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30/12/17



GOVERNMENT OF KERALA
Personnel and Administrative Reforms (AR 12) Department

NOTIFICATION

G.O.(P)No.12 /2017/P&ARD.

Dated, Thiruvananthapuram, 29th December, 2017.
14th Dhanu, 1193.

S.R.O No.861/2017.- In exercise of powers conferred by Sub section (1) of section 2 of Kerala Public Service Act 1968(19 of 1968) read with Section 3 thereof and in partial supersession and consequent amendments, specified herein, to the Kerala Civil Service Executive Special Rules published under notification GO. (Ms)No.377/63/PD dated 21.08.1963 in Part I of the Kerala Gazette No.36 dated 10.09.1963 hereby makes the following rules in respect of Kerala Administrative Service (KAS) namely:

1 . Short title and Commencement:

- (a) These rules may be called the Kerala Administrative Service (KAS) Rules 2018.
- (b) They shall come into force with effect from 1.1.2018.

2 . Objective:

- (a) To build a cadre of public servants as a second line of managerial talent for Government for effective implementation of Government policies and programmes.
- (b) To provide opportunities for growth for bright, talented and committed officers in Government Service and prepare them for senior level administrative and managerial positions in public service.
- (c) To constitute the feeder category for the recruitment of Indian Administrative Service officers in Kerala Cadre through appointment by promotion from State Civil Service (SCS) category superseding the existing rules in this regard.

3 . Appointing Authority:

Government shall be the Appointing Authority for KAS.

4. *Cadre Strength:*

- (a) Entry Level: The cadre strength at the entry level in KAS shall be limited to 10% of the sanctioned strength of 2nd gazetted post in the departments and equivalent post in the common categories of posts in all departments as specified in Schedule I.

The 10% Gazetted posts so set apart shall include higher grade posts and posts on account of ratio promotions also.

Common category posts shall include the post of Administrative Officer, Administrative Assistant, Accounts Officer, Financial Assistant and posts earmarked for by transfer appointment through KPSC in the cadre of Financial Assistant.

- (b) Senior Levels: Ten percent of all promotion posts in the promotion posts for the 2nd Gazetted Posts onwards in the Departments in Schedule I and promotion posts for the equivalent common categories of posts onwards in all departments that are specified in Schedule I, shall be set apart for promotions for officers in the KAS.
- (c) Total Cadre Strength: The cadre strength of the KAS shall be computed as the sum of the posts of entry level and senior levels specified in Sub-Rule (a) and (b) above.
- (d) Quinquennial Review of Cadre Strength: The review of cadre strength of the KAS shall be done once in five years or as and when decided by government.

Provided that, accordingly the increase or decrease of posts in any of the 2nd Gazetted posts in the Departments in Schedule I and equivalent posts in Common Category posts listed in Schedule I of these Rules, reckoned for fixing the strength of the entry level of the KAS, OR in any of the promotion posts in the above feeder categories, between two reviews) shall not affect the cadre strength or distribution of promotion posts for officers of the KAS during this period.

- (e) Government reserves the right to decide the total cadre strength of KAS from time to time by creating additional posts if necessary and also to include/delete any department in Schedule I from time to time.

5 . *Reservation of appointment:*

The rules of reservation of appointment (General Rules 14-17) shall apply to appointment by direct recruitment to KAS envisaged in Stream-I under Rule 12 - Method of appointment and qualification.

6 . *Constitution:*

(a) KAS shall consist of the following categories of officers:

- i. KAS Officer (Junior Time Scale)
- ii. KAS Officer (Senior Time Scale)
- iii. KAS Officer (Selection Grade scale)
- iv. KAS Officer (Super Time Scale)

(b) An Officer joining the KAS shall start his career in the Junior Time Scale in the State Service.

(c) The posts in the KAS shall be distributed between the Junior Time Scale, Senior Time Scale, Selection Grade Scale and Super Time Scale in the ratio 6:5:4:3. The number of posts in each level shall be determined by rounding off to the next lowest whole number.

Explanation: Example, If the number of posts at the Junior Time Scale is 133 then there shall be 110, 88 and 66 posts in the Senior, Selection, and Super Time Scales. (computed as $133 \times 5/6$, $133 \times 4/6$ and $133 \times 3/6$ respectively)

(d) Subject to satisfying conditions of promotion under the Indian Administrative Service (Appointment by Promotion) Regulations, 1955, officers of KAS may be proposed for promotion to the Indian Administrative Service.

(e) Government may, where it considers it necessary in public interest, utilize the service of an officer of KAS in any Government Department or Public Sector Undertaking or Autonomous Bodies.

7 . *Procedure for conducting Quinquennial Review:*

(a) The posts that are identified for determination of the cadre strength of KAS under Rule 4 above, shall be specified in Tables I to IV in Schedule II, where Tables I to IV correspond to the Junior Time

Scale, Senior Time Scale, Selection Grade Scale and Super Time Scale respectively.

- (b) For each of the posts identified in Tables I to IV in Schedule II, the cadre strength of the KAS shall be computed in the format specified in Tables I to IV in Schedule III.
- (c) In specifying the promotion posts for the 2nd Gazetted Posts onwards of the Departments in Schedule I and the equivalent Common Category Posts (specified in Schedule I of these Rules) onwards, shall be grouped into three slabs in Tables II to IV in Schedule II, corresponding to the Senior Time Scale, Selection Grade Scale and Super Time Scale respectively.

Provided that, in assigning the posts against Tables II to IV in Schedule II, only the third, fourth and fifth Gazetted post, existing at the time of the quinquennial review of the cadre strength of KAS shall be included.

Provided also that, where there are higher Gazetted posts in a department, all such posts shall be grouped in the posts shown against Super time Scale in Table IV of Schedule II.

- (d) The total number of posts in the Department or Common Category for each entry in Schedule II, as the case may be, shall be entered in Column (3) in Tables I to IV in Schedule III.

Provided that all Higher Grade posts and Deputation Posts to which they are eligible to be posted shall also be included while doing so.

