

**Local  
Government  
Commission**

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

Government Of Kerala

**ANNEXURE II  
DRAFT**

**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.  
/2018.**

**Dated, Thiruvananthapuram----/----**

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 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 2-02-2001, 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 Govt Department State Service, namely :-

## RULES

**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. State Coordinating Officer/

Corporation Secretary, Grade I/

Chief Registrar of Births and Deaths

Category 5. District Chief Coordinating Officer and Additional Secretary, District

Planning Committee

Category 6. State Empowerment Officer

Category 7. Corporation Secretary Grade II /

Additional Corporation Secretary Grade I/

Deputy Coordinating Officer/

Deputy Coordinating Officer (Human Resources and Training)/

Principal, Extension Training Centre

Category 8. District Panchayat Secretary/

Additional Corporation Secretary Grade II /

Municipal Secretary Grade I

Category 9. Municipal Secretary Grade II/

Joint Corporation Secretary /

Assistant Coordinating Officer/

Assistant Coordinating Officer (Performance Audit)

Category 10. Administrative Assistant

Category 11. Communication Officer

Category 12. District Empowerment Officer

Category 13. Block Panchayat Secretary and Coordinating Officer/

Municipal Secretary Grade III/

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. Grama Panchayat Secretary/

Council Secretary (Municipality/ Corporation)

Performance Audit Supervisor/

Senior Superintendent /

Deputy Secretary (Municipality/ Corporation)/

Revenue Officer (Municipality/ 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 (Allopathy)/

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

### **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:-

<b>Existing Post</b>	<b>Post in the Unified Service</b>
<b>Group I (General Wing)</b>	
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	State Coordinating Officer, LSGD
Joint Director of Urban Affairs	State Coordinating Officer, LSGD
Regional Joint Director of Urban Affairs	State Coordinating Officer, LSGD
Joint Development Commissioner	State Coordinating Officer, LSGD
Deputy Development Commissioner	Deputy Coordinating Officer, LSGD
State Coordinator(Women and Children Development )	State Empowerment Officer, LSGD
State Coordinator (Women and Children Programme)	Deputy Coordinating Officer ( Human Resources and Training )LSGD
Deputy Secretary ( Municipal Common Service)	Joint Corporation Secretary
Assistant Development Commissioner, General	Assistant Coordinating Officer, LSGD
Assistant Development Commissioner ( Performance Audit)	Assistant Coordinating Officer ( Performance Audit), LSGD
Deputy Director of Panchayats	Assistant Coordinating Officer, LSGD
Assistant Director of Panchayats	Assistant 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 and Coordinating Officer
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 and Coordinating Officer
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 / 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)
<b>Group II ( Public Health and Environment Management Wing)</b>	
Joint Director ( Health), Urban Affairs Department	State Public Health and Environment 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)

*N.B. (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 Public Health Officer Grade III ( Municipality / Corporation) and Clean City Manager ( Corporation ) is on the same scale of pay of the post of Revenue Officer ( Municipality / Corporation ).*

**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 falling 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;

(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 State Coordinating Officer.

(iii) The post of District Chief Coordinating Officer and Additional Secretary, District Planning Committee shall be in the same grade of the State Coordinating Officer.

(iv) The post of Corporation Secretary, Thiruvananthapuram, Kochi and Kozhikode Corporations are upgraded and equated with the redesignated post of 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 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 shall be protected until his promotion or selection to a post in the higher category or his transfer to any other post in Category 7.

(v) 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 Coordinating Officer, the post of State Coordinator (Women and Children Programme) redesignated as Deputy Coordinating Officer (Human Resources and Training ) and the post of State Coordinator, Women and Children Development redesignated as State Empowerment Officer.

(vi) The Post of District Panchayat Secretary is equated with the post of Municipal Secretary Grade I.

(vii) The post of Assistant Development Commissioner, Rural Development Department and the Deputy Director of Panchayats are equated and redesignated as Assistant Coordinating Officer. The post of Assistant Director of Panchayats is upgraded to that of the Deputy Director of Panchayats and redesignated as Assistant Coordinating Officer. The post of

Municipal Secretary Grade II, Deputy Secretary, Municipal Common Service redesignated as Joint Corporation Secretary and Assistant Development Commissioner ( Performance Audit) redesignated as Assistant Coordinating Officer (Performance Audit) are equated with the post of Assistant Coordinating Officer.

