



GOVERNMENT OF KERALA
General Administration (Tourism) Department

NOTIFICATION*

G. O. (P) No. 362/95/GAD. Dated, Thiruvananthapuram, 29th September, 1995.

S. R. O. No. 1164/95.—In exercise of the powers conferred by sub-section (1) of section (2) of the Kerala Public Services Act, 1968 (19 of 1968) and in supersession of all the existing rules and orders on the subject, the Government of Kerala hereby make the following Special Rules for the Kerala Tourism Subordinate Service, namely:—

RULES

1. *Short title and commencement.*—(1) These rules may be called the Special Rules for the Kerala Tourism Subordinate Services, 1995.
(2) These Rules shall come into force at once.
2. *Constitution.*—This service shall consist of the following categories of officers, namely:—
 - (1) Manager Grade II
 - (2) Information Assistant (This category includes the categories of Receptionist, Courier, Tourist Officer and Guide)
 - (3) Chief Accountant
 - (4) Overseer Grade I (Civil)
 - (5) Manager Grade III
 - (6) Head Mechanic (A.C.)
 - (7) Projectionist
 - (8) Chauffeur Grade (I)
 - (9) Steward
 - (10) Telephone Operator

* Published in the Kerala Gazette Extraordinary No. 980 dated 29th September, 1995.

- (11) Chauffeur Grade II
- (12) Garden Supervisor
- (13) Electrician
- (14) A.C. Mechanic
- (15) Mechanic (Auto)
- (16) Auto Electrician
- (17) Butler/Caretaker
- (18) Plumber
- (19) Boat Driver
- (20) Boat Syrang

3. Method of appointment.—Appointment to each category shall be made as follows:—

Category	Method of appointment
(1)	(2)
(1) Manager, Grade II	By promotion of Manager Grade III in the Tourism Department.
(2) Information Assistant/ Receptionist/Courier/ Tourist Officer/Guide	(a) 50% of the posts will be filled up by appointment by transfer of staff in the Ministerial Subordinate Service including Lower Division Typist and Confidential Assistant Grade II of the Department on the basis of length of service. Priority will be given to those having higher scale of pay. (b) 50% of the post will be filled up by promotion of other categories in the subordinate Service of the Department on the basis of length of service. Priority will be given to those having higher scale of pay.
(3) Chief Accountant	By promotion of Upper Division Clerks in the Department.
(4) Overseer Grade I (Civil)	(1) By transfer/promotion of qualified employees in other categories in the Department.

(1)	(2)
(5) Manager Grade III	(2) In the absence of qualified hands under item (1) Direct recruitment. (a) By promotion of Stewards or by appointment by transfer from Upper Division Clerks, Upper Division Typists/Confidential Assistants in the Department. (b) By direct recruitment.
(6) Head Mechanic (A.C.)	Note:—(1) Two third of the vacancies arising in a year shall be filled up by promotion of Stewards and appointment by transfer from Upper Division Clerks and Upper Division Typist/Confidential Assistants in the ratio 1:1:1 and the remaining vacancies shall be filled up by Direct recruitment. In the absence of qualified Stewards for promotion as Manager Grade III, the vacancies shall be filled up by appointment of Upper Division Clerks, Upper Division Typists/Confidential Assistant in the Department. If qualified hands are not available for transfer/promotion those vacancies shall also be filled up by direct recruitment. (a) By promotion of qualified hands working in the Department as A.C. Mechanic. (b) In the absence of qualified A.C. Mechanic by transfer from qualified persons working in other categories in the Department.
(7) Projectionist	(a) By transfer/promotion from Telephone Operator, Steward, Chauffeur, Electrician, Mechanic, Garden Supervisor, Boat Driver, Boat Syrang, Plumber, Caretaker/Butler, Cook Grade I in the Department.

