

PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER,
DIRECTORATE OF INDUSTRIES & COMMERCE, VIKAS BHAVAN
THIRUVANANTHAPURAM
(Present: P.M. REJEENA)

EE3/3852/2018

Dated:19.05.2018

Subject: Industries Establishment – Final Seniority list of Confidential Assistants as on 31.12.2017 – Orders issued

Read: This Office Circular even no dated:27.02.2018


The Provisional Seniority list of Confidential Assistants as on 31.12.2017 was published as per circular cited, inviting claims/Objections if any. The claims and objections received have been examined in detail. The objections/claims received from the following incumbents were examined and decision taken therein is indicated below.

- 1.Sri.Abdul Latheef Pattasseri (Sl.No.12) has requested to include his educational qualification such as Typewriting & Short hand English(Lower), Short hand Malayalam (Lower) in the list. He also requested to correct his initial as 'Pattasseri' instead of 'Pattasery' in the list. On verification his request is found genuine and it is included/corrected in the list.
- 2.Smt.Sonia.C.Pilo (Sl.No.22) has requested to include her educational qualification B.Com in the list. The request is found genuine and it is included in the list. Hence the order

ORDER

In the circumstances stated above, the provisional seniority list of Confidential Assistants as on 31.12.2017 is hereby finalized and published.

The Controlling Officers are directed to circulate the list among the incumbents concerned including those who are on leave/deputation and the receipt of this proceedings should be acknowledged immediately. This Seniority list is also published in the official website of Directorate of Industries and Commerce (industry.kerala.gov.in).


Senior Administrative Officer


To,

- 1) The Director, Directorate of Coir Development.
- 2) The Director, Directorate of Handloom & Textiles
- 3) The General Manager, District Industries Centres
- 4) Website of Directorate Industries and commerce. (industry.kerala.gov.in).
- 5) Stock File/Spare

FINAL SENIORITY LIST OF THE CONFIDENTIAL ASSISTANTS AS ON 31.12.2017

Sl. No	Seniority No.	Name	Date of birth	Educational Qualification	Advice No.& Date	Appointment /Promotion Order No & Date	Date of joining as CA in this Department/ Date of Promotion	DRB	Remarks
1	2	4	5	6	7	8	9	10	11

CONFIDENTIAL ASSISTANT - SELECTION GRADE

01/83	Jannet Skaria	03.03.1961	SSLC,T/W Eng & Mal(H),SH Eng(L)	NA	X	17.06.1983	KTM	Retired
02/85	Omana.U.G	20.04.1962	SSLC,T/W Eng & Mal(H),SH Eng(L)	NA	X	19.10.1985	KTM	Retired
03/89	K.K.Sivan	12.03.1965	SSLC,T/W Diploma in SH Eng & Mal	IDA(2) 1886/87 dated:21.12.1988	EB1/2202/13 dated:15.11.2016	01.03.2015	IDKI	
04/90	M.K.Harilal	29.05.1964	SSLC,Trade Certificate	NA	EB1/2202/13 dated:15.11.2016	01.06.2015	PTA	
06/96	M.P.Omana Ammal	10.04.1967	SSLC,PDC,B Com,T/W Eng(H)& Mal(L),SH Eng & Mal(L)	NA	EB1/2202/13 dated:15.11.2016	01.06.2016	IDKI	
07/97	Janaki Periyath	10.01.1963	SSLC,T/W Eng & Mal(H),SH Eng & Mal (L),Certificate course in M.S.Office & Windows 95	KGDI(3)1291/96 dated:06.02.1997	EB1/6913/17 dated:21.04.2017	01.12.2016	KSGD	
08/97	U.P.Minithakumari	30.05.1970	SSLC,T/W Eng & Mal(H),T/W Eng,High Speed,SH Eng(H) Bcom,Diploma in Commercial Practice	NA	EB1/6913/17 dated:21.04.2017	01.04.2017	TVM	

CONFIDENTIAL ASSISTANT - SENIOR GRADE

	09/99	Sujatha.P.M	03.04.1968	Bcom Diploma in Commercial Practce,MOP,A/C(L)	DI(3) 1449/90(3) dated:02.09.1995	EB1/2202/13 dated:15.11.2016	01.03.2015	KKD	
	20/00	G.Ramesan	20.05.1961	SSLC,T/W Eng & Mal (H),SH Eng & Mal (L)	NA	EB1/2202/13 dated:15.11.2016	01.06.2015	EKM	Retired
	11/01	Sudhamony.L	10.04.1962	SSLC,T/W Eng & Mal (H),SH Eng & Mal (L)	PTA M(3) 153/90 dated:13.12.1995	EB1/2202/13 dated:15.11.2016	01.10.2015	PTA	Retired
1	12/01	P.Amina	31.05.1973	SSLC,Pre- Degree, MOP,Diploma in T/W & Short Hand	MIIR(D)456/98-4 dated:27.11.2000	EB1/2202/13 dated:15.11.2016	01.06.2016	MLPM	
2	13/02	Abdul Lathheef Pattasseri	15.04.1964	SSLC,Diploma in Typewriting & Shorthand,T/W Mal (L), KGTE T/W,Eng & Short hand Eng(L),Short hand Mal(L) MOP,A/C(L)	NA	EB1/6913/17 dated:21.04.2017	01.06.2016	TSR	
3	14/11	Nasia Salim	25.05.1981	SSLC,VHSC(Office Secretaryship), T/W Eng(H) Mal(L), Short Hand Eng(H) Mal(L) ,Computer Word Processing	PTAI(2)687/04 dated: 24.09.2011	EB1/6913/17 dated:21.04.2017	01.12.2016	PTA	
4	15/12	Priyesh Navath	26.05.1978	BA,Apprenticeship Training, Office Secretary Ship, Stenography, Computer Word Processing	CI(4)653/04 dated: 03.05.12	EB1/6913/17 dated:21.04.2017	01.04.2017	KNR	
5	16/12	Smitha K.V	13.05.1979	B.Com,Diploma in Commercial Practce	RI(3)1492 /04 dated: 26.09.2012	EB1/6913/17 dated:21.04.2017	01.04.2017	TSR	
6	17/12	Lekha. V	26.11.1981	SSLC,Diploma in Commercial Practce	ARI(3)1243/04 dated: 15.12.12	EB1/6913/17 dated:28.06.2017	01.06.2017	ALPY	

