

# **KERALA STATE ELECTRICITY BOARD LIMITED**

(Incorporated under the Indian Companies Act, 1956)

*Office of the Chief Engineer (Human Resources Management)*

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Vydyuthi Bhavanam,  
Pattom Palace Post,  
Thiruvananthapuram  
PIN-695 004.

No.EB.3/Pro/Cashier/10%/2014.

Dated: 25.10.2014.

To

All Chief Engineers.  
All Deputy Chief Engineers.  
All Executive Engineers.  
All Assistant Executive Engineers.  
All Assistant Engineers.  
Kerala State Electricity Board Ltd.

Sir,

Sub:- Establishment – Inviting the application for promotion to the cadre of Junior Assistant/Cashier in 10% quota from among all categories below the cadre of Junior Assistant/Cashier – Applications called for – Regarding.

Ref:- 1. B.O No.1439/95 (Estt.II-2185/9) dated Tvp.m., 14.07.1995.  
2. B.O (CMDO No.2696/2014(Estt.II-4406/2014) dated Tvp.m., 18.10.2014.

The Board of Directors vide Board Order cited (2) has directed to give promotion to the cadre of Junior Assistant/Cashier from among those working below the said cadre. In this context, applications are invited from the eligible Employees to fill up the said vacancies. The duly filled applications may be forwarded by the Head of the office to this office on or before 07.11.2014. The proforma for which is enclosed herewith.

Field officers are directed to ensure that this letter is brought to the notice of all concerned. It should be ensured that this letter reaches all the field offices. The last date of submitting the filled up Proforma to the custodian of Service Book of the respective employees on 01.11.2014.

The details supplied in the Proforma should be duly verified and certified by the Head of Office. Proforma details of all eligible persons may be forwarded to the office of the undersigned together as a single bunch with a covering letter listing all the Proforma received and the eligible ones forwarded, on or before 07.11.2014. If the Service Book of any of the applicants is unavailable at the forwarding office the fact may also be mentioned with details. The conditions for effecting the promotions are subjected to the guide lines envisaged in the Board Order cited supra.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'Lsh', is written over the signature line.

**CHIEF ENGINEER (HRM)**

**Application for filling up vacancies of Cashier under 10% quota.**

1	Name in Full (in Block letters) with Employee Code	
2	Age and Date of birth	
3	Name of Father/Guardian	
4	Post to which appointed first and date of reporting for duty	
5	Date of declaration of probation	
6	Name of present office & address	
7	Qualification: Date of acquiring Qualification:	
8	Details of documents attached to prove date of birth & qualification	
9	Sl. No. in Gradation List	
10	Whether any disciplinary action is pending , if yes give details	Yes/No

11	Details of service under the Board.			
Name of post	From	To	Period of service	
			Year	Month

**DECLARATION**

I hereby declare that the statements made in the application are true and copies of documents sent with the application are the true copies of originals kept in my custody.

**Signature of the applicant**

Place:

Date:

**VERIFICATION CERTIFICATE**

Certified that I have personally verified the Bio-data, qualification and the serial number in the gradation list in respect of the incumbent with reference to his original records/entries in the Service Book / Gradation list and found correct.

Station:

Name of Controlling Officer

Date:

Name of Circle/Division.