

Name of the Applicant: _____

(b) Academic qualifications acquired after joining in AEES (In chronological order):

S.No.	Examination/ Degree	University/Board/Dept.	Month & Year of passing	Subject(s)

7. (a) SERVICE RECORD (Regular service in AEES)

Name & Address of the School/Central office	Designation	Service Duration			Nature of duties performed
		From dd-mm-yy	To dd-mm-yy	Total (yy,mm, dd)	

(b) Service Record prior to joining in AEES: (Details of service rendered in previous organization which are verified and taken into account for pensionary benefits in AEES)

Name & Address of the School	Designation	Service Duration			Nature of duties performed
		From dd-mm-yy	To dd-mm-yy	Total (yy,mm)	

Name of the Applicant: _____

(c) Total Service.

Experience in	Experience as Administrative & office Staff	Others	Total Experience
No. of years & months	_____ Yrs. _____ Months	_____ Yrs _____ Months	_____ Yrs. _____ Months

(d) Job Profile for the last 3 calendar years. (Please attach sheets if required)

Sr No	Profile executed / Jobs / Duties assigned	Target Date	Actual date of Completion	Reasons for the delay, if any	Difficulties encountered, if any	Suggestions to overcome the difficulties encountered

This is to certify that the above jobs were carried out by the officer / office staff under my supervision and I declare it to be correct to the best of my knowledge.

Signature of the reporting Officer

Name:

Section :

Seal :

Name of the Applicant: _____

PART – B

8. Record of In-service training programmes, workshops etc. attended as Participant/Faculty or assisted to facilitated to organize the same. (During last 5 years)

Sr.No.	Year	Name of the Course	Duration (Days)	Organized by	In the capacity of participant / faculty / to assisting to organize etc.	Remarks

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

Sr.No	Particulars	Brief description of the work. (Give details and attach proof for point a & b)	Remarks
a.	Contribution towards community in the form of various social service activities		
b..	Contribution to AEES administration (apart from the routine work)		
c.	Contributing to an exceptionally supportive, team oriented environment in the work place for overall development of the organization		
d.	Sense of belongingness (voluntary action shown by the employee for the work not relevant to him/her)		
e.	Method of organizing / performing the work for timely completion		
f.	Relationship with peers, teachers, subordinates and authorities		

Name of the Applicant: _____

10. Mention your innovative assignments to the welfare of the organization and contribution towards society. (Provide details and proof)

Sr.No	Particulars	Brief description of the work (attach extra sheet, if required)	Remarks
1.	Workshops or seminars organized in your field at National/ State/ AEES level		
2.	Development of software/package/workbook to simplify /orient the administration/accounts work		
3.	Usage of Rajbhasha in day to day work. Briefly specify the activities taken up to implement Rajbhasha like noting / drafting / letter writing / quarterly and annual reports etc.		
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		

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

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

Name of the Applicant: _____

12. Recognition / Award / Prize received at the National / State / District / AEES / Centre level by the Officers/Office staff of Central Office, AEES.

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

13. Leave availed during the period from 6th Sep. 2016 to 5th Sep 2017

	No. of days	No. of Occasions
EL		
HPL/Commutated Leave		
CCL		
EOL		

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

Date :

Place :

Signature of Applicant

Name :

Designation :

Name of the Applicant: _____

PART – C

(GENERAL ATTRIBUTES)

Remarks about the Officer / Office Staff based on the Information given in PART A & B

S.No	Particulars	Brief assessment by the recommending authority about the Officer / Office Staff		Total No. of Positive/Negative
		Positive	Negative	
1.	<u>Leadership Quality</u>			Positive = Negative =
	▪ Commitment to the authorities and stakeholders			
	▪ Passionate about administrative/accounts work			
	▪ Collaboration with others			
2	<u>Organising Capabilities</u>			Positive = Negative =
	▪ Administrative and managerial excellence for handling office procedures (as applicable for sections concerned)			
	▪ Adaptability to the situation			
	▪ Adhering to the schedule			
3	<u>Office Maintenance</u>			Positive = Negative =
	▪ The officer take interest in maintenance of the infrastructure such as furniture, fittings etc.			
	▪ The officer show interest in beautification of the office and cleanliness/ sanitation / water facility in the school			
	▪ The officer keeps files, folders and computer safely in protected manner.			
4	<u>Working Relationship</u>			Positive = Negative =
	▪ Relationship with administrators, teachers and others			
	▪ Relationship with management and colleagues			
	▪ Managing conflicts and sharing of information			
	▪ Willingness to work in Team			

