



KERALA ADMINISTRATIVE TRIBUNAL
Vanchiyoor, Thiruvananthapuram

No.548/A2/2022/KAT

Date: 08/09/2023

OFFICIAL MEMORANDUM

Sub:- KAT Establishment – appointment by transfer to the category of Assistant – willingness called for - reg.

Applications are invited from eligible candidates for by transfer appointment as Assistant in the existing one vacancy earmarked for by transfer appointment from the members of staff of the Tribunal coming under categories mentioned in the Sub Division I and II of Division III of the Kerala Administrative Tribunal Staff (Recruitment and Conditions of Services) Rules 2019 having the following qualifications.

1. Degree (Desirable: Degree in Law)
2. Accounts test (Lower)
3. Secretariat Office Manual and Manual of Office Procedure

The turn of appointment is fixed among the aforementioned categories in the line of order as follows -

1. Driver cum Office Attendant Selection Grade
2. Driver cum Office Attendant Senior Grade
3. Driver cum Office Attendant Grade I
4. Clerical Assistant Gr. I
5. Clerical Assistant Gr. II
6. Driver cum Office Attendant Grade II
7. Attender
8. Duffedar
9. Office Attendant Grade I
10. Office Attendant Grade II/ Messenger/Night Watchman

If suitable candidates are not available in a particular category in the line of order, the turn will be shifted to the next category in the line of order. The turn of appointment of the next arising vacancy will be shifted back.

(Cntd..)

KERALA ADMINISTRATIVE TRIBUNAL SERVICE

Qualified and willing approved probationers working in the aforementioned categories are directed to fill and submit the proforma appended herewith, along with self attested copies of the certificates of the qualifications to the office of the Tribunal at Thiruvananthapuram on or before **28/09/2023 ; 05.00 P. M.**

(By Order)



Registrar

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To,

1. The Deputy Registrar (Judicial), KAT, Thiruvananthapuram
2. The Deputy Registrar (Judicial), KAT, Ernakulam
3. The Deputy Registrar (Administration), KAT, Thiruvananthapuram
4. The Deputy Registrar (Finance), KAT, Thiruvananthapuram
5. The members of staff concerned.
6. Notice Board
7. The Stock File/File

Copy to,

1. The Private Secretary to the Hon'ble Chairman.

KERALA ADMINISTRATIVE TRIBUNAL SERVICE

(Proforma for By - Transfer appointments)

Name :

PEN:

Present Designation :

Present Office :

Date of first appointment in
Government Service :

Date of appointment/
absorption in the Kerala
Administrative Tribunal
Service :

Initially appointed /absorbed :
post in the Kerala
Administrative Tribunal
Service :

Date of declaration of
probation in the present
category. :

Details of Promotion sanctioned since absorption in the Kerala Administrative Tribunal Service

Promoted post	Date of Effect	Order No. and Date

Qualifications

General (Education) :

Date of acquiring degree qualification :

[Applicable to candidates who were appointed/absorbed in the category of Office Attendant Grade I/Office Attendant Grade II/ Messenger/Night Watchman, in which possession of degree is a bar for appointment/absorption.]

