



No. EG3/25990/23/DTE

Dated: 06.07.2023

**CIRCULAR**

Sub:- Education - Technical - Establishment (Gradation) - Updating the Seniority List of Clerks / Clerk-Typists (Typist-Clerks) / Typists (UD / Senior Grade / Selection Grade) for effecting promotion / appointment to the post of Senior Clerk - Details called for - Reg

Ref :- Departmental test result notification January 2023, Dtd,21.06.2023

It is decided to update the Seniority List of Clerks / Clerk-Typists (Typist-Clerks) / Typists (UD / Senior Grade / Selection Grade) for effecting promotion / appointment to the post of Senior Clerk by including;

1.those who have passed the Departmental Test (Account Test) conducted by the Kerala Public Service Commission in January 2023 of which the result was published on 21.06.2023

2.those who have completed 50 years of age and eligible for exemption from Departmental Test qualification, and

3.those who belong to SC / ST category and eligible for temporary exemption from passing the Departmental Test as per Rule 13 A of KS&SSR.

**The incumbents, who have passed the Departmental Test (Account Test) conducted by the Kerala Public Service Commission in January 2023 of which the result was published on 21.06.2023,are directed to furnish the required details in the proforma appended and forward the same to this Office with supporting documents through proper channel within 10 days from the date of publication of this circular.**

All Head of Institutions under this Directorate are requested to circulate this among the concerned and to forward the duly filled up and attested proforma furnished by the incumbents after verifying the same with the Service Books concerned within the stipulated time.

In the case of U D / Senior Grade / Selection Grade Typists who are qualified for appointment as Senior Clerks,the Head of Institutions should ascertain that whether they are eligible to be appointed as Senior Clerks as per G.O. (Ms) No. 41/2012/P&ARD dated 23.08.2012 and their cases may also be recommended,if they are willing.

The time limit should be adhered to strictly.

Sunil Kumar C V  
Senior Administrative Officer

To

1. All Head of Institutions under this Directorate (through [www.dtekerala.gov.in](http://www.dtekerala.gov.in))
2. Superintendent, EA & ED Sections.
3. Stock File / Office Copy.

Forwarded / By Order

Superintendent

## Approval Valid

Digitally Approved By  
Sunil Kumar C V  
Date: 06.07.2023  
Reason: Approved

PROFORMA

1	Name	
2	Present Post	Clerk / Clerk-Typist (Typist-Clerk) / Typist (UD / Senior Grade / Selection Grade)
3	Date of Birth	
4	Whether SC / ST	SC / ST
5	Qualification	General
		Special
6	Method of Appointment	Account Test (Lower / Higher / Both)
7	Method of Appointment	PSC / Compassionate / By transfer / By Promotion / Inter District Transfer / Inter Departmental Transfer / Any other method (specify)
7	Opted District	
8	No. & Date of PSC Advice (Copy should be attached)	
9	No. & Date of Appointment Order (Copy should be attached)	
10	Date of joining	
11	Date of joining in the present District	
12	Date of regularization of appointment (Copy of the order should be attached)	
13	Date of commencement of continuous service in this Department	
14	Date of declaration of probation	
15	Month & Year of acquiring Departmental Test Qualification (Copies of the certificate should be attached)	
16	Details regarding LWA / Deputation / Suspension / Disciplinary action / Department level enquiry if any	
17	Other remarks if any	

Place:  
Date:

Signature:  
Name:

CERTIFICATE

Certified that I have verified the above details with reference to the Service Book concerned and found correct.

Place:  
Date:

Signature with seal of the employer