

Annexure - 3

(Approved by the Commissioner of Land Revenue as per order L.R.T(3)-11500/2010 Date : 22-01-2011)

NORMS TO BE FOLLOWED FOR PREPARATION OF UDC/SVO SENIORITY LIST

1. METHOD OF APPOINTMENT

1. By Promotion from Lower Division Clerk/Village Assistant.
2. By Transfer from among qualified Upper Division Typists and Confidential Assistant.

(Rule 3 Category 3 of K.R.M.S.S Special Rules)

2. QUALIFICATIONS

- a. Shall pass Revenue Test (Travancore/Cochin/Madras). This test is obligatory from 12.6.1985.
- b. Shall pass Account Test (Lower). This test is obligatory from 1.1.1964.
- c. Shall pass District Office Manual Test. This test is obligatory from 14.1.1963.

(Rule 9 of K.R.M.S.S Special Rules)

3. PROBATION

Every person promoted/appointed as Upper Division Clerk/Special Village Officer shall be on probation for a total period of one year on duty within a continuous period of two years. This shall come into force from 12th June 1985.

(Rule 10 of K.R.M.S.S Special Rules and Rule 28(a)(iii) of K.S & S.S.R).

Note : Rule 28(e) Part I, of K.S & S.S.R provides that Notwithstanding anything to the contrary contained in the Special Rules, where there are more than one grade to the same category and duties and responsibilities attached to the various grades are one and the same, and appointment to the higher grades are made by promotion from the lower grades, then probation shall be insisted only in the lowest grade to such category. As such, an incumbent who is an approved probationer in L.D.Clerk cadre can be promoted to Head Clerk cadre without completing probation in U.D.Clerk cadre. However, such an appointee should have completed probation in Head Clerk cadre before promotion to higher post.

(Govt.Ltr.No.19800/C3/08/RD dated 31-7-2009)

4. DETAILS OF TEST EXEMPTIONS

1. Pass in District Office Manual Test is not necessary in the case of persons who have passed Manual of Office Procedure Test or Secretariat Manual Test or Revenue Test (Madras) prior to 12th June 1985.
(Rule 9 of K.R.M.S.S Special Rules)
2. A pass in the test conducted by the Kerala Public Service Commission in pursuance of G.O.(MS)No.287/66/PD dated 11-7-66 shall be accepted as sufficient qualification in lieu of the District Office Manual Test.
(Rule 9 of K.R.M.S.S Special Rules)
3. The Village Officer and Village Assistants as on 10th September 1984 will be allowed time till 8th September 1991 to pass Revenue Test, Account Test and District office Manual Test.
(G.O.(MS) No.360/92 dated 4.9.1992 and G.O.(MS) No.12/2001/RD dated 17.1.2001)
4. Employee who had entered as L.D.Clerk/Village Assistant prior to 12.7.1989 and have got their probation declared in the category of L.D.Clerk/Village Assistant as per then existing rules are exempted permanently from passing Chain Survey test and Employees who had entered as L.D.Clerk/Village Assistant from 12.7.1989 to 12.8.1996 shall have given time up to 27.3.2010 for passing Chain Survey Test.
(G.O.(MS).No.68/2008/RD Dated 28.3.2008, G.O.(MS).No.376/2008/RD Dated 4.11.2008 and G.O.(MS).No.242/2009/RD Dated 24.06.2009)
5. Employees who attain the age of 50 years shall be exempted from passing obligatory tests for promotion such as Revenue Test, Account Test, District Office Manual Test and Chain Survey Test. *(Rule 13B of K.S & S. S.R)*
6. Employees belonging the scheduled castes and Scheduled Tribes who entered in service before 1.1.1986 shall permanently be exempted from passing obligatory tests for promotion such as Revenue Test, Account Test, District Office Manual Test and Chain Survey Test.
(Rule 13A, 13AA, 13AB of K.S & S. S.R)
7. Employees belonging the Scheduled Castes and Scheduled Tribes who entered in service after 31.12.1985 and has not passed the obligatory tests but is otherwise qualified and suitable for promotion shall be promoted temporarily and if he has passed the said tests within a period of three years from the date of such temporary promotion, his seniority in the promoted cadre shall be determined with reference to the date of such temporary promotion.
(Rule 13A of K.S & S. S.R)

