

Name of 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 as Administrative & office Staff	Others	Total Experience
No. of years & months	_____Yrs. _____ Months	_____Yrs. _____ Months	_____Yrs. _____ Months

PART – B

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

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10. Mention your specific attention to the welfare of the organization and contribution towards society.

S. No.	Particulars	Brief description of the work. (attach extra sheet, if required)	Remark
1.	Contribution towards community in the form of various social service activities		
2.	Contribution to AEES administration (apart from the routine work)		
3.	Contributing to an exceptionally supportive, team oriented environment in the work place for overall development of the organization		
4.	Sense of belongingness (voluntary action shown by the employee for the work not relevant to him/her)		
5.	Method of organizing the work for timely completion		
6.	Relationship with peers, teachers, subordinates and authorities		

11. Mention your innovative assignments to the welfare of the organization and contribution towards society.

S. No.	Particulars	Brief description of the work (attach extra sheet, if required)	Remark
1.	Workshops or seminars organized at National/ State/ AEES level		
2.	Development of software/package/workbook to simplify the administration/accounts work		
3.	Usage of Rajbhasha in day to day work		
4.	Any innovative steps taken for simplification of the day to day work or to improve the development of section/department		
5.	Projects/Research undertaken for the improvement of the administration process		

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12. Has any article related to the field of education been written and published in any newspaper / magazine / journal or has any text-book been written and published? if yes, give details.

S. No.	Name of the Article/Textbook/Lab Manual /Course Material	Name of the Newspaper/ Magazine/ Journal/ Publisher	Year of Publication	Remarks

13. Recognition / Award / Prize received at the National / State / AEES / District / Centre level by the Lab Assistant

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

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

Date:
Applicant

Place:

Signature of

Name of Applicant: _____

PART – C

(GENERAL ATTRIBUTES)

Remarks about the Officer / Clerical Staff based on the Assessment by her / his superiors on five point scale viz. Outstanding / Very Good / Good /Satisfactory/Poor

S.No	Particulars	Brief assessment by the recommending authority about the Officer / Clerical Staff	Graded as
1.	<p><u>Leadership Quality</u></p> <ul style="list-style-type: none"> ▪ Commitment to the authorities and stakeholders ▪ Passionate about administrative/accounts work ▪ Collaboration with others ▪ Communication and rapport 		
2.	<p><u>Organizing Capabilities</u></p> <ul style="list-style-type: none"> ▪ Administrative and managerial excellence for handling office procedures (as applicable for categories) ▪ Adaptability of the situation ▪ Adhering to the schedule ▪ Timely completion of tasks entrusted 		
3.	<p><u>Office Maintenance</u></p> <ul style="list-style-type: none"> ▪ Does the officer take interest in maintenance of the infrastructure such as furniture, fittings etc. ▪ Does the officer show interest in beautification of the department and cleanliness? ▪ Does the officer keeps files, folders and computer safely in protected manner? ▪ Does the officer maintain sufficient books for his/her subject for additional preparation. 		
4.	<p><u>Working Relationship</u></p> <ul style="list-style-type: none"> ▪ Relationship with administrators, teachers and others ▪ Relationship with management and colleagues ▪ Managing conflicts and sharing of information ▪ Team building 		
5.	<p><u>Quality in Work</u></p> <ul style="list-style-type: none"> ▪ Ability for handling events/crisis ▪ Knowledge and skill of the officer ▪ Any innovative ideas implemented for developing the quality of the result of the concerned section/department ▪ Resolves problems diplomatically/amicably 		
6.	<p><u>Social responsibility</u></p> <ul style="list-style-type: none"> ▪ Inculcating moral values and national integration ▪ Involvement in social activities which are unrelated to organization ▪ Any outstanding work which attributes to the development of the community 		
7.	<p><u>Attitude toward work</u></p> <ul style="list-style-type: none"> ▪ Ability to complete assigned duties , continuous quality improvement etc. ▪ Accomplishment of planned work and the quality of the output of the work ▪ Sense of Responsibility 		
8.	<p><u>Personal Traits</u></p> <ul style="list-style-type: none"> ▪ Integrity, Ethics and Fairness towards work 		

