



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

**PROCEEDINGS**

IHRD - Revision of special rules for various categories of posts- implementation of Government approved special rules - Orders issued.

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*No.EA4/16025/2011/IHRD (2)*

*Dated, Thiruvananthapuram, 14<sup>th</sup> January 2015*  
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- Read:-** 1. *This office proceedings No. EA2/1685/08/HRD dtd 25.02.2011 & EA2/1685/08/HRD (1) dtd 10.05.2011*  
2. *GO(Rt) No. 1931/11/H. Edn dtd 29.11.2011*  
3. *GO (Ms) No. 692/2014/H. Edn dtd 20.08.2014*  
4. *Minutes of the 91<sup>st</sup> meeting of the Executive Committee which met on 26.08.2014*  
5. *Minutes of the 21<sup>st</sup> meeting of the Governing Body of IHRD which met on 09.12.2014*

**ORDER**

By this office proceedings 1<sup>st</sup> read above staff pattern and special rules for various categories of posts under IHRD institution were issued. By the Government Order read as 2<sup>nd</sup> paper above, the Government had constituted a committee to examine the anomalies / omission if any in the staff pattern and special rules of IHRD. Accordingly the committee had made a detailed study on the existing special rules and furnished report to Government through the Director IHRD.

The Government vide Order 3<sup>rd</sup> read above approved the revised special rules for various categories of posts under IHRD with direction to implement the same in accordance with the existing Rules / Memorandum of Association.

The Executive Committee of IHRD which met on 26.08.2014 resolved to approve and recommended to place the same before the Governing Body. The Governing Body of IHRD which met on 09.12.2014 approved the Government approved special rules for various categories of posts under IHRD and decided to

implement it with effect from 09.12.2014. In the above circumstances the following orders are issued.

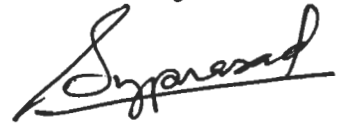
1. In supersession of the orders issued in the proceedings read as 1<sup>st</sup> paper above, the revised special rules approved by the Government is implemented to IHRD staff with effect from 09.12.2014.
2. The revised special rules with copy of Government Order is appended as Annexure.

Sd/-  
Dr. S. Sheela  
DIRECTOR

To

1. All head of Institution
2. All Additional Directors
3. Deputy Directors
4. Administrative Officer
5. Finance Officer
6. All section heads
7. CA I & II
8. SF
9. O.C

Forwarded / By Order

  
Administrative Officer



GOVERNMENT OF KERALA

Abstract

Higher Education - IHRD - Implementation of Special Rules - Sanctioned - Orders issued.

HIGHER EDUCATION (J) DEPARTMENT

G.O.(Ms) No.692/14/H.Edn. Dated, Thiruvananthapuram, 20-08-2014

- Read:-*
- (1) Minutes of the 19<sup>th</sup> Governing Body Meeting of IHRD held on 07-02-2011.
  - (2) Proceedings No.EA.2/1685/2008/HRD dated 25-02-2011.
  - (3) G.O.(Rt) No.1931/11/H.Edn. dated 29-11-2011.
  - (4) Remarks of the Director, IHRD on Staff Pattern and Special Rules proposed by the Revision Committee constituted for the fixation of Staff Pattern and Special Rules of IHRD.
  - (5) Letter Nos. EA4/16025/2011/HRD dated 28-04-2012, 08-10-2012, 19-02-2013, 03-08-2013, 25-11-2013, 11-02-2014, 15-03-2014, 20-03-2014, 14-05-2014 and 09-07-2014 from the Director, IHRD, Thiruvananthapuram.
  - (6) Letter No. L2/31549/2013/DTE dated 23-09-2013 from the Director of Technical Education, Thiruvananthapuram.
  - (7) G.O.(Rt) No.76/2014/H.Edn. Dated 14-02-2014.

**ORDER**

Institute of Human Resources Development (IHRD) is an autonomous educational institution established by Government of Kerala in 1987 for the development of man-power. The institute is dedicated to the scientific advancement, technological progress and economic growth of the country through human resources development. It endeavours to provide education and training of consistently high standards through innovative and versatile programmes suitable for the current and emerging needs of the Country. IHRD manages a large number of educational institutions such as, Engineering Colleges, Colleges of Applied Science, Model Polytechnic Colleges and Technical Higher Secondary Schools.



The Director, IHRD has submitted proposals for the revision of Staff Pattern and Special Rules of IHRD vide letters read as 4<sup>th</sup> and 5<sup>th</sup> above based on the recommendations of the Committee constituted as per the Government Order read as 3<sup>rd</sup> paper above.

The Director of Technical Education also examined the same, vetted and furnished report in the matter to Government vide letter read as 6<sup>th</sup> paper above. Government have approved the revised Staff Pattern of IHRD as per the Government Order read as 7<sup>th</sup> paper above.

Government have examined the proposal for Special Rules, on the basis of the recommendations of the Director of Technical Education and the Committee for the revision of Staff Pattern and Special Rules of IHRD, and are pleased to approve the revised Special Rules of IHRD as appended to this Order. The Director, IHRD will implement the Special Rules strictly in accordance with the existing Rules/Memorandum of Association.

(By Order of the Governor)

**Dr.K.M.ABRAHAM**  
ADDITIONAL CHIEF SECRETARY TO GOVERNMENT

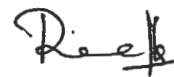
To

- 1) The Director, Institute of Human Resources Development, Thiruvananthapuram.
- 2) The Director of Technical Education, Thiruvananthapuram.
- 3) The Principal Accountant General (A&E), Kerala, Thiruvananthapuram.
- 4) The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.
- 5) Law Department (Vide U.O.(f) No.15090/Leg.G2/14/Law).
- 6) Stock File/Office Copy.

Copy to:-

Private Secretary to Minister (Education).

Forwarded/ By Order



SECTION OFFICER



# SPECIAL RULES OF INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

## RULES

### **I. Short title and commencement:-**

- (i) These rules may be called the Institute of Human Resources Development Service Special Rules 2014.
- (ii) They will come into force with effect from the date decided by the Governing Body of Institute of Human Resources Development (IHRD).

### **II. Constitution:** - The service shall consist of the following categories of post namely:

#### STREAM WISE CLASSIFICATION

#### **STREAM - A ADMINISTRATION**

( 5 – 8)

##### **Category:**

- S (ADM) 1. Director
- S (ADM) 2. Additional Director
- S (ADM) 3. Joint Director (Engineering College)
- S (ADM) 4. Joint Director (CAS)
- S (ADM) 5. Joint Director (MPTC & THSS)
- S (ADM) 6. Deputy Director (General)
- S (ADM) 7. Assistant Director (THSS)

#### **STREAM - B ENGINEERING COLLEGES**

(9 – 11)

##### **Category:**

- S (ENG) 1. Principal
- S (ENG) 2. Professor in Engineering/Technology
- S (ENG) 3. Associate Professor in Engineering/Technology
- S (ENG) 4. Assistant Professor in Engineering/Technology
- S (ENG) 5. Assistant Professor in Arts /Science/Humanities
- S (ENG) 6. Assistant Professor in Physical Education

**STREAM - C COLLEGE OF APPLIED SCIENCE**

(12 – 13)

**Category:**

S (CAS) 1. Principal

S (CAS) 2. Assistant Professor in Electronics Science

S (CAS) 3. Assistant Professor in Computer Science

S (CAS) 4. Assistant Professor in Art/Science/Humanities/  
Commerce/History/Literature**STREAM - D MODEL POLYTECHNIC COLLEGES**

(14 – 17)

**Category:**

S (MPT) 1. Principal

S (MPT) 2. Head of Section

S (MPT) 3. Lecturer in Engineering/Technology

S (MPT) 4. Lecturer in Arts /Science Humanities/Commerce

S (MPT) 5. Lecturer in Computer Application

**STREAM - E TECHNICAL HIGHER SECONDARY SCHOOLS**

(18 – 22)

**Category:**

S (THS) 1. Principal

S (THS) 2. Lecturer in Electronics

S (THS) 3. Lecturer in Computer

S (THS) 4. Lecturer in Arts /Science/Humanities/Literature/History

S (THS) 5. Lecturer in Physical Education

S (THS) 6. Physical Education Teacher

**STREAM - F CONSTRUCTION WING**

(23 – 24)

**Category:**

S (CONS) 1. Executive Engineer (Civil)

S (CONS) 2. Assistant Engineer (Civil)

S (CONS) 3. Overseer Grade III (Civil)

- S (CONS) 4. Posts for strengthening Construction Wing of IHRD (Temporary Posts on Contract basis / Consolidated pay)
- (a) Assistant Executive Engineer (Civil)
  - (b) Assistant Engineer (Electrical)
  - (c) Overseer Grade I (Civil)
  - (d) Overseer grade II (Civil)
  - (e) Site Supervisor (Civil)
  - (f) Site Supervisor (Electrical)

**STREAM - G COMMON STREAM**

**(i) - Ministerial Staff**

(25 – 32)

