

# GOVERNMENT OF KERALA

## Abstract

Industries Department- Kerala Khadi and Village Industries Board – CCR (Classification and conditions of recruitment of staff regulation) 2006-Erratum –issued.

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### INDUSTRIES (K) DEPARTMENT

G.O.(Rt)No.491/2007/ID

Dated, Thiruvananthapuram, 12.04.2007

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Read:- 1. G.O (Ms) No.43/2006/ID dated 30.03.06

2. Letter No. AIII (2) 621/2005/CW dated 04.12.06 from the Secretary, KPSC.

### ORDER

As per the G.O. read as 1<sup>st</sup> paper above, the Government have approved the CCR of Staff Regulation 2006 of KKVIB. The Secretary, KPSC vide his letter read as 2<sup>nd</sup> paper above, has informed that certain omissions and variations were noticed in the above Government Order from the draft proposal as prescribed below and advised to issue erratum notification.

#### Annexure I

1. The Explanatory Note after Annexure-I not seen included in the final orders

#### Annexure II

2. Sl.No.18 – Assistant Statistical Officer – ‘Head Clerk’ to be deleted from method of appointment (a)
3. Sl.No.20 – Store Superintendent (Payyannur’ Khadi Center) Manager (Godown) – ‘Experience’ to be replaced and included below the qualification ‘For(a)
4. Sl.No.28 – 1<sup>st</sup> Grade Assistant – The words ‘or pass in Secretariat Manual Test conducted by the Kerala Public Service Commission’ which is repeated in item 3 of

- qualifications for recruitment by promotion, to be deleted since it is already prescribed against item 2 of the qualification.
5. Sl.No.39- 'Palmgur Organiser'- In the method of appointment (b) the words 'In the absence of (a) and (b) to be corrected as ' In the absence of (a).
  6. Sl.No.44- Khadi Development Officer, Technical Assistant Khadi:- In the qualification 'For (a)' and 'For (b)' the word 'SSLS' to be corrected as 'SSLC'.
  7. Sl.No.45- Supervisor (cotton Khadi)- In the qualification 'For (a) and (b)' and 'For (c)' the word 'SSLS' to be corrected as 'SSLC'.
  8. Sl.No.48 – Manager Khadi production Centre- In the qualification the word 'SSLS' in item 1 to be corrected as 'SSLC'.
  9. Sl.No.60- Organiser (Village Leather)-'Note' under qualification to be corrected as "Existing staff are exempted from the qualification (1) "for promotion".
  10. Sl.No.64-Supervisor (Gobar Gas)- "Note: A ratio of 1:1 may be fixed between the methods of recruitment (a) and (b) to be included under method of recruitment.
  11. Sl.No.77 – Boy assistant (Payyannur Khadi Centre)- The words ' in the absence of candidates for appointment by transfer" to be deleted from item 1 of the method of appointment and inserted as a separate line in between items 1 and 2 of method of appointment.
  12. In part I of Regulations, in 4. Constitution of the Board the name: of the post of 'Head Clerk' included as item 11 to be deleted from the names of the posts enlisted under 'Administrative Service (Lower)'.

In the above circumstances the Government are pleased to modify the CCR of Staff regulation of KKVIB approved by GO (Ms)No.43/06/ID dated 30.03.06 by incorporating the suggestions of Kerala Public Service Commission as given below:

### **ANNEXURE- I**

1. The Explanatory Note appended along with this Government Order added after Annexure I

**ANNEXURE- II**

(2) The word 'Head clerk' is deleted from the method of appointment of Assistant Statistical officer in Sl.no.18.

(3) Regarding the appointment of Store Superintendent Payyannur Khadi Unit/manager (Godown), for the promotion from the category of Store Assistant, alone, an experience of minimum service of 5 years under the Board included below the qualification, in Sl.no.20.

(4) The words 'or pass in secretariat Manual Test conducted by the Kerala Public Service Commission' is deleted from item 3 of qualifications for recruitment of 1<sup>st</sup> Grade Assistant by promotion in Sl.no.28.

(5) The words "In the absence of (a) and (b) is corrected as "In the absence of (a)" in the method of appointment (b) of Palmgur organizer in Sl.No.39.

(6) The word 'SSLS' in the qualification for (a) and for (b) to the post of Khadi Development Officer, technical assistant Khadi in Sl.No.44 is corrected as 'SSLC'.

(7) The word 'SSLS' in the qualification 'For (a) and (b) and for (c) to the post supervisor (Cotton Khadi) in Sl.No.45 is corrected as 'SSLC'.

(8) The word SSLS in item 1 in the qualification to the post of Manager Khadi production unit in Sl.no.48 is corrected as 'SSLC'.

(9) The 'Note' under qualification to the post of Organiser (Village leather) in Sl.no.66 is corrected as "Existing staff are exempted from the qualification (I) for promotion.

(10) The Note 'A ratio of 1:1 may be fixed between the methods of recruitment (a) and (b) is included under method of recruitment to the post of supervisor (Gober gas) in sl.No.64.

(11) The words “ in the absence of candidates for appointment by transfer” is deleted from item I of the method of appointment of boy Assistant (Payyannur Khadi center) in Sl.No.77 is deleted and it is inserted as a separate line in between items 1 and 2 of method of appointment.

(12) The word ‘Head Clerks’ is deleted from the names of the posts enlisted under ‘Administrative service (Lower) in part I of the regulations in 4 constitution of the Board.

The Annexure to Government Order read as 1<sup>st</sup> paper above stands modified to this extend.

By order of the Governor,  
T.BALAKRISHNAN  
Principal Secretary to Government

To

The Secretary, KPSC

**EXPLANATORY NOTE:**

(This does not form part of the notification, but is intended to denote the general purport)

The State government constituted the Kerala Khadi and Village industries Board during 1957 under Act 9 of 1957 . There is provision under section 34 of this Act to make Regulation with the previous approval of Government.

By Virtue of Section 34, the C.C.R of Staff Regulation was framed during 1967. This regulation contains one annexure also. In the said annexure provision is made regarding qualification for each post, method of appointment, feeder category for promotion etc. The annexure to the Regulation was amended during 1985.

It is explained and submitted that the original C.C.R was framed in accordance with the provisions contained in the K.S.& S.S.R during 1967. The K.S.& S.S.R 1958 underwent a lot of changes/additions/amendments based on court rulings and Government decisions. But the C.C.R of the Kerala Khadi and Village Industries Board remained without any amendment during the last 35 years. This has created much administrative inconvenience and also resentments among the various sections of employees. The outdated C.C.R regulating the service conditions of employees of the Board adversely affected the service benefits of its employees which paved way for frequent litigations.

Therefore while amending the regulation special care has been taken to adopt the provisions of the K.S.& S.S.R now in force in the relevant sections of Regulations and included a provision to the effect that amendments in the K.S.& S.S.R will apply mutatis mutandis to these regulations also.

After 1985 amendment, the Government have sanctioned various new posts which found no place in the Regulations. Therefore all these posts were also included in these Regulations fixing qualification and feeder category to such posts. The Board has considered the qualification for each post based on functional requirement and therefore amendment proposed fixing such qualification to suit the nature of work assigned to each post.

The notification is intended for the above purpose.

**KERALA KHADI AND VILLAGE INDUSTRIES BOARD (CLASSIFICATION AND  
CONDITIONS OF RECRUITMENT OF STAFF) REGULATIONS 2006**

**NOTIFICATION**

**No.KB 6936/97/E1(B)**

**Dated, Thiruvananthapuram, 31<sup>st</sup> March, 2006**

In exercise of the powers conferred by section 34 of the Kerala Khadi and Village Industries Board act, 1957 (9 of 1957) and in supersession of the Regulation issued under notification No.1432/66/Est.dated the 10<sup>th</sup> February 1969 and published in part IV of the Kerala Gazette No.6 dated the 11<sup>th</sup> February 1969, as subsequently amended the Kerala Khadi and Village Industries Board hereby make the following regulations previously approved by the Government of Kerala as per G.O.(Ms) No.43/2006/ID dated 30-03-2006, namely :-

**REGULATIONS**

**PART I**

1. *Short Title and Commencement*-(1) These Regulations may be called the Kerala Khadi and Village Industries Board (Classification and Conditions of recruitment of Staff) Regulations, 2006.

2) It shall come into force at once.

2. *Definitions*:- In these regulations, unless there is anything repugnant in the subject or context-

(a) *Appointed to the service*:- “a person is said to be appointed to a service when in accordance with these regulations or in accordance with the rules applicable at the time, as the case may be, he discharges for the first time the duties of a post borne on the cadre of such service or commences the probation, instruction or training prescribed for members thereof.

*Explanation:-* The appointment of person holding a post borne on the cadre of one service to hold additional charge of a post borne on the cadre of another service or to discharge the current duties thereof does not amount to appointment to the later service”

(b) *Approved candidate:-* “Approved candidate” means a candidate whose name appears in an authoritative list of candidates approved for appointment to any service, class or category or grade.

(c) *Approved probationer:-* “Approved probationer” in a service, class, category or grade means a member of that service, class, category or grade who has satisfactorily completed his probation and awaits appointment as a full member of such service, class, category or grade.

(d) *Board:-* “Board” means the Kerala Khadi and Village Industries Board constituted under the Kerala Khadi and Village Industries Board Act, 1957 (Act 9 of 1957).

(e) *Discharge of a probationer:-* “Discharge of a probationer” means in case the probationer is a full member or an approved probationer of another service, class, category or grade reversion to such service, class, category or grade and in any other case, dispensing with his services under the Board.

(f) *Duty:-* A person is said to be “on duty” as a member of a service:-

(i) When he is performing the duties of a post borne on the cadre of such service or is undergoing the probation, instruction, or training prescribed for such service.

(ii) When he is on joining time; or

(iii) When he is absent from duty during vacation or on authorized holidays or on casual leave taken in accordance with the instructions regulating such leave issued by the Board having been on duty immediately before and immediately after such absence;

(iv) When he is on deputation, during his period of probation, for training or for acquisition of higher or additional qualification in public interest; or

(v) When he is waiting for posting orders after reporting for duty; or

(vi) When he is given the benefit of notional promotion consequent on revision of rank and seniority etc; or

(vii) In the case of a female member, when she is on maternity leave during her period of probation.

(g) *Full Member* :- “Full Member” of a service means a member of that service who has been appointed substantively to a permanent post borne on the cadre there of.

(h) *Member of the service*:- (a) “Member of the service” means a person who has been appointed to that service and who has not retired or resigned, been removed or dismissed, been subsequently transferred or reduced to another service or been discharged otherwise than for want of a vacancy. He may be a probationer, an approved probationer or a full member of that service.

(b) *Military service*:- “Military service” means service in the armed force under the Ministry of Defence, Government of India. Whether as a combatant or a non-combatant for a continuous period of not less than 6 months. But does not include service in the Para-Military forces, namely Assam Rifles, Defence Security Corps, General Reserve Engineer Force, Jammu & Kashmir Militia, Lok Sahayak Sena and Territorial Army.”

(i) *Probationer*:- “Probationer” in the service means a member of the service who has not completed his probation.

(j) *Promotion*:- means the appointment of a member of any category or grade of a service or class or service to a higher category or class or grade of such service.

(k) *Recruited direct*:- A candidate is said to be recruited direct to a service, class, category or post, when in case the appointment has to be done by the Board/in consultation with the Kerala



Public Service Commission, on the date of the notification by the Board/Commission inviting applications for the recruitment, and in any other case at the time of appointment,-

- (i) he is not in the service of the Board.
- (ii) being in the service of the Board he satisfies all the qualification and other condition prescribed for such recruitment that service, class, category or post, and is permitted to apply for such recruitment by the competent authority; or
- (iii) he holds a post, the conditions of service of the holder of which have been declared to be matters not suitable for Regulation by rule.

(l) *Recruitment by transfer* : A candidate is said to be “recruited by transfer” to a service -

- (i) if his appointment to the service is in accordance with the orders issued or rules prescribed for recruitment by transfer to the service; and
- (ii) if at the time of his first appointment thereto,-
  - (a) he is either a full member or an approved probationer in any other service, the rules for which prescribes a period of probation for members thereof. :

Provided that where the special rules for a service provide for recruitment by transfer to any class or category thereof from any specified class or category of another service, a candidate shall, unless the recruitment is made from a post carrying an identical scale of pay, be a full member or an approved probationer, in the class or category so specified; or

(b) he is the holder of a post in any other service for which no probation has been prescribed, and has put in satisfactory service in that post for a period of 2 years on duty within a continuous period of 3 years”.

(m) *Scheduled Castes, Scheduled Tribes and Other Backward Classes:-*

Scheduled Castes, Scheduled Tribes and Other Backward Classes shall have the same meaning given in the “Kerala State and Subordinate Service Rules, 1958” from time to time.

(n) *Service:-* “*Service*” means a group of persons in the employment of the Board classified by the Board as a service under regulations hereinafter occurring.

Note:- Where the context so requires, “service” means the period during which a person holds a post or a lien on a post or is a member of the service as above defined.

(o) *Staff Selection Committee:-* “Staff Selection Committee” means the Staff Selection Committee constituted by the Kerala Khadi and Village Industries Board.

(p) *Pay, Allowances, Leave Salary, Provident Fund and other Conditions of Service –* The Kerala Khadi and Village Industries Board Service (Punishment and Appeal) Regulations and The Kerala Khadi and Village Industries Board Employees Conduct Regulations shall apply to the members of the service in the matter of their discipline and conduct. For purposes of pay, leave, joining time, allowances including T.A., additions to pay, combination of appointments, dismissal, removal, suspension, age of superannuation and foreign service, the member of this service shall be governed by the relevant provisions of the Kerala Service Rules as amended from time to time. For purpose of pension the Kerala Khadi and Village Industries Board Employees Pension and Gratuity regulation shall apply to the members of service. For the purpose of provident fund the General Provident Fund rules of Government of Kerala shall apply to the members of service. In other respects the relevant provisions in the Kerala Financial Code, The Kerala Account Code and the Kerala Treasury Code shall apply to the members of the services to the extent they are not repugnant to the context or to these regulations.

(q) *Cadre:-* The permanent cadre of each service, class, category and grade shall be determined by the Board with the prior sanction of Government.

3. *Application of the Regulations:-* These Regulations shall apply to the holders of all posts borne on the cadre of the service whether temporary or permanent, appointed thereto before or after the date on which these Regulations come into force as herein before provided in clause (2) regulations 1 except to the

extent otherwise expressly provided (a) in respect of any member of the service by a contract or agreement subsisting between such member and the Board and (b) in respect of persons employed by the board on foreign service terms.

*4. Constitution of the Board:-* (a) The Board shall consist of the following services:-

- I. Administrative Service (Higher)
- II. Administrative Service (Lower)
- III Technical Service (Higher)
- IV Technical Service (Lower)
- V Last Grade Service
- VI Part Time Contingent Service

(b) Each service shall consist of the following classes and categories of posts as shown below:-

**I. Administrative Service (Higher)**

- 1. Director
- 2. Deputy Director
- 3. Deputy Registrar
- 4. Project Officer
- 5. Village Industries Organizer
- 6. State Khadi Organiser
- 7. Special Officer
- 8. Liaison Officer
- 9. Law Officer
- 10. Accounts Officer
- 11. Marketing Officer

12. Senior Superintendent
13. Information Officer
14. Statistician
15. Village Industries Officer
16. Junior Accounts Officer
17. Assistant Registrar and similar posts coming in the scale of pay equivalent to Village Industries officer and above.

## **II. Administrative Service (Lower)**

1. Junior Superintendent
2. Senior Accountant
3. Manager (Godown)
4. Office Manager
5. Store Superintendent
6. Assistant Statistical Officer
7. Fair copy Superintendent
8. Senior Co-operative inspector (Special Grade)
9. Senior Co-operative Inspector
10. Junior Co-operative Inspector
11. Head Clerk
12. Store Assistant
13. U.D.Clerks and U.D.Accountant
14. L.D.Clerk /Clerk-cum Accountant
15. Cashier
16. First Grade Assistant
17. Second Grade Assistant
18. Senior Grade Typist
19. U.D.Typist
20. L.D.Typist
21. Clerk-cum-Typist
22. Manager, Khadi Gramodyog Bhavan

23. Assistant Manager, Khadi Gramodyog Bhavan
24. Godown Keeper
25. Store Keeper
26. Stenographer/Confidential Assistant
27. Curator (Museum)
28. Boy Assistant
29. Boy Attender
30. Warden

### **III Technical Service (Higher)**

1. Development Officer (Oil)
2. Development Officer (Leather)
3. Development Officer (Handmade Paper)
4. Development Officer (Fibre)
5. Development Officer (Muslin)
6. Development Officer (Silk)
7. Pottery Expert
8. Bee Expert
9. Organiser (Palmgur)
10. Organizer (Non Edible Oil & Soap Industry)
11. Organiser (H.P.P/PCP) & Similar Technical Posts in the scale of pay of D.O(Oil) & above

### **IV Technical Service (Lower)**

1. Khadi Development Officer
2. Technical Assistant (Khadi)
3. Ambar Manager
4. Manager (Dye House)
5. Mechanic (Dye House)
6. Loom Inspector

7. Instructor Weaving (Training Centre)
8. Instructor Spinning (Training Centre)
9. Khadi Extension Officer
10. Ambar Instructor (Khadi Production Centre)
11. Weaving instructor (Khadi Production Centre)
12. Village Oil Inspector
13. Chargeman (Village Oil)
14. Mechanic (Village Oil)
15. Palmgur Instructor
16. Bee keeping Field Man
17. Organiser (Village Leather)
18. Technical Supervisor (Leather)
19. Pottery Inspector
20. Instructor (Pottery Demonstration Squad)
21. Potter
22. Organiser H.M.P
23. Supervisor (H.M.P)/Technical Supervisor (H.M.P)
24. Manager (Handmade Paper)
25. Gurkhandasari Demonstrator
26. Technical Assistant (Gobar Gas)
27. Technical Assistant (Lime)
28. Technical Assistant (Fibre)
29. Technical Supervisor (Cottage Match)
30. Technical Supervisor (Carpentry and Blacksmithy)
31. Carpenter
32. Cook
33. Driver
34. Weaving Organizer
35. Manager, Khadi Production Centre
36. Cutter
37. Telephone Operator

## **V. Last Grade Service**

Peon/Watchman

## **VI. Part Time Contingent Service**

1. Part Time Sweeper
2. Part Time Cleaner

5. *Appointing Authority*:- The Board shall be the appointing authority in respect of all posts borne on the service:-

Provided that in respect of appointment to Last Grade Service the Chairman of the Board or such other authority to which the Board may delegate the powers of appointment shall be the appointing authority.