- (e) Ten percent of posts in for each entry, rounded off to the next lower integer, shall be computed first and entered in Column (4) in Tables I to IV in Schedule III.

Provided that for this purpose, all the posts set apart for Direct Recruitment for appointment as Deputy Collectors shall be taken into account for fixing the cadre strength of KAS as specified in Rule 17 herein and shall be entered against the corresponding entry for Deputy Collectors in Column (4) in Table I in Schedule III.

- (f) However, if the number of posts identified against any post in Schedule III, consequent to rounding off to the next lower integer is zero, then an additional post shall be created against each of such posts and shown in Column (5) in Schedule III.

- (g) The total number of posts so arrived at, to accommodate for fractions, and shown in Column (5) in Tables I to IV in Schedule III, shall be assigned to a general pool referred to as the “General Reserve”.
- (h) The METHOD OF COMPUTATION is shown in detail in Table below:

	Junior Time Scale	Senior Time Scale	Selection Grade Scale	Super Time Scale	Remarks
Posts identified in Schedule III -sum of Col(3)-	T1	T2	T3	T4	Sum of total posts in each entry in Column 3 in Tables 1 to IV in Schedule III
Posts identified for KAS against each post in Schedule III -sum of Col(4)-	C1	C2	C3	C4	Sum of total posts in each entry in Column 4 in Tables 1 to IV in Schedule III (One-fifth of the substantive posts of Deputy Collectors and 10% rounded off to the lower integer of all other posts)
Posts included in General Reserve in Schedule III -sum of Col(5)-	G1	G2	G3	G4	Sum of total posts in each entry in Column 5 in Tables 1 to IV in Schedule III (Sum of fractional posts assigned as one post each entry)
Posts for maintaining Ratio specified in Rule 6(c)	R1	R2	R3	R4	$R1 = C1 + G1$ $R2 = R1 \times 5/6$ $R3 = R1 \times 4/6$ $R4 = R1 \times 3/6$
Posts additionally needed in General Reserve to maintain Ratio specified in Rule 6(c)	0	A2	A3	A4	$A2 = \text{Maximum of } (R2 - C2 - G2) \text{ and } 0$ $A3 = \text{Maximum of } (R3 - C3 - G3) \text{ and } 0$ $A4 = \text{Maximum of } (R4 - C4 - G4) \text{ and } 0$
Total Posts in General Reserve	G1	G2+A2	G3+A3	G4+A4	
TOTAL POSTS IN EACH SCALE IN KAS	C1+G1	C2+G2+A2	C3+G3+A3	C4+G4+A4	

- (i) If the total number of posts, obtained by summing up Columns (4) and (5) in Tables II to IV in Schedule III, corresponding to the posts shown for Senior Time Scale, Selection Grade Scale and Super Time Scale respectively, are less than what is required to maintain the ratio of posts for the scales in the KAS

as specified in Rule 6(c) herein, additional posts needed to maintain this shall be added to the General Reserve in the KAS.

Provided that where the total number of posts, obtained by summing up Columns (4) and (5) in Tables II to IV in Schedule III, corresponding to the posts shown for Senior Time Scale, Selection Grade Scale and Super Time Scale respectively are more than what is required to maintain the ratio of posts for the scales in the KAS as specified in Rule 6(c), the total number of posts in the General Reserve in the KAS will be limited to this number.

- (j) All posts approved by Government after every quinquennial revision shall be created through a Notification in the Official Gazette of Government.
- (k) The assignment of an officer from the General Reserve to any Department in public interest shall be at the sole discretion of Government.

Provided that such assignment to any post shall not be in lieu of, but shall be in addition to the posts in any Gazetted post that has not been included in the KAS.

Explanation: This is to ensure that promotion prospects of employees in the Department are not affected beyond the 10% set apart from the posts for the KAS.

- (l) Errors or omissions, which are not intentional or malafide, in the quinquennial reviews of Cadre Strength of the KAS shall not affect the validity of the Review of the Cadre Strength. The rectification of such errors and omissions shall be done only along with the next Quinquennial Review.
- (m) The Quinquennial Review shall be done by a Committee constituted by the Government.
- (n) The Committee shall cause the Tables I to IV in Schedule II and III to be filled up and published three months in advance of the Quinquennial Review of the cadre strength.
- (o) For the purpose of the Quinquennial Review, the vacancy of posts as on first January of the year in which the Review is initiated shall be taken as the basis.

Provided that subject to Government orders if any in this regard, the posts that are occupied by an officer in Schedule II on deputation basis may also be included for assessment of the total cadre strength in the KAS.

- (p) The Committee shall have powers to summon any officer of Government or call for documents necessary for completing the re-fixation and it shall be the duty of the Head of Department or the concerned officer to comply with the instructions of the Committee.
- (q) The draft Tables in Schedule II and III shall be published for comments from the employees of the concerned Departments for thirty days on the website of Government.
- (r) The Committee shall consider the comments received before finalising the cadre strength in the Quinquennial Review.
- (s) The Committee shall complete the Review in three months from the date of its commencement.

8. *Pay scales in the KAS:*

- (a) The salary scale for each of the four levels of the KAS shall be the highest scale of pay allowable for the posts mentioned in Tables I to IV in Schedule II.
- (b) In addition to Scale of Pay, they shall be eligible for a KAS Grade Pay determined by Government from time to time, but which is not less than 10% of the lower end of the pay scale, determined as above.
- (c) The pay drawn by an officer selected by transfer to the KAS shall be protected at the time of entry into the Junior Time Scale. If such pay that is protected is at the maximum of the scale to which such an officer is entitled, then such officer shall be entitled to a stagnation increment till the officer's next promotion in the KAS.

Provided that the pay on subsequent promotion in the KAS to a higher scale shall not be less than the pay in the previous scale arrived at for protecting an officer's pay at the Junior Time Scale.

9. *Appointments and Promotions:*

- (a) Promotions shall be subject to the cadre strength fixed by Government and on completion of the specified number of years of service prescribed under these rules.

- (b) One-third of the vacancies arising every year in the 2nd Gazetted Post in each Department and Common Category, specified in Table I in Schedule II, shall be set apart for appointment from the KAS. Provided that the maximum share of 10% of the total posts, specified in Column (4) in Table I of Schedule II shall not be exceeded.

