

15 -ാം കേരള നിയമസഭ

11 -ാം സമ്മേളനം

നക്ഷത്ര ചിഹ്നം ഇല്ലാത്ത ചോദ്യം നം. 4256

28-06-2024 - ൽ മറുപടിക്ക്

കിലയിലെ നിയമനങ്ങൾ

ചോദ്യം		ഉത്തരം	
ശ്രീ. സജീവ് ജോസഫ്		ശ്രീ. എം.ബി. രാജേഷ് (തദ്ദേശ സ്വയംഭരണം, എക്സൈസ് വകുപ്പ് മന്ത്രി)	
(എ)	കിലയുടെ പുതിയ എച്ച്.ആർ. പോളിസി അംഗീകരിച്ചിട്ടുണ്ടോ; എങ്കിൽ അതിന്റെ പകർപ്പ് ലഭ്യമാക്കുമോ; പ്രസ്തുത പോളിസി എന്ന് മുതലാണ് പ്രാബല്യത്തിൽ വരുന്നതെന്ന് അറിയിക്കുമോ;	(എ)	ഉണ്ട്.പകർപ്പ് അനുബന്ധം(1) ആയിചേർത്തിരിക്കുന്നു. പ്രസ്തുത എച്ച്.ആർ. പോളിസി 04.06.2024 തീയതിയിലെ സർക്കാർ ഉത്തരവ് നം. സ.ഉ(സാധാ)നം.972/2024/തസ്വഭവ .പ്രകാരം നിലവിൽ വന്നിട്ടുണ്ട്.
(ബി)	പ്രസ്തുത പോളിസി നിലവിൽ വരുന്നതിന് മുമ്പ് പോളിസിയിൽ പറയുന്ന ഏതെങ്കിലും തസ്തികയിൽ വിജ്ഞാപനം പുറപ്പെടുവിക്കുകയോ നിയമനം നടത്തുകയോ ചെയ്തിട്ടുണ്ടോ; എങ്കിൽ അവയ്ക്ക് നിയമസാധുതയുണ്ടോ;	(ബി)	പ്രസ്തുത പോളിസി നിലവിൽ വരുന്നതിന് മുമ്പ് കിലയിലെ അംഗീകൃത സ്റ്റാഫ് പാറ്റേൺ പ്രകാരവും, കില എക്സിക്യൂട്ടീവ് കമ്മിറ്റി/കില ഗവേണിംഗ് കൗൺസിൽ എന്നിവയുടെ തീരുമാനത്തിനനുസൃതമായി കിലയിൽ ഒഴിവുള്ള അംഗീകൃത തസ്തികകളിലേക്ക് നിയമനത്തിനായുള്ള വിജ്ഞാപനവും നിയമനവും നടത്തിയിട്ടുണ്ട്. അവയ്ക്ക് നിയമ സാധുത ഉണ്ട്.
(സി)	2023 ജനുവരി മുതൽ നാളിതുവരെ കിലയിൽ സ്ഥിരം, കരാർ, ദിവസ വേതനം എന്നീ അടിസ്ഥാനത്തിൽ നടത്തിയിട്ടുള്ള നിയമനങ്ങൾ സംബന്ധിച്ച രേഖകൾ നൽകാമോ;	(സി)	കിലയിൽ സ്ഥിരം, കരാർ, ദിവസ വേതനം എന്നീ അടിസ്ഥാനത്തിൽ നടത്തിയിട്ടുള്ള നിയമനങ്ങൾ സംബന്ധിച്ച രേഖകൾ അനുബന്ധം (2) ആയി ചേർത്തിരിക്കുന്നു.
(ഡി)	കിലയിൽ കരാറടിസ്ഥാനത്തിൽ ജോലി ചെയ്യുന്നവർക്ക് വാർഷിക ഇൻക്രിമെന്റ് നൽകാൻ വ്യവസ്ഥയുണ്ടോ; എങ്കിൽ കരാറടിസ്ഥാനത്തിലുള്ളവരിൽ ആർക്കൊക്കെ വാർഷിക ഇൻക്രിമെന്റ് നൽകിയിട്ടുണ്ട്; അവയുടെ രേഖകൾ നൽകാമോ;	(ഡി)	ശമ്പള സ്കെയിൽ നൽകി നിയമിച്ചവർക്ക് അതിൽ അനുവദിക്കുന്ന വാർഷിക ഇൻക്രിമെന്റ് നൽകുന്നുണ്ട്.
(ഇ)	കിലയിൽ കരാർ, ദിവസ വേതനാടിസ്ഥാനത്തിൽ ജോലി ചെയ്യുന്നവരെ സ്ഥിരപ്പെടുത്തുവാൻ സർക്കാരിലേക്ക് പ്രൊപ്പോസൽ സമർപ്പിച്ചിട്ടുണ്ടോ; അതിന്റെ പകർപ്പ് നൽകാമോ;	(ഇ)	ഉണ്ട്. പകർപ്പുകൾ അനുബന്ധം (5.1),(5.2) ആയി ചേർത്തിരിക്കുന്നു.
(എഫ്)	കിലയിലെ നിയമനങ്ങൾ പി.എസ്.സി.യ്ക്ക് വിടുന്നതിനുള്ള നടപടികളുടെ പുരോഗതി	(എഫ്)	2/12/2015-ൽ ചേർന്ന കിലയുടെ എക്സിക്യൂട്ടീവ് കമ്മിറ്റി തീരുമാന പ്രകാരം കിലയിലെ എല്ലാ സ്ഥിര നിയമനങ്ങളും കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ

വിശദമാക്കാമോ; അതിന്റെ ബന്ധപ്പെട്ട രേഖകളുടെ പകർപ്പുകൾ ലഭ്യമാക്കാമോ?

മുഖേനയാക്കാൻ തീരുമാനിക്കുകയും സർക്കാരിൽ ഈ വിഷയം അറിയിച്ചിട്ടുള്ളതുമാണ്.

സെക്ഷൻ ഓഫീസർ

PROCEEDINGS OF THE DIRECTOR GENERAL
KERALA INSTITUTE OF LOCAL ADMINISTRATION , THRISSUR

(Present: Dr.Joy Elamon)

Sub : KILA-CHRD -Estt- Smt. Sooriyaja. M. S, Mavunkal, Ezhupunna South. P. O
Alappuzha, 688537 - Assistant –permitted to join duty-orders issued-reg.

No: 2023/251/CHRD

Dated : 23.02.2023

- Read 1. Letter No. 2021/101/4100/CHRD dared 14.02.2023
2. Joining report of Smt. Sooriyaja. M. S, Mavunkal, Ezhupunna South. P. O
Alappuzha, 688537 dated 16.02.2022
3. Govt. Order No.(MS)No.81/2018/LSGD dated 08/06/2018.

Order

1. As per reference 1st cited Smt. Sooriyaja. M. S, Mavunkal, Ezhupunna South. P. O Alappuzha- 688537- was offered the appointment to the post of **Assistant** in KILA. Vide reference 2nd cited, she has accepted the offer of appointment.
2. Smt. Sooriyaja. M. S is appointed in the existing vacancy of Assistant in the scale of pay of Rs.20000-45800 (Pre-revised) as per reference 3rd cited.
3. She reported for duty on the **After Noon of 16.02.2023** and was permitted to join the post. She is posted to **KILA –IPPL Centre, Thaliparamba, Kannur.**
4. She shall be on probation for one year from the date of joining, the period of which may be extended at the discretion of KILA.
5. All KILA rules and Guidelines of KILA shall be applicable.

Dr.Joy Elamon

Director General

To

Smt. Sooriyaja. M. S
Mavunkal, Ezhupunna South. P. O
Alappuzha- 678556

Copy to

The Director, KILA –IPPL Centre, Thaliparamba, Kannur
The Director, KILA-CHRD, Kottarakara
Finance and Accounts Section
PS to Director General
IT Division to Update details in CoKILA

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No: 2023/295/CHRD

Dated :27.02.2023

Read : 1. Letter No. 2021/101/4100/CHRD dared 14.02.2023.

2. Joining report of Smt. Shameena .M, Sharasha Mahal, PO Ponniam East, Thalassery, Kannur, Kerala. 670641, dated: 24.02.2022.

3. Govt. Order No.(MS)No.62/2018/LSGD dated 04/05/2018.

Order

1. As per reference 1st cited Smt.Shameena.M., Sharasha Mahal, P.O Ponniam East,Thalassery, Kannur 670641 was offered the appointment to the post of Assistant in KILA. Vide reference 2nd cited she has accepted the offer of appointment.
2. Smt. Shameena .M is appointed in the existing vacancy of Assistant in the scale of pay of Rs.19000-43600 (Pre-revised) as per reference 3rd cited.
3. She reported for duty on the Fore Noon of 24.02.2023 and was permitted to join the post. She is posted to KILA –IPPL Centre, Thaliparamba, Kannur.
4. She shall be on probation for one year from the date of joining, the period of which may be extended at the discretion of KILA.
5. All KILA rules and guidelines of KILA shall be applicable.

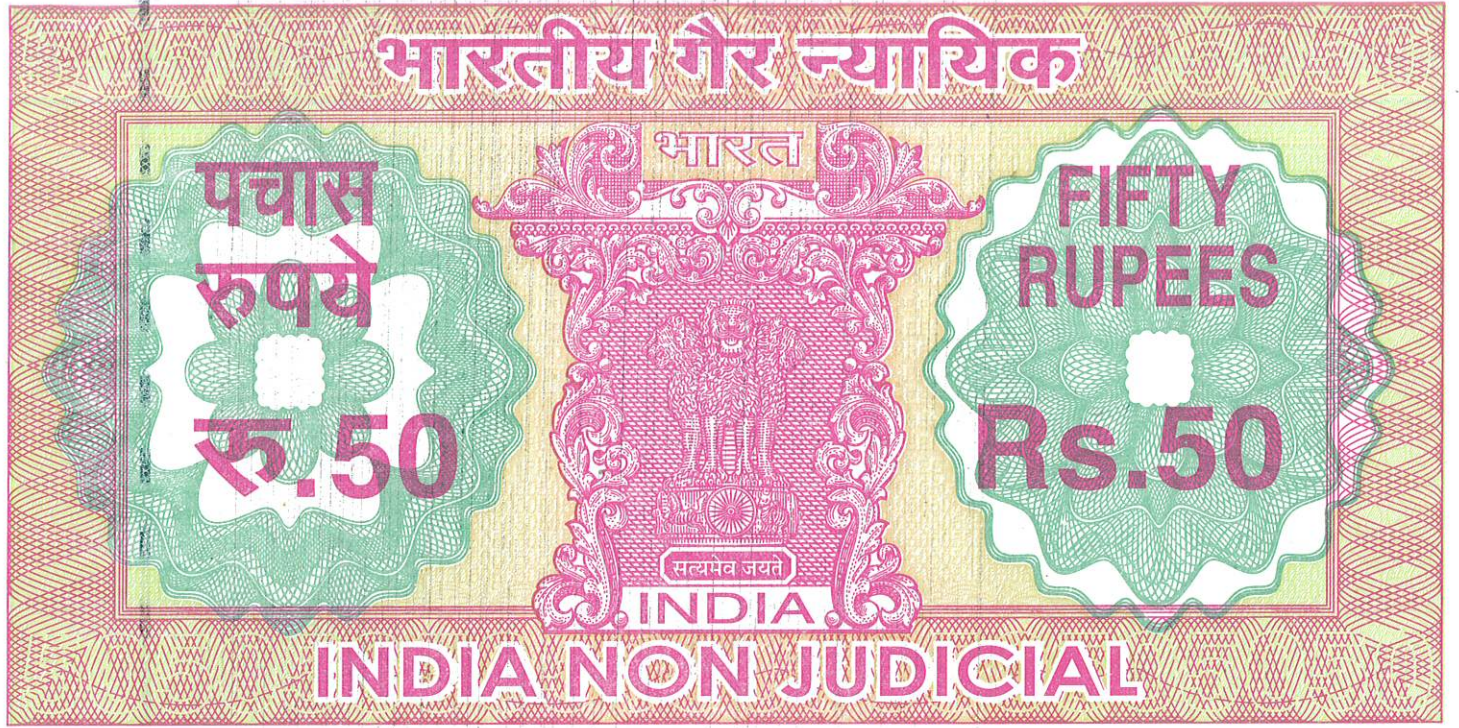
Dr.Joy Elamon
Director General

To

Smt. Shameena .M, Sharasha Mahal, PO Ponniam East,
Thalassery, Kannur 670641

Copy to

- 1) The Director, KILA-CHRD Kottarakara
- 2) Finance and Accounts Section
- 3) PS to Director General
- 4) IT Division to Update details in CoKILA



കേരളം KERALA

CZ 596418

AGREEMENT on CONTRACT APPOINTMENT as ASSISTANT PROFESSOR,
MANAGEMENT

AGREEMENT made on this day the 1st of April 2024 between Dr. Jibini. V. Kurien, St. George House, Olakettiambalam (P.O), Mavelikkara as the first party and the Director General, KILA (Kerala Institute of Local Administration) as the other second party.

Whereas KILA has appointed the party of the FIRST PART on Contract appointment and the first party has agreed to serve the Institute as Assistant Professor in Management in KILA on the terms and conditions herein after contained. Now these witnesses present and the parties hereto covenant and agree as follows :

1. The appointment is on Contract basis for a period of one year w.e.f. 01.04.2024.
2. The first party will be entitled to draw a consolidated pay of Rs.44,020/- per month.

No 21547 Rs 50/-

27.3.2024

Dr. Jibini V Kurien

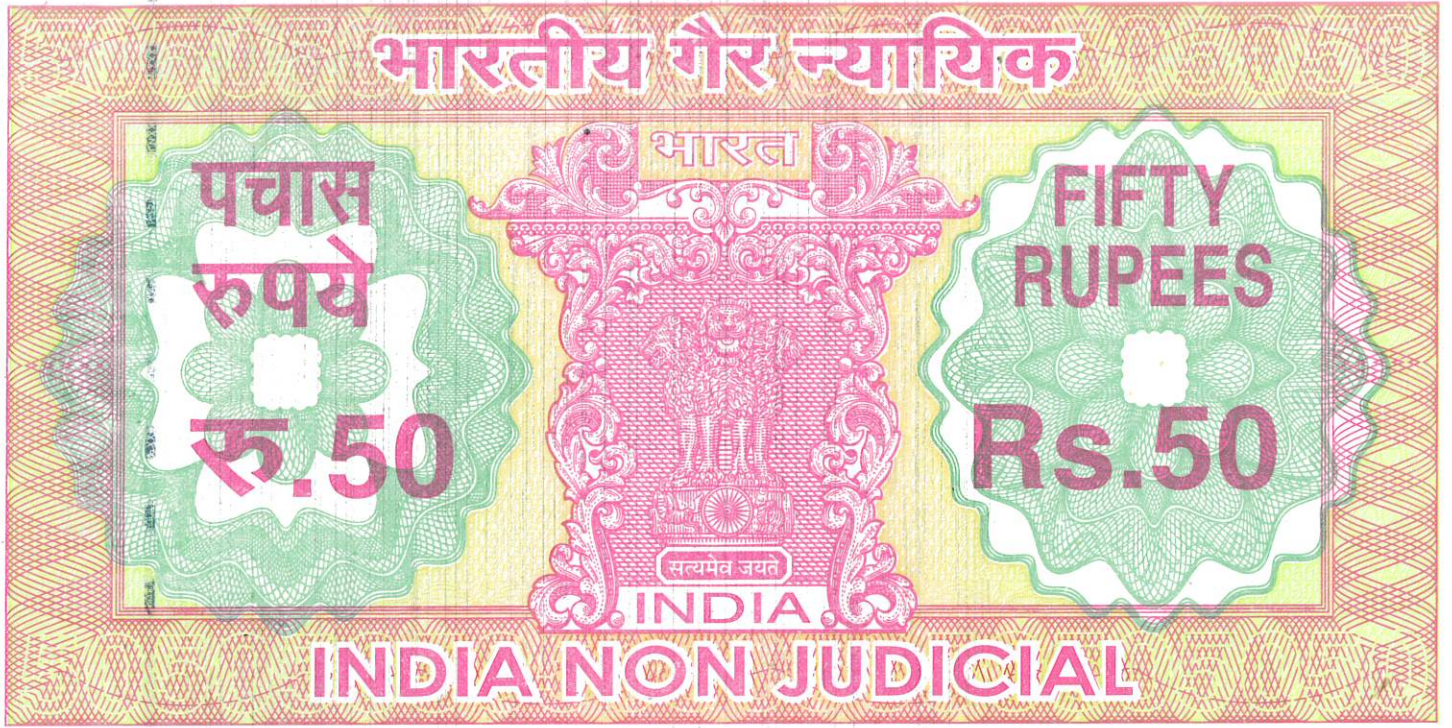
St. George House

Olakettiambalam, Mavelikkara Po

[Signature]

KOTTARAKARA VENDOR





കേരളം കേരल KERALA

CZ 596420

3. The appointment is terminable at one month's notice prior on either side.
4. This appointment will not confer any right to first party for any further or permanent appointment in this Institute.
5. The first party will be eligible for all service benefits applicable to Contract employees as per Rules /Govt. Orders in force from time to time.
6. The first party will have to satisfy the following job conditions.
 - Atleast 25 programmes of course duration of 2/3/5 days shall be co-ordinated in a financial year
 - Atleast 90 sessions shall be covered in a financial year.
 - Atleast 3 case studies /publications shall be developed in a year.

