



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

No.EB2/6710/2017/IHRD

Dated, 03..08..2017

NOTIFICATION

Sub: *IHRD- Appointment to the post of Librarian Grade-I on Rs. 20740-36140 under IHRD by internal selection - Application called for –Reg:*

Ref:- *1) Proceedings No EA4/16025/2011/IHRD (1) dated 14.01.2015 of Director IHRD*

2) Proceedings No EA4/16025/2011/IHRD (2) dated 14.01.2015 of Director IHRD

As per the revised staff pattern published, vide order 1st cited above, there exists 4 No.s vacancies of Librarian Grade-I on Rs. 20740-36140 and applications to the existing vacancies are called for to prepare a select list of candidates in order to fill up the vacancies as per IHRD special rules.

The qualification and method of appointment prescribed for the post as per IHRD special rule is as shown below.

Librarian Grade-I

Scale of pay	:	20740-500-21240-560-24040-620-27140-680-29860-750-32860- 820-36140
Qualification	:	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.
Mode of Selection	:	As per rules XIII at page No, 44 of IHRD special rules
Appointing Authority	:	Director IHRD

Applications are invited for the above post from qualified Librarian Grade-II working under IHRD service in the prescribed format. The specimen copy of which can be had from the head of institution concerned. Applications along with documents to prove qualification, date of birth etc. should be **submitted to the head of institution concerned on or before 18..08..2017.** The head of institution

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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 the Head Quarters on or before 22..08..2017.**

Belated applications and defective applications will not be considered under any circumstances. A copy of the proforma for furnishing the Performance Evaluation Report is also enclosed.

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

To

1. *All Head of Associate Institutions under IHRD*
2. *Deputy Director*
3. *Finance Consultant*
4. *Finance Officer*
5. *Administrative Officer*
6. *All Section Heads of IHRD Headquarters*
7. *SF*
8. *OC*

Approved for Issue

**Sd/-
Administrative Officer**

No.EB2/6710/2017/IHRD

Dated, 03..08..2017

From

The Director

To

All Heads of Associate Institutions under IHRD

Sir,

*Sub: IHRD – invitation of application for the post of Librarian Grade-I on
Rs.20740-36140 - reg*

Ref: This office notification even no. dated 03..08..2017

I am forwarding a copy of this office notification of even No. dated 03..08..2017 inviting application for the post of Librarian Grade-I under IHRD for circulation in among the qualified Librarian Grade-II working under your control. A copy may be displayed in the Notice Board. **The last date of receipt of application by the head of institution is fixed as 18..08..2017.** Application if any received from the qualified Librarian Grade-II of your institution may be forwarded duly verified and certified along with the performance evaluation report (PER) of the employee **as on date so as to reach the Head Quarters on or before 22..08..2017.** While forwarding the applications, the declaration of the heads of institution should be filled up under signature and seal, after verification of the relevant documents. Applications if any received from unqualified employees, incomplete applications and belated applications need not be forwarded and the same may be returned then and there. **If no application is received, a NIL report should be furnished to this office within the prescribed time limit.**

The receipt of the letter may be acknowledged by return.

Yours faithfully

Sd/-

DIRECTOR

Encl: Copy of Circular, Application Form and Form of Performance Evaluation Report.

Approved for Issue

Sd/-

Administrative Officer

**APPLICATION FOR APPOINTMENT TO THE POST OF LIBRARIAN GRADE-I
UNDER IHRD (NO. EB2/6710/2017/HRD (i))**

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	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

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. (Details of LWA availed need be furnished specify the period of leave, grounds etc.,)***

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 the 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.EB2/6710/2017/HRD (ii)

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 day to day 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 :