**Category:**

- S (MINI) 1. Senior Administrative Officer
- S (MINI) 2. Finance Officer
- S (MINI) 3. Administrative Officer
- S (MINI) 4. Administrative Assistant
- S (MINI) 5. Accounts Officer
- S (MINI) 6. Senior Superintendent
- S (MINI) 7. Junior Superintendent
- S (MINI) 8. Head Clerk/ Head Accountant/ Cashier
- S (MINI) 9. Senior Office Assistant
- S (MINI) 10. Office Assistant
- S (MINI) 11. Personal Assistant to Director
- S (MINI) 12. Confidential Assistant Grade - II
- S (MINI) 13. Technical Store Keeper
- S (MINI) 14. Driver Grade - I (Heavy Duty)
- S (MINI) 15. Driver Grade - II
- S (MINI) 16. Clerical Assistant (Junior Office Assistant)
- S (MINI) 17. LGS: A. Peon-Cum-Watcher/Gardener B. Sweeper -Cum –Peon
- S (MINI) 18. Part-time Sweeper/ Part-time Sanitary Worker

**(ii) Technical/Supporting Staff**

(33 – 39)

**Category:**

- S (TE/SUP) 1. Senior System Analyst
- S (TE/SUP) 2. System Analyst
- S (TE/SUP) 3. Computer Engineer ( IT Division)
- S (TE/SUP) 4. Workshop Superintendent
- S (TE/SUP) 5. Junior System Analyst
- S (TE/SUP) 6. Foreman
- S (TE/SUP) 7. Computer Programmer
- S (TE/SUP) 8. Demonstrator/Workshop Instructor
- S (TE/SUP) 9. Trade Instructor (Senior Grade)
- S (TE/SUP) 10. Trade Instructor (Grade I)
- S (TE/SUP) 11. Trade Instructor (Grade II)
- S (TE/SUP) 12. Tradesman
- S (TE/SUP) 13. Library Assistant/Lab Assistant

**(iii) Library Staff**

(40 – 42)

**Category:**

- S (LIB) 1. College Librarian (UGC Category)
- S (LIB) 2. Librarian Grade - I
- S (LIB) 3. Librarian Grade - II
- S (LIB) 4. Librarian Grade - III
- S (LIB) 5. Librarian Grade - IV

**III. Qualification, Method of Appointments etc.:-**

The Qualification and method of appointment to various categories of post shall be as follows:-



## STREAM - A ADMINISTRATION

### S (ADM) 1. Director

<i>Scale of Pay</i>	As prescribed by AICTE and ordered by Government of Kerala from time to time for the post of Director of Technical Education
<i>Qualifications</i>	<p>Post Graduate Degree in Engineering /Technology (Ph.D is desirable) with 15 years teaching experience in Engineering Colleges, out of which 3 years administrative experience at least in the level of Professor/Principal is essential.</p> <p style="text-align: center;">OR</p> <p>Post Graduate Degree in Engineering / Technology (Ph.D is desirable) with 10 years of teaching experience in Engineering Colleges, out of which 3 years administrative experience at least in the level of Professor/Principal and 5 years of industrial experience is essential.</p> <p style="text-align: center;">OR</p> <p>By deputation from Central Administrative Service.</p>
<i>Method of Appointment</i>	Selection by Government.
<i>Appointing Authority</i>	Government of Kerala

### S (ADM) 2. Additional Director

<i>Scale of Pay</i>	AICTE. (Rs.18400-500-22400, minimum to be fixed at Rs.19400)
<i>Qualifications</i>	<p>i) First Class Master's Degree in Engineering/Technology OR</p> <p>ii) First Class Master's Degree in Computer Application. OR</p> <p>iii) First Class Post Graduate Degree in the appropriate subject with M.Phil/Ph.D</p>
<i>Experience</i>	12 years teaching experience in Colleges, out of which 3 years administrative experience at least in the level of Professor/Principal of Colleges or Joint Director under IHRD is essential. (Ph.D is desirable)
<b>Method of Appointment</b>	<p>By selection from the Professors/ Principals of Engineering Colleges, or Joint Directors under IHRD.</p> <p>Mode of selection: - As per Rule XIII at Page No.44</p>
<b>Appointing Authority</b>	Director, IHRD with the approval of Executive Committee of IHRD

### **S (ADM) 3. Joint Director (Engineering College)**

<b><i>Scale of Pay</i></b>	As prescribed by AICTE and ordered by Government of Kerala from time to time for the post of Principal in Engineering Colleges
<b><i>Qualifications</i></b>	First Class Post Graduate Degree in Engineering/Technology with not less than 10 years teaching experience in Engineering Colleges, out of which 4 years administrative experience as Principal of Engineering College is essential. (Ph.D is desirable)
<b><i>Method of Appointment</i></b>	By selection from the Principals of Engineering Colleges under IHRD  Mode of selection: - As per Rule XIII at Page No.44
<b><i>Appointing Authority</i></b>	Director, IHRD with the approval of Executive Committee of IHRD

### **S (ADM) 4. Joint Director (CAS)**

<b><i>Scale of Pay</i></b>	As prescribed and ordered by Government of Kerala from time to time for the post of Principal in Arts and Science Colleges.
<b><i>Qualification</i></b>	i) First Class Master's Degree in Engineering/Technology OR ii) First Class Master's Degree in Computer Application. OR iii) First Class Post Graduate Degree in the appropriate subject with M.Phil/Ph.D
<b><i>Experience</i></b>	10 years teaching experience, out of which 4 years administrative experience as Principal of CAS/ Deputy Director under IHRD is essential.
<b><i>Method of Appointment</i></b>	By selection from among the Principals of CAS and Deputy Director under IHRD  Mode of selection: - As per Rule XIII at Page No.44
<b><i>Appointing Authority</i></b>	Director, IHRD with the approval of Executive Committee of IHRD.

### **S (ADM) 5. Joint Director (MPTC & THSS)**

<i>Scale of Pay</i>	Rs.20700-500-23200-550-25400-600-26600
<i>Qualification</i>	First Class Master's Degree in Engineering/Technology from a recognized University after acquiring Bachelor's Degree in any branch of Engineering/Technology from a recognized University after undergoing regular course of study
<i>Experience</i>	10 years teaching experience after acquiring B. Tech Degree, out of which 4 years administrative experience as Principal of Polytechnic Colleges under IHRD, is essential.
<i>Method of Appointment</i>	By selection from among the Principals of Polytechnic Colleges under IHRD.  Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD with the approval of Executive Committee of IHRD.

### **S (ADM) 6. Deputy Director (General)**

<i>Scale of Pay</i>	Rs. 20700-500-23200-550-25400-600-26600
<i>Qualifications</i>	First Class Master's Degree in Computer Application/First Class M.Tech in Electronics/Information Technology/ Computer Engineering. 10 years teaching/Software development experience, out of which 3 years administrative experience as Principal in CAS/ MPTC or Professor in Engineering Colleges, is essential.
<i>Method of Appointment</i>	By selection from Principals of College of Applied Science or Professors in Engineering Colleges or Principals in MPTC under IHRD  Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD with the approval of Executive Committee of IHRD

## **S (ADM) 7. Assistant Director (THSS)**

<i>Scale of Pay</i>	Rs.12930-340-13610-380-16650-450-20250
<i>Qualifications</i>	<p>1) Degree in appropriate branch of Engineering/ Technology with not less than 60% marks in the qualifying examination or a pass in Section A&amp; B of the AMIE</p> <p style="text-align: center;"><b>OR</b></p> <p>First Class Master's Degree in Computer Application (MCA) from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any one of the Universities in Kerala</p> <p style="text-align: center;"><b>OR</b></p> <p>a) Second Class Master's Degree in Arts/Science/ Humanities with not less than 50% marks from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any one of the Universities in Kerala</p> <p>b) B.Ed. in the concerned subject acquired after a regular course of study from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any one of the Universities in Kerala</p> <p style="text-align: center;"><b>OR</b></p> <p>Second Class MA. Ed / MSc. Ed Degree in Arts\ Science\ Humanities with not less than 50% marks from any of the Regional Institute of Education sponsored by National Council for Education Research and Training (NCERT).</p> <p>2) 5 years teaching experience as Lecturer or above category under IHRD out of which 3 years administrative experience as Principal of THSS under IHRD</p>
<i>Method of Appointment</i>	<p>By selection from the categories of Principals of THSS under IHRD.</p> <p>Mode of selection: - As per Rule XIII at Page No.44</p>
<i>Appointing Authority</i>	Director, IHRD

## STREAM - B ENGINEERING COLLEGES

### S (ENG) 1. Principal

<i>Scale of Pay</i>	As prescribed by AICTE and ordered by Government of Kerala from time to time.
<i>Qualifications</i>	(i) As prescribed by AICTE and ordered by Government of Kerala from time to time.* (ii) Executive Officers Test conducted by PSC or any other authorized agency*.
<i>Method of Appointment</i>	Appointment by open selection through the Staff Selection Committee constituted by the Executive Committee of IHRD from among the Professors in Engineering Colleges under IHRD.  Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD with the approval of Committee of IHRD

\*Protection for the Principals appointed on or before 07/02/2011 in Engineering Colleges under IHRD

### S (ENG) 2. Professor in Engineering/Technology

<i>Scale of Pay</i>	As prescribed by AICTE and ordered by Government of Kerala from time to time.
<i>Qualifications</i>	As prescribed by AICTE and ordered by Government of Kerala from time to time.*
<i>Method of Appointment</i>	Appointment by open selection through the Staff Selection Committee constituted by the Executive Committee of IHRD from among the Associate Professors in the concerned branches of study in the Engineering Colleges under IHRD on the basis of merit  Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD with the approval of Executive Committee of IHRD

\*Protection for the Professors appointed on or before 07/02/2011 in Engineering Colleges under IHRD

### **S (ENG) 3. Associate Professor in Engineering/Technology**

<b><i>Scale of Pay</i></b>	As prescribed by AICTE and ordered by Government of Kerala from time to time.
<b><i>Qualifications</i></b>	As prescribed by AICTE and ordered by Government of Kerala from time to time.*
<b><i>Method of Appointment</i></b>	Appointment by open selection through the Staff Selection Committee constituted by the Executive Committee of IHRD, from among the Assistant Professors in concerned branches in the Engineering Colleges under IHRD on the basis of merit.  Mode of selection: - As per Rule XIII at Page No:44
<b><i>Appointing Authority</i></b>	Director, IHRD with the approval of Executive Committee of IHRD

\*Protection for the Associate Professors (*designated as per AICTE pay revision with effect from 1/1/2006*)/Assistant Professors (*designated as per AICTE pay revision applicable prior to 1/1/2006*), who were appointed on or before 07/02/2011.