No 21549 Rs 50/-

27.3.2024 Dr. Jibini V kurien

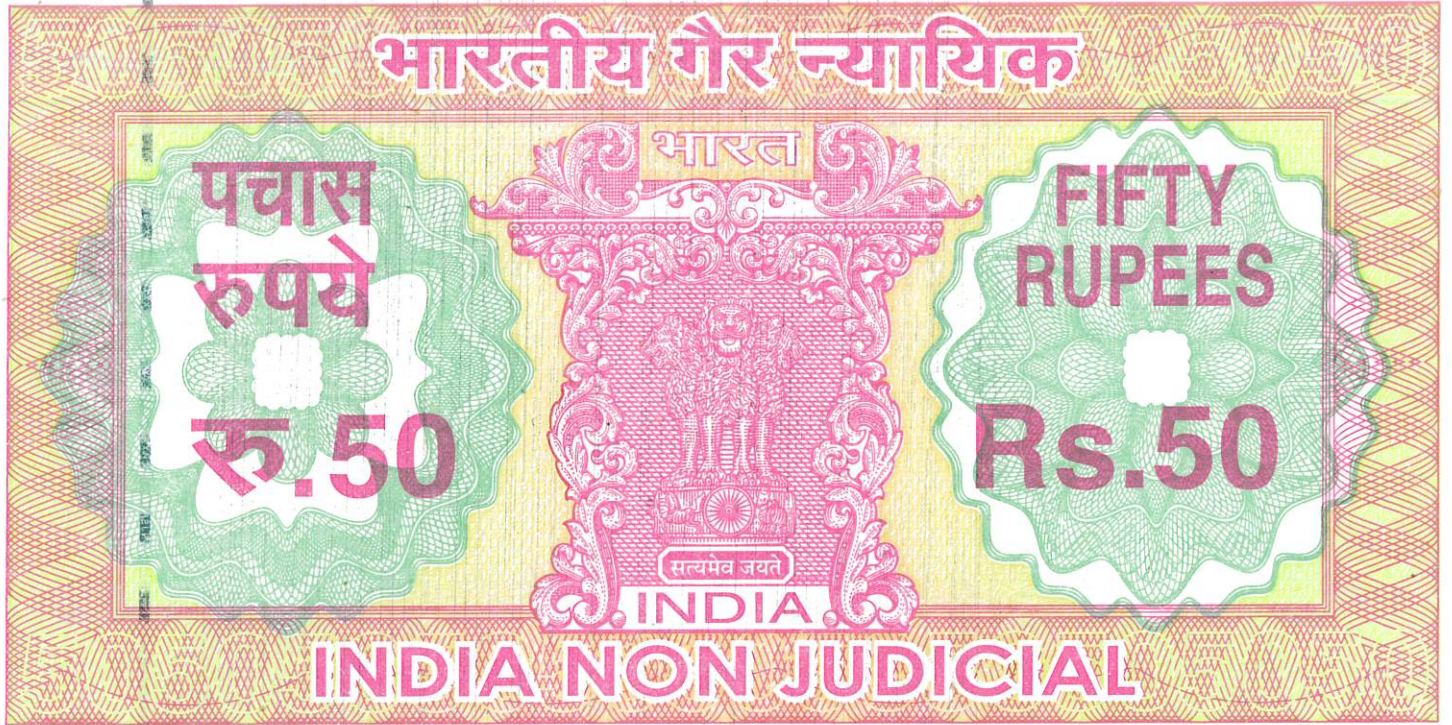
St. George House

Olakettiyanbhallam Mavelikara PO

KOTTARAKARA VENDOR

K. INDIRABAI AMMA





കേരളം കേരള KERALA

CZ 596421

- 2 or 3 research papers /Extension projects shall be undertaken in a financial year.
 - To attend 2 or 3 Trainer Development Programmes in a year.
 - Any other assignments as entrusted by the Director General / Director from time to time.
 - The Lecturer/Assistant Professor on contract appointment shall be attached with the Senior Faculty Members of this Institute for Academic Guidance.
7. The first party shall submit a work report at the end of every month clearly specifying the number of training sessions handled, number of training programmes co-ordinated and other assignments under taken during the month.

No 21550 Rs 50/-

27.3.2024

Dr. Jibini V kurien

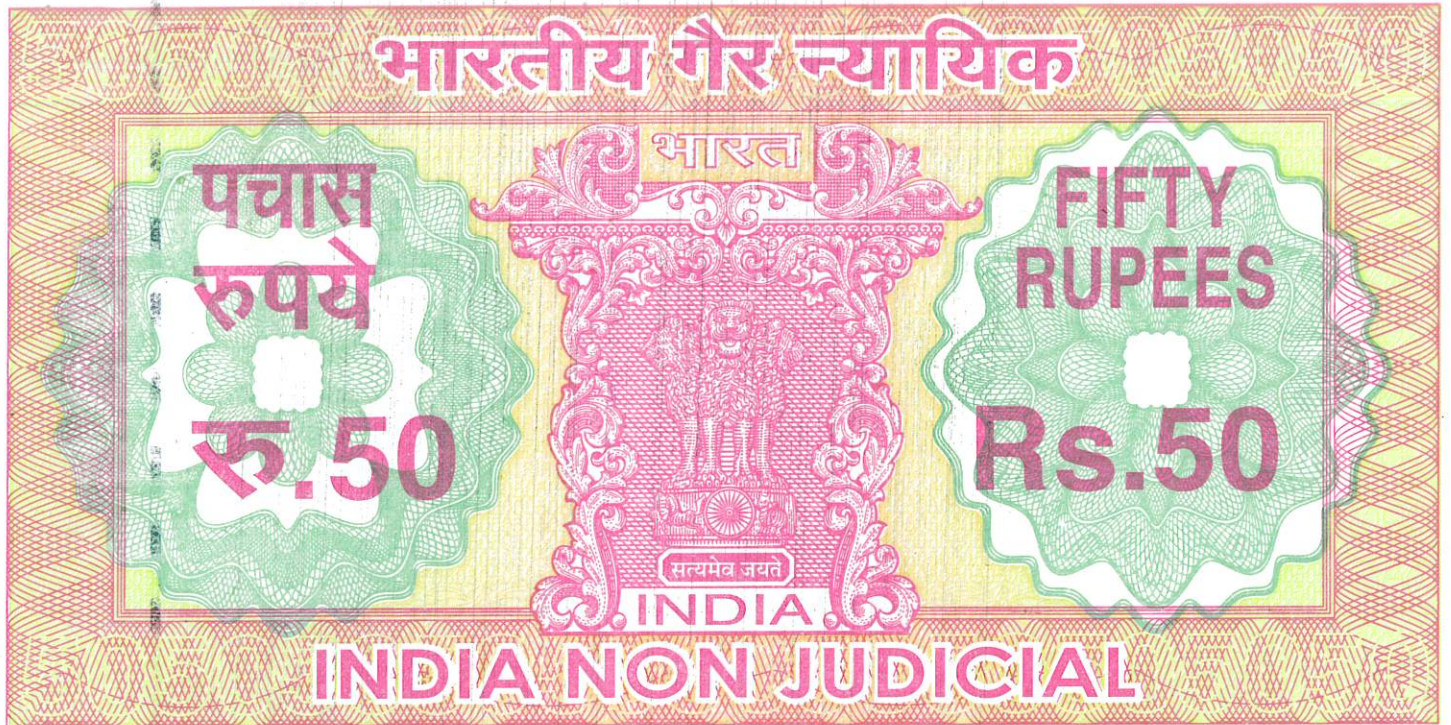
St George House

Olaketti yambalam Mavelikara PO

KOTTARAKARA VENDOR

K. INDIRABAI AMMA





കേരളം കേരल KERALA

CZ 596419

8. There will be a mid year performance appraisal in September .
9. The first party will abide all the rules and regulations of the Institute and any breach of the same will cause to initiate disciplinary action against her.

In witness there of Dr. Jibini. V. Kurien, the FIRST PARTY and the Director General, KILA, the SECOND PARTY on behalf of the Institute have signed this agreement on the day, month and year written above.

Signed by

(the part of the FIRST PARTY)



Signed by

(Director General on behalf of the Institute)

Witnesses:

- 1) ISHMA-S, Assistant, KILA CHRD *Ashu*
- 2) ANIL KUMARAN, Asst. Director, *Anil*

No 21548 Rs 50/-

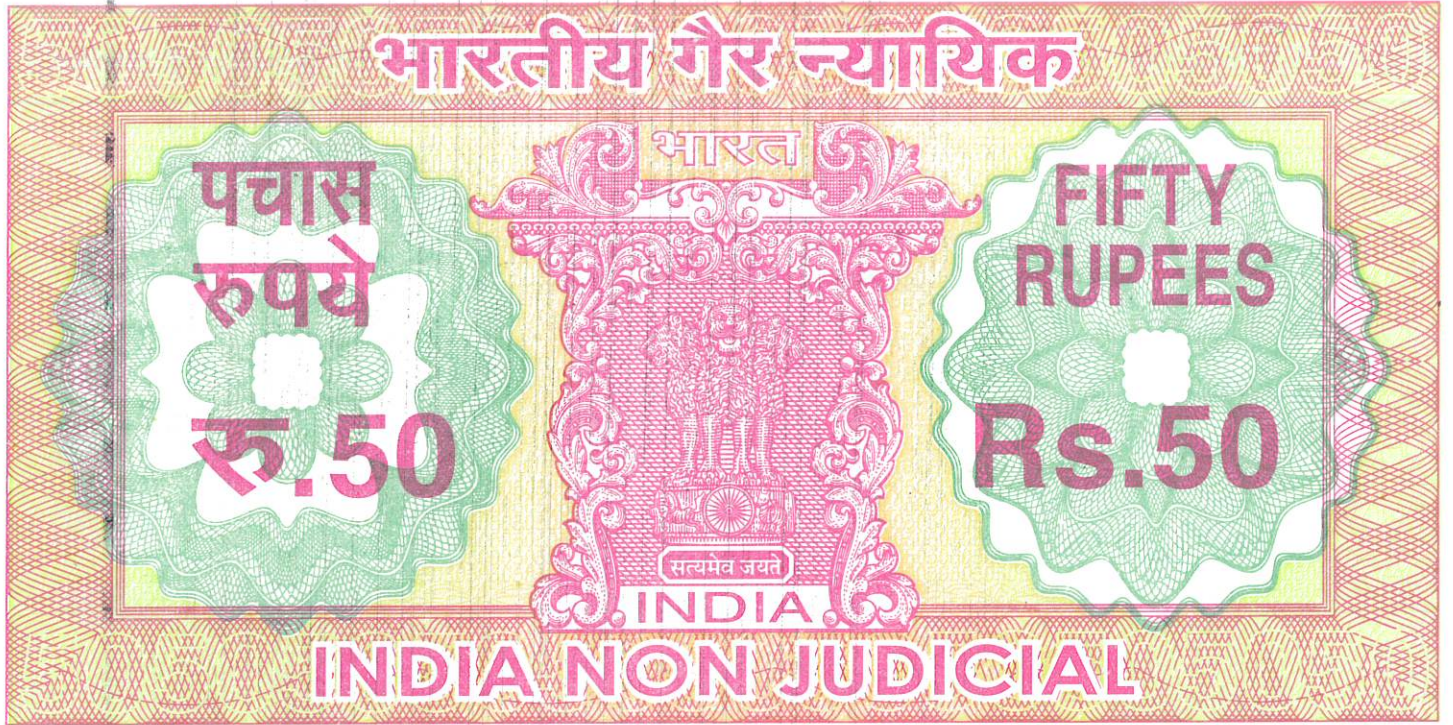
27.3.2024

Dr. Jibini v Kurien

St. George Howe

Olakeltyyambalam Mavelikara P.O.

