

വ്യാവസായിക പരിശീലന വകുപ്പ്
(കേരള സംസ്ഥാനം)

നമ്പർ: എ2/10091/08

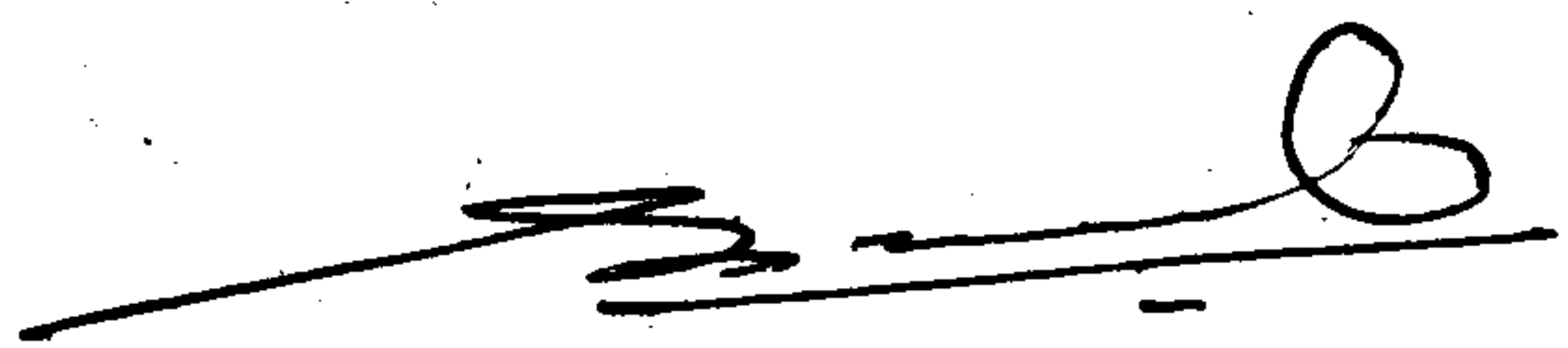
തൈക്കാട്, തിരുവനന്തപുരം-14
തീയതി: 18/04/2012

സർക്കുലർ

വിഷയം:- വ്യാവസായിക പരിശീലന വകുപ്പ്-ക്രാഫ്റ്റ്മാൻ ട്രെയിനിംഗ് സബോർഡിനേറ്റ് സ്പെഷ്യൽ റൂൾസ് പ്രൊപ്പോസൽ സംബന്ധിച്ച് - നിർദ്ദേശങ്ങളും അഭിപ്രായങ്ങളും സ്വീകരിക്കുന്നത് - സംബന്ധിച്ച്

സൂചന:- 04/07/2011-ലെ നമ്പർ.2846/സി1/08/തൊഴിൽ പ്രകാരമുള്ള സെക്രട്ടറിയുടെ കത്ത്

വ്യാവസായിക പരിശീലന വകുപ്പിൻ കീഴിലുള്ള സാങ്കേതിക ജീവനക്കാരുടെ പ്രത്യേക നിയമന ചട്ടങ്ങളിൽ ഭേദഗതി വരുത്തിക്കൊണ്ടുള്ള കരടിന്മേൽ ഏതെങ്കിലും തരത്തിലുള്ള അഭിപ്രായങ്ങളോ നിർദ്ദേശങ്ങളോ ഉപക്ഷേപങ്ങളോ ഉള്ളപക്ഷം ആയത് രേഖാമൂലം 24/04/2012 തീയതിക്കുമുമ്പായി ഈ കാര്യാലയത്തിൽ എത്തിക്കേണ്ടതാണ്.


ട്രെയിനിംഗ് ഡയറക്ടർക്ക് വേണ്ടി
ജോയിന്റ് ഡയറക്ടർ ഓഫ് ട്രെയിനിംഗ്

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**DRAFT PROPOSAL FOR SPECIAL RULES AMMENDMENT
FOR CRAFTMAN TRAINING SUBORDINATE SERVICE**

