

No.EB2/7605/2010/IHRD (1)

Dated, 25th June 2010

From

The Director

To

All Heads of Institutions under IHRD

Sir/Madam,

Sub:- IHRD – Appointment to various posts under IHRD by internal promotion – applications called for – Reg:

Ref:- This office Notification of even No. dtd 25.06.2010

I am forwarding herewith a copy of this office notification cited above, inviting applications for appointment to various posts under IHRD by internal promotion. A copy of the same may be circulated among the employees working under your control and a copy displayed on the Notice Board. This notification may be communicated to those who are on deputation also. The last date of receipt of the application by the Head of Institution is 12.07.2010. Applications received by the Head of Institutions may be forwarded, duly verified and certified along with the Performance Evaluation Report of the employee as on date so as to reach this office on or before 15.07.2010. The Performance Evaluation Report of the employees on deputation/working arrangement should be obtained from their respective employers and forwarded along with the application to this office on or before the last date. While forwarding the applications, declarations of the Head of Institutions should be filled up under signature and seal, after verification of the relevant documents. Applications from qualified candidates only need be sent to this office after proper verification. Applications received from those candidates who do not possess the prescribed qualifications shall be rejected by the Head of Institution itself. If no application is received, a NIL report should be

furnished to this office within the prescribed time limit ie **on or before 15.07.2010, failing which it will be presumed that there are no applicants in the concerned institution.**

The receipt of this letter may be acknowledged by email.

Yours faithfully,
Sd/-
Prof. V. Subramony
DIRECTOR

Encl:- 1) *Notification*
2) *Application form*
3) *Form of Performance Evaluation Report*

Approved for Issue
Sd/-
Junior Superintendent

**Institute of Human Resources Development
Prajo'e Towers, Vazhuthacaud,
Thiruvananthapuram-14**

No.EB2/7605/2010/IHRD

Dated, 25th June 2010

NOTIFICATION

*Sub:- IHRD – Appointment of various posts under IHRD by Internal
Promotion – application called for – reg*

Ref:- Nil

Vacancies to various posts under IHRD as detailed below are existing and 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.

- (i) Librarian Grade-II
- (ii) Librarian Grade-III
- (iii) Technician Grade-I (Electronics)
- (iv) Head Clerk
- (v) Senior Office Assistant

The qualification and method of appointment for the above said posts as per IHRD Special Rules is as shown below.

- i) Librarian Grade-II

| | |
|------------------------------|--|
| <i>Scale of pay</i> | <i>Rs.9190-200-9590-240-10790-280-11910-340-13610-380-15510/-</i> |
| <i>Qualifications</i> | <i>First Class Bachelor's Degree in Library and Information Science with 6 years experience as Librarian</i> |
| <i>Method of appointment</i> | <i>By selection from the category of Librarian Grade-III under IHRD</i> |

ii) Librarian Grade-III

| | |
|------------------------------|---|
| <i>Scale of pay</i> | <i>Rs. 8390-200-9590-240-10790-280-11910-340-13270/-</i> |
| <i>Qualifications</i> | <i>First Class Bachelor's Degree in Library and Information Science with 3 years experience as Librarian in a Government or Quasi Government Organization</i> |
| <i>Method of appointment</i> | <i>By selection from the category of Librarian Grade-IV under IHRD</i> |

iii) Technician Grade-I (Electronics)

| | |
|------------------------------|--|
| <i>Scale of pay</i> | <i>Rs. 9190-200-9590-240-10790-280-11910-340-13610-380-15510/-</i> |
| <i>Qualifications</i> | <p>1) <i>First Class Diploma in the concerned branch of Engineering/Technology or Equivalent</i></p> <p>2) <i>3 years teaching or Workshop experience</i></p> <p><i>Note: In the case of Technician Grade-II or Workshop Instructors, who are not direct recruitee in the category a pass in Diploma in Engineering/Technology in the appropriate branch awarded by a Government agency or University with not less than 60% marks (aggregate) will be the sufficient qualification, provided they have acquired 3 years service in the category of Technician Grade-II or Workshop Instructor</i></p> |
| <i>Method of appointment</i> | <i>By selection from the categories of Technician Grade-II/Workshop Instructor of the concerned branch under IHRD service</i> |

