

**REVISED DRAFT SPECIAL RULES**

**GOVERNMENT OF KERALA**

Higher Education (A) Department

**NOTIFICATON**

GO(P) No. /2019/H.Edn Thiruvananthapuram Dated 2019

SRO No. /2019 in exercise of the powers conferred by Sub-Section 1 of section 2 of the Kerala Public Service Act, 1968 ( 19 of 1968), and in supersession of GO (P) 443/1966/PD dated 15/11/1966 and published in Gazette no.47 dated 29/11/1966 and GO (P) 22/90/H.Edn dated 16/12/94 and published as SRO no.272/94 in Gazette no.8 dated 22/2/94, the Government of Kerala hereby make the following Special Rules Namely:-

**RULES**

**1. Short title and Commencement :-**

- (i) These Rules may be called the Special Rules for the Kerala State's National Cadets Corps Subordinate Service Special Rules - 2019
- (ii) They shall come in to force at once.

**2. Constitution:-** The service shall consist of the following Categories of post namely :-

<b>Category</b>	
	1- Aero Modelling Instructor cum Store Keeper
	2- Aero Modelling Helper
	3- Ship Modelling Mehanic
	4- Ship Modelling Store Keeper
	5- Boat Keeper

3. **Appointments :-**

(a) Appointments to all the categories are reserved for Ex-Servicemen.

(b) Appointment to the categories specified in column (1) of the Table below shall be made by the method of appointment specified against it in column (2) thereof namely:-

**TABLE - I**

No	Category	Method of appointment
1.	Aero Modelling Instructor-cum- Store Keeper	(i) By transfer from any other categories of the department In the absence of (i) above (ii) By promotion from lower categories of the department In the absence of (1) and (2) above (iii) By direct recruitment
2.	Aero Modelling Helper	(i) By transfer from any other categories of the department In the absence of (i) above (ii) By promotion from lower categories of the department In the absence of (1) and (2) above (iii) By direct recruitment
3.	Ship Modelling Mechanic	(i) By transfer from any other categories of the department In the absence of (i) above (ii) By promotion from lower categories of the department In the absence of (1) and (2) above (iii) By direct recruitment
4.	Ship Modelling Store Keeper	(i) By transfer from any other categories of the department In the absence of (i) above (ii) By promotion from lower categories of the department In the absence of (1) and (2) above (iii) By direct recruitment
5.	Boat Keeper	(i) By transfer from LGS In the absence of (i) above (i) By direct recruitment

**Appointing Authority :-** The appointing authority of all categories shall be ADDITIONAL DIRECTOR GENERAL OF NATIONAL CADET CORPS.

5. **Qualification regarding age :-** Subject to the relaxation of Upper age limit envisaged in Rule 10 of the General Rule of the Kerala State and Subordinate Service Rules 1958, no person shall be eligible for appointment by direct recruitment to any of the categories if he has not completed eighteen years of age and has completed thirty six years of age as on the first day of January of the year in which application for recruitment are invited.

6. **Qualification :-** No person shall be eligible for appointment to any of the categories specified in Col. No (2) of the Table – II below unless he possesses the qualification specified in the corresponding entry in column (3) thereof

TABLE - II

S/No	Post	Qualification
1	<b>Aero Modelling Instructor- cum Store Keeper</b>	(i) Degree in any discipline (ii) 'C' Certificate of NCC Air Wing (preferable) (iii) Should be proficient to handle and accounting of Aero Modelling Stores. (iv) Must have a good written and spoken knowledge in English. (v) Practical experience in building static and flying models of Air Craft.  (vi) Ex- personnel who have done Aero -Modeling course from a Govt. recognized Institute.
2.	<b>Aero Modelling Helper</b>	(i) SSLC (ii) 'A' Certificate holders of Air Wing NCC (preferable) (iii) Proficiency in Aero modeling which will be assessed by a Board of Officers presiding by an Air Force Officer a practical test to be conducted before finalization of the selection.
3.	<b>Ship Modelling Mechanic</b>	(i) Degree in any discipline. 'C' certificate of Naval Wing NCC (preferable) (ii) Ex personnel (preferably Navy) having knowledge and experience in ship modeling. (iii) Proficiency of ship modeling shall be tested by a Board of Officers.

4.	<b>Ship Modelling Store Keeper</b>	(i) SSLC or equivalent (ii) 'A' Certificate holders of Naval Wing NCC (preferable) (iii) Practical experience in store keeping and maintenance of store account.
5	<b>Boat Keeper</b>	(i) SSLC or equivalent (ii) 'A' Certificate holders of Naval Wing NCC (preferable) (iii) Knowledge of Boat, Boat structure and Boat maintenance.

7. **Reservation of Appointment :-** Subject to the Rules relating to reservation of appointment (Rule 14 to 17 of the Kerala State and Subordinate Rules 1958) appointment by direct recruitment shall be made from among Ex-servicemen.

8. **Saving clause :-** The revised qualifications are not be applicable to those already in service prior to the commencement of this special rules.

9. **Probation :-** (a) Every person appointed to any of the categories shall be on probation from the date of joining as per Rules.

(b) If appointed by the direct recruitment or by transfer recruitment through KPSC against the category in which direct recruitment is prescribed as one of the methods of appointment shall be two years duty within a continuous period of three years and in other cases of appointment by transfer, the probation period will be a total period of one year within a continuous period of two years.

10. **Special Recruitment:-**In case ex-Servicemen are not available to maintain the reservation quota of Schedule Caste/Schedules Tribes, even after consultation with the Department of Sainik Welfare, Special Recruitment shall be resorted to.

11. General rules for appointment by promotion and by transfer – in case of posts which have more than one feeder categories for appointment , the criteria for appointment shall be - When appointment to a post is made by transfer from different feeder categories having same scale of pay , appointment to the post shall be made from a combined seniority list from among different feeder categories of posts based on the date of effective advice or the date of promotion tom the respective cadre

By Order of the Governor

Principal Secretary to Government

**EXPLANATORY NOTE**

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

Govt.vide GO (MS) 84/62/Edn dt 27.01.1962 have reserved the civilian post in the department of NCC for Ex-Servicemen solely to facilitate their comfortable resettlement after their release. Their recruitment is governed by the rules of the State Govt.in force. There are at present 5 categories of employees coming under General Subordinate Services.

**REVISED DRAFT SPECIAL RULES**

**GOVERNMENT OF KERALA**

Higher Education (A) Department

**NOTIFICATION**

Go (P) No /2019/H.Edn Thiruvananthapuram Dated 2019

SRO No. /2013. In exercise of the powers conferred by Sub-Section 1 of section 2 of the Kerala Public Services Act, 1968 (19 of 1968) and in supersession of all existing rules and orders the Government of Kerala hereby make the following Special Rules Namely :-

**RULES**

1. **Short title and Commencement** :-

- (i) These Rules may be called the Special Rules for the Kerala National Cadets Corps Last Grade Service.
- (ii) They shall come in to force at once.

2. **Constitution** :-

The service shall consist of the following Categories of posts namely:-

**Category 1 - Office Attendant**

**Category 2 - Lascar**

**Category 3 - Chowkidar**

**Category 4 - Masalchi**

**Category 5 - Cook**

**Category 6 - Farrier**

**Category 7 - Saddler**

**Category 8 - Full Time Sweeper**

### 3. **Appointments:-**

- (a) Appointments to all the categories are reserved for Ex-Servicemen.  
 (b) Appointment to the various categories shall be made as follows :-

**TABLE - I**

S/No	Category	Method of Appointment
1	Office Attendant	(i) By transfer from other LGS of the Department (ii) In the absence of item (i) above by direct recruitment
2	Lascar	By Direct Recruitment
3	Chowkidar	By Direct Recruitment
4	Masalchi	By Direct Recruitment
5	Cook	By direct recruitment (Ex- service man who has served as cook/ chef community/chef special)
6	Farrier	(i) By transfer from LGS of the Department (ii) In the absence of item (i) above by direct recruitment from ex- servicemen
7	Saddler	(i) By transfer from LGS of the Department (ii) In the absence of item (i) above by direct recruitment from ex- servicemen
8	Full time Sweeper	By promotion from Part Time Sweeper of the department

4. **Applicability of Gen Rules.** Part II of KS&SSR other than rules 3,4,7,9,10 ©, 14,15,16 (17,18 h & 27) shall not apply to the LGS Category of NCC Department.

5. **Appointing Authority :-** The appointing authority of all categories shall be the Additional Director General of NATIONAL CADET CORPS.