Provided that, in doing so, the first, fourth, seventh and vacancies in that order shall be the vacancies that shall be set apart for appointment from the KAS.

- (c) For promotion of an officer at any level in the KAS against a vacancy in a post specified in Table II to IV in Schedule II, one-third of the vacancies arising every year in such post shall be set apart for promotion for officers from the KAS.

Provided that the maximum share of 10% of the total posts, specified in Column (4) in Table II to IV of Schedule II shall not be exceeded.

Provided that, in doing so, the first, fourth, seventh and vacancies in that order shall be the promotion vacancies that shall be set apart for promotion for the officers of the KAS.

- (d) Where no officer from the KAS is available to fill a vacancy set apart in Schedule II for officers of the KAS, Government reserves the right to fill such vacancies temporarily from eligible officers in that Department or Category as the case may be, who are not in the KAS.

Provided that when an officer of the KAS becomes available to occupy a post specified in Schedule II that has been temporarily filled by an officer not from the KAS, the posts shall be vacated and necessary reversions to the temporary appointment made shall be effected. No such temporary promotion given to an employee shall constitute a right to promotion to any officer who has been temporarily promoted.

- (e) Government may from time to time notify criteria of performance/efficiency/expertise/qualification for promotion of an officer at any level in the KAS.
- (f) Seniority of a person in KAS, unless he has been reduced to a lower rank as punishment, be determined by the date of the order of his first appointment to KAS.

- (g) Promotion shall be effected as contemplated in Rule 28 of the Kerala State & Subordinate Service Rules 1958 considering seniority and merit cum ability.

10 . Training:

- (a) Every person appointed to KAS (Junior Time Scale) shall undergo training for a period of 18 months or for such duration as may be prescribed by Government from time to time.
- (b) Such person shall during the period of training draw allowances/pay as may be decided by the Government time to time.
- (c) The period of training shall count for increment and probation.
- (d) The training will be partly or fully residential and shall be provided at such institutions and places as Government may decide from time to time, of which not less than 15 days of training shall be in a premier national institute specializing in development or planning and not less than 15 days of training shall be in a premier national institute of management.
- (e) The training shall be arranged by the Institute of Management in Government, Thiruvananthapuram in accordance with these Rules and in the manner decided by Government from time to time.
- (f) Government may by general or special order specify the number of candidates for every batch of training, training curriculum and methodology and matters related to such training and may also specify training programmes that must be mandatorily completed by an officer for promotion to the next scale.

11 . Probation:

Every person in the KAS (Junior Time scale) by direct recruitment or by transfer shall from the date on which he/she joins duty be on probation for a total period of 2 years on duty within a continuous period of 3 years, inclusive of the period of training.

12 . Method of appointment and qualification:

(a)A candidate for appointment in KAS shall be in the manner specified in Column-2 and shall possess the qualification prescribed in the corresponding entry in Column-3 in Table below:

CATEGORY	MANNER OF APPOINTMENT	QUALIFICATIONS
(1)	(2)	(3)
1) KAS Officer (Junior Time Scale) <u>STREAM 1</u>	By Direct Recruitment	<ol style="list-style-type: none">1) Must have completed 21 years and must not have completed 32 years of age as on 1st January of the year in which applications for appointment are invited. Relaxation of upper age limit will be three years in the case of OBC and five years in the case of SC/ST.2) Must have obtained a Bachelor Degree including professional course in any subject from a University recognized by a University established by Government of Kerala or UGC or awarded by National Institutes established by the Government of India.

<p style="text-align: center;"><u>STREAM 2</u></p>	<p>By Transfer Recruitment (from regular employees or approved probationers in any Government departments)</p>	<ol style="list-style-type: none"> 1) Must have completed 21 years and must not have completed 40 years of age as on the 1st of January of the year in which applications for appointment are invited. Relaxation of upper age limit will be three years in the case of OBC and five years in the case of SC/ST. 2) Must have obtained a Bachelor Degree including professional course in any subject from a University recognized by a University established by Government of Kerala or UGC or awarded by National Institutes established by the Government of India. 3) Must be a regular employee or an approved probationer in any Government Department and must not be a 1st Gazetted officer or above in the Departments in Schedule-I 4) Must have been regularized in service in any cadre as per Rule 10 (b) in the Kerala State & Subordinate Services Rules 1958 or must have served for a period of not less than two years in a supernumerary post in Government and against whom no major penalty has been imposed or proceedings for major penalty or criminal proceedings is in progress.
<p style="text-align: center;"><u>STREAM 3</u></p>	<p>By transfer appointment (From candidates holding 1st Gazetted post or above in Departments in the Schedule I and equivalent posts in Common Categories listed in Schedule I)</p>	<ol style="list-style-type: none"> 1) Must not have completed 50 years of age on the 1st January of the year in which application for appointment are invited. 2) Must have obtained a Bachelor degree in any subject including professional course from a University recognized by a University established by Government of Kerala or UGC or awarded by National Institutes established by the Government of India. 3) Must have satisfactorily completed probation in any cadre in Government or probation has not been declared in the current post even after the period of probation, due to administrative delay but against whom no major penalty has been imposed or proceedings for major penalty or criminal proceedings is in progress.

2) KAS Officer (Senior Time Scale)	By Promotion	1) Must have satisfactorily completed the probation in the post of KAS (Junior Time Scale) 2) Must have completed 8 years in the post of KAS (Junior Time Scale)
3) KAS Officer (Selection Grade Scale)	By Promotion	Must have completed 6 years in the post of KAS (Senior Time Scale)
4) KAS Officer (Super Time Scale)	By Promotion	Must have completed 8 years in the post of KAS (Selection Grade Scale)
Note: The recruitment to the KAS (Junior Time Scale) from the three streams shall be in the proportion of 1:1:1.		

