



213

GOVERNMENT OF KERALA

GENERAL ADMINISTRATION (RULES) DEPARTMENT

**PUBLIC SERVICES—THE KERALA GENERAL  
SERVICE—POSTS OF ACCOUNTS OFFICERS,  
SENIOR SUPERINTENDENTS, MANAGERS,  
Etc.—SPECIAL RULES**

[G. O. (P) No. 464, Public (Rules) Department dated 28-11-1966  
incorporating Amendments up to 31-12-1980]

213

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GOVERNMENT OF KERALA

**Abstract**

PUBLIC SERVICES—KERALA GENERAL SERVICE—POSTS OF ACCOUNTS  
OFFICERS, SENIOR SUPERINTENDENTS, MANAGERS, ETC.—  
SPECIAL RULES—ISSUED

PUBLIC (RULES) DEPARTMENT

G. O. (P) No. 464.

Dated, Trivandrum, 28th November 1966.

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and of all powers hereunto enabling and in supersession of all the existing rules and orders on the subject, the Governor of Kerala hereby makes the following Special Rules:—

**RULES**

1. *Constitution.*—The posts mentioned below shall constitute a separate class in the Kerala General Service.

**CATEGORY 1:**

- \*Accounts Officer, Office of the Director of Training on Rs. 400-900.
- †Accounts Officer, Office of the Inspector General of Police.
- §Administrative Assistant, Engineering College, Trivandrum.
- §Administrative Assistant (Family Planning) in the Health Services Department.
- ¶Administrative Assistants in the District Police Office/Manager, Office of the Inspector General of Police.
- Administrative Assistant (Ministerial), Office of the Superintendent of Police, Special Branch CID, Trivandrum.
- @Administrative Assistant in the N. C. C. Department.
- \*\*Administrative Assistant in the Department of Municipalities.
- \*\*\*Administrative Assistant in the Electrical Inspectorate.

\*Added vide G. O. (P) No. 66/68/PD. dated 2-3-1968.

†Amended vide G. O. (P) 134/68/PD. dated 25-4-1968.

§Added vide G. O. (P) 86/75/PD. dated 5-5-1975.

¶Added vide G. O. (P) 344/78 GAD. dated 20-7-1978.

@Added vide G. O. (P) 180/77/GAD. dated 13-6-1977.

\*\*Added vide G. O. (P) 426/78/GAD. dated 18-9-1978.

\*\*\*Added vide G. O. (P) 669/79/GAD. dated 21-12-1979.

GPT. 25/1516/B.

213



@ @Administrative Assistant in the Directorate of Agriculture.

#### CATEGORY 1A:

Accounts Officer, Office of the Director of Collegiate Education.  
Accounts Officers, Offices of Directors of Agriculture and Training.  
Accounts Officer, Office of the Director of Technical Education.  
Accounts Officer, Medical College, Trivandrum.

\*Accounts Officer, Office of the Chief Engineer, General, Buildings and Roads.

†Senior Accounts Officer, Office of the Transport Commissioner, Trivandrum.

\*Senior Accountant, State Family Planning Bureau, Health Services Department.

‡Accounts Officer, Office of the Director of Indigenous Medicine.

§Accounts Officer, Office of the Director of N. C. C.

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

§§Personal Assistant to the Inspector General of Prisons.

#### CATEGORY 2:

Manager, Office of the Director of Vigilance Investigation.

|| Accounts Officer, Office of the Inspector General of Prisons.

@ @Added vide G.O. (P) 563/80/GAD. dated 16-12-1980.

\*Added vide G.O. (P) No. 372/PD. dated 26-9-1972.

†Added vide G.O. (P) 473/78/GAD. dated 17-10-1978.

‡Added vide G.O. (P) 53/71/PD. dated 27-2-1971.

§Added vide G.O. (P) 236/73/PD. dated 27-8-1973.

\*\*Added vide G.O. (P) 5/74/PD. dated 8-1-1974.

¶Added vide G.O. (P) 325/79/GAD. dated 12-6-1979.

§Added vide G.O. (P) 217/74/PD. dated 10-9-1974.

††Added vide G.O. (P) 271/74/PD. dated 11-11-1974.

††Added vide G.O. (P) 307/75/PD. dated 10-12-1975.

§§Added vide G.O. (P) 273/74/PD. dated 11-11-1974.

|| Added vide G.O. (P) 282/79/GAD. dated 9-5-1979.

#### CATEGORY 2A:

Managers (other than in the Offices of the Advocate General, Inspector General of Police and Excise Branch of the Board of Revenue), Senior Superintendents (other than in the Land Revenue, Agriculture Income tax and Sales-Tax, Civil Supplies and Excise Branches of the Board of Revenue, Stamp Manufactory Department, Hindu Religious and Charitable Endowment Department, Weights and Measures Department, Harijan Welfare Department, Health Services Department, Stationery Department, Panchayat Department, of Office of the Inspector General of Prisons and Registration Department.)

Senior Superintendent including Stores Officer, Stationery Department.

\*Senior Superintendent, Panchayats Department.

@ @Senior Superintendent, Office of the Inspector General of Prisons.

†Senior Superintendent, Fire Force Department.

Senior Superintendents, Chief Accountant, General Medical Stores and Lay Secretary and Treasurer of the Health Services Department.

Accounts Officers in Medical Colleges.

Personal Assistant to the Director of Tourist Department.

Personal Assistant to the Special Officer, Coir.

πPersonal Assistant in the State Planning Board.

††Accounts Officer/Chief Accountant in the Animal Husbandry Department.

§Accounts Officer, Office of the Director of Harijan Welfare.

Administrative Assistant to the Director, Indigenous Medicine.

\*\*Administrative Assistant, Ayurveda College, Trivandrum.

Administrative Assistant, Ayurveda College, Tripunithura.

Lay Secretary, Ayurveda College Hospital, Trivandrum under the Department of Indigenous Medicine.

Office Manager/Publication Assistant in the Printing Department

@Manager, Office of the Enquiry Commissioner and Special Judge.

‡Office Managers, Common Facility Service Centre, Changanacherry.

\*Added vide G.O. (P) 271/74/PD. dated 11-11-1974.

@ @Added with effect from 28-11-1966 vide G.O. (P) No. 414/80/GAD dated 8-9-1980.

†Added vide G.O. (P) 256/77/GAD dated 2-8-1977.

πAdded vide G.O. (P) 669/79/GAD dated 21-12-1979.

††Added vide G.O. (P) 55/75/PD dated 20-3-1975.

§Added vide G.O. (P) 6/74/PD dated 8-1-1974.

\*\*Added vide G.O. (P) 307/75/PD dated 10-12-1975.

@Added vide G.O. (P) 273/74/PD dated 11-11-1974.

‡Added vide G.O. (P) 242/78/GAD dated 3-6-1978.



## CATEGORY 3 :

Divisional Accountants.

## CATEGORY 4:

Cost Accountant, P.W.D. Engineering Workshops.

## CATEGORY 5:

Accounts Officer, Office of the Director of Fisheries.

¶Accounts Officer, Office of the Superintendent of Government Presses

## CATEGORY 6:

\*\*\* Junior Accounts Officer, Motor Vehicles Department.

2. *Appointment*: (a) Appointment to the several categories shall be made as specified below :—

Category	Method of appointment
(1)	(2)
1. *Accounts Officer, Office of the Director of Training on Rs. 400-900.	1. By promotion from the categories of Accounts Officer on Rs. 325-725 and Senior Superintendents in the Department. or 2. In the absence of qualified hands for promotion, by transfer from the category of Junior Superintendent in the Department.
†Accounts Officer, Office of the Inspector General of Police	1. By promotion from among the Senior Superintendents and Managers of Range Offices in the equivalent cadre in the Police Department or 2. In the absence of qualified and suitable candidates for promotion by transfer from the category of Junior Superintendents/Managers of District Police Offices.

¶Added/Amended vide G.O. (P) 139/68/PD dated 25-4-1968.

\*\*\*Added vide G.O. (P) 473/78/GAD dated 17-10-1978.

\*Added vide G.O. (P) 372/72/PD dated 26-9-1972.

†Added vide G.O. (P) 5/74/PD dated 8-1-1974.

(1)	(2)
*Administrative Assistant, Engineering College, Trivandrum	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 Treasurer of the Health Services Department.
†Administrative Assistants in the District Police Offices/Manager, Office of the Inspector General of Police	By promotion from among Managers in the District Police Offices/Senior Superintendents in the Police Department
†Administrative Assistant (Ministerial), Office of the Superintendent of Police, Special Branch CID, Trivandrum.	By promotion from among Senior Superintendents/Manager in the Special Branch CID 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 Superintendents in the N.C.C. Department.
**Administrative Assistant in the Department of Municipalities	By promotion from among Senior Superintendents in the Department of Municipalities.

\*Added/Amended vide G.O. (P) 134/68/PD dated 25-4-1968.

\$Added vide G.O. (P) 66/68/PD dated 2-3-1968.

†Added vide G.O. (P) 344/78/GAD. dated 20-7-1978.

†Added vide G.O. (P) 180/77/GAD. dated 13-6-1977.

\*\*Added vide G.O. (P) 426/78/GAD. dated 18-9-1978.



(1)	(2)
*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 Directorate of Agriculture	By promotion from among Senior Superintendents in the Agriculture Department.
1A. Accounts Officer, Office of the Director of Collegiate Education	1. By promotion from the category of Senior Superintendent in the Office of the Director of Collegiate Education. or 2. In the absence of qualified candidates for promotion, recruitment by transfer from the category of Junior Superintendents in the Office of the Director of Collegiate Education.
***Accounts Officers, Offices of the Directors of Agriculture and Training	1. By promotion from the category of Senior Superintendents in the Departments concerned. or 2. In the absence of qualified candidates for promotion, recruitment by transfer from the category of Junior Superintendents in the Departments concerned.
Accounts Officer, Office of the Director of Technical Education	1. By promotion from the category of Senior Superintendents in the Department. or 2. In the absence of qualified candidates for promotion, by transfer from among Junior Superintendents in the Department.
Accounts Officer, Medical College, Trivandrum.	By promotion from the category of Senior Superintendents/Accounts Officers in Medical Colleges.

\*Added vide G. O. (P) 669/79/GAD. dated 21-12-1979.

@Added vide G. O. (P) No. 563/80/GAD. dated 16-12-1980.

\*\*\*Added/Amended vide G. O. (P) 134/68/PD. dated 25-4-1968.

(1)	(2)
†Accounts Officer, Office of the Chief Engineer, General, Buildings & Roads.	By promotion from among Senior Superintendents in the Department.
†Senior Accounts Officer, Office of the Transport Commissioner, Trivandrum.	1. By promotion from the categories of Senior Superintendents and Junior Accounts Officers in the Motor Vehicles Department. or 2. In the absence of qualified candidates under item (1) above, by transfer from the category of Junior Superintendents in the Motor Vehicles Department.
†Senior Accountant, State Family Planning Bureau, Health Services Department	By promotion from Senior Superintendents, Lay Secretaries/Chief Accountant in the Health Services Department in the scale of Rs. 310-600.
**Accounts Officer, Office of the Director of Indigenous Medicine	1. By promotion from Senior Superintendent in the Department of Indigenous Medicine or 2. In the absence of suitable candidates under item (1) above by transfer from Junior Superintendents in the Department of Indigenous Medicine.
***Accounts Officer, Office of the Director of N. C. C.	1. By promotion from the category of Senior Superintendents in the N. C. C. Department or 2. In the absence of qualified hands under item (1) above, by transfer from the category of Junior Superintendents in the N. C. C. Department.
Administrative Assistants, in the offices of the Chief Engineer (General & Irrigation) and Chief Engineer (Buildings & Roads)	By promotion from among Senior Superintendents in the Department.

†Added vide G. O. (P) 372/72/PD. dated 26-9-1972.

†Added vide G. O. (P) 473/78/GAD dated 17-10-1978.

\*\*Added vide G. O. (P) 217/74/PD. dated 10-9-1974.

\*\*\*Added vide G. O. (P) 86/75/PD. dated 5-5-1975.



(1)	(2)
*Administrative Assistant Office of the Chief Conser- vator 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 En- gineer, Public Health Engineering Department.	By promotion from among Senior Super- intendents in the Public Health Engineer- ing Department.
¶Administrative Assistant, Office of the Director, Bureau of Economics and Statistics.	(i) By promotion from among Senior Superintendents in the Department. (ii) In the absence of suitable hands under item (i) above, by transfer from Publication Assistant in the Kerala Statistics and Economics Service.
**Administrative Assis- tant, 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 Superinten- dents in any other Department.
@Personal Assistant to Inspector General of Prisons	§ 1. By promotion from Accounts Officer, Office of the Inspector General of Prison or 2. In the absence of qualified persons under item (1) above, by promotion from Senior Superintendents in the Jails Department.

\*Added vide G.O. (P) No. 53/71/PD. dated 27-2-1971.

†Added vide G.O. (P) No. 325/79/GAD dated 12-6-1979.

‡Added vide G.O. (P) 236/73/PD. dated 27-8-1973.

¶Added vide G.O. (P) 273/74/PD. dated 11-11-1974.

\*\*Added vide G.O. (P) 307/75/PD. dated 10-12-1975.

@Added vide G.O. (P) 271/74/PD. dated 11-11-1974.

§ Amended/Added vide G.O. (P) 282/79/GAD dated 9-5-1979.

(1)	(2)
*2. Manager, Office of the Director of Vigi- lance Investigation	1. By promotion from the post of Senior Superintendent in the Vigilance Investi- gation Department. or 2. In the absence of suitable candidates for promotion, by transfer from the post of Junior Superintendent in the Depart- ment.
†Accounts Officer, Office of the Inspector General of Prisons	1. By promotion from Senior Superinten- dents in the Jails Department. or 2. In the absence of suitable candidates under item (1) above, by transfer from Junior Superintendents in the Jails Department. or 3. If qualified hands are not available under items (1) and (2) above, by transfer from Chief Accountant, Stock Verifier and Office Manager to Chief Probation Super- intendent in the Jails Department.
*2A. Accounts Officers in the Medical Colleges. Managers and Senior Superintendents, Personal Assistant to the Director, Tourist Depart- ment. Personal Assistant to Special Officer, Coir.	1. Recruitment by transfer from among Junior Superintendents, Head Clerks or Chief Accountants in Kerala Ministerial Subordinate Service employed in the Departmental Unit. or
@Personal Assistant in the State Planning Board.	By transfer from the category of Con- fidential Assistant in the State Planning Board
**Accounts Officer/ Chief Accountant in the Animal Husbandry Department.	2. If no qualified candidate is available for such transfer recruitment by transfer from the category of U. D. Clerks employed in the Departmental Unit.

\*Added vide G.O. (P) 6/74/PD. dated 8-1-1974.