### **S (ENG) 4. Assistant Professor in Engineering/ Technology**

<b><i>Scale of Pay</i></b>	As prescribed by AICTE and ordered by Government of Kerala from time to time.
<b><i>Qualifications</i></b>	As prescribed by AICTE and ordered by Government of Kerala from time to time.*
<b><i>Method of Appointment</i></b>	By Direct Recruitment  Mode of selection: - As per Rule XIII at Page No.44
<b><i>Appointing Authority</i></b>	Director, IHRD

\*Protection for the Assistant Professors as per AICTE Pay Revision with effect from 1/1/2006, Lecturer as per Revision applicable prior to 1/1/2006 who were appointed on or before 07/02/2011

### **S (ENG) 5. Assistant Professor in Arts /Science/Humanities**

<i>Scale of Pay</i>	As prescribed by UGC and ordered by Government of Kerala from time to time.
<i>Qualifications</i>	As prescribed by UGC and ordered by Government of Kerala from time to time.*
<i>Method of Appointment</i>	By Direct Recruitment Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD

\*Protection for the Assistant Professors as per AICTE Pay Revision with effect from 1/1/2006 , Lecturer as per Revision applicable prior to 1/1/2006 who were appointed on or before 07/02/2011.

### **S (ENG) 6. Assistant Professor in Physical Education**

<i>Scale of Pay</i>	As prescribed by UGC and ordered by Government of Kerala from time to time.
<i>Qualifications</i>	As prescribed by UGC and ordered by Government of Kerala from time to time.*
<i>Method of Appointment</i>	By Direct Recruitment Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD

\*Protection for the Assistant Professors as per AICTE Pay Revision with effect from 1/1/2006 , Lecturer as per Revision applicable prior to 1/1/2006 who were appointed on or before 07/02/2011.

## STREAM - C COLLEGE OF APPLIED SCIENCE

### S (CAS) 1.Principal

<i>Scale of Pay</i>	As prescribed by UGC and ordered by Government of Kerala from time to time.
<i>Qualifications</i>	(i) As prescribed by UGC and ordered by Government of Kerala from time to time*. (ii) Executive Officers Test conducted by PSC or any other authorized agency. (Protection for the Principals who are in service under IHRD* as on 07/02/2011)
<i>Method of Appointment</i>	By selection from the categories of Selection Grade Lecturers/Readers or equivalent and above posts in College of Applied Science under IHRD Mode of selection: - As per Rule XIII at Page
<i>Appointing Authority</i>	Director IHRD with the approval of Executive Committee of IHRD

\*Protection, as prescribed in the orders of Government of Kerala for implementing UGC Scheme afresh, for the Principal (College of Applied Science) appointed on or before 07/02/2011 under IHRD service.)

### S (CAS) 2.Assistant Professor- Electronics science

<i>Scale of Pay</i>	As prescribed by UGC and ordered by Government of Kerala from time to time.
<i>Qualifications</i>	As prescribed by UGC and ordered by Government of Kerala from time to time for the post of Lecturer in Electronics Engineering/ Technology or Electronics Scien*
<i>Method of Appointment</i>	By Direct Recruitment Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD

\*Protection, as prescribed in the orders of Government of Kerala for implementing UGC Scheme afresh, for the Lecturer categories appointed on or before 07/02/2011 under IHRD service.

**Note:-** Clubbed the existing posts of Senior Lecturer in Electronic Science, Lecturer in Electronics Engineering & Lecturer in Electronic Science together.



### **S (CAS) 3. Assistant Professor - Computer Science**

<i>Scale of Pay</i>	As prescribed by UGC and ordered by Government of Kerala from time to time.
<i>Qualifications</i>	As prescribed by UGC and ordered by Government of Kerala from time to time for the post of Lecturer in Computer Science or Computer Application or Computer Engineering Technology*
<i>Method of Appointment</i>	By Direct Recruitment Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD

\*Protection, as prescribed in the orders of Government of Kerala for implementing UGC Scheme afresh, for the Lecturer categories appointed on or before 07/02/2011 under IHRD service.

**Note:**

*Clubbed the existing posts of Senior Lecturer in Computer Science, Lecturer in Computer Engineering & Lecturer in Computer Application together.*

### **S (CAS) 4. Assistant Professor - Art/Science/Humanities/Commerce/History/Literature**

<i>Scale of Pay</i>	As prescribed by UGC and ordered by Government of Kerala from time to time.
<i>Qualifications</i>	As prescribed by UGC and ordered by Government of Kerala from time to time*
<i>Method of Appointment</i>	By Direct Recruitment Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD

\*Protection, as prescribed in the orders of Government of Kerala for implementing UGC Scheme afresh, for the Lecturer categories appointed on or before 07/02/2011 under IHRD service.

## STREAM D - MODEL POLYTECHNIC COLLEGES

### S (MPT) 1. Principal

<b>Scale of Pay</b>	Rs.20700-500-23200-550-25400-600-26600
<b>Qualifications</b>	<p>1) Master's Degree in any branch of Engineering/Technology from a recognized University after acquiring Bachelor's Degree in any branch of Engineering/Technology from a recognized University after undergoing regular course of study.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree in any branch of Engineering/Technology with not less than 60% marks in final qualifying examination.</p> <p>2) Three years experience as Head of Section in Polytechnics under IHRD</p> <p>3) Executive Officers Test conducted by PSC or any other authorized agency*</p>
<b>Method of Appointment</b>	<p>By selection from the Heads of Sections in Polytechnics under IHRD.</p> <p>Mode of selection: - As per Rule XIII at Page No.44</p>
<b>Appointing Authority</b>	Director, IHRD with the approval of Executive Committee of IHRD

(\*Protection for the Principals of Polytechnics who were in service under IHRD as on 07/02/2011.)

### S (MPT) 2. Head of Section (Polytechnics)

<b>Scale of Pay</b>	Rs.12930-340-13610-380-16650-450-20250
<b>Qualifications</b>	<p>1) Bachelor's Degree in appropriate branch of Engineering/Technology with not less than 60% marks in final qualifying examination.</p> <p>2) Five years experience as Lecturer in Engineering/Technology in Polytechnics under IHRD*</p>
<b>Method of Appointment</b>	<p>By selection from the categories of Lecturer in Engineering / Technology in Polytechnics under IHRD</p> <p>Mode of selection: - As per Rule XIII at Page No.44</p>
<b>Appointing Authority</b>	Director, IHRD

\*Protection for the HOD of Polytechnics who were in service under IHRD as on 07/02/2011.

**Note:** Change of qualification if any prescribed by DTE and ordered by Government of Kerala from time to time will be applicable.

### **S (MPT) 3. Lecturer in Engineering/Technology**

<i>Scale of Pay</i>	Rs.11910-340-13610-380-16650-450-19350
<b>For DIRECT RECRUITMENT (65%)</b>	
<i>Qualifications</i>	First Class Bachelor's Degree in appropriate branch of Engineering/Technology from a recognized University after undergoing a regular course of study*
<i>Method of Appointment</i>	By Direct Recruitment Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD
<b>For INTERNAL SELECTION (35%)</b>	
<i>Qualifications</i>	Bachelor's Degree in appropriate branch of Engineering/Technology (with not less than 60% mark aggregate) from a recognized University after undergoing a regular course of study*
<i>Method of Appointment</i>	(1) By selection from among qualified Foreman under IHRD Service with 3 years experience (2) In the absence of (1) above, by selection from among the qualified Demonstrator/Workshop Instructor under IHRD service in the appropriate branch who have acquired 4 years experience Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD

\*Protection for the Lecturers of Polytechnics who were in service under IHRD as on 07/02/2011.

**Note:**

1. *B.Tech Degree holders in Electrical and Electronics are not eligible for recruitment of Lecturer in Electronics Engineering*
2. *B.Tech Degree holders in Electronics are eligible for recruitment of Lecturer in Telecommunication Technology.*

### **S (MPT) 4. Lecturer in Arts /Science Humanities/Commerce**

<b><i>Scale of Pay</i></b>	Rs.11070-280-11910-340-13610-380-16650-450-18450
<b><i>Qualifications</i></b>	<p>Master's Degree with at least 55% marks or its equivalent grade of B in the 7 point scale with latter grades O, A, B, C, D, E &amp; F in the appropriate branch.</p> <p><u>Desirable</u> National Eligibility Test (NET*) conducted by UGC/CSIR. NET is exempted for the candidates with M.Phil Degree awarded up to 31/12/93. For Ph.D holders, the exemption from NET shall be for those who have been awarded Ph.D Degree in compliance of the UGC (minimum standards and procedure for award of Ph.D Degree), Regulations 2009.</p>
<b><i>Method of Appointment</i></b>	<p>By Direct Recruitment (20% of the sanctioned posts are reserved for selection from among the qualified feeder category IHRD employees. There shall be no relaxation with regard to the minimum qualification for these internal candidates.)</p> <p><u>Feeder Category:</u></p> <ol style="list-style-type: none"> <li>1. Junior System Analyst/ Foreman with 3 years experience under IHRD</li> <li>2. In the absence of (1), Computer Programmer/ Demonstrator with 4 years experience under IHRD</li> </ol> <p>Mode of selection: - As per Rule XIII at Page No.44</p>
<b><i>Appointing Authority</i></b>	Director, IHRD

\* Protection for the employees who were in IHRD service as on 07/02/2011

## **S (MPT) 5. Lecturer in Computer Application**

<i>Scale of Pay</i>	Rs.11910-340-13610-380-16650-450-19350
<b>For DIRECT RECRUITMENT (65%)</b>	
<i>Qualifications</i>	First Class MCA Degree from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any Universities in Kerala
<i>Method of Appointment</i>	By direct Recruitment Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD
<b>For INTERNAL SELECTION (35%)</b>	
<i>Qualifications</i>	First Class MCA Degree from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any Universities in Kerala
<i>Method of Appointment</i>	(1) By selection from among the qualified Junior System Analysts/Foreman with three years experience under IHRD.  (2) In the absence of (1) above, by selection from among the qualified Computer Programmers with four years experience under IHRD.  Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD

**STREAM E- TECHNICAL HIGHER SECONDARY SCHOOLS**

**S (THS) 1. Principal**

<i>Scale of Pay</i>	Rs.12930-340-13610-380-16650-450-20250
<i>Qualifications</i>	<p>1) Degree in appropriate branch of Engineering/ Technology with not less than 60% marks in the qualifying examination or a pass in Section A&amp; B of the AMIE</p> <p align="center">OR</p> <p>First Class Master's Degree in Computer Application (MCA) from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any one of the Universities in Kerala</p> <p align="center">OR</p> <p>a) Second class Master's Degree in Arts/Science/ Humanities with not less than 50% marks from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any one of the Universities in Kerala</p> <p>b) B.Ed. in the concerned subject acquired after a regular course of study from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any one of the University in Kerala.</p> <p align="center">OR</p> <p>Second Class MA. Ed / MSc. Ed. Degree in Arts\ Science\ Humanities with not less than 50% marks from any of the Regional Institute of Education sponsored by National Council for Education Research and Training (NCERT).</p> <p>2) 5 years teaching experience as Lecturer or above category under IHRD.</p> <p>3) Executive Officers Test conducted by PSC or any other authorized agency.*</p>
<i>Method of Appointment</i>	<p>By selection from the categories of Lecturers in THSS under IHRD.</p> <p>Mode of selection: - As per Rule XIII at Page No.44</p>
<i>Authority</i>	Director, IHRD

\*Protection for the Principals of THSS who were in service under IHRD as on 07/02/2011.

**S (THS) 2. Lecturer in Electronics**

<i>Scale of Pay</i>	Rs.11070-280-11910-340-13610-380-16650-450-18450*
<b>For DIRECT RECRUITMENT (65%)</b>	
<i>Qualifications</i>	First Class B.Tech Degree in appropriate branch of Engineering/ Technology OR First Class Master Degree in Electronics from any of the Universities in Kerala or a qualification recognized as equivalent thereto by anyone of the Universities in Kerala
<i>Method of Appointment</i>	By direct Recruitment Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD
<b>For INTERNAL SELECTION (35%)</b>	
<i>Qualifications</i>	Degree in appropriate branch of Engineering/Technology with not less than 60% marks in the qualifying examination OR Master Degree in Electronics with not less than 60 % marks from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any one of the Universities in Kerala OR Pass in Section A& B of the AMIE
<i>Method of Appointment</i>	(1) By selection from among the qualified Junior System Analyst/Foreman with three years Experience under IHRD (2) In the absence of (1) above, by selection from among the qualified Computer Programmer/Demonstrator with four years experience under IHRD Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD

\*Salary protection for the Lecturers in Electronic Engineering who were in service under IHRD as on 07/02/2011.

**Note:** B.Tech Degree holders in Electrical and Electronics are not eligible for recruitment of Lecturer in Electronics.

**S (THS) 3. Lecturer in Computer**

<i>Scale of Pay</i>	Rs.11070-280-11910-340-13610-380-16650-450-18450
<b>For DIRECT RECRUITMENT (65%)</b>	
<i>Qualifications</i>	<p>First Class MCA Degree from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any one of the Universities in Kerala</p> <p style="text-align: center;">OR</p> <p>First Class B.Tech Degree in appropriate branch of Engineering/ Technology from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any one of the Universities in Kerala</p> <p style="text-align: center;">OR</p> <p>First Class Master Degree in Computer Science from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any one of the Universities in Kerala</p>
<i>Method of Appointment</i>	<p>By direct Recruitment</p> <p>Mode of selection: - As per Rule XIII at Page No.44</p>
<i>Appointing Authority</i>	Director, IHRD
<b>For INTERNAL SELECTION (35%)</b>	
<i>Qualifications</i>	<p>MCA Degree (First Class) from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any one of the Universities in Kerala</p> <p style="text-align: center;">OR</p> <p>B.Tech Degree in appropriate branch of Engineering/ Technology (First Class) from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any one of the Universities in Kerala</p> <p style="text-align: center;">OR</p> <p>Master Degree in Computer Science (First Class) from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any one of the Universities in Kerala</p>
<i>Method of Appointment</i>	<p>(1)By selection from among the qualified Junior System Analyst/Foreman with 3 years experience under IHRD</p> <p>(2)In the absence of (1) above, by selection from among the qualified Computer Programmer/Demonstrator with four years experience under IHRD</p> <p>Mode of selection: - As per Rule XIII at Page No.44</p>
<i>Appointing Authority</i>	Director, IHRD

\*Salary protection for the Lecturers in Computer Engineering/ Computer Application/ System Analyst who were in service under IHRD as on 07/02/2011.



**S (THS) 4.Lecturer in Arts/ Science/Humanities/ Literature/ History**

<b><i>Scale of Pay</i></b>	Rs.11070-280-11910-340-13610-380-16650-450-18450
<b><i>Qualification</i></b>	<p>1. ( a) Second Class Master's Degree in the concerned subject with not less than 50% marks from any of the Universities in Kerala or a qualification recognized as equivalent thereto in the respective subject by any of the Universities in Kerala          (b). B.Ed. in the concerned subject acquired after a regular course of study from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any Universities in Kerala.</p> <p style="text-align: center;"><b>OR</b></p> <p>Second Class MA. Ed / MSc. Ed Degree in the concerned subject with not less than 50% marks from any of the Regional Institute of Education sponsored by National Council for Education Research and Training (NCERT).</p> <p>2. Must have passed the State Eligibility Test (SET*) for the post of Higher Secondary School Teachers conducted by Government of Kerala or any other Agency authorized by the State Government.</p> <p><u>Exemption :</u></p> <p>a) Those persons who have passed National Eligibility Test/ Junior Research Fellowship shall be exempted from passing the State Eligibility Test.</p> <p>b) Those persons who have passed the State level Eligibility Test for the post of College Lecturers conducted by Government of Kerala are exempted from the State Eligibility Test for Higher Secondary School Teachers.</p> <p>c) Persons with Ph.D /M.Phil. Degree shall be exempted from passing the State Eligibility Test provided the M.Phil in the concerned subject shall be one awarded by any of the Universities in Kerala or recognised as equivalent by any of the Universities in Kerala.</p>
<b><i>Method of Appointment</i></b>	<p>By Direct Recruitment (80%)</p> <p>Remaining 20% of the sanctioned posts are reserved for selection from among the qualified IHRD employees. There shall be no relaxation with regard to the minimum qualification for these internal candidates.</p> <p>(1) By selection from among the qualified Junior System Analyst/Foreman with three years Experience under IHRD          (2)In the absence of (1) above, by selection from among the qualified Computer Programmer/Demonstrator with four years experience under IHRD</p> <p>Mode of selection: - As per Rule XIII at Page No.44</p>
<b><i>Appointing Authority</i></b>	Director, IHRD

\*Protection for the Lecturers who were appointed on or before 07/02/2011 under IHRD service

**Note:** Change of qualification if any prescribed by Higher Secondary Board and ordered by Government of Kerala from time to time will be applicable.

### **S (THS) 5. Lecturer in Physical Education**

<i>Scale of Pay</i>	Rs.11070-280-11910-340-13610-380-16650-450-18450
<i>Qualifications</i>	Second Class Master's Degree in Physical Education from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any of the Universities in Kerala
<i>Method of Appointment</i>	By Direct Recruitment Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD

### **S (THS) 6. Physical Education Teacher**

<i>Scale of pay</i>	On Consolidated Pay/ on Daily Wages basis
<i>Qualifications</i>	i. Pass in SSLC or equitant examination ii. Certificate of Physical Education awarded by Commissioner for Government Examination or a qualification recognized as equivalent thereto by Government of Kerala  OR Graduation/Post Graduation in Physical Education from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any of the Universities in Kerala
<i>Method of Appointment</i>	Direct Recruitment Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director ,IHRD

*The appointment shall be on temporary basis (on consolidated pay/ on daily wages basis) according to actual requirement*

**STREAM - F CONSTRUCTION WING**

**S (CONS) 1.Executive Engineer (Civil)**

<i>Scale of Pay</i>	Rs.16650-450-20700-500-23200
<i>Qualifications</i>	1) First Class B.Tech Degree in Civil Engineering/ Technology from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any Universities in Kerala. 2) 10 years experience in Construction field out of which 5 years should be in the category of Assistant Executive Engineer or equivalent, under IHRD Service.
<i>Method of Appointment</i>	By selection from the categories of Assistant Executive Engineer under IHRD service.  Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD with the approval of Executive Committee of IHRD.

