

PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER, INDIAN SYSTEMS OF MEDICINE
, THIRUVANANTHAPURAM
(Present:- PRIYA V K)

Sub: Department of Indian Systems of Medicine-Establishment -Provisional Gradation list of L D Typist, Clerk typist and Confidential assistant as on 01/09/2025- published-orders issued.

Read: 1) NIL

ORDER NO DISM/1939/2025/E3 DATED -06-10-2025

The Provisional Gradation list of L D Typist, Clerk typist and Confidential assistant in the department of Indian Systems of Medicine as on 01/09/2025 is published here with. Objections if any should be submitted through proper channel on or before 25/10/2025.

Signed by
Priya V K

Senior Administrative Officer
Indian Systems of Medicine

TO:-

Date: 06-10-2025 16:17:17

1. All District Medical Officers, Indian Systems of Medicine
 2. C A To Director
 3. All Section Heads of Directorate of Indian Systems of Medicine
 4. IT Division (for uploading in the website)
 5. File/Stock file
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**PROVISIONAL GRADATION LIST OF TYPISTS, CLERK TYPIST IN INDIAN
SYSTEMS OF MEDICINE DEPARTMENT
AS ON 01.09.2025**

S.No	Name	Qualification Academic/ Departmental	Date of Birth	Date of earliest effective advice	Date of commencement of service	Date of appointment in the present post/ Date of order	Method of appointment	Remarks
<u>FAIR COPY SUPERINTENDENT</u>								
1.	Shilna A K (DISM)	SSLC, KGTE Typing Eng & Mal, Word Processing	21.10.1980	MR(II) 1731/ 2009/(16) dated 15.09.2012	31.10.2012	03.03.2025 DISM/3146/2024/E3 dated 04.02.2025	PSC	
<u>SELECTION GRADE TYPIST</u>								
1.	Resmi D Ravendran (KOTTAYAM)	SSLC, PDC, ITI (Stenography), T/W English (L&H), KGTE T/W Malayalam (L&H), KGTE Word Processing (L&H), Electronic T/W	08.01.1976	10.05.2008	22.05.2008	01.06.2018 E3-9459/2016/ DISM dated 27.07.2018	PSC	
2.	Prasanth K (MALAPPURAM)	S.S.L.C, K.G.T.E Typewriting English (L & H), K.G.T.E Typewriting Malayalam(L & H), Computer Word Processing (L & H), Computer Word Processing Malayalam	23.03.1975	21.10.2009	24.10.2009	13.03.2019 E3/9459/2016/DISM dated 04.06.2019	PSC	
3.	Eldow K M (WAYANAD)	SSLC, PDC, Typing Writing English (L&H), Type Writing Malayalam (L), Computer Word Processing(L)	18.05.1975	07.12.2010	17.01.2011	01.06.2019 E3/9459/2016/DISM dated 04.06.2019	PSC	
4.	Sheejamol N (IDUKKI)	S S L C, B-com, PGDCA, Computer Word Processing, Diploma in Short Hand and Typing Writing	27.09.1977	IDB(4) 1249/09 (21) dated 11.09.2012	05.12.2012	01.06.2022 DISM/806/2023/E3 dated 20.05.2023	PSC	Relinquished promotion to the post of Fair Copy superintendent
5.	Aginsarath P (KOZHIKODE)	SSLC, PDC, BA HISTORY, Typewriting (E&M) L & H Word Processing, DTP & MS Office, MOP	14.02.1984	D11(3) 1872/ 2009 dated 07.05.2013	24.05.2013	23.02.2025 DISM/694/2025/ E3 dated 18.03.2025	PSC	

