

**ASSESSMENT REPORT ON PROBATIONARY STAFF OF NAVODAYA  
VIDYALAYA SAMITI, REGIONAL OFFICE, SHILLONG**

**READ INSTRUCTION CAREFULLY**

Each Officer's ability and fitness in his PRESENT occupation or for promotion may be appraised with a reasonable degree of accuracy and uniformity, through this report. The assessment requires the appraisal of an Officer in terms of his ACTUAL PERFORMANCE. It is essential therefore that snap judgement be replaced by careful analysis as you are building up administrative leaders tomorrow.

Please follow these instructions carefully :-

1. Disregard your general impression of the officers and concentrate on one factor at a time.
2. Study carefully the implications of each factor.
3. When assessing an officer, call to mind instances that are typical of his work and way of acting. Do not be influenced by UNUSUAL CASES which are not typical.
4. Make your assessment with the utmost care and thought. DO NOT ALLOW PERSONAL FEELINGS TO GOVERN YOUR ASSESSMENT.
5. After you have given your assessment for each factor, please sum up your general views about the officer indicating in it any additional factors particularly those related to his INTEGRITY and ability to correct himself if his faults are pointed out to him.

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**PART - I  
PERSONAL DATA  
(TO BE FILLED BY THE OFFICE)**

1. Name of the Probationer :
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 deputation period :
10. Total experience prior to appointment on probation. :

## Part-II

	Performance Grade					
	Performance factors	Exceed re-requirements of this job	Meets fully requirements of this job	Just meets requirements of this job	Partially meets requirements of this job	Does not meet requirement of this job.
	1	2	3	4	5	6
<b>I. MENTAL CAPACITY</b>						
1. Efforts made to acquire knowledge relevant to job						
2. Analytical ability						
3. Power of Grasp.						
4. Spirit of enquiry.						
5. Power of expression (a) Oral (b) Written						
6. Sense of responsibility						
7. Ability to participate in discussions and seminars						
<b>II. WORK HABITS AND ATTITUDES.</b>						
2. Interest in work						
3. Promptness						
4. Initiative						
5. Originality						
6. Self reliance						
7. Manner of performance (whether methodical & orderly).						
8. Thouroughness						
9. Punctuality						
10. Resourcefulness						
<b>III. STABILITY</b>						
1. Poise						
2. Fairness						
3. Dependability						

	Performance factors	Exceed re-requirements of this job	Meets fully requirements of this job	Just meets requirements of this job	Partially meets requirements of this job	Does not meet requirement of this job.
	1	2	3	4	5	6
<b>IV. ABILITY TO GET ALONG</b>						
1. Tact						
2. Dealing with :						
(a) Subordinate						
(b) Follow officials						
(c) Superiors						
3. Public						
4. Ability to inspire others						
<b>V. ABILITY TO MANAGE</b>						
1. Quality to judgement						
2. Decision making						
3. Ability to plan and programme						
4. Direction and control						
5. Ability to evaluate the work of individuals object or themes						
<b>VI. PHYSICAL FITNESS</b>						
1. State of health, sportsmanship etc.						

## COMMENTS:

General appraisal of the Officer's good and bad qualities in narrative form particularly those related to his integrity and ability to correct himself or his faults are pointed out to him.

Decision if any taken regarding fitness for drawing 1st/2nd increments where applicable

Signature >  
Designation:-  
Date :-

PART- III

**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  
OR
- ii) Should be watched for a further period  
(here list what improvements are required  
in the probationer any specify the period  
for which he is to be watched further)  
OR
- iii) Should be discharged from Government  
service(here give reasons for recommending  
this course of action).

SIGNATURE OF THE \_\_\_\_\_  
CHAIRMAN OF THE  
DEPARTMENTAL PROMOTION COMMITTEE