*Note: The existing post of Assistant Executive Engineer (Civil) is upgraded to the above post*

**S (CONS) 2. Assistant Engineer (Civil)**

<i>Scale of Pay</i>	Rs.11070-280-11910-340-13610-380-16650-450-18450
<i>Qualifications</i>	First Class B.Tech Degree in Civil Engineering/ Technology from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any Universities in Kerala
<i>Method of Appointment</i>	Direct Recruitment  Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD

**S (CONS) 3. Overseer Grade III (Civil)**

<i>Scale of Pay</i>	Rs.5510-140-5930-150-6680-160-7480-170-7990-200-8590
<i>Qualifications</i>	1. SSLC 2. National Trade Certificate in Civil Engineering. 3. Experience in construction activities (Desirable).
<i>Method of Appointment</i>	Direct Recruitment  Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD

**(CONS) 4. Posts for strengthening Construction Wing of IHRD**  
**(Temporary Post on Contract basis /on Consolidated Pay**

**(a) Assistant Executive Engineer (Civil) (b) Assistant Engineer**  
**(Electrical) (c) Overseer Grade I (Civil) (d) Overseer Grade II (Civil) (e)**  
**Site Supervisor (Civil) (f) Site Supervisor (Electrical)**

1	<b>Assistant Executive Engineer (Civil)</b> Rs. 12250-340-13610-380-16650-450-19800	
	<b>Qualifications</b>	B.Tech(Civil Engineering)from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any of the Universities in Kerala
2	<b>Assistant Engineer (Electrical)</b> Rs.11070-280-11910-340-13610-380-16650-450-18450	
	<b>Qualifications</b>	B.Tech(Electrical Engineering)from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any of the Universities in Kerala
3	<b>Overseer-Grade I(Civil)</b> Rs. 7990-200-9590-240-10790-280-11910-340-12930	
	<b>Qualifications</b>	Diploma in Electrical Engineering
4	<b>Overseer-Grade II(Civil)</b> Rs. 6680-160-7480-170-7990-200-9590-240-10790	
	<b>Qualifications</b>	National Trade Certificate(Civil Engineering)
5	<b>Site Supervisor (Civil)</b> Rs.5650-8790	
	<b>Qualifications</b>	1)SSLC 2) National Trade Certificate in Civil Engineering. 3) 3 years experience in construction field in a Government or Quasi Government organization.
6	<b>Site Supervisor (Electrical)</b> Rs.5250-8390	
	<b>Qualifications</b>	1) SSLC 2) National Trade Certificate in Electrical Engineering. 3) 3 years experience in Electrical works in a Government or Quasi Government organization.

	<b>Method of Appointment</b>	Direct Recruitment  Mode of selection: - As per Rule XIII at Page No.44 .
	<b>Appointing Authority</b>	Director, IHRD

**Note:** The post of Site supervisor(Electrical) will be treated as equivalent to the post of tradesman(Electrical)

## STREAM - G COMMON STREAM

### (i) - Ministerial Staff

#### S (MINI) 1. Senior Administrative Officer

<i>Scale of Pay</i>	Rs.20700-500-23200-550-25400-600-26600
<i>Qualifications</i>	21 years of administrative Experience of which 3 years should be in the cadre of Officer not below the rank of Under Secretary.
<i>Method of Appointment</i>	By deputation from Government in the cadre of Officer not below the rank of Deputy Secretary.  Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD with the approval of Executive Committee of IHRD

#### S (MINI) 2. Finance Officer

<i>Scale of Pay</i>	Rs.20700-500-23200-550-25400-600-26600 /-
<i>Qualifications</i>	Fellow of Institute of Chartered Accountant with at least 3 years experience as Chartered Accountant in a reputed firm of Government or quasi Government organizations
<i>Method of Appointment</i>	By direct recruitment/deputation from Government  Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD with the approval of Executive Committee of IHRD

#### S (MINI) 3. Administrative Officer

<i>Scale of Pay</i>	Rs.12930-340-13610-380-16650-450-20250
<i>Qualifications</i>	1) Graduation* 2) 20 years of administrative experience of which 3 years should be in the supervisory cadre not below the rank of Administrative Assistant/ Accounts Officer under IHRD.
<i>Method of Appointment</i>	On the basis of a test conducted by IHRD or authorized agency at par with the standard of the Administrative Officers Test conducted by PSC. <u>Feeder Category</u> By selection from the category of Administrative Assistant/ Accounts Officer Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD

\*Protection for employees who were in regular service under IHRD as on 11/10/1999

**S (MINI) 4. Administrative Assistant**

<i>Scale of Pay</i>	Rs.12250-340-13610-380-16650-450-19800
<i>Qualifications</i>	1. Graduation* 2. 18 years of administrative experience of which 3 years should be in the supervisory cadre not below the rank of Senior Superintendent under IHRD.
<i>Method of Appointment</i>	By selection from the category of Senior Superintendent under IHRD Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD

\*Protection for employees who were in regular service under IHRD as on 11/10/1999

**S (MINI) 5. Accounts Officer**

<i>Scale of Pay</i>	Rs.12250-340-13610-380-16650-450-19800
<i>Qualifications</i>	1. Graduation* 2. 18 years of administrative experience of which 3 years should be in the supervisory cadre not below the rank of Senior Superintendent under IHRD.
<i>Method of Appointment</i>	By selection from the category of Senior Superintendent and above categories under IHRD service. Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD

\*Protection for employees who were in regular service under IHRD as on 11/10/1999

**S (MINI) 6. Senior Superintendent**

<i>Scale of Pay</i>	Rs.10790-280-11910-340-13610-380-16650-450-18000
<i>Qualifications</i>	1. Graduation* 2. 15 Years administrative experience of which 3 years should be on supervisory cadre not below the rank of Junior Superintendent under IHRD.
<i>Method of Appointment</i>	By Selection from the category of Junior Superintendent under IHRD Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD

\*Protection for employees who were in regular service under IHRD as on 11/10/1999

**S (MINI) 7. Junior Superintendent**

<b>Scale of Pay</b>	Rs.9190-200-9590-240-10790-280-11910-340-13610-380-15510
<b>Qualifications</b>	1) Graduation* 2) 12 years experience in office work under IHRD service.
<b>Method of Appointment</b>	By Promotion from the categories of Head Clerk/Head Accountant/Cashier under IHRD service  Mode of selection: - As per Rule XIII at Page No.44
<b>Appointing Authority</b>	Director, IHRD

\*Protection for employees who were in regular service under IHRD as on 11/10/1999

**S (MINI) 8. Head Clerk/ Head Accountant/ Cashier**

<b>Scale of Pay</b>	Rs.8390-200-9590-240-10790-280-11910-340-13270
<b>Qualifications</b>	1. Graduation* 2. 8 years experience in office work under IHRD 3. Account Test (Lower) passed 4. Manual of Office Procedure (MOP) (with protection for employees in service as on 07/02/2011)
<b>Method of Appointment</b>	By Promotion from the categories of Senior Office Assistant under IHRD service Mode of selection: - As per Rule XIII at Page No.44
<b>Appointing Authority</b>	Director, IHRD

\*Protection for employees who were in regular service under IHRD as on 11/10/1999

**S (MINI) 9. Senior Office Assistant**

<b>Scale of Pay</b>	Rs.6680-160-7480-170-7990-200-9590-240-10790
<b>Qualifications</b>	1. Graduation* 2. 2 year's experience as Office Assistant under IHRD 3. Account Test (Lower) passed 4. Manual of Office Procedure (MOP) (with protection for employees in service as on 07/02/2011) <i>Note: Persons in IHRD service who attain the age of 50 years as on the date of promotion to the post shall be exempted from passing the Account Test (Lower) &amp; MOP.</i>
<b>Method of Appointment</b>	By Promotion from the category of Office Assistant under IHRD service Mode of selection: - As per Rule XIII at Page No.44
<b>Appointing Authority</b>	Director, IHRD

\*Protection for employees who were in regular service under IHRD as on 11/10/1999

*Note: Considering the Administrative necessity the Senior Office Assistant, Junior Office Assistant and Clerical Assistant may be posted against the posts of open vacancies of Office Assistants*

**S (MINI) 10. Office Assistant**

<b>Scale of Pay</b>	Rs.5250-130-5510-140-5930-150-6680-160-7480-170-7990-200-8390
<b>Qualifications</b>	<ol style="list-style-type: none"> <li>1. Graduation *</li> <li>2. Computer Course in Word Processing or equivalent with minimum duration of 6 months from a Government or Quasi Government Organisation approved by PSC .</li> </ol>
<b>Method of Appointment</b>	<p><b>1. By Direct Recruitment (80% of the sanctioned post)</b></p> <p><b>2.By Internal Promotion(20% of the sanctioned post)</b> (20% of the sanctioned posts are reserved for selection from among the qualified IHRD employees )</p> <p><u>Feeder Category:</u></p> <ol style="list-style-type: none"> <li>1. Clerical Assistant (Junior Office Assistant) with 3 years experience under IHRD</li> <li>2. In the absence of (1), Library Assistant/Lab Assistant with 4 years experience under IHRD</li> <li>3. In the absence of above (1) &amp; (2) Last Grade Servants with 5 years experience under IHRD</li> </ol> <p>Mode of selection: - As per Rule XIII at Page No.44</p>
<b>Appointing Authority</b>	Director, IHRD

\*Protection for employees who were in regular service under IHRD as on 11/10/1999

**Note: 1.** Office Assistants are eligible for ratio promotion to Senior Office Assistant as per the ratio for the promotion of LD Clerk to UD Clerk as ordered by the Government and made applicable in IHRD from time to time.

