

**Local
Government
Commission**

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

Government of Kerala

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

LOCAL SELF GOVERNMENT (.....) DEPARTMENT

NOTIFICATION

No. 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 Kerala Panchayat Subordinate Rules, 1994 published in the Kerala Gazette Extraordinary No.627 dated.21-06-1994, the Special Rules for the Kerala Municipal Common Service (Engineering and Town Planning Service) 2001, issued under G. O. (MS) No. 190/2001/LSGD dated 4-08-2001 and published as S.R.O. No.783/2001 in the Kerala Gazette Extraordinary No 1171 dated 9-8-2011, 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 No 1371 dated 15-09-2001, the Kerala Municipal Common Service (Health Branch) Methods of Recruitment and Qualifications Rules issued under G.O. (MS) No.246 /72/LASWD dated 16-08-1972 and published in the Kerala Gazetted No. 64 dated 29-08-1972, the Kerala General Subordinate Service-posts in the Rural Development Department Special Rules 2008 issued under G.O. (P) No. 316/ 2008/ LSGD dated 30-07-2008 and published as S.R.O. No.812/2008 in the Kerala Gazette Extraordinary No.1688 dated 2-8-2008, the Special Rules for the Extension Training Centres of Kerala State Rural Development State and Subordinate Services, 2010 issued under G.O.(P) No. 18/2010/ LSGD dated 22 -01-2010 and published as S.R.O. No.62/2010 in the Kerala Gazette Extraordinary No.180 dated 23-01-2010, the Special Rules for the Kerala Local Self Government Engineering Subordinate Service, 2007 issued under G.O.(P) No. 272/ 2007/ LSGD dated 27-11-2007 and published as S.R.O. No.996/2007 in the Kerala Gazette Extraordinary No.2150

dated 27-11-2007 and the Kerala Town and Country Planning Subordinate Service Rules, 2000 issued under G.O. (P) No. 183/ 2000/ LSGD dated 20-06-2000 and published as S.R.O. No.608/2000 in the Kerala Gazette Extraordinary No.1281 dated 3-7-2000, 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 Subordinate 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 Subordinate Service Rules, 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 Transfer" means appointment to a post in a category in the State Service from a post in a category in the Subordinate Service or appointment to a post in the Subordinate Service from the contingent employees;

(d) "Department" means the Kerala Local Self Government Department;

(e) "Government" means the Government of Kerala.

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

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

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

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

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

Group (1) (General Wing)

- Category 1. Publicity Officer/ Deputy Communication Officer.
- Category 2. Block Panchayat Assistant Secretary/
Grama Panchayat Assistant Secretary/
Chief Accountant (Municipality/Corporation)/
Assistant Accounts Officer (Municipality/Corporation)/
Senior Urban Service Manager (Municipality/Corporation)/
Junior Superintendent, LSGD
- Category 3. Librarian and Cultural Coordinator
- Category 4. Confidential Assistant - Senior Grade
- Category 5. Fair Copy Superintendent
- Category 6. Communication Assistant
- Category 7. Local Development Assistant/
Local Empowerment Assistant/
Local Administrative Assistant/
Local Financial Assistant/
Revenue Inspector (Municipality/Corporation)/
Urban Service Manager (Municipality/Corporation)/
Head Clerk; LSGD/
Head Accountant, LSGD/
Assistant Sericulture Officer
- Category 8. Librarian and Cultural Assistant Senior Grade
- Category 9. Confidential Assistant Grade I
- Category 10. Computer Assistant Selection Grade
- Category 11. Driver Selection Grade
- Category 12. Computer Assistant Senior Grade
- Category 13. Legal Assistant, LSGD
- Category 14. Senior Development Assistant/
Senior Urban Service Assistant (Municipality/Corporation)/

- Senior LSGD Assistant
- Category 15. Upper Division Computer Assistant
- Category 16. Librarian and Cultural Assistant
- Category 17. Driver Senior Grade
- Category 18. Nursery School Teacher
- Category 19. Confidential Assistant Grade II
- Category 20. Driver Grade I
- Category 21. Development Assistant/
Urban Service Assistant (Municipality/Corporation)/
LSGD Assistant/
Revenue Collection Assistant
- Category 22. Computer Assistant
- Category 23. Binder Grade I
- Category 24. Driver Grade II
- Category 25. Lift Operator
- Category 26. Binder Grade II
- Category 27. PABX / Telephone Operator
- Category 28. Duffedar/Attender (Stores)/Library Attender/ Office
Attendant Grade I
- Category 29. Ayah
- Category 30. Office Attendant/Caretaker/Chainman/
Night Watchman.

Group II (Public Health and Environment Management Wing)

- Category 1. Public Health Supervisor
- Category 2. Senior Public Health Inspector
- Category 3. Public Health Inspector
- Category 4. Assistant Public Health Inspector
- Category 5. Junior Public Health Inspector
- Category 6. Senior Public Health Promoter (Corporation)
- Category 7. Radiographer
- Category 8. Lab Technician

- Category 9. Pharmacist (Allopathy)
- Category 10. Pharmacist (Homoeopathy)
- Category 11. Pharmacist (Ayurveda)
- Category 12. Public Health Promoter
- Category 13. Nurse
- Category 14. Compounder
- Category 15. Nursing orderly/Maistry/Cleaner/Lab Assistant/Mazdoor/Mosquito Control Maistry and Worker
- Category 16. X-ray Attender/Male Attendant/ Female Attendant/Lady Attender/Lady Assistant
- Category 17. Public Health Worker

Group III (Infrastructure Development and Engineering Wing)

Sub Group (a) (Civil Wing)

- Category 1. First Grade Draftsman/First Grade Overseer
- Category 2. Second Grade Draftsman/Second Grade Overseer
- Category 3. Third Grade Draftsman/Third Grade Overseer

Sub-Group (b) (Electrical Wing)

- Category 1. First Grade Overseer
- Category 2. Second Grade Overseer
- Category 3. Electrician

Sub-Group(C) (Mechanical Wing)

- Category 1. Foreman
- Category 2. Mechanic Grade I
- Category 3. Mechanic Grade II

Group IV (Town and Country Planning Wing)

- Category 1. Photographer-Cum-Commercial Artist
- Category 2. Draftsman Grade I/Town Planning Surveyor Grade I
- Category 3. Artist
- Category 4. Draftsman Grade II/Town Planning Surveyor Grade II
- Category 5. Tracer
- Category 6. Blue Printer

Group V (Training Wing)

- Category 1. (a) Lecturer Grade II in Agriculture
(b) Lecturer Grade II in Rural Economics
(c) Lecturer Grade II in Social Education
(d) Lecturer Grade II in Extension Education
(e) Lecturer Grade II in Home Science.
- Category 2. Farm Manager
- Category 3. Farm Supervisor
- Category 4. Agricultural Assistant (Senior Grade)
- Category 5. Hostel Manager
- Category 6. Physical Instructor –cum-Librarian
- Category 7. Training Officer (Carpentry-Blacksmith)
- Category 8. Artist-Cum-Photographer-Cum-Cinema Operator Grade I
- Category 9. Technical Assistant
- Category 10. Nursery Teacher
- Category 11. Artist-Cum-Photographer-Cum-Cinema Operator Grade II
- Category 12. Agriculture Assistant
- Category 13. Skilled Assistant
- Category 14. Records Keeper
- Category 15. Mechanic
- Category 16. Carpenter-Cum-Blacksmith
- Category 17. Lab Attender
- Category 18. Balawadi Ayah
- Category 19. Class IV Employee Grade II/Watchman/Binder

