



**Institute Of Human Resources Development  
Chackai, Thiruvananthapuram-24**

**No. EB2/72/2021/IHRD**

**Dated, 29.07.2023**

**CIRCULAR**

**Sub:-** *IHRD – Appointment to the post of Office Assistant on Rs.18000-41500/- by internal promotion (20% of sanctioned post) and temporary promotion – Provisional Seniority list of Junior Office Assistant/ Last Grade Servant – publishing of – reg:-*

**Ref:-** 1 *This office notification No.EA4/9141/2020/IHRD dated 13.04.2023.*  
2 *G.O.(MS)No.374/2023/H.Edn. dated 05.07.2023.*

As per the notification read above, applications were invited to fill up the existing few vacancies for the post of Office Assistant as well as anticipated vacancies strictly as per the Government approved Special Rules of IHRD fixing last date of receipt of application along with PER on or before 04.05.2023. Accordingly, 24 nos. of applications were received including one Last Grade Servant now on Leave Without Allowance who has also applied for the post of Office Assistant. Now, Government has also accorded permission for temporary promotion of the qualified Last Grade Servant in IHRD (from the direct recruitment quota (80%)) to internal promotion to the post of Office Assistant by relaxing the method of appointment in Special Rules as one time affair subject to the condition that, temporary promotee will be reverted to their previous posts as and when the directly recruited join duty. They shall not be entitled for any preferential claim for future promotion and there shall not be any financial commitment on the part of IHRD.

The applications received along with their PER have been processed and provisional Seniority list has been prepared. The provisional Seniority lists of Junior Office Assistant and Last Grade Servant who have applied for promotion to the post of Office Assistant under IHRD service is attached. Heads of Institutions are requested to circulate the same among the employees concerned and obtain their

dated acknowledgment. Heads of Institutions are also requested to obtain and forward objections if any received from the employees concerned on or before 11.08.2023 with Supporting documents. If no objections are received a NIL report may be furnished to this office within the time limit without fail. If no communications are received within the time limit it will be presumed that, there is no objection in the provisional Seniority list and further action will be taken accordingly.

*Sd/-*  
**Dr. V A Arun Kumar**  
**DIRECTOR**

**Encl:- As stated above.**

**To,**

1. *All heads of institutions*
2. *Administrative Officer*
3. *Finance Officer*
4. *Executive Engineer*
5. *Accounts Officer*
6. *The employees concerned in the IHRD (Headquarters) by circulation*
7. *IT Division*
8. *SF*
9. *OC*

**Approved for issue**

  
**Accounts Officer**

**Provisional Seniority list of Junior Office Assistant/Last Grade Servant for promotion to the post of Office Assistant on Rs.18000-41500/-**

**No.EB2/72/2020/HRD (1)**

**Dated, 25.07.2023**

<b>Sl. No.</b>	<b>Name of Employees &amp; Present Institution</b>	<b>Date of Birth</b>	<b>Present Post</b>	<b>Date of Commencement of Regular Service in the IHRD Service</b>	<b>Date of joining in the cadre of Last Grade Sevrnat</b>	<b>Qualification</b>	<b>Seniority No. in the appointment order of feeder category (Last Grade Servant)</b>	<b>Remarks</b>
1	<b>Junior Office Assistant</b> Smt. Nancy Annie Jacob THSS Puthuppally	11.01.1973	JOA	01.09.1998	01.09.1998	Pre-dgree * DCA		* with protection for employees who were in regular service under IHRD as on 11.10.1999
2	<b>Last Grade Servant</b> Sri. K.G. Shaji CE Poonjar	27.04.1971	LGS	16.04.2001	16.04.2001	B.Com DCA	9 (E3/2375/2001/HRD dated 31.03.2001)	
3	Smt. Ajini Joseph THSS Mallappally	26.05.1981	LGS	27.09.2010	27.09.2010	B.Sc. DCA	11	

