

KERALA DEVASWOM RECRUITMENT BOARD

REGULATIONS 2016

Foreword

It gives me immense pleasure to write the Foreword to the Office Manual and Regulations of the Kerala Devaswom Recruitment Board, Thiruvananthapuram. The Kerala Devaswom Recruitment Board came into existence in March 2015, on the basis of the Kerala Devaswom Recruitment Board Ordinance which was later replaced by the Kerala Devaswom Recruitment Board Act, 2015. The Board was created without specifically providing for any of its various basic infrastructural requirements such as Office, Staff, Vehicles, Fund etc. Hence, during the first year of its existence the fledgling Board had to struggle for getting the basic infrastructure while fighting for its survival.

I am pleased to place on record here that in spite of the numerous constraints and limitations, the Board could fend for itself major items of the above vital infrastructure. The next prerequisite for our effective functioning was a proper legal framework which would eventually provide legal sanction to the various actions to be taken by the Board to fulfil its tasks. The significance of the KDRB Regulations and the Office Manual has to be understood and the responsibility of drafting the KDRB Regulations and the Office Manual has to be appreciated in this context. Shri. N. Parameswarakumar, the first Member of the Board had voluntarily taken the responsibility of drafting the KDRB Regulations and the Office Manual on himself and had untiringly worked for its realization, putting aside his personal discomfort. His nearly a year long hard work and toil had resulted in this comprehensive and fairly exhaustive volume of Office Manual/Regulations which lays down in detail the procedure to be followed in the Board office in all anticipated contingencies. The initiative, sincerity, hard work and commitment exhibited by Shri. Parameswarakumar in the framing of the Manual and Regulations have to be applauded and gratefully acknowledged. The able assistance provided by our Consultants Sri. M.S. Dharan, Retired Additional Secretary (Finance Dept.) and Sri. S. Sudarsanan, Retired Additional Secretary (Kerala Public Service Commission) to him in fulfilling this onerous task also needs to be appropriately complimented and appreciated. I take this opportunity to convey the entire Board's appreciation and congratulations to Shri. N. Parameswarakumar, the first Member of the Board and our Consultants Shri. M. S. Dharan and Shri. S. Sudarsanan.

I trust and hope that this Office Manual and Regulations would serve as a very useful reference to all the Board officials and staff. Hopefully, it would go a long way in giving proper guidance to them when in doubt and in increasing their efficiency in the years to come.

P. Chandrasekharan IPS (Retd)

(Chairman, KDRB, Tvpm)



GOVERNMENT OF KERALA

Abstract

Revenue (Devaswom) Department – Kerala Devaswom Recruitment Board – Regulations, 2016
– Approval – Orders Issued

REVENUE (DEVASWOM) DEPARTMENT

G.O.(Rt) No. 1384/2016/RD

Dated, Thiruvananthapuram, 20/02/2016

Read : 1. G.O.(P) No. 216/2015/RD dated 30/05/2015
2. Letter No. 136/KDRB/2015/12 dated 23/11/2015 of the Secretary, Kerala Devaswom Recruitment Board.

ORDER

As per letter read as 2nd paper above, the Secretary, Kerala Devaswom Recruitment Board has submitted the draft of the Kerala Devaswom Recruitment Board Regulations, 2016 for the approval of Government as per section 17 of the Kerala Devaswom Recruitment Board Act, 2015. Government have examined the regulations in detail and are pleased to approve the Kerala Devaswom Recruitment Board Regulations, 2016 regarding the conduct of examination for recruitment.

(By Order of the Governor)

S. RAJENDRAN NAIR,
ADDITIONAL SECRETARY TO GOVT.

To,

The Secretary, Kerala Devaswom Recruitment Board, Thiruvananthapuram.
The Web & New Media, I & PRD.
Stock file/Office Copy.

Forwarded/By Order

sd/-

Section Officer

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THE KERALA DEVASWOM RECRUITMENT BOARD

REGULATIONS, 2016

Thiruvananthapuram, dated, 20th February 2016

In exercise of the powers conferred by section 17 of the Kerala Devaswom Recruitment Board Act, 2015 (Act 16 of 2015) and with the previous sanction of the Government, the Kerala Devaswom Recruitment Board hereby make the following regulations, namely:-

CHAPTER 1

1. *Short title and commencement.*-(1) These regulations may be called the Kerala Devaswom Recruitment Board Regulations, 2016.

(2) They shall come into force at once.

2. *Definitions.* -(1) In these regulations, unless the context otherwise requires,-

(a) "Act" means the Kerala Devaswom Recruitment Board Act, 2015;

(b) "Devaswom Board" means the Travancore Devaswom Board or Cochin Devaswom Board or Malabar Devaswom Board or Guruvayur Devaswom Managing Committee or Koodalmanickam Devaswom Managing Committee;

(c) "Government" means the Government of Kerala.

(2) The words and expressions not defined in these Regulations but defined in the Act or Rules shall have the same meaning respectively assigned to them in the Act or Rules.

CHAPTER 2

Notification of Vacancies and Processing of Applications

3. **Notification of vacancies.**-(1) On receipt of intimation of vacancies from Devaswom Boards in Form I the details should be entered in the Requisition Register to be maintained as per Form II A. It should be ascertained from Form I that full details required for notifying the vacancies are furnished and that copies of relevant orders issued by competent authorities are received (An unsigned communication shall not be accepted under any circumstance and should be returned at once). In the case of e-proforma received through online, the digital signature of the Appointing Authority must be verified for its authenticity. If the requisition is defective and cannot be acted upon, it should be returned to the authority that sent it, pointing out the defects after retaining a copy of it. It should be specified that the Board are not taking cognizance of the requisition.

The letter returning the requisition should be in the Form II B. The minor defects in the proforma shall be brought to the notice of the Member /Chairperson and orders shall be taken in this regard before returning the proforma to the Devaswom Board concerned. In the case of NJD vacancies (i.e. vacancies caused due to non-joining duty of candidates already advised), even though the vacancies are not reported in the prescribed proforma, advice shall be made against the reported NJD vacancies, provided the required details of NJD vacancies are available in the requisition letter.

(2) Whenever a requisition is received, it should be entered in the Personal Register in the order of the Tappal number affixed on it. After that, the first step towards filling up of vacancies is to verify whether a live Select List is available and if not, a selection already notified is pending finalisation. In case where the Select List is common to more than one Devaswom Board, it should also be verified whether any candidate is available in the Register of candidates thrown out of employment for want of vacancies (Thrown out Register) (Form No.XXXII) and waiting for re-employment after re-registering their names. If so, such candidate/ candidates should be advised immediately and the details shall be noted in the Registers concerned. In advising thrown out hands, the rules of reservation and rotation as provided in rule 3 of the Kerala Devaswom Recruitment Board Rules, 2015 need not be followed as these candidates have been originally advised following the above rules. (As these candidates have to be given preference over all other categories, the question of verifying the Non Joining Duty and No Candidate Available turns at this stage does not arise). It should be noted that if at a time there is more than one thrown out hand (re- registered hand), the re-advice of these candidates should be in the order of seniority of their respective earliest effective advice.

(3) If a live Select List is available, candidates will be advised from that list by following the rules of recruitment including reservation and rotation. If a selection already notified is pending, the Appointing Authority may be informed of this position and also the approximate time required for publication of the Select List. If there is no thrown out hand available in the Re-registration Register, and if there is no ready Select List for the post, a draft notification should be prepared by the concerned Clerk and submitted for approval as per the existing orders, if the post has not already been notified . Prior to the preparation of the draft notification, the Select List Register (Form XXI E) and the Register of Notifications (Form III) should be verified to avoid duplication. The Notification to the post shall be published within 30 days of receipt of the vacancy in defect- free proforma. The draft of the notification for selection, containing all the details in accordance with the relevant Recruitment Rules/ Special Rules for the post, shall be prepared. The form and content of the Notification shall be that as prescribed by the Board from time to time. Stencilled forms, Photocopies should not be used for the preparation of the draft

notification. While submitting draft Notification for approval, copies of the relevant Regulations or the Special Rules of the concerned Devaswom Board relating to qualifications, method of recruitment, age limit and other relevant aspects relating to the post should invariably be put up for perusal along with the draft Notification. The number and date of the Regulations or the Special Rules of the concerned Devaswom Boards as the case may be, should be noted in the draft Notification and they should also be referred to in the note file.

4 The draft of the Notification inviting applications for selection to a post should be prepared in two parts:

I. The first part of the Notification should be in the Pro-forma (Appendix 3A) containing the following details

1. Sl.No: [continuous Sl.No to be given for a calendar year(i.e. 01/2015, 02/2015...)]
2. Name of the post /Devaswom Board:
3. Scale of Pay:
4. Qualification/ Experience:
5. No.of vacancies:
6. Method of Appointment:
7. Age limit (Minimum and Maximum as on the 1st day of January of the year of Notification):
8. Application fee (Amount and mode of payment):
9. Other details, if any:
10. Last date and time of receipt of applications (a minimum of 30 days to be given from the date of publication of paid advertisement in Newspapers):
11. Address to which Application are to be sent:

Note:- For further details regarding the selection refer to Part II of the Notification published in the website of the Board.

II. The second part of the Notification should contain all other details of the selection that the applicants should be aware of such as relaxation in age-limit, conditions for acceptance of equivalent qualifications, grace marks, if any available to any category of candidates, and any other conditions applicable to the selection as provided in the rules / orders of the Devaswom Board. The details regarding reservation in appointment to OBC/SC/ST categories (given in Appendix 2) should also be given in this part of the Notification. It should also be mentioned that the reservations in appointment will be in accordance with the provisions in the Kerala Devaswom Recruitment Board Rules, 2015.

5. It should be specified in part II of the Notification that, the candidates should fill up all the columns of the application and enclose self-attested copies of documents to prove Date of

birth, Qualifications, Experience etc. and any other preferential treatment claimed in the application. It will also be specified that non-compliance of the above directions will result in the rejection of their application or loss of a benefit not claimed (For example if a candidate did not claim his community in the relevant column of the application, he will not be eligible for age relaxation or reservation benefit but his application will be considered for selection on the basis of merit, if otherwise eligible) or denial of a benefit claimed in the application (if relevant proof is not enclosed as directed). A model of Part II of the Notification is given in Appendix 3B.

6. The officer who prepares/ verifies the draft notification should record a certificate that it has been prepared / checked correctly in accordance with the relevant rules (as amended update) of Devaswom Board concerned and the directions of the Board. The draft Notification has to be checked by the Secretary before submitting for approval by a member of the Board / full Board.

7. The Part I of the Notification will be published as an advertisement in two Malayalam newspapers and in one English newspaper, as decided by the Board. In the last paragraph of Part I of the Notification the candidates should be directed to refer to Part II of the Notification in the official website of the Board. Also Part II of the Notification should be made available for reference in the offices of Devaswom Board/ offices of Information & Public Relations Department. As soon as a Notification is published necessary details will be entered in the Register of Notifications (Form III). The details of No Candidates Available (NCA) Notification will be entered in a separate register for No Candidates Available Notification (Form IV). The details of No Candidates Available Notification should also be entered in the relevant column of the Register of Notifications (Form III) .

8. (a) Till such time the facility for submission of applications "on-line" through the official website of this Board is completed, the selections may be made by inviting applications in the form prescribed (in Malayalam and English) (Forms No V A & B). The applications may be submitted in Photostat copies of the model Application Form included in Part II of the Notification published in the website of the Board [www.kdrb.gov.in/www.kdrb.in] either by post (Ordinary/ Registered) or in person at the office of Kerala Devaswom Recruitment Board . The application fee should be remitted as per the directions given in the Notification, and the details should be entered in the relevant columns of the application form.

(b) The details regarding on-line submission of application will be as separately explained in Part III.

9. As the Board is entrusted with selection of candidates to more than one Devaswom Board, a common selection may be conducted to the same post in more than one Devaswom Board, by inviting separate applications or only a single application (when all the conditions for recruitment are the same), provided that the right of a candidate to participate in the selection to

the same post in more than one Devaswom Board is not affected. In respect of selections involving separate applications (i.e. based on separate notifications), a common Written/Objective Type/OMR Test may be conducted, even if all the other conditions for recruitment are different, but the qualifications are the same. In such cases a candidate is eligible to be included in both the select lists subject to securing not lower than the cut off marks for inclusion in the Main List/Supplementary List for communities/ group of communities having separate reservation turns for each post.

10. (i) The crucial date for determining the eligibility regarding qualifications, experience etc. will be the last date for receipt of applications.

(ii) However, in respect of age limit, the minimum and maximum age limit will be based on the 1st day of January of the year of Notification.