CONFIDENTIAL ASSISTANT - GRADE - I - NIL

CONFIDENTIAL ASSISTANT - GRADE - II

17/13 (A)	Noufal.K	30.05.1986	SSLC,Diploma in Secretarial Practice	WR/II(2)3975/12 dated:04.03.2013	EB1/ 13666/14 dated :11.08.17	22.08.2017	WYND	Left Dept
18/16	Athira. G	01.05.1982	SSLC, PDC, T/W Eng (H). Mal (L & H), Word processing (L), S.H. Eng & Mal (L)	NA	EB1/ 13666/14 dated 01.01.2016	04.01.2016	PTA	
19/16	Simi. S.K	31.05.1983	B.Com (Co-Op.), T/W.Eng. (H) Mal (L), Diploma in Computer Engg., S.H Eng(H) Mal (L)	NA	EB1/ 13666/14 dated 01.01.2016	04.01.2016	KLM	
20/16	Iswarya Babu	27.01.1984	B.Com (Co-Op.),Diploma in Commercial Practice, MOP/A/C(L&H)	NA	EB1/15283/15 dated:01.01.2016	05.01.2016	PTA	
21/16	Sreekanth Pai. D	21.05.1983	VHSE (Office Secretary Ship), KGTE Computer word processing,B.Com,T/W Eng(H),SH Eng(H),Computer Word processing Mal(H)	PIV(1) 1322/2011-20 dated 30.06.2016	EB1/13666/14 (2) dated :23.07.16	30.07.2016	PLKD	
22/16	Sonia. C. Pilo	13.11.1991	Plus Two, Diploma in Commercial Practice,B.Com	K II (1) 4093/12 (12) - B dated: 05.08.2016	EB1/13666/14 dated:05.09.2016	08.09.2016	KTM	
23/16	Vijitha. N.V	05.02.1985	SSLC, Plus Two, Diploma in Commercial Practice, Certificate in Computer word processing,B.Com(Co-op)	MR I (1) 5752 /12-11 dated 10.08.2016	EB1/ 13666/14 (2) dated:27.08.16	05.09.2016	MLPM	
24/16	Rezeena Selim	14.04.1984	SSLC, VHSE, KGCE, Diploma in S.H & KGTE, Computer word processing (L), Certificate in computer word processing	IDB (4) 58/12(5) dated 23.08.2016	EB1/ 13666/14 dated :22.09.16	27.09.2016	IDK	

4									
5	25/16	Binyamol. M.K	14.03.1979	SSLC, PDC, Diploma in S.H & Typewriting, KGTE, Computer word processing	IDB (4) 58/12(5) dated 23.08.2016	EB1/ 13666/14 dated: 22.09.16	29.09.2016	IDK	
6	26/17	Anupama.R	01.01.1984	Pre-degree, Diploma in Commercial Paractice	ARI(3)1510/13-1 dated:19.01.2017	EB1/ 13666/14 dated: 03.03.17	17.03.2017	ALPY	
7	27/17	Sangeetha.P.S	10.04.1985	Plus Two, KGTE T/W Mal & Eng(L), Short Hand Eng(L), Certificate in Data Entry and Office automation	PIV(D)1332/11/1 dated:02.05.2017	EB1/ 13666/14 dated: 20.05.17	07.07.2017	PLKD	
8	28/17	Ushus.U	30.05.1978	SSLC, Pre Degree, Diploma in Commercial Practice	ARI(3)1510/13 dated:06.06.2017	EB1/ 13666/14 dated: 28.06.17	10.07.2017	ALPY	
9	29/17	Sreebitha.P	06.03.1981	SSLC, Pre Degree, Diploma in Commercial Practice, Computer Word Processing	DV(4)5183/12-1 dated:30.11.2017	EB1/ 13666/14 dated: 20.12.17	05.01.2018	KKD	

Note: Sri.Noufal.K (Sl.No.17) was previously advised as Confidential Assistant Grade.II on 04.03.2013 in the Civil Judicial Department and was thrown out from the above department for want of vacancy and re-advised as per advise No.WRII(2)3975/12 dated:04.03.2013.He is eligible for Early Effective Advise with effect from 04.03.2013.

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19/5/18
SENIOR ADMINISTRATIVE OFFICER