

The Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions

[Section 4(1)(b) (v)]

**RECRUITMENT & PROMOTION RULES –
ADMINISTRATIVE STAFF**

1. These Rules shall be called IMG (Recruitment & Promotion) Rules
2. These Rules shall come into effect from such date as may be specified in this behalf.
3.
 - a) These rules shall apply to the different posts in IMG classified in Appendix A.
 - b) The posts in each category shall consist of three grades viz. second grade, first grade and senior grade.
 - c) A person shall initially be recruited to Grade II of a post. On completion of four year's service he/she shall be entitled to I grade and on completion of 8 years of service in Grade I, he/she shall be entitled to senior grade.

Provided that he/she shall be eligible for higher grade only if he/she has satisfactorily completed his/her probation in the lower grade and on his/her possessing the qualifications prescribed for the post in these rules. Provided further that for the purpose of grade promotion, the general qualifications shall not apply to a person who was already holding a post on a regular basis on the date of coming into force of these rules. The period of probation shall be one year on duty within a continuous period of two years.

Note: 'Service' for the purpose of the above rule shall include only the period spent on duty, deputation to other organisations treated as duty and the period spent on leave with full salary.

4. Notwithstanding anything contained in these rules, recruitment by public advertisement, shall be resorted to only if suitable and sufficient candidates are not advised by the Employment Exchange twice consecutively.
5. The qualifications, methods of appointment, etc. to the various posts shall be as shown in Appendix A to these rules.

6. Notwithstanding anything contained in these Rules, any post can be filled up by deputation of suitable persons from Government or any autonomous body, for any specified period as the Director deems fit.
7. Age for direct recruitment

The minimum age for recruitment shall be 18 years and the maximum age shall be 35 years, with relaxation of 3 years in the upper age limit to candidates belonging to OBC and 5 years to candidates belonging to Scheduled Casts and Scheduled Tribes. Age for this purpose shall be calculated as on 1st July of the year in which applications are invited or vacancies are notified.
8. Where an approved rank list for recruitment to any category of posts exists on the date of coming into force of these rules, the provisions contemplated in these rules relating to appointment to that category shall be applied only after appointments are made from that list during the period of validity of that list.
9. The posts included in Appendix A of these rules shall have the scales of pay shown in Appendix B
10. Interchangeability will be allowed only within category III to posts borne on the same scale of pay, that too when a selective list for appointment to a post is not available, and when the persons possess the qualifications prescribed for the posts. Provided that a person will not be allowed to count his past service for purpose of qualifying service for higher grade in the new post to which he is recruited.
11. Assistants Grade II will be given two year's time to pass the prescribed tests for promotion to Grade I and they will be given provisional promotion during the period, if otherwise eligible. But they will not be given their further increments unless they pass the tests.

APPENDIX A

Category	Sl. No.	Name of the Post	Method of appointment	Qualifications
I	1	Assistant Grade II	Direct recruitment & recruitment by category change in the ratio of 1:1 (Executive Committee decision dtd. 10.1.91)	Graduation in Arts, Science or Commerce from any recognised University or equivalent qualification
		Assistant Grade I	Promotion from Grade II	Pass in the test on Office Procedure and Service Rules conducted by IMG
		Assistant Senior Grade	Promotion from Grade I	-
		Interchangeability may be allowed between the posts of Assistants and Steno-typists in Category I and within category III to posts borne on the same scale of pay, when a selective list for appointment to a post is not available and only if the person possesses the qualifications prescribed for the post. Provided that a person will not be allowed to count his past service for purpose of qualifying service for higher grade in the new post of which he is appointed.		
	2	Confidential Assistant Grade II	Direct Recruitment	1. Graduation in Arts, Science or Commerce form any recognised University or equivalent qualification 2. Typewriting English Higher & Malayalam Lower (KGTE, MGTE or equivalent qln.)
		Grade I	Promotion from Grade II	
		Senior Grade	Promotion from Grade I	
	3	Steno-Typist Grade II	Direct Recruitment	1. Graduation in Arts, Science or Commerce from any recognised University or equivalent qualification Typewriting English Higher & Malayalam Lower (KGTE, MGTE or equivalent qln.)

