



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

PROCEEDINGS

IHRD – Appointment of Office Assistant on Rs.18000-41500/- by internal promotion against the 20% of sanctioned post – promotion and posting – Orders issued

No.EB2/72/2021/IHRD (1)

Dated, Thiruvananthapuram, 6th October 2023

- Read:-**
- 1 *Minutes of the meeting of the Scrutiny Committee for appointment to the post of Office Assistant on Rs.18000-41500/- held on 26.08.2023.*
 - 2 *This office circular of even No. dated 29.07.2023 and dated 24.08.2023.*
 - 3 *G.O.(MS)No.692/14/H.Edn. dated 20.08.2014.*

ORDER

As recommended by the Scrutiny Committee for appointment to the post of Office Assistant on Rs.18000-41500/- held on 26.08.2023, the under mentioned Last Grade Servants are selected and appointed as Office Assistant on Rs.18000-41500/- according to their seniority and performance evaluation report with immediate effect. Due to administrative necessity, they are posted to the institution as Office Assistant as noted against their names.

Sl No.	Name, Designation and Present Institution	Institution to which posted on appointment as Office Assistant
1.	Smt. Nancy Annie Jacob Junior Office Assistant Technical Higher Secondary School Puthuppally (now at College of Applied Science, Karthikappally)	College of Applied Science Karthikappally
2.	Sri. K.G. Shaji, Last Grade Servant College of Engineering Poonjar	College of Applied Science Marayoor, Idukki District

3.	Smt. Ajini Joseph Last Grade Servant Technical Higher Secondary School Mallappally	Technical Higher Secondary School Mallappally
4.	Sri. Sunil. A N Last Grade Servant Model Polytechnic College Karunagappally	College of Applied Science Malampuzha
5.	Smt. Pushpakumary. R Last Grade Servant College of Applied Science Adoor	College of Applied Science Ayroor (subject to ratification from the Executive Committee)
6.	Sri. Ajesh Baby Last Grade Servant College of Engineering Adoor	College of Applied Science Kuzhalmannam
7.	Sri. Raveendran. T. V Last Grade Servant Model Polytechnic College Kallissery	College of Applied Science Cheemeni
8.	Sri. Prasad. K.V Last Grade Servant Model Polytechnic College Kalliassery	Model Polytechnic College Kalliassery
9.	Sri. Arun Jyothish. K. P Last Grade Servant College of Applied Science Thiruvambadi	College of Applied Science Madikai, Nileswaram
10.	Smt. Dhanya. S Last Grade Servant College of Applied Science Mavelikkara	College of Applied Science Kottarakkara (subject to ratification from the Executive Committee)
11.	Sri. Anil Kumar. C Last Grade Servant College of Applied Science Vazhakkad	College of Applied Science Muthuvallur
12.	Smt. Rajitha. P Last Grade Servant College of Applied Science Neruvambram	College of Applied Science Neruvambram

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 promotees under orders of transfer immediately with instruction to report for duty before the newly posted institutions forthwith.

5. The date of relief/joining duty of the incumbent shall be intimated to this officer in due course.

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

To,

The incumbent concerned (through the head of institutions)

Copy to:-

1. *The head of institutions concerned.*
2. *Administrative Officer*
3. *Finance Officer*
4. *Accounts Officer*
5. *Personal Assistant to Director*
6. *CA-II*
7. *IT Division*
8. *EA4 Section for necessary action*
9. *SF*
5. *OC*

Forwarded/By order


Accounts Officer