(iii) In the case of posts for which experience is prescribed as an item of qualification, it will be verified whether the Special Rules/Order issued by the Devaswom Board have the details of institutions from where experience has to be gained, the authority competent to issue the certificate, the nature of experience, etc. The issue will be discussed by the Board if necessary in consultation with the Appointing Authority. It will also be clearly pointed out in the Notification that production of bogus certificate will result in the rejection of the application and such candidates will have to face any other action including criminal proceedings as the Board deems fit. The experience gained after acquiring the basic qualification alone will be accepted. The experience gained as paid/ unpaid apprentice/ trainees/casual labourers will not be accepted.

11. Acceptance of equivalent qualifications:

In the absence of anything contrary in the recruitment rules of the Devaswom Board concerned, any qualification declared equivalent to the prescribed qualification, by a Government Order issued on or before the last date for receipt of applications, alone will be considered. This provision will be included in Part II of the Notification, with a specific direction to candidates to enclose a self-attested copy of the Government Order along with the application

12. Age- relaxation

(a) As per the provision in rule 10 (c) of the Kerala State and Subordinate Service Rules, 1958, the upper age limit will be relaxed by 3 years for candidates belonging to Other Backward Communities and 5 years for SC/ST candidates. For availing the benefit of community/ Non-Creamy Layer, OBC candidates should produce certificate from the Village Officer and SC/ST candidates have to produce certificates issued by Tahasildar.

(b) As per existing Government Orders maximum age limit will be relaxed in the case of Ex-service men as follows:

- i. The total period of service in the Defence forces
- ii. The period of unemployment on discharge upto a maximum of 5 years.

(c) For differently abled candidates, age-relaxation, as per Government Orders, is as follows:

- i. upto 15 years for Blind, Deaf and Dumb candidates
- ii. upto 10 years for Orthopedically Disabled candidates.

(d) The age relaxation mentioned in (a), (b), (c) above will be made applicable to the selection in Devaswom Board only if the recruitment rules of the Devaswom Board provide to do so. Such relaxations or any other relaxation in age limit allowed as per the relevant recruitment rules should be included in Part II of the Notification (Appendix 3 B).

13. Provision for Grace Marks:

(a) Differently Abled Candidates : The differently abled candidates will be given grace-marks subject to a maximum of 12% to Blind/Deaf/Dumb candidates and 10% to orthopedically disabled candidates. The actual percentage of marks to be given will be decided by the Interview Board, based on the percentage of disability, subject to their suitability for holding the post. In respect of selections finalized without interview, the differently abled candidates will be interviewed by the Board to assess their suitability and eligibility for grace marks.

(b) Sportsmen : Extra marks will be awarded to sportsmen, as provided in G.O.(Ms) No 21/78/GAD dated 11/01/1978, as subsequently amended . In the case of selections finalised by interview, extra marks will be awarded after verifying the original documents, when the candidates appear for the interview. In respect of selections finalised without interview, the candidates will be directed to produce the original documents, when they are present for verification of other documents. The authority competent to award extra marks will be the Secretary or an officer authorised in accordance with rules , except in the case of selections finalised by interview.

(c) The provisions in (a) and (b) above will be made applicable to selection, only if the recruitment rules of Devaswom Board provides for it, and in such cases the details should be included in part II of the notification.

14. As envisaged in section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, 3% of vacancies shall be reserved to differently abled persons in the posts identified vide,

- i. G.O.(P) No . 20/98/P&ARD Dated 14-07-1998
- ii. G.O.(P) No . 01/99/P&ARD Dated 01-01-1999
- iii. G.O.(P) No . 119/2005/P&ARD Dated 06-08-2005, and

If the Act of 1995 is applicable to Devaswom Boards the above provision should be included in Part II of the Notification in respect of posts identified and reported by the Devaswom Boards.

15. When selections are made by inviting applications manually, the applications received on each day should be sealed by a date seal and serially numbered by a numbering machine. The number of applications received on each day for each post should be entered in a Register (in Form No:VI). The first and last Tappal number of the application for each day should also be noted along with the total number for each day. If applications for more than one post are received on the same day, the applications should be sorted out post-wise and continuous Tappal numbers should be affixed for applications for each post. If applications received on a day cannot be numbered and date sealed on the same day, such applications should be kept in cloth-bags and sealed, and a label should be attached in the cloth-bag noting the date of receipt of applications. The date seal of the date of receipt should be affixed the next day.

16. As soon as the last date for receipt of applications for a post is over, the officer- in charge of Tappal Section, should intimate the total number of applications received for the post to the officer- in charge of the Recruitment Wing (in Form No. VII) and this communication should form part of the correspondence portion of the recruitment file. At subsequent stages of selection, the number of applications admitted / rejected should be tallied with the total number.

17. The details of applications received for a post should be entered in a Register of Applications (in Form No VIII A). On each day, the officer who makes the entry should affix his signature with date and name . After the details of application with the last Tappal number, on the last date of receipt of applications for a post is entered, the total number of applications received for the post should be entered in red ink in the next line in the Register, without any blank line in between. The applications received after the last date should be entered from the next line below the entry in red ink, by continuing the serial number in column 1 of the Register. The late applications should be kept separately, and the candidates should be informed of the date of receipt and resultant rejection of their applications, in the prescribed form (Form No IX).

18. (i) On receipt of the total number of applications received for a post, it has to be decided whether all the applicants (except those whose applications are received late) should be provisionally admitted to the next stage of selection process, that may be Written/ Objective /OMR Test in most cases. If the number of applications is comparatively less (e.g. less than 1000), a detailed checking of all the applications should be done.

(ii) If there is any difference in the name of the candidate given in the application and the certificates produced by the candidate, copies of school records in which change of name has

been effected as required under rule 3 of Chapter IV of the Kerala Education Rules, and copy of Gazette Notification announcing the change of name will be required. If the date of birth entered in the application is not correct, a declaration attested by a Gazetted Officer to the effect that the date of birth entered in the school records is correct will be obtained. The date of birth will be proved by producing SSLC book /School Admission Register/Transfer Certificate. If Ex-sevice men are unable to produce any of the above documents, discharge certificate will be accepted as proof of age. In the case of candidates who have not studied in any educational institutions, true copy of horoscope attested by a Gazetted Officer or authenticated extract from the Birth Register or a true copy of certificate of birth issued by the Registrar of Birth and Death duly attested by a Gazetted Officer will be accepted as proof of age (Name and address of the candidate will be specified by the Gazetted Officer attesting the certificate of birth). For posts for which literacy is prescribed as qualification, in respect of candidates who have not passed Standard IV, their ability to read and write will be tested at the time of interview.

(iii). The candidates may be given a chance to produce copies of documents to prove any claims made in the application, if the Board so decides. No documents will be accepted, in respect of anything not claimed in the application. The petitions received from candidates enclosing such documents as well as any appeals received from them against rejection of their applications will be entered in a register in Form No.VIII B.

(iv). In respect of all applicants whose applications are not acceptable in terms of the conditions of the Notification, the rejection of their applications should be intimated in Form No IX. The following are the main reasons, for which applications are to be rejected (in addition to late applications):-

1. Under aged
2. Over aged
3. Application fee not remitted/ Insufficient application fee
4. Not qualified
5. Application not signed by the Applicant
6. Essential details like Name, Address, Date of Birth etc. not filled up.

(v) Final admission of applications will be done by the Manager (Recruitment Wing) and rejection of applications by the Assistant Secretary (Recruitment Wing). The rejection letters will be signed by the Manager (Recruitment Wing). After the admitted applications are identified, the applications should be sorted out district-wise, and then in alphabetical order. Then a separate series of numbers should be affixed, starting from 201/501/1001 by means of a numbering machine using ink of a different colour used for affixing Tappal numbers. This number is the Admission Ticket number of candidates. The number should be affixed starting

from Thiruvananthapuram District followed by Kollam, Pathanamthitta, Alappuzha, Kottayam, Idukki, Ernakulam, Thrissur, Palakkad, Malappuram, Kozhikode, Wayanad, Kannur and Kasaragod districts. After affixing the last number for a district, there should be a gap of some numbers. (For example, if the number for Thiruvananthapuram District ends at 9647, the number for Kollam District can be started from 10001). Four or five copies of the address list will be prepared by the Recruitment Wing, and after checking, it should be forwarded to Examination Wing, retaining one copy in the Recruitment Wing. A list of rejected applications will also be prepared district wise in alphabetical order. Admission Tickets and rejection letters will be sent by post directly, from the concerned sections without making entries in the Despatch Register, but the date of despatch will be recorded in the note portion of the recruitment file.

19. Depending on the number of applications and other relevant factors, the selections will be finalized on the basis of any one or more of the following methods, as decided by the Board.

- i. Written Test
- ii. Practical Test
- iii. Physical Efficiency Test
- iv. Interview
- v. Any other method as decided by the Board

20. All the candidates who submitted valid applications will be invited for the first stage of the selection process. The admission tickets will be issued by post, till the facility for downloading it from the website of the Board is introduced. The date of despatch of admission tickets will be given due publicity through press release/ website etc. and candidates who did not receive either admission tickets or rejection letters will be directed to contact, the Secretary, Kerala Devaswom Recruitment Board during the last three days before the date of test. In eligible cases the Secretary will issue duplicate Admission Tickets under proper acknowledgment and intimation to the concerned Examination Centre informing that in such cases the original admission ticket will be treated as invalid. The number of admission tickets/ rejection letters will be tallied with the total number of applications received for the post. Also in respect of all other stages of the selection process including interview intimation will be given through press release / website etc.

CHAPTER 3

Conduct of Examination

A. Preliminary arrangement for conduct of Examinations:

21. The work relating to the conduct of examination commences, as soon as a selection is notified, if the notification itself provides for the conduct of an examination. Otherwise the process will start as soon as the Board decides to conduct an examination, as part of the selection process.

22. The purpose of conducting an examination is,

- (i) to prepare a Select List directly on the basis of the marks secured in the examination and grace marks/ weightage marks, if any, allowed as per the terms of the notification, and
- (ii) to prepare a Short List of candidates to be included in the next stage of the selection process viz Practical Test, Physical Efficiency Test, Driving Test, Interview etc.

23. The main process in connection with the conduct of examination relates to two parts.

- (i) Preparation, printing and distribution of question papers to the examination centres.
- (ii) Arrangements for the conduct of examination including selection of examination centres and posting of Chief Superintendent, Additional Chief Superintendent, Assistant Superintendent and other staff at the examination centres.

24. The work relating to nomination of examiners for setting question papers will be done only by the Chairperson of the Board. All the communications/ details to the examiners will be issued by the Controller of Examinations or any other officer entrusted with the work. The names of the examiners will be kept secret, and only two persons, i.e. the Chairperson and the Controller of Examinations, will be aware of the names and addresses of the examiners. Similarly the details of the press (where question paper is printed) will be known only to the Chairperson. However payments to the press, etc. will be arranged through the Secretary confidentially. The question paper will be got printed by the Chairperson in sealed packets of 20 copies of each. In respect of Objective type/OMR tests for different versions of the question paper will be printed with the superscription alpha code A/B/C/D and it will be arranged in packets in such a way that each packet will contain equal number of questions of each alpha code. This work will be done in the press as per the direction of the Controller of Examinations.

25. In respect of Objective Type Test/ OMR valuation, the answer sheets will also be printed along with the question papers, and obtained from the press in sealed covers of 20 answer sheets.

26. In the case of Objective Type Test /OMR valuation, the question papers as well as answer sheets will be serially numbered and, if possible the question paper and answer sheet bearing the same serial number should be given to candidates.

27. The details regarding the methods of distribution of question papers, answer sheets and other stationery articles, and the date/time on which it should be handed over to the Chief Superintendent of Examination Centres will be finalised by the Controller of Examinations in consultation with the Secretary and the Chairperson /the Member of the Board in charge of examinations.

28. As soon as the date of an examination is fixed by the Board, the Officer -in Charge of conducting the examination should take steps to select sufficient number of centres for the conduct of exams. Preference will be given to government institutions (schools/colleges etc.)

and if necessary Aided institutions may also be selected. In addition to educational institutions, convenient halls of Devaswom Boards may also be selected, if necessary arrangements can be made. A list of institutions in the State may be prepared in advance with the help of Director of Public Instructions/ Director of Collegiate Education etc., and centres can be selected from this list. The selection of the Examination Centres will be suitably made by the Board having regards to the number of applicants from different regions in the State. The willingness of the Chief Superintendents will be obtained by issuing a letter in prescribed form (Form No.X) and collecting the details in a prescribed form (Form No. XI).

29. On completion of the process of selection of examination centres, the selected centres will be informed of their selection (in Form No.XII), and the number of candidates admitted in the centre. In case, any of the willing centres is not selected, that fact may also be intimated to the concerned centre (in Form No.XIII).

