

**DRAFT****THE KERALA LOCAL SELF GOVERNMENT DEPARTMENT STATE SERVICE SPECIAL****RULES, 2020****GOVERNMENT OF KERALA****LOCAL SELF GOVERNMENT(ERA) DEPARTMENT****NOTIFICATION****No. G.O. (P) No. \_\_\_/ 2020/ LSGD.****Dated, Thiruvananthapuram----/----/2020.**

S.R.O. No ----/2020.- In exercise of the powers conferred by sub- section of section 2 of the Kerala Public Services Act, 1968 (19 of 1968) read with section 3 thereof and in supersession of the Special Rules for the Kerala Panchayat Service 2006 issued under G.O.( P) No. 47/2006/LSGD dated 3-02-2006 and published as S.R.O. No. 99/2006 in the Kerala Gazette Extraordinary No. 240 dated 3-02-2006, the Special Rules in respect of the post of Joint Director of Municipal Administration (Health) in the Department of Municipal Administration issued under G.O.(P)No.22/93/P&ARD dated 20-3-1993 and published as S.R.O.No.744/93 in the Kerala Gazette No.17 dated 27-4-1993, the Kerala State Urban Affairs Service Special Rules, 2010 issued under G.O.( P) No. 96/2010/ LSGD dated 18-05-2010 and published as S.R.O. No. 511/2010 in the Kerala Gazette Extraordinary No. 1208 dated 26-05-2010, the Special Rules for the Kerala Town and Country Planning Service, 2001 issued under G.O. (P) No.22/2001/LSGD dated 31-01-2001 and published as S.R.O.No.105 /2001 in the Kerala Gazette Extraordinary No.186 dated 02-02-2001, the Special Rules for the Kerala Local Self Government Engineering Service issued under G.O.(P), No 271/2007/LSGD dated 27-11-2007 and published as S.R.O. No. 995/2007 in the Kerala Gazette Extraordinary No.2149 dated 27-11-2007, the Kerala Municipal Common Service ( Ministerial and Revenue Branch) Qualifications and Method of Appointment Rules, 2001 issued under G.O.(Ms) No. 222/2001/LSGD and published as S.R.O. No. 859 /2001 in the Kerala Gazette dated 15-09-2001, the method of recruitment and the qualifications of the posts included in the Municipal Common Service (Health Branch) issued under G.O.(MS) 246/72/LASWD dated 16-08-1972 and published in Part I of the Kerala Gazette No. 64 dated 29-08-1974, the Special Rules for the Kerala State Rural Development Service, 2011 issued under G.O.(P) No. 44/2011/LSGD dated 16-02-2011 and published as S.R.O. No. 130/2011 in the Kerala Gazette Extraordinary No. 359 dated 16-02-2011, the Special Rules for the Extension Training Centres of the Kerala State Rural Development Department State and Subordinate Services, 2010 issued under G.O.(P) No

18/2010/LSGD dated 22-1-2010 and published as S.R.O. No. 62/2010 in the Kerala Gazette Extraordinary No. 180 dated 23-01-2010 as amended subsequently, and orders on the subject, the Government of Kerala hereby make the following Special Rules for the posts in the Kerala Local Self Government Department State Service, namely :-

## **RULES**

**1. Short title and commencement.** – (1) These rules may be called the Special Rules for the Kerala Local Self Government Department State Service, 2020.

(2) They shall come into force at once.

**2. Definitions.** - In these Rules, unless the context otherwise requires:-

- (a) “by Appointment” means appointment from a post in a category to a post in another category in the same grade;
- (b) “by Promotion” means appointment of a member of any category or grade of a service or a class of service to a higher category or grade of such service or class;
- (c) “by Transfer” means appointment to a post in a category in the Kerala Local Self Government Department State Service from a post in a category in the Kerala Local Self Government Department Subordinate Service;
- (d) “Recruitment by transfer” means recruitment to a post in a category in the Kerala Local Self Government Department State Service from a post in a category in the Kerala Local Self Government Department Subordinate Service by KPSC;
- (e) “Department” means the Kerala Local Self Government Department;
- (f) “Government” means the Government of Kerala;
- (g) “State Service” means the Kerala Local Self Government Department State Service
- (h) “Subordinate Service” means the Kerala Local Self Government Department Subordinate Service
- (i) “Post” means a post included in a category under a Group;
- (j) “Wing” means a functional wing of the Department.

**3. Constitution.** – (1) The service shall consist of the following Groups and categories of Officers, namely:-

**Group I General Wing**

- Category 1. Principal Director
- Category 2. (a) Director, LSGD(Rural )  
(b) Director, LSGD(Urban )
- Category 3. Additional Director
- Category 4. Joint Director /Joint Director(District)/Joint Director(KILA)
- Category 5. Deputy Director
- Category 6. District Panchayat Secretary
- Category 7. Assistant Director
- Category 8. Administrative Assistant
- Category 9. Secretary, LSGI(Senior)
- Category 10.(a) Secretary, LSGI  
(b) State communication Officer
- Category 11. Librarian and Cultural Officer
- Category 12. Confidential Assistant (Selection Grade)
- Category 13. System Administrator

**Group II Public Health and Environment Management Wing, LSGD (PHEM, LSGD)**

- Category 1. State Public Health and Environment Officer
- Category 2. Public Health Officer Grade I (Corporation)
- Category 3. Public Health Officer Grade II (Municipality)
- Category 4. T.B. Specialist

Category 5 Public Health Officer Grade III (Municipality /Corporation)/ Medical Officer (Modern Medicine)/ Superintendent ( Child Welfare Centre)/ Lady Medical Officer

Category 6 Medical Officer (Ayurveda)

Category 7 Medical Officer (Homoeopathy)

Category 8 Veterinary Surgeon

Category 9. Dental Surgeon

Category10. Clean City Manager (Corporation)

