

CONFIDENTIAL

DPC FOR THE POST OF : MASTER DATA SHEET

1.	Name																
2.	Designation																
3.	Date of Birth																
4.	Date of Appt																
5.	Experience in Feeder Cader	Year	Month	Days													
6.	Qualification																
<u>Marking Scheme</u>																	
7.	Marks for Qualification																
8.	Written Examination (Marks out of 10)																
9.	Awards (National/State)																
10.	<u>Assessment of ACRs</u>																
	2007-08																
	2008-09																
	2009-10																
	2010-11																
	2011-12																
	2012-13																
	2013-14																
	2014-15																
	2015-16																
2015-16																	
12.	Grand Total																

See next page for Notes

NOTES - Marks to be awarded as under –

(a) Qualification

- (i) No marks to be awarded for essential qualification
- (ii) 01 Mark for every additional relevant qualification (For example an M Phil in English will fetch 01 Mark for a candidate if he is being considered for the post of Master (English), but same qualification will not fetch any marks if the candidate is being considered for the post of Master (Computer Science) or for the post of Office Superintendent.
- (iii) A general nature qualification like MBA will not fetch any marks for the post of Master but will fetch marks for the posts of Office Superintendent, Accountant, Mess Manager or Quartermaster.
- (iv) Additional Qualification should be only from a UGC affiliated University or from an institution which is affiliated to a national body like AICTE or AIMA or DEAC

(b) Written Exam Marks obtained in the written test will be reduced to the fraction of 10. Hence if total marks were 100 and marks obtained were 65, the candidate will be awarded 6.5 marks. Similarly if total marks were 50 and marks obtained are 35, the candidate will be awarded 7.0 marks.

(c) Awards Awards given by Central or State Govt only will be considered and each award will fetch the candidate 01 mark. Any award given by a private or social or commercial organisation will not fetch any awards.

(d) ACR Grading Minimum last five years ACRs will be taken into account by the DPC. DPC grading recorded in the data sheet will be the average of all numerical gradings obtained by a candidate including box gradings given by initiating and reviewing officers.

(e) Tie In case of a tie between two candidates both should be recommended for promotion and then promoted as per their seniority.