

**DRAFT**

**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 a post in a Category of low paid employees or from the Contingent Service;

(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)**

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|--------------|---|
| Category 1.  | Publicity Officer/Deputy Communication Officer.   |
| Category 2.  | Block Panchayat Assistant Secretary/<br>Grama Panchayat Assistant Secretary/<br>Chief Accountant (Municipality/Corporation)/<br>Assistant Accounts Officer<br><br>(Municipality/Corporation)/Senior Urban Service<br>Manager (Municipality/Corporation)/<br>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/<br>Local Empowerment Assistant/<br>Local Administrative Assistant/<br>Local Financial Assistant/<br>Revenue Inspector (Municipality/Corporation)/<br>Urban Service Manager (Municipality/Corporation)/<br>Head Clerk, LSGD/<br>Head Accountant, LSGD/      |
| 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/<br>Senior Urban Service Assistant/<br><br>(Municipality/Corporation)/<br>Senior Assistant, LSGD   |
| 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/<br>Urban Service Assistant (Municipality/Corporation)/<br>Revenue Collection Assistant/ Assistant, LSGD  |
| Category 22. | Computer Assistant  |
| Category 23. | Binder Grade I  |
| Category 24. | Driver Grade II   |

- Category 25. Record Keeper
- Category 26. Lift Operator
- Category 27. Binder Grade II
- Category 28. PABX / Telephone Operator
- Category 29. Duffedar/Attender (Stores)/Library Attender/ Office Attendant Grade I/Records Keeper
- Category 30. Ayah
- Category 31. Office Attendant/Caretaker/Chainman/Watchman/ Night Watchman/Helper.

## **Group II (Public Health and Environment Management Wing)**

- Category 1. Public Health Supervisor
- Category 2. Senior Public Health Inspector Grade I
- Category 3. Senior Public Health Inspector Grade II
- Category 4. Public Health Inspector Grade I
- Category 5. Public Health Inspector Grade II
- Category 6. Senior Public Health Promoter
- Category 7. Senior Nurse
- Category 8. Radiographer
- Category 9. Lab Technician
- Category 10. Pharmacist (Modern Medicine)
- Category 11. Pharmacist (Homoeopathy)
- Category 12. Pharmacist (Ayurveda)
- Category 13. Public Health Promoter
- Category 14. Nurse
- Category 15. Compounder
- Category 16. Nursing orderly/Maistry/Cleaner/Lab Assistant/Mazdoor/Mosquito Control Maistry and Worker
- Category 17. X-ray Attender/Female Attendant/Attendant/Lady Attender/Lady Assistant/Attender.

## **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
- Category 4. Automobile Electrician
- Category 5. Mechanic Assistant
- Category 6. Unskilled Worker

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

- Category 1. Special Grade Driver I
- Category 2. Special Grade Driver II
- Category 3. Sub-Engineer
- Category 4. Senior Assistant
- Category 5. Driver Grade I
- Category 6. Overseer
- Category 7. Junior Assistant/Cashier
- Category 8. Lower Division Typist/Junior Fair Copy Assistant.
- Category 9. Driver Grade II
- Category 10. Motor Mechanic Grade II
- Category 11. Filter Operator
- Category 12. Lineman Grade I
- Category 13. Lineman Grade II
- Category 14. Electricity Worker
- Category 15. Office Attendant/Watchman

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

- Category 1. Draftsman Grade I/Town Planning Surveyor Grade I
- Category 2. Draftsman Grade II/Town Planning Surveyor Grade II
- Category 3. Tracer
- Category 4. 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. Artist-Cum-Photographer-Cum-Cinema Operator  
Grade I
- Category 3. Balavadi Teacher
- Category 4. Artist-Cum-Photographer-Cum-Cinema Operator  
Grade II
- Category 5. Mechanics
- Category 6. Carpenter-Cum-Blacksmith
- Category 7. Balawadi Ayah

**Group VI (Miscellaneous Wing)**

- Category 1. Driver Selection Grade (Heavy Duty Vehicle)
- Category 2. Surveyor Grade I
- Category 3. Assistant Curator

Category 4.	Community Organiser/Social Worker/Social Mobiliser
Category 5.	Land Tenure Coordinator
Category 6.	Sergeant
Category 7.	Driver (Senior Grade) (Heavy Duty Vehicle)
Category 8.	Plumbing Inspector
Category 9.	Roller Driver Grade I
Category 10.	Surveyor Grade II
Category 11.	Driver (Grade I) (Heavy Duty Vehicle)
Category 12.	Roller Drive Grade II
Category 13.	Meter Inspector
Category 14.	Data Entry Operator
Category 15.	Tractor Driver
Category 16.	Driver Grade II (Heavy Duty Vehicle)
Category 17.	Welder
Category 18.	Mechanic (Motor Vehicles)
Category 19.	Fitter
Category 20.	Blacksmith
Category 21.	Pump Operator
Category 22.	Furnace Operator
Category 23.	Plumber
Category 24.	Meter Reader
Category 25.	Park Superintendent
Category 26.	Cook
Category 27.	Carpenter
Category 28.	Gardener
Category 29.	Cleaner (Lorry)/Workshop Cleaner

(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, 20,23,25,26,27 and 28 of Group I, Categories 1,2,3,4,6 and 7 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, Category 1 and 2 of Group IV, Category 1 and 2 of Group V and Categories 1,2,7,8,9,11,13 and 25 of Group VI shall be constituted at the State level and all the categories in Sub Group (d) of Group III 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
<b>Group I (General Wing)</b>	
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 (Housing)	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 Clerk, Panchayat Department, Rural Development Department, Urban Affairs Department etc.	Senior Development Assistant 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 Assistant, LSGD/ 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 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	Development Assistant  Urban Service Assistant/Revenue Collection Assistant/ Assistant, LSGD
Clerk except those in Municipal Common Service and Clerk-Typist, Rural Development Department	Assistant, LSGD
Typist Selection Grade	Computer Assistant Selection



	Grade
Typist Senior Grade	Computer Assistant Senior Grade
Upper Division Typist	Upper Division Computer Assistant
Typist	Computer Assistant
<b>Group II (Public Health and Environment Management Wing)</b>	
Health Inspector Grade I ( Municipal Common Service)	Senior Public Health Inspector Grade I
Health Inspector Grade II (Municipal Common Service)	Senior Public Health Inspector Grade II
Junior Health Inspector Grade I ( Municipal Common Service)	Public Health Inspector Grade I
Health Inspector Grade I ( Panchayat Department )	Public Health Inspector Grade I
Junior Health Inspector Grade II (Municipal Common Service)	Public Health Inspector Grade II
Health Inspector Grade II ( Panchayat Department)	Public Health Inspector Grade II
Junior Public Health Nurse Grade II (Higher Grade) ( Municipal Common Service)	Senior Public Health Promoter/ Senior Nurse
Junior Public Health Nurse Grade II (Municipal Common Service)	Public Health Promoter/ Nurse
Pharmacist (Allopathy)	Pharmacist (Modern Medicine)
Auxilliary Nurse -cum- Midwife (Panchayat Department)	Nurse
Sanitary Worker (Municipal Common Service)	Public Health Worker

<b>Group III (Infrastructure Development and Engineering Wing)</b>	
<b>Sub Group (b) Electrical Wing)</b>	
Overseer (Electrical) Municipal Common Service)	Overseer
Electrician (Municipal Common Service)	Electrician
<b>Sub Group (C) (Mechanical Wing)</b>	
Mechanic, Rural Development Department	Mechanic
Electrician, Rural Development Department)	Automobile Electrician
Skilled Assistant, Rural Development Department	Mechanic Assistant
Permanent Labour, Rural Development Department	Unskilled Worker
<b>Group VI (Miscellaneous Wing)</b>	
Assistant Project Officer, (Municipal Common Service)	Social Mobilizer
Mechanic (Municipal Common Service)	Mechanic (Motor Vehicles)

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

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

(ii) The Scale of pay of the post of Revenue Officer Grade II, Municipal Common Service is upgraded to that of the Revenue Officer, Municipal Common Service and redesignated as Revenue Officer included in Category 17, Group 1 of the State Service.

(iii) The scale of pay of the post of Health Inspector Grade I of the Panchayath Department is equated to that of the Junior Health Inspector Grade I of the Municipal Common Service and the posts are redesignated as Public Health Inspector Grade I. All the persons holding the post of Health Inspector Grade I Panchayat Department, as on the date of commencement of these Rules, will be deemed to have been promoted to the redesignated post of Public Health Inspector Grade I included in Category 4 of Group II of the Subordinate Service.

(iv) The scale of pay of the post of Auxiliary Nurse cum-Midwife of the Panchayat Department is equated to that of the Junior Public Health Nurse (Grade II) of the Municipal Common Service. All the persons holding the post of Auxiliary Nurse cum-Midwife of the Panchayat Department, as on the date of commencement of these Rules, will be deemed to have been promoted to the redesignated post of Nurse included in Category 14 of Group II.

(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 Group I of the Subordinate Service. The pay and allowances of a person holding the equated and redesignated post of Development Assistant as on the date of commencement of these Rules is protected

until his promotion to the post of Senior Development Assistant included in Category 14 Group I of the Subordinate Service.

(vi) 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 will be 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.

(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
<b>Group I ( General Wing)</b>		
1.	Publicity Officer/ Deputy Communication Officer.	By appointment from Category 2
<p><b>Note:-</b> The Publicity Officer and Deputy Communication Officer included in this category are eligible for by transfer to a post in Category 17 Group I of the State Service based on their original seniority in Category 2.</p>		
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 **62:15:13:0:9:1:0 (Ration proposed in Hundreds)** shall be followed among the Head Clerk, Accountant of the Panchayat Department, General Extension Officer, Extension Officer (WW) and Extension Officer (Housing) of the Rural Development Department, Head Accountant and Head Clerk of the Rural Development Department, Head Clerk of the Urban Affairs Department, Head Clerk, Revenue Inspector, Manager, Relief Settlement of the Municipal Common Service, Head Clerk of the LSG Engineering Service and Head Clerk of the 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 bypassed 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 **7:3 (Ratio Proposed in tens)** shall followed among the Librarian Senior Grade of the Panchayat Department and the Librarian Grade III of the 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 bypassed 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 **1:2:1:3:0:1 (Ratio proposed in Eight)** 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 bypassed 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 **2:4:1:3:2:1 (Ratio Proposed in Thirteen)** 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 bypassed 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.	By promotion from Category 13 and Category 14
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**Note:-** A ratio **110:31:10:1:39:8:1 (Ratio proposed in 200)** shall be followed among the Senior Clerk of the Panchayat Department, Village Extension Officer Grade I of the Rural Development Department, Senior Clerk of the Rural Development Department, Senior Clerk of the Urban Affairs Department, Upper Division Clerk including Accounts Officer, Chief Cashier, Storekeeper, Poor Home Manager Grade I, Market Supervisor, Steward, Superintendent, SMSM Satrom of the Municipal Common Service, Senior Clerk of the LSG Engineering Service and Senior Clerk of the 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 bypassed 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 **4:6 (Ratio Proposed in Tens)** shall be followed among the Librarian of the 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 of the 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 bypassed 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 **1:2:1:3:0:2 (Ratio proposed in Nine)** 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



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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 bypassed 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 **3:6:1:5:4:1 (Ratio Proposed in Twenty)** 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 bypassed 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 of **4:3:0:3:0:0 (Ratio Proposed in Tens)** shall 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 bypassed 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 15
<p><b>Note:-</b> A ratio <b>3:6:1:5:4:1 (Ratio proposed in Twenty)</b> 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.</p>		
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>
<p><b>Note:-</b> 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.</p>		

14.	Senior Development Assistant/Senior Urban Service Assistant (Municipality / Corporation)/ Senior Assistant, LSGD.	(i) By promotion from Category 21 (ii) Appointment from Category 10, Category 12, Category 15 and Category 4 and Category 9.
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**Note(1) :-** Appointment by promotion from Category 21 or appointment as per item (ii) above shall be made in the ratio 5:1. If eligible candidates are not available for appointment as per item (ii) above at the time of occurrence of the vacancy, such vacancies shall be forfeited to them and it shall also be filled up by promotion from Category 21.

**Note (2) :-** Vacancies arising in the post of Village Extension Officer Grade I (redesignated as Senior Development Assistant) included in this category shall exclusively be earmarked for promotion from the post of Village Extension Officer Grade II (redesignated as Development Assistant) till all the persons holding that post as on the date of commencement of these Rules are promoted. Thereafter vacancies arising in the post of Village Extension Officer Grade 1 (redesignated as Senior Development Assistant) shall also be treated as vacancy in Category 14 for promotion as per these Rules.

**Note(3):-** A ratio **64:6:1:23:5:1(Ratio proposed in Hundred)** shall be followed among the Clerk of the Panchayat Department, Clerk, Clerk Typist of the Rural Development Department, Clerk of the Urban Affairs Department, Lower Division Clerk including Store keeper, Assistant Cashier, Shrof, Beggar Home Superintendent, Poor Home Manager Grade II, Assistant Steward, Assistant Superintendent, SMSM Satrom, Bill Collector, Check Post Inspector, Bus Stand Superintendent of the Municipal Common Service, Clerk of the LSG Engineering Service and Clerk of the 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 bypassed to a person holding any other post mentioned above in the other Department in the ratio applicable to them.

15.	Upper Division Computer Assistant	By promotion from Category 22
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**Note:-** A ratio **3:6:1:5:4:1 (Ratio proposed in Twenty)** 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 bypassed 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 the approved probationers in any category in the Subordinate Service (ii) By direct recruitment
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**Note 1:-** Appointment by promotion and by direct recruitment shall be made in the ratio of 1:1. In the absence of qualified candidates under item (i) above, those vacancies shall also be filled up by direct recruitment. In a unit of 2 vacancies the order of rotation shall be as follows, namely the first by promotion and the second by direct recruitment.

**Note 2:-** A ratio of 3:1:1 shall be followed among the Degree, Diploma and Certificate holders in Library Science for appointment by promotion. In the absence of Degree holders, at the time of occurrence of the vacancy, it shall also be filled up from among the Diploma holders and

certificate holders and in the absence of Degree and Diploma holders at the time of occurrence of the vacancy, it shall be filled up from the certificate holders, without further restoration benefits to the Degree and Diploma holders, as the case may be.

17.	Driver Senior Grade	By promotion from Category 20.
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**Note:-** A ratio of **22:14:0:13:0:1 (Ratio Proposed in Fifty)** shall 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 bypassed to a person holding the post of Driver Grade I in the other Department in the ratio applicable to them.

18.	Nursery School Teacher	(i) By transfer from qualified part-time Nursery School Teacher with a minimum of 4 years service (ii) In the absence of qualified persons under item (i) above, by direct recruitment.
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19.	Confidential Assistant Grade II	(i) By promotion from Category 22 (ii) By direct recruitment
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**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 filled up by direct recruitment without reference to the above ratio.

**Note (2):-** 2 per cent of the vacancies of Confidential Assistant Grade II set apart for direct recruitment, shall be filled up by direct recruitment from among the low paid employees in the Subordinate Services included in Schedule II of the Kerala Civil Services (Classification, Control and Appeal) Rules, 1960 who possesses the minimum qualification prescribed for appointment as Confidential Assistant Grade II and who secure not less than 40 per cent marks in the competitive test conducted by the Kerala Public Service Commission. The Commission may maintain a separate Ranked list of such persons and candidates from this list a person will be advised against the 2 per cent vacancies set apart for them.

The names of the low paid employees who are eligible but 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. If at the time of occurrence of vacancy, there is no list of low paid employees qualified to be appointed in this category in the manner aforesaid, such vacancies shall be forfeited to them and it shall also be filled up by direct recruitment.

20. Driver Grade I

By promotion from Category 24

**Note:-** A ratio of **21:13:0:12:3:1 (Ratio Proposed in Fifty)** shall 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 bypassed to a person holding the post of Driver Grade II in the other Department in the ratio applicable to them.



21	Development Assistant/ Urban Service Assistant / Revenue Collection Assistant / Assistant, LSGD	(i) By direct recruitment (ii) By transfer from the low paid employees in the Subordinate Service.
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**Note (1):-** 10 per cent of the vacancies in Category 21 set apart for appointment by direct recruitment, shall be filled up by transfer from among the low paid employees working in the Subordinate Service of the Department as laid down in G.O.(P) No.1/2014/P&ARD dated 03.01.2014.

(2) 10 per cent of the vacancies in Category 21 set up part for appointment by direct recruitment, shall be filled up by direct recruitment from among the low paid employees in the Subordinate Services included in Schedule II of the Kerala Civil Services (Classification, Control and Appeal) Rules, 1960 who secure not less than 40 per cent marks in the competitive test conducted by the Kerala Public Service Commission. The Commission may maintain a separate Ranked list of such persons and candidates from this list will be advised against the 10 per cent vacancies set apart for them. The names of the low paid employees who are eligible but who could not secure appointment before the expiry of the Ranked list for direct recruitment, will be included at the top of the new separate rank list of low paid employees irrespective of their length of service and they will be given appointment accordingly as laid down in G.O (P) No. 39/89/P& ARD dated 8th December, 1989.

22	Computer Assistant	(i) By direct recruitment (ii) By transfer from the low paid employees in the Subordinate Service.
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**Note(1):-** 10 per cent of the vacancies in Category 22 set apart for appointment by direct recruitment, shall be filled up by transfer from among the low paid employees working in the Subordinate Service of the Department as laid down in G.O.(P) No.1/2014/P&ARD dated 03.01.2014.

**Note (2):-** 10 per cent of the vacancies in category 22 set apart for appointment by direct recruitment , shall be filled up by direct recruitment from among the low paid employees in the Subordinate

21	Development Assistant/ Urban Service Assistant / Revenue Collection Assistant / Assistant, LSGD	(i) By direct recruitment (ii) By transfer from the low paid employees in the Subordinate Service.
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**Note (1):-** 10 per cent of the vacancies in Category 21 set apart for appointment by direct recruitment, shall be filled up by transfer from among the low paid employees working in the Subordinate Service of the Department as laid down in G.O.(P) No.1/2014/P&ARD dated 03.01.2014.

(2) 10 per cent of the vacancies in Category 21 set up part for appointment by direct recruitment, shall be filled up by direct recruitment from among the low paid employees in the Subordinate Services included in Schedule II of the Kerala Civil Services (Classification, Control and Appeal) Rules, 1960 who secure not less than 40 per cent marks in the competitive test conducted by the Kerala Public Service Commission. The Commission may maintain a separate Ranked list of such persons and candidates from this list will be advised against the 10 per cent vacancies set apart for them. The names of the low paid employees who are eligible but who could not secure appointment before the expiry of the Ranked list for direct recruitment, will be included at the top of the new separate rank list of low paid employees irrespective of their length of service and they will be given appointment accordingly as laid down in G.O (P) No. 39/89/P& ARD dated 8th December, 1989.

22	Computer Assistant	(i) By direct recruitment (ii) By transfer from the low paid employees in the Subordinate Service.
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**Note(1):-** 10 per cent of the vacancies in Category 22 set apart for appointment by direct recruitment, shall be filled up by transfer from among the low paid employees working in the Subordinate Service of the Department as laid down in G.O.(P) No.1/2014/P&ARD dated 03.01.2014.

**Note (2):-** 10 per cent of the vacancies in category 22 set apart for appointment by direct recruitment , shall be filled up by direct recruitment from among the low paid employees in the Subordinate

Services included in Schedule II of the Kerala Civil Services (Classification, Control and Appeal) Rules, 1960 who secure not less than 40 per cent marks in the competitive test conducted by the Kerala Public Service Commission. The Commission may maintain a separate Ranked list of such persons and candidates from this list will be advised against the 10 per cent vacancies set apart for them. The names of the low paid employees who are eligible but who could not secure appointment before the expiry of the ranked list for direct recruitment will be included at the top of the new separate rank list of low paid employees irrespective of their length of service and they will be given appointment accordingly as laid down in G.O. (P) No.39/89/P& ARD dated 8th December, 1989.

23.	Binder Grade I	By promotion from Category 27
24.	Driver Grade II	(i) By promotion from Category 29 or Category 31. (ii) In the absence of qualified persons under item (i) above, by promotion from Category 29 of Group VI (iii) In the absence of qualified persons under item (i) and (ii) above, by transfer from among qualified contingent employees with a minimum of 4 years service (iv) By direct recruitment.

**Note:-** Appointment by promotion or by transfer and by direct recruitment shall be made in the ratio 1:1.

25.	Record Keeper	By promotion from Category 29
26.	Lift Operator	By promotion from Category 29
27.	Binder Grade II	By promotion from Category 29
28.	PAB X / Telephone Operator	By promotion from Category 29.
29.	Daffedar/ Attender ( Stores)/ Library Attender/ Office Attendant Grade I/ Records Keeper	By promotion from Category 31.
30.	Ayah	(i) By transfer from among qualified contingent employees with a minimum of 4 years service. (ii) In the absence of qualified persons under item (i) above, by direct recruitment
31.	Office Attendant / Caretaker/ Chainman/ Watchman/ Night	(i) By direct recruitment (ii) By transfer from the contingent

Watchman/Helper

employees with a minimum of 4 years service.

**Note:-** Appointment by direct recruitment and by transfer shall be made in the ratio 9:1.

**Group II (Public Health and Environment Management Wing)**

1.	Public Health Supervisor	By promotion from Category 2.
2.	Senior Public Health Inspector Grade I	By promotion from Category 3.
3.	Senior Public Health Inspector Grade II	By promotion from Category 4.
4.	Public Health Inspector Grade I	By promotion from Category 5.

**Note:-** A ratio of ..... shall be followed among the Health Inspector Grade II of the Panchayat Department and the Junior Health Inspector Grade II of the Municipal Common Service for promotion to this category till the last Health Inspector Grade II of the Panchayat Department or the Junior Health Inspector Grade II of the 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 by passed to a person holding the post mentioned in the other Department.

5.	Public Health Inspector Grade II	By direct recruitment
6.	Senior Public Health Promoter	By promotion from Category 13.
7.	Senior Nurse	By promotion from Category 14.
8.	Radiographer	By direct recruitment
9.	Lab Technician	By direct recruitment
10.	Pharmacist (Modern Medicine)	By direct recruitment
11.	Pharmacist ( Homoeopathy)	By direct recruitment
12.	Pharmacist ( Ayurveda)	By direct recruitment
13.	Junior Public Health Promoter	By direct recruitment
14.	Nurse	By direct recruitment
15.	Compounder	By direct recruitment
16.	Nursing Orderly/ Maistry/ Cleaner/ Lab Assistant/ Mazdoor/ Mosquito Control	By promotion from category 17.

	Maistry and Worker	
17.	X-Ray Attender/ Female Attendant/ Attendant / Lady Attender/Lady Assistant/ Attender	By direct recruitment

### Group III (Infrastructure Development and Engineering Wing)

#### Sub Group (a) (Civil Wing)

1.	First Grade Draftsman/First Grade Overseer	(i) By promotion from Category 2. (ii) By direct recruitment.
<b>Note:-</b> Appointment by promotion and by direct recruitment shall be made in the ratio 1:1.		
2.	Second Grade Draftsman/Second Grade Overseer	(i) By promotion from Category 3. (ii) By direct recruitment.
<b>Note:-</b> Appointment by promotion and by direct recruitment shall be made in the ratio 1:1		
3.	Third Grade Draftsman/ Third Grade Overseer	by Direct recruitment

#### Sub Group (b) (Electrical Wing)

1.	First Grade Overseer	(i) By promotion from Category 2. (ii) By direct recruitment.
<b>Note:-</b> Appointment by promotion and by direct recruitment shall be made in the ratio 1:1.		
2.	Second Grade Overseer	(i) By promotion from Category 3. (ii) By direct recruitment.
<b>Note:-</b> Appointment by promotion and by direct recruitment shall be made in the ratio 1:1.		
3.	Electrician	By direct recruitment

#### Sub Group (c) (Mechanical Wing)

1.	Foreman	(i) By Promotion from Category 2. (ii) By direct recruitment.
<b>Note:-</b> Appointment by promotion and by direct recruitment shall be made in the ratio 1:1		

2.	Mechanic Grade I	(i) By promotion from Category 3 and Category 4. (ii) By direct recruitment.
<b>Note:-</b> Appointment by promotion and by direct recruitment shall be made in the ratio 3:2. Appointment by promotion from among Category 3 and Category 4 shall be made in the ratio 1:1		
3.	Mechanic Grade II	(i) By promotion from Category 5 (ii) By direct recruitment
<b>Note:-</b> Appointment by promotion and by direct recruitment shall be made in the ratio 1:1.		
4.	Automobile Electrician	By direct recruitment
5.	Mechanic Assistant	By direct recruitment
6.	Unskilled Worker	By direct recruitment

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

1.	Special Grade Driver I	By promotion from Category 2.
2.	Special Grade Driver II	By promotion from Category 5.
3.	Sub -Engineer	(i) By promotion from Category 6 (ii) By direct recruitment
<b>Note:-</b> 30 per cent of the posts will be filled up by direct recruitment, 10 per cent by direct recruitment from among qualified employees below the cadre of Sub-Engineer and the balance 60 per cent will be filled up by promotion from qualified employees in Category 6.		
4.	Senior Assistant	By promotion from Category 7
5.	Driver Grade I	By promotion from Category 9
6.	Overseer	By promotion from Category 12
<b>Note:-</b> Appointment by promotion from among the unqualified and qualified employees in Category 12 shall be made in the ratio 60:40. Out of the 40 per cent earmarked for qualified hands, 25 per cent shall be reserved for persons having 2 year Certificate Course in I.T.I. (Electrical/Electronics), 10 per cent shall be reserved for persons with I.T.I. (Non-Electrical) and 5 per cent shall be reserved for persons with a pass in Standard VIII and 5 years field experience.		
7.	Junior Assistant/Cashier	(i) By direct recruitment (ii) By transfer from qualified employees below the cadre of Junior Assistant/Cashier.
<b>Note:-</b> Appointment by direct recruitment and by transfer shall be made in the ratio 17:3.		
8.	Lower Division Typist/Junior Fair Copy Assistant	By direct recruitment
9.	Driver Grade II	(i) By direct recruitment (ii) By transfer from qualified employees below the cadre of Driver Grade II



**Note:-** Appointment by direct recruitment and by transfer shall be made in the ratio 1:1. In the absence of suitable hands for appointment by transfer, the posts shall also be filled up by direct recruitment.

10.	Meter Mechanic Grade II	By promotion from Category 12 or Category 13 or Category 14
11.	Filter Operator	By promotion from Category 12 or Category 13 or Category 14
12.	Lineman Grade I	By promotion from Category 13
13.	Lineman Grade II	By promotion from Category 14
14.	Electricity Worker	By direct recruitment
15.	Office Attendant/Watchman	By direct recruitment

**Note:-** Selection of Candidates for appointment by transfer to the posts included under Category 7 and Category 9 in this Sub Group will be made by the Kerala Public Service Commission.

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

1.	Draftsman Grade I/Town Planning Surveyor Grade I	(i) By promotion from Category 2. (ii) By direct recruitment
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**Note:-** Appointment by promotion and by direct recruitment shall be made in the ratio 7:3.

2.	Draftsman Grade II/Town Planning Surveyor Grade II	(i) By promotion from Category 3. (ii) By direct recruitment
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**Note:-** Appointment by promotion and direct recruitment shall be made in the ratio 1:1.

3.	Tracer	(i) By promotion from Category 4 (ii) In the absence of qualified persons under item (i) above, by promotion from any other category in the Subordinate Service. (iii) By direct recruitment.
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**Note:-** Appointment by promotion and direct recruitment shall be made in the ratio of 1:1.

4.	Blue Printer <i>Post abolished as Supernumerary</i>	(i) By promotion from any category in the Subordinate Service. (ii) In the absence of qualified persons under item (1) above, by direct recruitment
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## Group V-Training Wing

1 (a)	Lecture Grade II in Agriculture	(i) By promotion from Category 7, Category 14 or Category 21 of Group I or any other category in the Subordinate Service. (ii) In the absence of qualified persons under item (i) above, by transfer from Agricultural Officers of Agriculture Department. (iii) In the absence of qualified persons under item (i) and (ii) above, by direct recruitment.
(b)	Lecture Grade II in Rural Economics	(i) By promotion from Category 7, Category 14 or Category 21 of Group I or any other category in the Subordinate Service. (ii) In the absence of qualified persons under item (i) above, by direct recruitment.
(c)	Lecture Grade II in Social Education	(i) By promotion from Category 7, Category 14 or Category 21 of Group I or any other category in the Subordinate Service. (ii) In the absence of qualified persons under item (i) above, by direct recruitment.
(d)	Lecture Grade II in Extension Education	(i) By promotion from Category 7, Category 14 or Category 21 of Group I or any other category in the Subordinate Service. (ii) In the absence of qualified persons under item (i) above, by direct recruitment.
(e)	Lecture Grade II in Home Science	(i) By promotion among women officers under Category 7, Category 14 or Category 21 of Group I or any other category in the Subordinate Service.  (ii) In the absence of qualified persons under item (i) above, by direct recruitment.
2	Artist-cum-Photographer-cum-Cinema Operator Grade I	By promotion from Category 4
3	Balavadi Teacher	By direct recruitment
4	Artist-cum-Photographer-cum-Cinema Operator Grade II	(i) By promotion from any category in the Subordinate Service. (ii) In the absence of qualified persons under item (i) above, by

5	Mechanics	direct recruitment. (i) By promotion from any category in the Subordinate Service. (ii) In the absence of qualified persons under item (i) above, by direct recruitment.
6	Carpenter-cum-Blacksmith	By direct recruitment.
7	Balavadi Aya	By direct recruitment.

### **Group VI (Miscellaneous Wing)**

1	Driver (Selection Grade) (Heavy Duty Vehicle)	By promotion from Category 7
2	Surveyor Grade I	(i) By promotion from Category 10 (ii) By direct recruitment

Note: Appointment by promotion and by direct recruitment shall be made in the ratio 1:1.

3	Assistant Curator	By direct recruitment
4	Community Organizer/Social Worker/Social Mobiliser	By direct recruitment
5	Land Tenure Coordinator	By direct recruitment
6	Sergeant	By direct recruitment
7	Driver (Senior Grade) (Heavy Duty Vehicle)	By promotion from Category 11
8	Plumbing Inspector	By promotion from Category 23
9	Roller Driver Grade By	By promotion from Category 12
10	Surveyor Grade II By	By direct recruitment
11	Driver Grade I (Heavy Duty Vehicle) By	By promotion from Category 16
12	Roller Driver Grade By	By direct recruitment
13	Meter Inspector By	By promotion from Category 24
14	Data Entry Operator By	By direct recruitment
15	Tractor Driver	(i) By promotion from Category 29

		<p>(ii) In the absence of qualified persons under item (i) above, by promotion from Category 29 or Category 31 of Group I.</p> <p>(iii) In the absence of qualified persons under item (i) and (ii) above, by transfer from among qualified contingent employees with a minimum of 4 years service.</p> <p>(iv) By direct recruitment</p>
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**Note:** Appointment by promotion or by transfer and by direct recruitment shall be made in the ratio 1:1.

16	Driver Grade II (Heavy Duty Vehicle)	<p>(i) By promotion from Category 29</p> <p>(ii) In the absence of qualified persons under item (i) above, by promotion from Category 29 or Category 31 of Group I.</p> <p>(iii) In the absence of qualified persons under item (i) and (ii) above, by transfer from among qualified contingent employees with a minimum of 4 years service</p> <p>(iv) By direct recruitment</p>
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**Note:** Appointment by promotion or by transfer and by direct recruitment shall be made in the ratio 1:1.

17	Welder	By direct recruitment
18	Mechanic (Motor Vehicles)	By direct recruitment
19	Fitter	By direct recruitment
20	Blacksmith	By direct recruitment
21	Pump Operator	By direct recruitment
22	Furnace Operator	By direct recruitment

23	Plumber	By direct recruitment
24	Meter Reader	By direct recruitment
25	Park Superintendent	By promotion from Category 28
26	Cook	By direct recruitment
27	Carpenter	By direct recruitment
28	Gardener	By direct recruitment
29	Lorry Cleaner/Workshop Cleaner	By direct recruitment

**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

Sl. No.	Category	Method of Appointment	Qualifications
	(1)	(2)	(3)
<b>Group I ( General Wing)</b>			
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 Superintendent, LSGD	By promotion	S.S.L.C or its equivalent
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 15
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	By promotion	S.S.L.C or its 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 15
11.	Driver Selection Grade	By promotion	As same as per Category 24
12.	Computer Assistant Senior Grade	By promotion	As same as per Category 15
13.	Legal Assistant	By	Degree in Law of



		appointment or By promotion or By direct recruitment	a recognized University
14.	Senior Development Assistant/ Senior Urban Service Assistant ( Municipality/ Corporation) /Senior Assistant, LSGD.	By promotion	S.S.L.C. or its equivalent
15	Upper Division Computer Assistant	By promotion	(i) S.S.L.C or its equivalent and (ii) English Typewriting ( Lower) K.G.T.E or M.G.T. E or its equivalent and (iii) Malayalam Typewriting ( Lower) K.G.T.E or M.G.T. E or its equivalent
16	Librarian and Cultural Assistant	By promotion or By direct recruitment	(i)Degree in any subject and Degree in Library and Information Science or (ii)S.S.L.C or its equivalent and Diploma in Library Science or (iii)S.S.L.C or its equivalent and Certificate in Library Science recognized by the Government.
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 its equivalent and (iia) A certificate of successful completion of Nursery Teachers' Training issued by

the Government  
or  
(iib)Nursery  
Teachers' 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.  
Preference will be  
given to Teachers'  
Training Certificate  
holders with any  
of the above  
training  
qualifications.

19. Confidential Assistant Grade II

By promotion  
or  
By direct  
recruitment

(i) S.S.L.C or its  
equivalent and  
(ii) Lower Grade  
Certificate in  
Typewriting  
English (K.G.T.E)  
and Computer  
Word Processing  
or its equivalent  
and  
(iii) Lower Grade  
Certificate in Type  
writing Malayalam  
(K.G.T.E) or its  
equivalent and  
(iv) Lower Grade  
Certificate in  
Shorthand English  
(K.G.T.E) or its  
equivalent and  
(v) Lower Grade  
Certificate in  
Shorthand  
Malayalam (K.G.T.

