



JINNAH SINDH MEDICAL UNIVERSITY REGISTRAR OFFICE

Ref. No. JSMU/REG/2019/743

Dated: Oct 29, 2019

Circular for the JSMU Best Employee Award

As approved by the Vice Chancellor, JSMU, attached is the mechanism for the Best Employee Award to be conferred in convocation 2019.

JSMU will run a systematic review of the employees' performance based on the following:

1. Self-Nomination (Nomination by the employee)
2. Nomination by the concerned Head of the Department.

All HODs are requested for the following:

1. Identify the best employee/s in each category (Number of nominations in each category is defined in the attached mechanism)
2. Visit the **QEC Portal** (<http://www.jsmu.edu.pk/qec-portal.html>) on JSMU website and fill in the form for each category for the identified employees in your department. (Separate links are provided for the employees and their HODs.)
3. Inform all the employees in your department to fill the form in each category if they wish to be considered for the Best Employee Award
4. Based on the scores obtained from the self-evaluation and the HOD evaluation, a tentative list will be prepared and submitted to the Best Employee Award Selection Committee constituted by the Vice Chancellor for the final selection.

All HODs are requested to make sure the maximum participation by your staff.

Deadline: The deadline for submission of the form is 9th November, 2019.

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