

**Institute of Human Resources Development
Prajo'e Towers, Vazhuthacaud,
Thiruvananthapuram-14**

No.EB2/11337/2010/IHRD

Dated, 27th January 2011

NOTIFICATION

Sub:- IHRD - Invitation of application to fill up 20% sanctioned posts reserved for the qualified IHRD employees – Reg:

As per the IHRD Special Rules, 20% of the sanctioned posts except the teaching posts in the Engineering Colleges under IHRD, for which the method of appointment is by direct recruitment, are reserved for appointment from among qualified IHRD employees in the respective feeder categories. As such there are a few vacancies in the undermentioned categories of posts under IHRD, reserved for the IHRD employees. Hence applications are invited for the undermentioned posts from qualified hands in the respective feeder categories under IHRD service in the prescribed form which can be had from the head of institution concerned.

Category No.	Name of Post	Scale of pay	Qualification prescribed	Feeder category	Minimum experience in the feeder category
1.	Lecturer in (Maths/English/Physics/Chemistry)	Rs.11070-18450/-	1) Master's Degree with 55% marks in the appropriate branch 2) NET conducted by UGC/CSIR. NET exempted for the candidates with M.Phil Degree awarded upto 31.12.1993. For Ph.D holders the exemption from NET shall be for those who had submitted Ph.D Thesis prior to 31.12.2002	1) Junior System Analyst 2) In the absence of above Computer Programmer	2 years experience in the entry post
2.	Lecturer in Physical Education	Rs.11070-18450/-	Second Class Master's Degree in Physical Education from a	1) Junior System Analyst 2) In the absence	2 years experience in the entry post

			recognized University	<p>of above Technician Grade-I</p> <p>3) In the absence of 1 & 2 above Computer Programmer</p> <p>4) In the absence of 1,2 & 3 above Technician Grade-II</p>	1	
3.	Lecturer in Electronics Science	Rs.11070-18450/-	First Class Master's Degree in appropriate branch	<p>1) Junior System Analyst</p> <p>2) In the absence of 1 above Technician Grade-I</p> <p>3) In the absence of 1 & 2 above Computer Programmer</p> <p>4) In the absence of 1,2 & 3 above Technician Grade-II</p>		2 years experience in the entry post
4	Technician Grade -II (Electronics/ Electrical/CHM/Bio-Medical)	Rs.7990-12930/-	<p>a) A pass in Diploma in Engineering/ Technology of the appropriate branch awarded by Government agency or University with not less than 60% marks aggregate</p> <p>b) 3 years regular service under IHRD</p>	<p>Trade Instructor/ Tradesman</p> <p>In the absence of above Workshop Assistant/ Data Entry Operator</p>		2 years in the entry post
5.	Computer Programmer	Rs.7990-12930/-	a) Pass in PGDCA awarded by IHRD/ State Board of Technical Education, Kerala or any of the Universities in India securing not less than	Workshop Assistant/ Data Entry Operator		2 years in the entry post

			60% mark aggregate b) 3 years regular service under IHRD		
6.	Workshop Instructor (Mechanical)	Rs.7990-12930/-	a) A pass in Diploma in Engineering/ Technology of the appropriate branch awarded by Government agency or University with not less than 60% marks aggregate b) 3 years regular service under IHRD	Trade Instructor/ Tradesman In the absence of above Workshop Assistant	2 years in the entry post
7.	Technical Store Keeper	Rs.7990-12930/-	B.Sc Degree in Electronics/ Computer Science	Workshop Assistant	2 years experience in the entry post
8.	Librarian Grade -IV	Rs.6680-10790/-	First Class Bachelors Degree in Library & Information Science from a recognized University	Office Assistants	2 years experience in the entry post
9.	Confidential Assistant	Rs.6080-9830/-	1) Degree from any University 2) Typewriting English and Malayalam (Lower) (KGTE) 3) Short Hand English Lower (KGTE)	Office Assistant	2 years experience in the entry post
10.	Office Assistant	Rs.5250-8390/-	Graduation (Protection for employees who were regularized under IHRD service upto 11.10.1999)	Junior Office Assistant	1 year experience as JOA under IHRD. In the case of JOA appointed from lower category as per 10% reservation scheme prevailing under IHRD, 2 years as JOA will be required
11.	Driver Grade- II	Rs.5250-8390/-	1) Std VIII Pass 2) Light duty driving	Last Grade Servant	2 years experience in

			license with badge		the entry post
12.	Workshop Assistant (Electronics/ Computer/ Mechanical)	Rs.5250- 8390/-	1) SSLC Pass 2) National Trade Certificates in the appropriate trade	Last Grade Servant	2 years experience in the entry post

There shall be no further relaxation to the qualification prescribed for the post and the qualification prescribed should be the one acquired by the candidate as on the date of this notification. Applications in the prescribed form along with the attested copies of documents to prove date of birth, educational qualification etc.... should be submitted to the heads of institutions concerned on or before 25.02.2011. The head of institution shall scrutinize the application with reference to the service records and forward to this office along with the Performance Evaluation Report of the candidate, so as to reach here on or before 01.03.2011.