### **Group III Local Infrastructure Development and Engineering Wing, LSGD**

**(LIDE , LSGD)**

#### **Sub Group (a) Civil Wing**

Category 1. Chief Engineer

Category 2. Superintending Engineer

Category 3. Executive Engineer

Category 4. Assistant Executive Engineer

Category 5. Assistant Engineer

#### **Sub Group (b) Electrical Wing**

Category 1. Assistant Engineer

#### **Sub Group(c) Mechanical Wing**

Category 1. Assistant Engineer

#### **Sub Group(d) Electricity Wing of Thrissur Corporation**

Category 1. Electrical Engineer

Category 2. Assistant Engineer

Category 3. Senior Superintendent

#### **Group IV Planning Wing, LSGD**

Category 1. Chief Town Planner

Category 2. Additional Chief Town Planner

Category 3. Senior Town Planner

Category 4. Town Planner / Urban Town Planner (Corporation)/ Regional Planner

Category 5. Deputy Town Planner/ Deputy Urban Planner/ Sub-Regional Planner

Category 6. Assistant Town Planner

(2) With effect from the date of commencement of these Rules, the Categories of posts and Officers falling under the categories specified in sub-rule (1) or identical thereto and serving under the Panchayat Department, Urban Affairs Department, Municipal Common Service, Rural Development Department, Town and Country Planning Department and the Local Self Government Engineering Service shall stand integrated and constituted into one service, namely, the Kerala Local Self Government Department State Service.

(3) The inter-se seniority of officers and employees who get promotion or appointment by different methods to the Kerala Local Self Government Service after the commencement of these Rules shall be prepared and published by the Principal Director.

(4) With effect from the date of commencement of these Rules, the following categories before integration shall be redesignated, as shown against each, in the integrated Local Self Government Department Service and shall be known accordingly:-

<b>Category Name before Integration</b>	<b>Category Name after Integration</b>
<b>Group I General Wing</b>	
Director of Panchayats Commissioner for Rural Development	Director, LSGD (Rural)
Director of Urban Affairs	Director, LSGD (Urban)

Additional Director of Panchayats Additional Development Commissioner Additional Director of Urban Affairs	Additional Director
Joint Director of Panchayats Joint Director of Urban Affairs Regional Joint Director, Urban Affairs Department Joint Development Commissioner	Joint Director / Joint Director(District)/ Joint Director(KILA)
<i>Deputy Director of Panchayats</i> Deputy Development Commissioner State Coordinator(Women and Children Development) State Coordinator (Women and Children Programme) Project Director Principal, ETC Deputy Development Commissioner (CDD-WATSAN) Deputy Development Commissioner (Food Processing & Nutrition Centre, Balussery)	Deputy Director/ Deputy Director(HRD)/ Deputy Director(KILA)/ Deputy Director (Empowerment)
Deputy Secretary , Municipal Common Service	Joint Corporation Secretary
<i>Assistant Director of Panchayats</i> Assistant Development Commissioner (General) Assistant Development Commissioner (Performance Audit) Assistant Project Officer (P&M) Municipal Secretary Grade I & II	Assistant Director
Administrative Assistant of all departments, Accounts Officer, Panchayat Department Accounts Officer , Rural Development Department	Administrative Assistant
District Women's Welfare Officer Assistant Project Officer (Women Development)	District Empowerment Officer
Secretary, Block Panchayat (Senior Grade), Rural Development Department, Performance Audit Supervisor/ Grama Panchayat Secretary (Higher Grade), Panchayat Department Municipal Secretary Grade III	Senior Secretary, LSGI
Secretary , Block Panchayat Secretary, Grama Panchayat	Secretary, LSGI
Note: Officers posted to the LSGIs as Secretaries shall be known as Grama Panchayat /Block Panchayat / District Panchayat / Municipal / Corporation Secretary as the case may be.	

Campaign Officer, RIB	State Communication Officer
Accounts Officer, Municipal Common Service	Accounts Officer, LSGI
Revenue Officer Gr I, Municipal Common Service	Revenue Officer Gr I, LSGI
Secretary to Council , Municipal Common Service	Council Secretary , LSGI
Personal Assistant to Secretary (Municipal Common Service)/ Assistant Municipal Secretary	Deputy Municipal Secretary / Deputy Corporation Secretary
Librarian Grade I, Municipal Common Service	Librarian and Cultural Officer
<b>Group II Public Health and Environment Management Wing, (PHEM, LSGD)</b>	
Joint Director ( Health), Urban Affairs Department	State Public Health and Environment Officer
Health Officer Grade I ( Corporation ), Municipal Common Service	Public Health Officer Grade I ( Corporation )
Health Officer Grade II (Municipality), Municipal Common Service	Public Health Officer Grade II ( Municipality)
Health Officer Grade III ( Municipality) Municipal Common Service	Public Health Officer Grade III ( Municipality)
Assistant Health Officer (Corporation) Municipal Common Service	Public Health Officer Grade III (Corporation)
Medical Officer (Allopathy Municipal Common Service)	Medical Officer (Modern Medicine)
<b>Group III Local Infrastructure Development and Engineering Wing, LSGD (LIDE, LSGD)</b>	
<b>Sub Group (b) ( Electrical Wing )</b>	
Assistant Engineer ( Electrical ), Municipal Common Service	Assistant Engineer
<b>Sub Group ( C ) ( Mechanical Wing)</b>	
General Foreman, Rural Development Department	Assistant Engineer
<b>Group IV Planning, LSGD</b>	
Town Planner	Town Planner/ Urban Planner(Corporation)/ Regional Planner
Deputy Town Planner	Deputy Town Planner/ Deputy Urban Planner/ Sub –Regional Planner

4 . With effect from the date of commencement of these Rules,

(i) Any person holding a post falling under a category shall be transferable to any other post within that category except those posts which are specifically mentioned for a particular period thereunder.

(ii) The posts of Joint Director of Panchayat Department, Joint Development Commissioner, Rural Development Department and Joint Director, Urban Affairs Department are equated and redesignated as Joint Director. The post of Joint Director (District)/ Joint Director (KILA) shall be in the same cadre of Joint Director.

