



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

No. EB2/72/2023/IHRD (1)

Dated, 24.08.2023

**CIRCULAR**

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

*Ref:- This Office Circular of even no. dated 29.07.2023.*

As per this office circular dated 29.07.2023 provisional seniority list of Junior Office Assistants/ Last Grade Servants for promotion to the post of Office Assistant on Rs.18000-41500/- has been published on 29.07.2023. The Heads of Institutions were directed to circulate the same among the employees concerned and forward objections, if any, received on or before 11.08.2023 with supporting documents. No objections have been received within the time limit. In the above circumstances, the provisional seniority list published on 29.07.2023 is finalized and is enclosed herewith for their information.


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

*Encl: As stated above*

*To,*

- 1. All heads of associate institutions*
- 2. Executive Engineer*
- 3. Administrative Officer*
- 4. Finance Officer*
- 5. Accounts Officer*
- 6. IT section*
- 7. S.F*
- 8. O.C*

*Yours faithfully*

  
**Accounts Officer**

**Final 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 (2)**

**Dated. 24.08.2023**

<i>Sl. No.</i>	<i>Name of Employees &amp; Present Institution</i>	<i>Date of Birth</i>	<i>Present Post</i>	<i>Date of Commencement of Regular Service in the IHRD Service</i>	<i>Date of joining in the cadre of Last Grade Servant</i>	<i>Qualification</i>	<i>Seniority No. in the appointment order of feeder category (Last Grade Servant)</i>	<i>Remarks</i>
1	<b>Junior Office Assistant</b> Smt. Nancy Annie Jacob THSS, Puthuppally	11.01.1973	JOA	01.09.1998	01.09.1998	Pre-Degree * 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	Smt. Pushpakumary. R CAS, Adoor	01.05.1975	LGS	23.09.2010	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 Processing 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 & Business 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 Headquarters	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 Headquarters	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*