



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

**No.EB1/3883/2018/IHRD**

**Dated, 19.06.2018**

**NOTIFICATION**

**Sub:- IHRD – Appointment to the post of Workshop Superintendent on Rs.20740-36140/- under IHRD by internal promotion – Application called for – Reg:-**

As per the revised Special Rules of IHRD, the post of Workshop Superintendent is reserved for appointment by internal selection from among the categories of Foreman/Technician Grade I and in their absence from among the qualified Demonstrator/Workshop Instructor with 3 years experience. There exists 1 vacancy in the post of Workshop Superintendent in the Engineering stream under IHRD in the scale of pay of Rs. 20740-36140/- and applications to the existing vacancy are called from qualified hands under IHRD service in the prescribed form enclosed for preparing a select list of candidates in order to fill up the vacancy as per IHRD Special Rules. There shall be no relaxation with regard to the minimum qualification for the internal selection of candidates

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

**Workshop Superintendent(Engineering stream)**

<b><i>Scale of pay</i></b>	Rs.20740-500-21240-560-24040-620-27140-680-29860-750-32860-820-36140/-
<b><i>Qualifications</i></b>	First Class Bachelor's Degree in Mechanical Engineering) from a recognized University after undergoing a regular course of study.
<b><i>Method of Appointment</i></b>	i. By selection from among qualified Foreman/Technician Grade I ii. In the absence of (1) above, by selection from among the qualified Demonstrator/ Workshop Instructor under IHRD service with 3 years experience Mode of selection :- As per Rule XIII at Page No.44 of IHRD Special Rules
<b><i>Appointing Authority</i></b>	Director, IHRD

Applications are invited for the above post from qualified employees in the feeder 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 30.07.2018.** The head of institution concerned shall scrutinize the application with reference to the service records and 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 05.08.2018.**

A copy of the notification should be displayed on the notice board of the institution.

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. If no application is received, the head of institution shall forward a Nil report before the last date without fail.

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

**To:-**

- 1. All head of institutions under IHRD*
- 2. Additional Director*
- 3. Financial Consultant/Advisor*
- 4. Administrative Officer*
- 5. Finance Officer*
- 6. Director's table*
- 7. SF*
- 8. OC*

*Approved for issue*

*Administrative Officer*

**Copy to:- Website of IHRD**

**APPLICATION FOR APPOINTMENT**  
**FROM FEEDER CATEGORIES UNDER IHRD**  
**(No.EB1/3883/2018/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.	<b>Qualification</b> <b>i) Academic</b> <i>(Attach attested copies of certificates)</i>	<b>i)</b>
8.	Religion and caste	
9.	<b>Details of appointment in the present post.</b> <b>1. Order No. &amp; date</b> <b>2. Date of joining</b> <b>3. Sl. No. In the Appointment order</b> <i>(Attach copy of order)</i>	1.
		2.
		3.
10.	<b>Details of commencement of regular service under IHRD</b> <b>1. Name of post</b> <b>2. Order No. &amp; date</b> <b>3. Date of joining</b> <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.

\*\* 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.

Signature :

Place:

Name :

Date:

Designation :

(Office seal)

No. EB1/3883/2018/HRD

**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 in work	
9.	Knowledge of sphere of work	
10.	Whether he/she is effective in the day to day work	
11.	Initiative on the part of the employee	
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	
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 :