



**Institute of Human Resources Development
Prajo'e Towers, Vazhuthacaud
Thiruvananthapuram-14**

No.EA4/10820/2016/IHRD (1)

Dated, 07.07.2016

CIRCULAR

Sub:- IHRD –Revalidation of seniority list of Office Assistants-
publication – reg.

Ref:- 1. This office letter No. EA4/12882/11/IHRD dated 29.02.2012.
2. This Office Proceedings No. EA4/16025/2011/IHRD (2) dated
14.01.2015

The Gradation list (final seniority list) of Office Assistants in IHRD as on 15.02.2012 stood published after completing the due formalities, vide reference (1) cited above.

The Government had approved the revised Special Rules of IHRD and the same has been implemented with effect from 09.12.2014, vide reference (2) cited above. As per the revised Special Rules, appointment to the post of Senior Office Assistant has to be made by promotion from the category of Office Assistants under IHRD service. The promotion to the above category will be strictly on the basis of seniority of the feeder category and on the basis of the latest Performance Evaluation Report. (PER) The Director, IHRD shall be the selection authority. Under these circumstances the seniority list in the category of Office Assistant is published for revalidation as on 01.07.2016 in the light of revised Special Rules.

The Heads of all associate institutions are directed to bring this to the notice of all Office Assistants working in their institutions and objections/grievances, if any received may be sent to this office with specific remarks on or before 30th July 2016. Belated petitions will not be considered under any circumstances.

The receipt of this Circular may be acknowledged through email without fail.

Sd/-

**Dr.P. Suresh Kumar
DIRECTOR**

To:-

The Heads of all Associate Institutions

Forwarded/By Order

Administrative Officer

**IHRD
GRADATION LIST**
(Seniority List as on 15-02-2012)
(Revalidated as on 01-07-2016)

CATEGORY : OFFICE ASSISTANT

| Sl. No. | Name of Employee | Name of Institution | Date of Birth | Whether passed Department Test | Date of commencement of Regular Service | Date of appointment Order in the present cadre | Date of Retirement | Remarks |
|---------|------------------|------------------------|---------------|--------------------------------|---|--|--------------------|--|
| 1 | Sreeni C.S | IHRD Head Quarters | 25/05/1969 | No | 01/07/1995 | 05/03/1998 | 31/05/2027 | |
| 2 | Aroon Kumar.K | MPT, Vadakara | 22/04/1964 | No | 01/07/1995 | 05/03/1998 | 30/04/2022 | |
| 3 | Ramla V.P | CAS, Muthuvallur | 12/05/1972 | No | 01/07/1995 | 05/03/1998 | 31/05/2030 | |
| 4 | Subha V.K | CAS, Nadapuram | 15/05/1969 | Account Test (Lower) MOP | 30/03/1996 | 20/02/2001 | 31/05/2027 | |
| 5 | Niza A.K | CE, Karunagappally | 30/05/1972 | No | 01/03/1997 | 20/02/2001 | 31/5/2030 | On LWA from 13/8/02 to 12/8/04 & 1/3/05 to 28/2/2015 |
| 6 | Salama Varghese | MPT, Mattakkara | 24/05/1964 | MOP | 01/09/1998 | 10/10/2001 | 31/05/2022 | |
| 7 | Leela Devi.A | MPT, Karunagappally | 30/05/1964 | No | 01/09/1998 | 10/10/2001 | 31/05/2022 | |
| 8 | Haridath.D | IHRD Head Quarters | 27/04/1971 | No | 01/09/1998 | 10/10/2001 | 30/04/2029 | |

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|---------|---------------------|-----------------------------|---------------|--------------------------------|---|--|--------------------|--------------------------------|
| 9 | Ramlath Beevi.H | CAS, Mavelikkara | 22/05/1971 | No | 01/09/1998 | 10/10/2001 | 31/05/2029 | |
| 10 | Priya E.S | MTHSS, Kaprassery | 24/05/1976 | Account Test (Lower) | 01/09/1998 | 10/10/2001 | 31/05/2034 | |
| 11 | Babu John | CE, Poonjar | 03/12/1974 | Account Test (L & H) | 01/09/1998 | 10/10/2001 | 31/12/2032 | on LWA from 1/7/2003 |
| 12 | Raveendran Pillai.K | MPT, Karunagappally | 29/05/1971 | Account Test (Lower) MOP | 11/10/1999 | 29/10/2002 | 31/05/2029 | |
| 13 | Ganesh Devassia | RC, Edappally | 10/09/1974 | Account Test (Lower) | 11/10/1999 | 29/10/2002 | 30/09/2032 | on LWA from 21/4/2008 |
| 14 | Reena C.P | CAS, Payyannur | 03/05/1971 | No | 05/04/2001 | 10/09/2004 | 31/05/2029 | |
| 15 | Prasad P.K | CAS, Thaliparamba, Pattuvam | 15/05/1975 | No | 05/04/2001 | 10/09/2004 | 31/05/2033 | |
| 16 | Glancy Xavier | MEC, Ernakulam | 28/05/1975 | No | 01/08/2006 | 28/02/2008 | 31/05/2033 | LWA for 5 years from 20/6/2007 |