Provided also that all appointments by direct recruitment shall be done in consultation with the Staff Selection Committee of the Board/Kerala Public Service Commission as the case may be:

Provided further that the inclusion of a candidate's name in any list of approved candidates for any class, category or grade in a service shall not confer on him any claim for appointment to the service, class, category or grade.

6. *Method of Recruitment*:- a) Appointment to the various Services, classes, categories or grades of posts referred to in regulation 4 shall be made by the methods of recruitment specified against them in column 2 of the Annexure to these regulations.

(b) No person shall be eligible for appointment to any service by direct recruitment unless,

(i) he is of sound health, active habits and free from any bodily defect or infirmity rendering him unfit for the service,

(ii) his character and antecedence are such as to qualify him for the service.

(c) No person shall be eligible for appointment to the posts and by the method specified in column 1 and 2 of the Annexure unless he possess the qualifications specified in the corresponding entry in column 3 thereof.

(d) Where the prescribed method of recruitment to any post in the service is by direct recruitment and by transfer or by promotion, the proportion or order in which the vacancies should be filled up by persons recruited direct and by those recruited by transfer or promotion, shall be in accordance with the ratio fixed in the special rules for the post.

(e) Where special training in a particular Industry or otherwise is prescribed as an essential qualification for direct recruitment to service, class, category or grade and persons with such special training are not available for selection, the Board may select persons without the training and get them trained in the industry, their recruitment to the services being considered only after the training.

Provided that in the case of promotion/appointment by transfer or appointment by the selection where special training is prescribed as an essential qualification for such promotion/appointment, employees at their option should undergo training at their own expense.

*7. Reservation of Appointments to Scheduled Castes, Scheduled Tribes and Other Backward Classes:* - Where the method of recruitment to a post in a service, class, category or grade is by direct recruitment, the principle of reservation of appointment laid down in Rules 14 to 17 of the Kerala State and subordinate service Rules, 1958 shall apply.



*8. Temporary Appointments:* - (a) (i) Where it is necessary in the public interest, owing to an emergency which has arisen to fill immediately a vacancy in a post borne on the cadre of a service, class or category and there would be undue delay in making such appointment in accordance with these Regulations, the appointing authority may appoint a person, otherwise than in accordance with the said regulations, temporarily.

Provided that before a person is appointed under this clause, persons who are admittedly senior to him shall also be appointed even if they are absent from duty, whether on leave (Other than leave without allowances for taking up other employment) or on foreign service or on deputation or for any other valid reason, (except due to suspension) and allowed to continue as such subject to the condition that persons so appointed shall not be eligible for the higher time scale of pay by virtue of such appointments unless otherwise specifically ordered by the Board.

*Note:-* (1) Even where it is considered necessary to sanction the higher time scale of pay for not more than one person (either the senior most fit person in a series of adjacent persons outside the ordinary line or, if such a person either foregoes the benefit of his own volition or does not require the benefit by virtue of his holding post outside the ordinary line which secures him at least equivalent benefits in respect of salary and pension, then the next below in the series) may be authorized to draw the salary of the higher scale or grade in respect of any one officiating vacancy within the cadre filled by his junior.

(2) A fortuitous officiating appointment given to a person who is junior to one outside the regular line does not in itself give rise to a claim on the part of the senior to the higher time scale of pay.

(3) The expression “persons who are admittedly senior” in the above proviso shall include persons appointed/promoted temporarily and continuing as such solely due to administrative delay in regularizing their appointments.

(4) A person who is on leave without allowances to take up other employment shall be given promotion to a higher post only on his return from such leave. His rank and seniority in the higher post shall be determined with reference to the date of promotion.

(5) If a junior is appointed temporarily in preference to a senior under suspension, at the time of reinstatement of the senior to duty fully exonerating him of the charges for suspension the senior shall be given appointment to the vacancy in the higher post to which he would have been appointed but for the suspension, if necessary by reverting the junior who got appointment in that vacancy:

Provided further that a person appointed under this clause by direct recruitment to a post other than teaching post and a post covered by the proviso to sub-clause (iii) of clause (b) of the regulation (10) shall not be allowed to continue in such post for a period exceeding one hundred and eighty days:

Provided also that if a person belonging to any of the Scheduled castes or scheduled Tribes appointed under this clause was in service as on 2<sup>nd</sup> August, 1984, he shall be allowed to continue in service even if the period of 180 days has expired subject to the following conditions that,-

(1) the benefit shall not be available to a person belonging to any of the Scheduled Castes or Scheduled Tribes appointed under this clause to a post reserved for Scheduled Castes or Scheduled Tribes for Special Recruitment on the basis of the instructions issued in Government Circular No.88342/EC.A2/83/GAD dated the 21<sup>st</sup> of January, 1984;

(2) he shall not be allowed to continue in service in preference to a candidate advised by the Kerala Public Service Commission; and

(3) such continuance shall be allowed only if there is vacancy available for him to continue:

Provided also that no person who does not possess the qualifications, if any, prescribed for the said service, class or category, shall ordinarily be appointed under this clause. Every person who does not possess such qualifications and who has been or is appointed under this clause shall be replaced, as soon as possible, by appointing a person possessing such qualifications.

Provided also that a person appointed under this clause by direct recruitment to a post and discharged from service after the admissible period, shall not be re-appointed to the same post by the same appointing authority, except when fresh candidates are not available for appointment through Employment Exchange, and such re-appointment shall be made only with the prior concurrence of the Public Service Commission.

(ii) Where it is necessary to fill a short vacancy in a post borne on the cadre of a service, class or category and the appointment of the person who is entitled to such appointment under these Regulations, would involve excessive expenditure on traveling allowance or exceptional administrative inconvenience, the appointing authority may appoint any other person who possesses the qualifications, if any, prescribed for the said service, class or category.

(iii) A person appointed under clause (i) shall be replaced as soon as possible by a member of the service or an approved candidate qualified to hold the post under the said Regulations:

Provided that persons appointed under clause (i) shall be replaced in the order of seniority based on length of temporary service in the unit.

*Note:-* For the purpose of this proviso, posts within the jurisdiction of appointing authority shall be treated as a unit.

(iv) A person appointed under clause (i) or (ii) shall not be regarded as a probationer in such service, class or category or be entitled by reason only of such appointment to any preferential claim to future appointment to such service, class or category.

(v) There shall be paid to a person appointed under clause (i) or clause (ii) the minimum pay in the time scale of pay applicable to such service, class or category.

Provided that, if the person appointed is a member of another service, he shall be paid the pay admissible to him in the higher time scale based on the pay in the lower time scale applicable to him under the rules regulating the fixation of pay, if such pay is higher. He shall be paid increments in the time scale at the time intervals, as fixed by the Government from time to time.

Provided further that persons appointed temporarily through Employment Exchanges shall not be eligible for increment in the time scale even if they complete the prescribed period of service fixed for sanctioning such increment.

(b) A person appointed to any part-time post created in lieu of a whole time post borne on the cadre of a service, class or category shall not be regarded as a probationer in such service nor shall he be entitled by reason only of such appointment to any preferential claim to future appointment to such service, class or category.

(c) Notwithstanding anything contained in these Regulations if and when a temporary post is created as an addition to the cadre of any service, class or category and the holder thereof is required by the State Government to possess any special qualifications, knowledge or experience, any person who possesses such qualifications, knowledge or experience, and is considered to be the best fitted to discharge the duties of such post may, irrespective of other considerations, be appointed to that post by the appointing authority; but the person so appointed shall not, by reason only of such appointment, be regarded as a probationer in such service, class or category nor shall he acquire thereby any preferential right to future appointment to such services , class or category.

(d) Notwithstanding anything contained in these Regulations if and when a vacancy arises in a post borned on the cadre of a service, class or category for appointment to which knowledge of a particular regional language is necessary in the opinion of the Board and the person who is entitled to appointment to the post under these Regulations does not possess such knowledge any other person junior to him who possesses such qualification and other qualifications, if any, prescribed under the rules may be appointed to that post; but the person so appointed shall not, by reason only of such appointment, be regarded as a probationer in such service, class or category nor shall he acquire thereby any preferential right to future appointment to such service, class or category.

(e) Notwithstanding anything contained in these Regulations the Board may by order regularise the services of any person appointed directly under clause (i) of sub-clause (a) if such person,-

(i) has two years continuous service on 22<sup>nd</sup> December, 1973 in one category of post in the same department, or

(ii) is physically handicapped and was in service on any day during the period commencing on and from the 22<sup>nd</sup> December, 1973 and ending with the 1<sup>st</sup> January, 1974, or

(iii) is physically handicapped and has put in a total service of one year or more (including broken periods) during the period commencing on and from the 1<sup>st</sup> January, 1968 and ending with the 31<sup>st</sup> December, 1979, or

(iv) is physically handicapped and was in service on any day during the year 1981.

(v) Is a member of the Scheduled caste or Scheduled Tribe and was in service as on 2<sup>nd</sup> August 1984.

(vi) is physically handicapped and has to his/her credit one year total service(including broken periods) as on 5<sup>th</sup> January, 1984, from 1<sup>st</sup> January, 1968 (excluding the year 1981) in one or more categories of posts in the same or different departments.

*Explanation:-* For the purpose of the clause, physically handicapped includes the blind, the deaf,(dumb) and the orthopaedically handicapped as explained below:-

(a) The Blind:- The blind are those who suffer any of the following conditions

(i) Total absence of sight

(ii) Visual acuity not exceeding 6/60 or 20/200(snellen) in the better eye with correcting lenses:

(iii) Limitation of the field of vision subtending an angle of 20 degrees or Worse

(b) The deaf:- The deaf are those in whom the sense of hearing is non-functional for the ordinary purpose of life.

(c) The dumb:- The dumb are those in whom the power of speech is non-functional for the ordinary purpose of life.

(d) The Orthopaedically Handicapped:- The Orthopaedically Handicapped are those who have a physical defect or deformity which causes adequate interference to significantly impede normal functioning of the bones, muscles and joints.

Note:-1) The medical certificates issued to physically handicapped persons to prove their physical handicap shall, in the case of orthopaedically handicapped persons specify whether the handicap causes interference with their normal functioning of the bones, muscles and joints.

(2) For the purpose of reckoning the period of two years continuous service prescribed in this Regulation, the period during which a person continued in service, after the date of

receipt by him of the order of the competent authority terminating his service, by virtue of any order of court staying such order of termination, shall not be taken into account unless such order of termination, has been finally quashed by the Court.

Provided that the services of any person shall not be regularised under this Regulation, unless he satisfies the conditions prescribed in sub-clause(b) of Regulation 9.

9. Qualification:- (a) (i) The educational or other qualifications, if any, required for a post shall be as specified in the Regulations applicable to the service in which that post is included or as specified in the executive orders of Board in cases where Regulations have not been issued for the post/service.

(ii) Notwithstanding anything contained in these regulations the qualifications recognized by executive orders or standing orders of government as equivalent to a qualification specified for a post in the Special Rules and such of those higher qualifications which presuppose the acquisition of the lower qualification prescribed for the post shall also be sufficient for the post.

(aa) The minimum general educational qualification of the SSLC standard wherever referred to in the Regulations shall mean the qualifications specified in the Schedule referred to in Rule 10(aa) of Part II, Kerala State and subordinate Service rules.

(aaa) Where the Special Rules for any services prescribe the possession of the minimum general educational qualifications of the S.S.L.C. Standard referred to in clause (aa) as a qualification for appointment as full member in such service, or in any class or category thereof, or for promotion to any other class or category in such service or for appointment by transfer to any other service, a person already in service on 31<sup>st</sup> October, 1956, or a person who was advised for appointment by the Public Service Commission on or before 31<sup>st</sup> October, 1956, irrespective of the date of his joining duty on such advice and who does not possess the above qualification but who is certified by the head of the department concerned to be otherwise deserving of appointment as full member or promotion or, as the case may be, shall be deemed to possess the minimum general educational

qualification of the SSLC Standard if he appears for the examination of the SSLC Standard conducted by the Commission and secures the minimum percentage of marks to be prescribed from time to time.

(aaaa) Notwithstanding anything contained in these Regulations or in the special rules, persons belonging to linguistic minorities who take the recruitment test in a language other than Malayalam and are appointed to any service shall pass the language test in Malayalam prescribed in GO(Ms)No.142/PD dated 31.3.1966 within a maximum period of ten years from the date of appointment. In cases where the persons concerned have to be on probation, passing of the test shall be a condition for successful completion of probation, and their periods of probation shall, if necessary, be extended up to a maximum period of ten years. Such extension of probation shall not however entail postponement of increment. Persons who fail to pass the test within the period of ten years from the date of appointment shall be discharged from service.

Persons in service belonging to linguistic minorities appointed to any service by transfer or by promotion shall pass the above language test in Malayalam, if they have not already passed the test subject to the conditions specified above excepting condition regarding discharge from service. Such persons who fail to pass the test within the prescribed period of ten years shall be reverted to the posts held by them before their appointment by transfer or promotion.

Provided that a person referred to in this sub-rule who has been in service for more than four years on the date of commencement of the Kerala State and Subordinate Services (Amendment) Rules, 1981, shall be allowed to pass the language test in Malayalam within a period of two years from the said date, if he has not already passed the test.

*Explanation :-* For the purpose of these sub-rule a person shall be deemed to have passed the language test in Malayalam prescribed in GO(Ms) No.142/PD dated 31.3.1966 if he has taken Malayalam as Second Language in the High School Courses or Degree Courses.

(ab) Where the Regulations for a post in any service prescribe qualification of experience, it shall, unless otherwise specified, be one gained by persons on temporary or regular appointment in capacities other than paid or unpaid apprentices, trainees and casual labourers in Central



or State Government Service or in Public Sector Undertaking or Registered Private Sector Undertaking, after acquiring the basic qualification prescribed for the posts.

Provided that the experience gained as factory workers on daily wages of a permanent nature may be accepted, if the service is continuous and not of a casual nature.

*Explanation* :- for the purpose of this sub-clause, “Registered Private Sector Undertaking”, means :-

(i) Co-operative Societies registered under the Kerala Co-operative Societies Act, 1969, Societies registered under the Societies Registration Act, 1860 or the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 or companies registered under the Companies Act, 1956 or any Institution, firm or company which has a legal entity under any law for the time being in force;

(ii) Small Scale Industrial Units registered with the Industrial Development Commissioner; and

(iii) Industrial Institutions wherein Government have investments.

(b) No persons shall be eligible for appointment to any service by direct recruitment, unless –

(i) he satisfies the appointing authority that he is of sound health, active habits and free from any bodily defect or infirmity rendering him unfit for such service;

(ii) that he does not have more than one wife living or if the person is a woman, that she is not married to any person who has a wife living; and

(iii) the State Government are satisfied that his character and antecedence are such as to qualify him for such service:

Provided that, before the Board is satisfied of the character and antecedence of a person selected/advised for appointment by direct recruitment, the appointing authority may appoint him/her temporarily under item (i) of clause (a) of Regulation 9 of these Regulations subject to the condition that his/her appointment shall be terminated without notice if Board is not satisfied of his/her character and antecedence on subsequent verification and that he/she shall be eligible for appointment in regular service in accordance with the Regulations only if his/her character and antecedence are found satisfactory on subsequent verification.

Note :- (1) A person appointed under this proviso shall not be treated as a member of the service to which he has been so appointed unless he/she is appointed in regular service in accordance with the Regulations. In case it is found that his/her character and antecedence are satisfactory, his/her temporary appointment shall be treated as appointment in regular service from the date of his/her temporary appointment to the service.

(2) The appointing authorities shall get the necessary details for verification of character and antecedence of the candidates advised by the Commission from the candidates themselves before they are allowed to join duty and the appointing authorities shall obtain the reports on the verification of character and antecedence of the candidates so advised within a period not exceeding six months from the date of joining duty of the candidates.

(c) The upper age limit prescribed in the Regulations shall, unless otherwise stated, be raised by five years in the case of a candidate belonging to any of the Scheduled Castes or adult members of such castes and their children when such adult members are converted to other religions or Scheduled Tribes and by three years in the case of a candidate belonging to any of the Other Backward Classes:

Provided that the age limit shall not apply –

(i) to the appointment of a candidate belonging to any of the Scheduled Castes or adult members of such castes and their children when such adult members are converted to other religions or Scheduled Tribes to a post included in a service for which the Regulations prescribe a qualification lower than a degree of a recognized University, if such candidate possesses an educational qualification which is higher than that referred to in clause (a) and he is otherwise qualified for appointment; or

(ii) the appointment to a post included in a Service of a candidate belonging to any of the Scheduled Castes or adult members of such castes and their children when such adult members are converted to other religions, or Scheduled Tribes who holds a degree of a recognized University, if the degree he holds is not lower than the degree, if any, prescribed in the Regulations for appointment to such post and if he is otherwise qualified for appointment.

*Explanation :-* The expression educational qualification in item (i) of the proviso to clause (c) of this clause, shall mean technical qualification in the case of technical posts and general educational qualification in the case of non-technical posts.

