

ASSESSMENT REPORT ON PROBATIONARY
NON-TEACHING EMPLOYEES OF NAVODAYA VIDYALAYA

PART I

Vidyalaya: _____

Period of Report: _____

PERSONAL DATA
(To be filled by office)

1. Name of Probationer :
- 1A. Designation :
2. Date of Birth :
3. Educational Qualification:
4. Date of appointment as :
probationer
5. Date on which the :
probationary period
will be/was Completed
6. Details of extensions :
of probation, if any
7. Vidyalaya(s) in which :
employed during the year
8. Period of absence from :
duty on leave, etc.
during the year
9. Details of in-service :
training course/Workshops
attended during the
period.
10. Total experience prior :
to appointment on
probation.

PART II

ASSESSMENT BY THE REPORTING OFFICER (PRINCIPAL)

1. State of Health
2. Nature of work on which employed
(this should indicate whether
the officer reported upon is em-
ployed on tasks involving in-
itiative, judgement or applica-
tion of knowledge of complicated
rules and regulations or pro-
fessional techniques or on tasks
of a simple nature and routine
character)

3. General Assessment

This should contain an overall assessment of the Officer's personality, his good qualities and short-comings and should in particular touch on the following points, namely progress in acquiring knowledge of Rules and Regulations etc. keenness and enthusiasm to learn, industry, capacity for expression in oral discussion and Noting and Drafting grasp, and intelligence, willingness and capacity to take responsibility, initiative and drive, punctuality and regularity in attendance, aptitude for any particular type of work, quality of work done (i.e. whether methodical, promptness and accuracy in disposal of work, proper maintenance of records, Guard files etc., sense of duty and discipline and relations with fellow employees. If the officer has been reprimanded for indifferent work or for other causes during the period under review, brief particulars should be given. If the officer has done any outstanding notable work meriting commendation, brief mention should also be made.

Integrity

(This column should be filled in as per instructions issued under the Ministry of Home Affairs Office Memorandum No.51/4/64-Ests(A), dated the 21st June, 1965).

Signature of the
Reporting Officer

Name in block letters

Designation

Date

contd...

PART III

REMARKS OF THE REVIEWING OFFICER

- 1 Length of service under the Reviewing Officer
2. General Remarks with specific comments about the remarks given by the Reporting Officer and remarks about the outstanding work of the Officer

Signature of the Reviewing Officer

Name in Block Letters

Designation

Date

PART IV

REMARKS OF THE DEPARTMENTAL PROMOTION COMMITTEE

(To be filled by the Committee when case is referred to it)

Recommendation whether the probationer :

- (i) Is fit for retention/confirmation :
- (ii) Should be watched for a further period (here list what improvements are required in the probationer and specify the period for which he is to be watched further :
- (iii) Should be discharged from service (here give reasons for recommending this course of action). :

SIGNATURE OF THE
CHAIRMAN OF THE
DEPARTMENTAL PROMOTION COMMITTEE