6. **Age Limit :** Subject to the relaxation of Upper age limit envisaged in Rule 10 of General Rules of the Kerala State and Subordinate Rules 1958, no person shall be eligible for appointment by direct recruitment to any of the categories if he has not completed eighteen years of age and has completed thirty six years of age as on the first day of January of the year in which application for recruitment are invited.

**Qualification** - No person shall be eligible for appointment to any of the categories specified in Col.No (1) of the table below unless he possesses the qualification specified in the corresponding entry in column (3) thereof.

TABLE - II

S/No	Post	Qualification
1	Office Attendant	Must have studied up to Std VII or its equivalent and should not possess Bachelor degree (except Graduation from Defence Forces).
2	Lascar	Must have studied up to Std VII or its equivalent and should not possess Bachelor degree (except Graduation from Defence Forces).
3	Chowkidar	Must have studied up to Std VII or its equivalent and should not possess Bachelor degree (except Graduation from Defence Forces).
4	Masalchi	Must have studied up to Std VII or its equivalent and should not possess Bachelor degree (except Graduation from Defence Forces). Ex-servicemen served as Masalchi in Army/Navy/Air Force as per discharge certificate for a minimum period of 7 years.
5	Cook	(i) Must have studied up to Std VII or its equivalent and should not possess Bachelor degree (except Graduation from Defense Forces). (ii) Ex-servicemen served as chef for 7 years in Army/Navay/Air Force as per discharge certificate or Ex-servicemen with one year experience in cooking and catering (both vegetarian and non-vegetarian diets) in Government hotels like ARANYA NIVAS of any first class hotel. (iii) Must be healthy and free from contagious disease (to be certified by medical officer not below the rank of an Assistant Surgeon).
6	Farrier	(i) Must have studied up to Std VII or its equivalent and should not possess Bachelor degree (except Graduation from Defense Forces). (ii) Practical knowledge in shoeing animals.
7	Saddler	(i) Must have studied up to Std VII or its equivalent and should not possess Bachelor degree (except Graduation from Defense Forces). (ii) Practical knowledge in making repairing and up keeping of saddler or leather shoe repair work.



8	Full Time Sweeper	(i) By promotion from PTS. Physically fit for duty. (ii) Must have studied up to Std VII or its equivalent and should not possess Bachelor degree (except Graduation from Defense Forces).
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8. **Saving clause** :- The revised qualifications are not be applicable to those already in service prior to the commencement of this special rules.
9. **Reservation of Appointment** :- Subject to the Rules relating to reservation of appointment (Rule 14 to 17 of the Kerala State and Subordinate Rules 1958) appointment by direct recruitment shall be made from among Ex-servicemen/Territorial Army Personnel.
10. **Probation** :- Every person appointed to any of the categories shall from the date on which he joins duty will be placed on probation. If appointed by direct recruitment for a total period of one year on duty within a continuous period of three years and in other cases of appointment by transfer, a total period of one year with in a continuous period of two years.
11. **Special Recruitment**:- In case ex-servicemen are not available to maintain the reservation quota of Schedule Caste/Schedules Tribes Special Recruitment shall be resorted to.

By Order of the Governor

Principal Secretary to Government

**EXPLANATORY NOTE**

(This does not form part of the notification, but is intended to indicate its general purport) Therefore, it has become necessary to prescribe the Special Rules incorporating the above provisions.

The notification is intended to achieve the above purpose.

Government vide GO (MS) 84/62/Edn dt 27.01.1962 have reserved the civilian post in the department of NCC for Ex servicemen solely to facilitate their comfortable resettlement after their release. Through their recruitment in generally governed by the rules of the State Government in force there are no separate statutory rules governing the recruitment, Promotion etc of person appointed to Civilian post in the NCC Department.

Therefore, it has become necessary to prescribe the Special Rules incorporating the above provisions.

The notification is intended to achieve the above purpose.

**Common Rules**

***KSRs, KS&SSR, KCS(CCA) Rules should be applicable to category concerned.***

**REVISED DRAFT SPECIAL RULES**

**GOVERNMENT OF KERALA**

**Higher Education (A) Department**

**NOTIFICATION**

GO(P) No. /H.Edn Thiruvananthapuram Dated 2019

SRO No. /2019 In exercise of the powers conferred by Sub-Section 1 of section 2 of the Kerala Public Services Act, 1968 ( 19 of 1968), and in supersession of all the existing rules and orders on the subject the Government of Kerala hereby make the following Special Rules Namely :-

**RULES**

**1. Short title and Commencement :-**

(a) These Rules may be called the Kerala State National Cadets Corps General Special Rules - 2019.

