

# APPENDIX

## Questionnaire for Office Staff

The information will be collected for academic purpose and the information will be kept confidential.

- 1) Name :
- 2) Age :
- 3) Sex : Male/Female
- 4) Address :
- 5) Caste :
- 6) Category: Open/obc/SC/ST/NT/VJNT/SBC.
- 7) Education : ( Tick mark)

Primary	
Secondary	
S.S.C.	
H.S.C.	
Graduate	
Post-Graduate	
G.D.C.& A.	
Computer	

8) Nature of Job/Appointment (Tick mark) :

Permanent	
Probationers	
Temporary	
Casual	
Apprentice	

9) Designation:

10) Experience:

- a. Up to 5 Year's
- b. 6 to 10 Year's
- c. 11 to 15 Year's
- d. More than 15 Year's

11) How did you selected for this Designation / post?

- i. Through selection committee
- ii. Through advertisement
- iii. Through employment exchange
- iv. Any other

12) Did you undergo through any test before selection?

- Oral -
- Written -
- Objective test -
- Descriptive test -

13) Do you get training before employment? Yes/No.

14) If yes Nature of training :-

On-job-training/seminars and Lectures of experts/visits to other banks.

15) Are you satisfied with existing payment policy?

Yes/No.

16) Do you get Bonus?

17) How do you know rules & regulation of discipline /working?

i. Notice of Board

ii. Circular

iii. Senior Officer

iv. Direct Notice

18) Are you satisfied with promotion/transfer policy of the bank?

19) What is your opinion about the management?

: - Good/Bad/Better/So-so.

20) Daily office work hours:-

21) Any Suggestion:-

Date: 8[107/2009

Signature of Respondent