Group VI (Miscellaneous Wing)

- Category 1. Assistant Curator
- Category 2. Community Organiser
- Category 3. Social Worker
- Category 4. Land Tenure Coordinator
- Category 5. Assistant Project Officer
- Category 6. Surveyor Grade I
- Category 7. Sergeant
- Category 8. Surveyor Grade II
- Category 9. Roller Driver Grade I
- Category 10. Plumbing Inspector/ Pump Operator
- Category 11. Roller Drive Grade II
- Category 12. Park Superintendent
- Category 13. Data Entry Operator
- Category 14. Garden Superintendent
- Category 15. Roller Driver/Assistant Roller Driver
- Category 16. Fitter
- Category 17. Welder
- Category 18. Furnace Operator
- Category 19. Watchman
- Category 20. Cook
- Category 21. Switch Board Operator
- Category 22. Cleaner (Lorry)
- Category 23. Workshop Cleaner
- Category 24. Carpenter
- Category 25. Gardener
- Category 26. Meter Inspector
- Category 27. Meter Reader
- Category 28. Blacksmith
- Category 29. Welder
- Category 29. Helper

(2) With effect from the date of commencement of these Rules, the officers and employees belonging to the posts falling under the categories specified in sub rule (1) or identical thereto and serving under the Panchayat Department, Rural Development Department, Urban Affairs Department, Municipal Common Service, LSG Engineering Service and the Town and Country Planning Department shall be constituted into one service, namely, the Kerala Local Self Government Department Subordinate Service.

(3) The officers and employees 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, Rural Development Department, Urban Affairs Department, Municipal Common Service, Local Self Government Engineering Service and the Town and Country Planning Department 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 Subordinate Service and separate gradation lists in respect of such category shall be prepared and kept by the Principal Director.

(4) Categories 1 to 15 , 17, 20,23,25, 27, 28 and 29 of Group I, Categories 1,2,3,4 and 6 of Group II, Categories 1 and 2 of Sub Group (a) , Categories 1 and 2 of Sub Group (b), Categories 1 and 2 of Sub Group (c) of Group III, all the categories in Group IV, Category 1 of Group 5 and Categories 1 to 7 and 9 of Group 6 shall be constituted at the State level and all the remaining categories in all the Groups shall be constituted at the District level.

(5) 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)	
Campaign Officer, RIB	Deputy Communication Officer
Joint Block Development Officer	Block Panchayat Assistant Secretary

Assistant Secretary, Grama Panchayat	Grama Panchayat Assistant Secretary
Superintendent Office, Municipal Common Service	Junior Superintendent, LSGD
Chief Accountant, Municipal Common Service	Chief Accountant, (Municipality/ Corporation)
Assistant Accounts Officer, Municipal Common Service	Assistant Accounts Officer (Municipality/ Corporation)
Manager, Municipal Common Service	Senior Urban Service Manager, (Municipality/Corporation)
Librarian, Selection Grade, Panchayat Department /Librarian Grade II, Municipal Common Service	Librarian and Cultural Coordinator
Assistant Campaign Officer, RIB	Communication Assistant
General Extension Officer	Local Development Assistant
Extension Officer	Local Development Assistant
Extension Officer Women Welfare	Local Empowerment Assistant
Accountant, Panchayat Department	Local Financial Assistant/Head Accountant, LSGD
Head Accountant, Rural Development Department	Local Financial Assistant/Head Accountant, LSGD
Head Clerk, Panchayat Department/ Municipal Common Service/ Rural Development Department/ Town and Country Planning Department / LSG Engineering Service/ Urban Affairs Department	Local Administrative Assistant/Head Clerk, LSGD
Revenue Inspector, Municipal Common Service	Revenue Inspector, (Municipality/Corporation)
Manager, Relief Settlement, Municipal Common Service	Urban Service Manager (Municipality/Corporation)
Librarian Grade III (Municipal Common Service)	Librarian and Cultural Assistant (Senior Grade)
Librarian, Senior Grade Panchayat Department	Librarian and Cultural Assistant (Senior Grade)
Village Extension Officer Grade I	Senior Development Assistant

Senior Clerk, Panchayat Department etc	Senior Assistant , LSGD
Upper Division Clerk, including Accountant/ Chief Cashier/Store Keeper/Poor Home Manager Grade I/Market Supervisor/ Steward/ Superintendent S. M.S.M Satrom (Municipal Common Service)	Senior LSGD Assistant/Senior Urban Service Assistant.
Librarian Grade IV (Municipal Common service)	Librarian and Cultural Assistant
Librarian, Panchayat Department	Librarian and Cultural Assistant
Village Extension Officer Grade II	Development Assistant
L.D.Clerk-including Store Keeper/Assistant Cashier/Shrof/Beggar Home Superintendent/Poor Home Manager Grade II/Assistant Steward/Assistant Superintendent S.M. S.M Satrom/Bill Collector/Check Post Inspector/Bus Stand Superintendent , Municipal Common Service	Urban Service Assistant/Revenue Collection Assistant/LSGD Assistant.
Clerk except those in Municipal Common Service and Clerk-Typist, Rural Development Department	LSGD Assistant
Typist Selection Grade	Computer Assistant Selection Grade
Typist Senior Grade	Computer Assistant Senior Grade
Upper Division Typist	Upper Division Computer Assistant
Typist	Computer Assistant
Group II (Public Health and Environment Management Wing)	
Health Inspector Grade I (Municipal Common Service)	Senior Public Health Inspector
Health Inspector Grade II (Municipal Common Service)	Public Health Inspector
Junior Health Inspector Grade I (Municipal Common Service)	Assistant Public Health Inspector
Health Inspector Grade I (Panchayat Department)	Assistant Public Health Inspector

Junior Health Inspector Grade II (Municipal Common Service)	Junior Public Health Inspector
Health Inspector Grade II (Panchayat Department)	Junior Public Health Inspector
Public Health Nurse (Municipal Common Service)	Senior Public Health Promoter (Corporation)
Junior Public Health Nurse (Municipal Common Service)	Public Health Promoter
Auxilliary Nurse –cum- Midwife (Panchayat Department)	Nurse
Sanitary Worker (Municipal Common Service)	Public Health Worker

(6) 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 Revenue Officer Grade II, Municipal Common Service is upgraded to that of the Revenue Officer, Municipal Common Service and included in Category 16 of the State Service.

(iii) An Officer holding a post which is upgraded to a higher category either in the Subordinate Service or in the State Service will have to hold the present post or another post in the same category till his appointment by transfer or by 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 appointment by transfer or by promotion to a post in the higher category.

