

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 | 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.



