

**KSEB**

കേരളത്തിന്റെ ഊർജ്ജം

**KERALA STATE ELECTRICITY BOARD LTD.**

(Incorporated under the Indian Companies Act, 1956)

CIN : U40100KL2011SGC027424

Office of the Chief Engineer (HRM), Vidyuthi Bhavanam, Pattom,

Thiruvananthapuram, Kerala - 695004.

Phone No.0471 2448948, FAX No.0471 2441361

Web: [www.kseb.in](http://www.kseb.in) e-mail: [cehrm@kseb.in](mailto:cehrm@kseb.in)**No: EB8/G.1/DA Option/2023-24****Dated: 04.01.2024****NOTICE**

Sub: Estt- Promotion to the cadre of Divisional Accounts Officer in quota earmarked for departmental candidates - Proforma called for – reg:

- Ref: 1. Note No.EB3(a) /SA to SS, DAO/Promotion/2024 dated 16.12.2023 of Senior Superintendent, Establishment, O/o Chief Engineer (HRM).  
2. B.O.No.181/99 (Estt.11/9285/1982) dated 22-01-1999.

It is brought to the notice of all Controlling Officers and employees that the Board vide its Note referred as (2), has accorded sanction to consider eligible Senior Assistants to fill up vacancies in the cadre of Divisional Accounts Officer earmarked for promotion from Senior Assistants. Senior Assistants having 10 years service with Account Test (Higher) are eligible to apply for the said promotion. The willing candidates may send their applications in the prescribed proforma attached herewith through their controlling officers.

The Controlling Officers may obtain the proforma and forward the same duly verified and countersigned. The filled up proforma with self attested copies of certificates should reach this office in the following address on or before 12.01.2024.

**Administrative Officer,  
Cabin No.314,  
O/o the Chief Engineer (HRM)  
Vidyuthi Bhavanam, Pattom,  
Thiruvananthapuram – 695004.**

Application received after the due date will not be considered

  
**CHIEF ENGINEER (HRM)**

To

All Chief Engineers/ Deputy Chief Engineers/Executive Engineers, KSBL

Copy to:

1. The Secretary (Administration), KSEBL.
2. The Financial Adviser, KSEBL.
3. The Chief Internal Auditor, KSEBL
4. The Public Relations Officer, KSEBL.
5. Stock file.

**PROFORMA**

1	Name & Designation Name in full with designation (in Block Letter)	
2	Employee Code	
3	Date of Birth	
4	Date of Entry in service	
5	Date of promotion as Senior Assistant and Date of joining as Senior Assistant	
6	Rank No. in the gradation list of Ministerial Staff	
7	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	

**Details of Account Test (Higher) passed**

Sl.No	Name of paper	Subject	Month & year of passing	Reg. No. in PSC Certificate and date
1	Part.I (1)	Kerala Public Works Account Code & Kerala Account code Vol.III		
2	Part.I (2)	Kerala Financial Code Vols.I & II and the Kerala Budget Manual		
3	Part.II (1)	Introduction to Indian Audit and Accounts Parts. I& III and the Constitution of India		
4	Part.II (2)	Kerala Treasury Code Vols.I &II and the Kerala Account Code Vol.II.		
5	Part.II (3)	Kerala Service Rules		

**DECLARATION**

I am willing to opt to the post of Divisional Accounts Officer and declare that the statements made in the application are true and the copies of documents sent with the application are true copies of the originals kept in my custody.

Place:  
Date:

Signature of the Applicant

**VERIFICATION CERTIFICATE**

Certified that I have personally verified the above details and qualification in respect of the above incumbent with reference to his original records/entries in the Service Book and HRIS and found correct.

Place  
Date:

Name of Chief Engineer/  
Deputy Chief Engineer /  
Executive Engineer  
Name of Circle/ Division