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	<ul style="list-style-type: none"> ▪ Analytical thinking with reference to the situation ▪ Accountability 		
9.	<p><u>Individual Strength</u></p> <ul style="list-style-type: none"> ▪ Ability in planning and organizing / Creates opportunities to improve skills and abilities of subordinate staff and put efforts for the development of staff ▪ Up keeping of promises and level of confidence ▪ Attitude in criticism and conflict 		
10.	<p><u>Discipline</u></p> <ul style="list-style-type: none"> ▪ Punctuality and regularity in attendance ▪ Adherence of orders of superiors ▪ Responsiveness 		
11.	<p><u>Public relation</u></p> <ul style="list-style-type: none"> ▪ Public relation for enhancing the image of the school/central office in the community ▪ Accessibility to the teachers, school administrators and parents ▪ Support to provide information to the public as per rule 		
12.	Efficiency in use of computers for office work (including installation of printers, antivirus and knowledge of minimum maintenance)		
13.	Use of E-mail, Fax, Xerox etc. for fast/cost-effective communications and to achieve Targets/Goals/Objectives		
14.	Efficiency in use of Computer Software (Excel, Access, DTP, Tally etc.) in day to day work		
15.	Ability to analyze effectively with reference to rules/procedures and suggests viable solutions		
16.	Maintenance of records for rules/orders and retrieval of information for disposal		

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

RECOMMENDATION OF THE COMPETENT AUTHORITY:

SIGNATURE OF THE COMPTENT AUTHORITY

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 the officer / Clerical staff**(40 Marks)**

S. No.	Parameter	Particulars of Parameters	Marks to be allotted	Total Maximum marks to be awarded
1.	Training Programme (During service period in AEES)	Participation in training programmes or worked as resource person at National/AEES Level for 5 times.	05	05
		Participation in training programmes or worked as resource person at National/AEES Level for 4 times.	04	
		Participation in training programmes or worked as resource person at National/AEES Level for 3 times, it may include one such program at centre level/District/Zone level	03	
		Participation in training programmes or worked as resource person at National/AEES Level for 2 times, it may include one such program at centre level/District/Zone level	02	
		Participation in training programmes or worked as resource person at National/AEES Level for 1time (OR) at centre level/District/Zone level for 2 times	01	
		Not participated in any training programme	00	
2.	Innovative Assignment	Workshops or seminars organized at National/ State/ AEES level	05	10
		Development of software/package/workbook to simplify the administration/accounts work	05	
		Usage of Rajbhasha in day to day work	04	
		Any innovative steps taken for simplification of the day to day work or to improve the development of section/department	03	
		Projects/Research undertaken for the improvement of the administration process	03	
3.	Personal Contribution	Contribution towards community in the form of various social service activities	04	10 (Total/2)
		Contribution to AEES administration (apart from the routine work)	04	
		Contributing to an exceptionally supportive, team oriented environment in the work place for overall development of the organization	03	
		Sense of belongingness (voluntary action shown by the employee for the work not relevant to him/her)	03	
		Method of organizing the work for timely	03	

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		completion			
		Relationship with peers, teachers, subordinates and authorities	03		
4.	Professional Advancement	Higher education acquired which attributes to the professional/ administrative competence		05	
		Category	Degree		Marks
		Officer	P.G. qualification / P.G. Diploma in administration/law/ Human Resource/ Management or equivalent		02
			Graduation		02
			Diploma		01
		Office staff (ASAC, Asst., Sr. Clerk, UDC, LDC)	P.G. qualification / P.G. Diploma in administration/law/ Human Resource/ Management or equivalent		02
			Graduation		02
			Diploma/Certificate/ H.Sc in case of LDC		01
		MTS, Driver, Store attd.	Diploma		02
			HSC/ITI		02
		Any certificate course	01		
6.	Use of Administrative Rules/ Technology	Efficiency in use of computers for office work (including installation of printers, antivirus and knowledge of minimum maintenance)	05	10	
		Use of E-mail, Fax, Xerox etc. for fast/cost-effective communications and to achieve Targets/Goals/Objectives	04		
		Efficiency in use of Computer Software (Excel, Access, D'TP, Tally etc.) in day to day work	04		
		Ability to analyze effectively with reference to rules/procedures and suggests viable solutions	04		
		Maintenance of records for rules/orders and retrieval of information for disposal	03		
TOTAL MARKS				40	

