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**UGEN TRADING PRIVATE LIMITED**

**PROBATION COMPLETION FORM**

Period from ..... to .....

**Personal Details**

1. Name:
2. Post held:
3. Pay including allowance:
4. Educational qualifications:
5. Period of absence during the probation:

Sl. #	Competency & marks ceiling	Rating attributes	
		Marks	Please write brief description of major works assigned during probation period
I	Work output in last three months - 20		
II	Quality of work output/skill - 20		
II	Interest/dedication to work - 10		
IV	Attitude - 10		
V	Attendance/punctuality - 10		
VI	Honesty/integrity - 10		
VII	Communication skill - 10		
VIII	Interpersonal relationships - 10		
<b>Total marks obtained</b>			

6. Are you prepared to retain him/her under you?
7. Mention any skill or proficiency acquired.
8. General remarks on his/her work & conduct.
9. Final assessment:
  - i) Fit to clear probation period (Yes/No):

