

**THE KERALA LOCAL SELF GOVERNMENT DEPARTMENT STATE SERVICE SPECIAL
RULES, 2018**

**GOVERNMENT OF KERALA
LOCAL SELF GOVERNMENT(.....) DEPARTMENT**

NOTIFICATION

G.O. (P) No. __/ 2018/ LSGD.

Dated, Thiruvananthapuram----/----/2018.

S.R.O. No ----/2018.--- In exercise of the powers conferred by sub- section (1) of section 2 of the Kerala Public Services Act, 1968 (19 of 1968) read with section 3 thereof and in supersession of the Special Rules for the Kerala Panchayat Service 2006 issued under G.O.(P) No. 47/2006/LSGD dated 3-02-2006 and published as S.R.O. No. 99/ 2006 in the Kerala Gazette Extraordinary No. 240 dated 3-02-2006, the Special Rules in respect of the post of Joint Director of Municipal Administration (Health) in the Department of Municipal Administration issued under G.O.(P)No.22/93/P&ARD dated 20-3-1993 and published as S.R.O.No.744/93 in the Kerala Gazette No.17 dated 27-4-1993, the Kerala State Urban Affairs Service Special Rules, 2010 issued under G.O.(P) No. 96/2010/ LSGD dated 18-05-2010 and published as S.R.O. No. 511/2010 in the Kerala Gazette Extraordinary No. 1208 dated 26-05-2010, the Special Rules for the Kerala Town and Country Planning Service, 2001 issued under G.O. (P) No.22/2001/LSGD dated 31-01-2001 and published as S.R.O.No.105 /2001 in the Kerala Gazette Extraordinary No.186 dated 02-02-2001, the Special Rules for the Kerala Local Self Government Engineering Service issued under G.O.(P), No 271/2007/LSGD dated 27-11-2007 and published as S.R.O. No. 995 /2007 in the Kerala Gazette Extraordinary No.2149 dated 27-11-2007, the Kerala Municipal Common Service (Ministerial and Revenue Branch) Qualifications and Method of Appointment Rules, 2001 issued under G.O.(Ms) No. 222/ 2001/ LSGD and published as S.R.O. No. 859 /2001 in the Kerala Gazette dated 15-09-2001, the

method of recruitment and the qualifications of the posts included in the Municipal Common Service (Health Branch) issued under G.O.(MS) 246/72/LASWD dated 16-08-1972 and published in Part I of the Kerala Gazette No. 64 dated 29-08-1974, the Special Rules for the Kerala State Rural Development Service, 2011 issued under G.O.(P) No. 44/ 2011 / LSGD dated 16-02-2011 and published as S.R.O. No. 130/ 2011 in the Kerala Gazette Extraordinary No. 359 dated 16-02-2011, the Special Rules for the Extension Training Centres of the Kerala State Rural Development Department State and Subordinate Services, 2010 issued under G.O. (P) No 18/2010/LSGD dated 22-1-2010 and published as S.R.O. No. 62/2010 in the Kerala Gazette Extraordinary No. 180 dated 23-01-2010 as amended subsequently, and orders on the subject , the Government of Kerala hereby make the following Special Rules for the posts in the Kerala Local Self Government Department State Service, namely :-

R U L E S

1. Short title and commencement. - (1) These rules may be called the Special Rules for the Kerala Local Self Government Department State Service, 2018.

(2) They shall come into force at once.

2. Definitions. - In these Rules, unless the context otherwise requires:-

(a) “by Appointment” means appointment from a post in a category to a post in another category in the same grade;

(b) “by Promotion” means appointment from a post in a category to a post in another category in the higher grade;

(c) “by Selection” means appointment from a post in a category to a post in another category in the higher grade through a selection processes by a Selection Committee;

(d) “by Transfer” means appointment to a post in a category in the State Service from a post in a category in the Subordinate Service;

(e) “Department” means the Kerala Local Self Government Department;

(f) "Government" means the Government of Kerala;

(g) "State Service" means the Kerala Local Self Government Department State Service;

(h) "Subordinate Service" means the Kerala Local Self Government Department Subordinate Service;

(i) "Post" means a post included in a category under a Group;

(j) "Wing" means a functional wing of the Department.

3. **Constitution.** - (1) The service shall consist of the following groups and categories of Officers, namely:-

Group I (General Wing)

Category 1. Principal Director

Category 2. (a) Director, Rural Governance

(b) Director, Urban Governance

(c) Director, Administration

Category 3. Additional Director

Category 4. Joint Director and State Coordinating Officer/ Corporation Secretary Grade I/ Chief Registrar of Births and Deaths/District Chief Coordinating Officer and Additional Secretary, District Planning Committee.

Category 5. District Panchayat Secretary

Category 6. Deputy Director (Empowerment)

Category 7. Corporation Secretary Grade II /Additional Corporation Secretary Grade I/ Deputy Director and Coordinating Officer/Deputy Director (Human Resources and Training)/Principal, Extension Training Centre

Category 8. Additional Corporation Secretary Grade II /Municipal Secretary Grade I/ Additional Deputy Director and Coordinating Officer.

Category 9. Municipal Secretary Grade II/ Joint Corporation Secretary / Assistant Director and Coordinating Officer/ Assistant Director (Performance Audit)

Category 10. Administrative Assistant

Category 11. Communication Officer

Category 12. District Empowerment Officer

Category 13. Grama Panchayat Secretary (Senior Grade)/ Block Panchayat Secretary (Senior Grade) /Pension Officer/Provident Fund Officer/Accounts Officer/ Additional Administrative Assistant

Category 14. Librarian and Cultural Officer (Corporation)

Category 15. Confidential Assistant Selection Grade

Category 16. System Manager (I.T/E-Governance)

Category 17. Grama Panchayat Secretary/ Block Panchayat Secretary/ Municipal Secretary Grade-III/Council Secretary (Municipality/ Corporation)/Performance Audit Supervisor/Senior Superintendent /Deputy Secretary (Municipality/ Corporation)/ Revenue Officer (Municipality Grade I or Grade II/ Corporation)/ Additional Accounts Officer (Municipality / Corporation)

Group II (Public Health and Environment Management Wing)

Category 1. State Public Health and Environment Officer

Category 2. Public Health Officer Grade I (Corporation)

Category 3. Public Health Officer Grade II (Municipality)

Category 4. Environment Manager (Corporation)

Category 5. T.B. Specialist

Category 6. Deputy Environment Manager (Municipality)

Category 7. Public Health Officer Grade III (Municipality/ Corporation)/Medical Officer (Modern Medicine)/ Superintendent, Child Welfare Centre/ Lady Medical Officer

Category 8. Medical Officer (Ayurveda)

Category 9. Medical Officer (Homoeopathy)

Category 10. Veterinary Surgeon

Category 11. Assistant Environment Manager (Municipality/ Corporation)

Category 12. Clean City Manager (Corporation)

Group III (Infrastructure Development and Engineering Wing)

Sub Group (a) Civil Wing

Category 1. Chief Engineer

Category 2. Superintending Engineer

Category 3. Executive Engineer

Category 4. Assistant Executive Engineer

Category 5. Assistant Engineer

Sub Group (b) Electrical Wing

Category 1. Assistant Executive Engineer

Category 2. Assistant Engineer

Sub Group(c) Mechanical Wing

Category 1. Assistant Executive Engineer

Category 2. Assistant Engineer

Sub Group(d) Electricity Wing of Thrissur Corporation

Category 1. Electrical Engineer

- Category 2. Assistant Engineer
- Category 3. Senior superintendent

Group IV (Town and Country Planning Wing)

- Category 1. Chief Town Planner
- Category 2. Additional Chief Town Planner
- Category 3. Senior Town Planner
- Category 4. Town Planner / Urban Planner (Corporation)/ Regional Planner
- Category 5. Deputy Town Planner/ Deputy Urban Planner/ Sub-Regional Planner
- Category 6. Assistant Town Planner

Group V (Training Wing)

- Category 1. (i)
 - a. Lecturer Grade I in Agriculture
 - b. Lecturer Grade I in Rural Economics
 - c. Lecturer Grade I in Social Education
 - d. Lecturer Grade I in Extension Education
 - e. Lecturer Grade I in Home Science

- Category 1. (ii)
 - a. Lecturer Grade I in Rural Industries
 - b. Lecturer Grade I in Animal Husbandry
 - c. Lecturer Grade I in Rural Engineering
 - d. Lecturer Grade I in Co-operation

(2) With effect from the date of commencement of these Rules, the Officers belonging to the posts falling under the categories specified in sub-rule (1) or identical thereto and serving under the Panchayat Department, Urban Affairs Department, Municipal Common Service, Rural Development Department, Town and Country

Planning Department and the Local Self Government Engineering Service shall be constituted into one service, namely, the Kerala Local Self Government Department State Service.

(3) The Officers belonging to the categories identical to those specified in sub-rule (2) and who are in service as on the date of commencement of these Rules in the Panchayat Department , Urban Affairs Department, Municipal Common Service, Rural Development Department, Town and Country Planning Department and the Local Self Government Engineering Service in the existing categories shall be treated as separate units for the purpose of promotion to the respective posts in each category of the Kerala Local Self Government Department State Service and separate gradation lists in respect of such categories shall be prepared and kept by the Principal Director.

(4) With effect from the date of commencement of these Rules, the following posts in the existing categories shall be redesignated, as shown against each, in the Unified Local Self Government Department Service and shall be known accordingly:-

Existing Post	Post in the Unified Service
Group I (General Wing)	
Director of Panchayats	Director , Rural Governance, LSGD
Director of Urban Affairs	Director, Urban Governance, LSGD
Commissioner for Rural Development	Director, Administration , LSGD
Additional Director of Panchayats	Additional Director, LSGD
Additional Development Commissioner	Additional Director, LSGD
Joint Director of Panchayats	Joint Director and State Coordinating Officer, LSGD
Joint Director of Urban Affairs	Joint Director and State Coordinating Officer, LSGD
Regional Joint Director of Urban Affairs	Joint Director and State Coordinating Officer, LSGD
Joint Development Commissioner	Joint Director and State Coordinating Officer, LSGD
Deputy Development Commissioner	Deputy Director and Coordinating Officer, LSGD
State Coordinator(Women and Children Development)	Deputy Director (Empowerment), LSGD

State Coordinator (Women and Children Programme)	Deputy Director (Human Resources and Training)LSGD
Deputy Director of Panchayats (14 posts)	Additional Deputy Director and Coordinating Officer, LSGD
Assistant Development Commissioner (14 posts)	Additional Deputy Director and Coordinating Officer, LSGD
Deputy Secretary (Municipal Common Service)	Joint Corporation Secretary
Assistant Development Commissioner, General	Assistant Director and Coordinating Officer, LSGD
Assistant Development Commissioner (Performance Audit)	Assistant Director (Performance Audit), LSGD
Deputy Director of Panchayats	Assistant Director and Coordinating Officer, LSGD
Assistant Director of Panchayats	Assistant Director and Coordinating Officer, LSGD
Administrative Assistant	Administrative Assistant, LSGD
District Women's Welfare Officer	District Empowerment Officer, LSGD
Secretary, Block Panchayat (Senior Grade)	Block Panchayat Secretary (Senior Grade)
Secretary Grama Panchayat (Higher Grade)	Grama Panchayat Secretary (Senior Grade)
Provident Fund Accounts Officer, Panchayat Department	Provident Fund Officer, LSGD
Provident Fund Officer, Urban Affairs Department	Provident Fund Officer, LSGD
Pension Officer, Urban Affairs Department	Pension Officer, LSGD
Accounts officer, Rural Development Department	Accounts Officer, LSGD
Administrative Assistant, Urban Affairs Department	Additional Administrative Assistant. LSGD
Secretary , Block Panchayat	Block Panchayat Secretary
Secretary, Grama Panchayat	Grama Panchayat Secretary
Librarian Grade I, Municipal Common Service	Librarian and Cultural Officer (Corporation)
Accounts officer, Municipal Common Service	Additional Accounts Officer (Municipality/ Corporation)
Revenue Officer, Municipal Common Service	Revenue Officer (Municipality Grade I or Grade II / Corporation)
Assistant Municipal Secretary, Urban Affairs Department	Deputy Secretary (Municipality / Corporation)
Personal Assistant to Secretary, Municipal Common Service	Deputy Secretary (Municipality / Corporation)
Secretary to Council , Municipal Common Service	Council Secretary (Municipality /Corporation)
Group II (Public Health and Environment Management Wing)	
Joint Director (Health), Urban Affairs	State Public Health and Environment

Department	Officer, LSGD
Health Officer Grade I (Corporation), Municipal Common Service	Public Health Officer Grade I (Corporation)
Health Officer Grade II (Municipality), Municipal Common Service	Public Health Officer Grade II (Municipality)
Health Officer Grade III (Municipality) Municipal Common Service	Public Health Officer Grade III (Municipality)
Assistant Health Officer (Corporation) Municipal Common Service	Public Health Officer Grade III (Corporation)
Medical Officer (Allopathy Municipal Common Service)	Medical Officer (Modern Medicine)
Group III (Infrastructure Development and Engineering Wing)	
Sub Group (b) (Electrical Wing)	
Assistant Engineer (Electrical), Municipal Common Service	Assistant Engineer
Sub Group (C) (Mechanical Wing)	
General Foreman, Rural Development	
Department	Assistant Engineer
Group IV (Town and Country Planning Wing)	
Town Planner	Town Planner/ Urban Planner(Corporation)/ Regional Planner
Deputy Town Planner	Deputy Town Planner/ Deputy Urban Planner/ Sub -Regional Planner

(5) With effect from the date of commencement of these Rules,

(i) The posts included or deemed to have been included under a category shall be on identical scale of pay and have a common seniority list. Any person holding a post falling under a category shall be transferable to any other post within that category except those posts which are specifically mentioned for a particular period thereunder.

(ii) The post of Joint Director of Panchayats, Panchayat Department, Joint Development Commissioner, Rural Development Department and Joint Director, Urban Affairs Department are equated and redesignated as Joint Director and State Coordinating Officer. The post of District Chief Coordinating Officer and Additional Secretary, District Planning Committee shall be in the same grade of the Joint Director and State Coordinating Officer.

(iii) The post of Corporation Secretary, Thiruvananthapuram, Kochi and Kozhikode Corporations are upgraded and equated with the redesignated post of Joint Director and State Coordinating Officer and redesignated as Corporation Secretary Grade I. The post of Corporation Secretary, Kollam, Thrissur and Kannur Corporations and the post of Additional Corporation Secretary, Thiruvananthapuram, Kochi and Kozhikode Corporations are equated with the redesignated post of Deputy Director and Coordinating Officer and redesignated as Corporation Secretary Grade II and Additional Corporation Secretary Grade I respectively. The post of Additional Corporation Secretary, Kollam, Thrissur and Kannur Corporations are downgraded and equated with the post of Municipal Secretary Grade I and redesignated as Additional Corporation Secretary Grade II. The pay and allowances of the persons holding the redesignated post of Additional Corporation Secretary Grade II as on the date of commencement of these Rules shall be protected until his promotion to a post under Category 4 or his transfer to any other post under Category 7.

(iv) The posts of Deputy Development Commissioner, State Coordinator (Women and Children Development), State Coordinator (Women and Children Programme) and the Principal, Extension Training Centre in the Rural Development Department are equated. The post of Deputy Development Commissioner redesignated as Deputy Director and Coordinating Officer, the post of State Coordinator (Women and Children Programme) redesignated as Deputy Director (Human Resources and Training) and the post of State Coordinator, Women and Children Development redesignated as Deputy Director (Empowerment)

(v) The Post of District Panchayat Secretary shall be in the same grade of the Deputy Director and Coordinating Officer.

(vi) 14 posts of Deputy Director of Panchayats, Panchayat Department and 14 posts of Assistant Development Commissioner, Rural Development Department will be upgraded to the grade of Municipal Secretary Grade I and redesignated as Additional Deputy Director and Coordinating Officer.

(vii) The remaining posts of Assistant Development Commissioner, Rural Development Department and the Deputy Director of Panchayats,

Panchayat Department are equated and redesignated as Assistant Director and Coordinating Officer. The post of Assistant Director of Panchayats is upgraded to that of the Deputy Director of Panchayats and redesignated as Assistant Director and Coordinating Officer. The post of Municipal Secretary Grade II, Urban Affairs Department, Deputy Secretary, Municipal Common Service redesignated as Joint Corporation Secretary and Assistant Development Commissioner (Performance Audit) redesignated as Assistant Director (Performance Audit) are equated with the post of Assistant Director and Coordinating Officer.

(viii) The posts of Performance Audit Supervisor (Higher Grade), Senior Superintendent (Higher Grade) in the Panchayat Department, Senior Superintendent (Higher Grade) in the Rural Development Department, Senior Superintendent (Higher Grade) in the Urban Affairs Department, Personal Assistant to Secretary (Higher Grade), Revenue Officer (Higher Grade), Secretary to Council (Higher Grade), Accounts Officer (Higher Grade) in the Municipal Common Service, Senior Superintendent (Higher Grade) in the LSG Engineering Service and Senior Superintendent (Higher Grade) in the Town and Country Planning Department having the same scale of pay of the Secretary, Block Panchayat (Senior Grade) redesignated as Block Panchayat Secretary (Senior Grade) are equated and deemed to have been included in Category 13 and the persons holding any of the above said posts is transferrable to any other posts included in this category. The post of Secretary Grama Panchayat (Higher Grade) having the same scale of pay of the Secretary, Block Panchayat (Senior Grade) redesignated as Block Panchayat Secretary (Senior Grade) are equated and redesignated as Grama Panchayat Secretary (Senior Grade).

(ix) The post of Environment Manager (Corporation) is on the same scale of the post of Public Health Officer Grade II (Municipality), Deputy Environment Manager (Municipality) is on the same scale of pay of the post of T.B. Specialist, Assistant Environment Manager (Municipality / Corporation) is on the same scale of pay of the post of Medical Officer (Ayurveda) and Clean City Manager (Corporation) is on the same scale of pay of the post of Revenue Officer (Municipality / Corporation).

(x) An Officer holding a post which is upgraded to a higher category, will have to hold the present post or another post in the same category till his promotion to a post in the higher category and he will be eligible for the pay and

allowances of the upgraded post in the higher category, only on getting the promotion to a post in the higher category.

(6) Each post of Municipal Secretary Grade III will be treated as equated with the post of Block Panchayat Secretary included under Category 17 consequent on arising a vacancy in the post of Municipal Secretary Grade III as on the date of commencement of this Rules, is promoted to the post of Municipal Secretary Grade II included under Category 9.

