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GOVERNMENT OF KERALA

കേരള ഗസറ്റ് KERALA GAZETTE

ആധികാരികമായി പ്രസിദ്ധപ്പെടുത്തുന്നത്
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APJ Abdul Kalam Technological University

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GOVERNMENT OF KERALA
2023



APJ Abdul Kalam Technological University**Abstract**

APJAKTU-Admn(Affiliation)-Ordinance for fixing the method of Appointment of Non-Teaching Staff of Aided Colleges their Qualifications, Experience and their Terms & Conditions of Service,2022-Orders issued

ADMINISTRATION

U.O.No. 1147/2023/KTU

Thiruvananthapuram, 15.05.2023

*Read:-*1. APJAKTU First Statute 2020

2. Minutes of the 43rd Syndicate meeting Item No. S-043-OA6 dated 18.04.2023

ORDER

Vide paper read (1) above, Chapter 8 Part 3 Statute 1 of the First Statutes, empowers the university to frame Ordinances fixing the Method of Appointment of Non-Teaching Staff and Technical staff of Aided Colleges, their Qualifications and Terms and Conditions of Service. Three affiliated Aided Engineering Colleges of APJAKTU were affiliated to Kerala, Mahatma Gandhi and Calicut Universities prior to the formation of the University and they followed different regulations for the service conditions of Non- Teaching and Technical staff of affiliated colleges. Government of Kerala has asked the University to frame the ordinance to over come the issue of mismatch in such provisions prevailed in parent universities. Accordingly the Syndicate has entrusted convenors of Syndicate Standing Committee on staff, Syndicate Standing Committee on student affairs and the Legal Consultant to draft the ordinance in consultation with the stake holders.

While considering the draft, Syndicate Standing Committee on Appointments of Teaching and Non teaching Staff of Aided Engineering Colleges and the University, recommended to bifurcate the ordinance into two and place the ordinance of teaching and technical staff before the Academic Council as it stipulates certain academic qualifications for appointment and promotion. In the case of non teaching staff it is recommended to place before the Syndicate as in the case of the ordinance of University staff.

The meeting of Syndicate Standing Committee on Appointments of Teaching and Non teaching Staff of Aided Engineering Colleges and the University convened on 17th April 2023 considered the draft proposal for non teaching staff of aided colleges and recommended to place the regulations before the Syndicate.

Vide paper (2) above, the proposal of Ordinance fixing the method of appointment of non-teaching staff of Aided Engineering colleges, their qualifications, experience and terms and conditions of service was placed before the Syndicate for consideration and approval.



Accordingly, the 43rd meeting of the Syndicate considered the matter in detail and resolved to approve the ordinance fixing the method of appointment of non-teaching staff of Aided Engineering colleges, their qualifications, experience and terms and conditions of service.

Hon'ble Vice Chancellor has accorded sanction to implement the resolution of the Syndicate in item no. S-043-0A6 in the University.

Ordinance fixing the method of appointment of non-teaching staff of Aided Engineering colleges, their qualifications, experience and terms and conditions of service, 2022 is appended.

Orders are issued accordingly

Sd/-

Dr.A. Praveen
Registrar



**A P J ABDUL KALAM TECHNOLOGICAL UNIVERSITY ORDINANCES
FIXING THE METHOD OF APPOINTMENT OF NON-TEACHING STAFF
OF AIDED COLLEGES, THEIR QUALIFICATIONS, EXPERIENCE AND
TERMS AND CONDITIONS OF SERVICE, 2022**

Preamble – In exercise of the powers conferred under Chapter 8 Part 3 Statute 1 of the First Statutes, the Board of Governors of the University hereby frame the “APJ Abdul Kalam Technological University Ordinances fixing the Method of Appointment of Non-Teaching Staff of Aided Colleges, their Qualifications and Terms and Conditions of Service, 2022”

CHAPTER 1

PRELIMINARY

1. Short title and commencement – (1) These Ordinances may be called Ordinances for constitution of the “APJ Abdul Kalam Technological University Ordinances fixing the Method of Appointment of Non-Teaching Staff of Aided Colleges, their Qualifications and Terms and Conditions of Service, 2022”.

(2) It shall come into force on the date of its publication in the Kerala Gazette.