KOTTARAKARA VENDOR
K. INDIRABAI AMMA



കേരളം KERALA

AGREEMENT on CONTRACT APPOINTMENT as ASSISTANT PROFESSOR,
SOCIOLOGY

67 596414

AGREEMENT made on this day the 1st of April 2024 between Dr. Vinod. S. Mannanthottam Vadakkariku Veedu, Payattuville (P.O), Thiruvananthapuram as the first party and the Director General, KILA (Kerala Institute of Local Administration) as the other second party.

Whereas KILA has appointed the party of the FIRST PART on Contract appointment and the first party has agreed to serve the Institute as Assistant Professor, Sociology in KILA on the terms and conditions herein after contained. Now these witnesses present and the parties hereto covenant and agree as follows:

1. The appointment is on Contract basis for a period of one year w.e.f. 01.04.2024
2. The first party will be entitled to draw a consolidated pay of Rs.44,020/- per month.

No 2543 Rs 50/-

27.3.2024 Dr. Vinod.S

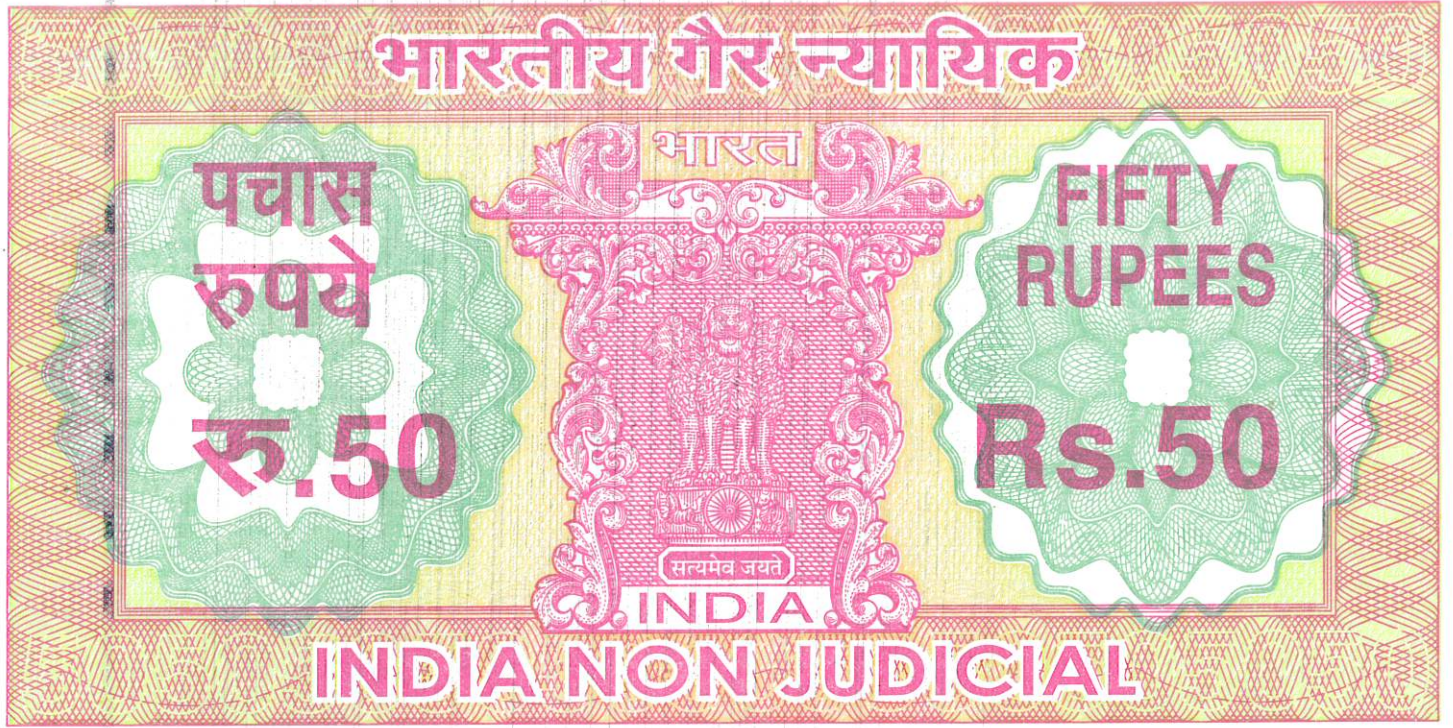
Mannanthottam Vadakkariku veeedu

Payattuville PO Trivandrum

[Signature]

KOTTARAKARA VENDOR
K. INDIRABAI AMMA





കേരളം കേരल KERALA

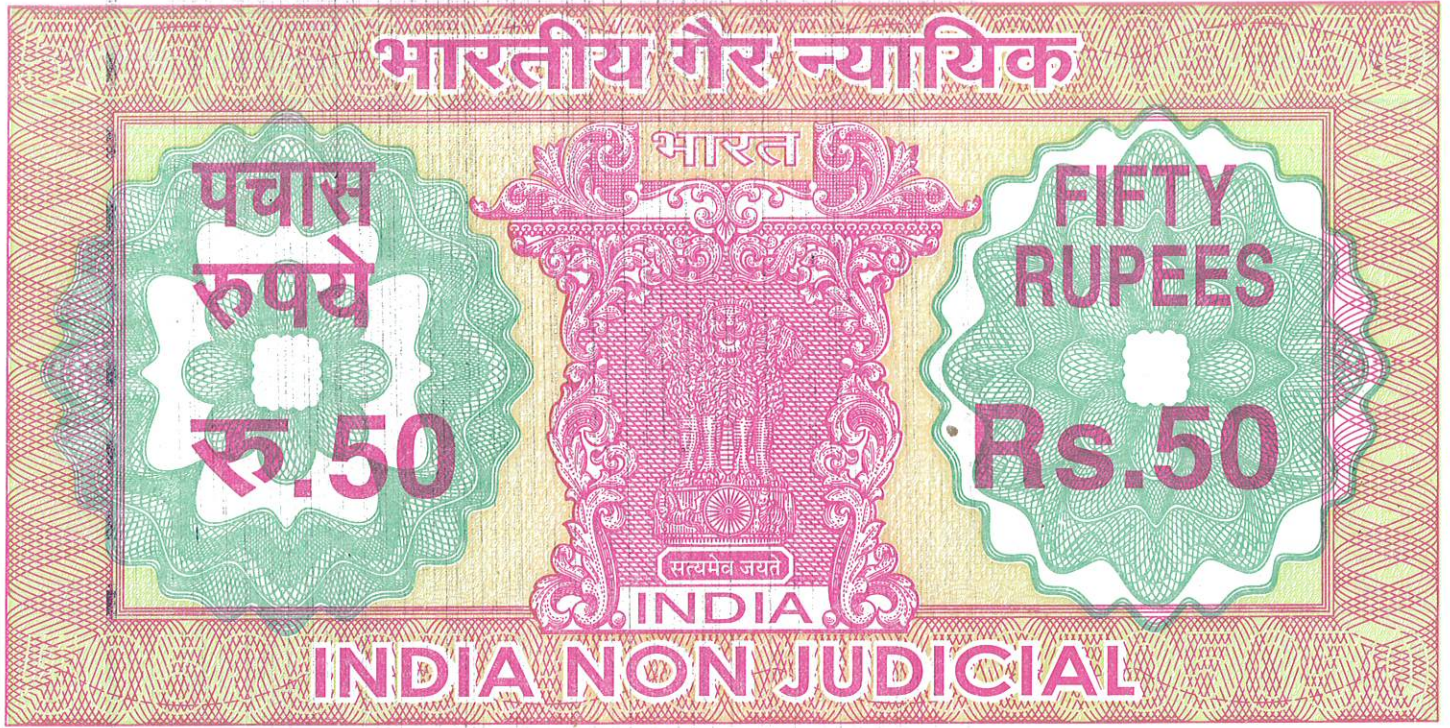
CZ 596415

3. The appointment is also terminable at one month's prior notice on either side.
4. This appointment will not confer any right to first party for any further or permanent appointment in this Institute.
5. The first party will be eligible for all service benefits applicable to Contract employees as per Rules /Government Orders in force from time to time.
6. The first party will have to satisfy the following job conditions.
 - Atleast 25 programmes of course duration of 2/3/5 days shall be co-ordinated in a financial year.
 - Atleast 90 sessions shall be covered in a financial year.
 - Atleast 3 case studies /publications shall be developed in a year.
 - 2 or 3 research papers /Extension projects shall be undertaken in a financial year.
 - To attend 2 or 3 Trainer Development Programmes in a year.

