



# KERALA STATE ELECTRICITY BOARD LTD.

(Incorporated under the Indian Companies Act, 1956)

CIN : U40100KL2011SGC027424



Office of the Chief Engineer (Human Resources Management),

Vydyuthi Bhavanam, Pattom, Thiruvananthapuram, Kerala-695004.

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No. EB 4(b)/ Pro/Ovr (Ele)/10%/2018

Dated: 27.2.2018

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) in 10% quota promotions ordered on as per provisions contained in the Long Term Settlement 2007 – Application through online called for - reg.

Online application for promotion to the cadre of Overseer (Ele) under 10% earmarked for persons possessing I.T.I/Diploma from among the eligible workmen of and below the pay scale of Overseer are invited. Only those application 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 shall login the HRIS using their Employee code and Password and submit their application online.

All Online application submitted by 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 in "Submissions".
- 2) Upload scanned copy of certificate of ITI/Diploma by the employees. 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. If an employee

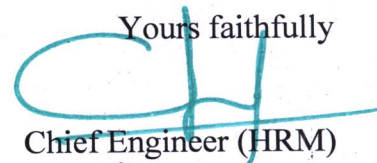
- possess more than one ITI or Diploma, the same should also be uploaded as a single file.
- 3) Before the ARU head approves the application, the basic user/supervisor should verify the details uploaded with the original certificate. The attested copies of certificate should be kept at the verifying 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 the HRIS is 12.03.2018.

The ARU head should ensure that all applications received through online be approved and forwarded on or before 15.03.2018.

For enquiries relating filing of application, please contact ..0471-2514672. (MIS) and for other enquiries if any contact the office of the undersigned.

Yours faithfully



Chief Engineer (HRM)