30. The next stage is to prepare a draft of Admission Ticket to be issued to the candidates. It should contain details regarding time of commencement of test, time for reporting at the centre, syllabus and duration of test and instruction regarding use or restriction in using any reference materials like calculators etc. There should be specific provision in the Admission Ticket that candidates will not be admitted to the test, if they do not report at least 30 minutes before the commencement of the test. The approved draft admission ticket in Form No XIV along with the list of selected centres should be given to the Officer -in - Charge of the computer system. The work in the computer system should be completed sufficiently early, to allow the candidates to download the Admission Tickets atleast 10 days before the date of the test. In case where Admission Tickets are issued manually it should be prepared by the Clerks and checked by the Manager of the Section. The names of officers who prepare and check the Admission Tickets relating to each centre of exam should be noted in the Note portion of the file of Examination Section and checked by an officer. The facsimile signature of the Secretary should be affixed on the Admission Tickets, or it will be signed by the Manager of the Section. Before preparing Admission Tickets to be issued manually, it should be ensured that the printed Admission Ticket form is verified with the original and found correct. A certificate to this effect should be recorded in the concerned file, immediately on receipt of the printed Admission Tickets from the press, by the Head of the concerned Section. Also when Admission Tickets are issued a certificate should be recorded in the file that the total number of Admission Tickets issued tallies with the number of applications admitted for the post. As soon as the Examination Centres are finalized, a statement showing the amount of remuneration to be given to each centre will be prepared in Form No XV. After proper checking, the statement signed by the Assistant Secretary /Manager of the Examination Wing will be forwarded to the Account Section. The Account

Section will take steps to encash the amount, and the amount for each Centre will be kept ready to be handed over to the Chief Superintendent, along with other test materials either on the date of test or on the previous day.

31. The address list of candidates, question papers and other stationery articles including main answer books and additional sheet as noted in Form No. XVI A should be given to the Chief Superintendents either on the date of the test or on the previous day. In respect of Written Test a Code Number will be allotted to each centre and this number will be affixed on the main answer books by a numbering machine. The details of main answer books issued to each centre along with the code number should also be noted in the Register in Form No XVI B. Continuous numbers will be allotted to all the centres of a test. The same set of code numbers can be used for subsequent tests, provided that a number allotted to a centre for a test is not allotted to the same centre again. The Officer of the Board, who is inspecting the Examination Centre, is responsible to see that the correct code number has been affixed in the Answer Books given to all candidates. After the test the main answer books should be returned and will be tallied with that supplied /used. The returned answer books with the code number can be used for subsequent tests to other centres with this code number. The instructions to the Chief Superintendent, Assistant Superintendents etc. should reach the Examination Centres sufficiently early. The amount due to the Chief Superintendent towards remuneration for the officials and for meeting other contingent expenditure should be given along with the test materials. After conclusion of the test, the test materials should be returned on the same day, as per the directions already given. The presence of an officer /representative of Kerala Devaswom Recruitment Board is essential at the centre and the sealed packets of question papers should be opened in his presence and certified by him. He must be present during the entire period of examination and should inspect the examination halls frequently. He will co-ordinate the smooth conduct of the test with the co-operation of the Chief Superintendent and other officials. He will also affix his signature in the sealed packets containing answer scripts. If already directed he will return the test materials to the office of the Kerala Devaswom Recruitment Board.

32. Actual conduct of Test- Works to be done on the date of test.- The candidates will be admitted to the test as per the time schedule provided and after verification of the identity certificate produced as per the given direction and on production of one of the following photo affixed documents(in original).

1. Voters Identity Card issued by the Election Commission
2. PAN Card
3. Passport

4. Driving Licence issued by the Motor Vehicles Dept. of State of Kerala
 5. Photo affixed Pass Book issued by Nationalised Banks
 6. Identity Cards issued to Government Employees by the Departments/ Institutions
 7. Identity Cards issued by Social Justice Department to differently abled persons
 8. Discharge Certificate / Identity Card issued to Ex-sevicemen by Zilla Sainink Welfare Officer
 9. Conductor licence issued by Motor Vehicles Department, State of Kerala
 10. Photo-affixed Pass Book issued by Scheduled Banks
 11. Photo affixed Identity Card issued by Public Sector Undertakings (Corporation/ Companies/ Boards/ Authorities etc.)/ Government Autonomous Institutions to their employees
 12. Photo affixed Identity Card issued to employees by Universities in the State
 13. Photo affixed Medical Certificate issued by the Medical Board to Physically Disabled candidates
 14. Photo affixed Identity card issued by Bar Council to those who have enrolled as Advocates
 15. Aadhar Card issued by the Central Government
 16. Any other document already approved by the Kerala Devaswom Recruitment Board, and intimated to the candidates and Examination Centres before the Test.
33. The signature of candidates will be obtained in the Address List provided to the Examination Centres. In respect of candidates, who are not present, the word 'ABSENT' should be noted in Red Ink in the space provided for signature. On each sheet of address list, the number of candidates present/ absent should be noted below the last entry of address and signed by the Assistant Superintendent concerned. The total number of candidates present/absent should be noted at the end of the last page or its reverse and signed by the Chief Superintendent and Officer/ Representatives of the Board. The address list with the signature of candidates and other details should be forwarded to the office of the Board in a sealed cover.
34. The detailed procedure for return of the test materials to the office of the Board will be decided by the Board, taking into account the number of officials required on the basis of the number of candidates admitted to the test, the number of examination centres etc., and will be intimated to the Chief Superintendents in advance.

CHAPTER 4

Processing of Answer Scripts

35. After the examination is over and the answer scripts are received in the office of the Board, preliminary steps relating to valuation can be commenced. The answer scripts received from each centre should be counted and tallied with the number of candidates present for the test at each centre. The correctness of the Code Number of Examination Centre should also be verified. In case of discrepancies suitable action shall be taken and the matter brought to the notice of the Board for taking final decision. The next stage is to prepare the answer scripts ready for valuation.

36.(i) In case of Objective type/ OMR Tests immediately after the test is over, the Controller of Examinations will publish the answer key in the website of the Board or by other means. The candidates will be given ten days' time to file their complaints, if any, regarding the questions or answer key with relevant proof. On receipt of the complaints the Controller of Examinations will finalise the answer key, if necessary with the help of Experts. The final answer key will be approved by the Chairperson/ the Member in charge of examination and it will also be published in the Website of the Board or by other means.

(ii) In respect of Objective Type/ OMR Tests, the processing of answer sheets shall be done as follows:

- (a) A false number will be assigned to each Examination Centre and it shall be entered in a Register in Form No.XVI C. A label showing the false No. shall be affixed to each bundle (both Parts A and B of the answer sheet) received from each centre.
- (b) Part B of the answer sheet containing the answer part will be forwarded to the Officer-in-Charge of scanning the sheets, under proper acknowledgement.
- (c) The Controller of Examinations shall give the approved answer key to the Officer-in-Charge, as soon as the answer sheets are ready for scanning.
- (d) The Manager, Examination Wing shall check the integrity of the answer key and the scoring module by evaluating the key sheets. The Assistant Secretary (Examination) shall verify the entries made in the scan log with the values displayed in the scanning software and certify it.
- (e) All the details of scanning including the number of answer sheets that cannot be scanned shall be recorded in the scan log. The rejected scripts are stamp sealed, numbered and after all the bundles for the post are scanned, the rejected scripts are counted manually and tallied with the total number of scripts. They are then scanned to capture the data required for further processing and should not be valued against any answer key. In case of any difference between the number of answer sheets received for scanning, and the

number of answer sheets as reported by the Chief Superintendent of Examination Centre it shall be brought to the notice of the Officer concerned.

- (f) If any answer sheet cannot be scanned due to manufacturing / printing defect, it shall be manually valued under the supervision of Controller of Examinations and marks will be uploaded before merger of Part A and B.
- (g) After the scanning of Part B, two copies of performance summary of scanning with details of the post, date of test, number of scripts valued, rejected, defective etc. and a soft copy of the scanned data will be forwarded to the Controller of Examinations.
- (h) After scanning is over the Examination Wing shall prepare the mark of candidates under different ranges. Based on this, the orders of the Board shall be obtained on the number of candidates to be included in the Select List/Short List/Probability List.
- (i) After obtaining orders of the Board, Part A of the Answer sheet will be forwarded to the Officer-in-Charge of scanning. Any sheet which cannot be scanned due to manufacturing / printing defect shall be manually entered after the scanning. After scanning the A part, an error list containing the details such as duplication in register number (denoted by the letters "Dup" in the remarks column) , out of range register numbers(denoted by "OR"), register number bubbled is greater than or less than six digits (denoted by "invalid"), details of scripts which are incorrectly separated or tampered bar code (denoted by "defective") etc. shall also be forwarded to the Examination Wing dealing with the preparation of the List.
- (j) The register numbers in the error list are corrected and data entered by the Examination Wing and a probable absentees list shall be prepared. It shall be verified with the signed list and necessary corrections and invalidation may be made . It shall also be cross checked with the consolidated centre wise absentees list.
- (k) The following points shall be noted while invalidating:
 - 1. The actual register number among duplication lists (if the bubbling is correct), register numbers which are out of range(due to wrong bubbling) and those included in the error list due to machine error should be excluded from provisional invalidation.
 - 2. List of probable absentees should be verified with the signed list and necessary correction may be effected in the data base. Thereafter, a list of corrections may be cross checked with the original and further corrections, if any, shall be effected.

3. List of provisionally invalidated numbers along with corresponding 'A' part, arranged in the scan number order shall be submitted to the Chairperson through the Controller of Examinations for orders regarding invalidation.
4. 'A' part scripts that are to be invalidated except for the reasons mentioned below shall be attached along with respective signed list for invalidation.
5. The codes that are to be assigned for invalidation are the following:(except the code 'V'that denotes valid scripts)

A	Wrongly seated and attended the Examination
B	Signed against in the Register Number of another candidate
C	Not signed in the Signed List
D	Barcode tamperd or 'B' Part incorrectly separated
E	'A' Part of the answer script not returned to the Invigilator
F	'B'Part of the answer script not returned to the Invigilator
G	Ineligible candidature
H	Identity revealed in the 'B' part of the answer script
I	Register Number wrongly bubbled
J	Used restricted electronic equipment against orders of the Board/ Indulged in Malpractice/ Misbehaved in the Examination Hall
K	'A' Part of the answer script wrongly separated
L	No answer bubbled
M	Watermark not clear in Identification Certificate
N	Multiple bubbling of Alpha Code
O	Photo affixed on scanned image
P	Name and date not shown on the photograph
Q	Name not shown on the Photograph
R	Date not shown on the Photograph
S	Photograph in the Identification Certificate not clear
T	Photograph in the Identification Certificate not in specified size
U	Candidates who have marked invalid date on the photo of the Identification Certificate
V	Valid
W	Candidates who have produced invalid ID proof
X	A part & B part mismatch
Y	Barcode not shown on Identification Certificate
Z	Register Number not bubbled

(I) After the invalidation and corrections are effected, in the presence of the Controller of Examinations, Assistant Secretary - in- Charge of Examination Wing, Manager (Examination wing) and Clerk concerned, the data of Part A and B shall be merged along with the application data. After merging of Part A and B of the answer sheets, the details will be made available to the Examination Wing for preparation of Main and Supplementary Lists and the lists will be prepared, as in the case of written test.

(iii) The letter proposing invalidation will be issued in Form No XVII A. The final orders of the Board on invalidation will be published in Form No XVII B in the website of the Board or by any other means.

37 (i). When the valuation is to be done manually, the first step is to affix the office seal in the facing sheet of the answer script, in such a way that part of the seal will be affixed in the flap portion of the script, that will be detached, from the script before valuation, and the remaining portion of the seal will be seen in the script. Then the answer script relating to three or four centres from different areas (eg: one centre each from Thiruvananthapuram, Ernakulam, Palakkad, Kannur etc.) should be taken together and shuffled in such a way that a continuous set of 15 to 20 scripts in a centre will be placed in continuous order along with approximately the same number of scripts from the other two or three centres. After this arrangement is completed, a separate set of serial numbers commencing from a particular number (eg: 1001 or 201 or 501) should be affixed by a duplicate numbering machine that affixes the same number on two places in the answer script, one of which is to be affixed on the flap portion that will be detached from the scripts before valuation. This work will be done confidentially under the direct control of the Assistant Secretary - in-charge of the section concerned.