No 2544 Rs 50/- Dr. Vinod.S
27.3.2024
Mannanthottam Vadakkariku Veedu
Poyattuville PO Trivandrum

K. INDIRABAI AMMA





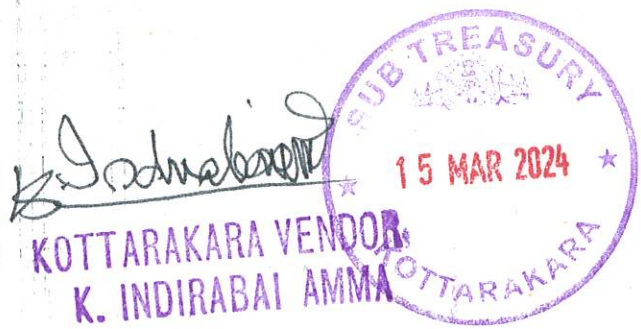
കേരളം KERALA

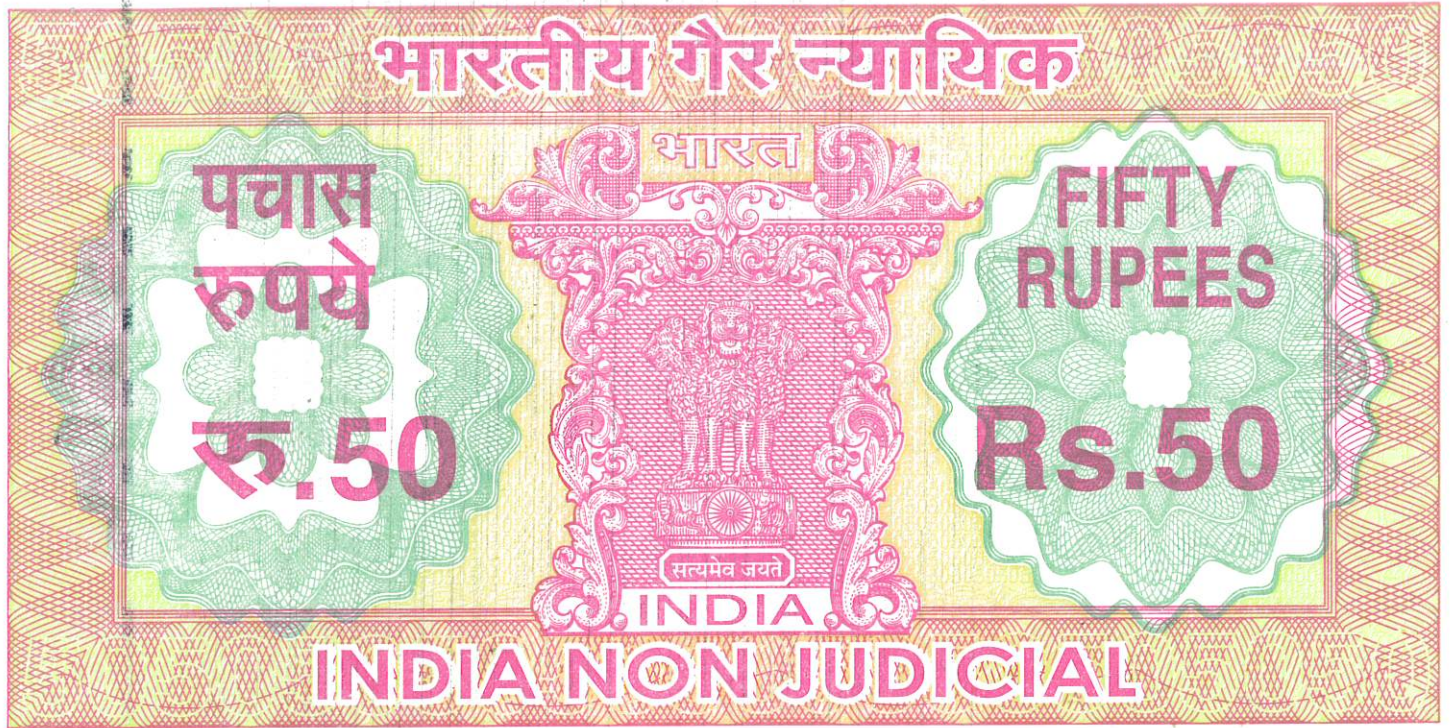
CZ 596416

- Any other assignments as entrusted by the Director General/ Director from time to time.
 - The Lecturer/Assistant Professor on contract appointment shall be attached with the Senior Faculty Members of KILA for Academic Guidance.
- The first party shall submit a work report at the end of every month clearly specifying the number of training sessions handled, number of training programmes co-ordinated and other assignments under taken during the month.
 - The first party must submit a mid year appraisal in September

No 21545 Rs 50/-
27.3.2024
Mannanthottam Vadakkariku Veedu
Poyattuvara Po Trivandrum

Dr. Vinod S





കേരളം കേരल KERALA

CZ 596417

3. The first party will abide by all the rules and regulations of the Institute and any breach of the same will cause to initiate disciplinary action against him.

In witness there of Dr. Vinod. S, the FIRST PARTY and the Director General . KILA, the SECOND PARTY on behalf of the Institute have signed this agreement on the day, month and year written above.

Signed by

(the part of the FIRST PARTY)

Dr. VINOD. S



Signed by

[Signature]

(Director General on behalf of the Institute)

Witnesses:

1) Asha.S, Assistant, KILA CHRO [Signature]

2) ANIL KUMAR. N, Asst. Director, [Signature]

No 21546 Rs 50/-

Dr. Vinod. S

[Signature]

27.3.2024

Mannanthottam Nadakkariku veedu

KOTTARAKARA VENDORI

Poyattuville PO Trivandrum

K. INDIRABAI AMMA



AGREEMENT ON CONTRACT APPOINTMENT -LECTURER , WOMEN & CHILD DEVELOPMENT

AGREEMENT made on this day the .1st April 2024 between Smt.Vineetha.M, Mathodi House, Irumbuzhi.P.O, Vadakkumuri, Malappuram-673513 as the first party and the Director General, KILA (Kerala Institute of Local Administration) as the other second party.

Whereas KILA has appointed the party of the FIRST PART on Contract appointment and the first party has agreed to serve the Institute as Lecturer, Women & Child Development in KILA on the terms and conditions herein after contained. Now these witnesses present and the parties hereto covenant and agree as follows:

1. The appointment is on Contract basis for a period of one year w.e.f 01.04.2024.
2. The first party will be entitled to draw a consolidated pay of Rs.44,020/- per month.
3. The appointment is also terminable at one month's prior notice on either side.
4. This appointment will not confer any right to first party for any further or permanent appointment in this Institute.
5. The first party will be eligible for all service benefits applicable to Contract employees as per Rules /Government Orders in force from time to time.
6. The first party will have to satisfy the following job conditions.
 - Atleast 25 programmes of course duration of 2/3/5 days shall be co-ordinated in a financial year.
 - Atleast 90 sessions shall be covered in a financial year.
 - Atleast 3 case studies /publications shall be developed in a year.
 - 2 or 3 research papers /Extension projects shall be undertaken in a financial year.
 - To attend 2 or 3 Trainer Development Programmes in a year.
 - Any other assignments as entrusted by the Director General/ Director from time to time.
 - The Lecturer on contract appointment shall be attached with the Senior Faculty Members of KILA for Academic Guidance.

7. The first party shall submit a work report at the end of every month clearly specifying the number of training sessions handled, number of training programmes co-ordinated and other assignments under taken during the month.
8. The first party must submit a mid year appraisal in September
9. The first party will abide by all the rules and regulations of the Institute and any breach of the same will cause to initiate disciplinary action against her.

In witness there of Smt.Vineetha.M, the FIRST PARTY and the Director General , KILA, the SECOND PARTY on behalf of the Institute have signed this agreement on the day, month and year written above.

Signed by
(the part of the FIRST PARTY)

Signed by
(Director General on behalf of the
Institute)

Witnesses:

- 1)
- 2)

AGREEMENT ON CONTRACT APPOINTMENT -LECTURER , WOMEN & CHILD DEVELOPMENT

AGREEMENT made on this day the .1st April 2023 between Smt.Vineetha.M, Mathodi House, Irumbuzhi.P.O, Vadakkumuri, Malappuram-673513 as the first party and the Director General, KILA (Kerala Institute of Local Administration) as the other second party.

Whereas KILA has appointed the party of the FIRST PART on Contract appointment and the first party has agreed to serve the Institute as Lecturer, Women & Child Development in KILA on the terms and conditions herein after contained. Now these witnesses present and the parties hereto covenant and agree as follows:

1. The appointment is on Contract basis for a period of one year w.e.f 01.04.2023.
2. The first party will be entitled to draw a consolidated pay of Rs.44,020/- per month.
3. The appointment is also terminable at one month's prior notice on either side.
4. This appointment will not confer any right to first party for any further or permanent appointment in this Institute.
5. The first party will be eligible for all service benefits applicable to Contract employees as per Rules /Government Orders in force from time to time.
6. The first party will have to satisfy the following job conditions.
 - Atleast 25 programmes of course duration of 2/3/5 days shall be co-ordinated in a financial year.
 - Atleast 90 sessions shall be covered in a financial year.
 - Atleast 3 case studies /publications shall be developed in a year.
 - 2 or 3 research papers /Extension projects shall be undertaken in a financial year.
 - To attend 2 or 3 Trainer Development Programmes in a year.
 - Any other assignments as entrusted by the Director General/ Director from time to time.
 - The Lecturer on contract appointment shall be attached with the Senior Faculty Members of KILA for Academic Guidance.

7. The first party shall submit a work report at the end of every month clearly specifying the number of training sessions handled, number of training programmes co-ordinated and other assignments under taken during the month.
8. The first party must submit a mid year appraisal in September
9. The first party will abide by all the rules and regulations of the Institute and any breach of the same will cause to initiate disciplinary action against her.

In witness there of Smt.Vineetha.M, the FIRST PARTY and the Director General , KILA, the SECOND PARTY on behalf of the Institute have signed this agreement on the day, month and year written above.

