



**Office of the Registrar
Sher-e-Kashmir University of Agricultural
Sciences and Technology of Jammu**

Notification

Competent Authority has desired to confer "SKUAST-J Best Employee Award" to Non-Teaching staff under Technical, Administrative & Financial, Ministerial and Class IV categories for the year 2024.

The detailed terms and conditions, application form, evaluation criteria and categorization of employees are hereby notified as Annexures 'A'- 'D'.

Sd/-
Registrar

No:- AUJ/Est./G-618/24-25/ 4838-4921

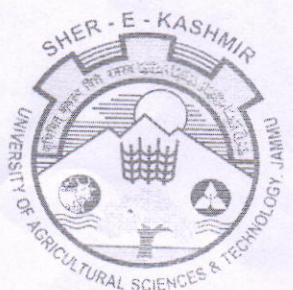
Dated : 16-07-2024

Copy for information to the:-

- All Officers of the University.....
- Controller, Examination Cell, SKUAST-Jammu
- Director, Institute of Biotechnology, SKAUST-Jammu
- All HoDs.....
- Nodal Officer, Data Centre, SKUAST-Jammu
- I/c Stations/Sub-Stations/CSSs/KVKs.....
- SVC for kind information of Hon'ble Vice-Chancellor.

Suman Rani
(Suman Rani)

Asstt. Registrar (Est.)



SKUAST
Jammu

Annexure - A

**Sher-e-Kashmir University of Agricultural Sciences and
Technology of Jammu, Jammu**

TERMS & CONDITIONS

**‘SKUAST-J BEST EMPLOYEE AWARD’ IN TECHNICAL/ADMINISTRATIVE &
FINANCIAL/ MINISTERIAL AND CLASS IV STAFF FOR THE YEAR 2024**

| | | |
|----|-----------------------------|--|
| 1. | Name of the award | <p>“SKUAST-J Best Employee Award” in Technical/Administrative & Financial/ Ministerial and Class IV staff.</p> <p>Each category having a separate award as follows:</p> <ol style="list-style-type: none">1. SKUAST-J Best Employee Award in Technical category 20242. SKUAST-J Best Employee Award in Administrative & Financial category 20243. SKUAST-J Best Employee Award in Ministerial Staff category 20244. SKUAST-J Best Employee Award in Class IV category 2024 |
| 2. | Sponsored by | Sher-e-Kashmir University of Agricultural Sciences and Technology of Jammu |
| 3 | Nature of award | The award is primarily meant for Technical/Administrative & Financial/ Ministerial/ and Class IV staff of the SKUAST-J and its regional research stations/sub stations/ Krishi Vigyan Kendras 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. 2000/- for each category. |
| 4. | Frequency | The award is of annual nature. |
| 5. | Eligibility criteria | <p>Any individual Technical/ Administrative & Financial / Ministerial and Class IV staff who has made significant contribution in his/her field would be eligible to apply for the award provided.</p> <ul style="list-style-type: none">• He has served for at least 10 years or more in SKUAST-J or its Regional Research Station/ sub stations/ Krishi Vigyan Kendras by 31st December 2023.• He has not attained the age of 60 years as on 31st December 2023.• Those who have already received the award earlier would not be eligible. |
| 6. | Administration of the award | The University would constitute a committee of 4/5 Scientists/Officers of the University to scrutinize the applications for eligibility and recommending the suitable candidate(s) for the award to the Vice Chancellor, SKUAST-J. |
| 7. | Presentation | The award would be presented on 15 th August of the year. The award consists of a scroll of honour and a cash prize of Rs.2000/- for each category. |
| 8. | Number of Awards | One Technical/ Administrative & Financial / Ministerial and Class IV 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 (<60 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. |

**Sher-e-Kashmir University of Agricultural Sciences and
Technology of Jammu, Jammu**

**'SKUAST-J BEST EMPLOYEE AWARD' IN TECHNICAL / ADMINISTRATIVE
& FINANCIAL/ MINISTERIAL AND CLASS IV STAFF FOR THE YEAR 2024**

| | | |
|----|---------------------------------------|--|
| 1. | Name and Designation of the Applicant | |
| 2. | Place of Posting | |
| 3. | Category of Award applied for | |
| 4. | Date of Birth | |
| 5. | Postal Address | |
| 6. | Mobile No./E-mail | |

