

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

*Cir.No.27/EA4/2011/IHRD*

*Dated, 30<sup>th</sup> December 2011*

**CIRCULAR**

*Sub:- IHRD – Engagement of Data Entry Operator Trainees and Office Assistants on daily wages basis – Reg:*

In order to carry out the Data Entry work in various IHRD institutions trainees are engaged on a monthly stipend of Rs. 5000/- and in some institutions Office Assistants /are engaged through employees exchange on daily wages basis. Initially engagements are sanctioned for a period of 6 months, on conditions that on expiry of the tenure, their engagement shall be terminated without fail. But it is seen that many heads of institutions are permitting the incumbents to continue in services and seek ratification there after. Same practice is also noted in the case of Office Assistance engaged on adhoc basis/daily wages basis.

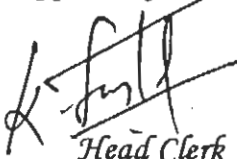
Considering the above situation All heads of institutions are instructed that all Data Entry Operator Trainees and Office Assistant engaged on daily wages/Adhoc basis whose period of Engagement expires on or after the date of this circular shall be terminated without fail, and fresh notification shall be issued for the recruitment. In case if there is any situation to engage the existing Candidates, they will be engaged after a break of 10 days from the date of expiry of their last engagement. Other wise it will be personal responsibility of the heads of institution to pay the remuneration. The heads of the institution failing to adhere to the above instruction will have to bear the consequences arising out of the same in future. Receipt of the circular may be acknowledged.

*Sd/-  
DIRECTOR*

To

- 1) *All Head of Institutions*
- 2) *Additional Directors*
- 3) *Administrative Officer*
- 4) *Finance Officer*
- 5) *S.F*
- 6) *O.C*

*Approved for Issue*

  
*Head Clerk*