



राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर
NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

(An Institution of National Importance under MHRD, Government of India)

ESTABLISHMENT SECTION

O.O.No.NITJSR/ESS/CD/2019-20/412

Date: -18/6/2019

OFFICE ORDER.

ALL HODs/HOCs/HOSs
NIT Jamshedpur

The Mapping/DPC of all Group C & D (Non teaching employees) is going to start. Therefore, all are requested to submit the ANNUAL PERFORMANCE APPRAISAL REPORT (APARs) form for the period from **April 2018 to March 2019** of all Non Faculty employees duly filled & signed to the under signed within three days. The copy of the APARs form is attached herewith for your ready reference.

This may be treated as most urgent.

f A. S. 18.6.19
Registrar (I/c)

Memo No. NITJSR/ESS/CD/2019-20/412.

Date: -18/6/2019

Copy forwarded to:-

01. The Office of the Director, NIT Jamshedpur for favour & kind information.
02. The PIC Institute Website, NIT Jamshedpur for kind information & necessary action

f A. S. 18.6.19
Registrar (I/c)



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ANNUAL PERFORMANCE APPRAISAL REPORT (APARs) FROM.....

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 to 10, 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	

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

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

9. Observation of Registrar:-

(Registrar)