



**Institute of Human Resources Development
Prajeo Towers, Vazhuthacaud
Thiruvananthapuram-14**

No.EA3/8182/2017/IHRD

Dated, 29.08.2017

NOTIFICATION

Sub:- *IHRD – Appointment of Associate Professor on Rs.37400-67000/-+AGP Rs. 9000/- under IHRD Service – Invitation of applications – Reg:-*

Ref:- 1. *IHRD Special Rules issued as per GO (MS) No. 692/2014/H.Edn dated 20.08.2014.*
2. *GO (P) No. 122/2004/H.Edn dated 18.09.2004.*
3. *Letter No. EA1/14767/2016/DTE dated 21.06.2016 from the Director of Technical Education, Thiruvananthapuram.*

There are 63 nos. of vacancies of Associate Professor in the Engineering Colleges in various branches under IHRD as shown below, which will be filled up by appointing qualified Assistant Professors in the respective branches presently working under IHRD.

- (i) Associate Professor in Electronics & : 19 nos.
Communication Engineering
- (ii) Associate Professor in Computer Science & : 26 nos.
Engineering
- (iii) Associate Professor in Electrical Engineering : 12 nos.
- (iv) Associate Professor in Mechanical Engineering : 4 nos.
- (v) Associate Professor in Biomedical Engineering : 2 nos.

The qualification and method of appointment for the posts are as shown below:

Associate Professor

<i>Scale of pay</i>	<i>Rs. 37,400-67,000/- +AGP Rs. 9000/-</i>
<i>Qualification</i>	<i>1. Bachelors and Masters Degree in appropriate branch with First Class or equivalent either in Bachelors or Masters Degree and Ph.D or equivalent in appropriate discipline. 2. Post Ph.D publications and guiding Ph.D students desirable. 3. Minimum of 5 years experience in teaching and /or research and/ or industry of which at least 2 years shall be post Ph.D is desirable.</i>

<i>Method of Appointment</i>	<i>Appointment by open selection through Staff Selection Committee constituted by the Executive Committee of IHRD from among the Assistant 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 of IHRD Special Rule.)</i>
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Applications are invited for the above posts from qualified Assistant Professors, as per the IHRD Special Rules, who belong to the respective branches, in the prescribed form, alongwith documents to prove educational qualification, date of birth, experience etc... and should be submitted to the head of institution concerned on or before 16.09.2017. The head of institution concerned will forward the applications so received to this office after furnishing the certificate along with the Performance Evaluation Report in the prescribed proforma so as to reach here on or before 19.09.2017.

Belated applications and defective applications will not be considered under any circumstances. A copy of the proforma for furnishing the PER is also enclosed. This notification should be circulated in among all Assistant Professors under IHRD including those on leave, deputation etc... and obtain the dated acknowledgment for having seen the notification. It will be the responsibility of the head of institution to ensure that all concerned have seen this communication.

Receipt of the notification may be acknowledged. If no application is received, the head of institution shall forward a Nil report before the last date.

Sd/-
Dr.P.Suresh Kumar
DIRECTOR

To:-

1. *All Principals of Engineering Colleges under IHRD*
2. *Finance Officer*
3. *Administrative Officer*
4. *Financial Consultant/Advisor*
5. *Director's table*
6. *SF*
7. *OC*

Copy to :- Website of IHRD

Approved for issue
Sd/-
Administrative Officer

APPLICATION FOR APPOINTMENT
FROM FEEDER CATEGORIES UNDER IHRD
(No. EA3/8182/2017/HRD)

1.	Name of post applied for	
2.	Name of Applicant	
3.	Name of present post	
4.	Name of present Institution	
5.	Address	
6.	Date of birth	
7.	Qualification i) Academic <i>(Attach copies of certificates)</i> ii) Experience <i>(Attach proof)</i>	i)
		ii)
9.	Religion and Caste	
10.	Details of appointment in the present post. 1. Order No. & date 2. Date of joining 3. Sl.No. in the Appointment Order	1.
		2.
		3.
10.	Details of commencement of regular service under IHRD 1. Name of post 2. Order No. & date 3. Date of joining	1.
		2.
		3.

