



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

No.EA2/13882/2017/IHRD

Dated, 04.05.2018

NOTIFICATION

Sub:- IHRD – Appointment to the post of Principal, Technical Higher Secondary School on Rs.22360-37940/- under IHRD by internal promotion – Application called for –
Reg:-

As per the revised Staff Pattern published, there exists 14. Nos. of vacancies of Principal, Technical Higher Secondary School on Rs.22360-37940/- and applications to the existing vacancies are called for to prepare a select list of candidates in order to fill up the vacancies as per IHRD Special Rules in supersession of the existing notification No. EA2/8305/2010/HRD dated 13.07.2010.

The qualification and method of appointment for the post as per IHRD Special Rules is as shown below:

Principal, Technical Higher Secondary School

<i>Scale of pay</i>	Rs.22360-560-24040-620-27140-680-29860-750-32860-820-36140-900-37940/-
<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&B of the AMIE.</p> <p style="text-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 style="text-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 Universities</p>

	OR
	<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 of IHRD Special Rules</p>
<i>Authority</i>	Director, IHRD

1. Those who are to be appointed as Principal, 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.

Applications are invited for the above posts from qualified Lecturers and equivalent categories working under IHRD service in the prescribed format, the specimen copy of which can be had from the head of institution concerned. Applications along with documents to prove qualification, date of birth, experience etc... should be **submitted to the head of institution concerned on or before 15.05.2018** 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 18.05.2018.** The head of institution concerned shall intimate the details of notification to the faculties who have proceed on vacation/ deputation/ Leave Without Allowance etc.. without fail on proper acknowledgment.

Belated applications and defective applications will not be considered under any circumstances. A copy of the proforma for furnishing the Performance Evaluation Report is also enclosed.

Receipt of the notification may be acknowledged by return. 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 head of institutions under IHRD*
2. *Additional Director*
3. *Deputy Director*
4. *Financial Consultant/Advisor*
5. *Administrative Officer*
6. *Finance Officer*
7. *Director's table*
8. *SF*
9. *OC*

Copy to: - Website of IHRD

Forwarded/By Order

sd/-
Administrative Officer

APPLICATION FOR APPOINTMENT
FROM FEEDER CATEGORIES UNDER IHRD
(No.EA2/13882/2018/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 attested copies of certificates)</i>	i)
8.	Religion and caste	
9.	Details of appointment in the present post. 1. Order No. & date 2. Date of joining 3. Sl. No. In the Appointment order <i>(Attach copy of order)</i>	1.
		2.
		3.
10.	Details of commencement of regular service under IHRD 1. Name of post 2. Order No. & date 3. Date of joining <i>(Attach copy of order)</i>	1.
		2.
		3.

12. **Details of service under IHRD**

Sl. No.	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.

** Details of LWA availed other than medical grounds may invariably specified.

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 Service Book and found correct.

Place:

Date:

Signature :

Name :

Designation :

(Office seal)

No. EA2/13882/2018/HRD

PERFORMANCE EVALUATION REPORT
of
Sri/Smt.....

1.	Name of Employees & 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	
9.	Knowledge of sphere of work	
10.	Whether he/she is effective in the sphere of work	
11.	Initiative	

12.	Attitude to work	
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 of Sri./Smt.....
is accurate to the best of my knowledge and belief.

	Signature :
	Name :
Place :	Designation :
Date :	Institution :