			E) or its equivalent.
<b>Note:-</b> Those who have passed the Lower Grade Certificate in Typewriting English (K.G.T.E) before January 2002 should produce certificate in 'Computer Word Processing' 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 Assistant/Assistant, LS GD	By direct recruitment (except those to be recruited from low paid employees)	Higher Secondary Education (Plus two) or its equivalent
		By transfer	(i) S.S.L.C or its equivalent and (ii) Must have completed probation and 3 years service in the feeder post/ posts.
22.	Computer Assistant	By direct recruitment or By transfer	(i) S.S.L.C or its equivalent and (ii) Lower Grade Certificate in Type writing Malayalam (K.G.T.E) or its equivalent and (iii) Lower Grade Certificate in Typewriting English (K.G.T.E.) and Computer Word Processing or its equivalent.

who have passed the Lower Grade Certificate in before January, 2002 should produce "Word Processing" or its equivalent.

completed probation and 3 years only eligible for by transfer

By promotion	As same as for Category 26
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By promotion	(i) Pass in
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		<p>or By transfer or By direct recruitment</p>	<p>Standard VII and (ii) Must possesses a current Motor Driving Licence of at least three years standing and (iii) Proficiency in Driving Light Duty Vehicles ( to be proved at a practical test conducted by the Kerala Public Service Commission ) and (iv) Medical Fitness: (a) Ear: Hearing should be perfect (b) Eye: Distant Vision -6/6 snellen Near Vision- 0.5 snellen Colour Vision- Normal Night Blindness- Nil (c) Muscles and joints: No paralysis and all joints with free movements . (d) Nervous System : Perfectly Normal. Free from any infectious diseases. (e) Medical fitness must be proved by a Medical Certificate obtained from a Medical Officer not below the rank of a Civil Surgeon</p>
25.	Record Keeper	By promotion	<p>(i) S.S.L.C. or its equivalent and (ii) Experience in</p>

			keeping and handling of disposed files and records for a period of six months
26.	Lift Operator	By promotion	(i) S.S.L.C. or its equivalent and (ii) Experience as Lift Operator for a period of six months
27.	Binder Grade II ✓	By promotion	(i) S.S.L.C. or its equivalent and (ii) K.G.T.E. or M.G.T.E. in Book Binding (Lower)
28.	PABX / Telephone Operator	By promotion	(i) S.S.L.C. or its equivalent and (ii) Experience as Telephone Operator for a period of six months.
29.	Duffadar/ Attender ( Stores)/ Library Attender/ Office Attendant Grade I/ Records Keeper	By promotion	As same as for Category 31.
30.	Ayah	By transfer or by direct recruitment	(i) Should have passed Standard VII and should not have acquired Graduation and (ii) Experience for not less than one year as Ayah of Children gained from a Government Institution or from any Institution registered under the Societies Registration Act, 1860 (Central Act XXI of 1860) or the Travancore-Cochin Literary Scientific and

Charitable  
Societies  
Registration Act,  
1955 (XII of 1955).

**Note 1:-** Experience mentioned in item (ii) above, should be one gained after acquiring the General Educational qualifications prescribed in item (i).

**Note 2:-** The post of Aya shall be reserved exclusively for women candidates.

31.	Office Attendant/Caretaker/ Chainman/Watchman/Night Watchman/Helper.	By transfer or by direct recruitment	Should have passed Standard VII and should not have acquired Graduation.
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**Group II ( Public Health and Environment Management Wing )**

1.	Public Health Supervisor	By promotion	As same as for Category 5
2.	Senior Public Health Inspector Grade I	By promotion	As same as for Category 5
3.	Senior Public Health Inspector Grade II	By promotion	As same as for Category 5
4.	Public Health Inspector Grade I	By promotion	As same as for Category 5
5.	Public Health Inspector (Grade II)	By direct recruitment	(i) S.S.L.C or its equivalent and (iia) Diploma in Health Inspector Course (2 years) conducted by the Government. or (iib) Health Inspectors' Certificate from any of the Medical Colleges in Kerala or (iic) Sanitary Inspectors' Certificate of Bombay or Madras. or (iid) Sanitary Inspectors' Certificate of All India Institute of

			Local Government, Mumbai or (iie) Certificate in Sanitary Inspectors Course awarded by the National Council for Rural Higher Education or (iif) Sanitary Inspectors Training Course conducted by the Rural Institute, Thavanoor or (iig) Any other equivalent qualification.
6.	Senior Public Health Promoter	By promotion	As same as for Category 13.
7.	Senior Nurse	By promotion	As same as for Category 14.
8.	Radiographer	By direct recruitment	(i) S.S.L.C or its equivalent and (iia) Diploma in Radiological Technology (2 years) approved by the Government or (iib) Any other equivalent qualification.
9.	Lab Technician	By direct recruitment	i) S.S.L.C or its equivalent and (ii) Medical Laboratory Technicians' Course conducted by the Medical Colleges In the State or DMLT approved by the Government or its equivalent.

10.	Pharmacist (Modern Medicine)	By direct recruitment	(i) S.S.L.C or its equivalent and. (ii) Diploma in Pharmacy and (iii) Registration in the Kerala State Pharmacy Council.
11.	Pharmacist ( Homeopathy)	By direct recruitment	(i) S.S.L.C or its equivalent and (ii) One year Certificate Course of Pharmacist obtained after successful training in Nurse- cum- Pharmacist Training Course. (Homeopathy) conducted by the Government or its equivalent.
12.	Pharmacist ( Ayurveda)	By direct recruitment	(i) S.S.L.C or its equivalent and (iia) One year Certificate Course of Pharmacist in Ayurveda or (iib) Certificate issued by Chairman, Board of Examiners in Ayurveda and the Principal, Ayurveda College, Thiruvananthapuram
13.	Junior Public Health Promoter	By direct recruitment	(i) S.S.L.C or its equivalent and (ii) A post certificate qualification in Public Health Nursing and (iia) Auxiliary Nurse Midwifery Certificate (Revised Course)



		<p>of 18 months duration issued by the Kerala Nurses and Midwives Council.</p> <p>or</p> <p>(iib) Auxiliary Nurse Midwifery Certificate/Auxiliary Nurse Midwifery Certificate (Revised Course) issued by an authority recognised by the Indian Nursing Council</p> <p>or</p> <p>(iiic) Health workers training Certificate issued by the Kerala Nurses and Midwives Council.</p> <p>and</p> <p>(iv) Registration in the Kerala Nurses and Midwives Council</p>
14.	Nurse	<p>(i) S.S.L.C or its equivalent and</p> <p>(iia) Auxiliary Nurse Midwifery Certificate (Revised Course) of 18 months duration issued by the Kerala Nurses and Midwives Council.</p> <p>or</p> <p>(iib) Auxiliary Nurse Midwifery Certificate/Auxiliary Nurse Midwifery Certificate (Revised Course)</p>

			issued by an authority recognised by the Indian Nursing Council or (iic) Health workers training Certificate issued by the Kerala Nurses and Midwives Council and (iii) Registration in the Kerala Nurses and Midwives Council.
15.	Compounder	By direct recruitment	(i) S.S.L.C or its equivalent and  (ii) Diploma in Pharmacy or Compounding Certificate issued by the Government or its equivalent and (iii) Registration in the Kerala Pharmacy Council.
16.	Nursing Orderly/ Maistry/ Cleaner/ Lab Assistant/ Mazdoor/ Mosquito Control Maistry and Worker	By promotion	As same as for Category 17
17.	X-ray Attender/ Female Attendant /Attendant/ Lady Attender/ Lady Assistant/ Attender	By direct recruitment	Should have passed Standard VII and should not have acquired Graduation.
<p><b>Note:-</b> Candidates selected will have to undergo an in service training for 3 months.</p>			

### 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	(i) S.S.L.C or its equivalent and (ii) Must possess any one of the following:- (a) Kerala Government Certificate Examination (2 years course) in Civil Engineering. (b) Diploma in Craftsmanship 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 (2 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 its equivalent and (ii) Must possess any one of the following:- (a) Kerala Government Certificate Examination (2 years course) in Civil Engineering. (b) Diploma in Craftsmanship 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 (2 years course) in Civil Engineering in Women's Polytechnics.
<b>Sub Group ( b) (Electrical Wing)</b>			
1.	First Grade Overseer	By direct recruitment	Diploma in Electrical Engineering or Diploma in Electronics and communication Engineering or any other qualification recognized as equivalent thereto.
2.	Second Grade Overseer	By direct recruitment	(i) S.S.L.C or its equivalent and (ii) Must possess any one of the following:- (a) Kerala Government Certificate

			<p>Examination (2 years course) in Electrical Engineering.</p> <p>(b) Diploma in Craftsmanship 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.</p> <p>(c) Diploma (2 years course) in Electrical Engineering in Women's Polytechnics.</p>
3.	Electrician	By direct recruitment	<p>(i) S.S.L.C or its equivalent and</p> <p>(ii) National Trade Certificate/ Vocational Higher Secondary School Certificate in the concerned Trade / Electrical Overseer Course or equivalent thereto and</p> <p>(iii) Wiremen's Licence</p>
<b>Sub Group (c) ( Mechanical Wing )</b>			
1.	Foreman	By direct recruitment	<p>(i) Diploma in Mechanical Engineering or Automobile Engineering or any other qualification recognized as equivalent thereto and</p> <p>(ii) Experience in repair and maintenance works of both Light and Heavy Vehicles (Petrol and Diesel Engines) for not less than 3 years in an Automobile Workshop of a Transport Organization approved by Government and</p> <p>(iii) Should possess a valid current licence to drive Heavy Motor Vehicles with badge.</p>
2.	Mechanic Grade I	By direct recruitment	<p>(i) S.S.L.C or its equivalent and</p> <p>(ii) Must possess any one of the following:-</p> <p>(a) Kerala Government Certificate Examination (2 years course) in Mechanical/ Automobile Engineering.</p> <p>(b) Diploma in Craftsmanship in the Trade of Draftsman (Mechanical/</p>

