**Probation Clearance Form**

 Period from:

1. Personal Details
	1. Name:
	2. Employee No:
	3. Designation:
	4. Qualification:
	5. Grade:
	6. Pay Scale:
	7. Place of Posting:
	8. Employee CID No:
	9. Brief description of duties:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SN** | **Competency** |  | **Rating Attributes *(tick only)*** |  |  |  |
|  |  |  |  |  |  |  |
|  | **Unsatisfactory** | **Good** |  |  | **Very Good** |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 1. | Attitude |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 2. | Adaptability |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 3. | Work Output |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 4. | Interpersonal |  |  |  |  |  |  |  |
| Relationship |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 5. | Work Knowledge and Skill |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 6. | Communication Skill |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 7. | Integrity and Trust |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 8. | Fit To Clear Probation: |  | Yes/No | Unfit | To | Clear | Yes/No |  |
|  |  |  |  | Probation: |  |  |  |  |
|  | Signature | Of |  | Signature |  | Of |  |  |
| 9. | Immediate/Reporting |  |  |  |  |  |
|  |  | Reviewing/Accepting |  |  |
|  | Officer: |  |  |  |  |
|  |  |  | Officer: |  |  |  |  |