

**Circular Memo.No.Rc/ENC/A1/1504169/2017**

**Dated: 22.12.2017**

Read: G.O.Ms .No. 32 I & CAD Ser IX Dept, Dated 12-04-2010

Sub:- Estt. – I & CAD Dept. – Service particulars of A.Es., /A.T.Os., J.T.Os. / Technical Assistants and Work Inspectors for appointment by transfer as Assistant Executive Engineers for the panel year 2017-18 – Called for – Regarding.

**O\_o\_o**

It is informed that since the panel year 2017-2018 is under currency, it is proposed to examine and consider the eligible candidates in terms of G.O. cited, for appointment by transfer to the post of Assistant Executive Engineers. Hence, all the Unit / Circle officers are requested to furnish the service particulars (as per the proforma enclosed)/ documents in r/o eligible employees, under their control for appointment by transfer to the post of Assistant Executive Engineer for the panel years 2017-18:

- Assistant Engineer/Assistant Technical officer/Junior Technical Officer and Technical Assistant and Work Inspectors of all grades who possess a Bachelor's degree in **Civil & Mechanical Engineering** of a University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution Recognized by the University Grants Commission/All India Council for Technical Education or an Equivalent qualification with three years of service be considered for appointment by transfer to the post of Assistant Executive Engineer and **it is pre-requisite, that they shall pass the Accounts test for PWD officers and Sub-ordinates.**

**Documents required:**

- a) All original study certificates.
- b) Genuiness of Bachelor Degree submitted by the applicant after ascertaining the confirmation from the concerned Universities.
- c) Annual Confidential Reports / Appraisal reports for the last 3 years.
- d) Filled-in Proforma (all service details with counter signature of Circle / Unit officer)
- e) Service Book with updated entries.
- f) No charges pending certificate.

All the Superintending Engineers and Chief Engineers are requested to furnish the above particulars along with the particulars filled-in prescribed proforma and documents to this office on or before **06.01.2018**, duly deputing the concerned Superintendent of the office, failing which it will be construed that there is no information to be furnished and the Unit / Circle officers will be held responsible for any further claims by the individuals. It is also informed that the particulars of employees received partially will not be considered for appointment by transfer as Assistant Executive Engineers.

**Sd/- 22.12.2017, B. Nagendra Rao,**  
**Engineer-in-Chief(Admn.Wing)**

To

All the Unit / Circle officers

Copy to Deputy Executive Engineer, Computers with a request to place the above circular and proforma on the web site.

**for Engineer-in-Chief(A.W)**

*MSP 23/12/17*  
*SR 23/12/17*

**BIO – DATA**

- 1 Name :
- 2 Date of Birth :
- 3 Qualification Acquired :  
( B.E / B.Tech / A.M.I.E ) and University
- 4 Caste :
- 5 Zone to which allotted :
- 6 Details of initial appointment :
- 7 Present designation :
- 8 Details of subsequent promotions :
  
- 9 Date of Joining as Assistant Engineer / :  
Technical Asst / J.T.O / A.T.O / W.I
- 10 Commencement of Probation :  
( Initial Post / Present Post)
- 11 Declaration of Probation :  
( Initial Post / Present Post)
- 12 Post in which probation was declared and :  
date of declaration
- 13 C.Rs / Record Sheets for the last (3) years :
- 14 Circle / Unit which lien and seniority are now :  
maintained
- 15 Whether any charges or disciplinary cases are :  
pending
- 16 Ref. No. & Date in which permission was :  
accorded for prosecuting higher studies ie.,  
B.E., / B.Tech., (Copy enclosed)
- 17 Original Degree Certificate is to be enclosed. :
- 18 Reorganization of College/University
- 19 Quote the Ref.No. & Date along with the copy :  
of genuinity of B.E./B.Tech./AIME., Degree  
certificate furnished by the concerned  
University
- 20 Study Certificate from 1<sup>st</sup> Class to Xth class. :
- 21 Details of passing of Account test for PWD :  
officers and subordinate ( copy enclosed )

EXECUTIVE ENGINEER

// COUNTERSIGNED BY // SUPERINTENDING ENGINEER