(viii) The post of Secretary, Block Panchayat is upgraded and equated to the post of Secretary, Block Panchayat (Senior Grade) redesignated as Block Panchayat Secretary and Coordinating Officer. The post of Municipal Secretary Grade III is also upgraded and equated with the post of Block Panchayat Secretary (Senior Grade) redesignated as Block Panchayat Secretary and Coordinating Officer.

(IX) The posts of Secretary Grama Panchayat (Higher Grade), 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 and Coordinating Officer 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.

(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 is 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) 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.

(7) 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 16.

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

**Group I (General Wing)**

	<b>Category</b>	<b>Method of Appointment</b>
	(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 and Category 5.
<p><b>Note:-</b> A ratio of .....shall be followed among the Joint Director of Panchayats (redesignated as State Coordinating Officer), Chief Registrar of Births and Deaths, Panchayat Department, Joint Development Commissioner (redesignated as State Coordinating Officer), Rural Development Department and Joint Director (Administration) and Regional Joint Director (redesignated as State Coordinating Officer), 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.</p>		
4.	State Coordinating Officer/ Corporation Secretary Grade I/	By promotion from Category 6 and Category 7.

	Chief Registrar of Births and Deaths	
<p><b>Note:-</b> A ratio of.....shall be followed among the Deputy Development Commissioner (redesigned as Deputy Coordinating Officer), State Coordinator (Women and Children’s Development) (redesignated as State Empowerment Officer), State Coordinator (Women and Children’s Programme) (redesigned as Deputy Coordinating Officer (Human Resources and Training)) and Principal, Extension Training Centre, 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), 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.</p>		
5.	District Chief Coordinating Officer and Additional Secretary, District Planning Committee	By Selection from Category 6, Category 7 and Category 8 of Group I, Category 3 of Group III and Category 4 of Group IV of State Service.
<p><b>Note:-</b> District Chief Coordinating Officer and Additional Secretary, District Planning Committee is eligible for promotion to Category 3 Group I or Category 2 Group III or Category 3 Group IV, as the case may be, based on his/her original seniority in the respective feeder category from which he/she was selected to this category. In the case of Officers selected from Category 6, the seniority will be based on her seniority in Category 7 or in Category 8, as the case may be.</p>		
6.	State Empowerment Officer	(1) By appointment from qualified woman officers under Category 7.

		(2) In the absence of suitable woman officer under item (1) above, by promotion from qualified woman officers under Category 8.
<p><b>Note:</b> - State Empowerment Officer 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.	<p>Corporation Secretary, Grade II / Additional Corporation Secretary, Grade I / Deputy Coordinating Officer/ Deputy Coordinating Officer ( Human Resources and Training )/ Principal, Extension Training Centre</p>	By promotion from Category 8.
<p><b>Note:-</b> 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.	<p>District Panchayat Secretary/ Additional Corporation Secretary, Grade II/ Municipal Secretary, Grade I</p>	By promotion from Category 9.
<p><b>Note:-</b>A ratio of.....shall be followed among the Deputy Director of Panchayats,</p>		



(redesignated as Assistant Coordinating Officer, Panchayat Department, Assistant Development Commissioner (redesignated as Assistant Coordinating Officer) Assistant Development Commissioner, (General) (redesignated as Assistant Coordinating Officer, Assistant Development Commissioner (Performance Audit) (redesignated as Assistant Coordinating Officer (Performance Audit), Rural Development Department, Municipal Secretary Grade II, Urban Affairs Department and Deputy Secretary, (redesignated as Joint Corporation Secretary), 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. 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 Coordinating Officer / Assistant Coordinating Officer ( Performance Audit)	By promotion from Category 11, Category 12 and Category 13.
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**Note:-** A ratio of.....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. After that again a ratio of..... shall be followed among the Provident Fund Accounts Officer (Re-designated as Provident Fund Officer), Grama Panchayat Secretary (Higher Grade), Performance Audit Supervisor (Higher Grade), Senior Superintendent, (Higher Grade) Panchayat Department, Secretary, Block Panchayat (Senior Grade) (redesignated as Block Panchayat Secretary and Co-ordinating Officer), District Women Welfare Officer (redesignated as District Empowerment Officer), Senior

