

No.DIC/1384/2024-EC1 Directorate of Industries and Commerce,  
Thiruvananthapuram  
Dated: 14-03-2024

**CIRCULAR**

- Sub:- Industries – Establishment – JDC Course commencing from June 2024 willingness of Departmental Candidates – called for reg.
- Ref: 1) Letter. No. TR(1)/705/2024 Dated 29.02.2024 from the Addl. Registrar/Secretary, State Co-Operative Union, Thiruvananthapuram.
- 2) Circular No. EC1/23163/2013, Dated 23.04.2015 of the Director of Industries and Commerce, Thiruvananthapuram.

As per the reference read 1st 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 2024 in the following training centres.

(i).Thiruvananthapuram, (ii).Kottayam, (iii).Thrissur, (iv).Palakkad, (v).Kozhikode, (vi).Kottarakkara, (vii).Kannur, (viii).Cherthala, (ix).Wayanad, (x).Kasargode (Munnad), (xi).Kottayam (Pala), (xii).Idukki (Nedumkandam), (xiii).Pathanamthitta (Aranmula) (xiv).Ernakulam (North Paravur), (iv).Malappuram(Tirur) (xvi).Kannur (Thalassery).

The willingness of the Senior Clerks/Clerks, UD/LD Typists, Clerk Typists working under your control may be obtained for deputation to the course in the Annexure-1 (Enclosed) and forward to this office on or before **22-04-2024** on the basis of the Circular 2<sup>nd</sup> cited. **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.

**All Controlling officers are directed to obtain and forward an**

**affidavit from the incumbents willing to be deputed for the JDC training stating that they should opt Kerala Industries Subordinate Service only on the basis of the circular.**

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 person 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.500/- in favor of Government to the effect that they will serve the Industries Department in the Kerala Industries Subordinates Service cadre after the training.

At the time of admission the selected candidates must remit an amount of Rs.9340/- towards the fee at the training centre concerned at the time of admission.

Signed by

Rajeeve C R

RAJEEVE C R  
Date: 14-03-2024 11:28:31

SENIOR ADMINISTRATIVE OFFICER  
For Director of Industries and Commerce

Encl :-Annexure-1

Copy to :- 1. All sub Office concerned  
2. IT Section (for publishing website)

**ANNEXURE - I**

I	Name of the Candidate		
II	Office Address		
III	Designation		
IV	Give details of promotion order No. & Date. (In the case of LDC/LDT/LDCT give details of appointment order No. & Date)		
V (a)	Whether the probation in the cadre of LDC/LDT/LDCT is declared (State Yes /No)		
V(b)	If 'yes' give details : (Order No. & date)		
VI (a)	Have you passed the account test and MOP (State Yes/No)		
VI (b)	If 'yes' give details : (Register No. and year of passing)		
VII	Choice of training centers (Furnish order of preference 1)...2)...3)	1	
		2	
		3	
VIII	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).		
IX	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