(ii). The answer scripts, after removal of the flap portion will be packed in convenient bundles of about 200 scripts. The flap portion of these 200 scripts should be kept separately in sealed packets in the safe custody of the Secretary of the Board. The details of number of packets of flap portion forwarded to the Secretary for safe custody will be noted in a Register in Form No. XVIII B mark list sheets bearing the false numbers will be given to the Examiners. In the mark list sheet, a separate column will be provided for noting the original number from the flap portion. The mark list sheets for each bundle of 200 answer scripts will be kept in a sealed cloth cover. The Assistant Secretary - in - Charge of the Section will provide a code number to each bundle of answer scripts. This number will be noted outside the sealed packets in separate slips of paper stitched to the bundle. A similar slip with the same code number will be stitched on the cover containing the mark sheets relating to same bundle of scripts. The sealed packets/ cover containing answer scripts /mark sheets will be handed over to the Controller of Examinations by the Assistant Secretary. The Controller of Examinations will not be in a position to know even

the false numbers of the scripts in each bundle, as such details will be kept confidentially in the personal custody of the Assistant Secretary, who will be directed not to reveal such details to any higher officers/ Members/ Chairperson of the Board. The slips stitched in the answer script bundle and the mark sheet cover will be removed and destroyed after the address of the examiner is noted in the packet/ cover.

(iii) The decoding of the original number will be done, only after a decision is taken by the Board, on the number of candidates to be included in the Main List. It is thus ensured that the cut off mark fixed for inclusion in the Main List, is not influenced by the marks secured by any candidate. The examiners who evaluate the answer scripts, will prepare, in addition to the Mark Lists, a separate statement in Form No XVIII A, showing the number of candidates who secure marks in different ranges of 5 marks, starting from 95-100, 90-94, 85-89,.....5-9, 0-4. The statement in Form No.XVIII A obtained from different examiners will be verified to see whether the standard of valuation is uniform. In case of glaring disparity in valuation by different examiners (For example if 10 to 15 candidates secured 60 or more marks in each bundle of answer scripts except one bundle in which 75 candidates secured 60 marks or more marks out of a total 200 scripts) the matter will be brought to the notice of the Chairperson/Member in charge of Examinations to take necessary further action including revaluation. This verification is not necessary when the entire answer script relating to a test is valued by one examiner.

CHAPTER 5

Preparation of Select List / Short List based on the results of Written /Objective /OMR Test

A. Decision of the Board for preparation of Select List

38. A decision by the Board, on the number of the candidates to be included in the Main Select List, will be taken based on the consolidated statement of the candidates who obtained marks in different ranges, prepared from the statements provided by the different examiners. The number of candidates to be included in the Select List will be fixed by the Board, taking into account the number of vacancies existing for the post, as well as the number of vacancies expected to arise during the currency of the Select List, that may extend to three years from the date of its publication. However, if the Board can ensure that a further selection can be conducted, and another Select List can be brought into force on expiry of one year from the date of expiry of the first list, only the number of vacancies expected during one year need be taken into account, for arriving at the number of candidates to be included in the Select List. The number of candidates advised from a Select List will also be taken into account, for deciding the number of candidates to be included in a subsequent Select List. For example, if there are 50 vacancies for a post, as per the details available with the Board, and 150 candidates were advised for the post from the previous Select List (the validity of which is already over), about 450 candidates will be included in the Main List. If a Select List is being prepared, when another Select List is in existence there will be no pending vacancies and the basis should be number of candidates advised from the live Select List till date or the number of candidates advised from earlier Select List.

39. If the Board decides to include a fixed number of candidates in a Main List, the excess candidates who secured the lowest mark should also be included in the Main List. For example, if as per the consolidated Mark Range of candidates 315 candidates secured 60 or more, all the 315 candidates will be included in the Main List when the decision of the Board is to include 300 candidates. But if it is subsequently seen that 300 candidates will be available, even if candidates with 61 or more or 62, or more marks are included, the cut-off marks may be fixed as 61 or 62, and a separate decision of the Board is not necessary for this purpose.

B. Preparation of Select Lists

40. In the case of selections to be finalised on the basis of Written Test/ Objective Type Test alone, the Select List should be prepared on the basis of marks secured in the Test. In addition to

the Main Select List, Supplementary Lists have to be prepared, for all communities / group of communities having separate percentage of reservation . As per Rule 14(e) of Part II of Kerala State & Subordinate Service Rules,1958, a Supplementary List should contain suitable candidates not less than five times the reservation quota, if available, by lowering the marks to the extent necessary, but only candidates having the notified minimum qualifications will be included. (For example when 300 candidates are to be included in the Main List, the Supplementary List of Scheduled Tribe candidates should contain not less than 30 candidates as they have 2% reservation). In respect of Supplementary List for Ezhava/Thiyya/ Billava community the percentage of reservation is 14, and 210 candidates are to be included in the Supplementary List. Excess candidates with the lowest mark will also be included in the Supplementary List . For example, if the lowest mark of candidates in the Main List is 60 and candidates from Ezhava community who secured 55 to 59 marks is 200 and 18 candidate's secured 54 marks. All the 218 candidates (200+18) shall be included in the Supplementary List of Ezhava community.

41. The procedure relating to first stage in the preparation of Select List/ Short List is as follows:

As soon as the decision of the Board is received in the Examination Wing, the Flap portion of the Facing sheet of the answer script kept in safe custody of the Secretary should be obtained by affixing the full signature with date of the Head of the Section in a Register kept for the purpose (Form No XVIII B). The correct number of each candidate should be noted against each entry of the false number and marks, in the space provided for the purpose. A cent percent checking of the entry should be done by the Manager and the Assistant Secretary. At the next stage the marks secured by each candidate should be entered both in figures and words in the Address List of the candidates which should be kept as bound volume of convenient size(In these address list volumes, the entry Absent- in red ink should be made before entering marks, by referring to the copy of the Address List, in which the signature of candidates are obtained at the time of the test). A cent percent check of the entry of marks will be done by the Manager and the Assistant Secretary. A small percentage (eg: 10%) of decoding and mark entries may be checked at higher levels, as decided by the Board. All the officers who check the entry of marks should ensure that the marks entered in words tally with the entry in figures and initial against the entries checked.

42. After identifying all the candidates to be included in the Main and Supplementary Lists, their Register numbers will be published as a Probability List in Form No XIX A. All the original certificates to prove date of birth, community/Non Creamy Layer, qualification and any other preferences claimed by the candidates in terms of the notification should be verified. Any weightage marks to be given should be done, on the basis of this verification, provided that

weightage marks to differently abled persons will be decided and awarded after assessing their suitability by the Board in a personal interview subject to a maximum of 12% marks to the Blind, Deaf and Dumb persons and 10% to Orthopaedically Disabled persons. The details regarding weightage marks to be given to Ex-servicemen and Sportspersons are as given in the full text of Part II of the Notification inviting application for the post.

43. After completion of verification of documents and awarding of grace marks to differently abled persons, Sportsmen, Ex-servicemen etc., if provided in the Notification inviting applications for selection, preparation of the Select List can be started. The candidates should be arranged in the order of marks (including grace marks awarded), the candidate having the highest marks will be given the first rank, and the lowest mark holder will be given the last rank. In respect of persons selected to be included in the Supplementary List, they will not be included in the Main List, even if they secure equal to or more than the minimum cut-off marks to be included in the Main List as a result of awarding of grace marks under any category. When more than one candidate secures the same mark, their position in the Select List will be arranged on the basis of their dates of birth, the older being ranked above the younger. If marks and date of birth are the same then they will be ranked in the alphabetical order of their names in English (names beginning with A will be ranked above B and if the first alphabet is also the same, the names should be arranged in the dictionary order). If names are the same, then their initials and if needed expansion of initials will be taken into account (the expansion of initials should be noted in the original Select List but need not be published). In respect of two candidates with same names, but one without initials, the name of the candidate without initials will be ranked above the candidate with initials.

44. If the candidates with any notified preferential qualification, Ex-servicemen and Differently abled candidates secure the same mark of another candidate, the candidate with preferential qualification will be ranked above all other categories. The Ex-servicemen will be ranked above Differently Abled candidates and other candidates having the same marks. Among the Differently Abled candidates securing the same marks priority will be given to those with Visual impairment (Blindness or low vision) and below them those with Hearing Impairment. Candidates with Locomotors Disability or Cerebral Palsy will be ranked below the other two categories having the same mark.

45 (i). In the Select List prepared in Form No XXI A the following details of the candidates should be included :

1. Rank Number
2. Admission Ticket Number
3. Name

4. Community
5. Date of Birth
6. Marks secured in the Test and Grace marks, if any given

Note 1- Grace marks, weightage marks etc. for which a candidate is eligible will be entered in the register in Form No XX. These marks will be entered in the draft of the Select List and attested by the Controller of Examinations.

Note 2- Marks secured by the candidates for the test will be published in the website of the Board after publication of the Select List and it will be available in the website, for a period of 45 days,

(ii). When the Select List is published, copy of it should be made available in the office of the Board for reference by candidates, in addition to other forms of publication, including publication in the Official Website. Along with the publication of Selection List a Facing sheet of Select List will be prepared in Form No.XXI B. A copy of the Facing sheet relating to all select list will be kept by the Secretary for reference.

(iii). Candidates who require photocopy of their OMR answer sheet shall apply for it in the prescribed form (Form No XXI C) available in the website of the Board within 30 days of publication of Select List. An application fee for Rs 300/- will be remitted in any branch of State Bank of Travancore in the State and the receipt of remittance should be enclosed along with the application. The details of remittance will be noted in the relevant column of the application . Candidates whose answer scripts are invalidated are not eligible for applying for copy of answer sheet.

(iv) No revaluation of answer script will be allowed. However, if the candidate wishes to check whether all answers are valued and whether there is any mistake in the totaling of marks, they can apply for rechecking of answer script after publication of Select List. But rechecking will not be allowed at the time of publication of Short List /Probability List. The application for rechecking will be sent in the prescribed form (Form No.XXI D) which is available in the website of the Board within 30 days of publication of Select List. An application fee of Rs 150/-will be remitted in any branch of State Bank of Travancore in the State as directed in the Notification/ website of the Board and the receipt of remittance should be enclosed along with the application . The details of remittance will be noted in the relevant column of the application. If a question or part of it is not valued by the examiner it will be got revalued by the examiner and the total marks will be corrected . If any change of marks will result in changes in the Select List / inclusion of a candidate in the Select List not already included / exclusion of a candidate from the Select List whose marks have been reduced as a result of rechecking, then the

Select List will be modified as required. The result of rechecking will be intimated to the candidate.

46. The preparation, checking and approval of the Select Lists and the officers entrusted with each item of work will be as decided by the Board from time to time.

C.Preparation of Short Lists

47. A Short List will be prepared on the basis of the marks secured in the written / objective/ OMR Tests in the following cases.

- i. To limit the number of candidates to be called for interview.
- ii. To limit the number of candidates to be called for Practical Test, Driving Test, Physical Efficiency Test etc.
- iii. Whenever a short listing is found necessary for any other mode of selection.

48. The procedure prescribed in the previous chapter relating to preparation of Select Lists is to be followed in this case also, till the stage of identification of candidates to be included in the Main and Supplementary List. However in respect of Short Lists for Practical Test, Driving Test, Physical Efficiency Test etc. twice or thrice the number of candidates required to be included in a Select List (when prepared on the basis of Written/Objective/OMR Test) should be included, if it is likely that a large number of candidates may not succeed in such tests. Each such case will be critically examined by the Board, based on the results of such tests conducted by other agencies or by the Board itself when such cases exist before taking the decisions on the number of candidates to be included in the Short List.

49. The Short List should be published in the order of the Admission Ticket numbers. Only the Admission Ticket number will be published. As in the case of Select List separate Supplementary Lists also are published for communities having separate reservation quota. Notification publishing the Short List shall be in Form No. XIX B.

CHAPTER 6

Conduct of Interview and Preparation of Select List

A. Procedure relating to conduct of Interview

50. When a Short List of candidates to be called for interview for selection to a post is published, or in respect of selection to be finalised on the basis of interview alone, the list of applicants to be called for interview is ready, the process relating to the conduct of interview will be started.

51. The first step is to take a decision by the Board to fix the date, place, basis of mark and time of interview. The Assistant Secretary – in - charge of the Recruitment Wing should put up proposals to the Board through the Controller of Examinations and the Secretary. When a decision is taken in the Recruitment Wing file, the Assistant Secretary / the Controller of Examinations/ the Secretary should obtain orders of the Board in a confidential file regarding the Interview Board and the name of experts to be invited. The proforma for nomination of Experts will be submitted in Form no.XXIV A. The Appointing Authority will also be invited to be present for the interview or to depute a nominee. The names of persons in the Interview Board will be confidential and communications to Experts and Appointing Authority will be sent by means of a confidential letter by the Controller of Examinations / the Secretary. This confidential file will be added to the Recruitment Wing file for the post, after publication of the Select List.

