



കേരള സർക്കാർ

സംഗ്രഹം

കേരള സംസ്ഥാന പിന്നോക്ക വിഭാഗ വികസന കോർപ്പറേഷനിൽ തസ്തികകളുടെ പരിഷ്കരണവും പുനർനാമകരണവും ഉൾപ്പെടുത്തി പുതിയ സ്പെഷ്യൽ റൂൾ അംഗീകരിച്ചുകൊണ്ട് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

പിന്നോക്ക സമുദായ വികസന (എ) വകുപ്പ്

സ.ഉ. (എം.എസ്.) നമ്പർ 22/2014/പിസവിവ.

തീയതി : തിരുവനന്തപുരം, 05/09/2014

- പരാമർശം :-
1. G.O. (MS) No. 23/96/SCSTDD തീയതി : 29-03-1996
 2. G.O. (MS) No. 89/97/SCSTDD തീയതി : 29-09-1997

ഉത്തരവ്

കേരള സംസ്ഥാന പിന്നോക്ക വിഭാഗ കോർപ്പറേഷനിലെ Special Rules 1996-ൽ പരാമർശം (1) പ്രകാരം നിലവിൽ വരികയും പരാമർശം (2) പ്രകാരം ഇതിന് ഭേദഗതി വരുത്തുകയുമുണ്ടായി. എന്നാൽ ഈ കോർപ്പറേഷനിലെ തസ്തികകളുടെ പരിഷ്കരണവും (Revision of Staff) പുനർനാമകരണവും ഉൾപ്പെടുത്തി ജീവനക്കാരുടെ സേവന വ്യവസ്ഥകൾ സംബന്ധിച്ച പുതിയ സ്പെഷ്യൽ റൂൾ അംഗീകരിക്കണമെന്ന് മാനേജിംഗ് ഡയറക്ടർ പ്രൊപ്പോസൽ സമർപ്പിച്ചിരുന്നു.

(2) കേരള സംസ്ഥാന പിന്നോക്ക വിഭാഗ കോർപ്പറേഷനിൽ നിലവിൽ പ്രസ്തുത Special Rule-ന് ഭേദഗതിയാണ് നിർദ്ദേശിച്ചതെങ്കിലും, പ്രസ്തുത ഭേദഗതികളിൽ നിർദ്ദേശിച്ച വ്യവസ്ഥകളും, തസ്തികകളുടെ യോഗ്യതകളും മറ്റും അംഗീകരിച്ചുകൊണ്ടും, നിലവിലുള്ള Special Rules-നെ Supercede ചെയ്തുകൊണ്ട് പുതിയ Recruitment Rule കൊണ്ടുവരുന്നതിന് കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ ഉപദേശം നൽകുകയുണ്ടായി.

(3) സർക്കാർ ഇക്കാര്യം വിശദമായി പരിശോധിക്കുകയും കേരള സംസ്ഥാന പിന്നോക്ക വിഭാഗ കോർപ്പറേഷന്റെ നിലവിലുള്ള സ്പെഷ്യൽ റൂളിനെ supercede ചെയ്തുകൊണ്ട് പുതിയ recruitment rule കൊണ്ടുവരുന്നതിന് കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ ഉപദേശിച്ചിട്ടുള്ളതിനാൽ, തസ്തികകളുടെ പുനർനാമകരണം ഉൾപ്പെടെ Special Rules (Annexure-1) കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷന്റെ ഉപദേശപ്രകാരം താഴെ പറയുന്ന വ്യവസ്ഥകൾക്ക് വിധേയമായി അംഗീകരിച്ചുകൊണ്ട് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

- (i) ചട്ടങ്ങൾക്ക് ഉത്തരവ് തീയതി മുതൽ പ്രാബല്യമുണ്ടായിരിക്കും.
- (ii) കോർപ്പറേഷൻ പുനർനാമകരണത്തിനു നിർദ്ദേശിച്ചതും, ഈ ചട്ടപ്രകാരം പുനർനാമകരണം ചെയ്ത തസ്തികകൾ ഉൾപ്പെടെ എല്ലാ തസ്തികകൾക്കും 20/05/2013 ലെ GO (MS) No. 05/2013/BCDD എന്ന നമ്പർ സർക്കാർ ഉത്തരവിലെ Annexure-1 പ്രകാരം അനുവദിച്ച scale of pay ബാധകമാക്കും.

ഗവർണ്ണറുടെ ഉത്തരവിൻ പ്രകാരം

ഡോ. ആഷ തോമസ്

ഗവൺമെന്റ് പ്രിൻസിപ്പൽ സെക്രട്ടറി

മാനേജിംഗ് ഡയറക്ടർ, കേരള സംസ്ഥാന പിന്നോക്ക വിഭാഗ വികസന കോർപ്പറേഷൻ ലിമിറ്റഡ്,
പാറ്റൂർ, വഞ്ചിയൂർ പി.ഒ., തിരുവനന്തപുരം-35

സെക്രട്ടറി, കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ, പട്ടം, തിരുവനന്തപുരം (ആമുഖ കത്ത് സഹിതം)

പ്രിൻസിപ്പൽ അക്കൗണ്ടന്റ് ജനറൽ (എ&ഇ), കേരളം

അക്കൗണ്ടന്റ് ജനറൽ (ആഡിറ്റ്), കേരളം

ഡയറക്ടർ, പിന്നോക്ക സമുദായ വികസന വകുപ്പ്, അയ്യങ്കാളി ഭവൻ, കനക നഗർ

വെള്ളയമ്പലം, തിരുവനന്തപുരം

പൊതുഭരണ (എസ്.സി) വകുപ്പ് (03-09-2014-ലെ മന്ത്രിസഭായോഗ തീരുമാനം ഇനം നമ്പർ 5706

പ്രകാരം) ഉദ്യോഗസ്ഥ ഭരണ പരിഷ്കാര വകുപ്പ്

നിയമ വകുപ്പ്

ധനകാര്യ വകുപ്പ്

തൊഴിലും നൈപുണ്യവും വകുപ്പ്

സ്റ്റോക്ക് ഫയൽ/ഓഫീസ് കോപ്പി

ഉത്തരവിൻ പ്രകാരം

സെക്ഷൻ ഓഫീസർ

പകർപ്പ് : പ്രിൻസിപ്പൽ സെക്രട്ടറിയുടെ പി.എ. യ്ക്ക്
അഡീഷണൽ സെക്രട്ടറിയുടെ സി.എ യ്ക്ക്

