

Performance Report of Consultants

Year of report : _____

Period from _____ to _____

Part-I Basic Details:

Name	
Date of Birth	
Date of Joining	
Designation	
Subject Division	
Reporting Authority (Name and Designation of the Officer)	
Period Worked	
Brief Description of Duties	

Part-II Performance Appraisal

Brief Description of task	Deliverables	Actual Achievements

III Please mention significant contribution, personal achievements, other accomplishments, if any:

IV Remarks:

Name of the Assessing Officer & Designation

Countersigned by Head of the Subject Division

PROFORMA FOR ENGAGEMENT OF CONSULTANTS (SCIENTIFIC)

1. Name of the Applicant (in BLOCK Letters):-
2. Father's/Mother's name:-
3. Date of Birth (DD/MM/YY):-
4. Nationality:-
5. Marital Status:-
6. Postal Address (with Email-ID & Tel No.):-
7. Permanent address:-
8. Post held at the time of Retirement (with name of the employer):-
9. Educational Qualifications: (Graduation and above).

Affix passport
size photograph
here

Exam Passed	University	Year of Passing	Subjects	Division	%age of marks obtained

10. Details of Employment, in chronological order.

Office/Instt./Org.	Post Held	From	To	Scale of pay and basic pay	Nature of duties

11. Details of research work done, if any:-
12. Professional training undergone, if any, and details thereof:-
13. Publications, if any with details of the impact factor, if any:-
14. Any other relevant information that you may like to furnish:-

Place:

Date:

(Signature of the Candidate)