Rule: 01: Short title and commencement

- (a) These rules may be called the Kerala Craftsmen Training Subordinate Service (Amendment) Rules 2012
 (b) The rules shall come into force with immediate effect.
 (c) Constitution:- the service shall consist of the following categories of officers namely.
1. Group Instructor / Millwright foreman / Junior Apprenticeship Advisor(Technical)/Technical Assistant
 1. A. Junior Apprenticeship Advisor (Catering) Group Instructor Tourism & Service Sectors
 2. A. Senior Instructor / Millwright Instructor / Senior Instructor (Arithmetic cum drawing)
 2. B. Senior Instructor - Advanced Module-(Engineering Trade)
 2. C. Senior Instructor -Advanced Module (Non-Engineering Trade)
 3. A. Junior Instructor (Engineering trade) / Junior Instructor -Broad Based Basic Training (Engineering Trade)
 3. B. Junior Instructor – (Arithmetic cum drawing)
 3. C. Junior Instructor -Non engineering Trades / Junior Instructor Broad Based Basic Training (BBBT)-
Non-Engineering Trade
 4. Workshop Attender / Trade Assistant
 5. Instructor –Employability skills
 6. Motor Driver

Rule: 02 : Amendments in the special Rules for the Kerala Craftsmen Training Subordinate Service.

Rule :03 : The method and qualifications for appointment to different categories will be as follows.

Rule 03 (A)

Category	Method of appointment	Qualification	Remarks
1. Group Instructor / Millwright foreman / Junior Apprenticeship Advisor (Technical) / Technical Assistant	<p>By promotion from category 2A,2B & 2C (excluding those who are in category 1A)</p> <p><u>Note:-1.</u> Promotion shall be made in the ratio 3:1:1 between General, Diploma in Engineering and Degree in Engineering.</p> <p><u>Note:2</u> Out of every five vacancies for promotion first three shall be reserved for General, the fourth shall be reserved for Diploma holder in Engineering and the fifth shall be reserved for an Degree holder in Engineering.</p> <p><u>Note:-3</u> In the absence of qualified persons for promotion from category 2A,2B and 2C (excluding those who are in category 1A), by promotion from category 3A , 3B and 3C</p> <p><u>Note:-4</u> In the absence of qualified hands for promotion in the quota reserved for Diploma in Engineering / Degree in Engineering. shall be filled by direct recruitment.</p> <p><u>Note:-5</u> For promotion to the category 1, a common seniority list of candidates in 2A,2B & 2C</p>	<p><u>For direct recruitment:</u> In the quota reserved for Degree holders; A Degree in any branch of Engineering from a recognized university or equivalent qualifications</p> <p><u>Desirable:</u> Two years experience in industry or teaching in the relevant Engineering branch after obtaining the Degree in Engineering</p> <p>In the quota reserved for Diploma holders; A Diploma in any branch of Engineering y of a Government recognized Polytechnic or equivalent qualifications</p> <p><u>Desirable:</u> Three years experience in industry in the relevant Engineering branch after obtaining the Engineering Diploma</p>	<p>The common Seniority of instructors selected to the category 1&1A will be reckoned on the basis of the date of selection to that category</p>

(excluding those who are in category 1A), in accordance with the seniority has to be maintained

Note:-6

Selection to the Category 1, from the quota reserved for Diploma holder in Engineering & Degree holder in Engineering shall be made in accordance with seniority reckoned as per rule 9.

Rule: 03 (B)

Category	Method of appointment	Qualification	Remarks
1A. Junior Apprenticeship Advisor (Catering)/ Group Instructor Tourism &Service Sectors	By promotion of qualified hands from category 2C . <u>Note:-1</u> In the absence of qualified persons for promotion from category 2C, by promotion from category 3C <u>Note .2</u> If qualified persons are not available for promotion the vacancies reserved for promotion shall be filled up by direct recruitment	<u>For promotion and Direct recruitment</u> 1. Plus two or equivalent 2.Degree or Diploma in Tourism, Hotel Management and Catering Technology from a recognized university or institute. 3.Two years experience in industry or teaching in the relevant field after obtaining the Degree. 4. Four years experience in industry or teaching in the relevant field after obtaining the Diploma.	

Rule: 03(C)

Category	Method of appointment	Qualification	Remarks
2A. Senior Instructor / Millwright Instructor / Senior Instructor Arithmetic cum drawing) /Senior Instructor BBT Engineering trades	By promotion from category 3(A), 3(B) and 3(C). <u>Note:- 1</u> Promotions to the category 2A shall be made in such a way that a cadre strength in the ratio of 1:1 is to be maintained between 2A and 3A,3B,3C. <u>Note:- 2</u> For promotion to the category 2A, the cadre strength in the ration 1:1 shall be maintained among category 2A and 3A,3B,3C. by taking the total strength of 2A and 3A,3B,3C. in the whole State as one unit, irrespective of the categories. The vacancy of the Category 2A and 3A,3B,3C. will be determined on the basis of the cadre strength of the of Junior Instructor or Senior Instructor appointed to that vacancy. <u>Note:-3</u> For promotion to the category 2A, common seniority list of candidates in 3A,3B & 3C in accordance with the seniority has to be maintained		The common Seniority of instructors selected to the category 2A,2B&2C will be reckoned on the basis of the date of selection to that category.

