



**Institute of Human Resources Development**  
**Prajo'e Towers, Vazhuthacaud,**  
**Thiruvananthapuram-14**

*No.EB2/2000/2016/IHRD*

*Dated, 14.06.2016*

**NOTIFICATION**

**Sub:-** IHRD – Appointment as Computer Programmer- Internal selection - 20% sanctioned posts for reserved categories- Applications invited Reg

**Ref:-** Special Rules issued as per GO(MS) No.692/14/H.Edn dated 20.08.2014

As per the revised Special Rules of IHRD, 20% of the sanctioned posts of Computer Programmer are reserved for appointment by internal selection from among the categories of Trade instructor/ Tradesman (Workshop Assistant), Librarian and office Assistant in the ratio of 2:1:1. There are a few vacancies in the category of Computer Programmer which are reserved for IHRD employees. As such, applications are invited for the post of Computer Programmer from qualified hands under IHRD service in the prescribed form enclosed. There shall be no relaxation with regard to the minimum qualification for the internal selection of candidates.

Name of post	:- Computer Programmer
Scale of pay	:- Rs.13900-24040/-
Qualifications	:- First Class PGDCA awarded by 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.
Method of Appointment	:- By Internal Selection (20% of the sanctioned posts)

- Feeder Category :- By selection from the categories of Trade Instructor/  
Tradesman (Workshop Assistant), Librarian and  
Office Assistant in the ratio of 2:1:1
- Experience :- 3 years regular service in the above post under IHRD

There shall be no further relaxation to the qualification prescribed for the post and the qualification prescribed should be the one acquired by the candidates as on the date of this notification. Applications in the prescribed form along with attested copies of documents to prove educational qualification and experience should be submitted to the Head of Institutions concerned on or before 30.06.2016. 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 the candidate so as to reach this office on or before 05.07.2016.

**Applications received after the due date and defective applications will not be considered under any circumstances.**

The heads of all institutions should bring this to the notice of all relevant categories of employees under their control including those on leave for purposes other than foreign employment /joining spouse in India / abroad. A copy of the notification should be displayed on the notice board of the institution. Receipt of the notification should be acknowledged by return through e – mail. If no application is received within the stipulated time, a NIL report should be furnished without fail.

*Sd/-*  
**Dr.P.Suresh Kumar**  
**DIRECTOR**

**Encl:** *Application*  
*Performance Evaluation Report*

**To**

1. *All head of institutions*
2. *Administrative Officer*
3. *Finance Officer*
4. *Notice board*
5. *All section Heads in IHRD, Head quarters*
6. *CA I, II, III*
7. *SF*
8. *OC*

*Approved for issue*  
*Sd/-*  
**Office Superintendent**

**APPLICATION FOR APPOINTMENT**  
**(FOR FEEDER CATEGORY – 20% RESERVATION)**

(No.EB2/2000/2016/HRD Dated .....) )

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.	<b>Qualification</b> <i>i) Academic (Attach Attested copies of certificates &amp; Mark list)</i>  <i>ii) Number of years of Experience in IHRD service</i>	<i>i)</i>	
		<i>ii)</i>	
8.	<b>Details of appointment in the present post (Attach copies of order)</b> 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.	
9.	<b>Details of commencement of regular service under IHRD</b> 1. <i>Name of post</i> 2. <i>Order No. &amp; Date</i> 3. <i>Date of joining</i>	1.	
		2.	
		3.	

**10. Details of service under IHRD**

<i>Institution</i>	<i>Designation</i>	<i>Period of Service- Regular</i>		<i>Duration of Regular Service</i>		
		<i>From</i>	<i>To</i>	<i>Year</i>	<i>Month</i>	<i>Day</i>

<b>11.</b>	<i>Whether period of probation in the present post has been successfully completed. If so furnish details (name of the post, order No. and date)</i>	
<b>12.</b>	<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:*

*Date:*

*Signature :*

*Name :*

*Designation :*

*(Office Seal)*

No: EB2/2000/2016/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 :*