



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

No.EA4/9141/2020/IHRD(1)

Dated, 15.10.2024.

CIRCULAR

Sub:- *IHRD – Appointment to the post of Administrative Assistant on Rs.39500-83000/- by internal selection – Provisional Seniority list– publishing of – reg:-*
Ref:- *This office Notification of even No. dated 30.09.2024*

As per this office notification under reference cited applications were invited for selection to the post of Administrative Assistant on Rs.39500-83000/- under IHRD service by internal selection fixing up the last date of receipt of application as 11.10.2024. 4 nos. of application have been received for the post of Administrative Assistant. The applications so received have been verified and their provisional Seniority list has been prepared. The same is hereby published and the head of institutions are instructed to circulate a copy of the Seniority list among the individuals concerned and obtain their acknowledgment. If there is any objection regarding the provisional Seniority list the complaints/objections they shall be forwarded to this office by the head of institutions concerned after verifying their details with their Service Book. The complaints/ objections should reach this office on or before 17.10.2024 with supporting documents. If no complaints are received a NIL report shall be furnished to this office within the stipulated time without fail.

Receipts of the circular may also be acknowledged by return.


DIRECTOR
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Encl:- *As stated above*

To:-

1. *All Head of Associate institutions*
2. *Administrative Officer*
3. *Finance Officer*
4. *Accounts Officer*
5. *PA to Director*
6. *All Section Heads*
7. *All officials concerned*
8. *EA1 section for necessary action*
9. *SF*
10. *OC*

IHRD
Provisional Seniority List of Senior Superintendents for promotion to the post of
Administrative Assistant

No.EA4/9141/2020/IHRD (1)

Dated, 15.10.2024

<i>Sl. No.</i>	<i>Name of Employees & Present Institution</i>	<i>Date of Birth</i>	<i>Date of Commencement of Regular Service in the ministerial cadre</i>	<i>Date of joining in the cadre of Senior Superintendent</i>	<i>Qualification</i>	<i>Seniority No. in the Appointment order of feeder category (Senior Superintendent)</i>	<i>Whether 18 years of administrative experience completed with 3 years as Senior Superintendent</i>	<i>Remarks</i>
1	Hari Kumar B IHRD Headquarters	24.05.1970	10.01.1996	04.11.2017 FN	Mcom MBA	17	Yes	
2	Asha K Pillai College of Engineering Chengannur	30.05.1968	23.02.1996	04.11.2017	Mcom	20	Yes	
3	Danley Mary Johnson College of Engineering Karunagappally	27.05.1968	10.04.1996	04.11.2017	Degree (B.Sc)	21	Yes	
4	Anitha Kumary P IHRD Headquarters	20.05.1968	11.03.1996	04.11.2017 FN	Degree	22	Yes	


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