2. Definitions – In these Ordinances, unless the context otherwise requires:-

- (a). “Act” means the APJ Abdul Kalam Technological University Act, 2015 (Act 17 of 2015).
- (b). “Categories of Posts” means the various categories of posts mentioned in Clause 5.
- (c). “Department” means a teaching department in the Aided College for each course of study or for different courses of study taken together.



- (d). “First Statutes” means the APJ Abdul Kalam Technological University First Statutes, 2020.
- (e). “Ordinances” means A P J Abdul Kalam Technological University Ordinances fixing the Method of Appointment of Non-Teaching Staff of Aided Colleges, their Qualifications and Terms and Conditions of Service, 2022.
- (f). “Non-Teaching Staff” means persons appointed to permanent vacancies in an Aided College to various categories of posts specified in Clause 5.
- (g). “University” means the APJ Abdul Kalam Technological University constituted under the Act.
- (h). Words and expressions used but not defined in these Ordinances shall have the respective meanings assigned to them in the Act or First Statutes.

CHAPTER II

APPLICATION OF ACT, THE FIRST STATUTES AND CERTAIN RULES ISSUED BY THE GOVERNMENT OF KERALA TO NON-TEACHING STAFF IN AIDED COLLEGES

3. *Application of Act and First Statutes* – Subject to the provisions in these Ordinances, the provisions in the Act and First Statutes generally and more particularly the provisions in Chapter 8 Part III, Part IV, Part V and Part VII of the First Statutes as amended from time to time shall be applicable to Non-Teaching Staff of Aided Colleges.

4. *Application of certain Rules, Orders etc. issued by Government of Kerala* - Subject to the provisions of the Act, the First Statutes and these Ordinances, the provisions in the Kerala State and Subordinate Service Rules, 1958, the Kerala Service



Rules, 1959, the Kerala Civil Services (Classification, Control and Appeal) Rules, 1960 and the Government Servants Conduct Rules, 1960 as amended from time to time and the orders, circulars etc. issued there under shall be applicable to the Non-Teaching Staff of Aided Colleges except to the extent contained in these Ordinances which have been expressly made applicable to them and the reference to 'Government' in those rules shall be read as 'University' for application of these Ordinances.

CHAPTER III

CATEGORIES OF POSTS, METHOD OF APPOINTMENT, QUALIFICATIONS AND EXPERIENCE

5. Constitution – (1) In every Aided college there shall be the following various categories of posts wherever sanctioned by the

Government, namely:-

- (i) Administrative Assistant
- (ii) Accounts Officer
- (iii) Senior Superintendent
- (iv) Junior Superintendent/ Chief Accountant
- (v) Head Clerk/ Head Accountant/ Cashier
- (vi) Senior Clerk
- (vii) Librarian Grade II
- (viii) Clerk
- (ix) LD/UD Typist/Steno Typist
- (x) Librarian Grade IV
- (xi) Lab Attendant
- (xii) Library Assistant
- (xiii) Non-Technical Attendant
- (xiv) Gardener
- (xv) Office Attendant/ Watcher/ Sanitation
Worker/Full Time Sweeper
- (xvi) Part-time Sweeper



Table

Sl. No.	Category No.	Category of Posts	Method of Appointment	Qualification and Experience
Non-Teaching Staff				
1.	1	Administrative Assistant	By promotion from Category 2 or 3 as the case maybe	Satisfactory declaration of probation in category 2 or 3 as the case maybe
2.	2	Accounts Officer	By promotion from Category 3	Satisfactory declaration of probation in category 3. Pass in Accounts test lower and higher conducted by Kerala Public Service Commission
3.	3	Senior Superintendent	By promotion from Category 4	Satisfactory declaration of probation in category 4
4.	4	Junior Superintendent/Chief Accountant	By promotion from Category 5	Satisfactory declaration of probation in category 5
5.	5	Head Clerk/Head Accountant/Cashier	By promotion from Category 6	Satisfactory declaration of probation in category 6 and Pass in Accounts Test conducted by Kerala Public Service Commission
6	6	Senior Clerk	By promotion from Category 8 based on seniority in the category	Satisfactory of declaration of probation in category 8 is essential