			<p>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 (2 years course) in Mechanical/ Automobile Engineering in Women's Polytechnics and</p> <p>(iii) Experience as Mechanic for not less than 2 years in a Government or Government approved Workshop and</p> <p>(iv) Should possess valid current licence to drive Heavy Motor Vehicles with badge.</p>
3.	Mechanic Grade II	By direct recruitment	<p>(i) S.S.L.C or its equivalent and</p> <p>(ii) Must possess any one of the following:-</p> <p>(a) Kerala Government Certificate Examination (2 years course) in Mechanical/ Automobile Engineering.</p> <p>(b) Diploma in Craftsmanship 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 (2 years course) in Mechanical/Automobile Engineering in Women's Polytechnics and</p> <p>(iii) Experience as Mechanic for not less than one year in a Government or Government approved Workshop and</p> <p>(iv) Should possess a valid current licence to drive Heavy Motor Vehicles with badge.</p>
4	Automobile Electrician	By direct recruitment	<p>(i) S.S.L.C or its equivalent and</p> <p>(ii) Must possess any one of the following:-</p> <p>(a) Kerala Government Certificate Examination (2 years course) in Electrical Engineering.</p> <p>(b) Diploma in Craftsmanship in the Trade of Draftsman (Electrical) obtained after 18 months course (followed by 6</p>

			<p>months practical training) at the Industrial Training Institutes/Centres, conducted by the Government of India, Ministry of Labour.</p> <p>(c) Diploma (2 years course) in Electrical Engineering in Women's Polytechnics and</p> <p>(iii) Experience as an Electrician for not less than one year in a Government or Government approved Workshop and</p> <p>(iv) Should possess a valid current licence to drive Light Motor Vehicles.</p>
5	Mechanic Assistant	By direct recruitment	<p>(i) S.S.L.C or its equivalent and</p> <p>(ii) Pass in any of the trade of All India Trade Test (I.T.I) in Mechanic Motor Vehicles/ Sheet Metal Work/Painting/Black smithy/Welder and should possess National Apprenticeship Trade Certificate in the concerned Trades and subsequent work experience for a period of not less than one year in a Government approved Auto Mobile Workshop and</p> <p>(iii) Should possess a valid current licence to drive Light Motor Vehicles.</p>
6	Unskilled Worker	By direct recruitment	<p>(i) Should have passed Standard VII and should not have acquired Graduation and</p> <p>(ii) Experience in patch work, painting for a period of not less than 2 years in a Government or Government approved Workshop.</p>
<b>Sub Group (d) ( Electricity Wing of Thrissur Corporation)</b>			
1.	Special Grade Driver I	By promotion	As same as for Category 9
2.	Special Grade Driver II	By promotion	As same as for Category 9
3.	Sub-Engineer	By direct recruitment	<p>(i) S.S.L.C. or its equivalent and</p> <p>(iia) Diploma in Electrical Engineering of a recognised Institution after 3 years course of study.</p> <p>or</p> <p>(iib) Diploma in Electronics and Communication Engineering of a recognised Institution after 3 years course of study.</p> <p>or</p> <p>(iic) Certificate in Electrical Engineering from any one of the recognised Technical</p>



			<p>School shown below with five years experience under the K.S.E.B or the Electrical Wing of the Thrissur Corporation</p> <p>(i) City and Guilds London: Examination in Electrical Engineering in A/C and D/C of intermediate or final grade.</p> <p>(ii) Krishna Rajendra Technological Institute (2 years course)</p> <p>(iii) S.M.T School Overseers-Certificate in Electrical and Mechanical Engineering (2 years course)</p> <p>(iv) Certificate in Electrical Engineering of the Engineering College, Thiruvananthapuram or Technological Institute, Thrissur or equal course (2 years)</p> <p>(v) Certificate in Electrical Engineering C.N.T Institute, Chennai (2 years course).</p> <p>(vi) Certificate obtained from P.S.G. Institute, Coimbatore (2 years course).</p> <p>(vii) Electricians Course Certificate, College of Engineering, Kolkatha (2 years course)</p> <p>(viii) Certificate in Electrical Wiring of the Industrial School, Kozhikode.</p> <p>(ix) M.G.T.E. /K.G.T.E. Group Certificate in Electrical Engineering 4 (Four) subjects viz. Electrical light and power (Higher), Applied Mechanics (Lower), Heat Engines (Lower) and Machine Drawing (Lower).</p> <p>(x) Departmental 3 years Apprentice course training and pass in the final examination.</p> <p>(xi) Craftsman Certificate from Industrial Training Centre as Electrician, Wireman or Lineman.</p> <p>(xii) Certificate of Grade II proficiency Test in the Trade of Electrician under Technical training Scheme (Demob)</p> <p style="text-align: center;">or</p> <p>(i) S.S.L.C or its equivalent and</p>
		By	

		promotion	<p>(iia) Certificate in Electrical Engineering obtained after passing and Examination conducted by a competent authority after having undergone a course of study of not less than 2 years from a Technical School or a Technical Training Centre or an Institution recognised for the purpose by Government.</p> <p>or</p> <p>(iib) Certificate obtained after having passed an examination conducted by the competent authority in the trade of Lineman/ Wireman/Electrician after 18 months course in I.T.I. and 6 months inplant training</p> <p>or</p> <p>(iic) Certificate from National Council for Vocational Training (N.C.V.T.) (both regular and private) in Electrician/ Wireman/ Electronics or Diploma in Electrical Engineering/Electronics and Communication Engineering.</p> <p>or</p> <p>(iid) M.G.T.E./K.G.T.E. Group Certificate in Electrical Engineering covering the following subjects, namely:-</p> <p>(a) Electrical Light and power (Higher)</p> <p>(b) Applied Mechanics (Lower)</p> <p>(c) Heat Engines (Lower)</p> <p>(d) Machine Drawing (Lower) and</p> <p>(iii) 5 years service as Overseer and Lineman in Sub Group (d) of Group III of the Subordinate Service.</p>
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**Note:-** Physically Handicapped Candidates are not eligible to apply for the post.

4	Senior Assistant	By promotion	Graduation from a recognized University.
5	Driver Grade I	By promotion	As same as for Category 9
6	Overseer	By promotion	As same as for Category 12
7	Junior Assistant/ Cashier	By direct recruitment	Graduation from a recognized University.
		By transfer	<p>(i) Higher Secondary Education (Plus Two) or its equivalent and</p> <p>(ii) Three years service in the feeder categories in Sub Group (d) of Group III of the</p>



			Subordinate Service.
8	Lower Division Typist/Junior Fair Copy Assistant	By direct recruitment	(i) S.S.L.C or its equivalent and (ii) Lower Grade Certificate in Typewriting Malayalam (K.G.T.E) or its equivalent and (iii) Lower Grade Certificate in Typewriting English (K.G.T.E.) and Computer Word Processing or its equivalent.
<b>Note:-</b> Those who have passed the Lower Grade Certificate in Typewriting English (K.G.T.E) before January, 2002 should produce separate certificate in "Computer Word Processing" or its equivalent.			
9	Driver Grade II	By direct recruitment	(i) Pass in Standard VII and (ii) Must possesses Motor Driving Licence with endorsement for Driving Heavy Duty Vehicles and (iii) 3 years experience in driving Heavy Duty Vehicles either in Military or Civil and (iv) Medical Fitness: (a) Ear: Hearing should be perfect (b) Eye: Distant Vision -6/6 snellen Near Vision- 0.5 snellen Colour Vision- Normal Night Blindness- Nil (c ) Muscles and joints: No paralysis and all joints with free movements . (d) Nervous System : Perfectly Normal. Free from any infectious diseases. (e)Medical fitness must be proved by a Medical Certificate obtained from a Medical Officer not below the rank of a Civil Surgeon
		By transfer	(i) Pass in Standard VII and (ii) Must possesses Motor Driving Licence with endorsement for Driving Heavy Duty Vehicles and (iii) Medical Fitness: (a) Ear: Hearing should be perfect (b) Eye: Distant Vision -6/6 snellen Near Vision- 0.5 snellen Colour Vision- Normal Night Blindness- Nil (c ) Muscles and joints: No paralysis and all joints with free movements . (d) Nervous System : Perfectly Normal. Free from any infectious diseases. (e)Medical fitness must be proved by a

			Medical Certificate obtained from a Medical Officer not below the rank of a Civil Surgeon (iv) Three years service in the feeder categories in Sub Group (d) of Group III of the Subordinate Service.
10	Meter Mechanic Grade II	By promotion	(i) Pass in Standard VIII and (ii) National Trade Certificate in Electrician/Wireman/ Electronics Trade or (iii) K.G.C.E. in Electrical from an Institution recognised by the Government of Kerala. or (iv) M.G.T.E/K.G.T.E Group Certificate in Electrical Engineering covering the following subjects, namely :- (a) Electrical Light and Power (Higher) (b) Applied Mechanics (Lower) (c) Heat Engines (Lower) (d) Machine Drawing (Lower)
11	Filter Operator	By promotion	i) Pass in Standard VIII and (iia) National Trade Certificate in Electrician/Wireman/Electronics Trade or (iib) K.G.C.E. in Electrical from an Institution recognised by the Government of Kerala. or (iic) M.G.T.E/K.G.T.E Group Certificate in Electrical Engineering covering the following subjects, namely :- (a) Electrical Light and Power (Higher) (b) Applied Mechanics (Lower) (c) Heat Engines (Lower) (d) Machine Drawing (Lower)
12	Lineman Grade I	By promotion	As same as for Category 14
13	Lineman Grade II	By direct recruitment	As same as for Category 14
14	Electricity Worker	By direct recruitment	(i) Should have passed Standard IV and should not have passed Standard X and (ii) Knowledge of Cycling and (iii) Physical Standard (a) Minimum Height 5'2" (157.48cm) (b) Vision: Without Glasses Normal (free from colour blindness) (c) Must be physically fit for outdoor work
<b>Note:-</b> Women and Physically Handicapped candidates are not eligible to apply for the post.			

