



GOVERNMENT OF KERALA

Abstract

LBS Centre for Science and Technology - Amendment of Special Rules
- Sanctioned - Orders issued.

HIGHER EDUCATION (J) DEPARTMENT

G.O.(Ms)No.396/2021/HEDN Dated,Thiruvananthapuram, 24/09/2021

Read: 1. G.O.(Rt) No.473/2005/H.Edn dated 19.03.2005

2. Letter No.B2/903/2018 dated 02.11.2020 and subsequent letters from the Director,LBS Centre for Science and Technology, Thiruvananthapuram.

ORDER

The Special Rules of LBS Centre for Science and Technology issued vide Government Order read above.The Director, LBS Centre has submitted a proposal to amend Special Rules of LBS Centre and forwarded draft Special Rules for approval, as per letter read 2nd above.

Government have examined the matter in detail and are pleased to approve the Special Rules of LBS Centre as appended to this order. The Director, LBS Centre shall implement the revised Special Rules strictly in accordance with the existing Rules/Memorandum of Association.

(By order of the Governor)

Sreekala S

Deputy Secretary

To:

1.The Director, LBS Centre for Science and Technology,

1. Thiruvananthapuram.
2. The Director of Technical Education, Thiruvananthapuram.
3. The Principal Accountant General (A&E/Audit), Kerala, Thiruvananthapuram.
4. The Law Department (Vide UO Note No.2480/Leg G2/2021/Law dated 04.02.2021)
5. The Finance Department (Vide UO Note No.1737374/EDN-B2/62/2021 - FIN dated 30.06.2021 & 04.08.2021)
6. The Personnel & Administrative Reforms Department (Vide UO Note No.ADV-B3/119/2021-P&ARD dated 18.08.2021)
7. The Information Officer, Web & New Media, I&PRD
- ✓ 8. www.highereducation.kerala.gov.in
9. Stock File / Office Copy

Forwarded /By order
Signed by Salini.p

Date: 24-09-2021 17:01:32

Reason: Approved
Section Officer

Copy to :-

Private Secretary to Minister (Higher Education & Social Justice)

**SPECIAL RULES FOR THE EMPLOYEES OF
L.B.S. CENTRE FOR SCIENCE & TECHNOLOGY
2021**

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CHAPTER I

GENERAL SCOPE

I. Title and commencement

1.1 These rules may be called ‘Special Rules for the employees of LBS Centre for Science and Technology, 2021.

1.2 These rules are issued in supersession of all orders and rules in this regard including the Special Rules approved and issued as GO(Rt) No.473/2005/H.Edn. dated 19.3.2005 of Higher Education (J) Dept.

1.3 These rules shall come into force from the date of approval by Government as provided in para 11 (8) of the Rules and Regulations of the LBS Centre for Science and Technology.

CHAPTER II

APPLICATION

- 2.1 These rules shall apply to all the employees of the LBS Centre for Science and Technology including those working at Headquarters, Regional Units, Sub Centres, LBS of College of Engineering, Muliyar, Kasaragod, LBS Institute of Technology for Women, Poojappura, Thiruvananthapuram and the Applied Science College at Parappanangadi.
- 2.2 These rules shall not apply to those whose conditions of service are governed by contract or agreement and those appointed on daily wages or governed by separate rules or on part time or fixed tenure basis or as guest faculty.
- 2.3 For those persons appointed on deputation basis to the LBS Centre for Science and Technology from Central or State Government Service or from Public Sector Undertakings or Autonomous bodies, these rules shall apply so far as they are not prejudicial to their rights under the terms and conditions of such deputation.
- 2.4 If any doubt arises on interpretation or application of these rules, the matter shall be referred to the Executive Committee and its decision shall be final.

- 2.5 Where the Government is satisfied that the operation of any of these rules causes undue hardship to any of the employees, the Government may relax the requirement of that rule subject to any condition for dealing with the case in a just and equitable manner.
- 2.6 Wherever there is no specific provision incorporated in these rules, similar provisions, if any applicable to similar categories in State Government Service with such modifications as may be decided by the Executive Committee from time to time is applicable.

CHAPTER III

DEFINITIONS

- 3.1 Unless there is something repugnant in the subject or context, the terms defined in the chapter are used in the Rules in the sense herein explained –
- 3.2 **‘LBS Centre for Science and Technology’** means the Society established by Government of Kerala with Reg.No.279 of 1976 under the Travancore Cochin Literary, Scientific and Charitable Societies Registration Act 1955 (Act XII of 1955).
- 3.3 **‘LBS College of Engineering’** means the Engineering College established by the LBS Centre for Science and Technology at Muliya, Kasaragod.
- 3.4 **‘LBS Institute of Technology for Women’** means the Engineering College for Women established by the LBS Centre for Science and Technology at Poojappura, Thiruvananthapuram.
- 3.5 **‘Applied Science College’** means a self financing unaided College established by the LBS Centre for Science and Technology at Parappanangadi.

- 3.6 **‘Executive Committee’** means the Executive Committee constituted as per Rule 8 of the Rules and Regulations of the LBS Centre for Science and Technology.
- 3.7 **‘Centre’** means the LBS Centre for Science and Technology.
- 3.8 **‘Government’** means the Government of Kerala.
- 3.9 **‘Union Government’** means the Government of India.
- 3.10 **‘Governing Body’** means the Governing Body constituted as per Para 5 of the Memorandum of Association of the Centre.
- 3.11 **‘Chairman’**with reference to the Governing Body means the Chief Minister of Kerala and with reference to the Executive Committee means the Secretary in charge of Higher Education Department , Government of Kerala
- 3.12 **‘Director’** means the Director of the Centre appointed by Government as per rule 20 of the Rules and Regulations of the Centre.
- 3.13 **‘Principal’** means the Principal of the Engineering Colleges or Applied Science College as the situation warrants.
- 3.14 **‘Competent Authority’** –means the authority to whom such powers have been delegated and where no such power has been delegated specifically, the Director shall be the Competent Authority.
- 3.15 **Academic Staff/Teaching Staff/Faculty** means those who are engaged in academical, teaching and research work.
- 3.16 **‘NonTeaching Staff’** means those who are engaged in non teaching and administration in Colleges.
- 3.17 **‘Non-Technical Staff’** means those who are engaged in administrative work in Headquarters, Regional Units and Sub Centres.
- 3.18 **‘Technical Staff’** means those engaged in technical functions and services at Headquarters, Regional Units and Sub Centres.

- 3.19 **‘Last Grade Staff’** means those engaged as Office Attendants, Markers, Helpers, Gardeners, Cleaners, Full Time Sweepers etc. as defined in Rule 12 (16A) of Kerala Service Rules Part I.
- 3.20 **‘Part Time Contingent Staff’** means those engaged in Part Time Contingent posts such as Part Time Sweepers etc. as included in Kerala Part Time Contingent Service of Government of Kerala.
- 3.21 **‘Appointing Authority’** means Government in the case of Director and the Executive Committee in all other cases. The Director shall be the ‘Appointing Authority’ wherever the power is delegated to him.
- 3.22 **‘Permanent Post’** means a post carrying a definite rate of pay sanctioned without limit of time.
- 3.23 **‘Temporary post’** means a post carrying a definite rate of pay sanctioned for a limited time.
- 3.24 **‘Permanent Employee’** means an employee who is employed on a permanent basis in a permanent post and who has been confirmed in any grade or scale of pay after satisfactory completion of probation period as provided in these rules.
- 3.25 **‘Temporary Employee’** means a person appointed temporarily on a permanent or temporary post and includes a person who is employed for work which is essentially of a temporary nature and likely to be ended within a limited period of time or a person employed for work of a permanent nature but appointed for a short tenure or appointed in a leave vacancy.
- 3.26 **‘Probation period’** means the period during which a regularly appointed person is assessed of his suitability for eventual substantive appointment to the post.
- 3.27 **‘Probationer’** means a person appointed on a regular basis and who has not completed the prescribed period of probation.

- 3.28 **‘Approved probationer’** means a person appointed on a regular basis and has been declared as satisfactorily completed the prescribed period of probation.
- 3.29 **‘Confirmation’** means the process of appointing an approved probationer as Full Member in a permanent post.
- 3.30 **‘Trainee’ or ‘Apprentice’** means a person engaged purely for the purpose of training or learning work with or without stipend or allowances based on an agreement between the Centre and the Trainee/Apprentice so engaged. He is not regarded as an employee of the Centre.
- 3.31 Duty includes,
- (i) Service as a probationer provided such service is followed by confirmation.
 - (ii) Joining Time
 - (iii) Waiting for posting orders after physically reporting for duty.
 - (iv) When he is absent from duty on vacation or on authorized holidays or on casual leave taken in accordance with the instructions regulating such leave issued by Government/ Centre, having been on duty immediately, before and immediately after such absence.
 - (v) Performing duty or work attached to such post.
 - (vi) A course of training or instruction undergone by the employee as instructed by the competent authority.
 - (vii) Period of Notional Promotion, Maternity leave or Paternity leave.
 - (viii) Time, required for journey as well as attending to obligatory departmental examinations.
 - (ix) Deputation to foreign service.

- (x) Any other period ordered to be treated as duty by the Executive Committee.
- 3.32. **‘Joining Time’** means the time allowed to an employee to join a new post or travel to or from a station to which he is posted .
- 3.33. **‘Lien’** means the right of an employee to hold substantively a permanent post to which he has been appointed substantively.
- 3.34 **‘Foreign Service’** means the service in which an employee receives his pay with the sanction of the Executive Committee from any source other than the funds of the Centre, (For those deputed from Central / State Government Service to the Centre, ‘Foreign Service’ shall have the same meaning as given in Rule 12(9) of Part I KSR).
- 3.35 **‘Day’** means a calendar day beginning and ending at midnight, but an absence from headquarters which does not exceed 24 hours shall be reckoned for all purposes as one day, at whatever hours the absence begins or ends.
- 3.36 **‘Holiday’** means a holiday as notified by the State Government and those declared by the Centre from time to time.
- 3.37 **‘Officiate’** means an employee performs the duties of a post in which another person holds a lien.
- 3.38 **‘Honorarium’** means a recurring or non-recurring payment from funds of the centre granted to a person including an employee engaged for such special work or a Consultant as may be determined by the Executive Committee from time to time.
- 3.39 **‘Leave Salary’** means the monthly amount paid by the Centre to an employee on leave.

- 3.40 **‘Pay’** means the amount drawn monthly by an employee as
- (a) Pay in the time scale attached to the post in which he is working.
 - (b) Personal pay and any other emoluments which may be specifically classified as ‘pay’ by the Executive Committee.
- 3.41 **‘Personal pay’** means additional pay granted to an employee
- (a) to save him from loss of substantive pay in respect of a permanent post due to a revision of pay or any reduction of such substantive pay otherwise than as a disciplinary measure.
 - (b) in exceptional circumstances, on other relevant consideration.
- 3.42 **‘Time scale of pay’** means a scale of pay providing for minimum and maximum with incremental rates.
- 3.43 **‘Basic pay’** means the basic pay drawn by an employee in the post or grade in which he is employed and does not include any allowances.
- 3.44 **‘Salary’** means all emoluments which are earned by an employee while on duty or on leave in accordance with the terms and conditions of his employment and which are paid or are payable to him in cash and includes DA/HRA/CCA etc. but does not include any bonus, commission and overtime allowance.
- 3.45 **‘Subsistence allowance’** means an allowance paid to an employee under suspension pending enquiry etc. as provided in rules.
- 3.46 **‘Medical Certificate’** means Medical Certificate from any Medical Officer practising Modern Medicine, Indian Systems of Medicine (AYUSH) or Homoeopathy, serving under State/Central

Government. However Competent Authorities have discretion to accept any other Medical Certificate from a Registered Medical Practitioner in Special Circumstances.

- 3.47 Wherever the word 'he' is used in these rules, it includes 'she' also and the singular number includes plural numbers and vice versa wherever applicable.

CHAPTER IV

RECRUITMENT, APPOINTMENT AND PROMOTION RULES

- 4.1 These rules may be called ‘LBS Centre for Science and Technology Recruitment Appointment and Promotion Rules.
- 4.2 The service under LBS Centre for Science and Technology include the following branches.
- (i) ‘LBS Centre for Science and Technology Service’, which shall include the service under the LBS Centre Headquarters, Regional Units and Sub Centres.
 - (ii) LBS Centre for Science and Technology – Engineering College Service – which shall include the service under the LBS College of Engineering , Muliyar, Kasaragod and LBS Institute of Technology for Women, Poojappura, Thiruvananthapuram.
 - (iii) LBS Centre for Science and Technology – Applied Sciences College Service – which shall include the service under the Applied Sciences College, Parappanangadi.
- 4.3 The Staff Pattern, Designation, Scale of pay, Educational Qualifications, Experience Method of appointment, Test, Promotion channels etc are as per Table in Annexure 1 to these rules.
- 4.4 The rules of reservation of appointment (Rules 14 to 17 of Part II Kerala State & Subordinate Services Rules) shall apply to appointments by Direct Recruitment.

4.5 **Qualification regarding age:-**

The minimum age for direct recruitment to the service of the Centre shall be 18 years and the upper age limit shall be 36 years as on the 1st day of January of the year in which applications are invited.

Usual relaxation of age limit as provided in Rule 10(c) in Part II of Kerala State & Subordinate Service Rules, 1958 (General Rules) to Scheduled Castes/Scheduled Tribes and Other Backward Classes/shall be allowed for direct recruitment.