7	7	Librarian Grade II	<p>(i). By promotion from category 8,9 and/or 10 on the basis of service seniority in the Aided College in the categories of 8,9 and/or 10</p> <p>(ii). In the absence of qualified hands under item (i) above, by direct recruitment.</p>	<p>A pass in Plus two course conducted by the Government of Kerala or equivalent course recognized by the Government of Kerala. A pass in Certificate course in Library and Information Science. For appointment by promotion satisfactory of declaration of probation in category 8,9 or 10 is essential.</p>
8	8	Clerk	<p>(i) By promotion from Category 9 or 10 based on total seniority in all the categories taken together.</p> <p>(ii) In the absence of qualified hands under item (i) above, by direct recruitment</p>	<p>A Graduate Degree obtained from any of the Universities in Kerala or a Graduate Degree recognized by any of the Universities in Kerala or Pass in Plus Two conducted by the Government of Kerala and Diploma in Computer Application obtained from any institution</p>



				<p>recognized by Government of Kerala.</p> <p>For appointment by promotion satisfactory of declaration of probation in category 9 or 10 is essential</p>
9	9	LD/UD Typist	<p>(i).By promotion from Category 10</p> <p>(ii).In the absence of qualified hands under item (i) above, by direct recruitment</p>	<p>A pass in Plus two course conducted by the Government of Kerala or equivalent course recognized by the Government of Kerala and pass in and Diploma in Computer Application obtained from any institution recognized by Government of Kerala.</p> <p>OR</p> <p>Pass in Typewriting Higher or Lower.</p> <p>For appointment by promotion satisfactory of declaration of probation in category 10 is essential.</p>



10	10	Librarian Grade IV	<p>(i). By promotion from Category 11/12/13/14/15 on the basis of service seniority in the Aided College in any one Category or all Categories taken together.</p> <p>(ii). In the absence of qualified hands under item (i) above, by direct recruitment.</p>	<p>A pass in Plus two course conducted by the Government of Kerala or equivalent course recognized by the Government of Kerala. A pass in Certificate course in Library and Information Science.</p> <p>For appointment by promotion satisfactory of declaration of probation in any of the categories 11/12/13/14/15 is essential.</p>
11	11,12,13,14	Lab Attendant/ Library Assistant/ Non-Technical Attendant/Gardener	By promotion from category 15 based on total service seniority.	Pass in Class 10 and satisfactory declaration of probation in any of the categories of category 15.
15	15	Office Attendant/ Watcher/ Sanitation Worker/Full Time Sweeper	<p>(i). By promotion from category 16</p> <p>(ii). By direct recruitment</p>	Pass in Class 10. Higher qualification will be a disqualification
16	16	Part-time Sweeper	By Direct recruitment	Pass in Class 7. Higher qualification will be a disqualification.



6. Appointment and Qualification – Appointment to various categories of posts mentioned in Column 3 of the table above shall be made by the method specified in Column 4 thereof, and qualification and experience to hold the post shall be as specified in column 5 thereof namely:-

7. Approval of appointments

The Syndicate of the University shall be the authority to approve appointments made by an Aided College to any category of posts included in these Ordinances and the date from which such appointments shall be approved and take effect:

Provided that the Syndicate of the University shall not approve any appointments made to any category of posts which has not been sanctioned for appointment by the Government.

8. Probation-

The rules and orders governing probation applicable to persons holding identical/similar category of posts in Government Engineering Colleges shall *mutatis mutandis* be applicable to Non-Teaching Staff of Aided Colleges.

9. Promotion

The rules and orders governing promotions/grade promotions applicable to persons holding identical/similar category of posts in Government Engineering Colleges including other Government Employees shall *mutatis mutandis* be applicable to Non-Teaching Staff of Aided Colleges except to the extent contained in these Ordinances.

10. Selection Committee for appointments

1. For direct recruitment



- a. Chairman/Head of the Governing Body of the aided college-Chairman.
- b. Director of Technical Education or his/her nominee-Member
- c. Nominee of the University-Member
- d. Principal of the Aided college-Member

2. For Promotions

- a. Chairman/Head of the Governing Body of the aided college-Chairman.
- b. Principal of the Aided College-Member

11.Reservation of appointments

The Rules/Orders/Conditions of reservation of appointments made applicable to Aided colleges by Government shall be applicable for appointments by direct recruitments to existing vacancies in various categories of posts and posts arising in the future specified in these Ordinances. Reservation of 4% vacancies for appointment of persons with disabilities as provided in the Right of persons with Disabilities Act, 2016 with effect from 19.04.2017 and 3% of backlog vacancies calculated from 07.02.1996 to 18.04.2017 shall be filled up as per the provisions in the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 shall be applicable to the Aided College.



