

MOST URGENT

Office of the
DIRECTOR OF TECHNICAL EDUCATION
Thiruvananthapuram.

No. EG3/29093/2009.

Dated : 30.09.2009.

CIRCULAR

Sub:- Education – Technical – Gradation – preparation of Inter-se Seniority List – Workshop Instructor/Instructor Grade II/Demonstrator/Skilled Assistant Grade I (Trade Instructor Grade I) in Mechanical branch – Reg.

Ref:- 1. G.O(MS)No.83/66/H.Edn dated, 22.02.1966.
2. U.O Note No.EC3/13471/2005 dated, 03.08.2009.
3. U.O Note No.EC3/28283/09 dated, 25.08.2009.
4. G.O(Rt)No.183/09/H.Edn dated, 10.02.2009.

Heads of all Government institutions under this Department are instructed to forward the service details of incumbents who are in the post of Workshop Instructor/Instructor Grade II, Demonstrator/ Skilled Assistant Grade I (Trade Instructor Grade I) in Mechanical Department on and after 01.07.1983 along with the following documents to this office so as to enable to prepare an inter-se Seniority List for promotion to the post of Workshop Foreman as per G.O Cited 1st above.

- (1) Attested copies of initial appointment order.
- (2) Copy of order giving promotion to the present posts.
- (3) Copy of S.S.L.C Book in proof of date of birth.
- (4) Copy of order declaring satisfactory completion of probation in the initial and present post.
- (5) Date of joining service to the present post.
- (6) Copy of certificate in proof of qualification.

Non inclusion of the name of any candidate in the Inter-se Seniority List due to non furnishing of details, will be viewed as the responsibility of the Institution Head concerned.

(Contd..2)

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The details should reach this office on or before 12.10.2009. Belated and incomplete applications will not be entertained under any circumstances. This should be circulated among the Staff members of the institutions for information and necessary action.

Sd/-)
V.SIVARAMAN
SENIOR JOINT DIRECTOR(PS)

Copy to:-

- 1) All heads of Govt. Institutions under this Department.
- 2) EC3 Section.
- 3) S.F/O.C.