(cc) The upper age limit allowed to a candidate belonging to any of the scheduled castes or scheduled tribes under clause (c) Regulation (10) and the provisions there under shall up to 31<sup>st</sup> March 1967 apply to persons actually engaged in the profession of Goldsmiths or as lapidary workers for a period of at least six months prior to the issue of the Gold Control Rules, namely 10<sup>th</sup> January 1963 and who are thrown out of employment, irrespective of the community to which the person concerned belongs. Such persons should produce certificates issued by Revenue Officers not below the rank of Tahsildars showing that they were actually engaged in the profession of Goldsmiths or as lapidary workers for a period of not less than six months before 10<sup>th</sup> January 1963. The concessions available under this clause to the persons actually engaged in the profession of goldsmiths and lapidary workers will be available up to 31<sup>st</sup> March 1967 to such persons as are residing with and the financially dependent on them also, provided they produce certificates issued by Revenue Officers not below the rank of Tahsildars showing that they were residing with and financially dependent on the persons actually engaged in the profession of goldsmiths or lapidary workers for a period of at least six months prior to 10<sup>th</sup> January 1963.

(d) The upper age limit prescribed in the Regulations may be relaxed by the Commission in cases where the appointment has to be made in consultation with it by the Board or by the appointing authority with the approval of the State Government in other cases, if age alone stands in the way of appointment of a candidate belonging to any of the Scheduled Castes or Scheduled Tribes to fill up the quota reserved for the group.

(e) In the case of a candidate who is an Ex-serviceman or Ex-general Reserve Engineer Force persons or a disembodied Territorial Army person, the period of his service in the Defence Forces or in the General Reserve Engineer Force or in the Territorial Army, as the case may be and the period of unemployment on discharge up to a maximum of five years shall be excluded in computing his age for appointment.

(f) The upper age limit prescribed in the Regulations as raised by the Public Services (Raising of Upper Age Limit for Appointment) Rules, 1972 shall be further raised by three years in the case of Land Verification Volunteers who were recruited during the year 1973-1974 under the Half-a-million Jobs Programme and were subsequently retrenched.

*Note :-* In the case of former Land Verification Volunteers belonging to any of the Scheduled Caste or Scheduled Tribes or Other Backward Classes to whom the provisions of this clause are applicable, the upper age limit shall be further raised as provided in clause (c)

(g) In the case of an Ex-Home Guard Volunteer who has completed three years of service in the Home Guards Organisation and who had satisfactorily undergone the Home Guard's training during the period the entire period of his service in the Home Guards Organisation and the period of unemployment thereafter, up to a maximum of seven years shall be excluded, in computing his age for appointment in Public Services.

10. *Right of Probationers and Approved Probationers to Reappointment* - A vacancy in any service, class, category or grade (not being vacancy which should be filled by direct recruitment in accordance with any probation fixed under sub-rule (d) of rule (7) shall not be filled by the

appointment of a person who has not yet commenced his probation in such service, class, category or grade when an approved probationer or a probationer therein is available for such appointment.

11. *Special Qualifications to be Acquired or Special Test to be Passed During Probation* - Where a probationer has, before he commenced his probation already acquired any special qualification or passed any special test prescribed by these or has acquired such other qualification as may be considered by the Board to be equivalent to the said special qualification or special test he shall not be required to acquire such special qualification or such special test again after the commencement of his probation.

12. *Special Qualifications* – No person shall be eligible for appointment to any service, class, category or grade or any post borne on the cadre thereof unless he, -

Possesses such special qualifications and has passed such special tests as may be prescribed in that behalf in the special Rules or

Possesses such other qualification as may be considered to be equivalent to the said special qualifications or special tests.

(i) By the Board in cases where the appointment has to be made in consultation with it.

13. *Discharge and Reappointment of Probationers and Approved Probationers* – (a) In cases falling under Regulation 10 probationers and approved probationers who were recruited direct shall not be discharged for want of vacancies. Other probationers and approved probationers shall be discharged for want of vacancies in the following orders :-

First the probationers in order of juniority :-

Second, the approved probationers in order of juniority –

(i) In other cases, the order in which probationers and approved probationers shall be discharged for want of vacancies shall be :

First the probationers in order of juniority :-

Second, the approved probationers in order of juniority –

(b) Approved probationers and probationers who have been discharged for want of vacancies shall be re-appointed to vacancies (not being vacancies which should be filled by direct recruitment under the Special Rules referred to in rule II)

Provided that the said order may be departed from in cases where such order would involve excessive expenditure on traveling allowance or exceptional administrative inconvenience.

14. *Probation, Test and Training* – (a) Probation :- Every person appointed in accordance with these regulations, to any grade category or classes service shall from the date on which he joins duty, be on probation in such grade category or class as the case may be :

(i) if recruited direct for a total period of two years on duty within a continuous period of three years.

(ii) If appointed by promotion or by transfer or by selection one year on duty within a continuous period of two years.

(b) Tests :- Persons appointed to all posts shall pass such test prescribed in the Annexure of these Regulations during the period of probation.

(c) Training :- Any member of the services selected for recruitment to posts mentioned in the Regulation shall undergo concerned training (wherever necessary) as prescribed by the Board from time to time.

15. *Date of Commencement of Probation of Person First Appointed Temporarily* – (a) If a person, having been appointed temporarily under sub clause (i) or (ii) of clause (a) of regulation 9 to a post borne on the cadre of a service, class, category or grade otherwise than, in accordance with these regulations is subsequently appointed to the service, class, category or grade in accordance with these regulations, he shall commence his probation from the date of such subsequent appointment or from such earlier date as the appointing authority may determine, without prejudice to the seniority of others. He shall also be eligible to draw increments in the time-scale of pay applicable to him from the date of commencement of his probation but shall not be entitled to arrears of pay unless otherwise ordered by the Board.

(b) Service in different service counting for probation.

A probationer in a service or a class or category or grade thereof shall be eligible to count for probation his service, if any performed otherwise than in a substantive capacity on regular appointment to the other service in accordance with the regulations if the normal method of recruitment to the latter service is by transfer from the former service or the class or category or grade thereof as the case may be,

(c) Service in a higher grade or category counting for probation.

A probationer in any grade or category or class of a service shall be eligible to count for probation, his service, if any performed otherwise than in a substantive capacity on regular appointment to a higher grade or category or class of the same service as the case may be.

Nothing contained in this sub clause shall be constructed as authorizing the promotion, of a probationer in a category to a higher category in contravention of Regulation 25.

(d) Temporary service counting for probation.

A probationer in one service who is appointed temporarily to the other service under sub-clause (i) or sub-clause (ii) or clause (a) of regulation 9 shall be entitled to count towards his probation in the former service the period of duty performed by him in the latter service during which he would have held a post in the former service but for such temporary appointment.

(e) Service on Temporary Promotion counting for probation.

A probationer in any category who is promoted temporarily under the provisions of regulation 28 to a higher category in the same service shall be entitled to count towards his probation, if any, in the former category the period of duty performed by him in the latter category during which he would have held a post in the former category but for such temporary promotion.

(f) Probation where there are more than one grade to the same category.

Notwithstanding anything to the contrary contained in the Regulations where there are more than one grade to the same category and duties and responsibilities attached to the various grades are one and the same, and appointment to the higher grades are made by promotion from the lower grades then probation shall be insisted only in the lowest grade to such category.

16. *Suspension, Termination or Extension of Probation* – (a) The Board, may at any time before the expiry of the period of probation prescribed in regulation 15 above, or, where such period of probation has been extended under regulation 19 before the expiry of such extended period of probation.

(i) suspend the probation of a probationer and discharge him from service for want of vacancy, or

(ii) at its discretion by order, either terminate the probation of a probationer and discharge him from service in case the probation has not been extended under regulation 20 extend the period of his probation after giving him a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.



Provided that where a probationer has been given a reasonable opportunity of showing cause against the imposition of any of the penalties of recovery from pay reduction, compulsory retirement, removal from the service of the Board and at the conclusion of the disciplinary proceedings, a tentative conclusion is arrived at to terminate his probation, a further opportunity of showing cause specifically against termination of his probation need not be given to him.

*Explanation* :- An opportunity to show cause may be given after the Board arrives at a provisional conclusion on the suitability or otherwise of the probationer for full membership of the service either by the Board itself or by a subordinate authority who is superior in rank to the probationer.

(b) (i) If within the period of probation, a probationer fails to acquire the special qualification or to pass the special tests, if any prescribed or to acquire such other qualifications as may be declared by the Board to be equivalent to the special qualification or special tests, the Board shall, by order discharge from the service unless the period of probation is extended under regulation 19.

(ii) If within the period of probation or within the extended period of probation as the case may be, a probationer has appeared for any such tests or for any examinations in connection with the acquisition of any such qualifications and the result of tests or examinations for which he has so appeared are not known before the expiry of such period, he shall continue to be on probation until the publication of the results of the tests or examination for which he has appeared or the first of them in which he fails to pass, as the case may be.

In case the probationer fails to pass any of the tests or examinations for which he has so appeared the appointing authority shall by order, discharge him from the service.

(iii) Any delay in the issue of an order discharging a probationer under clause (i) or clause (ii) shall not entitle him to be deemed to have satisfactorily completed his probation.

17. *Probationer`s Suitability for Full Membership* – (a) Provided that in case the probation was extended under rule 19 solely to enable the probationer to acquire the special qualifications or to pass the prescribed tests, the appointing authority shall consider the probationers suitability for full membership of the service, class or category as soon as the probationer has acquired the special qualifications or has passed the prescribed tests.

(b) Provided that in cases to which the proviso to sub-rule (a) applies, the probationer shall be deemed to have satisfactorily completed his probation on the date following the last date of the examination or test in which the probationer has acquired the special qualifications or has passed the prescribed tests, if such date is earlier than the date of the expiry of the extended period of probation.

(c) If the Board decides that the probationer is not suitable for such membership, it shall, unless the period of probation is extended, under regulation 17 by order discharge him from the service after giving him a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

Provided that where a probationer has been given a reasonable opportunity of showing cause against the imposition on him of any of the penalties or recovery from pay reduction, compulsory retirement, removal from the service of the Board and at the conclusion of the disciplinary proceedings, a tentative conclusion is arrived at to discharge him from the service, a further opportunity of showing cause specifically against such discharge need not be given to him.

Explanation I :- The decision of the Board that the probationer is not suitable for full membership may be based also on his work and conduct till the date of the decision inclusive of the period of probation.

Explanation II :- An opportunity to show cause may be given after the Board arrives at a provisional conclusion on the suitability or otherwise of the probationer for full membership of the service either by such authority itself or by a subordinate authority who is superior in rank to the probationer.

18. Extension of Probation:- In the case of any probationer who has failed to pass the prescribed test the Board may extend his probation to enable to acquire the special qualifications or pass the prescribed tests, or, as the case may be, to enable the Board to decide whether the probationer is suitable for full membership or not. Such extended period of probation shall terminate at the least when the probationer has after the date of expiry of the period of probation prescribed for the service, class, category or grade, in which he is on probation, completed one year of duty in such service, class, category or grade. In cases where the probation of a probationer is extended, a condition shall, unless there are special reasons to the contrary, be attached to the order of extension of probation that the probationer's increment shall be stopped until he declared to have satisfactorily completed his probation. Such stoppage of increment shall not be treated as a penalty but only a condition of extension of probation and shall not have the effect of postponing future increments after he has passed the prescribed tests or examination or after he is declared to have satisfactorily completed his probation.

19. Appeal against Discharge:- (a) A probationer who is discharged under regulation 17(a) (ii) or under regulation 18 (c) shall be entitled to put in a review petition to the Board against the order of discharge within one month from the date of the order.

Provided that in the case of an order of discharge passed by the Board under the above regulation the Board may also review such an order suo moto also.

(b) When an order discharging a probationer is set aside by the Board on revision under sub-clause (a) and the probationer is restored to the service period on and from the date of discharge to the date of such restoration may, with the previous sanction of the Board, be treated as on duty except for purpose of probation. The period of probation undergone by such probationer at the time of his discharge shall, however count towards probation, prescribed by the rule applicable to him.

(ii) Such probationer may during the period on and from the date of his discharge to the date of his restoration, be paid such pay and allowances not exceeding the pay and allowances to which he would have been entitled if he had not been discharged, as the Board may determine.

20. Appointment of full members:- Provided further that notwithstanding anything contained in this regulation, a candidate who is recruited direct to a post in any service, class, category or grade reserved for members of Scheduled Castes and Scheduled Tribes shall, on satisfactory completion of probation, be appointed to any substantive vacancy which may exist in the permanent cadre of such service, class, category or grade or if no such vacancy exists to the first such vacancy which may arise after the satisfactory completion of probation.

Provided that where more than one approved probationer is available for such appointment as full member, the senior most approved probationer on the date of the vacancy shall be appointed.

Explanation:- For the purpose of this sub-clause an approved probationer on leave shall be deemed to be on duty as a member of the service in the service, class, category or grade concerned if he would have been on duty in such service, class, category or grade of the service but for his absence on leave.

21. Membership of more than one Service—No person shall at the same time be a full member of more than one service.

A probationer, approved probationer or full member of one service who is appointed to be a full member of another service shall cease to be a member of the former service.

22. Seniority:-- (a) Seniority of a person in a service, class, category or grade shall, unless he has been reduced to a lower rank as punishment, be determined by the date of the order of his first appointment to such service, class, category or grade.

Explanation:- For the purpose of this clause, appointment shall not include appointment under Regulation 9 and Regulation 27

Provided that the seniority of persons on mutual or inter-unit transfer from one unit to another within the Board, on requests from, such persons shall be determined with reference to the dates of their joining duty in the new unit or department. In the case of more than one person joining duty in the same grade in the same unit on the same date, seniority shall be determined.;

(a) If the persons who join duty belong to different units or different departments, with reference to their age, the older being considered as senior and

(b) If the persons who join duty belong to the same category of post in the same department, in accordance with their seniority in the unit or department from which they were transferred.

Provided further that the seniority of persons advised for appointment to the same category of post in a department on the same date by different District Offices/District units of the Public Service Commission shall be decided as follows:-

(i) When not more than one person is advised for appointment from each District on the basis of their age, the older being declared senior to the younger.

(ii) When more than one person is advised for appointment the persons having the same serial number in the various advice lists shall be grouped together separately and the inter se-seniority in each group shall be fixed on the basis of their age the older being declared senior to the younger.

Note:- While determining seniority under this proviso, if the date of birth of two or more persons happens to be the same, their seniority shall be fixed on the basis of the alphabetical order of their names and if the date of birth and names of two or more persons happen to be the same, their seniority shall be fixed on the basis of the alphabetical order of the Districts concerned as below:-

(1)	Alappuzha	(8)	Kozhikode
(2)	Ernakulam	(9)	Malappuram
(3)	Idukki	(10)	Palakkad
(4)	Kannur	(11)	Pathanamthitta
(5)	Kasaragode	(12)	Thiruvananthapuram
(6)	Kollam	(13)	Thrissur
(7)	Kottayam	(14)	Wayanad

Provided also that the seniority of persons advised for appointment to a category of post in a Department, Where the methods of appointment to that post are by promotion, by transfer and by direct recruitment in a fixed ratio or percentage, shall be determined as illustrated below:-

Where the first vacancy in a category is for appointment by promotion or transfer and the second vacancy is for appointment by direct recruitment and when the first two vacancies arise in that category a departmental hand, shall be appointed regularly by promotion or transfer as the case be in the first vacancy and in the absence of a direct recruit reporting for duty in the second vacancy a departmental hand shall be appointed temporarily by promotion or transfer, as the case may be, in that vacancy. In case a direct recruit does not report for duty till a third vacancy arises in the department, the appointment of person temporarily by promotion or transfer in the second vacancy shall be regularized from the date of occurrence of the third vacancy. Similarly if two more vacancies arise in that cadre (totally five) the departmental hands are entitled for three vacancies and hence the promotion or transfer of the third man shall be regularized from the date of occurrence of the fifth vacancy. The direct recruit shall be entitled for rank and seniority from the date of his first effective advice.

Provided also that the seniority of a person advised by the District Office of the Public Service Commission for appointment in the vacancy in the Head quarters, without obtaining his willingness and transferred after such appointment to the district of his choice

without insisting on the time limit of five years, shall be determined with reference to the date of his original advise by the District Office of the Public Service Commission.

(b)The Appointing Authority shall, at the time of passing an order appointing two or more persons simultaneously to a service, fix the order of preference among them; and seniority shall be determined in accordance with it.

(c) Notwithstanding anything contained in clauses (a) and (b) above the seniority of a person appointed to a class, category or grade in a service on the advice of the Commission shall, unless he has been reduced to a lower rank as punishment, be determined by the date of first effective advice made for his appointment to such class, category or grade and when two or more persons are included in the same list of candidates advised their relative seniority shall be fixed according to the order in which their names are arranged in the advice list.

Provided that the seniority of candidates who have been granted extension of time to join duty beyond three months from the date of the appointment order, except those who are undergoing courses of study or training which are prescribed as essential qualification for the post to which they are advised for appointment shall be determined by the date of their joining duty.

Provided further that the seniority of a person who is a relative/dependent of a Government servant died in harness, appointed under the scheme envisaged in the G.O(Ms) No:20/70/PD dated 21.01.1970 to a class, category or grade in a service on the advice of the Commission shall be determined as per clause (a) and (b) above. As between a person appointed on the advice of the Commission under the normal method and a relative/dependent of a Government servant died in harness appointed under the Special Scheme for such appointments, the former shall be treated as senior to the latter subject to the provisions in the first proviso, if the date of effective advice of the Commission for the appointment of the former happens to be the same date as or any other date earlier than the date of appointment of the latter.

Provided also that where the date of effective advice in respect of a person appointed otherwise than in pursuance of rule 17A, part II Kerala State and Subordinate Service Rules and a person appointed in pursuance of rule 17A, part II Kerala State and Subordinate service is the same, the former shall subject to the provisions in the first proviso be treated as senior to the latter.

