

# Uttar Pradesh Council of Agricultural Research,

Near Govt. Garden, Cariappa Road, Alambagh, Lucknow-226 005

Application Form ([Click Here Word File](#))

## Instructions

1. The candidate must be a citizen of India.
2. A separate application form must be submitted for each post/item in the advertisement.
3. Persons in service may submit an advance copy of the application along with the application fee (as applicable) directly to the Secretary, UP CAR, Lucknow so as to reach it on or before the closing date. The application duly forwarded by the parent office/ employer must reach the Council within 30 days of the closing date, failing which the application would stand automatically rejected without notice.
4. The candidate on deputation/foreign service should get his/her application forwarded from his/her parent office under intimation to office in which he/she is on deputation/foreign service.
5. The candidates should attach documents as specified in the application form.
6. With the application, a crossed **Demand Draft of Rs. 1500/- for General Candidate for DDG and ADG Posts (on deputation) and Rs. 1000/- for Scientific Officer and Technical Secretary to DG for General Candidate and Rs. 500/- for OBC and SC/ST Candidate** (valid for three months, with name and address of the candidate on its back) should be submitted, drawn in favour of the Secretary, Uttar Pradesh Council of Agricultural Research, Lucknow payable at Lucknow.
7. SC/ST/ *Divyang* applicants must attach self attested copy of relevant certificate issued by the competent authority.
8. Reservation benefit will be allowed only to those candidates who will receive the certificate related to Scheduled Caste, Scheduled Tribe and Other Backward Class on the prescribed format as notified by the Uttar Pradesh Government.
9. Incomplete applications and applications not accompanied with the prescribed fee (unless exempted) are liable to be rejected.
10. Original documents in support of various claims should be produced at the time of interview.
11. **The candidates are advised to carefully go through the details of Score Card and the “Information for the candidates” relevant to the post applied for, which is available on the Council’s website [www.upcar.up.gov.in](http://www.upcar.up.gov.in).**
12. The format of application form and detailed description can be obtained from the Council's website [www.upcar.up.gov.in](http://www.upcar.up.gov.in).
13. The application form should be sent to the Secretary, Uttar Pradesh Council of Agricultural Research, Near Rajkiya Udyan, Cariappa Marg, Alambagh, Lucknow-226 005 by registered post/speed post. **Application form must be received in the office by 6.00 pm on 08 April, 2025 by registered post/speed post only.** The name of the post applied for, category and subject must be mentioned on the envelope.
14. Candidates should also paste the latest self-attested passport size photograph at the place specified in the application form and it is mandatory to attach two self-addressed envelopes having a postal stamp of Rs. 30.00 along with the application form.
15. Any other information: May include any significant contribution relevant to the post applied for or not covered elsewhere. In case of candidates dealing with work related to coordination/ facilitation, significant contributions can be given here for evaluation against other parameters explained above.
16. Providing any false information or claim may render the candidate liable to action as deemed fit by the Council including disqualification of candidature.
17. The Council does not defray the travelling or other expenses of applicants/ candidates summoned for interview.
18. A candidate must be in sound health. He/she must be prepared to undergo such medical examination and satisfy such medical authority as required.
19. The decisions of the Council (UPCAR) with regard to the eligibility or otherwise of any candidate based upon evaluation of the application and particulars/records submitted with the application by the candidate shall be final, and the Council will not enter into any correspondence in this regard with the unsuccessful candidates.
20. Candidates who fulfill the prescribed eligibility criteria and are selected by the screening committee will be considered for interview.
21. If the number of applications is very large and it is not convenient or possible for UPCAR to interview all the candidates, UPCAR may limit the number of candidates by screening the applications on the basis of score card.
22. The list of candidates to be called for interview, date of interview, etc. will be uploaded on the Council's website and information will also be sent to the candidates through email.
23. Canvassing in any manner shall lead to disqualification.

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## Certificate of Verification by the Employer

### Certificate of Verification by the Employer

1. The entries made in the application of Dr./Sh./Smt./Km..... for the post of .....have been duly verified from the records and are found correct.
2. There is no vigilance/disciplinary/criminal case pending against him/her.
3. Whether any Minor/Major penalties under CCS ( CCA) rules, 1965 have been imposed during the last ten years on him / her – Yes / No.  
  
