



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

No.EA1/8783/2020/HRD

Dated, 22.12.2020

NOTIFICATION

Sub:- IHRD – Appointment to the post of Personal Assistant to Director on Rs.39500-83000/- under IHRD by internal promotion – Application called for – Reg:-

As per the revised Special Rules of IHRD, the appointment to the post of Personal Assistant to the Director is by internal promotion from the post of Confidential Assistant (Selection Grade) under IHRD service. There exists 1 post of Personal Assistant to the Director in the IHRD, Headquarters which is vacant and as such, applications to the existing vacancy are called from qualified hands under IHRD service in the prescribed form enclosed for preparing a select list of candidates in order to fill up the vacancy as per IHRD Special Rules. There shall be no relaxation with regard to the minimum qualification prescribed for the post.

The qualification and method of appointment for the post as per IHRD Special Rules is as shown below:

Personal Assistant to the Director, IHRD

| | |
|------------------------------|---|
| Scale of pay | Rs. 39500-1000-42500-1100-48000-1200-54000-1350-59400-1500-65400-1650-72000-1800-81000-2000-83000 /- |
| Qualifications | 1) Graduation 2) Typewriting English (Lower)(KGTE) 3) Typewriting Malayalam (Lower)(KGTE) 4) Shorthand English (Lower)(KGTE) 5) 3 years experience as Confidential Assistant (Selection Grade) under IHRD |
| Method of Appointment | By selection from the category of Confidential Assistants (selection Grade) under IHRD Mode of selection: - As per Rule XIII at Page No.44 |
| Appointing Authority | Director, IHRD |

Applications are invited for the above post from qualified employees in the feeder category 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, experience etc... should be **submitted to the Head of institution concerned on or before 08.01.2021.**

The head of institution concerned shall scrutinize the application with reference to the service records and 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 here on or before 11.01.2021.**

A copy of the notification should be displayed on the notice board of the institution.

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.

Receipt of the notification may be acknowledged by the return through e-mail. If no application is received, the head of institution shall forward a Nil report before the last date without fail.

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

To:-

1. All Principals of Engineering Colleges
2. The Officer-in-charge, Regional Centre, Thiruvananthapuram
3. Additional Director
4. Financial Consultant/Advisor
5. Administrative Officer
6. CA- 1 & CA-2 IHRD (Headquarters)
7. SF
8. OC

Copy to:- Website of IHRD

Approved for Issue

**Sd/-
Administrative Officer**

APPLICATION FOR APPOINTMENT
FROM FEEDER CATEGORIES UNDER IHRD
(No.EA1/8783/2020/HRD)

| | | |
|-----|---|-----------|
| 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 I) Academic i) (Attach attested copies of certificates) ii) Academic qualifications acquired from universities outside Kerala will be accepted in IHRD only if those qualifications are recognised by any one of the Universities in Kerala. (Attach attested copies of Equivalency Certificate) | i) |
| 8. | Religion and caste | |
| 9. | <u>Details of appointment in the present post.</u> 1. Order No. & date 2. Date of joining 3. Sl. No. In the Appointment order (Attach copy of order) | 1. |
| | | 2. |
| | | 3. |
| 10. | <u>Details of commencement of regular service under IHRD</u> 1. Name of post 2. Order No. & date 3. Date of joining (Attach copy of order) | 1. |
| | | 2. |
| | | 3. |

12. 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.

** Details of LWA availed other than medical grounds may invariably specified.

| | | |
|------------|---|--|
| 13. | Whether period of probation in the present post has been successfully completed. If so furnish details(name of the post, date, order No. etc) | |
| 14. | List of documents attached to the application | |

Place :

Date :

Signature of Applicant

Declaration of the Head of Institution

Certified that the details as stated above have been verified with the Service Book and found correct.

Place:

Date:

Signature :

Name :

Designation :

(Office seal)

No. EA1/8783/2020/HRD

PERFORMANCE EVALUATION REPORT

In respect 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 in work</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 on the part of the employee</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./Smtis accurate to the best of my knowledge and belief.

Place:
Date :

Signature :
Name :
Designation :
Institution :