Provided that for Teaching Faculty in Engineering Colleges, the age as prescribed for similar categories in Kerala Technical Education Service as modified by the AICTE from time to time shall apply.

Provided further that for Teaching as well as Non-Teaching Staff (regular) working at College of Applied Science, Parappanangadi age will be as per the Act and Statutes of Calicut University (vide Chapter VIIIA of the Calicut University Act, 1975).

4.6 **Probation**

Every person appointed to any of the categories, shall from the date on which joins duty, be on probation,

- (i) if appointed by direct recruitment or by transfer or promotion for which direct recruitment is one of the methods of appointment, for a total period of two years on duty within a continuous period of 3 years.
- (ii) if appointed by promotion/by transfer to a category (similar to posts included under State Service under Government of Kerala) for which direct recruitment is not resorted to, for a total period of six months on duty within a continuous period of one year.

- (iii) if appointed by promotion/by transfer to a category (similar to posts included under subordinate services under Government of Kerala) for which direct recruitment is not resorted to for a total period of one year on duty within a continuous period of two years.
- (iv) For posts included under last grade service (similar to Government) the period of probation shall be one year on duty within a continuous period of three years.
- (v) For Part Time Sweepers the period of probation shall be one year on duty within a continuous period of two years.

4.7 **Test**

- (a) A person appointed to any of the categories mentioned below shall pass Account Test for Executive Officers within the period of probation unless he has passed the test already:-
 - (i) Principal
 - (ii) Joint Director
 - (iii) Deputy Director
 - (iv) Assistant Director
- (b) A person appointed as LD Clerk (Clerk)/LD Accountant and in interchangeable posts shall pass Manual of Office Procedure Test within their period of probation.
- (c) For promotion as UD Clerk (Senior Clerk)and in interchangeable posts, the LD Clerk (Clerk)/LD Accountant and those working in interchangeable posts shall pass Account Test (Lower)

(d) For those categories for which Account Test (Higher) is prescribed as qualification, no exemption from Test will be allowed on attaining the age of 50 years as per Rule 13B, Part II, KS& SSRs.

4.8 Saving:-All employees shall be given exemption from possessing the new / additional qualification or tests prescribed by these rules for the posts held by them as on the date of commencement of these rules.

CHAPTER V

GENERAL CONDITIONS OF SERVICE

- 5.1 These rules shall apply to all persons under the service of the Centre except when specifically exempted. Centre means LBS Centre for Science and Technology.
- 5.2 Except for matters for which specific provision is included in these rules,
1. For those included under 'LBS Centre for Science & Technology service – (Head Quarters Regional Units and Sub Centre), similar provisions applicable to similar employees in State Government Service with such modifications as may be decided by Government on the recommendation of the Executive Committee and Governing body from time to time , will be applicable.
 2. For those included under 'LBS Centre for Science & Technology – Engineering College Service – Teaching staff similar provisions applicable to similar category of employee in Engineering stream of Kerala Technical Education Service, Acts and statutes of APJ Abdul Kalam Technological University and AICTE norms with such modifications , as may be decided by Government on the recommendation of the Executive Committee and Governing body from time to time ,will be applicable.
 3. For those included under 'LBS Centre for Science & Technology – Engineering College Service – Non Teaching Technical Staff and Administrative Staff similar provisions

applicable to similar category of employees in Engineering Colleges under Technical Education Department with such modifications , as may be decided by Government on the recommendation of the Executive Committee and Governing body from time to time ,will be applicable.

4. When regular staff is appointed to sanctioned posts in Applied Science College Parappanangadi, these rules along with provisions in Calicut University Act, 1975 and Statutes thereunder with such modifications as decided by Government on the recommendation of the Executive Committee and Governing body from time to time , will be applicable.
5. The powers vested with Head of Office, Head of Department and Government in the following rules shall be exercised by Principal (in the case of Colleges), Director in other cases, Executive Committee & Government respectively;
 - i) Kerala Service Rules (Rule 5.3)
 - ii) Kerala State & Subordinate Service Rules 1958 (Rule 5.4.1)
 - iii) Kerala Government Servants Conduct Rules 1960 (Rule 5.5.1)
 - iv) Kerala Civil Services (Classification, Control & Appeal) Rules 1960 (Rule 5.6.1)

- 5.3 The Kerala Service Rules Part I, Part II and Rules 140 to 151, Chapter X, Part III (except for specific provisions are incorporated in these rules) relating to General conditions of service, Pay, Additions to pay, combination of appointment, Dismissal, Removal and suspension, compulsory retirement (except age of superannuation which shall be 58 for all employees under LBS Centre), Leave, Casual Leave, Joining

Time. Foreign Service, Travelling Allowance (Part II) and Records of Service (Part III) and related Executive orders with such modifications as may be decided by Government on the recommendation of the Executive Committee and Governing body from time to time , will be applicable for the Employees under the LBS Centre for Science & Technology.

5.4.1 The Kerala State and Subordinate Services Rules, 1958 Part I and II (except for which specific provision is incorporated in these rules) relating to Recruitment, Appointment, Tests, Probation, Promotion, Seniority, Confirmation (Appointment as Full Member), Transfer and Posting, Relinquishment of promotion etc. and the related Executive orders with such modifications , as may be decided by Government on the recommendation of the Executive Committee and Governing body from time to time ,will be applicable to the Employees under the LBS Centre for Science & Technology.

5.4.2. The Appointment Orders, Termination Orders or such other orders shall be issued by the Director as delegated by the Executive Committee/Governing Body.

5.5.1. The Kerala Government Servants Conduct Rules, 1960 with such modifications, as may be decided by Government on the recommendation of the Executive Committee and Governing body from time to time , will be applicable to the Employees under the LBS Centre for Science & Technology.

5.6.1 The Kerala Civil Services (Classification, Control & Appeal) Rules, 1960 with such modifications , as maybe decided by Government , on the recommendation of the Executive Committee and Governing body from time to time , will be applicable to the Employees under the LBS Centre for Science & Technology.

5.6.2 Unless the context otherwise require, in the rules mentioned in rule 5.2.5. of these rules the Definitions (i) ‘Government’ may be construed as ‘LBS Centre’ wherever the ‘Appointing Authority’ and ‘Controlling Authority’ is meant and in other cases as Government of Kerala (ii)‘Appointing Authority’ will be construed as defined in these rules (iii)’Government Servant’ will be construed as ‘Employees of the LBS Centre’. (iv) ‘Service’ means the ‘service’ as defined in these rules.

5.6.3 The power of suspension under Rule 10 of the Kerala Civil Services (Classification, Control & Appeal) Rules, 1960 shall be delegated as follows:-

- (i) Suspension – ordering and revoking
 - (a) Principal – Upto 15 days in Emergent situations (in college) subject to reporting the same to the Director forthwith.
 - (b) Director-in all other cases.
- (ii) Review –By the Director within 180 days of suspension.

5.6.4 The Power of ‘Disciplinary Authority’ as per Rule 13 of the Kerala Civil Services (Classification, Control & Appeal) Rules, 1960 shall be delegated as follows:-

- (i) Major penalties of Dismissal and removal on the following category of Employees shall be imposed by the Executive Committee:-
 - (a) Principal
 - (b) Professors
 - (c) Joint Director
 - (d) Deputy Director
 - (e) Assistant Director
- (ii) All other major penalties and minor penalties shall be imposed on the above category of employees by the Director.
- (iii) All penalties except to the extent pointed out above shall be imposed by the Director on all category of employees.
Note:- Reduction of Pension is not applicable to the employees of LBS Centre for Science & Technology

5.6.5 (i) The Appellate Authority for suspension ordered by the Principal shall be the Director. For the suspension ordered by the Director the Executive Committee shall be the Appellate Authority.

(ii) 'The Appellate Authority' for the penalty imposed by the Director shall be the Executive Committee. For those penalty imposed by the Executive Committee the Appellate Authority shall be the Governing Body.

5.6.6 The Reviewing Authority / Revisional Authority for penalties imposed by all Disciplinary Authorities shall be the Governing Body.

- 5.6.7 Kerala Government Servants' Medical Attendance Rules, 1960 which was already extended by Government of Kerala to all Public Sector Undertakings, Autonomous Bodies and Statutory Undertakings – vide GO(P) No.60/2007/Fin. Dated 15/2/2007 of Finance (PU-C) Department (vide Annexure II) is applicable to the employees of the LBS Centre.
- 5.7 The amount of Gratuity will be as decided by the Government from time to time.
- 5.8 The Provident Fund will be as per provisions in the Employees Provident Funds Act, 1952.
- 5.9 Method of recruitment and appointment to the service of the LBS Centre shall ordinarily be made by:-
- (i) Direct recruitment
 - (ii) Promotion
 - (iii) By Transfer Appointment
 - (iv) Deputation from Government or Public Sector Undertakings or Autonomous Bodies.
 - (v) Contract Appointment
 - (vi) Daily Wages
 - (vii) Guest Faculty
- 5.10 Direct Recruitment shall be made either with the assistance of Recruiting Agencies under Government or by LBS Centre itself by means of advertisement and Selection as decided by the Executive Committee from time to time.
- 5.11 Till be appointment to the service of the LBS Centre is entrusted with the Kerala Public Service Commission, there will be a committee for selection of candidates for appointment including promotion consisting of:-

- (i) Secretary to Government/Nominee of Secretary, Higher Education Department – Chairman
- (ii) Director of Technical Education/Nominee – Member
- (iii) Director, LBS Centre for Science & Technology – Convenor
- (iv) The Chairman may nominate Principal of the Colleges or subject experts or any others if required, in each case.

5.12 The Selection Committee shall decide the appropriate method of selection in each case. The Selection Committee shall make recommendations on the basis of marks/grade obtained in the qualifying examination or based on marks obtained in written test or marks obtained for performance in the interview held for the purpose. Maximum marks for written test shall be 100 and for interview shall be 25. Recommendation of the Selection Committee shall be effective from the date on which the Executive Committee approves the same.

5.13 In rules 14 to 17 of General Rules (Part II, Kerala State & Subordinate Services Rules, 1958) are applicable to direct recruitment to the services of the LBS Centre. Reservation rules and orders in the case of Differently abled persons (Right of Persons with Disabilities Act, 2016) are also to be applied for direct recruitment.

5.14 Except in the case of Teaching Posts the minimum age for direct recruitment to the service of the LBS Centre, shall not be below 18 years and the upper age limit shall be 36 years. Usual relaxation in the upper age limit i.e. 5 years in the case of Scheduled Castes/Scheduled Tribes and 3 years in the case of other Backward Classes candidates will be allowed. For

Teaching posts in Engineering Colleges the age limit prescribed for Teaching posts under Kerala Technical Education Service – Engineering College Stream will be applicable. For Teaching posts (regular) in Applied Sciences College, age limit as fixed by Calicut University Act and Statutes will be applicable.

5.15 The date of determination of age for eligibility for direct recruitment to the posts under LBS Centre shall be 1st January of the year in which applications are invited.

5.16 **Commencement of service:-** Service of an employee will be counted from the first working day on which the employee reports for duty provided he reports during forenoon. If he reports for duty afternoon it shall be reckoned from the following day.

5.17 Documents to be produced at the time of joining service.

(i) Original certificates to prove age, educational qualifications, experience, community or any other matter required as per notification.

(ii) Certificate of Medical Fitness as provided in Rule 13, Part I KSR.

(iii) Two passport size photographs attested by a Gazetted Officer to be true, one for being pasted in the Service Book and another for issuing Identity Card.

(iv) Certificate of character and conduct from two Gazetted Officers or from two responsible persons like Panchayat President/Chair person of Municipalities/Mayors of Corporations/M.L.A./M.P.

5.18 The Director will be competent to extend joining time upto 45 days from the date of appointing order in deserving case. If further time for joining is to be granted the matter shall be

placed before the Executive Committee and their decision shall be final.

- 5.19 **Seniority**:- The Seniority of an employee unless he has been reduced to a lower rank as punishment, be determined by the date of order of his first appointment to the respective category/post provided he joins within 15 days from the date of receipt of appointment order or the period as specified in the appointment order. If he joins after the date specified above his seniority will be reckoned from the date of his joining duty.
- 5.20 The Appointing Authority shall at the time of passing an order appointing two or more persons simultaneously to a particular category of post fix the order of preference among them and the seniority shall be fixed according to the order in which their names are arranged in the appointment order.
- 5.21 The following services under LBS Centre are considered to be separate units for appointment, discharge, reappointment promotion seniority etc.
- (i) LBS Centre for Science & Technology Service – (Service under the Headquarters, Regional Units and Sub Centres).
 - (ii) LBS Centre for Science & Technology– Engineering College Service.
 - (iii) Applied Science College Service, Parappanangadi.

However , the employees of LBS Engineering College, Kasaragod and LBS Institute of Technology for Women, Trivandrum are transferable from one College to another. They have a common seniority.

- 5.22 The Director will be empowered to make temporary appointments as a stop gap arrangement to sanctioned vacant posts for a period not exceeding one year on contract/daily wage/guest faculty basis. The temporary employee so appointed shall be terminable at any time without notice. The service of the temporary employee may be terminated also on the reasonof incompetence, misbehavior, reporting of regular candidate, or expiry of the contract period etc.
- 5.23 For Teaching Staff the Annual Confidential Report (Performance Appraisal) shall be prepared in the same format followed in the case of Teachers of Government Engineering Colleges. For Assessment promotion purpose to selection posts of Technical Staff of LBS Centre the format as given at Annexure III may be followed. For the purpose of promotion to selection posts of Administrative Staff in Colleges and LBS Centre, Format as given at Annexure IV may be followed.
- 5.24 The Annual Confidential Report (Performance Appraisal) of employees working in the LBS Centre on deputation basis shall be prepared in the format prescribed by their Parent Department/organization.
- 5.25. Notwithstanding anything contained in these rules, if the Executive Committee so decides the vacancies may be filled up on deputation basis by appointing employeesfrom State Government, Central Government, Public Sector Undertakings, Autonomous Bodies or Statutory Boards subject to the following conditions:-
- (i) Applications may be invited from eligible persons to be submitted through proper channel.

