



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

No.EB2/2000/2016/IHRD

Dated, 02.02.2024

NOTIFICATION

Sub:- *IHRD – Appointment to various posts in cadre of technical & library staff under IHRD – by internal selection – application called for – reg.*

Ref:- *G.O (MS) No.692/14/H.Edn. dated 20.08.2014.*

As per the existing Staff Pattern approved by Government, there exists some vacancies in various posts in the cadre of technical and library staff under IHRD and further vacancies are anticipated in the near future. Hence, applications are called for to prepare a select list of candidates in order to fill up the vacancy as per IHRD Special Rules, as and when vacancies arise. However, issuance of this notification does not mean that there are anticipated/existing vacancies in every category, since the vacancies are yet to be ascertained.

2. The qualification and method of appointment to the under mentioned posts, as per IHRD Special Rules, is as shown below:

S (TE/SUP). SENIOR SYSTEM ANALYST

<i>Scale of Pay</i>	Rs.42500-1100-48000-1200-54000-1350-59400-1500-65400-1650-72000-1800-81000-2000-87000/-
<i>Qualifications</i>	1.First Class Master's Degree in Computer Application from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any one of the Universities in Kerala 2.Eight years experience at the level of System Analyst/ Lecturer in Computer Application in IHRD service.*
<i>Method of Appointment</i>	By selection from the category of System Analyst /Lecturer in Computer Application under IHRD service. Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD

* Protection for experience as 3 years at the level of System Analyst/ Lecturer in Computer Application, as existed, for the Lecturers and above category in IHRD service as on 07/02/2011.

STE/SUP. WORKSHOP SUPERINTENDENT

<i>Scale of pay</i>	Rs.39500-1000-42500-1100-48000-1200-54000-1350-59400-1500-65400-1650-72000-1800-81000-2000-83000/-
<i>Qualifications</i>	First Class Bachelor Degree in Mechanical Engineering from a recognized University after undergoing a regular course of study.
<i>Method of Appointment</i>	1.By selection from among qualified Foreman/ Technician Grade I 2.In the absence (1) above, by selection from among the qualified Demonstrator/ Workshop Instructor, under IHRD service with three year experience. Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing authority</i>	Director, IHRD

S (TE/SUP). JUNIOR SYSTEM ANALYST

<i>Scale of Pay</i>	Rs.30700-800-33900-900-37500-1000-42500-1100-48000-1200-54000-1350-59400-1500-65400/-
<i>Qualifications</i>	1)First Class PGDCA awarded by the Director of Technical Education, Kerala/IHRD or from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any Universities in Kerala or PSC, Kerala. OR First Class B.Sc Degree in Computer Science/Technology from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any Universities in Kerala 2)3 years experience as Computer Programmer under IHRD.
<i>Method of Appointment</i>	Promotion from the category of Computer Programmers under IHRD Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD

S (MINI). TECHNICAL STORE KEEPER

<i>Scale of Pay</i>	Rs.26500-650-27800-700-29900-800-33900-900-37500-1000-42500-1100-48000-1200-54000-1350-56700/-
<i>Qualifications</i>	B.Sc. Degree in Electronics/ Computer Science from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any one of the Universities in Kerala
<i>Method of Appointment</i>	1.By Direct Recruitment (80% of the sanctioned posts) 2.By Internal Selection (20% of the sanctioned posts) (20% of the sanctioned posts are reserved for selection from among the qualified IHRD employees. There shall be no relaxation with regards to the minimum qualification for these internal candidates). <u>Feeder Category:</u> Office Assistant or above category with 3 years experience under IHRD Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD

S (TE/SUP). FOREMAN

<i>Scale of Pay</i>	Rs.30700-800-33900-900-37500-1000-42500-1100-48000-1200-54000-1350-59400-1500-65400/-
<i>Qualifications</i>	1)First Class 3 years Diploma in Engineering / Technology (in the appropriate branch) from Director of Technical Education, Kerala or a qualification recognized as equivalent thereto by Government of Kerala/KPSC. OR First Class B.Sc. Degree in Electronics Science/ Communication/ Technology from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any Universities in Kerala is eligible for the post of Foreman (Electronics). Also first class B.Sc. Degree in Computer Science/ Computer Technology is eligible for the post of Foreman (Computer) 2)Three years teaching or Lab/Workshop experience under IHRD (In the case of Demonstrators / Technician Grade-II or Workshop Instructors, who are not directly recruited 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 in the category of Demonstrator/Technician Grade-II or Workshop Instructor under IHRD).
Method of Appointment	By Promotion from the categories of Demonstrator/Technician Grade-II/ Workshop instructor of the concerned branch under IHRD service. Mode of selection: - As per Rule XIII at Page No.44
Appointing Authority	Director, IHRD

Note: The existing employees in the post of Technician Grade – I or equivalent category will be re-designated as Foreman.
Diploma in Electrical is not eligible for recruitment of foreman in electronic engineering.