		Grade I	Promotion from Grade II	-
		Senior Grade	Promotion from Grade I	
	4	Typist Grade II	Direct Recruitment	<ol style="list-style-type: none"> 1. SSLC 2. Typewriting English Higher & Malayala Lower (KGTE, MGTE or equivalent)
		Grade I	Promotion from Grade II	-
		Senior Grade	Promtoion from Grade I	-
	5	Librarian Grade Ii	Direct Recruitment	<ol style="list-style-type: none"> 1. SSLC 2. Pass in Certificate course in Library Science 3. Experience for a minimum period of 5 years in a Library
		Grade I	Promotion from Grade II	
		Senior Grade	Promotion from Grade I	
II *	1	PABX Operator Grade II	Direct Recruitment	<ol style="list-style-type: none"> 1. SSLC 2. Proficiency certificate in Telephone operation from a recognised Institution 3. Experience for one year in operating PABX in any reputed organisation
		Grade I	Promotion from Grade II	
		Senior Grade	Promotion from Grade I	
	2	Caretaker Grade II	Direct Recruitment	<ol style="list-style-type: none"> 1. SSLC 2. 2 years experience as Manager/Caretaker in a hostel 3. Fluency in English, Hindi & Malayalam
		Grade I	Promotion from Grade Ii	
		Senior Grade	Promotion from	

			Grade I	
	3	Binder Grade Ii	Direct recruitment	1. SSLC 2. Book Binding (Lower) KGTE/MGTE
		Grade I	Promotion from Grade II	
		Senior Grade	Promotion from Grade I	
	4	Audio-visual Equipment Operator -cum- Electrician	Direct recruitment	1. SSLC 2. (a) National Trade Certificate of Electrician or any equivalent qln. (b) 3 years experience in operating film projector and other audio-visual aids.
		Grade I	Promotion from Grade II	
		Senior Grade	Promotion from Grade I	
	5	Roneo Operator Grade II	Direct Recruitment	Pass in standard VII or III form
		Grade I	Promotion from Grade II	
		Senior Grade	Promotion from Grade I	
	6	Library Assistant Grade II	Direct Recruitment	1. SSLC 2. Certificate course in Library Science 3. Experience for 2 years
		Grade I	Promotion from Grade II	
		Senior Grade	Promotion from Grade I	
	7	Clerical Assistant Grade II		1. SSLC 2. Three years experience in any reputed organisation
		Grade I	Promotion from Grade II	
		Senior Grade	Promotion from Grade I	
	8	Driver Grade II	Direct recruitment for Light duty vehicle	1. A pass in standard VII or III form 2. Driving license (light)

				3. Experience for a minimum period of 3 years
			for Heavy duty vehicles	1. A pass in standard VII or III form 2. Heavy duty license 3. Experience for a minimum period of 3 years after taking heavy license.
		Grade I	Promotion from Grade II	
		Senior Grade	Promotion from Grade I	
<p>The method of appointment for Grade II of all posts coming under Category II, the following points shall be substituted, viz,</p> <ol style="list-style-type: none"> 1. By promotion from any post under Category III 2. In the absence of qualified hands for promotion, by direct recruitment. 				
III	1	Gardener Grade II	Direct recruitment	1. Literacy 2. Experience in a well established nursery Govt. or quasi Govt. for a minimum period of 2 years
		Grade I	Promotion from Grade II	
		Senior Grade	Promotion from Grade I	
	2	Peon-cum-Roomboy Grade II	Direct recruitment	1. Pass in standard VII 2. Knowledge in cycling
		Grade I	Promotion from Grade II	
		Senior Grade	Promotion from Grade I	
	3	Cleaner Grade II	Direct recruitment	Literacy
		Grade I	Promotion from Grade II	
		Senior Grade	Promotion from Grade I	
	4	Sweeper Grade II	Direct recruitment	Literacy
		Grade I	Promotion from Grade II	
		Senior Grade	Promotion from Grade I	
	5	Scavenger Grade II	Direct recruitment	Literacy
		Grade I	Promotion from	

			Grade II	
		Senior Grade	Promotion from Grade I	
	6	Watchman	Direct recruitment	Literacy
		Grade I	Promotion from Grade II	
		Senior Grade	Promotion from Grade I	
Note: Preference will be given to Ex-servicemen & Ghorkhas				