(iii) The posts of Deputy Development Commissioner, Project Director, State Coordinator (Women and Children Development), State Coordinator (Women and Children Programme) and the Principal, Extension Training Centre, Deputy Development Commissioner (CDD-WATSAN), Deputy Development Commissioner (Food Processing & Nutrition Centre, Balussery) in the Rural Development Department and Deputy Director of Panchayats, Panchayat Department are equated and redesignated as Deputy Director.

(iv) The post of State Coordinator (Women and Children's Development) is redesignated as Deputy Director (Empowerment), State Coordinator (Women and Children's Programme) is redesignated as Deputy Director (Human Resources Development) and Principal, Extension Training Centre is redesignated as Deputy Director (KILA).

(v) The posts of Assistant Director of Panchayats in the Panchayat Department, Assistant Development Commissioner/Assistant Project Officer (P&M) of Rural Development Department and Municipal Secretary Grade I & II of Urban Affairs Department are equated and redesignated as Assistant Director. The post of Deputy Secretary, Municipal Common Service is redesignated as Joint Corporation Secretary and equated with Assistant Director.

(vi) The posts of Municipal Secretary Gr I of Urban Affairs Department shall cease to exist as and when the last eligible employee in the Urban Affairs Department/ Municipal Service prior to the commencement of these rules is promoted. This shall be the case with Municipal Secretary Gr II & Municipal Secretary Gr III. The post of Municipal Secretary Grade I & II of Urban Affairs Department are equated with Assistant Director and an Assistant Director when posted to a Municipality will be known as Municipal Secretary (Senior). The post of Municipal Secretary Grade III is included in the category of Secretary, LSGI (Senior).

(vii) The post Administrative Assistant of Panchayat Department, Urban Affairs Department, Rural Development Department, Town & Country Planning Department and Local Self Government Department Engineering Wing, the post of Accounts Officer of Panchayat Department and Rural Development Department are equated and redesignated as Administrative Assistant.



(viii) The post of District Women's Welfare Officer and Assistant Project Officer (Women Development) redesignated as District Empowerment Officer, Block Panchayat Secretary (Senior) of Rural Development Department, Performance Audit Supervisor of Panchayat Department, Provident Fund Officer/Pension Officer of Urban Affairs Department, Accounts Officer(Higher Grade)/Secretary to Council(Higher Grade) Personal Assistant to Secretary (Higher Grade)/ Revenue Officer (Higher Grade) of Municipal Common Service and Senior Superintendent (Higher Grade) of all departments are equated with Senior Secretary, LSGI.

(ix) Senior Superintendent of all departments, Secretary to Council, Personal Assistant to Secretary, Assistant Municipal Secretary of Municipal Common Service are equated with Secretary, LSGI. Secretary to Council is redesignated as Council Secretary, LSGI and Personal Assistant to Secretary / Assistant Municipal Secretary of Municipal Common Service are redesignated as Deputy Municipal Secretary/ Deputy Corporation Secretary.

(x) As on the date of commencement of these Rules, an Officer holding a post which is upgraded to a higher category, shall hold the present post or another post in the same category of his parent Department until he is promoted to a post in the higher category of integrated department according to his turn and seniority in the parent Department.

(xi) Relative seniority for the purpose of promotion to a person appointed by direct recruitment and a person appointed by transfer or by promotion in a category shall be determined on the basis of the date of advice of the Public Service Commission/ the date of order of appointment by transfer or by promotion to that category, as the case may be as provided in Rule 27 Part II KS&SSRs.

**5. Inter-transferability:** With effect from the date of commencement of these Rules, the posts included or deemed to have been included under a category shall be Inter-transferable. Any person holding a post falling under a category shall be transferable to any other post within that category except those posts which are specifically mentioned for a particular period thereunder. Specific categories listed in the General Wing under rule 3 shall be equivalent to the various posts in the LSGIs and LSGD and inter-transferable accordingly:-

No.	Category name	Inter-transferable posts
1.	Joint Director	Chief Registrar of Births and Deaths / Joint Director (District) / Joint Director (KILA)

2.	Deputy Director	Corporation Secretary / Additional Corporation Secretary/ Deputy Director (Empowerment )/Deputy Director ( Human Resource Development )/ Deputy Director (KILA)
3.	Assistant Director	Municipal Secretary Senior/ Joint Corporation Secretary
4.	Senior Secretary, LSGI	Grama Panchayat Secretary (Higher Grade)/ Block Panchayat Secretary (Senior Grade) / Municipal Secretary /District Empowerment Officer/Pension Officer/ Provident Fund Officer/ Accounts Officer/ Senior Superintendent (Higher Grade)/ Revenue Officer (Higher Grade)
5.	Secretary, LSGI	Grama Panchayat Secretary/ Block Panchayat Secretary/ Senior Superintendent/ Revenue Officer Grade I /Accounts Officer (Municipality / Corporation) Council Secretary,LSGI /Deputy Municipal Secretary/ Deputy Corporation Secretary

**(6) Method of Appointment & Qualification.** – Appointment to the posts included in the various categories shall be made as follows. No person shall be eligible for appointment to a post included in the categories mentioned in column (2) of the table below by the method specified in column (3) unless he possesses the qualifications specified in the corresponding entry in column (4) thereof.

(1)	(2)	(3)	(4)
Category No	Category Name	Method of Appointment	Qualification
1.	Principal Director	IAS Cadre	IAS
2	(a) Director LSGD(Rural )	IAS Cadre	IAS
	(b) Director LSGD(Urban )	IAS Cadre	IAS

### Group I General Wing

(1)	(2)	(3)	(4)
Category No.	Category Name	Method of Appointment	Qualification
3	Additional Director	By promotion from Category 4	As same as for category 10(a)

4	Joint Director	By promotion from Category 5	As same as for category 10(a)
5	Deputy Director	By promotion from Category 7	As same as for category 10(a)
	Deputy Director (Empowerment)	(i) By appointment from women officers in the Category 5  (ii) In the absence of women officers under item (i) above, by promotion from women officers under Category 7	As same as for category 10(a)
6	District Panchayat Secretary	By selection from Category 5.	As same as for category 10(a)

**Note:-** The post of District Panchayat Secretary shall be filled up by selection of qualified officers belonging to Panchayat Department, Rural Development Department and Urban Affairs Department in the ratio 1 : 1 : 1 till the last eligible person in the above Departments at the time of commencement of these Rules is promoted.