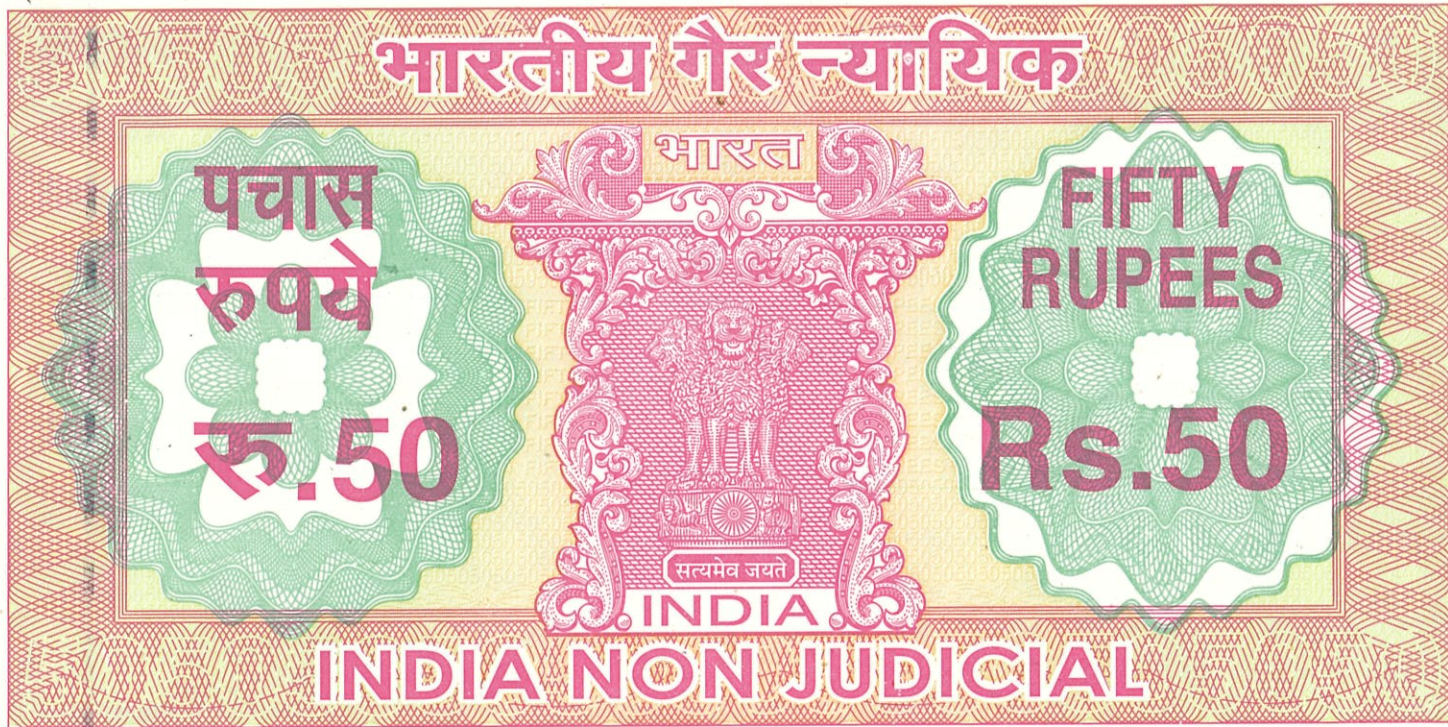
Signed by
(the part of the FIRST PARTY)

Signed by
(Director General on behalf of the
Institute)

Witnesses:

1)

2)



കേരളം KERALA

CX 028108

AGREEMENT ON CONTRACT APPOINTMENT -LECTURER, WOMEN & CHILD DEVELOPMENT

AGREEMENT made on this day the .1st April 2024 between Smt.Vineetha.M, Mathodi House, Irumbuzhi.P.O, Vadakkumuri, Malappuram-673513 as the first party and the Director General, KILA (Kerala Institute of Local Administration) as the other second party.

Whereas KILA has appointed the party of the FIRST PART on Contract appointment and the first party has agreed to serve the Institute as Lecturer, Women & Child Development in KILA on the terms and conditions herein after contained. Now these witnesses present and the parties hereto covenant and agree as follows:

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3. The appointment is also terminable at one month's prior notice on either side.

Vineetha.M

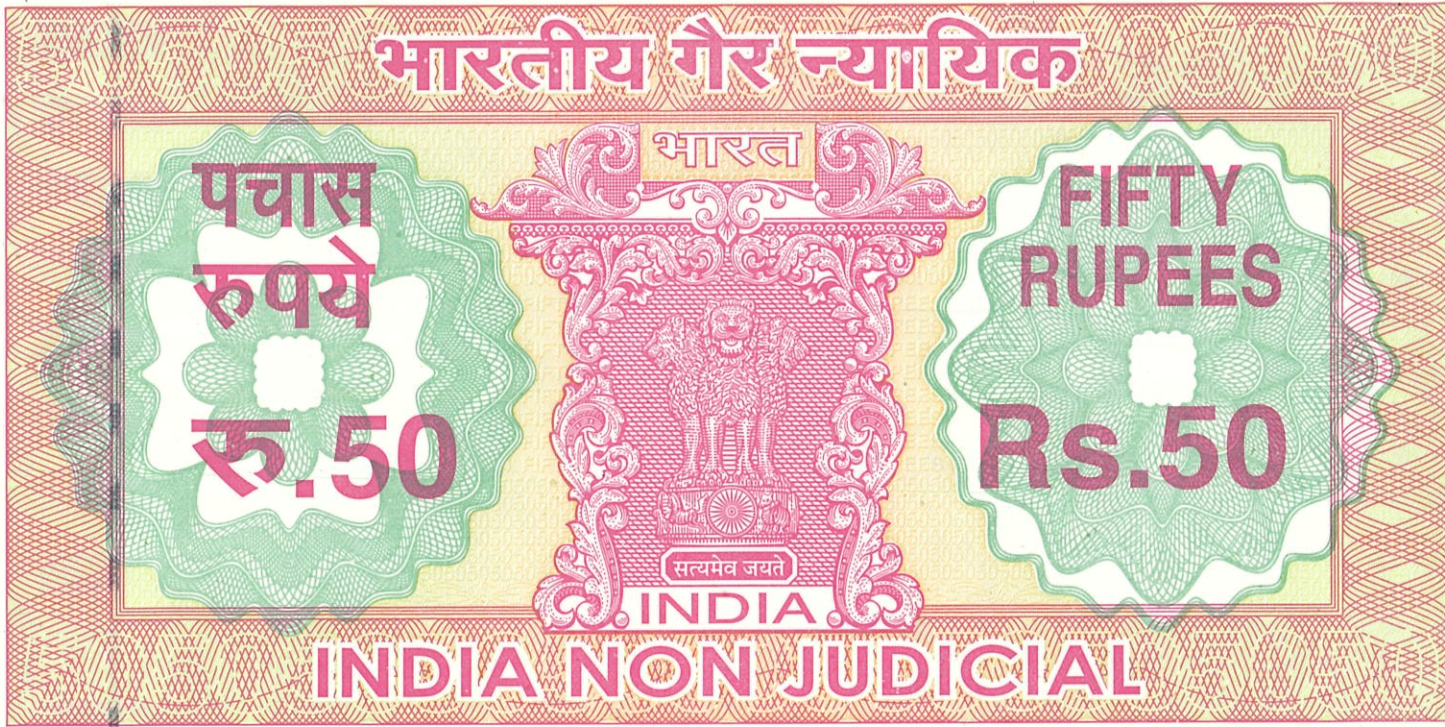
52761
Due: 30
Sold to: श्रीमती म.
Ansom: 18/03/2024
Taluk: 20/03/24
Date: 30-03-24

Ag, Addl. Stamp Vendor, Manjeri
Zakker Hussain

Dr. Joy Elamon
DIRECTOR GENERAL
Kerala Institute of Local Administration (KILA)
Mulangunnathukavu PO, Thrissur-680587, Kerala
Tel: +91- 487-2201312

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കേരളം KERALA

CX 028107

4. This appointment will not confer any right to first party for any further or permanent appointment in this Institute.
5. The first party will be eligible for all service benefits applicable to Contract employees as per Rules /Government Orders in force from time to time.
6. The first party will have to satisfy the following job conditions.
 - Atleast 25 programmes of course duration of 2/3/5 days shall be co-ordinated in a financial year.
 - Atleast 90 sessions shall be covered in a financial year.
 - Atleast 3 case studies /publications shall be developed in a year.

Vineetha .M

dir.

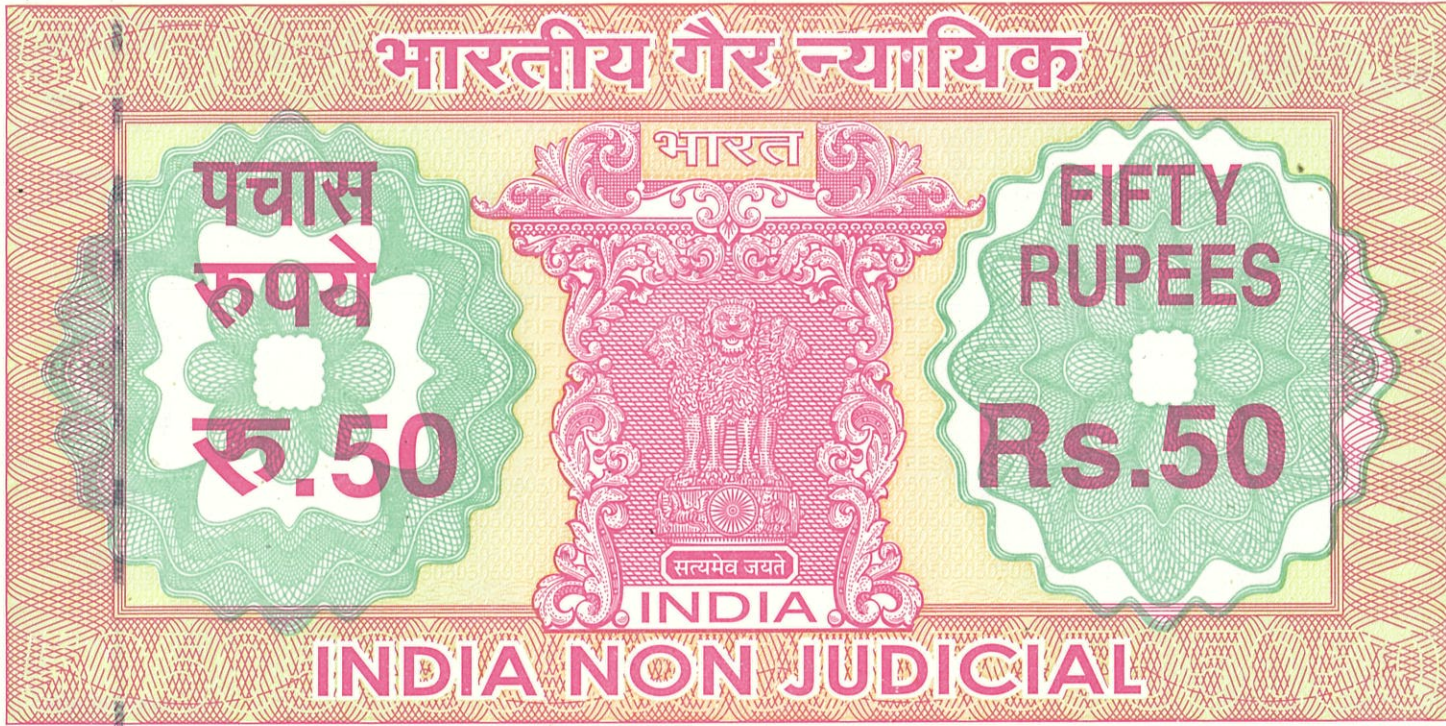
No: 52760
Value: 50
Sold to: വി.വി.ക. മ.
Amount: 1000000
Taluk: 2000000
Date: 30-03-24

