

PART I

GOVERNMENT OF KERALA

Abstract

**PUBLIC SERVICES- THE KERALA ADVOCATE GENERAL'S OFFICE
SERVICE- SPECIAL RULES- ISSUED**

**PERSONNEL AND ADMINISTRATIVE REFORMS
(RULES) DEPARTMENT**

G.O. (P) No. 27/88/P & ARD

Dated, Trivandrum, 29th June 1988

NOTIFICATION

S.R.O.No. 1042/88—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 suppression of all the existing rules and orders on the subject, the Government of Kerala hereby make the following Special Rules for the Kerala Advocate General's Office Service namely:-

RULES

1. Short title and commencement-(i) These rules may be called the special rules for the Kerala Advocate general's office Service, 1988.
(ii) They shall come into force at once.
2. Constitution.- The service shall consist of the following categories of officers, namely:-
Category 1- Secretary to the Advocate General
Category 2- Deputy Secretary
Category 3- Under Secretary
Category 4- Section Officer
Category 5- Librarian
3. Appointment⊕a) Appointment to the various categories shall be made as follows:-

Category	Method of appointment
(1)	
1. Secretary to the Advocate General	(1) By promotion from Category (2) Deputy Secretary. (2) In the absence of qualified and eligible persons for appointment Under item (1) above, by appointment from the category of Joint Secretary in the Law Department, Secretariat, Trivandrum.
2. Deputy Secretary	(1) By promotion from category (3) Under Secretary. (2) In the absence of qualified and Eligible persons for appointment Under item (1) above, by appointment from the category of Deputy Secretary in the Law Department, Secretariat, Trivandrum.
3. Under Secretary	(1) By promotion from the category (4) Section Officer and category, (5) Librarian. 4. Section Officer By transfer from among the senior grade Typist (including the Office Superintendents) and Senior grade Confidential Assistants (including Steno typists)

Note:- Appointment by transfer from among the senior grade Assistants, senior grade Typists (including Office Superintendent) and senior grade Confidential Assistants (including Steno-typists) shall be made in the ratio of 15:1:1 respectively. While applying the ratio the first fifteen places will go to the Assistants 16th place to the Typists (including Office Superintendents) 17th place to the confidential Assistants (including the Steno-Typist). 18th to 32 places to the Assistants 33rd to the typists (including Office superintendent) and so on. This cycle will repeat. A typist (including Office superintendent) or a confidential Assistant (including Steno- Typist) will not, however, be appointed as Section Officer in performance to an Assistant who has the next chance of promotion as Section Officer and whose total length of service is equal to or greater than that of the Typist (including Office Superintendent) or a Confidential Assistant (including steno- typist) .If no eligible person from the categories of typists (including Office Superintendent) Confidential Assistants (including Steno-typists) is available in his turn for appointment as Section Officer, while applying the above ratio that vacancy will be lost to the category and the vacancy will be filled up with an Assistant. Typists (including Office superintendents) and confidential Assistants including Steno- typists) who pass the suitably test conducted by the Public Service commission for appointment as Section Officer, will be posted for training as Assistant for a period of one year , if they are likely to be appointed as Section Officer within a period of three years . After their posting for training as Assistant they will continue to work as Assistant till they are appointed as Section Officer.

5. Librarian:-
- (1) By appointment from Category (4) Section Officer.
 - (2) In the absence of qualified hand under item (1) above by transfer from among the Senior Grade Assistant, Senior Grade Typists (Including the Office Superintendents) and Senior Grade Confidential Assistants (including Ste and typists Superintendent)

Note:- For all purposes of selection and promotion, category 5, Librarian shall be treated as an addition to the cadre of category 4, Section Officer.

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

4. Appointing authority.- The appointing authority in respect of categories (1), (2) and (3) shall be the government and in respect of categories (4) and (5) shall be the Advocate General.

5. Qualifications:- No person shall be eligible for appointment to any of the categories entioned in column (1) of the table below, by the method specified in column (2), unless he possesses the qualifications specified in the corresponding entry in column (3) therefore.

TABLE

Category	Method of Appointment	Qualifications
(1)	(2)	(3)

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|--------------------|--------------|--|
| 3. Under Secretary | By Promotion | (i) A degree in Law of a recognized University |
| | | (ii) A pass in Account Test (Lower) |
| | | (iii) A pass in the Secretariat Manual test/
Manual of Office Procedure test. |

Provided that any person who has continuous ministerial service for ten years or more in the office of the Advocate General including the Office of the Administrator General and official Trustee shall be exempted from the Law qualification prescribed under item (i) above subject to the condition that the person so appointed shall not be eligible for appointment as Munsiff unless he possesses the qualifications prescribed for appointment as Munsiff.

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| 4. Section Officer | By transfer | (i) B.A., B.Sc., or B.Com. Degree of a recognized University or its equivalent: |
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Provided that those Assistants who have been recruited as per G.O (MS) 1046/PD dated 14-12-1959 shall be exempted from this qualification.

Provided further that non-graduate Assistants who have been recruited otherwise than under G.O.(MS) 1046/PD dated 14-12-1959 and Typists (including Office superintendents) and Confidential Assistant (including Steno Typists) who posses minimum general educational qualification of S.S.L.C or its equivalent, shall be eligible for appointment as Section Officer only after passing the suitably test conducted by the public Service Commission for appointment as Section Officer.

- (i) A pass in Account Test (Lower)
- (ii) A pass in the Secretariat Manual Test/ Manual of Office Procedure Test

5. Librarian By transfer (i) B.A., B.Sc., or B.Com. degree or recognized Or its equivalent.

- (iii) A degree in Law of a recognized University.

6. Probation:- Every person appointed to any of the categories shall, from the date on which he joins duty, be on probation:-

- (i) If appointed by transfer from any pother service for a total period of 2 years on duty within a continuous period of three year; and
- (ii) If appointed by promotion, for a total period of one year on duty within a continuous period of two years.

By order of the Governor,

SHANMUGASUNDARAN,
Secretary to Government.

Explanatory Note

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

The special Rules for the Kerala Advocate General's Office Service have not been issued. Government now proposes to issue Special Rules for the same. This notification is intended to achieve the above object.

To

All Heads of Departments and offices.

All Departments (all sections) of the Secretariat.

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, Mahatma Gandhi University, Kottayam (with C.L)

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

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

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

The Accountant General, Kerala, Trivandrum (with C.L)

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

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

The Secretary to Governor.

All Commissioners and Secretaries, Secretaries, special Secretaries, Additional Secretaries,

Joint Secretaries, Deputy Secretaries, Deputy Secretaries and Under Secretaries to Government.

The Private Secretary to the Chief Minister and other Ministers.

The General Administration (SC) Department.

The Personnel & Administration Reforms (Advice A) Department.

The Under Secretary to Chief Secretary.

All Recognized Service Associations.
