

Government of Kerala
കേരള സർക്കാർ
1995



Reg. No. KLTV(N)412
പ്രസിദ്ധീകരിക്കപ്പെട്ടത്

KERALA GAZETTE

കേരള ഗസറ്റ്

EXTRAORDINARY

അസാധാരണ

PUBLISHED BY AUTHORITY

പ്രസിദ്ധീകരിക്കപ്പെട്ടത് പ്രസിദ്ധീകരിക്കപ്പെട്ടത്

Vol. XL	Thiruvananthapuram, Monday, തിരുവനന്തപുരം, തിങ്കൾ,	9th October 1995 1995 ഒക്ടോബർ 9	No.	1004
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GOVERNMENT OF KERALA

Personnel and Administrative Reforms (Rules) Department

NOTIFICATION

G.O.(P) No. 18/95/P&ARD. Dated, Thiruvananthapuram, 21st September, 1995.

S. R. O. No. 1192/95.—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, the Government of Kerala hereby make the following rules further to amend the Special Rules for the Kerala General Service published under Notification G.O. (P) No. 464/Public/(Rules) Department, dated the 28th November, 1966, as in Part I of the Kerala Gazette No. 49 dated the 13th December, 1966, as subsequently amended, namely:—

RULES

1. *Short title and commencement.*—(1) These rules may be called the Special Rules for the Kerala General Service (Amendment) Rules, 1995.

(2) They shall come into force at once.

83/8775/95/MC

2. *Amendment of the rules.*—In the Special Rules for the Kerala General Service,

(1) in rule 1, "constitution"—

(a) under category 1, the following posts shall be omitted, namely:—

- Administrative Assistant, Engineering College, Thiruvananthapuram.
- Administrative Assistant (Family Planning) in the Health Services Department.
- Manager, Police Headquarters Office/Administrative Assistants in the Police Department except in the Special Branch C.I.D.
- Administrative Assistant (Ministerial), Office of the Superintendent of Police, Special Branch C.I.D., Thiruvananthapuram.
- Administrative Assistant in the N.C.C. Department.
- Administrative Assistant in the Department of Municipalities.
- Administrative Assistant in the Electrical Inspectorate.
- Administrative Assistant in the Office of the Chief Town Planner, Thiruvananthapuram.
- Administrative Assistant in the Directorate of Agriculture.
- Administrative Assistant, Department of Industries and Commerce.
- Administrative Assistant, Fire Force Department.
- Administrative Assistant, Department of Homoeopathy.
- Administrative Assistant in the Department of Indian Systems of Medicine".

(b) Under category 1 A.

(i) the following posts shall be omitted, namely:—

- Administrative Assistants in the Office of the Chief Engineer (General and Irrigation) and Chief Engineer (Building and Roads).
- Administrative Assistant, Office of the Chief Conservator of Forests
- Administrative Assistant, Office of the Director of Animal Husbandry.
- Administrative Assistant, Office of the Drugs Controller.
- Administrative Assistant, Office of the Chief Engineer, Public Health Engineering Department.
- Administrative Assistant, Office of the Director, Bureau of Economics and Statistics.
- Administrative Assistant, Office of the State Planning Board.
- Administrative Assistant, Office of the Inspector General of Prisons";

(n) the following shall be inserted before the post Accounts Officer, Office of the Director of Collegiate Education, namely:—

“Administrative Assistant in various Departments”.

(2) in rule 2 “Appointments”.—

(a) Under category 1, the following posts under column (1) “category” and the entries against them under column (2) “Method of appointment” shall be omitted, namely:—

“Administrative Assistant,
Engineering College,
Thiruvananthapuram

1. By promotion from the post of Accounts Officer, Office of the Director of Technical Education.

or

2. If the Accounts Officer in the Office of the Director of Technical Education is not qualified for promotion, by promotion from the category of Senior Superintendents in the Technical Education Department.

Administrative Assistant
(Family Planning) in the
Health Services
Department.

By promotion from Senior Superintendents/Chief Accountant, General • Medical Stores, and Lay Secretaries and Treasurers of the Health Services Department.

Manager, Police Head-
quarters Office/Admini-
strative Assistants in the
Police Department except
in the Special Branch C.I.D.

By promotion from among Senior Superintendents in the Police Headquarters Office/Senior Superintendents (Managers) in the Subordinate Offices in the Police Department except in the Special Branch C.I.D.

Administrative
Assistant (Ministerial),
Office of Superintendent
of Police, Special Branch
C.I.D., Thiruvananthapuram.