- (b) One-third of the posts in the KAS at the Junior Time Scale to which recruitment is made shall be set apart for each of the three streams, shown in Table above viz. By Direct Recruitment, By Transfer Recruitment (from all Government Departments), By Transfer Appointment from Officers from Schedule I Departments and equivalent Common Categories in Table in Sub-Rule above.
- (c) From among the candidates selected from the three categories against Category I (KAS – Junior Time Scale), the inter-se seniority shall be determined in the following manner:
- i. Every first, second and third positions in the Seniority List of a batch selected for appointment in the KAS shall be in order of merit from the candidates selected (1) by Direct Recruitment (Stream 1), (2) By Transfer Recruitment (Stream 2), (3) By Transfer Appointment from Schedule I Departments and Common Categories (Stream 3) respectively.
 - ii. The above order of assignment from each of the three Streams above shall be followed for filling up the rest of the posts in KAS identified for recruitment.
 - iii. The rank list in each of these three Streams shall be separately prepared.
 - iv. Seniority in entry cadre shall be fixed as per Rule 27(c) Part 2 of the Kerala Subordinate Service Rules.

- v. Any shortfall in the availability of candidates in any list shall be assigned to the candidates available in the other Streams in the same order indicated above (viz. Direct Recruitment (Stream I), By Transfer Recruitment (Stream 2), By Transfer Appointment – Schedule I Departments and Common Categories).

13 . Age Limit:

- (a) Direct Recruitment (Stream-I): Must have completed 21 years and must not have completed 32 years of age as on 1st January of the year in which applications for appointment are invited. Relaxation of upper age limit will be three years in the case of OBC and five years in the case of SC/ST.
- (b) By Transfer Recruitment (Stream-2): Must have completed 21 years and must not have completed 40 years of age as on 1st January of the year in which applications for appointment are invited. Relaxation of upper age limit will be three years in the case of OBC and five years in the case of SC/ST.
- (c) By Transfer appointment: 50 (upper age limit). Should not have completed 50 years on the first of January of the year in which applications are invited.

14 . Mode of Recruitment:

- (a) The scheme of examination shall be decided by Government in consultation with the Kerala State Public Service Commission and shall be on the pattern, rigour and standards adopted by the Union Public Service Commission in the examination for recruitment to the Civil Services conducted in the year prior to the year of conduct of the examination for recruitment to the Kerala Administrative Service.
- (b) On the basis of the performance in the examination, separate ranked lists shall be prepared for the three categories viz. (i) By direct recruitment, (ii) By Transfer Recruitment (from regular employees or approved probationers in any Government departments or Constitutional Bodies) and (iii) By transfer Appointment (From candidates holding 1st Gazetted Post or above in Departments in the Schedule I and equivalent posts in Common Categories listed in Schedule I).

- (c) The recruitment to KAS shall be conducted by Kerala Public Service Commission.

15. Tests:

- (a) Officers at the Junior Time Scale shall have passed the following tests for satisfactory completion of probation.
- (i) The Revenue Test
 - (ii) The Criminal Judicial Test including Indian Penal Code (IPC) and Criminal Procedure Code (Cr. PC).
 - (iii) Manual of Office Procedure (MOP)
 - (iv) Kerala Secretariat Office Manual (KSOM)
 - (v) Candidates who have not studied Malayalam Language in the metric level shall have to qualify the Malayalam Proficiency Test conducted by Kerala Public Service Commission except where Malayalam has been prescribed as a qualifying paper for the selection to the KAS.

Note: A candidate who possesses a degree in law shall not be required to pass Criminal Judicial Test.

- (b) Officers at the Junior Time Scale shall have passed the following tests for their promotion.
- (i) Account Test (Lower)
 - (ii) Miscellaneous Acts (Right to Information Act 2005, Right to Service Act 2012 and such other acts as may be prescribed from time to time)
- (c) Government may prescribe tests as it deems fit for any Scale in the KAS as a requirement for promotion to the next scale.

16. Restriction of Application of Special Rules in Departments: The Kerala Administrative Service Rules 2018 shall apply to all posts identified for inclusion in the cadre of KAS, in supersession of the Special Rules in any of the Departments listed in Schedule I of these Rules, notwithstanding anything to the contrary therein.

17. Amendment to the Kerala Civil Service (Executive) Special Rules [published under notification G.O.(Ms)No.377/63/PD dated 21.08.1963 in Part I of the Kerala Gazette No.36 dated 10.09.1963]:

- (a) The Kerala Civil Service (Executive) Rules shall be renamed as the “Kerala Revenue (Deputy Collectors) Service Rules 2018” from the date of effect of the KAS Rules 2018.
- (b) There shall be no appointments by Direct Recruitment under the Kerala Civil Service (Executive) Special Rules published under notification G.O.(Ms)No.377/63/PD dated 21.08.1963 in Part I of the Kerala Gazette No.36 dated 10.09.1963 after the date of effect of the KAS Rules 2018 and all vacancies that have not been filled up as on the date of effect of the KAS Rules 2018 shall be deemed to be vacancies to be filled up under the same.
- (c) The following Sub Rules shall have effect only in respect of appointments to Deputy Collectors made till the date of notification of the KAS Rules 2018.

(i) Second Paragraph in Rule 2 of the Kerala Civil Service (Executive) Special Rules amended by G.O (P) No.84/94/RD dated 17.3.1994 published in Part I of the Gazette No.39 dated 21.3.1994:

“One fifth of the substantive posts in the permanent cadre in the category of Deputy Collectors shall be filled or reserved to be filled by direct recruitment”.

(ii) Sub-Rule 5(b) of the Kerala Civil Service (Executive)Special Rules:

“Every person appointed as Deputy Collector by direct recruitment shall, from the date on which he completes the training prescribed in sub-rule (b) of rule-6, be on probation for a total period of two years on duty within a continuous period of 3 years”.

(iii) Sub-Rule 6(b) of the Kerala Civil Service (Executive) Special Rules:

“Training - Every person recruited direct shall also undergo such training as may be prescribed by the State Government from time to time. Such person shall, during the period of training, draw allowances as may be prescribed by the Government from time to time. The period of training shall not count for increments in the time scale of pay.”

