

NO.EC1 /6067/ 2013

Directorate of Industries & Commerce  
Thiruvananthapuram, Dated: 02.04.2013

### **CIRCULAR**

Sub:- Industries-Establishment-JDC Course commencing from June 2013- willingness of Departmental Candidates-called for-Reg  
Ref: - Letter No.TR/11254/12-13, Dated 20/3/2013 from the Addl. Registrar of Co-operative Societies/ Secretary, State Co-Operative Union, Thiruvananthapuram

As per the reference read above the Additional Registrar/Secretary, State Co-Operative Union, Thiruvananthapuram has informed that the next session of Junior Diploma Course (JDC) will commence from June 2013 in the following training centers.

**(i)Thiruvananthapuram, (ii) Kottayam, (iii) Thrissur, (iv) Palakkad , (v) Kozhikkode (vi)Kottarakara, (vii) Kannur, (viii) Cherthala, (ix) Wayanad and (x) Kasargod**

The willingness of the UD clerks/LD Clerks/UD Typists/LD Typists /LD Typist Clerks working under your control may be obtained for deputation to the course in the Annexure-I (Enclosed) and forwarded to this office on or before **05/05/2013**. Incomplete applications will not be entertained. All Controlling Officers are directed to obtain the willingness of those eligible incumbents working in your jurisdiction. If no application is received within the stipulated time, it will be presumed that the persons working under your control are not willing to be deputed for the above training

The selection of the candidates for deputation for training is made according to their seniority in the respective cadres. The candidates must have passed the Account Test (Lower/Higher) and Manual of Office Procedure (MOP). In the absence of qualified hands the candidates otherwise eligible will be considered.

The Persons selected are liable for undergoing training and they will not be permitted to withdraw their nomination. The selected candidates will be relieved for training only after executing a bond in stamp paper worth Rs.100/- in favour of Government to the effect that they will serve the Government for a period of at least five years after the training.

At the time of admission the selected candidates must remit an amount of Rs.2600/- [Rs.1800/- (Computer fee) + Rs.800/- (Special fee)] towards the fee at the training centre concerned.

Sd/-

**Director of Industries & Commerce**

To

1. The Director of Handlooms & Textiles, Thiruvananthapuram
2. The Director of Coir Development, Thiruvananthapuram
3. All General Managers
4. All Project Officers (Coir)
5. The Deputy Director, CFSC, Manjeri
6. The Assistant Director, CFSC, Changanassery.
7. All Sections of this office

Forwarded By Order

  
Junior Superintendent

## ANNUXURE-I

<b>I</b>	Name of the Candidate		
<b>II</b>	Office Address		
<b>III</b>	Designation		
<b>IV</b>	Give details of promotion order No & Date. (In the case of LDC/LDT/LDCT give details of appointment order No.& Date)		
<b>V (a)</b>	Whether the probation in the cadre of LDC/LDT/LDCT is declared(State Yes/NO)		
<b>V (b)</b>	If 'yes' give details: (Order No.& date)		
<b>VI (a)</b>	Have you passed the account test and MOP (State Yes/NO)		
<b>VI (b)</b>	If 'yes' give details: (Register No and year of passing)		
<b>VII</b>	Choice of training centers (Furnish order of preference 1)....2)....3)	<b>1</b>	
		<b>2</b>	
		<b>3</b>	
<b>VIII</b>	If the centre of choice mentioned above (Col.No.7) is not available, state whether your application is to be considered for training at any other centers in all over Kerala (State Yes/No).		
<b>IX</b>	Remarks if any		

### Declaration

Certified that I have read the circular and I agree with the conditions. I hereby declare that the information given above is true to the best of my knowledge and belief.

Signature of the applicant

### Certificate

Certified that the details furnished by the incumbent with the Service Book and found correct. His/Her request may be favorably considered.

Recommendation of the Controlling Officer

Place:  
Date :