7	Assistant Director	By promotion from Category 9	As same as for category 10(a)
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**Note:** Prior to the date of commencement of these Rules those officers of the Urban Affairs Department who are eligible to get promotion as Municipal Secretary Grade II, the feeder category for promotion to Category 9 shall be Category 10 (a) till the last eligible employee is promoted vide sub rule (vi) under Rule 4 and sub rule 5 under Rule 3.

8	Administrative Assistant	By promotion from officers under Category 9 who have opted for promotion to this Category before the declaration of probation in Category 9.	As same as for category 10(a)
9	Secretary LSGI (Senior)	By promotion from Category 10 (a)	As same as for category 10(a)

10	(a) Secretary LSGI	i) By transfer from Category 1(a), Group I of LSGD Subordinate Service.	SSLC or its equivalent
	(b) State Communication Officer	(ii) By Direct Recruitment  (i) By appointment from qualified officers not below the rank of Secretary, LSGI  (ii) In the absence of qualified officers under item (i) above, by deputation	ii) Graduation from a recognised University for Direct Recruitment  (i) Post Graduate Degree in Communication and Journalism/Mass Communication or its equivalent from a recognised University  or (ii) Post Graduate Degree in any subject with Degree/Diploma in Journalism/ Mass Communication.

**Note 1:** In the integrated department, 40% of the total strength of Secretaries of Grama Panchayat, Block Panchayat and Municipality shall be appointed by means of direct recruitment.

**Note 2 :** Ratio between Category 9 and Category 10 (a) shall be 1: 3

**Note 3:** For promotion and direct recruitment to the post of Category 10 (a) a ratio of 60:40, 42: 58 and 50:50 shall be maintained in the case of Panchayat Department, Rural Development Department and Urban Affairs Department respectively till the last eligible person in the above Departments at the time of commencement of these Rules is promoted subject to sub rule 3(i) under Rule 3.

11	Librarian and Cultural Officer	By promotion from Category 2, Group I of LSGD Subordinate Service.	Graduation in any subject and Graduation in Library and Information Science OR SSLC or its equivalent and Diploma in Library Science OR SSLC or its equivalent and Certificate in Library Science
12	Confidential Assistant (Selection Grade)	By transfer from Category 3, Group I of LSGD Subordinate Service.	i) S.S.L.C or its equivalent and (ii) English Typewriting (Lower) K.G.T.E or M.G.T.E or its equivalent and (iii) Malayalam Typewriting (Lower) K.G.T.E or M.G.T.E or its equivalent and (iv) English Shorthand (Lower) K.G.T.E or M.G.T.E or its equivalent and (v) Malayalam Shorthand (Lower)

			K.G.T.E or M.G.T.E or its equivalent
13	System Administrator	<p>(i) By appointment from qualified officers not below Category 10 (a)</p> <p>(ii) In the absence of qualified persons under item (i) above by deputation.</p>	<p>(i) Master of Computer Applications</p> <p>OR</p> <p>(ii) B-Tech Degree in Computer Science/Information Technology</p>

**Group II (Public Health and Environment Management Wing)**

1	State Public Health and Environment Officer	<p>(i) By selection from Category 2</p> <p>(ii) In the absence of qualified persons under item (i) above, by direct recruitment.</p>	<p>(i) Degree in Modern Medicine (M.B.B.S) from a recognised university or equivalent qualification and</p> <p>(ii) Post Graduate Degree or Diploma in Public Health or equivalent qualification and</p> <p>(iii) Registration in the Travancore- Cochin Medical Council</p>
2	Public Health Officer Grade I ( Corporation)	<p>(i) By promotion from Category 3</p> <p>ii) In the absence of qualified persons under item (i) above, by direct recruitment.</p>	<p>(i) Degree in Modern Medicine (M.B.B.S) from a recognised university or equivalent qualification and</p> <p>(ii) Post Graduate Degree or Diploma in Public Health or equivalent qualification and</p> <p>(iii) Registration in the Travancore- Cochin</p>

			Medical Council
3	Public Health Officer Grade II (Municipality)	(i) By promotion from Category 5 ii) In the absence of qualified persons under item (i) above, by direct recruitment.	(i) Degree in Modern Medicine (M.B.B.S) or equivalent qualification and (ii) Post Graduate Degree or Diploma in Public Health or equivalent qualification and (iii) Registration in the Travancore- Cochin Medical Council.
4	T.B. Specialist	By direct recruitment	i) Degree in Modern Medicine (M.B.B.S) or equivalent qualification and (ii) Diploma in Tuberculosis and Chest Diseases (D.T.C.D) or Diploma in Tuberculosis Diseases (T.D.D) and (iii) Registration in the Travancore- Cochin Medical Council.
5	Public Health Officer Grade III ( Municipality/ Corporation )/ Medical Officer (Modern Medicine)/ Superintendent, Child Welfare Centre / Lady Medical Officer.	By direct recruitment	(i) Degree in Modern Medicine (M.B.B.S) or equivalent qualification and (ii) Registration in the Travancore- Cochin Medical Council.
6	Medical Officer ( Ayurveda)	By direct recruitment	i) Degree in Ayurvedic Medicine (B.A.M.S) or equivalent qualification and (ii) Registration in the Travancore- Cochin Medical Council.
7	Medical Officer ( Homoeopathy)	By direct recruitment	i) Degree in Homoeopathic Medicine (B.H.M.S) or equivalent qualification and (ii) Registration in the Travancore- Cochin Medical Council.
8	Veterinary Surgeon	By direct recruitment	Degree in Veterinary Science
9	Dental Surgeon	By direct recruitment	1) Degree in Dentistry (BDS) or equivalent qualification. 2) Valid Registration with Kerala Dental Council.
10	Clean City Manager (Corporation)	By promotion from Category I of Group II (Public Health and Environment Management Wing) of the Subordinate Service.	i) S.S.L.C or its equivalent and (iia) Diploma in Health Inspector Course (2 years) conducted by the Government. or (iib) Health Inspectors' Certificate from any of the Medical Colleges in Kerala or (iic) Sanitary Inspectors Certificate of Bombay or Madras. or