Superintendent (Higher Grade), Rural Development Department, Provident Fund Officer, Pension Officer, Administrative Assistant (redesignated as Additional Administrative Assistant), Senior Superintendent (Higher Grade), Urban Affairs Department, Personal Assistant to Secretary (Higher Grade), Revenue Officer (Higher Grade), Secretary to Council (Higher Grade), Accounts Officer (Higher Grade), Municipal Common Service, Senior Superintendent (Higher Grade) LSG Engineering Service and Senior Superintendent, 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 from among the qualified officers who have opted for this category before the declaration of probation in Category 13.
11.	Communication Officer	<ol style="list-style-type: none"> <li>1. By appointment from qualified officers under Category 13.</li> <li>2. In the absence of suitable officer under item (1) above, by promotion from qualified officers under Category 16.</li> </ol>
<p><b>Note:-</b> Communication Officer is eligible for promotion to Category 9 based on his original seniority in Category 13 or in Category 16, as the case may be.</p>		
12.	District Empowerment Officer	<ol style="list-style-type: none"> <li>1. By appointment from qualified women officers under Category 13.</li> <li>2. In the absence of suitable woman officer under item (1) above, by promotion from qualified women officers under Category 16.</li> </ol>

**Note:-**District Empowerment Officer is eligible for promotion to Category 9 based on her original seniority in Category 13 or in Category 16, as the case may be.

13.	Block Panchayat Secretary and Coordinating Officer/ Municipal Secretary, Grade III/ Pension Officer/ Provident Fund Officer/ Accounts Officer / Additional Administrative Assistant	By promotion from Category 16.
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**Note:-** All the persons holding the post of Municipal Secretary Grade III shall be considered for promotion to a post in this category, till the last Municipal Secretary Grade III, as on the date of commencement of these Rules, is promoted to a post in this category. After that a ratio of..... shall be followed among the Secretary, Grama Panchayat (redesignated as Grama Panchayat Secretary), Performance Audit Supervisor, Senior Superintendent, Panchayat Department, Secretary Block Panchayat (redesignated as Block Panchayat Secretary and Coordinating Officer), Senior Superintendent, Rural Development Department, Assistant Municipal Secretary (redesignated as Deputy Secretary (Municipality/ Corporation), Senior Superintendent, Urban Affairs Department, Revenue Officer (redesignated as Revenue Officer (Municipality/ 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 (Municipality/Corporation), Municipal Common Service, Senior Superintendent, LSG Engineering Service and Senior Superintendent 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 16, 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 ----- shall be followed among the Librarian Selection Grade, Panchayat Department and the Librarian Grade II, 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 ----- shall be followed among the Confidential Assistants Senior Grade working in the Panchayat Department, Rural Development Department, Urban Affairs Department, Municipal Common Service, Local Self Government 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.	Grama Panchayat Secretary/ Council Secretary (Municipality/ Corporation) / Performance Audit Supervisor/ Senior Superintendent/Deputy Secretary( Municipality/	(1)By Direct recruitment. (2)By transfer from Category 1 and Category 2 of Group I ( General Wing ) of the Subordinate Service.
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Corporation) / Revenue Officer( Municipality / Corporation ) / Additional Accounts Officer ( Municipality / Corporation )	
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**Note 1:-** A ratio of 1:1 shall be followed among appointment by direct recruitment and by transfer to this category. Out of the posts earmarked as above for direct recruitment, 20% shall be filled up by direct recruitment from among the qualified members in the Subordinate Service. In a cycle of ten vacancies, the first, third, seventh and ninth shall be filled up by direct recruitment from the open quota, the fifth vacancy shall be filled up by direct recruitment from the Department quota and the remaining vacancies shall be filled up by transfer from the Subordinate Service.