S (TE/SUP). DEMONSTRATOR/ WORKSHOP INSTRUCTOR

Scale of Pay	Rs.26500-650-27800-700-29900-800-33900-900-37500-1000-42500-1100-48000-1200-54000-1350-56700/-
Qualifications	First Class 3 years Diploma in Engineering / Technology (in the appropriate branch) from Director of Technical Education, Kerala or a qualification recognized as equivalent thereto by Government of Kerala. OR First Class B.Sc. Degree in Electronics Science/Communication/Technology from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any Universities in Kerala is eligible for the post of Demonstrator (Electronics). Also first class B.Sc. Degree in Computer Science/Computer Technology is eligible for the post of Demonstrator (Computer)
Method of Appointment	1)By Direct Recruitment (65% of the sanctioned posts) 2)By Internal Selection (35% of the sanctioned posts are reserved for selection from among the qualified feeder category) <u>Qualification for 35% seats for internal Candidates</u> 1)Pass in 3 years Diploma in Engineering /Technology (in the appropriate branch with not less than 60% marks (aggregate) from Director of Technical Education Kerala or a qualification recognized as equivalent thereto by Government of Kerala OR Pass in B.Sc. Degree in Electronics Science/ Communication/ Technology (with not less than 60% marks (aggregate) from

	<p>any of the Universities in Kerala or a qualification recognized as equivalent thereto by any Universities in Kerala is eligible for the post of Demonstrator (Electronics).</p> <p><u>Feeder Category</u></p> <p>1) Trade Instructor 2) In the absence of (1) above, Tradesman</p> <p><u>Experience:</u> 3 years in the entry post under IHRD</p> <p>Mode of selection: - As per Rule XIII at Page No.44</p>
Appointing Authority	Director, IHRD

Note:

1. The existing employees in the post of Technician Grade II or or equivalent category will be re-designated as Demonstrator/ Workshop Instructor.
2. Diploma in Electrical is not eligible for recruitment of Demonstrator/ Workshop Instructor in Electronic Engineering.

S (TE/SUP). TRADE INSTRUCTOR (GRADE II)

Scale of Pay	Rs. 22200-600-25200-650-27800-700-29900-800-33900-900-37500-1000-42500-1100-48000/-
Qualifications	<p>1) SSLC passed</p> <p>2) National Trade Certificate in the appropriate Trade</p> <p>3) Three years Lab/Workshop experience under IHRD.</p>
Method of Appointment	<p>By Promotion from the category of Tradesman under IHRD service in the appropriate branch</p> <p>Mode of selection: - As per Rule XIII at Page No.44</p>
Appointing Authority	Director, IHRD

Note:

1. The ratio for promotion for Trade Instructor Grade I, Grade II and Senior Grade will be 3:1:1 subject to Pay revision Orders of the Government made applicable to IHRD from time to time.
2. The existing employees in the post of Trade Instructor or equivalent category will be re-designated as Trade Instructor Grade-II

S (TE/SUP). TRADESMAN (Electronics/ Computer/ Mechanical/ Electrical/ Bio-Medical)

Scale of Pay	Rs.18000-500-20000-550-22200-600-25200-650-27800-700-29900-800-33900-900-37500-1000-41500/-
Qualifications	1)S.S.L.C Passed 2)National Trade Certificate in the appropriate Trade
Method of Appointment	<p>1.By Direct Recruitment (80% of the sanctioned posts) 2.By Internal Selection (20% of the sanctioned posts) 20% of the sanctioned posts are reserved for selection from among the qualified IHRD employees. There shall be no relaxation with regard to the minimum qualification for these internal candidates.</p> <p><u>Feeder Category:</u> Library Assistant/ Lab Assistant with 3 years experience under IHRD. In the absence of above (1), Last Grade Servants with 5 years experience under IHRD Mode of selection: - As per Rule XIII at Page No.44</p>
Appointing Authority	Director, IHRD

Note: The existing employees in the post of Workshop Assistant or equivalent category will be re-designated as Tradesman.