(1)	(2)
	(b) By direct recruitment in the absence of qualified hands under items (a) above.
(8) Chauffeur (Grade I)	By promotion of Chauffeur Grade II
(9) Steward	(a) 75% of the posts by promotion of Butler/Caretaker and Cook Grade I. The ratio for promotion from the categories of Butler/Caretaker and Cook Grade I shall be 3:1.
	(b) 25% of the posts by transfer of other categories such as Electrician, Telephone Operator, Chauffeur Grade II Plumber and Garden Supervisor based on the length of service.
	(c) In the absence of qualified persons for promotion/transfer, by direct recruitment.
(10) Telephone Operator	(a) By promotion from qualified persons holding lower posts included in these rules or by transfer from qualified employees in Last Grade Service in the Department of Tourism.
	(b) In the absence of qualified hands for promotion/transfer, by direct recruitment.
(11) Chauffeur Grade II	(a) 25% of the posts by the promotion transfer from Class IV Employees such as Peon, Watcher, Lascar, Kitchen Matey, Gardener, Sweeper, Sanitation worker, Cook Grade II in the Department.
	(b) 75% of posts by direct recruitment.
	<i>Note</i> .—In the absence of qualified hands for appointment by method (a) above the posts shall be filled up by direct recruitment.
(12) Garden Supervisor	By transfer of gardeners in the Department having the prescribed experience.

(1)	(2)
(13) Electrician	(a) By promotion/transfer from qualified hands working in other categories of the Department.
	(b) In the absence of qualified hands in the Department by direct recruitment.
(14) A. C. Mechanic	(a) By promotion/transfer of qualified hands working in the department.
	(b) In the absence of qualified and suitable hands in the department under item (a) above, by direct recruitment.
(15) Mechanic (Auto)	By promotion from qualified Chauffeurs in the Department.
	<i>Note</i> .—The post shall be treated as a post on Other Duty for the purpose of promotion of Chauffeurs.
(16) Auto Electrician	By transfer/promotion of qualified employees in other categories in the Department.
(17) Butler/Caretaker	(a) By transfer from Room Attendants and Waiters coming under the Last Grade Service in the Department at the ratio of 1:1.
	(b) In the absence of qualified hands, by direct recruitment.
(18) Plumber	(a) By transfer/promotion from qualified hands working in other categories in the Department.
	(b) By direct recruitment, in the absence of qualified hands under item (a) above.
(19) Boat Driver	(a) By transfer from Class IV employees such as Peon, Watcher, Lascar, Kitchen Matey, Gardener, Sweeper, Sanitation worker, Cook Grade II in the Department.

(1)	(2)
	(b) By direct recruitment in the absence of qualified hands under item (a) above.
(20) Boat Sytang	(a) By transfer from Class IV employees such as Peon, Watcher, Lascar, Kitchen Matey, Gardener, Sweeper, Sanitation worker, Cook Grade II, in the Department. (b) By direct recruitment in the absence of qualified hands under item (a) above.

Note:—The ratio/percentage wherever prescribed in these rules for a post shall be applied to the total cadre strength.

4. *Appointing Authority*.—The Director, Department of Tourism shall be the appointing authority for all the posts.

5. *Qualification*.—(1) No persons appointed as Clerk-cum-Manager who is deemed to be holding the post of Manager Grade III shall be eligible for promotion to the post of Manager Grade II, unless he/she has passed the Account Test (Lower).

(2) (a) No person shall be eligible for appointment to the categories specified in column (1) of the Table below unless he/she possesses the qualifications specified in the corresponding entry in column (3) thereof.

TABLE

Category	Method of appointment	Qualification
(1)	(2)	(3)
1 Manager Grade II	By promotion	Pass in S.S.L.C. or equivalent qualification
2 Information Assistant	By transfer	1. Minimum five year's service in the Department of Tourism 2. Pass in S. S. L. C. or equivalent qualification 3. Pass in Guide Training Course conducted by the Kerala Institute of tourism and Travel Studies before appointment or after appointment arranged by the Department of Tourism.

(1)	(2)	(3)
-----	-----	-----

Note:—Qualification No. 3 shall be:

(1) Obligatory qualification for declaration of probation.

(2) Persons coming under the Ministerial Subordinate Service and the Tourist Subordinate Service will be sent for training on the basis of their seniority.

Desirable: 1. Should have an attractive personality, should be resourceful and well informed, capable of moving with foreigners and should be able to speak English fluently. Knowledge of other languages would also be considered as desirable qualifications.