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|---------|------------------|---------------------|---------------|-------------------------------------|---|--|--------------------|---------|
| 17 | P.Babu | CAS, Peerumedu | 12/05/1972 | No | 01/03/2006 | 28/02/2008 | 31/05/2030 | |
| 18 | Ruksana A.R | CAS, Vazhakkad | 04/03/1979 | Account Test (Lower) MOP | 01/03/2006 | 28/02/2008 | 31/03/2037 | |
| 19 | Jacob Thomas | MTHSS, Kaprassery | 29/06/1975 | No | 16/02/2006 | 28/02/2008 | 30/06/2033 | |
| 20 | Sini T.V | CAS, Calicut | 12/04/1973 | Account Test (Lower) MOP | 18/02/2006 | 28/02/2008 | 30/04/2031 | |
| 21 | Manjith.C | CE, Kottarakkara | 24/02/1976 | No | 17/02/2006 | 28/02/2008 | 28/02/2034 | |
| 22 | Sreehari.N | CAS, Payyappady | 23/08/1974 | Account Test (Lower) | 21/02/2006 | 28/02/2008 | 31/08/2032 | |
| 23 | Tresa Sinda T.G | MEC, Ernakulam | 09/03/1977 | Account Test (Lower) & (Higher) MOP | 27/02/2006 | 28/02/2008 | 31/03/2035 | |

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|---------|-----------------------|---------------------|---------------|-------------------------------------|---|--|--------------------|--|
| 24 | Jayasreenivas.M | CE, Chengannur | 12/02/1975 | No | 21/02/2006 | 28/02/2008 | 28/02/2033 | On LWA for 5 years from 1/5/10 |
| 25 | Muraleedharan.C | MPT, Mattakkara | 18/09/1976 | No | 25/10/2006 | 28/02/2008 | 30/09/2034 | |
| 26 | Komala M.V | CAS, Maranthavady | 06/02/1975 | No | 02/11/2006 | 28/02/2008 | 28/02/2033 | |
| 27 | Radhika.R | CAS, Kundara | 19/10/1978 | No | 25/10/2006 | 18/07/2008 | 30/10/2036 | |
| 28 | Smitha.K | CAS, Malappuram | 01/09/1973 | No | 15/01/2007 | 18/07/2008 | 30/09/2031 | |
| 29 | Sajesh Kumar.R | IHRD Head Quarters | 05/05/1980 | Account Test (Lower) MOP | 05/01/2007 | 18/07/2008 | 31/05/2038 | |
| 30 | Manjusha Devi N.P | CE, Chengannur | 30/05/1977 | Account Test (Lower) & (Higher) MOP | 11/01/2007 | 02/03/2009 | 31/05/2035 | |
| 31 | Mareena Blessy Mathew | CAS, Mallappally | 01/06/1979 | Account Test (Lower) MOP | 20/11/2007 | 02/03/2009 | 30/06/2037 | On LWA for 3 years from 01-03-2013 to 28-02-2016 and for 5 years from 01-03-2016 to join spouse abroad |

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|---------|------------------|---------------------|---------------|--------------------------------|---|--|--------------------|--|
| 32 | Shanavas M.A | THSS Aluva | 17/03/1980 | Account Test (Higher) MOP | 22/11/2007 | 02/03/2009 | 31/03/2038 | |
| 33 | Reshma.P | CAS, Calicut | 02/03/1978 | No | 14/11/2007 | 02/03/2009 | 31/03/2036 | On LWA w.e.f 1/11/2010 for 3 1/2 years for study purpose |
| 34 | Joby Mathew | CAS, Kaduthuruthy | 06/05/1974 | Account Test (Lower) | 19/11/2007 | 02/03/2009 | 31/05/2032 | |
| 35 | Ajith Kumar V.K | THSS, Adoor | 29/05/1968 | No | 12/11/2007 | 02/03/2009 | 31/05/2026 | |
| 36 | Ramaswamy.N | IHRD Head Quarters | 27/08/1978 | MOP | 16/11/2007 | 02/03/2009 | 31/08/2036 | on LWA for 3 years for full time Ph.D from 14-06-2014 |
| 37 | Shaish Symon | CAS, Nedumkandam | 03/01/1978 | No | 17/11/2007 | 02/03/2009 | 31/01/2036 | |
| 38 | Jyothimani.M | CE, Chengannur | 20/05/1978 | Account Test (Lower) MOP | 01/12/2007 | 02/03/2009 | 31/05/2036 | |
| 39 | Fathima Naz.A | CE, Attingal | 31/05/1969 | Account Test (Lower) MOP | 30/11/2007 | 02/03/2009 | 31/05/2027 | |

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| 40 | Asharaf Tharammal | EC, Valancherry | 06/01/1973 | Account Test (Lower) | 14/12/2007 | 02/03/2009 | 31/01/2031 | |
| 41 | Jiji Johnson | IHRD H.Q | 17/05/1974 | Account Test (Lower) & (Higher) MOP | 30/11/2007 | 02/03/2009 | 31/05/2032 | |
| 42 | Princymol Kunjumon | -CAS, Puthenveikkara | 04/08/1981 | No | 13/12/2007 | 02/03/2009 | 28/02/2039 | |
| 43 | Simi.M | CAS, Calicut | 08/05/1979 | MOP | 03/12/2007 | 30/03/2009 | 31/05/2037 | |
| 44 | Kavitha.G | CAS, Konni | 31/05/1977 | No | 17/11/2007 | 24/04/2010 | 31/03/2035 | LWA for 1 1/2 year from 18/8/2010 to 16/2/2012 |
| 45 | Robin Thomas | CAS, Kanjirappally | 23/04/1974 | Account Test (Lower) MOP | 19/02/2008 | 24/04/2010 | 30/04/2032 | |
| 46 | Vincent Augustine | THSS Puthuppally | 11/05/1970 | No | 16/04/2001 | 24/04/2010 | 31/05/2028 | |

Sd/-
DIRECTOR

Approved for Issue,

Administrative Officer