KERALA STATE ELECTRICITY BOARD LIMITED

(Incorporated under the Companies Act, 1956)
CIN : U40100KL2011SGC027424

Office of the Chief Engineer (HRM), Vydyuthi Bhavanam, Pattom, Thiruvananthapuram, Kerala - 695004.
Phone No.0471 2448948, 2514431
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No.EB 3/Cashier/TA/10% Quota/2023   Dated: 26-10-2023.

To

All Chief Engineers, Deputy Chief Engineers, KSEBL

All Executive Engineers/ Regional Audit Officers, KSEBL

All Assistant Engineers, KSEBL.

Sir,

Sub: Estt- Inviting the online application for By-transfer Appointment to the cadre of Junior Assistant/Cashier from the employees with pay scales below that of Junior Assistant/Cashier having SSLC or equivalent qualification on the basis of total service seniority in KSEBL (without suitability test) under 10% in-service quota - Application through Online mode- called for-reg.

Ref: 1. B.O.No.1439/95(Estt.II-2185/95) dated 14-07-1995.
       2. B.O.(DB) No.132/2021(Estt.II/6510/2018) dated 15-02-2021.

Online application from eligible workmen are invited for By-transfer Appointment of employees to the cadre of Junior Assistant/Cashier with pay scales below that of Junior Assistant/Cashier having minimum SSLC or equivalent qualification on the basis of total service seniority in KSEBL (without suitability test conducted by KPSC) under 10% in-service quota. Employees have to submit their application online through **Samagra portal**. Only those applications forwarded online through Samagra portal with in the specified time frame by the ARU head will be considered for by-transfer appointment.

The employees who wish to apply for By-transfer Appointment in the 10% quota earmarked 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 qualification details of the employees. For this purpose, Basic Users/Supervisors/Authority can operate 'ADD' Qualification details of the employees through the menu *Employees→ Employee Qualification*- in HRIS.

The minimum qualification required for the post are:

    a) A pass in SSLC with minimum 5 years service in KSEBL

or

    b) A pass in Pre-Degree/Plus 2 or equivalent with minimum 3 years service in KSEBL.

or

    c) Graduation in any discipline with minimum 2 years service in KSEBL.

It has to be ensured that the qualifications are entered in the Service Book of the employee before they are entered in HRIS.

Once the qualifications of the employees are added in the HRIS, the concerned employee can view the same through *Samagra→ Self Services→ Special Assignments* and apply for the By transfer appointment online.

All applications made online by the applicants has 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.*

Only the applications from the qualified hands has to be verified and forwarded for considering By-transfer Appointment.

Field offices are directed to ensure that this circular is brought to the notice of all concerned. The last date of submitting the online proforma through HRIS portal is **03-11-2023, 5pm.**

The ARU head should ensure that all eligible applications received through online are verified, approved and forwarded before **06-11-2023, 5pm.**

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 – 0471-2514431.

CHIEF ENGINEER (HRM)