



**Institute of Human Resources Development
Chackai, Thiruvananthapuram-24**

No.EA1/8519/2020/HRD

Dated, 22.12.2020

NOTIFICATION

Sub:- IHRD – Appointment to the post of Executive Engineer (Civil) on Rs.55350-101400/- under IHRD by internal promotion – Application called for –
Reg:-

As per the revised Special Rules of IHRD, the appointment to the post of Executive Engineer (Civil) on Rs. 55350-101400/- is by selection from the category of Assistant Executive Engineer under IHRD service. There exists 1 post of Executive Engineer (Civil) under IHRD service in the IHRD, Headquarters which is vacant and as such, 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 Prescribed for the post.

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

Executive Engineer(Civil)

Scale of pay	Rs. 55350-1350-59400-1500-65400-1650-72000-1800-81000-2000-97000-2200-101400/-
Qualifications	1) First Class B.Tech Degree in Civil Engineering/Technology from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any Universities in Kerala. 2) 10 years experience in Construction field out of which 5 years should be in the category of Assistant Executive Engineer or equivalent, under IHRD Service.
Method of Appointment	By selection from the categories of Assistant Executive Engineer under IHRD service. Mode of selection :- As per Rule XIII at Page No.44 of IHRD Special Rules
Appointing Authority	Director, IHRD with the approval of Executive Committee of IHRD.

Applications are invited for the above post from qualified employees in the feeder category 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 8.01.2021.** 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 11.01.2021.**

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 by return through e-mail. 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. CA-I
7. Assistant Executive Engineer
8. SF
9. OC

Copy to:- Website of IHRD

Approved for Issue

**Sd/-
Administrative Officer**

APPLICATION FOR APPOINTMENT
FROM FEEDER CATEGORIES UNDER IHRD
(No.EA1/8519/2020/HRD)

1.	<i>Name of post applied for</i>	
2.	<i>Name of Applicant</i>	
3.	<i>Name of present post</i>	
4.	<i>Name of present Institution</i>	
5.	<i>Address</i>	
6.	<i>Date of birth</i>	
7.	<i>Qualification</i> <i>i) Academic</i> <i>a) (Attach attested copies of certificates)</i> <i>b) Academic qualifications acquired from Universities outside Kerala will be accepted in IHRD only if those qualifications are recognised by any one of the Universities in Kerala (Attach attested copies of equivalency certificate)</i>	<i>i)</i>
8.	<i>Religion and caste</i>	
9.	<i>Details of appointment in <u>the present post.</u></i> <i>1. Order No. & date</i> <i>2. Date of joining</i> <i>3. Sl. No. In the Appointment order</i> <i>(Attach copy of order)</i>	<i>1.</i> <i>2.</i> <i>3.</i>
10.	<i>Details of commencement of regular service under IHRD</i> <i>1. Name of post</i> <i>2. Order No. & date</i> <i>3. Date of joining</i> <i>(Attach copy of order)</i>	<i>1.</i> <i>2.</i> <i>3.</i>

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.

Place:

Date:

Signature :

Name :

Designation :

(Office seal)

No. EA1/8519/2020/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>Date from which the employee is working in the present institution</i>	
6.	<i>Details of leave other than casual leave availed of by the employee during the last two years.</i>	
7.	<i>Nature of duties and responsibilities assigned</i>	
8.	<i>Quality of output in work</i>	
9.	<i>Knowledge of sphere of work</i>	
10.	<i>Whether he/she is effective in the day to day work</i>	
11.	<i>Initiative on the part of the employee</i>	
12.	<i>Attitude to work</i>	
13.	<i>Has the employee been reprimanded for indifferent work or for other causes? If so, please give particulars.</i>	
14.	<i>Interpersonal relationship and team spirit</i>	
15.	<i>Health</i>	
16.	<i>Integrity</i>	

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.

***Place:
Date :***

***Signature :
Name :
Designation :
Institution :***