†Amended/Added vide G.O. (P) 282/79/GAD. dated 9-5-1979.

@Added vide G.O. (P) 669/79/GAD dated 21-12-1979.

\*\*Added/Amended vide G.O. (P) 134/68/PD. dated 25-4-1968.

25/1516/B.



(1)	(2)
‡ Accounts Officer, Office of the Director of Harijan Welfare	1. By transfer from Junior Superintendents/ Taluk Welfare Inspectors in the Harijan Welfare Department. or 2. If no qualified candidate is available under item (1) above, by transfer from the cate- gory of Managers in the Offices of the District Welfare Officers in Harijan Welfare Department.
Administrative Assistant to the Director of Indigenous Medicine.	1. Recruitment by transfer from among Junior Superintendents, Head Clerks or Chief Accountants in Kerala Minis- terial Subordinate Service employed in the Departmental Unit. or 2. If no qualified candidate is available for such transfer recruitment by transfer from the category of U. D. Clerks employed in the Departmental Unit.
* Administrative Assistant, Ayurveda College, Trivan- drum, Administrative Assistant, Ayurveda College, Trippunithura, Lay Secretary, Ayurveda College Hospital, Trivan- drum under the Depart- ment of Indigenous Medicine.	1. Recruitment by transfer from Junior Superintendent, Head Clerks/Head Accountants in the Kerala Ministerial Subordinate Service employed in the Ayurveda Colleges, Trivandrum and Trippunithura and institutions attached to them. or 2. In the absence of qualified candidates for such appointment under item (1) above, recruitment by transfer from the category of U. D. Clerks/U.D. Accountants employ- ed in the Ayurveda Colleges, Trivandrum and Trippunithura and institutions attached to them.
Senior Superintendent including Stores Officer, Stationery Department	By transfer from : (i) Category of Junior Superintendents in the Stationery Department ; or (ii) Category of Store-Keeper (on Rs. 190-300) in the Stationery Department ; or (iii) Category of Inspectors of Stationery in the Kerala Stationery Subordinate Service.

‡ Added vide G. O. (P) 372/72/PD. dated 26-9-1972.

\* Added vide G. O. (P) 307/75/PD. dated 10-12-1975.

(1)	(2)
† Senior Superintendent, Panchayat Department	1. By transfer from among the following posts in the Panchayat Department : (a) Special Grade Executive Officers. (b) Panchayat Inspectors Grade I. (c) Junior Superintendents. (d) Panchayat Inspectors Grade II. 2. If no qualified candidate is available under item (1) above recruitment by transfer from the category of Upper Division Clerks employed in the Pancha- yat Department.
* Senior Superintendent, Office of the Inspector General of Prisons.	(1) By transfer from Junior Superinten- dents in the Jails Department ; (2) If qualified hands are not available under item (1) above by, transfer from Chief Accountant and Stock Verifier in the Jails Department.
** Senior Superintendent, Fire Force Department	1. By transfer from among Head Accountants and Head Clerks in the Fire Force Depart- ment. 2. In the absence of suitable candidates under item (1), by transfer from Upper Division Clerks in the Fire Force Department.
Senior Superintendent, Chief Accountant, General Medical Stores and Lay Secretary and Treasurer of Health Services Department Office Manager/Publication Assistant in the Printing Department	By transfer from the category of Junior Superintendents, Head Accountants and U.D. Clerks in the Health Services Department.  Recruitment by transfer from the category of Junior Superintendents in the Printing Department/Supervisor, Stamp Manufactory ; or If no qualified candidate is available for such transfer, recruitment by transfer from Head Clerks and Chief Account- ants in the Printing Department.

† Added vide G. O. (P) 273/74/PD. dated 11-11-1974.

\* Added with effect from 28-11-1966 vide G. O. (P) No. 414/80/GAD.  
dated 8-9-1980.

\*\* Added vide G. O. (P) 256/77/GAD. dated 2-8-1977.



(1)	(2)
†Manager, Office of the Enquiry Commissioner and Special Judge	1. By transfer from among Upper Division Clerks in the Offices of the Enquiry Commissioner and Special Judges or 2. In the absence of suitable hands under item (1) above, by transfer from Junior Superintendents in any other Department.
†Office Manager, Common Facility Service Centre, Changanacherry.	Note : Appointment by transfer from Junior Superintendents in any other Department shall be made in consultation with the Public Service Commission. By appointment from the post of Senior Superintendent of the Industries Department.
3. Divisional Accountant	(i) By absorption of Emergency Divisional Accountants (1/3 of the vacancies) and when all the Emergency Divisional Accountants in Service on the 6th June, 1964, are absorbed, the subsequent vacancies coming under this quota shall be filled up by transfer from the category of Junior Superintendents of the Public Works Department and the Public Health Engineering Department. (ii) By direct recruitment (1/3 of the vacancies) ** (iii) By transfer from among U.D. Clerks of all departments (including Assistants Grade I of the Administrative Secretariat and the Finance Secretariat and the Office of the Kerala Public Service Commission and U.D. Auditors of the Local Fund Audit Department) and those above U.D. Clerks/Assistants Grade I/U. D. Auditors in the non-gazetted cadre (1/3 of the vacancies)

† Added vide G.O. (P) 55/75/PD dated 20-3-1975.