Provided also that the seniority of a person appointed in one service from a common selective list, prepared by the Commission and thereafter discharged from service for want of vacancy and got re-appointed in another service or another Department/Institution on further advice of the Commission, shall be determined by the date of first effective advice.

Provided also that in case where the date of joining duty of a person appointed on mutual or inter-unit transfer to a post on request and the date of first effective advice of a person appointed to the same category of post on the advice of Commission are the same, the latter person shall be deemed senior to the former subject to the provisions in the first proviso.

Note:- The date of effective advice in this Regulations means the date of the letter of the Commission on the basis of which the candidate was appointed.

23. Promotion:- (A) (i) Except in the case of appointment to the post of Head of Departments no member of a service or class of a service shall be eligible for promotion from the category in which he was appointed to the service unless he has satisfactorily completed his probation in that category.

Provided that a probation in a class, category or grade shall not be superseded for promotion to higher class, category or grade by his junior if the vacancy in the higher class, category or grade arises within the period specified in the Special Rules for completion of probation the class, category or grade in which he is probationer and if he has passed the test or tests prescribed for successful completion of probation and is otherwise eligible and suitable for such promotion; but his promotion shall be subject to the condition that he satisfactorily completes the probation in the class, category or grade from which he was promoted within the period prescribed therefore and for his purpose the period of service put in by him in the higher



class, category or grade shall be reckoned towards probation in the class, category or grade from which he was promoted and also in the class, category or grade to which he was promoted.

Provided further that if a probationer promoted in pursuance of this above proviso fails to complete his probation in the class, category or grade from which he was promoted within the period prescribed therefore, his probation in the higher class, category or grade shall be terminated and he shall be reverted to the class, category or grade from which he was promoted and any subsequent promotion of such person to the higher class, category or grade shall not also entitle such person to claim seniority in the higher class, category or grade by reason only of his previous promotion in pursuance of the preceding proviso and he shall commence probation of afresh in the class, category or grade from the date of such subsequent promotion.

- (ii) Where the Special Rules for a service provide for appointment by promotion to any class or category from a specified class or category of such service, no member shall be eligible for such appointment unless he is a full member or an approved probationer in the class or category so specified.

Provided that if he is the holder of a post in any service for which no probation has been prescribed, he shall not be eligible for promotion unless he has put in satisfactory service in that post for a period of one year on duty within a continuous period of two years.

**B (i) Promotion to Selection Category or Grade**

Appointments to a selection Category or grade in a service or class shall be made from a select list prepared from among members eligible for appointment to such category or grade in accordance with these regulations on the basis of merit and ability seniority being considered only where merit and ability are approximately equal persons included in the selection list shall be ranked in the order of their seniority in the lower category or grade.

Note:- Claims of Officers superseded previously shall be considered wherever new select lists are prepared.

1. For purposes of this regulation the posts under the Administrative Service(Higher) and the Technical Service(Higher) shall be deemed to be selection categories.

An Officer who is superseded once on account of faults of temperament or judgment , or on account of the existence of markedly superior qualification in some other officer, may rightly receive promotion at a later stage when his own defects have been corrected or when there is no competition with superior claim in the field.

2. The rejection of the unfit for all higher posts shall be enforced vigorously so as to safeguard the efficiency of the service.

ii. Promotion According to Seniority

All other promotion shall, subject to the provisions of these regulations, be made in accordance with seniority, unless the promotions of a member has been withheld as a penalty.

C. Duty in a different service counting for probation on Promotion.

A member of a service or a class of service promoted from one category to another shall be eligible count for probation in the higher category his service if any performed otherwise than in a substantive capacity on regular appointment to another service in accordance with these regulations if the normal method of recruitment to the later service is by transfer from the former service or class thereof.

D. Promotion which depends upon the passing of any Examination.

Promotion in a service or class which depends upon the passing of any examination (General or Departmental) shall ordinarily be made with reference to the conditions existing at the time of occurrence of the vacancies and not with reference to those at the time when the question of promotion is taken up.

E. Where a pass in any examination or test confers on a person the title to any right benefit or concession, such title to the right, benefit or concession shall be deemed to have accrued—

(a) in the case of a person who has passed such examination or test before the 14<sup>th</sup> August, 1971, on the day following the last day of such examination or test in the subject of subjects and

(b) in the case of a person who has passed such examination or test on or after 14<sup>th</sup> August, 1971, on the day following the last day of the whole examination or test in which he has successfully completed the examination or test by passing one or more subjects.

Explanation:-(1) The principles in this regulations shall apply for the drawal of increment and for promotion not involving change of duties against vacancies remaining unfilled for want of test qualified persons;

(2) Where a person can choose between two examinations or tests or corresponding subjects or papers of two examinations or tests and where the two examination or tests conducted during the same period and on two different dates, the title to the right, benefit or concession conferred by the passing of the examination or test shall be deemed to have accrued on the day following the last date of the whole of the examination or test which ends on the latter date.

(3) The expression the last day or such examination or test in the subject or subjects “ occurring in clause (a) of this sub-rule shall mean the last day on which according to the schedule of the examination or test first published by the Kerala Public Service Commission, such examination or test in the subject or subjects would have been conducted if the examination or test in any of the subjects had not been postponed to a later date.

(4) The expression “the last day of the whole examination or test occurring in sub-clause (b) of this clause shall mean the day on which according to the schedule of the examination or test first published by the Kerala Public Service Commission, the examination or test in the last of the subjects comprising the whole examination or test would have been conducted if the examination or test in any of such subjects had not been postponed to a later date.

(5) The expression ‘any examination or test’ occurring in this clause shall mean any examination or test conducted by the Kerala Public Service Commission, Government or Board which has a direct nexus with the service matters like probation, promotion, increment etc., of an employee; and not an academic examination/University examination.

Note:- Cases already settled or disposed prior to the issue of this amendment shall not be reopened.

24. Qualification for Promotion:- (a) Where general educational qualifications, special qualifications or special tests are prescribed for any class, category, grade or post in a service, which are not prescribed for a category or grade in service or class carrying a lower rate of pay and is eligible for promotion to such category, grade or post, a member in such lower category or grade may be promoted to the category or grade carrying the higher rate of pay temporarily until a member of the former category or grade qualified under these regulation is available for promotion. A member temporarily promoted under this regulation shall not by reason only of such promotion be regarded as a probationer in the category or grade to which he has been promoted, or be entitled to any preferential claim for future promotion.

(b) A probationer in a category carrying a lower rate of pay who is promoted temporarily under sub-clause (a) to a category carrying a higher rate of pay in the same service shall be entitled to count towards his probation in the latter category during which he would have filled a post in the former category but for such temporary promotion.

25. Revision of List of Approved Candidates for Appointment or Promotion:-

Notwithstanding anything contained in these regulations the Board shall have power to revise in any manner it considers suitable, any list of approved candidates for appointment or promotion to any grade or category, or class of service, prepared by the staff selection committee or any other authority subordinate to the Board.

26. Temporary Promotion:- (a) (i) Where it is necessary in the public interest owing to an emergency which has arisen to fill immediately a vacancy in a post borne on the cadre of a higher category in a service or class by promotion from a lower category and there would be undue delay in making such promotion in accordance with the rules, the Appointing Authority may promote a person otherwise than in accordance with the rules, temporarily:

Provided that before a person is promoted under this clause, persons who are admittedly senior to him shall also be promoted, even if they are absent from duty whether on leave other than leave without allowances for taking up other employment or on foreign service or on deputation or for any other valid reason, except due to suspension and allowed to continue as such subject to the condition that persons so promoted shall not be eligible for the higher time scale of pay by virtue of such promotions unless otherwise specifically ordered by Board.

Note:- (1) Even where it is considered necessary to sanction the higher time scale of pay, not more than one person either the senior most fit person in a series of adjacent persons outside the ordinary line, or, if such a person either foregoes the benefit of his own volition or does not require the benefit by virtue of his holding a post outside the ordinary line which secures him at least equivalent benefits in respects of salary and pension, then the next below in the series may be authorized to draw the salary of the higher scales or grade in respect of any one officiating vacancy within the cadre filled by his junior.

(2) A fortuitous officiating promotion given to a person who is junior to one outside the regular line does not itself give rise to claim on the part of the senior to the higher time scale of pay.

(3) The expression “persons who are admittedly senior” in the above proviso shall include persons appointed/promoted temporarily and continuing as such, solely due to administrative delay in regularizing their appointments.

(4) A person who is on leave without allowances to take up other employment shall be given promotion to a higher post only on his return from such leave. His rank and seniority in the higher post shall be determined with reference to the date of promotion.

(5) If a junior is promoted temporarily in preference to a senior under suspension, at the time of reinstatement of the senior to duty fully exonerating him of the charges of suspension the senior shall be given promotion to the vacancy in the higher post to which he would have been promoted but for the suspension, if necessary by reverting the junior who got promotion in that vacancy.

(ii) No person who does not possess the qualifications if any, prescribed for the said service, class or category, shall ordinarily be promoted under clause (i). Every person who does not possess such qualifications and who has been or is promoted under clause (i) shall be replaced as soon as possible by promoting a person possessing such qualifications.

(b) Where it is necessary to fill a short vacancy in a post borne on the cadre of a higher category in a service or class by promotion from a lower category and the appointment of the person who is entitled to such promotion under the rules would involve excessive expenditure on traveling allowance or exceptional administrative inconvenience, the Appointing Authority may promote any other person who possess the qualifications, if any, prescribed for the higher category.

(c) A person promoted under sub clause (i) or sub-clause (ii) of clause (a) shall be replaced as soon as possible by the member of the service who is entitled to the promotion under the Rules or by a candidate appointed in accordance with the Rules, as the case may be.

(d) A person promoted under clause (a) or (b) shall not be regarded as a probationer in the higher category or be entitled by reason only of such promotion to any preferential claim to future promotion to such higher category.

(e) If such person is subsequently promoted to the higher category in accordance with the regulations he shall commence his probation, if any, in such category from the date of such subsequent promotion or from such earlier date as the Appointing Authority may determine without prejudice to seniority.

(f) There shall be paid to a person promoted under clause (a) or (b) either the minimum of the higher time scale of pay or the pay admissible to him in the higher time scale based on the pay in the lower time scale applicable to him under the rules regulating the fixation of pay from time to time, whichever is higher. He shall be paid increments in the time scale at the time intervals, as fixed by Government from time to time.

27. Posting and transfers:- (a) A member of a service or class or category of a service may be required to serve in any post borne on the cadre of such service or class.

(b) All transfers and posting shall be made by the Chairman or any lower authority to which the Chairman may delegate such powers of transfers and postings.

28. Members absent from duty:- The absence of a member of the service from duty in the service, whether on leave, on foreign service or on deputation or for any other reason and whether his lien in a post borne on the cadre of the service is suspended or not, shall not, if he is otherwise fit, render him ineligible in his turn.

(a) For re-appointment to a substantive or officiating vacancy in the class, category, grade or post in which he may be a probationer or an approved probationer.

(b) For promotion from a lower to a higher category and

(c) For appointment to any substantive or officiating vacancy in other service for which he may be an approved candidate.

As the case may be in the same manner as if he had not been absent he shall be entitled to all the privileges in respect of appointment, seniority, probation and appointment as full member which he would have enjoyed but for his absence subject to his completing satisfactorily the period of probation on his return.

29. Consequences of resignation,- A member of the service shall, if he resigns his appointment forfeit not only the service rendered by him in the particular post held by him at the time of resignation but all his previous service under the Board.

The re-appointment of such person to the service shall be treated in the same-way as a first appointment to the service by direct recruitment and all regulations governing such appointment shall apply; and on re-appointment he shall not be entitled to count any portion of his previous service for any benefit or concession admissible under any rule or order.

30. Reduction of Full Members:- (a) If a full member of any class, category or grade of a service is substantively reduced to a lower class, category or grade of such service, he shall be deemed to be a full member of the latter and the permanent cadre there of shall, if there is no vacancy in which he could be absorbed, be deemed to be increased by one;

Provided that against every such addition an officiating or temporary vacancy if any in such lower service, class, category or grade, shall be kept unfilled and such addition shall be absorbed in the first permanent vacancy that subsequently arises in such lower service, class, category or grade, as the case may be.



## (b) Appointment in place of members dismissed, removed or reduced—

Where a person has been dismissed, removed or substantively reduced from any class, category or grade in any service no vacancy caused thereby or and subsequently in such service, class, category or grade shall be substantively filled to the prejudice of such person until the appeal or review petition, if any, preferred by him against such dismissal, removal or reduction is decided and except in conformity with such decision or until the time allowed for preferring an appeal or a review petition has expired, as the case may be.

31. Savings:- (a) Unless a contrary intention is expressly indicated therein nothing contained in these regulations shall adversely affect any person who was a member of the service on the date of the coming into force of the regulations.

(b) Subject to the provisions of clauses (c) and (d) where these regulations would adversely affect in respect of any matter a person who was a member of a service before the date of coming into force thereof he shall, in respect of such matter be governed by the rules and orders, if any, which was applicable to him immediately prior to such date.

(c) A person who was on duty otherwise than in a substantive capacity in a post which was subsequently included in a service shall be regarded as probationer or as an approved probationer in the service or the class or category or grade thereof in which the post is included and in the lower category or grade if any, in such class or service in which he would have been on duty but for his being on duty in a higher category or grade if he;

i. was on duty in such post on the date of issue of these regulations

OR

ii was absent from duty in such post of that date on leave granted by a competent authority having been on duty/in such post immediately before and immediately after such absence:

Provided that, if there were no rules or orders prescribing the period of probation for such post at the time of his first appointment there to, the provisions of these regulations, regarding probation shall apply to him and any period of duty rendered by him in such post before the date of issue of the regulations shall count towards probation if and to the extent such service would have counted, had these regulations come into force at the time of such first appointment.

(d) A person, who, before the issue of the regulations, had officiated in a post which is included in a service or a class or category or grade there of but who is not entitled to be regarded as a probationer or as approved probationer under sub-clause (c) shall, if he is again appointed to such post after the issue of these regulations without contravening any orders of the Board be entitled to count his previous service in such post towards probation.

Provided that such previous service shall not count towards the prescribed period of probation if there was an interval of a continuous period of two years or more during which he was not holding a post in the same or higher.

Explanation:- The re-appointment of a person under this sub clause shall not for the purpose of these regulations, be regarded as first appointment to the service, class or category of grade concerned.

(e) If, before the issue of the regulations, a person had been exempted under the orders then in force from the possession of any qualification or the passing of any test and the possession of such qualification or the passing of such test is prescribed by these regulations, they shall not apply to such person to the extent and in respect of the category, grade or post, specifically covered by the order of exemption.

(f) If before the issue of these regulations a test qualification had been prescribed for any class, category or grade of post as a condition for earning increments or for any other benefit, nothing contained in these regulations shall be construed as nullifying or modifying the restrictions so imposed unless a specific intention to the contrary is indicated.

32. Appointment of Government Servants and Pensioners.-- Nothing in these regulations shall be construed to limit or a bridge the powers of the Board.

- i. To appoint on foreign service terms any permanent or officiating officer of the Kerala Government or any other Governmental or local body to any service, class, category or grade of the service.
- ii. To re-employ persons who have retired from the service or from the service of the Kerala Government or any other Government or local body on contract basis.
- iii. To appoint persons other than those mentioned in items (i) and (ii) on contract basis against any post under the Board.

33. Appointment of all India Service Officers:- Notwithstanding anything contained to these regulations an officiating or permanent officer of an All India Service may be appointed to any post under the Board. Such Officer shall not by reason of such appointment, cease to be a member of the All India Service.

34. Relinquishment or Rights by Members:- Any person may, in writing relinquish any right or privilege to which he may be entitled under these regulations, if in the opinion of the Board such relinquishment is not opposed to the interest of the Board and nothing contained in these regulations shall be deemed to require the recognition of any right or privilege to the extent to which it has been so relinquished.:

Provided that the Board may, if deemed necessary declare that in respect of specified categories, the member of the service must have entered into a contract with the Board agreeing that he will serve under the Board for a specified minimum period before resignation and that in lieu of such service the member of the service must compensate the Board in such manner as may be prescribed.

35. Retrenchment:- In case of reduction of establishment, a probationer, approved probationer, or full member of the service shall be entitled to one month's notice signifying the Boards intention to terminate his appointment or in lieu thereof a sum equivalent to his pay for the period by which the notice actually given falls short of the period prescribed.

Provided that (1) the service of an approved probationer or a full member shall not be liable to termination under this regulation so long as any post of the same category, grade and class and service as the case may be, continues to be held by any person junior to him and

(2) That such an employee may be offered an alternative appointment, if vacant, suitable to his qualification and experience and if he accepts that appointment, his service shall not be terminated.

36. Amendments to the provisions contained in the Kerala State and Subordinate Services Rules from time to time will apply mutatis mutandis to the relevant provisions in these regulations except in the case of the following provisions in the Regulations; namely 1, 2(d), 2(m), 3, 4, 5, 7, and 15(b).

### **PART I B**

**1.** General conditions for direct recruitment by the Kerala Public Service Commission for appointment to the Service under the Kerala Khadi and Village Industries Board.

**2. COMMENCEMENT:-** They shall be deemed to have come into force from 04.02.1976.

(1) Candidates for appointment by direct recruitment by the Kerala Public Service Commission to the Service under the Kerala Khadi and Village Industries Board should comply with the following general conditions:-

(i) Should be citizen of the Indian Union;

O R

(ii) Persons who have migrated from Pakistan with the intention of permanently settling in India and persons to whom certificates of eligibility have been granted by the Ministry of Home Affairs, Government;

OR

(iii) Repatriates from Srilanka (they should produce certificates from the High Commission of India in Srilanka stating that they are repatriates);

OR

(iv) Subjects of Nepal or Sikkim or Bhutan or former Portuguese or French possessions in India;

(v) Tibetans who have migrated to India before 1st January, 1962 with the intension of permanently settling in India (they will have to produce a certificate of eligibility from the Government of India which will be valid only for one year from the date of the first appointment beyond which they can be retained in service, only if they become citizens of India).

