KERALA STATE ELECTRICITY BOARD LTD.

KS/EB
കേരളത്തിന്റെ ഊർജ്ജം

(Incorporated under the Indian Companies Act, 1956)
CIN : U40100KL2011SGC027424
Registered office: Vydyuthi Bhavanam, Pattom, Thiruvananthapuram
Office of the Chief Engineer (HRM), Vydyuthi Bhavanam, Pattom, Thiruvananthapuram,
Kerala - 695004.Phone No.0471 2448948,   FAX No.0471 2441361
Web: www.kseb.in   e-mail: cehrm@kseb.in

EB4(b)/Ovr(Ele)/10% Quota promotion/2022-23   dated 05.04.2022

To

All Chief Engineers, KSEBL
All Deputy Chief Engineers, KSEBL
All Executive Engineers, KSEBL
All Assistant Executive Engineers, KSEBL
All Assistant Engineers, KSEBL

Sir,

Sub: Estt: Promotion to the cadre of Overseer (Ele) under 10% quota as per provisions contained in the Long Term Settlement 2007- Application through Online mode- called for -reg.

Online application for promotion to the cadre of Overseer (Ele) under 10% quota earmarked for persons possessing ITI/Diploma from among the eligible workmen of and below the pay scale of Overseer are invited. Only those applications forwarded online to the Office of the Chief Engineer (HRM) by the ARU head will be considered for promotion.

All employees who wish to apply for promotion in the quota earmarked shall login the HRIS using the Employee code and password and submit their application online.

All online application submitted by the employees shall be verified Online by the senior Assistant and the Senior Superintendent of the respective Pay Roll Bill Section (EB). After verification, the online application shall be marked as 'verified' by the respective Senior Assistant and the Senior Superintendent

After the online verification by the Senior Superintendent, the head of ARU shall forward the application to the Chief Engineer (HRM) through online immediately.

The procedure for applying through HRIS is as follows:

1. Aspirant employees through self login enter the details in the field provided for "Submissions"

2. Upload scanned copy of certificate of ITI/Diploma by the employee. Separate fields are provided for entering details of certificate of ITI/Diploma. It should be ensured that both sides of certificate should be uploaded as a single file. Only the applications from the qualified hands holding Diploma/2 year ITI certificate has to be verified and forwarded for considering promotion.

3. Before the ARU head approves the application, the basic user/supervisor should verify the details uploaded with the original certificate. The attested copies of certificate should be kept at the verifying office. **Hard copies need not be forwarded to this office**.

Field officers are directed to ensure that this circular is brought to the notice of all concerned who are eligible for applying the post. The last date of submitting the online Proforma through HRIS is _____

The ARU head should ensure that all applications received through online be approved and forwarded on or before _____

For enquiries relating to filing of applications, please contact 0471-2514672 (MIS) help desk and for other queries, if any, contact the office of the undersigned at 0471-2514236

Sd/-
CHIEF ENGINEER (HRM)

APPROVED FOR ISSUE

SENIOR SUPERINTENDENT

Annexure to the Letter No EB4(b)/Ovr(Ele)/10% Quota promotion/2022-23 dated 05.04.2022

Profoma for applying for vacancies of Overseer(Ele.) under 10% quota

1	Name in Full (in Block letters)	
2	Employee Code & Present Designation	
3	Age and Date of Birth	
4	Name of Father/Guardian	
5	Post to which appointed first and date of reporting for duty	
6	Date of Declaration of Probation	
7	Name of Present Office & Address	
8	Qualification: General Date of Acquiring- Qualification: Technical- Date of Acquiring-	
9	Details of ocuments attached to prove date of birth & qualification	
10	Sl. No in Gradation List	
11	Details and Date of Promotions availed by the Employee	

Signature