iv) Head Clerk/ Head Accountant/ Cashier

| | |
|------------------------------|--|
| <i>Scale of pay</i> | <i>Rs. 8390-200-9590-240-10790-280-11910-340-13270/-</i> |
| <i>Qualifications</i> | <p>1) <i>Graduation *</i></p> <p>2) <i>8 years experience in office work</i></p> <p><i>*with protection for IHRD employees in service as on 11.10.1999</i></p> |
| <i>Method of appointment</i> | <i>By selection from the categories of Senior Office Assistant under IHRD service</i> |

v) Senior Office Assistant

| | |
|------------------------------|--|
| <i>Scale of pay</i> | <i>Rs. 6680-160-7480-170-7990-200-9590-240-10790/-</i> |
| <i>Qualifications</i> | <i>1) Graduation (with protection for employees in service as on 11.10.1999) 2) 2 years experience as Office Assistant 3) Account Test (Lower) Passed Note: Persons in IHRD service who attain the age of 50 years as on the date of application for selection to the post shall be exempted from passing the Account Test (Lower)</i> |
| <i>Method of appointment</i> | <i>By selection from the category of Office Assistant under IHRD</i> |

Applications are invited for the above posts from qualified employees 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 etc. **should be submitted to the head of institution concerned on or before 12.07.2010** 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 15.07.2010**

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.

Sd/-
Prof. V. Subramony
DIRECTOR

To

- 1. All Heads of Associate Institutions under IHRD*
- 2. Finance Officer*
- 3. Administrative Officer*
- 4. All Section Heads of IHRD Headquarters*
- 5. Notice Board*
- 6. S.F 7. O.C*

Approved for Issue
Sd/-
Junior Superintendent

**APPLICATION FOR INTERNAL PROMOTION
TO VARIOUS CATEGORIES UNDER IHRD**

(Vide Circular No.EB2/7605/2010/IHRD Dated 25.06.2010)

| | | | | | |
|-----|---|-----|----------------|-----------------|------------|
| 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 i) Academic (Attach Attested copies of certificates & Mark list) | i) | Name of Course | Division | % of Marks |
| | | | | | |
| | ii) Experience (Attach proof (attested)) | ii) | Post held | <u>Duration</u> | |
| | | | | From : | |
| | | | To : | | |
| | | | Y/M/D : | | |
| 8. | Religion and Caste | | | | |
| 9. | Details of appointment in the present post. 1. Order No. & Date 2. Date of joining 3. Sl. No. in the Appointment Order | 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*

| 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. | <i>Whether period of probation in the present post has been successfully completed. If so furnish details (name of the post, date, order No. etc)</i> | |
| 13. | <i>List of documents attached to the application</i> | |

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: EB2/7605/2010/HRD

PERFORMANCE EVALUATION REPORT

Of

Sri./Smt.....

| | | |
|-----|--|--|
| 1. | <i>Name of Employee & Designation</i> | |
| 2. | <i>Date of birth</i> | |
| 3. | <i>Qualification</i> | |
| 4. | <i>Details of commencement of regular service in the present designation</i> | |
| 5. | <i>Date from which the employee is working in the present institution</i> | |
| 6. | <i>Details of leave other than casual leave availed of by the employee during the last two years.</i> | |
| 7. | <i>Nature of duties and responsibilities assigned</i> | |
| 8. | <i>Quality of output</i> | |
| 9. | <i>Knowledge of sphere of work,</i> | |
| 10. | <i>Whether he/she is effective in the day to day work</i> | |
| 11. | <i>Initiative</i> | |
| 12. | <i>Attitude to work</i> | |
| 13. | <i>Has the employee been reprimanded for indifferent work or for other causes? If so, please give particulars.</i> | |

| | | |
|-----|---|--|
| 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.*

| | | |
|---------------|--------------------|---|
| | <i>Signature</i> | : |
| | <i>Name</i> | : |
| <i>Place:</i> | <i>Designation</i> | : |
| <i>Date :</i> | <i>Institution</i> | : |