**Note 2:-**A ratio of.....shall be followed among the Assistant Secretary (Higher Grade), Junior Superintendent (Higher Grade) Panchayat Department, Joint Block Development Officer (Higher Grade) Junior Superintendent (Higher Grade) Rural Development Department, Junior Superintendent (Higher Grade) Urban Affairs Department, Revenue Officer Grade II Municipal Common Service Junior Superintendent (Higher Grade) LSG Engineering Service and Junior Superintendent (Higher Grade) Town and Country Planning Department for 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 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. After that again a ratio of ----- shall be followed among the Assistant Secretary, Junior Superintendent Panchayat Department, Joint Block Development Officer, Junior Superintendent Rural Development Department, Junior Superintendent Urban Affairs Department, Superintendent Office, Chief Accountant, Assistant Accounts Officer, Manager Municipal Common Service, Junior Superintendent LSG Engineering Service, and Junior Superintendent Town and Country Planning Department for 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 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 Promotion from the Category 2 or if no such suitable candidate is available for promotion, by Direct recruitment .
2	Public Health Officer Grade I ( Corporation)	By Promotion from the 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 the 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 ( Allopathy)/ 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.
<b>Group III ( Infrastructure Development and Engineering Wing )</b>		
<b>Sub Group ( a) Civil Wing</b>		
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
<p><b>Note:-</b> Promotion to the category of Assistant Executive Engineer shall be made from among Direct recruitees and Diploma holders in feeder category in the ratio 3:1.</p>		
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.
<p><b>Note 1:</b> - The appointment by direct recruitment and by transfer shall be made in the ratio 6:4.</p> <p><b>Note2:-</b> The appointment by transfer shall be made in the ratio of 3:1 from among the Diploma holders and Certificate holders in the feeder category.</p> <p><b>Note3:-</b> Out of the posts for direct recruitment 10% shall be filled by direct recruitment from</p>		

among members in the Subordinate Service.

**Note4:-** 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:-** Direct recruitment and by transfer shall be made in the ratio 1:1.

**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:-** Direct recruitment and by transfer shall be made in the ratio 1:1.

**Group IV ( Town and Country Planning Wing )**

1	Chief Town Planner	By Promotion from Category 2
2	Additional Chief Town Planner	By Promotion from 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
6	Assistant Town Planner	(1) By Direct recruitment (2) By Transfer from Category 2 of Group IV ( Town and Country Planning Wing) of the Subordinate Service

**Note1:-** The ratio between appointment by promotion and by direct recruitment for Category 5 shall be 3:1. In a unit of 4 posts the first 3 shall be by promotion and the 4<sup>th</sup> by direct recruitment. In the absence of suitable hand for appointment by promotion the posts shall be filled up by direct recruitment.

**Note2:-** The ratio between appointment by transfer and by direct recruitment for Category 6 shall be 1:1. 10% of the vacancies of Category 6 set apart for by transfer appointment will be earmarked for direct recruitment from among departmental candidates with requisite qualification. The number of posts of direct recruits, however shall be exclusive of the posts filled by special recruitment. In the absence of suitable hand for appointment by transfer, the posts shall be filled up by direct recruitment.

**Note3:-** Further vacancies to be filled up by transfer shall be allocated between 1<sup>st</sup> Grade Draftsman and 1<sup>st</sup> Grade Town Planning Surveyor in the ratio 1:1. The relative seniority of 1<sup>st</sup> Grade Draftsman/ 1<sup>st</sup> Grade Town Planning Surveyor for the purpose of transfer will be according to the date of regular appointment to the respective category.

**Note 4:-** In the absence of eligible hand in the cadre of 1<sup>st</sup> Grade Town Planning Surveyor for appointment by transfer, the vacancy shall be filled by suitable 1<sup>st</sup> Grade Draftsman and vice versa.

#### **Group V- Training Wing**

1.(i)		
	( a) Lecturer Grade I	By promotion from the category of Lecturer Grade II in

	Agriculture	concerned discipline in Group V of the Subordinate Service having five years regular service in the post.
	(b) Lecturer Grade I Rural Economics	By promotion 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 promotion 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 promotion 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 promotion 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 Local Self Government Department (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-	By transfer from among Assistant Registrars of the Co-

	operation	operative Department.
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**Note:** Candidates from by transfer categories for appointment to the posts included in Category 1(i) and Category 1 (ii) will be selected 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**

<b>Category</b>	<b>Method of appointment</b>	<b>Qualifications</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>
<b>Group I (General Wing)</b>		
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 SSLC or equivalent
4.	State Coordinating Officer/ Corporation Secretary Grade I/ Chief Registrar of Births and Deaths	By Promotion SSLC or equivalent
5.	District Chief Coordinating	By Selection Graduation from a recognised University