2. Should possess a good knowledge about tourist centres and other important places in Kerala in general.

1. Pass in S.S.L.C or equivalent qualification.

2. Pass in Account Test (Lower) M.O.P. Certificate.

3. Pass in S.S.L.C. or equivalent qualification.

4. Diploma in Civil Engineering (Three year Course) from an Institution recognised by Government or any other equivalent qualification.

5. Pass in S.S.L.C. or equivalent qualification.

(i) Must have passed S.S.L.C. examination or its equivalent examination.

3. Chief Accountant
By promotion of Upper Division Clerks

4. Overseer Grade I (Civil)
By transfer/promotion and direct recruitment

5. Manager Grade III
(a) By promotion/transfer
(b) By direct Recruitment

(1)	(2)	(3)
		(ii) Successful training in Catering Management for not less than 21 weeks at the Institute of Catering Technology and Applied Nutrition, Bombay or in any State Government Institute or Institutions recognised by the State Government or other equivalent training course.
		<i>Desirable:</i> Knowledge of Bungalow Management.
6. Head Mechanic (A.C.)	By promotion/ transfer	<ol style="list-style-type: none"> 1. Pass in S.S.L.C. or equivalent qualification. 2. Minimum 2 year's service in the Department. 3. National Trade Certificate in the trade of Refrigeration and Airconditioning from an Institution recognised by Government or equivalent qualification or Certificate in Air conditioning after having undergone a course of study of not less than one year duration from an Institution recognised by Government. <p><i>Desirable:</i> Minimum of two year's of experience in operating centrally Air conditioned hotels/buildings.</p>
7. Projectionist	By transfer/ promotion, Direct Recruitment	<ol style="list-style-type: none"> 1. Pass in S.S.L.C or equivalent qualification. 2. Cinema Operator's Licence issued by the Licensing Board of Kerala.

(1)	(2)	(3)
		<ol style="list-style-type: none"> 3. Wireman Licence. 4. Two year's experience as Cinema Operator. <p><i>Note:</i>—Qualifications 2, 3 and 4 should be acquired after obtaining the qualification (1) above.</p>
8. Chauffeur Grade I	By Promotion	<ol style="list-style-type: none"> 1. Pass in Standard VII. 2. Must possess current Motor Driving Licence (Light duty vehicles) and Driver's Badge. 3. Medical fitness. <p>Ear—Hearing should be perfect.</p> <p>Eye—</p> <p>Distant vision : 6/6 snellen</p> <p>Near vision : 0.5 snellen</p> <p>Colour vision : Normal</p> <p>Night blindness : Nil</p> <p>Muscles & Joints : with free movements</p> <p>Nervous system : Perfectly normal</p> <p>Free from any infectious disease.</p>
9. Steward	By Transfer/ promotion	<ol style="list-style-type: none"> 1. Pass in Standard IV. 2. Experience in Bungalow Management and Carting in Indian, European and other foreign styles. 3. Knowledge of keeping accounts of catering and stock of houses. 4. Minimum five year's service in the Department of Tourism.
	By Direct recruitment	<ol style="list-style-type: none"> 1. Pass in S.S.L.C. or equivalent qualification.

(1)	(2)	(3)
		2. Pass in certificate course in Restaurant and Counter Service from the Government Food Craft Institute or any other qualifications recognised by Government as equivalent thereto. <i>Desirable:</i> Experience in Bungalow Management and Catering in Indian, European and other foreign styles.
		3. Knowledge of keeping accounts of catering and stock of houses.
		1. Pass in S.S.L.C. or equivalent qualification.
		2. Successful completion of in-house training arranged by the Department.
		<i>Desirable:</i> Successful completion of Diploma/Certificate course in operation of PBX or PABX/PMBX from a recognised Institute.
	By Direct recruitment	1. Pass in Pre-Degree Course of a recognised University or equivalent qualification.
		2. Successful completion of Diploma of one year's duration or certificate course of six months duration in the operation of PBX or PABX or PMBX from a recognised Institute.
		OR
		Certificate in PABX operations issued by Post and Telegraph Department. In the absence of candidates possessing the above mentioned qualification, those possessing the following qualification mentioned below shall be considered.
		1. S.S.L.C. or its equivalent qualification.

