

# UNIVERSITY OF HORTICULTURAL SCIENCES, BAGALKOT

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Office of the Registrar,

Udyanagiri, Navanagar

Bagalkot - 587 104

No.UHSB/Reg/11<sup>th</sup> Foundation Day/ 1178 /2019-20

Date : 18.10.2019

## NOTIFICATION

**Sub:** Application for awarding “Best Non-Teaching Staff Award” reg..

**Ref:** 1. No.UHSB/Reg/11<sup>th</sup> Foundation Day/ /2019-20 Dtd:.

2. Approval of the Hon’ble Vice Chancellor, UHS, Bagalkot.

The applications are invited from the non-teaching staff working at UHS, Bagalkot who have contributed significantly to the University for the Award of “Best Non-Teaching Staff Award” for the year 2019-20. The award will be presented during the 11<sup>th</sup> Foundation Day Scheduled on 22 November 2019.

Non-teaching staff can apply for award by downloading the application proforma from the University website [www.uhsbagalkot.edu.in](http://www.uhsbagalkot.edu.in). The filled application in a prescribed proforma should reach to “The Administrative Officer, University of Horticultural Sciences, Udyanagiri, Navanagar, Bagalkot-587104” on or before 30.10.2019 at 5.00 PM.

For more details please contact the Administrative Officer, UHS, Bagalkot, (Ph. No 08354- 230201 Cell No. : 9449872862 email: [ao@uhsbagalkot.edu.in](mailto:ao@uhsbagalkot.edu.in))

BY ORDER

REGISTRAR

UHS, BAGALKOT

REGISTRAR

UHS BAGALKOT

**C.W.Cs. to :** All the officers of UHS, Bagalkot.

All Deans, College of Horticulture, UHS, Bagalkot

Heads of all MHREC, RHREC, HRS, KVK and HEEUs of UHS, Bagalkot

**Copy to:** P.S. to the Hon’ble Vice Chancellor, University of Horticultural Sciences, Bagalkot

### Guidelines for “Best Non- Teaching Staff Award”

The number of award shall be in three groups based on nature of work as mentioned below

NAME OF THE POSTS	GROUP
Deputy Registrar	<b>Group-I</b>
Deputy Administrative Officer	
Deputy Comptroller	
Executive Engineer	
Assistant Registrar	
Assistant Administrative Officer	
Assistant Comptroller	
Assistant Medical Officer	
Assistant Executive Engineer	
Store Purchase Officer	
Superintendent (General)	
Superintendent (Accounts)	
Library Assistant	
Personal Secretary	
Assistant Engineer	
Junior Engineer	
Stenographer	
Senior Assistant	
Senior Shelf Assistant	
Pharmacist	
Senior Caretaker / Caretaker	
Assistant Cum Computer Operator	
Telephone Operator	
Senior Filed Assistant	<b>Group-II</b>
Senior Lab Assistant	
Field Assistant	
Lab Assistant	
Senior Tractor Driver	
Tractor Driver	
Senior Gardener	
Gardener	
Sr Farm Labour / Farm Labour	
Grafter	
Mali	
Senior Electrical Wireman / Electrical Wireman	
Junior Technician	
Cook cum caretaker	
Attender	
Senior Helper	
Senior Mason	
Senior Watchman	
Senior Janitor	<b>Group-III</b>
Watchman	
Driver (Heavy Vehicle)	
Driver (Light Vehicle)	
Messenger	
Marker	
Bullock Man	
Helper	
Janitor	
DRE / MRE's Regularized Employees	

1. The applications shall be invited for awarding the Best Service Personnel Awards from all three groups of employees/service personnel mentioned above every year as per the prescribed proforma.
2. The application for the awards shall be routed through the proper channel.
3. The following points shall be taken into account for deciding Best Service Personnel Award under each category.
  - a. Confidential reports of the applicant for the past 5 years.
  - b. Service Register/Personal Files of the applicant.
  - c. Score Card.
4. A separate committee with one external member shall be constituted by the University for scrutinizing the applications and awarding marks based on the prescribed score card.
5. The applicant should be a disciplined worker with good character and conduct.
6. The applicant should not have been under LWA (Leave without allowance) any time during the service period except on health grounds.
7. The applicant should not have been punished either by the University or by any statutory body for any violation of the rules/laws.
8. The applicant should have completed a minimum of five years of regular service in the University.
9. The applicant shall be awarded with any one of the award only once during his/her service period.
10. The Best Service Personnel Awards shall be awarded on the Foundation Day of the University along with cash prize of Rs. 5,000/- per awardee with certificate of merit and a citation.
11. The applications will be invited every year.
12. Service Personnel are eligible for award only if they score minimum of 60 marks.