- (d) Row 1 relating to Manner of appointment and Qualification in Annexure of the Kerala Civil Service (Executive) Special Rules

shall have effect only in respect of appointments made till the date of notification of the KAS Rules 2018.

18. *Direct Recruitment under the Kerala Civil Service (Executive) Rules 1963:* One fifth of the substantive posts of Deputy Collectors set apart for Direct Recruitment under Rule 2 of the Kerala Civil Service (Executive) Special Rules 1963, arising or not filled as on the date of notification of the KAS Rules shall be automatically assigned to the cadre of KAS.

19. *Promotion/Selection to the Indian Administrative Service:*

(a) The officers who have joined Government service prior to the date of effect of these Rules, and to whom the Kerala Civil Service (Executive) Special Rules, 1963 applies, would have priority for being appointed by promotion under the Indian Administrative Service (Appointment by Promotion) Regulations, 1955 in the quota set apart for the State Civil Service on completion of the required service and subject to satisfying other qualifying conditions laid down for such promotion from time to time, regardless of whether they have joined the KAS or, their rank in the KAS, if they have joined the same.

Provided that, as on the date of effect of these Rules, the vacancies required for those covered under sub rule (a) shall be set apart for their promotion subject to their fulfilling eligibility conditions as applicable on their due date of promotion and the officers of KAS shall be considered under the Indian Administrative Service (Appointment by Promotion) Regulations, 1955 to the remaining vacancies only.

(b) On completion of eight years of service in the junior time scale the seniority of the officers in KAS will be fixed below the seniority of the above said category for promotion to the Indian Administrative Service.

Provided that for such officers in the KAS who have been selected by transfer, the period of service already completed in the second Gazetted Post and above shall be admissible for meeting the qualifying service prescribed from time to time for promotion to the Indian Administrative Service.

Provided further that if a junior officer in KAS meets the eligibility criteria of qualifying service prescribed for promotion to the Indian Administrative Service, such officer shall have precedence in consideration for such promotion, subject to fulfilling other eligibility conditions as applicable.

- (c) All Officers who are not part of KAS, including those officers in the departments included in the KAS, shall be eligible for appointment by selection to Indian Administrative Service in the quota set apart for Non-State Civil Service category.
- 20 . *Rectification of Errors*: Government may issue orders from time to time to rectify errors or omissions in assessing the cadre strength at any level in the KAS with prospective or retrospective effect as it deems fit.
- 21 . The Service Conditions of Officers of KAS shall be prescribed, not subordinate to the existing regulations for Government Employees of the State of Kerala.
- 22 . Government shall prescribe a mandatory Training Program for officers appointed to every scale in the KAS.
- 23 . A Medical Certificate of Fitness shall be a prescribed as criteria for the selection to the KAS.

By order of the Governor

BISHWANATH SINHA
Principal Secretary to Government

Explanatory Note

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

The Third Kerala Administrative Reforms Commission mooted the idea of Kerala Administrative Service (KAS). Subsequently, a number of efforts were made to introduce Kerala Administrative Service.

In the Governor's Address to Legislature on 24th June 2016, it was mentioned that the Government is committed to constitute Kerala Administrative Service including the Secretariat with the multiple objectives of attracting talented youngsters to public service, improving its efficiency and breaking down departmental silos.

Government constituted a Committee of Secretaries with Additional Chief Secretary (Home & Vigilance) as Chairperson, for formulating the reconstitution of Kerala Administrative Service in the wake of the policy decision of the Government to include

Secretariat Service also in the Kerala Administrative Service. This Committee submitted its report after holding discussions with service organisations.

Government considered the matter in detail and accorded sanction to constitute Kerala Administrative Service as per GO(Ms)No.1/2017/P&ARD dated 4.1.2017 and decided to issue the rules.

The notification is intended to give effect to the above decision.

SCHEDULE I

(Under Rule 4)

DEPARTMENT

1. CIVIL SUPPLIES
2. COMMERCIAL TAXES
3. COMMISSIONERATE OF ENTRANCE EXAMINATIONS
4. CO-OPERATION DEPARTMENT
5. CULTURE
6. GENERAL EDUCATION
7. INDUSTRIES AND COMMERCE
8. KERALA STATE AUDIT
9. LABOUR
10. LAND REVENUE
11. KERALA STATE LAND USE BOARD
12. STATE LOTTERIES
13. NATIONAL EMPLOYMENT SERVICE
14. NATIONAL SAVINGS
15. PANCHAYATS
16. REGISTRATION
17. RURAL DEVELOPMENT
18. SAINIK WELFARE
19. SCHEDULED CASTE DEVELOPMENT
20. SCHEDULED TRIBES DEVELOPMENT
21. ADMINISTRATIVE SECRETARIAT
22. FINANCE SECRETARIAT:
23. SOCIAL JUSTICE
24. STATE INSURANCE
25. STATIONERY
26. SURVEY AND LAND RECORDS
27. TOURISM
28. TREASURIES
29. URBAN AFFAIRS
30. **Common categories** (Administrative Officer, Administrative Assistant, Accounts Officer, Financial Assistant and posts earmarked for by transfer appointment through KPSC in the cadre of Financial Assistant and listed in Schedule II of these Rules)

SCHEDULE II

(Under Rule 7)

