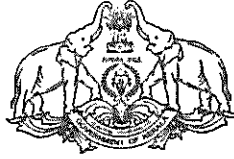


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GOVERNMENT OF KERALA

**Personnel and Administrative Reforms (Advice-C) Department**

**CIRCULAR**

No. Adv. C3/104/2016/P&ARD.

*Dated, Thiruvananthapuram, 17th August, 2016.*

*Sub:—Personnel and Administrative Reforms Department—Recruitment to Public Service—Advance intimation to the Kerala Public Service Commission regarding anticipated vacancies—Instructions—Issued.*

- Ref:—*1. G. O. (Ms.) No. 232/1971/PD dated 12-8-1971.  
2. G. O. (P) No. 38/1992/P&ARD dated 18-9-1992.  
3. Circular No. 4185/Adv.C3/2009/P&ARD dated 1-6-2009.  
4. Circular No. 5755/Adv.C3/2013/P&ARD dated 2-4-2013.  
5. Circular No. 10336/Adv.C3/2014/P&ARD dated 23-7-2014.  
6. Circular No. 8983/Adv.C3/2015/P&ARD dated 17-8-2015.

As per the reference first cited, it was ordered that the Appointing Authorities should report to the Kerala Public Service Commission, the vacancies estimated for one year in each category of posts separately by the first of June every year and that if no vacancies are anticipated a 'Nil' report should invariably be sent.

2. Again, as per the Circular 3rd cited, all Heads of Departments and Appointing Authorities were directed to see that the anticipated vacancies for the calendar year that are caused by retirement/promotion/creation/deputation etc. or 'Not Joining Duty' of a candidate advised earlier are assessed and reported to the Kerala Public Service Commission, concerned Administrative Department and Personnel and Administrative Reforms (Advice-C) Department in advance latest by the 30th June every calendar year. Similar instructions were given in Circular 4th, 5th and 6th cited.

3. In the above circumstances, in order to avoid delay in assessing and reporting vacancies to the Kerala Public Service Commission, Government are pleased to issue the following instructions to the Heads of Departments/ Appointing Authorities:—

(i) The Appointing Authorities should report to the Public Service Commission the anticipated vacancies for the calendar year 2017 (1st January, 2017 to 31st December, 2017) in each category of posts separately by the 1st September, 2016. If no vacancies are anticipated a 'Nil' report should invariably be sent. The details of vacancies reported to the Kerala Public Service Commission for the calendar year 2017 shall be furnished by the Appointing Authorities to the Administrative Department concerned in the Secretariat with copy to Personnel and Administrative Reforms (Advice-C) Department by 30th September, 2016 without fail in the following format:—

<i>Name of Department</i>	<i>Name of Post</i>	<i>Number of vacancies anticipated</i>	<i>Number of vacancies reported to KPSC</i>	<i>Date of reporting to KPSC</i>
(1)	(2)	(3)	(4)	(5)

(ii) In the case of state-wise recruitment, the responsibility of reporting anticipated vacancies to KPSC lies with the Heads of Departments concerned.

(iii) In the case of District-wise recruitment when an officer retires from a promoted post, it is the responsibility of the Heads of Departments to determine the District where a vacancy in the entry cadre post is likely to arise, on the basis of the final seniority list of officers in the entry cadre for promotion in his department and to inform the same to the District Officers concerned in his department, so as to enable them to report these vacancies to KPSC.

(iv) While reporting anticipated vacancies, prescribed percentage of vacancies as per rules should be set aside for By-transfer appointment, Inter-district/Inter-departmental transfer, appointment under Compassionate Employment Scheme and other appointment, specified in special rules.

(v) The Appointing Authorities should exercise extreme diligence and accuracy in reporting vacancies to the Public Service Commission. When once the vacancies are reported to the Commission, they should neither be cancelled nor reduced. They should also note that the date of occurrence of the vacancy should be treated as the crucial date for deciding the method of appointment. The practice, if any, of filling the vacancies by promotion/transfer after reporting the vacancies to the Commission should be discontinued.

(vi) All the vacancies with a duration of six months and above except leave vacancies should invariably be reported to the Commission.

(vii) Maternity leave vacancies for six months need not be reported to Kerala Public Service Commission. But the Maternity leave vacancies that are likely to continue beyond six months should be reported to K.P.S.C. if the vacancies are likely to last long and new vacancies are likely to arise.

(viii) When there is a ranked list, existing vacancies shall invariably be filled up from the candidates in that list.

(ix) All 'Not Joining Duty' (NJD) vacancies should be reported to K.P.S.C. soon after the completion of time limit prescribed for joining duty. Appointing Authority shall ensure that no request for extension of joining time is pending with the Government or with the Appointing Authority before the fact of 'Not Joining Duty' is reported to the K.P.S.C.