15	Office Attendant/ Watchman	By direct recruitment	Should have passed Standard VII and should not have acquired and Graduation.
<b>Group IV ( Town and Country Planning Wing )</b>			
1.	Draftsman Grade I/ Town Planning Surveyor Grade I	By promotion	(i)S.S.L.C or its equivalent and ( iia) Must possesses any of the qualifications mentioned in Section A of Annexure to this Rule and 2 years service as Draftsman Grade II/Town Planning Surveyor Grade II or (iib) Pass in Building drawing and estimating (Higher) and pass in any one of the following subjects under K.G.T.E. or M.G.T.E. (a)Building materials and construction (Lower); (b) Geometrical drawing (Lower) and (iii) Five years service as Draftsman Grade II/Town Planning Surveyor Grade II.
		By direct recruitment	Diploma in Civil Engineering or Diploma in Architecture ( 3 year) or any other qualification recognized as equivalent thereto.
2.	Draftsman Grade (II)/ Town Planning Surveyor Grade II	By promotion	(i) S.S.L.C or its equivalent and (ii) Pass in Building drawing and estimating (Higher) and (iii) Surveying and Levelling (Lower) and Pass in any one of the following subjects under K.G.T.E./M.G.T.E. (a) Building materials and construction (Lower) (b)Geometrical drawing (Lower).

		By direct recruitment	<p>(i). S.S.L.C. or its equivalent and</p> <p>(iia). Must possesses any of the qualifications mentioned in Section 'B' in the Annexure to this Rules.</p> <p>or</p> <p>(iib) Pass in V.H.S.E. Draftsmanship in Building Technology or Quantity Surveying and Surveying.</p>
3.	Tracer	By promotion	<p>(ia) S.S.L.C. or its equivalent and</p> <p>(ib) Pass in Building Drawing and Estimating (Lower) and</p> <p>(ic) pass in any of the following subjects under K.G.T.E./M.G.T.E.</p> <p>(a) Surveying and Levelling (Lower)</p> <p>(b) Geometrical Drawing (Lower)</p> <p>(c) Building materials and construction (Lower)</p> <p>and</p> <p>(id) Two years service in the feeder category/categories</p> <p>or</p> <p>(iia) S.S.L.C or its equivalent and</p> <p>(iib) Seven years service in the feeder category/categories and adequate proficiency in tracing and drafting.</p>
		By direct recruitment	<p>(i) S.S.L.C or its equivalent and</p> <p>(ii) Pass in Building Drawing and estimating (Higher) and</p> <p>(iii) Surveying and Levelling (Lower) and</p> <p>(iv) Pass in any one of the following subjects under K.G.T.E./M.G.T.E.</p> <p>(a) Building materials and construction (Lower)</p> <p>(b) Geometrical drawing (Lower)</p>
4.	Blue Printer	By promotion	<p>(i) S.S.L.C or its equivalent and</p> <p>(ii) Proficiency in Ammonia Printing which will be judged in a practical test to be conducted by the Town and Country Planning Wing of the Department.</p>

		By direct recruitment	(i) S.S.L.C or its equivalent and (ii) Proficiency in Ammonia printing (The proficiency will be judged on the basis of a practical test in Ammonia printing conducted by the Kerala Public Service Commission.)
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**ANNEXURE**  
**[Referred to in Rule 5, 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 eight subjects 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 promotion or by direct	B.Sc. in Agriculture
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		recruitment	
(b)	Lecture Grade II in Rural Economics	By promotion or by direct recruitment	M.A. in Economics or Applied Economics with at least 50 per cent marks in the qualifying examination.
(c)	Lecture Grade II in Social Education	By promotion or by direct recruitment	M.S.W or M.A in Sociology with at least 50 per cent marks in the qualifying examination
(d)	Lecture Grade II in Extension Education	By promotion or by direct recruitment	M.S.W or Master in Communication and Journalism
(e)	Lecture Grade II in Home Science	By promotion	Bachelor's Degree with Home Science as a main or subsidiary subject.
		By direct recruitment	M.Sc. in Home Science

2	Artist-cum-Photographer-cum-Cinema Operator Grade I	By promotion	As same as for Category 4
3	Balawadi Teacher	By direct recruitment	(i). S.S.L.C or its equivalent and (iia) A Certificate of successful completion of Nursery Teachers' Training issued by the Government. or (iib)Nursery Teachers' Training Certificate or Balasevika Training Certificate issued by the State Council for Child Welfare or Pre -Primary Teachers' Training Certificate issued by the Commissioner for Government Examinations, Kerala. Preference will be given to Teachers' Training Certificate holders with any of the above training qualifications.

3	Artist-cum-Photographer-cum-Cinema Operator Grade II	By direct recruitment	<p>(i) (i) Pass in Standard VII and</p> <p>(ii) (ii) Must have practical experience in Photography with various types of cameras, including developing, printing and finishing and</p> <p>(iii) (iii) Must have experience in drawing sketches, plans, maps, portraits and painting with water colour and</p> <p>(iv) (iva) Must possesses Certificate of Training in Cinema Operation from the U.S. Information Service or from any other Government recognised Institute and experience in operating film projectors, epidiascopes etc.</p> <p>or</p> <p>(ivb) One years' experience in operating Cinema Projection Equipment.</p>
4	Mechanics	By promotion or by direct recruitment	<p>(i) Must have successfully completed I.C. Mechanics Course of Industrial Training Institutes or any equivalent qualification</p> <p>or</p> <p>(ii) Must have 3 year's practical experience in repair and maintenance of Machinery.</p>
5	Carpenter-cum-Blacksmith	By direct recruitment	(i) Pass in Standard VII



			<p>and</p> <p>(iia) Must possesses the Certificate in Blacksmithy or Carpentry obtained from a Government Industrial Training Centre</p> <p>or</p> <p>(iib) Must have successfully completed training in Blacksmithy or Carpentry in any of the Government Production-cum-Training Centres or Workshops.</p> <p>and</p> <p>(iiia) Practical Experience for a total minimum period of one year in both the trades out of which the candidate should have worked in each of these trades for a period of not less than 6 months</p> <p>or</p> <p>(iiib) Practical experience in both the trades together for a total period of 2 years in a modern Workshop.</p>
6	Balawadi Aya	By direct recruitment	<p>(i) Should have passed Standard VII and should not have acquired Graduation and</p> <p>(ii) Experience for not less than one year as Ayah of Children gained from a Government Institution or from any Institution registered under the Societies Registration Act, 1860 (Central Act XXI of 1860) or the Travancore-Cochin Literary Scientific and Charitable Societies</p>

			Registration Act, 1955 (XII of 1955).
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**Note 1:-** Experience mentioned in item (ii) above, should be one gained after acquiring the General Educational qualifications prescribed in item (i).

**Note 2:-** The post of Balavadi Aya shall be reserved exclusively for women candidates.

### Group VI (Miscellaneous Wing)

1.	Driver (Selection Grade) (Heavy Duty Vehicle)	By promotion	As same as for Category 16
2.	Surveyor Grade I	By promotion or By direct recruitment	(i) S.S.L.C or its equivalent and (ii) Head Surveyors Selection Test (Travancore) or Theodolite Survey Test and Mapping Test (Cochin) or Head Surveyors Test and Sub-Assistant Test (Madras) or Head Surveyors Test conducted by the Kerala Public Service Commission or Chain Survey Test and Higher Survey Test or I.T.I Certificate in Surveyor Trade with Six months inplant training or I.T.I.(Surveyor Trade) 2 years course.
3.	Assistant Curator	By direct recruitment	Graduation in Botany (?)
4.	Community Organizer/Social Worker/Social Organiser	By direct recruitment	M.S.W or M.A in Sociology
5.	Land Tenure Coordinator	By direct recruitment	S.S.L.C or its equivalent
6.	Sergeant	By direct recruitment	(i) Must be a pensioned Junior Commissioned Officer of the Army or equivalent in the Navy or Air Force. or (ii) In the absence of candidates with qualifications mentioned in item (i) above, candidates with literacy in English and 10 years Military Service in the Army, Navy or Air Force. or (iii) In the absence of qualified persons under item (i) and (ii) above, S.S.L.C. or its equivalent with six months Police or Military Training and

			<p>(iv) A working knowledge in Malayalam, Tamil or Kannada shall be an essential qualification and</p> <p>(v) The candidate shall produce a Medical Certificate from a Medical Officer not below the rank of a Civil Surgeon Grade II to prove the following physical qualification at the time of interview.</p> <p>(a) (i) Height - 167 cms (ii) Chest - 81 cms with a minimum expansion of 5 cms. (Minimum height and chest measurement shall be 160 cms and 76 cms respectively for SC/ST candidates. The minimum chest expansion of 5 cms shall however be applicable for them also)</p> <p>(b) Visual standards with Glasses. Right Eye Left Eye Distant Vision 6/6 Snellen 6/6 Snellen Near Vision 0.5 Snellen 0.5 Snellen Each eye must have full field of vision. colour blindness, squint or any morbid condition of the eyes or eyelid of either eye shall be a disqualification.</p>
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**Note:-** Physically Handicapped candidates shall not be eligible to apply for the post.