APPEDIX B

Sl.No.	Designation	Present Scale of Pay
1	Assistant Grade I	7990-200-9590-240-10790-280-11910-340-12930
2	Assistant Grade II	6680-160-7480-170-7990-200-9590-240-10790
3	Assistant Senior Grade	9190-200-9590-240-10790-280-11910-340-13610-380-15510
4	AVEO-Electrician Gr. II	4510-120-4990-130-5510-140-5930-150-6680-160-7480
5	AVEO-Electrician Sr.Gr.	7480-170-7990-200-9590-240-10790-280-11910
6	Binder Grade II	4510-120-4990-130-5510-140-5930-150-6680-160-7480
7	Binder Senior Grade	7480-170-7990-200-9590-240-10790-280-11910
8	Caretaker Gr.II	4990-130-5510-140-5930-150-6680-160-7480-170-7990
9	Caretaker Sr.Gr.	7990-200-9590-240-10790-280-11910-340-12930
10	Cleaner (Bus) Grade II	4400-110-4510-120-4990-130-5510-140-5930-150-6680
11	Cleaner (Bus) Senior Grade	5510-140-5930-150-6680-160-7480-170-7990-200-8590
12	Clerical Assistant Gr.I	5510-140-5930-150-6680-160-7480-170-7990-200-8590
13	Clerical Assistant Gr.II	4510-120-4990-130-5510-140-5930-150-6680-160-7480
14	Confidential Asst Gr II	5930-150-6680-160-7480-170-7990-200-9590
15	Confidential Asst Sel.Gr	10790-280-11910-340-13610-380-16650-450-18000
16	Driver Grade II	4990-130-5510-140-5930-150-6680-160-7480-170-7990
17	Driver Senior Grade	7990-200-9590-240-10790-280-11910-340-12930
18	Gardener Gr.I	4510-120-4990-130-5510-140-5930-150-6680-160-7480
19	Gardener Grade II	4400-110-4510-120-4990-130-5510-140-5930-150-6680
20	Gardener Senior Grade	4990-130-5510-140-5930-150-6680-160-7480-170-7990
21	Librarian Grade I	11910-340-13610-380-16650-450-19350
22	Library Assistant Gr.II	4990-130-5510-140-5930-150-6680-160-7480-170-7990
23	Library Asst. Sr. Gr.	6680-160-7480-170-7990-200-9590-240-10790
24	PABX Operator	5510-140-5930-150-6680-160-7480-170-7990-200-8590
25	Peon/Peon-Roomboy Gr. I	4400-110-4510-120-4990-130-5510-140-5930-150-6680
26	Peon/Peon-Roomboy Gr.II	4300-100-4400-110-4510-120-4990-130-5510-140-5930
27	Peon/Peon-Roomboy Sr.Gr.	4990-130-5510-140-5930-150-6680-160-7480-170-7990
28	Programmer	9190-200-9590-240-10790-280-11910-340-13610-380-15510

29	Programming Assistant	9190-200-9590-240-10790-280-11910-340-13610-380-15510
30	Public Relations Officer	9190-200-9590-240-10790-280-11910-340-13610-380-15510
31	Reprographic Operator Gr.II	4510-120-4990-130-5510-140-5930-150-6680-160-7480
32	Roneo Operator Gr. I	4510-120-4990-130-5510-140-5930-150-6680-160-7480
33	Roneo Operator Gr.II	4400-110-4510-120-4990-130-5510-140-5930-150-6680
34	Roneo Operator Sr.Gr.	4990-130-5510-140-5930-150-6680-160-7480-170-7990
35	Room Boy Grade II	4400-110-4510-120-4990-130-5510-140-5930-150-6680
36	Room Boy Senior Grade	4990-130-5510-140-5930-150-6680-160-7480-170-7990
37	Sanitary Worker Gr.II	4300-100-4400-110-4510-120-4990-130-5510-140-5930
38	Sanitary Worker Sr.Gr.	4510-120-4990-130-5510-140-5930-150-6680-160-7480
39	Section Officer	10790-280-11910-340-13610-380-16650-450-18000
40	Senior Programmer	12930-340-13610-380-16650-450-20250
41	Stenotypist Grade I	7990-200-9590-240-10790-280-11910-340-12930
42	Stenotypist Grade II	5930-150-6680-160-7480-170-7990-200-9590
43	Stenotypist Senior Grade	9190-200-9590-240-10790-280-11910-340-13610-380-15510
44	Sweeper Grade II	5930-150-6680-160-7480-170-7990-200-9590
45	Sweeper Senior Grade	4510-120-4990-130-5510-140-5930-150-6680-160-7480
46	Typist Grade I	7990-200-9590-240-10790-280-11910-340-12930
47	Typist Grade II	5930-150-6680-160-7480-170-7990-200-9590
48	Typist Senior Grade	9190-200-9590-240-10790-280-11910-340-13610-380-15510
49	Watchman Grade I	4400-110-4510-120-4990-130-5510-140-5930-150-6680
50	Watchman Grade II	4300-100-4400-110-4510-120-4990-130-5510-140-5930
51	Watchman Senior Grade	4990-130-5510-140-5930-150-6680-160-7480-170-7990