guidelines notified time to time.

By Order
Sd/-
Administrative Officer