**ತೋಟಗಾರಿಕೆ ವಿಜ್ಞಾನಗಳ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಬಾಗಲಕೋಟೆ**

**2019-20ನೇ ಸಾಲಿನ "ಅತ್ಯುತ್ತಮ ಶಿಕ್ಷಕೇತರ ಸಿಬ್ಬಂದಿ" ಪ್ರಶಸ್ತಿಗೆ ಅರ್ಜಿ**

1.	ಹೆಸರು	:			
2.	ಪದನಾಮ ಮತ್ತು ವಿಳಾಸ	:			
3.	ಹುಟ್ಟಿದ ದಿನಾಂಕ	:			
4.	ವಿದ್ಯಾರ್ಹತೆ (ಪ್ರಮಾಣ ಪತ್ರಗಳ ಪ್ರತಿಗಳನ್ನು ಲಗತ್ತಿಸುವುದು)	:			
	(ಅ) ಸೇವೆಗೆ ಸೇರಿದ ನಂತರ ಗಳಿಸಿದ ವಿದ್ಯಾರ್ಹತೆ	:			
	(ಹೆಚ್ಚಿನ ಪದವಿ/ಡಿಪ್ಲೋಮಾ/ಶಾರ್ಟ್ ಕೋರ್ಸ್/ಸರ್ಟಿಫಿಕೇಟ ಕೋರ್ಸ್/ಇಲಾಖಾ ಪರೀಕ್ಷೆ/ಒಂದು ವಾರಕ್ಕಿಂತ ಹೆಚ್ಚಿನ ತರಬೇತಿ) - ವಿವರ ಮತ್ತು ದಾಖಲೆಗಳನ್ನು ಲಗತ್ತಿಸಬೇಕು				
5.	ವಿಶ್ವವಿದ್ಯಾಲಯಕ್ಕೆ ಸೇರಿದ ದಿನಾಂಕ	:			
6.	ನಿವೃತ್ತಿ ದಿನಾಂಕ	:			
7.	ಒಟ್ಟು ಸಲ್ಲಿಸಿದ ಸೇವಾವಧಿ	:			
8.	ವಿಶ್ವವಿದ್ಯಾಲಯದಲ್ಲಿ ಕಾರ್ಯನಿರ್ವಹಿಸಿದ ವಿವರಗಳು	:			
ಕ್ರ. ಸಂ.	ನಿರ್ವಹಿಸಿದ ಹುದ್ದೆಗಳ ವಿವರ	ಕಾರ್ಯ ನಿರ್ವಹಿಸಿದ ಕಛೇರಿ ವಿಳಾಸ	ದಿನಾಂಕ		ಒಟ್ಟು ಸೇವಾವಧಿ (ವರ್ಷಗಳಲ್ಲಿ)
			ಇಂದ	ವರೆಗೆ	
9.	ಸೇವಾವಧಿಯಲ್ಲಿ ವೈದ್ಯಕೀಯ ಕಾರಣದ ಹೊರತಾಗಿ ವೇತನ ರಹಿತ ರಜೆ ಎಂದು ಪರಿಗಣಿಸಲಾಗಿತ್ತೆ? ಇಲಾಖಾ ವಿಚಾರಣೆ ನಡೆಸಲಾಗಿತ್ತೆ? ಇದ್ದಲ್ಲಿ ವಿವರಣೆ ನೀಡುವುದು.				
10.	ನಿಮ್ಮ ಸೇವಾವಧಿಯಲ್ಲಿ ಗಮನಾರ್ಹ ಚಟುವಟಿಕೆಗಳು/ಸಾಧನೆಗಳು/ ಸಂಘ ಸಂಸ್ಥೆಗಳಲ್ಲಿನ ಸೇವೆ ಬಗ್ಗೆ ಸಂಪೂರ್ಣ ವಿವರಗಳೊಂದಿಗೆ ಆಂಗ್ಲ ಭಾಷೆಯಲ್ಲಾದರೆ 11 ಫಾಂಟ್ ಸೈಜನಲ್ಲಿ (Times New Roman)/ ಕನ್ನಡದಲ್ಲಾದರೆ 12 ಫಾಂಟ್ ಸೈಜನಲ್ಲಿ (ನುಡಿ 01 ಇ) ದಪ್ಪ ಅಕ್ಷರಗಳಲ್ಲಿ 1 <sup>1/2</sup> ತರಪಿನಲ್ಲಿ ಮುದ್ರಿಸಿ ಮೂರು (3) ಪುಟಗಳಿಗೆ ಮೀರದಂತೆ ಈ ಅರ್ಜಿಯೊಂದಿಗೆ ಲಗತ್ತಿಸುವುದು.				

**ಘೋಷಣೆ**

ಶ್ರೀ/ಶ್ರೀಮತಿ \_\_\_\_\_ ಆದ ನಾನು ಮೇಲೆ ನೀಡಿರುವ ಮಾಹಿತಿಯು, ನನಗೆ ತಿಳಿದಂತೆ ಸತ್ಯವಾಗಿದೆ, ಹಾಗೆ ಅವುಗಳೇನಾದರೂ ತಪ್ಪೆಂದು ಕಂಡುಬಂದಲ್ಲಿ ನನ್ನ ಅರ್ಜಿಯನ್ನು ತಿರಸ್ಕರಿಸಬಹುದೆಂದು ಘೋಷಿಸುತ್ತೇನೆ.

