



## KERALA STATE ELECTRICITY BOARD LIMITED

(Incorporated under the Indian Companies Act, 1956)

Office of the Chief Engineer (Human Resources Management)

Reg. Office : Vidyuthi Bhavanam, Pattom, Thiruvananthapuram- 695 004, Kerala.

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Website : ww.kseb.in. CIN:U40100KL2011SGCO27424

No. EB3(b)/SA/333/Promotion/JA-SA/2020

Date: 25.06.2020

To

All Chief Engineers,  
All Deputy Chief Engineers,  
All Executive Engineers,  
Kerala State Electricity Board Limited.

Sir/Madam,

**Sub:-** Establishment – Promotion to the cadre of Senior Assistants from among test qualified Junior Assistants/Cashiers/Fair Copy Assistants – Details of acquisition of test qualification – Called for – Regarding.

It is brought to the notice of all Heads of ARUs that duly filled up Proforma from all Junior Assistants/Cashiers/Fair Copy Assistants, who have acquired the Account Test (Lower) and Departmental Test for the Ministerial Staff of KSEBL, may be forwarded in order to consider them for promotion to the cadre of Senior Assistants. List of Junior Assistants/Cashiers, who have attained 45 years of age or completed 20 years of service in the KSEB Ltd, may also be reported with full details such as their Employee Code, Date of Birth, Date of Entry and Date of promotion as Junior Assistant/Cashier, etc. The custodians of Service Book should ensure that the details furnished are correct by affixing their signature beneath the attached Proforma. The filled up Proforma should reach this office **on or before 25.07.2020** in the following address.

**The Administrative Officer,  
Cabin No.314, 3<sup>rd</sup> Floor,  
O/o the Chief Engineer (HRM),  
Vidyuthi Bhavanam, Pattom,  
Thiruvananthapuram – 14.**

Only the details of Junior Assistants/Cashiers and Fair Copy Assistants are required to be submitted. *Provisional Cashiers, Cashier Trainees and Cashiers converted from the cadre of PTC Sweepers* are not eligible for being promoted as Senior Assistants.

You are also directed to ensure that the matter is brought to the notice of all concerned so as to give no room for future complaints.

Yours faithfully,

Sd/-  
**CHIEF ENGINEER (HRM)**

**FORWARDED BY ORDER**

**ADMINISTRATIVE OFFICER**

## PROFORMA

(1) Name in full with (in Block Letter)			Male	Female	
(2) Employee Code					
(3) Designation					
(4) Present Official Address (Specify Division and Circle)	Present Office	Division	Circle		
(5) Age and Date of Birth					
(6) Date of Entry in Board service and Cadre	Date of Entry	Cadre			
(7) Mode of Appointment as Cashier/ Junior Assistant/Fair Copy Assistant (Tick whichever is applicable)	PSC	Compass- ionate	In- service	Sports Quota	PH Regularisation
(8) Furnish the details whichever is applicable  A) If PSC appointment specify the Advice No. & date. (State whether extension of joining time availed. If so, No. of days of such extension may be specified).  B) If Compassionate appointment specify the date of entry in service.  C) If in-service appointment  (1) Cadre in which originally recruited (Electricity Worker/ Office Attendant).  (2) State whether passed the Suitability Test conducted by the PSC. If Yes, specify-  (a) the date of appointment order as Cashier  (b) Gradation No. in the cadre of Electricity Worker/ Office Attendant.  (3) If promoted as Junior Assistant/Cashier with exemption from passing suitability test specify the date of promotion to the cadre of Junior Assistant/ Cashier.					

Signature of Employee.

Signature, Name, Designation of  
Verifying Officer.

D) If under Sports Quota recruitment specify the date of Board Order by which appointed in the cadre of Junior Assistant/Cashier.	
E) If PH Regularisation, date of regularisation as Cashier/ Junior Assistant/Fair Copy Assistant.	
(9) Whether probation has been declared in the cadre of Junior Assistant/ Cashier. If so, specify – (a) With effect from which date probation was declared.. (b) Order No. and date	
(10) State the details of- i) Leave without Allowance (for employment abroad/ joining spouse). ii) Disciplinary proceedings. iii) State Vigilance Proceedings. iv) Suspension, Reversion, if any.	
(11) Remarks, if any	
(12) <u>Details of Test Passed:</u> A) Whether passed Account Test (Lower) B) Whether passed Departmental Test for the Ministerial Staff of KSEB	Yes / No Yes / No

**Place :**

**Date :**

**Signature of the employee**

**Verification Certificate**

Certified that the details in respect of the above incumbent was verified with reference to the original records/entries in the Service Book and found correct. Also certified that the incumbent is not presently working as Cashier Trainee.

	Prepared by	Verified by	Countersigned by Head of Office
Name			
Designation			
Dated Signature			

**(Office Seal)**

**Note:-**

1. Attested copy of PSC Certificates should be enclosed.
2. Signature, name, designation of verifying officer should be made in each page of Proforma.