(7) Relative seniority for the purpose of promotion to a person appointed by direct recruitment and a person appointed by transfer or by promotion in a category shall be determined on the basis of the date of advice of the Public Service Commission or the date of order of appointment by transfer or by promotion to that category, as the case may be.

(8) Notwithstanding anything contained in these Rules, in the event of constitution of a Town Panchayat, the post of Town Panchayat Secretary will be deemed to have been included in Category 17.

4. Method of Appointment - Appointment to the posts included in the various categories shall be made as follows:-

Group I (General Wing)

	Category	Method of Appointment
	(1)	(2)
1.	Principal Director	IAS Cadre
2.	Director :	
	(a) Rural Governance	IAS Cadre
	(b) Urban Governance	IAS Cadre
	(c) Administration	IAS Cadre
3.	Additional Director	By promotion from Category 4

Note:- A ratio of **1:2:2 (Ratio proposed in Five)** shall be followed among the Joint Director of Panchayats (redesignated as Joint Director and State Coordinating Officer), Chief Registrar of Births and Deaths of the Panchayat Department, Joint Development Commissioner (redesignated as Joint Director and State Coordinating

Officer) of the Rural Development Department and Joint Director (Administration) and Regional Joint Director (redesignated as Joint Director and State Coordinating Officer) of the Urban Affairs Department for promotion as Additional Director, till the last Joint Director of Panchayats, Chief Registrar of Births and Deaths, Joint Development Commissioner, Joint Director (Administration) or Regional Joint Director, as the case may be, as on the date of commencement of these Rules is promoted as Additional Director. In case, no person is available for such promotion in the above mentioned posts in a Department in Category 4, that turn of promotion shall be bypassed to a person holding any other post mentioned above in other Departments within that category in the ratio applicable to them.

4.	<p>Joint Director and State Coordinating Officer/ Corporation Secretary Grade I/ Chief Registrar of Births and Deaths/ District Chief Coordinating Officer and Additional Secretary, District Planning Committee.</p>	<p>By promotion from Category 5, Category 6 and Category 7.</p>
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Note:- A ratio of **6:4 (Ratio in Ten)** shall be followed among the Deputy Development Commissioner (redesignated as Deputy Director and Coordinating Officer), State Coordinator (Women and Children’s Development) (redesignated as Deputy Director (Empowerment), State Coordinator (Women and Children’s Programme) (redesignated as Deputy Director (Human Resources and Training) and Principal, Extension Training Centre of the Rural Development Department and Corporation Secretary, Additional Corporation Secretary, (re-designed as Corporation Secretary Grade I and Grade II, Additional Corporation Secretary Grade I and Grade II respectively) of the Urban Affairs Department for promotion to a post in this category, till the last Deputy Development Commissioner, State Co-ordinator(Women and Children’s Development), State Co-ordinator(Women and Children’s Programme), Principal, Extension Training Centre, Corporation Secretary or Additional Corporation Secretary, as the case may be, as on the date of commencement of these Rules is promoted to a post in this category. In case no person is available for such promotion in the above mentioned posts in a Department in Category 7, that turn of promotion also be bypassed to a person available in any post in the other Department in that Category.

5.	District Panchayat Secretary	By selection from Category 8 and Category 9
<p>Note (1):- A ratio of 1:1:1 shall be followed among the officers working in the Panchayat Department, Rural Development Department and Urban Affairs Department including Municipal Common Service for selection to this category till the last Deputy Director of Panchayats, Assistant Development Commissioner, Municipal Secretary Grade II, Deputy Secretary, Municipal Common Service as on the date of commencement of these Rules are selected to this category or promoted to Category 7. Thereafter this category will be vanished and the post of District Panchayat Secretary will be deemed to have been included in Category 7 and be filled up by promotion from Category 8.</p> <p>Note (2):- District Panchayat Secretary is eligible for promotion to Category 4 based on his original seniority in Category 8 or in Category 9, as the case may be.</p>		
6.	Deputy Director (Empowerment)	<p>(1) By appointment from qualified women officers under Category 7.</p> <p>(2) In the absence of suitable woman officer under item (1) above, by promotion from qualified women officers under Category 8.</p>
<p>Note: - Deputy Director (Empowerment) is eligible for promotion to Category 4 based on her original seniority in Category 7 or in Category 8, as the case may be.</p>		
7.	Corporation Secretary Grade II / Additional Corporation Secretary Grade I/Deputy Director and Coordinating Officer/Deputy Director (Human Resources and Training) /Principal, Extension Training Centre	By promotion from Category 8.
<p>Note:- Promotion to this category shall be made from the post of Municipal Secretary Grade I, Urban Affairs Department, the only available post in Category 8 as on the date of commencement of these Rules, until the last Municipal Secretary Grade I mentioned above is promoted to any post included in Category 7 or to Category 6 or selected to Category 5.</p>		

8.	Additional Corporation Secretary Grade II/ Municipal Secretary Grade I/ Additional Deputy Director and Coordinating Officer	By promotion from Category 9.
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Note:- A ratio of **4:10:5:1 (Ratio in Twenty)** shall be followed among the Deputy Director of Panchayats, (redesignated as Assistant Director and Coordinating Officer of the Panchayat Department, Assistant Development Commissioner (redesignated as Assistant Director and Coordinating Officer), Assistant Development Commissioner (General) (redesignated as Assistant Director and Coordinating Officer, Assistant Development Commissioner (Performance Audit) (redesignated as Assistant Director (Performance Audit) of the Rural Development Department, Municipal Secretary Grade II of the Urban Affairs Department and Deputy Secretary (redesignated as Joint Corporation Secretary) of the Municipal Common Service for promotion to a post in this category till the last Deputy Director of Panchayats, Assistant Development Commissioner, Assistant Development Commissioner (General), Assistant Development Commissioner (Performance Audit), Municipal Secretary Grade II or Deputy Secretary, as the case may be, as on the date of commencement of these Rules, is promoted to any post in this category or selected to Category 5. In case, no person is available for such promotion in the above mentioned posts in a Department in Category 9, that turn of promotion shall be bypassed to a person holding any other post mentioned above in other Departments within that category, in the ratio applicable to them.

9.	Municipal Secretary Grade II/ Joint Corporation Secretary / Assistant Director and Coordinating Officer / Assistant Director (Performance Audit)	By promotion from Category 11, Category 12 and Category 13
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Note (1):- Vacancies arising in the post of Municipal Secretary Grade II included in this Category shall exclusively be earmarked for promotion from the post of Municipal secretary Grade III till all the persons holding that post as on the date of commencement of these Rules are promoted. Thereafter vacancies arising in the post of Municipal Secretary Grade III shall also be treated as a vacancy in Category 17 for promotion as per the Rules.

Note (2):- A ratio of **8:2 (Ratio proposed in ten)** shall be followed among the Assistant Director of Panchayats in the Panchayat Department and the District Women Welfare Officer (Higher Grade) in the Rural Development Department for promotion to a post in this category, till the last Assistant Director of Panchayats or District Women Welfare Officer (Higher Grade) as the case may be, as on the date of commencement of these Rules is promoted to a post in this category. In case, no person is available for such promotion in the above mentioned post in a Department as said above, that turn of promotion also be bypassed to a person available in a post in the other Department. Thereafter no promotion to the post of District Women Welfare Officer (Higher Grade) and such vacancies will also be treated as a vacancy in Category 12 for promotion as per this Rules. After that again a ratio of **7:2:0:1:0:0 (Ratio Proposed in Ten)** shall be followed among the Provident Fund Accounts Officer (re-designated as Provident Fund Officer), Grama Panchayat Secretary (Higher Grade) re-designated as Grama Panchayat Secretary (Senior Grade), Performance Audit Supervisor (Higher Grade), Senior Superintendent (Higher Grade) of the Panchayat Department, Secretary, Block Panchayat (Senior Grade) (redesignated as Block Panchayat Secretary (Senior Grade), District Women Welfare Officer (redesignated as District Empowerment Officer), Senior Superintendent (Higher Grade) of the Rural Development Department, Provident Fund Officer, Pension Officer, Administrative Assistant (redesignated as Additional Administrative Assistant), Senior Superintendent (Higher Grade) of the Urban Affairs Department, Personal Assistant to Secretary (Higher Grade), Revenue Officer (Higher Grade), Secretary to Council (Higher Grade), Accounts Officer (Higher Grade) of the Municipal Common Service, Senior Superintendent (Higher Grade) of the LSG Engineering Service and Senior Superintendent of the Town and Country Planning Department for promotion to a post in this category till the last person holding any of the posts in any Department included or deemed to have been included in category 13, as the case may, as on the date of commencement of these Rules is promoted to a post in this category. In case no person is available for such promotion in the above mentioned posts in a Department in Category 13, that turn of promotion shall be bypassed to a person holding any other post mentioned above in the other Department within that category, in the ratio applicable to them.

