



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

No. EA4/9141/2020/IHRD (1)

Dated, 30.09.2024

Notification

Sub:- IHRD- Appointment to the post of Administrative Assistant on Rs. 39500-83000/- under IHRD by internal selection- Application called for- reg.

Ref:- Proceedings No EA4/16025/2011/IHRD (2) Dated 14.01.2015 of Director IHRD

Applications are invited from the eligible candidates in the category of Senior Superintendents under IHRD service for preparation of a select list for consideration of promotion to the category of Administrative Assistant in IHRD Service in prescribed format

The qualification and method of appointments prescribed in the Special Rules to the post is as shown below.

Administrative Assistant

<i>Scale of pay</i>	<i>Rs. 39500 – 1000 -42500 -1100 -48000 -1200 -54000 -1350 – 59400 -1500 – 65400 – 1650 – 72000 -1800 -81000 -2000 - 83000/-</i>
<i>Qualification</i>	<i>1. Graduation* 2. 18 years of administrative experience of which three years should be in the supervisory cadre not below the rank of Senior Superintendent under IHRD</i>
<i>Method of Appointment</i>	<i>By selection from the category of Senior Superintendent under IHRD Mode of selection ,as per Rule X111 of Special Rule</i>
<i>Appointing Authority</i>	<i>Director, IHRD</i>

(* protection for employees who were in regular service under IHRD as on 11.10.1999)

Applications along with documents to prove qualification, date of birth etc. should be submitted to the Head of Institution concerned on or before **8th October 2024**. The Heads of Institution 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 this office all or before **11th October 2024**.

Belated applications and defective applications will not be considered under any circumstances. If no application is received, a NIL report should 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.

Kindly acknowledged the receipt of the notification by return through e mail.


DIRECTOR

To.

1. *All Head Associate institutions under IHRD*
2. *Finance Officer*
3. *Administrative officer*
4. *Accounts Officer*
5. *All Section Head of IHRD Headquarters*
6. *IT division or Website*
7. *SF*
8. *OC*

APPLICATION FOR APPOINTMENT TO THE
Post of Administrative Assistant

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. •Order No. &date •Sl. No. In the Appointment order •Date of joining <i>(Please attach the copy of appointment order)</i>	1.
		2.
		3.
10.	Details of commencement of regular service under IHRD •Name of post •Order No. &date •Date of joining	1.
		2.
		3.

11. 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. 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.

	Signature	:	
Place:	Name	:	
Date:	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)	

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

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