

No

Directorate of Industries and Commerce
Thiruvananthapuram **09/05/2019**

CIRCULAR

Sub: Industries- Establishment –Provisional Seniority list of Confidential Assistants as on 31.12.2018.

The Seniority of Confidential Assistants in Industries Department as on 31.12.2018 has been provisionally fixed in accordance with the KS & SSR and various 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 31.05.2019** 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.

REJEENA P M

SENIOR ADMINISTRATIVE

OFFIER

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(**industry.kerala.gov.in**)
5. Stock File/Spare

PROVISIONAL SENIORITY LIST OF THE CONFIDENTIAL ASSISTANTS AS ON 31.12.2018

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									
1	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	
2	04/90	M.K.Harilal	29.05.1964	SSLC,Trade Certificate	NA	EB1/2202/13 dated: 15.11.2016	01.06.2015	PTA	
3	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	
4	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	EB1/6913/17 dated: 21.04.2017	01.12.2016	KSGD	Retired
5	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	
6	09/99	Sujatha.P.M	03.04.1968	Bcom Diploma in Commercial Practice,MOP,A/C(L)	NA	DIC/12207/2018-EB1 dated:21.08.2018	01.05.2018	KKD	
CONFIDENTIAL ASSISTANT - SENIOR GRADE									

7	12/01	P.Amina	31.05.1973	SSLC,Pre- Degree, MOP,Diploma in T/W & Short Hand	MIIR(I)456/98-4 date d:27.11.2000	EB1/2202/13 dated: 15.11.2016	01.06.2016	MLP M	Deputation
8	13/02	Abdul Lateef Pattasseril	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	
9	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	EB1/6913/17 dated: 21.04.2017	01.12.2016	PTA	
10	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	
11	16/12	Smitha K.V	13.05.1979	B.Com,Diploma in Commercial Practice	RI(3)1492/04 dated: 26.09.2012	EB1/6913/17 dated: 21.04.2017	01.04.2017	TSR	
12	17/12	Lekha. V	26.11.1981	SSLC,Diploma in Commercial Practice	ARI(3)1243/04 dated: 15.12.12	EB1/6913/17 dated: 28.06.2017	01.06.2017	ALPY	
13	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	DIC/12207/2018-EB1 dated:21.08.2018	01.05.2018	PTA	
14	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)	NA	DIC/12207/2018-EB1 dated:21.08.2018	01.05.2018	KLM	
CONFIDENTIAL ASSISTANT - GRADE - I									
15	20/16	Iswarya Babu	27.01.1984	B.Com (Co-Op:),Diploma in Commercial Practice, MOP, A/C(L&H)	NA	EB1/6913/2017 date d:16.02.2018	05.01.2018	PTA	

16	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) 132/2/2011-20 dated 30.06.2016	DIC/12207/2018-EB1 dated:31.10.2018	30.07.2018	PLKD	
17	22/16	Sonia. C. Pilo	13.11.1991	Plus Two, Diploma in Commercial Practice, B.Com	K II (1) 409/3/12 (12) - B dated: 05.08.2016	DIC/12207/2018-EB1 dated:22.02.2019	21.11.2018	KTM	Rule 28(a)(i) of KS&SSR
18	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) 57/52 /12-11 dated 10.08.2016	DIC/12207/2018-EB1 dated:15.12.2018	05.09.2018	MLP M	Deputation
19	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	DIC/12207/2018-EB1 dated:15.12.2018	27.09.2018	IDK	Deputation
CONFIDENTIAL ASSISTANT - GRADE - II									
20	25/16	Binymol. M.K	14.03.1979	SSLC, PDC, Diploma in S.H & Typing, KGTE, Computer word processing	IDB (4) 58/12(5) dated 23.08.2016	EB1/ 1366/6/14 dated : 22.09.16	29.09.2016	IDK	Deputation
21	26/17	Anupama.R	01.01.1984	Pre-degree, Diploma in Commercial Practice	ARI(3)1510/13-1 dated:19.01.2017	EB1/ 1366/6/14 dated :03.03.17	17.03.2017	ALPY	
22	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/ 1366/6/14 dated :20.05.17	07.07.2017	PLKD	
23	28/17	Ushus.U	30.05.1978	SSLC, Pre Degree, Diploma in Commercial Practice	ARI(3)1510/13 dated:06.06.2017	EB1/ 1366/6/14 dated :28.06.17	10.07.2017	ALPY	

24	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	Deputation
25	30/18	Sajitha.K.K	27.05.1979	SSLC,Diploma in Shorthand and Typewriting	NA	EB1/5440/18 dated:25.05.18	01.06.2018	WYND	Inter Department Transfer
26	31/18	Rejanikumar.D	28.05.1974	PDC,KGTE T/W.Engineering(L&H),S.H Eng &Mal(L),T/W.Mal(L), Computer Word Processing	QR III(1)8413/12 dated:04.06.2018	DIC/12611/2018-EB1 dated:30.06.18	06.07.2018	KLM	
27	32/18	Daisy Francis.T	19.01.1986	SSLC,Diploma in Secretarial Practice	PTAII(2)99/12 dated:31.10.2018	DIC/12611/2018-EB1 dated:26.11.18	29.11.2018	PTA	
28	33/18	Shamla Beevi.T	18.04.1992	HSE(Commerce), Diploma in Commercial Practice	ARII(2)1510/13 dated:03.11.2018	DIC/12611/2018-EB1 dated:13.12.18	20.12.2018	ALPY	

REJEENA P M
SENIOR ADMINISTRATIVE OFFICER