5. GENERAL PRINCIPLES FOR PREPARATION OF SENIORITY LIST OF UDC/SVO

1. The Rule 28(b)(ii) of K.S & S.S.R governs promotion and appointment by transfer to the post of UDC/SVO. Rule 28(b)(ii) deals with promotion and appointment by transfer to higher posts according seniority subject to the person being considered suitable for the promotion post.
2. No person shall be eligible for promotion as UDC/SVO unless he has satisfactorily completed his probation in the LDC/VA cadre.
(Rule 28(a) of K.S & S. S.R)
3. A probationer shall not be superseded for promotion if the vacancy in the higher grade arises within the period of probation, if he has passed the tests prescribed for successful completion of probation and is otherwise eligible and suitable for promotion, he shall be promoted temporarily subject to the condition that he satisfactorily completes the probation with in the period prescribed. If he has completed his probation with in the prescribed time his seniority shall be determined with reference to the date of such temporary promotion. *(Proviso to Rule 28(a) of K.S & S. S.R)*
4. The L.D.Clerk/Village Assistant who have completed their probation and having requisite test qualifications prescribed in the Special Rule shall be promoted as UDC/SVO based on their seniority.
5. Upper Division Typist and Confidential Assistant with the qualifications prescribed in Special Rule for appointment as U.D.Clerk/Special Village Officer and having not less than ten years of service shall be appointed in every sixth vacancy arising in the U.D.Clerk Cadre.
6. U.D.Typist/Confidential Assistant shall not be eligible for appointment as U.D.Clerk if there is an L.D. Clerk/Village Assistant having same length of service awaiting promotion.
7. If eligible candidates from among Upper Division Typist and confidential Assistants are not available at the time of occurrence of the vacancy, the vacancy shall be filled up by promotion from qualified Lower Division Clerks/Village Assistant.
8. Promotion to the post of U.D.Clerk/Special Village Officer shall be made with reference to the conditions existing at the time of occurrence of vacancy and not with reference to those at the time when the question of promotion is taken up. *(Rule 28(bb) of K.S & S. S.R)*

9. The date on which the publication of result of the departmental test made on the notice board of the Public Service Commission must be regarded as the date of acquisition of test qualification. *(1987 (2) K.L.T 716 Ravunnikutty v Rosalind & Others. W.A.307 of 1983 dated 28th September 1987)*
10. Promotions, against the vacancies remaining unfilled for want of test qualified persons, shall be made by treating to the day following the last day of the whole examination as the date of acquisition of test qualification
(Rule 28(bbb) of K.S & S. S.R)
11. Any relinquishment of promotion shall entail loss of seniority to the extent relinquished. The seniority of a person who relinquishes his promotion shall be determined by the first vacancy that arises after the relinquishment ceases.
(G.O.(P).No.39/91/P&ARD Dated 07.12.1991 and W.A. No. 473/87 dated 25.8.1987 Reported in ILR 1988 (1) Ker.406 and 1987(2) KLT 579)
12. Persons who have taken up Leave Without Allowance for employment within and outside India, for study purpose and for the purpose of joining spouse shall lose promotion benefits which may arise with reference to their seniority in the posts from which they proceeded on leave. They shall lose seniority in the higher grade/grades with reference to their juniors who might get promoted to such grade/grades before they rejoin duty. (Kerala Service Rules Rule 88, G.O.(P).780/83/Fin dated 16.12.1983, Circular No.16/98/Fin dated 16.3.1998)
11. Any relinquishment of promotion shall entail loss of seniority to the extent relinquished. Temporary relinquishment shall be for a minimum period of one year and once in a service of an officer. Their seniority shall be determined by the date of reappointment to that cadre.
(G.O.(P).No.39/91/P&ARD Dated 07.12.1991)
