



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

No.EB2/7980/2015/IHRD

Dated, 02.02.2016

NOTIFICATION

Sub:- IHRD – Appointment as Librarian Grade IV- Internal selection - 35% 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 35% of the sanctioned posts of Librarian Grade IV are reserved for appointment from among the categories of qualified IHRD employees. There are a few vacancies in the category of Librarian Grade IV which are reserved for IHRD employees. As such, applications are invited for the post of Librarian Grade IV 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	:-	Librarian Grade IV
Scale of pay	:-	Rs. 11620 – 20240 /-
Qualifications	:-	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 there to by any one of the Universities in Kerala.

Method of Appointment :- By internal selection (35% of the sanctioned posts)

Feeder Category:-

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 service.
3. In the absence of (1) and (2) above, Last Grade Servants having 6 years experience under IHRD service

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 should be submitted to the Head of Institutions concerned on or before 20.02.2016. 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 25.02.2016

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 for employment /joining spouse in India / abroad. A copy of the notification should be displayed on the notice board of the institution. The receipt of the notification should be acknowledged by e – mail.

Sd//
Dr.K.Vijayakumar
DIRECTOR (i/c)

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


Administrative Officer

APPLICATION FOR APPOINTMENT
(FOR FEEDER CATEGORY – 35% RESERVATION)

(No.EB2/7980/2015/HRD Dated 02.02.2016)

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.	Qualification <i>i) Academic (Attach Attested copies of certificates & Mark list)</i> <i>ii) Number of years of Experience in IHRD service</i>	<i>i)</i>	
		<i>ii)</i>	
8.	Details of appointment in the present post (Attach copies of order) 1. <i>Order No. & Date</i> 2. <i>Date of joining</i> 3. <i>Sl. No. in the Appointment Order</i>	1.	
		2.	
		3.	
9.	Details of commencement of regular service under IHRD 1. <i>Name of post</i> 2. <i>Order No. & 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- Regular</i>		<i>Duration of Regular Service</i>		
		<i>From</i>	<i>To</i>	<i>Year</i>	<i>Month</i>	<i>Day</i>

12.	<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>	
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:

Date:

Signature :

Name :

Designation :

(Office Seal)

No: EB2/7980/2015/HRD

PERFORMANCE EVALUATION REPORT

Of

Sri./Smt.....

1.	<i>Name of Employee & 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.*

	<i>Signature</i> :
	<i>Name</i> :
<i>Place:</i>	<i>Designation</i> :
<i>Date :</i>	<i>Institution</i> :