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കേരള സർക്കാർ
GOVERNMENT OF KERALA

കേരള ഗസറ്റ്
KERALA GAZETTE

ആധികാരികമായി പ്രസിദ്ധപ്പെടുത്തുന്നത്
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APJ Abdul Kalam Technological University

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GOVERNMENT OF KERALA
2023



APJ Abdul Kalam Technological University

Abstract

APJAKTU-Admn(Affiliation)-Ordinance for fixing the method of Appointment of Non-Teaching Staff of Aided Colleges their Qualifications, Experience and their Terms & Conditions of Service,2022-Orders issued

ADMINISTRATION

U.O.No. 1147/2023/KTU

Thiruvananthapuram, 15.05.2023

Read:-1. APJAKTU First Statute 2020

2. Minutes of the 43rd Syndicate meeting Item No. S-043-OA6 dated 18.04.2023

ORDER

Vide paper read (1) above, Chapter 8 Part 3 Statute 1 of the First Statutes, empowers the university to frame Ordinances fixing the Method of Appointment of Non-Teaching Staff and Technical staff of Aided Colleges, their Qualifications and Terms and Conditions of Service. Three affiliated Aided Engineering Colleges of APJAKTU were affiliated to Kerala, Mahatma Gandhi and Calicut Universities prior to the formation of the University and they followed different regulations for the service conditions of Non- Teaching and Technical staff of affiliated colleges. Government of Kerala has asked the University to frame the ordinance to over come the issue of mismatch in such provisions prevailed in parent universities. Accordingly the Syndicate has entrusted convenors of Syndicate Standing Committee on staff, Syndicate Standing Committee on student affairs and the Legal Consultant to draft the ordinance in consultation with the stake holders.

While considering the draft, Syndicate Standing Committee on Appointments of Teaching and Non teaching Staff of Aided Engineering Colleges and the University, recommended to bifurcate the ordinance into two and place the ordinance of teaching and technical staff before the Academic Council as it stipulates certain academic qualifications for appointment and promotion. In the case of non teaching staff it is recommended to place before the Syndicate as in the case of the ordinance of University staff.

The meeting of Syndicate Standing Committee on Appointments of Teaching and Non teaching Staff of Aided Engineering Colleges and the University convened on 17th April 2023 considered the draft proposal for non teaching staff of aided colleges and recommended to place the regulations before the Syndicate.

Vide paper (2) above, the proposal of Ordinance fixing the method of appointment of non-teaching staff of Aided Engineering colleges, their qualifications, experience and terms and conditions of service was placed before the Syndicate for consideration and approval.



Accordingly, the 43rd meeting of the Syndicate considered the matter in detail and resolved to approve the ordinance fixing the method of appointment of non-teaching staff of Aided Engineering colleges, their qualifications, experience and terms and conditions of service.

Hon'ble Vice Chancellor has accorded sanction to implement the resolution of the Syndicate in item no. S-043-0A6 in the University.

Ordinance fixing the method of appointment of non-teaching staff of Aided Engineering colleges, their qualifications, experience and terms and conditions of service, 2022 is appended.

Orders are issued accordingly

Sd/-

Dr.A. Praveen
Registrar



**A P J ABDUL KALAM TECHNOLOGICAL UNIVERSITY ORDINANCES
FIXING THE METHOD OF APPOINTMENT OF NON-TEACHING STAFF
OF AIDED COLLEGES, THEIR QUALIFICATIONS, EXPERIENCE AND
TERMS AND CONDITIONS OF SERVICE, 2022**

Preamble – In exercise of the powers conferred under Chapter 8 Part 3 Statute 1 of the First Statutes, the Board of Governors of the University hereby frame the “APJ Abdul Kalam Technological University Ordinances fixing the Method of Appointment of Non-Teaching Staff of Aided Colleges, their Qualifications and Terms and Conditions of Service, 2022”

CHAPTER 1

PRELIMINARY

1. Short title and commencement – (1) These Ordinances may be called Ordinances for constitution of the “APJ Abdul Kalam Technological University Ordinances fixing the Method of Appointment of Non-Teaching Staff of Aided Colleges, their Qualifications and Terms and Conditions of Service, 2022”.

(2) It shall come into force on the date of its publication in the Kerala Gazette.

2. Definitions – In these Ordinances, unless the context otherwise requires:-

- (a). “Act” means the APJ Abdul Kalam Technological University Act, 2015 (Act 17 of 2015).
- (b). “Categories of Posts” means the various categories of posts mentioned in Clause 5.
- (c). “Department” means a teaching department in the Aided College for each course of study or for different courses of study taken together.



