

JAWAHAR NAVODAYA VIDYALAYA

Special Performance Report

*(In respect of Staff to be considered for Promotion/Probation)

PART-I

- 1 Name of the Employee
- 2 Designation
- 3 Mode of recruitment for present post being held
- 4 Date of completion of present probation period.
- 5 Date of Joining in NVS

PART-II

Performance Factors		Exceeds requirements of this JOB	Meets fully requirements of this job	just meets requirements of this job	partilly meets requirements of this job	does not meet requirements of this job
1		2	3	4	5	6
I MENTAL CAPACITY						
1	Efforts made to acquire knowledge relevent to job					
2	Analytical ability					
3	Powers of Grasp					
4	Spirit of Enquiry					
5	Power of expression					
	a) Oral					
	b) Written					
6	Sense of responsibility					
7	Ability to participate in discussion and seminars....					
II WORK HABITS AND ATTITUDES						
1	Aptitude					
2	Intrest in work					
3	Promptness					
4	Initiative...					
5	Originality...					
6	Self reliance...					
7	Manner of performance (whether methodical & orderly)					
8	Thoroughness...					
9	Punctuality					
10	Resourcefulness.....					
III STABILITY						
1	Poise					
2	Fairness					
3	Dependibility...					

IV ABILITY TO GET ALONG						
1	Tact					
2	Dealings with					
	a) Subordinates					
	b) Fellow officials					
	c) Superiors..					
	d) Public.....					
3	Ability to inspire others...					
V ABILITY TO MANAGE						
1	Quality of judgment....					
2	Decision making...					
3	Ability to plan and programme....					
4	Direction and control....					
5	Ability to evaluate the individuals and projects or schemes....					
VI PHYSICAL FITNESS						
1	State of health sportmanship etc.					
VII	General appraisal of Officer's good and bad qualities from particularly those related to his integrity and ability to correct himself if his faults are pointed out to him....					

PART-III

- * Is fit for absorption/promotion.
- * Should be watched for another ____ months, by extending deputation period, if possible.
- OR
- * May be reverted to his parent organisation immediately/on completion of deputation period.

SIGN. OF PRINCIPAL

Signature of the Deputy Director/Asstt. Director

RECOMMENDATION OF THE ABSORPTION COMMITTEE

Is fit for absorption
OR
Should be watched for another Months

Signature

Signature

Signature

Chairman