

CSIR NAUTICALdb Information Form

Note: Please Tick the applicable option

Name	
Employee Id	
Category	General [] OBC [] SC [] ST [] Ex-Serviceman [] PH []
Date of Birth	Date_____ Month_____ Year_____
Gender	Male [] Female []
Blood Group	A+ [] A- [] B+ [] B- [] AB+ [] AB- [] O+ [] O- []
Marital Status	Single [] Married [] Divorced [] <u>Write Below, In Case of Married / Divorced</u> Spouse's Name: Professional Details: Name of Spouse's Organisation: Spouse's Designation: Spouse's Place of Posting:
Father's Name	
Mother's Name	
Date of Joining CSIR	Date_____ Month_____ Year_____
Date of Superannuation	Date_____ Month_____ Year_____
Employee Status	Permanent Employee [] On Deputation From Some Other Organisation [] On Deputation From To Other Organisation [] Temporary Employee []

<p>Area of Specialisation (First Preference)</p> <p>Note: Tick ONE Option only</p>	<p>Human Resource Management []</p> <p>Operation Management []</p> <p>Finance []</p> <p>Procurement & material management []</p> <p>Engineering, services & facility management division []</p> <p>Information technology & communication []</p> <p>Central office & Lab administration & employee service []</p> <p>Planning & project management []</p> <p>Policy & Standards []</p> <p>Legal []</p> <p>Advocacy & public relations []</p>
<p>Multi Skilling Options / Competency Development Preferences (Under First Preference, Maximum Four)</p> <p>Note: Please Refer Table No. 1 on Page No. 4</p>	
<p>Area of Specialisation (Second Preference)</p>	<p>Human Resource Management []</p> <p>Operation Management []</p> <p>Finance []</p> <p>Procurement & material management []</p> <p>Engineering, services & facility management division []</p> <p>Information technology & communication []</p> <p>Central office & Lab administration & employee service []</p> <p>Planning & project management []</p> <p>Policy & Standards []</p> <p>Legal []</p> <p>Advocacy & public relations []</p>
<p>Multi Skilling Options / Competency Development Preferences (Under Second Preference, Maximum Four)</p> <p>Note: Please Refer Table No. 1 on Page No. 4</p>	

Postal Address & Communication Details	Official Postal Address: Phone: 123456	
	Fax: 654321	
	Permanent Residential Address	Local Residential Address
	Phone: Fax:	Phone: Fax:
	E-Mail: Personal Website URL: Mobile:	
Educational Attainments	Please Provide Details As Per Table No.:2 on Page No. 6	
Position(s) Held in CSIR	Please Provide Details As Per Table No.:3 on Page No. 7	
Awards Received	Please Provide Details As Per Table No.:4 on Page No. 8	
Publications	Please Provide Details As Per Table No.:5 on Page No. 9	
Membership / Fellowship Information	Please Provide Details As Per Table No.:6 on Page No. 10	
Training Attended	Please Provide Details As Per Table No.:7 on Page No. 11	
Experience Prior to CSIR	Please Provide Details As Per Table No.:8 on Page No. 12	
Travel Abroad	Please Provide Details As Per Table No.:9 on Page No. 13	

Table No.: 1	
Area of Specialisation	Multi Skilling Options / Competency Development Preferences
Human Resource Management	Performance Assessment Job analysis Multiskilling Role definition Assessment of skills Grievance redress Workplace Training Mentoring Counseling Team building Succession planning Leadership development Accountability frameworks Performance incentives Rewards and recognition Celebration of success Work life balance Recruitment Career advancement Job placement & transfer Compensation & Remuneration Job Enrichment
Operation Management	Matrice framework for operational management Collaboration & networking Documentation & dissemination Innovations management
Finance	Budgeting & resource allocation Costing Auditing Cost benefit analysis Preparation of statement of accounts Development of progressive practices & guidelines Documentation of rules & guidelines Financial analysis
Procurement & material management	Procurement Vendor development Consumable & Material management Life cycle analysis of Resources utilized
Engineering, services & facility management division	Asset management Facilities & infrastructure management Electrical system support Civil works support

Information technology & communication	<ul style="list-style-type: none"> Knowledge management System management including information infrastructure datacenter networking & communication Office automation & electronically enabling workplaces Videoconferencing
Central office & Lab administration & employee service	<ul style="list-style-type: none"> Work practices Process Simplification Process mapping Workflow Vigilance Record management Transport & logistics Student affairs Research support Security
Planning & project management	<ul style="list-style-type: none"> Strategic Value analysis Monitoring Resource allocation Project evaluation & monitoring Impact analysis Quality assurance Planning Outsourcing Contracts & service management
Policy & Standards	<ul style="list-style-type: none"> Policy planning Monitoring of compliance Value & ethics team Standards
Legal	<ul style="list-style-type: none"> Legal matters
Advocacy & public relations	<ul style="list-style-type: none"> Client relationship management Event management Advocacy & communication Public relations including international relations

Table No.: 4

Summary of Awards / Recognitions Received Information

Award Area	Instituted By	Award Title	Year	Additional Information

Table No. 5

Summary of Publication Information other than Scientific

Name of Publication / Journal / Book	Reference Details	Title of Article / Paper	Publication Year	List of Authors	Additional Information

Table No.: 7

Summary of Training Attended Information				
Name of Training	Venue	From Date	Topics / Area Covered	Additional Information
		To Date		

Table No.: 8

Summary of Job Experience Before Joining CSIR

Name of Organisation	Designation	Job Profile	Address & Place of Posting	From Date	To Date

Table No.: 9

Country	From Date	Actual Places of Visit	Purpose	Type of Leave Sanctioned
	To Date			