If Yes, give details.....
4. Certified that the work and conduct of Dr./Shri/Smt./Km is .....  
..... above average during the last five years.

The gist of AAR/ACR gradings/ratings for the preceding five years is as follows:-

Year					
Grading/Rating by Reporting Officer					
Grading/Rating by Reviewing Officer					

1. For the year ending ..... ( / 12/ ..... ), Dr ..... has submitted Annual Immovable Property Return (AIPR) on ..... Copy of his/her AIPR for the year ending .....is enclosed.  
Office File/ Ref. No. ....

Signature Name  
Designation with office seal

Office Seal

Date

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1. In service candidate should get the above endorsement signed by his/her present forwarding authority.
  2. Applicants applying under “Alternate Qualification” should send the duly endorsed ‘No Objection Certificate’ (NOC) certifying their experience from their present HOD.

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Please affix your  
latest passport size  
self attested  
photograph

**Application Form**  
**(To be filled in by the candidate)**

Name of the Applicant		
Post Applied for		
Advertisement No.		
Item No.		
Demand Draft No. & Date of Issue	Name of the Issuing Bank	Amount of Fee Remitted

(Signature of the candidate) For Official Use Only  
Date of receipt of the application

Checked by	Dealing Assistant	Section Officer

Remarks, if any

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## APPLICATION FORM (To be filled by candidate)

Please affix  
your latest  
passport size  
self-attested  
photograph

1	Advertisement No.			
2	Name of Post & Discipline Applied for:			
3	S. No. of Post Applied for:			
4	Detail of Application Fee			
	Bank Name and Issuing Branch	Draft Number	Date	Amount ₹
5.	Name in full (in capital letters)			
6.	Date of Birth (DD/MM/YY)		Sex: Male/ Female	
7.	Age as on closing date (DD/MM/YY) for receipt of application.			
8.	Father's name/husband name			
9.	Detail of employment information in chronological order.			

Designation*	Pay Scale	Nature of Work	Organization/Institution & place of posting	Period		Duration (Years/Months)
				From	To	

*\*Please attach appointment letters and experience certificates (for In-service candidate)*

10. Full postal address along with Pin code for correspondence

11. Please mention Telephone No.

Fax No.

Mobile No.

Email-ID:

12. Permanent address with Pin code


<b>13. Are you a citizen of India? If so, whether by birth/ domicile.</b>	
<b>14. Category</b> (Write SC/ST/OBC/ UR/General and Name of State)/ Sub Category (As per SC/ST/OBC/PH certificate issued by competent Authority)	
<b>15. Have you ever been convicted by a court of law for any offence/ ever been punished or debarred from service of Government, other organization. If so, give details thereof.</b>	
<b>16. Indicate if you are Physically fit or Physical Handicapped. Accordingly, provide Medical Fitness Certificate or Certificate of Physical Handicap issued by competent Authority</b>	
<b>17. If selected, please state period of time that you will take to join</b>	

**18. Academic Qualifications**

Exam/Degree/ Diploma*	Institute/ Board /University	Year of Completi on	Subject(s) with major field	% Marks/ OGPA/ Class/ Division	Rank/Medal/ Award/ Distinction
High School/ Matriculation					
10+2/Intermedia te					
Graduation					
Master					
Ph.D.					
NET qualified					
Other					

<b>18.1</b>	<b>Net qualified: please tick</b> ASRB <input type="checkbox"/> UGC <input type="checkbox"/> CSIR <input type="checkbox"/> <b>Year of qualification :</b>
<b>18.2</b>	Whether the candidate is recipient of following : (i) PG fellowship (JRF) awarded through ICAR-All India Entrance Examination for Master Degree Programme. (ii) SRF of ICAR or JRF of CSIR/UGC during Ph.D. degree or other national level fellowship or GATE qualified.
<b>18.3</b>	Position in the University First position/Gold Medal in the University/Deememd Universities /SAUs/CUs/IIT(s)/NITs/Institutes of national importance at Master/Ph.D. level degrees (Except faculty/College/Departmental Gold Medal).

