



KERALA GAZETTE

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GOVERNMENT OF KERALA

Water Resources (Water Supply) Department

NOTIFICATION

G. O. (P) No. 19/2011/WRD. Dated, Thiruvananthapuram, 1st March, 2011.

S. R. O. No. 212/2011.—In exercise of the powers conferred by section 64 of the Kerala Water Supply and Sewerage Act, 1986 (14 of 1986), read with sub-section (3) of section 8 thereof, and in supersession of the Kerala Water and Waste Water Authority Administrative, Ministerial and Last Grade Service Rules, 1986 issued under Notification issued in G. O. (Ms.) No. 46/86/LAD. dated the 12th March, 1986 and published as S. R. O. No. 574/86 in the Kerala Gazette No. 13 dated 1st April, 1986 and all orders on the subject the Government of Kerala hereby make the following rules for the Kerala Water Authority Administrative, Ministerial and Last Grade Service, namely:—

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RULES

1. *Short title and commencement.*—(1) These Rules may be called the Kerala Water Authority (Administrative, Ministerial and Last Grade) Service Rules, 2011.

(2) They shall come into force at once.

2. *Constitution of service.*—The service shall consist of the following categories of officers grouped into Administrative Service, Ministerial Service and Last Grade Service, namely:—

WING I—ADMINISTRATIVE SERVICE

Category 1—Finance Manager and Chief Accounts Officer

Category 2—Accounts Manager

Category 3—Chief Law Officer

Category 4—Senior Administrative Officer

Category 5—Law Officer

Category 6—Internal Auditor

Category 7—Deputy Accounts Manager

Category 8—Accounts Officer

Category 9—Administrative Officer

Category 10—Principal Information Officer

Category 11—Deputy Law Officer

Category 12—Personal Assistant to Managing Director/Personal Assistant to Technical Member/Personal Assistant to Accounts Member

Category 13—Senior Superintendent/Revenue Officer

Category 14—Divisional Accountant

WING II—MINISTERIAL SERVICE

- Category 15—Junior Superintendent
- Category 16—Legal Assistant
- Category 17—Fair Copy Superintendent
- Category 18—Head Clerk
- Category 19—Selection Grade Typist
- Category 20—Senior Grade Typist
- Category 21—Confidential Assistant (Selection Grade)
- Category 22—Confidential Assistant (Senior Grade)
- Category 23—Confidential Assistant Grade I
- Category 24—Upper Division Clerk
- Category 25—Upper Division Typist
- Category 26—Confidential Assistant Grade II
- Category 27—Lower Division Clerk
- Category 28—Lower Division Typist

WING III—LAST GRADE SERVICE

- Category 29—Daffedar
- Category 30—Peon
- Category 31—Watchman
- Category 32—Sweeper

3. *Method of Appointment and Qualification.*—No person shall be eligible for appointment to any of the categories specified in column (1) of the table below by the method specified in column (2) unless he possesses the qualifications specified in the corresponding entry in column (3) thereof, namely:—

TABLE

Category	Method of Appointment	Qualification	Appointing Authority
(1)	(2)	(3)	(4)
WING I - ADMINISTRATIVE SERVICE			
1. Finance Manager and Chief Accounts Officer.	<p>(1) By Promotion from Category 2.</p> <p>(2) In the absence of qualified persons for promotion, by Direct Recruitment through KPSC.</p>	<p>Promotion</p> <p>(i) Must be a member of the Institute of Chartered Accountants of India/Member of the Institute of Cost and Works Accountants of India</p> <p>(ii) 5 years of experience as Accounts Manager of Kerala Water Authority.</p>	Government of Kerala

Direct Recruitment

(i) Must be a member of the Institute of Chartered Accountants of India or Member of the Institute of Cost and Works Accountants of India

(ii) Must have a minimum of 5 years experience as Chartered Accountant/Cost Accountant in a registered firm or a Public Sector Undertaking, after obtaining the basic qualification mentioned in item (i).

2. Accounts
Manager

By Promotion from
Category 7—Deputy
Accounts Manager.

