

# **KERALA STATE ELECTRICITY BOARD LIMITED**

(Incorporated under the Indian Companies Act, 1956)

*Office of the Chief Engineer (Human Resources Management)*

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Vydyuthi Bhavanam,  
Pattom Palace Post,  
Thiruvananthapuram  
PIN-695 004.

No EB3(b)/333/2015.

Dated: 17.04.2015.

**From**

The Chief Engineer (HRM)

**To**

All Chief Engineers,  
All Deputy Chief Engineers,  
All Executive Engineers,  
Kerala State Electricity Board.

**Sir,**

**Sub:-** Establishment – Promotion to the cadre of Senior Assistants from among test qualified Junior Assistants/Cashiers/Fair Copy Assistants – Details of acquisition of test qualification – Called for – Regarding.


It is brought to the notice of all Heads of ARU's to obtain and forward the completely filled up Proforma from all Junior Assistants/Cashiers/Fair Copy Assistants, who are possessing required Account Test (Lower) and Departmental Test for the Ministerial Staff of KSE Board Ltd., in order to consider their promotion to the cadre of Senior Assistant. List of Junior Assistants/Cashiers, who have attained 45 years of age or completed 20 years of service may also be reported with full details such as their Employee Code, Date of Birth, Date of Entry and Date of promotion as Junior Assistant/Cashier, etc. The custodians of Service Book should ensure that the details furnished are correct by affixing their signature beneath the attached Proforma. The filled up Proforma should reach this office on or before 05.05.2015 in the following address.

**The Administrative Officer,  
Cabin No.314, 3<sup>rd</sup> Floor,  
O/o the Chief Engineer (HRM),  
Vydyuthi Bhavanam, Pattom,  
Thiruvananthapuram – 14.**

Only the details of Junior Assistants/Cashiers and Fair Copy Assistants are required. *Provisional Cashiers, Cashier Trainees and Cashiers converted from the cadre of PTC Sweepers* are not eligible for being promoted as Senior Assistants.

You are also directed to ensure that the matter is brought to the notice of all concerned so as to avoid any future complaints.

Yours faithfully,

  
**CHIEF ENGINEER (HRM)**

PROFORMA

(1) Name in full with initial (in Block Letter)					Male	Female
(2) Designation						
(3) Present Official Address (Specify Division and Circle)	Present Office	Division			Circle	
(4) Age and Date of Birth						
(5) Date of Entry in Board service and Cadre	Date of Entry		Cadre			
(6) Mode of Appointment as Cashier/Junior Assistant/Fair Copy Assistant (Tick whichever is applicable)	PSC	Compassionate	In-service	Sports Quota	PH Regularisation	
(7) Furnish the details whichever is applicable  A) If PSC appointment specify the Advice No. & date. (State whether extension of joining time availed. If so, No. of days may be specified).  B) If Compassionate appointment specify the date of entry in service.  C) If in-service appointment  (1) Cadre in which originally recruited (Electricity Worker/ Office Attendant).  (2) state whether passed the Suitability Test conducted by the PSC. If Yes, specify- (a) the date of appointment order as Cashier (b) Gradation No. in the cadre of Electricity Worker/ Office Attendant.  (c) If exempted from passing the suitability test conducted by the PSC state the reason for exemption and also specify the date of promotion to the cadre of Junior Assistant/ Cashier.						

Signature of Employee.

Signature, Name, Designation of  
Verifying Officer.

D) If under Sports Quota recruitment specify the date of Board Order by which appointed in the cadre of Junior Assistant/Cashier.  E) If PH Regularisation, date of regularisation as Cashier/ Junior Assistant/Fair Copy Assistant.	
(8) Whether probation has been declared in the cadre of Junior Assistant/ Cashier. If so, specify – (a) With effect from which date probation was declared.. (b) Order No. and date	
(9) State the details of- i) Leave without Allowance (for employment abroad/ joining spouse). ii) Disciplinary proceedings. iii) State Vigilance Proceedings. iv) Suspension, Reversion, if any.	
(10) Remarks, if any	
(11) Details of Test Passed  A) Whether passed Account Test (Lower) with PSC Certificate number and date (4 papers).  B) Whether passed Departmental Test for the Ministerial Staff of KSEB (specify PSC Certificate number and date) (4 papers) (Details may be specified in the Annexure Attached)	Yes / No  Yes / No

Place :  
Date :

Signature of the employee

Verification Certificate

Certified that the details in respect of the above incumbent was verified with reference to the original records/entries in the Service Book and found correct. Also certified that the incumbent is not presently working as Cashier Trainee.

	Prepared by	Verified by	Countersigned by Head of Office
Name			
Designation			
Dated Signature			

(Office Seal)

**ACCOUNT TEST LOWER FOR THE MINISTERIAL AND EXECUTIVE STAFF OF  
KSE BOARD**

Sl.No.	Name of Paper	Subject	Month & year of Passing	Reg.No.	PSC certificate No. & date
1.	Account Test (Lower) for the Ministerial and Executive Staff of KSEB I Paper	Kerala Service Rules			
2.	Account Test (Lower) for the Ministerial and Executive Staff of KSEB II Paper	KFC Vol. I&II and Kerala Budget Manual			
3.	Account Test (Lower) for the Ministerial and Executive Staff of KSEB III Paper	Elements of Commercial Accounts, Book Keeping			
4.	Account Test (Lower) for the Ministerial and Executive Staff of KSEB IV Paper	Kerala Account Code Vol.I & Kerala Treasury Code Vol.I			

**DEPARTMENTAL TEST FOR THE MINISTERIAL STAFF OF KSE BOARD**

Sl.No.	Name of Paper	Subject	Month & year of Passing	Reg.No.	PSC certificate No. & date
1.	Departmental Tests for the Ministerial staff of KSEB –Paper 1	Kerala PWD Code			
2.	Departmental Tests for the Ministerial staff of KSEB –Paper 2	Kerala Public Works Account Code			
3.	Departmental Tests for the Ministerial staff of KSEB –Paper 3	Electricity Supply Act, Stores Accounting Rules, Tariffs & Revenue Accounting Rules			
4.	Departmental Tests for the Ministerial staff of KSEB –Paper 4	Manual of Office procedure for use in offices other than Govt. Secretariat (Common paper)			

**Signature of Employee.**

**Signature, Name & Designation  
of Verifying Officer with date**

**Note: -**

1. Photocopy of PSC Certificates may also be enclosed.
2. Signature, name, designation of verifying officer should be made in each page of Proforma.