



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

No.EA4/9141/2020/IHRD(1)

Dated, 01.02.2023

NOTIFICATION

Sub:- *IHRD – Appointment to various posts in the ministerial cadre under IHRD by internal selection – application called for – Reg:*

As per the revised Staff Pattern approved by Government, there exists some vacancies in various posts in the ministerial cadre under IHRD. The vacancies have been assessed as follows

1. Senior Superintendent - 11 nos.
2. Junior Superintendent - 6 nos.
3. Head Clerk - 6 nos.
4. Senior Office Assistant - 46 nos.

In the circumstances, application to the existing as well as anticipated vacancies for one year from the date of notification are called from qualified hands under IHRD service for preparing a select list of candidates in order to fill up the vacancies as per IHRD Special Rules.

The qualification and method of appointments to the posts as per IHRD Special Rule are as shown below.

S (MINI) Senior Superintendent

Scale of pay	Rs.35700-900-37500-1000-42500-1100-48000-1200-54000-1350-59400-1500-65400-1650-72000-1800-75600/-
Qualification	1. Graduation * 2. 15 years of administrative experience of which 3 years should be on supervisory cadre not below the rank of Junior Superintendent under IHRD
Method of Appointment	By Selection from the category of Junior Superintendent under IHRD Mode of selection : As per Rule XIII at Page.No.44
Appointing Authority	Director, IHRD

***protection for employees who were in regular service under IHRD as on 11/10/1999**

S (MINI) Junior Superintendent

Scale of pay	Rs.30700-800-33900-900-37500-1000-42500-1100-48000-1200-54000-1350-59400-1500-65400/-
Qualification	1. Graduation * 2. 12 years experience in office work under IHRD Service.
Method of Appointment	By Promotion from the categories of Head Clerk/Head Accountant/Cashier under IHRD service. Mode of selection : As per Rule XIII at Page.No.44
Appointing Authority	Director, IHRD

***protection for employees who were in regular service under IHRD as on 11/10/1999**

S (MINI) Head Clerk/Head Accountant/Cashier

Scale of pay	Rs.27800-700-29900-800-33900-900-37500-1000-42500-1100-48000-1200-54000-1350-59400/-
Qualification	1. Graduation * 2. 8 years experience in office work under IHRD. 3. Account Test (Lower)passed 4. Manual of Office Procedure (MOP) (with protection for employees in service as on 07/02/2011)
Method of Appointment	By Promotion from the categories of Senior Office Assistant under IHRD service. Mode of selection : As per Rule XIII at Page.No.44
Appointing Authority	Director, IHRD

***protection for employees who were in regular service under IHRD as on 11/10/1999**

S (MINI) Senior Office Assistant

Scale of pay	Rs.25200-650-27800-700-22900-800-33900-900-37500-1000-42500-1100-48000-1200-54000/-
Qualification	1. Graduation * 2. 2 years experience as Office Assistant under IHRD. 3. Account Test (Lower)passed 4. Manual of Office Procedure (MOP) (with protection for employees in service as on 07/02/2011) Note: persons in IHRD service who attain the age of 50 years as on the date of promotion to the post shall be exempted from passing the Account Test (Lower) & MOP
Method of Appointment	By Promotion from the category of Office Assistant under IHRD service. Mode of selection : As per Rule XIII at Page.No.44
Appointing Authority	Director, IHRD

***protection for employees who were in regular service under IHRD as on 11/10/1999**

Applications are invited for the above post from qualified hands in the feeder category 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 17.02.2023. 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 22.02.2023**

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 VARIOUS POSTS OF MINISTERIAL CADRE
(No.EA4/9141/2020/HRD (2))

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

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.

Place :

Date :

Signature :

Name :

Designation :

Institution :