(i) Minimum 5 years of Managing Director,
experience as Deputy Accounts Kerala Water
Manager in Kerala Water Authority. • Authority

(ii) Certificate in Office
Automation of minimum 3 months
(120 hours) duration awarded by Lal
Bahadur Shastri Centre for Science
& Technology (LBS), Institute of
Human Resources Development
(IHRD) or from similar/equivalent
Institutions approved by Government.

3. Chief Law
Officer

(1) By Promotion
from Category 5—
Law Officer

By Promotion

Minimum 5 years of experience
as Law Officer in Kerala Water
Authority.

Managing Director,
Kerala Water
Authority

(2) In the absence of
qualified hands for
promotion, by
deputation of an
officer not below
the rank of Joint
Secretary in Law
Department from
G o v e r n m e n t
Secretariat.

(1)	(2)	(3)	(4)
4. Senior Administrative Officer	By Promotion from Category 6—Internal Auditor based on the seniority.	Managing Director, Kerala Water Authority	
5. Law Officer	(1) By Promotion from Category 11—Deputy Law Officer based on the seniority.	By Promotion Minimum 5 years of experience as Deputy Law Officer in Kerala Water Authority.	Managing Director, Kerala Water Authority
	(2) In the absence of qualified hands for promotion, by deputation of an officer not below the rank of Under Secretary in Law Department from Government Secretariat.		
6. Internal Auditor	By Promotion from Category 8 & 9 viz. Accounts Officer and Administrative Officer respectively based on the combined seniority.		Managing Director, Kerala Water Authority

7 Deputy Accounts Manager	By Direct Recruitment through Kerala Public Service Commission.	Member of Institute of Chartered Accountants of India/ Member of the Institute of Cost and Works Accountants of India.	Managing Director, Kerala Water Authority
8. Accounts Officer	By promotion from Category 13—Senior Superintendent/ Revenue Officer based on seniority.		Managing Director, Kerala Water Authority
9. Administrative Officer	By promotion from Category 13—Senior Superintendent/ Revenue Officer based on seniority.		Managing Director, Kerala Water Authority
10. Principal Information Officer	By Direct Recruitment through Kerala Public Service Commission.	(i) Degree in any Discipline from a recognised University. (ii) Degree/Diploma in Journalism with not less than five years of experience from any reputed media.	Managing Director, Kerala Water Authority
11. Deputy Law Officer	(1) By promotion from Category 16—Legal Assistant based on the seniority.	By Promotion Minimum 5 years of experience as Legal Assistant in Kerala Water Authority.	Managing Director, Kerala Water Authority

(1)

(2)

(3)

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(2) In the absence of qualified hands for promotion, by deputation of an officer not below the rank of Section Officer in Law Department from Government Secretariat.

12. Personal Assistant to Managing Director/Personal Assistant to Technical Member/Personal Assistant to Accounts Member

By promotion from Category 21- Confidential Assistant (Selection Grade).

Managing Director,
Kerala Water
Authority

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13. Senior Superintendent/Revenue Officer

By promotion from Category 14- Divisional Accountant based on the seniority.

Managing Director,
Kerala Water
Authority

14. Divisional
Accountant

(1) By transfer from category 15—Junior Superintendent in Ministerial Service.

(2) By Direct Recruitment through Kerala Public Service Commission.

Note—The appointment by transfer and direct recruitment shall be in the ratio of 2:1 (Cadre strength). If sufficient number of candidates are not available for by transfer appointment, such vacancies shall also be filled up by direct recruitment.

(1) Transfer Appointment
Account Test (Higher) & PWD Test.

(2) By Direct Recruitment

(i) Degree with at least Second Class from a recognised University.

Note—In the case of candidates belonging to SC/ST Communities, a degree from a recognised University is sufficient.

(ii) The candidates under direct recruitment shall be selected by the Public Service Commission by conducting the competitive examinations, prescribed for the post of Divisional Accountant in Kerala General Services.