‡ Added vide G.O. (P) 242/78/GAD dated 3-7-1978.

\* Added vide G.O. (P) No. 6/74/PD. dated 8-1-1974.

\*\* Amended vide G. O. (P) 103/76/PD dated 30-3-1976.

(1)	(2)
	*Note:—(1) Appointment by direct recruitment and transfer shall be made on the basis of a competitive and qualifying test called "The Initial Recruitment Examination for Divisional Accountants" to be conducted by the Public Service Commission. @ (2) If the required number of candidates are not available to fill up the vacancies to be filled up under item (iii) above, the deficiency shall also be made good by direct recruitment. By transfer from U.D. Clerks and Accountants in the Kerala Ministerial Subordinate Service employed in the Departmental unit.
4. Cost Accountant, Public Works Department Engineering Workshops	1. By transfer from Junior Superintendents in the Fisheries Department. or 2. If no qualified candidate is available among Junior Superintendents, by transfer from Head Clerks in the Fisheries Department.
5. Accounts Officer, Office of the Director of Fisheries	3. In the absence of suitable candidates for transfer as in item 1 or item 2, by transfer from U. D. Clerks in the Fisheries Department. 1. By transfer from the category of Junior Superintendents in the Printing Department/Supervisor, Stamp Manufactory; or 2. In the absence of suitable candidates under item (1) above, by transfer from Head Clerks and Chief Accountant in the Printing Department.
**Accounts Officer, Office of the Superintendent of Government Presses	1. By appointment from among Senior Superintendents in the Motor Vehicles Department. or 2. In the absence of qualified candidates under item 1 above, by transfer from the category of Junior Superintendents in the Motor Vehicles Department.
†6. Junior Accounts Officer, Motor Vehicles Department	

\*Added vide G. O. (P) No. 6/74/PD dated 8-1-1974.

@Amended vide G.O. (P) No. 179/80/GAD dated 29-4-1980.

\*\*Amended vide G. O. (P) No. 372/72/PD dated 26-9-1972.

†Added vide G. O. (P) 473/78/GAD dated 17-10-1978.



(b) Promotion and appointment by transfer in/from the Departmental Unit shall be made from select lists prepared from among eligible officers on the basis of merit and ability, seniority being considered only where merit and ability are approximately equal. Persons included in the select list shall be ranked in the order of their seniority.

\*3. *Reservation of appointments.*—The rules relating to reservation of appointments (General Rules 14-17) shall apply to appointments by direct recruitment.

†4. *Appointing authority.*—The appointing authority in respect of categories 1, 1A and 2 shall be the Government, category 3 shall be the Finance Secretary to Government, and categories 2A, 4, 5 and 6 shall be the Head of the Department concerned.

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

TABLE

Category	Method	Qualification
(1)	(2)	(3)
*1. Accounts Officer, Office of the Director of Training on Rs. 400-900	By promotion or transfer	<p>1. Account Test (Higher). In the case of allotted Officers from Madras, Account Test for Subordinate Officers, Part I (Madras) shall be accepted as sufficient qualification in lieu of Account Test (Higher).</p> <p>2. A minimum service of 10 years in the Department.</p> <p>3. Must have atleast 5 years' experience in Accounts and Finance matters of the Government.</p>

\*\*Added vide G. O. (P) No. 134/68/PD dated 25-4-1968.

†Amended vide G. O. (P) No. 6/74/PD dated 8-1-1974.

\*Added vide G. O. (P) No. 5/74/PD dated 8-1-1974.

(1)	(2)	(3)
†Accounts Officer, Office of the Inspector General of Police	By promotion or transfer	<p>†1. Account Test (Higher). In case of allotted Officers from Madras, Account Test for Subordinate Officers, Part I (Madras) shall be accepted as sufficient qualification in lieu of Account Test (Higher).</p> <p>†2. A Minimum service of 10 years in the Department.</p> <p>†3. Must have atleast 5 years' experience in Accounts and Finance matters of the Government.</p>
Administrative Assistant, Engineering College, Trivandrum	By promotion	Minimum general educational qualification of the S.S.L.C. Standard.
*Administrative Assistant (Family Planning) in the Health Services Department.	By promotion	<p>(i) Minimum general educational qualification of the S.S.L.C. Standard.</p> <p>(ii) A minimum of 5 years' service as Senior Superintendents/Chief Accountant, General Medical Stores/Lay Secretaries and Treasurer of the Health Services Department.</p>
**Administrative Assistant in the N. C. C. Department.	By promotion or transfer	<p>A minimum service of five years in any supervisory post/ posts not below the rank of Junior Superintendent in the N. C. C. Department.</p> <p>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.</p>

†Added vide G. O. (P) No. 66/68/PD dated 2-3-1968.

†Amended vide G. O. (P) No. 372/72/PD dated 26-9-1972.

\*Added vide G. O. (P) No. 134/68/PD dated 25-4-1968.

