



GOVERNMENT OF KERALA
Water Resources (Water Supply) Department

NOTIFICATION

G.O.(P) No 19/2011/WRD

Dated , Thiruvananthapuram, 01-03-2011

S.R.O.No...../2011: - In exercise of the powers conferred by section 64 of Kerala Water Supply and Sewerages Act 1986 (14 of 1986) read with sub section (3) of section 8 thereof and in super-session 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 Dazette 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:-

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 1-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 (Grade1)
- Category 24. Upper Division Clerk
- Category 25. Upper Division Typist

- Category 26. Confidential Assistant Gr.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 appointment to any of the categories 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 & Chief Accounts Officer	(1) By Promotion from Category 2 (2) In the absence of qualified persons for promotion, by	Promotion:- (i) Must be a member of the Institute of Chartered Accountants of India/Member of the Institute of Cost and Works Accountants of India. (ii) 5 years of experience as Accounts Manager of Kerala Water Authority. Direct Recruitment:- (i) Must be a member of the Institute of Chartered	Government of Kerala

	Direct Recruitment through KPSC	Accountants of India or Member of the 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 experience as Deputy Accounts Manager in Kerala Water 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.	Managing Director, Kerala Water Authority
3. Chief Law Officer	(i) By Promotion from Category 5 -Law Officer (ii) In the absence of qualified hands for promotion, by deputation of an officer not below the rank of Joint Secretary in Law Department from Govt. Secretariat	<u>By Promotion</u> Minimum 5 years of experience as Law Officer in Kerala Water Authority	Managing Director, Kerala Water Authority
4. Senior Administrative	By Promotion from Category		Managing Director,

Officer	6 -Internal Auditor based on the seniority		Kerala Water Authority
5. Law Officer	(i) By promotion from Category 11 -Deputy Law Officer based on the seniority. (ii) In the absence of qualified hands for promotion, by deputation of an officer not below the rank of Under Secretary in Law Department from Govt. Secretariat	By Promotion Minimum 5 years of experience as Deputy Law Officer in Kerala Water Authority.	Managing Director, Kerala Water Authority
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	Promotion from Category 13 – Senior Superintendent / Revenue Officer based on the seniority.		Managing Director, Kerala Water Authority
9. Administrative	Promotion from Category 13		Managing Director,

Officer	– Senior Superintendent / Revenue Officer based on the seniority.		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 experience from any reputed media.	Managing Director, Kerala Water Authority
11. Deputy Law Officer	(i) By promotion from Category 16 – Legal Assistant based on the seniority. (ii) In the absence of qualified hands for promotion, by deputation of an officer not below the rank of Section Officer in Law Department from Govt. Secretariat	<u>By Promotion</u> Minimum 5 years of experience as Legal Assistant in Kerala Water Authority.	Managing Director, Kerala Water Authority
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
13. Senior Superintendent /	By promotion from Category 14 – Divisional Accountant		Managing Director, Kerala Water Authority

Revenue Officer	based on the seniority		
14. Divisional Accountant	<p>(i) By transfer from Category 15 – Junior Superintendent in Ministerial Service</p> <p>(ii) By Direct Recruitment through Kerala Public Service Commission.</p> <p><i>Note: The appointment by transfer and direct recruitment shall be in the ratio of 2:1. If sufficient number of candidates are not available for by transfer appointment, such vacancies shall also be filled up by direct recruitment.</i></p>	<p>(1) Transfer Appointment Account Test (Higher) & PWD Test.</p> <p>(2) By Direct Recruitment (i) Degree with at least Second Class from a recognised University.</p> <p><i>Note:- In the case of Candidates belonging to SC/ST Communities a degree from a recognised University is sufficient.</i></p> <p>(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.</p>	Managing Director, Kerala Water Authority
WING II. MINISTERIAL SERVICE			
Category	Method of Appointment	Qualification	Appointing Authority
(1)	(2)	(3)	(4)
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	(i) By Direct Recruitment	By Direct Recruitment	Managing Director,

	<p>through Kerala Public Service Commission.</p> <p>(ii) In the absence of Ranked List prepared by KPSC, by deputation of Legal Assistant in Law Department from Govt. Secretariat</p>	<p>(i) A Degree in Law from a University in Kerala or from a University recognised by any of the Universities in Kerala or its equivalent.</p> <p>(ii) Pass in Bar Council Examinations.</p> <p style="text-align: center;">OR</p> <p>Enrolment as an Advocate.</p> <p><i>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.</i></p>	Kerala Water Authority
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	By promotion from Category		Managing Director,

