

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

*No.EA3/11609/2010/IHRD*

*Dated, 13<sup>th</sup> September 2010*

**NOTIFICATION**

***Sub:** - IHRD – Invitation of application for the posts of Additional Directors and Joint Director under IHRD service - Reg:*

Applications are invited for the undermentioned categories of posts under IHRD service in the prescribed form attached.

**Category 1- Additional Director**

Sl. No.	Name of post	Scale of pay (AICTE)	Method of Appointment
1.	Additional Director (Admn. & Planning)	Rs.18400-500-22400/-	By Selection from the Joint Directors of IHRD/Principals of Engineering Colleges under IHRD
2.	Additional Director (Engineering Colleges & MPTCs stream)	Rs.18400-500-22400/-	By Selection from the Joint Directors of IHRD/Principals of Engineering Colleges under IHRD
3.	Additional Director (CASs, THSS, RC, Extn, Centres stream)	Rs.18400-500-22400/-	By Selection from the Joint Directors of IHRD/Principals of Engineering Colleges under IHRD

## Category 2- Joint Director (Malabar Region at Kozhikode)

Scale of pay (AICTE)	AICTE (Rs.16400-450-20900-500-22400/-)
Qualifications	<p>i) First Class Master's Degree in Engineering/ Technology</p> <p>ii) 10 years teaching or industrial experience</p> <p style="text-align: center;">OR</p> <p>i) First Class B.Tech Degree in Engineering/ Technology or First Class Master's Degree in Computer Application</p> <p>ii) 7 years teaching/ industrial experience</p> <p>iii) 3 years administrative experience under IHRD service</p>
Method of Appointment	By Selection from the categories of Professors, Assistant Professors in IHRD Engineering Colleges, Deputy Directors of IHRD, Principals of Polytechnics, Principals of CAS under IHRD service

Applications in the prescribed form along with the attested copies of documents to prove date of birth, educational qualifications etc should be submitted to the heads of institutions concerned on or before 25.09.2010. The head of institution shall scrutinize the application with reference to the service records and forward to this office along with the Performance Evaluation Report of candidates, so as to reach here on or before 30.09.2010. The invalid application should be rejected then and there by head of institution.

If an employee applies for more than one post, separate applications are to be submitted. Applications received after the due date and defective applications will not be considered under any circumstances.

The head of institutions should bring this notification to the notice of all employees in institutions and a copy of the same should be displayed in the notice board also. Please acknowledge receipt of the notification thru email, by return.

*Sd/-*  
*Prof. V. Subramony*  
**DIRECTOR**

To

- 1) *All Head of institutions*
- 2) *Administrative Officer*
- 3) *Finance Officer*
- 4) *Notice Board*
- 5) *All Section heads in the IHRD Headquarters*
- 6) *S.F*
- 7) *O.C*

*Approved for Issue*  
*Sd/-*  
*Junior Superintendent*

**APPLICATION FOR APPOINTMENT  
TO VARIOUS CATEGORIES UNDER IHRD**

*(Vide Circular No.EA3/11609/2010/IHRD Dated 13.09.2010)*

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.	<i>Qualification</i> i) <i>Academic (Attach Attested copies of certificates &amp; Mark list)</i>	i)	<i>Name of Course</i>	<i>Division</i>	<i>% of Marks</i>
	ii) <i>Experience</i>	ii)	<i>Post held</i>	<u>Duration</u>	
				<i>From</i> :	
			<i>To</i> :		
			<i>Y/M/D</i> :		
8.	<i>Religion and Caste</i>				
9.	<i>Details of appointment in the present post.</i> 1. <i>Order No. &amp; Date</i> 2. <i>Date of joining</i> 3. <i>Sl. No. in the Appointment Order</i>	1.			
		2.			
		3.			
10.	<i>Details of commencement of regular service under IHRD</i> 1. <i>Name of post</i> 2. <i>Order No. &amp; Date</i> 3. <i>Date of joining</i>	1.			
		2.			
		3.			

11. *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.*

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

*(Office Seal)*

No: EA3/11609/2010/HRD

PERFORMANCE EVALUATION REPORT

Of

Sri./Smt.....

1.	<i>Name of Employee &amp; 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.*

*Place:*  
*Date :*

*Signature :  
Name :  
Designation :  
Institution :*