(iv) The post of Assistant Sericulture Officer presently available in the Rural Development Department is included as a vanishing category post in Category 7. No direct recruitment or promotion to that post in Category 7 shall be made after all the existing Assistant Sericulture Officers are promoted to a post in Category 7.

(v) The scale of pay of the post of Village Extension Officer Grade II in the Rural Development Department is equated to that of the Clerk, Rural Development Department. The post of Village Extension Officer Grade II is redesignated as Development Assistant and included in Category 21. The pay and allowances of a person holding the equated and redesignated post of Development Assistant is protected until his promotion to a post included in Category 14.

(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.

4. Method of appointment.-(1) Appointment to the posts included in the various categories shall be made as follows namely:-

Sl.No.	Category	Method of appointment
Group I (General Wing)		
1.	Publicity Officer/ Deputy Communication Officer.	By appointment from Category 2
Note:- The Publicity Officer and Deputy Communication Officer included in this category are eligible for transfer to a post in Category 16 of the State Service based on their original seniority in Category 2.		
2.	Block Panchayat Assistant Secretary/ Grama Panchayat Assistant Secretary/ Chief Accountant (Municipality/Corporation)/ Assistant Accounts Officer (Municipality/Corporation)/ Senior Urban Service Manager (Municipality/Corporation)/ Junior Superintendent, LSGD	By promotion from Category 6 and Category 7

Note :- A ratio of ----- shall be followed among the Head Clerk, Accountant (Panchayath Department), General Extension Officer, Extension Officer (WW), Head Clerk (Rural Development Department), Head Clerk (Urban Affairs Department), Head Clerk, Revenue Inspector, Manager, Relief Settlement (Municipal Common Service), Head Clerk (LSG Engineering Service) and Head Clerk (Town and Country Planning Department), Assistant Sericulture Officer (Rural Development Department) for promotion to a post in this category 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 promoted to a post in this category. In case no person is available for such promotion in the above mentioned posts in a Department, that turn of promotion shall be by passed to a person holding any other post mentioned above in the other Department in the ratio applicable to them.

3.	Librarian and Cultural Coordinator	By promotion from Category 8
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Note:- A ratio of -----shall followed among the Librarian Senior Grade (Panchayat Department) and the Librarian Grade III (Municipal Common Service) for promotion to this category till the last Librarian Senior Grade (Panchayat Department) or Librarian Grade III (Municipal Common Service), as the case may be, as on the date of commencement of these Rules is promoted to this category. In case no person is available for such promotion in the above mentioned post in a Department that turn of promotion shall also be bye passed to a person available in the post in the other Department in that Category.

4.	Confidential Assistant - Senior Grade	By promotion from Category 9
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Note:- A ratio -----shall be followed among the Confidential Assistants Grade I, 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 promotion to this category till the last person holding the post of Confidential Assistant Grade I, as on the date of commencement of these rules, is promoted to this category. In case no person is available for such promotion in a Department, that turn of promotion shall be bye-passed to a person holding the post of Confidential Assistant Grade I in the other Department in the ratio applicable to them.

5.	Fair Copy Superintendent	By promotion from Category 10
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Note:- A ratio..... shall be followed among the Typists Selection 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 promotion to this category till the last person holding the post of Typist Selection Grade, as on the date of commencement of these Rules, is promoted to this category. In case no person is available for such promotion in a Department, that turn of promotion shall be bye-passed to a person holding the post of Typist Selection Grade in the other Department, in the ratio applicable to them.

6.	Communication Assistant	By appointment from Category 7
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Note:- Communication Assistant is eligible for promotion to Category 2 based on his original seniority in Category 7.

7.	Local Development Assistant/Local Empowerment Assistant/Local Administrative Assistant/Local Financial Assistant/Revenue Inspector (Municipality/Corporation)/Urban Service Manager (Municipality/Corporation)/ Head Clerk; LSGD/Head Accountant, LSGD/ Assistant Sericulture Officer	By promotion from Category 13 and Category 14
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Note:- A ratio..... shall be followed among the Senior Clerk, Panchayat Department, Village Extension Officer Grade I, Senior Clerk, Rural Development Department, Senior Clerk, Urban Affairs Department, Upper Division Clerk including Accounts Officer, Chief Cashier, Storekeeper, Poor Home Manager Grade I, Market Supervisor, Steward, Superintendent, SMSM Satrom Municipal Common Service, Senior Clerk LSG Engineering Service and Senior Clerk, Town and Country Planning Department, for promotion to a post in this category 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 promoted to a post in this category. In case no person is available for such promotion in the above mentioned posts in a Department, that turn of promotion shall be bye-passed to a person holding any other post mentioned above in the other Department in the ratio applicable to them.

8.	Librarian and Cultural Assistant Senior Grade	By promotion from Category 16
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Note:- A ratio..... shall be followed among the Librarian Panchayat Department and the Librarian Grade IV-Municipal Common Service for promotion to this category till the last Librarian Panchayat Department or Librarian Grade IV Municipal Common Service, as the case may be, as on the date of commencement of these Rules is promoted to this category. If no person is available for such promotion in the above mentioned post in a Department that turn of promotion shall also be bye-passed to a person available in the post in the other Department in that category.

9.	Confidential Assistant Grade I	By promotion from Category 19
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Note:- A ratio..... shall be followed among the Confidential Assistant Grade II working in the Panchayat Department, Urban Affairs Department, Municipal Common Service, LSG Engineering Service and the Town and Country Planning Department for promotion to this category till the last person holding the post of

Confidential Assistant Grade II, as on the date of commencement of these Rules, is promoted to this category. In case no person is available for such promotion in a Department, that turn of promotion shall be bye-passed to a person holding the post of Confidential Assistant Grade II in the other Department in the ratio applicable to them.

10.	Computer Assistant Selection Grade	By promotion from Category 12
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Note:- A ratio.....shall be followed among the Typist 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 promotion to this category till the last person holding the post of Typist Senior Grade as on the date of commencement of these Rules, is promoted to this category. In case no person is available for such promotion in a Department, that turn of promotion shall be bye-passed to a person holding the post of Typist Senior Grade in the other Department in the ratio applicable to them.

11.	Driver Selection Grade	By promotion from Category 17
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Note:- A ratio ofshall be followed among the Driver 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 promotion to this category till the last person holding the post of Driver Senior Grade, as on the date of Commencement of these Rules, is promoted to this category. In case no person is available for such promotion in a Department that turn of promotion shall be bye-passed to a person holding the post of Driver Senior Grade in the other Department in the ratio applicable to them.

12.	Computer Assistant Senior Grade	By promotion from Category 22
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Note:- A ratio.....shall be followed among the Upper Division Typist 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 promotion to this category till the last person holding the post of Upper Division Typist, as on the date of commencement of these Rules, is promoted to this category. In case no person is available for such promotion in a Department, that turn of promotion shall be bye-passed to a person holding the post of Upper Division Typist in the other Department in the ratio applicable to them.

