

(Karnataka Gazette Notification dated 7.8.2008)

**UNIVERSITY OF AGRICULTURAL SCIENCES, DHARWAD**

No.R/Rectt/B-121/2007



Office of the Registrar  
Krishinagar, Dharwad-5  
Date: 31.7.2008

**NOTIFICATION**

**Sub: Revised Score Card for appointment to the posts of Director of Students Welfare & Administrative Officer in UAS, Dharwad.**

- Ref: 1. Decision of the 20<sup>th</sup> Co-ordination Committee meeting of UAS, Dharwad and Bangalore held on 29.05.2007.  
2. Resolution of the Academic Council in its 75<sup>th</sup> meeting held on 12.11.2007.  
3. Approval of the Board of Regents, UAS, Dharwad in its 121<sup>st</sup> meeting held on 17.11.2007.  
4. Approval of the Dean, UAS, Dharwad.  
5. Orders of the Vice-Chancellor, UAS, Dharwad, dated 30.7.2008.

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In pursuance to the resolution of the Board of Regents cited at reference (3) above, the University approval is hereby accorded for the **revised Score Card** for appointment to the posts of **Director of Students Welfare & Administrative Officer** in the University of Agricultural Sciences, Dharwad, as put up in the **Annexure**.

This shall come into effect from the date of Gazette Notification.

**BY ORDER,**

  
**(DR. VIJAYAKUMAR N. TORGAL)**  
**REGISTRAR**

Encl: As stated above

To : All Officers of the University  
: **President/Secretary, Teachers' Association, UAS, Dharwad.**  
: **Special Officer, SC/ST Cell, UAS, Dharwad.**

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## ANNEXURE

### SCORE CARD FOR DIRECT RECRUITMENT OF DIRECTOR OF STUDENTS WELFARE & ADMINISTRATIVE OFFICER IN THE UNIVERSITY OF AGRICULTURAL SCIENCES, DHARWAD

#### I. DIRECTOR OF STUDENTS WELFARE:

##### Allotment of Marks

Sl No.	Particulars	Marks allotted for main items
1	Academic Qualifications	15
2.	Academic/Administrative Experience (in the cadre of Professor & above).	15
3.	Externally funded projects operated (in the cadre of Professor & above).	05
4.	Organizing Symposium/Seminars/Summer Institute/Winter Institute/Refresher courses/Workshops/Training programmes/Krishimela/Extension Field days/Exhibitions (in the cadre of Professor & above).	05
5.	Scientific publications (in the cadre of Professor & above).	12
6.	Out station experience	05
7.	Special Awards/Medals/Fellowships/Recognitions only for Professional excellence in Teaching/Research/Extension (in the cadre of Professor & above).	05
8.	Discipline contribution/Institution Building/Special Attainment in Sports, Cultural, NCC, NSS, Scouts & Guides in the total service.	20
9.	International exposure	03
10.	Confidential reports of the preceding 5 years (in the cadre of Professor & above).	05
11.	Performance in the interview	10
	<b>Total Marks</b>	<b>100</b>

#### EXPLANATORY NOTES FOR AWARD OF MARKS

1	Academic Qualifications	Maximum marks allotted = 15
a.	Bachelor's Degree	<p><b>Maximum marks allotted = 02</b></p> <p><b>2 marks</b> shall be awarded on <i>Prorata</i> basis considering the conversion percentage of marks given in the Equivalent percentage certificate of CGPA (Trimester system)/OGPA (Semester system) issued by the competent authority as under.</p> <ol style="list-style-type: none"><li>1) For candidates holding degree under Trimester/Semester system, <b>60%</b> gets <b>0.0 mark</b> and <b>100%</b> gets <b>2 marks</b>.</li><li>2) For candidates holding degree under Trimester system where equivalent percentage certificate is not furnished <b>CGPA of 2.00</b> gets <b>0.0 mark</b> and <b>4.0</b> gets <b>2 marks</b>.</li><li>3) In case of candidates holding degree from traditional system/Universities <b>50%</b> gets <b>0.0 mark</b> and <b>100%</b> gets <b>2 marks</b>.</li></ol> <p><b>Note:</b> <i>Prorata marks table as above is enclosed as Annexure-1, 2 &amp; 3. The candidates are required</i></p>