(1)	(2)	(3)
II. Chauffeur Grade II	By Promotion/ transfer/direct recruitment	1. (a) For appointment Pass in by promotion/ Transfer standard VII (b) For appointment Pass in by direct recruitment S. S. I. C. or equivalent qualification
		2. Must possess current Motor Driving Licence (Light duty Vehicles) at least three years standing and Drivers Badge.
		3. Proficiency in Driving light duty vehicles to be proved through a practical test.
		4. Medical Fitness: Ear—Hearing should be perfect. Eye—Distant vision—6/6 snellan Near vision —0.5 snellan Colour vision —Normal Night blindness —Nil Muscles & Joints —With free movements Nervous system —Perfectly normal Free from any infectious disease. <i>Note:</i> —The practical test for candidates seeking appointment by

(1)	(2)	(3)
		direct recruitment will be conducted by the Public Service Commission. The practical test for the candidates to be considered for appointment by transfer/promotion shall be conducted by the co-ordinating agency specified in G. O. (P) 202/72/PD dated 22-5-1972.
12. Garden Supervisor	By Transfer	<ol style="list-style-type: none"> 1. Pass in Standard VIII. 2. Five year's experience as Gardener in the Department of Tourism. 3. Successful completion of Training in Gardening and allied subjects of not less than three months duration from the Agricultural College, Vellayani or equivalent qualification, before appointment or after the appointment arranged by the Department of Tourism. <p>OR</p> <p>Kerala Government Technical Education Certificate in Agriculture.</p> <p><i>Note:</i>—Qualification No. 3 above shall be an obligatory qualification for declaration of probation.</p> <ol style="list-style-type: none"> 1. Pass in S.S.L.C. or equivalent qualification. 2. National Trade Certificate in the trade of Electrician issued from any institute recognised by Government of any other equivalent qualification. <p>OR</p> <p>Kerala Government Certificate Examination in Electrical</p>
13. Electrician	By Promotion/ transfer/direct recruitment	

(1)	(2)	(3)
14. A.C. Mechanic	By Promotion/ transfer/ direct recruitment	<p>Engineering from Institutions recognised by Government.</p> <p><i>Desirable:</i>—Experience of not less than one year as Electrician under Government or in a reputed Institution.</p> <ol style="list-style-type: none"> 1. Pass in S.S.L.C. or equivalent qualification. 2. National Trade Certificate in the Trade of Refrigeration and Air Conditioning from an institution recognised by Government or equivalent qualification. <p><i>Preferential</i> (for direct recruitment only)</p> <p>Two years experience in maintenance and upkeeping of Central AC system under any Government Institution/Department or Public Sector Undertakings OR other Registered Institution shall be preferred.</p> <p>The preference shall be within the meaning of G. O. (Ms.) 50/70/PD dated 12-2-1970.</p> <ol style="list-style-type: none"> 1. Pass in S. S. L. C. or equivalent qualification. 2. Mechanic (Auto) Certificate of the Industrial Training Institute recognised by the Government or any other equivalent qualification. <p>In the absence of qualified hands under item (2) above, Certificate in Auto Mechanic after having undergone a course of study of not less than one year in an Institute recognised by the Government.</p> <p><i>Desirable:</i>—Experience of not less than one year's service as</p>
15. Mechanic (Auto)	By Promotion/ Transfer	

(1)	(2)	(3)
		direct recruitment will be conducted by the Public Service Commission. The practical test for the candidates to be considered for appointment by transfer/promotion shall be conducted by the co-ordinating agency specified in G. O. (P) 202/72/PD dated 22-5-1972.
12. Garden Supervisor	By Transfer	<ol style="list-style-type: none"> 1. Pass in Standard VIII. 2. Five year's experience as Gardener in the Department of Tourism. 3. Successful completion of Training in Gardening and allied subjects of not less than three months duration from the Agricultural College, Vellayani or equivalent qualification, before appointment or after the appointment arranged by the Department of Tourism. <p>OR</p> <p>Kerala Government Technical Education Certificate in Agriculture.</p> <p><i>Note:</i>—Qualification No. 3 above shall be an obligatory qualification for declaration of probation.</p> <ol style="list-style-type: none"> 1. Pass in S.S.L.C. or equivalent qualification. 2. National Trade Certificate in the trade of Electrician issued from any institute recognised by Government of any other equivalent qualification. <p>OR</p> <p>Kerala Government Certificate Examination in Electrical</p>
13. Electrician	By Promotion/ transfer/direct recruitment	