52. In the Devaswom Boards, during the selection process, interview is required only in limited number of posts. If Interview Boards are constituted with one member as Chairman, then all the six Members of the Board (including Chairperson) may not get equal opportunity to participate in the interviews. Also for all the interviews it is not necessary to include all the 6 Members (including the Chairperson) in a single Interview Board. Therefore, normally, the Board will have two Interview Boards one headed by Chairperson along with the 3rd and 4th Members and the other headed by the 1st Member along with 2nd and 5th Members. If more than one Interview Board is not required simultaneously, the two Interview Boards consisting of 3 Members each will conduct interviews alternately. Thus the composition of the Interview Board will include three persons from the Board, an Expert and the Appointing Authority or his nominee. However when more interviews are to be held simultaneously, the Board may constitute more Interview Boards or change the composition of the above Interview Boards accordingly.

53. In respect of higher posts and also in all cases where the Board deems necessary, the interview will be conducted by the Full Board assisted by the Appointing Authority or his

nominee and Subject Expert. In any circumstances the Interview Board shall consist of two Members of the Board and the senior Member shall be the Chairman of the Interview Board. In respect of any post for which, the presence of more than one Subject Expert is deemed necessary, the Full Board may decide the case. The decision of the Board along with the reasons that lead to such a decision will be recorded in the Recruitment file concerned.

54. It is not essential that all the interviews will be held at the office of the Board at Thiruvananthapuram. Interviews may be held at other districts, especially where the headquarters of Devaswom Boards are situated. The conference halls of the District Collectorates or similar facilities available with the Devaswom Boards shall be utilized for the purpose.

55. Till the procedure for downloading of Admission Tickets from the website is completed, Interview memos will be issued by post 15 days prior to the date of interview. The Public Relations Officer will take steps to give publicity to the dates of interview, and the eligible candidates will be directed to contact the Secretary, in case of non-receipt of interview memos, till 3 days before the date of interview. The Secretary will arrange to issue duplicate interview memos. The interview memo should be issued in Form No XXII. In respect of selections for which the original certificates were not verified earlier, the candidates will be directed to be present sufficiently early on the date of interview, with all original documents and copies of documents, if necessary.

56. A list of candidates to be interviewed including the name/address/date of birth/community/qualification will be prepared by the Recruitment Wing. The list for each day and each session (if there are two sessions in the FN/AN each day) will be prepared separately in Form No.XXIII. The list will be separate for candidates included in the Main List and Supplementary Lists. The Clerk who prepares the list, the Manager who makes a cent percent checking of the entries in the list and the Assistant Secretary who makes a 10% checking of the list should record a certificate to this effect at the end of the list for each day/session.

57. In the communication to Experts / Appointing Authorities to be issued in Form No XXIV B, it will be informed that if any of the candidates is related to them, they will not participate in the interview and awarding of marks to that candidate. (After awarding of marks, the fact that a Member of the Interview Board, including a Member of the Kerala Devaswom Recruitment Board is related to this candidate, and that this Member has not participated in the interview and awarding of marks will be recorded in the Interview Sheet by the Chairman of the Interview Board. It will also be informed that the proceedings of the Interview Board including the marks awarded are strictly confidential and no details regarding the proceedings of the Interview/ awarding of marks will be intimated to any person. The Appointing Authorities / Nominees and

Experts will be further informed that, they will assist the Board in the assessment of the merit of the candidates, but they are not entitled to award marks.

58. (i) After the interview of each candidate is over, the marks to be awarded will be decided by the Chairman of the Interview Board, based on the assesment of all the Members of the Board, but the authority to award marks in the Interview Sheet is the Chairman of the Interview Board. He will record the marks in figures and words (without any corrections) and at the end of each session, all the Members of the Board will sign in the last page of the Interview Sheet. Grace marks / Weightage marks/ Extra marks for higher qualification, if any, eligible to the candidates will also be noted in the Interview Sheet by the Chairman of the Interview Board based on the details furnished in the Register of Grace marks/ Weightage marks in Form No.XX which will be placed before the Interview Board. The Interview Sheet relating to each session, will be kept in a cover, and sealed in the presence of the Chairman of the Interview Board. The Chairman of the Interview Board will affix his signature with date across the flap of the sealed cover, and will be kept in the safe custody of the Controller of Examinations.

(ii) At the time of interview, the Identification Certificate of the candidate (with photograph affixed) will also be placed before the Interview Board. The sealed covers of Interview Sheets will be opened, only after interview of all candidates is over, and then the select list can be prepared.

59. The basis for marks for interview will be as follows:

- 1) In respect of selection finalised by Written / Objective / OMR Test and Interview, the maximum marks for interview will be 10% of the maximum marks fixed for the test.
- 2) If selection is finalised on the basis of qualifying marks of the basic qualification, marks of Written Test and marks of Interview then the maximum marks for Interview will be 10% of the total of qualifying marks and written test.
- 3) If selection is finalised based on Practical Test and Interview the maximum marks for Interview will be 10% of the maximum marks for Practical Tests.

B. Preparation of Select List

60. After the interview for a post is over, the Select List will be prepared by the Clerk, and a cent percent checking will be done by the Manager and Assistant Secretary. The list will be approved by the Chairperson or in his absence by the First Member, after perusal by one or more Members of the Board (The procedure for arranging the candidates in the Select List in the order of marks will be the same, as in the case of Select Lists prepared on the basis of Written Tests with the exception that the total marks of Written Test, Interview etc. will be the basis).

CHAPTER 7

Advice of Candidates from a Select List

61. As soon as a select list is published by the Board, the required number of candidates should be advised for appointment in the Devaswom Board concerned, after ensuring that the Proforma in which the vacancies are reported contains all the details required. As and when a Proforma reporting vacancies is received, defects, if any, should be rectified before advising candidates.

62. The advice should be made, taking all the vacancies received before the date of publication of Select List and the vacancies received on the date of publication of the Select List together. The advice should be made subject to the provisions in rule 3 of the Kerala Devaswom Recruitment Board Rules, 2015 relating to communal reservation and rotation.

63. In the main rotation consisting of 100 turns, the turns reserved for various communities are as follows:

(i) For direct recruitment to posts included in Devaswom Last Grade Service:-

a) Ezhava, Thiyya, Billava	(E)	-	11
b) Hindu Nadar	(N)	-	1
c) Viswakarma	(V)	-	2
d) Dheevera	(D)	-	2
e) Other Backward Classes	(OBC)	-	6
f) Scheduled Caste	(SC)	-	8
g) Hindu Scheduled Tribe		-	2
Total		-	32

(ii) For direct recruitment to posts other than those included in the Devaswom Last Grade Service:-

a) Ezhava, Thiyya, Billava	(E)	-	14
b) Hindu Nadar	(N)	-	1
c) Viswakarma	(V)	-	3
d) Dheevera	(D)	-	1
e) Other Backward Classes	(OBC)	-	3
f) Scheduled Caste	(SC)	-	8
g) Hindu Scheduled Tribe	(ST)	-	2
Total		-	32

64. The rotation chart for a main rotation consisting of 100 turns is as follows:

I For direct recruitment to posts included in Devaswom Last Grade Service:-

1.OC	21.OC	41.OC	61.OC	81.OC
2.Ezhava/ Thiyya/Billava	22.OC	42.Ezhava/ Thiyya/Billava	62.OC	82.Ezhava/ Thiyya/Billava
3.OC	23.OC	43.OC	63.OC	83.OC
4.SC	24.SC	44.ST(Hindu)	64.SC	84.SC
5.OC	25.OC	45.OC	65.OC	85.OC
6.OC	26.OC	46.OC	66.OC	86.OC
7.OC	27.OC	47.OC	67.OC	87.OC
8.OC	28.Ezhava/ Thiyya/Billava	48.OC	68.OC	88.Dheevera
9.OC	29.OC	49.OC	69.OC	89.OC
10.OBC(Hindu)	30.OBC(Hindu)	50.OBC(Hindu)	70.OBC(Hindu)	90.OBC(Hindu)
11.OC	31.OC	51.OC	71.OC	91.OC
12.SC	32.SC	52.SC	72.SC	92.ST(Hindu)
13.OC	33.OC	53.OC	73.OC	93.OC
14.Ezhava/ Thiyya/Billava	34.Ezhava/ Thiyya/Billava	54.Ezhava/ Thiyya/Billava	74.Ezhava/ Thiyya/Billava	94.OC
15.OC	35.OC	55.OC	75.OC	95.OC
16.OC	36.OC	56.OC	76.OC	96.OC
17.OC	37.OC	57.OC	77.OC	97.OC
18.Dheevera	38.OC	58.Ezhava/ Thiyya/Billava	78.Ezhava/ Thiyya/Billava	98.Ezhava/ Thiyya/Billava
19.OC	39.OC	59.OC	79.OC	99.OC
20.Viswakarma	40.OBC	60.Hindu Nadar	80.OC	100.Viswakarma

II For direct recruitment to posts other than those included in Devaswom Last Grade Service:-

1.OC	21.OC	41.OC	61.OC	81.OC
2.Ezhava/ Thiyya/Billava	22.OC	42.Ezhava/ Thiyya/Billava	62.Ezhava/ Thiyya/Billava	82.Ezhava/ Thiyya/Billava
3.OC	23.OC	43.OC	63.OC	83.OC
4.SC	24.SC	44.ST(Hindu)	64.SC	84.SC
5.OC	25.OC	45.OC	65.OC	85.OC

6.OC	26.OC	46.OC	66.OC	86.OC
7.OC	27.OC	47.OC	67.OC	87.OC
8.OC	28.Ezhava/ Thiyya/Billava	48.OC	68.OC	88.Ezhava/ Thiyya/Billava
9.OC	29.OC	49.OC	69.OC	89.OC
10.OBC(Hindu)	30.OC	50.Dheevera	70.Viswakarma	90.OBC(Hindu)
11.OC	31.OC	51.OC	71.OC	91.OC
12.SC	32.SC	52.SC	72.SC	92.ST(Hindu)
13.OC	33.OC	53.OC	73.OC	93.OC
14.Ezhava/ Thiyya/Billava	34.Ezhava/ Thiyya/Billava	54.Ezhava/ Thiyya/Billava	74.Ezhava/ Thiyya/Billava	94.OC
15.OC	35.OC	55.OC	75.OC	95.OC
16.OC	36.OC	56.OC	76.OC	96.OC
17.OC	37.OC	57.OC	77.OC	97.OC
18.Ezhava/ Thiyya/Billava	38.OC	58.Ezhava/ Thiyya/Billava	78.Ezhava/ Thiyya/Billava	98.Ezhava/ Thiyya/Billava
19.OC	39.OC	59.OC	79.OC	99.OC
20.Viswakarma	40.OBC(Hindu)	60.Hindu Nadar	80.OC	100.Viswakarma

65. If a suitable candidate is not available for selection from any particular community or a group of communities included in any of the reservation turns included in the Rotation chart from a Select List, such vacancy shall be kept unfilled, notified separately for that community or group of communities for that Selection Year (Selection Year is the period from the date on which the Select List of candidates comes into force to the date on which it expires). Such vacancies will be filled up only from the Select List prepared exclusively for that community or group of communities. Such notifications will be termed as NCA (No Candidates Available) Notifications. The Select List prepared in response to NCA notifications, will be in force, only till the date on which candidates are appointed against the notified vacancies and such other vacancies likely to arise during the period of validity of the original select list for the post. In other words, the normal period of validity of a select list is not applicable to select lists prepared in response to NCA notifications. If after re notification, repeatedly for not less than two times, no suitable candidate is available for selection from that community, the selection shall be made from available Other Backward Communities as explained in paragraph 69 below. In the absence of Other Backward Community candidates the selection shall be made from Scheduled Caste candidates and in their absence from ST candidates. In the absence of candidates from any reservation group, the selection will be made from OC candidates.

66. However, the procedure specified in paragraph 65 above will apply to Scheduled Caste and Scheduled Tribe candidates, subject to the following modifications. If a SC candidate is not available in a Select List, that turn will be filled up by a candidate belonging to the Scheduled Tribe community and vice versa. Only in the absence of candidates from both SC and ST communities, NCA notification need be issued.

67. Reservation to a category of post shall not exceed 50% of the total number of vacancies for which selection is made in a selection year. This 50% ceiling will not apply to the vacancies filled up on the basis of NCA notifications in that selection year.

