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29/2/16



GOVERNMENT OF KERALA

**ABSTRACT**

Higher Education Department-Private Aided Colleges- Staff Pattern of Non Teaching Staff in Private Aided Arts & Science Colleges, Training Colleges and Arabic Colleges – Revised – Orders issued.

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**HIGHER EDUCATION (D) DEPARTMENT**

G.O.(MS) No. 60 /2016/ H.Edn.

Dated, Thiruvananthapuram 29.02.2016

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Read:- 1. GO(Ms) No. 119/04/H Edn dated 17.9.2004  
2. GO(Ms)No. 50/08/H.Edn dated 09.05.2008  
3.Letter No E1/10865/2012/Coll Edn dated 03.03.2015 of the Director of Collegiate Education, Thiruvananthapuram.

**ORDER**

Consequent to the delinking of Pre- Degree from Colleges, a large number of Non Teaching Staff in Private Aided Colleges became surplus. Hence vide reference read as (1) above, Government has implemented the prevailing staff pattern of Non Teaching Staff in Private Aided Colleges by taking into consideration of the number of Aided Courses prevailing at that time. Later some modifications were made in the staff pattern vide Government Order read as 2<sup>nd</sup> above.

2. Representations have been received in Government from various corners that eventhough teaching posts were created in Colleges by taking into account of additional courses sanctioned after 2004, the staff pattern of the Non teaching Staff has not been revised till date. Hence the Director of Collegiate Education was given direction to submit a comprehensive proposal in the matter.

3. As per the report of Director of Collegiate Education government have examined the matter in detail and are pleased to revise the staff pattern of Non teaching staff in Private Aided Arts & Science Colleges, Training Colleges and Arabic Colleges in the state.

(i) The Private Aided Arts & Science Colleges/Arabic Colleges/Training Colleges are classified into four grades as given below;

Grade A	Minimum number of 1500 students and minimum 25 courses including 5 PG courses
Grade B	Minimum number of 1200 students and

	<i>minimum 17 courses including 2 PG courses</i>
<i>Grade C</i>	<i>Minimum number of 900 students and minimum 11 courses including 1 PG course</i>
<i>Grade D</i>	<i>All other colleges, not included in the above grades</i>

After the upgrading of E Grade Colleges as D Grade Colleges, there will be no E Grade Colleges.

However, the new grading will be done in such a way that the present Grade will be protected and none of the Colleges would lose the prevailing status.

(ii) Colleges from Grades A to C will have 3 clerical posts for first five courses and two clerical posts for every additional five courses thereof. For D Grade Colleges 3 posts of LD clerk may be made eligible for first 5 courses and two clerical posts for every five additional courses thereof. The D grade colleges having three clerks will be sanctioned one additional post of clerk for carrying out the works relating to examinations.

(iii) The Colleges with grades from A to C will be eligible for 4 posts of Office Attendants for first five courses and one additional post for every five additional courses thereof. For D grade Colleges, three post of Office Attendant is eligible for first 5 courses and one additional post of Office Attendants for every five additional courses there of.

(iv) The post of Senior Superintendent & Junior Superintendent in Private Aided Colleges, existing as per the Government Orders read above will be revised as per following criteria.

Colleges having post of clerks upto 8 nos will be eligible for one post of Junior Superintendent, Colleges having 9-11 clerical post will be eligible for one post of Senior Superintendent and Colleges having 12 or more number of Clerical post will be eligible for one post of Junior Superintendent & one post of Senior Superintendent.

(v) Colleges having B.Sc. Physics, Chemistry, Zoology, Botany & Home Science will be eligible for 2 posts of Lab Assistants in each labs and other science subjects having practical labs except electronic and computer lab will be eligible for one post of Lab Assistant. In case of subsidiary subjects, which are also being taught as main subject, no additional post of Lab Assistant will be eligible for Lab of that subsidiary subject. However one post of Lab Assistant will be eligible for MSc Labs.

(vi) The post of Head Accountant, Mechanic, Herbarium Keeper, Botanic Gardener will continue as per the prevailing Staff Pattern.