			(iid) Sanitary Inspectors' Certificate of All India Institute of Local Government, Mumbai or (iie) Certificate in Sanitary Inspectors Course awarded by the National Council for Rural Higher Education or (iif) Sanitary Inspectors training Course conducted by the Rural Institute, Thavanoor or (iig) Any other equivalent qualification.
<b>Group III Local Infrastructure Development and Engineering Wing, LSGD (LIDE, LSGD)</b>			
<b>Sub Group ( a) Civil Wing</b>			
1	Chief Engineer	By promotion from Category 2	(i) Degree in Civil Engineering or any other qualification recognised as equivalent thereto. or (ii) Associate Membership of Institution of Engineers, India in Civil Engineering
2	Superintending Engineer	By promotion from Category 3	i(a) Degree in Civil Engineering or any other qualification recognised as equivalent thereto. or i(b) Associate Membership of Institution of Engineers, India in Civil Engineering and  (ii) Minimum six months Service as Executive Engineer
3	Executive Engineer	By promotion from Category 4	i(a) Degree in Civil Engineering or any other qualification recognized as equivalent thereto. or i(b) Associate Membership of Institution of Engineers, India in Civil Engineering and  (ii) Minimum six months service as Assistant Executive Engineer.
4	Assistant Executive Engineer	By promotion from Category 5	i(a) Degree in Civil Engineering or any other qualification recognised as equivalent thereto or i(b) Associate Membership of Institution of Engineers, India in Civil Engineering. or i(c) Diploma in Civil Engineering or any other qualification recognised as equivalent thereto

5	Assistant Engineer	<p>(i) By direct recruitment</p> <p>(ii) By transfer from Diploma holders</p> <p>(iii) By transfer from Certificate holders</p>	<p>i (a) Degree in Civil Engineering or any other qualification recognized as equivalent thereto.</p> <p>or</p> <p>i(b) Associate Membership of Institution of Engineers, India in Civil Engineering.</p> <p>(i) Diploma in Civil Engineering or any other qualification recognised as equivalent thereto and Minimum two years service as First Grade Overseer/First Grade Draftsman in Sub Group (a) of Group III of the Subordinate Service.</p> <p>(i) S.S.L.C or its equivalent and</p> <p>(ii) Any of the certificate mentioned below : -</p> <p>(a) Kerala Government Certificate Examination (Two years course) in Civil Engineering.</p> <p>(b) Diploma in Craftsmanship in the trade of Draftsman (Civil) obtained after 18 months course (followed by six months practical training) at the Industrial Training Institute / Centres, conducted by Government of India, Ministry of Labour.</p> <p>(c) Diploma (Two year course) in Civil Engineering in Women's Polytechnics and</p> <p>(iii) Minimum five years service of which not less than two years as First Grade Overseer/First Grade Draftsman in Sub Group (a) of Group III of the Subordinate Service.</p>
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**Note 1:** -Appointment by direct recruitment and by transfer shall be made in the ratio 6:4. Out of the posts set apart for direct recruitment, 10 per cent shall be filled up by recruitment by transfer from among the qualified members in LSGD Subordinate Service.

**Note2:** - Appointment by transfer from among the Diploma holders and Certificate holders in the feeder category shall be made in the ratio of 3:1

**Note3:** - The ratio fixed for appointment by direct recruitment and by transfer shall be applied to the cadre strength of the posts of Assistant Engineer and not to the vacancies.



Note 4:- A common seniority list of officers belonging to the Category of Assistant Engineer shall be prepared and maintained by the Chief Engineer.

<b>Sub Group (b) Electrical Wing</b>			
1	Assistant Engineer	<p>(i) By direct recruitment</p> <p>(i) By transfer from Diploma holders</p> <p>iii)By transfer from Certificate holders</p>	<p>i)Degree in Electrical Engineering or Degree in Electrical and Electronics Engineering or any other qualification recognised as equivalent thereto or ii)Associate Membership of Institution of Engineers, India in Electrical Engineering</p> <p>(i) Diploma in Electrical Engineering or Diploma in Electronics and Communication Engineering or any other qualification recognised as equivalent thereto. (ii) Minimum 2 years services as First Grade Overseer in Sub Group (b) of Group II of the Subordinate Service</p> <p>i) S.S.L.C or its equivalent and (ii) Any of the certificate mentioned below : - (a) Kerala Government Certificate Examination (Two years course) in Electrical Engineering. (b) Diploma in Craftmanship in the trade of Draftsman (Electrical) obtained after 18 months course (followed by six months practical training) at the Industrial Training Institute / Centres, conducted by Government of India, Ministry of Labour. (c) Diploma (Two year course) in Electrical Engineering in Women's Polytechnics and (iii) Minimum five years service of which not less than two years as First Grade Overseer of Sub Group (b) of Group III of the Subordinate Service</p>

**Note 1:-** Appointment by direct recruitment and by transfer shall be made in the ratio 3:2. Out of the posts set apart for direct recruitment, 10 per cent shall be filled up by recruitment by transfer from among the qualified members who have completed probation in the Subordinate Service. If qualified candidates are not available for appointment by transfer as above at the time of occurrence of the vacancy, such vacancies shall be forfeited and they shall be filled up by direct recruitment

**Note 2:-** Appointment by transfer from among the Diploma holders and Certificate holders shall be made in the ratio 3:1.

