

# **NORMS FOLLOWED FOR PREPARATION OF LDC/VA SENIORITY LIST**

## **1. METHOD OF APPOINTMENT**

1. By Direct recruitment
2. By Appointment from Lower Division Typist
3. By appointment from Villagemen
4. By appointment from Last Grade Servants/Attenders in Land Revenue Department and Survey Department

*(Rule 3 of Kerala Revenue Ministerial Subordinate Service Special Rules,1985)*

## **2. QUALIFICATIONS**

1. By Direct recruitment  
Minimum general educational qualification of the S.S.L.C standard.
2. By Appointment from Lower Division Typist  
Lower Division Typist declared eligible for appointment as Lower Division Clerk as per G.O.(MS) No.301/68/PD Dated 26-9-1968 shall be appointed.
3. By appointment from Villagemen  
Villagemen with minimum general educational qualification and having three years service shall be appointed.

4. By appointment from Last Grade Servants/Attenders  
Last Grade Servants/Attenders with minimum general educational qualification and having three years service shall be appointed.  
***(Villageman and Last Grade Servants/Attenders with minimum general educational qualification and having three years of total service shall be appointed as Lower Division Clerk/Village Assistant limited to 25% of the total posts of Village Assistants as on 9-9-1984 and 25% of 35% of the post of L.D.Clerk/ Village Assistants up to 5th December,2006. From 6th December,2006, 15% of the total posts of L.D.Clerk/ Village Assistants shall be filled from among qualified Villagemen and Last Grade Servants/Attenders, at the ratio of 3:2 between them. In the absence of qualified Villagemen and Last Grade Servants/Attenders the posts shall be filled up by direct recruitment. The seniority of the persons appointed in this manner shall be determined with reference to the date of order of appointment as Lower Division Clerk/Village Assistant)***

*(Rule 3 of Kerala Revenue Ministerial Subordinate Service Special Rules,1985 and Rule 27(a) of K.S & S.S.R)*

### **3. PROBATION**

Every person appointed as Lower Division Clerk/Village Assistant shall on probation for a total period of two years on duty within a continuous period of three years. This shall come into force from 12th June 1985.

*(Rule 10 of Kerala Revenue Ministerial Subordinate Service Special Rules, 1985)*

***Note : Before 12th June 1985 person appointed as Lower Division Clerk/Village Assistant shall be on probation for a total period of one year on duty within a continuous period of two years.***

*(Provisio to General Rule 28(a) K.S & S.S.R)*

Every person on probation in the category of Lower Division Clerk/Village Assistant shall pass the test in District Office Manual and Chain Survey during the period of probation. Pass in District Office Manual test is obligatory from 14.1.1963 and Chain Survey test form 10.9.1984

*(Rule 11 of Kerala Revenue Ministerial Subordinate Service Special Rules, 1985)*

***Note 1 : 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 be 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)*

***Note 2 : Employees who attained the age of 50 years shall permanently be exempted from passing obligatory tests for declaration of probation such as Chain Survey Test and District Office Manual Test. (Rule 13B of K.S & S. S.R)***

***Note 3 : Employees who belongs to the Scheduled Castes and Scheduled Tribes entered in service before 1.1.1986 shall permanently be exempted from passing obligatory tests for declaration of probation such as Chain Survey Test and District Office Manual Test. (Rule 13A, 13AA, 13AB of K.S & S. S.R)***

### **4. GENERAL PRINCIPLES FOR PREPARATION OF SENIORITY LIST OF LDC/VA**

1. The seniority of a person appointed by the Public Service Commission shall be determined by the date of first effective advice, unless he has been reduced to a lower rank as punishment. (Rule 27(c) of K.S & S.S.R).
2. Seniority of a person who has been granted extension of time to join duty beyond three months from the date of order of appointment shall be determined by the date of his joining duty. (Proviso to Rule 27(c) of K.S & S.S.R)

3. The seniority of candidate appointed under Compassionate Employment shall be reckoned with effect from the date of order of appointment by the appointing authority.  
(Rule 27(a) of K.S & S.S.R, G.O.(P) No.19/91/P&ARD dated 28.5.91 and G.O.(P) No. 7/95/P&ARD dated 30.3.95)
4. The seniority of candidate appointed under Regularisation of Provisional Employment, Sports quota, etc. shall be determined with reference to directions contained in the concerned Government Order.
5. The seniority of a candidate appointed as 'Clerk-Typist/Typist-Clerk' and opted for conversion as L.D.Clerk, shall be determined with reference to the date of first effective advice by the Public Service Commission as 'Clerk-Typist/Typist-Clerk'.  
(Rule 27(c) of K.S & S.S.R, G.O.(MS).No.86/76/PD dated 25.3.1976, G.O.(P) No. 20/90/P&ARD dated 31.5.1990)
6. A person advised in one service and there after discharged from service for want of vacancy and got reappointed in another service on further advice of the Commission shall be determined by the date of first effective advice.  
(Rule 27(c) of K.S & S.S.R)
7. A person who got inter district/inter departmental transfer will take rank below the junior most in the category in the new unit or department. His seniority shall be determined with reference to the date of joining in the new unit or department. He shall not be allowed transfer from one district to another or one department to another with in a period of five years from the date of commencement of continuous service.  
(Proviso to Rule 27(a) of K.S & S.S.R, G.O.(MS) No.4/61/PD dated 2.1.1961, G.O.(MS) No.154/71/PD dated 27.5.1971, G.O.(MS) No.37/96/P&ARD dated 7.11.1996, Govt.Letter no 85325/C3/05/RD dated 25.2.2006, Govt. Letter no 19800/C3/09/RD dated 31.7.2009 and G.O.(Rt) No.3847/2009/RD dated 20.10.09)
8. The seniority of a person advised by the District office of the Public Service Commission for appointment in the vacancy in the Head Quarters, with out obtaining his willingness and transferred after such appointment to the district of his choice without insisting on the time limit of five years, shall be determined with reference to the date of his original advice by the district office of the Public Service Commission. It will not apply to inter unit or inter departmental transfers.