13.	Legal Assistant, LSGD	<p>(i) By appointment of qualified persons from Category 14</p> <p>(ii) In the absence of qualified persons under item (i) above, by promotion from Category 21.</p> <p>(iii) In the absence of qualified persons under items (i) and (ii) above, by direct recruitment.</p>
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Note:- Legal Assistant is eligible for promotion to Category 7 based on his original seniority in Category 14 or in Category 21 as the case may be. Relative seniority for the purpose of promotion to a person appointed by direct recruitment in Category 13 and a person holding a post in Category 14 will be determined on the basis of the date of advice of the Public Service Commission for appointment to Category 13 or the date of promotion to Category 14, as the case may be.

14.	Senior LSGD Assistant/Senior Development Assistant/Senior Urban Service Assistant	(i) By promotion from Category 21
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	(Municipality / Corporation)	(ii) By promotion from Category 15 or Category 19.
<p>Note :- (1) Appointment by promotion from Category 21 or by promotion from Categories 15 or 19 shall be made in the ratio 5:1. If eligible candidates are not available for appointment by promotion from Categories 15 or 19 at the time of occurrence of the vacancy, such vacancies shall also be filled up by promotion from Category 21 without further restoration benefits to the Categories 15 and 19, namely Upper Division Computer Assistant and Confidential Assistant Grade I.</p> <p>Note:- (2) All the persons holding the equated post of Village Extension Officer Grade II (redesignated as Development Assistant) Rural Development Department shall be considered in the first instance for promotion to a post in this category till the last Village Extension Officer Grade II, as on the date of commencement of these rules, is promoted to a post in this category. After that a ratio..... shall be followed among the Clerk, Panchayat Department, Clerk, Clerk Typist, Rural Development Department, Clerk, Urban Affairs Department, Lower Division Clerk including Store keeper, Assistant Cashier, Shorof, Beggar Home Superintendent, Poor Home Manager Grade II, Assistant Steward, Assistant Superintendent, SMSM Satrom, Bill Collector, Check Post Inspector, Bus Stand Superintendent, Municipal Common Service, Clerk LSG Engineering Service and Clerk Town and Country Planning Department for promotion to a post in this category till the last person holding any of the posts mentioned above, as the case may be, as on the date of commencement of the 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, that turn of promotion shall be bye-passed to a person holding any other post mentioned above in the other Department in the ratio applicable to them.</p>		
15.	Upper Division Computer Assistant	By Promotion from Category 22

Note:- A ratio.....shall be followed among the Typist 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 promotion to this category till the last person holding the post of Typist, as on the date of commencement of these Rules is promoted to this category. In case no person is available for such promotion in a Department, that turn of promotion shall be bye-passed to a person holding the post of Typist in the other Department in the ratio applicable to them.

16.	Librarian and Cultural Assistant	(i) By promotion from qualified persons in any category in the Subordinate Service (ii) By Direct Recruitment
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Note:- 50% of the substantive vacancies shall be filled up by appointment, by promotion or by transfer and the remaining 50% by direct recruitment. In the absence of qualified candidates under item (i) above, those vacancies shall also be filled up by direct recruitment.

17.	Driver Senior Grade	By promotion from Category 20.
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Note:- A ratio ofshall be followed among the Driver Grade I 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 promotion to this category till the last person holding the post of Driver Grade I, as on the date of Commencement of these Rules, is promoted to this category. In case no person is available for such promotion in a Department that turn of promotion shall be bye-passed to a person holding the post of Driver Grade I in the other Department in the ratio applicable to them.

18.	Nursery School Teacher	By Transfer from qualified part-time Nursery School Teacher with a minimum of 4 years service or in the absence of qualified hands for transfer, by direct recruitment.
19.	Confidential Assistant Grade II	(i) By promotion from Category 22 (ii) By direct recruitment

Note:- (1) Appointment by promotion and by direct recruitment shall be made in the ratio of 1:1. In the absence of qualified candidates for promotion to a vacancy at the time of occurrence of the vacancy, such vacancies shall be also be filled up by direct recruitment without reference to the above ratio.

(2) Two percent of the vacancies of Confidential Assistant, Grade II set apart for direct recruitment shall be for appointment from low paid employees in the Department Service who possess the minimum qualification prescribed for appointment of Confidential Assistant Grade II and who secure not less than 40% marks in the competitive test conducted by the Public Service Commission. The Commission may maintain a separate Ranked list of such persons and candidates and from this list a person shall be advised against the two percent vacancies set apart for them.

The names of the low paid employees who could not secure appointment before the expiry of the Ranked list of low paid employees irrespective of their length of service and they shall be given appointment accordingly as laid down in G.O (P) No. 4/90/P&ARD dated the 12th March, 1990.

20.	Driver Grade I	By promotion from Category 24
<p>Note:- A ratio ofshall be followed among the Driver Grade II 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 promotion to this category till the last person holding the post of Driver Grade II, as on the date of Commencement of these Rules, is promoted to this category. In case no person is available for such promotion in a Department that turn of promotion shall be bye-passed to a person holding the post of Driver Grade II in the other Department in the ratio applicable to them.</p>		
21	Development Assistant/ Urban Service Assistant / Revenue Collection Assistant / LSGD Assistant	(i) By Direct recruitment (ii) By promotion from Category 22
<p>Note :- (1) Appointment by direct recruitment and by promotion shall be in the ratio of 5:1. If no qualified candidate is available for appointment by promotion at the time of occurrence of the vacancy such vacancy shall be filled up through appointment by direct recruitment without future restoration benefits to Category 22 namely, Computer Assistant.</p> <p>(2) Five percent of vacancies in Category 21 to be filled up by direct recruitment shall be filled up by direct recruitment from among low paid employees in the regular service of the Department in the manner laid down in G.O (MS) No. 66/80/ LA& SWD dated 17th March, 1980. The names of low paid employees who are eligible but who could not secure appointment before the expiry of the Rank list for direct recruitment, shall be included at the top of the new Separate Rank List of low paid employees irrespective of their length of service and they shall be given appointment accordingly as laid down in G.O (P) No. 39/89/P& ARD dated 8th December, 1984.</p>		

22	Computer Assistant	By Direct recruitment
<p>Note:- Five percent of the vacancies in category 22 shall be filled up by direct recruitment from among low paid employees in the regular service of the Department in the manner laid down in G. O. (MS) . 66/80/ LA& SWD dated 17th March, 1980. The names of low paid employees who are eligible but who could not secure appointment before the expiry of the ranked list for Direct Recruitment shall be included the top of the new separate Ranked list of low paid employees irrespective of their length of service and they shall be given appointment accordingly as laid down in G.O. (P) No.39/89/P& ARD dated 8th December, 1989.</p>		
23.	Binder Grade I	By promotion from Category 26
24.	Driver	(i) By promotion of qualified person from Category 28 or Category 30. (ii) In the absence of qualified hands under item (i) above by appointment by transfer, from among qualified contingent employees with a minimum of four years service (iii) By Direct Recruitment.
<p>Note :- A ratio of 1:1 shall be followed for appointment by transfer and by direct recruitment .</p>		
25.	Lift Operator	By promotion from Category 30
26.	Binder Grade II	By promotion from Category 30
27.	PAB X / Telephone Operator	By promotion from Category 30.
28.	Daffedar/ Attender (Stores)/ Library Attender/ Office Attendant Grade I	By Promotion from Category 30.
29.	Ayah	By transfer from among qualified contingent employees with a minimum of 4 years service. In the absence of qualified

		hands transfer as above, by direct recruitment.
30.	Office Attendant / Caretaker/ Chainman/ Night Watch Man	(i) By direct recruitment (ii) By transfer from the contingent employees
<p>Note:- 60 percent of the vacancies shall be filled up by direct recruitment and the remaining 40 percent by appointment from the contingent employees.</p>		

