

GOVERNMENT OF KERALA
Abstract

PUBLIC SERVICES- KERALA PART-TIME CONTINGENT SERVICE –
SPECIAL RULES – ISSUED

PUBLIC (RULES) DEPARTMENT

G.O. (P) No. 152/75/PD

Dated, Trivandrum, 2nd August 1975

NOTIFICATION

S.R.O.No. 742/75 – In exercise of the powers conferred by subsection (1) of section 2 of the Kerala Public Service Act, 1968 (19 of 1968) and in super session of all the existing rules and orders on the subject, the Government of Kerala hereby make the following Special Rules for the Kerala Part – time Contingent Service, namely:-

RULES

1. *Constitution* – The Service shall consist of the following categories of part-time contingent posts, namely:-

- Category 1. Night School Teachers and Librarians
- Category 2. Sweeper, Scavenger, Sweeper – cum – Scavenger, Gardener, Watcher, Watchman, Aya, Mess Boy/ Mess Girl, Cook, Sweeper – Cum – Gardener, Menial Servant, Night Watcher, Cleaner, Waterman, Sculpture Boy, Masalchies, Mess Attendant, Water Carrier, Sick Room Attendant, Tiffin Room Boy, Tower Clock Winder.
- Category 3. Any other part-time contingent post in the part-time service which has not been included in any other Service

2. *Appointing Authority*- The appointing authority for all the categories of posts in the Offices and institutions specified in column (1) of the table below shall be the authority specified in the corresponding entry column (2) there of.

Table

Office or Institution	Appointing authority
(1)	(2)

SECRETARIAT

- | | |
|----------------------------|---|
| (a) Governor's Secretariat | Secretary to the Governor |
| (b) Finance Department | Joint Secretary to Government Finance Department |
| (c) Other Department | Secretary to Government, Public Department or any other officer Authorized in this behalf by the Chief Secretary to Government. |

REVENUE DEPARTMENT

- | | |
|----------------------|--|
| (a) Board of Revenue | Secretary, Board of Revenue of any other Officer authorized in the behalf by the Board |
| (b) Collectors | P.A. (General) to the Collector |

- (c) Other Office of the Revenue Department Revenue Divisional Officer having jurisdiction over the office concerned

OTHER DEPARTMENTS

- (a) Judicial Department The District Judge, the State Transport Appellate Tribunal and District Magistrate
- (b) Offices of the Heads of Departments The Head of the Department concerned or any Other officer having jurisdiction over the office Concerned authorized in this behalf by the Head Of the Department
- (c) Office and Institutions In the Districts The higher officer of the District having jurisdiction over the office or the Institutions concerned
- (d) Institutions over which District Office have no Jurisdiction Head of the Institution Concerned

3. **Appointment** – The method of appointment to the various categories shall be by recruitment through Employment Exchange

Note:- In view of threadfins and special nature of duties and responsibilities attached to the following posts , only male candidates shall be eligible for appointments under this rule to such posts:-

4. **Reservation of appointment-** (a) The rules relating to reservation of appointments (General Rules 14-17 of the Kerala State and Subordinate Services) shall apply to appointments to the Service

(b) for the purpose of this rule posts within the jurisdiction of each appointing authority shall be treated as a separate unit

5. (a) Qualification regarding age – No person shall be eligible for appointment to any of the posts in the Service if he has not completed or will not complete 18 years or id he has completed or will completed or will complete 30 years of age on the first day of July of the year in which applications for appointment are invited with the relaxation of 5 years in the case of Scheduled Castes and Scheduled Tribes and 3 years in the case of Other Backward Classes.

(b) Other qualification – No person shall be eligible for appointment to the categories specified in column (1) of the table below unless he possess the qualifications specified in the corresponding entry in column (2) there of:

Table

Category	Qualifications
(1)	(2)
Category 1	Pass I Form III or Standard VII (new)
Categories 2 & 3	Good physique

6. **Probation** – Every person appointed to any to the categories shall be on probation for a total period of one year on duty within a continuous period of two years

7. **Suspension or termination of probation** – At any time before the expiry of the prescribed period of probation, the appointing authority may -

- (a) suspended the probation of a probationer and discharge him from the service for want of vacancy; and
- (b) at its direction by order terminate the probation of probationer and 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.

