BEST Driver OF THE UNIVERSITY

|  |  |
| --- | --- |
| NAME OF THE APPLICANT |  |
| EMPLOYEE NO OF THE APPLICANT |  |
| GENDER |  |
| Date of Birth and Age |  |
| Are you a Senior Citizen |  |
| If you are Differently abled, Highlight the category |  |
| JOINING YEAR OF THE APPLICANT |  |
| DESIGNATION while joining |  |
| Present Designation |  |
| Salary while joining |  |
| Present Salary |  |
| DEPARTMENT |  |
| EMAIL ID |  |
| CONTACT NUMBER |  |

Nomination form

|  |  |
| --- | --- |
| Name of the reporting Authority |  |
| Works in corporation with other colleagues |  |
| Participates in meeting, Training and special events |  |
| Follows written and oral instructions from Supervisors |  |
| Follows traffic regulations and procedures |  |
| Regularity in Attendence |  |
| Punctuality |  |
| Promptness of action( Site examples of promptness that helped the University) | 1...  2...  3... |
| PRACTICAL APPLICABILITY/acumen ( Give examples of such work undertaken and its importance | 1...  2... |
| List extraordinary performance undertaken | 1...  2...  3... |
| Demonstrates appropriate repair knowledge |  |
| Maintains Vehicles and premises neatly and regularly |  |
| Capacity to investigate break downs/ responds to problems and do emergency repair |  |
| Manages Student Behaviour appropriately |  |
| Daily maintains bus safety check up |  |
| Follows Bus schedules |  |
| Uniform dress, cleanliness, personbal appearance, proper foot wear |  |
| Professionalism, Do not associate with students in personal matter or with co workers during working time |  |
| No loitering in garage, school bus or smoking in premises /drinking in during working hours |  |
| Drives carefully with no accidents or rash driving |  |
| List appreciation received from Superior/ Head of Dept | 1.....  2.....  3.... |
| List no of citations received from University Management |  |
| Contribution to your Department |  |
| Contribution to the University |  |
| Willingness to work beyond the normal call of duty(Cite occasions of such work with endorsement by Direct superior) |  |
| Are you a team player(Cite examples) |  |
| Personal Characteristics that reflect high degree of Integrity, Maturity , Dependability , enthusiasm |  |
| Different types of work undertaken |  |
| Foreign Experience in similar Jobs, if applicable |  |
| Accurate reporting of Project / Assignments to superiors |  |
| Personal Atribute:   * Strength * Weakness |  |
| ATTENDANCE REMARKS |  |
| DISPLINARY REMARKS |  |
| SPECIAL QUALITIES (IF ANY) |  |
| OVERALL REMARKS OF THE CANDIDATE |  |

**Declaration**

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby declare that the particulars furnished by me in this nomination form are true to the best of my knowledge and belief. In case any information is found to be incorrect, my nomination shall liable to be rejected.

Signature of Candidate Signature of HoD