		<i>to furnish an attested copy of the certificate of equivalent percentage of marks in the case of award of marks other than in 10 point scale.</i>
b.	Master's Degree	<p><b>Maximum marks allotted = 04</b></p> <p>4 marks shall be awarded on <i>Prorata</i> basis considering the conversion percentage of marks given in the Equivalent percentage certificate of CGPA (Trimester system)/OGPA (Semester system) issued by the competent authority as under.</p> <ol style="list-style-type: none"> <li>1) For candidates holding degree under Trimester/Semester system, <b>70%</b> gets <b>0.0 mark</b> and <b>100%</b> gets <b>4 marks</b>.</li> <li>2) For candidates holding degree under Trimester system where equivalent percentage certificate is not furnished <b>CGPA of 2.5</b> gets <b>0.0 mark</b> and <b>4.0</b> gets <b>4 marks</b>.</li> <li>3) In case of candidates holding degree from traditional system/Universities, <b>50%</b> gets <b>0.0 mark</b> and <b>100%</b> gets <b>4 marks</b>.</li> </ol> <p><b>Note:</b> <i>Prorata marks table as above is enclosed as Annexure-4, 5 &amp; 6. The candidates are required to furnish an attested copy of the certificate of equivalent percentage of marks in the case of award of marks other than in 10 point scale.p</i></p>
c.	Ph.D. Degree	<p><b>Maximum marks allotted = 06</b></p> <ol style="list-style-type: none"> <li>1) Candidates obtaining Ph.D with Course Work of any Agricultural University/by any other University with 4+2+3 system – 6 marks. (<b>Trimester/Semester system</b>)</li> <li>2) Candidates obtaining Ph.D from Traditional University (<b>3+2+3</b> system) with course work and Ph.Ds from foreign Universities without course work – <b>5 marks</b>.</li> <li>3) Candidates obtaining Ph.D by research alone in any University <ol style="list-style-type: none"> <li>a. Full time – 4 marks</li> <li>b. External – 3 marks</li> </ol> </li> </ol>
d.	Post Doctoral /PG Diploma/ M. Phil.	<p><b>Maximum marks allotted = 3</b></p> <ol style="list-style-type: none"> <li>1) Post Doctoral – <b>01 mark</b> for each of 6 months and 2 marks for more than 6 months duration.</li> <li>2) PG Diploma of 10 months duration/ M. Phil. = <b>1 mark each</b></li> </ol>
2.	<b>Academic/Administrative Experience (in the cadre of Professor &amp; above)</b>	<p><b>Maximum marks allotted = 15</b></p> <ol style="list-style-type: none"> <li>1) Experience in the cadre of Professor = <b>0.75 marks/year</b></li> <li>2) Experience in the cadre of Professor and as Head of the Department/ Scheme Head = <b>1 mark/year</b></li> <li>3) As University Head / ADR / Extension Co-ordinator / Special Officers = <b>1.5 marks/year</b></li> <li>4) Experience of service as officer = <b>2 marks/ year</b></li> </ol> <p><b>Note:</b> <i>For a given year the highest position held will be considered for allotment of marks i.e., the award of marks shall not overlap.</i></p>

3.	Externally funded Projects operated (in the cadre of Professor & above)	<p><b>Maximum marks allotted = 10</b></p> <ol style="list-style-type: none"> <li>1. Project outlay of Rs. 1 to 10 lakhs = <b>2 marks</b> per Project as Principal Investigator (PI) and <b>1 mark</b> per Project as Co Principal Investigator (Co- PI).</li> <li>2. Projects outlay of above Rs. 10 upto 20 Lakhs = <b>3 marks</b> per Project as PI and <b>1.5 marks</b> per Project as Co PI.</li> <li>3. Projects outlay of above Rs. 20 Lakhs = <b>4 marks</b> per Project as PI and <b>2 marks</b> per Project as Co- PI.</li> </ol> <p><i>Note: A valid certificate obtained from the concerned controlling Officer and duly countersigned by the concerned Officers/Heads of the Directorates shall be submitted in support of their claims.</i></p>
4.	Organizing Symposium Seminar/Summer Institute/Winter Institutes/Refresher Courses/Workshops and Training Programmes/Krishimela/Extension Field days/Exhibitions/National / University meets / camps (in the cadre of Professor & above)	<p><b>Maximum marks allotted = 05</b></p> <p>For conducting/Organizing Symposia/Seminars/ Summer Institute/Winter Institute/Refresher course/Workshop/Training Programmes/ Krishimela/Extension Field days/Exhibitions/ National meets at</p> <ol style="list-style-type: none"> <li>i. <b>International</b> = 4 marks per activity as Leader/Director; <b>2 marks</b> per activity as Associate Leader/Co-Director.</li> <li>ii. <b>National level</b> = <b>3 marks</b> per activity as Leader/Director; <b>1.5 marks</b> per activity as Associate Leader/Co-Director.</li> <li>iii. <b>University level</b> = <b>2 marks</b> per activity as Leader/Director; <b>1 mark</b> per activity as Associate Leader/Co – Director.</li> <li>iv. <b>For participating in Symposia/ Seminars/Summer Institute/Winter Institute /Refresher course/Workshop/ Training Programme including RAWE/In-plant Training/Internship Programme as Resource Person to impart training 0.25 marks per activity (maximum = 2 marks)</b></li> </ol>
5.	Scientific publications (in the cadre of Professor & above)	<p><b>Maximum marks allotted = 12</b></p> <ol style="list-style-type: none"> <li>i) For full length papers published in refereed Scientific Journals: <ol style="list-style-type: none"> <li>a) International level = <b>2 marks each</b></li> <li>b) National level = <b>1 mark each</b></li> </ol> </li> <li>ii) For Research Note/Abstracts published in Journal/Seminar/ Symposium/Conferences = <b>0.25 mark each (Maximum = 5 marks)</b></li> <li>iii) Full length papers presented &amp; published in Seminar/Symposia/ Conferences proceedings: <b>(Maximum = 7 marks)</b> <ol style="list-style-type: none"> <li>a) International level= <b>1 mark each</b></li> <li>b) National level = <b>0.5 mark each</b></li> <li>c) University level = <b>0.25 mark each</b></li> </ol> </li> <li>iv) Short communication presented and published in Seminar/Symposia/ conferences = <b>0.25 mark each (Maximum = 5 marks).</b></li> <li>v) Books published by individuals = <b>0.5 mark each (Maximum = 2 marks).</b></li> <li>vi) Research Bulletins/Extension Bulletins/ Chapters in</li> </ol>