Rule: 03 (D)

Category	Method of appointment	Qualification	Remarks
2(B) Senior Instructor - Advanced Module- (Engineering Trade)	By promotion of qualified hands from category 3(A) on selection basis in accordance with merit and seniority. <u>Note:-1</u> Promotion to the category 2B, from the category 3A shall be made on the basis of their rank obtained in the selection test conducted by the KPSC. <u>Note:-2</u> If qualified persons are not available for promotion from category 3(A) the vacancies reserved for promotion shall be filled up by direct recruitment.	<u>For promotion and Direct recruitment</u> As per DGE&T norms qualifications are included in Annexure-I	Seniority of instructors selected to the category will be reckoned on the basis of the date of selection to that category

Rule: 03 (E)

Category	Method of appointment	Qualification	Remarks
2(C) Senior Instructor -Advanced Module (Non-Engineering Trade)/ Senior Instructor BBT Non Engineering	1.By promotion of qualified hands from category 3(C) on selection basis in accordance with merit and seniority. <u>Note:-1</u> Promotion to the category 2C, from the category 3C shall be made on the basis of their rank obtained in the selection test conducted by the KPSC. <u>Note:-2</u> If qualified persons are not available for promotion from category 3(C) the vacancies reserved for promotion shall be filled up by direct recruitment.	<u>For promotion and Direct recruitment</u> As per DGE&T norms qualifications are included in Annexure-II	Seniority of instructors selected to the category will be reckoned on the basis of the date of selection to that category

Rule: 03 (F)

Category	Method of appointment	Qualification	Remarks
3(A).Junior Instructor (Engineering trade) / Junior Instructor - Broad Based Basic Training (Engineering Trade)	By Direct recruitment and by promotion of qualified hands from category 4 in the ratio of 3:1 <u>Note:-1</u> Two out of every three vacancies for the direct recruitment shall be reserved for Engineering degree or Engineering Diploma holders and the third shall exclusively be reserved only for NTC/NAC holders for which there shall be a separate recruitment by the KPSC. <u>Note:-2</u> The experience gained by the Trade Assistant / Workshop attender in the trade can considered as qualifying experience for selection to the posts under category3(A) <u>Note:-3</u> If qualified persons are not available for promotion from category 4 in a trade, the vacancies reserved shall be filled up by direct recruitment exclusively be	<u>For promotion and Direct recruitment</u> As per DGE&T norms qualifications are included in Annexure-III	

reserved only for NTC/NAC holders for which there shall be a separate recruitment by the KPSC.

Note:- 4

Promotions to the category 3A from category 4 shall be made, based on the date of occurrence of that vacancy.

Rule: 03 (G)

Category	Method of appointment	Qualification	Remarks
3.(B) Junior Instructor – (Arithmetic cum drawing)	1.By Direct recruitment	1.(A) Degree in Mechanical, Civil, Electrical, Electronics & Communication, Production, and Industrial Engineering from an AICTE approved Engineering College and under a recognized University. OR (B). Three Years Diploma in Mechanical, Civil, Electrical, Electronics & Communication, Production, and Industrial Engineering from a Polytechnic recognized by the State board of Technical Education	

Rule: 03 (H)

Category	Method of appointment	Qualification	Remarks
3(C) Junior Instructor - Non engineering Trades / Junior Instructor Broad Based Basic Training (BBBT)- Non-Engineering Trade	By Direct recruitment and by promotion of qualified hands from category 4 in the ratio of 3:1 <u>Note:-1</u> The experience gained by the Trade Assistant /Workshop attender in the trade can be considered as qualifying experience for selection to the posts under category3(C) <u>Note:-2</u> If qualified persons are not available for promotion from category 4 in a trade, the vacancies reserved for promotion shall be filled up by direct recruitment. <u>Note:- 3</u> Promotions to the category 3C from category 4 shall be made based on the date of occurrence of that vacancy.	<u>For promotion and for Direct recruitment</u> As per DGE&T norms qualifications are included in Annexure-IV	

Rule: 03 (I)