Ag, Addl. Stamp Vendor, Manjeri
Zakker Hussain

Dr. Joy Elamon
DIRECTOR GENERAL
Kerala Institute of Local Administration (KILA)
Mulangunnathukavu PO, Thrissur-680581, Kerala
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കേരളം KERALA

CX 028106

- 2 or 3 research papers /Extension projects shall be undertaken in a financial year.
 - To attend 2 or 3 Trainer Development Programmes in a year.
 - Any other assignments as entrusted by the Director General/ Director from time to time.
 - The Lecturer on contract appointment shall be attached with the Senior Faculty Members of KILA for Academic Guidance.
7. The first party shall submit a work report at the end of every month clearly specifying the number of training sessions handled, number of training programmes co-ordinated and other assignments under taken during the month.

Vineetha.M

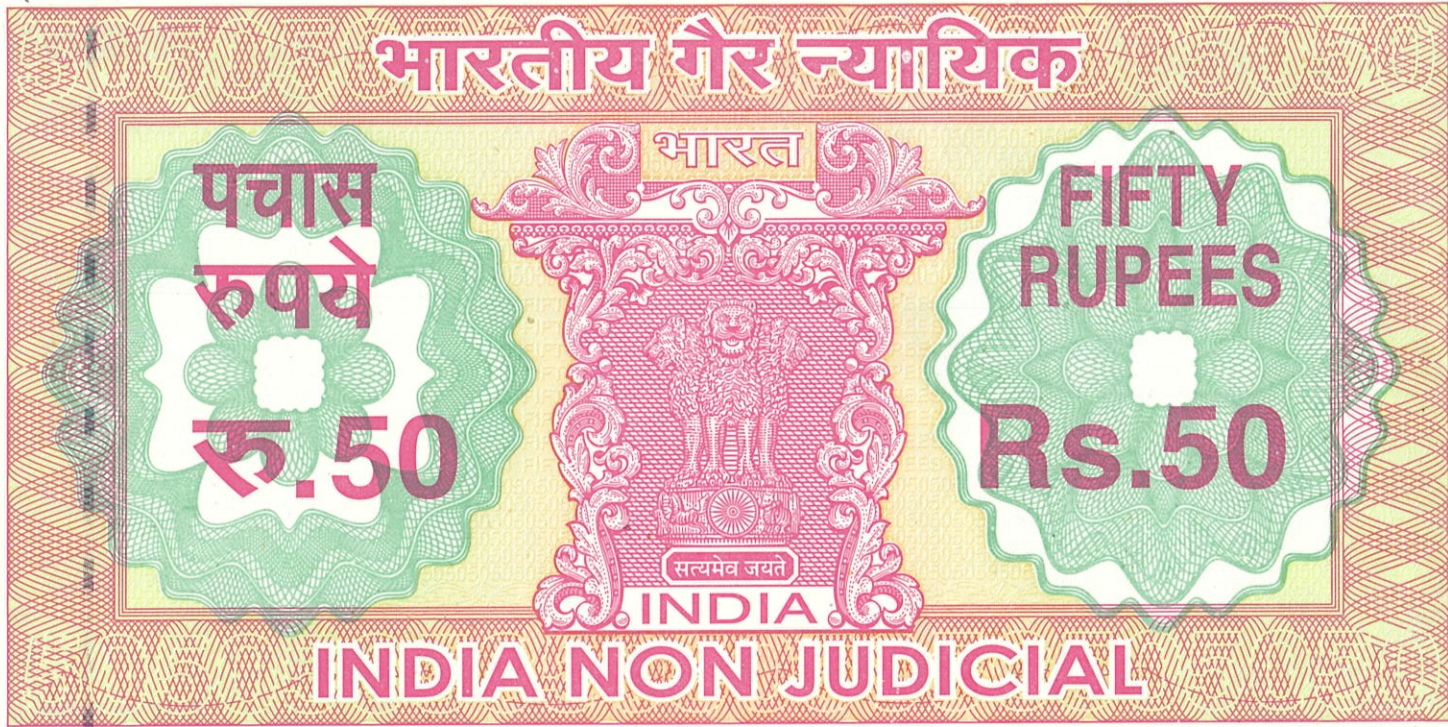
No. 52759
Value 50
Sold to Manjari M.
Amount 13000.00
Taluq. 11/11/15
Date 30-03-24

Ag, Addl. Stamp Vendor, Manjeri
Zakker Hussain

Dr. Joy Elamon
DIRECTOR GENERAL
Kerala Institute of Local Administration (KILA)
Mulamgunnathukavu PO, Thrissur-680581, Kerala
Tel: +91 - 487 - 2201312

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കേരളം കേരल KERALA

CX 028105

8. The first party must submit a mid year appraisal in September
9. The first party will abide by all the rules and regulations of the Institute and any breach of the same will cause to initiate disciplinary action against her.

In witness there of Smt.Vineetha.M, the FIRST PARTY and the Director General, KILA, the SECOND PARTY on behalf of the Institute have signed this agreement on the day, month and year written above.

Signed by

Vineetha M

(the part of the FIRST PARTY)

Signed by

Dr. Joy Elamon
DIRECTOR GENERAL

Kerala Institute of Local Administration (KILA)
Mulangunnathukavu PO, Thrissur-680581, Kerala

(Director General on behalf of the Institute)

Witnesses:

1) Hareeshda M.C.,

2) Vijay V., Assistant Graduate I, KILA HQ

No: 52758
50
Sold to: Vinod M.
Address: KILA HQ
Taluk: KILA HQ
Date: 30-03-24

Ag, Addl. Stamp Vendor, Manjeri
Zakker Hussain

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2022/417/CHRD

തീയതി: 27/11/2023.

സ്വീകർത്താവ്

അഡീഷണൽ ചീഫ് സെക്രട്ടറി
തദ്ദേശ സ്വയം ഭരണ (ഐ.ബി) വകുപ്പ്
അനക്സ് -1, ഗവ സെക്രട്ടറിയേറ്റ്
തിരുവനന്തപുരം

സർ,

വിഷയം:-

കില, തൃശ്ശൂർ- കിലയിൽ കരാർ വ്യവസ്ഥയിൽ ജോലി ചെയ്യുവരുന്ന ഡോ.ജിബിനി.വി.കര്യൻ, അസിസ്റ്റന്റ് പ്രൊഫസർ മാനേജ്മെന്റ്, ഡോ.വിനോദ്.എസ്, അസി.പ്രൊഫസർ റുറൽ സോഷ്യോളജി, ശ്രീമതി.വിനീത.എം., ലക്ഷാർ വുമൺ & ചൈൽഡ് ഡവലപ്മെന്റ് എന്നിവർക്ക് സ്ഥിരനിയമനം നൽകണമെന്ന് അഭ്യർത്ഥിച്ച് സമർപ്പിച്ച അപേക്ഷ - സംബന്ധിച്ച്

സൂചന:-

1. 11.07.2023 തീയതിയിലെ കില ഗവേണിംഗ് കൗൺസിൽ തീരുമാനം
2. കിലയിൽ കരാർ വ്യവസ്ഥയിൽ ജോലി ചെയ്യുവരുന്ന ഫാക്കൽറ്റി അംഗങ്ങൾ സമർപ്പിച്ച അപേക്ഷ
3. Letter No.M-13015/01/2014-Trg from Ministry of Rural Development, Government of India dated 07.08.2017 and Letter No.M-13015/01/2014-Trg of Ministry of Rural Development, Government of India dated 09.11.2018

സൂചനകളിലേക്ക് അങ്ങയുടെ ശ്രദ്ധ ക്ഷണിക്കുന്നു. കേന്ദ്ര ഗ്രാമവികസനമന്ത്രാലയം അംഗീകരിച്ച ഏഴു കോർ ഫാക്കൽറ്റി തസ്തികകളാണ് കില-സി.എച്ച്.ആർ.ഡി-യിലുള്ളത്. (1.പബ്ളിക് അഡ്മിനിസ്ട്രേഷൻ 2. മാനേജ്മെന്റ് 3. റുറൽ സോഷ്യോളജി 4.റുറൽ ഇക്കനോമിക്സ് 5.റുറൽ ഡവലപ്മെന്റ് 6.ഐ.ടി 7.വുമൺ & ചൈൽഡ് ഡവലപ്മെന്റ്) പ്രസ്തുത തസ്തികകളിൽ ജോലി ചെയ്യുന്നവർക്കുള്ള വേതനം, യാത്രാബത്ത എന്നിവ പൂർണ്ണമായും കേന്ദ്ര ഗ്രാമവികസനമന്ത്രാലയത്തിൽ നിന്നുമാണ് അനുവദിക്കുന്നതാണ് എന്ന് സൂചന (3) പ്രകാരം കേന്ദ്ര ഗ്രാമവികസനമന്ത്രാലയത്തിന്റെ മാർഗനിർദ്ദേശത്തിൽ സൂചിപ്പിച്ചിട്ടുണ്ട്. നിലവിൽ (Public Administration , Rural Economics എന്നീ രണ്ട് തസ്തികകളിലാണ് സ്ഥിരം ഫാക്കൽറ്റി അംഗങ്ങൾ ഉള്ളത്. സ്ഥിരനിയമനത്തിൽ സേവനമനുഷ്ഠിക്കുന്നവർക്ക് യു.ജി.സി/സ്റ്റേറ്റ് സ്കെയിൽ ചട്ടപ്രകാരമുള്ള വേതനമാണ് നൽകി വരുന്നത്.

