



# കേരള ഗസറ്റ് KERALA GAZETTE

## അസാധാരണം EXTRAORDINARY

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GOVERNMENT OF KERALA

Home (L) Department

NOTIFICATION

G.O.(P) No. 50/2024/Home.

*Dated, Thiruvananthapuram 17<sup>th</sup> May, 2024*

*3<sup>rd</sup> Idavam, 1199*

**S. R. O. No. 451/2024**

*27<sup>th</sup> Vaisakha, 1946.*

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 the Kerala Judicial Ministerial Service Rules, 1994 issued under G. O. (P) No. 11/2006/Home dated 21<sup>st</sup> January, 2006 and published as S.R.O. No. 165/2006 in the Kerala Gazette No. 8 dated 21<sup>st</sup> February, 2006 and all other orders on the subject, the Government of Kerala hereby make the following Special Rules for various categories of posts in the Kerala Judicial Ministerial Service, namely:-



## RULES

1. ***Short title and commencement.***- (1) These rules may be called the Kerala Judicial Ministerial Service Rules, 2024.

(2) These rules shall come into force at once unless otherwise expressly provided herein.

2. ***Application.***- These rules shall apply to the holders of the post whether the posts are temporary or permanent and whether their appointments thereto are made before or after the coming into force of these rules, except to the extent otherwise expressly provided:-

(i) by or under any law for the time being in force, and

(ii) in respect of any person holding the post by a contract or agreement entered into between such person and the State Government.

3. ***Applicability of the general rules.***- The Kerala State and Subordinate Services Rules, 1958 as amended from time to time, shall mutatis mutandis apply to this service except to the extent otherwise expressly provided in these rules.

4. ***Constitution.***- The Kerala Judicial Ministerial Service shall consist of the following categories of Officers employed in the District Judiciary Department (Civil Unit including the office of the State Transport Appellate Tribunal and Criminal Unit).

1. Sheristadar of District Courts and State Transport Appellate Tribunals.

2. Sheristadar of Additional District Courts, Special Courts having the status of Additional District Courts and Motor Accidents Claims Tribunals.

2A. Sheristadar of Chief Judicial Magistrate's Courts.

3. Sheristadar of Sub Courts and Senior Superintendent (Civil Unit).

3A. Senior Superintendent of Criminal Unit.

4. Selection Grade Confidential Assistant (Civil Unit)/Personal Assistants to the Principal District Judges.



## 4A. Selection Grade Confidential Assistant (Criminal Unit).

*Note.*- (1) The categories 1 and 2 shall be deemed to have come into force with effect from 1<sup>st</sup> July, 2014. The post of Sheristadar of District Court shall have independent status with effect from 1<sup>st</sup> April, 2003.

(2) Categories 2A and 3A shall be deemed to have come into force with effect from 13<sup>th</sup> April, 2012.

(3) Category 4 shall be deemed to have come into force with effect from 6<sup>th</sup> July, 2012.

5 . **Appointment.**- Appointment to the various categories, specified in Column (2) of the table below shall be made by the method specified in the corresponding entry in column (3) thereof, namely:-

<i>Sl.No</i>	<i>Category</i>	<i>Method of appointment</i>
(1)	(2)	(3)
1.	Sheristadar of District Courts and State Transport Appellate Tribunal.	<p>(i) By promotion from Category 2 (Sheristadar of Additional District Courts, Special Courts having the status of Additional District Courts and Motor Accidents Claims Tribunals).</p> <p>(ii) In the absence of qualified and suitable candidates under item (i) above, by promotion from Category 3 [Sheristadar of Sub Courts and Senior Superintendents (Civil Unit)]</p> <p>(iii) In the absence of qualified and suitable candidates under items (i) and (ii) above, by direct recruitment.</p>

*Note.*- Appointment to the post of Sheristadar of District Courts during the period from 1<sup>st</sup> April, 2003 to 30<sup>th</sup> June, 2014 shall be regulated by promotion from the other posts in Category 1 (Sheristadars of District Courts, additional District Courts, Special Courts, Motor Accidents Claims Tribunals and State Transport Appellate Tribunals) of Kerala