\*\*Added vide G. O. (P) No. 180/77/GAD dated 13-6-1977.



(1)	(2)	(3)
‡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).
*IA. Accounts Officer, Office of the Director of Collegiate Education.	By promotion or transfer	1. Account Test (Higher) In the case of allotted officers from Madras, Account Test for Subordinate Officers, Part I (Madras) shall be accepted as sufficient qualification in lieu of Account Test (Higher). 2. A minimum service of 10 years in the Department. 3. Must have atleast 5 years' experience in Accounts and finance matters of the Government.
*Accounts Officer, Office of the Director of Training	By promotion or transfer	1. Account Test (Higher.) In the case of allotted officers from Madras, Account Test for Subordinate Officers, Part I (Madras) shall be accepted as sufficient qualification in lieu of Account Test (Higher). 2. A minimum service of 10 years in the Department. 3. Must have atleast 5 years' experience in Accounts and Finance matters of the Government.

‡Added vide G. O. (P) No. 426/78/GAD dated 18-9-1978.

@Added vide G.O. (P) No. 563/80/GAD dated 16-12-1980.

\*Amended vide G. O. (P) 372/72/PD dated 26-9-1972.

(1)	(2)	(3)
*Accounts Officer, Office of the Director of Agriculture	By promotion or transfer	1. Account Test (Higher). In the case of allotted officers from Madras, Account Test for Subordinate Officers, Part I (Madras) shall be accepted as sufficient qualification in lieu of Account Test (Higher). 2. A minimum service of 10 years in the Department. 3. Must have atleast 5 years' experience in Accounts and Finance matters of the Government.
†These qualifications shall be deemed to have been prescribed with effect from the 28th November 1965.		
*Accounts Officer, Office of the Director of Technical Education	By promotion or transfer	1. Account Test (Higher). In the case of allotted officers from Madras, Account Test for Subordinate Officers, Part I (Madras) shall be accepted as sufficient qualification in lieu of Account Test (Higher). 2. A minimum service of 10 years in the Department. 3. Must have atleast 5 years' experience in Accounts and Finance matters of the Government.
*Accounts Officer, Medical College, Trivandrum.	By promotion	1. Account Test (Higher). In the case of allotted officers from Madras, Account Test for Subordinate Officers, Part I (Madras) shall be accepted as sufficient qualification in lieu of Account Test (Higher). 2. A minimum service of 10 years in the Department. 3. Must have atleast 5 years' experience in Accounts and Finance matters of the Government.

\*Amended vide G.O. (P) No. 372/72/PD dated 26-9-1972.

†Added vide G. O. (P) 119/73/PD dated 30-4-1973.

25/1516/B.



(1)	(2)	(3)
†Accounts Officer, Office of the Chief Engineer, General, Buildings and Roads	By promotion	<ol style="list-style-type: none"> <li>1. Account Test (Higher). In the case of allotted Officers from Madras. Account Test for Subordinate Officers, Part I (Madras) shall be accepted as sufficient qualification in lieu of Account Test (Higher).</li> <li>2. A minimum service of 10 years in the Department.</li> <li>3. Must have atleast 5 years' experience in Accounts and Finance matters of the Government.</li> </ol>
*Senior Accounts Officer, Office of the Transport Commissioner	By promotion or transfer	<ol style="list-style-type: none"> <li>1. A pass in Account Test (Higher)</li> </ol> <p><i>Note:</i>—In the case of allotted Officers from Madras, Account Test for Subordinate Officers, Part I (Madras) shall be accepted as sufficient qualification in lieu of Account Test (Higher).</p> <ol style="list-style-type: none"> <li>2. A minimum service of ten years in the Department.</li> <li>3. Must have atleast 5 years' experience in Accounts and Finance matters of the Government.</li> </ol>
†Senior Accountant, State Family Planning Bureau, Health Services, Department.	By promotion	<ol style="list-style-type: none"> <li>1. Account Test (Higher). In the case of allotted Officers from Madras, Account Test for Subordinate Officers, Part I (Madras) shall be accepted as sufficient qualification in lieu of Account Test (Higher).</li> <li>2. A minimum service of 10 years in the Department.</li> <li>3. Must have atleast five years' experience in Accounts and Finance matters of the Government.</li> </ol> <p>** These qualifications shall be deemed to have been prescribed with effect from the 12th day of July 1967.</p>

†Amended vide G.O. (P) No. 372/72/PD dated 26-9-1972.

\*Added vide G.O. (P) 473/78/GAD dated 17-10-1978.

\*\*Added vide G.O. (P) 244/74/PD dated 3-10-1974.

(1)	(2)	(3)
@Accounts Officer Office of the Director of Indigenous Medicine.	By promotion or transfer	<ol style="list-style-type: none"> <li>1. Account Test (Higher). In the case of allotted officers from Madras, Account Test for Subordinate Officers, Part I (Madras) shall be accepted as sufficient qualification in lieu of Account Test (Higher).</li> <li>2. A minimum service of ten years in the Department.</li> <li>3. Must have atleast five years' experience in Accounts and Finance matters of the Government.</li> </ol>
*Accounts Officer, Office of the Director of N. C. C.	By promotion or transfer	<ol style="list-style-type: none"> <li>(1) Account Test (Higher). In the case of allotted officers from, Madras, Account test for Subordinate Officers, Part I (Madras) shall be accepted as sufficient qualification in lieu of Account Test (Higher).</li> <li>(2) A minimum service of ten years in the Department.</li> <li>(3) Must have atleast five years' experience in Accounts and Finance matters of the Government.</li> </ol>
**Administrative Assistant, Office of the Director of Animal Husbandry	By promotion	<ol style="list-style-type: none"> <li>(1) A pass in S. S. L. C. or its equivalent.</li> <li>(2) Must have at least five years' experience in a supervisory cadre in the Animal Husbandry Department.</li> </ol>
†Administrative Assistant, Office of the Drugs Controller	By promotion	S. S. L. C. or equivalent qualification

@Added vide G. O. (P) 217/74/PD. dated 10-9-1974.

\*Added vide G. O. (P) 86/75/PD. dated 5-5-1975.

\*\*Added vide G. O. (P) 325/79/GAD. dated 12-6-1979.

†Added vide G. O. (P) 236/73/PD. dated 27-8-1973.

25/1516/R.



(1)	(2)	(3)
‡2 Accounts Officer, Office of the Inspector General of Prisons	By promotion or transfer	(1) Account Test (Higher). In the case of allotted Officers from Madras Account Test for Subordinate Officers, Part I, (Madras) shall be accepted as sufficient qualification in lieu of Account Test (Higher). (2) A minimum service of ten years in the Department. (3) Must have at least five years' experience in Accounts and Finance matters of the Government.
*2A. Senior Superintendents (other than in the Land Revenue, Agriculture, Income-tax and Sales-tax, Civil Supplies and Excise Branches of the Board of Revenue, Stamp Manufactory Department, Hindu Religious and Charitable Endowment Department, Weights and Measures Department, Harijan Welfare Department and Registration Department).	By transfer	1. S. S. L. C. or equivalent qualification. 2. Pass in Account Test (Lower) or the Account Test for Executive Officers.

\*Note.—The amendments in respect of Senior Superintendent, Panchayat Department shall be deemed to have come into force with effect from 28-11-1966.

@Personal Assistant in the State Planning Board By transfer 1. 10 years' experience as Confidential Assistant in the State Planning Board;  
2. Pass in Account Test (Lower) and Manual of Office Procedure

‡Added vide G. O. (P) 282/79/GAD. dated 9-5-1979.

\*Amended vide G. O. (P) 273/74/PD. dated 11-11-1974.

@Added vide G. O. (P) 669/79/GAD. dated 21-12-1979.

(1)	(2)	(3)
Administrative Assistant to the Director of Indigenous Medicine	By transfer	1. Minimum general educational qualification of the S. S. L. C. Standard. 2. Office experience for not less than 10 years.
**Administrative Assistant, Ayurveda College, Trivandrum; Administrative Assistant, Ayurveda College, Tripunithura; Lay Secretary, Ayurveda College Hospital, Trivandrum under the Department of Indigenous Medicine.	By transfer	1. Minimum general educational qualification of the S. S. L. C. Standard. 2. Office experience for not less than ten years.
†Manager, Office of the Enquiry Commissioner and Special Judge	By transfer	1. Graduation from a recognised University or equivalent. 2. Must have passed the following tests:— (a) Secretariat Manual Test or Manual of Office Procedure Test. (b) Account Test (Lower) (c) Judicial Test
*Accounts Officers, Medical Colleges	By transfer	1. Account Test (Higher). In the case of allotted officers from Madras, Account Test for Subordinate Officers, Part I (Madras) shall be accepted as sufficient qualification in lieu of Account Test (Higher). 2. A minimum service of 10 years in the Department. 3. Must have at least 5 years' experience in Accounts and Finance matters of the Government.

\*\*Added vide G. O. (P) 307/75/PD. dated 10-12-1975.

†Added vide G. O. (P) 55/75/PD. dated 20-3-1975.

\*Amended vide G. O. (P) 372/72/PD. dated 26-9-1972.



(1)	(2)	(3)
†Accounts Officer/ Chief Accountant in the Animal Husbandry Department	By transfer	1. Account Test (Higher). In the case of allotted officers from Madras, Account Test for Subordinate Officers, Part I (Madras) shall be accepted as sufficient qualification in lieu of Account Test (Higher). 2. A minimum service of ten years in the Department. 3. Must have at least five years' experience in Accounts and Finance matters of the Government.
Accounts Officer, Office of the Director of Harijan Welfare	By transfer	1. Account Test (Higher). In the case of allotted officers from Madras, Account Test for Subordinate Officers, Part I (Madras) shall be accepted as sufficient qualification in lieu of Account Test (Higher). 2. A minimum service of ten years in the Department. 3. Must have at least five years' experience in Accounts and Finance matters of the Government.
3. Divisional Accountant	By direct recruitment	1. A University Degree with at least a Second Class. 2. Must not have completed 30 years of age on the 1st day of July of the year in which applications for appointment are invited.
Divisional Accountant	By transfer from the category of Junior Superin- tendents, P.W.D. and P.H. Engi- neering Department.	Must have passed Account Test (Higher) and P. W. D. Test or corresponding Departmental Tests.