12. Savings

Nothing contained in these Ordinances shall adversely affect any incumbent in any category of post whose appointment in the said post has been approved by the Director of Technical Education for holding the said post or for being promoted to any higher categories of posts specified in these Ordinances for which the method of appointment is prescribed as “by promotion”.

Provided that for “promotion” of incumbents already in service of the Aided College whose appointment has been approved in any of the category of posts should be otherwise qualified for appointment to the promoted post as per the conditions fixed for promotion to such promoted posts in the Statutes/Rules/Orders in force before the commencement of these Ordinances.



APJ Abdul Kalam Technological University**Abstract**

APJAKTU-Admn(Affiliation)-Ordinance for fixing the method of Appointment of Teaching and Technical Staff of Aided Colleges their Qualifications, Experience and their Terms & Conditions of Service,2022-Orders issued

ADMINISTRATION

U.O.No. 1160/2023/KTU

Thiruvananthapuram, Dated: 16.05.2023

*Read:-*1. APJAKTU First Statute 2020

2. Minutes of the 20th Academic Council vide item No. 020.3.07 dated 17/10/2022

3. Minutes of the 21st Academic Council vide item No. 021.3.22 dated 09/02/2023 & 13/02/2023

4. Minutes of the 43rd Syndicate meeting Item No. S-043-OA7 dated 18.04.2023

ORDER

Vide paper read (1) above, Chapter 8 Part 3 Statute 1 of the First Statutes, empowers the university to frame Ordinances fixing the Method of Appointment of Non-Teaching Staff and Technical staff of Aided Colleges, their Qualifications and Terms and Conditions of Service. Three affiliated Aided Engineering Colleges of APJAKTU were affiliated to Kerala, MG and Calicut Universities prior to the formation of the University and they followed different regulations for the service conditions of Non - Teaching and Technical staff of affiliated colleges. Government of Kerala has asked the University to frame the ordinance to overcome the issue of mismatch in such provisions prevailed in parent universities. Accordingly the Syndicate has entrusted convenors of Syndicate Standing Committee on Staff, Syndicate Standing Committee on Student Affairs and the Legal Consultant of the University to draft the ordinance in consultation with the stake holders.

While considering the draft, Syndicate Standing Committee on the Appointments of Teaching and Non teaching Staff of Aided Engineering Colleges and the University, recommended to bifurcate the ordinance into two and place the ordinance of Teaching and Technical staff before the academic committee as it stipulates certain academic qualifications for appointment and promotion.

Vide paper read (2) above, the 20th academic Council meeting held on 17th October 2022 considered the matter and resolved vide Item No.020.3.07 to constitute a sub-committee consisting of Dr. Shahul Hameed as convenor, Dr. Sunil TT and Dr. Libish T as the members to study the ordinance and to suggest a workload pattern for the Technical staff and present the same in the next meeting.



The draft ordinance and draft on qualification, duties and responsibilities of Technical staff in Aided Engineering Colleges (Annexure 24-(Page No.200)) were submitted by the subcommittee after several levels of meetings and discussions.

Vide paper read (3) above, the 21st Academic Council meeting held on 9th & 13th February 2023 vide Item No.021.3.22 considered the draft placed by the subcommittee and resolved **to approve the draft ordinance prepared by the subcommittee of the Academic Council for qualification, duties and responsibilities of Teaching & Technical Staff in Aided Engineering Colleges.**

The meeting of SSC on Appointments of Teaching and Non teaching Staff of Aided Engineering Colleges and the University held on 17th April 2023 considered the above resolution of Academic Council on teaching and technical staff and recommended to place the regulations before the Syndicate.

Accordingly, the resolution of the Academic Council on the draft ordinance prepared by the subcommittee of the Academic Council for qualification, duties and responsibilities of Teaching & Technical Staff in Aided Engineering Colleges were placed before the Syndicate for consideration and approval.