- (ii) Such persons should possess the qualifications/experience prescribed for the post.
- (iii) Select list should be prepared after interview by the Director or Selection Committee constituted for the purpose by the Executive Committee.
- (iv) Minimum period of deputation shall be one year and in no case it should exceed five years.
- (v) Terms and conditions of deputation will be as per provisions in Kerala Service Rules. If any variation is required the same shall be finalized by the Director as authorized by the Executive Committee in consultation with the Parent Department/Organisation.

5.26 Notwithstanding anything contained in these rules, or any other rules of the LBS Centre, the State Government may dispense with all or any of the conditions stated above and they may depute or take in persons into or from the service of the LBS Centre on such terms and conditions fixed by Government in each case.

5.27 The employees other than Teachers will be allowed Time Bound Higher Grade Promotions and Ratio promotions as allowed by Government as per Pay Revision Orders or other orders extended to the staff of the LBS Centre.

5.28 For Teachers of Engineering Colleges, promotion, placement and Career Advancement will be as allowed by Government in the case of Teachers in Engineering Colleges under the Technical Education Department.

5.29 Vacancy oriented regular Promotions will be based on the following rules:-

- (i) For Technical Staff of LBS Centre there will be a system of Assessment Promotion to the Selection posts.
- (ii) For Administrative Staff of Engineering Colleges and LBS Centre there will be a system of promotion to selection posts based on Rule 28(b)(i) of KS & SSRs Part II(DPC Rules) with such changes as provided in these rules.
- (iii) The select lists so prepared will come into force from the date, the lists are approved by the Executive Committee.
- (iv) Promotion to non-Selection posts (Group C and D) shall be ordered by the Director on Seniority cum fitness basis.

5.30 **Rules of Assessment Promotion –**

- (i) The Selection Committee to be constituted with such number of experts as nominated by the Director as Chairman shall function as the Assessment Promotion Committee for promotion of Technical/Administrative Staff to the Selection posts of the LBS Centre.
- (ii) The committee shall prepare select list of candidates fit for promotion against the estimated number of vacancies arising during the calendar year.
- (iii) For this purpose the committee may rank the candidates based on merit ie. Marks scored on the following items, seniority will be considered only when the marks scored are equal:-

Performance Appraisal –

A. Performance of the present job	-	25
B. Managerial Attributes/Traits	-	50
C. Interview / personal discussion	-	25

(iv) Those getting less than 50 marks need not be included in the select list.

(v) All those persons who are approved probationers and eligible for consideration in the feeder category shall be assessed along with the unsuccessful candidates of previous years, if they are otherwise eligible.

(vi) C.R(Performance Appraisal) for previous year is sufficient for this purpose.

Wherever more than one years CR is available, the average of last 3 years is to be reckoned.

(vii) An employee who was not considered for assessment due to suspension or disciplinary proceedings and who was exonerated of the charges shall be assessed at the first opportunity of the sitting of the committee. The select list will be reviewed and he will be included in the select list as per assessment, but for his suspension/disciplinary proceedings. The promotion will be ordered with retrospective effect in such cases.

(viii) The committee has to sit before March 31st and prepare the select list. Those who fail to submit the performance Appraisal of previous year before 31st January need not be considered.

- (ix) The situations of punishment and suspension mentioned in Rule 28(b) of KS & SSR, Part II is applicable to the Assessment promotion also.
- (x) Since there is possibility of superseding of seniors by junior, the pay of the senior so superseded due to Assessment Promotion will not be stepped up to that of such junior.
- (xi) The select list prepared by the Committee will be valid for one year from the date of selection. Those remaining in the select list of previous year cannot be considered for vacancies arising thereafter. For that purpose fresh select list has to be prepared further.
- (xii) The Assessment Promotion Committee will judge the performance of an employee in the interview and personal discussion on the basis of assigned tasks, accomplished work and the output. Contributions of the candidate to the programmes and projects of the centre will be given due weightage. The candidate can project his achievement through self assessment report during the interview. There will not be separate marks for Self Assessment Report.
- (xiii) If assessment becomes necessary for more than one year or for more than one post, the candidate has to be assessed separately for each post/year.
- (xiv) Since interview is an essential part of assessment promotion, those absent during interview even after receiving proper intimation from the centre/institution need not be assessed for that calendar year.

- (xv) Those on Leave Without Allowances as per Appendix XIA, XIIB and XIIC need not be considered for Assessment promotion as long as they continue on leave. On their rejoining duty they may be considered for the assessment in an adhoc sitting of the committee for the vacancy arising thereafter.
- (xvi) The Assessment Promotion Committee will prepare select list for each category of posts against existing or estimated vacancies, in the order of ranking, for each calendar year.

5.31 (1) For promotion to the selection posts included in the Administrative category in LBS Centre and Engineering Colleges. Departmental Promotion Committee Rules as laid down in Rule 28(b) (i) of Part II KS & SSRs with such changes will be applicable.

- (2) The Selection Committee mentioned in Rule 5.11 will function as Departmental Promotion Committee.
- (3) The Committee will meet before December 31st for preparing the select list of estimated number of vacancies arising during next calendar year.
- (4) Performance, Appraisal (CR) of previous three years are looked into. However Performance Appraisal of previous year to the year under consideration is not to be looked into. If the meeting is held after December 31st such performance Appraisals even if available need not be considered except for the situations/mentioned in DPC Rules.

5 The Departmental Promotion Committee may assess the merit based on the Performance Appraisals. Seniority will be considered only when merit and ability are approximately equal. Select list of candidates fit for promotion may be prepared based on the seniority of candidates in the feeder category. The select list so prepared will be valid till the next list is prepared.

5.32 **Training** – An employee selected for appointment to a post may be required to undergo such training as may be prescribed by the Executive Committee from time to time and where the employee does not successfully complete the training he may be discharged or reverted to the lower post from which he was promoted.

5.33 **Passing of Test / Examinations**

Every employee after initial appointment/promotion to any post pass the prescribed test/examination as may be prescribed within the probation period or specified period failing which the Appointing Authority may terminate his service and discharge or revert him to the lower category or grade from which he was promoted.

5.34 **Address and Personal Particulars**

An employee while joining service shall furnish his address at which he is resident during service and also any change in residential address which may happen from time to time. Any employee proceeding on leave shall furnish his address while on leave in his application for leave. If a communication is sent to the address as notified to the centre and is returned for want of addressee, the communication will be exhibited in the Notice Board of the Office/unit in which he last

served and it will be deemed to have been duly served upon and received by the employee.

5.35 Service Record and Personal file

A Service Record of every employee shall be maintained in such form as mentioned in Rules 140 to 151, Chapter X. Part III KSR. (with such changes). A personal file will also be maintained in receipt of each employee containing record of all important events during his service under the LBS Centre.

5.36(1) Joining Time to join a new post as provided in Rules 125 to 138 of Part I KSR with such changes is available to the employees of LBS Centre. But it cannot be claimed as a matter of right. It may be curtailed at the discretion of the Director.

(2) An employee who does not join the post to which he is transferred or appointed within the joining time, shall not be entitled to any pay or leave salary for the period of absence beyond joining time. Willful absence from duty after expiry of joining time will be treated as breach of responsibility entailing disciplinary action.

5.37 Service Certificate:-

An employee leaving the service of the LBS Centre by retrenchment, termination, discharge, dismissal, removal, resignation or retirement shall be eligible for a service certificate showing the posts held under the LBS Centre and the duration of his service in each of such posts.

ANNEXURES

ANNEXURE 1

RECRUITMENT, APPOINTMENT AND PROMOTION RULES

TABLE (vide Rule 4.3)

(As per Staff Pattern fixed and approved by Government in GO(MS) No.614/2013/H.Edn. dated 11/9/2013)

A – LBS Centre for Science & Technology – Service

I - TECHNICAL POSTS

Sl. No	Designation	Method of Appointment	Appointing Authority	Qualifications	No. of Posts sanctioned	Remarks
1	2	3	4	5	6	7
1	Director Scale of Pay: As prescribed by AICTE and ordered by Government of Kerala from time to time for the post of Director of Technical Education	By Government on the advice of a Selection Committee formed by the Government for the purpose – (vide Rule 20 of Rules and Regulations of the Centre) By Selection from among the Principals in the Government Engineering Colleges on Deputation/ Government Controlled Self Financing Engineering Colleges.	Government	As fixed by Government for the post of Principal in Engineering College/Joint Director of Technical Education Or As per AICTE norms for the post of Principals in Engineering Colleges Age: Above 45 years	One	

2	Joint Director AICTE Scale of Professors in Engineering Colleges.	By Selection from among the Professors in Engineering Subjects in LBS Engineering Colleges. In their absence by deputation from Govt Engineering Colleges in the Cadre of Professors in Engineering subjects	Executive Committee By the Government in case of deputation.	(1) As fixed by Government for the post of Professor in Engineering subjects in Engineering Colleges and (2) Three years experience as Professor in Engineering Colleges.	One	
3	Deputy Director	(1) 50% posts by deputation from Associate Professors/Work shop Supdt from LBS Engineering Colleges. In their absence by deputation from Government	Executive Committee By the Government in case of deputation.	<u>For Deputation</u> (1) As fixed by Government for the post of Associate Professor in Engineering Colleges and (2) Three years Experience as Associate Professor in Engineering Colleges.	Four	

		<p>Engineering Colleges in the Cadre of Associate Professors in Engg Subjects. (2) 50% posts by promotion from among Assistant Directors</p> <p>Or By change of category from System Analyst.</p>		<p>Or 3) Work Shop Superintendent having PhD in Engineering with 7 years experience. <u>For Promotion</u> Masters Degree in Engineering/Technology with 3 years experience as Assistant Director</p> <p>Or B.Tech with Ist Class/ MCA Ist Class/ M.Sc.(IT/CS) Ist class with 5 years experience as Assistant Director.</p>		
4	System Analyst	<p>By promotion from Senior Programmers/ Programmer HG. In the absence of qualified persons by Direct Recruitment.</p>	Executive Committee	<p><u>For Promotion</u> (1) B.Tech (CS/ IT) First Class/MCA First Class / M.Sc.(IT/CS) Ist class and (2) 10 years LBS Service out of which 3 years as Senior Programmer/ Programmer HG</p>	One	

				<p><u>For Direct Recruitment</u> (1) M.Tech (CS/IT) with First Class and (2) Experience in System Analysis/Administration for 8 years in a Government/Govt Undertaking Institutions.</p>		
5	Assistant Director	<p>(1) One post by deputation from Asst Professors/First Grade Instructor in LBS Engg Colleges.</p> <p>(2) 5 posts by promotion from the categories of Civil Engineer / Hardware Engineer/ Technical Officer of LBS centre.</p> <p>(3) In the absence of qualified persons at LBS centre, deputation as mentioned in Sl.No 1.</p>	Director	<p><u>For Deputation:</u> (1) As fixed by the Government for Assistant Professors in Engineering Colleges and (2) 5 Years experience as Assistant Professor. Or (1) First Grade Instructor having 1st class M.Tech and (2) 10 Years experience in LBS Service. <u>For Promotion</u> (1) B.Tech (CE/EC/CS) First Class/ MCA First Class/ M.Sc.(IT/CS) First Class/ Class and</p>	Six	

				(2) 10 years of LBS Service out of which 3years experience as Civil Engineer/Hardware Engineer/Technical Officer.		
6	Senior Programmer	By promotion from Programmers/ Programmer HG.	Director	<u>For promotion</u> (1)B.Tech (CS/IT/EC) First Class/MCA First Class/ M.Sc. (CS/IT) First Class and (2) Three years experience as Programmer	One	
7	Civil Engineer	By promotion from Draftsman (Civil) In the absence of qualified hands by direct recruitment	Director	<u>For Promotion</u> B.Tech in Civil Engineering with First Class and Three years experience as Draftsman (Civil) <u>For Direct Recruitment</u> (1)M.Tech in Civil Engineering with First Class and (2) Three years field experience.	One	
8	Hardware Engineer	By promotion of Hardware Technician Gr.I In the absence of qualified hands by Direct Recruitment.	Director	<u>For Promotion</u> (1) B.Tech First Class In CS/IT/EC and (2) 10 year LBS Experience out of which three year Experience as Hardware Technician Gr.I	Two	

				<p><u>For Direct Recruitment</u> (1) First Class M.Tech in CS/IT/ECE and (2) Three years experience in Networking or Computer maintenance in Govt/ Govt Undertaking Institutions.</p>		
9	Technical Officer	<p>By promotion from Foreman/Senior Instructor/ Instructor</p> <p>In the absence of qualified hands by Direct Recruitment.</p>	Director	<p><u>For promotion</u> (1)B.Tech (CS/IT/EC) First Class/MCA First Class/ M.Sc. (CS/IT) First Class and (2)Three years experience in Teaching /Technical service.</p> <p>Or</p> <p>First Class PGDCA/ First Class PGDSE recognized by Government of Kerala with 10 years experience at LBS service.</p> <p><u>For Direct Recruitment</u> (1) First Class M.Tech in CS/IT/EC and (2) Three years experience in software development/ Networking/ Computer maintenance in Government/Government Undertaking Institutions.</p>	Four	