**Subordinate Service**

(a) They shall come in to force at once.

**2. Constitution:-**

The service shall consists of the following Categories of post namely :-

**Category**

- 1 - Junior Superintendent
- 2 - Head Clerk
- 3 - Senior Clerk
- 4 - Clerk
- 5 - Fair Copy Superintendent
- 6 - Selection Grade Typist
- 7 - Senior Grade Typist
- 8 - Upper Division Typist
- 9 - Lower Division Typist
- 10 - Confidential Assistant Selection Grade
- 11 - Confidential Assistant Senior Grade
- 12 - Confidential Assistant Grade I
- 13 - Confidential Assistant Grade II
- 14 - Driver
- 15 - Attender

### 3. Appointments :-

- (a) Appointments to all the categories are reserved for Ex-Servicemen  
 (b) Appointment to the various categories shall be made as follows:-

**TABLE - I**

Sl.No	Category	Method of appointment
1	<b>Junior Superintendent</b>	By Promotion from the category of Head Clerk
2	<b>Head Clerk</b>	By Promotion from the category of Senior Clerk
3	<b>Senior Clerk</b>	(i) By Promotion from Clerk. (ii) Appointment by transfer from the category of Upper Division Typist, Senior Grade Typist, Selection Grade typist and Confidential Assistant Gr-I,
4	<b>Clerk</b>	(i) By Direct Recruitment (ii) By transfer from Attender, OA, Lascar and Chowkidar of NCC - Department as per GO (MS) 76/2012.H.Edn dt 01/03/2012 (iii) By transfer from low paid employees vide GO(P) No 1/2014/P&ARD dated 03.01.2014
5	<b>Fair Copy Superintendent</b>	By Promotion from the category of Selection Grade Typist.
6	<b>Selection Grade Typist</b>	By Promotion from the category of Senior Grade Typist.
7	<b>Senior Grade Typist</b>	By promotion from the category of Upper Division Typist.
8	<b>Upper Division Typist</b>	By Promotion from the category of Lower Division Typist
9	<b>Lower Division Typist</b>	(i) By Direct Recruitment (ii) By Promotion from the category of Attender who possess the prescribed qualification for the post. (iii)By transfer from the category of OA/Lascar/Chowkidar who possess the prescribed qualification as per GO (MS) 76/2012/H.Edn dt 01.03.2012. (iv) By transfer from low paid employees vide GO(P) No 1/2014/P&ARD dated 03.01.2014

10	<b>Confidential Assistant Selection Grade</b>	By promotion from the category of Confidential Assistant Senior Grade
11	<b>Confidential Assistant Senior Grade</b>	By promotion from the category of Confidential Assistant Grade I
12	<b>Confidential Assistant Grade I</b>	By promotion from the category of Confidential Assistant Grade II
13	<b>Confidential Assistant Grade-II</b>	(i) By Promotion from Lower Division Typist (i) If qualified hands are not available for promotion, the vacancy will be filled by direct recruitment.
14	<b>Confidential Assistant</b>	(i) By Promotion from Lower Division Typist (i) If qualified hands are not available for promotion, the vacancy will be filled by direct recruitment.

Note – 1. Appointment by transfer from the category of Upper Division Typist, Senior grade Typist and Confidential Assistants in NCC Department who possess the qualification of Account Test (Lower) and Manual of Office Procedure will be appointed in every sixth vacancy, which arose on the date of application. If eligible candidate are not available at the time of the vacancy, then the vacancies will be filled in by promotion from the category of Lower Division Clerks. An Upper Division Typist, Senior Grade Typist or a Confidential Assistant grade-II will not be eligible for appointment as Upper Division Clerks unless he has put in as much service as the senior most Lower Division Clerk waiting promotion or 05 years service as Typist/Confidential Assistant grade -II in NCC Department whichever is longer. The appointment of Typist/Confidential Assistant as the case may be in the ratio 1:1 between Typist/Confidential Assistants subject to longer service should not be superseded by a confidential Assistant with lesser service.

