

**Institute of Human Resources Development  
Prajoe Towers, Vazhuthacaud,  
Thiruvananthapuram-14**

*No.EA1/14301/2010/IHRD (1)*

*Dated, 27<sup>th</sup> November 2010*

**NOTIFICATION**

***Sub:*** - *IHRD – Promotion to the post of Senior Office Assistant by internal selection – Provisional seniority list of Office Assistant under IHRD – published – Reg.*

***Ref:-*** *This office Notification No.EB2/7605/2010/IHRD dated 25.06.2010*

As per this office notification under reference cited, applications were invited for promotion to the post of Senior Office Assistant under IHRD Service by internal selection. 29 applications have been received from applicants in the feeder category. Three applications are rejected for want of prescribed qualification as per IHRD Special Rules. The valid applications received have been scrutinized and on the basis of the applications, a provisional seniority list of Office Assistant has been prepared. The same is hereby published and the Head of Institutions are instructed to circulate a copy of the seniority list among the staff under their control and obtain their acknowledgment. If there is any objection regarding the provisional seniority list, they can raise it before the Head of Institution on or before 07.12.2010.

The complaints if any received along with the supporting documents to prove their claims after verifying the details with their Service Books should reach this office on or before 10.12.2010. Late complaints will not be entertained. If no complaints are received a 'Nil' report should be furnished

within the stipulated time without fail. If no report is received within the stipulated time, the same will be treated as 'Nil' for office records.

*Sd/-*  
*Prof. V. Subramony*  
*DIRECTOR*

*Encl: As stated above*

**To**

- 1) *The incumbents concerned (throu' the Principal)*
- 2) *All Head of Institutions under IHRD*
- 3) *All Additional Directors*
- 4) *Administrative Officer*
- 5) *Finance Officer*
- 6) *All Section Heads (for circulation)*
- 7) *CA-I, II & III*
- 8) *S.F*
- 9) *O.C*

*Approved for Issue*  
*Sd/-*  
*Junior Superintendent*

**R...29.11.2010**

# IHRD

## Seniority List (Office Assistants)

For Appointment to the post of Senior Office Assistants under IHRD Service

*Qualification : Graduation + 2 years experience in office work+Account Test Lower (Passed)*

Sl. No	Name	Present Designation	Institution in which now working	Details of Regular Appointment in the Present Post (SOA)		Date of Birth	Qualification	Date of Commencement of Regular service in IHRD	No. of Years Month/Day of total Regular Service As on 25.6.10 (Dt. of Notfn)	Remarks
				Sl.No. in the Appointment Order	Date of Appointment Order					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1.	Anuradha.C	OA	CAS, Calicut	13	03-10-1998	1-6-1960	SSLC Typewriting English & Mal (Higher) MOP	30-03-1996	14 Y 2 M 26 D	1) Protection for qualification allowed since in IHRD as on 11/10/1999 2) Since over 50 years of age, exemption from passing A/c. Test Lower.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
2.	Beena P.K	OA	CAS, Malapp- uram	5	10-09-2004	22.9.1975	B.Com. A/c.Test (Lower & Higher)	05-04-2001	9 Y 2 M 20 D	
3.	Sudeep A.C	OA	CAS, Kuthu- paramba	9	28-02-2008	01-06-1975	M.Com. A/c.Test Lower	02-03-2006	4 Y 3 M 23 D	Qualified subject to production of attested copies of A/c Test certificates.
4	Shalini C.A	OA	MEC Ernaku- lam	25	28-02-2008	26-08-1975	M.Sc (Maths)	20-03-2006	4 Y 3 M 5 D	Qualified subject to production of attested copies of A/c Test certificates.
5.	Bindu Gopinath.S	OA	MEC, Ernaku- lam	27	28-02-2008	16-01-1975	B.Com. P.G.Diploma in Taxation A/c..Test Higher	28-02-2006	4 Y 3 M 28 D	Qualified subject to production of attested copies of A/c Test certificates.
6.	Kala L.J	OA	CE, Kalloo- ppara	28	28-02-2008	02-03-1976	M.Sc, B.Ed. A/c.Test Lower & Higher	17-02-2006	4 Y 4 M 8 D	