(x) Provisional appointments through Employment Exchanges, daily wages and contract basis shall not be resorted to in respect of any posts for which there is a valid Public Service Commission ranked list.

(xi) The Heads of Departments/Appointing Authorities will take utmost care in furnishing the correct information on the vacancy position in the prescribed pro forma (appended for ready reference) to Kerala Public Service Commission.

4. Any violation of these instructions by any of the Heads of Departments/Appointing Authority will be viewed seriously and the officer concerned shall be held personally responsible.

SATYAJEET RAJAN,  
*Principal Secretary.*

To

All Additional Chief Secretaries/Principal Secretaries/Secretaries/Special Secretaries.

All Heads of Departments/Appointing Authorities and Offices.

All Chief Executives of Public Sector Undertakings.

All Heads of Autonomous Bodies/Quasi Government Organisations.

All District Collectors.

All Departments (all sections) of the Secretariat including Law and Finance.

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram (with C.L.).

The Accountant General (A&E), Kerala, Thiruvananthapuram (with C.L.).

- The Secretary, Kerala Public Service Commission (with C.L.).  
The Secretary, Legislature Secretariat (with C.L.).  
The Registrar, High Court of Kerala, Ernakulam (with C.L.).  
The Registrar, University of Kerala/Kochi/Kozhikode/Kannur  
(with C.L.).  
The Registrar, Mahatma Gandhi University, Kottayam (with C.L.).  
The Registrar, Kerala Agricultural University, Thrissur (with C.L.).  
The General Manager, Kerala State Road Transport Corporation,  
Thiruvananthapuram (with C.L.).  
The Secretary, Kerala State Electricity Board, Thiruvananthapuram  
(with C.L.).  
The Advocate General, Ernakulam/Thiruvananthapuram Branch  
(with C.L.).  
The Private Secretary to Chief Minister and other Ministers  
(with C.L.).  
The Private Secretary to the Leader of Opposition, Cantonment  
House, Thiruvananthapuram (with C.L.).  
The Private Secretary to the Speaker/Deputy Speaker, Legislative  
Assembly, Thiruvananthapuram (with C.L.).  
The Secretary to the Governor, Raj Bhavan, Thiruvananthapuram  
(with C.L.).  
The Additional Secretary to the Chief Secretary.  
The Director, Information and Public Relations Department  
(for wide publicity).  
Information and Public Relations (Web and New media) Department  
(for uploading in Government website).  
Stock File/Office Copy.

## PRO FORMA FOR REPORTING VACANCIES FOR THE YEAR.....

[Vide G. O. (P) No. 38/92/P&amp;ARD dated 18-9-1992]

..... Department

1. Designation of the post with scale of :  
pay.
2. Name of the service to which the :  
post belongs [as classified under Kerala  
Civil Service (Classification, Control,  
and Appeal) Rules, 1960].
3. Method of recruitment i.e., by direct :  
recruitment (if direct recruitment is  
prescribed as a method of appointment  
to be reported to only in the absence of  
qualified hands for promotion/transfer,  
it should also be made clear whether  
the method of promotion/transfer has  
been tried and if so with what results)  
or Transfer (the feeder category or  
categories should be specified wherever  
possible) or promotion.
4. The rules or orders of Government :  
if any, prescribing any of the method  
under 3 above in respect of the post,  
the number and date of Government  
Order or the Service Rules to be  
quoted.

5. Qualifications prescribed for each :  
method of recruitment including  
qualification regarding age.
6. The rules or orders of Government :  
if any, prescribing the qualifications  
under item 5 above in respect of the  
post (number and date of Government  
Order or Rule to be quoted).
7. Number of vacancies (in the case of :  
District-wise selections, specify whether  
vacancies are Headquarters or District  
vacancies).
8. Whether the vacancy reported is a fresh :  
one caused by retirement/promotion/  
creation/deputation etc. or NJD  
vacancy ie., vacancy caused by the Not  
Joining Duty of a candidate advised  
earlier.
9. If the vacancy is one caused by the :  
not joining duty of candidate advised  
earlier, specify the name/names of  
candidates who failed to join duty and  
the date of advice of those candidates  
(use separate sheet if space in the  
pro forma is not sufficient).

10. Whether the vacancy has already been reported to the Commission, and if so, the number and date of letter reporting the vacancy and the number and date of communication if any received from the Commission may also be furnished. :
11. The date of occurrence of vacancy. :
12. Probable duration of the vacancies. :
13. Designation of the appointing authority. :
14. Other points if any. :

*Signature,*  
*Name and Designation*  
*of the Appointing Authority.*