BEST **Security Staff** 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 |  |
| Educational Qualification |  |
| DEPARTMENT |  |
| EMAIL ID |  |
| CONTACT NUMBER |  |

PART A (TO BE FILLED)

|  |  |
| --- | --- |
| Nature of Duty( Office Work, Field work, Workshop, Laboratory etc) |  |
| Name of the reporting Authority |  |
| How many people working as subordinates/ reporting to you |  |
| Regularity in Attendence |  |
| Punctuality |  |
| Works in corporation with other colleagues |  |
| Participation in meeting, Training and special events | 1...2...3... |
| Follows written and oral instructions from Supervisors/ Supervisors |  |
| Demonstrates appropriate Security and Safety knowledgeSafety awarenessFirst Aid awarenessEmergency procedure awarenessBehavioural rules of University for Security personnelKey Location awareness of University premisesAwareness of Local authorities and their contact details– Police Station, Hospital, Ambulance service, Fire Station.Rules and Regulation of staff and StudentsRules regarding behaviour with Foreign Nationals.Awareness of University hierarchy and Top Management personalityAwareness of Safety and Security regulations of University.Awareness of Fire Hydrants in the Campus, Hostels and Buildings.Awareness of action to be taken for Indisciplined behaviour of Students and Staff.Awareness of duties of each post that they can be assigned to( eg; main gate duty, reception Duty, etc) |  |
| Maintains Security and Safety Records , files and Documents neatly, regularly and systematically. | 1...2...  |
| Capacity to highlight Security / Safety issues/ concerns/drawbacks to concerned authority and follow up with concerned. ( Site incidents of such incidents | 1...2..... |
| Manages Student Behaviour appropriately | 1.....2.....3.... |
| Follows Security schedules appropriately |  |
| Wearing of Security Uniform, cleanliness, personal appearance/bearing. |  |
| Medical Condition* Physical agility
* Mental stability
* Medical Fitness
* Eye Sight and Hearing capacity
* Response capability in case of emergency
 |  |
| Professionalism, Do not associate with students in personal matter or with co workers during working time |  |
| Behaviour and mannerism with Students and other staff and colleagues |  |
| No loitering in premises / alcohol drinking / smoking during working hours |  |
| Personal Characteristics that reflect high degree of Integrity, Maturity , Dependability , enthusiasm |  |
| Different types of work undertaken |  |
| List appreciation received from Superior/ Head of Dept |  |
| 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) |  |
| Foreign Experience in similar Jobs where applicable |  |

**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