

KERALA STATE ROAD TRANSPORT CORPORATION

Abstract

KSRTC [Qualification and method of appointment of Higher Division Officers]
Regulations 2012 – Selection and appointment of Asst. Transport Officers /
Administrative Officers / Depot Engineers in KSRTC – Orders issued –

GENERAL SECTION, Transport Bhavan
No. 3493/GL2/2002/RTC. Dated, Thiruvananthapuram, Thursday, 8th November, 2012.

- Read:-
1. Decision of the Board of Directors in its 353rd meeting held on 19-10-2009 vide Agenda item No.181/2009 and Decision by Circulation vide Agenda item No. 69/2010
 2. Concurrence of KPSC vide letter No. AIII(2)/724/09/CW dated 19-8-2011 & 07-9-2012
 3. Concurrence of Government vide G.O (MS) No. 63/2012/Tran. dated 16-10-2012.

ORDER

Government as per G.O (MS) No.9/2004/Tran. dated 12-3-2004 have approved the KSRTC (Recruitment of Asst. Transport Officers / Administrative Officers / Depot Engineers) Regulations, 2003. As per the Regulations, the method of appointment for these posts were by *direct recruitment* [25%] through notification in prominent news paper and suitable media and 15% from among *internal* candidates and 60% by promotion from the feeder posts.

The above Regulations were not approved by the Kerala Public Service Commission [KPSC] on the reason that the posts once referred to the Commission could not be filled up from other sources without the concurrence of the Commission. The Secretary, KPSC also requested to arrange to forward fresh draft proposals for amending the recruitment rules for the post of Asst. Transport Officer and for framing recruitment rules for the posts of Administrative Officer and Depot Engineer for the advice of the Commission.

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: 2 :

Based on this, KSRTC framed and furnished *draft* Regulations for the consideration of Government. Government examined the Regulations in detail, in consultation with the advisory departments and the re-drafted Regulations, viz. the KSRTC [Qualification and method of appointment of Higher Division Officers] Regulations, 2012 was forwarded to KPSC for advice. The Kerala Public Service Commission have agreed to the re-drafted Regulations.

The KSRTC [Qualification and method of appointment of Higher Division Officers] Regulations, 2012 framed by KSRTC in exercise of the powers conferred on KSRTC vide Section 45 (1) of the Road Transport Corporations Act, 1950 [Central Act LXIV of 1950], approved by Government vide G.O 3rd cited in supersession of any other previous recruitment regulations or set of rules in force for selection and appointment of Asst. Transport Officers / Administrative Officers / Depot Engineers in KSRTC is appended herewith.


Chairman & Managing Director

Communicated to:- All Officers.



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In exercise of the powers conferred by clause (c) of sub-Section (2) of the Section 45 of the Road Transport Corporation Act, 1950 (Central Act 64 of 1950), and in supersession of all the existing Regulations, Kerala State Road Transport Corporation, with the previous sanction of the Government of Kerala, hereby makes the following Regulations, namely:-

REGULATIONS

1. Short title and commencement. - (1) These Regulations may be called the Kerala State Road Transport Corporation (Qualification and Method of Appointment of Higher Division Officers) Regulations, 2012.

(2) It shall come into force at once.

2. Definitions.-In these Regulations unless the context otherwise requires;-

'Corporation' means the Kerala State Road Transport Corporation established under section 3 of the Road Transport Corporation Act, 1950 (Central Act 64 of 1950), with Headquarters at Transport Bhavan, Fort, Thiruvananthapuram – 695 023.

3. Constitution.-The Corporation Higher Division Officers service shall consists of the following branches and categories of officers, namely:-

BRANCH-I. Operating Branch.

- Category (i) Chief Traffic Manager
- Category (ii) Chief Traffic Officer
- Category (iii) District Transport Officer
- Category (iv) Assistant Transport Officer

BRANCH-II. Ministerial Branch.

- Category (i) Chief Personnel Manager / Manager (Accounts)
- Category (ii) Personnel Manager / Deputy Chief Accounts Officer
- Category (iii) Personnel Officer / Accounts Officer
- Category (iv) Administrative Officer

BRANCH-III. Mechanical Branch.

- Category (i) Mechanical Engineer
- Category (ii) Works Manager
- Category (iii) Assistant Works Manager
- Category (iv) Depot Engineer
- Category (v) Assistant Depot Engineer

4. Qualification and Method of appointment. - No person shall be eligible for appointment to any of the categories mentioned in column (1) of the Table below by the method specified in column (2), unless he possesses the qualifications specified in the corresponding entry in column (3) thereof.

TABLE

I. Operating Branch

Category No.	Method of appointment	Qualification
(1)	(2)	(3)
(i) Chief Traffic Manager	By promotion from category (ii)	Must be an approved probationer in the category of Chief Traffic Officer.
(ii) Chief Traffic Officer	By promotion from category (iii)	Must be an approved probationer in the category of District Transport Officer.
iii) District Transport Officer	By promotion from category (iv)	Must be an approved probationer in the category of Assistant Transport Officer.
(iv) Assistant Transport Officer	(i). <i>By Direct Recruitment</i> [25% of vacancies]	1. B.Tech. [Mechanical / Automobile Engineering] OR

M.B.A [Marketing / H.R.D]

2. Medical standards:

Eye sight - must possess the standard specified below:

Right Left

6/6 Snellen 6/6 Snellen

0.5 " 0.5 "

Colour blindness, Squint or any morbid condition will disqualify the applicant.

(ii) *By Internal recruitment*

[15% of vacancies]
from among other lower categories in the Operating branch.

1. Graduate in any discipline.
2. Ten years of continuous service in KSRT Corporation.

(iii) *By Promotion*

[60% of vacancies]

Selection by DPC based on seniority and merit from among the feeder category of Transport Inspectors

Note:-

1. The entry cadre in Higher Division Officer category in the Operating branch is Assistant Transport Officer.
2. Women candidates are eligible for appointment.
3. Physically Handicapped candidates are not eligible for the post.

II. Ministerial Branch

Category	Method of selection	Qualification
(1)	(2)	(3)
(i) Chief Personnel Manager		Must be an approved

/ Manager (Accountant)	By promotion from category (ii)	probationer in the category of Personnel Manager / Deputy Chief Accounts Officer.
(ii) Personnel Manager / Deputy Chief - Accounts Officer	By promotion from category (iii)	Must be an approved probationer in the category of Personnel Officer / Accounts Officer.
(iii) Personnel Officer / Accounts Officer	By promotion from category (iv)	Must be an approved probationer in the category of Administrative Officer.
(iv) Administrative Officer	1. By <i>Direct Recruitment</i> [25% of vacancies]	1. Post Graduate in any discipline.
	2. By <i>Internal recruitment</i> [15% of vacancies] from among other lower categories in the Ministerial branch	2. Five years of experience in Administrative cadre in a Government owned Company/ Corporation.
	3. By <i>Promotion</i> [60% of vacancies]	1. Graduate in any discipline. 2. Ten years of continuous service in Corporation. 3. Should have passed Manual of Office Procedure and Account Test (Lower).
		Selection by DPC based on seniority and merit from among the approved probationers in the category of Superintendents.

Note:- The entry cadre in Higher Division category in the Ministerial Branch is Administrative Officer.

III. Mechanical Branch

Category (1)	Method of selection (2)	Qualification (3)
(i) Mechanical Engineer	By promotion from category (ii)	Must be an approved probationer in the category of Works Manager.
(ii) Works Manager	By promotion from category (iii)	Must be an approved probationer in the category of Assistant Works Manager.
(iii) Asst. Works Manager	By promotion from category (iv)	Must be an approved probationer in the category of Depot Engineer.
(iv) Depot Engineer	By promotion from category (v) Assistant Depot Engineer in the ratio of 1:1 from among <i>Direct Recruitses and Promotees.</i> <i>Note:- An Assistant Depot Engineer who is a promotee will not be eligible for promotion to the category of Depot Engineer over a directly recruited Assistant Depot Engineer having longer service in the category of Assistant Depot Engineer unless the latter is otherwise declared ineligible for promotion.</i>	Must be an approved probationer in the category of Assistant Depot Engineer.

(v) Assistant Depot Engineer

- (i) By *Direct Recruitment*
1. B.Tech. [Mechanical / Automobile Engineering].
 2. Should possess Heavy Duty Motor Driving Licence.

- (ii) By *Transfer*
appointment from among the feeder category of Chargeman.
1. (i) Diploma in Automobile or Mechanical Engineering.
OR

- (ii) I.T.I or Craftsman Certificate or Junior Technical School Certificate or Certificate of any other Technical Educational Institutions in the Trades of Mechanic (Motor Vehicle) or Mechanic (Diesel) or Electrician or I.T.I Tractor Mechanism.

OR

- (iii) K.G.T.E Certificate (Automobile) or KGCE in Automobile Engineering.

OR

- (iv) Literacy in Malayalam, Tamil, or Kannada with not less than three years experience in the Mechanical Section in a Workshop.

2. Must have successfully completed probation in the feeder category i.e. Chargeman, as on the date of inviting application by

Corporation.

3. Should possess not less than ten years practical experience in repairs and overhaul of Petrol and Diesel engines. Service as Electrician will also be considered as sufficient qualification for the purpose, provided the employee had worked in the General Auto Section at least for three years in any capacity other than that of Cleaner.
 4. Should have passed the Trade and Written Test conducted by the Corporation to assess the suitability of the candidate for the appointment.
 5. Possess Heavy Duty Motor Driving Licence. If the candidate is not in possession of the licence by the time of above mentioned Test and if selected, should acquire the same before sanctioning their 2nd increment in the post of Assistant Depot Engineer.
- (2) Appointment to the post of Assistant Transport Officer and Administrative Officer shall be made from the rank list prepared by the Kerala Public Service Commission according to the availability of vacancy in the respective post, in the case of *Direct Recruitment* and *Internal Recruitment* and from the select list prepared by the Departmental Promotion Committee in the case of *by Promotion*.

(3) Appointment to the post of Assistant Depot Engineer by *direct recruitment* shall be made from the rank list prepared by the Kerala Public Service Commission according to the availability of vacancy in the post and from the Select list prepared by the Corporation after conducting Trade and written test in the case of *by transfer appointment*.

Note:-

1. The entry cadre in Mechanical branch is Assistant Depot Engineer and next promotion post is Depot Engineer, in Higher Division Officer category. The promotion to the post of Depot Engineer is in the ratio of 1:1 from Assistant Depot Engineer appointed by direct recruitment and by promotion.
2. The appointment to the post of Assistant Depot Engineer is in the ratio 1:1 by direct recruitment and by transfer appointment from the feeder category of Chargeman.
3. Chargeman who fails to pass the Trade and Written Test for promotion as Assistant Depot Engineer shall be exempted from passing the Test on completion of 50 years of age or 25 years of service, whichever is earlier.
5. **Qualification regarding age** - No person shall be eligible for appointment by direct recruitment to any of the categories under these regulations if he has not completed or will not complete 18 years of age or has completed or will complete 35 years of age on the first day of January of the year in which applications for appointment are invited by the Kerala Public Service Commission with the usual relaxation of age admissible to Scheduled Castes / Scheduled Tribes and Other Backward Classes as is allowable for direct recruitment to Government service from time to time.

Provided that relaxation of age up to 45 years shall be allowed for the regular employees in the respective Branch of Corporation who apply to the Kerala Public Service Commission for internal recruitment to any category of the respective post.

Provided further that no bar on age shall apply for the post of Assistant Depot Engineer for the internal recruitment from the feeder post i.e. Chargeman.

6. Appointing Authority – The Managing Director, Kerala State Road Transport Corporation will be the appointing authority.

7. Training – (1) The Assistant Transport Officer / Administrative Officer selected through *Direct Recruitment* shall undergo in-service training for one year. The *trainee officer* will be eligible for a consolidated amount fixed by the Corporation as remuneration.

(2) The Assistant Depot Engineer selected through *Direct Recruitment* shall undergo in-service training in the Garages and Workshops for one year from the date of appointment. The *trainee officer* will be eligible for a consolidated amount fixed by the Corporation as remuneration.

(3) There will be no mandatory in-service training for officers selected by *internal selection* and by *promotion* other than in-house training.

