

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

*Cir.No.777/13/EB1/HRD*

*Dated, 22.02.2013*

**CIRCULAR**

*Sub:- IHRD - Recruitment of Guest faculties and supporting staff under IHRD for the Academic Year 2013-2014 – Instructions/Guidelines – issuing of – reg.*

*Ref:- Circular No.E5/3761/2004/HRD dtd 13.10.2005*

Vacancies of faculties and supporting staff are existing in the Technical Higher Secondary Schools, Extension Centres and Study Centres functioning under IHRD. Hence it has become necessary to engage staff on temporary basis to carry out the academic activities. Guidelines/instructions in respect of recruitment and engagement of guest faculties and supporting staff on consolidated/daily/hourly remuneration basis was issued vide this office Circular No.2/11/EB1/HRD dated 13.04.2012 for the academic year 2012-2013. The same guidelines shall be followed for the recruitment of faculties and supporting staff in the academic year 2013-2014 also. The following guidelines are issued for strict compliance by all concerned.

- 1) As in the previous year, there shall be no Nodal Institution or Nodal Officer for the recruitment of guest faculties for the year 2013-2014 also and each institution shall be considered separately and the head of institution himself shall conduct the recruitment of guest faculties.
- 2) The head of institution can utilize the service of suitable subject experts in that institution or from nearby IHRD institutions for the conduct of interview, under intimation to this office. If there is no subject expert, the service of the experts from outside may be utilized (*They can be paid honorarium @ Rs.500/- per subject*). In the interview, communication skill of the candidates should also be tested before finalizing the selection of guest faculties.
- 3) The rate of consolidated/daily/hourly wages payable to different categories will be as fixed during the previous academic year.
- 4) Each institution shall prepare a vacancy statement in respect of each category of post in separate sheets in the format appended as

Annexure-1. This should be prepared taking into account of the vacancy position as on 31.03.2013. This vacancy statement shall be forwarded to the Director, in which an abstract of vacancy shall be furnished. The statement should reach this office on or before 10.06.2013 positively.

- 5) In filling up the vacancies on temporary basis, the heads of institutions shall take note of the instructions issued vide this office Circular No.E5/3761/04/HRD dated 13.10.2005.
- 6) The head of institution shall prepare a consolidated statement of vacancies under all categories of post. He/She shall then invite applications for each category of post specifying the qualification strictly as per the IHRD Special Rules and subsequent instructions issued by the undersigned. A common notification for all categories of post together should be published specifying the date of interview/test in respect of each category. The date of interview/test shall be fixed during the first week of April 2013 as far as possible. Adequate publicity shall be given for the notification through print media.
- 7) The Selection Committee in each Institution shall conduct interview/test for each category of post and shall prepare separate rank lists. The format in Annexure-II shall be used for the purpose. 2 attested Photocopies of documents of basic qualification and date of birth shall also be obtained from the candidates. The Head of Institutions shall forward the minutes of the selection committee, rank list along with Annexure II.
- 8) The head of institution shall then forward the rank lists for each category of post along with one photocopy each of the basic qualification and date of birth of all candidates in the rank list to the Director, IHRD immediately after the interview. The recruitment may be done according to the requirement after obtaining the undertaking regarding notice pay.
- 9) The head of institution shall engage the candidate after verifying the qualification with reference to the IHRD Special Rules, subject to approval by the Director, IHRD. There will be no relaxation in the qualification and in any case if Head of Institution appoints a lecturer without having prescribed qualification it will be not be ratified under any circumstances. Immediately on joining duty of the candidates the head of institution shall forward separate proposal for each category of

post in the prescribed format (Annexure-III) to the Director seeking approval. The rates of wages shall be as fixed earlier.

Wages shall be released only after obtaining the approval. It should be born in mind that separate proposals in the format for each category of posts shall be forwarded to the Director without delay. All proposals for ratification of engagement of guest faculties and supporting staff should reach the Head office within a week from the date of engagement. Responsibility for any delay in the matter will be vested on the head of institution.

