

**Work Report of Scientist for Assessment**  
 (To be filled by the Scientist upto the level of 'E.II' using A4 size paper)  
 Lab/Instt. \_\_\_\_\_

1. Name (in capital letters) :
2. Date of Birth :
3. Present Grade :
4. Date of joining the present grade :
5. Due Date of Assessment :
6. Mention assessment year(s), if appeared earlier for assessment interview in the present grade :
7. Category (indicate if belonging to SC/ST) :
8. CSIR Core Subject Area (from the list given below) :

**[1. Biosciences & Biotechnology, 2. Chemical Sciences & Chemical Engg., 3. Civil & Structural Engg., 4. Earth & Environmental Sciences, 5. Energy, 6. Engineering Science & Technology, 7. Food Science & Technology, 8. Management of Science & Technology, 9. Material Science & Technology, 10. Physics & Electronics]**

9. Further Sub-Subject category :  
 under which the activities have been carried out during the assessment period (*refer: identified subjects/ activities of the laboratory, this may be different from the functional divisions of the Lab.*)
10. Educational Qualifications :  
 (Graduation onwards)

Degree	Year of Passing	University/Instt.	Subject	Div./Class/Grade

11. Area of Specialisation (academic) :

12. Training courses attended in the present grade (please indicate who imparted the training, its purpose and duration: not less than two weeks) :

13. Employment details :

Grade / Post	From	To	Estt./Lab./Instt.

14. Details of projects/activities in which actually worked during the period under report. Clearly indicating your role (Project coordinator, Principal investigator, member etc.) :

Title of the project	Your role (Project Coord/PL/ Member etc.	Date of commencement of the project	Date of completion (anticipated) of the Project	Project category

15. Brief Resume of Work carried out in the Present Grade : ANNEXURE-I  
(restrict to THREE pages of A4 size sheets typed in ARIAL 12 size font with single spacing)

16. Notable achievements (listing, without description, not more than five achievements) :

17. List of Papers published and Patents filed in the present grade : ANNEXURE-II

18. Awards / Honours received, if any (during the Assessment period) :

19. Fellowship/Membership of Professional Bodies :

20. Indicate contact details: Phone, Mobile, Email etc. :

21. Indicate whether you are engaged in :

R&D activities	R&D support activities
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The foregoing information is correct and complete to the best of my knowledge and belief and no information has been concealed/distorted.

Date

Signature of the Candidate

I agree to all the above statements, specially made in reference to the work carried out by the candidate.

Signature of HOD/  
Reporting Officer

Signature of the Director

Date

Date

## Instructions

1. The work report consists of Bio data along with enclosures: Annexure-I and Annexure-II only. Kindly bunch and simply staple together the biodata + annexure-I + annexure-II at two points on the left hand side of the sheets. Please **do not use spiral binding / hard binding / heavy staples etc.** to bunch the above papers.
2. In addition to the above set of documents, please do not enclose any reprints, testimonials, copies of certificates, photographs, cover sheets etc.
3. Work Report **should not have any covering page** (viz. thick paper, plastic sheets, transparencies etc.)
4. Biodata should exactly be as per format provided above. Annexure -I should be restricted to 3 pages to be treated as the report for the assessment period. Information beyond three pages is not acceptable.
5. Kindly submit 10 copies of complete set (1 original and 9 photocopies).