Managing Director,
Kerala Water
Authority

(1)	(2)	(3)	(4)
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WING II— MINISTERIAL SERVICE

15. Junior Superintendent	By Promotion from Category 18—Head Clerk based on the seniority.	Pass in Account Test (Higher)	Managing Director, Kerala Water Authority
16. Legal Assistant	(1) By direct recruitment through Kerala Public Service Commission. (2) In the absence of Ranked List prepared by KPSC, by deputation of Legal Assistant in Law Department from Government secretariat.	By Direct Recruitment (i) A Degree in Law from a University in Kerala or from a University recognized by any of the Universities in Kerala or its equivalent. (ii) Pass in Bar Council Examinations.	Managing Director, Kerala Water Authority

OR

Enrolment as an Advocate.

Note—The enrolment should be live and valid and shall not be one cancelled or suspended as on the last date of receipt of application. A Candidate engaged in another profession or calling will be considered as one whose enrolment is suspended.

17. Fair Copy Superintendent	By Promotion from Category 19—Selection Grade Typist based on the seniority.	Managing Director, Kerala Water Authority
18. Head Clerk	By Promotion from Category 24—Upper Division Clerk based on the seniority.	Managing Director, Kerala Water Authority
19. Selection Grade Typist	By Promotion from Category 20—Senior Grade Typist based on the seniority.	Managing Director, Kerala Water Authority
20. Senior Grade Typist	By Promotion from Category 25—Upper Division Typist based on the seniority.	Managing Director, Kerala Water Authority
21. Confidential Assistant (Selection Grade)	By Promotion from Category 22—Confidential Assistant (Senior Grade) on the basis of seniority.	Managing Director, Kerala Water Authority
22. Confidential Assistant (Senior Grade)	By Promotion from Category 23—Confidential Assistant (Grade I) based on the seniority.	Managing Director, Kerala Water Authority

(1)	(2)	(3)	(4)
23. Confidential Assistant (Grade I)	By Promotion from Category 26—Confidential Assistant (Grade II) based on the seniority.	Managing Director, Kerala Water Authority	
24. Upper Division Clerk	<p>(1) By Promotion from Category 27—Lower Division Clerk based on the seniority in the feeder Category.</p> <p>(2) By Transfer from the categories of 25—Upper Division Typist and 26—Confidential Assistant Grade II.</p> <p><i>Note:—</i>Appointment by promotion and Transfer shall be in the ratio 5:1 (Cadre strength)</p>	<p>For Promotion Account Test (Lower), PWD Test and MOP.</p> <p>For by transfer appointment Account Test (Lower), PWD Test and MOP.</p> <p><i>Note:—</i>(1) Not less than 10 years service in KWA.</p> <p>(2) Employees must have satisfactorily completed their probation in the respective feeder categories.</p>	Managing Director, Kerala Water Authority
25. Upper Division Typist	By Promotion from Category 28—Lower Division Typist based on the seniority.		Managing Director, Kerala Water Authority

26. Confidential
Assistant
Grade II

(1) By Direct Recruitment through Kerala Public Service Commission:

(2) By promotion from category 28— Lower Division Typist based on the seniority.

Note:—(i) Direct Recruitment and Promotion shall be in the ratio of 3:1 (Cadre strength)

(ii) 5% of the vacancies of Confidential Assistant Grade II set apart for direct recruitment will be reserved for appointment of Low paid employees in the Last Grade Service and Ministerial Service of Kerala Water Authority holding posts within the purview of the Commission who possess the minimum qualification prescribed for

(i) Degree in any Discipline;
(ii) Typewriting (English) Kerala Government Technical Examinations (Lower) or its equivalent;

(iii) Typewriting (Malayalam) Kerala Government Technical Examinations (Lower) or its equivalent;

(iv) Shorthand (English) Kerala Government Technical Examinations (Lower) or its equivalent;

(v) Certificate in Data Entry and Office Automation of Minimum 3 months (120 hours) duration awarded by Lal Bahadur Shastri Centre for Science & Technology (LBS), Institute of Human Resources Development (IHRD) or from similar/equivalent institutions approved by Government; and

(vi) Shorthand (Malayalam) Kerala Government Technical Examinations (Lower) or its equivalent.

