

Kerala Gazette No. 40 dated 7<sup>th</sup> October 1980

**PART I**

**GOVERNMENT OF KERALA**

**Abstract**

**PUBLIC SERVICE – METHOD OF APPOINTMENT AND QUALIFICATIONS ETC.  
TO THE POST OF CONFIDENTIAL ASSISTANT, GRADE II (MALAYALAM)  
IN THE VARIOUS DEPARTMENTS – PRESCRIBED – ORDERS ISSUED**

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**GNERASL AMINISTATION (RULES) DEPARTMENT**

**G.O. (P) No. 407/80/GAD**

**Dated, Trivandrum, 4<sup>th</sup> September 1980**

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Read:- Letter No. AII (4 23221/79/GW dated 23-10-1979 from the Secretary, Kerala Public Service Commission, Trivandrum.

**ORDER**

Government in consolation with the Public Service Commission, prescribe the following method of appointment, qualifications etc. fro the post of Confidential Assistant, Grade II (Malayalam) in the various Department.

*Method of appointment:*

- (i) Direct recruitment; or
- (ii) Recruitment by transfer from among Confidential Assistants, Grade II (Malayalam) in the Kerala Judicial Ministerial Service; or
- (iii) Appointment from among the category of Typists in the Kerala Ministerial Subordinate Service.

Provided that the number of vacancies filled up by the method in items (ii) and (iii) above shall not exceed 50% of the total number of vacancies.

*Qualifications:*

- (i) The minium general educational qualification of the S.S.L.C. Standard
- (ii) Higher Grade Examination in Shorthand (Malayalam) held by the Former Travancore-Cochin Government or the Kerala Government or the Madras Government
- (iii) Lower Grade Examination in Typewriting (Malayalam) held by the Former Travancore-Cochin Government or the Kerala Government or the Madras Government.
- (iv) Ability to write not less than 80 words a minute in Malayalam Shorthand to the satisfaction of the State Public Service Commission.

- (v) In the case of a Typist, also pass in the practical test conducted by the Public Service Commission

*Qualification regarding age:*

The maximum age limit for the post shall be 35 years with usually relaxation to Backward Classes and Scheduled Castes/Scheduled Tribes.

*Reservation of appointment:*

The rules relating to reservation of appointment (Rules 14 to 17 of General Rules) shall apply to appointments by direct recruitment.

*Appointing Authority:*

The appointing authority shall be the Head of the Department

*Probation:*

Every person appointed to the post shall be on probation for a total period of two years on duty within a continuous period of three years.

By order of the Governor,  
V.N. ELAYATH,  
*Under Secretary*

To

All Heads of Departments and Offices.  
All Departments of the Secretariat. (all sections )  
The Secretary, Kerala Public Service Commission (with C.L)  
The Registrar, University of Kerala, Trivandrum (with C.L)  
The Registrar, University of Cochin, Cochin (with C.L)  
The Registrar, University of Calicut, Calicut.( with C.L)  
The Registrar of Kerala High Court, Ernakulam (with C.L)  
The Advocate General, Ernakulam (with C.L)  
The Accountant General, Trivandrum ( with C.L)  
The General Manager, Kerala State Road Transport Corporation Trivandrum (with C.L)  
The Secretary, Kerala State Electricity Board, (with C.L)  
The Secretary to Governor  
The Private Secretaries to Chief Minister and other Ministers  
The Registrar, Kerala Agricultural University, Trichur.( with C.L)  
The Under Secretary to the Chief Secretary  
All Recognized Service Associations