

Confidential



# LALIT NARAYAN MITHILA UNIVERSITY

KAMESHWARNAGAR, DARBHANGA

## Confidential Character Roll format for Service Confirmation of Non-Teaching Staff

1. Name –
2. Designation –
3. Date of Appointment –
4. Date of Joining –
5. Place of Posting
6. Nature of Appointment –
7. Different type of leave taken – C.L., E.L., D.L., M.L., Other Leave During the Probation Period under review –
8. Punctuality and regularity in attendance –
9. Integrity –
- 10.(a) Behavior towards superior staff –  
(b) Behavior towards Colleagues and students –  
(c) Behavior towards visitors –
11. Performance of duties, promptness & zeal –
12. Noting/Drafting Skill
13. Computer Efficiency and typing Skill for III grade Employees. – Yes/No
  - a. Hindi typing speed -
  - b. English typing speed -
14. General remarks, if any taking all the above points in consideration -  
(Average/Good/Very Good/Excellent)

**Signature**  
**of the Principal/Head of the**  
**Institution/Office**  
**with seal**