10	Foreman	<p>(1)By promotion from Instrument Technician Grade 1 / Hardware Technician Grade 1/ Senior Data Entry Operator in the ratio 1:1:1.</p> <p>In the absence of Instrument Technician Grade 1 / Hardware Technician Grade 1, among Instrument Technician Grade 2 / Hardware Technician Grade 2</p> <p>(2) In the absence of qualified hands at Centre, by deputation from Trade instructor/ Workshop instructor from LBS Engineering Colleges</p>	Director	<p><u>For promotion</u></p> <p>(1) First class Diploma in Electrical/Electronics/ Instrumentation/Applied Electronics recognized by the Technical Education Department of Kerala and</p> <p>(2) Ten years experience in Teaching/Workshop/Labs/ Technical Experience at LBS Service.</p> <p><u>For Deputation</u></p> <p>(1) First class Diploma in Electrical/ Electronics Instrumentation/Applied Electronics recognized by Technical Education Dept of Kerala and</p> <p>(2)Five years experience in Teaching/workshop/Labs in LBS Engineering Colleges.</p>	One	
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11	Programmer	<p>By Promotion from Instructor/ Lab Assistant (LBS Centre) in the ratio of 2:1.</p> <p>In the absence of deputation from among Programmers/Computer Operators from LBS Engineering Colleges</p> <p>In the absence of qualified hands by direct recruitment</p>	Director	<p><u>For promotion/Deputation</u></p> <p>(1) MCA First Class/ B.Tech (CS/IT/EC) First Class/ M.Sc.(CS/IT) First Class/ PGDCA First Class / First Class PGDSE recognised by Govt of Kerala and</p> <p>2) 3 years experience as Instructor / 5 years experience as Lab Assistant/ 5 years experience as Data Entry Operator and 10 years experience as instructor for PGDCA/ PGDSE holders at LBS Centre.</p> <p><u>For Direct Recruitment</u></p> <p>(1) M.Tech (CS/IT/EC) first class/MCA first class and</p> <p>(2) 3 year experience in programming or computer software development in Government/ Govt Undertaking Institutions.</p>	Five	
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12	Senior Instructor	By promotion from Instructors (LBS Centre)	Director	<p><u>For promotion</u> (1) B.Tech(CS/IT/EC) first class /MCA first class/ M.Sc.(CS/IT) First Class/ PGDCA First Class / First Class PGDSE/First Class 3 year Diploma in CS/IT/EC recognised by Govt of Kerala and (2) Three years experience as Instructor.</p>	Four	
13	Instructor	<p>By Promotion from Lab Assistant / Data Entry Operators (LBS Centre)</p> <p>In the absence of qualified hands by direct recruitment</p>	Director	<p><u>For promotion</u> (1) B.Tech(CS/IT/EC) first class /MCA first class/ M.Sc.(CS/IT) First Class/ PGDCA First Class / First Class PGDSE /First Class 3 year Diploma in CS/IT/EC recognised by Govt of Kerala and (2) Three years experience at LBS Centre.</p> <p><u>For Direct Recruitment</u> (1) B.Tech (CS/IT/EC) First Class and (2) Three years experience in Teaching/Computer Software Development/ Programming/ Networking in Govt/Govt Undertaking Institutions.</p>	Thirty nine	

14	Draftsman(Civil)	By Direct Recruitment	Director	Diploma in Civil/Architectural Engineering recognized by the Technical Education Department of Kerala with First Class.	One	
15	Hardware Technician Grade I	By promotion from Hardware Technician Gr.II	Director	Three years experience at LBS Centre. Qualification same as for Hardware Technician Grade II	One	
16	Instrument Technician Grade I	By promotion from Instrument Technician Grade II	Director	Three years experience at LBS Centre. Qualification same as for Instrument Technician Gr.II	Two	
17	Store Keeper	Abolished				
18	Hardware Technician Gr.II	Promotion from qualified persons in LBS Centre. In the absence of the above by Direct Recruitment	Director	Diploma in Computer Hardware and Maintenance recognized by Technical Education Department of Kerala Or Diploma in Electronics issued by Technical Education Department with one year experience in Hardware Maintenance from Govt./Quasi Government Institutions. Or (1) National Trade Certificate (ITI/ITC) in Computer/Electronics/Diploma	Five	

				in Hardware (one year) from LBS Centre and (2) Three years experience in Computer maintenance from Government/Quasi Government Institutions.		
19	Instrument Technician Grade II	By Direct Recruitment	Director	Diploma in Electronics/Electrical/Instrumentation/Applied Electronics recognised by Technical Education Department of Kerala Or (1) National Trade Certificate (ITI/ITC) in Computer /Electronics/ Diploma in Hardware (one year) from LBS Centre and (2) Three years experience in Computer maintenance from Government/Quasi Government Institutions.	Two	
20	Drilling Supervisor Grade II	This post will be abolished on retirement of present incumbent.				

21	Data Entry Operator	<p>50% by Direct recruitment, 50% by transfer of class 4 from LBS Centre In their absence by transfer of class 4 from LBS Engg Colleges.</p> <p>If qualified hands are not available for by transfer that vacancy will also be filled by Direct Recruitment.</p>	Director	<p>For Direct Recruitment</p> <p>(1) Any Degree (2) Certificate in Data Entry Operation issued by Govt./Quasi Government Institutions. (3) Data Entry speed 10000 characters per hour.</p> <p>By Transfer appointment</p> <p>(1) SSLC (2) Certificate in Data Entry Operation issued by Govt./Quasi Government Institutions. (3) Data Entry speed 10000 characters per hour.</p>	Thirteen	
22	Lab Assistant	<p>50% by Direct recruitment,</p> <p>50% by transfer of class 4 from LBS Centre</p> <p>In their absence by transfer of class 4 from LBS Engg Colleges.</p> <p>If qualified hands are not available for by transfer that</p>	Director	<p>Diploma in Computer Engineering recognized by Technical Education Department of Kerala/B.Sc. (Computer Science/IT)</p> <p>In their absence Diploma in Computer Application(one year course) With Two year experience as Lab Asst: in Govt: / Quasi Govt: institutions</p> <p>In their absence</p>	Nineteen	

		vacancy will also be filled by Direct Recruitment.		(1) National Trade Certificate (ITI/ITC) in Electronics/Computer/R&T (2) Three years experience in the trade in Govt./Quasi Government Institutions.		
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Note: ** Categories 2, 3, 4, 5, 6, 7, 8 & 9 will be treated as Selection posts. Promotion to these categories will be done as per Assessment Promotion Rules.

II. NON-TECHNICAL POSTS

Sl. No.	Designation and scale of pay as on 01-07-14	Method of Appointment	Appointing Authority	Qualifications	No. of posts sanctioned	Remarks
1	Finance Officer	Deputation from Finance Department, Govt of Kerala not below the rank of Joint Secretary	By Government		One	
2	Administrative Officer	By Selection from Senior Superintendent (LBS Centre) In the absence of above, deputation from LBS Engineering Colleges.	Director	(1) Degree in any subject and (2) Pass in MOP test and Account Test (Lower)	One	
3	Internal Audit Officer	By Deputation from A.G (A&E)/(Audit) not below the rank of Audit Officer/Sr. Audit Officer.	Director		One	

4	Senior Superintendent	By promotion from Junior Superintendents (LBS Centre) In the absence of above, deputation from LBS Engineering Colleges.	Director	(1)Degree in any subject and (2)Pass in MOP Test and Account Test (Lower)	One	
5	Junior Superintendent	By promotion from the categories of Head Clerk and Chief Accountant (LBS Centre) In the absence of above, deputation from LBS Engineering Colleges.	Director	(1)Degree in any subject (2)Pass in MOP Test and Account Test (Lower) and (3)10 years service in ministerial cadre of LBS Centre.	Two	
6	Head Clerk	By promotion from UD Clerks (LBS Centre) In the absence of above, deputation from LBS Engineering Colleges.	Director	(1)Degree in any subject (2)Pass in MOP Test and Account Test (Lower) and (3)5 years service in ministerial cadre of LBS Centre.	One	
7	Personal Secretary	By promotion from Confidential Assistants (LBS Centre) In the absence of above, deputation from LBS	Director	(1)Degree in any subject (2) KGTE Certificate in Typewriting English (Higher) and Computer Word	One	

		Engineering Colleges.		Processing. (3) KGTE Certificate in Typewriting Malayalam (Lower). (4) KGTE Certificate in Shorthand, English (Lower). (5) KGTE Certificate in Shorthand (Malayalam) (Lower). (6) Knowledge in Office Automation Softwares and (7) Experience as Confidential Assistant for five years in Govt/ Govt Undertaking services.		
8	Chief Accountant	By promotion from UD Accountant (LBS Centre) In the absence of above, deputation from LBS Engineering Colleges.	Director	(1) B.Com (2) Pass in MOP Test and Account Test (Lower) and (3) Knowledge in Tally Software/any other accounting software currently in use in LBS Centre and (4) 5 years service in ministerial cadre of LBS Centre.	One	
9	UD Accountant	By promotion from LD Clerks (LBS Centre) In the absence of above, deputation from LBS Engineering Colleges.	Director	<u>For Promotion</u> (1) B.Com (2) Pass in MOP Test and Account Test (Lower) (3) Knowledge in Tally Software/any other accounting	Two	

				software currently in use in LBS Centre and 4)3 years service in ministerial cadre of LBS Centre.		
10	UD Clerk	By promotion from LD Clerks (LBS Centre) In the absence of above, deputation from LBS Engineering Colleges.	Director	(1)Degree in any subject (2)Pass in MOP Test and Account Test (Lower) and 3)3 years service in ministerial cadre of LBS Centre.	One + Ten(Ratio promotion given)	
11	UD Typist	Vanishing Category				
12	Librarian Gr.IV	50% by transfer from qualified and approved probationers in any category in the subordinate service/ last grade service of LBS Centre	Director	<u>By Transfer Appointment/ Deputation</u> (1) Bachelor's Degree in Library and Information Science 2) 3 years service LBS Centres/ Colleges. Or 1) Diploma in Library Science or Certificate in Library Science. 2) 5 years service at LBS Centres/ Colleges.	Three	

		<p>In the absence of above, deputation among the subordinate service/ last grade service of LBS Engineering Colleges.</p> <p>In the absence of above By Direct Recruitment</p>		<p><u>For Direct Recruitment</u></p> <p>(1) Bachelor's Degree in Library and Information Science from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any one of the Universities in Kerala. 3 years experience in Govt/ Govt Undertaking.</p>	
13	Confidential Assistant	<p>Promotion by transfer from qualified and approved probationers in any category in the subordinate service/ last grade service of LBS Centre.</p> <p>In the absence of above, deputation among the subordinate service/ last grade service of LBS Engineering Colleges.</p>	Director	<p>(1) Degree in any subject (2) KGTE Certificate in Typewriting, English(Higher) and Computer Word Processing. (3) KGTE Certificate in Typewriting, Malayalam (Lower) (4) KGTE Certificate in Shorthand, English (Lower) (5) KGTE Certificate in Shorthand, Malayalam (Lower)</p>	One

		In the absence of above By Direct Recruitment				
14	LD Clerk	10% by transfer from qualified and approved probationers in any category in the subordinate service/ last grade service of LBS Centre. In the absence of above, deputation among the subordinate service/ last grade service of LBS Engineering Colleges. In the absence of above By Direct Recruitment.	Director	(1)Degree in any subject and (2)Diploma in Computer Applications (Minimum of Six months course) from Govt/ Govt undertakings.	Thirteen	
15	LD Typist	Vanishing Category				
16	Driver (Light Motor Vehicles)	By Direct Recruitment	Director	(1) SSLC (2) Valid Driving License of three years standing to drive Light Motor Vehicles with Driver's Badge. (3) Proficiency in driving Light Motor Vehicles to be proved in a Practical Test. (4) Persons with Disabilities	Five	

				<p>are not eligible for appointment to this post.</p> <p>(5) <u>Medical Fitness Certificate</u></p> <p>Ear: Hearing Should be perfect</p> <p>Eye: Distant vision: 6/6 snellen Near vision: 0.5 snellen Colour vision: Normal Night Blindness : Nil</p> <p>Muscles and joints: No paralysis and all joints with free movements</p> <p>Nervous system: Perfectly Normal/Free from any infectious diseases</p>		
17	Sergeant	By Direct Recruitment/ on Contract	Director	<p>(1) SSLC Pass (2) Must be Ex-serviceman Note: Persons with Disabilities are not eligible for appointment to this post</p>	One	
18	Attender	<p>By promotion from Last Grade Servants in LBS Centre</p> <p>In the absence of above, deputation among the last grade service of LBS Engineering Colleges.</p>	Director	<p><u>For Promotion/ Deputation</u></p> <p>(1) SSLC or Pass in Attenders Test conducted by Kerala Public Service Commission.</p> <p>(2) 3years service LBS Centres.</p>	Three	

19	Office Attendant	Direct Recruitment	Director	SSLC and should not have acquired any Degree	Sixteen	
20	Sweeper	By promotion from Part Time Sweepers. In the absence of qualified hands by direct recruitment	Director	<u>For Direct Recruitment</u> Pass in VII th Std, and should not have acquired any Degree <u>For promotion</u> The above qualification will not be insisted for promotion	Five	
21	Gardener	Vanishing				
22	Part Time Sweeper	By Direct Recruitment	Director	(1) Passed VIIth Std. and should not have acquired any Degree (2) Without any physical disabilities.	Twenty one	

Protection for employees regular/regularized service under LBS Centre as on 18-11-1998 (as per order No. GO(Ms) No 277/10/HEdn dt 4-9-2010) (for all posts, except Sl.No 1 and 3) as ordered by Government from time to time and made applicable to LBS Centre.