## Judicial Ministerial Service Rules, 2006.

2. Sheristadar of Additional District Courts, Special Courts having the status of Additional District Courts and Motor Accidents Claims Tribunals.
- (i) By Promotion from Category 3 [Sheristadar of Sub Courts and Senior Superintendent (Civil Unit)]
- (ii) In the absence of qualified and suitable candidates under item (i) above, by transfer from Category 1 [Junior Superintendent (Civil Unit)] of Kerala Judicial Ministerial Subordinate Service.
- (iii) In the absence of qualified and suitable candidates under items (i) and (ii) above, by direct recruitment.
3. Sheristadar of Chief Judicial Magistrate's Courts.
- ((i) By promotion from Category 3A (Senior Superintendent of Criminal Unit).
- (ii) In the absence of qualified and suitable candidates under item (i) above, by transfer from category 1A [Junior Superintendent (Criminal Unit)] of Kerala Judicial Ministerial Subordinate Service.
- (iii) In the absence of qualified and suitable candidates under items (i) and (ii) above, by direct recruitment.
4. Sheristadar of Sub Courts and Senior Superintendent (Civil Unit)
- (i) By transfer from Category 1 [Junior Superintendent (Civil Unit)] of Kerala Judicial Ministerial Subordinate Service.
- (ii) In the absence of qualified and suitable candidates under item (i) above, by transfer from Category 1B [Bench Clerk Grade- I (Civil Unit)] of Kerala Judicial Ministerial Subordinate Service.
- (iii) In the absence of qualified and suitable candidates under items (i) and (ii) above, by direct recruitment.



5. Senior Superintendent of Criminal Unit. (i) By transfer from Category 1A [Junior Superintendent (Criminal Unit)] of Kerala Judicial Ministerial Subordinate Service.
- (ii) In the absence of qualified and suitable candidates under item (i) above, by transfer from Category 2A [Head Clerk/ Bench Clerk Grade-II (Criminal Unit)] of Kerala Judicial Ministerial Subordinate Service.
- (iii) In the absence of qualified and suitable candidates under items (i) and (ii) above, by direct recruitment.
6. Selection Grade Confidential Assistant (Civil Unit)/Personal Assistants to the Principal District Judges. By ratio promotion
- Note.-* Posting of Personal Assistants to the Principal District Judges is to be selected by the Principal District Judge according to his choice from amongst Selection Grade Confidential Assistants in the Unit. The continuance of the appointee shall be subject to the discretion of the High Court.
7. Selection Grade Confidential Assistant (Criminal Unit). By ratio promotion

*Note.-* The percentage based higher grades/ratio promotions with respect to various categories shall be in accordance with the orders issued by the Administrative Department in Government from time to time.

6. **Appointing authority.**- (a) The appointing authority in respect of all categories shall be the Registrar (District Judiciary), High Court and he shall be the Head of the Department.

(b) Appointment to the categories by promotion or by transfer shall be made on the basis of merit and ability. Seniority being considered only where merit and ability are approximately equal. Persons included in a Select List shall be ranked in the order of their seniority.

7. **Reservation of appointments.**- The rules regarding reservation (Rules 14-17 of the Kerala State and Subordinate Services Rules, 1958 as amended from time to time) shall apply to appointments by direct recruitment.



8 . **Qualifications regarding age.**- No person shall be eligible for appointment by direct recruitment to any of the posts included in the categories, if he has not completed 18 years of age or if he has completed 36 years of age on the first day of January of the year in which applications for appointment to the categories are invited with usual relaxation to candidates belonging to Scheduled Castes/Scheduled Tribes and Other Backward Classes.

9. **General qualifications.**- No person shall be eligible for appointment to the service unless person possesses the qualification of Secondary School Leaving Certificate or its equivalent and no person shall be eligible for appointment by direct recruitment to the categories 1, 2, 2A, 3 and 3A unless person possesses a Degree in Law from any recognised University.

10. **Essential qualifications.**- No person shall be eligible for appointment to the categories specified in column (2) of the table below by the method specified in column (3) unless he possess the qualifications and departmental tests specified in the corresponding order in column (4) and (5) respectively thereof namely:-

<i>Sl.No</i>	<i>Category</i>	<i>Method of Appointment</i>	<i>Essential Qualifications</i>	<i>Essential Departmental Qualifications</i>
(1)	(2)	(3)	(4)	(5)
1.	Sheristadar of District Courts and State Appellate Tribunals.	(i) By promotion  (ii) By direct recruitment	Secondary School Leaving Certificate or its equivalent.  Degree in Law of any recognised University.	1. Civil Judicial Test and Criminal Judicial Test.  2.Account Test (Lower).
2.	Sheristadar of Additional District Courts, Special Courts having the status of Additional District Courts and Motor Accidents Claims Tribunals.	(i) By promotion or by transfer.  (ii) By direct recruitment.	Secondary School Leaving Certificate or its equivalent  Degree in Law of any recognised University.	1. Civil Judicial Test and Criminal Judicial Test.  2.Account Test (Lower).