<b>18.4</b>	Ph.D. Thesis Award (i) ICAR Jawaharlal Nehru Award for PG Outstanding Doctoral Thesis OR U.P. Agricultural Scientist Award. (ii) Best Doctoral Thesis Award given by National/International/Academic Bodies/Institutions/Universities.
<b>18.5</b>	Post Doctoral Fellow and Other Qualification (i) Fellowship awarded by International Institutions like Fulbright/Humboldt/DAAD/FAO/CGIAR/EU/Overseas University. (ii) Fellowship awarded by National Institutions like DBT/DST/BOYSCAST/CSIR/ICAR/MHRD/INSA/UGC. (iii) PG Diploma/Master's Degree in Management/Computer Application (as mentioned in at point no. 1 under Academic Qualification).

**Note:** 1. Please enclose self-attested photocopies of (i) Date of Birth Certificate (ii) All Qualifications.  
2. Provide evidence of Class/Division with appropriate conversion formula of the awarding University and other academic achievements listed above.

<b>19</b>	<b>Experience in Relevant field</b> (Experience in the field of preferential qualification including SRF/JRF etc.)
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Name of Relevant Field	Name of Institution	Duration		No. of Year and Months
		From	To	

<b>20</b>	<b>Awards/Recognition/Fellowship/Special attainments received</b>
<b>20.1</b>	<b>Awards/Recognition/Fellowship</b>

Name of the Award/ Recognition/ Fellowship	Awarding Organization (place/ country)	Year	International/ National/ Institutional/ Award/ Fellowship/ Recognition/ President/ Member

- Please attach certificate of Awards/Fellowships, etc.

<b>20.2 Special Attainments (Only for Applicants for ADG &amp; DDG Posts)</b>			
Category of Special Attainment	Details of Special Attainment	Additional details/ Information	For Office Use only
Chairman / Member Secretary of Scientific Committees			

<b>Category of Special Attainment</b>	<b>Details of Special Attainment</b>	<b>Additional details/ Information</b>	<b>For Office Use only</b>
Member of Policy Making Bodies/Task Force/ Committees of International/ National /State/QRT/IMC/ RAC/ BOM Member/ Editor/ Chief Editor of NAAS-rated Journals			
Positions held in National and International Academies/ Professional Societies (registered)			
Visiting/Adjunct Faculty			
Experience of working/ training in an International Organization/ Laboratory			
Invited Lecture/ Keynote Speaker /Chairman of a Technical Session in International Conferences, Seminar etc.			
Member of International Delegation.			
Organizing Secretary/ Convener of conferences/ workshops/ symposium			
Best Paper Award - Presented/ Published			

<b>21</b>	<b>Seminars/Symposia/Course/Workshop attended/organized</b> (Attach list separately)
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Title of Seminars/Symposia/ Course/Workshop	In Capacity of Organizer/ Co-organizer or Participant	Place of Seminars/Symposia /Course /Workshop	Year	Duration	
				From	To

*\*Please attach relevant certificate.*

**22. Discoveries, Inventions and Innovations:** New discoveries and development of varieties/ breeds/ technologies/ innovations and grant of patents/copyrights having documented impact at the field level. Also, new traits identified/ genes isolated/ germplasm registered/ breeder seed produced/ policy instrument scripted/ new theory defined will qualify for grant of marks.

*(Candidates are advised to fill the column whichever is applicable)*

	Activities	Details of Special Achievements	Supporting Evidence
22.1	Development of Variety & Coverage Area		
22.2	Development of Animal Strain/ Variety		
22.3	Development of Technologies/ Package of Practices		
22.4	Patents/Copyrights & Commercialization.		
22.5	Discoveries/Inventions		
22.6	New Traits/ Genes Identified		
22.7	Policy Papers/Policy Briefs		
22.8	Information Technology/ Statistical Methodologies		
22.9	Value Chain/ Model Villages		
22.10	Innovative Extension Methodologies		

### 23. Teaching / Research / Extension

Major function (Teaching/ Research/ Extension)	
Minor function (Teaching/ Research/ Extension)	

*Note: Applicant should fill only one major function and one minor function*

#### 23.1. Teaching as Major Function

##### 23.1.1 Teaching

Course Id & Course Title	Credit Hours	Credit load taken by applicant per year	Year