<b>Sub Group (c) Mechanical Wing</b>			
1	Assistant Engineer	<p>(i) By direct recruitment</p> <p>(ii) By transfer from Diploma holders</p> <p>(iii) By transfer from Certificate holders</p>	<p>(i) Degree in Mechanical Engineering or Degree in Automobile Engineering of a recognized University or equivalent thereto. or (ii) Associate Membership of Institution of Engineers India in Mechanical Engineering/ Automobile Engineering.</p> <p>(i) Diploma in Mechanical Engineering or Diploma in Automobile Engineering or any other qualification recognised as equivalent thereto</p> <p>and</p> <p>(ii) Minimum two years service as Foreman in Sub Group (c) of Group III of the Subordinate Service.</p> <p>(i) S.S.L.C or its equivalent and</p> <p>(ii) Any of the certificate mentioned below : -</p> <p>(a) Kerala Government Certificate Examination (Two years course) in Mechanical Engineering/Automobile Engineering/Electrical Engineering.</p> <p>(b) Diploma in Craftsmanship in the trade of Draftsman (Mechanical/Automobile/Electrical ) obtained after 18 months course ( followed by six months practical training) at the Industrial Training Institute / Centres, conducted by Government of India, Ministry of Labour.</p> <p>(c) Diploma (Two year course) in Mechanical Engineering/Automobile Engineering/Electrical Engineering in Women's Polytechnics and</p> <p>(iii) Minimum five years service of which not less than two years as Foreman in Sub Group (c) of Group III of the Subordinate Service.</p>

**Note 1:-** Appointment by direct recruitment and by transfer shall be made in the ratio 3:2. Out of the posts set apart for direct recruitment, 10 per cent shall be filled up by recruitment by transfer from among the qualified members who have completed probation in the Subordinate Service. If qualified candidates are not available for recruitment by transfer as above at the time of occurrence of the vacancy, such vacancies shall be forfeited and they shall be filled up by direct recruitment.

**Note 2:-** Appointment by transfer from among the Diploma holders and Certificate holders shall be made in the ratio 3:1.

### Sub Group (d) Electricity Wing of Thrissur Corporation

1	Electrical Engineer	By promotion from Category 2	(i) Degree in Electrical Engineering or Degree in Electronics and Telecommunications Engineering or any other qualification recognised as equivalent thereto. or (ii) A.M.I.E (India) Section A & B in Electrical Engineering or (iii) Associate Membership Diploma of the Institution of Engineers, India in Electrical Engineering or any other Diploma recognised as equivalent thereto or (iv) Diploma in Electrical Engineering or Diploma in Electronics and Communication Engineering or any other qualification recognised as equivalent thereto and (v) Minimum two years service as Assistant Engineer.
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**Note1:-** Promotion to this category shall be made from among the Degree holders and Diploma holders in the ratio 3:1.

**Note2:-** A non-Graduate Assistant Engineer while holding the post of Assistant Engineer acquires a Degree or any other qualification recognised by the Government as equivalent thereto shall be treated as junior most Graduate Assistant Engineer as on the date of his passing the degree qualification for the purpose of promotion as Electrical Engineer provided that it will be left to the option of such person to continue either in the Graduate or in the non- Graduate list

2	Assistant Engineer	(I) By direct recruitment	i(a) Degree in Electrical Engineering or Degree in Electronics and Telecommunications Engineering or any other qualification recognised as equivalent thereto. or i(b) A.M.I.E (India) Section A & B in Electrical Engineering or i(c) Associate Membership Diploma of the Institution of Engineers, India in Electrical Engineering or any
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	<p>(ii) By transfer from Diploma holders</p> <p>(iii) By transfer from Certificate holders</p>	<p>other Diploma recognised as equivalent thereto.</p> <p>(i) Diploma in Electrical Engineering or Diploma in Electronics and Communication Engineering or any other qualification recognised as equivalent thereto and</p> <p>(ii) Minimum three years service as Sub- Engineer in Sub Group (d) of Group III of the Subordinate Service.</p> <hr/> <p>(i) S.S.L.C or its equivalent and</p> <p>ii(a) Certificate in Electrical Engineering obtained after passing an Examination conducted by a competent authority after having undergone a course of study of not less than two years from a Technical School or a Technical Training Centre or an Institution recognised for the purpose by Government.</p> <p>or</p> <p>ii(b) Certificate obtained after having passed an examination conducted by the competent authority in the trade of Lineman/ Wireman/Electrician after 18 months course in I.T.I. and six months inplant training</p> <p>or</p> <p>ii(c) Certificate from National Council for Vocational Training (NCVT) (both regular and private) in Electrician/ Wireman/ Electronics.</p> <p>or</p> <p>ii(d) M.G.T.E./K.G.T.E. Group Certificate in Electrical Engineering covering the following subjects, namely:-</p> <p>(a) Electrical Light and power (Higher)</p> <p>(b) Applied Mechanics (Lower)</p> <p>(c) Heat Engines (Lower)</p> <p>(d) Machine Drawing (Lower)</p> <p>or</p> <p>ii(e) MGTE/KGTE in Electrical Light and power (Higher)</p> <p>and</p> <p>(iii) Minimum of 10 years service in Sub Group (d) of Group III of the Subordinate Service.</p>
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**Note 1:-** Appointment by direct recruitment and by transfer shall be made in the ratio 1:1. Out of the posts set apart for direct recruitment, 10 per cent shall be filled up by recruitment by transfer from among the qualified members who have completed probation in the Subordinate Service. If qualified candidates are not available for appointment by the above method at the time of occurrence of the vacancy, such vacancies shall be forfeited and they shall be filled up by direct recruitment.

**Note 2:-** Appointment by transfer from among the Diploma holders and Certificate holders shall be made in the ratio 3:2.

3	Senior Superintendent	By transfer from Category 4 of Sub Group (d) of Group III of LSGD Subordinate Service	Graduation from a recognised University
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#### Group IV (LSGD Planning)

1	Chief Town Planner	By promotion from Category 2	(i) Post Graduate Degree or Post Graduate Diploma in Town and Country Planning or Regional Planning/ City Planning or equivalent qualification from a recognised University or an Institution recognised by the Government.  or  (ii) Associate of the Institute of Town Planners India.
2	Additional Chief Town Planner	By promotion from Category 3	(i) Post Graduate Degree or Post Graduate Diploma in Town and Country Planning or Regional Planning / City Planning or equivalent qualification from a recognised University or an Institution recognised by the Government.  Or  (ii) Associate of the Institute of Town Planners, India

**Note:-** Additional Chief Town Planner is eligible for promotion to Category I based on his original Seniority in Category 3.

