



राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर-831014,
NATIONAL INSTITUTE OF TECHNOLOGY, JAMSHEDPUR

(An Institution of National Importance under MHRD)

O.O. No. NITJSR/ESS/CD/2018-19/.....894

Date ..10/07/2018

All Deans/HODs/HOCs/HOSs/Chief Warden is hereby requested to please circulate the APARs form to the employees working under you and return back duly filled and signed to the Office of the under signed by 20th July-2018 positively.

This may treated most urgent.

Alcud
10/7/18
Registrar (I/c)
Alcud
10/7/18
Dated...10/07/2018

Memo No. NITJSR/ESSs/CD/2018-19/.....894

Copy forwarded to:-

01. The Office of the Director, NIT Jamshedpur, for favour and kind information.
- 02 The office of the DFO Institute website, NIT Jamshedpur for na-

Alcud
10/7/18
Registrar (I/c)
Alcud
10/7/18

**NATIONAL INSTITUTE OF TECHNOLOGY,
JAMSHEDPUR-831014**

**ANNUAL PERFORMANCE APPRAISAL REPORT (APARs) from April-2017 to March-2018
For all Non-Teaching Staff of the Institute
(To be filled by the employee)**

1. Name :-
2. Designation :-
3. Date of appointment :-
4. Present posting :-
(Department/Section)
5. Scale of Pay :-
(Basic Pay & Level)

6. Assessment in the table below:-

(To be filled by the reporting Officer)

Sl. No.	Item for report/assessment	Grade point in scale 1 to10, 10 being the best and 1 the lowest
01.	Attendance (Punctuality, Regularity, Time-Keeping)	
02.	Attitude, behavior with reporting officer	
03.	Accessibility and attention to students	
04.	Quality of work, efficiency and thoroughness in his work	
05.	Working knowledge of important Laboratory equipment (When applicable), Contribution to Lab. development	
06.	Attitude to colleagues and subordinates and aptitude for co-operation with them	
07.	Amenability to discipline	
08.	Participation in the corporate life of the Institute	
09.	Availability in the Department/Section	
10.	Cooperation in the Institute Affairs	
11.	Grade point average	

07. Remarks of Reporting Officer about the strength and weakness of staff in any:-

08. Remarks of Reporting Officer regarding training requirement, if any for employee's skill upgradation:-

09. Observation of Registrar:-

(Registrar)