

RESTRICTED (STAFF)

2019 Open Recruitment Exercise for the post of Personal Secretary II
Interview Assessment Form

Candidate No. : _____ Name : _____
Board : _____ Date of interview : _____
Total Marks : _____ Time of interview : _____

Aspect of Assessment	Marking Guide	Marks Given
1. Manner and Disposition	Maximum 10	
2. [REDACTED]	Maximum 10	
3. [REDACTED]	Maximum 30	
[REDACTED]	Maximum 30	
4. [REDACTED]	Maximum 30	
5. [REDACTED]	Maximum 20	
6. [REDACTED]	Maximum 20	
7. [REDACTED]	Maximum 30	
8. [REDACTED]	Maximum 20	
Total Marks	Maximum 200	

Recommendations

The candidate is

- suitable for appointment#
- not suitable for appointment#

Additional remarks, if any –

Date : _____

Signature : _____

Name : _____

Board Chairperson

Please put a "✓" in the appropriate box.