3. Sheristadar of Chief Judicial Magistrate's Courts.
- (i) By promotion or by transfer Secondary School Leaving Certificate or its equivalent
1. Civil Judicial Test and Criminal Judicial Test.
2. Account Test (Lower)
- (ii) By direct recruitment Degree in Law of any recognised University
4. Sheristadar of Sub Courts and Senior Superintendent (Civil Unit)
- (i) By transfer Secondary School Leaving Certificate or its equivalent.
1. Civil Judicial Test and Criminal Judicial Test.
2. Account Test (Lower).
- (ii) By direct recruitment Degree in Law of any recognised University
5. Senior Superintendent of Criminal Unit.
- (i) By transfer Secondary School Leaving Certificate or its equivalent.
1. Civil Judicial Test and Criminal Judicial Test.
2. Account Test (Lower).
- (ii) By direct recruitment Degree in Law of any recognised University.
6. Selection Grade Confidential Assistant (Civil Unit)/Personal Assistant to the Principal District Judges.
- Ratio promotion.
- 1) Secondary School Leaving Certificate or its equivalent.
- 2) Lower Grade Certificate in English Typewriting (Kerala Government Technical Examination) or equivalent qualification.
- 3) Lower Grade Certificate in Malayalam Typewriting (Kerala Government Technical Examination) or equivalent qualification.



4) Lower Grade Certificate in English Shorthand (Kerala Government Technical Examination) or equivalent qualification.

5) Lower Grade Certificate in Malayalam Shorthand (Kerala Government Technical Examination) or equivalent qualification.

6) Computer Word Processing or its equivalent qualification.

*Note.*- Those who have passed Lower Grade Certificate in English Typewriting (Kerala Government Technical Examination) or equivalent qualification before January, 2002 should produce separate certificate for computer Word processing.

7. Selection Grade Confidential Assistant (Criminal Unit). Ratio promotion.

1) Secondary School Leaving Certificate or its equivalent

2) Lower Grade Certificate in English Typewriting (Kerala Government Technical Examination) or its equivalent qualification.

3) Lower Grade Certificate in Malayalam Typewriting - (Kerala Government Technical Examination) or equivalent qualification.





4) Lower Grade Certificate in English Shorthand (Kerala Government Technical Examination) or equivalent qualification.

5) Lower Grade Certificate in Malayalam Shorthand (Kerala Government Technical Examination) or equivalent qualification.

6) Computer Word Processing or its equivalent qualification.

*Note.-* Those who have passed Lower Grade Certificate in English Typewriting (Kerala Government Technical Examination) or equivalent qualification before January, 2002 should produce separate certificate for Computer Word Processing.

*Note.-* (1) A person appointed to any of the categories by direct recruitment shall, during the period of probation pass the Account Test (Lower) and Manual of Office Procedure Test if he has not already passed the same.

(2) Graduates in Law need not pass Civil Judicial Test or Criminal Judicial Test.

11. ***Probation.***- Every person appointed to any of the categories under these rules shall from the date on which he joins duty, be on probation.-

(i) If recruited direct or by transfer against the category in which direct recruitment is prescribed as one of the methods of appointment, for a total period of two years on duty within a continuous period of three years.

(ii) If appointed by transfer to a category to which direct recruitment is not one of the



methods of appointment for a period of six months duty within a continuous period of one year, and

(iii) If appointed by promotion, for a total period of six months duty within a continuous period of two years.

12. **Unit of appointment, seniority and discharge**.- For the purpose of appointment to the categories by promotion, transfer or by direct recruitment, or seniority, or discharge for want of vacancy, or reappointment of probationers and approved probationers there shall be only two units in the State, namely Civil Unit consisting of categories 1, 2, 3 and 4 and the Criminal Unit consisting of categories 2A, 3A and 4A.