12. Details of service under IHRD

Institution	Designation	Period of Service		Duration of service			Nature of service *
		From	To	Year	Month	Day	

* Regular/Contract/Adhoc/Daily Wages/Deputation outside IHRD etc. Contract service under IHRD on time scale alone need be considered. Adhoc service need be mentioned.

13.	Whether period of probation in the present post has been successfully completed. If so furnish details (name of the post, date, order No. etc)	
14.	List of documents attached to the application	

Place:

Date:

Signature of Applicant

Declaration of the Head of Institution

Certified that the details as stated above have been verified with the relevant office records and found correct.

Place:

Date:

Signature :

Name :

Designation :

PERFORMANCE EVALUATION REPORT

Of

Sri/Smt.....

1	Name of Employee & Designation	
2	Date of birth	
3	Qualification	
4	Details of commencement of regular service in the present designation	
5	Date from which the employee is working in the present institution	
6	Details of leave other than casual leave availed of by the employee during the last two years.	
7	Nature of duties and responsibilities assigned	
8	Quality of output (Make an assessment for the last three years not exceeding 300 words in a separate sheet)	
9	Knowledge of sphere of work (A brief assessment to be annexed)	
10	Whether he/she is effective in the sphere of work (A brief note to be annexed)	
11	Initiative (Brief note to be annexed)	

12	Attitude to work (Brief note to be annexed)	
13	Has the employee been reprimanded for indifferent work or for other causes? If so, please give particulars.	
14	Interpersonal relationship and team spirit	
15	Health	
16	Integrity	
17	Punctuality	
18	General assessment (Brief note to be annexed)	
19	Grading (Outstanding/ Very Good/ Good/ Average/ Below Average)	

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

Place:
Date:

Signature :
Name :
Designation:
Institution :

147

PART (A)

Research Activities

Associate
Application for the post of Professor
(Ref: Notification No.EA3/2182/2017 HRD Dated 29-8-2017)

1.	Number of of Ph.Ds registered and guided	
2.	Number of Ph.Ds produced	
3.	Number of research projects undertaken	
4.	Number of papers published	(i) National journal
		(ii) International journal
5.	Number of papers accepted	(i) National conference
		(ii) International conference
6.	Number of Books authored	
7.	Number of awards received	
8.	Number of patents obtained	

(Supporting documents to be attached)

Other Activities

Associate

Application for the post of Professor

(Ref: Notification No EA3/0187/2017 HRD Dated: 29/8/2017)

(Activities like positions held as Warden, Resident Tutor of College Hostel, Head of the Department, Staff in charge - Central Computing Facility, Placement Cell, Industry Institute Interaction Cell, Counseling Cell, ISTE(Student & Staff) Chapter, IEEE(Student & Staff) Chapter, National Service Scheme, College Vehicle, College Union, PIA Secretary, Staff Advisor, Chairman(UG & PG) University Exams, Maintenance Wing Manager- Centre for Continuing Education, Co-ordinator- Short term courses organized by DTE/TEQIP/STE/CCE/IEEE Coordinator- Conferences/ Seminars/ Workshops, Director- CERD, TRC, Member- Board of studies, Academic Council, Engineering Faculty, Dean in University, Syndicate/Senate Member, Nodal officer- TEQIP. Administrative posts- Joint Director, Deputy Director, Dean, Training officer, Technical officer, Admission-in-charge, Departmental Training Co-ordinator and so on)

(List out the activities performed for a minimum period not less than one Semester only)

Duration

1.		
2.		
3.		
4.		

Certified that, all the information furnished are true and correct to the best of my knowledge and all the activities listed has been carried out by me.

Signature of the Applicant (with Date)

Name

Designation

Institution

Place:

Date:

Countersignature of Head of Institution
(with seal)