Vide paper read (4) above, the 43rd meeting of the Syndicate considered the matter in detail and **resolved to approve the ordinance prepared by the subcommittee of the Academic Council for qualifications, duties and responsibilities of Teaching & Technical staff in Aided Engineering Colleges.**

Hon'ble Vice Chancellor has accorded sanction to implement the resolution of the Syndicate in item no. S-043-0A7 in the University.

Ordinance fixing the method of appointment of Teaching and Technical staff of Aided Engineering colleges, their qualifications, experience and terms and conditions of service 2022 is appended.

Orders are issued accordingly

Sd/-

Dr.A. Praveen
Registrar

* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.



**ORDINANCES FIXING THE METHOD OF APPOINTMENT OF
TEACHING STAFF AND TECHNICAL STAFF OF AIDED COLLEGES,
THEIR QUALIFICATIONS, EXPERIENCE AND TERMS AND
CONDITIONS OF SERVICE, 2022**

Preamble – In exercise of the powers conferred under Chapter 8 Part 3 Statute 1 of the First Statutes, the Board of Governors of the University hereby frame the “A P J Abdul Kalam Technological University Ordinances fixing the method of appointment of Teaching staff and Technical Staff of Aided Colleges, their qualifications and terms and conditions of Service, 2022”

CHAPTER 1

PRELIMINARY

1. Short title and commencement – (1) These Ordinances may be called Ordinances for constitution of the “A P J Abdul Kalam Technological University Ordinances fixing the method of appointment of Teaching staff and Technical Staff of Aided Colleges, their qualifications and terms and conditions of Service, 2022”.

(2) It shall come into force on the date of its publication in the Kerala Gazette.

2. Definitions – In these Ordinances, unless the context otherwise requires:-

(a). “Act” means the APJ Abdul Kalam Technological University Act, 2015 (Act 17 of 2015).

(b). “Categories of Posts” means the various categories of posts mentioned in Clause 6.



- (c) "Department" means a teaching department in the Aided College for each course of study or for different courses of study taken together.
- (d) "First Statutes" means the APJ Abdul Kalam Technological University First Statutes, 2020.
- (e) "Ordinances" means A P J Abdul Kalam Technological University Ordinances fixing the method of appointment of Teaching staff and Technical Staff of Aided Colleges, their qualifications and terms and conditions of Service, 2022.
- (f) "Technical Staff" means persons appointed to permanent vacancies of Trade Instructor (Senior Grade), Trade Instructor (First Grade), Trade Instructor (Second Grade) and Tradesman other than those held by Teaching Staff in Aided Colleges.
- (g) "Teaching Staff" mean persons appointed to permanent vacancies of Workshop Superintendant, Instructor Grade I, Instructor Grade II and Draftsman in Aided Colleges.
- (h) "University" means the APJ Abdul Kalam Technological University constituted under the Act.
- (i) Words and expressions used but not defined in these Ordinances shall have the respective meanings assigned to them in the Act or First Statutes.

CHAPTER II

APPLICATION OF ACT, THE FIRST STATUTES AND CERTAIN RULES ISSUED BY THE GOVERNMENT OF KERALA TO TEACHING STAFF AND TECHNICAL STAFF IN AIDED COLLEGES



3. ***Application of Act and First Statutes*** - Subject to the provisions in these Ordinances, the provisions in the Act and First Statutes generally and more particularly the provisions in Chapter 8 Part III, Part IV, Part V and Part VII of the First Statutes as amended from time to time shall be applicable to Teaching Staff and Technical Staff of Aided Colleges.
4. ***Application of certain Rules, Orders etc. issued by Government of Kerala*** - Subject to the provisions of the Act, the First Statutes and these Ordinances, the provisions in the Kerala State and Subordinate Service Rules, 1958, the Kerala Service Rules, 1959, the Kerala Civil Services (Classification, Control and Appeal) Rules, 1960 and the Government Servants Conduct Rules, 1960 as amended from time to time and the orders, circulars etc. issued there under shall be applicable to the Teaching Staff and Technical Staff of Aided Colleges except to the extent contained in these Ordinances which have been expressly made applicable to them and the reference to 'Government' in those rules shall be read as 'University' for application of these Ordinances.

