

Name of the Applicant: _____

8. SERVICE RECORD (REGULAR SERVICE IN AEES ONLY)

Name & Address of the School	Designation	Service Duration			Subjects handled in lab.	Any other responsibilities discharged
		From dd-mm-yy	To dd-mm-yy	Total (yy,mm)		

Experience in	Experience in MTS	Others	Total Experience
No. of years & months	_____Yrs. _____ Months	_____Yrs. _____ Months	_____Yrs. _____ Months

9. Record of In-service training programmes, workshops etc. attended as Participant or help to organize the same.

S. No.	Year	Name of the Course	Duration (Days)	Organized by	In the Capacity of participant / helping to organizing etc.	Remarks

10. Recognition / Award / Prize received by the Employee

Name of the Award	The Institution which Awarded	Year of award	Field of recognition	Award received by self	Remark

11. Any other significant achievement / contribution not mentioned above.

Date:

Signature of Applicant

Place:

Name of the Applicant: _____

PART – C

(GENERAL ATTRIBUTES)

Remarks about the MTS based on the Fair Assessment made by her / his superiors on five point scale viz. Outstanding / Very Good / Good /Satisfactory/Poor

S. No.	Particulars	Brief assessment by the Principal about the teacher (attach extra sheet, if required)	Graded as
1.	Support to the office		
2.	Cleanliness and neatness of campus		
3.	Sense of Responsibility in day to day work		
4.	Competency for office routine work		
5.	Amenable to office staff		
6.	Maintains cordial relations with staff?		
7.	Amenable to Superiors		
8.	Adaptability of the work		
9.	Rapport with students		
10.	Use electronic gadgets (Xerox, Fax, Cyclostyle, copier etc.)		
11.	Contribution towards the safety and security of the school plant		
12.	Contribution towards ensuring the safety of students		
13.	Contribution towards the safety of feminine gender		
14.	Attitude to ensure the safety of belongings of the students		
15.	Service related to hospitality		
16.	Sense of belongingness		
17.	Accepts additional responsibility apart from his/her work profile		

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18.	Public Relation with stakeholders		
19.	Punctuality and regularity in attendance		
20.	Prompting the alarming situations		
21.	Loyalty towards the job / Adhere to the moral values		
22.	Interest and initiative in professional growth		
23.	Situational Behavior and Team spirit		
24.	Role of enhancing the image of the school in the community		
25.	Accomplishment of planned work and the quality of the work		
26.	Thrust for knowledge		
27.	Service to community / Parental attitude towards disabled students/staff		
28.	Reporting of damages/malfunctions occurred in the campus		
29.	Readiness for supporting the management in odd hours		

IT IS CERTIFIED THAT ALL THE INFORMATION PROVIDED IN PART-A TO PART-C HAVE BEEN CHECKED AND FOUND CORRECT.

RECOMMENDATION OF THE PRINCIPAL:

SIGNATURE OF THE PRINCIPAL

Name of the Applicant: _____

PART-D

(Evaluation by School/Centre Level Committee)

Supporting documents for Part-D, wherever applicable, should be submitted by the individual and the marks will be awarded by the school/centre level committee

Contribution by MTS (Non-Teaching Staff)

(40 Marks)

S. No.	Particulars of the parameter	Maximum Marks	Marks Awarded	Remark
1.	Support to the office	04		
2.	Cleanliness and neatness of campus	04		
3.	Sense of Responsibility in day to day work	04		
4.	Competency for office routine work	04		
5.	Amenable to office staff	04		
6.	Maintains cordial relations with staff?	04		
7.	Amenable to Superiors	04		
8.	Adaptability of the work	04		
9.	Rapport with students	04		
10.	Use electronic gadgets (Xerox, Fax, Cyclostyle, copier etc.)	04		
TOTAL MARKS		40		

RECOMMENDATION OF THE CHAIRMAN, SCHOOL/CENTRE LEVEL COMMITTEE

SIGNATURE
CHAIRMAN, SCHOOL/CENTRE LEVEL COMMITTEE

Name of the Applicant: _____

PART-E
(Evaluation by the Cluster Committee)

Contribution by MTS (Non-Teaching Staff)

(30 Marks)

S. No.	Particulars of the parameter	Maximum Marks	Marks Awarded	Remark
1.	Contribution towards the safety and security of the school plant	03		
2.	Contribution towards ensuring the safety of students	03		
3.	Contribution towards the safety of feminine gender	03		
4.	Attitude to ensure the safety of belongings of the students	03		
5.	Service related to hospitality	03		
6.	Sense of belongingness	03		
7.	Accepts additional responsibility apart from his/her work profile	03		
8.	Public Relation with stakeholders	03		
9.	Punctuality and regularity in attendance	03		
10.	Prompting the alarming situations	03		
TOTAL MARKS		30		

REMARKS / RECOMMENDATIONS OF THE CLUSTER LEVEL COMMITTEE

SIGNATURE
CHAIRMAN, CLUSTER LEVEL COMMITTEE

Name of the Applicant: _____

PART - F

(FORM TO BE FILLED IN BY THE CENTRAL COMMITTEE)
Evaluation at central level for Lab. Assistants (18+12=30 Marks)

Contribution by MTS (Non-Teaching Staff)

S. No.	Particulars of the parameter	Maximum Marks	Marks Awarded	Remark
1.	Loyalty towards the job / Adhere to the moral values	02		
2.	Interest and initiative in professional growth	02		
3.	Situational behavior and Team spirit	02		
4.	Role of enhancing the image of the school in the community	02		
5.	Accomplishment of planned work and the quality of the work	02		
6.	Thrust for knowledge	02		
7.	Service to community / Parental attitude towards disabled students/staff	02		
8.	Reporting of damages/malfunctions occurred in the campus	02		
9.	Readiness for supporting the management in odd hours	02		
TOTAL MARKS		18		

PART – G

(To be filled in by Central Committee)

APAR/ACR Grading obtained by the candidate in last 3 years

Year	Grade obtained	Grade Point
Total Grade Points (Out of 12)		

APAR Grading	Outstanding	Very Good	Good	Satisfactory	Poor
Grade Point	4	3	2	1	0

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TOTAL MARKS AWARDED BY CENTRAL COMMITTEE (OUT OF 30):

EVALUATION (Part F) (Out of 18)	APAR (Part G) (Out of 12)	CENTRAL LEVEL (Total=Part F + Part G) (Out of 30)

TOTAL MARKS OBTAINED BY THE CANDIDATE IN ALL LEVELS

SCHOOL LEVEL (Part D) (Out of 40)	CLUSTER LEVEL (Part E) (Out of 30)	CENTRAL LEVEL (Part F + Part G) (Out of 30)	TOTAL (Out of 100)

REMARKS / RECOMMENDATIONS OF THE CENTRAL LEVEL COMMITTEE

SIGNATURE
CHAIRMAN, CENTRAL LEVEL COMMITTEE