

COMPETENCY ASSESSMENT FORM

(Managers & Officers)

1. Please consider all the descriptions of a factor before assigning any score out of 4, 3, 2 or 1. Marks are to be assigned in the "score" column.
2. For calculating weighted score, multiply the weightages with score (1, 2, 3 or 4) of the relevant competency, add the last column total, and lastly, divide the grand total by 4.

Name Krishna Gavhane Designation Sr. Marketing Officer Department Marketing (Grey) Place Dholpur

JOB KNOWLEDGE:

Date of Joining 18th Aug 2021 Period Ending on 18th Feb 2022

4	3	2	1	Score	Weightage	Weighted Score
Through in latest technical / professional knowledge of his functional area & related fields. Is highly competent in his application of knowledge to work situation.	Good technical professional knowledge of his functional area & related fields. Is highly competent in his application of knowledge to work situation.	Technical & professional knowledge just sufficient to carry on the job. No knowledge of related areas. Application of knowledge to work situations is just adequate.	Has very limited Technical / professional knowledge of his area of work. Does not keep himself posted with latest trends. Application of knowledge to work situations is unsatisfactory.	4	10	40

INITIATIVE & DRIVE

Self-starter. Enthusiastic. Always seeks more work and responsibilities.	Takes initiative to complete his own laid down tasks and routine assignments but does not expand his role. Requires guidance in difficult assignments.	Needs encouragement / prodding to act on his own.	Rarely takes action on his own. Has to be prodded constantly to get the work completed.	4	9	36
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TEAM WORK & NETWORKING

Is transparent and gells with all team members. Stands by colleagues and subordinates even when things go wrong. Can work harmoniously with all.	Though has his preferences but generally gells with team members and generally supports colleagues and subordinates.	Interacts only with some preferred group of individuals and does not build relationship with all colleagues.	Prefers to work independently, will dump others if heat builds on him and relationship are based on manipulative considerations.	4	9	36
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LEADERSHIP

Encourages people to give their best, pushes autonomy & empowerment downwards and provides clear responsibilities & expectations to subordinates.	Inspires a positive work attitude among subordinates, encourages them. Key goals are achieved but there is work overlap and confusion about responsibilities.	Encourages subordinates but does not work to control their attitude. Role confusion results in slippages at times.	Does not lead from front, spreads cynicism and negativity & does nothing to encourage employee involvement.	3	8	24
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RESULT ORIENTATION

4	3	2	1	Score	Weightage	Weighted Score
Understands and responds to the targets expected from him, reinforces goal directed behaviour of others, reviews progress on goals on a regular basis and meets commitments.	Understands the targets but takes time in responding, reinforces goal directed behaviour only at appraisal time, slips on regular reviews but somehow meets final commitments.	Has to be reminded of the targets expected from him, unable to adjust to new demands, able to meet individual goals but fails on team goals.	Does not try to achieve targets in spite of reminders and fails to meet commitments.	4	8	32

INTEGRITY & WORK ETHOS

Has reputation of fair, just and unbiased approach and does not let inducement of any kind influence his decisions. Always maintains very high work ethics.	Generally fair, just and adopts unbiased approach. Follows professional norms & maintains good work ethics.	Follows set practices but generally not able to keep his words. Focuses on People's weaknesses rather than on their strengths.	Plays favourites, does not deliver what he says and his actions / decisions being influenced by non- professional considerations.	3	8	24
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COMMUNICATION

High degree of listening and comprehension skills. Always presents ideas clearly, persuasively and with conviction across all levels.	Listens well but not proactively. Generally writes and speaks to the point and has good command in written and spoken language.	Communication is not always appropriate and is weak in spoken and written english. Sometimes does not listen.	Experiences and creates confusion while communicating and listens impatiently.	3	7	21
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CUSTOMER ORIENTATION

Understands the changing nature of internal / ultimate customer's preferences and gains credibility with the clients	Understands the needs of the customers, gains initial credibility but does not make same efforts to maintain.	Is happy with minimum standards of delivery and there are many unresolved issues and trust gaps.	Shows no commitment to meet customer expectations and does not build trust/ confidence with the customer.	3	7	21
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LEARNING HABITS

Has insatiable desire to learn more on aspects related to his job and even beyond. Has an inquisitive mind and always looks for learning opportunities.	Shows keen interest for learning on aspect related to his job only. Makes use of available learning opportunities.	Shows no interest for learning but learns when opportunities are provided and asked to do so.	Shows no interest in learning and avoids to avail learning opportunities as and when made available.	3	7	21
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MANAGERIAL SKILLS
(PLANNING / ORGANISING / COORDINATING)

4	3	2	1	Score	Weightage	Weighted Score
Plans, organizes, mobilizes, coordinates and integrates various components/ resources of his job exceptionally well. Foresees all eventualities and utilises his resources consistently to optimum level.	Does systematic planning and coordinates all activities, generally utilizing his resources well.	Plans and organises activities satisfactorily in ordinary situations. Needs guidance in complex situations and at times fails to coordinates and integrates various components.	Frequently fails to plan his work, ineffective in determining effective course of action and allows the subordinates to drift.	3	7	21