10.	Administrative Assistant	By promotion from Category 13 who have opted for this category before the declaration of probation in Category 13.
11.	Communication Officer	<ol style="list-style-type: none"> 1. By appointment from qualified officers under Category 13. 2. In the absence of suitable officer under item (1) above, by promotion from qualified officers under Category 17.
<p>Note:- Communication Officer is eligible for promotion to Category 9 based on his original seniority in Category 13 or in Category 17, as the case may be.</p>		
12.	District Empowerment Officer	<ol style="list-style-type: none"> 1. By appointment from qualified women officers under Category 13. 2. In the absence of suitable woman officer under item (1) above, by promotion from qualified women officers under Category 17.
<p>Note:- District Empowerment Officer is eligible for promotion to Category 9 based on her original seniority in Category 13 or in Category 17, as the case may be.</p>		
13.	Grama Panchayat Secretary (Senior Grade)/Block Panchayat Secretary (Senior Grade)/ Pension Officer/ Provident Fund Officer/ Accounts Officer / Additional Administrative Assistant.	By promotion from Category 16 and Category 17.
<p>Note:-A ratio of 161:21:5:1:11:0:1 (Ratio in Two hundred) shall be followed among the Secretary, Grama Panchayat (redesignated as Grama Panchayat Secretary), Performance Audit Supervisor, Senior Superintendent of the Panchayat Department, Secretary Block Panchayat (redesignated as Block Panchayat Secretary (Senior Grade), Senior Superintendent of the Rural Development Department, Assistant Municipal Secretary (redesignated as Deputy Secretary (Municipality/ Corporation), Senior Superintendent of the Urban Affairs Department, Revenue Officer (redesignated as Revenue Officer (Municipality Grade I or Grade II/ Corporation), Accounts Officer (redesignated as Additional Accounts Officer (Municipality/ Corporation), Personal Assistant to Secretary (redesignated as Deputy Secretary (Municipality/ Corporation), Secretary to Council (redesignated as Council Secretary</p>		

(Municipality/Corporation) of the Municipal Common Service, Senior Superintendent of the LSG Engineering Service and Senior Superintendent of the Town and Country Planning Department for promotion to a post in this category till the last Secretary, Grama Panchayat, Performance Audit Supervisor, Senior Superintendent, Panchayat Department, Secretary, Block Panchayat, Senior Superintendent, Rural Development Department, Assistant Municipal Secretary, Senior Superintendent, Urban Affairs Department, Revenue Officer, Accounts Officer, Personal Assistant to Secretary, Secretary to Council, Municipal Common Service, Senior Superintendent, LSG Engineering Service or Senior Superintendent, Town and Country Planning Department, as the case may be, as on the date of commencement of these Rules is promoted to a post in this category. In case no person is available for such promotion in the above mentioned posts in a Department, in Category 17, that turn of promotion shall be bypassed to a person holding any other post mentioned above in the other Department within that category in the ratio applicable to them.

14.	Librarian and Cultural Officer (Corporation)	By transfer from Category 3 of Group I (General Wing) of the Subordinate Service.
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Note:- A ratio of **6:0** shall be followed among the Librarian Selection Grade of the Panchayat Department and the Librarian Grade II of the Municipal Common Service for by transfer to this category till the last Librarian Selection Grade, Panchayat Department or the Librarian Grade II, Municipal Common Service, as the case may be , as on the date of commencement of these Rules, is transferred to this category. In case no person is available for such by transfer in the above mentioned posts in a Department that turn of promotion shall also be bypassed to a person available in the post in the other Department in that category.

15.	Confidential Assistant, Selection Grade	By transfer from Category 4 Group I (General Wing) of the Subordinate Service.
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Note:- A ratio **0:2:1:5:0:1 (Ratio proposed in Nine)** shall be followed among the Confidential Assistants Senior Grade working in the Panchayat Department, Rural Development Department, Urban Affairs Department, Municipal Common Service, LSG Engineering Service and the Town and Country Planning Department for by transfer to this category till the last person holding the post of Confidential Assistant Senior

Grade, as on the date of commencement of these Rules is transferred to this category. In case no person is available for such transfer in a Department, that turn of promotion shall be bypassed to a person holding the posts of Confidential Assistant Senior Grade in the other Department, in the ratio applicable to them.

16.	System Manager (I.T/E-Governance)	<p>(i) By appointment from qualified officers under Category 17</p> <p>(ii) In the absence of qualified persons under item (i) above, by transfer from any category of the Subordinate Service.</p> <p>(iii) In the absence of qualified persons under items (i) and (ii) above, by direct recruitment.</p>
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Note:- System Manager (I.T/E-Governance) appointed from Category 17 or by transfer from Subordinate Service is eligible for promotion to Category 13 or a post in the higher category of the concerned Group, as the case may be, based on his original seniority in the respective feeder category from which he was appointed to this category. Relative seniority for the purpose of promotion to a person appointed by direct recruitment in Category 16 and a person holding a post in Category 17 will be determined on the basis of the date of advice of the Public Service Commission for appointment to Category 16 and the date of promotion to Category 17, as the case may be.

17.	Grama Panchayat Secretary/ Block Panchayat Secretary/ Municipal Secretary Grade III	<p>(1) By direct recruitment.</p> <p>(2) By transfer from Category 1 and Category 2 of Group I (General Wing) of the Subordinate Service.</p>
	Council Secretary (Municipality/ Corporation) / Performance Audit Supervisor/ Senior Superintendent/Deputy Secretary(Municipality/ Corporation) / Revenue Officer	By transfer from Category 1 and Category 2 of Group I (General Wing) of the Subordinate Service.

(Municipality Grade I or
Grade II / Corporation) /
Additional Accounts Officer
(Municipality / Corporation)

Note 1:- Appointment by direct recruitment and by transfer to the posts of Grama Panchayat Secretary, Block Panchayat Secretary and Municipal Secretary Grade III included in this category shall be made in the ratio 4:6. In a cycle of 10 vacancies, the first, third, seventh and ninth shall be filled up by direct recruitment and the remaining vacancies shall be filled up by transfer from the Subordinate Service.

Note 2:- A ratio **106:1:12:1:27:2:1 (Ratio proposed in Hundred and Fifty)** shall be followed among the Assistant Secretary (Higher Grade), Junior Superintendent (Higher Grade) of the Panchayat Department, Joint Block Development Officer (Higher Grade) of the Rural Development Department, Junior Superintendent (Higher Grade) of the Rural Development Department, Junior Superintendent (Higher Grade) of the Urban Affairs Department, Revenue Officer Grade II of the Municipal Common Service, Junior Superintendent (Higher Grade) of the LSG Engineering Service and Junior Superintendent (Higher Grade) of the Town and Country Planning Department for by transfer to a post in this category from the Subordinate Service till the last person holding any of the post mentioned above, as the case may be, as on the date of commencement of these Rules, is transferred to a post in this category. In case no person is available for such by transfer in the above mentioned the post in a Department, that turn of by transfer shall be bypassed to a person holding any other post mentioned above in the other Department in that category in the ratio applicable to them. A ratio of **107:1:19:1:19:2:1 (Ratio proposed in Hundred and Fifty)** shall be followed among the Assistant Secretary, Junior Superintendent of the Panchayat Department, Joint Block Development Officer of the Rural Development Department, Junior Superintendent of the Rural Development Department, Junior Superintendent of the Urban Affairs Department, Superintendent Office, Chief Accountant, Assistant Accounts Officer, Manager of the Municipal Common Service, Junior Superintendent of the LSG Engineering Service, and Junior Superintendent of the Town and Country Planning Department for by transfer to a post in this category from the Subordinate Service till the last person holding any of the posts mentioned above, as the case may be, as on the date of commencement of

these Rules, is transferred to a post in this category. In case no person is available for such transfer in the above mentioned posts in a Department, that turn of by transfer shall be bypassed to a person holding any other post mentioned above in the other Department in that category in the ratio applicable to them. Thereafter the by transfer appointments shall be made from the common seniority list in Category 2 of the Subordinate Service.

Group II (Public Health and Environment Management Wing)		
1	State Public Health and Environment Officer	By appointment from Category 2 or if no such suitable candidate is available for appointment, by direct recruitment.
2	Public Health Officer Grade I (Corporation)	By promotion from Category 3 or if no such suitable candidate is available for promotion, by direct recruitment.
3	Public Health Officer Grade II (Municipality)	By promotion from Category 7 or if no such suitable candidate is available for promotion, by direct recruitment.
4	Environment Manager (Corporation)	By promotion from Category 6
5	T.B. Specialist	By direct recruitment
6	Deputy Environment Manager (Municipality)	By promotion from Category 11
7	Public Health Officer Grade III (Municipality/ Corporation)/ Medical Officer (Modern Medicine)/ Superintendent, Child Welfare Centre / Lady Medical Officer.	By direct recruitment
8	Medical Officer (Ayurveda)	By direct recruitment
9	Medical Officer (Homoeopathy)	By direct recruitment
10	Veterinary Surgeon	By direct recruitment
11	Assistant Environment Manager (Municipality/ Corporation)	By direct recruitment
12	Clean City Manager (Corporation)	By promotion from Category I of Group II (Public Health and Environment Management Wing)of the Subordinate Service.

Group III (Infrastructure Development and Engineering Wing)**Sub Group (a) Civil Wing**

1	Chief Engineer	By promotion from Category 2
2	Superintending Engineer	By promotion from Category 3
3	Executive Engineer	By promotion from Category 4
4	Assistant Executive Engineer	By promotion from Category 5
Note:- Promotion to this category shall be made from among direct recruits and Diploma holders in the feeder category in the ratio 3:1.		
5	Assistant Engineer	(i) By direct recruitment (ii) By transfer from Category I of Sub Group (a) of Group III (Infrastructure Development and Engineering Wing) of the Subordinate Service.

Note 1:- Appointment by direct recruitment and by transfer shall be made in the ratio 6:4. Out of the posts set apart for direct recruitment, 10 per cent shall be filled up by direct recruitment from among the qualified members in the Subordinate Service.

