



**KERALA STATE ELECTRICITY BOARD LIMITED**

(Incorporated under the Companies Act, 1956)

CIN : U40100KL2011SGC027424

**Office of the Chief Engineer (HRM), Vidyuthi Bhavanam,  
Pattom, Thiruvananthapuram, Kerala - 695004.**

**Phone No-0471 2448948, 0471 2514235.**

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No.EB3(b)/SA/333/Promotion/JA-SA/2023

Dated: 21.12.2023

**NOTE TO ALL ARU HEADS AND EMPLOYEES**

Sub: Establishment-Promotion to the cadre of Senior Assistants from among test qualified Junior Assistants/cashiers/Fair Copy Assistants as on the date of this notification-called for-reg:

Ref: Nil

It is brought to the notice of all employees concerned that applications are invited for the promotion to the cadre of Senior Assistant from among the test qualified Junior assistants/Cashiers/Fair Copy Assistants as on the date of notification. Junior Assistants/Cashiers who have attained 45 years of age or completed 20 years of service in the KSEB Ltd as on the date of this notification are also eligible to apply. Employees have to submit their application online through **Samagra portal**. The ARU heads shall verify these applications with the service records and forward the application online. Only those applications forwarded online through Samagra portal within the specified time frame by the ARU head will be considered for promotion.

The employees who wish to apply for promotion shall login the Samagra portal using the Employee code and password and submit their application online - **Self Services**→ **Special Assignments**.

All online applications submitted by the employees shall be verified Online by the Senior Assistant and the Senior Superintendent of the respective Pay Roll Bill Section (EB). After verification, the online application shall be marked as 'verified' by the respective Senior Assistant and the Senior Superintendent and the head of ARU shall forward the application to the Chief Engineer (HRM) through online immediately.

To enable the applicants to apply online, as the preliminary step, concerned basic users have to enter the educational qualification and the details of passing of Account Test (Lower) & Departmental Test of the employees in HRIS. For this purpose, Basic Users/Supervisors/Authority can operate 'ADD' Qualification details of the employees through the menu **Employees**→ **Employee Qualification, Employees-departmental test details** in HRIS.

It has to be ensured that the qualification and details of passing of Account Test (Lower) & Departmental Test are entered in the Service Book of the employee before they are entered in HRIS.

Once the qualifications of the employees and required tests are added in the HRIS, the concerned employee can view the same through *Samagra*→ *Self Services*→ *Special Assignments-promotion to the cadre of Senior Assistant* and apply for the promotion online.

Junior Assistants/Cashiers who have attained 45 years of age or completed 20 years of service in the KSEB Ltd as on the date of this office notification are not required to upload their departmental test details.

All applications made online by the applicants have to be forwarded online to the Chief Engineer (HRM) by the concerned ARUs. They must verify the details uploaded by the employees. *Hard copies need not be forwarded to this office.*

This notification is published in the website of KSEBL for the information of all employees. The last date of submitting the online proforma through Samagra portal is on **03.01.2024 at 5.00 pm.**

The ARU head should ensure that all eligible applications received through online are verified, approved and forwarded before **05.01.2024 at 5.00 pm.**

For enquiry relating to filing of applications, please contact **0471-2514216 (MIS)** help desk and for other queries, if any, contact the office of the undersigned – **0471 2514235.**



**CHIEF ENGINEER (HRM)**

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