- (d). “First Statutes” means the APJ Abdul Kalam Technological University First Statutes, 2020.
- (e). “Ordinances” means A P J Abdul Kalam Technological University Ordinances fixing the Method of Appointment of Non-Teaching Staff of Aided Colleges, their Qualifications and Terms and Conditions of Service, 2022.
- (f). “Non-Teaching Staff” means persons appointed to permanent vacancies in an Aided College to various categories of posts specified in Clause 5.
- (g). “University” means the APJ Abdul Kalam Technological University constituted under the Act.
- (h). Words and expressions used but not defined in these Ordinances shall have the respective meanings assigned to them in the Act or First Statutes.

CHAPTER II

APPLICATION OF ACT, THE FIRST STATUTES AND CERTAIN RULES ISSUED BY THE GOVERNMENT OF KERALA TO NON-TEACHING STAFF IN AIDED COLLEGES

3. Application of Act and First Statutes – Subject to the provisions in these Ordinances, the provisions in the Act and First Statutes generally and more particularly the provisions in Chapter 8 Part III, Part IV, Part V and Part VII of the First Statutes as amended from time to time shall be applicable to Non-Teaching Staff of Aided Colleges.

4. Application of certain Rules, Orders etc. issued by Government of Kerala - Subject to the provisions of the Act, the First Statutes and these Ordinances, the provisions in the Kerala State and Subordinate Service Rules, 1958, the Kerala Service



Rules, 1959, the Kerala Civil Services (Classification, Control and Appeal) Rules, 1960 and the Government Servants Conduct Rules, 1960 as amended from time to time and the orders, circulars etc. issued there under shall be applicable to the Non-Teaching Staff of Aided Colleges except to the extent contained in these Ordinances which have been expressly made applicable to them and the reference to 'Government' in those rules shall be read as 'University' for application of these Ordinances.

CHAPTER III

CATEGORIES OF POSTS, METHOD OF APPOINTMENT, QUALIFICATIONS AND EXPERIENCE

5. Constitution – (1) In every Aided college there shall be the following various categories of posts wherever sanctioned by the

Government, namely:-

- (i) Administrative Assistant
- (ii) Accounts Officer
- (iii) Senior Superintendent
- (iv) Junior Superintendent/ Chief Accountant
- (v) Head Clerk/ Head Accountant/ Cashier
- (vi) Senior Clerk
- (vii) Librarian Grade II
- (viii) Clerk
- (ix) LD/UD Typist/Steno Typist
- (x) Librarian Grade IV
- (xi) Lab Attendant
- (xii) Library Assistant
- (xiii) Non-Technical Attendant
- (xiv) Gardener
- (xv) Office Attendant/ Watcher/ Sanitation
Worker/Full Time Sweeper
- (xvi) Part-time Sweeper



Table

Sl. No.	Category No.	Category of Posts	Method of Appointment	Qualification and Experience
Non-Teaching Staff				
1.	1	Administrative Assistant	By promotion from Category 2 or 3 as the case maybe	Satisfactory declaration of probation in category 2 or 3 as the case maybe
2.	2	Accounts Officer	By promotion from Category 3	Satisfactory declaration of probation in category 3. Pass in Accounts test lower and higher conducted by Kerala Public Service Commission
3.	3	Senior Superintendent	By promotion from Category 4	Satisfactory declaration of probation in category 4
4.	4	Junior Superintendent/Chief Accountant	By promotion from Category 5	Satisfactory declaration of probation in category 5
5.	5	Head Clerk/Head Accountant/Cashier	By promotion from Category 6	Satisfactory declaration of probation in category 6 and Pass in Accounts Test conducted by Kerala Public Service Commission
6	6	Senior Clerk	By promotion from Category 8 based on seniority in the category	Satisfactory of declaration of probation in category 8 is essential



7	7	Librarian Grade II	<p>(i). By promotion from category 8,9 and/or 10 on the basis of service seniority in the Aided College in the categories of 8,9 and/or 10</p> <p>(ii). In the absence of qualified hands under item (i) above, by direct recruitment.</p>	<p>A pass in Plus two course conducted by the Government of Kerala or equivalent course recognized by the Government of Kerala. A pass in Certificate course in Library and Information Science. For appointment by promotion satisfactory of declaration of probation in category 8,9 or 10 is essential.</p>
8	8	Clerk	<p>(i) By promotion from Category 9 or 10 based on total seniority in all the categories taken together.</p> <p>(ii) In the absence of qualified hands under item (i) above, by direct recruitment</p>	<p>A Graduate Degree obtained from any of the Universities in Kerala or a Graduate Degree recognized by any of the Universities in Kerala or Pass in Plus Two conducted by the Government of Kerala and Diploma in Computer Application obtained from any institution</p>