Name of the Applicant: _____

5	<u>Quality in Work</u>	Positive	Negative	Positive = Negative =
	▪ Ability for handling events/crisis			
	▪ Knowledge and skill of the officer			
	▪ Any innovative ideas implemented for enhancement of output of the concerned section/department			
6	<u>Social responsibility</u>	Positive	Negative	Positive = Negative =
	▪ Inculcating moral values.			
	▪ National integration among the staff without following caste / creed /colour /region/religion.			
	▪ Involvement in social activities which are not directly related to school			
7	<u>Attitude towards work</u>	Positive	Negative	Positive = Negative =
	▪ Ability to complete assigned duties in time.			
	▪ continuous efforts on quality improvement.			
	▪ Accomplishment of planned work and the quality of the output			
8	<u>Personal Traits</u>	Positive	Negative	Positive = Negative =
	▪ Integrity, Ethics and values			
	▪ Fairness towards work			
	▪ Analytical thinking with reference to the situation			
9	<u>Individual Strength</u>	Positive	Negative	Positive = Negative =
	▪ Ability in planning and organizing.			
	▪ Creates opportunities to improve skills and abilities of subordinate staff and to put extra efforts for the development of staff			
	▪ Up keeping of promises and level of confidence			
10	<u>Discipline</u>	Positive	Negative	Positive = Negative =
	▪ Punctuality and regularity in attendance			
	▪ Adherence to orders of superiors			
	▪ Responsiveness to the work/duty			
	▪ Strived hard to meet the given target			

Name of the Applicant: _____

	<u>Public relation</u>	Positive	Negative	
11	▪ Public relation for enhancing the image of the school/central office in the community			Positive = Negative =
	▪ Accessibility to the teachers, school administrators. and parents/ general public			
	▪ Accessibility to the parents / general public for any queries and help			
	▪ Support to provide information to the public within the rules purview			
12.	<u>Computer related work</u>			Positive = Negative =
	In use of computers for office work.			
	In handling hardware parts			
	Maintenance and up keeping			
13.	Using the computer for constructive purpose only.			Positive = Negative =
	<u>Automation</u>			
	▪ In use of Computer Programme/Software (Excel, Access, DTP, Tally etc.)			
	▪ Developing new software for office work.			
14.	▪ Keeness to get train for developing new software			Positive = Negative =
	▪ Adopting and solving the requirements of day to day situations in the office.			
	<u>Critical Analysis</u>			
	▪ Ability to analyze effectively.			
14.	▪ Follows rules and procedures			Positive = Negative =
	▪ Suggests viable solutions			
	▪ Maintenance of records for rules/orders and retrieval of information for disposal			
15	<u>General Behavior:</u> a. Mischief mocker b. Spreads rumor and carrying tails c. Busy in generation of anonymous letters d. Brings political/any type of pressure to the management e. Forms groups f. Do not maintain confidentiality for the purpose of establishing effective administration.			Positive = Negative =

Name of the Applicant: _____

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 COMPETENT AUTHORITY

Name :

Designation :

Seal :

Name of the Applicant: _____

PART – D

(Evaluation by the Committee for Central Office Staff)

Supporting documents for Part-D, wherever applicable, should be referred from PART A,B and C and the marks will be awarded by the Central Office committee

Contribution by Officer / Office staff (30 Marks)