ANNEXURE - 1

The Recruitment (Qualification and method of Appointment) Rules for the Kerala State Backward Classes Development Corporation 2014

1. Short Title and Commencement

- a) *“These Rules may be called the Recruitment (Qualification and method of appointment) Rules for the Kerala State Backward Classes Development Corporation 2014 (The year in which the rules came into force)”*
- b) *‘These rules shall come into force on 05-09-2014 (The day on which the rules come into force in supersession of all the existing rules.’*

The following conditions shall be incorporated by assigning serial numbers 2 to 10

2. Definitions :

- a) *Rules means the Recruitment (Qualification and Method of Appointment) Rules for the Kerala State Backward Classes Development Corporation.*
- b) *‘Corporation’ means the Kerala State Backward Classes Development Corporation.*
- c) *‘Commission’ means the Kerala Public Service Commission.*
- d) *‘Managing Director’ means the CEO of the Corporation appointed by the Government from time to time.*
- e) *‘Competent authority’ means in relation to exercise of any power, the Board, the Chairman, the Managing Director or any other officer specified in that behalf by the Board.*
- f) *‘Appointing Authority’ means an officer empowered by the Competent Authority to make appointments to posts in the Corporation.*
- g) *‘Probationer’ means a person employed and put on probation and also includes an employee who is on extended probation against a sanctioned post.*
- h) *‘Approved probationer’ in a category means a member of that category who has satisfactorily completed his probation and awaits appointment as a full member of such category.*

3. Recruitment:

- a) *Posts under the Corporation shall be filled in accordance with the Recruitment Rules. The designation of the post, qualification, experience and method of appointment for filling up posts in various cadre in the Corporation are laid down in the Annexure of these rules.*
- b) *Vacancies that may arise from time to time shall be filled in by resorting to the methods of appointment as specified in Annexure of these Regulations.*
- c) *Employment assistance will be provided by the Corporation to the dependents of employees “dying-in-harness” as specified in GO(P)No.32/2007/PLG dated 07-06-2007.*
- d) *The rules regarding reservation of appointments (General rules 14 to 17 of the KS & SSR*

1958) shall apply for all appointments by direct recruitment.

- e) No person shall be eligible for appointment by direct recruitment to any of the categories under these regulations if he has not completed 18 years of age or if he has completed 36 years of age on the first day of January of the year in which applications for appointment are invited subject to the usual relaxation in upper age limit admissible to SC/ST and OBC, Ex-Servicemen and Physically Handicapped candidates. For by Transfer appointment through KPSC the maximum age limit shall be 51 years as on the first day of January of the year in which applications are invited.
- f) No maximum age Limit shall be applicable for appointment By Transfer by Kerala State Backward Classes Development Corporation.
- g) The qualifications and methods of appointment of all the categories/posts are specified in the Annexure of these Rules. No person shall be appointed to any category/post and by the method/methods specified unless he/she possess the qualifications as prescribed in the Annexure of these Rules.

4. Probation

Every person appointed to any of the categories mentioned in the Annexure shall be on probation from the date on which he joins duty as specified below.

- a) If appointed by 'Direct Recruitment or By Transfer to any category other than Last Grade Service, for a total period of two years on duty within a continuous period of three years.
- b) If appointed by direct recruitment to the categories of LGS (Office Attendant & Lower categories) for a total period of one year on duty within a continuous period of three years.
- c) If "by promotion" is the Method of Appointment, for a total period of one year on duty within a continuous period of two years.
- d) Persons appointed to the categories of Junior Assistant and above shall have to pass MOP test conducted by the Kerala Public Service Commission for declaration of probation.

5. Promotion:

- a) Promotions shall be made as and when vacancies occur in the various cadre of the Corporation against the promotion quota, provided eligible/suitable candidates in the next lower grade are available within the Corporation and there is a requirement to fill up the vacancies.
- b) Appointment by promotion within the service of the Corporation provided in these rules shall be made from the seniority list of eligible employees who are approved probationers in the feeder category prepared on the basis of merit and ability.
- c) Merit and ability shall be determined on the basis of confidential report, periodical performance assessment etc.
- d) No person shall be eligible for promotion unless he/she possess all the requirements specified in the Annexure of these regulations.
- e) 'Departmental Promotion Committee for Assistant Manager and equated categories and above will be constituted by the Board consisting Managing Director as Chairman, General

Manager (HRM & Admn.) as Convener, the head of the concerned department and one subject expert outside KSBCDC as Member. The Committee's decision in the matter of selection for promotion shall be final and promotion will be effected in accordance with the decision of the Committee, subject to appeal to the Board through the convener and review by the Board.

- f) For promotion to the post of Junior Assistant, the employees in the feeder category shall have to pass MOP and Account Test Lower conducted by the KPSC.*
- g) For promotion to the post of Senior Assistant / Accountant the employee in the feeding category shall have to pass Account Test Higher conducted by the KPSC, and for all other posts junior projects Assistant/Junior Assistant the employees in the feeder category shall have to pass Account Test Lower conducted by the KPSC.*

6. Appointment by Transfer

Appointment by Transfer shall be made to the categories of posts if the same has been prescribed as one of the methods of appointment in the Annexure of this rules and strictly in accordance with the requirements as specified there.

7. General Rules

- a) All the Educational/Technical qualifications prescribed in the Annexure of these Rules shall be one obtained from recognised Universities/Institutions recognised by State/Central Governments and the MBA/MCA/PGDCA qualifications shall be one obtained after regular course of study from such Universities/Institutions.*
- b) For promotions/By Transfer Appointment against a vacancy to any category/post, the incumbent should possess all the required qualifications, as specified in the Annexure of these rules, on the actual date of occurrence of such vacancy.*
- c) If 'by direct recruitment' is specified as one of the methods of appointments and qualified hands available in the service of the Kerala State Backward Classes Development Corporation for promotion/by transfer appointment, on the actual date of occurrence of vacancy, the vacancy shall be filled up by direct recruitment.*
- d) Direct Recruitment to Assistant Manager posts shall be done only after filling the backlog vacancies (that occurred before the day on which this regulation came into force). If no qualified hands are available in the service of the Kerala State Backward Classes Development Corporation for promotion to such vacancies that occur from the day on which this regulation came into force, the vacancies shall be filled By direct recruitment.*
- e) If the qualifications prescribed for a post/posts prescribed in the previous rule stands modified by this regulations for promotion/By Transfer appointments to such posts, the employees who are in the service of the Kerala State Backward Classes Development Corporation on the day on which this regulations came into force are eligible for such promotion/by transfer appointments if they possess the required qualification as prescribed in the previous recruitment rules.*

8. Re-designation of Peon/Watchman

The existing categories of Peon/Watchman shall be re-designated as Office Attendant.

9. Retirement

No person holding any of the posts covered by these Recruitment Rules shall continue in the service of the Corporation after the last day of the month in which he/she complete the age of 58 years.

10. Applicability of Service Rules

The provision of Kerala Service Rules and the provisions of KS&SSR 1958 shall apply to this service wherever provisions is not otherwise provided for in this rule.

Item 2 Constitution and the 18 posts come after that shall be assigned the serial number 11 and the same shall be incorporated after item 10 above.

Item 3 Appointment - the title, the definition, the table coming after that and the following note (1 to 5) shall be deleted as all the conditions stipulated there are specified in the annexure.

Item 4 qualifications and the description that follows shall be deleted as the same has been incorporated as item 3(g)

The format of the annexure and all the entries made in the draft for all the 18 posts shall be modified as detailed below.

ANNEXURE

Sl. No.	Name of Post	Method of Appointment	Qualification
1	2	3	4
1	Managing Director	Appointment by Government vide Article 23 of the Article of Association.	NA
2	General Manager (HRM & Admn)	(i) By promotion from Assistant General Manager (ii) In the absence of qualified hands for promotion, by Direct Recruitment	<p>For Promotion</p> i) Should be an approved probationer in the category of Assistant General Manager
			<p>For Direct Recruitment</p> i) MBA in HR/Personal Management from a recognised University or from an Institute recognised by Central / State Governments. ii) 5 years experience in a Supervisory cadre in the Personal and Administrative wing of a Government / Quasi Government firm or in a Company Registered under Indian Companies Act. Experience should be one acquired after obtaining MBA.
3	Company Secretary	i) By Direct Recruitment	<p>For Direct Recruitment</p> i) Degree in any discipline from a recognised University. ii) Associate member of Company Secretaries of India iii) 5 years experience as Company Secretary in a Government / Quasi Government Organisation or in a firm registered under Indian Companies Act.
4	General Manager (Fin & Accts)	i) By promotion from qualified Assistant General Manager ii) In the absence of Item No. (i) above by Direct Recruitment	<p>For Promotion</p> i) Should be an approved probationer in the category of Assistant General Manager ii) CA (Inter) / ICWA (Inter) OR MBA (Finance) from a recognised University or from an Institute

Sl. No.	Name of Post	Method of Appointment	Qualification
1	2	3	4
			<p>recognised by Central / State Governments.</p> <p>For Direct Recruitment</p> <p>i) Degree in any discipline from a recognised University</p> <p>ii) Associate Member in the institute of Chartered Accountants / Cost and Works Accountants</p> <p>iii) 5 years experience in a supervisory cadre in the Accounts / Audit wing of a Government / Quasi Government Organisation or Private Company Registered under Indian Companies Act.</p> <p>Experience : Should be one acquired after passing final examination of CA/ ICWA</p>
5	General Manager (Projects)	<p>i) By Promotion from Assistant General Manager</p> <p>ii) In the absence of qualified hands for promotion, by Direct Recruitment.</p>	<p>For Promotion</p> <p>i) Should be an approved probationer in the category of Assistant General Manager</p> <p>For Direct Recruitment</p> <p>i) MBA in any discipline from a recognised University or from an Institute recognised by Central / State Governments.</p> <p>ii) 5 years experience in a supervisory cadre in a Government/Quasi Government Organisation or a Company Registered under Indian Companies Act.</p> <p>Experience : Should be one acquired after obtaining MBA.</p>
6	Assistant General Manager	<p>i) By Promotion from Manager</p>	<p>For Promotion</p> <p>i) Should be an approved probationer in the category of Manager</p> <p>Note : Out of the 14 Assistant General Managers (Unit Chiefs of 14 District</p>

Sl. No.	Name of Post	Method of Appointment	Qualification
1	2	3	4
			Officers 3 Senior most of them be designated as Assistant General Manager (Higher Grade)
7	Manager	i) By Promotion from Assistant Manager/ Assistant Manager (Internal Audit) on the basis of combined seniority in the feeder category	<p>For Promotion</p> <p>i) Should be an approved probationer in the feeder category.</p>
8	Assistant Manager	<p>i) By Promotion from Project Assistant / Accountant / Senior Assistant.</p> <p>ii) By Category Change from System Administrator.</p> <p>iii) By Direct Recruitment through Kerala Public Service Commission.</p>	<p>For Promotion</p> <p>i) Should be an approved probationer in the feeder category</p> <p>ii) A total of eight years service in Kerala State Backward Classes Development Corporation in any category.</p> <p>For Category Change</p> <p>Should be an approved probationer in the category of System Administrator.</p> <p>Note : No Additional Qualification, other than that prescribed for System Administrator is required for category change.</p> <p>For Direct Recruitment</p> <p>i) Degree in any discipline from a recognised University</p> <p>ii) MBA in any discipline from a recognised University or from an Institute recognised by Central / State Governments.</p> <p>iii) PGDCA obtained from a recognised Institute</p> <p>Experience : 2 years experience from any Public Sector undertaking or a Registered Firm in a supervisory cadre and the same shall be obtained after acquiring MBA.</p>

Sl. No.	Name of Post	Method of Appointment	Qualification
1	2	3	4
Note : For Appointment to the post of Assistant Manager (14 posts), the ratio 7:1:6 shall be followed for methods of appointment (i), (ii) & (iii) respectively			
9	System Administrator	<p>i) By Transfer from qualified employees who are approved probationers even in the initial appointment in KSBDC</p> <p>ii) In the absence of item (i) above By Direct Recruitment through Kerala Public Service Commission.</p>	<p>For Direct Recruitment</p> <p>i) B.Tech (Computer Science) / B.Tech (Information Technology)</p> <p style="text-align: center;"><i>OR</i></p> <p>MCA obtained after a regular course of study from a recognised University or from an institution recognised by State / Central Government.</p> <p style="text-align: center;"><i>OR</i></p> <p>B.Tech in any discipline from a recognised University with PGDCA obtained from an institute recognised by State / Central Governments after a regular course of study.</p> <p>ii) Two years experience in Data Processing / Software Development in a Government/Quasi Government Undertaking or in a registered private sector undertaking.</p> <p>Note : Experience Qualification shall not be applicable for 'by Transfer' appointments.</p>
10	Assistant Manager (Internal Audit)	<p>i) By Promotion from Accountant/Senior Assistant</p> <p>ii) In the absence of qualified hands for promotion under item (i) above by Direct Recruitment through KPSC</p>	<p>For Promotion</p> <p>i) Should be an approved probationer in the feeder category.</p> <p>ii) Should possess CA (Inter)/ICWA (Inter)</p> <p style="text-align: center;"><i>OR</i></p> <p>MBA (Finance) from a recognised University or from an Institute recognised by Central / State Governments.</p>

Sl. No.	Name of Post	Method of Appointment	Qualification
1	2	3	4
			<p>For Direct Recruitment</p> <p>i) Degree in any discipline from a recognised University.</p> <p>ii) CA (Inter)/ICWA (Inter)</p> <p style="text-align: center;">OR</p> <p>MBA (Finance) from a recognised University or from an Institute recognised by Central/State Government.</p> <p>Experience : Minimum 2 years experience in a supervisory cadre in the Accounts / Audit Wing of a Government/Quasi Government/Private firm registered under Indian Companies Act. Experience should be one that acquired after obtaining CA (Inter), ICWA (Inter) or MBA (Finance) as the case may be.</p>
11	Senior Executive Assistant	i) By Promotion from Executive Assistants.	Must be an approved probationer in the category of Executive Assistants.
12	Project Assistant/Unit Manager	<p>i) By Promotion from Junior Assistant</p> <p>ii) In the absence of qualified hands for promotion by Direct Recruitment through KPSC.</p>	<p>For Promotion</p> <p>i) Should be an approved probationer in the category of Junior Assistant.</p> <p>For Direct Recruitment</p> <p>i) Post Graduate Degree in Arts/ Science/Commerce</p> <p style="text-align: center;">OR</p> <p>MBA in any discipline from a recognised University or from an Institute recognised by Central / State Governments.</p> <p>ii) Diploma in Computer Application of minimum six months duration from a Government recognised Institute.</p>

Sl. No.	Name of Post	Method of Appointment	Qualification
1	2	3	4
13	Accountant / Senior Assistant	i) By Promotion from Junior Assistant ii) In the absence of qualified hands for promotion by Direct Recruitment through KPSC.	For Promotion i) Should be an approved probationer in the feeder category. ii) Should have passed Account Test (Higher) conducted by the KPSC For Direct Recruitment i) Post Graduate Degree in Commerce <i>OR</i> CA (Inter)/ICWA (Inter) ii) Diploma in Computer Application of minimum six months duration from a Government recognised Institute.
14	Junior Assistant	i) By Promotion from Junior Project Assistant with the same qualification fixed for Direct Recruitment. ii) In the absence of item (i) above by Direct Recruitment through KPSC	For Direct Recruitment i) Degree in any discipline from a recognised University ii) Diploma in Computer Application of minimum six months duration from a Government recognised Institute.
15	Executive Assistant	i) By Direct Recruitment through KPSC	For Direct Recruitment i) Degree in any discipline from a recognised University. ii) Higher Grade Certificate in Typewriting (English) KGTE or equivalent. iii) Lower Grade Certificate in Typewriting (Malayalam) KGTE or equivalent. iv) Lower Grade Certificate in Short Hand (English) KGTE or equivalent. v) Lower Grade Certificate in Short Hand (Malayalam) KGTE or equivalent.

Sl. No.	Name of Post	Method of Appointment	Qualification
1	2	3	4
			Note : Those who have passed the KGTE Typewriting before January 2002 should produce separate certificate in Computer Word Processing or its equivalent.
16	Junior Project Assistant	i) By Direct Recruitment through KPSC ii) By Transfer from qualified employees in the lower posts having the prescribed qualification for Direct Recruitment.	For Direct Recruitment i) Pass in Plus two or its equivalent. ii) Certificate in Computer Application or equivalent qualification obtained after a minimum 3 months course of study from an institute recognised by Central / State Governments. Note : (1) 10% of the vacancies for the post of Junior Project Assistant will be reserved for suitable and qualified low paid employees in the Corporation and shall be subjected to the same selection test conducted by the KPSC for Direct Recruitment and those who secure 40% marks in the competitive test will be included in a separate ranked list and advised for appointment against the quota prescribed for them on merit basis. Note : (2) In the absence of suitable candidates for by transfer appointment, the vacancy shall be filled up by direct recruitment.
17	Driver	i) By Direct Recruitment through KPSC Appointment to the post shall be done from the common list published by the KPSC for the post of Driver (LDV) for various Company / Corporation / Board etc.	For Direct Recruitment i) Pass in VII th standard or equivalent. ii) Must possess valid LDV Driving Licence of minimum three years standing with Driver's Badge. iii) Medical Fitness 1) Ear : Hearing should be perfect.

Sl. No.	Name of Post	Method of Appointment	Qualification
1	2	3	4
			<p>2) Eye : Distant Vision- 6/6 snellen Near Vision - 0.5 snellen Colour Vision - Normal Night Blindness - Nil</p> <p>3) Muscles and Joints - No paralysis and all joints with free movement.</p> <p>4) Nervous system : Perfectly normal and free from any infectious diseases.</p> <p>Note : (1) Driving License should be valid not only at the time of application but also at every stage of selection.</p> <p>Note : (2) Proficiency in Driving (LDV) to be proved by a practical test conducted by the KPSC during the course of selection.</p> <p>Note : (3) Medical fitness shall be proved by proper Medical Certificate obtained from a Medical Officer not below the rank of Assistant Surgeon.</p> <p>Note : (4) Differently abled persons are not eligible to apply for this post.</p>
18	Office Attendant	<p>i) By Direct Recruitment through KPSC</p> <p>Appointment to the post shall be done from the common list published by the KPSC for the post of Office Attendant/ Peon in various Company / Corporation / Board etc.</p>	<p>For Direct Recruitment</p> <p>i) Pass in VIIth Standard or equivalent.</p>

All the conditons incorporated from 5 to 19 in the original draft shall be deleted as all the necessary conditions have been suggested to incorporate as General Rule 2 to 10.