	Officer and Additional Secretary, District Planning Committee		
6.	State Empowerment Officer	By Appointment By Promotion	Graduation from a recognised University
7.	Corporation secretary Grade II/ Additional Corporation Secretary, Grade I/ Deputy Coordinating Officer/ Deputy Coordinating Officer ( Human Resources and Training )/ Principal, Extension Training Centre	By Promotion	SSLC or equivalent
8.	District Panchayat Secretary/ Additional Corporation Secretary, Grade II/ Municipal Secretary Grade I	By Promotion	SSLC or equivalent
9.	Municipal Secretary Grade II/ Joint Corporation Secretary / Assistant Coordinating Officer/ Assistant Coordinating Officer ( Performance Audit)	By Promotion	SSLC or equivalent
10.	Administrative Assistant	By Promotion	(i) S.S.L.C or equivalent and (ii) Account Test ( Higher)
11.	Communication Officer	By	Post Graduate Degree in Communication

		Appointment By Promotion	and Journalism or its equivalent from a recognised University or Post Graduate Degree with Diploma in Journalism
12.	District Empowerment Officer	By Appointment By Promotion	Graduation from a recognised University
13.	Block Panchayat Secretary and Coordinating Officer / Municipal Secretary Grade III/ Pension Officer/ Provident Fund Officer/ / Accounts Officer / Additional Administrative Assistant	By Promotion	SSLC or 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 and Diploma in Library Science or Certificate in Library Science.
15.	Confidential Assistant , Selection Grade	By Transfer	(i) S.S.L.C or equivalent and (ii) English Typewriting ( Lower ) K.G.T.E or M.G.T.E or its equivalent, (iii) Malayalam Typewriting ( Lower) K.G.T.E or M.G.T.E or its equivalent , (iv) English short hand ( Lower ) K.G.T.E or M.G.T.E or its

			equivalent , (v) Malayalam short hand ( Lower) K.G.T.E or M.G.T.E or its equivalent ,
16.	Grama Panchayat Secretary/ Council Secretary ( Municipality/ Corporation )/  Performance Audit Supervisor/ Senior Superintendent / Deputy Secretary ( Municipality/ Corporation ) / Revenue Officer ( Municipality / Corporation / Additional Accounts Officer/ ( Municipality/ Corporation )	By Direct recruitment	Graduation from a recognised University
		By Transfer	S.S.L.C or equivalent
<b>Group II -(Public Health and Environment Management Wing)</b>			
1.	State Public Health and Environment Officer	By Promotion By Direct recruitment	M.B.B.S Degree with Post Graduate Degree or Diploma in Public Health or any other qualification equivalent thereto.
2.	Public Health Officer Grade I ( Corporation )	By Promotion By Direct Recruitment	M.B.B.S Degree with Post Graduate Degree or Diploma in Public Health or any other qualification equivalent thereto.
3.	Public Health Officer Gr. II( Municipality)	By Promotion  By Direct recruitment	M.B.B.S degree with Post Graduate Degree or Diploma in Public Health or any other qualification equivalent thereto.

4.	Environment Manager ( Corporation )	By Promotion	Post Graduation in Public Health Engineering / Environmental Engineering / Environmental Science.
5.	T. B. Specialist	By Direct recruitment	M.B.B.S and D.T.C.D or T.D.D or its equivalent qualifications preferable.
6.	Deputy Environment Manager ( Municipality )	By Promotion	Post Graduation in Public Health Engineering / Environmental Engineering / Environmental Science.
7.	Public Health Officer Grade III (Municipality / Corporation )/ Medical Officer ( Allopathy )/ Superintendent , Child Welfare Centre/ Lady Medical Officer	By Direct recruitment	M.B.B.S Degree or any other qualification equivalent thereto.
8.	Medical Officer ( Ayurveda )	By Direct recruitment	B.A.M.S Degree or any other qualification equivalent thereto.
9.	Medical Officer ( Homoeopathy )	By Direct recruitment	BHMS Degree or any other qualification equivalent thereto.
10.	Veterinary Surgeon	By Direct recruitment	Degree in Veterinary Science with pre-service training
11.	Assistant Environment Manager ( Municipality and Corporation )	By Direct recruitment	Post Graduation in Public Health Engineering / Environment Engineering / Environmental Science
12.	Clean City Manager ( Corporation )	By Transfer	(i) S.S.L.C or equivalent and (ii) Sanitary inspector's certificate of any Government recognised Institution. or (iii) Health Inspector's Certificate from