Note2:- Appointment by transfer from among the Diploma holders and Certificate holders in the feeder category shall be made in the ratio of 3:1

Note3:- The ratio fixed for appointment by direct recruitment and by transfer shall be applied to the cadre strength of the posts of Assistant Engineer and not to the vacancies.

Sub Group (b) Electrical Wing

1	Assistant Executive Engineer	By promotion from Category 2
2	Assistant Engineer	(i) By direct recruitment (ii) By transfer from Category I of Sub Group (b) of Group III (Infrastructure Development and Engineering Wing) of the Subordinate Service.

Note 1:- Appointment by direct recruitment and by transfer shall be made in the ratio 3:2. Out of the posts set apart for direct recruitment, 10 per cent shall be filled up by direct recruitment from among the qualified members who have completed probation in the Subordinate Service. If qualified candidates are not available for appointment by direct recruitment as above at the time of occurrence of

the vacancy, such vacancies shall be forfeited to them and it shall also be filled up by direct recruitment of candidates from the open quota.

Note 2:- Appointment by transfer from among the Diploma holders and Certificate holders shall be made in the ratio 3:1.

Sub Group (c) Mechanical Wing

1	Assistant Executive Engineer	By promotion from Category 2
2	Assistant Engineer	(i) By direct recruitment (ii) By transfer from Category I of Sub Group (c) of Group III (Infrastructure Development and Engineering Wing) of the Subordinate Service.

Note 1:- Appointment by direct recruitment and by transfer shall be made in the ratio 3:2. Out of the posts set apart for direct recruitment, 10 per cent shall be filled up by direct recruitment from among the qualified members who have completed probation in the Subordinate Service. If qualified candidates are not available for appointment by direct recruitment as above at the time of occurrence of the vacancy, such vacancies shall be forfeited to them and it shall also be filled up by direct recruitment of candidates from the open quota.

Note 2:- Appointment by transfer from among the Diploma holders and Certificate holders shall be made in the ratio 3:1.

Sub Group (d) Electricity Wing of Thrissur Corporation

1	Electrical Engineer	By promotion from Category 2
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Note1:- Promotion to this category shall be made from among the Degree holders and Diploma holders in the ratio 3:1.

Note2:- A non-Graduate Assistant Engineer while holding the post of Assistant Engineer acquires a Degree or any other qualification recognised by the Government as equivalent thereto, shall be treated as junior most Graduate Assistant Engineer as on the date of his passing the degree qualification for the purpose of promotion as Electrical Engineer provided that it will be left to the option of such person to continue either in the Graduate or in the non- Graduate list

2	Assistant Engineer	(i) By direct recruitment (ii) By transfer from Category 3 of Sub Group (d) of Group III of the Subordinate Service
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Note 1:- Appointment by direct recruitment and by transfer shall be made in the ratio 1:1. Out of the posts set apart for direct recruitment, 20 per cent shall be filled

up by direct recruitment from among the qualified members who have completed probation in the Subordinate Service. If qualified candidates are not available for appointment by direct recruitment as above at the time of occurrence of the vacancy, such vacancies shall be forfeited to them and it shall also be filled up by direct recruitment of candidates from the open quota.

Note 2:- Appointment by transfer from among the Diploma holders and Certificate holders shall be made in the ratio 3:2.

3	Senior Superintendent	By transfer from Category 4 of Sub Group (d) of Group III of the Subordinate Service
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Group IV (Town and Country Planning Wing)

1	Chief Town Planner	By promotion from Category 2 and Category 3
2	Additional Chief Town Planner	By appointment from Category 3

Note:- Additional Chief Town Planner is eligible for promotion to Category I based on his original seniority in Category 3.

3	Senior Town Planner	By promotion from Category 4
4	Town Planner / Urban Planner (Corporation)/ Regional Planner	By promotion from Category 5
5	Deputy Town Planner / Deputy Urban Planner / Sub-regional Planner	(1) By promotion from Category 6 (2) By direct recruitment

Note:- Appointment by promotion and by direct recruitment to this category shall be made in the ratio 3:1. In a unit of 4 posts, the first 3 shall be made by promotion and the 4th by direct recruitment. In the absence of suitable hands for appointment by promotion, the posts shall be filled up by direct recruitment

6	Assistant Town Planner	(1) By direct recruitment (2) By transfer from Category 1 of Group IV (Town and Country Planning Wing) of the Subordinate Service
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Note :- Appointment by transfer and by direct recruitment to this category shall be made in the ratio 1:1. Out of the posts set apart for appointment by transfer, 10 per cent shall be earmarked for direct recruitment from among the departmental candidates with requisite qualification. The number of posts of direct recruitees, however shall be exclusive of the posts filled by special recruitment. In the absence of suitable hands for appointment by transfer, the posts shall also be filled up by direct recruitment.

Group V- Training Wing

1.(i)		
(a)	Lecturer Grade I Agriculture	By transfer from the category of Lecturer Grade II in concerned discipline in Group V of the Subordinate Service having five years regular service in the post.
(b)	Lecturer Grade I Rural Economics	By transfer from the category of Lecturer Grade II in concerned discipline in Group V of the Subordinate Service having five years regular service in the post.
(c)	Lecture Grade I Social Education	By transfer from the category of Lecturer Grade II in concerned discipline in Group V of the Subordinate Service having five years regular service in the post.
(d)	Lecturer Grade I Extension Education	By transfer from the category of Lecturer Grade II in concerned discipline in Group V of the Subordinate Service having five years regular service in the post.
(e)	Lecturer Grade I Home Science	By transfer from the category of Lecturer Grade II in concerned discipline in Group V of the Subordinate Service having five years regular service in the post.
1.(ii)		
(a)	Lecturer Grade I in Rural Industries	By transfer from among Assistant District Industries Officers of the Industries Department.
(b)	Lecturer Grade I in Animal Husbandry	(i) By transfer from among Veterinary Surgeons of Animal Husbandry Department. (ii) In the absence of qualified hands

		under item (i) above by direct recruitment.
(c)	Lecturer Grade I in Rural Engineering	(i) By transfer from among Assistant Engineers who have completed three years service in any of the following Departments . (i) Sub Group (a) (Civil Wing of Group III (Infrastructure Development and Engineering Wing) of the State Service. (ii) Public Works Department (iii) Irrigation Department (ii) In the absence of qualified hand mentioned above by direct recruitment.
(d)	Lecturer Grade I in Co-operation	By transfer from among Assistant Registrars of the Co-operative Department.

Note: Selection of Candidates for appointment by transfer to the posts included under Category 1(i) and Category 1 (ii) in this Group will be made by the Kerala Public Service Commission.

5. Qualifications.-No person shall be eligible for appointment to a post included in the categories mentioned in column (1) of the table below by the method specified in column (2) unless he possesses the qualifications specified in the corresponding entry in column (3) thereof.

TABLE

	Category	Method of appointment	Qualifications
	(1)	(2)	(3)
Group I (General Wing)			
1	Principal Director	IAS cadre	IAS
2	(a) Director, Rural Governance	IAS cadre	IAS
	(b) Director, Urban Governance	IAS cadre	IAS

	(c) Director Administration	IAS cadre	IAS
3.	Additional Director	By promotion	S.S.L.C. or its equivalent
4.	Joint Director and State Coordinating Officer/ Corporation Secretary Grade I/ Chief Registrar of Births and Deaths/ District Chief Coordinating Officer and Additional Secretary, District Planning Committee	By promotion	S.S.L.C. or its equivalent
5.	District Panchayat Secretary	By selection	Graduation from a recognised University
6.	Deputy Director (Empowerment)	By appointment or By promotion	Graduation from a recognised University
7.	Corporation Secretary Grade II/ Additional Corporation Secretary, Grade I/ Deputy Director and Coordinating Officer/ Deputy Director (Human Resources and Training)/ Principal, Extension Training Centre	By promotion	S.S.L.C. or its equivalent
8.	Additional Corporation Secretary, Grade II/ Municipal Secretary Grade I/ Additional Deputy Registrar and Coordinating Officer	By promotion	S.S.L.C. or its equivalent
9.	Municipal Secretary Grade II/ Joint Corporation Secretary/ Assistant Director and Coordinating Officer/ Assistant Director (Performance Audit)	By promotion	S.S.L.C. or its equivalent
10.	Administrative Assistant	By promotion	S.S.L.C. or its equivalent
11.	Communication	By appointment or	(i) Post Graduate Degree in

	Officer	By promotion	Communication and Journalism/Mass Communication or its equivalent from a recognised University or (ii) Post Graduate Degree in any subject with Degree/Diploma in Journalism/ Mass Communication.
12.	District Empowerment Officer	By appointment or By promotion	Graduation from a recognised University
13.	Grama Panchayat Secretary (Senior Grade)/ Block Panchayat Secretary (Senior Grade)/ Pension Officer/ Provident Fund Officer/Accounts Officer / Additional Administrative Assistant	By promotion	S.S.L.C. or its equivalent
14.	Librarian and Cultural Officer (Corporation)	By transfer	(i) Bachelors Degree in any subject and Bachelors Degree in Library and Information Science or (ii) S.S.L.C or its equivalent and Diploma in Library Science or (iii) S.S.L.C. or its equivalent and Certificate in Library Science.
15.	Confidential Assistant , Selection Grade	By transfer	(i) S.S.L.C or its equivalent and (ii) English Typewriting (Lower) K.G.T.E or M.G.T.E or its equivalent and (iii) Malayalam Typewriting (Lower) K.G.T.E or M.G.T.E or its equivalent and (iv) English short hand (Lower) K.G.T.E or M.G.T.E or its equivalent and (v) Malayalam short hand (Lower) K.G.T.E or M.G.T.E or its equivalent.
16	System Manager (I.T/ E-Governance)	By appointment or By promotion	(ia) Master of Computer Applications or (ib) B-Tech Degree in Computer