13. **Savings**.- If before the issue of these rules a person had been exempted under the orders then in force from possession of any qualification or the passing of any tests and the possession of such qualification or the passing of such tests is prescribed by these rules, these rules shall not apply to such person to the extent and in respect of the category, grade or post specifically covered by the order of exemption.

By order of the Governor,

**BISHWANATH SINHA.,**  
*Additional Chief Secretary to Government.*

### **Explanatory Note**

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

Under G.O. (Ms.) No. 176/2012/Home dated 6<sup>th</sup> July, 2012, the Government had sanctioned a higher pay scale to the post of Sheristadars of Principal District Courts with effect from 1<sup>st</sup> April, 2003 based on the recommendations of Shetty Commission Report. Though the benefit of higher time scale was not extended to the post in the 5<sup>th</sup> Pay Revision, later on the same was enhanced as per G.O. (P) No. 103/2017(187)/Fin dated 9<sup>th</sup> August, 2017. Consequent to the upgradation of the scale of the post of Sheristadars of District Court with effect from 1<sup>st</sup> April, 2003, the appointments to that post has to be made from the other interchangeable posts of Additional District Courts, Motor Accidents Claims Tribunals, Special Courts and State Transport Appellate Tribunal included in category 1 of Kerala Judicial Ministerial Service Rules, 2006. The upgradation in the scale of pay of Sheristadars of District Courts necessitated a change in the categorisation, method of appointment etc in Kerala Judicial Ministerial Service



Rules by assigning it a status distinct from the other posts of the category 1 of Kerala Judicial Ministerial Service Rules, 2006.

A Percentage based Higher Grade was sanctioned to the category of Senior Superintendents of the Civil Unit with effect from 21<sup>st</sup> January, 2006 as per G.O. (Rt.) No. 621/2009/Home dated 24<sup>th</sup> February, 2009. A provision for percentage/ratio based higher grade has to be incorporated in the Special Rules.

The Head Clerks of Chief Judicial Magistrate's Courts have been sanctioned the scale of pay applicable to Senior Superintendent (gazetted post) in the 9<sup>th</sup> Pay Revision. Subsequently the post was redesignated as Senior Superintendent vide G.O. (Ms.) No.105/12/Home dated 13<sup>th</sup> April, 2012. This category is on par with that in the Civil Unit and has to be assigned the same status. Further, in compliance to the Judgment dated 27<sup>th</sup> March, 2017 in WP(C) No. 29427/2015, G.O. (Rt.) No. 418/2018/Home dated 7<sup>th</sup> February, 2018 was issued according sanction for granting higher grade to the petitioner in the writ petition with effect from the date on which person comes within the 25% of the cadre strength of Senior Superintendents, observing that the petitioner would have been eligible for the benefit of Higher Grade, had the post been included in the gazetted cadre in the State Service.

In order to comply with the directions in the judgment in full, it has become necessary to amend the Special Rules with retrospective effect from the date of the Government Order redesignating the post as Senior Superintendent, i.e. 13<sup>th</sup> April, 2012.

As per G.O. (Ms.) No. 176/12/Home dated 6<sup>th</sup> July, 2012 the post of Personal Assistant to the Principal District Judge in the cadre of Selection Grade Confidential Assistant was created with effect from the date of the Government Order. Necessary instructions to fill up the post was issued as per High Court O.M. No. R-18/2000/SS/C2(A)(1) dated 16<sup>th</sup> November, 2012. The above post is to be incorporated in the Special Rules with effect from 6<sup>th</sup> July, 2012.

In the 10<sup>th</sup> Pay Revision Order issued as per G.O. (P) No.7/2016/Fin dated 20<sup>th</sup> January, 2016, the Government have sanctioned higher scale of pay to Sheristadar of State Transport Appellate Tribunal equivalent to that of Sheristadar of District Court. Considering the status of the post it has been decided that the post be interchangeable with that of Sheristadar of District Courts.

The period of probation prescribed for various categories was modified in the General Rules with effect from 22<sup>nd</sup> February, 2006 and 1<sup>st</sup> April, 2010. Hence necessary modifications are to be made in the Special Rules.



The maximum age limit for entering the Government Service enhanced to 36 years with effect from 1<sup>st</sup> April, 2012 vide G.O. (Ms.) No. 28/2012/P&ARD dated 20<sup>th</sup> June, 2012.

Considering all the above aspects, Government have decided to bring into effect a comprehensive rule in this regard.

This notification is intended to achieve the above object.

