



**Office of the Registrar
Sher-e-Kashmir University of Agricultural
Sciences and Technology of Jammu**

Notification

Competent Authority has desired to confer "SKUAST-J Best Employee Award" to Non-Teaching staff under Technical, Administrative & Financial, Ministerial and Class IV categories for the year 2024.

The detailed terms and conditions, application form, evaluation criteria and categorization of employees are hereby notified as Annexures 'A'-'D'.

Sd/-
Registrar

No:- AUJ/Est./G-618/24-25/4838-4921

Dated : 16-07-2024

Copy for information to the:-

- All Officers of the University.....
- Controller, Examination Cell, SKUAST-Jammu
- Director, Institute of Biotechnology, SKAUST-Jammu
- All HoDs.....
- Nodal Officer, Data Centre, SKUAST-Jammu
- I/c Stations/Sub-Stations/CSSs/KVKs.....
- SVC for kind information of Hon'ble Vice-Chancellor.

Suman Rani
(Suman Rani)

Asstt. Registrar (Est.)



SKUAST
Jammu

An Institution for sustainable agriculture for food and nutritional security"

Chatha, Jammu, J & K 180 009.

"Healthy Soils for a Healthy Life"

Visit us at: www.skuast.org

Annexure - A

**Sher-e-Kashmir University of Agricultural Sciences and
Technology of Jammu, Jammu**

TERMS & CONDITIONS

**‘SKUAST-J BEST EMPLOYEE AWARD’ IN TECHNICAL/ADMINISTRATIVE &
FINANCIAL/ MINISTERIAL AND CLASS IV STAFF FOR THE YEAR 2024**

1.	Name of the award	“SKUAST-J Best Employee Award” in Technical/Administrative & Financial/ Ministerial and Class IV staff. Each category having a separate award as follows: 1. SKUAST-J Best Employee Award in Technical category 2024 2. SKUAST-J Best Employee Award in Administrative & Financial category 2024 3. SKUAST-J Best Employee Award in Ministerial Staff category 2024 4. SKUAST-J Best Employee Award in Class IV category 2024
2.	Sponsored by	Sher-e-Kashmir University of Agricultural Sciences and Technology of Jammu
3.	Nature of award	The award is primarily meant for Technical/Administrative & Financial/ Ministerial/ and Class IV staff of the SKUAST-J and its regional research stations/sub stations/ Krishi Vigyan Kendras which have excelled and contributed meritoriously in a sustained manner to the duties assigned to them from time to time. The award consists of a scroll of honour and cash award of Rs. 2000/- for each category.
4.	Frequency	The award is of annual nature.
5.	Eligibility criteria	Any individual Technical/ Administrative & Financial / Ministerial and Class IV staff who has made significant contribution in his/her field would be eligible to apply for the award provided. <ul style="list-style-type: none">• He has served for at least 10 years or more in SKUAST-J or its Regional Research Station/ sub stations/ Krishi Vigyan Kendras by 31st December 2023.• He has not attained the age of 60 years as on 31st December 2023.• Those who have already received the award earlier would not be eligible.
6.	Administration of the award	The University would constitute a committee of 4/5 Scientists/Officers of the University to scrutinize the applications for eligibility and recommending the suitable candidate(s) for the award to the Vice Chancellor, SKUAST-J.
7.	Presentation	The award would be presented on 15 th August of the year. The award consists of a scroll of honour and a cash prize of Rs.2000/- for each category.
8.	Number of Awards	One Technical/ Administrative & Financial / Ministerial and Class IV staff would be selected for the award in each category each year. In case of similar marks senior person with respect to age will be given preference. Besides, if in the opinion of the committee, no outstanding entry (<60 marks out of 100) has been identified, no award would be given that year. The award would lapse and it would not be carried forward in the subsequent years.