

URGENT/TIME LIMIT

No.EA 1/10349/2009

Office of the Chief Engineer,
PWD Administration,
Thiruvananthapuram,
Date:22/02/2011.

C I R C U L A R

Sub:-- Estt. – PWD – Filling up vacancies of Administrative Assistants and
Provisional promotion of Administrative Assistants – Instructions issued.
Ref:-- G O (Rt) No. 42/2010/P&ARD Dated; 20/12/2010.

Seventeen candidates have been provisionally promoted to Administrative Assistant posts during the year 2010 and six candidates are from the select list recommended by the Departmental Promotion Committee(Higher) convened on 07/12/2009. Therefore the relevant details in respect of eleven candidates to be brought forwarded before the Departmental Promotion Committee (Higher) in order to regularize the provisional promotion.

There will be seven vacancies of Administrative Assistants arisen on 01/04/2011 consequent on retirement and these vacancies also to be filled up by regular promotion. Therefore seven senior superintendents to be selected for promotion to Administrative Assistants. Government has modified the period of probation to six months to the selection posts vide G O (P) No. 42/2010/P&ARD dated; 21/12/2010. The following instructions issued to the senior superintendents/Administrative Assistants who are due for declaration of completion of probation in the category of senior superintendents.

1. All the Senior Superintendents / Administrative Assistants who are due for declaration of completion of probation in the category Senior Superintendent should submit application in the prescribed form before 10/03/2011.
2. All the controlling officers should ensure that the proposals for declaration of completion of probation of such officers forwarded to the undersigned before 15/03/2011.
3. All the Senior Superintendents and Administrative Assistants should ensure that confidential reports for the last three years up to 31/12/2010 in respect of them get available with the undersigned in order to prepare the field of choice to place before the Departmental Promotion Committee(Higher).
4. All the controlling officers concerned should circulate to the relevant officers with proper acknowledgement and report the compliance to this office.

(Sd/-)

CHIEF ENGINEER

//Forwarded by Order//

Sasikala.D
23/02/11

Administrative Assistant