(1)	(2)	(3)
14. A.C. Mechanic	By Promotion/ transfer/ direct recruitment	<p>Engineering from Institutions recognised by Government.</p> <p><i>Desirable:</i>—Experience of not less than one year as Electrician under Government or in a reputed Institution.</p> <ol style="list-style-type: none"> 1. Pass in S.S.L.C. or equivalent qualification. 2. National Trade Certificate in the Trade of Refrigeration and Air Conditioning from an institution recognised by Government or equivalent qualification. <p><i>Preferential</i> (for direct recruitment only)</p> <p>Two years experience in maintenance and upkeeping of Central AC system under any Government Institution/Department or Public Sector Undertakings OR other Registered Institution shall be preferred.</p> <p>The preference shall be within the meaning of G. O. (Ms.) 50/70/PD dated 12-2-1970.</p> <ol style="list-style-type: none"> 1. Pass in S. S. L. C. or equivalent qualification. 2. Mechanic (Auto) Certificate of the Industrial Training Institute recognised by the Government or any other equivalent qualification. <p>In the absence of qualified hands under item (2) above, Certificate in Auto Mechanic after having undergone a course of study of not less than one year in an Institute recognised by the Government.</p> <p><i>Desirable:</i>—Experience of not less than one year's service as</p>
15. Mechanic (Auto)	By Promotion/ Transfer	

(1)	(2)	(3)
16. Auto Electrician	By Promotion/ transfer	<p>Mechanic (Auto) under Government or in a reputed Institution.</p> <p>1. Pass in S. S. L. C. or equivalent qualification.</p> <p>2. Auto Electrician Certificate of the Industrial Training Institute issued from any Institute recognised by Government or any other Government equivalent qualification.</p> <p>OR</p> <p>Certificate in Auto Electrician after having undergone a course of study of not less than one year in an institution recognised by the Government.</p> <p><i>Desirable</i>:—Experience of not less than one year as Auto Electrician under Government or in a reputed Institution.</p> <p>1. Pass in Standard IV.</p> <p>2. Craft Certificate in Restaurant and Counter Service from Government Food Craft Institute or any other qualification recognised by Government as equivalent thereto.</p> <p><i>Note</i>:—The existing incumbents in posts shall be exempted from the above qualifications.</p> <p>By Direct recruitment</p> <p>1. Pass in Standard VII.</p> <p>2. Craft Certificate in Restaurant and Counter Service from Government Food Craft Institute or any other qualification recognised by Government as equivalent thereto.</p>
17. Butler/ Caretaker	By Transfer	<p>1. Pass in Standard IV.</p> <p>2. Craft Certificate in Restaurant and Counter Service from Government Food Craft Institute or any other qualification recognised by Government as equivalent thereto.</p> <p><i>Note</i>:—The existing incumbents in posts shall be exempted from the above qualifications.</p> <p>By Direct recruitment</p> <p>1. Pass in Standard VII.</p> <p>2. Craft Certificate in Restaurant and Counter Service from Government Food Craft Institute or any other qualification recognised by Government as equivalent thereto.</p>