			<p>any of the Medical Colleges in Kerala</p> <p>or</p> <p>(iv) Certificate in Sanitary Inspector's course awarded by the National Council for Rural Higher Education</p> <p>or</p> <p>(v) Any other equivalent qualification</p>
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**Group III (Infrastructure Development and Engineering Wing)**

**Sub Group (a) Civil Wing**

1.	Chief Engineer	By Promotion	<p>(i) Degree in Civil Engineering or any other qualification recognised as equivalent thereto.</p> <p>or</p> <p>Associate Membership of Institution of Engineers, India in Civil Engineering.</p> <p>(ii) Minimum one year Service as Superintending Engineer.</p>
2.	Superintending Engineer	By Promotion	<p>(i) Degree in Civil Engineering or any other qualification recongnised as equivalent thereto.</p> <p>or</p> <p>Associate Membership of Institution of Engineers, India in Civil Engineering</p> <p>(ii) Minimum one year Service as Executive Engineer</p>
3.	Executive Engineer	By Promotion	<p>(i) Degree in Civil Engineering or any other</p>



			<p>qualification recognized as equivalent thereto.</p> <p>or</p> <p>Associate Membership of Institution of Engineers, India in Civil Engineering.</p> <p>(ii) Minimum one year service as Assistant Executive Engineer.</p>
4.	Assistant Executive Engineer	By Promotion	<p>(i) Degree in Civil Engineering or any other qualification recognised as equivalent thereto</p> <p>or</p> <p>Associate Membership of Institution of Engineers, India in Civil Engineering.</p> <p>or</p> <p>Diploma in Civil Engineering or any other qualification recognised as equivalent thereto.</p> <p>(ii) Minimum two years service as Assistant Engineer.</p>
5.	Assistant Engineer	By Direct recruitment	<p>Degree in Civil Engineering or any other qualification recognized as equivalent thereto.</p> <p>or</p> <p>Associate Membership of Institution of Engineers, India in Civil Engineering.</p>
		By transfer from Diploma holders	<p>(i) Diploma in Civil Engineering or any other qualification recognised as equivalent thereto.</p> <p>(ii) Minimum two years service as 1<sup>st</sup> Grade Overseer.</p>
		By transfer from Certificate holders	<p>(i) S.S.L.C or equivalent</p>

			<p>(ii) Any of the certificate mentioned below : -</p> <p>(a) Kerala Government Certificate Examination (Two years course in Civil Engineering).</p> <p>(b) Diploma in Draftsmanship in the trade of Draftsman (Civil) 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 Civil Engineering in Women’s Polytechnics.</p> <p>(iii) Minimum five years service of which not less than two years as 1<sup>st</sup> Grade Overseer.</p>
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**Note :-** Any person who, as on the 1<sup>st</sup> 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>(i) Degree in Electrical Engineering or Degree in Electrical and Electronics Engineering of a recognized University or any other qualification equivalent thereto.</p> <p style="text-align: right;">or</p>
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			<p>Associate Membership of Institution of Engineers, India in Electrical Engineering.</p> <p>(ii) Minimum two year service as Assistant Engineer.</p>
2.	Assistant Engineer	<p>By Direct recruitment</p> <p>By Transfer</p>	<p>(i) Degree in Electrical Engineering or Degree in Electrical and Electronics Engineering of a recognized University or equivalent thereto.</p> <p>or</p> <p>Associate Membership of Institution of Engineers, India in Electrical Engineering.</p> <p>(i) Degree in Electrical Engineering or Degree in Electrical and Electronics Engineering of a recognized University or equivalent thereto.</p> <p>or</p> <p>(ii) Associate Membership of Institution of Engineers, India in Electrical Engineering.</p> <p>or</p> <p>(iii) Diploma in Electrical Engineering of a recognized University or qualification equivalent thereto with a total service of 3 years of which 2 years shall be as 1<sup>st</sup> Grade Overseer.</p> <p>or</p> <p>(iv) SSLC or its equivalent and certificate</p>