Group II (Public Health and Environment Management Wing)		
1.	Public Health Supervisor	By promotion from Category 2.
2.	Senior Public Health Inspector	By promotion from Category 3.
3.	Public Health Inspector	By promotion from Category 4.
4.	Assistant Public Health Inspector	By promotion from Category 5.
5.	Junior Public Health Inspector	By promotion from qualified hands in the Lower Grade Posts in the Subordinate Service. In the absence of qualified persons for promotion by direct recruitment
6.	Senior Public Health Promoter (Corporation)	By promotion from Category 12.
7.	Radiographer	By direct recruitment
8.	Lab Technician	By direct recruitment
9.	Pharmacist (Allopathy)	By direct recruitment
10.	Pharmacist(Homoeopathy)	By direct recruitment

11.	Pharmacist (Ayurveda)	By direct recruitment
12.	Junior Public Health Promoter	By appointment from category 13, if qualified persons are available. In the absence of qualified persons for appointment, by direct recruitment
13.	Nurse	By direct recruitment
14.	Compounder	By direct recruitment
15.	Nursing Orderly/ Maistry/ Cleaner/ Lab Assistant/ Mazdoor/ Mosquito Control Maistry and Worker	By promotion from category 16.
16.	X-Ray Attender/ Female Attendant/ Male Attendant / Lady Assistant/ Lady Attender	By direct recruitment
17.	Public Health Worker	(i) By direct recruitment (ii) By transfer from the contingent employees
<p>Note: - 60% of the vacancies shall be filled up by direct recruitment and the remaining 40 percent by transfer appointment from the contingent employees.</p>		

Group III (Infrastructure Development and Engineering Wing)

Sub Group (a) (Civil Wing)

1.	First Grade Draftsman/First Grade Overseer	1.By Promotion from category 2. 2. By direct recruitment.
<p>Note:- Appointment by promotion and by direct recruitment shall be made in the ratio 1:1.</p>		
2.	Second Grade Draftsman/Second Grade Overseer	1. By Promotion from category 3. 2. By Direct recruitment.
<p>Note:- Appointment by Promotion and by direct recruitment shall be made in</p>		

the ratio 1:1

3.	Third Grade Draftsman/ Third Grade Overseer	By Direct recruitment
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Sub Group (b) (Electrical Wing)

1.	First Grade Overseer	1.By Promotion from category 2. 2. By direct recruitment.
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Note:- Appointment by promotion and by direct recruitment shall be made in the ratio 1:1.

2.	Second Grade Overseer	1. By Promotion from category 3. 2. By Direct recruitment.
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Note:- Appointment by Promotion and by direct recruitment shall be made in the ratio 1:1.

3.	Electrician	By Direct recruitment
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Sub Group (b) (Mechanical Wing)

1.	Foreman	1.By Promotion from category 2. 2. By direct recruitment.
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Note:- Appointment by promotion and by direct recruitment shall be made in the ratio 1:1.

2.	Mechanic Grade I	1. By Promotion from category 3. 2. By Direct recruitment.
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Note:- Appointment by Promotion and by direct recruitment shall be made in the ratio 1:1.

3.	Mechanic Grade II	By Direct recruitment
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Group IV (Town and Country Planning Wing)

1.	Photographer –cum- Commercial Artist	<p>(i) By Promotion from Category 3, whose proficiency in photography will be tested by the Department.</p> <p>(ii) In the absence of qualified hands under item (1) above for Promotion, by Direct recruitment.</p>
2.	Draftsman Grade I/Town Planning Surveyor Grade I	<p>(i) By Promotion from Category 4.</p> <p>(ii) By Direct recruitment</p>
<p>Note:- Promotion from Draftsman Grade II, Town Planning Surveyor Grade II and by Direct Recruitment shall be in the ratio of 7:3 of the total cadre strength of the post.</p>		
3.	Artist	<p>(1) Appointment by Promotion or by Transfer from qualified hands in the Department.</p> <p>(2) In the absence of qualified hands, by Direct Recruitment.</p>
4.	Draftsman Grade II/ Town Planning Surveyor Grade II	<p>(1) By Promotion from qualified hands in Category 5.</p> <p>(2) By Direct Recruitment</p>
<p>Note:- Promotion from Tracers and Direct Recruitment shall be in the ratio 1:1 of the total cadre strength.</p>		
5.	Tracer	<p>(1) By Promotion from qualified hands in Category 6.</p> <p>(2) By Direct recruitment</p>
<p>Note:- Promotion from Blue Printers and direct recruitment shall be in the ratio of 1:1 of the total cadre strength.</p>		
6.	Blue Printer	<p>(1) Appointment by Transfer from the qualified members in the Last Grade Service employed in</p>

	<p>the Department.</p> <p>(2) In the absence of qualified hands for appointment by Transfer under item (1) above, by Direct Recruitment</p>
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Group V-Training Wing

1 (a)	Lecture Grade II in Agriculture	<p>(i) Appointment by Transfer from among Village Extension Officer/ Extension Officers.</p> <p>(ii) In the absence of qualified hands under item (i) above, appointment by transfer from Agricultural Officers of Agriculture Department.</p> <p>(iii) In the absence of qualified hands under item (i) and (ii) above, by direct recruitment.</p>
(b)	Lecture Grade II in Rural Economics	<p>(i) Appointment by transfer from among Village Extension Officers having 3 years experience or from Extension Officers (Women's Welfare)/Extension Officers (Housing) Grade II/General Extension Officers.</p> <p>(ii) In the absence of qualified hands under item</p>

		(i) above, by direct recruitment.
(c)	Lecture Grade II in Social Education	(i) Appointment by transfer from among Village Extension Officers having 3 years experience or from Extension Officers (Women's Welfare)/Extension Officers (Housing) Grade II/General Extension Officers. (ii) In the absence of qualified hands under item (i) above, by direct recruitment.
(d)	Lecture Grade II in Extension Education	(i) By transfer from among Village Extension Education Extension Officers having 3 years experience or from among Extension Officers (Women's Welfare)/ Extension Officers (Housing) Grade II/General Extension Officers. (ii) In the absence of qualified hands under item (i) above, by direct recruitment.
(e)	Lecture Grade II in Home Science	(i) By transfer from among women officers in Home Science in the

		category of Village. Extension Officers having 3 years experience or from Extension Officers (Women's Welfare)/ Extension Officers (Housing) Grade II. (ii) In the absence of qualified hands under item (i) above, by direct recruitment.
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5. Qualifications .- (1) 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