		<p>Books published by Universities /National Institutes/Government Departments/Standard Commercial Publishers/ Training Manuals/Teaching Manuals = <b>0.25 mark each (Maximum = 2 marks)</b></p> <p>vii) Extension Leaflets/Folders/ Brochures/ Published by Universities /National Institutes/Government Departments/ Standard Commercial publishers = <b>0.25 mark each (Maximum = 2 marks).</b></p> <p>viii) Popular articles published in leading Dailies/ Institutional/Govt. Departmental Periodicals/ Radio talks/TV programmes/ Phone-in programmes = <b>0.25 mark each (Maximum = 2 marks)</b></p> <p>ix) Practical manuals for undergraduate/ Post-graduate Teaching/Training manuals = <b>0.5 mark each per year (Maximum= 2 marks)</b></p> <p><b>Note:</b></p> <p>a) <i>All the publications mentioned above should have been published as on the last date prescribed for submission of filled-in application.</i></p> <p>b) <i>The first Three authors in all the above cases will get full marks while the rest of the authors will get 50 per cent of the marks allotted to each item.</i></p>
6	<b>Out station experience in the cadre of Professor &amp; above</b>	<p><b>Maximum marks allotted = 05</b></p> <p><b>A/B class city – nil</b></p> <p><b>C class city – 0.5 mark</b> for each year of service</p> <p><b>Others – 1 mark</b> for each year of service</p> <p><b>Note:</b> <i>Additional weightage for serving in outstations.</i></p>
7.	<b>Special Awards/Medals/Fellowships/ Recognitions only for Professional excellence in the Cadre of Professor &amp; above (Teaching/Research and Extension)</b>	<p><b>Maximum marks allotted = 05</b></p> <p>1) International Awards= <b>3 marks each</b></p> <p>2) National Awards = <b>2.5 marks each</b></p> <p>3) State level Awards = <b>2 marks each</b></p> <p>4) University level Awards = <b>1 mark each</b></p> <p>5) Any Awards/Medals/Recognitions from Professional Societies (except American Bibliography Award/Non – Professional Awards) = <b>0.5 mark each.</b></p> <p><b>Note:</b> <i>For Team Awards/Medals/ Recognitions the leader gets 100% marks and each Associate gets 50% of the marks mentioned above.</i></p>
8.	<b>Discipline contribution/Institution Building/Special Attainment in Sports, Cultural, NCC, NSS, Scouts and Guides</b>	<p><b>Maximum marks allotted = 20</b></p> <p>i) Represented the Country in Sports and Culture = <b>5/year</b></p> <p>ii) Represented the State in Sports and Culture = <b>3 marks/year</b></p> <p>iii) Represented the University sports and Culture = <b>1 mark/year.</b></p> <p>iv) Served as Manager of Sports and Culture University Team= <b>0.5 marks/year</b></p> <p>v) Served as Warden/staff Adviser/ HSC Member/NSS Officer/NCC Officer=<b>0.5 marks/year.</b></p> <p>vi) Organizing Sports and Cultural activities as Chairman at College/ University level = <b>0.5 marks/year.</b></p> <p>vii) Served as Member of the University Sports and Culture Council=<b>0.5 marks/ year</b></p> <p>viii) Served as Member of the Univ. Student Welfare</p>