			in Electrical Engineering after undergoing a course of two years in an Institution recognized by Government and a total service of 10 years of which 2 years shall be as First Grade Overseer.
<b>Sub Group ( c) - ( Mechanical wing )</b>			
1.	Assistant Executive Engineer	By Promotion	<p>(i) Degree in Mechanical Engineering or Degree in Automobile Engineering of a recognized University or any other qualification equivalent thereto.</p> <p style="text-align: center;">or</p> <p>Associate Membership of Institution of Engineers, India in Mechanical Engineering/Automobile Engineering.</p> <p>(ii) Minimum two year service as Assistant Engineer.</p>
2.	Assistant Engineer	By Direct recruitment	<p>(i) 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>Associate Membership of Institution of Engineers India in Mechanical Engineering/Automobile Engineering.</p>
		By Transfer	<p>(i) 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>(ii) Associate Membership of Institution</p>

			<p>of Engineers India in Mechanical Engineering/Automobile Engineering.</p> <p style="text-align: center;">or</p> <p>(iii) Diploma in Mechanical Engineering or Diploma in Automobile Engineering of a recognized University or qualification equivalent thereto with a total service of 3 years of which two years shall be as Foreman in the Subordinate Service.</p> <p style="text-align: center;">or</p> <p>(iv) SSLC or its equivalent and certificate in Mechanical Engineering after undergoing a course of two years in an institution recognized by Government and a total service of 10 years of which two years shall be as Foreman in the Subordinate Service.</p>
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#### **Group IV (Town and Country Planning Wing)**

1.	Chief Town Planner	By Promotion	<p>(a) Post Graduate Degree or Post Graduate Diploma in Town and Country Planning or Regional Planning/ City Planning or equivalent qualification</p> <p style="text-align: center;">or</p> <p>(b) Associate of the Institute of Town Planners India.</p>
(iii)	Additional Chief Town planner	By Promotion	<p>(a) Post Graduate Degree or Post Graduate Diploma in Town and Country Planning or Regional Planning / City Planning or</p>

			<p>equivalent thereto.</p> <p>or</p> <p>(b) Associate of the Institute of Town Planners, India</p>
(iv)	Senior Town Planner	By Promotion	<p>(a) 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>(b) Associate of the Institute of Town Planners , India</p>
4.	Town Planner/ Urban Planner/ Regional Planner	By Promotion	<p>(Ia) 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>(Ib) 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 equivalent qualifications.</p> <p>and</p> <p>(IIb) Six years service in feeder category.</p> <p>or</p> <p>(IIIa) Diploma in Civil Engineering or Diploma in Architecture or equivalent qualification</p> <p>and</p> <p>(IIIb) Post Diploma in Town and Country Planning or Regional Planning/ City Planning</p>

			and (IIIc) Eight years' service in the feeder category after attaining the qualification under (IIIb) above
5.	Deputy Town Planner/ Deputy Urban Planner/ Sub-Regional Planner	By Promotion	(I) Post Graduate Degree or Post Graduate Diploma in Town and Country Planning or Regional Planning/ City Planning or equivalent qualifications or (II) Associate of the Institute of Town Planners, India or (IIIa) Degree in civil Engineering or Architecture or Physical Planning and (IIIb) Five years' service in the feeder category or (IVa) Diploma in Civil Engineering or Diploma in Architecture. and (IVb) Post Diploma in Town and Country Planning or Regional Planning / City Planning. and (IVc) Five years' service in the feeder category out of which two years' service shall be after attaining the qualification under item (IVb) above. or (Va) Diploma in Civil Engineering or Diploma in Architecture. and

			<p>(Vb) Eight years service in the feeder category.</p> <p style="text-align: center;">or</p> <p>(VI) Fourteen years' service in the feeder category.</p>
		By Direct Recruitment	<p>(Ia) Post Graduate Degree in Town and Country Planning or Regional Planning / City Planning or equivalent qualifications.</p> <p style="text-align: center;">or</p> <p>(Ib) Associate of the Institute of Town Planners, India</p>
6.	Assistant Town Planner	By Direct recruitment	<p>(Ia) Post Graduate Degree in Town and Country Planning or Regional Planning / City Planning or equivalent qualifications.</p> <p style="text-align: center;">or</p> <p>(Ib) Degree in Civil Engineering or Architecture or Physical Planning from a University / Institution recognised by the Government.</p>