Managing Director,
Kerala Water
Authority

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Confidential Assistant Grade II and who secure not less than 40% marks in the competitive test conducted by Public Service Commission and thus became qualified for appointment as Confidential Assistant Grade II. Those who could not secure appointment before the expiry of the Ranked List will be included at the top of the new separate Ranked List of low paid employees irrespective of their service and seniority and they will be given appointment accordingly.

(iii) Low paid employees shall be an approved probationer/full member of service.

27. Lower Division Clerk

By Direct Recruitment through Kerala Public Service Commission.

Note:—10% of the vacancies in the cadre of Lower Division Clerk will be reserved for persons holding Low paid post in the Last Grade Service and Ministerial Service of Kerala Water Authority holding posts within the purview of the Commission (Employees should be approved probationer/full member in respective feeder

(i) Degree in any Discipline; and

(ii) Certificate in Data Entry and Office Automation of Minimum 3 months (120 hours) duration awarded by Lal Bahadur Shastri Centre for Science & Technology (LBS), Institute of Human Resources Development (IHRD) or from similar/equivalent Institutions approved by the Government.

Managing Director,
Kerala Water
Authority

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categories) who secure not less than 40% marks in the Competitive Test conducted by Public Service Commission. The names of low paid employees who secure 40% marks and above in the selective test conducted by the Public Service Commission and thus became qualified for appointment as Lower Division Clerk, but could not secure appointment before the expiry of the Ranked List will be included at the top of the new separate ranked list of low paid employees irrespective of their service and seniority and they will be given appointment accordingly.

23/10/2011

28. Lower Division
Typist

By Direct Recruitment through Kerala Public Service Commission.

Note:—10% of the vacancies in the cadre of Lower Division Typist will be reserved for persons holding Low paid post in the Last Grade Service and Ministerial Service of Kerala Water Authority holding posts within the purview of the Commission (Employees should be approved probationer/full member in the respective feeder categories) who secure not less than 40% marks in the Competitive Test conducted by Public Service Commission. The names of low paid employees who secure 40% marks and above in

(i) Degree in any Discipline; and
(ii) Typewriting (English) Kerala Government Technical Examinations (Lower) or its equivalent;

(iii) Typewriting (Malayalam) Kerala Government Technical Examinations (Lower) or its equivalent;

(iv) Certificate in Data Entry and Office Automation of Minimum 3 months (120 hours) duration awarded by Lal Bahadur Shastri Centre for Science & Technology (LBS), Institute of Human Resources Development (IHRD) or from similar/equivalent Institutions approved by the Government.

Managing Director,
Kerala Water
Authority

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the selective test conducted by the Public Service Commission and thus became qualified for appointment as Lower Division Typist, but could not secure appointment before the expiry of the Ranked List will be included at the top of the new separate Ranked List of low paid employees irrespective of their service and seniority and they will be given appointment accordingly.

29. Deffedar

By Promotion from
Category 30-Peon
and 31-Watcher
based on the
seniority.

WING III— LAST GRADE SERVICE

Managing Director,
Kerala Water
Authority

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30. Peon ✓	By Direct Recruitment through Kerala Public Service Commission.	Literacy in Malayalam, Tamil or Kannada.	Managing Director, Kerala Water Authority
31. Watchman ✓	By Direct Recruitment through Kerala Public Service Commission.	Literacy in Malayalam, Tamil or Kannada. Physically handicapped and women candidates are not eligible to apply for the post	Managing Director, Kerala Water Authority
32. Sweeper	By transfer Appointment from Part-time Contingent employees based on their seniority.		Managing Director, Kerala Water Authority

4. *Appointment Authority.*—The appointing authority for Category 1 and for categories to be filled up by deputation from Government shall be the Government of Kerala and that for all other categories constituting the service under these rules shall be the Managing Director, Kerala Water Authority.