2. Considering the administrative necessity the Senior Office Assistant, Junior Office Assistant and Clerical Assistant may be posted against the posts of open vacancies of Office Assistants

**S (MINI) 11. Personal Assistant to Director**

<b>Scale of Pay</b>	Rs.11910-340-13610-380-16650-450-19350
<b>Qualifications</b>	<ol style="list-style-type: none"> <li>1) Graduation</li> <li>2) Typewriting English (Lower)(KGTE)</li> <li>3) Typewriting Malayalam (Lower)(KGTE)</li> <li>4) Shorthand English (Lower)(KGTE)</li> <li>5) 3 years experience as Confidential Assistant (Selection Grade) under IHRD</li> </ol>
<b>Method of Appointment</b>	<p>By selection from the category of Confidential Assistants (selection Grade) under IHRD</p> <p>Mode of selection: - As per Rule XIII at Page No.44</p>
<b>Appointing Authority</b>	Director, IHRD



### **S (MINI) 12. Confidential Assistant Grade - II**

<b>Scale of Pay</b>	Rs.6080-150-6680-160-7480-170-7990-200-9590-240-9830
<b>Qualifications</b>	<ol style="list-style-type: none"> <li>1) Graduation*</li> <li>2) Typewriting English (Lower)(KGTE)</li> <li>3) Typewriting Malayalam (Lower)(KGTE)</li> <li>4) Shorthand English (Lower)(KGTE)</li> <li>5) Computer Course in Word Processing or equivalent with minimum duration of 6 months from a Government or Quasi Government Organisation approved by PSC.</li> </ol>
<b>Method of Appointment</b>	<p><b>1. By Direct Recruitment (80% of the sanctioned posts)</b></p> <p><b>2. By Internal Selection (20% of the sanctioned posts)</b> (20% of the sanctioned posts are reserved for selection from among the qualified IHRD employees. There shall be no relaxation with regards to the minimum qualification for these internal candidates.) <u>Feeder Category:</u> Office Assistant or above category with 3 years experience under IHRD Mode of selection: - As per Rule XIII at Page No.44</p>
<b>Appointing Authority</b>	Director, IHRD

\*Protection for Confidential Assistant who were in service as on 07/02/2011 under IHRD

*Note: Confidential Assistant to the Director is eligible for special allowance as per pay revision orders*

### **S (MINI) 13. Technical Store Keeper**

<b>Scale of Pay</b>	Rs.7990-200-9590-240-10790-280-11910-340-12930
<b>Qualifications</b>	B.Sc. Degree in Electronics/ Computer Science from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any one of the Universities in Kerala
<b>Method of Appointment</b>	<p><b>1. By Direct Recruitment (80% of the sanctioned posts)</b></p> <p><b>2. By Internal Selection (20% of the sanctioned posts)</b> (20% of the sanctioned posts are reserved for selection from among the qualified IHRD employees. There shall be no relaxation with regards to the minimum qualification for these internal candidates). <u>Feeder Category:</u> Office Assistant or above category with 3 years experience under IHRD Mode of selection: - As per Rule XIII at Page No.44</p>
<b>Appointing Authority</b>	Director, IHRD

**S (MINI) 14. Driver Grade - I (Heavy Duty)**

<i>Scale of Pay</i>	Rs.5650-140-5930-150-6680-160-7480-170-7990-200-8790
<i>Qualifications</i>	1. Standard VIII <sup>th</sup> Pass 2. Driving License (Heavy Duty) with 5 years experience under IHRD
<i>Method of Appointment</i>	By promotion from the category of Driver Grade –II under IHRD service.  Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD

\*Protection for the Driver Grade - I who were in service under IHRD as on 07/02/2011.

**S (MINI) 15. Driver Grade - II**

<i>Scale of Pay</i>	Rs.5250-130-5510-140-5930-150-6680-160-7480-170-7990-200- 8390
<i>Qualifications</i>	1. Standard VIII <sup>th</sup> Pass 2. Driving License (Light Duty) with Badge
<i>Method of Appointment</i>	<b>1. By Direct Recruitment (80% of the sanctioned posts)</b>  <b>2.By Internal Selection(20% of the sanctioned posts)</b> (20% of the sanctioned posts are reserved for selection from among the qualified IHRD employees. There shall be no relaxation with regards to the minimum qualification for these internal candidates).  <u>Feeder Category:</u> 1) Library Assistant/Lab Assistant with 3 years experience 2) In the absence of above (1), Last Grade Servants with 4 years experience under IHRD Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD

**S (MINI) 16. Clerical Assistant (Junior Office Assistant)**

<i>Scale of Pay</i>	Rs.4630-120-4990-130-5510-140-5930-150-6680-160-7000
<i>Qualifications</i>	1. Pass in SSLC 2. 8 years regular service as Last Grade Servant or above category under IHRD
<i>Method of Appointment</i>	1. By selection from Library Assistant/Lab Assistant with 3 years experience under IHRD 2. In the absence of above (1), Last Grade Servant with 8 years experience with IHRD  Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD

*The post shall be treated as vanishing post and no further recruitment will be made to the post after the redeployment of eligible existing excess Library/Lab Assistant*

**S (MINI) 17. Last Grade Servants:****(A) Peon-cum-Watcher/Gardener (B) Sweeper-cum-Peon****(A) Peon-cum-Watcher/Gardener**

<i>Scale of Pay</i>	Rs.4510-120-4990-130-5510-140-5930-150-6230
<i>Qualifications</i>	Pass in Std VIII <sup>th</sup> *
<i>Method of Appointment</i>	<b>1. By Direct Recruitment (80% of the sanctioned posts)</b> <b>2. By Internal Promotion (20% of the sanctioned posts)</b>  20% of the sanctioned posts are reserved for selection from among the qualified IHRD employees. There shall be no relaxation with regards to the minimum qualification for these internal candidates. <u>Feeder Category:</u> Part-time employees <u>Experience:</u> 2 years in the entry post Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD

\*With protection for regular employees in IHRD service as on 07/02/2011.

**(B) Sweeper-cum-Peon**

<i>Scale of Pay</i>	Rs.4510-120-4990-130-5510-140-5930-150-6230
<i>Qualifications</i>	Pass in Std. VIII <sup>th</sup> *
<i>Method of Appointment</i>	<p><b>1. By Direct Recruitment (80% of the sanctioned posts)</b></p> <p><b>2. By Internal Promotion(20% of the sanctioned posts)</b></p> <p>20% of the sanctioned posts are reserved for selection from among the qualified IHRD employees. There shall be no relaxation with regards to the minimum qualification for these internal candidates.</p> <p><u>Feeder Category:</u> Part-time Employees  <u>Experience:</u> 2 years in the entry post  <u>Mode of selection:</u> - As per Rule XIII at Page No.44</p>
<i>Appointing Authority</i>	Director, IHRD

\*With protection for employees in IHRD service as on 07/02/2011

**S (MINI) 18. Part-time Sweeper/ Part-time Sanitary Worker**

<i>Scale of Pay</i>	Rs.2100+DA
<i>Qualifications</i>	Pass in Standard VIII <sup>th</sup> *
<i>Method of Appointment</i>	<p>Direct Recruitment</p> <p>Mode of selection: - As per Rule XIII at Page No.44</p>
<i>Appointing Authority</i>	Director , IHRD

\*With protection for employees in IHRD service as on 07/02/2011

## **(ii) Technical/Supporting Staff**

### **S (TE/SUP) 1. Senior System Analyst**

<i>Scale of Pay</i>	Rs.12930-340-13610-380-16650-450-20250/-
<i>Qualifications</i>	<ol style="list-style-type: none"> <li>1. First Class Master's Degree in Computer Application from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any one of the Universities in Kerala</li> <li>2. Eight years experience at the level of System Analyst/ Lecturer in Computer Application in IHRD service.*</li> </ol>
<i>Method of Appointment</i>	<p>By selection from the category of System Analyst /Lecturer in Computer Application under IHRD service.</p> <p>Mode of selection: - As per Rule XIII at Page No.44</p>
<i>Appointing Authority</i>	Director, IHRD

\*Protection for experience as 3years at the level of System Analyst/Lecturer in Computer Application, as existed, for the Lecturers and above category in IHRD service as on 07/02/201.

