



NATIONAL UNIVERSITY OF SCIENCES & TECHNOLOGY

OFFICERS EVALUATION REPORT (OER)

Period of Report: From To

Type : Normal Interim Probationary Review Unsuitability
(tick any one box)

PART 1 - PERSONAL DATA

1. Name (in block letters):
2. Appointment with Date :
3. Date of Entry in Service:
4. Academic Qualifications:
5. Previous Relevant Experience:

6. Knowledge of languages (Please indicate proficiency in speaking (S), Reading (R) and writing (W):-
.....
.....

7. Hobbies:

8. Training Received/Academic Qualification(s) Attained (during the year):

<u>Title of the Course</u>	<u>Duration</u>	<u>Name of the Institution/Country</u>
	<u>From</u> <u>To</u>	

9. Brief Job Description (set out broadly in order of importance the main duties performed in the present job during this period. Also mention any special work assigned during the period):-
.....
.....
.....

10. Period Served Under:

	<u>Appointment</u>	<u>From</u>	<u>To</u>	<u>Initials</u>
a.	IO
b.	SRO
c.	NSRO

11. Medical:

a. Category with date	c. Height:
b. Nature of Disability (in brief)	d. Weight:
Date: Medical Officer's Signature:	
with Designation (from NUST authorized hospitals)	

PART - II

12. **Personal Qualities** (Initial the appropriate box. Each initialled box carry one (1) grade mark):-

Quality	Exceptional	Excellent	Good	Satisfactory	Un-satisfactory
a. Intelligence/Common Sense					
b. Confidence and Will power					
c. Maturity					
d. Emotional Stability					
e. Personal Conduct & Discipline					
f. Adaptability, Cooperation and Team work					
g. Appearance and Bearing					
h. Understanding & Tolerance					
Weightage	5	4	3	2	1
Score (Grade x Weightage)					
Total Score :					

13. **Attitudes:** (Initial the appropriate box. Each initialled box carry one (1) grade mark):-

Quality	Exceptional	Excellent	Good	Satisfactory	Un-satisfactory
a. Moral and Religious values					
b. Social Conduct					
c. Integrity					
d. Acceptance of Responsibility					
e. Ability to Produce Constructive Ideas					
f. Foresightedness and Advance Planning					
g. Initiative and Drive					
h. Reliability under Pressure					
j. Financial Responsibility					
k. Preservation and Devotion to Duty					
Weightage	5	4	3	2	1
Score (Grade x Weightage)					
Total Score :					

14. **Proficiency in Job :** (Initial appropriate box. Each initialled box carry one (1) grade mark)

Job Traits	Exceptional	Excellent	Good	Satisfactory	Un-satisfactory
a. Power of Expression (Written, Oral)					
b. Professional Knowledge					
c. Analytical Ability					
d. Supervision and Guidance					
e. Ability to Take Decision					
f. Work (Output, Quality)					
g. Staff Supervision					
h. Achievement of Assigned Objective					
j. Planning and Organizational Ability					
k. Capacity of Hard Work					
l. Meticulous and Methodical					
Weightage	5	4	3	2	1
Score (Grade x Weightage)					
Total Score :					

15. **Overall Grading:-**

- a. Grand Total Score (Serial 12 + 13 + 14) = _____
- b. Standing (as per Criteria given below) = _____
- Criteria**
- (1) Outstanding = Score greater than 105
- (2) Excellent = Score from 90 to 105
- (3) Above Average = Score from 70 to 89
- (4) Average = Score from 50 to 69
- (5) Below Average = Score less than 50

16. **Recommendation** (Initial applicable box):

Fit for promotion	Initiating Officer	Senior Reporting Officer	Next Senior Reporting Officer
a. Fit for accelerated promotion			
b. Fit for promotion in his turn			
c. Not yet fit for promotion			
d. Unlikely to progress further			

17. **Pen Picture by Initiating Officer (Head of Dept or equivalent - as applicable):**

Counselling:

Signature:

Station : Rank/Appointment:

Date : Name:

Signature of the Officer Reported Upon:

Signature:

Date: Name:

