

CHAPTER IV

RECRUITMENT OF OFFICERS AND EMPLOYEES

5(1). Designation, Method of appointment, qualifications, experience and feeder category of the posts in the Board.—

TABLE I

Sl. No.	Category of post	No. of post	Appointing Authority	Method(s) of Appointment	Qualifications
(1)	(2)	(3)	(4)	(5)	(6)
1	Administrative-cum-Accounts Officer	1	Kerala State Waqf Board	By deputation of an Officer not below the rank of Under Secretary from the Government Secretariat	
2	System Administrator	1	"	On Contract basis	1. Postgraduate Degree in Computer Applications of a recognised University 2. Two years experience in Software Development and Web Development skills from the recognized institution
3	Divisional Waqf Officer	7	"	By promotion on seniority-cum-merit basis	Two years experience as Junior Superintendent

(1)	(2)	(3)	(4)	(5)	(6)
4	Junior Superintendent	5	Kerala State Waqf Board	By promotion on seniority-cum-merit basis.	1. 5 years experience as Legal Assistant. The ratio of promotion of Legal Assistant and Head Clerk shall be 1:2.
5	Legal Assistant	2	"	By Direct recruitment	1. Degree in Law from a recognized University with second class 2. Three years Bar practice as an Advocate 3. Diploma in Computer Application obtained after a course of study of not less than six months course duration or its equivalent recognized by the Government.

(1)	(2)	(3)	(4)	(5)	(6)
6	Head Clerk	6	Kerala State Waqf Board	By promotion on seniority-cum-merit basis	1. 3 years experience as Upper Division Clerk 2. 5 years experience as Waqf Inspector/Auditor
7	Waqf Inspector/Auditor (Male only)	16	"	By Direct recruitment	1. B.Com. 2. PGDCA/DCA or equivalent course approved by the Government
8	Upper Division Clerk	11	"	By promotion on seniority-cum-merit basis	3 years experience as Lower Division Clerk
9	Lower Division Clerk	22	"	1. By Direct Recruitment 2. By promotion from among the Clerical Assistant *	1. Graduation from a recognized University 2. Diploma in Computer Application obtained after a course of study of not less than six months course duration or its equivalent recognized by the Government

(1)	(2)	(3)	(4)	(5)	(6)
10	Clerical Assistant	8	Kerala State Waqf Board	By Direct recruitment	Higher Secondary or equivalent with fifty percent marks
11	Confidential Assistant Grade-I	1	"	By promotion on seniority-cum-merit basis*	5 years experience as Confidential Assistant Grade-II
12	Confidential Assistant Grade-II	1	"	By Direct recruitment	1. Pass in Plus 2 or its equivalent 2. Lower Grade Certificate in Typewriting English (KGTE) and Computer Word Processing or its equivalent. 3. Lower Grade Certificate in Typewriting Malayalam (KGTE) or its equivalent 4. Lower Grade Certificate in Shorthand English (KGTE) or its equivalent 5. Lower Grade Certificate in Shorthand Malayalam (KGTE) or its equivalent

(1)	(2)	(3)	(4)	(5)	(6)
13	Upper Division Typist	2	Kerala State Waqf Board	By promotion	Lower Division Typist with 5 years experience
14	Lower Division Typist	6	"	By Direct recruitment	<ol style="list-style-type: none"> 1. Pass in Plus 2 or its equivalent 2. Higher Grade Certificate in Typewriting-English (KGTE) and Computer Word Processing or its equivalent 3. Lower Grade Certificate in Typewriting Malayalam (KGTE) or its equivalent
15	Driver-cum-Office Attendant Grade-II	1	"	By Direct recruitment	<ol style="list-style-type: none"> 1. Pass in VII Standard 2. Valid Licence to drive Light Motor Vehicles. 3. 3 years experience in driving 4. Proficiency in driving (To be proved at a practical test)

(1)	(2)	(3)	(4)	(5)	(6)
16	Driver-cum-Office Attendant	3	Kerala State Waqf Board	On contract basis	<ol style="list-style-type: none"> 1. Pass in VII Standard 2. Valid license to drive Light Motor Vehicles 3. 3 years experience in driving 4. Proficiency in driving (To be proved at a practical test)
17	Attender Grade-I	5	"	By promotion	5 years experience as Attender Grade-II
18	Attender Grade-II	6	"	By Direct recruitment	Pass in VII Standard and should not have acquired a University Degree