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
7.	Cina Elias.K	OA	CAS, Chela- kkara	32	28-02-2008	23-01-1974	B.Sc.B.Ed. MOP & A/.Test Lower & Higher Diploma (EE)	27-02-2006	4 Y 3 M 27 D	
8.	Aparna Prakash	OA	CE, Poonjar	33	28-02-2008	29-04-1981	B.Sc M.C.A A/c.Test (Lower)	20-02-2006	4 Y 4 M 5 D	
9.	Priya N.Peethambar	OA	CE, Chenga- nnur	39	28-02-2008	03-05-1976	M.Sc., MOP A/c.Test Lower & Hr. PGD IT	20-02-2006	4 Y 4 M 5 D	
10.	Leya V.P	OA	THSS, Attingal	41	28-02-2006	16-05-1974	M.A., B.Ed A/c.Test Lower)	18-09-2006	3 Y 8 M 7 D	
11	Sreeja.P	OA	IHRD H.Q.	42	28-02-2008	10-07-1978	B.Sc. A/c.Test Lower	01-11-2006	3 Y 7 M 24 D	

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
12	Surya S.B	OA	MPT, Mala	43	28-02-2008	13-08-1978	B.Sc. P.G.D.C.A. MBA A/c.Test Lower & Higher, MOP	01-11-2006	3 Y 7 M 24 D	
13	Deepthi.B	OA	CAS, Adoor	44	28-02-2008	23-03-1977	B.A. P.G.D.C.A. A/c.Test Lower	20-10-2006	3 Y 8 M 5 D	
14	Sreeja.S	OA	THSS, Muttada	45	28-02-2008	06-05-1978	Degree, P.G.D.C.A Advanced DCA MOP, A/c.Test Lower & Higher	26-10-2006	3 Y 7 M 30 D	
15	Jaleela Beevi M.A	OA	MTHSS, Kaloor	46	28-02-2008	25-05-1974	B.A. L.L.B. A/c.Test Lower	03-11-2006	3 Y 7 M 22 D	
16.	Chandrika P.C	OA	CAS, Thodu- puzha	47	28-02-2008	26-04-1973	M.Com. MOP A/c.Test Higher	26-10-2006	3 Y 7 M 30 D	

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
17.	Smitha. U	OA	CE, Cherthala	49	28-02-2008	30-03-1977	B.Sc. P.G.D.C.A. H.D.C. A/c.Test Lower	01-11-2006	3 Y 7 M 24 D	
18.	Rajasree. R	OA	IHRD H.Q.	51	28-02-2008	31-3-1976	B.Sc. M.C.A. MOP a/c.Test Higher	06-11- 2006	3 Y 7 M 19 D	
19.	Vandana. N	OA	IHRD H.Q.	53	28-02-2008	22-05-1975	B.Sc. Degree A/c.Test Lower, MOP	25-10-2006	3 Y 8 M	
20.	Sindhu Shanmugham	OA	IHRD H.Q.	55	28-02-2008	12-11-1971	B.Sc. A/c.Test Lower	01-11-2006	3 Y 7 M 24 D	
21	Santhil Kumar C.A	OA	MEC, Ernakulam	56	28-02-2008	10-12- 1970	B.Sc. A/c.Test Higher	02-11- 2006	3 Y 7 M 23 D	
22.	Lekshmi Rani.R	OA	IHRD H.Q.	57	28-02-2008	21-11-1976	M.A. A/c.test (Higher) MOP	30-10-2006	3 Y 7 M 26 D	

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
23.	Liji K.R	OA	MEC, Erna- kulam	1	18-07-2008 <i>Notionally from</i> 24..1..2008	27-03-1977	M.Com A/c.Test Higher	02-11-2006	3 Y 7 M 23 D	
24	Sandhya Murali.P	OA	CE, Karunaga -ppally	3	18-7-2008 <i>Notionally from</i> 4..1..2008	01-06-1978	B.Sc. B.Ed. A/c.Test Lower, MOP	04-01-2007	3 Y 5 M 21 D	
25	Suni.S	OA	IHRD H.Q	4	18-07-2008 <i>Notionally from</i> 4..1..2008	30-04-1975	B.SC H.D.C. A/c.Test Higher	04-01-2007	3 Y 5 M 21 D	

**Sd/-**  
**Prof .V .Subramony,**  
**DIRECTOR**

**Approved for Issue,**

**Junior Superintendent**

j/29/11/10