



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

**PROCEEDINGS**

IHRD – Staff Pattern- Inclusion of the posts of Senior Office Assistant and Junior Office Assistant - Sanction accorded – Amendment - Orders issued.

*No.EA4/16025/2011/IHRD (1)*

*Dated, Thiruvananthapuram, 11<sup>th</sup> November 2015*

- Read:-**
- 1. G.O(Ms) NO. 76/14/H.Edn dated 14.02.2014*
  - 2. This office proceedings No. EA4/16025/2011/HRD(1) dated 14.01.2015*
  - 3. This office letter No. EA2/3266/2011/HRD dated 29.01.2015 addressed to the Government in Higher Education Department*
  - 4. This office letter No. EA4/16025/2011/HRD dated 03.06.2015 addressed to the Government in Higher Education Department.*
  - 5. G.O(Ms) No. 636/2015/H.Edn dated 04.11.2015*

**ORDER**

Government, vide order read 1<sup>st</sup> paper above, had approved the revised Staff Pattern of IHRD and the same was implemented in IHRD with effect from 14.01.2014, vide proceedings read 2<sup>nd</sup> paper above. The posts of Senior Office Assistant and Junior Office Assistant which regular incumbents have been holding and which were included in the revised Special Rules, were omitted in the revised Staff Pattern erroneously. Hence proposals were submitted to Government, vide letters read(3) and (4) above, for including the missing posts in the Staff Pattern. Accordingly Government, vide order read 5<sup>th</sup> paper above, have accorded sanction for the conversion of 50% of the sanctioned posts of Office Assistants as per the revised Staff Pattern as Senior Office Assistants in the scale of pay of Rs. 6680-10790/- (Pre revised scale) and Rs. 13210-22360/- (Revised scale). Sanction was also accorded for conversion of 5 posts of Office Assistant in the revised Staff Pattern as Junior Office Assistant in the scale of pay of Rs.4630-7000/- (Pre-revised scale) and Rs. 8730-13540/- (Revised scale) Government have also amended the revised staff pattern of IHRD by attaching the

posts converted as Senior Office Assistant and Junior Office Assistant to various institutions of IHRD as proposed in this office letter 4<sup>th</sup> cited.

Under these circumstances, sanction is accorded for the implementation of the amendment in the revised Staff Pattern of IHRD as ordered by the Government and as indicated in the institution wise list appended, subject to ratification by the Executive Committee / Governing Body of IHRD.

This office proceedings read (2) above shall stand modified to the above extent.

Sd  
Dr. K. Vijayakumar  
DIRECTOR (i/c)

To

1. The heads of all associate institutions
2. Deputy Director .
3. Administrative Officer
4. Finance Officer
5. All section heads in IHRD HQ
6. CA I and CA II
7. SF
8. O.C

Forwarded / By Order

  
Administrative Officer



**Institute of Human Resources Development  
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Thiruvananthapuram-14**

*Appendix*

**Institution wise distribution of the posts of Senior Office Assistant, Office Assistant and  
Junior Office Assistant**

Sl. No.	Name of Institution	Number of posts of Senior Office Assistant	Number of posts of Office Assistant	Number of posts of Junior Office Assistant (Clerical Assistant)
1.	IHRD Headquarters	18	6	--
2.	Model Engineering College, Ernakulam	6	3	1
3.	College of Engineering, Chengannur	5	2	1
4.	College of Engineering, Adoor	4	2	--
5.	College of Engineering, Kalliooppara	3	2	--
6.	College of Engineering, Karunagappally	3	2	--
7.	College of Engineering, Kottarakkara	3	2	--
8.	College of Engineering, Cherthala	3	2	--
9.	College of Engineering, Poonjar	3	2	--
10.	College of Engineering, Attingal	3	2	--
11.	College of Applied Science, Adoor	2	1	--
12.	College of Applied Science, Kundara	--	1	--

