



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

PROCEEDINGS

IHRD – Appointment of Office Assistant on Rs.9190-15780/- by internal promotion – promotion and posting – orders issued

No.EB2/5383/2018/IHRD

Dated, Thiruvananthapuram, 15..11.. 2018

- Read: - 1) Minutes of the Staff Selection Committee for selection to the post of Office Assistant on Rs.9190-15780/- held on 13..11..2018.*
2) This office circular No.EB2/5383/2018/IHRD dated 25..07..2018 and 13..08..2018.

ORDER

As recommended by the Staff Selection Committee of IHRD for selection to the post of Office Assistant on Rs.9190-15780/- held on 13..11..2018, the undermentioned Last Grade Servants are selected and appointed as Office Assistants on Rs.9190-15780/- with immediate effect. Due to administrative necessity, on appointment as Office Assistant, they are posted to the institution as noted against their names.

The selection and appointment of Office Assistant shall be subject to the final outcome of the W.P.(C) No.19787/18 filed by Sri.Sreejith N V, Last Grade Servant, College of Engineering, Attingal.

Sl.No.	Name, Designation and present Institution	Institution to which posted on appointment as Office Assistant
1	Sri.Anoop Kumar M M Last Grade Servant College of Engineering Kottarakkara	College of Engineering, Kottarakkara
2	Smt.Resna P Last Grade Servant College of Applied Science Kuthuparamba	College of Applied Science, Kuthuparamba

3	Smt.Ranju T S Last Grade Servant Model Finishing School Thiruvananthapuram	IHRD Head Quarters, Thiruvananthapuram
4	Smt.Manjula N K Last Grade Servant College of Applied Science Puthuppally, Kottayam	College of Applied Science, Kaduthuruthy
5	Sri.Bijeesh Puthiyottil Last Grade Servant College of Applied Science Nadapuram	College of Applied Science, Cheemeni
6	Sri.Muhammed Faisal T Last Grade Servant College of Applied Science Malappuram	College of Applied Science, Vattamkulam
7	Smt.Meera Chandran B L Last Grade Servant College of Applied Science Dhanuvachapuram	IHRD Head Quarters
8	Smt.Ajitha Ramachandran Last Grade Servant College of Applied Science Kundara	Extension Centre, Kundara
9	Smt.Deepa Valakkandy Mavila Last Grade Servant College of Applied Science Pinarayi	College of Applied Science, Nileswaram
10	Sri.Dhanjayan P V Last Grade Servant Technical Higher Secondary School Puthuppally	College of Engineering, Kallooppara
11	Smt.Jayasree G R Last Grade Servant College of Engineering Kottarakkara	College of Applied Science, Adoor
12	Smt.Florence S L Last Grade Servant Technical Higher Secondary School Muttada	College of Engineering, Attingal

13	Smt.Salini Chithra L R Last Grade Servant College of Engineering Attingal	Model Finishing School, Thiruvananthapuram
----	--	---

2) The above incumbents will be on probation in the post of Office Assistant for a period of one year within a continuous period of two years from the date of their actual joining duty. The inter-se seniority of the promotees will be as in the order of seniority as mentioned above.

3) The Office Assistant (on daily wages) / Data Entry Operator (Trainee) if any engaged against the post of Office Assistant shall be relieved then and there on joining duty of newly posted Office Assistant.

4) The head of institution concerned will relieve the incumbents immediately with instruction to report for duty before the newly posted institutions forthwith.

5) The date of relief / joining duty of the incumbents will be intimated to this office in due course.

Sd/-
Dr.P.Suresh Kumar
DIRECTOR

To:-

1. *The incumbents concerned*
2. *The Head of Institution concerned*
3. *Additional Director*
4. *Deputy Director*
5. *Finance Officer*
6. *Financial Consultant / Advisor*
7. *Administrative officer*
8. *Finance B Section*
9. *CA I*
10. *CAII*
11. *IT Division*
12. *EA4 section for information*
13. *S.F*
14. *O.C*

Forwarded/By Order

A. S. P. D. I. K.

Administrative Officer