**23.1.2 Research Guidance as Major Advisor**

Name of Student	Degree Programme	Year of Completion of Degree

**23.1.3. Capacity Building Training Programmes Organized as Course Director/ Leader**

Type of Program	Name of the program organized	Sponsoring agency	Year	Period	
				From (DD/MM/YY)	To (DD/MM/YY)

**23.1.4. Student Performance** (*For whom the Applicant Served as Major Advisor*)

Name of Student	Degree/ Program	Year of Award	Name of the Award/ Fellowship	Name of Awarding Organization

**23.1.5 Lectures Delivered in Summer/ Winter Schools, Refresher courses, Symposia, Conference etc.**

Type of program	Program name	No. of lectures delivered	Whether published in proceedings? (Yes/No)
Summer/ Winter schools, Refresher courses, Training programs			
Conference/ Symposia			

<b>23.1.6 Seminar/ Symposium organized as Chairman/Organizing Secretary/ Convener</b>					
Type of program	Name of the program organized	Sponsoring agency	Year	Period	
				From (DD/MM/YY)	To (DD/MM/YY)

<b>23.1.7 Innovation in Teaching</b> (Applicable for all posts except for the post of DDG/ADG.				
Type of Activity (Development of an e-Course, a Module, a Teaching Model, a Case Study, any other)	Details of the activity	Sponsoring agency	Year	

<b>23.1.8 External Examiner-ship</b>		
Type of examination (Paper setter, External examiner, Thesis evaluator, Viva-voce examiner).	Institution	Year

OR

<b>23.1 Research as Major Function</b>				
<b>23.1.1 Research Projects</b>				
Title of the project	Level of association (PI/Co-PI/ Associate)	Period		Sponsoring Organization
		From (DD/MM/YY)	To (DD/MM/YY)	

<b>23.1.2. Research Guidance as Major Advisor (This component 5.1.2 should not be counted twice both in teaching and research)</b>		
<b>Name of Student</b>	<b>Degree / Program</b>	<b>Year of completion of degree</b>

**OR**

<b>23.1. Extension Education as Major Function</b>	
<b>23.1.1 Technology Application, Demonstration and Adoption</b>	
<b>Activity</b>	<b>Outcome / Impact with Supporting Evidence</b>

<b>23.1.2 Extension Approaches for Technology Dissemination</b>		
<b>Activity</b>	<b>Program Details</b>	<b>Salient Achievement / Outcome with Supporting Evidence</b>

<b>23.1.3 Capacity Development</b>		
<b>Type of Program</b>	<b>Program Details with Supporting Evidence</b>	<b>Co-ordination /Associate</b>

*Note: Applicants are advised to see the details of “Type of program’ under 23.1.1, 23.1.2, 23.1.3 in the relevant score card for the post before filling up the application form.*

### 23.2. Minor Function Details (Teaching/ Research/ Extension)

For any of the teaching, research or extension as the Minor Function the award of marks will be granted as narrated and distributed for Major Function. But the aggregate for minor functions will be multiplied by 0.25 to arrive at the marks for the Minor Function.

### 23.3. Externally Funded Projects

Title of the Project	Level of Association (PI/CoPI/Associate)	Period		Value of the Project (Rs. in lakhs)	Sponsoring Agency
		From (DD/ MM/ YY)	To (DD/ MM/ YY)		

### 24. International Exposure

S.N.	Particular	Event Name	Country Name	Period
1.	Experience of working in internationally important Organization abroad, for a period of 03 months and above			
2.	Paper/poster presentation in international event abroad—seminar/ symposium/ conference/ workshop, training/ study mission of less than 03 months period			

### 25. Publications

#### 25.1. Applicable to Scientists other than Social Scientists

##### 25.1.1. Publications (Refereed Journals)

*(For other than Social Scientists)*

**List 10 best papers for Scientific Officer/Technical Secretary to DG , 20 for ADG, 25 for DDG.**

**Note:** Research papers published in refereed journals will be considered for allocation of scores according to latest NAAS Journal rating.