4	Sri. Sunil. A N MPTC, Karunagappally	20.03.1972	LGS	24.09.2010	24.09.2010	BA DCA CCLISc Type writing English (H) Gr.	26	
5	Sri. Pushpakumary. R CAS Adoor	01.05.1975	LGS	23.09.20210	23.09.2010	BA DCA	43	
6	Sri. Ajesh Baby CE, Adoor	30.01.1979	LGS	23.09.2010	23.09.2010	THSLC BA DCA Word proceesing and Data Entry	48	
7	Sri. Raveendran. T. V MPTC, Kallissery	01.06.1967	LGS	04.10.2010	04.10.2010	PG B.Ed DCA	60	
8	Sri.Prasad. K.V MPTC, Kalliassery	06.09.1983	LGS	24.09.2010	24.09.2010	B.Com (co-operation) Word proceesing and Data Entry Type writing English & Computer Word proceesing	61	
9	Sri.Arun Jyothish. K. P CAS Thiruvambadi	28.12.1981	LGS	24.09.2010	24.09.2010	BA DCA CCLISc	64	

10	Smt. Dhanya. S CAS Mavelikkara	29.05.1983	LGS	24.09.2010	24.09.2010	B.Com DCA Library & Information Science	67	
11	Sri.Anil Kumar. C CAS Vazhakkad	22.04.1966	LGS	23.09.2010	23.09.2010	BA Word processing and Data Entry Type writing English ((L)Gr.)	69	
12	Smt. Rajitha. P CAS, Neruvambram	20.05.1976	LGS	29.09.2010	29.09.2010	B.Sc B.Ed. DCA	74	
13	Smt.Santhini. V. R CE, Karunagappally	01.06.1974	LGS	23.09.2010	23.09.2010	M.Sc B.Ed DCA	75	
14	Sri.Liju. P CE, Karunagappally	29.05.1974	LGS	23.09.2010	23.09.2010	BA DCA CLIS	88	<i>LWA for 5 years from 16.12.2020 to 15.12.2025 on personal grounds to continue as a member of Alappad Gramapanchayath.</i>
15	Sri.Raveendran.K.P CAS, Calicut	19.05.1974	LGS	24.09.2010	24.09.2010	PG B.Ed Word processing and Data Entry CCLISc	100	

16	Smt. Sindhu. P. Ramakrishnan CAS Thodupuzha	22.01.1971	LGS	23.09.2010	23.09.2010	BA DCA (C-DIT)	102	
17	Sri. Manoj. S. S RC, Tvpm	18.05.1976	LGS	23.09.2010	23.09.2010	B.Sc. HDC & Bunsiness Management DCA	105	
18	Smt.Preetha. K. I THSS Muttada	27.05.1975	LGS	27.09.2010	27.09.2010	MA DCA	125	
19	Sri. Vijayan M.C THSS Varadium	02.03.1978	LGS	25.09.2010	25.09.2010	BA DCA	128	
20	Smt. Jayasree. J CAS Kundara	25.05.1976	LGS	27.09.2010	27.09.2010	BA DCA CCLISc	131	
21	Smt. Nair Priti Vikraman THSS Varadium	07.11.1976	LGS	29.09.2010	29.09.2010	B.Sc DCA	133	

22	Smt. Swapna. S CE Attingal	23.01.1983	LGS	25.09.2010	25.09.2010	MA DCA	139	
23	Smt.Aswathy. C. L IHRD, Hadquarters	11.02.1989	LGS	10.10.2013	10.10.2013	B.Com DCA	Proceedings No.EA1/6633/2012/HRD dated 08.10.2013	
24	Smt.Geetha Kumari. J. S IHRD, Hadquarters	30.05.1975	LGS	29.09.2014	29.09.2014	B.Com Data Entry and consoleoperation Office Automation and Salesmanship	Proceedings No.EB2/13515/2012/HRD dated 19.09.2014	

*Sd/-*

**DIRECTOR**

*Approved for Issue*

*Accounts Officer*