



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

No.IHRD/ 1543/2024 –EA2

Dated, 18-12-2024

NOTIFICATION

Sub:-IHRD–Appointment to the post of Principal and Head of Section in Model Polytechnic Colleges under IHRD– by internal selection – application called for – reg.
Ref:-G.O (MS) No.692/14/H.Edn. dated 20.08.2014.

As per the revised Special Rules of IHRD approved by Government, the vacancies of Principals and Heads of Sections in Model Polytechnic Colleges are to be filled up by selection from the feeder categories of Heads of Sections and Lecturers in Engineering/Technology in Polytechnics under IHRD service respectively. In the circumstances, applications are invited from the respective categories of Head of Section (Polytechnics) and Lecturer in Engineering /Technology (Polytechnics) for preparation of a select list of eligible candidates for consideration of promotion to the expected/arising vacancies to the posts of Principal (Model polytechnic Colleges) and Head of Section (Polytechnics) respectively.

The qualification and method of appointment for the above posts, as per IHRD Special Rules, are as shown below:

Principal, Model Polytechnic Colleges

Scale of pay	Rs.55350-1350-59400-1500-65400-1650-72000-1800-81000-2000-97000-2200-101400/-
Qualifications	1.Master's Degree in any branch of Engineering/Technology from a recognized University after acquiring Bachelor's Degree in any branch of Engineering/Technology from a recognized University after undergoing regular course of study. <p style="text-align: center;">OR</p> Bachelor's Degree in any branch of Engineering/Technology with not less than 60% marks in final qualifying examination. 2.Three years experience as Head of Section in Polytechnics under IHRD 3.Executive Officers Test conducted by PSC or any other authorized agency.
Method of Appointment	By selection from the Heads of Sections in Polytechnics under IHRD. Mode of selection :- As per Rule XIII at Page No.44 of IHRD Special Rules
Appointing Authority	Director, IHRD with approval of Executive Committee of IHRD.

2. Head of Section , Model Polytechnic Colleges

Scale of pay	Rs.42500-1100-48000-1200-54000-1350-59400-1500-65400-1650-72000 -1800-81000-2000-87000/-
Qualifications	1. Bachelor's Degree in any branch of Engineering/Technology with not less than 60% marks in final qualifying examination. 2. Five years experience as Lecturer in Engineering/Technology in Polytechnics under IHRD 3. Executive Officers Test conducted by PSC or any other authorized agency.
Method of Appointment	By selection from the Lecturer in Engineering / Technology in Polytechnics under IHRD Mode of selection :- As per Rule XIII at Page No.44 of IHRD Special Rules
Appointing Authority	Director, IHRD

Note:- Change of Qualification, if any, prescribed by DTE and or Government of Kerala from time to time will be applicable

Applications In prescribed format (the specimen copy of which can be had from the head of institution concerned) along with supporting documents to prove qualification, date of birth, experience etc... should be **submitted to the head of institution concerned on or before 08.01.2025** 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 13.01.2025**

Belated applications and defective applications will not be entertained under any circumstances. **If no application is received, a NIL report shall be furnished to this office within the prescribed time limit without fail.** A copy of the proforma for furnishing the Performance Evaluation report is also enclosed.

All Heads of institutions shall acknowledge the receipt of this **notification by return through e-mail**


DIRECTOR

To,

1. All Head of Associate Institutions under IHRD
2. Administrative Officer
3. Finance Officer
4. All Section Heads of IHRD Headquarters
5. IT Division /Website
6. SF/OC

** 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.*

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

Place :

Date :

Signature of Applicant

Declaration of the Head of Institution

Certified that the details stated above have been verified with the relevant office records and found correct.

Place:

Date:

Signature : .

Name :

Designation :

(Office seal)

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 sphere of 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)	
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Certified that the assessment of Performance of
Sri./Smt.....is accurate to the best
of my knowledge and belief.

Signature :
Name :
Designation :
Institution :
Place :
Date :