

No. DB1/1141/2010/HRD

Dated: 31st March, 2012

From

The Director

To

The Head of all Institutions under IHRD

Sir,

Sub: - IHRD – Skill Development Programs – Willingness from regular staff – called for – reg:-

IHRD is conducting various Skill Development Program under its sphere through out the state. For effectively conducting these programs, it has been decided to prepare a panel of staff members who are willing to join the ongoing and upcoming Skill Development Programs in IHRD which are mostly conducted outside normal working hours and mostly in IHRD centers. So, you are instructed to circulate the copy of the enclosed willingness form to all regular IHRD staff in that institution and to collect and forward the filled up form from the willing ones to the undersigned as early as possible.

In your reply, you are also requested to declare that you had circulated this form to all the regular staff in that institution except for those who are on long leave and ascertained their willingness /unwillingness.

Yours Sincerely
Sd/-
DIRECTOR

Application for including as member in the panel of
Skill Development Programmes of IHRD throughout the State

Name

Age and Date of Birth

Designation

Institution

Date Entry in Regular
Service

Qualifications

Additional
Qualifications

Areas of Experience and
Skill

Area/ Location
preferred

Declaration of Willingness

I hereby declare that the above mentioned facts are true to the best of my knowledge and belief. Further I also hereby express my willingness to become a part (member) of the Skill Development Programmes to be implemented by IHRD.

Signature along with Name& Designation
of the Employee

Countersign of the Head of Institution