TABLE IJUNIOR TIME SCALE POSTS

Position in State Government	Department	Scale of Pay	No. of posts
(1)	(2)	(3)	(4)
District Supply Officer	Civil Supplies	State-45800-89000	14
FINANCE OFFICER [FD]	Civil Supplies	State-45800-89000	2
Assistant Commissioner	Commercial Taxes	State-45800-89000	70
Assistant Commissioner (A A)	Commercial Taxes	State-42500-87000	10
Assistant Commissioner (Appeals)	Commercial Taxes	State-45800-89000	15
Assistant Commissioner -I	Commercial Taxes	State-42500-87000	1
Assistant Commissioner -II	Commercial Taxes	State-42500-87000	1
Finance Officer (GS) *NOT Finance Department	Commercial Taxes	State-42500-87000	1
Inspecting Assistant Commissioner	Commercial Taxes	State-45800-89000	22
Inspecting Assistant Commissioner (IB)	Commercial Taxes	State-45800-89000	2
Inspecting Assistant Commissioner (Int)	Commercial Taxes	State-45800-89000	15
Statistical Officer	Commercial Taxes	State-40500-85000	1
Finance Officer (GS)	Commissioner for Entrance Examination	State-42500-87000	1
System Analyst	Commissioner for Entrance Examination	State-42500-87000	1
Deputy Registrar	Co-Operation	State-45800-89000	37
Administrative Officer/Accounts Officer	Culture	State-42500-87000	1
Accounts Officer	Education (General)	State-40500-85000	11
Accounts Officer (FD)	Education (General)	State-40500-85000	3
Administrative Assistant	Education (General)	State-40500-85000	14
Administrative Assistant(Purchase)	Education (General)	State-40500-85000	1
Assistant PF Officer	Education (General)	State-40500-85000	14
DEO	Education (General)	State-42500-87000	41
Deputy Director	Education (General)	State-45800-89000	22
Engineering Liaison Officer	Education (General)	State-42500-87000	1

Finance Officer (SECTT)	Education (General)	State-45800-89000	1
personal assistant to DEO	Education (General)	State-40500-85000	45
Principal(DIET)	Education (General)	State-45800-89000	14
Secretary to Commissioner	Education (General)	State-45800-89000	1
Special Officer Work experience	Education (General)	State-42500-87000	1
Under Secretary & Under Secretary (HG)	Finance Department	State-45800-89000	32
Under Secretary & Under Secretary (HG)	General Administration Department	State-45800-89000	136
Administrative Assistant	Industries & Commerce	State-42500-87000	18
Assistant Director	Industries & Commerce	State-40500-85000	10
Deputy Director	Industries & Commerce	State-45800-89000	5
Deputy Registrar	Industries & Commerce	State-40500-85000	28
Engineering Liaison Officer	Industries & Commerce	State-40500-85000	1
Manager	Industries & Commerce	State-45800-89000	37
Special Officer	Industries & Commerce	State-68700-110400	1
Deputy Director	Kerala State Audit Department	State-45800-89000	36
Administrative Assistant	Labour	State-42500-87000	2
Deputy Labour Commissioner HQ	Labour	State-45800-89000	1
Deputy Labour Commissioner	Labour	State-45800-89000	8
District Labour Officer	Labour	State-42500-87000	26
District Labour Officer HQ INE	Labour	State-42500-87000	1
Finance Officer	Labour	State-42500-87000	1
Publicity Officer	Labour	State-42500-87000	1
Assistant Director(Agricultural)	Land Use Board	State-42500-87000	3
Deputy Director(Agricultural)	Land Use Board	State-45800-89000	1
Deputy Director(Soil Survey)	Land Use Board	State-45800-89000	1
Deputy Director	Lotteries	State-45800-89000	4
District Lottery Officer	Lotteries	State-40500-85000	20
Finance Officer	Lotteries	State-42500-87000	1
Finance Officer[FD]	Lotteries	State-45800-89000	1
Publicity Officer	Lotteries	State-42500-87000	1

Administrative Assistant	Municipal Administration	State-40500-85000	1
Finance Officer	Municipal Administration	State-42500-87000	1
Municipal Secretary Grade-II	Municipal Administration	State-45800-89000	22
Divisional Employment Officer(CG C)	National Employment Service	State-45800-89000	2
Divisional Employment Officer(P&E)	National Employment Service	State-45800-89000	1
Divisional Employment Officer(UAS)	National Employment Service	State-45800-89000	1
State Vocational Guidance Officer	National Employment Service	State-45800-89000	1
Sub Regional Employment Officer(PH)	National Employment Service	State-45800-89000	6
Deputy Director	National Savings	State-45800-89000	1
Under Secretary	National Savings	State-45800-89000	1
Accounts Officer	Panchayats	State-42500-87000	1
Administrative Assistant	Panchayats	State-42500-87000	1
Deputy Director of Panchayats	Panchayats	State-45800-89000	17
Assistant IG of Registration (Administration)	Registration	State-40500-85000	2
Assistant Inspector General of Registration(Chitty)	Registration	State-40500-85000	2
Deputy IG of Registration	Registration	State-45800-89000	5
District Registrar	Registration	State-42500-87000	46
Finance Officer(FD)	Registration	State-45800-89000	1
ADM/Deputy Collector(Gen)	Revenue	State-45800-89000	10
Assistant Commissioner (22360-37940)	Revenue	State-45800-89000	2
Deputy Collector (Election)	Revenue	State-45800-89000	12
Deputy Collector (LA)	Revenue	State-45800-89000	10
Deputy Collector (RR)	Revenue	State-45800-89000	12
Finance Officer (FD)	Revenue	State-45800-89000	3
Revenue Divisional Officer	Revenue	State-42500-87000	18
Asst. Development Commissioner	Rural Development	State-45800-89000	49
Finance officer [FD]	Rural Development	State-45800-89000	1
Senior Block Development Officer	Rural Development	State-40500-85000	2
Administrative Officer	Sainik Welfare	State-42500-87000	1
Finance Officer [FD]	Sainik Welfare	State-45800-89000	1
Zila Sainik Welfare Officer/Deputy Director	Sainik Welfare	State-42500-87000	10