You are requested to issue final orders in this regard in accordance with advice of the Commission and forward 5 copies of the same to this office as early as possible.

A Full Text of the recruitment rules as modified by the Commission is enclosed herewith for information.

(Full Text of the Recruitment Rules of Kerala State Backward Classes
Development Corporation as modified by the Commission)

REGULATIONS

1. Short Title and Commencement

- a) “These Rules may be called the Recruitment (Qualification and method of appointment) Rules for the Kerala State Backward Classes Development Corporation 2014 (The year in which the rule came into force)”
- b) “These rules shall come into force on from the date of Government Order (The day on which the rule come into force), in supersession of all the existing rules”.

2. Definitions

- a) Rules means the Recruitment (Qualification and Method of Appointment) Rules for the Kerala State Backward Classes Development Corporation.
- b) ‘Corporation’ means the Kerala State Backward Classes Development Corporation.
- c) ‘Commission’ means the Kerala Public Service Commission.
- d) ‘Managing Director’ means the CEO of the Corporation appointed by the Government from time to time.
- e) ‘Competent Authority’ means in relation to exercise of any power, the Board, the Chairman, the Managing Director or any other officer specified in that behalf by the Board.
- f) ‘Appointing Authority’ means an Officer empowered by the Competent Authority to make appointments to posts in the Corporation.
- g) ‘Probationer’ means a person employed and put on probation and also includes an employee who is on extended probation against a sanctioned post.
- h) ‘Approved probationer’ in a category means a member of that category who has satisfactorily completed his probation and awaits appointment as a full member of such category.

Recruitment

- a) Posts under the Corporation shall be filled in accordance with the Recruitment Rules. The designation of the post, qualification, experience and method of appointment for filling, up posts in various cadre in the Corporation are laid down in the Annexure of these rules.
- b) Vacancies that may arise from time to time shall be filled in by resorting to the methods of appointment as specified in Annexure of these Regulations.
- c) Employment assistance will be provided by the Corporation to the dependents of employees “dying-in-harness” as specified in GO(P) No.32/2007/PLG dated 07-06-2007.
- d) The rules regarding reservation of appointments (General rules 14 to 17 of the KS & SSR 1958) shall apply for all appointments by direct recruitment.
- e) No person shall be eligible for appointment by direct recruitment to any of the categories under these regulations if he has not completed 18 years of age or if he has completed 36

years of age on the first day of January of the year in which applications for appointment are invited subject to the usual relaxation in upper age limit admissible to SC/ST and OBC, Ex-Servicemen and Physically Handicapped candidates. For By Transfer appointment through KPSC, the maximum age limit shall be 51 years as on the first day of the January of the year in which applications are invited.

- f) No maximum age limit shall be applicable for appointment By Transfer by Kerala State Backward Classes Development Corporation.
- g) The qualifications and methods of appointment of all the categories/posts are specified in the Annexure of these Rules. No person shall be appointed to any category/post and by the method/methods specified unless he/she possess the qualifications as prescribed in the Annexure of these Rules.

4. Probation

Every person appointed to any of the categories mentioned in the Annexure shall be on probation from the date on which he joins duty as specified below.

- a) If appointed by Direct Recruitment or By Transfer to any category other than Last Grade Service, for a total period of two years on duty within a continuous period of three years.
- b) If appointed by direct recruitment to the categories of LGS (Office Attendant & Lower categories for a total period of one year duty within a continuous period of three years.
- c) If “by promotion” is the method of Appointment, for a total period of one year on duty within a continuous period of two years.
- d) Persons appointed to the categories of Junior Assistant and above shall have to pass MOP test conducted by the Kerala Public Service Commission for declaration of probation.

5. Promotion

- a) Promotions shall be made as and when vacancies occur in the various cadre of the Corporation against the promotion quota, provided eligible/suitable candidates in the next lower grade are available within the Corporation and there is a requirement to fill up the vacancies.
- b) Appointment by promotion within the service of the Corporation provided in these rules shall be made from the seniority list of eligible employees who are approved probationers in the feeder category, prepared on the basis of merit and ability.
- c) Merit and ability shall be determined on the basis of confidential report, periodical performance assessment etc.
- d) No person shall be eligible for promotion unless he/she possess all the requirements as specified in the Annexure of these regulations,
- e) Departmental Promotion Committee for Assistant Manager and equated categories and above will be constituted by the Board consisting Managing Director as Chairman, General Manager (HRM&Admn) as Convener, the head of the concerned department and one subject expert outside KSBCDC as Member. The Committee’s decision in the matter of selection for promotion shall be final and promotion will be effected in accordance with the decision of the Committee, subject to appeal to the Board through the convener and review by the Board.

- f) For promotion to the post of Junior Assistant, the employees in the feeder category shall have to pass MOP and Account Test Lower conducted by the KPSC.
- g) For promotion to the post of Senior Assistant/Accountant the employee in the feeder category shall have to pass Account Test Higher conducted by the KPSC, and for all other posts Junior Project Assistant/Junior Assistant the employees in the feeder category shall have to pass Account Test Lower conducted by the KPSC.

6. Appointment By Transfer

Appointment By Transfer shall be made to the categories of posts if the same has been prescribed as one of the methods of appointment in the Annexure of this rules and strictly in accordance with the requirements as specified there.

7. General Rules

- a) All the Educational/Technical qualifications prescribed in the Annexure of these Rules shall be one obtained from recognised Universities/Institutions recognised by State/Central Governments and the MBA/MCA/PGDCA qualifications shall be one obtained after a regular course of study from such Universities/Institutions.
- b) For promotions/By Transfer Appointment against a vacancy to any category/post, the incumbent should possess all the required qualifications, as specified in the Annexure of these rules, on the actual date of occurrence of such vacancy.
- c) If 'by direct recruitment' is specified as one of the methods of appointments and if no qualified hands available in the service of the Kerala State Backward Classes Development Corporation for promotion/by transfer appointment, on the actual date of occurrence of the vacancy, the vacancy shall be filled up by direct recruitment.
- d) Direct Recruitment to Assistant Manager posts shall be done only after filling the backlog vacancies (that occurred before the day on which this regulation came into force). If no qualified hands are available in the service of the Kerala State Backward Classes Development Corporation for promotion to such vacancies that occur from the day on which this regulation came into force, the vacancies shall be filled by direct recruitment.
- e) If the qualifications prescribed for a post/posts prescribed in the previous rule stands modified by this regulations for promotion/By Transfer appointments to such posts, the employees who are in the service of the Kerala State Backward Classes Development Corporation on the day on which this regulations came into force are eligible for such promotion/by transfer appointments if they possess the required qualification as prescribed in the previous recruitment rules.

8. Re-designation of Peon/Watchman:

The existing categories of Peon/Watchman shall be re-designated as Office Attendant.

9. Retirement

No person holding any of the posts covered by these Recruitment Rules shall continue in the service of the Corporation after the last day of the month in which he/she complete the age of 58 years.

10. Applicability of Service Rules

The provision of Kerala Service Rules and the provisions of KS&SSR 1958 shall apply to this service wherever provisions is not otherwise provided for in this rule.

11. Constitution

The Service shall consist of the following categories of employees viz.

1. Managing Director
2. General Manager (HRM & Admn)
3. Company Secretary
4. General Manager (Fin & Accts)
5. General Manager (Projects)
6. Assistant General Manager
7. Manager
8. Assistant Manager
9. System Administrator
10. Assistant Manager (Internal Audit)
11. Senior Executive Assistant
12. Project Assistant/Unit Manager
13. Accountant/Senior Assistant
14. Junior Assistant
15. Executive Assistant
16. Junior Project Assistant
17. Driver
18. Office Attendant

ANNEXURE

Sl. No.	Name of Post	Method of Appointment	Qualification
1	2	3	4
1	Managing Director	Appointment by Government vide Article 23 of the Article of Association.	NA
2	General Manager (HRM & Admn)	(i) By promotion from Assistant General Manager (ii) In the absence of qualified hands for promotion, by Direct Recruitment	<p>For Promotion</p> <p>i) Should be an approved probationer in the category of Assistant General Manager</p> <p>For Direct Recruitment</p> <p>i) MBA in HR/Personal Management from a recognised University or from an Institute recognised by Central / State Governments.</p> <p>ii) 5 years experience in a Supervisory cadre in the Personal and Administrative wing of a Government / Quasi Government firm or in a Company Registered under Indian Companies Act. Experience should be one acquired after obtaining MBA.</p>
3	Company Secretary	i) By Direct Recruitment	<p>For Direct Recruitment</p> <p>i) Degree in any discipline from a recognised University.</p> <p>ii) Associate member of Company Secretaries of India</p> <p>iii) 5 years experience as Company Secretary in a Government / Quasi Government Organisation or in a firm registered under Indian Companies Act.</p>
4	General Manager (Fin & Accts)	i) By promotion from qualified Assistant General Manager ii) In the absence of Item No. i) above by Direct Recruitment	<p>For Promotion</p> <p>i) Should be an approved probationer in the category of Assistant General Manager</p> <p>ii) CA (Inter) / ICWA (Inter) OR MBA (Finance) from a recognised University or from an Institute</p>

Sl. No.	Name of Post	Method of Appointment	Qualification
1	2	3	4
			<p>recognised by Central / State Governments.</p> <p>For Direct Recruitment</p> <p>i) Degree in any discipline from a recognised University</p> <p>ii) Associate Member in the institute of Chartered Accountants / Cost and Works Accountants</p> <p>iii) 5 years experience in a supervisory cadre in the Accounts / Audit wing of a Government / Quasi Government Organisation or Private Company Registered under Indian Companies Act.</p> <p>Experience : Should be one acquired after passing final examination of CA/ ICWA</p>
5	General Manager (Projects)	<p>i) By Promotion from Assistant General Manager</p> <p>ii) In the absence of qualified hands for promotion by Direct Recruitment.</p>	<p>For Promotion</p> <p>i) Should be an approved probationer in the category of Assistant General Manager</p> <p>For Direct Recruitment</p> <p>i) MBA in any discipline from a recognised University or from an Institute recognised by Central / State Governments.</p> <p>iii) 5 years experience in a supervisory cadre in a Government/Quasi Government Organisation or a Company Registered under Indian Companies Act.</p> <p>Experience : Should be one acquired after obtaining MBA.</p>
6	Assistant General Manager	<p>i) By Promotion from Manager</p>	<p>For Promotion</p> <p>i) Should be an approved probationer in the category of Manager</p> <p>Note : Out of the 14 Assistant General Managers (Unit Chiefs of 14 District</p>

Sl. No.	Name of Post	Method of Appointment	Qualification
1	2	3	4
			Officers 3 Senior most of them be designated as Assistant General Manager (Higher Grade)
7	Manager	i) By Promotion from Assistant Manager/ Assistant Manager (Internal Audit) on the basis of combined seniority in the feeder category)	<p>For Promotion</p> <p>i) Should be an approved probationer in the feeder category.</p>
8	Assistant Manager	<p>i) By Promotion from Project Assistant / Accountant / Senior Assistant.</p> <p>ii) By Category Change from System Administrator.</p> <p>iii) By Direct Recruitment through Kerala Public Service Commission.</p>	<p>For Promotion</p> <p>i) Should be an approved probationer in the feeder category</p> <p>ii) A total of eight years service in Kerala State Backward Classes Development Corporation in any category.</p> <p>For Category Change</p> <p>Should be an approved probationer in the category of System Administrator.</p> <p>Note : No Additional Qualification other than that prescribed for System Administrator is required for category change.</p> <p>For Direct Recruitment</p> <p>i) Degree in any discipline from a recognised University</p> <p>ii) MBA in any discipline from a recognised University or from an Institute recognised by Central / State Governments.</p> <p>iii) PGDCA obtained from a recognised Institute</p> <p>Experience : 2 years experience from any Public Sector undertaking or a Registered Firm in a supervisory cadre and the same shall be obtained after acquiring MBA.</p>