TABLE- II

S/No	Category	Qualification
1	<b>Junior Superintendent</b>	(i) Pass in the Account Test (L/H) and Manual of Office Procedure.
2	<b>Head Clerk</b>	(ii) Pass in SSLC or equivalent
3	<b>Senior Clerk</b>	
4	<b>Clerk</b>	Pass in SSLC or equivalent
5	<b>Fair Copy Superintendent</b>	(i) Pass in SSLC or equivalent
6	<b>Selection Grade Typist</b>	(ii) Pass in Typewriting English (Lower)KGTE or equivalent
7	<b>Senior Grade Typist</b>	
8	<b>Upper Division Typist</b>	(iii) Pass in Typewriting Malayalam (Lower) KGTE.
9	<b>Lower Division Typist</b>	(iv) Knowledge of Computer word Processing
10	<b>Confidential Assistant Gr-II</b>	(i) Pass in SSLC (ii) Pass in English Typewriting Lower (KGTE) equivalent qualification. (iii) Pass in Malayalam Typewriting Lower (KGTE) (iv) 3 years working experience as Personal Assistant/ Clerk SD worked as PA in Army/Navy/Air force. (v) English short hand.
11	<b>Driver</b>	(i) Must have studied up to SSLC (ii) Must possess valid MDL with endorsement for driving heavy duty vehicles and motor cycle (with badge) and 3 years experience in driving heavy vehicles either Military or civil. (iii) Must be medically fit for driving vehicle
12	<b>Attender</b>	For by Transfer (i) SSLC or Equivalent (ii) Practical Knowledge in record keeping. By Direct Transfer (i) Std VII and pass in Attender Test conducted by the KPSC or 5 years regular Govt service and pass in Attender test conducted by the KPSC. (ii) LGS who are in possession of SSLC or 3 years in Govt department as LGS.

Note – (i) Ex-Servicemen shall be exempted from having Malayalam Typewriting (Lower) for recruitment to the post of Lower Division Typist subject to the condition that persons so appointed shall acquire that qualification before the completion of probation.

(ii) Ex-Servicemen Typist of the National Cadets Crops Department who have completed 50 years of age shall be exempted from passing Malayalam Typewriting (Lower) KGTE

(iii) Those who have served as clerks for 15 years in the Defense Forces shall be deemed as sufficient qualification to apply for the post of Lower Division Typist subject to the condition that persons so appointed shall acquire the required Malayalam Typewriting qualification before the completion of probation.

1. **Saving Clause:** The revised qualifications are not be applicable to those already in service prior to the commencement of this special rules.
2. **Reservation of Appointment:** Subject to the Rules relating to reservation of appointment (Rule 14 of 17 of the Kerala State and Subordinate Rules 1958) appointment by direct recruitment shall be made from among Ex- servicemen.
3. **Probation:** Every person appointed to any of the categories shall be on probation from the date of joining. If appointed by direct recruitment, then the probation period will be for a total period of two years on duty within a continuous period of three years and in cases of appointment by transfer, the probation period will be for a total period of one year within a continuous period of two years.
4. **Test :**
  - (i) Every person appointed as Lower Division Clerk on direct recruitment or otherwise shall pass the Manual of Office Procedure test during the period of probation.
  - (ii) No persons shall be eligible for appointment as Upper Division Clerk unless he has passed Account Test (Lower/ Higher) and Manual of Office Procedure.
5. **Special Recruitment** :-In case ex-Servicemen are not available to maintain the reservation quota of Schedule Caste/Schedules Tribes Special Recruitment shall be resorted to.

By Order of the Governor

Principal Secretary to Government

**EXPLANATORY NOTE**

(This does not form part of the notification, but is intended to indicate its general purport) Therefore, it has become necessary to prescribe the Special Rules incorporating the above provisions.

The notification is intended to achieve the above purpose.

Government vide GO (MS) 84/62/Edn dt 27.01.1962 have reserved the civilian post in the department of NCC for Ex-servicemen solely to facilitate their comfortable resettlement after their release. Though their recruitment is generally governed by the rules of the State government in force, there are no separate statutory rules governing the recruitment, Promotion etc of person appointed to Civilian post in the NCC Dept

Therefore, it has become necessary to prescribe the Special Rules incorporating the above provisions.

The notification is intended to achieve the above purpose.