S (TE/SUP). LIBRARY ASSISTANT/LAB ASSISTANT

Scale of Pay	Rs.17000-500-20000-550-22200-600-25200-650-27800-700-29900-800-33900-900-37500/-
Qualifications	1)Studied up to SSLC OR Pass in Std. VIII th and Attender's Test conducted by the Kerala Public Service Commission 2)8 years regular service as Last Grade Servant under IHRD
Method of Appointment	1) By Promotion from the category of Class IV employees under IHRD Mode of selection: - As per Rule XIII at Page No.44
Appointing Authority	Director, IHRD

Note: Posts of Lab Assistant and Library Assistant under IHRD are declared as interchangeable

S (LIB). LIBRARIAN GRADE-I

<i>Scale of Pay</i>	Rs.39500-1000-42500-1100-48000-1200-54000-1350-59400-1500-65400-1650-72000-1800-81000-2000-83000/-
<i>Qualifications</i>	1)Master's Degree in Library and Information Science from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any one of the Universities in Kerala 2)Three years experience as Librarian Grade-II under IHRD.
<i>Method of Appointment</i>	By selection from the post of Librarian Grade –II under IHRD service. Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD

S LIB. LIBRARIAN GRADE-II

<i>Scale of Pay</i>	Rs.30700-800-33900-900-37500-1000-42500-1100-48000-1200-54000-1350-59400-1500-65400/-
<i>Qualifications</i>	1.First Class Bachelor's Degree in Library and Information Science from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any one of the Universities in Kerala. 2.Three years experience as Librarian Grade-III under IHRD
<i>Method of Appointment</i>	By Promotion from the post of Librarian Grade –III under IHRD service. _ Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD

S (LIB). LIBRARIAN GRADE-III

<i>Scale of Pay</i>	Rs.27800-700-29900-800-33900-900-37500-1000-42500-1100-48000-1200-54000-1350-59400/-
<i>Qualifications</i>	1.First Class Bachelor's Degree in Library and Information Science from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any one of the Universities in Kerala 2.Two years experience as Librarian Grade - IV under IHRD.
<i>Method of Appointment</i>	By Promotion from the post of Librarian Grade –IV under IHRD Service Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD

S (LIB) 5. LIBRARIAN GRADE-IV

<i>Scale of Pay</i>	Rs.22200-600-25200-650-27800-700-29900-800-33900-900-37500-1000-42500-1100-48000/-
<i>Qualifications</i>	1.SSLC 2.Diploma or Certificate course in Library Science recognized by the Government OR Bachelor's Degree in Library and Information Science from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any one of the Universities in Kerala. 1.By Direct Recruitment (65% of the sanctioned posts) 2.By Internal Selection(35% of the sanctioned posts) 35% of the sanctioned posts are reserved for selection from among the categories of qualified IHRD employees. There shall be no relaxation with regards to the minimum qualification for these internal candidates.
<i>Method of Appointment</i>	<u>Feeder Category:</u> 1.Library Assistants with 3 years experience under IHRD 2. In the absence of (1) above, Office Assistants and Junior Office Assistants with 4 years experience under IHRD 3.In the absence of (1) and (2) above, Last Grade Servants having 6 years experience under IHRD service Mode of selection: - As per Rule XIII at Page No.44
<i>Appointing Authority</i>	Director, IHRD

2. The Select List of eligible candidates for consideration of promotion prepared by the Selection Committee after due evaluation of applications received will be notified in due course and such Select List will be valid for one year from the date of publication. All applications from the qualified employees in the feeder categories of posts working under IHRD service shall be submitted in the prescribed format appended to this notification. Applications along with documents to prove qualification, date of birth etc... shall be submitted to the heads of institutions concerned on or before 20.02.2024. The heads of institutions concerned will forward the applications so received, to this office along with the Performance Evaluation report in the prescribed Proforma appended, **so as to reach this office on or before 28.02.2024.**

3. Belated applications and defective applications will not be entertained 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.

4. All Heads of institutions shall acknowledge the receipt of this notification by return through e-mail.

Signed by

Dr. V A Arun Kumar

Date: 02-02-2024 11:01:21

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*

**APPLICATION FOR APPOINTMENT TO THE
VARIOUS TECHNICAL / LIBRARY CADRE POSTS**

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 stated above have been verified with the relevant office records and found correct.

Place: _____ Signature : _____
 Date: _____ Name : _____
 Designation : _____

(Office seal)

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.

Signature :

Name :

Place :

Designation :

Date :

Institution :