

**National Institute of Electronics and Information Technology
New Delhi**

**CONFIDENTIAL REPORT FOR CLEARANCE OF PROBATION PERIOD
(DIRECT RECRUITMENT/ PROBATION)**

(PART I)

1. Name of the employee:
2. Designation:
3. Pay Structure:
4. Academic & Professional Qualification:
5. Whether probation is on Promotion or Fresh Appointment :
 - (a) In case of promotion
 - (i) Date of joining the organisation:
 - (ii) Date of joining in the present post:
 - (b) In case of Direct Recruitment
 - (i) Whether C&A Verification done
 - (ii) Whether medically examined and found fit
6. Duration of Probation Period:
7. Date of completion of Period of Probation:
8. If extended, date of expiry of Probation after extension:
 - i) Ist Ext.
 - ii) IInd Ext.
9. Period of Absence from duty on account of leave etc:
10. Period covered by the present Report:
From _____ To _____

(PART II)

(Self appraisal – to be filled by the employee)

1. Name & Designation of the employee

2. Period covered in the present report

From _____ To _____

3. Centre/ Branch where posted during the Probation Period:

Centre/ Branch	From (date)	To (date)	Name & Designation of the Reporting Officer

4. Area of S&T Function

5. Brief description of the work done during the period

6. S&T output indicators for assessment and measurement of work function (as appropriate to the Officer)

7. Enumeration of major outputs from S&T function

8. Innovation content of work done (about 100 words)

9. Major impact reported during the financial year (if any) for work done during period under consideration
10. Scientific and technological methodologies used in the work function
11. Suggestions (if any) for work functions based on new or emerging scientific principles
12. New technologies if any introduced by the Officer in work plan/function
13. Any other highlight of special S&T content in the work
14. One page summary of the scientific and technical elements in the work done during the period under consideration
15. Quantified S&T outputs as per the selected indicators (as annexed)

Place:
Date:

(Signature of the employee)
(Name :)

Probation Report of Smt/ Shri _____

(PART-III)

For use of Reporting Officer- the employee may be related in:

- 1 Amenability to Discipline and office Decorum
- 2 Punctuality
- 3 Adaptability of new job/ new initiative
- 4 Status of health:
- 5 Accuracy of the S&T work report
 - (a) Generally accurate
 - (b) Modifications needed (please specify)
- 6 Scientific merit of the work done

1-10%	10-33%	33-50%	50-75%	Bottom 25%
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- 7 Short summary of the innovative content of the work done
- 8 General assessment of the scientific work report (in brief)
- 9 Final grading

1-10%	10-33%	33-50%	50-75%	Bottom 25%
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Recommended/ Not Recommended for probation clearance

(If not recommended, kindly fill up the Part IV of the form)

Date _____

Signature of Reporting Officer _____

Name & Designation _____

Probation Report of Smt/ Shri _____

(PART IV)

1. In case the reporting officer is not satisfied with the work and conduct of the employee reported upon during the initial period of probation, please indicate:

a) Whether the deficiencies reported in the probation report were communicated to him. If communicated in written, please enclose copy, if communicated orally please specify:

b) Whether the employee was given adequate counseling and guidance to overcome his deficiencies:

Place _____

Signature of Reporting Officer _____

Date _____

Name & Designation _____

(PART V)

(TO BE COMPLETED IN CASE REPORT PERTAINS TO EXTENDED PERIOD OF PROBATION):

Please highlight his significant contribution/ improvement or deterioration observed in his working during the period underreport. Please also confirm whether the employee was given adequate counseling guidance to overcome his deficiencies.

Place _____

Signature of Reporting Officer _____

Date _____

Name & Designation _____

Probation Report of Shri _____

(PART VI)

(Remarks of the next Higher Officer)

1. General Assessment:
2. Agree/ disagree with the remarks and recommendation made by Reporting Officer in Par III, IV and Part V (if applicable)
3. Whether, the Employee be treated to have successfully completed to period of Probation:
4. Whether medically found fit? :

Signature _____

Date _____

Designation _____