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		Departmental		Effective date of appointment	of service	the present post/ Date of order	Department	
SENIOR GRADE TYPIST								
1	Smitha P V (THRISSUR)	SSLC,BA,HDC & BM,KGTE T/W ENG (H), KGTE MAL (L), Computer Word Processing	20.05.1978	R1(4) 1125/09 dated 31.07.2015	01.09.2015	13.03.2019	PSC	
2.	Seema K (KASARAGOD)	Typewriting English (L), Typewriting Malayalam (L), Computer Word Processing(L)	01.11.1980	KGDI(3) 1105/ 2005 dated 12.11.2015	14.12.2015	01.06.2019 E3/9459/2016/DISM dated 04.06.2019	PSC	
3.	Haseena B (ALAPPUZHA)	SSLC, PDC, BA, KGTE Typewriting English (L&H), Malayalam Typewriting(L&H) Word Processing English (L) Malayalam (L)	05.05.1980	AR II(1) 1708/ 08(1) dated 02.12.2014	06.01.2015	01.05.2022 DISM/808/2023-E3 dated 20.05.2023	PSC	
4.	Stella Gladys V S (DISM)	SSLC, PDC, B.Sc, PGDCA, KGTE Type Eng & Mal (H), Word Processing, DTP & MS Office	30.05.1979	P IV(1) 3923/ 08-01 dated 04.06.2016	30.06.2016	01.06.2022 DISM/808/2023-E3 dated 20.05.2023	PSC	
5.	Geetha Kumari S (DISM)	SSLC, BA, KGTE Type Eng (H) & Mal (L), CW P	10.05.1982	08.08.2017	27.09.2017	23.02.2025 DISM/694/2025/E3 dated 18.03.2025	PSC	
U.D TYPIST								
1.	Shiju S (TVPM)	BA, DCA, KGT E Type Eng (H), Mal (L)	24.03.1980	22.09.2017	09.11.2017	06.11.2019 E3-9459/2016/DISM dated 30.06.2020	PSC	
2.	Suresh Kumar R V (DISM)	SSCLC, PDC, DCA, KGTE Type Eng & Mal (L), Word Processing	23.02.1973	19.10.2017	06.11.2017	06.11.2019 E3-9459/2016/DISM dated 30.06.2020	PSC	
3.	Sreena K (KANNUR-DMO)	Bsc Electronics, Typewriting English (H), Malayalam (L), Word Processing English (H) Malayalam (L), MOP	01.05.1988	CV(2)-511/15(1) dated 27.06.2018	13.07.2018	01.05.2022 E3-806/2023 /DISM dated 20.05.2023	PSC	
4.	Joseph Tony P (ERNAKULAM)	SSLC,B.com, KGTE Malayalam Typewriting (L), KGTE English Typewriting (L), Computer Word Processing (L)	02.05.1976	EV(3) 787/2015 (4) dated 16.08.2018	12.09.2018	01.06.2022 E3-806/2023 /DISM dated 20.05.2023	PSC	