CHAPTER III

CONSTITUTION OF SECTIONS, CATEGORIES OF POSTS IN EACH SECTION, METHOD OF APPOINTMENT, QUALIFICATIONS AND EXPERIENCE IN EACH CATEGORIES OF POSTS

5. ***Constitution*** - In every Aided college there shall be the following Sections consisting of various categories of posts included thereunder, wherever sanctioned by Government, namely:-

SECTION A - TEACHING STAFF

Category 1 - Workshop Superintendent

Category 2 - Instructor Grade I

Category 3 - Instructor Grade II/Draftsman

SECTION B - TECHNICAL STAFF



Category 1 - Trade Instructor (Senior Grade)

Category 2 - Trade Instructor (Grade I)

Category 3 - Trade Instructor (Grade II)

Category 4 - Tradesman

6. ***Appointment and Qualification*** - Appointment to various categories of posts mentioned in Column 3 of the table below shall be made by the method specified in Column 4 thereof, and qualification and experience to hold the post shall be as specified in column 5 thereof namely:-

TABLE				
Sl. No.	Category No.	Category of Posts	Method of Appointment	Qualification and Experience
Section A - Teaching Staff				
1.	1	Workshop Superintendent	(i) By promotion from Category 2	<p>(i).a. For Promotion - A Post Graduate Degree or Graduate Degree with First Class/60% aggregate marks/CGPA\geq6.5 either at Post Graduate Degree or Graduate Degree level in Mechanical Engineering or equivalent graduate degree awarded by any of the statutory Universities in Kerala or awarded by any statutory Universities in India or deemed Universities with a minimum total service of 10 years in the post of Instructor Grade I, Instructor Grade II/ Draftsman taken together</p> <p>OR</p> <p>b. A Diploma in Mechanical Engineering or equivalent diploma obtained after</p>



			<p>(ii) In the absence of qualified hands under item (i) above, by direct recruitment.</p>	<p>undergoing a regular course of study for not less than 3 years with 60% aggregate marks /CGPA>=6.5 and pass in Section A & B of AM.LE with a minimum total service of 10 years in the post of Instructor Grade I, Instructor Grade II/ Draftsman taken together</p> <p><i>{ii}.For Direct Recruitment - A Post Graduate Degree or Graduate Degree with First Class/60% aggregate marks/CGPA>=6.5 either at Post Graduate Degree or Graduate Degree level in Mechanical Engineering or equivalent degree awarded by any of the statutory Universities in Kerala or awarded by any statutory Universities in India or deemed Universities with a minimum of 10 years experience in Mechanical Workshop/Industry at supervisory level.</i></p>
2.	2	Instructor Grade I	<p>(i) By promotion from Category 3</p>	<p>(i).a. <i>For Promotion - A Post Graduate or Graduate Degree with First Class/60% aggregate marks/CGPA>=6.5 in the relevant branch of Engineering in the department of the Aided College where the post of Instructor Grade I is sanctioned or an equivalent degree in the relevant branch of engineering in the department of the Aided College where the post of Instructor Grade I is sanctioned which is awarded by any of the statutory Universities in Kerala or awarded by any statutory Universities in India or deemed</i></p>



				<p>Universities</p> <p>OR</p> <p>b. A Diploma in Engineering in relevant branch or equivalent diploma in the department of the Aided College where the post of Instructor Grade I is sanctioned obtained after undergoing a regular course of study for not less than 3 years with 60% aggregate marks /CGPA>=6.5 and pass in Section A & B of AM.LE.</p>
			<p>(ii) In the absence of qualified hands under item (i) above, by promotion from Categories 1,2 & 3 in Section B on the basis of total service seniority in all the 3 Categories taken together.</p>	<p><i>{iii}.For Direct Recruitment - A Graduate Degree with First Class/60% aggregate marks /CGPA>=6.5 in the relevant branch of the Engineering in the department of the Aided College where the post of Instructor Grade I is sanctioned or equivalent degree with First Class/60% marks awarded by any of the statutory Universities in Kerala or awarded by any statutory Universities in India or deemed Universities in the relevant branch.</i></p>
			<p>(iii) In the absence of qualified hands under item (i) &</p>	



