



## KERALA STATE ELECTRICITY BOARD LTD.

(Incorporated under the Indian Companies Act, 1956)

CIN : U40100KL2011SGC027424

Registered office: Vidyuthi Bhavanam, Pattom, Thiruvananthapuram

Office of the Chief Engineer (HRM), Vidyuthi Bhavanam, Pattom,

Thiruvananthapuram, Kerala - 695004. Phone No.0471 2448948, 2514235

Web: [www.kseb.in](http://www.kseb.in) e-mail: [cehrm@kseb.in](mailto:cehrm@kseb.in)

EB4(b)/Ovr(Ele)/10% Quota promotion/2022-23/2

Dated. 01.02.2023

### NOTE TO THE CHIEF ENGINEER (IT & CR)

Sub: Estt: Promotion to the cadre of Overseer (Ele) under 10% quota -module -reg.

Ref: 1. Article VII clause (1) of the Long Term Settlement 2007

2. Promotion order No EB4(b)/Ovr(Ele)/Pro.90/2022-23 dated 29-12-2022 of this office

Please refer paper 1<sup>st</sup> above.

Promotion to the cadre of Overseer (Ele) under 10% quota earmarked for persons possessing ITI/Diploma from among the eligible workmen below the pay scale of Overseer is due consequent to the promotion effected vide reference 2<sup>nd</sup> paper cited above.

The usual practice is to allow eligible candidates to fill up and submit their respective proforma in HRIS. The verified application is later forwarded by the ARU head to the Office of the Chief Engineer (HRM) online for preparing a gradation list. The entire process has to be completed within the stipulated time frame.

Hence an online module may be prepared, such that all employees who wish to apply for promotion in the 10% quota earmarked shall login their HRIS using their employee code and password to submit their application online (specimen attached). The same shall be verified online by the Senior Assistant and the Senior Superintendent of the respective Establishment Section of their ARU. After verification, the head of ARU shall forward the application to the Chief Engineer (HRM) for further necessary action.

 CHIEF ENGINEER (HRM)

Acc: Copy of Notice for circulation and specimen proforma



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EB4(b)/Ovr(Ele)/10% Quota promotion/2022-23/2

dated 02.02.2023

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 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 and 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 **20.02.2023**

The ARU head should ensure that all applications received through online be approved and forwarded on or before **24.02.2023**

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-I**

### **No.EB4(b)/Ovr(Ele)/10% Quota Promotion/2022-23/2 dated, 02/02.2023**

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

1	Name in Full (Block Letters)	
2	Employee code & Present Designation	
3	Age & 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 Name of Course Branch of Study Duration of Course Regular/Part Time/Distant Certificate issuing authority Date of Acquiring	
9	Details of documents attached to prove date of birth & qualification	
10	Sl. No. in Gradation list	
11	Details and date of promotions availed by the employee	
12	Signature	