(2) The upper age limit prescribed will be raised by five years in the case of candidates belonging to any of the scheduled castes or scheduled tribes and by three years in the case of a candidate belonging to any of the other backward classes. In the case of candidate belonging to scheduled castes and scheduled tribes converted to Christianity also the upper age limit will be raised by five years. Upper age limits will also be relaxed in favour of those candidates who have had worked provisionally in the service of the Board to the extent of the provisional service up to a maximum of five years provided they were within the age limit at the time of their initial provisional appointment. The above concession in age will not be applicable to persons who are holding regular appointments under the Board, for further appointments.

(3) The maximum age limit prescribed for appointment to the post will be relaxed in the case of Ex-Servicemen to the extent of the period of service put in by them in the Defence Forces and the periods of unemployment on discharge upto a maximum of five years. The relaxation of upper age limit allowed to Ex-Serviceman will be extended to released N.C.C. Cadet Instructors and those who have rendered service in the erstwhile Travancore and Cochin State Labour Units.

(4) Near relative of personnel who were killed or permanently disabled in action or reported to be missing shall be given preference in the matter of recruitment provided they possess the prescribed qualifications. The concession will be available only to near relation who is or was wholly dependant on such servicemen, and only to one relative in the case of each serviceman. For purpose of this concession the term “near relatives” will be defined as widows/wives/sons, daughters, sisters, brothers, fathers, mothers, nieces and nephews of Jawans. This concession will also apply to the near relatives of Armed Personnel who were killed or permanently disabled or reported to be missing in action while serving in Nagaland and also to the near relatives of personnel killed or disabled or missing as a result of clash with hostile foreign nationalists on Jammu and Kashmir Ceasefire line of the Chinese line of actual control in Nefa or Ladakh or on across the boarder of India with foreign countries with effect from 01.04.1965 and personnel who died as a result of adverse climate or terrain conditions or at high altitudes in forward areas. Such applicants should produce true copies of certificates received from the concerned Tahsildar to prove their relation with the Jawan.

5. Service in the Armed Forces will be treated as an additional qualification for purposes of recruitment of Ex-Servicemen to the Board Service.

6. The maximum age limit laid down for appointment in any post shall not apply in the case of candidates belonging to scheduled castes or scheduled tribes if the qualification prescribed for the post is lower than a degree and if such candidate possesses an education higher than the minimum and if he is qualified otherwise for appointment.

7. The maximum age limit prescribed for appointment to any post apply in the case of candidates belonging to scheduled castes or scheduled tribes if the qualification prescribed for the post is a degree and if the candidate holds a degree which is not lower than the prescribed qualifications.

8. Where age alone stands in the way of recruitment of a candidate belonging to scheduled castes or scheduled tribes the Public Service Commission may relax the rules regarding age limit prescribed for the post with a view to recruiting the number of candidates

belonging to Scheduled Castes and Scheduled Tribes required to fill up the quota of posts reserved for the Group.

9. Repatriates from Burma and Srilanka will be exempted from the rules regarding age limit. They should produce a certificate from the High Commission for India in Burma and Srilanka or certificate from the District Magistrate concerned along with the application to prove that they are repatriates.

10. Person who are physically handicapped will also be eligible for appointment to posts for which they are considered suitable and the duties of which they can discharge satisfactorily after their appointment. If they fully satisfy all the prescribed qualifications except age. Age concession up to 15 years will be awarded to the blind and the deaf and dumb and 10 years to orthopaedically handicapped persons. They should produce a certificate from a Medical Officer of not below the rank of a Civil Surgeon Grade II to prove that they are physically handicapped for eligibility for the above concession the term. Physically handicapped persons include the following three categories.

(i) The Blind:- The blind are those who suffer from the following conditions:-

- (a) Total absence of sight
- (b) Visual acuity not exceeding 3/60 or 10/200 (Snell on in the batter eye with correcting lenses)

(ii) The deaf:- The deaf are those in whom the sense of hearing is fully non-functional for the ordinary purposes of life.

(iii) The Orthopaedically handicapped are those who have a physical defect or deformity which causes adequate interference to significantly impede normal functioning of the bones, muscles and joints.

(iv) The dumb means one in whom the power of speech is non-functional for the ordinary purpose of life.

11. Candidates should be of good character.

12. Candidates should not have more than one wife living unless exempted by Government on special grounds or if the person is a woman should not be married to any person who has a wife living, unless exempted by Government on special grounds.

13. Candidates already in service under the Government or Quasi Government Institutions or in the Board whether in a permanent, temporary or provisional capacity, must apply through the proper channel. The candidate must possess all the qualifications (including age) prescribed for the post. A candidate in service whether in a Government or Quasi Government office, will be allowed to present his application in original to the Secretary, Public Service Commission, with a receipt signed by the Head of the Office that he has received a copy of the application and that he will communicate his objections, if any, to the entertainment of the application within two weeks of the last date fixed for the receipt of the application. If any objection is received by the commission within two weeks of the last date fixed for the receipt of the application, the application will be rejected. Otherwise, the application will be admitted.

14. The selected candidates will be required to satisfy the appointing authority by a recent certificate from an approved Medical Practitioner as to their health and freedom from any incapacitating disease or infirmity before recruitment.

15. In advising the candidates for appointment to the service of the Board the Rules of reservation and relation of appointment prescribed in rules 14 to 17 of the General Rules under Part II of the Kerala State and Subordinate Service Rules, 1958 as amended from time to time by the State Government will be observed.

16. Appointment to the service of the Board will be subject to the rules and regulations the Board may make from time to time.



The Kerala Public Service Commission shall have the power to cancel the advice for the appointment of any candidate to the service of the Kerala Khadi and Village Industries Board. If it is subsequently found that such advice was made under some mistake. On such cancellation the appointing authority shall terminate the service of the candidate, provided that the cancellation of the advice for appointment by the Commission and subsequent termination of service of the candidate by the appointing authority shall be made within the period of one year from the date of such service.

## **ANNEXURE I**

### **GENERAL**

1. Other things being equal promotion/appointments by transfer will be according to seniority in the grades. In case of same seniority in the grades the length of service in the previous grade will be the criterion for promotion/appointments by transfer.

2. No member of the Service shall be eligible for promotion/appointment by transfer/appointment by selection from the grade category or class in the service to which he/she was appointed unless he/she has passed the following tests.

- (i) Account Test (Lower) conducted by the Kerala Public Service Commission
- (ii) Manual of Office Procedure Test conducted by the Kerala Public Service Commission.
- (iii) General Test on Khadi and Village Industries conducted by the Kerala Khadi and Village Industries Board.
- (iii) General Test on Co-operation conducted by the Kerala Khadi and Village Industries Board.

Provided that the persons who possess Higher Diploma in Co-Operation/B.Com with Co-Operation/Junior Diploma in Co-Operation are exempted from passing General Test on Co-operation conducted by the Board.

3. No member of services shall be promoted to the post of Accounts Officer, Junior Accounts Officer and Senior Accountant unless he/she has passed the Account Test (Higher) conducted by the Kerala Public Service Commission in addition to the tests prescribed in 2(ii), (iii) and (iv) above.

Note:- (i) The tests prescribed in 2(i), (ii), (iii) and (iv) above are not required for promotion for appointment by transfer to the following posts.

1	Fair Copy Superintendent
2	Senior Grade Typist
3	Upper Division Typist
4	Stenographer/Confidential Assistant
5.	Lower Division Typist
6	Peon/Watchman
7.	Boy Attender
8.	Boy Assistant
9.	Telephone Operator

(ii) The Test prescribed in 1(i) and (ii) are no required for promotion/for appointment by transfer/appointment by selection to the following posts.

1	Development Officer (Silk)
2	Development Officer (Muslin)
3	Development Officer (Leather)
4	Development Officer (Hand made Paper)
5	Palmgur Organiser

6	Organiser (NEOS)
7	Organiser (HPP/PCP)
8	Pottery Expert
9	Bee Expert
10	Khadi Development Officer
11	Technical Assistant (Khadi)
12	Khadi Extension Officer
13	Instructor, Weaving (Training Centre)
14	Instructor, Spinning (Training Centre)
15	Village Oil Inspector
16	Organiser (Hand Made Paper)
17	Manager (Hand Made Paper)
18	Technical Supervisor (HMP)/Supervisor(HMP)
19	Organiser (Village Leather)
20	Technical Assistant(Gobar Gas)
21	Technical Supervisor (Blacksmithy & Carpentry)
22	Pottery Inspector
23	Instructor, Pottery Demonstration Squad
24	Palmgur Instructor
25	Gur Khandasari Demonstrator
26	Technical Assistant (Lime)
27	Technical Assistant (Fibre)
28	Amber Manager
29	Loom Inspector
30	Charge Man(Village Oil)
31	Bee-Keeping Field Man.

(iii) The tests prescribed in 2(i) above are not required for promotion appointment by transfer to the following posts.

1. Lower Division Clerk/L.D. Accountant/Clerk-cum-Account Cashier.
2. II Grade Assistant

(iv) Persons who attained 50 years of age is permanently exempted from passing the tests prescribed for promotions/appointments by transfer. A amendment made by the Government in this regard as far as State Government Employees are concerned will be binding to this provision.

4. TESTS:- The persons appointed to any service by direct recruitment the Kerala Public Service Commission/Board shall pass the following tests during the period of probation.

- (i) Account Test (Lower) conducted by the Kerala Public Service Commission
- (ii) Manual of Office Procedure conducted by the Kerala Public Service Commission.
- (iii) General Test on Khadi and Village Industries conducted by the Kerala Khadi and Village Industries Board.
- (iv) General Test on Co-Operation conducted by the Kerala Khadi and Village Industries Board.

Note(1) Persons who possess Higher Diploma in Co-Operation/B.Com. with Co-Operation/Junior Diploma in Co-operation are exempted from passing the General Test on Co-operation conducted by the Board.

(ii) The test prescribed in 4(i) is not required for declaring probation in the following posts:

1. Lower Division Clerk/L.D.Accountant/Clerk-cum-Accountant Cashier.
2. II Grade Assistant

## 3. Manager(Dye-House)

(iii) The tests prescribed in 4(i) and (ii) are not required for declaring probation in the following posts:

1	Development Officer (Silk)
2	Development Officer (Muslin)
3	Development Officer (Leather)
4	Development Officer (Hand made Paper)
5	Palmgur Organiser
6	Organiser (NEOS)
7	Organiser (HPP/PCP)
8	Pottery Expert
9	Bee Expert
10	Khadi Development Officer
11	Technical Assistant (Khadi)
12	Khadi Extension Officer
13	Instructor, Weaving (Training Centre)
14	Instructor, Spinning (Training Centre)
15	Development Officer(Village Oil)
16	Village Oil Inspector
17	Loom Inspector
18	Mechanic (Dye House)
19	Mechanic(Village Oil)
20	Charge Man(Village Oil)
21	Organiser (Hand made Paper)
22	Manager (Hand made Paper)
23	Technical Supervisor(HMP)/Supervisor(HMP)
24	Organiser(Village Leather)
25	Technical Supervisor (Village Leather)
26	Curator(Museum)

27	Technical Supervisor(Cottage Match)
28	Technical Supervisor(Blacksmithy & Carpentry)
29	Pottery Inspector
30	Instructor, Pottery Demonstration squad
31	Palmgur Instructor
32	Gur Khandasari Demonstrator
33	Technical Assistant (Lime)
34.	Technical Assistant (Fibre)
35	Bee Keeping Field Man

(iv) The tests required in 4(i), (ii), (iii) and (iv) above are not required for declaration of probation in the following posts;

1	Fair Copy Superintendent
2	Senior Grade Typist
3	Upper Division Typist
4	Lower Division Typist
5	Clerk-cum-Typist
6	Stenographer/Confidential Assistant
7.	Driver
8	Peon/Watchman
9.	Boy Attender
10	Boy Assistant
11	Warden
12	Cook
13	Manager(Khadi Production Centre)
14	Amber/Weaving Instructor(Khadi Production Centre)
15	Potter
16	Cutter

17	Weaving Organiser
18	Telephone Operator
19	Part-time Sweeper/Cleaner

**Age Limit for Direct Recruitment:-**

The age limit for direct recruitment must have completed 18 years and must not have completed 35 years of age as on the first day of January of the year in which applications are invited for the post with usual relaxations to SC/ST and OBC candidates as per rule.

**Annexure II**

Name of post	Method of recruitment	Qualifications
1. Director	Promotion from the category of Deputy Director	A pass in SSLC or equivalent examination recognized by the Government of Kerala Experience – A minimum service of 10 years under the Board
2. Deputy Director	Promotion from the categories of Project Officers, Village Industries Organiser, State Khadi Organiser, Marketing Officer, Accounts Officer, Deputy Registrar, Liaison Officer, Law Officer, Special Officer and posts with identical time scale of Project Officer	1. A pass in SSLC or equivalent examination recognized by the Government of Kerala 2. Account Test (Higher) 3. Experience :- A minimum Service of 10 years under the Board
3. Project Officer, Special Officer, Liaison Officer, Village Industries Organiser, State Khadi	Promotion from the categories of Village Industries Officer, Senior Superintendent, Information Officer, Statistician, Junior Accounts Officer, Assistant Registrar, Pottery Expert,	1. A pass in SSLC or equivalent examination recognized by the Government of Kerala 2. Account Test (Higher) 3. Experience :- A minimum

Organiser Marketing Officer, Deputy Registrar	Organiser (NEOS), Organiser (PCP/HPP) Bee Expert, Development Officer (HMP) Development Officer (Leather), Development Officer (Muslin Khadi), Development Officer (Silk), Palmgur Organiser, Development Officer (Fibre), Development Officer (Die) and posts with identical time scale of Village Industries Officer/Assistant Registrar.	Service of 10 years under the Board A combined Seniority list should be prepared for promotion to the post
4. Accounts Officer	Promotion from the categories of Assistant Registrar/Junior Accounts Officer/Village Industries Officer/Senior Superintendent/Statistician/Information Officer/Development Officer (Fibre)/Development Officer (Oil)/Development Officer (leather)/Development Officer (HMP)/Organiser (NEOS)/Organiser (HPP/PCP)/Organiser (Palmgur)/Pottery Expert/Bee-Expert/Development Officer(Muslin)/Development Officer (Silk) and posts with identical time scale of Village Industries Officer/Assistant Registrar	<ol style="list-style-type: none"> <li>1. A Pass in SSLC or equivalent examination recognised by the Government of Kerala</li> <li>2. Account Test (Higher)</li> <li>3. Experience :- A minimum Service of 10 years under the Board.</li> </ol>
5. Law Officer	<p>(a) Appointment by selection among Board's Staff</p> <p>(b) In the absence of (a)</p>	<p>For (a):- Degree in Law from a recognized University</p> <p>Experience :- A minimum service of 8 years under the Board</p>



	<p>direct recruitment by the Kerala Public Service Commission</p>	<p>Note:- A person who is appointed to the post will work at least 5 years for further promotion/appointment by transfer. For (b) Degree in Law from a recognized University. Experience :- A minimum of 5 years Bar Service</p>
<p>6. Village Industries Officer</p>	<p>Appointment by transfer from the categories of :-</p> <p>(a) Junior Superintendent, Officer Manager/Manager (Godown)/Store Superintendent/Senior Accountant</p> <p>(b) Khadi Development Officer/Technical Assistant(Gobar Gas), Technical Assistant (Khadi), Technical Assistant (Lime), Technical Assistant (Fibre) Manager (Dye House) and the posts with the identical time scale of Khadi Development Officer/Technical Assistant Khadi</p> <p>Note:- Post will be filled up in the ratio of 3:1 (a:b) starting with (a).</p> <p>(c) In the absence of candidates under item 1 direct recruitment through Kerala Public Service Commission from open competition.</p>	<p>For (a) and (b) :- A pass in SSLC or equivalent examination recognized by the Government of Kerala</p> <p>Experience :- A minimum service of 8 years under the Board</p> <p>For (c):- Degree of a recognised University</p>

7. Information Officer	Direct recruitment by the Kerala Public Service Commission	<p>1. A degree of a recognised University</p> <p>2. A degree/diploma in Journalism or Mass communication from a recognised University</p> <p>Candidate appointed by direct recruitment should pass the following tests, during the period of probation.</p> <p>(i) A pass in Account Test Lower conducted by the KPSC</p> <p>(ii) A pass in General Test on Khadi and village Industries conducted by the Kerala Khadi and Village Industries Board.</p> <p>(iii) A pass in Manual of Office Procedure for use in office other than Secretariat conducted by the Kerala Public Service Commission</p> <p style="text-align: center;">OR</p> <p>A pass in Secretariat Manual Test conducted by the Kerala Public Service Commission.</p> <p>Between 18 to 35 years with usual relaxation</p>
8. Statistician	<p>(a) Appointment by transfer from the category of Assistant Statistical Officer</p> <p>(b) In the absence of (a) direct recruitment by the Kerala Public Service Commission</p>	<p>For (a) :- 1. Degree of a recognised University with Statistics as Main or subsidiary subject</p> <p>2. A minimum service of 5 years under the Board.</p> <p>For (b) :- M.Sc Statistics of a</p>