By promotion from among Senior Superintendent/Manager in the Special Branch C.I.D. Unit of the Police Department.

Administrative
Assistant in the
N.C.C. Department.

1. By promotion from the post of Accounts Officer in the N.C.C. Department.

or

2. By promotion from the post of Senior Superintendent in the N.C.C. Department.

or

3. By transfer from among Junior Superintendent in the N.C.C. Department.

Administrative Assistant in the Department of Municipalities

By promotion from among Senior Superintendents in the Department of Municipalities.

Administrative Assistant in the Electrical Inspectorate

1. By promotion from among Senior Superintendents in the Electrical Inspectorate.

2. In the absence of qualified hands under item (1) above, by transfer from the category of Junior Superintendents in the Electrical Inspectorate.

Administrative Assistant in the Office of the Chief Town Planner, Thiruvananthapuram

By promotion from among Senior Superintendents in the Town Planning Department.

Administrative Assistant in the Directorate of Agriculture

By promotion from among Senior Superintendents in the Agriculture Department.

Administrative Assistant in the Department of Industries and Commerce

By promotion from among Senior Superintendents in the Department of Industries and Commerce.

Administrative Assistant, Fire Force Department

1. By promotion from Senior Superintendents in the Fire Force Department.

2. In the absence of suitable candidates under item (1) above, by transfer from Junior Superintendents in the Fire Force Department.

Administrative Assistant, Department of Homoeopathy

1. By promotion from the category of Senior Superintendent in the Department of Homoeopathy.

2. In the absence of suitable candidates under item (1) above, by transfer from Junior Superintendents in the Department of Homoeopathy.

Administrative Assistant in the Department of Indian Systems of Medicine

By promotion from the category of Senior Superintendent in the Department of Indian Systems of Medicine.

(b) Under Category 1A,

(i) The following posts under column (1) "Category" and the entries against this under column (2) method of appointment shall be omitted, namely:—

“Administrative Assistants in the Offices of the Chief Engineer (General & Irrigation) and Chief Engineer (Buildings and Roads)

By promotion from among Senior Superintendents in the Department.

Administrative Assistant, Office of the Chief Conservator of Forests

By promotion from Senior Superintendents in the Forest Department.

Administrative Assistant, Office of the Director of Animal Husbandry

By promotion from the category of Senior Superintendents and Accounts Officers in the Animal Husbandry Department.

Administrative Assistant, Office of the Drugs Controller

By promotion from among Senior Superintendents in the Drugs Control Department.

Administrative Assistant, Office of the Chief Engineer, Public Health Engineering Department

By promotion from among Senior Superintendents in the Public Health Engineering Department.

Administrative Assistant, Office of the Director, Bureau of Economics and Statistics

1. By promotion from among Senior Superintendents in the Department.
2. In the absence of suitable hands under item (1) above, by transfer from Publication Assistant in the Kerala Statistics and Economics Service.

Administrative Assistant, Office of the State Planning Board.

1. By promotion from the category of Senior Superintendents in the Board.

or

2. In the absence of qualified hands for promotion under item (1) above, by promotion or recruitment by transfer from the category of Senior Superintendents in any other Department.

Administrative Assistant
Office of the Inspector
General of Prisons

1. By promotion from Accounts Officer,
Office of the Inspector General of Prisons.

or

2. In the absence of qualified persons under
item(1) above, by promotion from Senior
Superintendents in the Jails Department".

(10) the following post and entries shall be inserted before the post
"Accounts Officer, Office of the Director of Collegiate Education", and,
the entries relating to it under columns (1) and (2) respectively, namely:—

"Administrative Assistant
in Various Departments

(i) By appointment from the post of Accounts
Officer in the concerned Department or unit.

Note:—The method of appointment under item (1)
above shall be resorted to only if the persons
holding the post of Accounts Officer is
eligible for appointment as Administrative
Assistant in accordance with his seniority in the
category of Senior Superintendent.

(ii) By promotion from the post of Senior Superin-
tendents, Lay Secretaries, Chief Accountant
and Manager or other equated categories
employed in the concerned Department or unit.

(iii) In the absence of qualified candidates under
items (i) and (ii) above, by transfer from
the post of Junior Superintendents/Publication
Assistant or other equated categories employed
in the concerned department or unit".

(3) In the TABLE under rule 5, "Qualifications"

(a) Under Category 1, the following posts under column (1) "Category"
and the entries against them under column (2) "Method" and column(3)
"Qualification" shall be omitted, namely:—

"Administrative Assistant,
Engineering College,
Thiruvananthapuram

By promotion

Minimum general Educational
qualification of the S.S.L.C.
standard.

