



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

No. EB1/5936/2016/IHRD

Dated, 29.03.2023

NOTIFICATION

Sub:- IHRD – Appointment to the post of Lecturer in Computer Application on Rs. 39500-83000/- in the Model Polytechnic College stream under IHRD by internal selection – Application – called for – Reg:-

As per the revised Special Rules of IHRD approved by Government, 35 % of the total sanctioned posts of Lecturer in Computer Application in the Polytechnic College stream have been reserved for internal candidates. As there is a shortage of regular teaching faculty members in the Polytechnics under IHRD, the total vacancies available for internal selection to the post of Lecturer in Computer Application under 35 % internal reservation scheme has been ascertained as 2.

As such, applications to the existing vacancies 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 vacancies that exists in the post 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 of Lecturer in Computer Application as per IHRD Special Rules is as shown below:

A) S(MPT) Lecturer in Computer Application on Rs. 39500-83000/-(2 vacancy)

Scale of pay	₹.39500-1000-42500-1100-48000-1200-54000-1350-59400-1500-65400-1650-72000-1800-81000-2000-83000/-
Qualifications	First Class MCA degree from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any Universities in Kerala.

<i>Method of Appointment</i>	(1) By selection from among qualified Junior System Analyst / Foreman with 3 years experience under IHRD. (2) In the absence of (1) above, by selection from among the qualified Computer Programmers with four years experience under IHRD. Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, 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 13.04.2023** 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 17.04.2023.**

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.

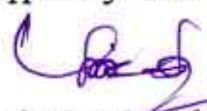
Sd/-
Dr. P Suresh Kumar
DIRECTOR

To:-

1. All head of institutions under IHRD
2. Additional Director
3. Personal Assistant to Director
4. SF
5. OC

Copy to:- Website of IHRD

Approved for issue


Senior Superintendent



APPLICATION FOR APPOINTMENT
FROM FEEDER CATEGORIES UNDER IHRD
No.EB1/5936/2016/IHRD(2)

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>(Attach attested copies of certificates including</i> <i>equivalency certificate wherever applicable)</i>	i)
8.	<i>Religion and caste</i>	
9.	<i>Details of appointment in the present post.</i> 1. <i>Order No. & date</i> 2. <i>Date of joining</i> 3. <i>Sl. No. In the Appointment order</i> <i>(Attach copy of order)</i>	1.
		2.
		3.
10.	<i>Details of commencement of regular service under</i> <i>IHRD</i> 1. <i>Name of post</i> 2. <i>Order No. & date</i> 3. <i>Date of joining</i> <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.

Place:

Date:

Signature :

Name :

Designation :

(Office seal)

No. EB1/5936/2016/HRD(3)

PERFORMANCE EVALUATION REPORT

In respect 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.	<i>Interpersonal relationship and team spirit</i>	
15.	<i>Health</i>	
16.	<i>Integrity</i>	
17.	<i>Punctuality</i>	
18.	<i>General assessment</i>	
19.	<i>Grading (Outstanding/ Very Good/ Good/ Average/ Below Average)</i>	

*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 :*