

CONFIDENTIAL REPORT WEIGHTAGE UNDER VARIOUS TRIATS FOR VARIOUS TRADES																						
SI	TRAITS	TRADESMAN		Clerk		Store Keeper		Steno		Fin. Asst.		Planner		Inspector		D'Man		Scientific Assistant		Drivers	Security	
		B/D	E	B/D	E	B/D	E	B/D	E	B/D	E	B/D	E	B/D	E	B/D	E	B/D	E	B/D	E	
<u>JOB PERFORMANCE</u>																						
1	INTELLIGENCE	8	9	8	9	8	9	8	9	8	9	8	9	8	9	8	9	8	9	8	8	9
2	JOB KNOWLEDGE	10	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	8	8	9
3	INDUSTRY	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
4	INITIATIVE	7	8	8	9	7	8	8	9	8	9	8	9	8	9	8	9	8	9	7	7	8
5	QUALITY OF WORK	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
6	QUANTITY OF WORK	10	9	9	8	9	8	9	8	9	8	9	8	9	8	9	8	9	8			
7	COMMUNICATION (WRITTEN)*	1	5	7	10	4	6	7	9	6	8	6	8	5	7	3	4	6	7		3	5
8	COMMUNICATION (ORAL)*			5	7			7	8	4	6											
9	SENCE OF SAFETY																			10		
<u>BEHAVIOUR</u>																						
10	DISCIPLINE	8	9	8	9	8	9	8	9	8	9	8	9	8	9	8	9	8	9	9	10	10
11	DEPENDABILITY	5	5	5	7	5	7	5	7	5	7	5	7	5	7	5	6	5	7	6	6	7
12	CO-OPERATIVENESS	4	6	5	6	5	6	4	5	6	7	6	7	6	7	4	6	4	5	6	5	6

* Not applicable to employees in Group A and employees in Group B & C except Clerks and Stenos.

** Applicable to Stenos and D & E groups clerks only.