Sl. No.	Name of Post	Method of Appointment	Qualification
1	2	3	4
Note : For Appointment to the post of Assistant Manager (14 posts), the ratio 7:1:6 shall be followed for methods of appointment (i), (ii) & (iii) respectively			
9	System Administrator	<p>i) By Transfer from qualified employees who are approved probationers even in the initial appointment in KSBDC</p> <p>ii) In the absence of item (i) above By Direct Recruitment through Kerala Public Service Commission.</p>	<p>For Direct Recruitment</p> <p>i) B.Tech (Computer Science) / B.Tech (Information Technology) <i>OR</i> MCA obtained after a regular course of study from a recognised University or from an institution recognised by State / Central Government. <i>OR</i> B.Tech in any discipline from a recognised University with PGDCA obtained from an institute recognised by State / Central Governments after a regular course of study.</p> <p>ii) Two years experience in Data Processing / Software Development in a Government/Quasi Government Undertaking or in a registered private sector undertaking.</p> <p>Note : Experience Qualification shall not be applicable for by Transfer appointments.</p>
10	Assistant Manager (Internal Audit)	<p>i) By Promotion from Accountant/Senior Assistant</p> <p>ii) In the absence of qualified hands for promotion under item (i) above by Direct Recruitment through KPSC</p>	<p>For Promotion</p> <p>i) Should be an approved probationer in the feeder category.</p> <p>ii) Should possess CA (Inter)/ICWA (Inter) <i>OR</i> MBA (Finance) from a recognised University or from an Institute recognised by Central / State Governments.</p>

Sl. No.	Name of Post	Method of Appointment	Qualification
1	2	3	4
			<p>For Direct Recruitment</p> <p>i) Degree in any discipline from a recognised University.</p> <p>ii) CA (Inter)/ICWA (Inter)</p> <p style="text-align: center;">OR</p> <p>MBA (Finance) from a recognised University or from an Institute recognised by Central/State Government.</p> <p>Experience : Minimum 2 years experience in a supervisory cadre in the Accounts / Audit Wing of a Government/Quasi Government/Private firm registered under Indian Companies Act. Experience should be one that acquired after obtaining CA (Inter), ICWA (Inter) or MBA (Finance) as the case may be.</p>
11	Senior Executive Assistant	i) By Promotion from Executive Assistants.	Must be an approved probationer in the category of Executive Assistants.
12	Project Assistant/Unit Manager	<p>i) By Promotion from Junior Assistant</p> <p>ii) In the absence of qualified hands for promotion by Direct Recruitment through KPSC.</p>	<p>For Promotion</p> <p>i) Should be an approved probationer in the category of Junior Assistant.</p> <p>For Direct Recruitment</p> <p>i) Post Graduate Degree in Arts/ Science/Commerce</p> <p style="text-align: center;">OR</p> <p>MBA in any discipline from a recognised University or from an Institute recognised by Central / State Governments.</p> <p>ii) Diploma in Computer Application of minimum six months duration from a Government recognised Institute.</p>

Sl. No.	Name of Post	Method of Appointment	Qualification
1	2	3	4
13	Accountant / Senior Assistant	i) By Promotion from Junior Assistant ii) In the absence of qualified hands for promotion by Direct Recruitment through KPSC.	For Promotion i) Should be an approved probationer in the feeder category. ii) Should have passed Account Test (Higher) conducted by the KPSC For Direct Recruitment i) Post Graduate Degree in Commerce <i>OR</i> CA (Inter)/ICWA (Inter) ii) Diploma in Computer Application of minimum six months duration from a Government recognised Institute.
14	Junior Assistant	i) By Promotion from Junior Project Assistant with the same qualification fixed for Direct Recruitment. ii) In the absence of item (i) above by Direct Recruitment through KPSC	For Direct Recruitment i) Degree in any discipline from a recognised University ii) Diploma in Computer Application of minimum six months duration from a Government recognised Institute.
15	Executive Assistant	i) By Direct Recruitment through KPSC	For Direct Recruitment i) Degree in any discipline from a recognised University. ii) Higher Grade Certificate in Typewriting (English) KGTE or equivalent. iii) Lower Grade Certificate in Typewriting (Malayalam) KGTE or equivalent. iv) Lower Grade Certificate in Short Hand (English) KGTE or equivalent. v) Lower Grade Certificate in Short Hand (Malayalam) KGTE or equivalent.

Sl. No.	Name of Post	Method of Appointment	Qualification
1	2	3	4
			Note : Those who have passed the KGTE Typewriting before January 2002 should produce separate certificate in Computer Word Processing or its equivalent.
16	Junior Project Assistant	i) By Direct Recruitment through KPSC ii) By Transfer from qualified employees in the lower posts having the prescribed qualification for Direct Recruitment.	For Direct Recruitment i) Pass in Plus two or its equivalent. ii) Certificate in Computer Application or equivalent qualification obtained after a minimum 3 months course of study from an institute recognised by Central / State Governments. Note : (1) 10% of the vacancies for the post of Junior Project Assistant will be reserved for suitable and qualified low paid employees in the Corporation and shall be subjected to the same selection test conducted by the KPSC for Direct Recruitment and those who secure 40% marks in the competitive test will be included in a separate ranked list and advised for appointment against the quota prescribed for them on merit basis. Note : (2) In the absence of suitable candidates for by transfer appointment, the vacancy shall be filled up by direct recruitment.
17	Driver	i) By Direct Recruitment through KPSC Appointment to the post shall be done from the common list published by the KPSC for the post of Driver (LDV) for various Company / Corporation / Board etc.	For Direct Recruitment i) Pass in VII th standard or equivalent. ii) Must possess valid LDV Driving Licence of minimum three years standing with Driver's Badge. iii) Medical Fitness 1) Ear : Hearing should be perfect.

Sl. No.	Name of Post	Method of Appointment	Qualification
1	2	3	4
			<p>2) Eye : Distant Vision- 6/6 snellen Near Vision - 0.5 snellen Colour Vision - Normal Night Blindness - Nil</p> <p>3) Muscles and Joints - No paralysis and all joints with free movement.</p> <p>4) Nervous system : Perfectly normal and free from any infectious diseases.</p> <p>Note : (1) Driving License should be valid not only at the time of application but also at every state of selection.</p> <p>Note : (2) Proficiency in Driving (LDV) to be proved by a practical test conducted by the the KPSC during the course of selection.</p> <p>Note : (3) Medical fitness shall be proved by proper Medical Certificate obtained from a Medical Officer not below the rank of Assistant Surgeon.</p> <p>Note : (4) Differently abled persons are not eligible to apply for this post.</p>
18	Office Attendant	<p>i) By Direct Recruitment through KPSC</p> <p>Appointment to the post shall be done from the common list published by the KPSC for the post of Office Attendant/ Peon in various Company / Corporation / Board etc.</p>	<p>For Direct Recruitment</p> <p>i) Pass in VIIth Standard or equivalent.</p>



GOVERNMENT OF KERALA

Abstract

Backward Communities Development Department - Kerala State Backward Classes Development Corporation Limited - Revision of Pay Scales of the employees of the Corporation - Sanctioned-Orders issued.