3	Senior Town Planner	By promotion from Category 4	<p>(i) Post Graduate Degree or Post Graduate Diploma in Town and Country Planning or Regional Planning / City Planning or equivalent qualification from a recognised University or an Institution recognised by the Government.</p> <p>or</p> <p>(ii) Associate of the Institute of Town Planners , India</p>
4	Town Planner	By promotion from Category 5	<p>(i) Post Graduate Degree or Post Graduate Diploma in Town and Country Planning or Regional Planning / City Planning or equivalent qualification from a recognised University or an Institution recognised by the Government.</p> <p>or</p> <p>(ii) Associate of the Institute of Town Planners, India.</p> <p>or</p> <p>(iii) Degree in Civil Engineering or Architecture or Physical Planning from a recognised University or an Institution recognised by the Government.</p> <p>and</p> <p>(iii) Six years service in feeder category.</p> <p>or</p> <p>(iv) Diploma in Civil Engineering or Diploma in Architecture or equivalent qualification from a recognised University or an Institution recognised by the Government.</p> <p>and</p> <p>(ivb) Post Diploma in Town</p>

			<p>and Country Planning or Regional Planning/ City Planning</p> <p>and</p> <p>(iv) Eight years' service in the feeder category after attaining the qualification under (iv) above</p>
5	Deputy Town Planner	<p>(i) By promotion from Category 6</p> <p>(ii) By direct recruitment</p>	<p>(i) Post Graduate Degree or Post Graduate Diploma in Town and Country Planning or Regional Planning/ City Planning or equivalent qualification.</p> <p>or</p> <p>(ii) Associate of the Institute of Town Planners, India</p> <p>or</p> <p>iii(a) Degree in Civil Engineering or Architecture or Physical Planning from a recognised University or an Institution recognised by the Government.</p> <p>and</p> <p>iii(b) Five years service in the feeder category</p> <p>or</p> <p>iv(a) Diploma in Civil Engineering or Diploma in Architecture or equivalent qualification from a recognised University or an Institution recognised by the Government.</p> <p>.</p> <p>and</p> <p>iv(b) Post Diploma in Town and Country Planning or Regional Planning / City Planning from a recognised University or an Institution recognised by the Government.</p> <p>.</p> <p>and</p> <p>iv(c) Five years service in the feeder category out of which two years' service shall be after attaining the qualification under item (iv) above.</p> <p>or</p> <p>v(a) Diploma in Civil Engineering or Diploma in</p>





			ii(a) S.S.L.C or its equivalent and ii(b) Any of the qualifications mentioned in Annexure –A and ii(c) Five years service in Group IV ( Town and Country Planning Wing) of the Subordinate Service out of which two years service shall be as Draftsman Grade I or Town Planning Surveyor Grade I.
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**Note :-** Appointment by transfer and by direct recruitment to this category shall be made in the ratio 1:1. Out of the posts set apart for appointment by transfer, 10 per cent shall be earmarked for direct recruitment from among the departmental candidates with requisite qualification. The number of posts of direct recruits however shall be exclusive of the posts filled by special recruitment. In the absence of suitable hands for appointment by transfer, the posts shall also be filled up by direct recruitment.

**Annexure**  
**(Referred to in Rule 5, Group IV)**  
**Qualification**

1. Certificate in Civil Engineering or Civil Draftsmanship or Surveying awarded by NTC recognised by the Directorate of Technical Education, Kerala.
2. Group Certificate under K.G.T.E or M.G.T.E. (Group Certificate will include all the four groups Viz. Building Drawing, Building Construction, Survey and Irrigation).

or

3. Pass in the following eight subjects under K.G.T.E or M.G.T.E. viz..

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|-----------------------------|----------|
| (a) Surveying and Levelling | : Higher |
| (b) Applied Mechanic        | : Higher |

(c) Building Materials and Construction	: Higher
(d) Hydraulics and Irrigation	: Higher
(e) Building Drawing and Estimating	: Higher
(f) Earthwork and Road making	: Higher
(g) Geometrical Drawing	: Lower
(h) Mensuration	: Lower

**7. Appointing authority.-** The appointing authority for Category 1 to 7 under Group I, Category 1 of Group II, Category 1 to 4 of Sub Group (a) of Group III, Category 1 to 5 of Group IV shall be the Government. The appointing authority for all other categories in all the Groups of Sates Service shall be Principal Director.

**8. Reservation of appointment.-** The rules regarding reservation of appointment contained in rules 14 to 17 B of part II of the Kerala State and Subordinate Service Rules, 1958 shall apply to appointment by direct recruitment:

Provided that in the case of recruitment by transfer , the above rules will not apply.

**9. Qualification regarding age.-** No person shall be eligible for appointment by direct recruitment to a post included under any of the categories, except the posts specifically mentioned hereunder, if he has not completed 18 years of age or has completed 36 years of age as on the first day of January of the year in which applications for appointments are invited:

Provided that the upper age limit for appointment by direct recruitment to the post of State Public Health and Environment Officer, Public Health Officer Grade I (Corporation) and Public Health Officer Grade II (Municipality) shall be 45 years and that to the post of Deputy Town Planner/Deputy Urban Planner/Sub- Regional Planner shall be 40 years:

Provided further that usual relaxation in upper age limit shall be allowed to candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex-servicemen and Physically handicapped persons:

Provided also that the candidates for direct recruitment from Subordinate Service shall be exempted from the upper age limit for direct recruitment.

**10. Probation.-** Every person appointed to any post included under any of the categories shall, from the date on which he joins duty be on probation:-

(i) if appointed by direct recruitment or by transfer through the Kerala Public Service Commission or by transfer to a category to which direct recruitment is one of the method of appointment, for a total period of two years on duty within a continuous period of three years; and

(ii) if appointed by transfer to a category to which direct recruitment is not one of the method of appointment or by promotion or by appointment or by selection, for a total period of six months on duty within a continuous period of one year.

