



# GARGI COLLEGE

(UNIVERSITY OF DELHI)  
Siri Fort Road, New Delhi-110049

(Confidential Report for Professional Assistant / Semi Prof. Assistant)

PERIOD OF REPORT FROM ..... TO .....

- N.B. 1. Reporting Officer / Reviewing Officer will use the under given rating system. Assume that the person naturally deserves '4'. Then rate him/her either '4' or less '4' or more than '4' on the basis of the enumerated criteria or first hand experience with the incumbent as him/her senior officer.
0. No Knowledge of the particular aspect being evaluated.
  1. Very poor and unacceptable.
  2. Poor i.e. not satisfactory at all.
  3. Less than satisfactory.
  4. Satisfactory i.e. Mee's accepted average standard.
  5. Good i.e. above average.
  6. Very Good i.e. Much above average.
  7. Outstanding i.e. Too Much above average.
2. Work out the average rating of each section and the overall assessment of the incumbent should be the average of the sectional average.

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## PERSONAL DATA

(To be filled in by the incumbent)

1. Name .....
2. Designation .....
3. Permanent / Temporary .....
4. Qualification .....
5. Date of Birth ..... Age.....
6. Date of appointment / promotion to the present cadre .....
7. Pay Scale ..... Basic Pay ₹ .....
8. Name of the Lib. Unit in which worked during the year .....

Contd.....P-2/-

9. State if you did any noteworthy work .....  
which increased the output/efficiency  
during the period under review

Date: \_\_\_\_\_

(Signature of the incumbent)

**SECTION 1: PERFORMANCE OF DUTIES**

	<b>SPECIFIC RATING</b>	<b>AVERAGE RATING</b>
1.1 Knowledge of routines and procedures in the assigned areas of work.		
a) Secretarial-cum-Personal Assistance to Library Officers	.....	.....
b) Acquisition Work	.....	.....
c) Periodicals Work	.....	.....
d) Processing Work	.....	.....
e) Circulation Work	.....	.....
f) Reference & Assistance to Readers Work	.....	.....
g) Establishment Work	.....	.....
h) Accounts Work	.....	.....
i) Binding Work	.....	.....
j) Stores Work	.....	.....
k) Despatch Work	.....	.....

1.2	Maintenance of Official records, files, papers with orderliness, retrieval of papers etc.	.....	.....
1.3	Ability to draft notes, letters correspondence etc.	.....	.....
1.4	Output rating	.....	.....
1.5	Proficiency & Handwriting in languages:	.....	.....
	a. English	.....	.....
	b. Hindi	.....	.....
	c. Other Indian Language	.....	.....
	d. Other Foreign Language	.....	.....
1.6	Degree of neatness, accuracy and promptness in preparation / disposal / typing / performance of	.....	.....
	a. Catalogue Cards	.....	.....
	b. Bibliographics	.....	.....
	c. Stencils	.....	.....
	d. Official papers	.....	.....
	e. Other things, if any	.....	.....

**ASSESSMENT OF OTHER QUALITIES**

**AVERAGE RATING SECTION**

2.1	Ability to make physical efforts and to handle arduous assignments i.e. Industriousness	.....
2.2	Ability to exercise mental capacities i.e. intelligence, alertness, keenness etc.	.....
2.3	Punctuality in observance of office hours	.....
2.4	Frequency in availing of leave	.....
2.5	Disposal of assigned work i.e. Dedication to clear the assignment with speed, accuracy and promptness	.....

**Contd.....P-4/-**

- 2.6 Regard for and degree of willing cooperation with official authorities, office orders, office procedures etc. ....
- 2.7 Relations and willingness cooperation with colleagues and subordinates .....
- 2.8 Proper maintenance of 'Daily Achievement Record' with regular attestation from concerned library officers .....

**AVERAGE RATING OF SECTION 2  
OVER ALL ASSESSMENT**

- 1. Arrange rating based on above sections .....
- 2. Assessment of integrity in terms of conduct, behaviour discipline, productive, confidence, maintenance of official matters etc. ....
- 3. Details, if reprimanded for any indiscipline, negligence lapse or indifference during the year under review .....
- 4. Proposal about confirmation / promotion / crossing of E.B. ....

Date \_\_\_\_\_

Signature and Designation  
(Reporting Officer)

**REMARKS OF REVIEWING OFFICER**

Date: \_\_\_\_\_

Signature and Designation  
(Reporting Officer)

**REMARKS, IF ANY OF THE UNIVERSITY LIBRARIAN**

Date: \_\_\_\_\_

UNIVERSITY LIBRARIAN

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