BACKWARD COMMUNITIES DEVELOPMENT (A) DEPARTMENT

G.O. (Ms) No:5/2013/BCDD.

Dated/Thiruvananthapuram, 25/05/2013.

- Read:-
1. G. O (Ms) No. 52/2008/SCSTDD dated 24-04-2008
 2. G. O (P) No. 85/2011/Fin dated 26-02-2011.
 3. Letters No. 883/E1/2011/KSBCDC dated 08-07-2011, 16-12-2011, 22-02-2012, 01-03-2013 and 01-04-2013 from the Managing Director, Kerala State Backward Classes Development Corporation Limited Thiruvananthapuram.

ORDER

Kerala State Backward Classes Development Corporation Limited, came into existence with effect from 28-02-1995 and various posts in the Corporation were sanctioned accordingly. The Managing Director, Kerala State Backward Classes Development Corporation Limited, Thiruvananthapuram has forwarded proposals as per letter read as 3rd paper above, for revising the pay and allowances of the employees of the Corporation on par with the revised scale of pay of the State Government Employees sanctioned as per Government Order read as 2nd paper above.

2. Government have examined the matter of pay revision of employees of the Corporation in detail in consultation with Finance Department and Planning & Economic Affairs Department and are pleased to accord sanction for revision of pay scales to the category of posts in the Kerala State Backward Classes Development Corporation Limited, Thiruvananthapuram as shown in the Annexure - 1 to this order with effect from 01-07-2009, subject to the following conditions :

1. Rules for Pay Fixation, Time Bound Higher Grade, Revised Scale of HRA & CCA shall be in accordance with G. O (P) No. 85/2011/Fin dated 26-02-2011.
2. The date of effect of revised scale of pay shall be 01-07-2009 and date of effect of other eligible allowances at the revised rate shall be 01-02-2011.
3. The scales of pay of the posts which were created with the concurrence of the Government alone shall be revised.
4. The existing scales and revised scales of all categories of employees and existing and revised HRA and CCA to each category of employees shall be as shown in Annexure - 2.
5. No additional grant will be sanctioned for meeting the commitment on account of pay revision. The whole expenditure to the pay revision shall be met from the own funds of the Kerala State Backward Classes Development Corporation Limited.

6. All the extra benefit which are not allowable to the state Government employee should be dispensed with while implementing this order,
7. The posts which are kept vacant for more than one year shall be treated as abolished and no revision will be granted to such posts.
8. No upgradation/creation of posts will be done without formal Government approval.
9. No person shall be appointed (whether full time, part time, provisional, temporary, contract or daily wages) without a post duly created by a Government Order.
10. The Corporation should take steps to pay the dividend in time.
11. The Managing Director will be held responsible for any kind of discrepancies found in the implementation of the pay revision.
12. No stepping up of scale of pay of any category will be done without formal approval of Government.

(By Order of the Governor)

E.K. BHARATH BHUSHAN
Chief Secretary

To,

The Managing Director, Kerala State Backward Classes Development Corporation Limited, Thiruvananthapuram.

The Accountant General (Audit), Kerala, Thiruvananthapuram.

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

The General Administration (SC) Department (Vide item no. 3601 dated 22-05-2013).

The Finance Department (Vide U.O No. 30457/PUC3/12/Fin dated 11-10-2012).

The Planning & Economic Affairs (BPE) Department (Vide U.O No. 17713/BPE2/12/Plg dated 14-12-2012).

The Director, Informatics & Public Relation Department.

Stock file / Office copy

Copy to : PS to Minister (Scheduled Castes Backward Communities & Tourism)
PA to Secretary, Backward Communities Development Department.

ANNEXURE - I

(To the G.O. (MS) No. 5/2013/BCDD dated 25-05-2013)

No.	Name of Posts	Existing Scale of Pay	Revised Scale of Pay on par with G.O. (P) No. 85/11/Fin. dated 26-02-2011
01	Manager (A&P)	20700 - 26600	36140-49740
02	Manager (Projects)	20700-26600	36140-49740
03	Deputy Manager	12930-20250	22360-37940
04	District Manager	12930-20250	22360-37940
05	Assistant Manager	11910-19350	20740-36140
06	P.A. to M.D.	11070-18450	19240-34500
07	Project Assistant	9190-15510	16180-29180
08	Senior Assistant / Cashier /		
	Accountant / Storekeeper	9190-15510	16180-29180
09	Steno Typist	7990-12930	13900-24040
10	Junior Assistant	6680-10790	11620-20240
11	Junior Project Assistant	5650-8790	9940-16580
12	Driver	5250-8390	9190-15780
13	Peon	4510-6230	8500-13210
14	Watchman	4510-6230	8500-13210
15	Contingent Employee	2100+DA	5520-8400
			4850-7500
			4250-6700


SECTION OFFICER

ANNEXURE - 2

(To the G. O (Ms) No. 5/2013/BCDD dated 25.05.2013)

House Rent Allowance

House Rent Allowance will be paid at the revised rates based on pay ranges as shown below and classifications of cities/places are as per G.O (P) No. 85/2011/Fin dated 26-02-2011.

Pay Range (Rs)	B2 Class City (Rs)	C Class City/Town (Rs)	Cities not in B2 & C Class (Rs)	Other Places (Rs)
8500-8729	350	270	270	
8730-12549	560	390	390	
12550-24039	840	550	480	250
24040-29179	1050	700	530	
29180-33679	1400	950	530	
33680 & above	1680	1110	530	

City Compensatory Allowance

The revised rates of City Compensatory Allowance allowed for employees working in the Offices located in B2 class cities will be as follows.

SI. No.	Pay Range	Rate per Month
1	Below Rs. 9940	Rs. 200/-
2	Rs. 9940 and above but below Rs. 13540	Rs. 250/-
3	Rs. 13840 and above but below Rs. 16980	Rs. 300/-
4	Rs. 16980 and above	Rs. 350/-


SECTION OFFICER