Assistant (Selection Grade)	22 – Confidential Assistant (Senior Grade) on the basis seniority		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
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	(i) By Promotion from Category 24 – Lower Division Clerk based on the seniority in the feeder category. (ii) By Transfer from Categories of 25 – Upper Division Typist and 26 – Confidential Assistant Grade II Note: Appointment by promotion and Transfer shall be in the ratio 5:1	<u>For Promotion</u> Account Test (Lower), PWD Test & MOP <u>For By Transfer Appointment</u> Account Test (Lower), PWD Test & MOP Note (1) – Not less than 10 years service in KWA (2) – Employees must have satisfactorily completed their probation in the respective feeder categories.	Managing Director, Kerala Water Authority
25. Upper Division	By promotion from Category		Managing Director,

Typist	28 – Lower Division Typist based on the seniority		Kerala Water Authority
26. Confidential Assistant Grade II	<p><i>(1) By Direct Recruitment through Kerala Public Service Commission.</i></p> <p><i>(2) By promotion from Category 28 – Lower Division Typist based on the seniority.</i></p> <p>Note(i):- <i>Direct Recruitment and promotion shall be in the ratio of 3:1</i></p> <p><i>(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</i></p>	<p>(i) Degree in any Discipline</p> <p>(ii) Typewriting (English) Kerala Government Technical Examinations (Lower) or its equivalent.</p> <p>(iii) Typewriting (Malayalam) Kerala Government Technical Examinations (Lower) or its equivalent.</p> <p>(iv) Short hand (English) Kerala Government Technical Examinations (Lower) or its equivalent.</p> <p>(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.</p> <p>And</p> <p>(vi) Short hand (Malayalam) Kerala Government Technical Examinations (Lower) or its equivalent.</p>	Managing Director, Kerala Water Authority

	<p><i>prescribed for Confidential Assistant Grade II and who secure not less than 40% of marks in the competitive test conducted by Public Service Commission and thus become 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 rank list of low paid employees irrespective of their service and seniority and they will be given appointment accordingly.</i></p> <p><i>(iii):-Low paid employees shall be an approved probationer full member of service.</i></p>		
<p>27. Lower Division Clerk</p>	<p>By Direct Recruitment through Kerala Public Service Commission.</p> <p>Note:- 10% of the vacancies</p>	<p>(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</p>	<p>Managing Director, Kerala Water Authority</p>

	<p><i>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 the respective feeder categories) who secure not less than 40% of 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</i></p>	<p>(LBS), Institute of Human Resources Development (IHRD) or from similar/equivalent Institutions approved by Government.</p>	
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	<i>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.</i>		
28. Lower Division Typist	<p>By Direct Recruitment through Kerala Public Service Commission.</p> <p>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% of marks in the competitive test conducted by Public Service Commission.</p>	<p>(i) Degree in any Discipline</p> <p>(ii) Typewriting (English) Kerala Government Technical Examinations (Lower) or its equivalent.</p> <p>(iii) Typewriting (Malayalam) Kerala Government Technical Examinations (Lower) or its equivalent.</p> <p>(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 Government.</p>	Managing Director, Kerala Water Authority

	<i>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 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.</i>		
Wing III – Last Grade Service			
29. Daffedar	By Promotion from Categories 30- Peon and 31 Watcher based on the seniority		Managing Director, Kerala Water Authority
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	Literacy in Malayalam, Tamil or Kannada	Managing Director,

	through Kerala Public Service Commission.	Physically handicapped and women candidates are not eligible to apply for the post	Kerala Water Authority
32. Sweeper	By Transfer appointment from Part Time Contingent employees based on their seniority.		Managing Director, Kerala Water Authority

4. **Appointing 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 application for appointment are invited with usual relaxation to Scheduled Caste, Scheduled Tribe and other Backward Classes. In case of posts viz Finance Manager and Chief Accountants 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 ie. General rules 14 to 17 of Kerala State and Subordinate Service Rules 1958 shall apply to the appointment 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 join 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 year

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

8. **Department Test:-** Every person appointed to the following categories shall within the prescribed period of probation pass the following departmental Test 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 – (i) Account Test (Lower)
(ii) PWD Test
 3. Junior Superintendent – Account Test (Higher)
 4. Divisional Accountant – Account Test (Higher), PWD Test & MOP
 5. Legal Assistant - Account Test (Higher), PWD Test & MOP
 6. Deputy Accounts Manager - Account Test (Higher), PWD Test & 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 Service Rules 1985, 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 employees of the Kerala Water Authority in matters of Pay fixation, joining time, travelling allowances, leave, pension, other retirement benefits etc.
11. Provided that in case where operation of any rule, decision order thereunder, caused 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 the coming into force of these rules under the Kerala Public Health Engineering

Subordinate Service 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 purpose of these rules.

By order of the Governor
PRADEEP KUMAR
Secretary to 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.46/81/LAD Dated 12th March 1986, Published as S.R.O.No.574/86 Kerala Gazette No.13 dated 1st April 1986 and all orders issued on the subject.

This notification is intended to achieve the above objects.