



## KERALA STATE ELECTRICITY BOARD LIMITED

(Incorporated under the Indian Companies Act, 1956)

CIN : U40100KL2011SGC027424

### Office of the Chief Engineer (HRM)

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EB2/SE(Ele.)/Training/MR-OVR/2020

dated 07.09.2020

To

All ARU Heads ,  
KSEB Ltd.

Sir.

Sub: Guidelines for Induction Level Orientation Training Programme and Field Training for newly promoted Sub Engineers (Ele.)- Regarding.

Ref:- 1) This office Order Order No. EB2/SE(Ele.)/Overseer/Promotion/2020 Dated, Tvpm., 19-08-2020  
2) This office order No. EB2/SE(Ele.)/Meter Reader/Promotion/2020 Dated, Tvpm., 20-08-2020.

Induction cum-Statutory Training Programme consisting of 66 days class room training and on job/in-plant training in the various installation of KSEB Ltd is compulsory for newly recruited /promoted Sub Engineers (Ele.) in KSEBL.

Vide reference cited 174 Overseers and 364 Meter Readers were promoted to the cadre of Sub Engineer (Ele.). As per the conditions stipulated in the promotion orders cited above, promotees shall successfully complete the Induction Level Orientation Training Programme and field Training and is mandatory for new Sub Engineers (Ele.) promoted. In this regard the following specific guidelines are issued for the conducting of the Induction Level Orientation Training Programme and field Training.

1. Training for the newly promoted Sub Engineer (Ele.) are to be arranged for thirty days from the date of joining duty. There will be online training by the respective RPTI and On the job training by the Assistant Engineer concerned. The training of RPTI will be from 10 AM to 1 PM and 2 to 4 PM on alternate days.
2. Attending the online training and successful completion are mandatory.
3. Assistant Engineer concerned will be the mentor for the trainee and shall personally coach the trainee on all the topics prescribed by RPTI, compulsorily.

4. If any promotee is posted in the same Electrical Section itself by this transfer, the ARU heads are authorized to make suitable temporary arrangement till the candidate becomes familiar with the installation.

5. Necessary evaluation of the candidates may be arranged by the AE/AEE concerned and report sent to the respective RPTIs on completion of on the job training.

6. If any promotee is posted to DB places, such employees may also be placed to field office within the ARU itself and fact reported.

Yours faithfully



CHIEF ENGINEER (HRM)