Sl. No.	Category	Method of Appointment	Qualifications
	(1)	(2)	(3)
Group I (General Wing)			
1.	Publicity Officer/ Deputy Communication Officer	By Appointment	Graduation from a recognized university
2.	Block Panchayat Assistant Secretary/ Grama Panchayat Assistant Secretary/Chief Accountant (Municipality/Corporation) /Assistant Accounts Officer (Municipality/Corporation)/Senior Urban Service Manager (Municipality/Corporation)/Junior	By Promotion	S.S.L.C or equivalent

	Superintendent, LSGD		
3.	Librarian and Cultural Coordinator	By Promotion	As same as for Category 16
4.	Confidential Assistant-Senior Grade	By Promotion	As same as for Category 19
5.	Fair Copy Superintendent	By Promotion	As same as for Category 22
6.	Communication Assistant	By Appointment	Graduation from a recognized University
7.	Local Development Assistant/Local Empowerment Assistant/Local Administrative Assistant/Local Financial Assistant/Revenue Inspector (Municipality/Corporation)/Urban Service Manager (Municipality / Corporation)/Head Clerk, LSGD/Head Accountant, LSGD/Assistant Sericulture Officer	By Promotion	S.S.L.C or equivalent
8.	Librarian and Cultural Assistant Senior Grade	By Promotion	As same as for Category 16
9.	Confidential Assistant, Grade I	By Promotion	As same as for Category 19
10.	Computer Assistant Selection Grade	By Promotion	As same as for Category 22
11.	Driver Selection Grade	By Promotion	As same as per Category 24
12.	Computer Assistant Senior Grade	By Promotion	As same as per Category 22
13.	Legal Assistant	By Appointment or	Degree in Law of a recognized University

		By Promotion Or By Direct Recruitment	
14.	Senior Development Assistant/ Senior Urban Service Assistant (Municipality/ Corporation) /Senior LSGD Assistant	By Promotion	As same as for Category 21
15	Upper Division Computer Assistant	By Promotion	1. S.S.L.C or equivalent 2. English Typewriting (Lower) K.G.T.E or M.G.T. E or its equivalent 3. Malayalam Typewriting (Lower) K.G.T.E or M.G.T. E or its equivalent
16	Librarian and Cultural Assistant	By Promotion or By Transfer or By Direct recruitment	Degree in any subject and Degree in Library and Information Science or S.S.L.C or equivalent and Diploma in Library Science or Certificate in Library Science recognized by Government

Note:- (1) Recruitment by Promotion or by Transfer to the post of Librarian and Cultural Assistant is also entrusted to the Kerala Public Service Commission. The ratio

for appointment by transfer between Degree, Diploma and Certificate holders in Library Science Shall be 3:1:1.

(2) In a unit of two vacancies the order of rotation shall be as follows, namely :-

1st by Promotion or transfer and the 2nd by direct recruitment.

17.	Driver Senior Grade	By Promotion	As same as for Category 24
18.	Nursery School Teacher	By Transfer or By Direct recruitment	(i) S.S.L.C or equivalent (ii) A certificate of successful completion of Nursery Training issued by the Government or Nursery Training Certificate or Balasevika Training Certificate issued by the State Council of Child Welfare or Pre-Primary Teachers Training Certificate issued by the Commissioner for Government Examinations, Kerala. Performance will be given to Teacher Training Certificate

			holders with any of the above Training qualifications.
19.	Confidential Assistant Grade II	By Promotion	(i) S.S.L.C or equivalent (ii) English Typewriting (Lower) K.G.T.E or M.G.T.E or its equivalent (iii) Malayalam Type writing (Lower) K.G.T.E or M.G.T.E or its equivalent. (iv) English Shorthand (Lower) K.G.T.E or M.G.T.E or its equivalent (V) Malayalam Shorthand (Lower) K.G.T. E or M.G.T.E or its equivalent .
20.	Driver Grade I	By Promotion	As same as for Category 24
21.	Development Assistant/Urban Service Assistant (Municipality/ Corporation)/Revenue Collection	By Direct recruitment	Higher Secondary Education (Plus two) or equivalent

	Assistant/LSGD Assistant	By Transfer and By Direct recruitment from low paid regular employees	(i) S.S.L.C or equivalent (ii) Must be an approved probationer or full member
22.	Computer Assistant	By Direct recruitment	(i) S.S.L.C or equivalent (ii) English Type writing (Lower) K.G.T.E and Government approved Certificate in Computer Word Processing or its equivalent (iii) Malayalam Typewriting (Lower) K.G.T.E or its equivalent
<p>Note:- Those who have passed the KGTE Typewriting before January, 2002 should produce separate certificate in Computer Word Processing or its equivalent.</p>			
23.	Binder Grade I	By Promotion	As same as for Category 26
24.	Driver Grade II	By Promotion or By Transfer or	(i) Literacy in Malayalam or Tamil or Kannada (II) Must possess a

		<p>By Direct Recruitment</p>	<p>current Motor Driving Licence of at least three years standing and Drivers Badge</p> <p>(iii) Proficiency in Driving Light Duty Vehicles (to be proved at a practical test conducted by the Public Service Commission)</p> <p>(iv) Medical Fitness:</p> <p>(a) Ear: Hearing should be perfect</p> <p>(b) Eye: Distant Vision -6/6 snellen Near Vision- 0.5 snellen Colour Vision- Normal No night Blindness.</p> <p>(c) Muscles and joints: No paralysis and all joints with free movements .</p> <p>(d) Nervous System : Perfectly Normal. Free from any infectious diseases.</p> <p>(e)Medical fitness must be proved by a medical certificate</p>
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			<p>obtained from a medical officer not below the rank of a Civil Surgeon</p> <p>2. In the case of Driver (Heavy Duty Vehicles)</p> <p>(i) Literacy</p> <p>(ii) Must possess a current Motor Driving Licence of at least 3 years standing with endorsement for Driving Heavy Passenger Vehicles and Heavy Goods Vehicles.</p> <p>(iii) Proficiency in Driving Heavy Duty Vehicles (To be proved at a practical test).</p> <p>(iv) Must be physically fit as per the prescribed standards (to be proved by a Medical Certificate)</p>
25.	Lift Operator	By Promotion	<p>(i) S.S.L.C or equivalent</p> <p>(ii) Experience as Lift Operator for a period of six months</p>

26.	Binder Grade II	By Promotion	(i) Pass in standard VIII or equivalent (ii) Experience as a Binder for a period of six months.
27.	PABX / Telephone Operator	By Promotion	(i) S.S.L.C or equivalent (ii) Experience as Telephone operator for a period of six months.
28.	Duffadar/ Attender (Stores)/ Library Attender/ Office Attendant Grade I	By Promotion	As same as for Category 30.
29.	Ayah	By Transfer or by Direct recruitment	Pass in standard VIII or equivalent.
30.	Office Attendant/Caretaker/ Chainman/Night Watchman.	By Transfer or by Direct recruitment	(i) Literacy in Malayalam or Tamil or Kannada (ii) Cycling
Group II (Public Health and Environment Management Wing)			
1.	Public Health Supervisor	By Promotion	As same for Category 5
2.	Senior Public Health Inspector	By Promotion	As same for Category 5
3.	Public Health Inspector	By Promotion	As same for Category 5
4.	Assistant Public Health Inspector	By Promotion	As same for Category 5
5.	Junior Public Health Inspector	By Promotion or By Direct	(i) S.S.L.C or equivalent (ii) Health Inspectors'