7	Driver (Senior Grade) (Heavy Duty Vehicle)	By promotion	As same as for Category 16
8	Plumbing Inspector	By promotion	As same as for Category 23
9	Roller Driver Grade I	By promotion	As same as for Category 12.
10	Surveyor Grade II	By direct recruitment	<p>(i) S.S.L.C or its equivalent and</p> <p>(iia) Any of the qualification mentioned in item (ii) in respect of Category 2 above or V.H.S.E. Draftsmanship Quantity Surveying and Surveying or Building</p>

			Technology and Surveying. or (iib) Experience in Military Service for a period of 6 years in Surveyor Trade shall be deemed as sufficient technical qualification for the post in the case of Ex-Servicemen.
11	Driver Grade I (Heavy Duty Vehicle)	By promotion	As same as for Category 16.
12	Roller Driver Grade II	By direct recruitment	(i) National Trade Certificate in the trade of Mechanic (Diesel) or Mechanic (Motor Vehicles) and (ii) 3 years experience in driving Road Rollers and Heavy Diesel Engines.
13	Meter Inspector	By promotion	(i) Diploma in Craftsmanship or Trade certificate in Plumbing Trade of Industrial Training Institute/ Industrial Training Centre and 3 years experience as Meter Reader or (ii) S.S.L.C. or its equivalent and 5 years experience as Meter Reader
14	Data Entry Operator	By direct recruitment	(i) Higher Secondary Education (Plus Two) or Vocational Higher Secondary Education and (ii) I.T.I Certificate in Computer Operation or its equivalent
15	Tractor Driver	By promotion or By transfer or By direct recruitment	(i) Pass in Standard VII and (ii) National Trade Certificate in any of the following:- (a)Mechanic (Tractor) (b)Mechanic (Motor Vehicles) (c)Mechanic (Diesel) and (iii) Experience for one year in the Trade. (Proficiency in the field work will be assessed in a practical test and (iv) Must possesses a valid Tractor Driving License.
16	Driver Grade II	By promotion or	(i) Pass in Standard VII and (ii) Must possesses Moto

		By transfer or By direct recruitment	<p>Driving License with endorsement for Driving Heavy Duty Vehicles and</p> <p>(iii) Experience for 3 years in driving Heavy Duty Vehicles and</p> <p>(iv) Medical Fitness:</p> <p>(a) Ear: Hearing should be perfect</p> <p>(b) Eye: Distant Vision -6/6 snellen</p> <p>Near Vision- 0.5 snellen</p> <p>Colour Vision- Normal</p> <p>Night Blindness- Nil</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 obtained from a Medical Officer not below the rank of a Civil Surgeon</p>
17	Welder	By direct recruitment	<p>(i) Pass in Std. VII and</p> <p>(ii) National Trade Certificate in the Trade of Welder.</p>
18	Mechanic (Motor Vehicles)	By direct recruitment	<p>(ia) S.S.L.C or its equivalent and</p> <p>(ib) Mechanics Certificate or 3 years experience in a well equipped Mechanical Workshop or Fitter Test Certificate or a Certificate in Automobile Engineering awarded after undergoing prescribed course of study in I.T.I or I.T.C. or</p> <p>(ii) In the case of Ex-Serviceman the following qualifications shall be considered sufficient.</p> <p>(a) Pass in standard IX and</p> <p>(b) One year experience as Mechanic in the Military Service.</p>
19	Fitter	By direct recruitment	<p>(i) Pass in Standard VII and</p> <p>(ii) National Trade Certificate in the trade of Fitter or Junior Technical School Leaving Certificate in the</p>

			Trade of Fitter.
20	Blacksmith	By direct recruitment	(i) Pass in Standard VII and (ii) National Trade Certificate in the Trade of Blacksmith.
21	Pump Operator	By direct recruitment	(i) Pass in Standard VII and (ii) National Trade Certificate issued under Tradesman after 18 months course from ITI in the Trade followed by six months inplant training
22	Furnace Operator	By direct recruitment	(i) S.S.L.C or its equivalent and (iia) Certificate in Electrical Engineering issued after a course of study of two years from an institution recognized by the Government or (iib) National Trade Certificate issued under the Craftsman Training Scheme after 18 months course from the Industrial Training Institution in the Trade of Electrician followed by six months inplant training or (iic) M.G.T.E. or K.G.T.E. Group Certificate in Electrical Engineering 4 subjects namely, in Electrical Engineering Light and Power (Higher), Applied Mechanics (Lower), Higher Engines (Lower), Mechanic Drawing (Lower). Experience of not less than one year in an electrical undertaking.
23	Plumber	By direct recruitment	(i) Pass in Standard VII and (ii) Plumbers Certificate of the Industrial Training Institute or Work Establishment Service as Plumber in Water Works for not less than 5 years or 5 years practical experience in plumbing in any recognized or approved Engineering Firm or any equivalent qualifications.
24	Meter Reader	By direct	(i) Diploma in Craftsmanship or

		recruitment	Trade Certificate in plumbing Trade of the Industrial Training Institute/Industrial Training Centre or (ii) S.S.L.C. or its equivalent with 3 years practical experience in reading water-meters as certified by an Officer not below the rank of an Executive Engineer in charge of Water Works Unit.
25	Park Superintendent	By promotion	(i) S.S.L.C. or its equivalent and (ii) Training in Horticulture and (iii) Experience in Gardening for five years.
26	Cook	By direct recruitment	(i) S.S.L.C or its equivalent and (ii) K.G.C.E. in Food Production from Government Food Craft Institute or any other equivalent qualification recognized by Government.
27	Carpenter	By direct recruitment	(i) Pass in Standard VII and (ii) National Trade Certificate in the Trade of Carpentry.
28	Gardner	By direct recruitment	(i) Should have passed Standard VII and should not have acquired Graduation and (ii) Training in Horticulture.
29	Lorry Cleaner /Workshop Cleaner	By direct recruitment	(i) Should have passed Standard VII and should not have acquired Graduation and (ii) Good Physique



**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 36 years of age as on the first day of January of the year in which applications for appointments are invited:

Provided that the upper age limit for appointment by direct recruitment to the post of Driver Grade II, in Category 24 of Group I, in Category 9 of Sub Group (d) of Group III, Roller Driver Grade II in Category 12, Tractor Driver in Category 15 and Driver Grade II (Heavy Duty Vehicles) in Category 16 of Group VI 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, Ex-service men and Physically Handicapped Persons.

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

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

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

**10. Test qualification.-** (1) Every person in a post in Category 13 or in Category 21 under Group I and Category 3, Category 4 or Category 5 under Group VI appointed by direct recruitment or by appointment or by transfer or by promotion shall pass the Manual of Office Procedure, within the period of probation, if he has not already passed it.

(2) Every person in a post in Category 13 appointed by direct recruitment and in Category 21 appointed either by direct recruitment or by transfer shall pass, if he has not already passed, the Panchayat Test and the Kerala Municipal Tests so as to become eligible for promotion:

Provided that in the case of Joint Block Development Officer, Extension Officer or Village Extension Officer in the Rural Development Department who had satisfactorily completed the pre service course of 6 months or the in service course of 3 months, as the case may be, in any of the Extension Training Centres in the State, as on the date of commencement of these Rules, will be exempted from passing the tests stated in sub -rule (1) and sub -rule (2) above.

(3) Every person appointed in Category 7 under Sub Group (d) of Group III shall pass, Departmental Test for Ministerial Staff of the K.S.E.B. with in the period of Probation and Account Test (Lower) for the Ministerial and Executive Staff of the K.S.E.B so as to become eligible for promotion.

**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 an in-service training for 3 months after such appointment, in the Kerala Institute of Local Administration or in any other Training Institution approved by the Government and during that period of training he had to be paid the pay and allowances of the post of Legal Assistant or Assistant LS GD, as the case may be.

(2) Those who are selected for appointment by transfer to any post included in Category 21 under Group I have to undergo a training for a period of 3 months after such appointment, in the Kerala Institute of Local

Administration or in any other Training Institution approved by the Government and they shall be paid during the period of training an amount equal to the pay and allowances of the post of the Assistant LSGD.

(3) Those who are promoted to any post included under Category 14, Category 7 or Category 2 have to undergo a training for 3 months after such promotion 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 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.