



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

No.EA3/13935/2015/IHRD

Dated, 08.11.2023

CIRCULAR

Sub:- *IHRD (Hqs)- Career Advancement Scheme – Verification of draft statement prepared by the subcommittee by the faculty member – discrepancies and grievances submitting – instructions to be followed – reg.*

Ref:- 1. *Draft Report submitted by the Career Advancement scheme subcommittee*
2. *This Office Proceedings of even no dated 11.09.2023*

A subcommittee was constituted to scrutinize the proposals of Career Advancement Scheme submitted by the faculty members working in Engineering colleges vide this office proceedings referred second. The committee has scrutinized the applications in accordance with the norms laid down by the Kerala State Government and the All India Council for Technical Education (AICTE) through various orders and regulations issued from time to time. The committee recommended the eligibility for placement in various stages based on the service details, Performance Based Appraisal System (PBAS) data and supporting documents submitted by the applicants as duly certified by the head of institutions.

A soft copy of the draft statement of placement submitted by the committee for each applicant is now available on the IHRD website for viewing and submitting complaints/grievances if any

To assess the draft statement of placement online, follow these steps.

1. Visit the following URL:<http://aictecas.ihrd.ac.in/>using a web browser
2. Log in using the user's GSPARK number and the initial password: Gsparkno@123
3. Upon logging in, the user will be prompted to set a preferred password.
4. Once the password has been updated by the user, log in again to access the personal page
5. Click on the "Download Document" button to obtain the draft statement of placement
6. Logout from the page

Applicants who have complaints/grievances about the draft statement must submit them in writing to the concerned Head of institution on or before 19.11.2023 along with relevant supporting documents. The Head of Institution will prepare a consolidated list, including any remarks based on service book entries and send it to the undersigned, along with the complaints/grievances received so as to reach this office on or before 26.11.2023.

The faculty member can contact the Principal to obtain the respective GSPARK number.


DIRECTOR²³

To

1. *All head of institutions of Engineering Colleges under IHRD (You are requested to verify the LWA details and report the details such as period of LWA taken, purpose of LWA, whether service benefits granted for LWA for study purpose and also details of the past service with the S.B of the concerned faculty member)*
2. *Administrative officer*
3. *Finance Officer*
4. *PA to Director*
5. *SF*
6. *OC*