		<p>recognised University</p> <p>OR</p> <p>Degree of a recognised University with Statistics as main or subsidiary subject with 5 years experience as Compiler or Investigator in the Statistics Department.</p>
9. Assistant Registrar	(a) Appointment by transfer from the categories of Senior Co-operative Inspector (Special Grade)	<p>For (a):- 1. A pass in SSLC or equivalent examination recognised by the Government of Kerala.</p> <p>2. A pass in Junior Diploma in Co-operation conducted by the Co-operative Department Pass in B.Com Degree of a recognised University with Co-operation as special subject or Graduation with pass in Higher Diploma in Co-operation or Graduation with Junior Diploma in Co-operation conducted by the Co-operative Department.</p>
10. Junior Accounts Officer	Appointment by transfer from the category of Senior Co-operative Inspector (special Grade)	<p>1.A pass in SSLC or equivalent examination recognized by the Government of Kerala.</p> <p>2. A Successful completion of Junior Diploma in Co-operation conducted by the Co-operative Department or pass in B.Com Degree of a recognised University with Co-operation as Special</p>

		subject or Graduation with pass in Higher Diploma in Co-operation or Graduation with Junior Diploma in Co-operation conducted by the Co-operative Department
11. Senior Superintendent	Appointment by transfer from the category of Junior Superintendent/Office Manager	A pass in SSLC or equivalent examination recognised by the Government of Kerala
12. Junior Superintendent	Promotion from the categories of U.D Clerk/U.D Accountant and Ist Grade Assistant	As prescribed for the feeder categories
13. Fair copy superintendent	By promotion from the category of Senior Grade Typist	As prescribed for the feeder categories
14. Senior Accountant	By promotion from the categories of U.D Clerk, U.D Accountant, Ist Grade Assistant of Payyannur Khadi Centre. Candidates promoted to the category of Senior Accountant who do not have Junior Officers Training in Co-operation or equivalent thereof shall be deputed for Junior Officers Training in Co-operation (Subordinate Personnel Training) conducted by the Co-operative Department and should successfully complete such training within a period of one year.	<ol style="list-style-type: none"> <li>1. A pass in SSLC or equivalent examination recognised by the Government of Kerala.</li> <li>2. Pass in Manual of Office Procedure for officers other than Secretariat, conducted by the Kerala Public Service commission or a pass in Secretariat Manual Test conducted by the Kerala Public Service Commission.</li> <li>3. Pass in Account Test (Higher) conducted by the Kerala Public Service Commission.</li> <li>4. Pass in General Test on Khadi and Village Industries conducted by the Kerala Khadi and Village Industries Board.</li> </ol>

		5. Pass in General Test on Co-operation conducted by the Kerala Khadi and Village Industries Board.
15. Senior Co-operative Inspector (Special Grade)	Promotion from the category of Senior Co-operative Inspector	<ol style="list-style-type: none"> <li>1. A pass in SSLC or equivalent examination recognised by the Government of Kerala</li> <li>2. Pass in Junior Diploma in Co-operation conducted by the Co-operative Department or pass in B.Com Degree of a recognised University with Co-operation as special subject on Graduation with pass in Higher Diploma in Co-operation or Graduation with Junior Diploma in Co-operation conducted by the Co-operative Department</li> </ol>
16. Senior Co-operative Inspector	By promotion from the category of Junior Co-operative Inspector	<ol style="list-style-type: none"> <li>1. A pass in SSLC or equivalent examination recognised by the Government of Kerala</li> <li>2. Successful completion of Junior Officers Training in Co-operation (Subordinate Personnel Training conducted by the Co-operative Department OR Pass in B.Com with Co-operation as special subject or Graduation with pass in HDC or Graduation with Junior Officers</li> </ol>

		<p>Training (Subordinate Personnel Training) conducted by the Co-operative Department</p> <p>3. Pass in Manual of Office Procedure Test conducted by the Kerala Public Service Commission</p> <p>4. Pass in Account Test (Lower) conducted by Kerala Public Service Commission</p> <p>5. Pass in General Tests on Khadi and Village Industries and Co-operation conducted by the Kerala Khadi and Village Industries Board.</p>
17. Junior Co-operative Inspector	<p>40% of the total vacancies will be filled by promotion from the following categories</p> <p>(a) Upper Division Clerk Upper Division Typist</p> <p>(b) Manager, K.G. Bhavan/Godown Keeper</p> <p><i>Note :-</i> The posts among (a), (b) will be filled up in the ratio of 3:1 starting with (a)</p> <p>(c) 60% of the total vacancies will be filled up by direct recruitment by the Kerala Public Service Commission</p>	<p><i>For (a) and (b) :-</i> 1. A pass in SSLC or equivalent examination recognized by the Government of Kerala</p> <p>2. Pass in Junior Diploma in Co-operation conducted by the Co-operative Department or Pass in B.Com Degree of a recognised University with Co-operation as special subject or Graduation with pass in Higher Diploma in Co-operation or Graduation with Junior Diploma in Co-operation conducted by the Co-operative Department</p> <p><i>Experience :-</i> A minimum service</p>

		<p>of 5 years under the Board</p> <p><i>For (c):-</i> Pass in B.Com Degree of a recognized University with Co-operation as special subject.</p> <p style="text-align: center;">OR</p> <p>Degree of a recognised University with pass in Higher Diploma in Co-operation for Degree of a recognised University with Junior Diploma in Co-operation conducted by the Co-operative Department</p>
18. Assistant Statistical Office	<p>(a) Appointment by selection among Board`s staff from the categories of Head Clerk, U.D Clerk, First Grade Assistant and Junior Co-operative Inspector.</p> <p>(b) In the absence of (a) direct recruitment by the Kerala Public Service Commission</p>	<p><i>For (a) :-</i> Degree of a recognised University with Statistics as main or subsidiary subjects</p> <p>Experience :- A minimum 5 years service under the Board.</p> <p><i>For (b):-</i> Degree of a recognised University with Statistics as main or subsidiary subject.</p> <p><i>Experience :-</i> Experience not less than 3 years as Compiler or Investigator in the Statistics Department of the Government of Kerala</p>
19. U.D Clerks and U.D Accountants	By promotion from the category of L.D Clerks, L.D Accountants and Cashier	<ol style="list-style-type: none"> <li>1. A pass in SSLC or equivalent examination recognised by the Government of Kerala</li> <li>2. Pass in Manual of Office Procedure of Officers other than Secretariat conducted by the Kerala</li> </ol>

		<p>Public Service Commission or a pass in Secretariat Manual Test conducted by the Kerala Public Service Commission</p> <p>3. Pass in Account Test (Lower) conducted by the Kerala Public Service Commission</p> <p>4. Pass in General Test on Khadi and Village Industries conducted by the Kerala Khadi and Village Industries Board.</p> <p>5. Pass in General Test on Co-operation conducted by the Kerala Khadi and Village Industries Board</p>
<p>20. Store Superintendent (Payyannur Khadi Centre)/Manager (Godown)</p>	<p>(a) Promotion from the category of Store Assistant</p> <p>(b) In the absence of (a) direct recruitment through Kerala Public Service Commission</p>	<p><i>For (a) :-</i> A pass in SSLC or equivalent examination recognised by the Government of Kerala</p> <p><i>For (b):-</i> 1. B.Com</p> <p>2. Certificate in Khadi Karya Kartha or equivalent course recognised by Khadi and Village Industries Commission/Board</p> <p><i>Experience :-</i> A minimum service of 5 years under the Board</p>
<p>21. Senior Grade Typist</p>	<p>By promotion from the category of U.D Typist</p>	<p>1. A Pass in SSLC or equivalent examination recognised by the Government of Kerala</p> <p>2. Lower Grade Certificate in typewriting Malayalam (KGTE)</p> <p>3. Lower Grade Certificate in Typewriting English (KGTE) and</p>



		<p>computer word processing or its equivalent</p> <p><i>Note :-</i> Those who have passed the KGTE Typewriting before January 2002 should produce separate certificate in computer word processing or its equivalent</p>
22. U.D Typist	Promotion from the category of L.D Typist/Clerk cum Typist	<ol style="list-style-type: none"> <li>1. A Pass in SSLC or equivalent examination recognised by the Government of Kerala</li> <li>2. Lower Grade Certificate in Typewriting Malayalam (KGTE)</li> <li>3. Lower Grade Certificate in Typewriting English (KGTE) and computer word processing or its equivalent</li> </ol> <p><i>Note :-</i> Those who have passed the KGTE Typewriting before January 2002 should produce separate certificate in computer word processing or its equivalent</p>
23. Stenographer Grade I	Promotion from the category of Stenographer Grade II	As prescribed for the feeder category i.e., Stenographer Grade II
24. Stenographer Grade-II	<p>Promotion from the categories of L.D Typist and Clerk cum Typist.</p> <p>In the absence of qualified hands for promotion by direct recruitment by Kerala Public Service Commission</p>	<ol style="list-style-type: none"> <li>1. A pass in SSLC or equivalent examination recognised by the Government of Kerala</li> <li>2. Lower Grade Certificate in Typewriting English (KGTE) and computer word processing or its equivalent.</li> </ol> <p><i>Note :-</i> Those who have passed the</p>

		<p>KGTE Typewriting before January 2002 should produce separate certificate in computer word processing or its equivalent.</p> <p>3. Lower Grade Certificate in Typewriting Malayalam (KGTE) or equivalent</p> <p>4. Lower Grade Certificate in Shorthand English (KGTE) or its equivalent</p> <p>5. Lower Grade Certificate in Shorthand Malayalam (KGTE) or its equivalent</p>
25. Store Keeper Manager K.G Bhavan/Godown Keeper	<p>(a) Promotion from the category of Assistant Manager, K.G Bhavan</p> <p>(b) In the absence of (a) direct recruitment by Kerala Public Service Commission</p>	<p><i>For (a) :-</i> A pass in SSLC or equivalent examination recognized by the Government of Kerala</p> <p><i>For (b):-</i> B.Com Degree of recognised University</p>
26. Lower Division Clerk/Accountant, Cashier/ Clerk-cum- Accountant	<p>1. Direct Recruitment</p> <p><i>Note :-</i> Typists in the Board possessing SSLC qualification are eligible to apply for direct recruitment if they possess not less than 4 years of regular service on the date of application. The maximum age limit for such persons will be 40 years with usual relaxation of 3 years in the case of OBC and 5 years in the case of Scheduled Caste/Scheduled Tribe candidates.</p> <p>2. Recruitment by transfer as is done in the by transfer method for the post of L.D Clerk in Various Department</p>	<p>Pass in SSLC examination or any other equivalent qualification</p> <p>1. Applicant should be probationer approved probationer/full member in their respective service</p>

27. L.D Typist	<p>1. Direct Recruitment</p> <p><i>Note :-</i> Persons holding posts lower than that of L.D Typists in the regular service and Work establishment service of the Board, if they possess required Typewriting qualification, can apply for direct recruitment. The conditions regarding age limit will not apply in the case of such candidates.</p> <p>2. Recruitment by transfer from persons holding low paid posts in the Board.</p> <p>5% vacancies arising in the cadre of Lower Division Typists are reserved for them</p>	<p>1. SSLC or its equivalent</p> <p>2. Lower Grade Certificate in Typewriting Malayalam (KGTE)</p> <p>3. Lower Grade Certificate in Typewriting English (KGTE) and Computer Word Processing or its equivalent</p> <p><i>Note :-</i> Those who have passed the KGTE Typewriting before January 2002 should produce separate certificate in computer word processing or its equivalent</p> <p>1. Should possess the required Typewriting qualification prescribed for direct recruitment</p> <p>2. Should be a probationer/approved probationer/full member of the service</p>
28. I Grade Assistant	<p>(a) Promotion from the categories of IInd Grade Assistant in the Payyannur Khadi Centre, Manager, K.G Bhavan</p> <p>In the absence of qualified hands for promotion</p>	<p>1. A pass in SSLC or equivalent examination recognised by the Government of Kerala</p> <p>2. Pass in Manual of Office Procedure for Offices other than Secretariat conducted by the Kerala Public Service Commission</p> <p>3. Pass in Account Test (Lower) conducted by the Kerala Public Service Commission or pass in Secretariat Manual Test conducted by the Kerala Public Service</p>

	(b) By Direct recruitment through Kerala Public Service Commission	<p>Commission</p> <p>4. Pass in General Test on Khadi and Village Industries conducted by the Kerala Khadi and Village Industries Board</p> <p>5. Pass in General Test on Co-operation conducted by the Kerala Khadi and Village Industries Board</p> <p>1. B.Com with 60% marks</p>
29. Assistant Manager, K.G Bhavan	Direct recruitment through the Kerala Public Service Commission	B.Com Degree of a recognised University
30. II Grade Assistant, Payyannur Khadi Centre	<p>1. Appointment by transfer from the categories of Clerk-cum-Accountants, Boy Assistants in the Payyannur Khadi Centre</p> <p>2. By direct recruitment by the Kerala Public Service Commission</p> <p>Note :- A ratio of 1:1 will be maintained for promotion and Direct recruitment</p>	<p>1. A Pass in SSLC or equivalent examination recognised by the Government of Kerala</p> <p>2. Manual of Office Procedure for offices other than Secretariat conducted by Kerala Public Service Commission</p> <p>3. Pass in Account Test (Lower) conducted by the Kerala Public Service Commission</p> <p>The qualifications for direct recruitment will be</p> <p>1. A Pass in SSLC or equivalent examination recognised by the Government of Kerala</p>
31. Cottage Match Industry, Marketing Depot Store Keeper	Direct recruitment on the advice of the Kerala Public Service Commission	1. A Pass in SSLC or equivalent examination recognised by the Government of Kerala

		2. Certificate showing successful completion of Supervisors Training Course in Cottage Mach Industry conducted by the Khadi and Village Industries Commission
32. Store Assistant	Promotion from the categories of Store Keeper/Manager, K.G Bhavan/Godown Keeper	A Pass in SSLC or equivalent examination recognised by the Government of Kerala
33. Assistant Store Keeper	Direct recruitment on the advice of the Kerala Public Service Commission	1. A Pass in SSLC or equivalent examination recognised by the Government of Kerala 2. Successful completion of Supervisors Training Course in Cottage Match Industry conducted by the Khadi and Village Industries Commission
34. Curator (Museum)	By Direct recruitment by the Kerala Public Service Commission	1. A Degree in History or Sanskrit of a recognised University 2. Certificate in Museiology recognised by the Government of Kerala or the Central Government
35. Development Officer (Silk)	(a) Promotion from the categories of Khadi Development Officer, Technical Assistant (Khadi) (b) In the absence of (a) Direct recruitment by the Kerala Public Service Commission	For (a):- 1. A Pass in SSLC or equivalent examination recognised by the Government of Kerala 2. Certificate showing successful completion of Training in Silk recognised by Khadi and Village Industries Commission/Board/Central Silk Board 3. Pass in General Test on Khadi and Village Industries and Co-

		<p>operation conducted by Kerala Khadi and Village Industries Board.</p> <p>4. Successful completion of probation in the feeder categories <i>For (b) :-</i> 1. Degree/Diploma in Textile Technology. 2. Pass in General Test on Khadi and Village Industries and Co-operation conducted by Kerala Khadi and Village Industries Board during the period of probation</p>
36. Development Officer (Muslin)	<p>1. Promotion from the category of Khadi Development Officer/Technical Assistant (Khadi) 2. In the absence of suitable hands for promotion direct recruitment on the advise by the Kerala Public Service Commission</p>	<p><i>Qualification for promotion</i></p> <p>1. A Pass in SSLC or equivalent examination recognised by the Government of Kerala 2. Certificate showing successful completion of training in Muslin Khadi as approved by the Khadi and Village Industries Commission/Khadi and Village Industries Board and institutions recognised by the Khadi and Village Industries Commission/Khadi and Village Industries Board for the purpose 3. Pass in General Test on Khadi and Village Industries and Co-operation conducted by the Kerala Khadi and Village Industries Board.</p>

		<p>4. Successful completion of probation in the feeder categories.</p> <p><i>Qualification for direct recruitment</i></p> <ol style="list-style-type: none"> <li>1. Degree/Diploma in Textile Technology</li> <li>2. Certificate showing successful completion of training in Muslin Khadi Industry approved by the Khadi and Village Industries Board/Khadi and Village Industries Commission in an institution recognised by the Khadi and Village Industries board/Khadi and Village Industries Commission for the purpose.</li> <li>3. Candidate appointed by Direct recruitment shall passed General Test on Khadi and Village Industries and General Test on Co-operation conducted by the Board during the period of probation.</li> </ol>
37. Development Officer (Leather)	<p>(a) Appointment by transfer from the category of Organiser (Leather)</p> <p>(b) In the absence of (a) Appointment by selection from staff members holding posts with identical scale of pay of Organiser, (leather) and not less than 10 years service in the Board</p> <p>(c) In the absence of (a) and (b) direct recruitment by Kerala Public Service Commission</p>	<p><i>For (a) and (b) :-</i> 1. A Pass in SSLC or equivalent examination recognised by the Government of Kerala</p> <p>2. Certificate showing successful completion of Leather Wear Training (One Year) or foot-wear and Leather goods Manufacturing Course (1 year) recognised by the Khadi and Village Industries</p>

		<p>Commission</p> <p>For (c) :- 1. Degree of a recognised University.</p> <p>2. Certificate showing successful completion of Leather Wear Training (1Year) or Foot Wear and Leather Goods Manufacturing Course (1 Year) recognised by the Khadi and Village Industries Commission</p>
<p>38. Development Officer (Hand Made paper)</p>	<p>(a) Appointment by transfer from the category of Organiser (Hand Made Paper)</p> <p>(b) In the absence of (a) Appointment by transfer from the categories of Supervisor Technical Supervisor (Hand Made Paper) Manager (Hand Made Paper) having not less than 8 years service in the Board.</p> <p>(c) In the absence of (a) and (b) direct recruitment by the Kerala Public Service commission</p>	<p>For (a) and (b):- 1. A pass in SSLC or equivalent examination recognised by the Government of Kerala</p> <p>2. Certificate showing successful completion of Operators or Managers Course in Hand Made Paper Industry (supervisory Course) approved by the Khadi and Village Industries commission Khadi and V I Board</p> <p>For (c):- 1. Degree in Science with Chemistry as main or subsidiary of a recognised University</p> <p>2. Certificate showing successful completion of Operators or Managers Course in Hand Made Paper Industry (Supervisory Course) approved by the Khadi and Village Industries Commission/ Khadi and Village Industries Board</p>