		<p>Council=0.5 <b>marks/year.</b></p> <p>ix) Serving as a Member/Chairman/ Director of National level Committees = <b>2 marks/year.</b></p> <p>x) Serving as a Member/Chairman/ Director of State level Committees = <b>1 mark/year.</b></p> <p>xi) NCC 'C' certificate <b>2 marks</b></p> <p>xii) Scouts and Guides President Award = <b>2 marks</b></p> <p>xiii) Serving as a Member of Board of Studies/Senate/Academic council of other University = 0.5 <b>marks/ year.</b></p> <p>Centers of excellence and infrastructure created, Executive Committee Member of national professional bodies, Member, NAAS/INSA and Fellow of Academic Bodies, Chairman / Co-Chairman of International Conference Session, Members of Academic Council/Governing Body of other universities/Institutes, QRT Member, RAC Member, Institute Management Committee/ Research Council/Extension Council of other Universities, Editorial Board of National/ International Journals, Technology released included in package of practices, Member of Accreditation Committee, Task Force Member, National Award Evaluation Committee, Member of Deans Committee constituted by ICAR. Guiding a student who gets Jawaharlal Nehru Award.(<b>1 mark for each activity</b>)</p>
<b>9.</b>	<b>International exposure</b>	<p><b>Maximum marks allotted = 3 marks</b></p> <p>a. Experience of <b>working</b> in international organization/ laboratory with exposure of minimum of three months will only be considered. An international exposure towards obtaining Masters or Ph.D. Degree and Post-Doctoral experience will not be considered here, as it is included separately under 'Academic Qualifications'.</p> <p>b. As Expert/Advisor on invitation/Government deputation, Presentation of Research papers at the International conferences (<b>1 mark for each activity</b>).</p>
<b>10</b>	<b>Confidential reports of the preceding 5 years (in the cadre of Professor &amp; above).</b>	<p><b>Maximum marks allotted = 05</b></p> <p>Grading given by the Reporting Officer:</p> <ol style="list-style-type: none"> <li>1. A/A+/A = <b>1 mark</b> per year.</li> <li>2. B/B+/B = <b>0.75 mark</b> per year.</li> <li>3. C/C+/C- = <b>0.5 mark</b> per year.</li> </ol> <p><b>Note:</b> <i>In case the confidential reports of a candidate for the assessment period are not satisfactory and if the candidate has been inflicted with penalties on Statutory enquiry he will get no marks for major punishments and 50% marks for minor punishments out of the marks earmarked for confidential reports.</i></p>
<b>11</b>	<b>Performance in the interview</b>	<b>Maximum marks allotted = 10</b>
<b>12.</b>	<b>General</b>	<ol style="list-style-type: none"> <li>1. The eligibility as well as suitability of a candidate shall be considered based on the information supplied by him in his application.</li> <li>2. All the items as mentioned in the application shall be supported by the relevant and authorized documents. Only such documents/records will be taken into consideration for award of marks.</li> <li>3. Prescribed certificates should be obtained from competent authority on or before the last date of submission of application. In case of Centre of Excellence/Infrastructure created, certificate issued by the Vice-Chancellor in case of Universities/Directors in case of National Institutes</li> </ol>

	only will be considered. After confirmation with the HOD of concerned Department/ ADR / ADE the Director of Instruction of the college / DR / DE has to issue certificate for teaching, research and extension activity, respectively.
4.	Any additional documents/certificates/record given after the last date for submission of filled-in application will not be considered for award of marks.
5.	If a candidate has submitted more than one application prescribed for the same post before the last date, the latest application will be considered as valid for the purpose of recruitment.
6.	Interviews will be conducted by the Selection Committee duly constituted as per the statutes of the University and the marks for Sl. No. 1 to 10 as well as for performance in interviews will, be awarded by the Selection Committee and the decision of the Selection Committee shall be final.


