



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

**No.EA4/9141/2020/IHRD**

**Dated, 13.04.2023**

**NOTIFICATION**

- Sub:-** IHRD – Appointment to the post of Office Assistant on Rs.18000 – 41500/- 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 1<sup>st</sup> cited above, there exists few vacancies for the post of Office Assistant and further vacancies are anticipated in the near future.

Hence, applications are called for to prepare a select list of candidates in order to fill up the vacancy as per IHRD Special Rules.

The qualification and method of appointment to the post as per IHRD Special Rule is as shown below.

**S (MINI) 10. Office Assistant**

<b>Scale of pay</b>	Rs.18000-500-20000-550-22200-600-25200-650-27800-700-29900-800-33900-900-37500-1000-41500/-
<b>Qualification</b>	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.
<b>Method of Appointment</b>	1. By Direct Recruitment (80% of the sanctioned post) 2. By internal promotion (20% of the sanctioned post) (20% of the sanctioned posts are reserved for selection from among the qualified IHRD employees).  <b><u>Feeder Category:</u></b> 1. Clerical Assistant (Junior Office Assistant) with 3 years experience under IHRD. 2. In the absence of (1), Library Assistant/Lab Assistant with 4 years experience under IHRD.

	3. In the absence of above(1) and (2) Last Grade Servants with 5 years experience under IHRD. <i>Mode of selection : As per Rule XIII at Page.No.44</i>
<b>Appointing Authority</b>	<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 the qualified employees in the feeder categories of post 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 29.04.2023. 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 04.05.2023.**

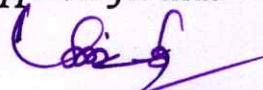
Belated applications and defective applications will not be considered under any circumstances. If no application is received, a NIL report should be furnished to this office within the prescribed time limit without fail. A copy of the proforma for furnishing the Performance Evaluation report is also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

**APPLICATION FOR APPOINTMENT**  
**TO THE POST OF OFFICE 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 <i>(Please attach the copy of appointment order)</i>	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 (2)

**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 :  
Designation :  
Institution :  
Place :  
Date :