39. Palmgur Organiser	<p>(a) Appointment by transfer from the category of Palmgur Instructor having not less than 8 years service under the Board.</p> <p>(b) In the absence of (a) and (b) direct recruitment by the Kerala Public Service Commission</p>	<p>For (a):- 1. A Pass in SSLC or equivalent examination recognised by the Government of Kerala.</p> <p>2. Certificate showing successful completion of advanced Palm Products Technology Course recognised by the Khadi and Village Industries commission.</p> <p><i>For (b) :-</i> 1. Degree of a recognised University.</p> <p>2. Certificate showing successful completion of Advanced Palm Products Technology Course recognised by the Khadi and village Industries Commission.</p>
40. Organiser (Non-Edible Oil and Soap Industry)	<p>(a) Appointment by selection among staff members holding posts in the scale of pay equivalent to U.D clerk and above and having not less than 10 years service in the Board</p> <p>(b) In the absence of (a) direct recruitment by Kerala Public Service Commission</p>	<p><i>For (a) and (b) :-</i> 1. B.Sc Chemistry of a recognised University</p> <p>2. Successful completion of Supervisory Training in Non Edible Oil and Soap Industry recognised by the Khadi and Village Industries Commission</p>
41. Organiser PCP/HPP Industry	<p>(a) Appointment by selection among Board Staff holding posts in the scale of pay equivalent to U.D Clerk and above and having not less than 10 years service in the Board</p> <p>(b) In the absence of (a) direct recruitment by the Kerala Public Service Commission</p>	<p>For (a) :- 1. A pass in SSLC or equivalent examination recognised by the Government of Kerala.</p> <p>2. Certificate showing successful completion of Managerial/Supervisory training in PCP/HPP Industry recognised by the Khadi and Village Industries Commission</p>

		<p>For (b) :- 1. Degree/Diploma in Food Technology recognised by the Government of Kerala Government of India</p> <p>2. Certificate showing successful completion of Managerial/Supervisory Training in PCP/HPP Industry recognised by the Khadi and Village Industries Commission.</p>
42. Pottery Expert	<p>(a) Appointment by transfer from the category of Pottery Inspector/Zonal Inspector (Village Pottery).</p> <p>(b) In the absence of (a) direct recruitment by the Kerala Public Service Commission</p>	<p>For (a):- 1. a pass in SSLC or equivalent examination recognised by the Government of Kerala</p> <p>2. Certificate showing successful completion of Supervisory Training in Village Pottery Industry recognised by the Khadi and Village Industries Commission</p> <p>For (b):- 1. Degree in any Science subject of a recognised University with Diploma in Ceramics.</p> <p>2. Certificate showing successful completion of Supervisory training in Village Pottery Industry recognised by the Khadi and Village Industries Commission</p> <p>Desirable :- Minimum 5 years experience as supervisor in an institution engaged in Village Pottery Industry recognised by the Khadi and Village Industries</p>

		Commission/Khadi and Village Industries Board
43. Bee-Expert	<p>(a) Appointment by transfer from the category of Bee-Keeping Field Man</p> <p>(b) In the absence of (a) direct recruitment by the Kerala Public Service Commission</p>	<p><i>For (a):-</i> 1. A Pass in SSLC or equivalent examination recognised by the Government of Kerala</p> <p>2. Certificate showing successful completion of Apiarist Course conducted by the Central Bee Research Institute, Pune or equivalent course recognised by the Khadi and Village Industries Commission.</p> <p><i>Experience :-</i> A minimum period of 10 years service in the Board as Bee-Keeping Field man</p> <p><i>For (b) :-</i> 1. Degree in Chemistry/Zoology/Botany/Agriculture of a recognised University.</p> <p>2. Certificate showing successful completion of Apiarist Course conducted by the Central Bee Research Training Institute, Pune or equivalent Course recognised by the Khadi and Village Industries Commission</p>
44. Khadi Development Officer, Technical Assistant Khadi	<p>(a) Promotion from the categories Supervisor (Khadi-Silk), supervisor (Khadi-Cotton)</p> <p>In the absence of qualified candidate for promotion from the above</p>	<p><i>For (a):-</i> 1. A Pass in SSLC or equivalent examination recognised by the Government of Kerala</p> <p>2. Certificate showing successful completion of training in Khadi</p>

	<p>categories, appointment by transfer from the Extension Officer (Khadi) and Ambar Manager</p> <p>(b) In the absence of qualified hands, by direct recruitment through Kerala Public Service Commission</p>	<p>Spinning and Weaving in any of the Training Centres recognised by the Khadi and Village Industries Commission or Kerala Khadi and Village Industries Board for conducting such training.</p> <p>3. Pass in General Test on Khadi and Village Industries conducted by the Kerala Khadi &amp; Village Industries Board.</p> <p>4. Pass in General Test on Co-operation conducted by the Kerala Khadi and Village Industries Board</p> <p>For (b):- 1. Pass in SSLC or equivalent examination</p> <p>2. diploma in Textile Technology recognised by the Government of Kerala</p> <p>3. Certificates showing successful completion of training in Khadi Spinning and Weaving in any of the Training Centres recognised by the Khadi and village Industries Commission or Kerala Khadi and Village Industries Board for conducting such training</p> <p>Note :- 1. In the absence of candidates with qualifications mentioned as item (1), (2) and (3) candidates possessing qualifications 1 and 2 alone, will be</p>
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		<p>selected and sent for training. Such candidates will have to execute a bond to serve the Board for a period of five years after training.</p> <p>Note:- 2. All candidates appointed by direct recruitment shall pass General Test on Khadi and Village Industries and General Test in Co-operation conducted by the Kerala Khadi and Village Industries Board during the period of probation.</p>
45. Supervisor (Cotton Khadi)	<p>(a) Promotion from the categories of Extension Officer (Khadi) and Amber Manager</p> <p>(b) In the absence of suitable candidates for promotion appointment by transfer from the categories Loom Inspector and Manager, Khadi Production Centres.</p> <p>(c) In the absence of qualified hands for promotion or appointment by transfer direct recruitment by the Kerala Public Service Commission</p>	<p><i>For (a) and (b):-</i> 1. A Pass in SSLC or equivalent examination recognised by the Government of Kerala</p> <p>2. Successful completion of training in Khadi Spinning and Khadi Weaving in any of the Training Centres approved by the Khadi and Village Industries Board for conducting such training.</p> <p>3. Pass in General Test on Khadi and Village Industries conducted by the Kerala Khadi &amp; Village Industries Board.</p> <p>4. Pass in General Test on Co-operation conducted by the Kerala Khadi and Village Industries Board.</p> <p>5. A minimum 3 year service under the Board.</p>

		<p><i>For (c):-</i> 1. A Pass in SSLC or equivalent examination recognised by the Government of Kerala</p> <p>2. Diploma in Textile Technology recognised by the Government of Kerala</p> <p>3. Successful completion of training in Khadi Spinning and Khadi Weaving in any one of the Training Centres recognised by the Kerala Khadi and Village Industries Board or Khadi and Village Industries Commission for conducting such training</p> <p>4. All candidates appointed by direct recruitment shall pass the General Test on Khadi and Village Industries conducted by the Kerala Khadi and Village Industries Board and General Test on Co-operation conducted by the Kerala Khadi and Village Industries Board during the Period of Probation.</p>
46. Supervisor (Khadi Silk)	<p>(a) Promotion from the categories of Extension Officer (Khadi) and Amber Manager (PKC). In the absence of qualified hands for promotion appointment by transfer from the categories of Loom Inspector and Manager, Khadi Production Centre</p> <p>(b) In the absence of suitable hands for</p>	<p><i>For (a):-</i> 1. A Pass in SSLC or equivalent examination recognised by Government of Kerala</p> <p>2. Successful completion of training in (Silk) Industry with special training in Khadi (Silk) as approved by the Khadi and Village Industries Commission/Kerala</p>

	<p>promotion or appointment by transfer direct recruitment by the Kerala Public Service Commission</p>	<p>Khadi and Village Industries Board in an institution recognised by the Khadi and Village Industries Commission/Kerala Khadi and Village Industries for the purpose. 3. Pass in General Test on Khadi and Village Industries conducted by the Kerala Khadi &amp; Village Industries Board. 4. Pass in General Test on Co- operation conducted by the Kerala Khadi and Village Industries Board. <i>For (b)</i> <i>Qualification for direct recruitment</i> Degree of a recognised University and successful completion of training in Silk industry approved by the Khadi and Village Industries Commission/Kerala Khadi and Village Industries Board in an institution recognised by the Khadi and Village Industries, Commission/Kerala Khadi and Village Industries Board for the purpose.  OR A pass in SSLC or equivalent examination recognised by the Government of Kerala Diploma in Textile Technology issued by the</p>
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		<p>government of Kerala or other equivalent qualification.</p> <p>All candidates appointed by direct recruitment will have to pass the General Test on Khadi and Village Industries conducted by the Kerala Khadi and Village Industries Board, during the period of probation.</p> <p><i>Age limit for direct recruitment :-</i> Between 18 and 35 years with usual relaxation.</p> <p>Note :- By deputation from the Silk Board or Khadi and Village Industries commission or Government till the candidates are trained or are made available by direct recruitment</p>
47. Khadi Extension Officer/Amber Manager	<p>(a) 60% of the total vacancies will be filled up by promotion from the categories of Amber/Weaving Instructor and Loom Inspector</p> <p>(b) 40% of the total vacancies will be filled up by promotion from the categories of Manager, K.G Bhavan/Godown Keeper</p> <p>(c) In the absence of `a` &amp; `b` direct recruitment by the Kerala Public Service Commission</p>	<p><b><u>For (a) &amp; (b):-</u></b></p> <ol style="list-style-type: none"> <li>1. A pass in SSLC or equivalent examination recognised by the Government of Kerala</li> <li>2. Certificates showing successful completion of Khadi Karya Kartha or equivalent course recognised by the Khadi and Village Industries Commission/Khadi and Village Industries Board.</li> </ol> <p><i>For (c):-</i></p> <ol style="list-style-type: none"> <li>1. A pass in SSLC or equivalent examination recognised by the</li> </ol>



		<p>Government of Kerala</p> <p>2. Diploma in textile technology recognised by the Government of Kerala</p> <p>3. Certificates showing successful completion of Khadi Karya Kartha or equivalent course recognised by the Khadi and Village Industries Commission/Khadi and Village Industries Board.</p>
48. Manager Khadi Production Centre	Direct Recruitment by Kerala Public Service Commission	<p><b><u>1. A pass in SSLC or equivalent examination recognised by the Government of Kerala</u></b></p> <p>2. Certificate showing successful completion of training in khadi spinning and khadi weaving in any of the training centres recognised by the Khadi and Village Industries Commission for conducting such training.</p>
49. Weaving Organiser	Direct recruitment by the Kerala Public Service Commission	<p><b><u>1. A pass in SSLC or equivalent examination recognised by the Government of Kerala</u></b></p> <p>2. Certificate showing successful completion of training in weaving in any of the centres run by Khadi and Village Industries Commission or Kerala Khadi and Village Industries Board for imparting such training</p> <p>3. Experience in khadi industry for not less than 3 years in any of the field Khadi Production Centres</p>

50. Weaving Instructor (Production Centre)	Direct recruitment by Kerala Public Service Commission	<p><b><u>I. A pass in SSLC or equivalent examination recognised by the Government of Kerala</u></b></p> <p>2. Certificate showing successful completion of Khadi Karya Kartha or equivalent course recognised by the Khadi and Village Industries Commission/Kerala Khadi and Village Industries Board.</p>
51. loom Inspector	<p>(a) Appointment by transfer from the category of Weaving Instructor (Production Centre)</p> <p>(b) In the absence of (a) direct recruitment by Kerala Public Service Commission</p>	<p><b><u>For (a)</u></b></p> <p>1. A pass in SSLC or equivalent examination recognised by the Government of Kerala</p> <p>2. Certificate showing successful completion of Khadi Karya Kartha or equivalent course recognised by Khadi and Village Industries Commission/Khadi and Village Industries Board.</p> <p><b><u>For (b)</u></b></p> <p>1. A pass in SSLC or equivalent examination recognised by the Government of Kerala</p> <p>2. Diploma in Textile Technology</p> <p>3. Certificate showing successful completion of Khadi Karya Kartha or equivalent course recognised by Khadi and Village Industries Commission/Khadi and Village Industries Board</p>

<p>52. Manager Dye-House</p>	<p>(a) Promotion from the categories of Khadi Development Officer/Technical Assistant (Khadi) (b) In the absence of (a) direct recruitment by the Kerala Public Service Commission</p>	<p><b><u>For (a)</u></b> 1. A pass in SSLC or equivalent examination recognised by the Government of Kerala 2. Degree/Diploma in Textile Chemistry/Chemical Engineering <b>For (b)</b> 1. Degree in any Science subject of a recognised University 2. Degree/Diploma in Textile Chemistry/Chemical Engineering</p>
<p>53. Mechanic (Dye-House) 1. Mechanic Village Oil Industry)</p>	<p>Direct recruitment by the Kerala Public Service Commission</p>	<p><b><u>1. A pass in SSLC or equivalent examination recognised by Government of Kerala</u></b> 2.(i) Diploma in Mechanical or Electrical Engineering approved by Government of Kerala In the absence of (i) above (ii) NTC in Mechanical or Electrical trade approved by the Government of Kerala</p>
<p>54. Oil Expert</p>	<p>Promotion from the category of Village Oil Inspectors</p>	<p><b><u>1. A pass in SSLC or equivalent examination recognised by the Government of Kerala</u></b> 2. Successful completion of training in Village Oil Industry in an institution recognised by the Khadi and Village Industries Commission for conducting such training. 3. Pass in General Test on Khadi and Village Industries conducted by the</p>

		<p>Kerala Khadi and Village Industries Board.</p> <p>4. Pass in General Test on Co-operation conducted by the Kerala Khadi and Village Industries Board</p>
55. Village Oil Inspector	<p>(a) Promotion from the category of Mechanic (Village Oil Industry) and Charge Man (Village Oil Industry)</p> <p>(b) In the absence of (a) direct recruitment by the Kerala Public Service Commission</p>	<p><b><u>For (a)</u></b></p> <p>1. A pass in SSLC or equivalent examination recognised by the Government of Kerala</p> <p>2. Certificate showing successful completion of Supervisory Training in Village Oil Industry recognised by the Khadi and Village Industries Commission</p> <p>Form (b)</p> <p>1. Degree in any science subject of a recognised University</p> <p>2. Certificate showing successful completion of Supervisory Training in Village Oil Industry recognised by the Khadi and Village Industries Commission</p>
56. Charge Man (Village Oil)	Direct recruitment by the Kerala Public Service Commission	<p><b><u>1. A pass in SSLC or equivalent examination recognised by the Government of Kerala</u></b></p> <p>2. Certificate showing successful completion of training course in Village Oil Industry in an institution recognised by the Khadi and Village Industries Commission for conducting such training</p>

		<p>3. Certificate showing successful completion in training course in installation and operation of Power Ghani unit in an institution recognised by the Khadi and Village Industries Commission.</p> <p>Desirable :- Pass in Junior Officers Training in Co-operation or equivalent thereof recognised by the Government of Kerala</p>
<p>57. Organiser (HMP Industry)</p>	<p>(a) Promotion from the category of Supervisor (HMP)/Technical Supervisor (HMP)/Manager (HMP)</p> <p>(b) In the absence of (a) direct recruitment by Kerala Public Service Commission</p>	<p><b><u>For (a)</u></b></p> <p>1. A pass in SSLC or equivalent examination recognised by the Government of Kerala</p> <p>2. Certificate showing successful completion of operators or managers course in Hand Made Paper Industry (Supervisory Course) approved by the Khadi and Village Industries Commission Kerala Khadi and Village Industries Board.</p> <p><b>For (b)</b></p> <p>1. Degree in Science with Chemistry as main or subsidiary subject of a recognised University.</p> <p>2. Certificate showing successful completion of Operators or Managers course in Hand Made Paper Industry (Supervisory Course) approved by the Khadi and Village Industries Commission/Kerala Khadi and Village Industries Board</p>

<p>58. Manager (Hand Made Paper)</p>	<p>(a) Promotion from the category of Supervisors (Hand Made Paper) Technical supervisor, Hand Made Paper</p> <p>(b) In the absence of qualified hands for promotion direct recruitment by Kerala Public Service Commission</p>	<p><b><u>For (a)</u></b></p> <ol style="list-style-type: none"> <li>1. A pass in SSLC or equivalent examination recognised by the Government of Kerala</li> <li>2. Certificate showing successful completion of Operative Course in Hand Made Paper Industry or successful completion of Managers course in Hand Made Paper approved by the Khadi and Village Industries Commission</li> <li>3. Pass in General Test on Khadi and village Industries conducted by the Kerala Khadi &amp; Village Industries Board</li> <li>4. Pass in General Test on Co-operation conducted by the Kerala Khadi and Village Industries Board</li> </ol> <p><b>For (b)</b></p> <ol style="list-style-type: none"> <li>1. A pass in SSLC or equivalent examination recognised by the Government of Kerala</li> <li>2. Certificate showing successful completion of the Operative Course in Hand Made Paper Industry or successful completion of Managers course in Hand Made Paper Industry approved by the Khadi and Village Industries Commission</li> <li>3. All candidates appointed by direct recruitment shall pass the General Test</li> </ol>
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		<p>on Khadi and Village Industries conducted by the Kerala Khadi &amp; Village Industries Board and</p> <p>4. Pass in General Test on co-operation conducted by the Kerala Khadi and Village Industries Board during the period of probation.</p> <p>Note :- Deputation from the Khadi and Village Industries Commission till a candidate is advised by the Kerala Public Service Commission</p>
<p>59. Supervisor (HMP)/Technical Supervisor (HMP)</p>	<p>(a) Appointment by selection among Staff Members holding posts equivalent to the scale of pay of U.D Clerk and above and having not less than 8 years service in the Board</p> <p>(b) In the absence of (a) direct recruitment by the Kerala Public Service Commission</p>	<p><b><u>For (a)</u></b></p> <p>1. A pass in SSLC or equivalent examination recognised by the Government of Kerala</p> <p>2. Certificate showing successful completion of Operators or Managers course in Hand Made Paper Industry (supervisory Course) approved by the Khadi and Village Industries Commission/Khadi and Village Industries Board</p> <p><b>For (b)</b></p> <p>1. Degree in Science with Chemistry as main or subsidiary subject of a recognised University</p> <p>2. Certificate showing successful completion of Operators or Managers Course in Hand Made Paper Industry (supervisory Course) approved by the Khadi and Village Industries</p>