Note:- Category 2 – Administrative Officer and 4 Senior Superintendent will be treated as Selection posts.

Promotion to these categories will be done as per Departmental Promotion Committee Rules

B – LBS CENTRE FOR SCIENCE & TECHNOLOGY – ENGINEERING COLLEGE SERVICE

I.TEACHING STAFF

Sl No	Name of Post	Qualification	No. of posts sanctioned		Remarks
			Kasargod	Poojappura	
1	Principal	As per AICTE norms and notified by Govt of Kerala from time to time	1	1	Sanctioned by Govt of Kerala based on the recommendation of the Executive Committee and Governing Body taking into account of AICTE Norms
2	Professor (various subjects)		7	4	
3	Associate Professor (Various subjects)		24	17	
4	Assistant Professor (various subjects)		57	48	

II (a).NON TEACHING – TECHNICAL STAFF

Sl. No.	Designation	Method of Appointment	Appointing Authority	Qualifications	No. of post sanctioned Kasargod +Poojappura	Remarks
1	Workshop Superintendent	(1)By promotion of instructor Gr.I in Mechanical Engineering.	Director	<u>For promotion</u> (item (1) & (2) (1) M.Tech in Mechanical Engineering or First Class B.Tech in Mechanical Engineering . (2) Ten years experience in teaching/workshop.	1+1	

		<p>(2) In the absence of qualified hands under items (1), by promotion from any other categories in LBS Engg colleges and</p> <p>In the absence of item (1) & (2) above by direct recruitment.</p>		<p><u>For Direct Recruitment</u></p> <p>(1) M.Tech in Mechanical Engineering</p> <p>(2) Five years experience in teaching/workshop in Govt. Engineering Colleges/quasi Government Engineering Colleges</p>		
2	Instructor Gr.I	<p><u>By promotion</u> From Instructor Gr.II/Workshop Instructor</p> <p>In the absence of qualified hands <u>by Direct Recruitment</u></p>	Director	<p><u>For promotion</u></p> <p>(1) Ist class B.Tech in appropriate branch from a recognized University.</p> <p>(2) 3years service at LBS Engineering Colleges.</p> <p><u>For Direct Recruitment</u></p> <p>(1) Ist class B.Tech in appropriate branch from a recognized University.</p> <p>(2) Three years experience in teaching/workshop/Laboratory in Govt. Engineering Colleges/quasi Government Engineering Colleges.</p>	4+2	

3	Computer Programmer /Computer Operator	<p><u>By promotion</u> From any other categories in LBS Engineering College service</p> <p>In the absence above deputation among Programmers from LBS Centre.</p> <p>In the absence of above Direct Recruitment</p>	Director	<p><u>For promotion/Deputation</u> (1)B.Tech (CS/IT) with First class / M.C.A. First class/ M.Sc. (IT/CS) First Class (2) 5 years experience in programming/ software Development in LBS Engineering Colleges.</p> <p><u>For Direct Recruitment</u> (1)B.Tech (CS/IT) with First class / M.C.A. First class (2) 5 years experience in programming/ software Development in Government/Quasi Government Institutions.</p>	3+3	
4	Instructor Gr.II/Workshop Instructor	<p>(1) By promotion from Trade Instructor/ Instrument Mechanic.</p> <p>(2) In the absence of qualified hands by promotion from any other categories in LBS Engineering</p>	Director	<p><u>For promotion</u> (1) Three year regular Diploma in appropriate branch of Engineering/Technology recognised by Government of Kerala. (2) Three year experience in LBS Engineering College Service.</p>	7+2	

		College, having 5 years service. (3) By Direct Recruitment Note: 50% posts will be ear marked for Direct Recruitment		<u>For Direct Recruitment</u> (1) Three year regular Diploma in appropriate branch of Engineering/Technology recognized by Government of Kerala. (2) Three years experience in Government/Quasi Government Institutions.		
5	Instrument – Mechanic	<u>By promotion from Tradesman</u> In the absence of qualified hands <u>By direct recruitment</u>	Director	<u>For promotion</u> (1) Three year regular Diploma in Instrument Technology or equivalent awarded by Govt./Government Agency. 2) Three years experience as Tradesman in LBS Engineering Colleges. <u>For Direct Recruitment</u> (1)Three year regular Diploma in Instrument Technology or equivalent recognized by Government of Kerala. 2) Three years experience as Tradesman in Govt/Quasi Government institutions	1+0	
6	Technical – Store Keeper	Direct Recruitment	Director	Three year regular Diploma in Electrical/Electronics/Computer	1+0	

				Hardware/Computer Science awarded by Government/ Government Agency recognised by DTE Kerala.		
7	Trade Instructor Grade II	By promotion from Tradesman In the absence of qualified hands by Direct Recruitment	Director	(1) Pass in T.H.S.L.C. Examination in the appropriate trade Or (i) Pass in SSLC Examination or equivalent (ii) National Trade Certificate in the appropriate Trade/ pass in Kerala Government Certificate in Engineering Examination in the appropriate Trade/Pass in V.H.S.C. examination in appropriate Trade.	13+13	
8	Tradesman <u>Note:</u> (1) For Direct Recruitment to the posts above (LBS Engineering Colleges Service – Non Teaching(Technical Staff) age relaxation will be allowed for	(1)By Transfer appointment from the category of Non Technical Attenders ie. Attender, Library Attender, Store Attender etc. with not less than two years service in LBS Engineering	Director	(1) Pass in Technical High School Leaving Certificate Examination with specialization in appropriate trade Or 2(i) Pass in SSLC Examination/ equivalent and (ii) National Trade Certificate in the appropriate Trade/Pass in	15+15	

	<p>employees of LBS Engineering Colleges to the extent of their service there subject to a maximum period of ten years over and above the relaxation in age, if any, allowed under General rules/ this Special Rules.</p> <p>In such cases the maximum age shall not exceed fifty years.</p> <p>(2) For the categories of Instrument Mechanic, Trade Instructor Grade II and Tradesman appropriate trades for heat engine, hydraulics lab etc. specified below will be, any of the trades mentioned against them:-</p>	<p>Colleges/LBS Centre</p> <p>(2) In the absence of qualified hands as above by Transfer appointment from Last Grade Employees in LBS Engineering College/LBS Center with service with not less than two years service.</p> <p>(3) By Direct Recruitment Note: 75% posts are ear marked for direct recruitment.</p>		<p>Kerala Government Certificate in Engineering Examination in the appropriate Trade/Pass in Vocational Higher Secondary Certificate Course in the appropriate Trade.</p>		
1	Mechanical Engineering	<p>(i) Fitting</p> <p>(ii) Metal joining techniques</p> <p>(iii) Turning</p> <p>(iv) Machinist</p> <p>(v) Sheet Metal</p> <p>(vi) Smithy (Forging and Heat treating)</p> <p>(vii) Welding</p>				

		(viii)Plumbing/Hydraulics (ix)Tool and Die making (x) Instrument Mechanic (xi)Carpentry (xii)Automobile/Heat Engines (xiii)Refrigeration/Air conditioning (xiv)Moulding/ Foundry		
II	Electrical Engineering	(i) Electrician (ii) Wireman (iii) Electrical Instrument Mechanism (iv) Electrical Engineering (v) Wiring and Repair of domestic Appliances		
III	Civil Engineering	(i) Draftsman(Civil) (ii) Plumber/Foundry (iii) Draftsmanship – Surveyor (iv) Building Technology (v) Civil Engineering (vi) Building Technology & Surveying		
IV	Computer Science and Engineering	IT&ESM, Network Technician, COPA, Mechanic-Computer Hardware and similar categories		
V	Electronics and Communication Engineering	Electronic Mechanic, MRTV, Consumer Electronics and similar categories		

Note:- Category 1 – Workshop Superintendent and category 2 –Instructor Gr. I are treated as Selection posts. Promotion to these categories will be done as per Departmental Promotion Committee Rules.

II (b) NON TEACHING – ADMINISTRATIVE STAFF

Sl. No.	Designation	Method of Appt.	Appointing Authority	Qualifications	No. of post sanctioned KSGD + Tvm	Remarks
1	Administrative Officer	By Promotion from Senior Superintendents in LBS Engg Colleges In their absence by deputation from LBS Centre	Director	(1) Any Degree (2) Account Test (Lower)	1+1	
2	Accounts Officer	By promotion from Senior Superintendents in LBS Engg Colleges In their absence By deputation from LBS Centre	Director	(1) Any Degree (2) Account Test(Higher)	1+0	
3	Senior Superintendent	By promotion from Junior Superintendents in LBS Engg Colleges In their absence By deputation from LBS Centre	Director	(1) Any Degree (2) Account Test (Lower)	1+1	

4	Junior Superintendent	<p>By promotion from Head Accountant/ Head Clerk in LBS Engg Colleges</p> <p>In their absence By deputation from LBS Centre</p>	Director	<p>(1)Any Degree (2)Account Test (Lower)</p>	1+0	
5	Librarian (Librarian Grade 3)	<p>By promotion of Assistant Librarian/ Assistant Librarian Grade IV in LBS Engg Colleges</p> <p>In the absence of qualified hands by direct recruitment</p>	Director	<p><u>For Promotion</u> (1) Any Degree and (2)Certificate in Library Science issued by Govt./University/Govt. Agencies. 3) 3 years service LBS Centres/ Colleges. Or (1) Bachelor's Degree in Library and Information Science from any of the Universities in Kerala or a qualification recognized as equivalent thereto by any one of the Universities in Kerala and (2) 3 years service LBS Centres/ Colleges.</p> <p><u>For Direct Recruitment</u> (1)Bachelor's Degree in Library and Information Science from any of the</p>	1+1	

				Universities in Kerala or a qualification recognized as equivalent thereto by any one of the Universities in Kerala. 2) 3 years experience in Govt/ Govt Undertaking.		
6	Head Accountant	By promotion from U.D. Accountants/ UD Clerk in LBS Engg Colleges In the absence of above deputation from LBS Centre	Director	(1) Any Degree (2) Account Test (Lower)	1+1	
7	U.D. Accountant	By promotion from L.D. Accountants/ L.D. Clerks in LBS Engg Colleges In the absence of above deputation from LBS Centre	Director	(1) Any Degree (2) Account Test (Lower)	0+1	
8	U.D. Clerk	By promotion from LD Accountants/LD Clerk in LBS Engg Colleges In the absence of above deputation	Director	(1) Any Degree (2) Account Test (Lower)	0+1	

		from LBS Centre				
9	Confidential Assistant	Direct Recruitment	Director	<p>(1) Any Degree</p> <p>(2) Higher Grade Certificate in Typewriting English (KGTE) and Computer Word Processing or its equivalent.</p> <p>(3) Lower Grade Certificate in Typewriting, Malayalam (KGTE) or its equivalent.</p> <p>(4) Lower Grade Certificate in Shorthand, English (KGTE) or its equivalent</p> <p>(5) Lower Grade Certificate in Shorthand, Malayalam (KGTE) or its Equivalent.</p>	1+1	

10	Assistant Librarian/ Librarian Gr.IV	<p>50% by transfer appointment from qualified and approved probationers in any category in the subordinate service/ last grade service of LBS Engg Colleges.</p> <p>In the absence of above by transfer appointment from qualified and approved probationers in any category in the subordinate service/ last grade service of LBS Centre</p> <p>In the absence of above by Direct Recruitment</p>	Director	<p><u>By Transfer Appointment</u> (1) Bachelor's Degree in Library and Information Science 2) 3 years service LBS Centres/ Colleges. Or 1) Diploma in Library Science or Certificate in Library Science. 2) 5 years service LBS Centres/ Colleges.</p> <p><u>For Direct Recruitment</u> (1) Bachelor's Degree in Library and Information Science from any of the Universities in Kerala or a qualification recognized as equivalent there to by any one of the Universities in Kerala. 3 years experience in Govt/ Govt Undertaking.</p>	1+1	
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11	Matron	Direct Recruitment Note: Only women candidates will be appointed to this post.	Director	Any Degree from recognised university without any physical disabilities.	1+0	
12	LD Clerk/LD Accountant	Direct Recruitment For by transfer appointment 10% posts of LD Clerk/LD Accountant shall be earmarked for promotion of Last Grade Employees in LBS Engineering College service. In the absence of above 10% of post shall be earmarked for deputation by transfer appointment of Last Grade Employees LBS Centre.	Director	1)Degree in any subject and (2)Diploma in Computer Applications (Minimum of Six months course) from Govt/ Govt undertakings. (3)LD Clerk/LD Accountant has to pass MOP Test during probation period.	7+4	

13	Typist/LD Typist	Vanishing category				
14	Security Officer	Direct Recruitment/ On contract	Director	(1) SSLC or its equivalent (2) Must be an ex-serviceman (3) Without any physical disability.	1+0	
15	Sergeant	Direct Recruitment/ On contract	Director	(1) SSLC or its equivalent (2) Must be an ex-serviceman (3) Without any physical disability.	2+1	
16	Driver (Light/Medium/Heavy (Passenger/Goods) Vehicle)	Direct Recruitment/ On contract	Director	(1) SSLC. (2) Possess valid Driving License of three years standing in each category with badge (3) Proficiency in driving Light/Medium/Heavy (Goods/Passenger) Motor Vehicles to be proved in a practical test. (4) Persons with Disabilities are not eligible for appointment to this post. (5) Medical Fitness Certificate:-	3+2	