68. The reservation of 6% vacancies to posts in Last Grade Service and 3% of vacancies to posts other than those included in the Last Grade Service to Other Backward Communities, is meant for those communities included in the list of Other Backward Communities excluding those communities having specific percentage of reservation (Ezhava /Thiyya/ Billava, Hindu Nadar, Viswakarma and Dheevera communities).

69. When filling up vacancies from a new Select List, as pointed out in paragraph 62 above, all the vacancies received on or before the date of publication of the Select List should be taken together, and rotation should be worked out for each group of 20 vacancies separately. For this purpose, in the first group of 20 vacancies, the open competition turns of 1,3,5,6,7,8,9,11,13,15,16,17,19(total 13 turns) will be filled up first by candidates having ranks 1 to 13 respectively. Thereafter the reservation turns of 2,4,10,12,14,18 and 20 (total 7 turns) will be filled up by candidates from the respective communities (ie. Ezhava / Scheduled Caste/ Dheevera/OBC/ Viswakarma) after rank 13. The next stage is to verify whether any of the candidates of lower rank belonging to Ezhava, SC, OBC, Dheevera, and Viswakarma turn selected in open competition are placed below a candidate selected from the respective community in reservation turn and if so to re- arrange them in the order of their ranks. The purpose of this re-arrangement is to ensure that a candidate belonging to a particular community with lower rank should never be placed above another candidate of the same community with a higher rank. After completing this re- arrangement, rotation should be worked out for the next unit of 20 vacancies. If the vacancies are less than 20, then also the available open competition turns are to be filled up first, repeating the same procedure.

70. When working out the rotation, as described in paragraph 69 above, it should be ensured that, reservation to a category of post shall not exceed 50% of the total number of vacancies for which selection is resorted to in a selection year. Though, as only 32% of vacancies are reserved for various communities, the question of reservation exceeding 50% will not arise in normal circumstances, such situations will arise when filling up a few vacancies. For example, if only one candidate is advised for appointment from a Select List before its cancellation, against the

first open competition turn, the next turn to be filled up is from Ezhava community. If there is only one vacancy to be filled up from a new Select List (a new selection year) the second turn in the Rotation Chart will be temporarily passed over and a candidate will be advised against the 3rd open competition turn so that reservation does not exceed 50% vacancies in that selection year. If another vacancy arises in that selection year, the turn '2Ezhava' can be filled up, in the second vacancy.

71. The filling up of vacancies, as explained in paragraph 69 above, is illustrated by an example given below:

A Select List for the post of Clerk in Devaswom Board is brought into force with effect from 01-06-2015. The vacancies to be filled up are as follows:

- (i) 8 vacancies received on 15-01-2015
- (ii) 9 vacancies received on 30-04-2015
- (iii) 8 vacancies received on 01-06-2015
- (iv) 6 vacancies received on 03-06-2015
- (v) 5 vacancies received on 11-06-2015

(The selection to the post is made for the first time)

Select List for Clerk, Devaswom Board

(Brought into force with effect from 01-06-2015)

MAIN LIST

Rank	Name	Community
1.	K. Madhavan Nair	-
2.	V. Subramonian	V
3.	S. Narayanan	E
4.	J. Somasundaran	-
5.	M.Sreekumar	-
6.	S.Sivarajan	-
7.	M. Jayakumari	-
8.	V. Syamala Kumari	-
9.	R.Rohini	E
10.	S. Vijayalakshmi Amma	-
11.	S.R.Vasanthan	E
12.	M.K. Nandakumar	-
13.	P.Pradeep Kumar	OBC
14.	S.Radhakrishnan Nair	OBC (Chekkala Nair)
15.	K.Vijayan	-

16.	S.Narayana Kammath	
17.	V.V.Radhakrishnan	-
18.	N.Vasanth Kumari	-
19.	C.Vasudevan	-
20.	M.Rajalakshmi	-
21.	K.P. Girija	-
22.	M.K.Suseela Devi	E
23.	K.Nandan	-
24.	S.Kesavan Potty	-
25.	A.Krishna Iyer	-
26.	K.V.Ramakrishnan	-
27.	S.Vamanan Nair	-
28.	K. Indira	-
29.	M.Lathika	-
30.	S. Ajayan	SC
31.	K.Sivadasan	-
32.	V.K.Viswanathan Achari	V
33.	R.Vasanth Kumaran	-
34.	K.K.Ramanan	-
35.	V.R.Bhagyanath	-
36.	T.V.Unnikrishnan	-
37.	K.R.Remani	-
38.	K.P.Omana	-
39.	P.R.Reman	E
40.	V.S.Suresh Babu	-
41.	K.P.Thara Devi	-
42.	V.P.Govindan Nair	-
43.	V.Viswadevan	-
44.	K.V.Kumaran	-
45.	S.Jayakrishnan	-
46.	K.Harikrishnan	-
47.	K.P.Syamala Devi	-
48.	D.Rajappan Nair	-
49.	T.Ayyappan Kutty	OBC
50.	K.Parameswaran	-

51.	P.Peethambaran	-
52.	K.P.Sudheeran	SC
53.	K.R.Jayalakshmi	-
54.	K.R.Krishnan Kutty	OBC
55.	M.Chandran	-
56.	A.Balakrishnan	-

SUPPLEMENTARY LIST

1. Ezhava / Thiyya / Billava

1.K.Syamala Devi

2.K.P.Jayalekshmi

2. Scheduled Caste

Nil

3. Hindu Scheduled Tribe

Nil

4. OBC

1.A.Sreekumar

2.M.Somasundaram

3.K.T.Meena Devi

5. Viswakarma

1.A.Kumaran Achari

2.N.Viswanathan

6. Dheevara

Nil

7. Hindu Nadar

1.C.C.Thankkappan Nadar

2.K.T.Anil Kumar

72. As the Select List is brought into force with effect from 01-06-2015, the 8 vacancies received on 15-01-2015, the 9 vacancies received on 30-04-2015 and the 8 vacancies received on 01-06-2015 will be clubbed together, and rotation is to be worked out for 25 vacancies, at the first instance. The rotation for each of the 6 vacancies received on 03-06-2015 and the 5 vacancies received on 11-06-2015 will be worked out separately.

Rotation for 20 vacancies

1. OC- K. Madhavan Nair (R.1)

S. Narayanan(R.3-E)

2. E- ~~M.K.Suseela Devi(R.22,E)~~ —

3. OC- V.Subramanian (R.2-V)
4. SC- S.Ajayan (R.30-SC)
R.Rohini (R9-E)
5. OC- ~~S. Narayanan (R.3-E)~~
6. OC- J. Somasundaran (R.4)
7. OC- M.Sreekumar (R.5)
8. OC- S.Sivarajan (R.6)
9. OC- M. Jayakumari (R.7)
P.Pradeep Kumar (R.13-OBC)
10. OBC-~~S.Radhakrishnan Nair(R.14-OBC)~~
11. OC-V. Syamala Kumari (R.8)
12. SC-K.P.Sudheeran (R.52,SC)
S.R. Vasanthan (R.11-E)
13. OC- ~~R.Rohini (R.9-E)~~
M.K.Suseela Devi (R.22E)
14. E-~~P.R.Remma (R.39-E)~~
15. OC- S. Vijayalakshmi Amma (R.10)
P.R.Remma (R.39-E)
16. OC- ~~S.R.Vasanthan (R.11-E)~~
17. OC-M.K. Nandakumar (R.12)
18. E- K.Syamala Devi (R1 Suppl list-E)
S.Radhakrishnan Nair (R.14-OBC)
19. OC- ~~P.Pradeep Kumar (R.13-OBC)~~
20. V - V.K.Viswanathan Achari(R.32-V)

(Total OC 13 / R-7)

73. In the above rotation, an Ezhava candidate with R-22 is placed above 3 other Ezhava candidate with rank 3, 9 and 11 and Ezhava candidate with rank 39 is placed above another Ezhava candidates with Rank 11. Similarly OBC candidate with Rank 14 is placed above, another OBC candidate with Rank 13. Their positions as rearranged as corrected above.

The rotation for the remaining 5 vacancies is as follows:

21. OC- K.Vijayan (R.15)
22. OC- S.Narayana Kammath(R.16)
23. OC- V.V.Radhakrishnan (R.17)
24. SC- (NCA) / ST (NCA)
25. OC- N.Vasantha Kumari (R.18)

(OC- 17 / R-7+NCA-1)

Rotation for 6 vacancies received on 03-06-2015

- 26.OC- C.Vasudevan(R.19)
- 27.OC- M.Rajalakshmi (R.20)
- 28.E - K.P.Jayalakshmi (R.2 Suppl list-E)
- 29.OC- K.P Girija (R.21)
- 30.OC- K.Nandanan (R.23)
- 31.OC-S.Kesavan Potty (R.24)

(OC- 22/ R-8 +NCA-1)

Rotation for 5 vacancies received on 11-06-2015

- 32.SC (NCA) / ST -(NCA)
- 33.OC-A. Krishna Iyer (R.25)
- 34.E- (NCA)
- 35.OC- K.V.Ramakrishanan (R.26)
- 36.OC-S.Vamanan Nair (R.27)

(OC-25 /R-8 +NCA-3)

74. The Advice list of 33 candidates should be forwarded to the Appointing Authority in a registered letter (with acknowledgement due) in Form No.XXV specifying the number of candidates and another notification should be published for the NCA vacancies of Scheduled Caste and Ezhava candidates. The above position will be intimated to the Devaswom Board concerned. The selected candidates will be informed of their advice by a letter in Form No.XXVI.

75. In the advice letter, it should be specified against the entries of each candidate, whether he is advised against open competition turn or against reservation turn. The original turn in which a candidate is advised is the basis for deciding whether a candidate is advised against OC / Reservation turn, and not against the turn against which the name of a candidate appears, after re-arrangement of ranks of candidates of the same community advised against OC/Reservation turns. For example, in the first advice list of 25 candidates, the name of S. Narayanan (R.3,E) appears in the second position, but he is treated as advised against an O.C. turn (5 O.C) and not against the reservation turn of Ezhava (2 E).

76. Filling up of NJD turns.- The position mentioned in the above paragraph is to be followed, when a candidate is subsequently advised against the turn of candidate who did not join duty (In respect of NJD vacancies, candidates can be advised, even if there are defects in the proforma, or the vacancy report is not in the proforma, provided that the details required for advising the candidates are available. Even if there is no mention of existence of vacancies,

candidates will be advised, except when there is specific request for not advising candidates for valid reasons). For example, if the same candidate mentioned in the above paragraph, viz. S.Narayanan did not join duty, the resultant vacancy should be filled up by advising another candidate, against the turn 3 OC, and not against the turn of 2E. To cite one more example, if P.Pradeepkumar (R.13,OBC) who appears in the 10th position in the advice list did not join duty, the resultant vacancy should be filled up by advising an OC candidate against the turn 19.OC (in which Pradeep Kumar is originally advised) and not against the reservation turn 10. OBC. On the other hand if S.Radhakrishnan Nair (R.14,OBC) did not join duty, the resultant vacancy should be filled up by advising another candidate against the turn 10.OBC in which he was advised and not against 19.OC though he was placed in the 19th position in the advice list. Before advising candidates against NJD turns, the advice of the candidate who did not join duty should be cancelled and the candidate is to be informed of the cancellation of his advice. If at any stage, a candidate is not available to fill up a reservation turn, a No Candidate Available Notification should be issued if not already done for that community. When more than one NJD turns are to be filled up, the order of priority is the order in which the turns appear in the Rotation Chart and not the order in which they were reported or received.

77. Issue of No Candidates Available Notification. - A No Candidate Available Notification should be issued, whenever a candidate is not available to fill up a reservation turn against an existing vacancy. During the period of validity of a Select List, candidates will have to be advised more than once, and at any such time, non- availability of candidates may occur against any community having separate reservation quota. At each such time a No Candidate Available notification has to be issued, if not already notified for that particular community . In case a Notification is issued, and no qualified candidate is available, a second notification for the same community need be issued only after six months from the date of the first No Candidate Available notification for that particular community. Whenever a No Candidate Available notification is to be issued, it will be assured from the Notification Register (III A) and No Candidate Available Notification Register (NCA) (III B) that (i) a No Candidate Available Notification for that particular community already issued is not pending finalization. (ii) a live Select List for that particular community is not available (iii) a notification is already issued and no candidate is available in the Select List and a period of six months is already over, after the first notification for that community.