8. **Probationer's suitability for full membership-**

(a) If at the end of the prescribed period of probation the appointing authority considers the probationer to be suitable for full membership, it shall, as soon as possible by any order, declare him to have satisfactorily completed his period of probation. On the issue of that order, the probationer shall be deemed to have satisfactorily completed his period of probation on the date of expiry of the prescribed period of probation.

(b) If as the end of the prescribed period of probation the appointing authority does not consider the probationer to be suitable such membership, it shall, 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.

9. **Seniority** –

(a) The seniority of a member in any category of the service shall be determined by the date of the order of his first appointment to such category

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

10. **Discharge and reappointment-**

(a) (i) The order in which probationers and approved probationers in any category shall be discharged want of vacancies shall be

First, probationers in the order of juniority; and second, approved probationers in the order of juniority

(ii) Approved probationers and probationers who have been discharged for want of vacancies shall be reappointed as vacancies arise in the inverse of the order laid down in clause (i)

(b) For the purpose of this rule, posts within the jurisdiction of each appointing authority shall be treated as a separate unit

11. **Appointment of full members—**

(a) Appointment of approved probationers as full members of the service shall be made by the appointment authority.

(b) An approved probationer shall be appointed as a full member of the service in the category for which he was selected at the earliest possible opportunity, in any substantive vacancy which may exist or arise the permanent cadre of such category and of such vacancy existed from with previous to the issue of the order of appointment, he may be from such subsequent date from which he was continuously on duty as a member of the service in such category or in higher category.

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

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

12. Postings and Transfers---

(a) A member of the service in any category may be required to serve in any post borne on the cadre of that category,

(b) All transfers and postings shall be made by the appointing authority:-

Provided that the powers conferred on the appointing authority by this sub-rule may be exercised also by any authority to which the appointing authority is administratively subordinate.

(c) A member of the service may, on grounds of administrative necessity, be transferred from the jurisdiction of one appointing authority to that of another appointing authority. Such transfers shall be made by the authority to which the appointing authorities are administratively subordinate.

(d) Transfer on request- Probationers, approved probationers or full members desiring transfer from the jurisdiction of one appointing authority to that of another appointing authority may be permanently transferred mutually or otherwise, with the mutual consent of the appointing authorities concerned if the persons desiring transfer will forego their right for seniority under rule 9 and each of them takes his rank last in the list of probationers, approved probationers or full members, as the case may be, in the administrative unit to which he is transferred as it stands on the date on which he joins the new unit and that they shall not be eligible for traveling allowance for the journeys to the places to which they are transferred:

Provided that full members shall be re-transferred to the units from which they were transferred in the event of there being no vacancy for them to continue in the administrative unit to which they were transferred.

13. **Pay, allowance, leave salary and other conditions of service** – The pay allowances, leave salary and other conditions of service of the members of the service shall be such as may be prescribed by Government from time to time.

14. **Leave-** A member of the service is eligible for 15 day's casual; leave during a year. Besides casual; leave, a member is also eligible for leave without allowances, in special circumstances, for a period not exceeding one month at a time, which one calendar year.

15. **Superannuation-** A member of the service is eligible to continue in service till his death or till he becomes unfit to do the work, whichever is earlier.

By Order of the Governor,
ZACHARIA MATHEW
Special Secretary

Explanatory Note

(This note is not part of the notification but is intended to indicate its general purport.)

At present there are no statutory rules governing the recruitment and conditions of service of persons appointed to the Kerala Part-time Contingent Service. This notification is intended to achieve the above purpose.

To

All Heads of Department and Office

All Departments of the Secretariat (all Sections)

The Secretary, Kerala Public Service Commission Trivandrum (with C.L)

The Registrar, University of Kerala, Trivandrum (with C.L)

The Registrar, University of Calicut, Calicut (with C.L)

The Registrar University of Cochin, Cochin (with C.L)

The Registrar, High Court, Ernakulam (with C.L)

The Advocate General, Ernakulam (with C.L)

The Registrar, Kerala Agricultural University, Trichur (with C.L)

The General Manager, Kerala State Road Transport Corporation (with C.L)

The Secretary, Kerala State Electricity Board Trivandrum (with C.L)

The Accountant General, Trivandrum

All Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries and Under Secretaries to Government

The Secretary to Governor

The Private Secretaries to the Chief Minister and other Ministers

The Public (Services-B) Department

The Public (Services-G) Department

The Public (SC) Department

The Stenographer to the Chief Secretary

The Stenographer to the Additional Chief Secretary