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

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

2. Employment record (in tabular form)

| Designation | Pay Scale with Grade Pay | Institute | Place of postin g | Period | | Duratio n (Years & Months) |
|-------------|-----------------------------------|-----------|----------------------------|--------|----|-------------------------------------|
| | | | | From | To | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

**3. Details of the APR of the last 10 years preceding the award year(Not to be
filled by the applicant) (Do not attach APR copy*)**

| Year | APR Grading/score |
|---------|-------------------|
| 2022-23 | |
| 2021-22 | |
| 2020-21 | |
| 2019-20 | |
| 2018-19 | |
| 2017-18 | |
| 2016-17 | |
| 2015-16 | |

| | |
|---------|--|
| 2014-15 | |
| 2013-14 | |

***APRs will be verified from the office record by the designated committee**

4. 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)

| Year | Details of work in bullet points |
|---------|----------------------------------|
| 2022-23 | |
| 2021-22 | |
| 2020-21 | |
| 2019-20 | |
| 2018-19 | |
| 2017-18 | |
| 2016-17 | |
| 2015-16 | |
| 2014-15 | |
| 2013-14 | |

5. Additional duties assigned by the Incharge in addition to his own duty in last 10 years (Proof required)

| Year | Details of additional duties/member of the committees in bullet points |
|---------|--|
| 2022-23 | |
| 2021-22 | |
| 2020-21 | |
| 2019-20 | |
| 2018-19 | |
| 2017-18 | |
| 2016-17 | |
| 2015-16 | |
| 2014-15 | |
| 2013-14 | |

6. Any other relevant training/experience (Proof required)

| Trainings attended during the last 10 years in the relevant field | | | |
|---|----------|-------------|------|
| Title | Duration | Institution | Year |
| | | | |
| | | | |
| | | | |
| | | | |

7. Recognitions & Awards (Proof required)

| Name of Recognition | Year | Awarding Organization | Individual/ Team |
|---------------------|------|-----------------------|------------------|
| | | | |
| | | | |

| | | | |
|--|--|--|--|
| | | | |
| | | | |

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

| Year | Details of extracurricular activities in bullet points |
|-------------|---|
| 2022-23 | |
| 2021-22 | |
| 2020-21 | |
| 2019-20 | |
| 2018-19 | |
| 2017-18 | |
| 2016-17 | |
| 2015-16 | |
| 2014-15 | |
| 2013-14 | |

9. Participation in sports in last 10 years

| Year | Details of sports in bullet points |
|-------------|---|
| 2022-23 | |
| 2021-22 | |
| 2020-21 | |
| 2019-20 | |
| 2018-19 | |
| 2017-18 | |
| 2016-17 | |
| 2015-16 | |
| 2014-15 | |
| 2013-14 | |

Signature of the Applicant

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

Signature with seal

11. Annexure

12. Other information, if any

Annexure - 'C'

Evaluation Proforma for Technical / Administrative & Financial / Ministerial Staff