		Commission/Kerala Khadi and Village Industries Board.
60. Organiser (Village Leather)	<p>(a) Appointment by promotion from the category of Supervisor category of Supervisor (Village Leather)</p> <p>(b) In the absence of (a) direct recruitment by the Kerala Public Service Commission</p>	<p><b><u>For (a)</u></b></p> <p>1. Degree of a recognised University. 2. Certificate showing successful completion of Leather Wear Training (1 year) or Footwear and Leather Goods Manufacturing Course (1 Year) recognised by the Khadi and Village Industries Commission.</p> <p>Note :-Existing staff are exempted from (1) above</p> <p>For (b)</p> <p>1. Degree of a recognised University 2. Certificate showing successful completion of Leather Wear Training (1 year) or Foot Wear and Leather Goods Manufacturing Course (1 year) recognised by the Khadi and Village Industries Commission</p>
61. Technical Supervisor (Leather)	Direct recruitment by Kerala Public Service commission	<p><b><u>1. Degree of a recognised University</u></b></p> <p>2. Certificate showing successful completion of Leather Wear Training (1 year) or Foot Wear and Leather Goods Manufacturing Course (1 year) recognised by the Khadi and Village Industries Commission.</p> <p><i>Desirable</i> :- A minimum 3 years experience in a Government or quasi Government Institution in the respective field.</p>



<p>62. Technical Supervisor (Cottage Match)</p>	<p>Direct recruitment by Kerala Public Service Commission</p>	<p><b><u>1. A pass in SSLC or equivalent examination</u></b></p> <p>2. Diploma in Chemical Engineering recognised by the Government of Kerala</p> <p>3. Certificate showing successful completion of supervisory training in Cottage Match Industry recognised by Khadi and Village Industries Commission.</p> <p>Desirable :- A minimum 3 years experience in the respective field in a Government or Quasi Government Institution</p>
<p>63. Technical Assistant (Gobar gas Industry)</p>	<p>(a) Promotion from the category of Supervisor, Gobar gas industry</p> <p>(b) In the absence of qualified hands for promotion direct recruitment by the Kerala Public Service Commission</p>	<p><b><u>For (a)</u></b></p> <p>1. A pass in SSLC or equivalent examination recognised by the Government of Kerala</p> <p>2. Certificate showing successful completion of training in the Construction &amp; Commissioning of Gobar gas Plants under the Khadi and Village Industries Commission or the Kerala Khadi &amp; Village Industries Board under institution recognised by the Khadi &amp; Village Industries Board/ under any institution recognised by the Khadi and Village Industries Commission /Kerala Khadi and Village Industries Board for the purpose</p> <p>3. A minimum of three years service in the construction of gobar gas plants</p> <p>4. Pass in General Test on Khadi and Village Industries conducted by the</p>

	<p>Kerala Khadi &amp; Village Industries Board.</p> <p>5. Pass in General Test on Co-operation conducted by the Kerala Khadi and Village Industries Board.</p> <p><b>For (b)</b></p> <p>1. Diploma in Mechanical Engineering or Civil Engineering of a recognised institution</p> <p>2. Certificate showing successful completion of training in the Construction &amp; commissioning of Gobar gas Plants under Khadi and Village Industries Commission or the Kerala Khadi &amp; Village Industries Board or any institution recognised by the Khadi &amp; Village Industries Commission or Kerala Khadi &amp; Village Industries Board for the purpose.</p> <p>Note :- In the absence of candidate possessing both the qualifications (1) and (2) above, candidates possessing qualifications under item (1) above alone, will be appointed and sent for training and such will have to execute a bond to serve the Board for a minimum period of 5 years after training.</p> <p>3. All candidates appointed by direct recruitment shall Pass in General Test on Khadi and Village Industries and</p>
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		<p>General Test on Co-operation conducted by the Kerala Khadi and Village Industries Board during the period of probation.</p>
<p>64. Supervisor (Gobar Gas)</p>	<p>(a) Transfer from the categories of Gur Khandasari Demonstrator and Palmgur Instructor</p> <p>(b) Promotion from the Categories of Bee-keeping Field man</p> <p>(c) In the absence of qualified hands for promotion or transfer by direct recruitment by the Kerala Public Service Commission</p>	<p><b><u>For (a) and (b)</u></b></p> <ol style="list-style-type: none"> <li>1. A pass in SSLC or equivalent examination recognised by the Government of Kerala.</li> <li>2. Certificate showing successful completion of training in the Construction &amp; Commissioning of Global gas Plants under the Khadi and Village Industries Commission or the Kerala Khadi &amp; Village Industries Board or under any institution recognised by the Khadi &amp; Village Industries Commission or Kerala Khadi and Village Industries Board for the purpose.</li> <li>3. Pass in General Test on Khadi and Village Industries conducted by the Kerala Khadi &amp; Village Industries Board.</li> <li>4. Pass in General Test on Co-operation conducted by the Kerala Khadi and Village Industries Board.</li> </ol> <p>For (c)</p> <ol style="list-style-type: none"> <li>1. A pass in SSLC or equivalent</li> </ol>

		<p>examination recognised by the Government of Kerala.</p> <p>2. Certificate showing successful completion of training in the Construction &amp; Commissioning of Gobar gas Plants under the Khadi &amp; Village Industries Commission and Khadi and Village Industries Board or any institution recognised by the Khadi &amp; Village Industries Commission or Kerala Khadi and Village Industries Board for the purpose.</p> <p>Candidates appointed by direct recruitment shall pass the following tests during the period of probation.</p> <p>1. General Test on Khadi and Village Industries conducted by the Kerala Khadi &amp; Village Industries Board.</p> <p>2. General Test on Co-operation conducted by the Kerala Khadi and Village Industries Board.</p>
65. Technical Supervisor (Carpentry & Blacksmithy)	<p>(a) Promotion from the category of Carpenter.</p> <p>(b) In the absence of (a) direct recruitment by the Kerala Public Service Commission.</p>	<p>For (a)</p> <p>1. A Pass in SSLC or equivalent examination recognised by the Government of Kerala.</p> <p>2. NTC Certificate in Carpentry or Blacksmithy Trade or equivalent</p>

		<p>qualification recognised by the Government of Kerala.</p> <p>For (b)</p> <ol style="list-style-type: none"> <li>1. A pass in SSLC or equivalent examination recognised by the Government of Kerala.</li> <li>2. Diploma in Mechanical Engineering recognised by the Government of Kerala.</li> </ol>
66. Zonal Inspector (Village Pottery), Pottery Inspector	<p>(a) Promotion from the category of Instructor Pottery Demonstration Squad.</p> <p>(b) In the absence(a) direct recruitment by Kerala Public Service Commission.</p>	<p>For (a)</p> <ol style="list-style-type: none"> <li>1. Pass in SSLC or equivalent examination recognised by the Government of Kerala.</li> <li>2. Certificate showing successful completion of Supervisory Training in Village Pottery Industry recognised by Khadi and Village Industries Commission</li> </ol> <p>For (b)</p> <ol style="list-style-type: none"> <li>1. Degree of a recognised University.</li> <li>2. Certificate showing successful completion of Supervisory Training in Village Pottery Industry recognised by Khadi and Village Industries Commission.</li> </ol> <p>Desirable:- Minimum 5 years experience as Supervisory in an Institution engaged in Village Pottery Industry recognised by the Khadi and Village Industries Commission Khadi Village Industries Board.</p>
67. Instructor (Pottery) Demonstration Squad.	(a) Promotion from the category of Potter.	<p>For (a) and (b)</p> <ol style="list-style-type: none"> <li>1. A pass in SSLC or equivalent</li> </ol>

	(b) In the absence of (a) direct recruitment Kerala Public Service Commission.	examination. 2. Certificate showing successful completion of Supervisor Training in Pottery Industry approved by Khadi and Village Industries Commission.
68. Potter	Direct recruitment by the Kerala Public Service Commission.	1. A pass in IXth Standard recognised by the Government of Kerala. 2. Artisans Training in Village Pottery Industry recognised by the Khadi and Village Industries Commission/Khadi and Village Industries Board.
69. Palmgur Instructor	(a) Appointment by selection among staff members holding posts with the scale of pay equivalent to UD Clerk and above and having not less than 8 years service in the Board. (b) In the absence of (a) direct recruitment by the Kerala Public Service Commission.	For (a) 1. A pass in SSLC or equivalent examination recognised by the Government of Kerala. 2. Certificate showing successful completion of Advance Palm Products Technology Course recognised by the Khadi and Village Industries Commission. For (b) 1. Degree of a recognised University. 2. Certificate showing successful completion of Advanced Palm Products Technology Course recognised by the Khadi and Village Industries Commission.
70. Gur & Khandasari Demonstrators	(a) Appointment by transfer from the category of Palmgur Instructors/Promotion from the category of Bee-keeping Field Man. (b) In the absence of qualified hands	For (a) and (b) 1. A pass in SSLC or equivalent examination recognised by the Government of Kerala. 2. Successful completion of advance

	<p>for appointment by transfer or promotion direct recruitment by the Kerala Public Service Commission.</p>	<p>training in Gur Khandasari Industry conducted by any institution recognised by the Khadi and Village Industries Commission.</p> <p>3. Pass in General Test on Khadi and Village Industries conducted by the Kerala Khadi &amp; Village Industries Board.</p> <p>4. Pass in General Test on Co-operation conducted by the Kerala Khadi and Village Industries Board.</p> <p>Note:- Direct recruits need acquire the qualification (3) and (4) during the period of probation.</p>
<p>71. Bee-Keeping Field Man</p>	<p>(a) By appointment by transfer from the categories of Boy Attender/Boy Assistant/Peon/Watchman.</p> <p>(b) By direct recruitment by Kerala Public Service Commission.</p> <p>Note:- A ratio of 2:3 is fixed between (a) and (b)</p>	<p>For (a)</p> <p>1. A pass in the SSLC or equivalent examination recognised by the Government of Kerala.</p> <p>2. Certificate showing successful completion of Apiarist Course conducted by the General Bee Research and Training Institute, Pune or equivalent course recognised by the Khadi and Village Industries Commission.</p> <p>3. Not less than 3 years service in the Board.</p> <p>For (b)</p> <p>1. A pass in the SSLC or equivalent examination recognised by the Government of Kerala.</p>

		2. Certificate showing successful completion of Apiarist Course conducted by the Central Bee Research and Training Institute, Pune or equivalent course recognised by the Khadi and Village Industries Commission.
72. Technical Assistant (Lime)	(a) Appointment by selection among Board`s staff holding posts in the scale of pay equivalent to U.D Clerk and above and having not less than 8 years service in the Board. (b) In the absence of (a) direct recruitment by Kerala Public Service Commission.	For (a) and (b) 1. Degree in Chemistry of a recognised University. 2. Certificate showing successful completion of training in Lime Industry recognised by the Khadi and Village Industries Commission.
73. Technical Assistant (Fibre)	(a) Appointment by selection among Board`s staff holding post with the scale of pay of U.D Clerk and above and having not less than 8 years service in the Board (b) In the absence of (a) direct recruitment by the Kerala Public Service Commission	For (a) 1. Pass in SSLC or equivalent examination recognized by the Government of Kerala 2. Certificate showing the successful completion of Supervisory Training in Fibre Industry, recognized by the Khadi and Village Industries Commission. For (b) 1. Degree in science of a recognized University 2. Certificate showing successful completion of Supervisory Training in Fibre Industry recognized by the Khadi and Village Industries Commission.



74. Amber Instructor	Direct recruitment by the Kerala Public Service Commission	<p>1. A pass in SSLC or equivalent examination recognized by the Kerala Government.</p> <p>2. Certificate showing successful completion of Khadi Karya Kartha or equivalent course recognized by KVIC/KK &amp; VIB.</p>
75. Driver	<p>(a) by Transfer appointment from the categories of Boy Assistants, Boy Attenders, Attenders and Peon/Watchman, subject to passing of the suitability test conducted by the Board and subject to length of service.</p> <p>(b) In the absence of qualified hands for appointment by transfer, direct recruitment by the Kerala Public Service commission</p>	<p>For (a) and (b)</p> <p>1. Pass in Std. VII (New) or equivalent</p> <p>2. Current Motor Driving Licence Endorsed in drive Heavy duty Vehicles with endorsement for Heavy Passenger Vehicles and Heavy Goods Vehicles and should have completed three years after obtaining the Heavy Duty Vehicle Licence, Heavy Duty Driving Licence issued after 16.1.1979 must have endorsement both for Heavy Goods and Heavy passenger Vehicles and the applications of candidates possessing Licence with only one endorsement will be summarily rejected.</p> <p>3. Normal visual standards as per MV Act and rules, and medical fitness as per prescribed standards</p> <p>4. Medical Fitness</p> <p>(a) Ear:- Hearing should be perfect</p> <p>(b) Eye:- Distant vision - Right eye: 6/6 snellen, Left eye : 6/6 snellen</p> <p>Near vision</p>

		<p>Right eye: 0.5 snellen, Left eye: 0.5 snellen</p> <p>Colour vision – Normal</p> <p>Night blindness – Nil</p> <p>(c) Muscles &amp; Joints :- No paralysis and all joints with free movements</p> <p>(d) Nervous system – Perfectly normal and free from any infectious diseases.</p> <p>The Medical Certificate (in original) issued, in the prescribed form by a Medical Officer not below the rank of an Assistant Surgeon showing that the above details must be produced as and when called for by Commission.</p> <p><i>Note :-</i> 1. Physically handicapped persons are not eligible to apply for the post</p> <p>2. Candidates should possess current Driving Licence on Last date for receipt of applications in this office and also on the date of written test, practical test and interview.</p> <p>3. the Proficiency to drive Heavy Duty Vehicles will be assessed by conducting a practical test.</p> <p>4. For category (a) the candidates should have completed 3 years service in the respective posts.</p>
76. Boy Attender	<p>(a) Promotion from the category of Peon /Watchman</p> <p>(b) In absence of (a) Direct recruitment</p>	<p>For (a) and (b)</p> <p>1. A pass in 7<sup>th</sup> standard recognized by the Government of Kerala</p>

	by the Kerala Public Service Commission	
77. Boy assistant (Payyannur Khadi Centre)	1. Appointment by transfer from the category of Peon/Watchman in the absence of candidates for appointment by transfer 2. By direct recruitment by the Kerala Public Service Commission	Literacy in Malayalam, Tamil or Kannada
78. Peon (Watchman)	(a) By transfer from the categories of Part time Sweeper/Cleaner. (b) Direct recruitment by the Kerala Public Service Commission <i>Note :- A ratio of 1:9 shall be fixed between (a) and (b)</i>	For (a) 1. Must be able to read and write Malayalam or Tamil or Kannada 2. A minimum service of 10 years under the Board For (b) 1. Must be able to read and write Malayalam or Tamil or Kannada
79. Instructor, Spinning/Weaving (Training Centre)	(a) Promotion from the categories of Khadi Development Officer/Technical Assistant (Khadi) (b) In the absence of (a) direct recruitment by Kerala Public Service Commission	For (a) 1. A pass in SSLC or equivalent examination recognized by the Government of Kerala 2. Certificate showing successful completion of training in Khadi Spinning and Weaving in any of the training centers recognized by the Khadi and Village Industries Commission/Kerala Khadi and Village Industries Board for conducting such training. For (b) 1. A pass in SSLC or equivalent examination recognized by the

		<p>Government of Kerala</p> <p>2. Diploma in Textile Technology recognized by Government of Kerala</p> <p>3. Certificate showing successful completion of training in Khadi Spinning and Weaving in any of the training centers recognized by the Khadi and Village Industries Commission/Kerala Khadi and Village Industries Board for conducting such training</p>
<p>80. Development Officer (Oil)</p>	<p>(a) Appointment by transfer from the category of Village Oil Inspector.</p> <p>(b) In the absence of (a) direct recruitment by the Kerala Public Service Commission</p>	<p>For (a)</p> <p>1. A pass in SSLC or equivalent examination recognized by the Government of Kerala</p> <p>2. Certificate showing successful completion of Supervisory Training in Village Oil Industry recognized by the Khadi and Village Industries Commission</p> <p>For (b)</p> <p>1. pass in SSLC or equivalent examination recognized by the Government of Kerala</p> <p>2. Diploma in Mechanical Engineering recognized by the Government of Kerala</p> <p>3. Certificate showing successful completion of Supervisory Training in Village Oil Industry recognized by the Khadi and Village Industries Commission</p>

81. Carpenter	Direct recruitment by the Kerala Public Service Commission	1. Pass in SSLC or equivalent examination 2. NTC in Carpentry or equivalent qualification recognized by the Government of Kerala
82 Telephone Operator	Selection from the category of Peon/Boy Assistant	1. Pass in SSLC or equivalent examination 2. 1 year training or experience in the operation of Telephone Switch Board (PBX or PABX) in any Government department or in a company registered under Indian Companies Act
83. Part-time Sweeper/Cleaner	Selection from among the candidate recommended by the Employment Exchange	Literacy in Malayalam, Kannada or Tamil

**M NANDAKUMAR**  
**SECRETARY**  
**KERALA KHADI & VILLAGE INDUSTRIES BOARD**