			(ii) above, by direct recruitment.	
3.	3	Instructor Grade 11/Draftsman	<p>(i) By promotion from Categories 1, 2 & 3 combined in Section B.</p> <p>(ii) In the absence of qualified hands under item (i) above, by promotion from Category 4 in Section B.</p> <p>(iii) In the absence of qualified hands under item (i) & (ii) above, from qualified candidate</p>	<p>(i),(ii)&(iii). <i>For Promotion</i> - A Graduate Degree with First Class/60% aggregate marks /CGPA>=6.5 or Diploma with First Class/60% aggregate marks/CGPA>=6.5, in the relevant branch of the Engineering in the department of the Aided College where the post of Instructor Grade II/Draftsman is sanctioned or equivalent diploma obtained after undergoing a regular course of study for not less than 3 years with a minimum 3 years service in the Categories 1, 2 or 3 or taken together of Section B or a minimum of 3 years service in Category 4 in Section B.</p>



			<p>sin the category of Class III employees in the Aided Colleges (Senior Clerk /Clerk/L D/UD Typist/Librarian Grade II/ Librarian Grade IV) on the basis of total service seniority and in the absence of qualified candidate sin the category of Class III employees in the Aided Colleges by promotion from Class IV employees in the Aided Colleges (Lab Attendant</p>	
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			/ Library Assistant /Non-Technical Attender) on the basis of total service seniority. (iv) In the absence of qualified hands under item (i), (ii) & (iii) above,by direct recruitment.	(iv) For Direct Recruitment - A Graduate Degree or First Class Diploma or equivalent Diploma in the relevant branch of Engineering in the department of the Aided College where the post of Instructor Grade II/Draftsman is sanctioned, obtained after undergoing a regular course of study for not less than 3 years.
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Note 1: Promotion to the categories of Instructor Grade I/Instructor Grade II/Draftsman from the category of Trade Instructor shall be based on the combined seniority in the grade of Trade Instructor (Senior Grade), Trade Instructor (Grade I), Trade Instructor (Grade II)

Note 2: Promotion to the category of Instructor Grade II/Draftsman from the category of Tradesman shall be based on the total seniority of service in the post of Tradesman across various departments in the Aided College.

Note 3: Grade promotions including time bound grade promotions shall be granted in the next higher scale of pay of the post sanctioned in the Aided College.



Note 4: A Post Graduate Degree or Graduate Degree in any other course of study other than Mechanical Engineering should be one recognized by the APJ Abdul Kalam Technological University as equivalent to Mechanical Engineering.

Note 5: Post Graduate Degrees, Graduate Degrees or equivalent Degrees awarded by statutory Universities in Kerala, other statutory Universities in India or deemed Universities shall be one recognized by the APJ Abdul Kalam Technological University for appointment.

Note 6: A diploma in Mechanical Engineering or its equivalent or any other diploma or its equivalent or certificate which is prescribed as a qualification for appointment to any category of posts included in these Ordinances should be one obtained from All India Council for Technical Education approved Technical Institution and also approved/recognized by the Director of Technical Education Kerala.

Section B - Non-Teaching Staff				
Sl. No.	Category No.	Category	Method of Appointment	Qualification
1.	1	Trade Instructor (Senior Grade)	By promotion from Category 2	
2.	2	Trade Instructor (Grade I)	By promotion from Category 3	
3.	3	Trade Instructor (Grade II)	By promotion from Category 4 <i>Note:</i> Promotion to the category of Trade Instructor Grade II in a department in which the	A Graduate Degree Certificate or a Diploma with aggregate of 60% marks or National Trade Certificate (NTC) from Industrial Training Institutes (ITIs) or Industrial Training Centres (ITCs) approved by Government in the relevant branch of the



			post of Trade Instructor Grade II is sanctioned shall be based on the total seniority of service in the post of Tradesman in that department in the Aided College irrespective of the Trade in which the Tradesman was appointed in the said department.	Engineering in the department in the Aided College where the post of Trade Instructor (Grade II) is sanctioned or equivalent Degree/ Diploma with an aggregate of 60% marks/ NTC obtained after undergoing a regular course of study for not less than 3 years in the case of diploma and in case of NTC of duration 1/2/3 years.
4.	4	Tradesman	(i) By promotion from qualified candidate in the category of Class III employees in the Aided Colleges (Senior Clerk/ Clerk/LO /UD Typist/Librarian Grade 11/ Librarian	(i)&(ii). <i>For Promotion</i> - A Graduate Degree or a Diploma or National Trade Certificate (NTC) from Industrial Training Institutes (ITIs) or Industrial Training Centres (ITCs) approved by Government in the relevant branch of the Engineering in the department in the Aided College where the post of Tradesman is sanctioned or equivalent Degree/ Diploma/ NTC obtained after undergoing a regular course of study in the case of diploma and in case of NTC of duration 1/2/3 years.