ಸ್ಥಳ:

ದಿನಾಂಕ:

ಅರ್ಜಿದಾರನ/ಳ ಸಹಿ

**ನಿಯಂತ್ರಣಾಧಿಕಾರಿಯ ದೃಢೀಕರಣ**

ಅಭ್ಯರ್ಥಿಯ ಒದಗಿಸಿರುವ ಮಾಹಿತಿಯನ್ನು ಪರಿಶೀಲಿಸಲಾಗಿದೆ ಹಾಗೂ ಅದು ಸರಿಯಾಗಿದೆ ಎಂದು ದೃಢೀಕರಿಸುತ್ತೇನೆ.

ಸ್ಥಳ:

ದಿನಾಂಕ:

ನಿಯಂತ್ರಣಾಧಿಕಾರಿಯ ಸಹಿ

ಹುದ್ದೆ ಮತ್ತು ವಿಳಾಸ

# UNIVERSITY OF HORTICULTURAL SCIENCES, BAGALKOT

## SCORE CARD FOR "BEST SERVICE PERSONNEL AWARD"

### (FOR GROUP-I)

Sl No.	Details	MAX MARKS	MARKS OBTAINED
1	<b>Name of the employee</b> and employee number		
2	Additional Qualification acquired during service (Degree / diploma / short course / training (minimum one week duration) / certificate course 2 marks / additional degree, 1 mark each for others course and 1 mark / training (maximum of 5 marks each)	15.00	
3	<b>Experience in the University</b> a) A Class city (Each Completed year -1 mark) b) B&C Class City (Each Completed year -2 marks) c) D & Other Class cities (Each Completed year -3 marks)	20.00	
4	<b>Confidential Reports</b> of immediate past Five years (Average of each year performance to be considered in computing grades A, B, C) Maximum marks A =5, B = 4, C =3 marks	25.00	
5	<b>Report of Immediate Controlling Officer</b> , about the attitude/commitment/sincerity of the official	20.00	
6	<b>Brief note covering all activities</b> carried out during the service. (to be assessed by the committee constituted by the Vice Chancellor) maximum of 3 pages 1 1/2 space, 11font size in English , if Kannada 12 font size	20.00	
	<b>TOTAL</b>	<b>100.00</b>	

"Report of the immediate controlling officer is to be obtained by the Award Committee"

**(FOR GROUP-II)**

<b>Sl No.</b>	<b>Details</b>	<b>MAX MARKS</b>	<b>MARKS OBTAINED</b>
1	<b>Name of the employee</b> and employee number		
2.	Additional Qualification acquired during service (Degree / diploma / short course / training (minimum one week duration) / certificate course 2 marks /additional degree & 1 mark each for others (maximum of 5 marks each)	5.00	
3.	<b>Experience in the University</b> d) A Class city (Each Completed year -1 mark) e) B&C Class City (Each Completed year -2 marks) f) D & Other Class cities (Each Completed year -3 marks)	20.00	
4.	<b>Confidential Reports</b> of immediate past Five years (Average of each year performance to be considered in computing grades A, B, C) Maximum marks A =5, B = 4, C =3 marks	25.00	
5.	<b>Report of Immediate Controlling Officer</b> , about the attitude/commitment/sincerity of the official	20.00	
6.	<b>Brief note covering all activities</b> carried out during the service. (to be assessed by the committee constituted by the Vice Chancellor) maximum of 3 pages 1 <sup>1/2</sup> space, 11 font size in English (Times New Roman), if Kannada 12 font size (Nudi 01 e).	30.00	
	<b>TOTAL</b>	<b>100.00</b>	

“Report of the immediate controlling officer is to be obtained by the Award Committee”

(FOR GROUP III)

Sl No.	Details	MAX MARKS	MARKS OBTAINED
1	<b>Name of the employee</b> and employee number		
2.	Nature of work a. Heavy work 2marks/year b. Light work 1 marks/year	20.00	
3.	<b>Experience in the University</b> a)A Class city (Each Completed year -1 mark) b) B & C Class City (Each Completed year -2 marks) c)D & Other Class cities (Each Completed year -3 marks)	20.00	
4.	<b>Confidential Reports</b> of immediate past Five years (Average of each year performance to be considered in computing grades A, B, C) Maximum marks A =5, B = 4, C =3 marks	25.00	
5.	<b>Report of Immediate Controlling Officer</b> , about the attitude/commitment/sincerity of the official	15.00	
6.	<b>Brief note covering all activities</b> carried out during the service. (to be assessed by the committee constituted by the Vice Chancellor) maximum of 3 pages 1 <sup>1/2</sup> space, 11font size in English , if Kannada 12 font size	20.00	
	<b>TOTAL</b>	<b>100.00</b>	

“Report of the immediate controlling officer is to be obtained by the Award Committee”