

**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER,
OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION, THIRUVANANTHAPURAM**

Sub : General Education – Establishment – Category change of Typist to Confidential Assistant Grade II – Orders issued

- Read : 1. GO(MS)No.288/1971/PD Dated.01/09/1971
2. GO(P)No.230/1976/PD Dated.18/07/1976
3. GO(P)No.17/2005/P&ARD Dated.09/05/2005
4. GO(MS)No.21/2011/P&ARD Dated.01/07/2011
5. This Office Order No. C2/54899/2015/DPI Dated.17/10/2015

ORDER No.C2/22/2016/DPI Dated.07/03/2018

As per Government Order read as 1st paper above, 50% of the vacancies of Confidential Assistant can be filled by category change of qualified typist. In General Education Department there are 3 vacancies of Confidential Assistant. As such the following typists who have furnished willingness and completed the period of probation in the cadre of typist and eligible for appointment as Confidential Assistant by category change are appointed as Confidential Assistant Grade II in the time scale of pay of Rs.20000-48500 against the offices noted against each with immediate effect.

Sl. No	Rank No.	Name, Designation & Office	Date of Birth	Name of office to which posted	Remarks
1	<u>8</u> 2007-12	Smt. Baby Joseph, Senior Grade Typist, DDE Ernakulam	08/02/1981	DDE Ernakulam	Existing vacancy
2	<u>9</u> 2007-12	Smt. Maya Sadasivan, U.D Typist, DEO Pala, Kottayam	24/12/1983	Text Book Office, Thiruvananthapuram	Existing vacancy
3	<u>10</u> 2007-12	Smt. Deepa Viswam, U.D Typist DDE Thrissur	28/05/1979	Directorate of Public Instruction, Thiruvananthapuram	Existing vacancy

The incumbents will be on probation for a period of one year w.e.f. the date of joining duty within a continuous period of 2 years. The Head Offices concerned are directed to relieve the incumbents and instruct them to report for duty in the new station or office immediately. Report of joining duty/relief will be forwarded to this office by the Controlling Officer.



D. Leena Litty
Senior Administrative Officer
For Director of Public Instruction

To:

1. Persons concerned
2. The Text Book Officer, Thiruvananthapuram
3. The Deputy Director of Education, Ernakulam, Thrissur
4. The District Educational Officer, Pala, Kottayam

Copy to:

1. Senior Administrative Officer (Through CA)
2. The Superintendent, 'Sy' Section
3. The Vice Chairman & the Executive Director, KITE, Poojappura, Thiruvananthapuram (For publishing in the official website of the Department)
4. Stock file/Spare