		Recruitment	Certificate from any of the Medical Colleges in Kerala or Sanitary Inspectors Certificate of any Government recognised Institution. or Certificate in Sanitary Inspectors Course awarded by the National Council for Rural Higher Education or Any other equivalent qualification
6.	Senior Public Health Promoter (Corporation)	By Promotion	As same as for Category 12.
7.	Radiographer	By Direct Recruitment	-
8.	Lab Technician	By Direct Recruitment	-
9.	Pharmacist (Allopathy)	By Direct Recruitment	(i) S.S.L.C Or equivalent (ii) Diploma in pharmacy (iii) Registration in the Kerala State Pharmacy Council

10.	Pharmacist (Homeopathy)	By Direct Recruitment	-
11.	Pharmacist (Ayurveda)	By Direct Recruitment	-
12.	Junior Public Health Promoter	By Appointment or By Direct Recruitment	(i) S.S.L.C or equivalent (ii) Successful training for a period of not less than three years in General Sick Nursing. (iii) A post certificate qualification in Public Health Nursing (iv) A certificate of registration with Kerala Nurses and Midwives council as Nurse and Mid -Wife in the case of women candidates and certificate of registration as Nurse in the case of male candidate.
13.	Nurse		(i) S.S.L.C or equivalent (ii) Successful training for a period of not less than three years in General Sick Nursing

			<p>(iii) In the case of women candidates successful training for not less than 9 months in Midwifery from an institution recognized by the Government and in the case of male successful completion of short term course in one or other of the Nursing subject of Venerology, Urology, Psychiatry and Ophthalmology conducted in a major hospital.</p> <p>(iv) A certificate of registration with Kerala Nurses and Midwives Council as Nurse and Mid-wife. in the case of women candidates and certificate of registration as Nurse in the case of male candidate.</p>
14.	Compounder	By Direct recruitment	-

15.	Nursing Orderly/ Maistry/ Cleaner/ Lab Assistant/ Mazdoor/ Mosquito Control Maistry and Worker	By Promotion	S.S.L.C or equivalent
16.	X-ray Attender/ Female Attendant / Male Attendant/ Lady Attender/ Lady Attendant/ Lady Assistant	By Direct Recruitment	S.S.L.C or equivalent
<p>Note:- Candidates selected will have to undergo a Pre-Service training for 3 months before appointment.</p>			
17.	Public Health Worker	By Direct recruitment or By Transfer	Literacy in Malayalam or Kannada

Group III (Infrastructure Development and Engineering Wing)

Sub Group (a) Civil Wing

1.	First Grade Overseer/ First Grade Draftsman	By Direct recruitment	Diploma in Civil Engineering or any other qualification recognized as equivalent thereto.
2.	Second Grade Overseer/ Second Grade Draftsman	By Direct recruitment	S.S.L.C or equivalent and (ii) Must possess any one of the following:- (a) Kerala Government Certificate Examination (2 years course) in Civil Engineering. (b) Diploma in Draftsmanship in the Trade of Draftsman(Civil) obtained after 18 months course (followed by 6 months practical training) at the Industrial Training Institutes/Centres, conducted by the Government of India, Ministry of Labour. (c) Diploma (two years course) in Civil

				Engineering in Women's Polytechnics.
3.	Third Grade Overseer/ Third Grade Draftsman	By Direct recruitment		(i) S.S.L.C or equivalent and (ii) Must possess any one of the following:- (a) Kerala Government Certificate Examination (2 years course) in Civil Engineering. (b) Diploma in Draftsmanship in the Trade of Draftsman (Civil) obtained after 18 months course. (followed by 6 months practical training) at the Industrial Training Institutes/ Centres, conducted by the Government of India, Ministry of Labour. (c) Diploma (two years course) in Civil Engineering in Women's Polytechnics.
Sub Group (b) (Electrical Wing)				
1.	First Grade Overseer	By Direct recruitment		Diploma in Electrical Engineering or any other qualification recognized as equivalent thereto.
2.	Second Grade Overseer	By Direct recruitment		(i) S.S.L.C or equivalent and (ii) Must possess any one of the following:- (a) Kerala Government Certificate Examination (2 years course) in Electrical Engineering. (b) Diploma in Draftsmanship in the Trade of Draftsman(Electrical) obtained after 18 months course (followed by 6 months practical training) at the Industrial Training Institutes/Centres, conducted by the Government of India, Ministry of Labour. (c) Diploma (two years course) in Electrical Engineering in Women's Polytechnics.

3.	Electrician	By Direct recruitment	(i) S.S.L.C or equivalent, (ii) National Trade Certificate/ Vocational Higher Secondary School Certificate in the concerned trade / Electrical overseer Course or equivalent thereto and (iii) Wiremen's Licence
Sub Group (c) (Mechanical Wing)			
1.	Foreman	By Direct recruitment	Diploma in Mechanical Engineering or Automobile Engineering or any other qualification recognized as equivalent thereto.
2.	Mechanic Grade I	By Direct recruitment	(i) S.S.L.C or equivalent and (ii) Must possess any one of the following:- (a) Kerala Government Certificate Examination (2 years course) in Mechanical/ Automobile Engineering. (b) Diploma in Draftsmanship in the Trade of Draftsman (Mechanical/ Automobile) obtained after 18 months course (followed by 6 months practical training) at the Industrial Training Institutes/Centres, conducted by the Government of India, Ministry of Labour. (c) Diploma (two years course) in Mechanical/ Automobile Engineering in Women's Polytechnics.
3.	Mechanic	By Direct recruitment	(i) S.S.L.C or equivalent and (ii) Must possess any one of the following:- (a) Kerala Government Certificate Examination (2 years course) in Mechanical/ Automobile Engineering.

