

From

**The Director of Public Instruction  
Thiruvananthapuram**

To

**All Deputy Director's of Education**

Sir,

**Subject :-** Gl.Edn- Esst – Preparation of Seniority list of Tamil knowing HSA's also are eligible for out of turn promotion as HM/AEO for the year 2016-17-reg.

**Ref :-** This office letter even no. dated 11/04/2016.

A fresh seniority list of Tamil knowing HSA's who are eligible for out of turn promotion as HM/AEO is to be prepared in every year for out of turn promotion under Rule 9[d] of KS & SSR 1958.

I am therefore request you to collect the details of HSA's [who are studied in Tamil medium from std I to X] recruited/promoted up to and including the year 30/C 3/2004. The person so included in the list must have passed Account Test Lower and KER conducted by the KPSC. The details to be forwarded in the proforma appended and so reach this office on or before 30/06/2016.

Yours faithfully

Sd/-

**Ushakumari V.S.**

**Senior Administrative Officer  
For Director of Public Instruction**

//Approved for issue//



**Superintendent**

## PROFORMA

1	Name and Address of HSA with Educational District	
2	Date of Birth	
3	Phone No. /Mob.No	
4	Qualifications	
5	General	
6	Professional	
7	Qualification in Tamil language	
8	Mother tongue	
9	Details of Departmental test in A/c (Lower) KER with Reg.No. & date of certificate issued by the PSC	
10	Rank No. and date of advice as HSA by PSC or date of promotion as HSA with original District of recruitment	
11	Date of commencement of continuous service in the present category	
12	Date of commencement of continuous service in the present district	
13	Rank No. in the general seniority list	
14	Remarks	

Certified that the particulars given above are true to the best of my knowledge and belief.

Place:

Signature of HSA:

Date:

Name of HSA with school address:

Certified that the particulars given above have been verified with the service book of the incumbent and found correct.

Place:

Date:

Signature of Headmaster

Countersigned by

Deputy Director of Education.