

APPENDIX - 2

QUESTIONNAIRE

I - PERSONAL DATA

- (1) Name of the employee :
- (2) Sex :
- (3) Age in Complete years :
- (4) Marital Status :
(Never married/married/
widower/divorced/separated)
- (5) (a) Caste :
(mention if Scheduled
Caste/Scheduled Tribe)
- (b) Community :
- (6) Religion :
- (7) Place of Birth :
- (8) Your native place :
- (9) Since how long you have :
been staying in Surat?
- (10) How many languages you can :
speak, read and write?

What is your mother-tongue?
- (11) (i) What is/was your :
father's position?
- (ii) What is ^{your} father's :
education?
- (iii) What is/was your :
father's income?
- (12) Are you commuting for service :
From which place?

(13) (i) How many earning members :
are there in your family?
What is their income?

(ii) How many members are :
there in your family?

II ACADEMIC DATA

(14) If you have qualification below :
Matriculation or S.S.C., give the
details about the highest
standard studied, year when you
left the studies, name of the
school and the town:

(15) If you have qualification S.S.C. and above give the
following details

Year of pass- ing	Class I/II/ III	Name of the school/ college/ Uni.	With English medium	With English as a Subject
S.S.C./				
Matric				
Inter Arts/				
Commerce/				
Science				
B.A./B.Com./				
B.Sc.				
LL.B.				
M.A./M.Com.				
M.Sc.				
Others				

- (16) What additional qualification do you :
possess? (such as Typewriting, Steno-
graphy, accountancy and book-keeping,
commerce diploma, secretarial
practice etc.)
- (17) Are you studying at present for :
any degree?
- (18) Are you studying at present for any :
additional qualification?

III EMPLOYMENT DATA

- (19) What is your present position? :
(Junior clerk/Senior Clerk/
Superintendent)
- (20) Name of the organization or the :
office where you are working?
- (21) What is your scale of pay? :
- (22) What total emoluments do you get :
per month including your -
- Salary
D.A.
C.C.A.
H.R.A.
Overtime
Other Allowances
(Average of last 12 months)
- (23) What were the qualifications :
prescribed for your post in the
advertisement?
- (24) When did you join the present :
organization/office?
- (25) In what position did you join? :
- (26) When were you appointed to the :
present position?

- (27) Between your first position and present :
 position in the existing office/organization
 give the details of the promotions you have
 obtained with dates of promotions.
- (28) (a) Is the present job is your first one :
 or you were working before also?
- (b) How many years' experience you had :
 when you joined the present office/
 organization
- (c) How many increments you were given?
- (29) What other part-time or side jobs are you :
 doing?
 Mention income against them :
 (Average of last 12 months)
- Tuitions :
 - Writing Accounts for shops:
 - Private Typing :
 - Supervision at examinations:
 - Insurance agency/National
 Savings Schemes Agency:
 - Others

IV EMPLOYMENT HISTORY

- (30) How long did you remain unemployed after :
 completing your studies?
- (31) Were you already doing some job while you :
 were studying?

(32) Give details of the jobs you have done for a period of one month or more:

	Name of the job	Organization/ Office & town	Date of joining	Date of leaving	Total emoluments at the start	Total emoluments at the end
1	-----	-----	-----	-----	-----	-----
2	-----	-----	-----	-----	-----	-----
3	-----	-----	-----	-----	-----	-----
4	-----	-----	-----	-----	-----	-----
5	-----	-----	-----	-----	-----	-----

(33) Give the source through which you obtained the job:

Job	Through Employment Exchange Office	By personal search	By responding to advertisement	through friends, relatives etc.
1	-----	-----	-----	-----
2	-----	-----	-----	-----
3	-----	-----	-----	-----