				<p>Ear – Hearing should be perfect</p> <p>Eye – Distant vision – 6/6 snellen</p> <p>Near vision – 0.5 snellen</p> <p>Colour Vision – Normal</p> <p>Night blindness – Nil</p> <p>Muscles & Joints – No paralysis and all joints with free movements.</p> <p>Nervous system – perfectly normal</p> <p>Free from any infectious diseases</p>		
17	Attender/Library Attender/Store Attender	<p>By promotion from Office Attendant</p> <p>In the absence of above by transfer appointment from Last Grade Employees (other than Office</p>	Director	<p><u>For Promotion/ By Transfer appointment/Direct Recruitment</u></p> <p>Pass in SSLC</p> <p>Or</p> <p>Pass in VIIth Std. & Pass in</p>	11+1	

		Attendant) of LBS Engineering College/ LBS Centre. In the absence of qualified hands by direct Recruitment		Attender Test conducted by Kerala Public Service Commission		
18	LD Steward	Direct Recruitment	Director	Should have passed Std. VII and should not have acquired Graduation.	1+0	
19	Office Attendant/Watchman/Bus Cleaner/Marker (Physical Education)	Direct Recruitment	Director	(1)SSLC and Should not have acquired Graduation (2)Physically Disabled persons are not eligible for appointment as Watchman/Marker/Bus Cleaner (3)Only male candidates will be appointed as Watchman	16+2	
20	Sweeper	By promotion from P.T. Sweepers In their absence By Direct Recruitment	Director	<u>For Direct Recruitment</u> should have passed VIIth Std. and should not have acquired graduation. <u>For promotion</u> of P.T. Sweepers above qualification will not be insisted. Note: Physically Disabled persons are not eligible for appointment to this post.	1+0	

Note: Category 1 – Administrative Officer, Category 2 – Accounts Officer and Category 3 – Senior Superintendent will be treated as Selection Posts .Promotion to these categories will be done as per Departmental Promotion Committee Rules.

ANNEXURE II

Annexure II

Medical Reimbursement Rules

GOVERNMENT OF KERALA

Abstract

State Public Sector Undertakings/Autonomous Bodies - Statutory Undertakings etc. - Medical Reimbursement Rules - Orders Issued

FINANCE (P1-C) DEPARTMENT

G. O. (P) No. 60/2003/Fin. Dated, Typm, 15th February 2007

Re:- (i) Circular No. 58/2002/Fin. dated 9-8-2002

(ii) G.O. (P) No. 619/2003/Fin. dated 21-11-2003

ORDER

1. Government in its Circular cited have instructed that all Public Sector Undertakings should follow the Kerala Government Servants' Medical Attendance Rule, 1960 except for those covered by ESI Scheme. In the G.O. read above, it was later ordered that the Public Sector Undertakings can follow their own Medical Reimbursement Rules in vogue prior to the issue of the above circular if it was more beneficial to the employees. Accordingly, certain Public Sector Undertakings restored their rules in this regard.

2. It is now felt that there should be a uniform pattern of Medical Reimbursement Rules applicable to employees of the State Public Sector Undertakings, Autonomous Bodies and Statutory Undertakings except for those covered by ESI Scheme.

3. It is therefore ordered that all Public Sector Undertakings, Autonomous Bodies and Statutory Undertakings should hereafter follow the Kerala Government Servants Medical Attendance Rules, 1960 except in the case of those covered by ESI Scheme. Applications for Medical re-imbursment claims beyond the financial powers of the Board of Directors should be forwarded to Government with necessary resolution supporting the same, after being scrutinized by the D.M.O./D.I.S. as the case may be.

By order of the Governor

LIZZIE JACOB

Chief Secretary

LBS Centre for Science & Technology
PERFORMANCE APPRAISAL FOR..... (Calendar Year)|
(FOR ASSESSMENT PROMOTION)

Self Assessment
(To be filled in by the Employee)

Name

Date of Birth

Designation

Qualifications

Date of entry in LBS Centre

Pay and Scale of Pay

Date of joining the present post

Present Subjects attended to:-

Leave Details

LWA availed during the assessment period : From To

Leave on medical grounds availed during
the assessment period : From To

Training/Workshop attended during
the period :

Punishments/Awards/Rewards received during the period:-

* Major projects/functions/undertaken at LBS centre during the assessment period

* Hurdles which have hampered in achieving targets/goals

* Plans for the coming year

Signature of the Employee

* If necessary furnish in a separate sheet and file as part of this form (not exceeding 300 words)

LBS CENTRE FOR SCIENCE & TECHNOLOGY

Performance Evaluation Form

Performance Evaluation

25% marks based on the performance of the present job

50% marks based on the Managerial attributes/Traits

25% marks based on Interview & Personal Discussion

1. Performance of the Present Job

To be filled in by the Reporting Officer	Comments by the Reviewing Officer				
<p>1. Summary of Achievements on the present job during the review period. Evaluate performance against targets/objectives. Quantity, Quality, Cost and time schedules should be mentioned wherever possible and relevant.</p>					
<p>2. Areas where performance has fallen short of expectations/targets and the reasons thereof</p>					
<p>3. PERFORMANCE RATING ON THE BASIS OF 1 AND 2 ABOVE TICK(√) APPRPRIATE COLUMN</p>					
Grading	A	B	C	D	E
	21-25	16-20	11-15	6-10	0-5
Rater/s					
Reporting Officer					
Reviewing Officer					

[*Outstanding / poor performance shall be given with clear justification]

II. Evaluation of Managerial Attributes/Traits

1.JOB KNOWLEDGE The level of knowledge with regard to all phases of his/her work including knowledge of latest trends and development in the area and the ability to put them to use	Reporting Officer					Reviewing Officer				
	5	4	3	2	1	5	4	3	2	1
2.PLANNING, ORGANISING & CONTROLLING Ability to plan and organize work efforts effectively, ability to delegate and control job effectively.	Reporting Officer					Reviewing Officer				
	5	4	3	2	1	5	4	3	2	1
3. COMMUNICATION Ability to express himself/herself intelligently and effectively, both in writing and orally	Reporting Officer					Reviewing Officer				
	5	4	3	2	1	5	4	3	2	1
4. CREATIVITY/INITIATIVE Ability and interest in developing and putting into practice new and beneficial ideas or improvements.	Reporting Officer					Reviewing Officer				
	5	4	3	2	1	5	4	3	2	1
5.COST CONSCIOUSNESS Ability and interest to control/reduce cost	Reporting Officer					Reviewing Officer				
	5	4	3	2	1	5	4	3	2	1
6.INTERACTION WITH OTHER ORGANISATIONS/PUBLIC	Reporting Officer					Reviewing Officer				
	5	4	3	2	1	5	4	3	2	1
7.RELATIONSHIP/TEAM WORK Ability to get along with superiors, subordinates and peers and whether he/she enjoys their confidence and cooperation.	Reporting Officer					Reviewing Officer				
	5	4	3	2	1	5	4	3	2	1
8.LEADERSHIP Ability to mobilize his/hear team to achieve the desired results and the co operation he/she gets from them.	Reporting Officer					Reviewing Officer				
	5	4	3	2	1	5	4	3	2	1
9.JUDGEMENT/DECISION MAKING Ability to take reasonably effective decisions and handle new situations	Reporting Officer					Reviewing Officer				
	5	4	3	2	1	5	4	3	2	1
10 POTENTIAL FOR HANDLING HIGHER LEVEL RESPONSIBILITY Ability to handle the jobs of higher responsibility requiring better knowledge skill and organizing capabilities.	Reporting Officer					Reviewing Officer				
	5	4	3	2	1	5	4	3	2	1
Total Score	Reporting Officer					Reviewing Officer				
	50					50				

Overall Assessment (I&II)

Grading	A 61-75	B 51-60	C 41-50	D 26-40	E 0-25
Rater/s					
Reporting Officer					
Reviewing Officer					

[1. Where overall score is 37 or less, copies of letter issued to the employees by the Reporting Officer during the year under review for improving performance/managerial attributes / traits should invariably be attached.

2. Please give specific reasons, justifications for ‘outstanding’ and ‘poor’ ratings]

Certified that the observations regarding adverse remarks in assessment about conduct/work of the employee referred to in item.....above have been communicated to him/her in writing, confidentially by me. Copy of the said communication attached.

**REVIEWING OFFICER
(DIRECTOR)**

Reporting Officer	Reviewing Officer
Name	Name
Signature	Signature
Date	Date

Assessment by Accepting Authority

A	B	C	D	E

**Signature of the Reviewing Officer
(DIRECTOR)**

***Needs justification for S.No.a& e**

***[outstanding/poor performance shall be given with clear justification]**

* The Reviewing Officer will be the Director. The Reviewing Officer can overrule the evaluation of the Reporting Officer

* The Reporting Officer will be Supervisory Officer in –charge just below the Director.

I have read the report.

Date: _____ Signature & Name of the Employee Reported upon _____

ANNEXURE IV

**LBS CENTRE FOR SCIENCE & TECHNOLOGY
PERFORMANCE APPRAISAL**

**For Administrative Staff
Period from 1.1.20.....to 31.12.20...**

PART I

(To be filled in by the Employees)

Name:	
Designation:	
Date of Birth	
Pay & Scale of Pay:	
Date of Joining Service in the Centre/College	
Date of Joining the present post:	
Educational Qualifications:	
Departmental tests passed, if any:	
Period of absence on leave, training, suspension, deputation etc. during period under report. (Note: Performance appraisal need not be written for period of less than 45 days)	
Punishments if any imposed during the period under report	
Details of Good Service Entries, Cash Awards or Advance increments, if any awarded during the period under report.	

Signature:

Date:

SELF ASSESSMENT

(To be obtained from the Reportee in a separate sheet and filed as part of the facing sheet of the form. Details of duties entrusted and discharged may be included therein – not exceeding 300 words)

PART II

Assessment by the Reporting Authority

(Rating (Markany one of the following))				
A.Outstanding	B-Very Good	C-Good	D-Average	E-poor

1	Job Knowledge	
2	Planning, Monitoring & Evaluating the assigned job	
3	Interpersonal relationship	
4	Communication skill	
5	Creativity & Innovation	
6	Leadership	
7	Qualitative & Quantitative output in schedule of work	
8	Potential for handling higher level responsibiliy	
9	Responsibility & Dependability	
10	Updating professional competency	
11	Decision making skill	
12	Discipline and punctuality	
13	Noting drafting and correspondence	
14	Supervision and control	
15	Use of delegated powers	

Over all Assessment based on the factors listed above (No. of A, B, C,D& E)

Outstanding	A	
Very Good	B	
Good	C	
Average	D	
Poor	E	

Comment on:

- (1) The adverse remarks passed against the employee within the course of his performance or the disciplinary actions taken against him during the period under report.
- (2) The efforts made to improve the functioning of the employees where his performance with reference to the fact as enumerated in this report is considered not upto the mark or poor.
- (3) Specific instances of any work worthy of being mentioned in support of the assessment.

Signature:

Name & Designation of the
Reporting Authority

Date:



GOVERNMENT OF KERALA

Abstract

Higher Education - Fixation of staff pattern in LBS Centre for Science & Technology, Thiruvananthapuram - Orders issued.

HIGHER EDUCATION (J) DEPARTMENT

G.O. (Ms.) No: 614/2013/H.Edn

Dated, Thiruvananthapuram, 11.09.2013

Read:-(1) U.O.Note No .23735/PRC.C3/12/Fin. dated 21-01-2013 and 27-03-2013 from Finance (PRC.C) Department.

(2) Letter No.478/B2/Pay Revision/2011 dated 05-02-2013, 27-04-2013, 01-06-2013 from the Director, LBS Centre for Science & Technology, Thiruvananthapuram.

ORDER

The LBS Centre for Science & Technology was started to establish and maintain educational institutions in the field of technical education/computer technology and also to organize and conduct short term/long term courses in various subjects/disciplines.

Various posts have been created in the LBS Centre in both teaching and non-teaching faculty in the Centre and in the two Engineering Colleges under the Centre. Now as per the U.O.Note read above, Finance Department has requested to fix the Staff Pattern of LBS Centre and the Engineering Colleges under LBS Centre for processing the Pay Revision of the staff. That Department has also requested to ratify the action of the LBS Centre in having created certain posts without proper sanction from Government. As per the letter read as 2nd paper above, the Director, LBS Centre for Science & Technology has given clarification for the excess posts in the Centre and requested to regularise the same.

Government have examined the matter in detail and are pleased to consider the excess 2 posts of L.D. Typist and one post of Librarian Grade - IV in LBS Centre as Supernumerary and order that the same will be abolished after the promotion/retirement of the incumbents presently working in those posts. Government also hereby accord sanction for fixing the Staff Pattern of LBS Centre as appended to this order.

(By order of the Governor)

M Sherif

Additional Secretary to Government

To

- (1) The Director, LBS Centre for Science & Technology, Thiruvananthapuram.
- (2) The Principal, LBS Institute of Technology for Women, Poojappura, Thiruvananthapuram.
- (3) The Principal, LBS College of Engineering, Kasaragod.
- (4) Finance (PRC-C) Department (Vide U.O.No.23735/PRC.C3/12/Fin.)
- (5) The Principal Accountant General (Audit) Kerala, Thiruvananthapuram.
- (6) The Accountant General (A&E) Kerala, Thiruvananthapuram.
- (7) Stock file/Office copy.