		By Transfer	<p>(Ia) Three year Diploma in Engineering or Architecture awarded by any Polytechnics recognised by the State Government or equivalent qualification</p> <p style="text-align: center;">and</p> <p>(Ib) Two years' service as 1st grade Draftsman or 1st Grade Town Planning Surveyor in Group IV ( Town and Country Planning Wing) of the Subordinate Service.</p> <p style="text-align: center;">or</p> <p>(IIa) S.S.L.C or equivalent</p> <p style="text-align: center;">and</p> <p>(IIb) Any of the qualifications mentioned in Annexure -A</p> <p style="text-align: center;">and</p> <p>(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 1<sup>st</sup> Grade Draftsman or 1<sup>st</sup> Grade Town Planning Surveyor.</p>
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### Annexure A

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.

**Note:-** Group Certificate will include all the four groups Viz. Drawing, Building Construction, Survey and Irrigation.

or

A pass in the following eight subjects under K.G.T.E Or M.G.T.E. :

- |   |          |
|---|----------|
| (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 Promotion	B.Sc. in Agriculture
	( b ) Lecturer Grade I Rural Economics	By Promotion	M.A. Degree in Economics or Applied Economics with at least 50% marks in the qualifying examination.
	(c) Lecture Grade I Social Education	By Promotion	M.S.W or M.A. in Sociology with at least 50% marks in the qualifying examination .
	(d) Lecturer Grade I Extension Education	By Promotion	M.S.W or Master of Communication and Journalism
	(e) Lecturer Grade I Home Science	Promotion	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 By direct recruitment	B. VSc.
	(c) Lecturer Grade I in Rural Engineering	By transfer	B.Tech ( Civil ) Degree
		By direct recruitment	B.Tech (Civil) Degree with at least 55% marks in the aggregate.
	(d) Lecturer Grade I in Co- operation	By transfer	Degree with H.D.C

**6. Appointing authority.-** The appointing authority for Category 14, Category 15 and Category 16 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) and Category 2 in sub-group (c) 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 35 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 and Ex-service men:

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 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 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 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 Kerala Municipal Test within the period of probation, if they have 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. A pass in Account Test (Higher) is an essential qualification for promotion to Category 10.

(2) 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 Test and the Kerala Public Works Account Code and Kerala Public Works Department Code within the period of probation or earlier will suffice.

(3) 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) the Account Test for Executive Officers, if they have not already passed these tests.

**11. Training.-** (1) Any person selected to any post included in Category 16 under Group I by direct recruitment has to complete a Pre-service training for 3 months before 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 salary at the minimum of the scale of pay of the post of Grama Panchayat Secretary. The above mentioned period of training shall not be treated as duty for increment and probation in that category.

(2). Those who are selected for appointment by transfer to any post included under Category 16 under Group I from the Subordinate Service, have to undergo a training for a period of 3 months before 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 to the post held by them. The above mentioned period of training shall not be treated as duty for increment and probation in Category 16 under Group I.

(3) Those who are selected by promotion as Corporation Secretary, Additional Corporation Secretary, District Panchayat Secretary, Municipal Secretary, Block Panchayat Secretary and Coordinating Officer, Joint Corporation Secretary, Deputy Secretary (Municipality/Corporation) and Council Secretary (Municipality/ Corporation) have to undergo a training for one month before 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. The above mentioned period of training shall not be treated as duty for increment and probation in the promoted post.

(4) Those who are transferred as Corporation Secretary, Additional Corporation Secretary, District Panchayat Secretary, Municipal Secretary, Block Panchayat Secretary and Coordinating Officer, Joint Corporation Secretary, Deputy Secretary (Municipality / Corporation) and Council Secretary (Municipality / Corporation), 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 held by them.

(5) In the case of persons who have earlier attended the training or served as Corporation Secretary, Additional Corporation 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), the Chief Engineer ( Infrastructure Development and Engineering Wing ), the Chief Town Planner ( Town and Country Planning Wing) 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 73<sup>rd</sup> and 74<sup>th</sup> 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.