Assistant District Development Officer	Scheduled Caste Development	State-40500-85000	14
Deputy Director	Scheduled Caste Development	State-45800-89000	2
District Development Officer	Scheduled Caste Development	State-42500-87000	10
District Development Officer HG	Scheduled Caste Development	State-45800-89000	4
Training officer	Scheduled Caste Development	State-42500-87000	1
Assistant Director	Scheduled Tribes Development	State-40500-85000	2
Assistant Director (Planning)	Scheduled Tribes Development	State-40500-85000	1
Tribal Development Officer	Scheduled Tribes Development	State-40500-85000	10
Administrative Officer	Social Justice Department	State-45800-89000	2
Assistant Director	Social Justice Department	State-42500-87000	6
District Social Justice Officer(21240-37040)	Social Justice Department	State-40500-85000	14
Assistant Director	State Insurance	State-40500-85000	3
Deputy Director	State Insurance	State-45800-89000	3
Development Officer HG	State Insurance	State-40500-85000	5
District Insurance Officer	State Insurance	State-40500-85000	14
Assistant Controller of Stationery	Stationery Department	State-42500-87000	4
Deputy Controller of Stationery	Stationery Department	State-45800-89000	2
Assistant Director (Survey)	Survey and Land Records	State-40500-85000	20
Assistant Secretary	Survey and Land Records	State-42500-87000	1
Deputy Director (Field Wing)	Survey and Land Records	State-42500-87000	9
Deputy Director (Office Wing)	Survey and Land Records	State-42500-87000	2
Finance Officer (FD)	Survey and Land Records	State-45800-89000	1
Deputy Director	Tourism	State-45800-89000	18
Assistant District Treasury Officer	Treasuries	State-42500-87000	23
District Treasury Officer	Treasuries	State-45800-89000	23
Assistant Director	Panchayats	State-42500-87000	14

Assistant Director,CFSC	Industries & Commerce	State-40500-85000	
additional Administrative Assistant	Education (General)	State-40500-85000	1
Accounts Officer(audit)	Education (General)	State-40500-85000	1
public relations officer	Education (General)	State-40500-85000	1
Administrative Assistant(general)	Education (General)	State-40500-85000	1
Text Book Officer/Senior Administrative Assistant	Education (General)	State-45800-89000	2
Accounts Officer (PF)	Education (General)	State-42500-87000	1
Arabic Special Officer	Education (General)	State-40500-85000	1
Sanskrit Special officer	Education (General)	State-40500-85000	1
Joint Director (Statistics)	Education (General)	As in PD (Economics and Statistics)	1
Assistant Director(Statistics)	Education (General)	As in PD(Economics and Statistics)	1
ACCOUNTS OFFICER	Civil Supplies	State-45800-89000	1
Assistant Secretary	Civil Supplies	State-45800-89000	3
Assistant Secretary survey	Revenue	State-45800-89000	1
Programme Officer(ILDM)	Revenue	State-45800-89000	1
Deputy Collector (LR&AA)		State-45800-89000	3
Deputy Collector (LR)	Revenue	State-45800-89000	10
Deputy Collector (RR),KFC	Revenue	State-45800-89000	1
Deputy Collector (CAD),KSHB	Revenue	State-45800-89000	1
Special Deputy Collector (Puncha)	Revenue	State-45800-89000	2
Asst. Cardamom settlement Officer	Revenue	State-45800-89000	1
Deputy Collector(LO), Advocate General Office, Ernakulam	Revenue	State-45800-89000	1
Assistant Director	Treasuries	State-45800-89000	1
Provident fund officer	Municipal Administration	State-40500-85000	1
Pension officer	Municipal Administration	State-42500-87000	1
District Women's Welfare Officer / APO(WD)	Rural Development	State-40500-85000	27
Accounts Officer	Rural Development	State-42500-85000	1
ADMINISTRATIVE Assistant	Rural Development	State-42500-85000	1

SCHEDULE II

(Under Rule 7)

TABLE II**SENIOR TIME SCALE POSTS**

Position in State Government	Department	Scale Name	No. of Posts
(1)	(2)	(3)	(4)
Deputy Controller of Rationing	Civil Supplies	State-60900-103600	2
Vigilance Officer	Civil Supplies	State-60900-103600	1
Joint Director	Co-Operation	State-68700-110400	33
Senior Finance Officer	Co-Operation	State-68700-110400	1
Joint Director	Education (General)	State-68700-110400	1
Senior Finance Officer (GS)	Education (General)	State-68700-110400	2
Manager (EI)	Industries & Commerce	State-55350-101400	14
General Manager	Industries & Commerce	State-68700-110400	14
Joint Director	Industries & Commerce	State-68700-110400	3
Snr Administrative Officer	Labour	State-55350-101400	1
Deputy Director (Statistics)	Land Use Board	State-55350-101400	1
Joint Director of State Lotteries	Lotteries	State-68700-110400	3
Additional Corporation Secretary	Municipal Administration	State-55350-101400	6
Municipal Secretary Grade-I	Municipal Administration	State-55350-101400	12
Corporation Secretary	Municipal Administration	State-68700-110400	6
Deputy Director of Employment(AE&PH)	National Employment Service	State-55350-101400	1
Regional Deputy Director of Employment	National Employment Service	State-55350-101400	3
Deputy Director of Employment (PT)	National Employment Service	State-55350-101400	1
Additional Director	National Savings	State-55350-101400	1
Senior Administrative Officer	Registration	State-68700-110400	2
Joint I.G of Registration	Registration	State-68700-110400	1
Assistant Commissioner	Revenue	State-77400-115200	3
State Co-ordinator	Rural Development	State-68700-110400	2
Deputy Development Commissioner	Rural Development	State-68700-110400	19
Joint Director(Development)	Scheduled Caste Development	State-68700-110400	1
Senior Administrative Officer	Scheduled Caste Development	State-68700-110400	1