Forwarded / By Order

Section Officer

**STAFF PATTERN OF LBS CENTRE FOR SCIENCE & TECHNOLOGY,
THIRUVANANTHAPURAM**

Sl. No.	Name of the Post	No. of sanctioned posts	Remarks
1.	DIRECTOR	1	On Deputation basis.
2.	JOINT DIRECTOR	1	On Deputation basis.
3.	DEPUTY DIRECTOR	4	Created by 6 th GB -1 post, 9 th GB-1 post, 12 th GB - 2 posts.(2 Regular and 2 Deputation posts)
4.	ASSISTANT DIRECTOR	6	Created by 6 th GB -2 posts, 17 th GB (Special Rules) - 4 posts of Deputy Directors were Re-designated as Assistant Director (3 Regular and 3 Deputation posts)
5	CIVIL ENGINEER	1	Created by 14 th GB.
6.	HARDWARE ENGINEER	2	Created by 14 th GB.
7.	TECHNICAL OFFICER	4	4 Posts of Assistant Directors were created vide 15 th GB and have been re-designated as Technical Officer as per 21 st GB.,
8.	FOREMAN	1	Created by 7 th GB.
9.	DRAFTSMAN (CIVIL)	1	Created by 5 th GB.
10.	SYSTEM ANALYST	1	Created by 7 ^h GB.
11.	SENIOR PROGRAMMER	1	Out of the 2 Posts of Programmer created by 7 th GB, one post has been upgraded as Senior Programmer as per 12 th GB.
12.	PROGRAMMER	5	Created by 6 th GB 1 Post, 7 th G.B. - 1 Post, 16 th G.B. - 2 Posts and 19 th GB - 1 Post.
13.	SENIOR INSTRUCTOR	4	4 Posts of Tutors created by 15 th GB have been re-designated as Senior Instructor as per 17 th G.B. (Special Rules).
14.	INSTRUCTOR	39	Created by 16 th GB - 23 Posts and 16 Posts as per G.O.(Ms) No.227/10/H.Edn. dated 04-09-2010
15.	CONSOLE OPERATOR-CUM-CLERK-TYPIST	1	The Post will be retained as supernumerary till the retirement of the present employee Smt.Rajeswari Amma and after that it will be abolished.
16.	DATA ENTRY OPERATOR	13	Created by 6 th GB - 1 post, 15 th GB 6 posts, as per 17 th GB - 4 Posts of Console Operator Gr.- II have been Re-designated and 21 st GB 2 posts.
17.	DRILLING SUPERVISOR GR.- II	2	Created by 6 th GB - 1 Post and 14 th GB - 1 Post.
18.	HARDWARE TECHNICIAN GR. - I	1	One post of Hardware Techn. Gr.-II created by 16 th GB has been upgraded as per 17 th GB decision.
19.	HARDWARE TECHNICIAN GR. - II	5	Created by 16 th GB - 3 posts (Out of which one post was upgraded as Hardware Techn. Gr.-I) and 21 st GB - 3 posts.
20.	INSTRUMENT TECHNICIAN GR. - I	2	As per 7 th GB 2 Posts of Skilled Assistant Gr. - 1 was created and later as per Special Rules re-designated as Instrument Technician Gr.- I.
21.	INSTRUMENT TECHNICIAN GR- II	2	As per the decision of 16 th GB 2 posts of Technician Gr. - II were created and later as per Special Rules the posts were re-designated as Instrument Technician Gr. - II.
22.	LAB ASSISTANT	19+1*+1**	19 ---> As per the 16 th GB - 14 Posts were created. 19 th GB created 4 Posts and as per G.O.(Ms) No.277/10/H.Edn - 1 post. 1* ---> One Physically Handicapped employee (Sri.Jayakumar) posted as per Order No. B2/2/93 dated 15-09-1995 of LBS Centre. This post will be retained as supernumerary till the promotion/retirement of the present employee, and after that it will be abolished. 1** ---> One former contract employee (Sri.A.Nazeer) has been appointed provisionally as per Order No. B2/3192/2011 dated 26-09-2012 of LBS Centre. This appointment will obtain the approval of the next Governing Body of LBS. This post will be retained as supernumerary till the promotion/retirement of the present employee, and after that it will be abolished.
23.	FINANCE OFFICER	1	As per 17 th GB, the existing post of Company Secretary-cum-Finance Manager has been re-designated as Finance Officer.(Deputation)
24.	ADMINISTRATIVE OFFICER	1	Created by 6 th GB (Earlier post of Secretary has been re-designated).
25.	SENIOR SUPERINTENDENT	1	Created by 11 th GB (Earlier post of Junior Superintendent has been upgraded).
26.	JUNIOR SUPERINTENDENT	2	Created by 16 th GB - 1 post, 21 st GB - 1 post.
27.	CHIEF ACCOUNTANT	1	Appointed on the basis of the Note by the Hon'ble Chief Minister of Kerala and the Chairman of GB dated 28-12-2001.
28.	HEAD CLERK	1	Created by 15 th GB.

29.	U.D. ACCOUNTANT	2	Created by 8 th GB.
30.	U.D. CLERK	1	Created by 21 st GB.
31.	L.D. CLERK	23	Created by 9 th GB - 1 post, 14 th GB - 2 posts, 16 th GB - 10 posts, as per 17 th GB and Spl. Rules 6 posts redesignated. (However one employee still continue as Console Operator) and 21 st GB - 5 posts.
32.	CONFIDENTIAL ASSISTANT	1+*1	Since there is one post of Joint Director, only one post of CA is sufficient. Remaining one post of CA will be retained as supernumerary till the promotion/retirement of the present employee, and after that it will be abolished.
33.	PERSONAL SECRETARY	1	Created by 6 th GB.
34.	U.D. TYPIST (HG)	2	As per 3 rd GB 2 posts of Typist Clerk created. Later as per EC held on 23-03-1998 upgraded the posts as U.D. Typist.
35.	L.D. TYPIST	1+*2	Created as per G.O.(Ms) No. 277/10/H.Edn. dated 04-09-2010 - 1 post. The excess two posts will be retained as supernumerary till the promotion/retirement of the present employees, and after that it will be abolished.
36.	LIBRARIAN GR. - IV	3+*1	Created as per 13 th GB - 1 post, 19 th GB - 1 post and as per G.O.(Ms) No. 277/10/H.Edn. - 1 post. The excess one post will be retained as supernumerary till the promotion/retirement of the present employee, and after that it will be abolished.
37.	DRIVER	5	Created as per 5 th GB - 1 post, 7 th GB - 1 post, 13 th GB - 1 post, 16 th GB - 1 post, 21 st GB - 1 post.
38.	OFFICE ATTENDANT	16	Created as per 7 th GB - 1 post, 8 th GB - 2 posts, 12 th GB - 1 post, 14 th GB - 4 posts, 16 th GB - 3 posts, 21 st GB - 8 posts (Out of which 3 posts were later upgraded as Attender).
39.	PART-TIME SWEEPER	21	Created as per 6 th GB - 1 post, 12 th GB - 1 post, 14 th GB - 2 posts, 16 th GB - 4 posts and as per G.O.(Ms) No. 277/10/H.Edn. 13 posts.
40.	TRACER	1	Created as per 16 th GB - 1 post.
41.	SWEEPER	5	Created as per 14 th GB - 1 post, 19 th GB - 2 posts, 21 st GB - 2 posts.
42.	GARDENER	2	Created as per 15 th GB - 1 post and G.O.(Ms) No. 277/10/H.Edn. - 1post.
43.	ATTENDER	3	Three posts of peons were upgraded as Attender as per 83 rd EC dated 11-06-2010 which was approved by the Chairman, GB. Accordingly three persons were appointed in the post vide Proceedings No.B2/591/95 dated, 31/08/2010 of the LBS Director.
44.	STORE KEEPER	1	Created as per 19 th GB.
45.	INTERNAL AUDIT OFFICER	1	Created as per 19 th GB. (Deputation)
46.	SERGEANT	1	Created as per 19 th GB.
	TOTAL	219	

**STAFF PATTERN OF LBS INSTITUTE OF TECHNOLOGY FOR WOMEN,
POOJAPPURA.**

TEACHING FACULTIES (AICTE SCALE)			
Sl. No.	Name of the Post	No. of sanctioned posts	Remarks
1.	PRINCIPAL	1	Created by 18 th GB.
2.	PROFESSOR	4	Created by 18 th GB - 2 posts and 19 th GB - 2 posts.
3.	ASSISTANT PROFESSOR	17	Created by 18 th GB - 1 post, 19 th GB - 4 posts, 20 th GB. - 3 posts and 21 st GB - 9 posts.
4.	LECTURER	48	Created by 18 th GB -15 posts, 19 th GB-13 posts, 20 th GB - 9 posts 21 st GB - 11 posts.

NON - TEACHING STAFF (STATE SCALE)

5	WORKSHOP SUPERINTENDENT	1	Created by 18 th GB.
6.	INSTRUCTOR GR. - I	2	Created by 18 th GB -1 post and 19 th GB-1 post.
7.	COMPUTER OPERATOR	3	Created by 18 th GB -1 post, 19 th GB-1post, 20 th GB -1 post.
8.	WORKSHOP INSTRUCTOR	2	Created by 20 th GB.
9.	TRADE INSTRUCTOR GR-II	11	Created by 18 th GB - 5 posts, 19 th GB-2 posts, 20 th GB - 4 posts.
10.	TRADESMAN	15	Created by 18 th GB - 4 posts, 19 th GB - 6 posts, 20 th GB - 5 posts.

MINISTERIAL STAFF (STATE SCALE)

11.	ADMINISTRATIVE OFFICER/ ACCOUNTS OFFICER	1	Created by 18 th GB.
12.	SENIOR SUPERINTENDENT	1	Created by 18 th GB.
13.	HEAD ACCOUNTANT	1	Created by 19 th GB.
14.	U.D. CLERK	1	Created by 18 th GB.
15.	U.D. ACCOUNTANT	1	Created by 18 th GB.
16.	L.D. CLERK	3	Created by 18 th GB - 2 posts, 19 th GB - 1 post.
17.	L.D. ACCOUNTANT	1	Created by 18 th GB.
18.	CONFIDENTIAL ASSISTANT	1	Created by 18 th GB.
19.	L.D. TYPIST	2	Created by 18 th GB - 1 post and 19 th GB - 1 post.
20.	LIBRARIAN	1	Created by 18 th GB.
21.	ASSISTANT LIBRARIAN GR. - IV	1	Created by 18 th GB.
22.	LIBRARY ATTENDER	1	Created by 18 th GB.
23.	SERGEANT	1	Created by 19 th GB.
24.	OFFICE ATTENDENT	2	Created by 18 th GB.
25.	DRIVER	2	Created by 18 th GB - 1 post and 19 th GB - 1 post.
	TOTAL	124	

STAFF PATTERN OF LBS COLLEGE OF ENGINEERING, KASARAGOD**TEACHING FACULTIES (AICTE SCALE)**

Sl. No.	Name of the Post	No. of sanctioned posts	Remarks
1.	PRINCIPAL	1	Created vide G.O.(MS) No.110/97/H.Edn. dated 13-08-1997.
2.	PROFESSOR	7	Created vide G.O.(MS) No.113/94/H.Edn. dated 07-03-1994 - 4 posts, 19 th GB -2 posts and 22 nd GB - 1 post.
3.	ASSISTANT PROFESSOR	24	Created vide G.O.(MS) No.113/94/H.Edn. dated 07-03-1994 - 8 posts, 19 th GB - 5 posts 21 st GB - 9 posts and 22 nd GB - 2 posts..
4.	LECTURER	57	Created vide G.O.(MS) No.113/94/H.Edn. dated 07-03-1994 - 20 posts, 16 th GB - 21 posts, 19 th GB - 9 posts and 22 nd GB - 7 posts.

NON - TEACHING STAFF (STATE SCALE)

5.	WORKSHOP SUPERINTENDENT	1	Created by 16 th GB
6.	INSTRUCTOR GR. - I	4	Created by 17 th GB - 3 posts and 22 nd GB - 1 post.
7.	INSTRUCTOR GR. - II	3	Created by 16 th GB - 2 posts, 22 nd GB -1 post.
8.	WORKSHOP INSTRUCTOR	4	Created by 15 th GB.
9.	COMPUTER PROGRAMMER	3	Created by 15 th GB.
10.	INSTRUMENT MECHANIC	1	Created by 16 th GB.
11.	TRADE INSTRUCTOR GR. - II	13	Created by 15 th GB - 5 posts, 16 th GB- 7 posts, 19 th GB - 1 post.
12.	TRADESMAN	15	Created by 16 th GB.