### **S (TE/SUP) 2. System Analyst**

<i>Scale of Pay</i>	Rs.11910-340-13610-380-16650-450-19350
<b>For DIRECT RECRUITMENT (65%)</b>	
<i>Qualifications</i>	First Class MCA Degree from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any Universities in Kerala
<i>Method of Appointment</i>	<p>By direct Recruitment</p> <p>Mode of selection: - As per Rule XIII at Page No.44</p>
<i>Appointing Authority</i>	Director, IHRD
<b>For INTERNAL SELECTION (35%)</b>	
<i>Qualifications</i>	First Class MCA Degree from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any Universities in Kerala
<i>Method of Appointment</i>	<ol style="list-style-type: none"> <li>1. By selection from among the qualified Junior System Analysts/Foreman with three years experience, under IHRD</li> <li>2. In the absence of (1) above, by selection from among the qualified Computer Programmers with four years experience , under IHRD</li> </ol> <p>Mode of selection: - As per Rule XIII at Page No.44</p>
<i>Appointing Authority</i>	Director, IHRD

**S (TE/SUP) 3. Computer Engineer ( IT Division)**

<i>Scale of Pay</i>	Rs.11910-340-13610-380-16650-450-19350
<i>Qualifications</i>	First Class B.Tech Degree in Computer Engineering/ Technology from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any universities in Kerala
<i>Method of Appointment</i>	Direct Recruitment Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD

**S TE/SUP 4.Workshop Superintendent**

<i>Scale of pay</i>	Rs.11910- 340-13610-380-16650-450-19350
<i>Qualifications</i>	First Class Bachelor Degree in Mechanical Engineering from a recognized University after undergoing a regular course of study.
<i>Method of Appointment</i>	<ol style="list-style-type: none"> <li>1. By selection from among qualified Foreman/Technician Grade 1</li> <li>2. In the absence (1) above, by selection from among the qualified Demonstrator/Workshop Instructor, under IHRD service with three year experience.</li> </ol> <p>Mode of selection: - As per Rule XIII at Page No.44</p>
<i>Appointing authority</i>	Director , IHRD

**S (TE/SUP) 5. Junior System Analyst**

<b><i>Scale of Pay</i></b>	Rs.9190-200-9590-240-10790-280-11910-340-13610-380-15510
<b><i>Qualifications</i></b>	<p>1) First Class PGDCA awarded by the Director of Technical Education, Kerala/IHRD or from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any Universities in Kerala or PSC, Kerala.</p> <p style="text-align: center;">OR</p> <p>First Class B.Sc Degree in Computer Science/Technology from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any Universities in Kerala</p> <p>2) 3 years experience as Computer Programmer under IHRD.</p>
<b><i>Method of Appointment</i></b>	<p>Promotion from the category of Computer Programmers under IHRD</p> <p>Mode of selection: - As per Rule XIII at Page No.44</p>
<b><i>Appointing Authority</i></b>	Director, IHRD

**S (TE/SUP) 6. Foreman**

<b><i>Scale of Pay</i></b>	Rs.9190-200-9590-240-10790-280-11910-340-13610-380-15510
<b><i>Qualifications</i></b>	<p>1) First Class 3 years Diploma in Engineering / Technology (in the appropriate branch) from Director of Technical Education, Kerala or a qualification recognized as equivalent thereto by Government of Kerala/KPSC.</p> <p style="text-align: center;">OR</p> <p>First Class B.Sc Degree in Electronics Science/ Communication/Technology from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any Universities in Kerala is eligible for the post of Foreman (Electronics). Also first class B.Sc. Degree in Computer Science/Computer Technology is eligible for the post of Foreman(Computer)</p> <p>2) Three years teaching or Lab/Workshop experience under IHRD</p> <p>(In the case of Demonstrators/Technician Grade-II or Workshop Instructors, who are not directly recruited in the category, a pass in Diploma in Engineering/ Technology in the appropriate branch awarded by a Government agency or University with not less than 60% marks (aggregate) will be the sufficient qualification, provided they have acquired 3 years in the category of Demonstrator/Technician Grade-II or Workshop Instructor under IHRD).</p>

<b>Method of Appointment</b>	By Promotion from the categories of Demonstrator/Technician Grade-II/ Workshop instructor of the concerned branch under IHRD service Mode of selection: - As per Rule XIII at Page No.44
<b>Appointing Authority</b>	Director, IHRD

*Note: The existing employees in the post of Technician Grade – I or equivalent category will be re-designated as Foreman*

*Diploma in Electrical is not eligible for recruitment of foreman in electronic engineering*

### **S (TE/SUP) 7. Computer Programmer**

<b>Scale of Pay</b>	Rs.7990-200-9590-240-10790-280-11910-340-12930
<b>Qualifications</b>	First Class PGDCA awarded by Director of Technical Education, Kerala/IHRD or from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any Universities in Kerala or PSC, Kerala OR First Class B.Sc. Degree in Computer Science/Technology from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any Universities in Kerala
<b>Method of Appointment</b>	<b>1. By Direct Recruitment (80% of the sanctioned posts)</b> <b>2. By Internal Selection(20% of the sanctioned posts)</b> <u>Feeder Category:</u> By selection from the categories of Trade Instructor/Tradesman (Workshop Assistant), Librarian and Office Assistant in the ratio of 2:1:1 <u>Experience:</u> 3 years regular service in the above post under IHRD Mode of selection: - As per Rule XIII at Page No.44
<b>Appointing Authority</b>	Director, IHRD

### **S (TE/SUP) 8. Demonstrator/Workshop Instructor**

<b>Scale of Pay</b>	Rs.7990-200-9590-240-10790-280-11910-340-12930
<b>Qualifications</b>	First Class 3 years Diploma in Engineering / Technology (in the appropriate branch ) from Director of Technical Education, Kerala or a qualification recognized as equivalent thereto by Government of Kerala. OR First Class B.Sc. Degree in Electronics Science/Communication/Technology from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any Universities in Kerala is eligible for the post of Demonstrator (Electronics). Also first class B.Sc. Degree in Computer Science/Computer Technology is eligible for the post of Demonstrator (Computer)



<p><b>Method of Appointment</b></p>	<p><b>1) By Direct Recruitment</b> (65% of the sanctioned posts)</p> <p><b>2) By Internal Selection</b> (35% of the sanctioned posts are reserved for selection from among the qualified feeder category)</p> <p><u>Qualification for 35% seats for internal Candidates</u></p> <p>1) Pass in 3 years Diploma in Engineering /Technology (in the appropriate branch with not less than 60% marks (aggregate) from Director of Technical Education Kerala or a qualification recognized as equivalent thereto by Government of Kerala</p> <p style="text-align: center;">OR</p> <p>Pass in B.Sc. Degree in Electronics Science/Communication/Technology(with not less than 60% marks (aggregate) from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any Universities in Kerala is eligible for the post of Demonstrator(Electronics)</p> <p><u>Feeder Category</u></p> <p>1) Trade Instructor 2) In the absence of (1) above, Tradesman</p> <p><u>Experience:</u> 3 years in the entry post under IHRD</p> <p style="text-align: center;">Mode of selection: - As per Rule XIII at Page No.44</p>
<p><b>Appointing Authority</b></p>	<p>Director, IHRD</p>

**Note:**

1. The existing employees in the post of Technician Grade – II or equivalent category will be re-designated as Demonstrator/ Workshop Instructor.
2. Diploma in Electrical is not eligible for recruitment of Demonstrator/Workshop Instructor in Electronic Engineering.

**S (TE/SUP) 9. Trade Instructor (Senior Grade)**

<p><b>Scale of Pay</b></p>	<p>Rs.8390 -200-9590-240-110790-280-11910-340- 13270</p>
<p><b>Qualifications</b></p>	<p>1) SSLC passed. 2) National Trade Certificate in the appropriate Trade.</p>
<p><b>Method of Appointment</b></p>	<p>By ratio promotion from the category of Trade Instructors Grade - I and Grade-II under IHRD service in the appropriate branch.</p> <p style="text-align: center;">Mode of selection: - As per Rule XIII at Page No.44</p>
<p><b>Appointing Authority</b></p>	<p>Director, IHRD</p>

**S (TE/SUP) 10. Trade Instructor (Grade I)**

<b><i>Scale of Pay</i></b>	Rs.7990-200-9590-240-10790-280-11910-340-12930
<b><i>Qualifications</i></b>	1) SSLC passed 2) National Trade Certificate in the appropriate Trade
<b><i>Method of Appointment</i></b>	By ratio promotion from the category of Trade Instructor Grade- II, under IHRD service in the appropriate branch.  Mode of selection: - As per Rule XIII at Page No.44
<b><i>Appointing Authority</i></b>	Director, IHRD

*Note : The ratio for promotion for Trade Instructor Grade I, Grade II and Senior Grade will be 3:1:1 subject to Pay Revision Orders of the Government made applicable to IHRD from time to time.*

**S (TE/SUP) 11. Trade Instructor (Grade II)**

<b><i>Scale of Pay</i></b>	Rs.6680 -160-7480-170-7990-200-9590-240-10790
<b><i>Qualifications</i></b>	1) SSLC passed 2) National Trade Certificate in the appropriate Trade 3) Three years Lab/Workshop experience under IHRD.
<b><i>Method of Appointment</i></b>	By Promotion from the category of Tradesman under IHRD service in the appropriate branch  Mode of selection: - As per Rule XIII at Page No.44
<b><i>Appointing Authority</i></b>	Director, IHRD

**Note:**

- 1. The ratio for promotion for Trade Instructor Grade I, Grade II and Senior Grade will be 3:1:1 subject to Pay revision Orders of the Government made applicable to IHRD from time to time.*
- 2. The existing employees in the post of Trade Instructor or equivalent category will be re-designated as Trade Instructor Grade-II*

**S (TE/SUP) 12. Tradesman (Electronics/Computer/Mechanical/  
Electrical/Bio-Medical)**

<b>Scale of Pay</b>	Rs.5250-130-5510-140-5930-150-6680-160-7480-170-7990-200-8390
<b>Qualifications</b>	1) S.S.L.C Passed 2) National Trade Certificate in the appropriate Trade
<b>Method of Appointment</b>	<p><b>1. By Direct Recruitment (80% of the sanctioned posts)</b></p> <p><b>2. By Internal Selection (20% of the sanctioned posts)</b> 20% of the sanctioned posts are reserved for selection from among the qualified IHRD employees. There shall be no relaxation with regard to the minimum qualification for these internal candidates. <u>Feeder Category:</u> Library Assistant/ Lab Assistant with 3 years experience under IHRD. In the absence of above(1), Last Grade Servant with 5 years experience under IHRD Mode of selection: - As per Rule XIII at Page No.44</p>
<b>Appointing Authority</b>	Director, IHRD