INTERPERSONAL SKILLS

Is extremely successful at gaining quick & everlasting acceptance and respect from superiors, peers & associates. Can work harmoniously even in difficult situations.	Establishes good inter-personal relations with superiors, peers and associates and generally achieves good acceptance from all.	Gains moderate acceptance in due course. Can get along with some and find difficult with others.	Often has difficulty in getting along well with others. Has low acceptability from others.	3	6	18
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INNOVATION / CREATIVITY

Very high ability to conceptualize and generate original ideas with regard to current operations & future possibilities.	Considerable ability to produce new and practical ideas of significant importance.	Sometimes comes up with a new or practical idea or may have many ideas which are not too practical or helpful.	Practically never contributes an original or workable idea. 'Goes by the book' in all situations.	3	6	18
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PRESENTATION SKILLS

Ability to effectively, vividly and persuasively present his ideas to seniors, colleagues and customers.	Generally makes a good presentation but lacks confidence while making presentation before seniors.	Presentations not able to create desired impact due to faulty design, structure and style of presentation.	Lacks the basic understanding and confidence of making a presentation.	3	4	12
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COST CONSCIOUSNESS

4	3	2	1	Score	Weightage	Weighted Score
Very particular of cost implications and aware of the need to exercise effective cost control. Has a very good commercial sense and always recommends Cost Saving Schemes.	Aware of cost implications and follows common-sense Cost Saving methods in his areas.	Does not pay much attention to cost and shows evidence of compromising on cost considerations thinking that ends justify the means.	Not at all cost conscious. Even when this is pointed out, does not bother.	3	4	12

Grand Total :

336

Grand Total---336--- / 4 = ---84----- Final Score

SALES DETAILS*

Product	Sales Target	Sales Achieved	%
Cement	5000	5415	108.3%

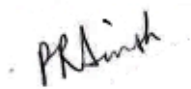
- Can be confirmed...YES..... YES / NO
- Period of probation/training period is to be extended by____NA____months
- CTS Test Score* __19/20__ (copy of test sheet is attached)

APPRAISER

NAME—Anurag Kaushik-----

DATE---26/02/2022-----

APPROVED BY



PRESIDENT

*Applicable only for Sales/Marketing employees

JK Cement Ltd., Date 23/04/2022

Place : (Jaipur)

Technical Test Paper (Mktg.)

Name of Mktg. Executive: Krishna Chauhan

Time: 20 Minutes

Location: Dholpur State: Rajasthan

Max. Marks: 20 Marks obtained:

19

Mobile No. - 8871456692, 9509617721

1. Mention the places where JK grey cement plants are located in India. (1)
Nimbahera, Mangrol, Jajhar, Ajmer, Balasinhor, Muddapur
2. Which raw material from the following is used in grey cement manufacturing:-
a) Silt b) Granite c) Lime stone d) Copper (1) ✓ ①
3. What are the BIS codes for PPC and OPC 43 Gr. Cements? (1)
PPC - 1489 Part 1
OPC 43 - 269 ✓ ①
4. Who has invented Portland Cement? (1)
Joseph Aspidin ✓ ①
5. What is the name of four major constituents of Hydraulic Cement? (1)
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6. What is the net weight of cement in a bag as being sold in Indian market? (1)
50 kg ✓ ①
7. What are the various applications of Grey Cements (Any four applications)? (2)
Bridge, construction
Road construction
water tanks
Building ✓ ②
8. How many bags (50 Kg.) of cement are there in 1 MT (metric ton)? (2)
20 bags ✓ ①

9. What is the basic difference between OPC and PPC? (1)

Flyash % 15-35% in PPC ✓ ①
OPC have 5% performance improvement

10. Suppose in a slab casting, 6 bags of cement are used for 100 Sft (square feet) area, then calculate how many bags will require for 2500 sft slab area? (2)

150 bag ✓ ②

11. If steel bars are also placed in a concrete structure, then what type of structure is this from the following? (1)

a). Plain concrete structure, b). Steel structure, c). Reinforced concrete, d). None ✓ ①

12. Which among the following is the correct relationship between W/C (water to cement ratio) and strength of cement? (1)

a). Direct relation, b). Inverse relation, c). No relation ✓ ①

13. Which among the following is the unit of strength? (1)

a). Cm^2/kg , b). Kg/Cm^2 , c). Kg/cm^3 , d). None ✓ ①

14. What is the 28 days strength of OPC 43 Gr. cement as per BIS? (1)

OPC 43 - 43 MPA minimum ✓ ①

15. Please write down the name of various stages of Cement manufacturing process? (any Four) (2)

1) Mining 2) Crushing & Grinding
3) Preheating & Grinding of raw material ✓ ②
4) Clinkerization

16. Does colour of Cement effect the strength of Cement? (Y/N) (1)

No ✓ ①

17. Why curing is required on cement used structures? (1)

Enhance durability & complete the hydration process till 14 days, ✓ ①
Process of hydration is very fast so it is required to have moisture in concrete structure usual