			Science/Information Technology and (ii) Post Graduate Diploma in E-Governance and (iii) Minimum ten years service in the Local Self Government Department
		By direct recruitment	(i a) Master of Computer Applications or (ib) B-Tech Degree in Computer Science/Information Technology and (ii) Post Graduate Diploma in E-Governance
	Grama Panchayat Secretary/ Block Panchayat Secretary/ Municipal Secretary Grade III	By direct recruitment	Graduation from a recognised University
17	Grama Panchayat Secretary/ Block Panchayat Secretary/ Municipal Secretary Grade III/ Council Secretary (Municipality/ Corporation/ Performance Audit Supervisor/ Senior Superintendent / Deputy Secretary (Municipality/ Corporation) / Revenue Officer (Municipality Grade I or Grade II/ Corporation / Additional Accounts Officer/ (Municipality/ Corporation)	By transfer	S.S.L.C or its equivalent
Group II (Public Health and Environment Management Wing)			
1.	State Public Health and Environment Officer	By appointment or By direct recruitment	(i) Degree in Modern Medicine (M.B.B.S) or equivalent qualification and (ii) Post Graduate Degree or Diploma in Public Health or equivalent qualification and (iii) Registration in the Travancore- Cochin Medical Council.

2.	Public Health Officer Grade I (Corporation)	By promotion or By direct recruitment	(i) Degree in Modern Medicine (M.B.B.S) or equivalent qualification and (ii) Post Graduate Degree or Diploma in Public Health or equivalent qualification and (iii) Registration in the Travancore- Cochin Medical Council.
3.	Public Health Officer Grade II (Municipality)	By promotion or By direct recruitment	(i) Degree in Modern Medicine (M.B.B.S) or equivalent qualification and (ii) Post Graduate Degree or Diploma in Public Health or equivalent qualification and (iii) Registration in the Travancore- Cochin Medical Council.
4.	Environment Manager (Corporation)	By promotion	Post Graduate Degree in Public Health Engineering /Environmental Engineering / Environmental Science/Environmental Planning.
5.	T. B. Specialist	By direct recruitment	(i) Degree in Modern Medicine (M.B.B.S) or equivalent qualification and (ii) Diploma in Tuberculosis and Chest Diseases (D.T.C.D) or Diploma in Tuberculosis Diseases (T.D.D) and (iii) Registration in the Travancore- Cochin Medical Council.
6.	Deputy Environment Manager (Municipality)	By promotion	Post Graduate Degree in Public Health Engineering / Environmental Engineering / Environmental Science/Environmental Planning.
7.	Public Health Officer Grade III (Municipality / Corporation)/ Medical Officer (Modern Medicine)/ Superintendent , Child Welfare Centre/ Lady Medical Officer	By direct recruitment	(i) Degree in Modern Medicine (M.B.B.S) or equivalent qualification and (ii) Registration in the Travancore- Cochin Medical Council.
8.	Medical Officer (Ayurveda)	By direct recruitment	(i) Degree in Ayurvedic Medicine (B.A.M. S) or equivalent qualification and (ii) Registration in the Travancore- Cochin Medical Council.
9.	Medical Officer (Homoeopathy)	By direct recruitment	(i) Degree in Homoeopathic Medicine (B.H.M.S) or equivalent qualification and (ii) Registration in the Travancore- Cochin Medical Council.
10.	Veterinary	By direct	Degree in Veterinary Science with pre-

	Surgeon	recruitment	service training
11.	Assistant Environment Manager (Municipality and Corporation)	By direct recruitment	Post Graduate Degree in Public Health Engineering / Environment Engineering / Environmental Science/Environmental Planning.
12.	Clean City Manager (Corporation)	By transfer	(i) S.S.L.C or its equivalent and (iia) Diploma in Health Inspector Course (2 years) conducted by the Government. or (iib) Health Inspectors' Certificate from any of the Medical Colleges in Kerala or (iic) Sanitary Inspectors Certificate of Bombay or Madras. or (iid) Sanitary Inspectors' Certificate of All India Institute of Local Government, Mumbai or (iie) Certificate in Sanitary Inspectors Course awarded by the National Council for Rural Higher Education or (iif) Sanitary Inspectors training Course conducted by the Rural Institute, Thavanoor or (iig) Any other equivalent qualification.
Group III (Infrastructure Development and Engineering Wing)			
Sub Group (a) Civil Wing			
1.	Chief Engineer	By promotion	(ia) Degree in Civil Engineering or any other qualification recognised as equivalent thereto. or (ib) Associate Membership of Institution of Engineers, India in Civil Engineering and (ii) Minimum six month Service as Superintending Engineer.
2.	Superintending Engineer	By promotion	(ia) Degree in Civil Engineering or any other qualification recognised as equivalent thereto. or (ib) Associate Membership of Institution of Engineers, India in Civil Engineering and

			(ii) Minimum six months Service as Executive Engineer
3.	Executive Engineer	By promotion	(ia) Degree in Civil Engineering or any other qualification recognized as equivalent thereto. or (ib) Associate Membership of Institution of Engineers, India in Civil Engineering and (ii) Minimum six months service as Assistant Executive Engineer.
4.	Assistant Executive Engineer	By promotion	(ia) Degree in Civil Engineering or any other qualification recognised as equivalent thereto or (ib) Associate Membership of Institution of Engineers, India in Civil Engineering. or (ic) Diploma in Civil Engineering or any other qualification recognised as equivalent thereto and (ii) Minimum two years service as Assistant Engineer.
5.	Assistant Engineer	By direct recruitment	(i) Degree in Civil Engineering or any other qualification recognized as equivalent thereto. or (ia) Associate Membership of Institution of Engineers, India in Civil Engineering.
		By transfer from Diploma holders	(i) Diploma in Civil Engineering or any other qualification recognised as equivalent thereto and (ii) Minimum two years service as First Grade Overseer/First Grade Draftsman in Sub Group (a) of Group III of the Subordinate Service.
		By transfer from Certificate holders	(i) S.S.L.C or its equivalent and (ii) Any of the certificate mentioned below : - (a) Kerala Government Certificate Examination (Two years course) in Civil Engineering. (b) Diploma in Craftsmanship in the trade of Draftsman (Civil) obtained after 18

			<p>months course (followed by six months practical training) at the Industrial Training Institute / Centres, conducted by Government of India, Ministry of Labour.</p> <p>(c) Diploma (Two year course) in Civil Engineering in Women's Polytechnics and</p> <p>(iii) Minimum five years service of which not less than two years as First Grade Overseer/First Grade Draftsman in Sub Group (a) of Group III of the Subordinate Service.</p>
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Note :- Any person who, as on the 1st day of January 2008 included in any category in the local Self Government Engineering Service or the Local Self Government Engineering Subordinate Service and where in possession of a Degree in Architecture / Mechanical Engineering or a Diploma in Mechanical Engineering as on that date, shall be exempted from being in possession of a Degree in Civil Engineering or a Diploma in Civil Engineering, as the case may be, for the purpose of appointment by promotion or by transfer under these Rules.

Sub Group (b) - (Electrical Wing)

1.	Assistant Executive Engineer	By promotion	<p>(ia) Degree in Electrical Engineering or Degree in Electrical and Electronics Engineering or any other qualification recognised as equivalent thereto.</p> <p>or</p> <p>(ib) Associate Membership of Institution of Engineers, India in Electrical Engineering.</p> <p>or</p> <p>(ic) Diploma in Electrical Engineering or Diploma in Electronics and Communication Engineering or any other qualification recognised as equivalent thereto and</p> <p>(ii) Minimum two year service as Assistant Engineer.</p>
2.	Assistant Engineer	By direct recruitment	<p>(i) Degree in Electrical Engineering or Degree in Electrical and Electronics Engineering or any other qualification recognised as equivalent thereto</p> <p>or</p> <p>(ii) Associate Membership of Institution of Engineers, India in Electrical Engineering.</p>

		<p>--</p> <p>By transfer from Diploma holders</p> <p>-----</p> <p>--</p> <p>By transfer from certificate holders</p>	<p>(i) Diploma in Electrical Engineering or Diploma in Electronics and Communication Engineering or any other qualification recognised as equivalent thereto.</p> <p>(ii) Minimum 2 years services as First Grade Overseer in Sub Group (b) of Group II of the Subordinate Service</p> <p>-----</p> <p>----</p> <p>(i) S.S.L.C or its equivalent and</p> <p>(ii) Any of the certificate mentioned below : -</p> <p>(a) Kerala Government Certificate Examination (Two years course) in Electrical Engineering.</p> <p>(b) Diploma in Craftsmanship in the trade of Draftsman (Electrical) obtained after 18 months course (followed by six months practical training) at the Industrial Training Institute / Centres, conducted by Government of India, Ministry of Labour.</p> <p>(c) Diploma (Two year course) in Electrical Engineering in Women's Polytechnics and</p> <p>(iii) Minimum five years service of which not less than two years as First Grade Overseer of Sub Group (b) of Group III of the Subordinate Service</p>
Sub Group (c) - (Mechanical wing)			
1.	Assistant Executive Engineer	By promotion	<p>(ia) Degree in Mechanical Engineering or Degree in Automobile Engineering or any other qualification recognized as equivalent thereto.</p> <p>or</p> <p>(ib) Associate Membership of Institution of Engineers, India in Mechanical Engineering/ Automobile Engineering.</p> <p>or</p> <p>(ic) Diploma in Mechanical Engineering or Diploma in Automobile Engineering or any other qualification recognised as equivalent thereto and</p>

