

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

No. EB2/72/2021/IHRD

Dated, 17.03.2023

CIRCULAR

Sub:- *IHRD – posting of qualified Last Grade Servants in IHRD to the post of Office Assistant by relaxing the existing norms from direct recruitment to internal promotion as one time measure – details and supporting documents – called for – reg:-*

Ref:- *Government letter No.J1/286/2022/HEDN dated 13.03.2023.*

All heads of institutions under IHRD are directed to furnish details of regular Last Grade Servants who have fully qualified for the post of Office Assistant as per the qualification detailed below in the following format for onward transmission to Government.

- Qualification:**
1. *Graduation*
 2. *Computer Course in Word Processing or equivalent with minimum duration of 6 months from a Government or Quasi Government organization approved by PSC.*

1.	Name of Candidate	:	
2.	Present Basic Pay, Scale of Pay and allowances as Last Grade Servants	:	
3.	Gross salary for the month of February'2023	:	
4.	Educational qualifications (attach attested copies and eligibility certificates wherever necessary)	:	

The above details shall be furnished before 22.03.2023 with due verification of their Service Books without fail. If no qualified hand is available a NIL report should be furnished within the time limit.

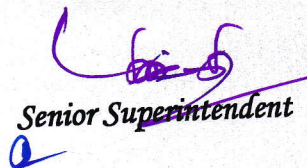
Kindly treat the matter as VERY URGENT.

Sd/-
Dr.P.Suresh Kumar
DIRECTOR

To:-

1. *All heads of Associate institutions*
2. *Additional Director*
3. *Finance Officer*
4. *Administrative Officer*
5. *All section heads in the IHRD (Headquarters)*
6. *EA1 Section for necessary action.*
7. *SF*
8. *OC*

Approved for issue


Senior Superintendent