78. When no candidate is available to fill up a reservation turn even inspite of two No Candidate Available notifications, the vacancy may be filled up from the original Select List, by advising a candidate from the next community in the order given in the Rotation Chart (For example, in the illustration given in the preceding paragraphs if no candidates are available to fill

up the turn 32 SC even after two notifications, the turn will be filled up by a candidate from the next reservation turn after 32 SC, i.e, 34 E. As no Ezhava candidate is available in the select list given as example in paragraph 71, a candidate from the next reservation turn i.e. 40.OBC will be advised.T.Ayyappankutty, Rank 49 will be advised against the turn 32 SC). Vacancies for which NCA notifications are issued are those reported either during the currency of the original Select List or before publication of that list. Hence in the absence of availability of candidates from the respective communities, even after two No Candidate Available notifications, candidates will be advised from the original Select List by following the procedure prescribed in Rule 15(a) Part II of Kerala State & Subordinate Service Rules ,1958, even if the validity of the Select List is over. If the period of validity of the Select List is not over, but the main list is exhausted, candidates can be advised from the Supplementary Lists of reservation communities provided that the vacancies were reported when the Select List was alive.

79. Implementation of 50% rule in advising candidates. - As the number of reservation turns to be filled up is only 32 turns out of a Main Rotation consisting of 100 turns, the possibility of reservation turn exceeding 50% of the vacancies to be filled up will be rare. However such cases may occur, when filling up candidates from a new select list, in continuation of the rotation followed for advising candidates from a previous Select List, the validity of which is already over. In implementing the 50% rule, the NJD turns are not taken into account.

80. The above position can be explained by an example, from the Select List furnished in paragraph 71 and the details of candidates advised from that Select List as explained in paragraphs 72 and 73. All the turns from 1.OC to 36 OC (except No Candidate Available turns of 24 SC, 32 SC and 34 E) were already filled up and the last candidate advised against an OC turn was 36 OC S Vamanan Nair (Rank. 27). Assume that subsequently 3 more fresh vacancies were reported on 01-09-2015, and 3 candidates were advised against the turns 37 OC, 38 OC and 39 OC. This can be done by selecting K. Indira (R.28), M. Lathika(R.29) and K. Sivadasan (R.31) respectively (The candidate with R.30 was already advised against an earlier reservation turn for SC candidates). The final position is that 28 candidates were advised against OC turns and 8 candidates were advised against reservation turns, and the question of reservation turn exceeding 50% of the total turns did not arise at any stage of advice of candidates from the first batch of candidates advised immediately after the publication of Select List, till the advice of 3 candidates mentioned above. Now assume that a new Select List will be published w.e.f. 01-07-2016, and there will be one new vacancy on 02-07-2016 to be filled up. As the last candidate advised from the earlier Select List was against the turn 39 OC, and all the turns upto 39.OC (except NCA turns, if any) were already filled up, the next turn to be filled up is 40 OBC. As a new Select List is in force, it is to be borne in mind that a new Selection Year has already

commenced on the date of publication of the new Select List and candidates cannot be advised against reservation turns for more than 50% of the vacancies reported. As there is only one vacancy and the turn to be filled up is 40 OBC, this turn will be temporarily passed over, and a candidate will be advised against the turn 41 OC (Even if the candidate who got the first rank belongs to Other Backward Community he will be advised against the OC turn). The next vacancy will be filled up in the turn 40 OBC if it is reported in the same selection year. This arrangement will have to be repeated one or two times, if one or two vacancies are reported for one or two times till the turn 44 ST is filled up. This problem will not arise thereafter, as there are continuous Open Competition turns in excess of reservation turns till the expiry of this Select List.

81. Whenever more than one requisition is received from the same Appointing Authority or from more than one Appointing Authority (in cases involving common Select Lists) on the same day, they will be arranged in the order of the date of letter forwarding the requests and if the dates are also the same, alphabetical orders of the Devaswom Board will be considered (e.g. Cochin Devaswom Board before Malabar Devaswom Board).

82. When candidates are advised from a common Select List to requisitions received from more than one Appointing Authority, and if a candidate is thrown out of appointment for want of vacancy or for any other reason for which the candidate is not responsible, the candidate may be re-appointed by the same appointing authority in the next vacancy without a reference to the Board. However the candidate, if he wishes , may re-register his name in the office of the Board, and in such cases he will be re-advised to the first available vacancy in any of the Devaswom Board to which candidates are advised from the common Select List. Before applying for re-registration, the candidate has to inform the Appointing Authority. The Appointing Authority is not authorized to re-appoint him if a vacancy arises , except when the same candidate is re-advised by the Board. The re-advised candidate will get the benefit of the earliest effective advice (from the date of his first advice) and he will be senior to those candidates advised after the date of his first advice (and those advised on the same date and lower to him in rank in the Advice list) either to the same Devaswom Board or another. When a re-registered candidate is appointed to a Devaswom Board, and the date of advice of another candidate to that Board, and the date of first advice of this candidate is the same, the seniority position between them will also be intimated in the Advice letter. The details of re-registered candidates will be entered in the Register of Thrown Out candidates. When candidates are advised from a common select list, the Appointing Authority shall be directed to inform the candidate of this provision.

83. Whenever more than a unit of 20 vacancies is to be filled up, and one or more Turn Passed Over turns remain to be satisfied, then the Turn Passed Over turns need not be carried

over when filling each unit of 20 vacancies but only the required number of reservation turns at the last unit need be passed over. In taking the unit of 20 for filling up of vacancies, the NJD turns has to be excluded.

84. The validity of a select list is lost when all the candidates in the Main List is advised. The Supplementary Lists of reservation communities have no separate existence in the absence of the Main Select List. But in such cases, the reservation turns to be filled up on the basis of the same requisition can be filled up from the Supplementary Lists, without exceeding the 50% rule (For example, if the last candidate in a Select List is to be advised against an OC turn, a candidate against the next reservation turn has to be advised from the Supplementary List of the community that comes in the next turn. In case no candidate is available in the Supplementary List of that community, No Candidate Available notification has to be issued for that community, if not already issued in the selection year).

85. The list of candidates to be advised against a requisition will be prepared by the Clerk in the Recruitment Wing, in the order in the Rotation Chart, and by observing all the Rules and Procedures prescribed by the Board. A cent percent checking should be made by the Manager and the Assistant Secretary-in charge of the Recruitment Wing, before approval by the Board / Member concerned of the Board.

86. Whenever the validity of Select List is over, a notification cancelling the Select List will be issued after obtaining the orders of the Member / Chairperson of the Board. If the last date of validity of a Select List is a holiday, the list will be kept alive till the next working day. Cancellation of Select List will be with effect from the midnight of last day of validity. Any vacancy report received after the close of office in the evening will be received by the Security personnel on night duty noting the date and time of receipt. Even if a Select List is automatically cancelled after the minimum validity period of one year but before completion of three years, a notification will be published announcing the cancellation w.e.f the midnight before the date of publication of the new Select List. This notification will be issued on the date of publication of the new Select List itself. A similar notification will be issued when a Select List is exhausted due to the advice of the last candidate in the Main List.

87. (a) The following Registers also should be maintained in the Recruitment Wing, in connection with the advice of candidates, for the purpose noted against each Register.

(i) No Candidate Available Compensation Register (N.C.A. Register)

The details of reservation turns passed over in the absence of candidates from reservation communities in a selection should be entered in this Register. It should be maintained in Form No XXVII. As and when the claim is satisfied, it should be entered in the relevant column duly attested by the Authorised Officer.

(ii) Turn Passed Over Register (T.P.O.Register)

This Register is maintained for noting the details of reservation turns passed over, to ensure that reservation does not exceed 50% of candidates advised during a selection year. It should be maintained in Form No.XXVIII. As and when the passed over turns are satisfied necessary entries should be made in the Register under proper attestation.

(iii) Non Joining Duty Register (N.J.D.Register)

Whenever a report is received from an Appointing Authority that a candidate advised by the Board, did not join duty, the details should be noted in this Register (in Form No XXIX). The details of candidates advised in the resultant vacancy should also be entered in the Register and duly attested.

(iv) Rotation Register

The details of candidates advised for appointment to a post should be entered in the Rotation Register in Form No.XXX.

(v) Recruitment Register / Register of candidates advised

It is a Register to be maintained in Form No:XXXI. All the candidates avised for appointment to various posts in all the Devaswom Boards should be made in the order of date of advice of candidates.

(vi) Register of Thrown Out candidates

It is a Register to be maintained in Form No.XXXII, to enter the details of candidates advised from a common Select List thrown out of employment, and register his name to get re-advised to any of the Devaswom Boards to which candidates are advised from the common Select List. (The procedure for re-registration is explained in paragraph 82)

(vii) Select List Register

It is a register to be maintained in Form No XXI E for noting the details of Select List published / candidates advised.

(b) In the No Candidate Available / Turn Passed Over / Non Joining Duty / Rotation Registers, separate pages should be set apart so that the entries in respect of each post can be entered continuously.

88. (1) In order to continuously assess the progress of selection a statement of all the selections pending in the Board will be prepared every month. As soon as vacancy report is received the post will be included in this Statement and it will be removed only on publication of the Select List. It will be prepared in Form No XXXIII and will contain in addition to the number of applications received for a post, the number of applications pending at the present

stage of selection process. When the applications are scrutinised and the rejection of applications is intimated to the candidates, number of applications pending will be the number of applications admitted for the post. When a test is over and the total number of candidates present is known that will be the number of pending applications. After publication of Short List / Probability List, the total number included in the Short List / Probability List is the number of pending applications from that stage.

(2) This Statement will be prepared based on the stage of each selection on the 1st day of the month. The work of preparation of the Statement will be entrusted to Recruitment Wing. The Manager and the Assistant Secretary in charge of the Wing will ensure that the Statement is prepared correctly and copies circulated to Chairperson / Members / Officers and all Wings / Sections during the 1st week of every month.

89. The provisions incorporated in this part of the Regulations are intended to finalise selections impartially and advice candidates within the shortest time after receipt of vacancy reports. In the course of finalizing selections if it is felt that any of the provisions in this Regulations requires changes or any additional provisions are required or if in an emergency situation deviation from any of the provisions in the Regulations is found essential, the Board will be competent to take appropriate decision. In such cases the concurrence of the Government shall be obtained subsequently.

APPENDICES

Appendix No 1

KERALA DEVASWOM RECRUITMENT BOARD

ROTATION CHART

I For direct recruitment to posts included in the Devaswom Last Grade Service:-

1.OC	21.OC	41.OC	61.OC	81.OC
2.E	22.OC	42.E	62.OC	82.E
3.OC	23.OC	43.OC	63.OC	83.OC
4.SC	24.SC	44.ST	64.SC	84.SC
5.OC	25.OC	45.OC	65.OC	85.OC
6.OC	26.OC	46.OC	66.OC	86.OC
7.OC	27.OC	47.OC	67.OC	87.OC
8.OC	28.E	48.OC	68.OC	88.D
9.OC	29.OC	49.OC	69.OC	89.OC
10.OBC	30.OBC	50.OBC	70.OBC	90.OBC
11.OC	31.OC	51.OC	71.OC	91.OC
12.SC	32.SC	52.SC	72.SC	92.ST
13.OC	33.OC	53.OC	73.OC	93.OC
14.E	34.E	54.E	74.E	94.OC
15.OC	35.OC	55.OC	75.OC	95.OC
16.OC	36.OC	56.OC	76.OC	96.OC
17.OC	37.OC	57.OC	77.OC	97.OC
18.D	38.OC	58.E	78.E	98.E
19.OC	39.OC	59.OC	79.OC	99.OC
20.V	40.OBC	60.N	80.OC	100.V

KERALA DEVASWOM RECRUITMENT BOARD

ROTATION CHART

II For direct recruitment to posts other than those included in the Devaswom Last Grade Service:-

1.OC	21.OC	41.OC	61.OC	81.OC
2.E	22.OC	42.E	62.E	82.E
3.OC	23.OC	43.OC	63.OC	83.OC
4.SC	24.SC	44.ST	64.SC	84.SC
5.OC	25.OC	45.OC	65.OC	85.OC
6.OC	26.OC	46.OC	66.OC	86.OC
7.OC	27.OC	47.OC	67.OC	87.OC

8.OC	28.E	48.OC	68.OC	88.E
9.OC	29.OC	49.OC	69.OC	89.OC
10.OBC	30.OC	50.D	70.V	90.OBC
11.OC	31.OC	51.OC	71.OC	91.OC
12.SC	32.SC	52.SC	72.SC	92.ST
13.OC	33.OC	53.OC	73.OC	93.OC
14.E	34.E	54.E	74.E	94.OC
15.OC	35.OC	55.OC	75.OC	95.OC
16.OC	36.OC	56.OC	76.OC	96.OC
17.OC	37.OC	57.OC	77.OC	97.OC
18.E	38.OC	58.E	78.E	98.E
19.OC	39.OC	59.OC	79.OC	99.OC
20.V	40.OBC	60.N	80.OC	100.V

OC-Open Competition, E/B/T – Ezhava/Billava/Thiyya, SC-Hindu Scheduled Caste, ST-Hindu Scheduled Tribe, OBC- Other Backward Class, V- Viswakarma, D- Dheevara, N-Hindu Nadar

Appendix No 2

**KERALA DEVASWOM RECRUITMENT BOARD
PERCENTAGE OF OPEN COMPETITION AND RESERVATION TURNS**

Class	For Last Grade Posts	Posts other than Last Grade
Open Competition	68	68
Ezhava	11	14
Viswakarma	2	3
Dheevara	2	1
Hindu Nadar	1	1
Other Backward Class	6	3
Hindu Scheduled Caste	8	8
Hindu Scheduled Tribe	2	2

Appendix No 3A

**KERALA DEVASWOM RECRUITMENT BOARD
NOTIFICATION**

1. Category No & Year :
2. Name of Post /Devaswom Board :
3. Scale of Pay :
4. Qualification /Experience :
5. No of vacancies :
6. Method of appointment :
7. Age limit (Minimum and Maximum as on 1st day of
January of the year of the Notification :
8. Application Fee (Amount and mode of payment) :
9. Other details, if any :
10. Last date and time of receipt of application
(a minimum of 30 days to be given from the date
of publication of paid advertisement in News papers) :
11. Address to which applications are to be sent :

Note: Refer to Part II of the Notification published in the website of the Kerala Devaswom Recruitment Board, for further details regarding the selection.