2.	Assistant Engineer	By direct recruitment	<p>(ii) Minimum two year service as Assistant Engineer.</p> <p>(ia) Degree in Mechanical Engineering or Degree in Automobile Engineering of a recognized University or equivalent thereto.</p> <p style="text-align: center;">or</p> <p>(ib) Associate Membership of Institution of Engineers India in Mechanical Engineering/ Automobile Engineering.</p>
		By transfer from Diploma holders	<p>----</p> <p>(i) Diploma in Mechanical Engineering or Diploma in Automobile Engineering or any other qualification recognised as equivalent thereto and</p> <p>(ii) Minimum two years service as Foreman in Sub Group (c) of Group III of the Subordinate Service.</p>
		By transfer from certificate holders	<p>----</p> <p>(i) S.S.L.C or its equivalent and</p> <p>(ii) Any of the certificate mentioned below : -</p> <p>(a) Kerala Government Certificate Examination (Two years course) in Mechanical Engineering/Automobile Engineering/Electrical Engineering.</p> <p>(b) Diploma in Craftsmanship in the trade of Draftsman (Mechanical/Automobile/Electrical) obtained after 18 months course (followed by six months practical training) at the Industrial Training Institute / Centres, conducted by Government of India, Ministry of Labour.</p> <p>(c) Diploma (Two year course) in Mechanical Engineering/Automobile Engineering/Electrical Engineering in Women's Polytechnics and</p> <p>(iii) Minimum five years service of which not less than two years as Foreman in Sub Group (c) of Group III of the Subordinate Service.</p>

Sub Group (d) (Electricity Wing of Thrissur Corporation)

1	Electrical Engineer	By promotion	<p>(ia) Degree in Electrical Engineering or Degree in Electronics and Telecommunications Engineering or any other qualification recognised as equivalent thereto. or</p> <p>(ib) A.M.I.E (India) Section A & B in Electrical Engineering or</p> <p>(ic) Associate Membership Diploma of the Institution of Engineers, India in Electrical Engineering or any other Diploma recognised as equivalent thereto or</p> <p>(id) Diploma in Electrical Engineering or Diploma in Electronics and Communication Engineering or any other qualification recognised as equivalent thereto and</p> <p>(ii) Minimum two years service as Assistant Engineer.</p>
2	Assistant Engineer	<p>By direct recruitment</p> <p>----- -- By transfer from Diploma holders</p>	<p>(ia) Degree in Electrical Engineering or Degree in Electronics and Telecommunications Engineering or any other qualification recognised as equivalent thereto. or</p> <p>(ib) A.M.I.E (India) Section A & B in Electrical Engineering or</p> <p>(ic) Associate Membership Diploma of the Institution of Engineers, India in Electrical Engineering or any other Diploma recognised as equivalent thereto.</p>

		<hr/> <p>By transfer from Certificate holders</p>	<hr/> <p>(i) Diploma in Electrical Engineering or Diploma in Electronics and Communication Engineering or any other qualification recognised as equivalent thereto and (ii) Minimum three years service as Sub- Engineer in Sub Group (d) of Group III of the Subordinate Service.</p> <hr/> <p>(i) S.S.L.C or its equivalent and (iia) Certificate in Electrical Engineering obtained after passing and Examination conducted by a competent authority after having undergone a course of study of not less than two years from a Technical School or a Technical Training Centre or an Institution recognised for the purpose by Government. or (iib) Certificate obtained after having passed an examination conducted by the competent authority in the trade of Lineman/Wireman/Electrician after 18 months course in I.T.I. and six months inplant training or (iic) Certificate from National Council for Vocational Training (NCVT) (both regular and private) in Electrician/Wireman/ Electronics. or</p>
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			(iid) M.G.T.E./K.G.T.E. Group Certificate in Electrical Engineering covering the following subjects, namely:- (a) Electrical Light and power (Higher) (b) Applied Mechanics (Lower) (c) Heat Engines (Lower) (d) Machine Drawing (Lower) or (ie) MGTE/KGTE in Electrical Light and power (Higher) and (iii) Minimum of 10 years service in Sub Group (d) of Group III of the Subordinate Service.
3	Senior Superintendent	By transfer	Graduation from a recognised University

Group IV (Town and Country Planning Wing)

1.	Chief Town Planner	By promotion	(i) Post Graduate Degree or Post Graduate Diploma in Town and Country Planning or Regional Planning/ City Planning or equivalent qualification or (ii) Associate of the Institute of Town Planners India.
2	Additional Chief Town planner	By appointment	(i) Post Graduate Degree or Post Graduate Diploma in Town and Country Planning or Regional Planning / City Planning or equivalent qualification or (ii) Associate of the Institute of Town Planners, India
3	Senior Town Planner	By promotion	(i) Post Graduate Degree or Post Graduate Diploma in Town and Country Planning or Regional Planning / City Planning or equivalent qualification or (ii) Associate of the Institute of Town Planners , India
4.	Town Planner/ Urban Planner/	By promotion	(i) Post Graduate Degree or Post Graduate Diploma in Town and

	Regional Planner		<p>Country Planning or Regional Planning / City Planning or equivalent qualification.</p> <p style="text-align: center;">or</p> <p>(ii) Associate of the Institute of Town Planners, India.</p> <p style="text-align: center;">or</p> <p>(iia) Degree in Civil Engineering or Architecture or Physical Planning from a recognised University or an Institution recognised by the Government.</p> <p style="text-align: center;">and</p> <p>(iib) Six years service in feeder category.</p> <p style="text-align: center;">or</p> <p>(iva) Diploma in Civil Engineering or Diploma in Architecture or equivalent qualification</p> <p style="text-align: center;">and</p> <p>(ivb) Post Diploma in Town and Country Planning or Regional Planning/ City Planning</p> <p style="text-align: center;">and</p> <p>(ivc) Eight years service in the feeder category after attaining the qualification under (ivb) above</p>
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5	Deputy Town Planner/ Deputy Urban Planner/ Sub-Regional Planner	By promotion	<p>(i) Post Graduate Degree or Post Graduate Diploma in Town and Country Planning or Regional Planning/ City Planning or equivalent qualification.</p> <p>or</p> <p>(ii) Associate of the Institute of Town Planners, India</p> <p>or</p> <p>(iia) Degree in Civil Engineering or Architecture or Physical Planning from a recognised University or an Institution recognised by the Government.</p> <p>and</p> <p>(iiib) Five years service in the feeder category</p> <p>or</p> <p>(iva) Diploma in Civil Engineering or Diploma in Architecture or equivalent qualification.</p> <p>and</p> <p>(ivb) Post Diploma in Town and Country Planning or Regional Planning / City Planning.</p> <p>and</p> <p>(ivc) Five years service in the feeder category out of which two years' service shall be after attaining the qualification under item (IVb) above.</p> <p>or</p> <p>(va) Diploma in Civil Engineering or Diploma in Architecture or equivalent qualification.</p> <p>and</p> <p>(vb) Eight years service in the feeder category.</p> <p>or</p> <p>(vi) Fourteen years service in the feeder category.</p>
		By direct recruitment	<p>(i) Post Graduate Degree in Town and Country Planning or Regional Planning / City Planning or equivalent qualification.</p> <p>or</p>

			(ii) Associate of the Institute of Town Planners, India
6.	Assistant Town Planner	By direct recruitment	(ia) Post Graduate Degree in Town and Country Planning or Regional Planning / City Planning or equivalent qualification. or (ib) Degree in Civil Engineering or Architecture or Physical Planning from a recognised University or an Institution recognised by the Government.
		By transfer	(ia) Diploma in Civil Engineering or Diploma in Architecture (3 year) or any other qualification recognised as equivalent thereto and (ib) Two years service as Draftsman Grade I or Town Planning Surveyor Grade I in Group IV (Town and Country Planning Wing) of the Subordinate Service. or (iia) S.S.L.C or its equivalent and (iib) Any of the qualifications mentioned in Annexure and (iic) Five years service in Group IV (Town and Country Planning Wing) of the Subordinate Service out of which two years service shall be as Draftsman Grade I or Town Planning Surveyor Grade I.