- 10) All heads of institutions shall consider the workload for each subject according to the syllabus of the courses conducted and fix the workload of each category of post under the subject, before engaging guest faculties and supporting staff. A minimum of 18 hours per week of work shall be allotted to each faculty irrespective of whether regular or guest. If the workload is less than 10 hours per week, only part-time faculty on hourly wages basis shall be engaged.
- 11) Head of Institutions of Technical Higher Secondary Schools are directed to convert the nature of engagement of guest faculties on consolidated pay basis to daily wages/ hourly remuneration basis according to the academic necessity during March and April under intimation to the Head office.
- 12) All Heads of institutions shall note that no guest faculties are engaged without sanctioned posts as per the staff pattern as on 07.02.2011 (Under revision as per GO Rt No. 1931/2011/HEdn dated 29.11.2011). If it is necessitated, in view of the workload, additional courses etc., to engage a faculty without a sanctioned post, then the head of institution shall obtain the permission of the Director, explaining in detail the situation, for the engagement of a guest faculty over and above the sanctioned post. This statement should be forwarded separately with covering letter and not along with the vacancy statement as this should be placed before the Executive Committee for approval. This statement should reach this office immediately on receipt of this circular. Only after getting written permission from the Director, such a guest faculty shall be engaged.
- 13) If the permission is not obtained in advance and a candidate engaged in anticipation of sanction, it will be at the risk and responsibility of the head of institution.

- 14) If the guest faculties are engaged not in accordance with the rank list the reason for this should be clearly mentioned in Annexure III.
- 15) The maximum age limit for the engagement of guest faculties will be same as that in the government schools/ Colleges and the maximum age limit of the retired hands is 60 years.

As in the previous years, all Engineering Colleges shall follow the guidelines of this office circulars No.EA3/2462/07/HRD dated 28.02.2007 EA3/8139/2007/HRD dated 04.08.2007 and EA3/217/08/HRD (2) dated 16.01.2008 and all College of Applied Sciences, Model Polytechnic Colleges and Regional Centres shall follow the guidelines of this office circular No.EA3/217/2008/HRD (1) dated 16.01.2008 in engaging guest faculties and supporting staff in their respective institutions.

The Head of Institutions of Engineering Colleges/ College of Applied Science, Model Polytechnic Colleges & Regional Centre of IHRD shall forward the details in the prescribed format as per Cir No. 7407/12/EB1/HRD dated 19.11.2012 including workload and ranklist appointment orders, copy of notification of guest faculties engaged to the headquarters without fail.

The receipt of the circular may be acknowledged through e-mail.

*Sd/-*  
*Sri. Sayeed Rashid I.Po.S*  
**DIRECTOR**

**Encl: Annexure I, II & III**

**To**

- 1) *All Head of Institutions*
- 2) *Additional Directors*
- 3) *CA-I*
- 4) *All Section Heads of Headquarters*
- 5) *S.F*
- 6) *O.C*

***Approved for Issue***

*Sd/-*  
***Head Clerk***

**Vacancy statement of Faculty & Supporting Staff**

1. Name of Institution :
  
2. Name of Post :
  
3. No.of sanctioned posts :
  
4. No.of regular hands working against the post :
  
5. No.of Regular Vacancy (Sl.No.3-4) :
  
6. No.of adhoc employees working against the post:
  
7. Date of commencement of tenure of each  
adhoc employee :
  
8. No.of vacancies that are to be filled up urgently:

**Signature of Head of Institution with seal**

**Annexure II**

Name of Institution :

Rank list of candidates selected for the post of guest  
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Rank No.	Name & Address	Qualification	Date of Birth

Signature of Selection Committee Members

1.

2.

3.

Annexure III

Proposal for engagement of faculty and supporting staff on consolidated/ daily/ hourly wages basis (Separate form should be used for each category of post)

1. Name of Institution :
2. Name of Post :
3. No.of sanctioned posts :
4. No. of working days per week
5. Total workload per week of the subject as per syllabus :
6. Total workload per week of the above post under the subject :
7. No.of regular hands appointed in the post :
8. No.of Regular Vacancy (Sl.No.3-6) :
9. No.of short vacancies if any with details of such vacancy :  
*(Short vacancies are vacancies on account of leave, deputation etc. of the regular hands. Details such as name of incumbent, date from which on leave/ deputation, duration etc. should be furnished)*
- 10.No.of vacancies to be filled up on the basis of workload as :
  - 1) Full time
  - 2) Part-time
- 11.If any vacancy due to discontinuance / relief of a guest faculty engaged during the academic year is proposed to be filled up, furnish the No. & date of Ratification order from the Headquarters with the name of person and date of termination of engagement. :

11. If a guest faculty is to be engaged over and above the sanctioned post, furnish the details of permissive sanction obtained from the Director :

12. Details of guest faculties engaged

<b>Sl No.</b>	<b>Rank No.</b>	<b>Name &amp; Address</b>	<b>Qualification with percentage of marks and class</b>	<b>Whether Full-time/ Part-time</b>	<b>Date from which engaged</b>

Signature of Head of Institution with seal