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U.D TYPIST (Contd)								
5.	Shameer E (PATHANA MTHITTA)	SSLC, KGTE Type Eng & Malayalam (L), Word Processing (L),	30.05.1989	PTA 11(1)-551/ 15-2 dated 23.08.2018	15.09.2018	23.02.2025 DISM/694/2025/E3 dated 18.03.2025	PSC	
L.D TYPIST								
1.	Alice B (KOLLAM)	SSLC, PDC, B.Com, KGTE Typewriting English (L&H), Malayalam Typewriting (L&H), Word Processing English (L), Diploma in Office Automation, Department Test (L)	17.05.1979	QR III(22) 1291/ 15 dated 23.03.2019	11.04.2019	11.04.2019 E1-1433/2019 dated 03.04.2019	PSC	Entered government service on 20.08.2014 in the last grade post.
2.	Divya T V (KANNUR-DAH)	B.Com, DCA, Diploma in Secretarial Practice, Computer Word Processing Malayalam, MOP	29.05.1989	CV(2) 511/ 2015 (4) dated 29.03.2019	13.06.2019	13.06.2019 E3-46940/2018/DISM, dated 02.05.2019	PSC	
3.	Bijoy S J (DISM)	SSLC, Plus 2, B.Sc, KGTE Type Eng & Mal (L), Word Processing (L)	20.05.1993	C5-2/003/2019 (16) dated 21.01.2021	11.02.2021	11.02.2021	PSC	
4.	Sharmila R (PALAKKAD)	SSLC, HSE, BA, DSP	02.07.1993	23.05.2022	01.07.2022	01.07.2022 E1-10643/2021 dated 22.06.2022	PSC	
5.	Sujitha K K (DISM)	SSLC, PDC, BA, MA, B.Ed, DCA, KGTE Type Eng & Mal (L), Word Processing(L)	23.11.1978	WR II(2) 143204/ 2019 (1) dated 15.11.2022	19.12.2022	19.12.2022 DISM/1880/2022/E3 dated 07.12.2022	PSC	
6.	Anju K V (DISM)	SSLC, Plus 2, B.Sc, M.Sc, B.Ed, Typewriting Malayalam (L), English (H)	31.05.1992	RI(4) 10/2019(1) dated 27.04.2023	16.06.2023	16.06.2023 DISM/1880/2022/E3 dated 07.06.2023	PSC	
7.	Geetha Pallikkuth (GARIM)	S.S.LC, Pre Degree, B.Com K.G.T.E Typewriting English Computer Word Processing (L) K.G.T.E Typewriting Malayalam Computer Word Processing (L)	24.12.1977	01.04.2025	07.05.2025	07.05.2025 DISM-GAR/197/2025/E dated 21.04.2025	PSC	

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CLERK TYPIST								
1.	Safia V A (IDUKKI)	SSLC, Pre-degree, Typewriting (L&H)	30.05.1978	G.O(P) 63/13/GAD dated 07.08.2013	27.11.2013	27.11.2013	Supernumerary post	Collector Special Recruitment
2.	Bijoy Kumar Thariappa (WAYANAD)	SSLC, PDC, B.Com, KGTE English Typewriting (H), Computer Word Processing(L)	13.08.1975	WR II(2) 391/05 dated 30.01.2015	26.03.2015	26.03.2015 E1-3163/2013, dated 16.03.2015	PSC	
3.	Sindhu V (PATHANAMTHITTA)	SSLC, PDC, KGTE Typewriting English (L&H), Malayalam (L), Computer Word processing and Office Automation	29.05.1977	PTA 11(2) 1726/15 dated 26.04.2018	24.05.2018	24.05.2018	PSC	
4.	Saranya M S (TVPM)	SSLC, B.Com, DCP, MOP	17.07.1989	DTB(3) 2890/2015 (1) KPS C TVM dated 26.03.2019	25.04.2019 AN	25.04.2019 AN	PSC	Option given for Clerk post
5.	Rajila I (IDUKKI)	SSLC, Plus -2, B.Com (Cooperation), KGTE English Typewriting (L&H), KGTE Malayalam Typewriting (L) KGTE Computer word Processing and Malayalam, Certificate of tally and accounting	16.05.1982	05.10.2023	06.11.2023	06.11.2023 DMODK/843/2023/ E1 dated 25.10.2023	PSC	
6.	Farhana Rahman (THRISSUR)	CBSE Tenth, Diploma In Commercial Practices, B.Com	04/05/1993	01/03/2023	10/04/2023FN	10/04/2023 E4-1166/2018, dated-4/4/2023 of DMO Thrissur	PSC	
CONFIDENTIAL ASSISTANT								
1.	Sruthi N S (DISM)	SSLC, Plus Two, DSP	25.01.1992	WR II(2) 3975/2012 dated 25.07.2018	29.08.2018	29.08.2018	PSC	On deputation
2.	Aswathy P S	SSLC, Plus Two, DSP	09.02.1991	AR II(2)1/2020, dated-06/12/2023	10.01.2024	10.01.2024	PSC	

Signed by

Dr K S Preeya

Date: 27-09-2025 12:59:53

DIRECTOR

Indian Systems of Medicine

