

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

Cir.No.EB1/4848/2014

Dated, 29.04.2014

CIRCULAR

Sub:- IHRD - Recruitment of Guest faculties and supporting staff under IHRD for the Academic Year 2014-2015 – Instructions/Guidelines – issuing of – reg.

*Ref:- 1) Circular No.EB1 777/13/IHRD dtd 22.02.2013
2) Letter No. 1300 (935)/EL4/2014/Elec-MCC dated 24.04.2014 from the Chief Electoral Officer*

Vacancies of faculties and supporting staff are existing in various institutions 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. *EB1 777/13/IHRD dtd 22.02.2013* for the academic year 2013-2014. The same guidelines shall be followed for the recruitment of faculties and supporting staff in the academic year 2014-2015 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 2014-2015 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) A large number of complaints have been received in this office regarding the engagement of guest faculties in IHRD institutions stating that candidates having higher qualification such as NET, Ph.D were not considered for appointment and candidates having the minimum qualification and having continuous service were reengaged in many institutions. In order to maintain good academic result and make the process transparent it has been instructed not to engage those guest faculties working continuously for more than three consecutive academic years. If in any circumstances such faculty has to be engaged it shall be done only with the prior sanction of the Director, IHRD stating the valid reason for such engagement.
- 4) The rate of consolidated/daily/hourly wages payable to different categories will be as per the orders issued from this office.
- 5) 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 31.03.2014. 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 31.05.2014 positively.
- 6) 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.
- 7) 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 May 2014 as far as possible. Adequate publicity shall be given for the notification through print media.
- 8) 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.

- 9) 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. The notice pay may be released to the incumbents if the purpose for the resignation is as follows

- (i) *Permanent employment in Government*
- (ii) *To join in any other associate institutions under IHRD*
- (iii) *Medically unfit after obtaining a medical certificate from the registered medical practitioner*

- 10) 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.

- 11) 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.

- 12) 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.
- 13) 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 subject to the condition that on implementation of new staff pattern the engagement shall be reviewed accordingly. 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 forward the proposals which includes the details of workload to the Chairman of the concerned review committee constituted for various streams on receipt of this circular and sanction will be accorded as per the recommendation of the review committee.
- 14) 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.
- 15) If the guest faculties are engaged not in accordance with the rank list the reason for this should be clearly mentioned in Annexure III.
- 16) 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.
- 17) 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.

- 18) 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 attached herewith including workload and ranklist appointment orders, copy of notification of guest faculties engaged to the headquarters without fail.
- 19) The receipt of the circular may be acknowledged through e-mail.
- 20) This office circular dated 21.04.2014 stands cancelled.

Sd/-
Dr.P.S.Sreejith
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

Annexure I

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
.....

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. :

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

13. Details of guest faculties engaged

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

Signature of Head of Institution with seal

**LIST OF GUEST FACULTIES ENGAGED IN CAS, MPT & ENGINEERING COLLEGES
DURING THE ACADEMIC YEAR**

(Use Separate sheets for different categories)

Name of Institution:

Name of Course :	Name of Post :	No.of sanctioned Post :
------------------	----------------	-------------------------

RANK No.	Name & Address of Guest Faculty	Qualification & Experience	Whether Qualification satisfies the IHRD Special Rules	Date of Birth	Nature of Appointment (Ad-hoc/ Daily/ FT/PT) (Order No.& Date)	Date from which engaged and duration of engagement	Work-load/ week	Details of Remuneration paid	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

NB:- Copies of the following documents to be attached:

(1) Rank list of candidates attended interview (2) Copies of Appointment Order

(Certificate)

Certified that the details given above are true and correct to the best of knowledge and belief.

Signature

Name of HOI _____

Designation _____

Date :

(Office seal)