**COUNCIL FOR SCIENTIFIC AND INDUSTRIAL RESEARCH**

**APPLICATION FOR CONTRACT RENEWAL (SENIOR MEMBERS)**

**(NON-CORE RESEARCH SCIENTISTS, ADMINISTRATION & OTHER SUPPORTING SERVICES)**

**A**: **BIO-DATA (In Block Capitals)**

1. Name of Applicant …………………………………………………………………………………………………… *(Surname First)*

2. Date of Birth …………………………………………………………………………………………………………………

3. Institute ……………………………………………………………………………………………………………………

4. Date of First Appointment ……………………………………………………………………………………………

5. Date of Last Promotion ………………………………………………………………………………………………….

6. Current Designation ………………………………………………………………………………………………………

7. Contract details since last promotion: i) From ………….…..…………. To ………………………

ii) From …………………………. To ………………………

**B**: **WORK OUTPUT**

1.0 **Technical work output (Summary)**

1.1 Record of activities undertaken ……………………………………………………………………………………..

1.2 Inputs into annual/quarterly reports ………………………………………………………………………………

1.3 Critical reviews/proposals/ etc. on core areas of operations ……………………………………………..

1.4 Publications/Technical Reports ………………………………………………………………………………………

2.0 **Administrative Responsibilities/Contributions**

a) Head of Division/Section …………………………………………………………………………………….

b) Servicing Committees and Implementing Decisions ……………………………………………….

c) Organization of Workshops/Conferences ………………………………………………………………

d) Membership of Committees …………………………………………………………………………………

* *CSIR Committees*

*(i) Standing Committees ……………………………………………………………………………….*

*(ii) Ad-hoc Committees …………………………………………………………………………………*

* *Relevant Non-CSIR Committees*

*i) International …………………………………………………………………………………………*

*ii) National ………………………………………………………………………………………………*

*iii) Others …………………………………………………………………………………………………*

3.0 **Training since Last Promotion**

*i) Courses Attended …………………………………………………………………………………………*

*ii) Workshops/Seminars/Conferences attended …………………………………………………………*

4.0 **Other Activities**

*i) Contribution to work of Institute*

*ii) Evidence of membership of and active participation in Professional Association, etc.*

*iii) Contribution to Community/National Development*

*iv) Extension Activities*

*v) Part-time Lecturing*

**C**: **BRIEF REPORT ON WORK ACCOMPLISHED DURING CURRENT CONTRACT PERIOD**

……………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………

**D**: **WORK TO BE ACCOMPLISHED DURING NEXT CONTRACT PERIOD**

……………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………

Signature of Applicant: …………………………………………………………………….

Date: ……………………………………………………………………………………………..

­NB: Please attach Full Curriculum Vitae.

**E**: **COMMENTS BY HEAD OF DIVISION**

(*Head of Division should confirm work accomplished by applicant, including summary of appraisals during contract period. To be completed by Director if the applicant is a Head of Division. Attach additional sheets if necessary).*

………………………………………………………………………………………………………………………………………….

……………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………….

……………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………….

……………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………….

……………………………………………………………………………………………………………………………………

Name .……………………………………………………………………………………………………………………………….

Signature ……………………………………………………………………………………………………………………..

Date ……………………………………………………………………………………………………………………………

**F**: **RECOMMENDATION BY INSTITUTE DIRECTOR**

……………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………….

……………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………….

……………………………………………………………………………………………………………………………………

Name ….………………………………………………………………………………………………………………………

Signature ………………………………………………………………………………………………………………………….

Date ……………………………………………………………………………………………………………………………

**G**: **APPROVAL BY DIRECTOR-GENERAL**

……………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………….

………………………………………………………………………………………………………………………………………….

……………………………………………………………………………………………………………………………………

Name ….………………………………………………………………………………………………………………………

Signature ………………………………………………………………………………………………………………………….

Date ……………………………………………………………………………………………………………………………

……………………