13.	College of Applied Science, Dhanuvachapuram	--	1	--
14.	College of Applied Science, Mavelikkara	1	-	1
15.	College of Applied Science, Payyappady	2	1	--
16.	College of Applied Science, Peerumedu		1	--
17.	College of Applied Science, Thodupuzha	2	1	--
18.	College of Applied Science, Kaduthuruthy	--	1	--
19.	College of Applied Science, Mallappally	1	1	--
20.	College of Applied Science, Kattappana	1	1	--
21.	College of Applied Science, Marayoor	--	1	--
22.	College of Applied Science, Nedumkandom	--	1	--
23.	College of Applied Science, Kanjirappally	--	1	--
24.	College of Applied Science, Konni	--	1	--
25.	College of Applied Science, Puthenvelikkara	--	--	--
26.	College of Applied Science, Calicut	1	1	--
27.	College of Applied Science, Vadakkancherry	2	1	--
28.	College of Applied Science, Malappuram	--	1	--
29.	College of Applied Science, Nattika	--	1	--
30.	College of Applied Science, Vazhakkad	--	1	--
31.	College of Applied Science, Vattamkulam	--	1	--
32.	College of Applied Science, Nadapuram	--	1	--
33.	College of Applied Science, Thiruvambadi	--	1	--

34.	College of Applied Science, Kuzhalmannam	--	1	--
35.	College of Applied Science, Malampuzha	--	1	--
36.	College of Applied Science, Chelakkara	--	1	--
37.	College of Applied Science, Muthuvallur	--	1	--
38.	College of Applied Science, Attappadi	--	1	--
39.	College of Applied Science, Meenangadi	--	1	--
40.	College of Applied Science, Kodungallur	--	--	--
41.	College of Applied Science, Manjeswaram	1	1	--
42.	College of Applied Science, Cheemeni	1	1	--
43.	College of Applied Science, Neeleswaram	--	1	--
44.	College of Applied Science, Payyannur	2	1	--
45.	College of Applied Science, Pattuvam	1	1	--
46.	College of Applied Science, Pinarayi	--	1	--
47.	College of Applied Science, Koothuparamba	1	1	--
48.	College of Applied Science, Iritty	--	1	--
49.	College of Applied Science, Mananthavady	--	1	--
50.	Model Polytechnic College, Mala	1	1	--
51.	Model Polytechnic College, Painavu	1	--	--
52.	Model Polytechnic College, Vadakara	1	1	--
53.	Model Polytechnic College, Kalliassery	1	--	--
54.	Model Polytechnic College, Mattakkara	1	1	--

55.	Model Polytechnic College, Karunagappally	1	--	--
56.	Model Polytechnic College, Poonjar	1	--	--
57.	Model Polytechnic College, Kuzhalmannam	1	--	--
58.	Technical Higher Secondary School, Vazhakkad	--	1	--
59.	Technical Higher Secondary School, Vattamkulam	1	1	--
60.	Technical Higher Secondary School, Pernthalmanna	--	--	1
61.	Technical Higher Secondary School, Varadium	--	1	--
62.	Technical Higher Secondary School, Thiruthiyad	--	1	--
63.	Model Technical Higher Secondary School, Kaloor	1	1	--
64.	Technical Higher Secondary School, Kaprassery	--	1	--
65.	Technical Higher Secondary School, Aluva	--	1	--
66.	Technical Higher Secondary School, Cherthala	--	1	--
67.	Technical Higher Secondary School, Puthuppally	1	--	1
68.	Technical Higher Secondary School, Mallappally	--	1	--
69.	Technical Higher Secondary School, Adoor	--	1	--

70.	Technical Higher Secondary School, Muttom	1	1	--
71.	Technical Higher Secondary School, Peerumed	--	1	--
72.	Technical Higher Secondary School, Muttada	--	1	--
73.	Regional Centre, Tvm	--	--	--
74.	Regional Centre, Edappally	1	--	--
75.	Extension Centre, Cherpu	1	--	--
76.	Extension Centre, Tirur	1	--	--
77.	Extension Centre, Kundara	1	--	--
78.	Study Centre, Valancherry	--	1	--
79.	Study Centre, Rajakkad	--	1	--
80.	Skill Development Centre, Dhanuvachapuram	1	--	--
81.	Model Finishing School, Thiruvananthapuram	--	1	--
82.	Model Finishing School, Ernakulam	--	1	--
Total		86	81	5

*Sd/-*  
**Dr. K. Vijayakumar**  
**DIRECTOR (i/c)**

*Approved for issue*

*Administrative Officer*

D...09.11.2015