			<p>Grade IV) and in the absence of qualified candidates in the category of Class III, by promotion from qualified candidates in the category of Class IV employees in the Aided Colleges (Lab Attendant / Library Assistant / Non-Technical Attender).</p> <p>(ii) In the absence of qualified hands under item (i) above, by direct recruitment.</p>	<p>(ii). For direct recruitment- A Degree/ Diploma or National Trade Certificate (NTC) in the relevant branch of the Engineering in the department in the Aided College where the post of Tradesman is sanctioned or equivalent diploma or certificate obtained after undergoing a regular course of study.</p>
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Note:- Successful completion of three training programs conducted by the university or agency approved by the university will be a mandatory requirement for each promotion.

7. Staff Pattern & Strength -

Staff patterns and strength will be fixed as per the curriculum, from time to time by the Government of Kerala taking into account Technical Education Special Rules and other relevant Government orders.

Note: 1. The nomenclature of "Tradesman" includes Tradesman of all Trades and not distinguished on the basis of their Trade. The post of Tradesman in each department shall be created for the Trade relevant to the department based on the curriculum and syllabus of the course/courses under the department at the time of creation of post. However Tradesman appointed on the basis of a particular Trade shall be required to discharge duties and functions of other Trade/Trades as per the requirements of the department or other departments of the aided college after being given such training/skill necessary for the discharge of the duties and functions of the concerned department as decided by the Principal of the college from time to time.

B. Approval of appointments

The Syndicate of the University shall be the authority to approve appointments made by an Aided College to any category of posts



included in these Ordinances and the date from which such appointments shall be approved and take effect:

Provided that the Syndicate of the University shall not approve any appointments made to any category of posts which has not been sanctioned for appointment by the Government.

9. Probation-

The rules and orders governing probation applicable to persons holding identical/similar category of posts in Government Engineering Colleges shall *mutatis mutandis* be applicable to Teaching Staff and Technical Staff of Aided Colleges.

10. Promotion

The rules and orders governing promotion applicable to persons holding identical/similar category of posts in Government Engineering Colleges including other Government Employees shall *mutatis mutandis* be applicable to Teaching Staff and Technical Staff of Aided Colleges except to the extent contained in these Ordinances.

11. Selection Committee for appointments

1. For direct recruitment

- a. Chairman/Head of the Governing Body of the aided college-Chairman.
- b. Director of Technical Education or his/her nominee-Member
- c. Nominee of the Vice Chancellor of the affiliating University-Member
- d. One subject expert of the relevant subject nominated by the Vice Chancellor-Member
- e. One subject expert of the relevant subject nominated by the Educational agency-Member
- f. Principal of the aided college-Member

2. For Promotions



- a. Chairman/Head of the Governing Body of the aided college-Chairman.
- b. Principal of the Aided College-Member

12.Reservation of appointments

The Rules/Orders/Conditions of reservation of appointments made applicable to aided colleges by Government shall be applicable for appointments by direct recruitments to existing vacancies in various categories of posts and posts arising in the future specified in these Ordinances. Reservation of 4% vacancies for appointment of persons with disabilities as provided in the Right of persons with Disabilities Act, 2016 with effect from 19.04.2017 and 3% of backlog vacancies calculated from 07.02.1996 to 18.04.2017 shall be filled up as per the provisions in the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 shall be applicable to the Aided College.

13. Powers, Duties and Functions

The powers, duties and functions of teaching staff and technical staff in various categories of posts shall be such as may be determined by the University.

14. Savings

Nothing contained in these Ordinances shall adversely affect any incumbent in any category of post whose appointment in the said post has been approved by the Director of Technical Education for holding the said post or for being promoted to any higher categories of posts specified in these Ordinances for which the method of appointment is prescribed as "by promotion".

Provided that "for promotion" of incumbents already in service of the Aided College whose appointment has been approved in any of the category of posts should be otherwise qualified for appointment to the promoted post as per the conditions fixed for promotion to such promoted posts in the Statutes/Rules/Orders in force before the commencement of these Ordinances.