S.No	Parameter	Particulars of Parameters	Marks to be allotted	Total Maximum marks to be awarded
1.	Training Programme (During last 5 years service)	Participation in training programmes or worked as resource person at National/AEES Level for 5 times.	3	___ out of 3
		Participation in training programmes or worked as resource person at National/AEES Level for 4 times.	2	
		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	1	
2.	Personal Contribution	Contribution towards community in the form of various social service activities	2	___ out of 10
		Contribution to AEES administration (apart from the routine work)	2	
		Contributing to an exceptionally supportive, team oriented environment in the work place for overall development of the organisation	2	
		Sense of belongingness (voluntary action shown by the employee for the work not relevant to him/her) Method of organizing the work for timely completion	2	
		Working relationship with peers, teachers, subordinates and authorities.	2	
3.	Use of Administrative Rules/ Technology	Efficiency in use of computers for office work (including installation of printers, antivirus and knowledge of minimum maintenance)	2	___ out of 8
		Efficiency in use of Computer Programme/Software (Excel, Access, Tally etc.) in day to day work	2	
		Ability to analyze effectively with reference to rules/procedures and suggests viable solutions	2	

Name of the Applicant: _____

		Maintenance of records for rules/orders and retrieval of information for disposal	2	
4.	Giving extra time	Showing additional interest and ready to spend extra time for completing the task.	3	___ out of 3
5.	Attitude towards work	Ability to complete assigned duties & continuous quality improvement etc.	1	___ out of 3
		Accomplishment of planned work and the quality of the output of the work	1	
		Sense of Responsibility	1	
*6	General Behavior(Please refer point no. 15 in part C)	All 6 attributes to be referred from point no. 15 in part C (5 and above negatives= 3marks 4 and above negatives = 2 marks below 4 negative =1 mark)	3	___ out of 3
			Total	___ out of 30

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

Name of Member	Signature
1	
2	
3	
4	
5	

SIGNATURE OF THE CHAIRMAN OF THE COMMITTEE FOR CENTRAL OFFICE

Date:

Name :

Place :

Designation :

Seal :

Name of the Applicant: _____

PART-E

(Evaluation by the Cluster Committee)

The Evaluation must be done based on the Information of Part A/B/C/D

Contribution by Officer / Office 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	1	__ out of 2
		Region/Centre level/District level/ Local bodies / NGOs/DAE/AEES	1	
*2.	Social responsibility	Inculcating moral values and national integration	1	__ out of 3
		Involvement in social activities which are unrelated to organization	1	
		Any outstanding work which attributes to the development of the community	1	
*3.	Personal Traits	Integrity & Ethics Fairness towards work	1	__ out of 3
		Analytical thinking with reference to the situation	1	
		Accountability	1	
*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	2	__ out of 4
		Up keeping of promises and level of confidence	1	
		Attitude in criticism and conflict	1	
*5.	Office Maintenance	<ul style="list-style-type: none"> ▪ The officer take interest in maintenance of the infrastructure such as furniture, fittings etc. ▪ The officer show interest in beautification of the department and cleanliness, proper sanitation / proper drinking water facility ▪ The officer keeps files, folders and computer safely in protected manner? ▪ The officer maintains sufficient books for his/her subject for additional preparation. 	4	__ out of 4

Name of the Applicant: _____

6	Innovative work and personal traits and contribution	1. Contribution to AEES administration (apart from the routine work), 2. Rajbhasha usage in day-to-day work. 3. Contributing to an exceptionally supportive, team oriented environment in the work place for overall development of the organization	4	__ out of 4
7	Interaction and Presentation	<ul style="list-style-type: none"> ▪ Presentation ▪ Situation Handling ▪ Communication skills / use of language ▪ Belongingness ▪ Up to date knowledge of rules and regulations ▪ Safety and security ▪ Ready to give extra time ▪ Follows good discipline ▪ Presentation, belongingness & presentability ▪ Accountability ▪ etc 	10	__ out of 10
			Total	__ out of 30

REMARKS / RECOMMENDATIONS OF THE CLUSTER LEVEL COMMITTEE

Name of Member	Signature
1	
2	
3	
4	
5	

SIGNATURE
CHAIRMAN. CLUSTER LEVEL COMMITTEE

Date:

Name :

Place :

Designation :

Seal :

Name of the Applicant: _____

PART - F

(FORM TO BE FILLED IN BY THE CENTRAL COMMITTEE)
Evaluation at central level for clerical staff working in School