				<p>recognized by Government of Kerala.</p> <p>For appointment by promotion satisfactory of declaration of probation in category 9 or 10 is essential</p>
9	9	LD/UD Typist	<p>(i).By promotion from Category 10</p> <p>(ii).In the absence of qualified hands under item (i) above, by direct recruitment</p>	<p>A pass in Plus two course conducted by the Government of Kerala or equivalent course recognized by the Government of Kerala and pass in and Diploma in Computer Application obtained from any institution recognized by Government of Kerala.</p> <p>OR</p> <p>Pass in Typewriting Higher or Lower.</p> <p>For appointment by promotion satisfactory of declaration of probation in category 10 is essential.</p>



10	10	Librarian Grade IV	<p>(i). By promotion from Category 11/12/13/14/15 on the basis of service seniority in the Aided College in any one Category or all Categories taken together.</p> <p>(ii). In the absence of qualified hands under item (i) above, by direct recruitment.</p>	<p>A pass in Plus two course conducted by the Government of Kerala or equivalent course recognized by the Government of Kerala. A pass in Certificate course in Library and Information Science.</p> <p>For appointment by promotion satisfactory of declaration of probation in any of the categories 11/12/13/14/15 is essential.</p>
11	11,12,13,14	Lab Attendant/ Library Assistant/ Non-Technical Attendant/Gardener	By promotion from category 15 based on total service seniority.	Pass in Class 10 and satisfactory declaration of probation in any of the categories of category 15.
15	15	Office Attendant/ Watcher/ Sanitation Worker/Full Time Sweeper	<p>(i). By promotion from category 16</p> <p>(ii). By direct recruitment</p>	Pass in Class 10. Higher qualification will be a disqualification
16	16	Part-time Sweeper	By Direct recruitment	Pass in Class 7. Higher qualification will be a disqualification.



6. Appointment and Qualification – Appointment to various categories of posts mentioned in Column 3 of the table above shall be made by the method specified in Column 4 thereof, and qualification and experience to hold the post shall be as specified in column 5 thereof namely:-

7. Approval of appointments

The Syndicate of the University shall be the authority to approve appointments made by an Aided College to any category of posts included in these Ordinances and the date from which such appointments shall be approved and take effect:

Provided that the Syndicate of the University shall not approve any appointments made to any category of posts which has not been sanctioned for appointment by the Government.

8. Probation-

The rules and orders governing probation applicable to persons holding identical/similar category of posts in Government Engineering Colleges shall *mutatis mutandis* be applicable to Non-Teaching Staff of Aided Colleges.

9. Promotion

The rules and orders governing promotions/grade promotions applicable to persons holding identical/similar category of posts in Government Engineering Colleges including other Government Employees shall *mutatis mutantis* be applicable to Non-Teaching Staff of Aided Colleges except to the extent contained in these Ordinances.

10. Selection Committee for appointments

1. For direct recruitment



- a. Chairman/Head of the Governing Body of the aided college-Chairman.
- b. Director of Technical Education or his/her nominee-Member
- c. Nominee of the University-Member
- d. Principal of the Aided college-Member

2. For Promotions

- a. Chairman/Head of the Governing Body of the aided college-Chairman.
- b. Principal of the Aided College-Member

11. Reservation of appointments

The Rules/Orders/Conditions of reservation of appointments made applicable to Aided colleges by Government shall be applicable for appointments by direct recruitments to existing vacancies in various categories of posts and posts arising in the future specified in these Ordinances. Reservation of 4% vacancies for appointment of persons with disabilities as provided in the Right of persons with Disabilities Act, 2016 with effect from 19.04.2017 and 3% of backlog vacancies calculated from 07.02.1996 to 18.04.2017 shall be filled up as per the provisions in the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 shall be applicable to the Aided College.



12. Savings

Nothing contained in these Ordinances shall adversely affect any incumbent in any category of post whose appointment in the said post has been approved by the Director of Technical Education for holding the said post or for being promoted to any higher categories of posts specified in these Ordinances for which the method of appointment is prescribed as “by promotion”.

Provided that for “promotion” of incumbents already in service of the Aided College whose appointment has been approved in any of the category of posts should be otherwise qualified for appointment to the promoted post as per the conditions fixed for promotion to such promoted posts in the Statutes/Rules/Orders in force before the commencement of these Ordinances.

