



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

*Cir.No.EB1/39/2016/IHRD*

*Dated, 21.05.2016*

**CIRCULAR**

**Sub:-** *IHRD - Recruitment of Guest faculties and supporting staff under IHRD for the Academic Year 2016-2017 – Instructions – issuing of – reg*

- Ref:-**
- 1. This office circular No.EB1/4141/2014 dated 17.04.2015*
  - 2. This office circular No.EB1 4848/14/IHRD dated 14.10.2015*
  - 3. This office order No. EA1/8291/2006/IHRD dated 10.04.2015*
  - 4. Minutes of the 93<sup>rd</sup> meeting of the Executive Committee held on 18.12.2015.*
  - 5. This office circular No. EB1/4141/2015/IHRD dated 18.06.2015*

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 first cited, for the academic year 2015-2016. The same guidelines shall be followed for the recruitment of guest faculties and supporting staff for the academic year 2016-2017 also. The 93<sup>rd</sup> meeting of the Executive Committee also resolved to continue the temporary posts sanctioned for 2015-2016 for the coming years also vide circular 2<sup>nd</sup> cited. The following instructions are also 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 2016-2017 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 and teaching skills of the candidates should also be tested before finalizing the selection of guest faculties.
3. The rate of consolidated/daily/hourly wages payable to different categories will be as per the orders issued from this office.
4. Each institution shall prepare a vacancy statement in respect of each category of post as per the revised staff pattern in separate sheets in the format appended as Annexure-1. This should be prepared taking into account of the vacancy position as on 31.03.2016. 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 31.05.2016 positively.
5. In filling up the vacancies on temporary basis over and above revised staff pattern, the heads of institutions shall ensure that the guest faculties are engaged within the recommended intake as stipulated in this office circular read 2<sup>nd</sup> paper above.
6. The head of institution shall prepare a consolidated statement of vacancies under all categories of post. He/She shall then invite applications for each category of post specifying the qualification strictly as per the IHRD Special Rules and subsequent instructions issued by the undersigned. A common notification for all categories of post together should be published specifying the date of interview/test in respect of each category. All vacancies should be reported to the concerned employment exchange specifying in the date of test/interview sufficiently in advance and as far as

possible the candidates from the employment exchange may be engaged. In the absence of list of suitable candidates from employment exchange, the engagement shall be made by inviting application through print media. While entertaining candidate list from employment exchanges the Head of Institution shall not make any appointment in violation of the communal rotation fixed by the Employment officer and the instruction for selection of candidates given by the Employment Officer shall be followed scrupulously.

7. The Selection Committee in each Institution shall conduct interview/test for each category of post and shall prepare separate rank lists. The format in Annexure-II shall be used for the purpose. Two attested Photocopies of documents of basic qualification and date of birth shall also be obtained from the candidates. The Heads of Institutions shall forward the minutes of the selection committee and rank list along with Annexure II format.
8. The head of institution shall then forward the rank lists for each category of post along with one photocopy each of the basic qualification and date of birth of all candidates in the rank list, to the Director, IHRD immediately after the interview. The recruitment may be done according to the requirement after obtaining the undertaking regarding notice pay. The notice pay may be released to the incumbents if the purpose for the resignation is as follows.
  1. *Permanent employment in Government*
  2. *To join in any other associate institutions under IHRD*
  3. *Medically unfit after obtaining a medical certificate from the registered medical practioner*

9. The head of institution shall engage the candidate after verifying the qualification with reference to the IHRD Special Rules, subject to approval by the Director, IHRD. There will be no relaxation in the qualification and in any case if Head of Institution appoints a faculty without having prescribed qualification it will be not be ratified under any circumstances and it will be at the risk and responsibility of the Head of Institution Concerned. 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.

Wages shall be released only after obtaining the approval from Director, IHRD. It should be borne 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 without fail. Responsibility for any delay in the matter will be vested on the head of institution concerned.

10. All heads of institutions shall consider the workload for each subject according to the syllabus of the courses conducted and fix the workload of each category of post under the subject, before engaging guest faculties and supporting staff. A minimum of 18 hours per week of work shall be allotted to each faculty irrespective of whether regular or guest. If the workload is less than 10 hours per week, only part-time faculty on hourly wages basis shall be engaged.
11. The Heads of Institutions of Technical Higher Secondary Schools are directed to convert the nature of engagement of guest faculties on consolidated pay basis to daily wages/ hourly remuneration basis according to the academic necessity during March and April under intimation to the Head office.

12. All Heads of institutions shall note that no guest faculties are engaged without sanctioned posts as per the staff pattern published, vide this Office order No.EA4/16025/2011/HRD dated 14.01.2015 and as per the recommendation of the work assessment committee dated 03.09.2015. The engagement of the guest faculties beyond the sanctioned posts shall be made only after getting the required approval from the Director, IHRD. The ratification of such engagement shall be considered only if posts are created additionally as per the recommendation made by the committee concerned.
13. If 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 concerned.
14. If the guest faculties are engaged not in accordance with the rank list the reason for this should be clearly mentioned in Annexure III.
15. The maximum age limit for the engagement of guest faculties will be same as that in the government schools/Colleges and the maximum age limit of the retired hands is 60 years.
16. As in the previous years, all Engineering Colleges shall follow the guidelines issued in this office circulars No.EA3/2462/07/HRD dated 28.02.2007, EA3/8139/2007/HRD dated 04.08.2007, EA3/217/08/HRD (2) dated 16.01.2008 and circular No.EB1/4141/2015/HRD dated 18.06.2015 and all College of Applied Sciences, Model Polytechnic Colleges and Regional Centers shall follow the guidelines in this office circular No.EA3/217/2008/HRD (1) dated 16.01.2008 in engaging guest faculties and supporting staff in their respective institutions.

17. The Heads of Engineering Colleges/ Colleges of Applied Science, Model Polytechnic Colleges, Regional Centres & Extension Centres of IHRD shall forward the details in the prescribed formats attached herewith including workload, ranklist, appointment orders, copy of notification of guest faculties engaged, to the headquarters within 15 days from the date of engagement without fail.

18. Receipt of the circular may be acknowledged through e-mail.

*Sd/-*  
*Dr.P.Suresh Kumar*  
*DIRECTOR*

*Encl: Annexure I, II & III*

*To*

- 1. All Heads of Institutions under IHRD*
- 2. Deputy Director*
- 3. CA-I*
- 4. All Section Heads of Headquarters*
- 5. IT Division (for publishing in IHRD website)*
- 6. SF*
- 7. OC*

*Approved for issue*

*Office Superintendent*

**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

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

**Signature of Head of Institution with seal**