If an employee applies for more than one post, separate applications are to be submitted. Applications received after the due date and defective applications will not be considered under any circumstances.

The heads of all institutions should bring this circular to the notice of all employees in institutions including those on leave for purpose other than for employment/ join spouse in India/abroad or on deputation. A copy of the circular should be displayed in the notice board of the institution. Please acknowledge receipt of the circular by email.

Sd/-
Prof.V.Subramony
DIRECTOR

To

1. *All Heads of associate institutions*
2. *Additional Directors*
3. *Administrative Officer*
4. *Finance Officer*
5. *Notice Board*
6. *All Section heads in the IHRD Headquarters*
7. *CA-I, II & III*
8. *S.F*
9. *O.C*

Approved for Issue
Sd/-
Junior Superintendent

APPLICATION FOR APPOINTMENT
(FOR FEEDER CATEGORY – 20% reservation)

(Vide Circular No.EB2/11337/2010/HRD Dated 27.01.2011)

1.	Name of post applied for	
2.	Name of Applicant	
3.	Name of present post	
4.	Name of present Institution	
5.	Address	
6.	Date of birth	
7.	Qualification <i>i) Academic (Attach Attested copies of certificates & Mark list)</i> <i>ii) Experience</i>	i)
		ii)
8.	Religion and Caste	
9.	Details of appointment in the present post. (Attach copies of orders) 1. Order No. & Date 2. Date of joining 3. Sl. No. in the Appointment Order	1.
		2.
		3.
10.	Details of commencement of regular service under IHRD 1. Name of post 2. Order No. & Date 3. Date of joining	1.
		2.
		3.
11.	Details of commencement of regular service under IHRD 1. Name of post 2. Order No. & Date 3. Date of joining	1.
		2.
		3.

12. *Details of service under IHRD*

<i>Institution</i>	<i>Designation</i>	<i>Period of Service</i>		<i>Duration of Service</i>			<i>Nature of service *</i>
		<i>From</i>	<i>To</i>	<i>Year</i>	<i>Month</i>	<i>Day</i>	

**Regular/Contract/Adhoc/Daily Wages/Deputation outside IHRD etc. Contract service under IHRD on time scale alone need be considered. Adhoc service need be mentioned.*

13.	<i>Whether period of probation in the present post has been successfully completed. If so furnish details (name of the post, date, order No. etc)</i>	
14.	<i>List of documents attached to the application</i>	

Place:

Date:

Signature of Applicant

Declaration of the Head of Institution

Certified that the details as stated above have been verified with the relevant office records and found correct.

Place:

Date:

Signature :

Name :

Designation :

(Office Seal)

No: EB2/11337/2010/HRD

PERFORMANCE EVALUATION REPORT

Of

Sri./Smt.....

1.	<i>Name of Employee & Designation</i>	
2.	<i>Date of birth</i>	
3.	<i>Qualification</i>	
4.	<i>Details of commencement of regular service in the present designation</i>	
5.	<i>Date from which the employee is working in the present institution</i>	
6.	<i>Details of leave other than casual leave availed of by the employee during the last two years.</i>	
7.	<i>Nature of duties and responsibilities assigned</i>	
8.	<i>Quality of output</i>	
9.	<i>Knowledge of sphere of work</i>	
10.	<i>Whether he/she is effective in the day to day work</i>	
11.	<i>Initiative</i>	
12.	<i>Attitude to work</i>	

13.	<i>Has the employee been reprimanded for indifferent work or for other causes? If so, please give particulars.</i>	
14.	<i>Interpersonal relationship and team spirit</i>	
15.	<i>Health</i>	
16.	<i>Integrity</i>	
17.	<i>Punctuality</i>	
18.	<i>General assessment</i>	
19.	<i>Grading (Outstanding/ Very Good/ Good/ Average/ Below Average)</i>	

*Certified that the assessment of Performance of
Sri./Smt.....is accurate to the best of my
knowledge and belief.*

*Place:
Date :*

*Signature :
Name :
Designation :
Institution :*