5. *Qualification regarding age.*—No person shall be eligible for appointment by direct recruitment if he has not completed 18 (eighteen) years of age and if he has completed 35 (thirty five) years of age as on the first day of January of the year in which the applications for appointment are invited with usual relaxation to Scheduled Caste, Scheduled Tribes and Other Backward classes. In case of posts viz. Finance Manager and Chief Accounts Officer and Principal Information Officer, the maximum age limit shall be 42 years with usual relaxation to SC/ST and OBC candidate.

6. *Reservation of Appointment.*—The Rules relating to reservation of appointments i.e. General Rules 14 to 17 of The Kerala State and Subordinate Service Rules, 1958 shall apply to the appointments by direct recruitment to the categories under these rules.

7. *Probation.*—(1) Every person appointed to 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 from any other service for a total period of two years on duty within a continuous period of three years; and

(ii) if appointed by promotion, for a total period of one year on duty within a continuous period of two years.

(2) The persons appointed under the Last Grade Service by direct recruitment, promotion or by transfer shall undergo probation for a period one year on duty within a continuous period of two years.

8. *Department Tests.*—Every person appointed to the following categories shall within the prescribed period of probation pass the following Departmental Tests mentioned against each category, if he has not already passed the tests,—

- (1) Lower Division Clerk The Manual of Office Procedure

- | | |
|-----------------------------|--|
| (2) Upper Division Clerk | .. (1) Account Test (Lower)
(2) PWD Test |
| (3) Junior Superintendent | .. Account Test (Higher) |
| (4) Divisional Accountant | .. Account Test (Higher), PWD Test
and MOP. |
| (5) Legal Assistant | .. Account Test (Higher), PWD Test
and MOP. |
| (6) Deputy Accounts Manager | .. Account Test (Higher), PWD Test
and MOP. |

9. *Applicability of certain Rules.*—Subject to the provisions of the Kerala Water Supply and Sewerage Act, 1986 (14 of 1986), the provisions of the Kerala State and Subordinate Services Rules, 1958, the Kerala Civil Services (Classification, Control and Appeal) Rules, 1960 and of the Kerala Government Servants' Conduct Rules, 1960 as may be in force from time to time, shall mutatis mutandis apply to employees of the Kerala Water Authority.

10. *Application of the Kerala Service Rules.*— Subject to the provisions of the Kerala Water Supply and Sewerage Act, 1986 (14 of 1986) and also these rules the provisions contained in Part I, II and III of the Kerala Service Rules as may be in force from time to time shall mutatis mutandis apply to the employees of Kerala Water Authority in matters of pay fixation, joining time, travelling allowances, leave, pension, other retirement benefits etc.:

Provided that in case where operation of any rule, decision or order thereunder, causes undue hardship to any particular case, the Kerala Water Authority may, with the previous approval of the Government, dispense with or release the requirements of it of that rule, decision or order, to such extent and subject to such condition as it may consider necessary for dealing with the case in a just and equitable manner.

12. *Protection of rights of employees appointed in the Public Health Engineering Department.*—(1) The rights or benefits of the employees who had been appointed in the erstwhile Public Health Engineering Department or Kerala Water Authority before the coming into force of these Rules under the Kerala Public Health Engineering Subordinate Services Special Rules and covered by these rules, shall be protected in matters relating to promotion and qualification for promotions.

(2) Wherever minimum in-service experience is specified in the rule for promotions to higher posts, the service rendered in the erstwhile Public Health Engineering Department shall also be taken into account.

(3) In the case of staff transferred from Municipalities to the service of Kerala Water Authority, the service in the Municipalities shall be deemed to be the service rendered in the Kerala Water Authority for the purposes of these rules.

By order of the Governor,

PREDEEP KUMAR,

Secretary Government.

Explanatory Note

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

Government have decided to frame Special Rules for the Kerala Water Authority (Administrative, Ministerial and Last Grade Services) in supersession of the Notification vide G. O. (Ms.) No. 46/86/LAD dated 12th March, 1986, published as S. R. O. No. 574/86 Kerala Gazette No. 13 dated the 1st April, 1986 and all orders issued on the subject.

This notification is intended to achieve the above objects.
