



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

No.EA4/9141/2020/IHRD (1)

Dated, 06.05.2022

NOTIFICATION

- Sub:-** *IHRD – Appointment to the post of Administrative Assistant on Rs.39500-83000/- under IHRD by internal selection – application called for – Reg:*
- Ref:-** 1 *Proceedings No.EA4/16025/2011/IHRD (2) dated 14.01.2015 of Director IHRD*
2 *G.O.(MS)No.692/14/H.Edn. dated 20.08.2014*

As per the revised staff pattern published, vide order 1st cited above there exists 4 Nos. vacancies for the post of Administrative Assistant on Rs.39500-83000/- in the Engineering Colleges at Attingal, Kallooppara, Kottarakkara and Poonjar.

Hence 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.

The qualification and method of appointments to the post as per IHRD special rule is as shown below.

S (MINI) 4 Administrative Assistant

Scale of pay	<i>Rs.39500-1000-42500-1100-48000-1200-54000-1350-59400-1500-65400-1650-72000-1800-81000-2000-83000/-</i>
Qualification	<i>1. Graduation * 2. 18 years of administrative experience of which 3 years should be in the supervisory cadre not below the rank of Senior Superintendent under IHRD</i>
Method of Appointment	<i>By Selection from the category of Senior Superintendent under IHRD. Mode of selection : As per Rule XIII at P.No.44</i>
Appointing Authority	<i>Director, IHRD</i>

(*protection for employees who were in regular service under IHRD as on 11.10.1999)

Applications are invited for the above post from qualified Senior Superintendents working under IHRD service in the prescribed format. Applications along with documents to prove qualification, date of birth etc... should be submitted

to the head of institution concerned on or before 17.05.2022. 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 20.05.2022.

Belated applications and defective applications will not be considered under any circumstances. If no application is received, a NIL report should be furnished to this office within the prescribed time limit without fail. A copy of the proforma for furnishing the Performance Evaluation report is also enclosed.


Kindly acknowledge the receipt of the notification by return through e-mail.

Sd/-
Dr. P. Suresh Kumar
DIRECTOR

To,

1. *All Head of Associate Institutions under IHRD*
2. *Additional Director*
3. *Finance Officer*
4. *Administrative Officer*
5. *All Section Heads of IHRD Headquarters*
6. *IT Division /Website*
7. *SF*
8. *OC*

Approved for issue


Senior Superintendent
See

APPLICATION FOR APPOINTMENT
TO THE POST OF ADMINISTRATIVE ASSISTANT
(No.EA4/9141/2020/HRD (1))

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	
8.	Religion and caste	
9.	Details of appointment in the present post. 1. Order No. & date 2. Sl. No. In the Appointment order 3. Date of joining	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.

11. 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.*

12.	Whether period of probation in the present post has been successfully completed. If so furnish details (name of the post, date, order No. etc)	
13.	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 :

(Office seal)

No.EA4/9141/2020/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	
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	
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 :