

6. Probation

A person is appointed on probation to assess their suitability for the job. Probation is not just a formality and does not require a formal declaration. The Appointing Authority can declare successful completion, extend the probation period, or terminate the services based on performance evaluation.

Probation is used for direct recruitment, promotion, or re-employment before superannuation. It should not be excessively prolonged. The power to discharge probationers should be actively used to avoid later termination.

Besides passing exams, the focus should be on evaluating the probationer's outlook, character, and aptitude for the job before confirming their appointment.

During probation, the probationer should work under multiple officers, and their performance should be assessed by each one. Separate probation reports, distinct from regular Annual Performance Appraisal Reports (APARs), should be used for this purpose.

RECRUITMENT

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Sl. No.	Method of appointment	Period of Probation
5.	Appointment on contract basis, tenure basis, re-employment after superannuation and absorption	No probation.

— OM, dated 24-11-2022.