

CIRCULAR

Sub :- Industries – Establishment-JDC Course commencing from June 2019 willingness of Departmental Candidates- called for reg.

- Ref :-
1. Letter.No.TR/9313/2018 Dated 02.03.2019 from the Addl. Registrar of Co-Operative Societies/ Secretary, State Co-Operative Union, Thiruvananthapuram.
 2. Circular No. EC1/23163/2013, Dated 23.04.2015 of the Director of Industries and Commerce, Thiruvananthapuram.

As per the reference read 1st above, the Additional Registrar/Secretary, State Co-Operative Union, Thiruvananthapuram has informed that the next session of Junior Diploma Course (JDC) will commence from June 2019 in the following training centres.

(i) Thiruvananthapuram, (ii) Kottayam, (iii) Thrissur, (iv) Palakkad, (v) Kozhikkode, (vi) Kottarakkara, (vii) Kannur, (viii) Cherthala, (ix) Wayanad and (x) Kasargod (Munnad), (xi) Kottayam (Pala), (xii) Idukki (Nedumkandam), (xiii) Pathanamthitta (Aranmula), (xiv) Ernakulam (North Paravoor), (iv) Malappuram (Tirur), (xvi) Kannur (Thalassery).

The willingness of the Senior Clerks/ Clerks/UD Typists/LD Typist-Clerks working under your control may be obtained for deputation to the course in the Annexure-1 (Enclosed) and forwarded to this office on or before... **03.05.2019**... on the basis of the circular 2nd cited. **Incomplete applications will not be entertained.** All Controlling Officers are directed to obtain the willingness of those eligible incumbents working in your jurisdiction. If no application is received within the stipulated time, it will be presumed that the persons working under your control are not willing to be deputed for the above training.

All Controlling officers are directed to obtain and forward an affidavit from the incumbents willing to be deputed for the JDC training stating that they should opt Kerala Industries Subordinate Service only on the basis of the circular.

The selection of the candidates for deputation for training is made according to their seniority in the respective cadres. The candidates must have passed the Account Test (Lower/Higher) and Manual of Office Procedure (MOP). In the absence of qualified hands the candidates otherwise eligible will be considered.

The persons selected are liable for undergoing training and they will not be permitted to withdraw their nomination. The selected candidates will be relieved for training only after executing a bond in stamp paper worth Rs.500/- in favour of Government to the effect that they will serve the Industries Department in the Kerala Industries Subordinates Service cadre after the training.

At the time of admission the selected candidates must remit an amount of Rs.5150/- [Rs.3000/- (Computer fee)+ Rs.2150/- (Special Fee)] towards the fee at the training centre concerned.

Sd/-

Director of Industries and Commerce

To

1. The Director of Handlooms and Textiles, Thiruvananthapuram
2. The Director of Coir Development, Thiruvananthapuram
3. All GMs/Pos (C)/ADIOs
4. The Deputy Director, CFSC, Changanassery
5. The Deputy Director, CFSC, Manjeri
6. CA to DI&C/ADI&C(G)/ADI&C (T)/SAO /AA
7. All Sections of this office
8. Stock file/Spare

Approved for Issue



Senior Administrative Officer

ANNEXURE - I

I	Name of the Candidate	
II	Office Address	
III	Designation	
IV	Give details of promotion order No. & Date. (In the case of LDC/LDT/LDCT give details of appointment order No. & Date)	
V (a)	Whether the probation in the cadre of LDC/LDT/LDCT is declared (State Yes /No)	
V(b)	If 'yes' give details : (Order No. & date)	
VI (a)	Have you passed the account test and MOP (State Yes/No)	
VI (b)	If 'yes' give details : (Register No. and year of passing)	
VII	Choice of training centers (Furnish order of preference 1)...2)...3)	1
		2
		3
VIII	If the centre of choice mentioned above (Col.No.7) is not available, state whether your application is to be considered for training at any other centers in all over Kerala (State Yes/No).	
IX	Remarks if any	

Declaration

Certified that I have read the circular and I agree with the conditions. I hereby declare that the information given above is true to the best of my knowledge and belief.

Signature of the applicant

Certificate

Certified that the details furnished by the incumbent with the Service Book and found correct. His /Her request may be favorably considered

Recommendation of the Controlling Officer