

**Institute of Human Resources Development
Prajoe Towers, Vazhuthacaud,
Thiruvananthapuram-14**

No.EA4/1243/2015/IHRD

Dated, 05.02.2015

NOTIFICATION

Sub: - *IHRD- Appointment to the post of Senior Superintendent on Rs. 18740-33680 under IHRD by internal promotion - Application called for –Reg:*

Ref:- 1) *Proceedings No EA4/16025/2011/IHRD (1) dated 14.02.2015 of Director IHRD*

2) *Proceedings No EA4/16025/2011/IHRD (2) dated 14.02.2015 of Director IHRD*

As per the revised staff pattern published, vide order 1st cited above there exists 22 No.s vacancies of Senior Superintendent on Rs. 18740-33680 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.

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

Senior Superintendent

Scale of pay : 18740-500-21240-560-24040-620-27140-680-29860-750-32860- 820-33680 (revised)

Qualification : (1) Graduation (protection for employee who are in regular service under IHRD as on 11.10.1999)
(2) 15 years administrative experience of which 3 years should be on supervisory cadre not below the rank of Junior Superintendent under IHRD

Mode of Selection : As per rules XIII at page No, 44 of IHRD special rules

Appointing Authority : Director IHRD

Applications are invited for the above post from qualified Junior Superintendent 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 20.02.2015.**

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 28.02.2015**

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/-
Dr. S. Sheela
DIRECTOR

To

1. *All Head Associate Institutions under IHRD*
2. *Finance Officer*
3. *Administrative officer*
4. *All Section Heads of IHRD Headquarters*
5. *SF*
6. *OC*

No EA/1243/2015/IHRD

Dated, 05.02.2015

From

The Director

To

All Heads of Associate Institutions under IHRD

Sir,

*Sub: IHRD – invitation of application for the post of Senior Superintendent on
Rs.18740-33680 - reg*

Ref: This office notification even no. dated

I am forwarding a copy of this office notification of even No. and date inviting application for the post of Senior Superintendent under IHRD. A copy of the same maybe circulated among the qualified Junior Superintendent working under your control. A copy may be displayed in the Notice Board. The communication may be forwarded to those who are on leave / deputation etc. **The last date of receipt of application by the head of institution is fixed as 20.02.2015.** Application if any received from the qualified Junior Superintendent of your institution 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 28.02.2015.** While forwarding the applications, the declaration of the heads of institution should be filled up under signature and seal, after verification of the relevant documents. Applications if any received from unqualified employees, incomplete applications and belated applications need not be forwarded and the same may be returned then and there. **If no application is received, a NIL report should be furnished to this office within the prescribed time limit.**

The receipt of the letter may be acknowledged by return.

Yours faithfully

Sd/-

Dr. S. Sheela

DIRECTOR

Encl: Copy of Circular, Application Form and Form of Performance Evaluation Report.

APPLICATION FOR APPOINTMENT TO THE POST OF SENIOR SUPERINTENDENT UNDER IHRD (NO. EA4/1243/2015/HRD)

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	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 the 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. EA4/1243/2015/HRD

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 day to day 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.*

Place:
Date:

Signature:
Name:
Designation:
Institution: