

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

No.EA2/8305/2010/IHRD

Dated, 13th July 2010

NOTIFICATION

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

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) Principal, College of Applied Science
- (ii) Principal, Model Polytechnic College
- (iii) Principal, Technical Higher Secondary School
- (iv) Technician Grade - I (Electrical)

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

- i) Principal, College of Applied Science

<i>Scale of pay</i>	<i>Rs.20700-500-23200-550-25400-600-26600/-</i>
<i>Qualifications</i>	<i>1. First Class Degree in Engineering/ Technology OR Masters Degree with not less than 55 % marks in Art/ Science subjects with M.Phil or Ph.D OR First Class Masters Degree in Electronics Science/ Computer Science/MCA 2. 7 years teaching/industrial/administrative experience under IHRD</i>

<i>Method of appointment</i>	<p><i>By selection from the categories of Senior Lecturer in College of Applied Science under IHRD</i></p> <p><i>OR</i></p> <p><i>Principal, Technical Higher Secondary School under IHRD</i></p> <p><i>OR</i></p> <p><i>Head of Section in Polytechnics under IHRD</i></p> <p><i>OR</i></p> <p><i>Senior System Analyst under IHRD</i></p> <p><i>OR</i></p> <p><i>Assistant Director under IHRD</i></p>
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ii) Principal, Model Polytechnic College

<i>Scale of pay</i>	<i>Rs.20700-500-23200-550-25400-600-26600/-</i>
<i>Qualifications</i>	<p><i>1. First Class Degree in Engineering/ Technology</i></p> <p><i>2. 7 years teaching/ industrial/ administrative experience</i></p>
<i>Method of appointment</i>	<i>By selection from the categories of Principals of Technical Higher Secondary School and Head of Section in Polytechnics under IHRD</i>

iii) Principal, Technical Higher Secondary School

<i>Scale of pay</i>	<i>Rs.12930-340-13610-380-16650-450-20250/-</i>
<i>Qualifications</i>	<p><i>1. First Class Degree in Engineering/ Technology</i></p> <p><i>OR</i></p> <p><i>*Masters Degree with not less than 55% marks in Arts/Science subjects with M.Phil or Ph.D</i></p> <p><i>OR</i></p> <p><i>First Class Masters Degree in Electronics Science/ Computer Science or MCA</i></p> <p><i>2. 3 years teaching/ administrative/ industrial experience under IHRD</i></p> <p><i>*Note: For the existing faculty members who belong to Arts/Science Group, B.Ed qualification will be sufficient in lieu of M.Phil or Ph.D.</i></p>

<i>Method of appointment</i>	<i>By selection from the categories of Lecturer or equivalent cadre under IHRD</i>
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IV. Technician Grade - I (Electrical)

<i>Scale of pay</i>	<i>Rs.9190-200-9590-240-10790-280-11910-340-13610-380-15510/-</i>
<i>Qualifications</i>	<ol style="list-style-type: none"> <i>1. First Class Diploma in the concerned branch of Engineering/ Technology or equivalent</i> <i>2. 3 years teaching/ workshop experience</i> <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>

Applications are invited for the above posts from qualified employees working under IHRD service in the prescribed format, attached herewith. Applications along with documents to prove qualification, date of birth etc. **should be submitted to the head of institution concerned on or before 28.07.2010** 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 02.08.2010**

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.EA2/8305/2010/IHRD Dated 09.07.2010)

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.	Qualification <i>i) Academic (Attach Attested copies of certificates & Mark list)</i> <i>ii) Experience (Attach proof (attested))</i>	i)	<i>Name of Course</i>	<i>Division</i>	<i>% of Marks</i>
		ii)	<i>Post held</i>	<i>Duration</i>	
				<i>From :</i> <i>To :</i> <i>Y/M/D :</i>	
8.	<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>	1.			
		2.			
		3.			

9.	<i>Details of commencement of regular service under IHRD</i> 1. <i>Name of post</i> 2. <i>Order No. & Date</i> 3. <i>Date of joining</i>	1.
		2.
		3.

10. *Details of service under IHRD*

<i>Institution</i>	<i>Designation</i>	<i>Period of Service</i>		<i>Duration of Service</i>			<i>Nature of service *</i>
		<i>From</i>	<i>To</i>	<i>Year</i>	<i>Month</i>	<i>Day</i>	

**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.

	<i>Signature</i>	:
<i>Place:</i>	<i>Name</i>	:
<i>Date:</i>	<i>Designation</i>	:

(Office Seal)

No: EA2/8305/2010/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.*

Signature :
Name :
Place: *Designation* :
Date : *Institution* :