			<p>(b) Diploma in Draftsmanship in the Trade of Draftsman (Mechanical/ Automobile) obtained after 18 months course. (followed by 6 months practical training) at the Industrial Training Institutes/ Centres, conducted by the Government of India, Ministry of Labour.</p> <p>(c) Diploma (two years course) in Mechanical / Automobile Engineering in Women's Polytechnics.</p>
Group IV (Town and Country Planning Wing)			
1.	Photographer- Cum- Commercial Artist	By Promotion	<p>(i) S.S.L.C or equivalent</p> <p>(ii) Diploma in Drawing and Painting (4 year course) or any other qualification recognised by the Government as equivalent thereto.</p>
		By Direct Recruitment	<p>(i) S.S.L. C or equivalent</p> <p>(ii) Diploma in Drawing and Painting (4year Course) or any other qualification recognized by Government as equivalent thereto.</p> <p>and</p> <p>Experience as Photographer for not less than 5 years with proficiency as photographer as proved by merit certificates issued by leading Photo Studios, News Photo Agencies or Photographic section of any leading News Journal or similar section in a Government Office or award won in competitions.</p>
2.	Draftsman Grade I/ Town Planning Surveyor Grade I	By Promotion	<p>(i)S.S.L.C or equivalent</p> <p>and</p> <p>(a) Any of the qualifications mentioned in Section (A) of Annexure to this Rule and 2 years service as Draftsman Grade II/Town Planning</p>

			<p>Surveyor Grade II</p> <p>or</p> <p>(b) A pass in Building drawing and estimating (H) and a pass in any one of the following subjects under KGTE or MGTE.</p> <p>(i) Building materials and construction (Lower);</p> <p>(ii) Geometrical drawing (L)</p> <p>and</p> <p>5 years service as Draftsman Grade II/Town Planning Surveyor Grade II.</p>
		By Direct recruitment	<p>Diploma in Civil Engineering or Architecture By Direct Recruitment or any other qualification recognized by Government as equivalent thereto.</p>
3.	Artist	<p>By Promotion</p> <p>Or</p> <p>By Transfer</p> <p>Or</p> <p>By Direct recruitment</p>	<p>(i) S.S.L.C or equivalent.</p> <p>(ii) Diploma in Drawing and Painting (4years course) recognised by Government or any other equivalent qualifications.</p>
4.	Draftsman Grade (II)/ Town Planning Surveyor Grade II	By Promotion	<p>(i) S.S.L.C or equivalent</p> <p>(ii) Building drawing and estimating (H)</p> <p>(iii) Surveying and Levelling (L) and</p> <p>A pass in any one of the following subject under KGTE/MGTE</p> <p>(i) Building materials and construction(L)</p> <p>(ii) Geometrical drawing (L).</p>

		By Direct recruitment	<p>1. S.S.L.C or its equivalent</p> <p>2. Must possess any of the qualifications mentioned in section 'B' in the Annexure to this rules.</p> <p>or</p> <p>(i) A pass in V.H.S.C. Certificate in Building Technology in the case of Draftsman Grade II.</p> <p>(ii) A pass in V.H.S.C. Certificate in Draftsman ship and quantity surveying in the case of Town Planning Surveyor Grade II.</p>
5.	Tracer	By Promotion	<p>A (i) S.S.L.C or equivalent and</p> <p>(ii) Pass in Building drawing and Estimating (Lower) and a pass in any of the following subject under KGTE/MGTE.</p> <p>(a) Surveying and Levelling (L)</p> <p>(b) Geometrical drawing (L)</p> <p>(c) Building materials and construction(L)</p> <p>and</p> <p>(iii) Two years service in the feeder category.</p> <p>or</p> <p>B(i) S.S.L.C or equivalent</p> <p>and</p> <p>(ii) Seven years service in the feeder category and adequate proficiency in tracing and drafting</p>
		By Direct Recruitment	<p>(i) SSLC or equivalent qualification</p> <p>(ii) Pass in Building Drawing and Estimating (H)</p> <p>(iii) Surveying and Levelling (L)</p> <p>and</p> <p>A pass in any one of the following subjects under KGTE/MGTE</p> <p>(a) Building materials and construction(L)</p>

			(b) Geometrical drawing (L)
6.	Blue Printer	By Transfer	1. S.S.L.C or equivalent. 2. Proficiency in Ammonia Printing which will be judged in a practical test to be conducted by the Department.
		By Direct recruitment	SSLC or equivalent and Proficiency in Ammonia printing (The proficiency will be judged on the basis of a practical test in Ammonia printing conducted by the Public Service Commission.)

ANNEXURE

[Referred to in Rule 4, Group IV]

Qualification

SECTION A

- a. Diploma in Civil Engineering or Architecture or any other qualification recognized by Government as equivalent thereto.
- b. Post Diploma qualification in Town and Country Planning

SECTION B

- i. Diploma
 - a. Diploma in Civil Engineering (2 years course) of Women's Polytechnic or any other qualification recognised by Government as equivalent thereto.
 - ii. Certificate
 - a. 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.)
 - b. Pass in the following 8 subject under K.G.T.E/M.G.T.E. viz.
 - (1) Surveying and Levelling (Higher)
 - (2) Applied Mechanics (Higher)

- (3) Building Materials and Construction (Higher/Lower)
- (4) Hydraulics and Irrigation (Higher)
- (5) Building Drawing and Estimating (Higher)
- (6) Earthwork and Road making (Higher)
- (7) Geometrical Drawing (Lower)
- (8) Mensuration (Lower)
- (c) National Apprenticeship Certificate (Surveyor)
- (d) National Apprenticeship Certificate (Civil)
- (e) National Trade Certificate (Surveyor)
- (f) National Trade Certificate (Draftsman Civil)

Group V (Training Wing)

1 (a)	Lecture Grade II in Agriculture	By Transfer or Direct recruitment	B.Sc. in Agriculture
(b)	Lecture Grade II in Rural Economics	By Transfer or Direct recruitment	M.A. in Economics or Applied Economics with at least 50% marks in the qualifying examination.
(c)	Lecture Grade II in Social Education	By Transfer or Direct recruitment	M.S.W or M.A in Sociology with at least 50% marks in the qualifying examination
(d)	Lecture Grade II in Extension Education	By Transfer or Direct recruitment	M.S.W or Master in Communication and Journalism
(e)	Lecture Grade II in Home Science	By Transfer or Direct recruitment	Bachelor's Degree with Home Science as a main or subsidiary subject. M.Sc. in Home Science

6. Appointing authority.- The appointing authority for the categories constituted at the District level coming under all the Groups shall be the District Chief

Coordinating Officer and Additional Secretary, District Planning Committee and for all other categories at State level coming under the all the Groups shall be the Principal Director, Local Self Government Department .

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 any post falling under any of the categories, except the posts specifically mentioned hereunder, if he has not completed 18 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 Driver in Category 24 of Group I shall be 38 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.

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.- Every person in a post in Category 13 or in Category 21 under Group I, appointed by direct recruitment or by transfer or by promotion shall pass Account Test (Lower), Manual of Office Procedure, Panchayat Test and the Kerala Municipal Test within the period of probation, if they have not already passed these tests.

11. Training.- (1) Any person selected to any post included in Category 13 or Category 21 under Group I by direct recruitment has to complete a pre-service training for 6 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 LSGD Assistant. 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 promotion to any post included in Category 21 under Group I 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 of the post held by them. The above mentioned period of training shall not be treated as duty for increment and probation in Category 21 under Group I.

(3) Those who are selected by promotion to any post included under category 14, Category 7 or Category 2 have to undergo a 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 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 from a post to another post in the same category either in Category 2, in Category 7 or in Category 14 have to undergo a training for 3 months in the Kerala Institute of Local Administration or in any other Training Institution approved by Government and there 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 for a period as provided in sub-rule (1) or sub-rule (2) or sub-rule (3) or Sub -rule (4) above, no further training is necessary.

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 services under the Panchayat Department, Urban Affairs Department, Municipal Common Service, Rural Development Department, Local Self Government 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 State Acts empower the 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 Local Self Government 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, Local Self Government 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.