MINISTERIAL STAFF (STATE SCALE)

13.	ADMINISTRATIVE OFFICER	1	Created vide G.O.(MS) No.113/94/H.Edn. dated 07-03-1994.
14.	ACCOUNTS OFFICER	1	Created vide G.O.(MS) No.113/94/H.Edn. dated 07-03-1994.
15.	SENIOR SUPERINTENDENT	1	Created by 17 th GB.
16.	JUNIOR SUPERINTENDENT	1	Created by 17 th GB.
17.	HEAD ACCOUNTANT	1	Created by 17 th GB.
18.	CONFIDENTIAL ASSISTANT	1	Created by 19 th GB.
19.	L.D. CLERK	7	Created by 15 th GB - 6 posts, 17 th GB - 1 post.
20.	L.D. STEWARD	1	Created by 17 th GB.
21.	TYPIST/L.D. TYPIST	3	Created by 15 th GB - 2 posts, 17 th GB - 1 post.
22.	TECHNICAL STORE KEEPER	1	Created by 17 th GB.
23.	LIBRARIAN	1	Created by 15 th GB.
24.	ASSISTANT LIBRARIAN	1	Created by 15 th GB.
25.	ATTENDER	8	Created by 15 th GB - 6 posts, 16 th GB - 2 posts.
26.	LIBRARY ATTENDER	2	Created by 17 th GB.
27.	STORE ATTENDER	1	Created by 19 th GB.
28.	SECURITY OFFICER	1	Created by 15 th GB.
29.	SERGEANT	2	Created by 15 th GB.
30.	OFFICE ATTENDENT	6	Created by 17 th GB.
31.	WATCHMAN	8	Created by 15 th GB - 2 posts, 17 th GB - 6 posts.
32.	DRIVER	3	Created by 15 th GB.
33.	BUS CLEANER	1	Created by 19 th GB.
34.	MATRON	1	Created by 17 th GB.
35.	SWEEPER	1	Created by 17 th GB.
36.	MARKER (PHY. EDN.)	1	Created by 16 th GB.
	TOTAL	188	



GOVERNMENT OF KERALA
Abstract

Higher Education - LBS Centre for Science and Technology - Implementation of 10th Pay Revision benefits to the employees of LBS Centre and Engineering Colleges under it - Orders issued.

HIGHER EDUCATION (J) DEPARTMENT

G.O.(Ms)No.154/2018/HEDN Dated,Thiruvananthapuram, 04/07/2018

- Read: 1. G.O.(Ms.)No.614/13/H.EDN dated 11/09/2013.
2. G.O.(Ms.)No.100/14/HEDN dated 28/02/2014.
3. G.O(P) No.7/2016/Fin dated 20/01/2016.
4. Letter No.B2/1682/2016 dated 19/07/2016 from the Director, LBS Centre for Science and Technology, Thiruvananthapuram.

ORDER

Government have fixed the Staff Pattern of LBS Centre and the institutions under it as per the Government Order read 1st above.

The Director, LBS Centre for Science and Technology vide his letter read above has forwarded a proposal for extending the 10th Pay Revision benefits to the employees of LBS Centre for Science and Technology and Engineering Colleges under LBS Centre.

Government are pleased to issue orders extending the 10th Pay Revision benefits as ordered in the G.O. read as 3rd paper above to the employees of LBS Centre for Science and Technology and the Engineering Colleges under it at Poojappura and Kasargod with the following revised scales of pay, subject to the conditions as mentioned below:

L.B.S CENTRE FOR SCIENCE AND TECHNOLOGY

Sl. No.	Name of the Post	Number of Posts	Existing scale	Revised Scale
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1	Deputy Director	4	29180-43640	55350-101400
2	Assistant Director	6	20740-36140	39500- 83000
3	Civil Engineer	1	19240-34500	36600- 79200
4	Hardware Engineer	2	19240-34500	36600- 79200
5	Technical Officer	4	19240-34500	36600- 79200
6	Foreman	1	16180-29180	30700- 65400
7	Draftsman(Civil)	1	13900-24040	26500-56700
8	System Analyst	1	29180-43640	55350-101400
9	Senior Programmer	1	20740-36140	39500-83000
10	Programmer	5	16180-29180	30700- 65400
11	Senior Instructor	4	16180-29180	30700- 65400
12	Instructor	39	13900-24040	26500-56700
13	Data Entry Operator	13	9190-15780	18000-41500
14	Drilling Supervisor Gr.II	2	9940-16580	19000-43600
15	Hardware Technican Gr.I	1	13900-24040	26500-56700
16	Hardware Technican Gr.II	5	9940-16580	19000-43600
17	Instrument Technician Gr.I	2	13900-24040	26500-56700
18	Instrument Technician Gr.II	2	9940-16580	19000-43600
19	Lab Assistant	19	9190-15780	18000-41500
20	Finance Officer	1	As in parent Department	
21	Administrative Officer	1	20740-36140	39500-83000
22	Senior Superintendent	1	18740-33680	35700-75600
23	Junior Superintendent	2	16180-29180	30700- 65400
24	Chief Accountant	1	13900-24040	26500-56700
25	Head Clerk	1	14620-25280	27800-59400
26	UD Accountant	2	11620-20240	22200-48000
27	UD Clerk	1	11620-20240	22200-48000
28	LD Clerk	23	9190-15780	18000-41500
29	Confidential Assistant	1	10480-18300	20000-45800
30	Personal Secretary	1	14620-25280	27800-59400
31	UD typist	2	11620-20240	22200-48000
32	LD Typist	1	9190-15780	18000-41500
33	Librarian Gr. IV	3	11620-20240	20000-45800
34	Driver	5	9190-15780	18000-41500
35	Office Attendent	16	8500-13210	16500-35700
36	Part Time Sweeper	21	4250-6700	8200-13340
			4850-7500	9340-14800
37	Tracer	1	9190-15780	18000-41500
38	Sweeper	5	8500-13210	16500-35700
39	Gardener	2	8500-13210	16500-35700

40	Attender	3	8730-13540	17000-37500
41	Store Keeper	1	11620-20240	22200-48000
42	Internal Auditor	1	18740-33680	35700-75600
43	Sergeant	1	9190-15780	18000-41500

SUPER NUMERARY POSTS IN L.B.S. CENTRE

Sl. No.	Name of the Post	Number of Posts	Existing scale	Revised Scale
1.	LD Typist	2	9190-15780	18000-41500
2.	Console operator cum clerk typist	1	13210-22360	25200-54000

L.B.S INSTITUTE OF TECHNOLOGY FOR WOMEN, POOJAPPURA

Sl. No.	Name of the Post	Number of Posts	Existing scale	Revised Scale
1	Workshop Superintendent	1	29180-43640	55350-101400
2	Instructor Gr.I	2	20740-36140	39500-83000
3	Computer Operator	3	16180-29180	30700-65400
4	Workshop Instructor	2	13900-24040	26500-56700
5	Trade Instructor Gr.II	11	11620-20240	19000-43600
6	Tradesman	15	9190-15780	18000-41500
7	Administrative Officer/Accounts Officer	1	20740-36140	39500-83000
8	Senior Superintendent	1	18740-33680	35700-75600
9	Head Accountant	1	14620-25280	27800-59400
10	UD Clerk	1	11620-20240	22200-48000
11	UD Accountant	1	11620-20240	22200-48000
12	LD Clerk	3	9190-15780	18000-41500
13	LD Accountant	1	9190-15780	18000-41500
14	Confidential Assistant	1	10480-18300	20000-45800
15	LD typist	2	9190-15780	18000-41500
16	Librarian	1	14620-25280	27800-59400

17	Assistant Librarian Gr.IV	1	10480-18300	20000-45800
18	Library Attender	1	8730-13540	17000-37500
19	Sergeant	1	9190-15780	18000-41500
20	Office Attendent	2	8500-13210	16500-35700
21	Driver	2	9190-15780	18000- 41500

L.B.S COLLEGE OF ENGINEERING, KASARGOD

Sl. No.	Name of the Post	Number of Posts	Existing scale	Revised Scale
1	Workshop Superintendent	1	29180-43640	55350-101400
2	Instructor Gr.I	4	20740-36140	39500-83000
3	Instructor Gr.II	3	13900-24040	26500-56700
4	Workshop Instructor	4	13900-24040	26500-56700
5	Computer Programmer	3	16180-29180	30700-65400
6	Instrument Mechanic	1	13210-22360	25200-54000
7	Trade Instructor Gr.II	13	9940-16580	19000-43600
8	Tradesman	15	9190-15780	18000-41500
9	Administrative Officer	1	20740-36140	39500-83000
10	Accounts Officer	1	20740-36140	39500-83000
11	Senior Superintendent	1	18740-33680	35700-75600
12	Junior Superintendent	1	16180-29180	30700-65400
13	Head Accountant	1	14620-25280	27800-59400
14	Confidential Assistant	1	10480-18300	20000-45800
15	LD Clerk	7	9190-15780	18000-41500
16	LD Steward	1	8500-13210	16500-35700
17	Typist/LD Typist	3	9190-15780	18000-41500
18	Technical Store Keeper	1	11620-20240	22200-48000
19	Librarian	1	14620-25280	27800-59400
20	Assistant Librarian	1	10480-18300	20000-45800
21	Attender	8	8730-13540	17000-37500
22	Library Attender	2	8730-13540	17000-37500
23	Store Attender	1	8730-13540	17000-37500
24	Security Officer	1	9190-15780	18000-41500
25	Sergeant	2	9190-15780	18000-41500
26	Office Attendent	6	8500-13210	16500-35700
27	Watchman	8	8500-13210	16500-35700

28	Driver	3	9190-15780	18000-41500
29	Bus Cleaner	1	8500-13210	16500-35700
30	Matron	1	9940-16580	19000-43600
31	Sweeper	1	8500-13210	16500-35700
32	Marker (Physical Education)	1	8500-13210	16500-35700

Conditions:-

- a. The date of effect of revised scales of pay will be 01/07/2014 and the date of effect of various monthly allowances will be 01/02/2016. Other periodical allowances specified if any will have effect from 01/04/2016.
- b. The entire DA of 80% will be merged with basic pay and no DA will be admissible as on 01/07/2014. Future instalments of DA may be revised in accordance with para 13 of G.O. (P)No.7/2016/Fin dated 20/01/2016 and subsequent Government orders on revision of DA.
- c. The House Rent Allowance will be paid as per para 14 of G.O. (P)No.7/2016/Fin dated 20/01/2016.
- d. The City Compensatory Allowance will be paid as per para 16 of G.O.(P)No.7/2016/Fin dated 20/01/2016 and it will be limited to those employees who are working in offices which are situated within City limits.
- e. No benefits other than those mentioned herewith are admissible without specific and prior orders from Government.
- f. Further orders issued in continuation of G.O.(P)No.7/2016/Fin dated 20/01/2016 shall be applicable to the employees of L.B.S. Centre and Engineering Colleges under L.B.S. only with prior concurrence of Government.
- g. All the rules relating to fixation of pay and stagnation increment stipulated in G.O.(P)No.7/2016/Fin dated 20/01/2016 should be followed strictly except service weightage. The period of regular service in L.B.S. Centre and Engineering Colleges under it only will be reckoned for service weightage.

- h. The fixations of pay in respect of part time contingent employees may be done in accordance with Annexure VI of G.O.(P)No.7/2016/Fin dated 20/01/2016.
- i. Time bound Higher grade will be sanctioned as per annexure III of the PRO dated 20/01/2016.
- j. The disbursement of arrears in respect of pay revision will be decided by the executive committee of the council depending on the financial position and also subject to the provisions contained in para 46 of G.O.(P)No.7/2016/Fin dated 20/01/2016.
- k. Notwithstanding anything contained in any orders, no creation/upgradation/abolition/re-designation of post irrespective of scales of pay will be done without prior Government approval.
- l. In case of any doubt regarding pay scales, fixation etc. prior concurrence of Finance Department should be obtained before arriving at a decision.
- m. No person shall be appointed (whether full time, part time, provisional, temporary, contract or daily wages) without a post validly created by Government.
- n. Extra benefits, if any, being given to employees of the council, which are not allowable to State Government employees will be stopped, while implementing this order.
- o. **The expenditure for implementation of pay revision will be met by L.B.S. and Government will not provide any financial assistance in this regard.**
- p. As regards Employers contribution towards Employees Provident Fund the condition in the EPF Act and the directions issued by Central Government from time to time should be scrupulously followed.
- q. No recruitment to any post should be made without notification of the vacancies and without following the recruitment procedures.
- r. **Under no circumstances the plan-grants provided by Government should be diverted for the Administrative**

expenses including salary expenses of the employees of L.B.S Headquarters or Centre or its colleges. The detailed item wise expenditure of plan grant should be explicitly specified in Annual Accounts.

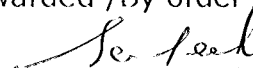
- s. The Director, L.B.S. Centre will be held personally liable for any deviation in the implementation of the order.

By order of the Governor
DR. USHA TITUS
PRINCIPAL SECRETARY

To:

- 1.The Director, LBS Centre for Science and Technology, Thiruvananthapuram.
- 2.The Director of Technical Education, Thiruvananthapuram.
- 3.The Principal, LBS Institute of Technology for Women, Poojappura, Thiruvananthapuram.
- 4.The Principal, LBS College of Engineering, Kasaragod.
- 5.The Principal Accountant General (A&E/Audit), Kerala, Thiruvananthapuram.
- 6.Finance Department (vide U.O.Note No.EDN-B2/255/2015-FIN dated 22/02/2018, Computer No.138535)
- 7.General Administration (SC) Department vide item No.2174 dated 23/05/2018.
- 8.The Information Officer, Web&New Media, I&PRD.
9. www.highereducation.kerala.gov.in
- 10.Stock File/Office Copy

Forwarded /By order



Section Officer

Copy to :-

1. Private Secretary to Hon'ble Chief Minister.
2. Private Secretary to Hon'ble Minister for Education.

3. Private Secretary to Hon'ble Finance Minister.
4. Personal Assistant to Principal Secretary (Higher Education Department)