Administrative Assistant
(Family Planning) in the
Health Services Depart-
ment

By promotion

1. Minimum general educa-
tional qualification of the
S.S.L.C. standard.

- (2) A minimum of 5 years service as Senior Superintendents/Chief Accountant, General Medical Stores/Lay Secretaries and Treasurer of the Health Services Department;

Administrative Assistant
in the N.C.C. Department

By promotion
or transfer

A minimum service of five years in any supervisory post/ posts not below the rank of Junior Superintendent in the N.C.C. Department;

Provided that a person who has satisfactorily completed probation in any one of the three feeder categories viz, Accounts Officer, Senior Superintendent and Junior Superintendent shall be eligible for appointment as Administrative Assistant when the post of Administrative Assistant falls vacant.

Administrative Assistant
in the Department of
Municipalities

By promotion

1. Pass in S.S.L.C. or its equivalent
2. Pass in Account Test (Lower)

Administrative Assistant
in the Directorate of
Agriculture

By promotion

1. Pass in S.S.L.C. or its equivalent
2. Pass in Account Test (Lower)

Administrative Assistant,
Department of Industries
and Commerce.

By promotion

1. Pass in S.S.L.C. or its equivalent
2. Pass in Account Test (Lower)

Administrative Assistant,
Department of
Homoeopathy

By promotion
or transfer

1. A pass in S.S.L.C. or its equivalent.
2. A pass in Account Test (Lower)
3. A minimum service of five years in the Department as Senior Superintendent or as Junior Superintendent or in both categories together;

(b) Under category 1A (i) the following posts under column "Category" and the entries against them under columns (2) "Method" and column (3) "Qualification" shall be omitted, namely:—

"Administrative Assistant, Office of the Director of Animal Husbandry"	By promotion	<ol style="list-style-type: none"> 1. A pass in S.S.L.C. or its equivalent. 2. Must have at least five years experience in a Supervisory cadre in the Animal Husbandry Department.
Administrative Assistant, Office of the Drugs Controller	By promotion	<ol style="list-style-type: none"> 1. S.S.L.C. or equivalent Qualification."

(ii) the following post and entries shall be inserted before the post "Accounts Officer, Office of the Director of Collegiate Education" and the entries relating to it under columns (1) (2) and (3) respectively, namely:—

"1A Administrative Assistant in Various Departments"	By appointment/ Promotion/ transfer.	<ol style="list-style-type: none"> 1. Pass in S.S.L.C. or its equivalent examination"
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By order of the Governor,

V. VIJAYACHANDRAN,
Secretary to Government.

Explanatory Note

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

The Special Rules for the post of Administrative Assistant in Various Departments have been issued in G.O. (P) No. 464/PD dated 28-11-1966. The posts of each department is incorporated individually. Therefore, when a new post of Administrative Assistant is created, the above Special Rules have to be amended to incorporate it. In order to avoid this difficulty and to have uniformity in the method of appointment and qualifications of the post, Government consider it necessary to amend the rules. This Notification is intended to achieve the above object.

All Heads of Departments and Offices.
 All Departments (all sections) of the Secretariat.
 The Secretary, Kerala Public Service Commission (with C.L.)
 The Registrar, University of Kerala, Thiruvananthapuram (with C.L.)
 The Registrar, University of Cochin, Kochi (with C.L.)
 The Registrar, Mahatma Gandhi University, Kottayam (with C.L.)
 The Registrar, University of Calicut, Kozhikode (with C.L.)
 The Registrar, Kerala Agricultural University, Thrissur (with C.L.)
 The Registrar, High Court of Kerala, Ernakulam (with C.L.)
 The Accountant General Kerala, Thiruvananthapuram (with C.L.)
 The Secretary, Kerala State Electricity Board,
 Thiruvananthapuram (with C.L.)
 The General Manager, Kerala State Road Transport Corporation,
 Thiruvananthapuram (with C.L.)
 The Secretary to Governor.
 All Commissioners and Secretaries, Secretaries, Special Secretaries,
 Additional Secretaries, Joint Secretaries, Deputy Secretaries and
 Under Secretaries to Government.
 The Private Secretaries to the Chief Minister & other Ministers, Leader
 of Opposition and Government Chief Whip.
 The General Administration (SC) Department (vide Council Decision
 dated 14-9-1995 on item No. 422)
 The Personnel and Administrative Reforms (Advice-A/B) Department.
 The Deputy Secretary to Chief Secretary.
 All Recognised Service Associations.