(vii) All the Colleges getting UGC grant will have a post of UGC Librarian . The Private Aided Colleges getting UGC grant as of now and having Grade Librarian post will be upgraded as UGC Librarian post. The existing qualified Grade Librarian in such colleges may be promoted as UGC Librarian. If the existing Grade Librarian is not qualified for the post of UGC Librarian that post may be declared as supernumerary and he/she may be allowed to continue in the post. The Grade Librarian post will cease to exist as when the person quits service or acquires UGC

qualification or the post becomes vacant due to any other reasons. The post of UGC Librarian can be filled only after the supernumerary post of Grade Librarian ceases to exist in the College.

(viii) Every aided colleges will be eligible for two library Assistants only

(ix) Regarding the post of Store keeper, the prevailing condition of one Storekeeper will be retained and the condition of sanctioning additional posts of Storekeeper for MSc Physics/Chemistry will be discontinued.

(x) The post of Administrative Assistant existing in Colleges will be made supernumerary and the post will cease to exist when the present person working in the post of Administrative Assistant retires or the post becomes vacant owing to any other reasons.

(xi) One post of LD Computer Assistant will be retained in the Colleges and the excess post of LD/UD Computer Assistant will be made supernumerary. The Post will cease to exist as and when the person quits service or the post become vacant due to any other reasons.

(xii) The qualification to the post of LDC/LGS is fixed in accordance with GO(P) No. 21/2011/ P & ARD dated 01.07.2011.

(xiii) The probation of the employees of Private Aided Colleges is made in par with the State Government Employees and necessary amendments should be made in the Statutes in this regard.

(xiv) The post of Technical Assistant will continue as per the existing norms. Private Aided Colleges having Electronics/Computer as subjects and having laboratories for these subjects will be eligible for one post of Technical Assistant and the qualification will be as stipulated in concerned University Statutes.

(xv) Eventhough it has been given direction to accommodate the qualified persons in the abolished posts of Specimen collector, Gasman, Watchman, Sweeper, Scavenger and Sanitation Worker into the prevailing posts, it is seen that the direction has not been fully complied with. Hence the Director of Collegiate Education/ Deputy Director of Collegiate Education should verify and ensure that the qualified persons working in above abolished posts are posted in the very next arising /existing vacancy of Office Attendants in the College.

(xvi) If any post is found to be excess as per the present revision of Staff Pattern, the post will be made supernumerary and it will cease to exist as soon as the person working in the supernumerary post retires or the post becomes vacant due to any other reason.

(xvii) During the implementation of existing staff pattern the post were classified into various groups as per Government Order read as 2<sup>nd</sup> paper above. As a part of this revision the posts in Private Aided Colleges are classified into various groups as follows;

**Group 1:** Office Attendant, Sweeper, Sanitation worker, Night watchman, Specimen Collector, Library Assistant, Lab Assistant, Gasman, Gardener, Technical Assistant and Non teaching posts which are not included in any other groups.

**Group 2 :** Herbarium Keeper

**Group 3 :** Mechanic

**Group 4:** Head Accountant, Junior Superintendent, Senior Superintendent, Administrative Assistant.

**Group 5:** LD Clerk, U D Clerk, LD Store Keeper, UD Store Keeper

**Group 6:** Librarian, UGC – Librarian

**Group 7:** LD/UD Computer Assistant.

If there exists any supernumerary post in any of the Groups as classified above, the number of supernumerary posts must be deducted for calculating the vacancies of each group, as prevailing now.

2) The post of LD/UD Typist in Private Aided Colleges is redesignated as LD/UD Computer Assistant and the post of Peon in Private Aided Colleges is redesignated as Office Attendant. The above post will have the same qualification and pay structures as eligible for the counterparts in Government Colleges.

3) Since granting of relaxation in UGC qualification will pave way for heavy drain from the exchequer, no relaxation from UGC qualification will be given for promoting unqualified persons to the post of UGC Librarian.

4) The Director of Collegiate Education is hereby authorised to issue formal orders fixing Staff Pattern of individual Colleges.