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

RECOMMENDATION OF THE CHAIRMAN, LMC:

SIGNATURE OF THE CHAIRMAN, LMC

Name of Applicant: _____

PART-E
(Evaluation by the Cluster Committee)

Contribution by the officer / Clerical Staff

(30 Marks)

S. No.	Parameter	Particulars of Parameters	Marks to be allotted	Total Maximum marks to be awarded
1.	Previous recognition	National/ State level/ international NGO award	05	05
		Region/Centre level/District level/ Local bodies / NGOs	03	
		AEES/DAE/Local level	02	
2.	Publication/ Submission (During the service period in AEES)	Research papers /Articles etc. at international level/ Any manuals prepared and submitted to the heads on self initiative	05	05
		Any consolidation/compilation of office procedure/guidelines submitted to the I/C.	04	
		Research papers /Articles in reputed news papers at national level / Books published in the administration/accounts or any other books of social/students/ national importance	05	
		Recognition of staff by media for outstanding work	03	
		Articles published through websites/standard magazines	03	
3.	Leadership Quality	<ul style="list-style-type: none"> ▪ Commitment to the authorities and stakeholders ▪ Passionate about administrative/accounts work ▪ Collaboration with others ▪ Communication and rapport 	04	04
4.	Organising Capabilities	<ul style="list-style-type: none"> ▪ Administrative and managerial excellence for handling office procedures (as applicable for categories) ▪ Adaptability of the situation ▪ Adhering to the schedule ▪ Timely completion of tasks entrusted 	04	04
5.	Office Maintenance	<ul style="list-style-type: none"> ▪ Does the officer take interest in maintenance of the infrastructure such as furniture, fittings etc. ▪ Does the officer show interest in beautification of the department and cleanliness? ▪ Does the officer keeps files, folders and computer safely in protected manner? ▪ Does the officer maintain sufficient books for his/her subject for additional preparation. 	04	04
6.	Working Relationship	<ul style="list-style-type: none"> ▪ Relationship with administrators, teachers and others ▪ Relationship with management and 	04	04

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		colleagues ▪ Managing conflicts and sharing of information ▪ Team building		
7.	Quality in Work	▪ Ability for handling events/crisis ▪ Knowledge and skill of the officer ▪ Any innovative ideas implemented for developing the quality of the result of the concerned section/department ▪ Resolves problems diplomatically/amicably	04	04
Total Marks				40

REMARKS / RECOMMENDATIONS OF THE CLUSTER LEVEL COMMITTEE

SIGNATURE
CHAIRMAN, CLUSTER LEVEL COMMITTEE

Name of Applicant: _____

PART - F

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

S.No	Parameter	Particulars of Parameters	Marks to be allotted	Total Maximum marks to be awarded
1.	Social responsibility	Inculcating moral values and national integration	01	03
		Involvement in social activities which are unrelated to organization	01	
		Any outstanding work which attributes to the development of the community	01	
2.	Attitude toward work	Ability to complete assigned duties , continuous quality improvement etc.	01	03
		Accomplishment of planned work and the quality of the output of the work	01	
		Sense of Responsibility	01	
3.	Personal Traits	Integrity, Ethics and Fairness towards work	01	03
		Analytical thinking with reference to the situation	01	
		Accountability	01	
4.	Individual Strength	Ability in planning and organizing / Creates opportunities to improve skills and abilities of subordinate staff and put efforts for the development of staff	01	03
		Up keeping of promises and level of confidence	01	
		Attitude in criticism and conflict	01	
5.	Discipline	Punctuality and regularity in attendance	01	03
		Adherence of orders of superiors	01	
		Responsiveness	01	
6.	Public relation	Public relation for enhancing the image of the school/central office in the community	01	03
		Accessibility to the teachers, school administrators and office staff.	01	
		Support to provide information to the public as per rule	01	
TOTAL MARKS				18

Name of Applicant: _____

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

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