**11)Test qualification.-** (1) Every person in a post in Category 10 and in Category 13 under Group I, appointed either by direct recruitment or by transfer shall pass Account Test for Executive Officers, Manual of Office Procedure, Panchayat Test and the Municipal Department Test within the period of probation, if he has not already passed these tests. In the case of persons who have already passed Accounts Test (Lower/ Higher) shall be exempted from the test of Account Test for Executive Officers.

(2)Every person in a post in Category 1, Category 2 and Category 3 in under Group II appointed either by direct recruitment or by transfer, as the case may be, shall within the period of probation pass the Kerala Municipal Tests, if he has not already passed it.

(3)Provided that in the case of the Assistant Engineers who were earlier absorbed into the Kerala Local Self Government Engineering Service from the Kerala Municipal Common Service (Engineering and Town Planning Service), a pass in Kerala Municipal Tests and the Kerala Public Works Account Code and Kerala Public Works Department Code within the period of probation or earlier will suffice.

(4)The Assistant Engineers in Category 2 of Sub Group (d) of Group III appointed by direct recruitment or by transfer shall pass Departmental Test for Executive Staff of the K.S.E.B. and the Account Test (Lower) for the Ministerial and Executive Staff of the K.S.E.B within the period of probation, if they have not already passed these tests.

(5) Every person in a post in Category 5 or in Category 6 under Group IV, appointed by direct recruitment or by transfer, as the case may be, shall pass the Account Test (Lower/Higher) or the Account Test for Executive Officers, if he has not already passed these tests.

**12.Training.-** (1) Any person selected to any post included under Category 10 and Category 13 in Group I by direct recruitment has to complete an in-service training for 3 months after such appointment, in the Kerala Institute of Local Administration or in any other Training Institution approved by the Government.

(2) Those who are selected by promotion as Corporation Secretary, Additional Corporation Secretary, District Panchayat Secretary, Municipal Secretary, Block Panchayat Secretary/ Joint Corporation Secretary, Deputy Secretary (Municipality/Corporation) and Council Secretary (Municipality/ Corporation) have to undergo a training for one month after such appointment, in the Kerala Institute of Local Administration or in any other Training Institution approved by the Government.

(3) Those who are transferred as Corporation Secretary, Additional Corporation Secretary, District Panchayat Secretary, Municipal Secretary, Block Panchayat Secretary/ Joint Corporation Secretary, Deputy Secretary (Municipality /Corporation), Council Secretary (Municipality/ Corporation), Grama Panchayat Secretary have to undergo a training for one month in the Kerala Institute of Local Administration or in any other Training Institution approved by Government.

(5) In the case of persons who have earlier attended the training or served as Corporation Secretary, Additional Corporation Secretary, District Panchayat Secretary, Municipal Secretary, Block Panchayat Secretary or Grama Panchayat Secretary no further training is necessary.

13) Special Provision for the employees who had been working under the Panchayat Department, Urban Affairs Department, Municipal Common Service, Rural Development Department, Town and Country Planning Department and the Local Self Government Engineering Service before the commencement of these Rules.

(i) The seniority of every category of officers who had been in service in the Panchayat Department, Urban Affairs Department, Municipal Common Service, Rural Development Department, Town & Country Planning Department and Local Self Government Engineering Service immediately before the date of commencement of these rules shall be protected and continued to be reckoned for promotion subject to the provisions laid down in Rule 27 Part II KS&SSRs. This shall be applicable to the existing Lecturers of Extension Training Centres until their retirement.

(ii) Subject to the provisions in sub-rule 13(i), every officer shall be entitled to the same rights as to seniority and promotion as would have been available to him before the commencement of these Rules had the integrated service, namely the Local Self Government Department Service not been constituted.

(iii) Appointment to various posts included in the integrated service which were notified for appointment by KPSC prior to integration will be based on the special rules then in force.

(iv) There shall be a complaint redressal mechanism to address the grievances with regard to these Rules, for a period of six months from the date of publication of this Special Rules.

By order of the Governor,  
Additional Chief Secretary to Government.

## Explanatory Note

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

At present, the service under the Panchayat Department, Urban Affairs Department, Municipal Common Service, Rural Development Department, LSG Engineering Service and the Town and Country Planning Department coming under the Local Self Government Department are governed by different sets of Special Rules.

On the basis of the devolution of powers intended to strengthen the Local Self Government Institutions, as envisaged under Articles 243G and 243 W of the Constitution of India inserted by the 73<sup>rd</sup> and 74<sup>th</sup> Constitutional Amendment Acts of 1992, the Kerala Panchayat Raj Act, 1994 (13 of 1994) and the Kerala Municipality Act, 1994 (20 of 1994) were enacted. The above enactments empower the State Government to make rules under the Kerala Public Services Act, 1968 (19 of 1968) to regulate the classification, method of recruitment, conditions of service etc. of the Officers and the employees of the LSG Institutions and to provide for the constitution of a separate service or cadre, either for the whole State or for each district.

*In the Governor's speech held on the floor of the Assembly in 2008, the intention of the Government to unify the various Departments coming under the Local Self Government Department was declared. As per G.O (MS) No.61/2011/LSGD dated 26-02-2011, it was ordered to constitute a common service integrating the services under the Panchayat, Rural Development, Urban Affairs, Town and Country Planning, LSG Engineering Wing and the Municipal Common Service of the Local Self Government Department and entrusted the work of preparation of the Special Rules, with the Secretary to Government, Local Self Government Department. Again in the Governor's address delivered on the floor of the Assembly on 24-6-2016, it was declared that a common service will be constituted by integrating the various services under the Local Self Government Department.*

In the above circumstances, the Government have decided to integrate the above said Services coming under the control of the Local Self Government Department and to constitute a common service for the unified Department. Accordingly, the Special Rules for the State and Subordinate Services of the Kerala Local Self Government Department are issued.

This notification is intended to achieve the above objective.