†Amended/Added vide G. O. (P) 372/72/PD dated 26-9-1972.

(1)	(2)	(3)
	By transfer from among U.D. clerks * of all Depart- ments etc.	1. Must have passed the Account Test (Higher) *2. Must have put in not less than 5 years' total service, of which one year should have been in the post of Upper Division Clerk / Assistant, Grade I/@ Senior Accountant/ Upper Division Auditor and/or in a non-gazetted cadre above the said posts.
5. Accounts Officer, Office of the Director of Fisheries	By transfer	†1. Account Test (Higher). In the case of allotted officers from Madras, Account Test for Subordinate Officers, Part I (Madras) shall be accepted as sufficient qualification in lieu of Account Test (Higher). †2. A minimum service of ten years in the Department. †3. Must have atleast five years' experience in Accounts and Finance matters of the Government.
† Accounts Officer, Office of the Superinten- dent of Government Presses	By transfer	1. Account Test (Higher). In the case of allotted officers from Madras, Account Test for Subordinate Officers, Part I (Madras) shall be accepted as sufficient qualification in lieu of Account Test (Higher). 2. A minimum service of ten years in the Department. 3. Must have at least five years' experience in Accounts and Finance matters of the Govern- ment.

\*Amended vide G. O. (P) 103/76/PD dated 30-3-1976.

@ Amended vide G. O. (P) No. 179/80/GAD dated 29-4-1980.

†Amended/Added vide G. O. (P) No. 372/72/PD dated 26-9-1972.



(1)	(2)	(3)
†6. Junior Accounts Officer, Motor Vehicles Department	By appointment or Transfer	1. S.S.L.C. or equivalent qualification 2. Pass in Account Test (Lower) or the Account Test for Executive Officers.

6. *Tests.*—†(a) Notwithstanding anything contained in Rule 5, no person shall be eligible for appointment to categories 1, 1A, 2, 4 and 5 unless he has passed Account Test (Lower) provided that the provisions in this rule shall not apply for appointment to the categories for which Account Test (Higher) has been prescribed as a qualification.

§(b) Every person appointed to category 3 shall within the prescribed period of probation pass the "Divisional Accountants' Test examination" if he has not already passed the same.

*Note.*—Persons can appear for the examination even during the period of practical training mentioned in Rule 7 (b).

Provided that the Emergency Divisional Accountants absorbed in the regular cadre shall be exempted from the operation of sub-rule (b).

(c) Every person appointed to the post of Senior Superintendent in the Motor Vehicles Department shall within the prescribed period of probation pass the departmental tests which may be prescribed by Government.

†7. *Probation*—(a) Every person appointed to any of the posts in categories 1, 1A, 2, 2A, 4, 5 and 6 shall from the date on which he joins duty be on probation.

- (i) if recruited by transfer from any other service for a total period of two years on duty within a continuous period of three years; and
- (ii) if appointed by promotion for a total period of one year on duty within a continuous period of two years.

\*(b) A person appointed to category 3 shall from the date on which he joins duty undergo practical training for a period of 18 months. On the successful completion of the training he shall be on probation for a period of one year on duty within a continuous period of two years. During the period of training a trainee shall be given training allowance as fixed by Government from time to time:

† Added vide G. O. (P) 473/78/GAD dated 17-10-1978.  
 ‡ Amended vide G. O. (P) No. 134/68/PD dated 25-4-1968.  
 § Amended vide G. O. (P) No. 6/74/PD dated 8-1-1974.  
 \* Amended vide G. O. (P) 179/80/GAD dated 29-4-1980.

† Provided that no practical training is necessary in the case of Emergency Divisional Accountants:

† Provided also that no probation is required in the case of Emergency Divisional Accountants who have put in three years' service as Emergency Divisional Accountant:

† Provided further that a person placed in independent charge of the accounts of a Division after passing the Divisional Accountants' Test Examination shall during the period, draw pay in the regular scale of pay of Divisional Accountants.

8. *Unit of Appointment.*—The unit of application of the general Rules governing recruitment, discharge and reappointment of probationers and approved probationers and appointment of full members shall be the jurisdiction of each of the authorities which according to Rule 4 are competent to make appointments.

9. *Security.*—Where the State Government have by General or Special Order directed that the holder of any specified post or category of posts shall deposit security for the due and faithful performance of his duties, appointment to such posts or categories of posts shall be made from among candidates who are able and willing to deposit such security.

\*10. Deleted.

By order of the Governor,  
 N. M. PATNAIK,  
 Chief Secretary.

† Amended vide G. O. (P) No. 6/74/PD dated 8-1-1974.  
 \* Amended vide G. O. (P) 179/80/GAD dated 29-4-1980.