A ready reckoner for the revised staff pattern of Non Teaching Staff in Private Aided Arts & Science, Arabic & Training Colleges is detailed in the table appended with this order.

(BY ORDER OF THE GOVERNOR)

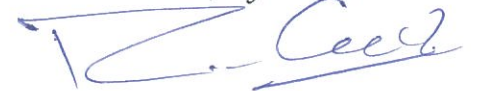
B.SRINIVAS

Principal Secretary

To

1. The Director of Collegiate Education, Thiruvananthapuram.
2. The Registrar, Kerala/Mahatma Gandhi/ ~~Calicut~~/Kannur University
3. The Principal Account General (Audit) Kerala, Thiruvananthapuram
4. The Accountant General (A&E) Kerala, Thiruvananthapuram
5. The Deputy Director of Collegiate Education, Kottayam
6. The Deputy Director of Collegiate Education, Kollam/Kottayam/Ernakulam/  
Thrissur/ Kozhikkode
7. GA (SC) Department
8. Finance Department, ( Vide UO(f) Edn C2/168/2015/Fin dated 10.10.15,  
18.12.15, 30.1.16 & 27.2.16)
9. I & PRD (web & new Media) & ~~(press release)~~
10. Stock/Spare

Forwarded/By Order



Section Officer

**Table appended to GO(MS) No.60/2016/H Edn dated 29.02.2016**

(Ready Reckoner for fixation of Staff Pattern of Non Teaching Staff in Private Aided Arts & Science, Arabic and Training Colleges)

Sl No	Name of Post	No of Posts admissible as per Revised Staff Pattern			
		A Grade College	B Grade College	C Grade College	D Grade College
1	Junior Superintendent	1. Colleges having clerical posts upto 8 nos will be eligible for one post of Junior Superintendent 2. Colleges having number of clerical posts from 9 to 11 will be eligible for one post of Senior Superintendent 3. Colleges having number of clerical posts with 12 or more are eligible for one post of Senior Superintendent and one post of Junior Superintendent 4. The criteria of the eligibility for the post of Head Accountant will be the same as prevailing now.			
2	Senior Superintendent				
3	Head Accountant				
4	Clerk	3 for first 5 courses	3 for first 5 courses	3 for first 5 courses	3 for first 5 courses
		2 for every 5 additional courses	2 for every 5 additional courses	2 for every 5 additional courses	2 for every 5 additional courses
		D Grade Colleges with only three Clerks will be eligible for one additional post of Clerk by taking into consideration of the workload of examinations			
5	Store Keeper (for colleges having Science Courses)	1	1	1	1
6	LD Computer Assistant	1	1	1	1
7	Office Attendant	4 for first 5 courses	4 for first 5 courses	4 for first 5 courses	3 for first 5 courses
		1 for every 5 additional courses	1 for every 5 additional courses	1 for every 5 additional courses	1 for every 5 additional courses
8	Librarian	1	1	1	1
		Colleges getting UGC Grant will be eligible for one post of UGC Librarian and other Colleges will be eligible for one post of Grade Librarian according to the status of the Libraries.			
9	Library Assistant	2	2	2	2
10	Laboratory Assistant (for colleges having Science Courses)	Colleges having B.Sc. Physics, Chemistry, Zoology, Botany & Home Science will be eligible for 2 posts of Lab Assistants in each labs and other science subjects having practical labs except electronic and computer lab will be eligible for one post of Lab Assistant. In case of subsidiary subjects, which are also being taught as main subject, no additional post of Lab Assistant will be eligible for Lab of that subsidiary subject. However one post of Lab Assistant will be eligible for MSc Labs.			
11	Mechanic (for colleges having Physics and Chemistry Labs)	1	1	1	1
12	Gardener (for colleges having M Sc Botany)	1	1	1	1
13	Herbarium Keeper (for colleges having MSc Botany and Herbarium maintained in the College)	1	1	1	1
14	Technical Assistant (for colleges with Electronics or Computer Science Lab and the subject is taught in the College)	1	1	1	1