*Note: The existing employees in the post of Workshop Assistant or equivalent category will be re-designated as Tradesman.*

**S (TE/SUP) 13. Library Assistant/Lab Assistant**

<b>Scale of Pay</b>	Rs.4630-120-4990-130-5510-140-5930-150-6680-160-7000
<b>Qualifications</b>	1) Studied up to SSLC OR Pass in Std. VIII <sup>th</sup> and Attender's Test conducted by the Kerala Public Service Commission 2) 8 years regular service as Last Grade Servant under IHRD
<b>Method of Appointment</b>	1) By Promotion from the category of Class IV employees under IHRD  Mode of selection: - As per Rule XIII at Page No.44
<b>Appointing Authority</b>	Director, IHRD

**Note:**

*Posts of Lab Assistant and Library Assistant under IHRD are declared as interchangeable*

### **(iii) Library Staff**

#### **S (LIB) 1. College Librarian (UGC Category)**

<i>Scale of Pay</i>	As prescribed by UGC and ordered by Government of Kerala from time to time.
<i>Qualifications</i>	<ol style="list-style-type: none"> <li>1. Master's Degree in Library &amp; Information Science with at least 55% marks or its equivalent grade of B in the 7 point scale with latter grades O, A, B, C, D, E &amp; F in the appropriate branch from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any Universities in Kerala.</li> <li>2. National Eligibility Test (NET) conducted by UGC/CSIR. NET is exempted for the candidates with M.Phil Degree awarded up to 31/12/93. For Ph.D holders, the exemption from NET shall be for those who have been awarded Ph.D degree in compliance of the UGC( minimum standards and procedure for award of Ph.D Degree), Regulations 2009 (The qualification will be as prescribed by UGC and ordered by Gov. Of Kerala from time to time)</li> <li>3. 10 years experience as Librarian Grade-IV or above , under IHRD</li> </ol>
<i>Method of Appointment</i>	<ol style="list-style-type: none"> <li>1. By selection from among the qualified Librarian Grade –I, under IHRD service.</li> <li>2. In the absence (1) above Librarians Grade –II</li> </ol> Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD

#### **S (LIB) 2. Librarian Grade-I**

<i>Scale of Pay</i>	Rs.11910- 340-13610-380-16650-450-19350
<i>Qualifications</i>	<ol style="list-style-type: none"> <li>1) Master's Degree in Library and Information Science from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any one of the Universities in Kerala</li> <li>2) Three years experience as Librarian Grade-II under IHRD.</li> </ol>
<i>Method of Appointment</i>	By selection from the post of Librarian Grade –II under IHRD service. Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD

**S LIB 3.Librarian Grade-II**

<i>Scale of Pay</i>	Rs.9190-200-9590-240-10790-280-11910-340-13610-380-15510
<i>Qualifications</i>	<ol style="list-style-type: none"> <li>1. First Class Bachelor's Degree in Library and Information Science from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any one of the Universities in Kerala</li> <li>2. Three years experience as Librarian Grade-III under IHRD</li> </ol>
<i>Method of Appointment</i>	<p>By Promotion from the post of Librarian Grade –III under IHRD service.</p> <p>Mode of selection: - As per Rule XIII at Page No.44</p>
<i>Appointing Authority</i>	Director, IHRD

**S (LIB) 4. Librarian Grade-III**

<i>Scale of Pay</i>	Rs.8390 -200-9590-240-110790-280-1910-340- 13270
<i>Qualifications</i>	<ol style="list-style-type: none"> <li>1. First Class Bachelor's Degree in Library and Information Science from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any one of the Universities in Kerala</li> <li>2. Two years experience as Librarian Grade - IV under IHRD.</li> </ol>
<i>Method of Appointment</i>	<p>By Promotion from the post of Librarian Grade –IV under IHRD Service</p> <p>Mode of selection: - As per Rule XIII at Page No.44</p>
<i>Appointing Authority</i>	Director, IHRD

### **S (LIB) 5. Librarian Grade-IV**

<b><i>Scale of Pay</i></b>	Rs.6680-160-7480-170-7990-200-9590-240-10790
<b><i>Qualifications</i></b>	<ol style="list-style-type: none"> <li>1. SSLC</li> <li>2. Diploma or Certificate course in Library Science recognised by the Government</li> </ol> <p style="text-align: center;">OR</p> <p>Bachelor's Degree in Library and Information Science from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any one of the Universities in Kerala</p>
<b><i>Method of Appointment</i></b>	<p><b>1. By Direct Recruitment (65% of the sanctioned posts)</b></p> <p><b>2. By Internal Selection(35% of the sanctioned posts)</b> 35% of the sanctioned posts are reserved for selection from among the categories of qualified IHRD employees .There shall be no relaxation with regards to the minimum qualification for these internal candidates.</p> <p><u>Feeder Category:</u></p> <ol style="list-style-type: none"> <li>1. Library Assistants with 3 years experience under IHRD</li> <li>2. In the absence of (1) above, Office Assistants and Junior Office Assistants with 4 years experience under IHRD</li> <li>3. In the absence of (1) and (2) above, Last Grade Servants having 6 years experience under IHRD service</li> </ol> <p>Mode of selection: - As per Rule XIII at Page No.44</p>
<b><i>Appointing Authority</i></b>	Director, IHRD

### **(IV) Seniority**

Seniority of IHRD Employees on Various categories of post shall be on the basis of the date of appointment/promotion order and seniority assigned in the order.

### **(V) Test**

1. Those who are to be appointed as Principal, Engineering Colleges/College of Applied Science/Model Polytechnic Colleges/Technical Higher Secondary Schools under IHRD should pass the Account Test (lower)/Executive Officers Test conducted by the PSC within 3 years from the date of joining duty, failing which their further increment shall be deferred and such increment shall be restored on passing the test or attains the age of 50 years.
2. Those who have attained the age of 50 years are exempted from passing the Departmental Test as in the State Government Service.

## **(VI) Age and Qualifications:**

### **1. Age**

The age limit for regular appointments under IHRD shall be as per the rules now in force in State Government Service.

### **2. Qualification**

The qualification prescribed for various categories of post should be from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any Universities in Kerala or by the KPSC as the accepted qualification for similar post.

## **(VII) Probation**

Every person appointed against any of the sanctioned post of the above categories shall be from the date on which he joins duty.

- i) For direct recruitment candidates, period of probation shall be 2 years within a continuous period of 3 Years.
- ii) If appointed by promotion, for a total period of one year on duty within continuous period of two years.

## **(VIII) Promotion**

Promotion by selection/normal course of promotion pertaining to each category has been specifically incorporated in the method of appointment column.

The existing practice followed for selection procedure for promotion of various categories of post by inviting application for each selection in all cases shall be dispensed with and to implement automatic promotion for all categories of post below the scale of pay of Rs.10790-18000 (pre-revised) (i.e. below the category of Senior Superintendent in Administrative post and equivalent categories of teaching and other posts) by publishing seniority list and as is done in Government Departments. In all other cases, the existing practice will be continued.

## **(IX) Protection**

Protection regarding the relaxation in qualification to IHRD employees has been included for each category list.

## **(X) Reservation policy**

The Reservation principles followed by the State Government for appointment shall be applicable for IHRD service also.

## **(XI) Designation**

The teaching faculties of Engineering Colleges, Colleges of Applied Science and Polytechnic Colleges are subject to re-designation as per the decision taken by AICTE / UGC/ Government of Kerala from time to time.

**(XII) Scale of Pay:**

The Scale of Pay/Pay shown in each category list is the Scale of Pay approved as per 2006 Pay Revision, which is subject to revision as per the Order of the Government of Kerala/ IHRD from time to time.

**(XIII) Mode of Appointments****1. Direct Recruitment**

Direct recruitment for various categories of post as per this rule shall be made by notifying the vacancies through print media and conducting test/interview by the Staff Selection Committee constituted for this purpose. The Staff Selection Committee shall be constituted by the Executive Committee of IHRD.

**2. Promotion appointments from Feeder categories**

The appointment by promotion shall be for the post up to the level of Junior Superintendent under ministerial categories, technical and supporting categories up to the level of Junior System Analyst and equated categories.

The promotion of above categories will be strictly on the basis of seniority of the feeder categories and on the basis of the latest Annual Confidential Report. The Director IHRD shall be the selection authority.

**3. Promotion by selection**

Selection of candidates from among the feeder categories shall be made by the Staff Selection Committee constituted by the Executive Committee. Vacancies for selection appointment shall be notified in IHRD institutions for circulation among the staff. The necessity for conducting written test/interview for selection shall be decided by the Staff Selection Committee and then finalize the list.

**(XIV) Application of Rules**

IHRD employees are governed by the IHRD Service Rules issued in G.O. (Ms)No.159/89/H.Edn. dated 10/08/1989. Further, Kerala Civil Service (Classification Control and Appeal) Rules are applicable for IHRD employees. The above Rules are applicable for all IHRD employees including the Director also. For the incumbent appointed as Director on deputation basis, the Rules prevail in their parent department shall be applicable.

**(XV) Amendment Authority**

In case of any doubt on the implementation of this Rule the matter shall be placed before the Governing Body of IHRD under intimation to Government and the decision taken by the Governing Body shall be final.

Sd/-

Dr.K.M.ABRAHAM  
Additional Chief Secretary to Government  
Higher Education Department



DIRECTOR  
Institute of Human Resources Development