

SA(3)18628/2016

Directorate of Agricultural  
Development & Farmers  
Welfare Department,  
Vikas Bhavan,  
Thiruvananthapuram,  
Dated: 03/05/2016

**C I R C U L A R**

Sub:- Establishment – Agriculture Department – Filling up the post of C.A Gr.11 at the Head Quarter –  
Panal called for – reg.

Read:- G.O.(MS) No. 288/71/PD dated 01/09/1971.

Two vacancies of Confidential Assistant Gr.11 on Rs.20000-45800 have arisen at Head Quarters. It is decided to fill up the post by promotion from among qualified and willing hands in the category of typists presently employed in the Department.

All controlling officers are therefore requested to obtain and forward name of candidates if any, from the typists working under their control who possess the following qualifications prescribed for the post.

1. S.S.L.C
2. K.G.T.E Typewriting (Eng + Malayalam ) Lower
3. K.G.T.E Short hand (English and Malayalam) Lower
4. Computer Word Processing K.G.T.E –Lower

The following details should also be furnished.

1. Order No. & Date by which the incumbent :  
was appointed as typist in the Department
2. Date of entry in regular service on typist. :
3. Date of Birth :

The application along with attested copies of testimonials and Service Book should reach this office on or before 15/06/2016. Proposals received after the stipulated date will not be entertained on any account.





**Senior Administrative Officer.**

SENIOR ADMINISTRATIVE OFFICER  
Directorate of Agricultural  
Development & Farmers  
Welfare Department

To

All Principal Agricultural Officers and other controlling officers & Other Controlling Officers

Copy to :-

1. Deputy Director of Agriculture, IT Cell for publishing in the Website.
2. All the typists in the Head Quarters.
3. FCS/CA to SAO
4. Stock File.