

No.EB2/2100/2016/IHRD

Dated, 18.06.2016

From

The Director

To

The Heads of all Institutions

Sir,

Sub:- IHRD- Promotion to the cadre of Librarian Grade III - Performance Evaluation Report in respect of qualified Librarian Grade IV- called for -reg

As per the Government approved Special Rules of IHRD, the appointment to the post up to the level of Junior Superintendent under ministerial categories, technical and supporting categories upto the level of Junior System Analyst and equated categories is to be done by promotion from the respective feeder categories strictly on the basis of seniority and the latest Performance Evaluation Report.

Now, there are some vacancies existing in the cadre of Librarian Grade III in IHRD. The feeder category of the said post is Librarian Grade IV. The final seniority list in respect of Librarian Grade IV under IHRD service had already been published and a copy of the same is attended for kind perusal. The details of the promotion post is as given below.

Name of post :- Librarian Grade III

Scale of pay :- Rs.14620-25280/-

Qualifications :-

1. First Class Bachelors'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
2. Two years experience as Librarian Grade – IV under IHRD


As part of initiating steps to prepare list of eligible hands you are directed to verify the academic qualifications including class/division and experience with reference to their Service Books and forward attested copies of relevant certificates showing their educational qualifications and experience along with P.E.R in the enclosed format, in respect of the Librarian Grade IV in your institution who have got the required qualification and experience as per revised Special Rules of IHRD. In case the bachelors's degree certificate in Library Science is from a University outside Kerala a recognition/equivalency certificate obtained from any one of the Universities in Kerala may also be produced without fail as required under the qualification for the post.

This may be treated as urgent and the duly filled in format should reach this office not later than by 15.07.2016 without fail.

Yours faithfully
Sd/-
Dr.P.Suresh Kumar
DIRECTOR

Encl:- As stated above

Approved for issue


Office Superintendent

No: EB2/2100/2016/HRD

PERFORMANCE EVALUATION REPORT

In respect of

Sri./Smt.....

1.	<i>Name of Employee & Designation</i>	
2.	<i>Date of birth</i>	
3.	<i>Qualification</i>	
4.	<i>Details of commencement of regular service in the present designation</i>	
5.	<i>No. of years experience in office work under IHRD</i>	
6.	<i>Is the incumbent qualified as per Special Rules</i>	
7.	<i>Qualification as per Service Book of the incumbent</i>	
8.	<i>Date from which the employee is working in the present institution</i>	
9.	<i>Details of leave other than casual leave availed of by the employee during the last two years.</i>	
10.	<i>Nature of duties and responsibilities assigned</i>	
11.	<i>Quality of output in work</i>	
12.	<i>Knowledge of sphere of work</i>	
13.	<i>Whether he/she is effective in the day to day work</i>	
14.	<i>Initiative on the post of the employee</i>	

15.	<i>Attitude to work</i>	
16.	<i>Has the employee been reprimanded for indifferent work or for other causes? If so, please give particulars.</i>	
17.	<i>Interpersonal relationship and team spirit</i>	
18.	<i>Health</i>	
19.	<i>Integrity</i>	
20.	<i>Punctuality</i>	
21.	<i>General assessment</i>	
22.	<i>Grading (Outstanding/ Very Good/ Good/ Average/ Below Average)</i>	
23.	<i>General Remarks</i>	

*Certified that the assessment of Performance of
Sri./Smt.....is accurate to the best of
my knowledge and belief.*

Place: _____ *Signature* : _____
Date : _____ *Name* : _____
_____ *Designation* : _____
_____ *Institution* : _____