Annexure
(Referred to in Rule 5, Group IV)
Qualification

1. Certificate in Civil Engineering or Civil Draftsmanship or Surveying awarded by NTC recognised by the Directorate of Technical Education, Kerala.
2. Group Certificate under K.G.T.E or M.G.T.E. (Group Certificate will include all the four groups Viz. Building Drawing, Building Construction, Survey and Irrigation).

or

3. Pass in the following eight subjects under K.G.T.E or M.G.T.E. viz..

(a) Surveying and Levelling	: Higher
(b) Applied Mechanic	: Higher
(c) Building Materials and Construction	: Higher
(d) Hydraulics and Irrigation	: Higher
(e) Building Drawing and Estimating	: Higher
(f) Earthwork and Road making	: Higher
(g) Geometrical Drawing	: Lower
(h) Mensuration	: Lower

Group V-(Training Wing)

1(i)	(a) Lecturer Grade I Agriculture	By transfer	B.Sc. Degree in Agriculture
	(b) Lecturer Grade I Rural Economics	By transfer	M.A. Degree in Economics or Applied Economics with at least 50 per cent marks in the qualifying examination.
	(c) Lecture Grade I Social Education	By transfer	M.S.W or M.A. Degree in Sociology with at least 50 per cent marks in the qualifying examination.
	(d) Lecturer Grade I Extension Education	By transfer	M.S.W or Master of Communication and Journalism
	(e) Lecturer Grade I Home Science	By transfer	Bachelor's Degree with Home Science as a main or subsidiary subject
1(ii)	(a) Lecturer Grade I in Rural Industries	By transfer	Bachelor's Degree in Arts or Science or Degree / Master's Degree in Management or B. Tech Degree.

(b) Lecturer Grade I in Animal Husbandry	By transfer or By direct recruitment	B. VSc. Degree
(c) Lecturer Grade I in Rural Engineering	By transfer	Degree in Civil Engineering.
	By direct recruitment	Degree in Civil Engineering with at least 55 per cent marks in the aggregate.
(d) Lecturer Grade I in Co-operation	By transfer	Degree in any subject with H.D.C

6. Appointing authority.- The appointing authority for Category 14, Category 15, Category 16 and Category 17 under Group I, Category 7, Category 8, Category 9, Category 10, Category 11 and Category 12 under Group II, Category 5 in Sub Group (a), Category 2 in Sub Group (b), Category 2 in Sub Group (c) and Category 2 and Category 3 in Sub Group (d) under Group III, Category 6 under Group IV and Category I (i) and Category I (ii) under Group V shall be the Principal Director, Local Self Government Department and the appointing authority for all other categories in all the Groups shall be the Government.

7. Reservation of appointment.- The rules regarding reservation of appointment contained in rules 14 to 17 B of part II of the Kerala State and Subordinate Service Rules, 1958 shall apply to appointment by direct recruitment:

Provided that in the case of direct recruitment from among departmental candidates, the above rules will not apply.

8. Qualification regarding age.- No person shall be eligible for appointment by direct recruitment to a post included under any of the categories, except the posts specifically mentioned hereunder, if he has not completed 20 years of age or has completed 36 years of age as on the first day of January of the year in which applications for appointments are invited:

Provided that the upper age limit for appointment by direct recruitment to the post of State Public Health and Environment Officer, Public Health Officer Grade I (Corporation) and Public Health Officer Grade II (Municipality) shall be 45

years and that to the post of Deputy Town Planner/Deputy Urban Planner/Sub-Regional Planner shall be 40 years:

Provided further that usual relaxation in upper age limit shall be allowed to candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex-servicemen and Physically handicapped persons:

Provided also that the candidates for direct recruitment from Subordinate Service shall be exempted from the upper age limit for direct recruitment.

9. Probation.- Every person appointed to any post included under any of the categories shall, from the date on which he joins duty be on probation:-

(i) if appointed by direct recruitment or by transfer through the Kerala Public Service Commission or by transfer to a category to which direct recruitment is one of the method of appointment, for a total period of two years on duty within a continuous period of three years; and

(ii) if appointed by transfer to a category to which direct recruitment is not one of the method of appointment or by promotion or by appointment or by selection, for a total period of six months on duty within a continuous period of one year.

10. Test qualification.- (1) Every person in a post in Category 16 and in Category 17 under Group I, appointed either by direct recruitment or by transfer shall pass Account Test for Executive Officers, Manual of Office Procedure, Panchayat Test and the Municipal Department Test within the period of probation, if he has not already passed these tests. In the case of persons who have already passed Accounts Test (Lower/ Higher) shall be exempted from the test of Account Test for Executive Officers.

(2) Every person in a post in Category 1, Category 2 and Category 3 or in Category 11 under Group II appointed either by direct recruitment or by transfer, as the case may be, shall within the period of probation pass the Kerala Municipal Tests, if he has not already passed it.

(3) The Assistant Engineers in Category 5 of Sub-Group (a), Category 2 of Sub-Group (b) and Category 2 of Sub-Group (c) under Group III appointed by direct recruitment or by transfer shall pass Account Test (Lower/Higher) or Executive Officers' Test, Kerala Public Works Department Test and Kerala Public works Department Manual Test within the period of probation, if they have not already passed these tests:

Provided that in the case of the Assistant Engineers who were earlier absorbed into the Kerala Local Self Government Engineering Service from the Kerala Municipal Common Service (Engineering and Town Planning Service), a pass in Kerala Municipal Tests and the Kerala Public Works Account Code and Kerala Public Works Department Code within the period of probation or earlier will suffice.

(4) The Assistant Engineers in Category 2 of Sub Group (d) of Group III appointed by direct recruitment or by transfer shall pass Departmental Test for Executive Staff of the K.S.E.B. and the Account Test (Lower) for the Ministerial and Executive Staff of the K.S.E.B within the period of probation, if they have not already passed these tests.

(5) Every person in a post in Category 5 or in Category 6 under Group IV, appointed by direct recruitment or by transfer, as the case may be, shall pass the Account Test (Lower/Higher) or the Account Test for Executive Officers, if he has not already passed these tests.

11. Training.- (1) Any person selected to any post included under Category 16 and Category 17 in Group I by direct recruitment has to complete an in-service training for 3 months after such appointment, in the Kerala Institute of Local Administration or in any other Training Institution approved by the Government and during that period of training he had to be paid the pay and allowances of the post of Grama Panchayat Secretary.

(2) Those who are selected for appointment by transfer to any post included under Category 17 in Group I from the Subordinate Service, have to undergo a training for a period of 3 months after such appointment, in the Kerala Institute of Local Administration or in any other Training Institution approved by

the Government and they shall be paid during the period of training an amount equal to the pay and allowances of the post of Grama Panchayat Secretary.

(3) Those who are selected by promotion as Corporation Secretary, Additional Corporation Secretary, District Panchayat Secretary, Municipal Secretary, Block Panchayat Secretary/ Joint Corporation Secretary, Deputy Secretary (Municipality/Corporation) and Council Secretary (Municipality/ Corporation) have to undergo a training for one month after such appointment, in the Kerala Institute of Local Administration or in any other Training Institution approved by the Government, and they shall be paid during the period of training an amount equal to the pay and allowances of the post held by them.

(4) Those who are transferred as Corporation Secretary, Additional Corporation Secretary, District Panchayat Secretary, Municipal Secretary, Block Panchayat Secretary/ Joint Corporation Secretary, Deputy Secretary (Municipality /Corporation), Council Secretary (Municipality/ Corporation), Grama Panchayat Secretary have to undergo a training for one month in the Kerala Institute of Local Administration or in any other Training Institution approved by Government and they shall be paid during the period of training an amount equal to the pay and allowances of the post.

(5) In the case of persons who have earlier attended the training or served as Corporation Secretary, Additional Corporation Secretary, District Panchayat Secretary, Municipal Secretary, Block Panchayat Secretary or Grama Panchayat Secretary no further training is necessary.

12. Selection Committee. - The Selection Committee constituted for the purpose of selection of suitable person for appointment to a post included in a category in these Rules shall consist of the Principal Secretary to Government, Local Self Government Department as Chairman, the Principal Director, the Director, (Rural Governance), the Director (Urban Governance), as members and the Director (Administration) as Member Secretary, and the Committee shall have the power to take decision on the selection process.

By order of the Governor,
Additional Chief Secretary to Government.

Explanatory Note

(This does not form part of the notification, but is intended to indicate its general purport.)

At present, the service under the Panchayat Department, Urban Affairs Department, Municipal Common Service, Rural Development Department, LSG Engineering Service and the Town and Country Planning Department coming under the Local Self Government Department are governed by different sets of Special Rules.

On the basis of the devolution of powers intended to strengthen the Local Self Government Institutions, as envisaged under Articles 243G and 243 W of the Constitution of India inserted by the 73rd and 74th Constitutional Amendment Acts of 1992, the Kerala Panchayat Raj Act, 1994 (13 of 1994) and the Kerala Municipality Act, 1994 (20 of 1994) were enacted. The above enactments empower the State Government to make rules under the Kerala Public Services Act, 1968 (19 of 1968) to regulate the classification, method of recruitment, conditions of service etc. of the Officers and the employees of the LSG Institutions and to provide for the constitution of a separate service or cadre, either for the whole State or for each district.

In the Governor's speech held on the floor of the Assembly in 2008, the intention of the Government to unify the various Departments coming under the Local Self Government Department was declared. As per G.O (MS) No.61/2011/LSGD dated 26-02-2011, it was ordered to constitute a common service integrating the services under the Panchayat, Rural Development, Urban Affairs, Town and Country Planning, LSG Engineering Wing and the Municipal Common Service of the Local Self Government Department and entrusted the work of preparation of the Special Rules, with the Secretary to Government, Local Self Government Department. Again in the Governor's address delivered on the floor of the Assembly on 24-6-2016, it was declared that a common service will be constituted by integrating the various services under the Local Self Government Department.

In the above circumstances, the Government have decided to integrate the above said Services coming under the control of the Local Self Government Department and to constitute a common service for the unified Department. Accordingly, the Special Rules for the State and Subordinate Services of the Kerala Local Self Government Department are issued.

This notification is intended to achieve the above objective.