8. Probation.- (1) The *Direct Recruittees* shall be absorbed as Assistant Transport Officer / Administrative Officer / Assistant Depot Engineer on successful completion of training and shall be on probation for a total period of two years on duty within a continuous period of three years. The probation shall be declared only after the officer pass the Manual of Office Procedure and Executive Officer Tests conducted by Kerala Public Service Commission.

(2) The Assistant Depot Engineer appointed by promotion shall be on probation for a total period of one year on duty within a continuous period of two years.

(3) If any Assistant Depot Engineer appointed by promotion, does not possess a valid Heavy Duty Motor Driving licence at the time of Test for the selection of Assistant Depot Engineer conducted by the Corporation, he should acquire the same before sanctioning his second increment in the post of Assistant Depot Engineer.

(4) The period of probation of Assistant Transport Officer / Administrative Officer appointed through internal recruitment shall be one year on duty within a

continuous period of two years and those selected *by promotion* shall be six months on duty within a continuous period of one year, unless changed in the context of introducing *direct recruitment* to the post of Assistant Transport Officer / Administrative Officer.

9. Promotion. - (1) The Assistant Transport Officer / Administrative Officer selected *by direct recruitment* and *internal recruitment* shall be eligible for promotion to the next higher post, on selection by Departmental Promotion Committee according to their seniority and performance in the respective post and on passing Manual of Office Procedure and Executive Officers test conducted by Kerala Public Service Commission.

(2) The Assistant Transport Officer / Administrative Officer appointed *by promotion* from feeder post shall be eligible for promotion to the next higher post on selection by Departmental Promotion Committee according to their seniority and performance in the respective post.

(3) The Assistant Depot Engineer appointed *by direct recruitment* shall be eligible for promotion to the next higher post on selection by Departmental Promotion Committee according to their seniority and performance in the post and on passing the Departmental Test of Manual of Office Procedure and Account Test for Executive Officers conducted by Kerala Public Service Commission.

(4) The Assistant Depot Engineer appointed *by promotion* shall be eligible for promotion to the next higher post on selection by Departmental Promotion Committee according to their seniority and performance and on possession of Heavy Duty Motor Driving Licence. Further promotions to the post of Asst. Works Manager, Works Manager and Mechanical Engineer shall be made on selection by Departmental Promotion Committee according to seniority and merit and on pass in Departmental Test of Manual of Office Procedure and Account Test for Executive Officers conducted by Kerala Public Service Commission.

10. BOND. - (1) The Assistant Transport Officer / Administrative Officer selected *directly* shall execute a BOND with Corporation in *Stamp Paper* valued ` 100/- (Rupees One hundred only) that they will serve the

Corporation for a period of five years and an undertaking to refund the entire remuneration received during training in the event of resignation / relinquishing from the post before the end of agreement period.

(2) The Assistant Depot Engineer selected *directly* shall execute a BOND with Corporation in *Stamp Paper* valued ` 100/- (Rupees One hundred only) that they will serve the Corporation for a period of ten years and an undertaking to refund the entire remuneration received during training in the event of resignation / relinquishing from the post before the end of agreement period.

(3) The Officers selected by *internal* selection and by *promotion* need not execute BOND with Corporation.

11. The rule relating to reservation of appointments contained in Rule 14 to 17 of Part II of the Kerala State and Subordinate Service Rules, 1958 shall apply to appointment to the service by direct recruitment.

12. Selection by Kerala Public Service Commission.- (1) The *direct recruitment* and *internal* selections to the post of Assistant Transport Officer / Administrative Officer shall be conducted by Kerala Public Service Commission. *Internal* selection to the post of *Assistant Transport Officer* is open to the candidates from **Operating branch only** i.e. **Conductors, Station Masters and Inspectors** and to the post of *Administrative Officer* is open to the candidates from **Ministerial branch only** i.e. **Assistant, Selection Grade Assistant, Special Assistant, Senior Assistant and Superintendent.**

(2) The *direct recruitment* to the post of Assistant Depot Engineer will be conducted by Kerala Public Service Commission.

(3) The Selection to the post of Assistant Depot Engineer *by promotion* will be conducted by a selection panel from Corporation consisting of Executive Director (Technical), Executive Director (Administration) & Mechanical Engineer (Chief Office).

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