

Appendix 3:JOB EVALUATION QUESTIONNAIRE.

Sector..... Department.....

Occupation.....

Factor/Grade.	Points Rating.	Points Scored.
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(Weight - 25)

1.0. INITIATIVE.

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|--|----|--------------------------|
| 1.1. Complete supervision - works under detailed instructions. | 5 | |
| 1.2. Close supervision - refers all questions, outside routine practices to supervisor. | 10 | |
| 1.3. General supervision-refers unusual problems to supervisor-works independently under standard practices. | 20 | <input type="checkbox"/> |
| 1.4. General directions-takes minor decisions relating to work of routine nature. | 30 | |
| 1.5. Independent on broad assignments, except under unusual conditions. | 40 | |
| 1.6. Administrative/Executive work-takes policy decisions. | 50 | |
| 1.7. Conceptual/intuational work. | 60 | |

(Weight - 20)

2.0. SKILL.

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|---|----|--------------------------|
| 2.1. Repetitive work of simple nature. | 10 | |
| 2.2. Routine work-making minor decisions not affecting accuracy or quality - may use simple tools or machinery. | 20 | |
| 2.3. Standardised work-makes minor decisions affecting accuracy or quality - may use complicated machinery. | 30 | <input type="checkbox"/> |
| 2.4. Diversified work-by application of established principles. | 40 | |

Factor/Grade.	Points Rating.	Points Scored.
2.5. Complicated work-each case treated independently on merits.	50	
2.6. Unique work-comprising participation in the formulation of broad policies and long term programmes.	60	
(Weight - 13)		
3.0. <u>RESPONSIBILITY.</u>		
3.1. Minor responsibility of individual nature-errors detected easily.	10	
3.2. Major responsibility,affecting output of the department.	20	<input type="checkbox"/>
3.3. Major responsibility-affecting output of the entire undertaking.	40	
(Weight - 12)		
4.0. <u>EXPERIENCE.</u>		
How much practical experience is normally required of a learner to carry out his job efficiently?.		
4.1. Upto 1 month.	10	
4.2. 2-6 months.	20	
4.3. 7-12 months.	30	<input type="checkbox"/>
4.4. 1-3 years.	40	
4.5. 4-5 years.	50	
4.6. Over 5 years.	60	
(Weight - 10)		
5.0. <u>EDUCATION.</u>		
(A) General Academic.		
5.1. Literate.	5	
5.2. Middle School.	10	
5.3. Matriculation.	15	
5.4. Intermediate & above.	20	

Factor/Grade.	Points Rating.	Points Scored.
(B) Technical Training.		
5.5. General craft training.	10	
5.6. Certificate course in a recognised institute.	20	<input type="checkbox"/>
5.7. Degree or diploma in a Technical subject.	30	
(Weight - 8)		
6.0. <u>SUPERVISION.</u>		
6.1. Minor supervision - does distribution work.	15	
6.2. Shift Supervision.	30	<input type="checkbox"/>
6.3. General administration and supervision work over entire undertaking.	45	
(Weight - 7)		
7.0. <u>EXERSION.</u>		
7.1. Usual office jobs.	5	
7.2. Comparatively light jobs, with considerable moving about.	10	
7.3. General Machine operations.	20	
7.4. Heavy machine operations-constant attendance necessary.	30	<input type="checkbox"/>
7.5. Heavy manual operations.	40	
7.6. Mental strain of moderate nature.	50	
7.7. Considerable mental strain.	60	
(Weight - 5)		
8.0. <u>WORKING CONDITIONS.</u>		
8.1. Usual office working conditions.	5	
8.2. General factory working conditions.	10	
8.3. Working under bad lighting/ill ventilation.	20	<input type="checkbox"/>

Factor/Grade.	Points Rating.	Points Scored.
8.4. Disagreeable or monotonous work/ involving long hours and/or fatigue.	40	
8.5. Hazardous work.	60	
Total Points Scored.		<input type="text"/>
Job level.		