Authors, Year of publication, Title of the paper	Journal Name, Volume and Page No.	First Author (Yes/No)	NAAS Journal Id	NAAS Rating

**Note:** No Score will be given if references are incomplete

<b>25.1.2. Other Publications (For Scientists other than Social Scientists)</b>					
<i>(Candidates may refer to the scorecard and fill the column as per the post applied for)</i>					
<b>Category of publication</b>	<b>Name of publication</b>	<b>Authors</b>	<b>First Author (Yes/No)</b>	<b>Year and Number of pages</b>	<b>Publisher</b>
Books					
Practical Manual					
Training Manual					
Monographs					
Book Chapters					
Popular articles/ Bulletins/ KVK Newsletter/ Pamphlets/ Leaflets/ Short Communications					
Papers published on Policy issues					

**OR**

<b>25.1. Applicable to Social Scientists and Scientists working in KVKs</b>				
<b>25.1.1. Publications (Refereed Journals)</b> <i>(For Social Scientists and Scientists working in KVKs)</i>  <b>(List 10 best papers for Scientific Officer/Technical Secretary to DG , 15 for ADG, 20 for DDG)</b> <b>Note:</b> Research papers published in refereed journals will be considered for allocation of score according to latest NAAS Journal rating.				
<b>Authors, Year of publication, Title of the paper</b>	<b>Journal Name, Volume and Page No.</b>	<b>First Author (Yes/No)</b>	<b>NAAS Journal Id</b>	<b>NAAS Rating</b>

**Note:** No Score will be given if references are incomplete

<b>25.1.2. Other Publications (For Social Scientists and Scientists working in KVKs)</b> (Candidates may refer to the scorecard and fill the column as per the post applied for)						
<b>Categories of publications</b>	<b>Title of publication</b>	<b>Authors</b>	<b>First Author (Yes/No)</b>	<b>Year and Number of Pages</b>	<b>Publisher</b>	<b>For Office Use only</b>
Books						
Monographs						
Practical Manual						
Training Manual						
Book Chapters						
Popular articles/ Bulletins/ KVK Newsletter/ Pamphlets/ Leaflets/ Short Communications						
Electronic Media Coverage Articles in Newspapers and Magazines						
Extension Bulletins						
IT Material for Technology						
Transfer/ Human Resource Development  Papers published on Policy issues						

<b>26. Institution building / Service functions</b> (Applicants are advised to see the details of service functions under each category in the relevant score card for the post before filling up the application form.)			
<b>26.1 Activities at the Institute/University/Council Level (For ADG/DDG Posts)</b>			
<b>26.1.1 Institution Building</b>			
<b>Item</b>	<b>Details of Activity</b>	<b>Level of Involvement</b>	<b>Amount (Rs. in lakhs)</b>

*Note: For options under the field “Item”, please refer relevant score card.*

26.1.2. Revenue Generation (Applicable for ADG/DDG positions)			
Category of activities	Description of Activities	Year	Amount (Rs. in lakhs)

*Note: The claim for Revenue Resource Generation should be supported with documentary proof. Sale of farm produce does not qualify for resource generation.*

26.1.3. Other Activities (Applicable for ADG/DDG positions)					
Item	Details of activity	Level of involvement	Amount (Rs. in lakhs) (if applicable)	Period	
				From (DD/MM/YY)	To (DD/MM/YY)

*Note: For options under the field “Item”, please refer relevant score card.*

26.2. Service functions for ADG/DDG Positions			
Category of service functions	Details of Services Provided with Supporting Evidence	Period	
		From (DD/MM/YY)	To (DD/MM/YY)

*Note: For options under the field “Item”, please refer relevant score card.*

27. **Co-curricular and extra curricular activities**

	<b>Title</b>	<b>Details of Proof as certificates</b>
1.	Knowledge of advance computer application related to agriculture and management activities	
2.	Experience in farmers training/Kisan Mela. Value Addition Chain Processing of agricultural products.	
3.	Sports activities	
4.	NCC/NSS activities	

28. **List of certificates, testimonials (attested copies) & other documents attached with application (✓) in the box:**

1.	Bank Draft	
2.	List of Publications	
3.	Score Card	
4.	Reservation Certificate (if applicable)	
5.	Testimonials, Transcripts, Certificates, Degrees	
6.	Experience Certificates along with detail of salary per month, grade etc	
7.	Other supporting documents	
<b>Total number of attached documents</b>		
<b>Total number of attached pages</b> ( <i>Please mark page number in all attached documents</i> )		

I hereby declare that the statements made in the application are true to best of my knowledge.

**Date and Place**

**Name of the Candidate &  
His/Her Signature**