- Note.*—1. The pay scale shall be revised as and when the pay and allowances of the State Government employees are revised subject to the approval of the Government after ensuring that the financial condition of the Board is satisfactory for implementing a pay revision.
2. The Senior Stenographer in the service of the Board appointed prior to the publication of this Regulation will be redesignated as Confidential Assistant Grade-I.
 3. The Upper Division Stenographer in the service of the Board appointed prior to the publication of this Regulation will be redesignated as Confidential Assistant Grade-II.
 4. The Lower Division Typist in the service of the Board appointed prior to the publication of this Regulation will be redesignated as Upper Division Typist.
 5. Direct recruitment and promotion shall be in the ratio 1:1. In the absence of qualified hands for promotion the turn will be filled up by direct recruitment.

I. *Staff pattern of Divisional Offices and Head Office.*—The Staff pattern in the Head Office and the Divisional Offices shall be as shown in the Table below:

TABLE II
Number of Post/Posts

Category	Kannur Division	Kozhikode Division	Malappuram Division	Thrissur Division	Ernakulam Division	Kottayam Division	Thiruvananthapuram Division	Head Office	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Administrator-cum-Accounts Officer	1	1
System Administrator	1	1
Divisional Waqf Officer	1	1	1	1	1	1	1	..	7
Junior Superintendent	1	1	1	1	1	5
Legal Assistant	2	2
Head Clerk	1	1	1	..	3	6
Waqf Inspector/Auditor	2	2	4	2	2	2	2	2	18
Upper Division Clerk	..	1	1	1	1	..	1	6	11

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Lower Division Clerk	..	2	2	5	1	1	2	1	8	22
Clerical Assistant	..	1	1	1	1	1	1	1	1	8
Confidential Assistant Grade-I	1	1
Confidential Assistant Grade-II	1	1
Upper Division Typist	1	1	2
Lower Division Typist	..	1	1	..	1	1	1	1	..	6
Driver-cum-Office Attendant Grade-II	1	1
Driver-cum-Office Attendant (Contract appointment)	..	1	1	1	3
Attendant Grade-I	1	1	3	5
Attendant Grade-II	..	1	1	1	1	1	1	6

Note.—No changes shall be effected by the Board to the staff pattern of Divisional Offices and Head Office without prior sanction of Government. The transfer and posting of employees shall be strictly in accordance with the staff pattern.

2. *Appointing authority and method of appointment.*—(1) The appointing authority of all officers and employees under these regulations shall be the Board. Appointments to the categories of posts specified in this chapter shall be made by the method specified in the corresponding entry in column (5) thereof in the Table.

(2) Employees who were appointed through the Employment Exchanges and continuing on contract basis with minimum of 7 years service in the service of the Board shall be allowed to continue in the service of the Board even after these regulations come in to force. If such employees have all the qualifications prescribed under the regulations, their service shall be regularised with the prior sanction of the Government with prospective effect from the date of publication of regulations.

(3) The Board shall obtain the prior sanction of the Government before notifying any vacancy for direct recruitment.

3. *Eligibility regarding age, promotion and probation.*—(1) No person shall be eligible for direct recruitment to any of the category if he has not completed eighteen years of age and if he has completed 39 years on the first day of the year in which applications for appointment are invited by the Board.

(2) The upper age limit prescribed for applying to Board's service will be relaxed in the case of those candidates who have worked temporarily in the service of the Board to the extent of their service up to a maximum of five years, provided they were within the age limit at the time of their initial appointment through the Employment Exchange.

(3) The candidates already in government service or quasi-government institutions or in the service of the Board must apply through the proper channel and possess all the qualifications and be within the age limit prescribed for the post.

(4) The appointments to the service of the Board will be subject to the regulations of the Board in force from time to time. Every employee on being admitted to the service of the Board shall sign a declaration agreeing to abide by the provisions of the regulations and amendments made from time to time. The Board may from time to time prescribe that the selected candidates for any posts or categories of posts

should furnish an agreement of bond, in the form to be prescribed by the Board, that they shall serve the Board for a period to be specified in the appointment order.

