



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

**Proceedings**

IHRD - Projects - Engagement of Project Manager and Project Associates - Sanction accorded - Orders issued

No. IHRD/1233/2023-DC1

Dated:12-06-2024

Read: 1. Email dated 4.3.24 from the Project Coordinator (Skill Training)  
2. This office proceedings of even number dated 18.09.2023

**ORDER**

As per paper read (2), Model Finishing School, Ernakulam was entrusted as Project Facilitation Centre to prepare, coordinate and execute the Skill Training projects under IHRD and the Officer in charge of Model Finishing School & Regional Centre Ernakulam was assigned as the Project Coordinator of the Skill Training projects.

The Project Coordinator (Skill Training) vide paper read (1) has reported that the Head of Institutions and regular faculties are overwhelmed with academic and administrative duties making it difficult for them to effectively coordinate the projects. Hence has proposed to hire a project staff in one IHRD institution per district so as to coordinate the project activities within IHRD institutions in that district and to assign the project staff hired in Ernakulam District to coordinate the activities of all the other project staffs in various districts. The qualification, salary and the institution in each district selected for engaging the project staff has also been proposed.

In the above circumstances, sanction is accorded to the Project Coordinator (Skill Training) to engage project staffs in the following IHRD institutions with designation, qualification & remuneration as detailed below. The remuneration of the staff engaged will be met from the fund generated from the projects.

Sl. No	District	IHRD institution	Designation	Monthly Consolidated Salary	Qualification
1	Ernakulam	MFS Ernakulam	Project Manager	Rs. 40,000/-	B.Tech/Diploma with minimum 5 years experience in managing Skill Training Projects
2	Thiruvananthapuram	MFS Thiruvananthapuram			
3	Kollam	CE Kottarakkara			

4	Pathanamthitta	CAS Kalanjoor	Project Associate	Rs. 25,000/-	B.Tech/Diploma with minimum 2 years experience in managing Skill Training Projects
5	Alappuzha	CAS Perissery			
6	Idukki	MPT Painavu			
7	Kottayam	CAS Puthuppally			
8	Malappuram	EC Thavanur			
9	Thrissur	MPT Kallettumkara			
10	Kozhikode	CAS Kozhikode			
11	Wayanad	CAS Mananthavady			
12	Kannur	MPT Kalliassery			
13	Kasargod	CAS Cheemeni			
14	Palakkad	CAS Malampuzha			

The period of engagement as above will be only for one year from the date of joining duty. The engagement will be purely on temporary basis and the undersigned shall have the right to terminate them without any notice. The selection should be in accordance with the rules and regulations in force.

The Project Coordinator (Skill Training) shall submit a detailed report upon the staff thus engaged, duties and responsibilities assigned to them and shall also ensure that the staff engaged are effectively pursuing the projects from various government agencies. The respective Head of Institution shall supervise the activities of the Project Associates, ensure the effective execution of the project assigned to them by the Project Manager. The Project Manager shall fulfill the duties of the Project Associate in Ernakulam district in addition to the coordination of all the Project Associates in 13 districts. The Project Manager shall also furnish a monthly evaluation report in this regard to the Project Coordinator (Skill Training).

The Project Coordinator (Skill Training) shall furnish quarterly report on the whole process to Headquarters along with the income and expenditure statement for assessment.

Director

To:

1. The Officer in Charge, MFS & RC Ernakulam and the Project Coordinator (Skill Training)
2. The HOI concerned
3. Finance Officer
4. SF
5. OC