അപ്പൻഡിക്സ് 3 എ
കേരള ദേവസ്വം റിക്രൂട്ട്മെന്റ് ബോർഡ്
വിജ്ഞാപനം

1. കാറ്റഗറി നമ്പറും വർഷവും :
2. തസ്തികയുടെ / ദേവസ്വം ബോർഡിന്റെ പേര് :
3. ശമ്പള സ്കെയിൽ :
4. യോഗ്യതകൾ / പരിചയം :
5. ഒഴിവുകളുടെ എണ്ണം :
6. നിയമന രീതി :
7. പ്രായപരിധി (വിജ്ഞാപനം ചെയ്യുന്ന വർഷം
ജനുവരി 1-ാം തീയതിയിലെ കുറഞ്ഞ / കൂടിയ
പ്രായം) :
8. അപേക്ഷാ ഫീസ് (തുകയും തുക അടയ്ക്കേണ്ട രീതിയും) :
9. മറ്റു വിവരങ്ങൾ :
10. അപേക്ഷ സ്വീകരിക്കുന്ന അവസാന തീയതിയും
സമയവും (ദിനപത്രങ്ങളിൽ പരസ്യം
പ്രസിദ്ധീകരിക്കുന്ന തീയതി മുതൽ 30
ദിവസത്തിൽ കുറയാതെ നൽകണം) :
11. അപേക്ഷ അയ്ക്കേണ്ട മേൽവിലാസം :

നോട്ട് : വിശദവിവരങ്ങൾക്ക് കേരള ദേവസ്വം റിക്രൂട്ട്മെന്റ് ബോർഡിന്റെ വെബ് സൈറ്റിൽ പ്രസിദ്ധീകരിച്ചിട്ടുള്ള വിജ്ഞാപനത്തിന്റെ രണ്ടാം ഭാഗം നോക്കുക.

Appendix 3B

Part II of General Conditions of the Notification

1. Candidates must comply with the following conditions unless specifically exempted in Part I of this notification relating to each posts :

- (a) Must be Citizens of India.
- (b) Shall be of good character.
- (c) Unless otherwise exempted by the Government, a candidate if male, shall not have more than one wife living and if female shall not have married a person who has a wife living.

2. Special concessions in Upper age limits.-

Note :- The following concessions in upper age limits are available subject to the conditions that the maximum age limit shall in no case exceed 50 (fifty) years.

- (i) The upper age limit prescribed shall be raised by five years in the case of candidates belonging to any of the Scheduled Castes / Hindu Scheduled Tribes and by three years in the case of candidates belonging to any of the Other Backward Classes.
- (ii) The maximum age limit prescribed for appointment to a post will be relaxed in the

case of Ex-servicemen to the extent of the period of service put in by them in the Defence Forces and the period of unemployment on discharge up to a maximum of five years. The relaxation on upper age limit allowed to Ex-servicemen will be extended to ex-GREF Personnel, Reservists, Retired Defence Service Personnel, Disembodied Territorial Army Personnel. Copies of Discharge Certificate and the Certificate obtained from the District Sainik Welfare Officer shall be produced in proof of service in the defence forces and the period of unemployment respectively as and when required by the Board.

(iii) Differently abled persons (the blind, the deaf and dumb and the orthopaedically disabled) may also apply if they satisfy all the prescribed qualification except age. The case of each such applicant will be considered on merit if he is found to be otherwise suitable and provided he can discharge the duties attached to the post satisfactorily. Age concession up to 15

years will be granted to the blind and the deaf and dumb and 10 years to the orthopaedically disabled persons. They shall produce a certificate from the competent authority as per G.O.(P)No.39/2012/SWD dated 30-06-2012 , in the prescribed format, to prove that they are physically disabled in one or more than one disabilities, as and when required by the Board. The term Physically Disabled means a person suffering from not less than 40% of any kind of disability specified in "The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995" and includes the following categories:-

(1) The Blind – The blind are those who suffer any of the following conditions:-

(a) Total absence of sight

(b) visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses.

(c) Limitation of the field of vision subtending an angle of 20 degree or worse.

(2) The Deaf – The deaf are those in whom the sense of hearing is fully non functional for the ordinary purpose of life.

(3) The Dumb – the term dumb refers to one in whom the power of speech is non-functional for the ordinary purpose of life.

(4) The Orthopaedically Disabled – the Orthopaedically Disabled are those who have physical defect or deformity which causes adequate interference to significantly impede normal functioning of the bones, muscles and joints.

DISABILITY CERTIFICATE I

(In case of amputation or complete permanent paralysis of limbs and in case of visual impairment)

(NAME AND ADDRESS OF THE MEDICAL

AUTHORITY ISSUING THE

CERTIFICATE)

Recent PP
size attested
Photograph
(showing face
only) of the
person with
disability

(A) He/She is a case of:

1. Locomotor disability
2. Low Vision
3. Visual impairment
4. Hearing impairment
5. Mental retardation
6. Mental illness

(Please tick as applicable)

Certificate No.

Date:

(B) The diagnosis in his / her case

This is to certify that I have carefully

is

examined

(1) He/She has% (in figure).....

Shri/Smt./Kum.....son/

per cent (in words) permanent physical

wife/daughter of Shri.....Date

impairment/blindness in relation to

of Birth(DD/MM/YY)

his/her(part of body) as per

Age years male / female

guidelines (to be specified).

Registration No..... permanent resident

(2) The applicant has submitted the following

of House No.....

documents as proof of residence.

Ward/Village/Street.....Post Office.....

Nature of Document	Date of issue	Details of authority which issued the certificate
--------------------	---------------	---

District.....State.....whose

photograph is affixed above, and am satisfied

that:

(Signature and seal of authorised signatory of notified medical authority)

Signature/thumb
impression in
whose
favour
disability
certificate is issued

DISABILITY CERTIFICATE II

(In case of multiple disabilities)

(NAME AND ADDRESS OF THE MEDICAL
AUTHORITY ISSUING THE
CERTIFICATE)

Recent PP size
attested
Photograph
(showing
face only)
of the
person with
disability

Certificate No.

Date:

This is to certify that we have carefully

examined

Shri/Smt./Kum.....son/

wife/daughter of Shri.....Date

of Birth (DD/MM/YY)..... Age

..... years male / female Registration

No..... permanent resident of

House No.....

Ward/Village/Street.....Post

Office.....District.....State....

..... whose photograph is affixed above,

and am satisfied that:

(A) He/She is a case of

1. Locomotor disability

2. Low Vision

3. Visual impairment

4. Hearing impairment

5. Mental retardation

6. Mental illness

(Please tick which ever is applicable)

(B) He/she is a case of multiple disability.

His/her extent of permanent physical
impairment/disability has been evaluated as
per guidelines (to be specified) for the
disabilities ticked below, and shown against
the relevant disability in the table below:

Sl No	Disability	Affected part of body	Diagnosis	Permanent impairment/ mental disability (In %)
1.	Locomotor disability	@		
2.	Low vision	#		
3.	Blindness	both eyes		
4.	Hearing Impairment		
5.	Mental retardation	x		
6.	Mental illness	x		

(c) In the light of the above, his/her overall permanent physical impairment as per guidelines (to be specified), is as follows:-

In figures: percent

In words:percent

2. This condition is progressive/ non-progressive/ likely to improve/not likely to improve.

3. Reassessment of disability is;

(i) not necessary,

OR

(ii) is

recommended/after.....years.....

months, and therefore this certificate

shall be valid till (DD/MM/YY).....

@-e.g.left/right/both arms/legs

#-e.g.single eye/both eyes

...e.g.left/right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document

Date of issue

Details of authority which issued the certificate

5. Signature and seal of the medical authority.

Name and seal of member

Name and seal of member

Name and seal of the Chairperson

Signature/thumb impression in whose favour disability certificate is issued

DISABILITY CERTIFICATE III

(In cases other than those mentioned in Disability certificate I and II)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size attested Photograph(showing face only) of the person with disability.

Certificate No.

Date:

This is to certify that I have carefully examined

Shri/Smt/Kum.....son/

wife/daughter of Shri.....Date

of Birth (DD/MM/YY).....

age years male / female

Registration No..... permanent resident

of House No.....

Ward/Village/Street.....PostOffice.....

District.....State.....

whose photograph is affixed above, and am satisfied that he/she is a case ofdisability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown against the relevant disability in the table below:

Sl No	Disability	Affected part of body	Diagnosis	Permanent Physical impairment/ mental disability (in %)
1.	Locomotor disability	@		
2.	Low vision	#		
3.	Blindness	both eyes		
4.	Hearing Impairment		
5.	Mental retardation	x		
6.	Mental illness	x		

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive/ non-progressive/ likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary,

OR

(ii) is

recommended/after.....years.....

months, and therefore this certificate

shall be valid till (DD/MM/YY).....

@-e.g.left/right/both arms/legs

#-e.g.single eye/both eyes

...e.g.left/right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of document

Date of issue

Details of authority which issued the certificate

(Authorised Signatory of Notified Medical Authority)
(Name and seal)

(Signature/thumb impression in whose favour disability certificate is issued)

3.(a) If in a selection of Ex-serviceman and Non-Ex-serviceman who satisfy the other conditions regarding age and qualifications get the same mark, the Ex-serviceman will be given preference for recruitment.

(b) National Apprenticeship Certificate holder will be given preference over National Trade Certificate holders in the matter of

selection of candidates subject to the condition that the preference will be within the meaning of G.O.(Ms)50/70/PD dated 12-02-1970 as amended by G.O.(Ms)246/70/PD dated 21-07-1970 (Vide G.O.(Ms)112/84/LBR dated 22-12-1981).

4. In all cases of selection except those specifically excluded the Differently Abled Candidates referred to in sub-para (iii) of para 2 above will be given grace marks at the discretion of the Board subject to a maximum of 12% marks to the blind and the deaf and dumb and 10% marks to the Orthopaedically Disabled. In cases where selections are made on the results of written examination alone, the Differently Abled candidates will be interviewed and the grace marks awarded at the interview will be added to the marks obtained by them at the written examinations and their ranks decided accordingly. The Differently Abled candidates shall note "Differently Abled" in the application form and shall produce Medical Certificate as referred to in sub-para (iii) of para 2 above when required by the Board. If in a selection a Differently Abled and a normal candidate get

the same mark, preference will be given to the Differently Abled. The order of priority for appointment among the categories of Differently Abled will be (1) the Blind, (2) the Deaf and Dumb and (3) the Orthopaedically Disabled (G.O.(P) 158/73/PD dated 29-05-1973 and G.O.(M.S.) 30/78/GAD dated 16-04-1978).

5. Extra marks will be awarded to meritorious Sportsmen who possess the requisite qualifications and are within age, in selections to Class III and Class IV posts as per G.O (Ms)No.21/78/GAD dated 11-01-1978. Accordingly the sportsmen who are eligible for weightage marks shall state the same in the relevant column in the application and shall produce the relevant certificate when required by the Board. Candidate shall produce the Sports Certificate issued by the authorities mentioned in para 5 of the above Government Order. As regards the Certificate issued by Amateur Sports Organisation affiliated to any of the National Sports Association mentioned in Appendix VII of the Kerala Service Rules Vol. 1 should bear the Countersignature of the Secretary, Kerala Sports Council. Certificates