(5) No person who is not a Muslim and is not a citizen of India and is not ordinarily resident in the State of Kerala shall be appointed to any of the posts in the Board.

(6) No person shall be eligible for promotion to any of the categories of post in Chapter IV unless he possesses the prescribed qualifications.

(7) For promotion to the post of Junior Superintendent from among the Legal Assistants, Upper Division Clerk, and to the post of Lower Division Clerk from among the Clerical Assistants, the employees shall pass the following departmental test:

- (a) The Manual of Office Procedure test conducted by the Kerala Public Service Commission.
- (b) The Account test conducted by the Kerala Public Service Commission.
- (c) The tests conducted by the Board with respect to Act, Rules and Regulations.

(8) Every person appointed to any of the categories shall from the date on which he joins duty be on probation,—

- (a) If recruited directly, for a total period of two years on duty within a continuous period of three years; and
- (b) If appointed by promotion, for a period of one year on duty within a continuous period of two years.
- (c) The Board may extend the period of probation for a further period of one year.
- (d) At the end of the prescribed period of probation or the extended period of probation, as the case may be, the Board shall consider the probationer's suitability on the recommendation of the Chief Executive Officer for the post for which he was appointed. If the Board decides

that the probationer is suitable for the post it shall decide to issue an order declaring the probationer to have satisfactorily completed his probation and confirm the probationer in the said post.

- (e) For considering the probationer's suitability for promotion he shall pass the Manual of Office Procedure test conducted by the Kerala Public Service Commission.

(9) An employee whose promotion has been debarred in disciplinary proceedings will not be considered for promotion during the period for which the promotion has been so debarred:

Provided however that it shall be open to the Board to discharge or revert a probationer on the basis of the report of the Chief Executive Officer during the period of probation, if the Board is of opinion that the probationer is not fit to hold the post to which he has been appointed.

4. *Procedure for Appointment in the service of the Board.*—(1) The Board shall notify the vacancies in the official gazette and at least in two leading Malayalam newspapers and the notification shall also contain details regarding the category of posts, qualifications prescribed and the last date for receipt of application for the post.

(2) The appointment shall be based on the result in the written test and interview conducted by a sub-committee consisting of the following members, namely:—

- (i) Chairperson of the Board;
- (ii) The Chief Executive Officer;
- (iii) Two members of the Board including the officer appointed under clause (e) of sub-section (1) of section 14 of the Waqf Act;

(3) The total marks (100) allotted for the written test shall be 80 and the total marks allotted for interview shall be 20.

(4) The written test shall consist of questions to assess General English, Clerical Aptitude, Computer Proficiency, General Knowledge and numerical aptitude of the candidate.

(5) After the preparation of the rank list for appointment the Board shall forward the same to the government for approval.

(6) Notwithstanding anything contained in these Regulations the Chairperson may appoint, in case of emergency, persons having requisite qualifications to any of the Category of posts without following the procedure for appointment:

Provided that such appointment shall not be for a period exceeding ninety days:

Provided further that the Board may make such appointments for a period exceeding 90 days and not exceeding 180 days:

Provided also that the Chief Executive Officer may engage Clerical and Class IV servants on daily wages for a period not exceeding a continuous period of 180 days. Such appointment will be restricted to candidates nominated by the Employment Exchange according to rules.

(7) The Board reserves the right to employ whenever necessary in the interest of the Board, persons retired from the Government, quasi-government institutions, public sector undertakings or statutory bodies on contract basis subject to the condition that the persons so appointed shall not be retained in the service of the Board beyond the age of 60 years.

5. *Other conditions for appointment.*—(1) A candidate at the time of his first appointment to the service of the Board shall furnish certificates of good character from two Gazetted Officers of the State or Central Government who are not his relatives.

(2) No person shall be appointed by direct recruitment to the Board unless he has been certified by a registered medical practitioner to be of sound health and free from any incapacitating disease or infirmity. For the purpose of these regulations, only medical certificates issued by the medical officers of Government not below the rank of an Assistant Surgeon and Ayurveda Physicians or Homeopathic Doctors attached to Government hospitals or dispensaries will be accepted.