***Note : Those who are appointed in Head quarters instead of initial posting in the districts to which selected will be treated as an appointee in Head quarters vacancy. Transfer of an incumbent in the entry cadre in Head quarters after their initial appointment in the district to which he is selected, is irregular. However, those who are already appointed in such a way will be treated as inter district transferee and in such cases, their seniority will be determined only with effect from the date of joining in the new district.***

*(Proviso to Rule 27(a) and Govt.Ltr.No.19800/C3/08/RD dated 31-7-2009)*

9. The person appointed as Lower Division Clerk in a service prior to 19.10.1962 and transferred there after to another unit of the same department seniority shall be determined with reference to the date of his first appointment subject to the condition that the seniority so determined shall not adversely affect the seniority of any person who has been promoted on a regular basis in the new unit.  
(G.O.(Rt).No.711/72/RD dated 6.7.1972)
10. Persons who have taken up Leave Without Allowance before completion of probation in the entry grade will have to start afresh and complete their probation on return from leave without allowance. They should forfeit their seniority before their proceeding on leave and they will be deemed as new entrants.  
(Rule 18(g) of K.S & S.S.R)
11. 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 be promoted to such grade/grades before they rejoin duty.  
(K.S.R Rule 88, G.O.(P).780/83/Fin dated 16.12.1983, Cir.No.16/98/Fin dated 16.3.1998)
12. When two or more persons are included in the same advice list, their relative seniority shall be fixed according to the order in which their names are arranged in the advice list. (Rule 27 of K.S & S.S.R)
13. Seniority of persons advised for appointment on the same date by different District Offices of the Public Service Commission shall be determined as follows :-
  - i. The persons having same serial number in the various advice list shall be grouped together and the inter-se-seniority in each group shall be fixed on the basis of their age, the older being senior to the younger.
  - ii. If the date of birth of two or more persons in a group happens to be the same their seniority shall be fixed on the basis of the alphabetical order of their names.
  - iii. If the date of birth and name of two or more persons in a group happens to be the same their seniority shall be fixed on the basis of the alphabetical order of the Districts concerned.
14. The date of advice of a person appointed on the advice of the Public Service Commission and the date of appointment order of a relative dependent of a Government servant appointed under died in harness scheme happened to be the same date the former shall be treated as senior. (Rule 27 of K.S & S.S.R)
15. The date of advice of a person appointed on the advice of the Public Service Commission under General Recruitment and the date of advice of a person appointed on the advice of the Public Service Commission under Special Re-

ruitment (under Rule 17A of K.S & S.S.R) happened to be the same date the former shall be treated as senior. (Rule 27 of K.S & S.S.R)

16. The date of advice of a person appointed on the advice of the Public Service Commission and the date of joining duty of a person appointment on mutual or inter-unit or inter district or inter departmental transfer happened to be the same date the former shall be treated as senior. (Rule 27 of K.S & S.S.R).

**Special Criteria for preparing seniority list of LDC/VA as on 10.9.1984**

1. Only those who are actually holding the post of Village Assistants and Lower Division Clerk on the crucial date of integration, ie.10.9.1984, will be included in the integrated seniority list of LDC/VA as on 10.9.1984. (Direction of the Hon'ble High Court in the judgement date 14.7.1999 in O.P.No 22276/98)
2. Their inter se seniority will be fixed on the basis of their appointment to the respective categories ie Village Assistant and Lower Division Clerk. (G.O.(MS) No.911/84/RD dated 10.9.1984)
3. The service as Village Assistants before 1-1-1968 will be ignored. That means those who are entered as Village Assistant before 1-1-1968 will get seniority as LDC/VA from 1-1-1968. Their inter se seniority will be maintained on the basis of their appointment. (G.O.(MS) No.911/84/RD dated 10.9.1984)
4. When the date of appointment of a Village Assistant and Lower Division Clerk happen to be one and same the principle 'the older the senior' should be followed. (G.O.(MS) No.911/84/RD dated 10.9.1984)
5. The Persons who are working as copyists as on 1-7-1968 shall be deemed to have been appointed as Lower Division Clerk as on 1-7-1968. Their inter se seniority will be maintained on the basis of their appointment. (Rule 3 Category 4 Note 1A of K.R.M.S.S.Special Rule)
6. The persons who are appointed as copyist during the period from 1-7-1968 to 26-5-1982 shall be deemed to have been appointed as Lower Division Clerk from their respective date of appointment as copyist. (Rule 3 Category 4 Note 1A of K.R.M.S.S.Special Rule)
7. When the date of appointment of a Copyist and Lower Division Clerk happen to be one and same the principle 'the older the senior' should be followed. (Rule 3 Category 4 Note 1A of K.R.M.S.S.Special Rule)

Sd/-  
Commissioner

Assistant Commissioner  
(Seniority Cell)