**JSMU Best Employee Award Mechanism**

Following four categories have been identified for the Best Employee Award nominations:

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| **S#** | **Categories (Self-Nomination)** | **Grade** |
| i | For Senior Management | Grade 17 and above (Reg./Cont.) or equivalent |
| ii | For Middle Management (Technical Staff) | Grade 10 to 16 (Reg./Cont.) or equivalent |
| iii | For Middle Management (Office Staff) | Grade 10 to 16 (Reg./Cont.) or equivalent |
| iv | For Lower Management | Grade1 to 9 (Reg./Cont.) or equivalent |

**Eligibility Criteria for Nomination:**

* Minimum one year of service at JSMU
* No disciplinary action against the nominee

1. All employees (Reg./Cont.) will be intimated through the Registrar office via a circular to fill the ‘Best Employee Award’ form uploaded on JSMU – QEC Portal for their respective category.
2. All concerned Heads of the support/ administrative departments will be provided the same forms to fill and identify the best employees in each category on parallel timeline considering the following rule:
3. One  Best Employee in each category in case if there are 1 to 4 employees in the same category
4. Two Best Employees in each category in case if there are 5 to 9 employees in the same category
5. Three Best Employees in each category in case if there are 10 and above employees in the same category

3. Results of both- the employee’s Self nomination and the nomination by the HoD will be compared and identical names will be selected for the next stage.

4. The final list will be sent to the ‘Best Employee Award Selection Committee’, to be constituted by the Vice Chancellor for final selection based on the scores and reasons provided by the HoD and the employees.

5. This mechanism will be revisited for the next cycle of award.