

No.EE3/3852/18

Directorate of Industries & Commerce,
Thiruvananthapuram, Dated:27.02.2018

CIRCULAR

Sub: Industries- Establishment –Provisional Seniority list of Confidential Assistants as on 31.12.2017.

The Seniority of Confidential Assistants in Industries Department as on 31.12.2017 has been provisionally fixed in accordance with the KS&SSR and Government Orders

The incumbents are requested to point out objection, mistakes or factual errors, if any to be filed in this office **on or before 15.03.2018** with supporting documents duly attested and recommended by their respective controlling officers. This circular is published in the official website of Directorate of Industries and Commerce (**industry.kerala.gov.in**) also. The Controlling Officers are directed to circulate the attached list among the incumbents concerned including those who are on leave/deputation and the receipt of this circular should be acknowledged immediately. The Controlling Officers are directed to submit the report that it has been circulated among all the concerned.

If no such communication is received within the prescribed time limit, it will be presumed that there are no objections, mistakes or factual errors to be pointed out and the provisional seniority list will be finalized accordingly. Objection received after the time limit will not be considered.


Senior Administrative Officer

To

- 1) The Director, Directorate of Coir Development
- 2) The Director, Directorate of Handloom& Textiles
- 3) All Sub Offices
- 4) Website of Industries and commerce Department
- 5) Stock File/Spare

PROVISIONAL SENIORITY LIST OF THE CONFIDENTIAL ASSISTANTS AS ON 31.12.2017

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

CONFIDENTIAL ASSISTANT - SELECTION GRADE

1	01/83	Jannet Skaria	03.03.1961	SSLC,T/W Eng & Mal(H),SH Eng(L)	21.05.1981	X	17.06.1983	KTMM	Retired
2	02/85	Omana.U.G	20.04.1962	SSLC,T/W Eng & Mal(H),SH Eng(L)	31.12.1984	X	19.10.1985	KTMM	
3	03/89	K.K.Sivan	12.03.1965	SSLC,T/W Diploma in SH Eng & Mal	IDA(2) 1886/87 dated:21.12.1988	EA5/38102/88 dated:28.06.89	10.07.1989	IDKI	
4	04/90	M.K.Harilal	29.05.1964	SSLC,Trade Certificate	27.11.1989	X	01.01.1990	PTA	
5	06/96	M.P.Omana Ammal	10.04.1967	SSLC,PDC,B Com,T/W Eng(H)& Mal(L),SH Eng & Mal(L)	30.11.1995	X	15.01.1996	IDKI	
6	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	KGD1(3)1291/96 dated:06.02.1997	EB1/30036/96 dated:17.02.97	28.02.1997	KSGD	
7	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	14.11.1995	X	16.07.1997	TVM	

CONFIDENTIAL ASSISTANT - SENIOR GRADE

8	09/99	Sujatha.P.M	03.04.1968	Bcom Diploma in Commercial Practice,MOP,A/C(L)	DI(3) 1449/90(3) dated:02.09.1995	EB1/30010/96 dated:30.05.99	26.07.1999	KKD	
9	20/00	G.Ramesan	20.05.1961	SSLC,T/W Eng & Mal (H),SH Eng & Mal (L)	11.07.1995	X	22.11.2000	EKM	Retired
10	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	EB1/15082/01 dated:30.06.2001	05.07.2001	PTA	
11	12/01	P.Amina	31.05.1973	SSLC,Pre-Degree, MOP,Diploma in T/W & Short Hand,	MIIR(I)456/98-4 dated:27.11.2000	EB1/19858/01 dated:29.09.01	05.10.2001	MLP	
12	13/02	Abdul Lathief Pattasery	15.04.1964	SSLC,Diploma in Typewriting & Shorthand,T/W Mal (L),MOP,A/C(L)	28.11.1994	X	1.012002	TSR	
13	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	PTAII(2)687/04 dated: 24.09.2011	24.09.2011	27.10.2011	PTA	
14	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	EB1/13375/11 dated:22.05.2012	01.06.2012	KNR	
15	16/12	Smitha K.V	13.05.1979	B.Com,Diploma in Commercial Practce	RI(3)1492/04 dated: 26.09.2012	26.09.2012	01.11.2012	TSR	
16	17/12	Lekha. V	26.11.1981	SSLC,Diploma in Commercial Practice	ARI(3)1243/04 dated: 15.12.12	EB1/13375/11 dated:11.01.2013	21.01.2013	ALPY	

CONFIDENTIAL ASSISTANT - GRADE - I - NIL

CONFIDENTIAL ASSISTANT - GRADE - II

17	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	
18	18/16	Athira. G	01.05.1982	SSLC, PDC, T/W Eng (H). Mal (L & H), Word processing (L), S.H. Eng & Mal (L)	X	EB1/13666/14 dated 01.01.2016	04.01.2016	PTA	
19	19/16	Simi. S.K	31.05.1983	B.Com (Co-Op:), T/W.Eng. (H) Mal (L), Diploma in Computer Eng; S.H Eng(H) Mal (L)	X	EB1/13666/14 dated 01.01.2016	04.01.2016	KLM *	
20	20/16	Iswarya Babu	27.01.1984	B.Com (Co-Op:),Diploma in Commercial Practice, MOP,A/C(L&H)	X	EB1/15283/15 dated:01.01.2016	05.01.2016	PTA	
21	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 30.06.216	EB1/13666/14 (2) dated :23.07.16	30.07.2016	PLKD	
22	22/16	Sonia. C. Pilo	13.11.1991	Plus Two, Diploma in Commercial Practice	K II (1) 4093/12 (12) - B dated 05.08.2016	EB1/13666/14 dated 05.09.2016	08.09.2016	KTM	
23	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	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	

25	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	
26	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	
27	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(I)1332/11/1 dated:02.05.2017	EB1/ 13666/14 dated :20.05.17	07.07.2017	PLKD	
28	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		ALPY	
29	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 i the Civil Judicial Department and was thrown out from the above department for want of vacancy and re-advised as per adise No.WRII(2)3975/12 dated:04.03.2013.He is eligible for Early Effective Advise with effect from 04.03.2013.

SENIOR ADMINISTRATIVE OFFICER

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24/2/18