## II. ADMINISTRATIVE OFFICER:

### Allotment of Marks

Sl No.	Particulars	Marks allotted for main items
1.	Academic Qualifications	30
2.	Experience	20
3.	Attainment in the field in the cadre of Deputy Administrative Officer & above.	25
4.	In service special Awards/Medals/Recognition	05
5.	Out station experience (other than A, B & Metropolitan cities)	05
6.	Confidential reports of the preceding 5 years (in the cadre of Deputy Administrative Officer & above).	05
7.	Performance in the interview	10
<b>Total</b>		<b>100</b>

EXPLANATORY NOTES FOR AWARD OF MARKS		
<b>1.</b>	<b>Academic Qualifications</b>	<b>Maximum marks allotted = 30</b>
a.	Bachelor's Degree in Law (5 years)/Any Bachelor's degree	<b>Maximum marks allotted = 10</b> Marks shall be awarded on <i>Prorata</i> basis on the basis of 50% = <b>0.0 mark, 100% = 10 marks (Annexure -1)</b>
b.	Masters degree/LLB(Spl.)/ MBA(HRD/Personnel Management)	<b>Maximum marks allotted = 15</b> a. Degree in Law/MBA marks shall be awarded on <i>Prorata</i> basis on the basis of 50% = <b>0.0 mark, 100% = 15 marks. (Annexure -2).</b>
c.	Higher Training	<b>Maximum marks allotted = 05</b> a. Post Graduate Training/Diploma of 10 Months & above = <b>2.5 marks for each certificate.</b>
<b>2.</b>	<b>Experience</b>	<b>Maximum marks allotted = 20</b> a. Superintendent cadre = <b>0.5 marks/year.</b> b. Assistant Administrative Officer cadre = <b>1 mark/year.</b> c. Deputy Administrative Officer cadre = <b>1.5 marks/year.</b> d. Administrative Officer or Equivalent = <b>2 marks/year.</b> <b>Note: To be supported by certificate issued by the competent authority.</b>
<b>3.</b>	<b>Attainment in the field in the cadre of Assistant Administrative Officer &amp; above.</b>	<b>Maximum marks allotted = 25</b> 1. Served as Presenting Officer/Member/Chairman on disciplinary Committee – <b>1 mark/Committee.</b> 2. Handling of court cases = <b>0.25 mark</b> per case 3. Involvement in Training Programmes as Organizer/ Resource person = <b>1.5 marks</b> each

		4. Serving on Committees of other Universities/ Institutions = <b>1.5 marks</b> each. <b>Note:</b> <i>To be supported by certificate issued by the competent authority.</i>
<b>4.</b>	<b>Out station experience in the cadre of Assistant Administrative Officer and above</b>	<b>Maximum marks allotted = 05</b> 1. A & B class city = Nil. 2. C class city = <b>0.5 mark</b> per year. 3. Others = <b>1 mark</b> per year of service.
<b>5.</b>	<b>In service special Awards/ Medals/ Recognition</b>	<b>Maximum marks allotted = 05</b> Awards/Medals/Recognitions given by professional bodies = <b>1 mark each</b>
<b>6.</b>	<b>Confidential reports of the preceding 5 years (in the cadre of Assistant Administrative Officer &amp; above).</b>	<b>Maximum marks allotted = 05</b> Grading given by the Reporting Officer: 1. A/A <sup>+</sup> /A <sup>-</sup> = <b>1 mark</b> per year. 2. B/B <sup>+</sup> /B <sup>-</sup> = <b>0.75 mark</b> per year. 3. C/C <sup>+</sup> /C <sup>-</sup> = <b>0.5 mark</b> per year. <b>Note:</b> <i>In case the confidential reports of a candidate for the assessment period are not satisfactory and if the candidate has been inflicted with penalties on Statutory enquiry he will get no marks for major punishments and 50% marks for minor punishments out of the marks earmarked for confidential reports.</i>
<b>7.</b>	<b>Performance in the interview</b>	<b>Maximum marks allotted = 10 marks</b>
<b>8</b>	<b>General</b>	<ol style="list-style-type: none"> <li>1. The eligibility as well as suitability of a candidate shall be considered based on the information supplied by him in his application.</li> <li>2. All the items as mentioned in the application shall be supported by the relevant and authorized documents. Only such documents/records will be taken into consideration for award of marks.</li> <li>3. Prescribed certificates should be obtained from competent authority on or before the last date of submission of application. In case of Centre of Excellence/Infrastructure created, certificate issued by the Vice-Chancellor in case of Universities/Directors in case of National Institutes only will be considered.</li> <li>4. Any additional documents/certificates/record given after the last date for submission of filled-in application will not be considered for award of marks.</li> <li>5. If a candidate has submitted more than one application prescribed for the same post before the last date, the latest application will be considered as valid for the purpose of recruitment.</li> <li>6. Interviews will be conducted by the Selection Committee duly constituted as per the statutes of the University and the marks for Sl. No. 1 to 6 as well as for performance in interviews will, be awarded by the Selection Committee and the decision of the Selection Committee shall be final.</li> </ol>

  
**(DR. VIJAYAKUMAR N. TORGAL)**  
**REGISTRAR,**  
**UAS, DHARWAD**