| S.No. | Item | Technical | | Administrative & Financial / Ministerial | |
|-------|---|---|---------------------------|---|---------------------------|
| | | | | | |
| 1. | Educational qualifications (Maximum 10 marks) Wherever two qualifications have been clubbed, maximum marks obtained out of the two will only be considered i.e. either of 10+2 or Matric | Ph. D. | 2 | - | - |
| | | Post Graduate | 2 | Post Graduate | 2 |
| | | Graduate/Diploma | | Graduate/Diploma | |
| | | 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 |
| | | Trade certificate/certificate | | Trade certificate/certificate | |
| | | 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 | APR of the last 10 years preceding the award year (30 marks) (All APRs of 10 years will be added as per the criterion) | 10+2/Matric | | 10+2/Matric | |
| | | 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 |
| | | | | | |
| 3 | Main duty work details (Maximum 25 marks) | 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 (Maximum 25 marks) | 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 Incharge in addition to his own duty (Maximum 10 marks) (It should be of regular nature for a minimum of one year or more) | 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 Incharge in last 10 years | (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 Incharge in last 10 years | (Maximum 5 Marks) |
| 5 | Trainings attended during the last 10 years (Maximum 5 marks) | 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 (10 marks maximum) | Recognition by SKUAST J and other organizations | 2 marks for each recognition | Recognition by SKUAST J and other organizations | 2 marks for each recognition |
| 7 | Participation in extracurricular activities during the last 10 years. (Maximum 5 marks) | First prize Second/Third/Consolation | 2 marks 1 mark | First prize Second/Third/Consolation | 2 marks 1 mark |
| 8 | Participation in Sports during the last 10 years (Maximum 5 marks) | First prize Second/Third/Consolation | 2 marks 1 mark | First prize Second/Third/Consolation | 2 marks 1 mark |

Evaluation Proforma for Class IV Staff

| S.No | Item | Class IV Staff | |
|-------------|---|--|--|
| 1. | Educational Qualifications (Maximum 5 marks) | 10+2 | 2 |
| | | Matric | |
| | | First division | 5 |
| | | Second division | 3 |
| | | Third division | 2 |
| 2 | APR of the last 10 years preceding the award year (50 marks) (All APRs of 10 years will be added as per the criterion) | Excellent Very good Good Average | 5 per year 4 per year 3 per year 2 per year |
| 3 | Main duty work details (Maximum 20 marks) | Contributions to his own duties assigned during the last 10 years (Each activity should be mentioned in quantifiable manner in bullet form) | 2 marks for each year |
| 4 | Additional duties assigned by the Incharge in addition to his own duty (Maximum 5 marks) (It should be of regular nature for a minimum of one year or more) | 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 Incharge in last 10 years | |
| 5 | Recognition and Award (10 marks maximum) | Recognition by SKUAST J and other organization | 2 marks for each recognition |
| 6 | Participation in extracurricular activities (Maximum 5 marks during the last 10 years) | First prize Second/Third/Consolation | 2 marks 1 mark |
| 7 | Participation in sports during the last 10 years (Maximum 5 marks) | First prize Second/Third/Consolation | 2 marks 1 mark |

Categorization of employees for the Best Employee Award of SKUAST-Jammu

| | |
|---|--|
| <p>Ministerial Staff</p> <ul style="list-style-type: none"> • Statistical Officer • Suptd. Legal • Sr. Stenographer • Head Assistant • Accountant • Statistical Assistant • Stenographer • Accounts Assistant • Assistant cum Typist | <p>Administrative and Financial Staff</p> <ul style="list-style-type: none"> • Jt. Registrar • Jt. Comptroller • Dy. Registrar • Dy. Comptroller • Medical Officer • Assistant Librarian • Accounts Officer/ Asstt. Comptroller • Assistant Registrar • Administrative Officer • Asstt. PP&MO • Asstt. Director Statistics • ADRI • SVC • PRO |
| <p>Technical</p> <ul style="list-style-type: none"> • Executive Engineer • Assistant Executive Engineer • Sr. Programmer • Computer Programmer • Asstt. Programmer • Junior Engineer (Civil) • Junior Engineer (Electrical) • Programme Assistant (KVK) • Programme Assistant (Computer) • Head Draftsman • Technicians • Sr. Library Assistant • Library A • ssistant • Technical Assistant • Physical instructor • Jr. Physiotherapist • Asstt. Manager (Guest House) • Draftsman • Agromet Observer • Medical Assistant • Staff Nurse • FCLA • Data Entry Operator • EPABX Operator • Photographer • Classifier cum Cataloguer • Work Supervisor • Telephone Technician • Mechanic • Soundman • Audio Visual Operator • Welder • Driver • Carpenter • Electrician | <p>Class IV</p> <ul style="list-style-type: none"> • Mali • Sweeper • OCC • Peon • Cleaner • Cook • Security Guard • Hostel Attendant • Library Attendant |