S.No	Parameter	Particulars of Parameters	Marks to be allotted	Total Maximum marks to be awarded																	
1.	Professional Advancement	Higher education acquired which attributes to the professional/ administrative competence	5	___ out of 5																	
		<table border="1"> <thead> <tr> <th>Category</th> <th>Degree</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Officer</td> <td>P.G. qualification / P.G. Diploma in administration/law/ Human Resource/ Management or equivalent</td> <td>2</td> </tr> <tr> <td>Graduation</td> <td>2</td> </tr> <tr> <td>Diploma / HSC</td> <td>1</td> </tr> <tr> <td rowspan="3">Office staff (ASAC, Asst., Sr. Clerk, UDC, LDC)</td> <td>P.G. qualification / P.G. Diploma in administration/law/ Human Resource/ Management or equivalent</td> <td>2</td> </tr> <tr> <td>Graduation</td> <td>2</td> </tr> <tr> <td>Diploma/Certificate/ HSC in case of LDC</td> <td>1</td> </tr> </tbody> </table>			Category	Degree	Marks	Officer	P.G. qualification / P.G. Diploma in administration/law/ Human Resource/ Management or equivalent	2	Graduation	2	Diploma / HSC	1	Office staff (ASAC, Asst., Sr. Clerk, UDC, LDC)	P.G. qualification / P.G. Diploma in administration/law/ Human Resource/ Management or equivalent	2	Graduation	2	Diploma/Certificate/ HSC in case of LDC	1
		Category			Degree	Marks															
		Officer			P.G. qualification / P.G. Diploma in administration/law/ Human Resource/ Management or equivalent	2															
					Graduation	2															
					Diploma / HSC	1															
Office staff (ASAC, Asst., Sr. Clerk, UDC, LDC)	P.G. qualification / P.G. Diploma in administration/law/ Human Resource/ Management or equivalent	2																			
	Graduation	2																			
	Diploma/Certificate/ HSC in case of LDC	1																			
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	1	___ out of 2																	
		Any consolidation/compilation of office procedure/guidelines submitted to the I/C.	1																		
3.	Discipline	Punctuality and regularity in attending duty with responsibility	1	___ out of 2																	
		Following the orders of superiors and strive hard to meet the targets	1																		
4.	Public relation	Public relation for enhancing the image of the school/central office in the community	1	___ out of 4																	
		Accessibility to the teachers, school administrators and parents	2																		
		Support to provide information to the public as per rule	1																		

Name of the Applicant: _____

*5.	Leadership / Working relations	<ul style="list-style-type: none"> ▪ Commitment to the authorities and stakeholders and ready to work in Team ▪ administrative/accounts work ▪ Collaboration with others / managing conflicts ▪ Communication and rapport/ with management and colleagues 	4	___ out of 4
*6.	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 	4	___ out of 4
*7.	Quality in Work	<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 	4	___ out of 4
**8.	Additional contribution		3	___ out of 3
			Total	___ out of 28

***Point no. 5 to 7 can be assessed by taking input from point no. 1, 2, 3, & 5 in part C by following the table with proper cross checking given below.**

TABLE

	Observations	Marks
a	Four positive observations to be considered as Outstanding	4
b	Three positive observations to be considered as Very Good	3
c	Two positive observations to be considered as Good	2
d	One positive observations to be considered as Satisfactory	1
e	No positive observation to be considered as Poor	0

****Additional contribution can be quantified as per the following method**

1	Staff availed any leave except CL up to 10 days	3 marks
2	Staff availed any leave except CL up to 10 days 20 days	2 marks
3	Staff availed any leave except CL up to 20 days 30 days	1 mark

Name of the 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 28)	APAR (Part G) (Out of 12)	CENTRAL LEVEL (Total=Part F + Part G) (Out of 40)

TOTAL MARKS OBTAINED BY THE CANDIDATE IN ALL LEVELS

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

REMARKS / RECOMMENDATIONS OF THE CENTRAL LEVEL COMMITTEE

Name of the Applicant: _____

Name of Member	Signature
1	
2	
3	
4	
5	

Date :

Place :

SIGNATURE

CHAIRMAN, CENTRAL LEVEL COMMITTEE

Name :

Designation :

Seal :