Category	Method of appointment	Qualification	Remarks
4. Workshop Attender / Trade Assistant	<p>By Direct recruitment and by promotion of qualified hands in the Industrial Training Department in the ratio of 1:1</p> <p><u>Note:-1</u> Promotion to the category 4, for the class IV category candidates of the department, shall be made on the basis of their rank obtained in the selection test to Workshop Attender conducted by the Kerala Public Service commission for the post of workshop Attender.</p> <p><u>Note:-2</u> If qualified persons are not available for promotion, the vacancies reserved for promotion shall be filled up by direct recruitment</p>	<p>1. SSLC pass or equivalent</p> <p>2. National Trade certificate (NTC) in the concerned trade or National Apprenticeship certificate (NAC) in the concerned trade.</p>	

Rule: 03 (J)

Category	Method of appointment	Qualification	Remarks
5. Instructor – Employability skills	<p>1. By Direct recruitment and by promotion of qualified hands in the Industrial Training Department in the ratio of 1:1</p> <p><u>Note:-1</u> Promotion to the category 5, for the persons from the Training department, shall be made on the basis of their rank obtained in the selection test to the Instructor Employability Skills conducted by the Kerala Public Service Commission.</p> <p><u>Note:-2</u> If qualified persons are not available for promotion, the vacancies reserved for promotion shall be filled up by direct recruitment</p>	<p><u>For promotion and Direct recruitment</u></p> <p>(A). Master's Degree in Business Administration (MBA) of a recognized university</p> <p>OR</p> <p>(B). Bachelor of Business Administration (BBA) of a recognized university, with one year experience in an Industry or Institution.</p> <p>OR</p> <p>(C). Master's Degree in Commerce (MCom) of two years duration from a recognized university.</p>	

Rule : 03 (K)

Category	Method of appointment	Qualification	Remarks
6. Motor Driver	<p>By promotion of qualified hands from the Industrial Training Department.</p> <p>.Note.1:- If qualified persons are not available for promotion the vacancies reserved for promotion shall be filled up by direct recruitment.</p>	<p><u>For promotion and Direct recruitment</u></p> <p>(i)SSLC or equivalent</p> <p>(ii)Heavy Motor vehicle's Driving license.</p>	

Rule : 04 : Appointing authority

Appointment Authority

The appointing authority for Category 1,2 ,3 & 5 of Craftsmen Training Subordinate Service is the Additional Director of Training of the department and Category 4 & 6 are of the Joint Director of Training.

Rule : 05 : Qualification regarding Age

Qualification regarding Age

The minimum and maximum age limit for appointment shall be 19 and 40 years respectively. The rules regarding reservation for appointment for direct recruitment shall be in accordance with general rules relating to the matter.

Rule : 06 : Mandatory Training

Mandatory Training

- (i) Those who are entering in the Craftsmen Training Subordinate Service have to pass the obligatory training, mandated by the Director General of Employment and Training (DGE&T)from time to time.
- (ii) Those who are not availing the chance given to them by the Government to attend and complete the obligatory training successfully will be discharged from the Kerala Craftsman Training Subordinate Service.
- (iii) Every member in the service will have to compulsorily complete the training successfully within a period of three years from the date of declaration of probation.

Rule : 07 : Probation

Probation

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

- (i) If recruited direct or appointed by transfer from any other service ,for a total period of two years on duty with in a continuous period of three years , and
- (ii) If appointed by promotion or by transfer from Craftsmen Training Subordinate Service, for a total period of one year on duty within a continuous period of two years.
- (iii) Probation to the entry category will be declared only on successful completion of POT training mandated by the DGE&T

Rule : 08 : Reservation of appointment

Reservation of appointment

The rules regarding reservation of appointment (General Rule s 14-17) shall apply to appointments by direct recruitment to this service.

Rule : 09 : Date of acquiring qualification

Date of acquiring qualification

The quota reserved for Degree holder in Engineering and Diploma holder in Engineering for promotion to category 1 or 2 shall be made in accordance with the seniority in the feeder category, subject to the condition that, a Diploma in Engineering / National Trade certificate holder who obtains the Degree in Engineering / Diploma in Engineering will also be eligible for promotion in the quota allotted for Degree holder in Engineering / Diploma holder in Engineering , treating him / her as the junior most Degree holder in Engineering / Diploma holder in Engineering in the feeder category. The seniority among such Degree holder in Engineering / Diploma holder in Engineering who obtained the Degree in Engineering / Diploma in Engineering after entry in service will be determined with the reference to the date on which the Degree in Engineering / Diploma in Engineering was obtained in the feeder category, provided that this will

not affect the right of such National Trade Certificate or Diploma holders in Engineering to get promotion under normal rules of promotion.

Note:

Qualifications of every trade are separately attached in annexure for each category. The new trades which are introduced by the Director General of Employment & Training will be incorporated in the annexure by Government orders, as and when it is introduced.