Joint Director(Education)	Scheduled Caste Development	State-68700-110400	1
Joint Director(Vigilance)	Scheduled Caste Development	State-68700-110400	1
Chief Planning Officer	Scheduled Caste Development	State-68700-110400	1
Deputy Director	Scheduled Tribes Development	State-55350-101400	2
Project Officer	Scheduled Tribes Development	State-55350-101400	6
Senior Finance Officer (GS)	Scheduled Tribes Development	State-68700-110400	1
Joint Director	Social Justice Department	State-55350-101400	2
Additional Director	Social Justice Department	State-68700-110400	2
Joint Director (Survey)	Survey and Land Records	State-68700-110400	2
Finance Officer Gr I	Tourism	State-68700-110400	1
Joint Director	Tourism	State-68700-110400	3
Deputy Director	Treasuries	State-55350-101400	2
Deputy Director	Treasuries	State-55350-101400	2
Joint Director	Treasuries	State-68700-110400	2
Joint Director	Education (General)	State-68700-110400	1
Dy. Director (SG)-Field wing	Survey and Land Records	State-60900-103600	3
Dy. Director (SG)-Office wing	Survey and Land Records	State-60900-103600	1
ADM/Deputy Collector (GEN)	Revenue	State-77400-115200	4
Deputy Collector (election)	Revenue	State-77400-115200	2
Deputy Collector (LA)	Revenue	State-77400-115200	3
Deputy Collector (election)	Revenue	State-77400-115200	2
Deputy Collector (RR)	Revenue	State-77400-115200	2
Revenue Divisional Officer	Revenue	State-77400-115200	3
Assistant Secretary(Land Board)	Revenue	State-77400-115200	1
Deputy Collector, LA (NH)	Revenue	State-77400-115200	1
Administrative officer(ILDM)	Revenue	State-77400-115200	1
Deputy Collector (LR)	Revenue	State-77400-115200	4
Deputy Collector (RR), KTWWFB	Revenue	State-77400-115200	1
Deputy Collector (RR), KSFE	Revenue	State-77400-115200	1

SCHEDULE II

(Under Rule 7)

TABLE III

SELECTION GRADE POSTS

Position in State Government	Department Name	Scale of Pay	No. of Posts
(1)	(2)	(3)	(4)
Member (Departmental)	Commercial Taxes	State-77400-115200	6
Deputy Commissioner (Int.)	Commercial Taxes	State-77400-115200	3
Joint Commissioner (General)	Commercial Taxes	State-77400-115200	1
Deputy Commissioner (Appeals)	Commercial Taxes	State-77400-115200	14
Deputy Commissioner	Commercial Taxes	State-77400-115200	17
Joint Commissioner (A & I)	Commercial Taxes	State-85000-117600	1
Joint Commissioner (Law)	Commercial Taxes	State-85000-117600	1
Additional Registrar	Co-Operation	State-77400-115200	7
Super Check Officer	Education (General)	State-77400-115200	2
Senior Administrative Officer [JS]	Education (General)	State-77400-115200	1
Additional Director	Education (General)	State-85000-117600	2
Deputy Secretary	Finance Department	State-77400-115200	16
Joint Secretary	Finance Department	State-85000-117600	16
Deputy Secretary	General Administration Department	State-77400-115200	49
Joint Secretary	General Administration Department	State-85000-117600	38
Senior Finance Officer[FD]	Industries & Commerce	State-85000-117600	1
Additional Director	Industries & Commerce	State-77400-115200	3
Senior Administrative Officer (HG)	Industries & Commerce	State-77400-115200	1
Senior Deputy Director	Kerala State Audit Department	State-77400-115200	23
Joint Director	Kerala State Audit Department	State-85000-117600	20
Chief Inspector of Plantation	Labour	State-77400-115200	1
Joint Labour Commissioner	Labour	State-77400-115200	4
Additional Labour Commissioner	Labour	State-81000-117600	2

Additional Labour Commissioner(Welfare)	Labour	State-81000-117600	1
Joint Director (Administration)	Municipal Administration	State-77400-115200	1
Regional Joint Director of UA	Municipal Administration	State-77400-115200	3
Joint Director of Panchayats	Panchayats	State-77400-115200	5
Senior Finance Officer (FD)	Panchayats	State-85000-117600	1
Additional Director of Panchayats	Panchayats	State-81000-117600	1
Senior Finance Officer [FD]	Rural Development	State-85000-117600	1
Joint Development Commissioner	Rural Development	State-77400-115200	4
Additional Development Commissioner	Rural Development	State-81000-117600	2
Senior Finance Officer (FD)	Scheduled Caste Development	State-85000-117600	1
Senior Administrative Officer [SC]	Scheduled Tribes Development	State-85000-117600	1
Finance Officer (FD)	Social Justice Department	State-77400-115200	1
Finance Officer	Social Justice Department	State-85000-117600	1
Additional Director (Survey & LR)	Survey and Land Records	State-77400-115200	1
Additional Director (H)	Tourism	State-77400-115200	1
Senior Administrative Officer [SC]	Tourism	State-77400-115200	1
Administrative Officer/Accounts Officer	Culture	State-77400-115200	1
Senior Administrative Officer	Scheduled Caste Development	State-85000-117600	1
Additional Director	Scheduled Caste Development	State-77400-115200	1
Controller of Rationing	Civil Supplies	State-77400-115200	2
Finance Officer, Collectorate, Thiruvananthapuram	Finance Department	State-77400-115200	1
Finance Officer, Directorate of Employment and Training	Finance Department	State-77400-115200	1
Finance Officer, Directorate of Tourism	Finance Department	State-85000-117600	1
Finance Officer, Registrar Of Cooperative Societies	Finance Department	State-85000-117600	1
Senior Finance Officer, Directorate of Public Instruction	Finance Department	State-85000-117600	1
Joint Director ex cadre post of JD	Municipal Administration	State-77400-115200	1
Joint Director (Health)	Municipal Administration	State-77400-115200	1

SCHEDULE II

(Under Rule 7)

TABLE IV

SUPER TIME SCALE POSTS

Position in State Government	Department Name	Scale of Pay	No. of Posts
(1)	(2)	(3)	(4)
Additional Secretary	Finance Department	State-89000-120000	16
Special Secretary	Finance Department	State-93000-120000	1
Director	Treasuries	State-85000-117600	1
Additional Secretary	General Administration Department	State-89000-120000	53
Special Secretary	General Administration Department	State-93000-120000	6
Director	Kerala State Audit Department	State-89000-120000	1
Director	National Savings	State-77400-115200	1
Director[GAD]	Culture	State-85000-117600	1
Director	State Insurance	State-77400-115200	1
Controller of Stationery	Stationery Department	State-68700-110400	1

SCHEDULE III

(Under Rule 7)

TABLE IV

SUPER TIME SCALE POSTS

Position in State Government	Department	No. of Posts	Posts set apart for KAS in the Department	Posts moved to the General Reserve under Sub-Rule 7(g)
(1)	(2)	(3)	(4)	(5)
TOTAL		T4	C4	G4