(1)	(2)	(3)
18. Plumber	By promotion/ transfer/direct recruitment	<p>1. Pass in S. S. L. C. or equivalent qualification.</p> <p>2. National Trade Certificate in the trade of Plumber from an Institution recognised by Government or any other Government equivalent qualification.</p> <p>OR</p> <p>Diploma/Certificate in the trade of Plumber issued by Industrial Training Centre recognised by Government.</p> <p>1. Literacy in Malayalam/Tamil/Kannada.</p> <p>2. Current Boat Driver Licence issued by Chief Engineer, Irrigation.</p> <p>The proficiency in Driving boats to proved through a practical test.</p> <p>1. Literacy in Malayalam/Tamil and Kannada.</p> <p>2. Current Boat Syrang Licence issued by Chief Engineer Irrigation. Proficiency will be tested through a practical test.</p> <p><i>Desirable</i>:—Pass in Standard VII or equivalent.</p>
19. Boat Driver	By Transfer or direct recruitment	<p>1. Literacy in Malayalam/Tamil/Kannada.</p> <p>2. Current Boat Syrang Licence issued by Chief Engineer Irrigation. Proficiency will be tested through a practical test.</p> <p><i>Desirable</i>:—Pass in Standard VII or equivalent.</p>
20. Boat Syrang	By Transfer or direct recruitment	<p>1. Literacy in Malayalam/Tamil and Kannada.</p> <p>2. Current Boat Syrang Licence issued by Chief Engineer Irrigation. Proficiency will be tested through a practical test.</p> <p><i>Desirable</i>:—Pass in Standard VII or equivalent.</p>

(b) The experience, prescribed for appointment by direct recruitment to the various categories shall be one gained after acquiring the basic academic qualification prescribed for the respective categories. The qualification of experience shall not be insisted on in the case of candidates belonging to Scheduled Caste/Scheduled Tribe for direct recruitment. Such candidates shall acquire the required experience after recruitment.

6. *Qualification regarding age.*—No person shall be eligible for appointment by direct recruitment to any of the posts, except that of Manager Grade III, specified above, if he/she has not completed the age of 18 years or if he/she has completed 35 years on the first day of January of the year in which applications for appointment to the posts are invited. No person shall be eligible for appointment by direct recruitment to the post of Manager Grade III, if he/she has not completed the minimum age of 20 years or if he/she has not completed 35 years of age. Relaxation of upper age limit envisaged in Rule 10 (c) of Part II of the Kerala State and Subordinate Services Rules, 1958, shall be applicable for selection by direct recruitment under these rules.

7. *Reservation of appointment.*—The Rules of Reservation of appointment (General Rules 14—17) shall apply to the appointment by direct recruitment.

8. *Probation.*—Every person appointed to any of the categories shall, from the date on which he/she joins duty, be on the probation.

(i) If recruited direct or appointed by transfer, for a total period of two years on duty within a continuous period of three years, and

(ii) If appointed by promotion, for a total period of one year on duty within a continuous period of two years.

9. *Test.*—Every person appointed to the post of Manager Grade II and Manager Grade III, shall pass the Account Test (Lower) within the period of probation unless he/she already passed the test.

10. *Training.*—Persons appointed by transfer to the post of Manager Grade III, who are below 45 years of age and not already qualified in Catering Management shall be sent for training in Catering Management for not less than 21 weeks at the Institute of Catering Technology and Applied Nutrition, Bombay or for other equivalent training.

Note.—The selection for training shall be on the basis of seniority and the further increment of those sent for training shall become payable only after the successful completion of the training. Persons holding the post of Manager Grade III who have not undergone training shall also be eligible for promotion as Manager Grade II and shall be bound to undergo training according to seniority among untrained hands in the category of Manager Grade II.

Every person appointed to the post of Manager Grade III by transfer or by direct recruitment shall undergo training for three months in official correspondence and accounts matter.

11. *Security.*—The posts of Manager Grade II and Manager Grade III shall be security posts. Fidelity Insurance cover for Rs. 500 (Rupees Five hundred only) in respect of each of these posts shall be obtained from the State Insurance Department.

By order of the Governor,

K. JAYAKUMAR,
Secretary to Government.

Explanatory Note

(This does not form part of the notification, but is intended to indicate its general purport.)

The Special Rules for the posts under the Subordinate Service of the Department of Tourism, except those of Manager Grade II and Manager Grade III have not been prescribed. Rules for the posts of Manager Grade II and Manager Grade III were issued as per G. O. (P) No. 77/86(GAD) dated 13-3-1986.

Government now propose to issue the Special Rules for all the posts including the posts of Manager Grade II and Manager Grade III, with certain modifications, coming under the Subordinate Service of the Department of Tourism.

This notification is intended to achieve the above object.