മൂന്ന് തസ്തികയിൽ (Rural Sociology, Management, Women & Child Development) കരാർ അടിസ്ഥാനത്തിൽ നിയമിക്കപ്പെട്ടവരാണ് ജോലി നോക്കി വരുന്നത്. കരാർ അടിസ്ഥാനത്തിൽ നിയമിക്കപ്പെട്ടവർക്ക് സംസ്ഥാനസർക്കാർ അംഗീകരിച്ച നിരക്കിലാണ് വേതനം നൽകിവരുന്നത്. (നിലവിൽ പ്രതിമാസം 44,020/- രൂപ)

കില-സി.എച്ച്.ആർ.ഡിയിൽ (മുൻ എസ്സ്.ഐ.ആർ.ഡി) നിലവിൽ ഒഴിവുണ്ടായിരുന്ന അംഗീകരിക്കപ്പെട്ട ഫാക്കൽറ്റി തസ്തികകളിലേക്ക് പൊതു അപേക്ഷ ക്ഷണിച്ചതിൻപ്രകാരം നടത്തിയ തുടർ പ്രക്രിയകളിലൂടെ കരാറടിസ്ഥാനത്തിൽ നിയമനം നേടിയവരാണ് അപേക്ഷകരായ ഡോ.ജിബിനി.വി.കുര്യൻ, അസിസ്റ്റന്റ് പ്രൊഫസർ മാനേജ്മെന്റ് (22.01.2015 മുതൽ), ഡോ.വിനോദ്. എസ്, അസി.പ്രൊഫസർ സോഷ്യോളജി (29.01.2015 മുതൽ), ശ്രീമതി.വിനീത.എം., ലക്ചറർ വുമൺ & ചൈൽഡ് ഡെവലപ്മെന്റ് (21.11.2018 മുതൽ) എന്നിവർ . നിലവിൽ ടി തസ്തികകളിൽത്തന്നെ കരാർ പുതുക്കിക്കൊണ്ട് തുടരുകയുമാണ്. പ്രസ്തുത തസ്തികകളിൽ സ്ഥിരപ്പെടുത്തണമെന്നാവശ്യപ്പെട്ട് ഫാക്കൽറ്റി അംഗങ്ങൾ അപേക്ഷ സമർപ്പിച്ചിരുന്നു.

ഫാക്കൽറ്റി അംഗങ്ങളെ സ്ഥിരപ്പെടുത്തുന്ന വിഷയം കില ഗവേണിംഗ് കൗൺസിൽ സർക്കാരിലേക്ക് സമർപ്പിക്കുന്നതിന് തീരുമാനിച്ചു. ടി സാഹചര്യത്തിൽ പ്രസ്തുത ഫാക്കൽറ്റി അംഗങ്ങളെ സ്ഥിരപ്പെടുത്തുന്നതിനുള്ള അപേക്ഷയുടെ പകർപ്പ് സർക്കാർ തലത്തിൽ തീരുമാനം കൈക്കൊള്ളുന്നതിനായി ഇതോടൊപ്പം സമർപ്പിക്കുന്നു..

വിശ്വസ്തതയോടെ,



ഡയറക്ടർ ജനറൽ
Dr. Joy Elamon
DIRECTOR GENERAL
 Kerala Institute of Local Administration (KILA)
 Mulamgunnathukavu PO, Thrissur-680581, Kerala
 Tel: +91 - 487-2201312

ഉള്ളടക്കം

- 1) കില ഗവേണിംഗ് കൗൺസിൽ യോഗത്തിന്റെ അംഗീകരിക്കപ്പെട്ട മിനിറ്റ്സ് - പ്രസക്തഭാഗം
- 2) അപേക്ഷകളുടെ പകർപ്പ്

സമർപ്പിച്ചവരിൽ പങ്കെടുത്ത ഉദ്യോഗാർത്ഥികൾക്കായി 2022 ഡിസംബർ 28,29 തീയതികളിൽ കേരള പോലീസ് അക്കാദമി, തൃശൂർ ന്റെ Sports Complex Ground (Near Old Quarter Guard) വച്ച് നടത്തുകയും തുടർന്ന പ്രാക്ടിക്കൽ ടെസ്റ്റ് പാസായ ഉദ്യോഗാർത്ഥികളുടെ അഭിമുഖം നടത്തി റാങ്ക് പട്ടിക പ്രസിദ്ധീകരിച്ചു. റാങ്ക് പട്ടികയിൽ ഒന്നാം റാങ്ക് ലഭിച്ച ശ്രീ റിജോയ് എ ആർ എന്ന ഉദ്യോഗാർത്ഥി 2022 ഡിസംബർ 30 അപരാഹ്നത്തിൽ ഡ്രൈവർ തസ്തികയിൽ കില ഹെഡ്ക്വാർട്ടേഴ്സിൽ ജോലിയിൽ പ്രവേശിച്ചിട്ടുണ്ട്.

മേൽ നിയമനം സംബന്ധിച്ച നടപടിക്രമങ്ങൾ കില ഗവേണിംഗ് കൗൺസിൽ മുമ്പാകെ സമർപ്പിക്കുന്നു.

തിരുമാനം

20/10/2022 തീയതിയിലെ ഗവേണിംഗ് കൗൺസിൽ തീരുമാന പ്രകാരം സുതാര്യമായ നടപടിക്രമങ്ങളിലൂടെ ഡ്രൈവർ തസ്തികയിലേക്ക് നിയമനം നടത്തിയത് ഗവേണിംഗ് കൗൺസിൽ വിശദമായി ചർച്ച ചെയ്ത് അംഗീകരിച്ചു.

ഐറ്റം നമ്പർ 16

സ്ഥിരനിയമനം - കരാർ വ്യവസ്ഥയിൽ ജോലി ചെയ്തുവരുന്ന കോർ ഫാക്കൽറ്റി അംഗങ്ങളുടെ അപേക്ഷ സംബന്ധിച്ച്

കിലയിൽ കരാർ വ്യവസ്ഥയിൽ ജോലി ചെയ്തുവരുന്ന ഡോ.ജിബിനി.വി.കര്യൻ, അസിസ്റ്റന്റ് പ്രൊഫസർ (മാനേജ്മെന്റ്), ഡോ.വിനോദ്.എസ്, അസി.പ്രൊഫസർ (റൂറൽ സോഷ്യോളജി), ശ്രീമതി.വിനീത.എം., ലക്ചറർ(വുമൺ & ചൈൽഡ് ഡെവലപ്മെന്റ്) എന്നിവർ അവർ നിലവിൽ ജോലി ചെയ്തു വരുന്ന തസ്തികകളിൽ സ്ഥിരനിയമനം നൽകണമെന്ന് അഭ്യർത്ഥിച്ച് അപേക്ഷ സമർപ്പിച്ചിട്ടുണ്ട്. അപേക്ഷയുടെ പകർപ്പ് അനുബന്ധം 7 ആയി ഉൾക്കൊള്ളിച്ചിട്ടുണ്ട്.

കില-സി.എച്ച്.ആർ.ഡിയിൽ (മുൻ എസ്.ഐ.ആർ.ഡി) കരാർ അടിസ്ഥാനത്തിൽ നിലവിൽ സേവനമനുഷ്ഠിച്ചുവരുന്ന ഫാക്കൽറ്റി അംഗങ്ങളുടെ നിയമനം സംബന്ധിച്ച വിശദാംശങ്ങൾ താഴെക്കൊടുക്കുന്നു.

ക്രമ നം.	പേര്	തസ്തിക	കരാറടിസ്ഥാനത്തിൽ നിയമിക്കപ്പെട്ട തീയതി
1.	ഡോ.വിനോദ്.എസ്സ്	അസ്പിസ്സന്റ് പ്രൊഫസർ (റൂറൽ സോഷ്യോളജി)	29.01.2015
2	ഡോ.ജിബിനി.വി.കര്യൻ	അസ്പിസ്സന്റ് പ്രൊഫസർ(മാനേജ്മെന്റ്)	22.01.2015
3	ശ്രീമതി.വിനീത.എം	ലക്ചറർ (വുമൺ & ചൈൽഡ് ഡവലപ്മെന്റ്)	21.11.2018

കേന്ദ്ര ഗ്രാമ വികസന മന്ത്രാലയം അംഗീകരിച്ച ഏഴു കോർ ഫാക്കൽറ്റി തസ്തികകളാണ് കില-സി.എച്ച്.ആർ.ഡി-യിലുള്ളത്. (1.പബ്ലിക് അഡ്മിനിസ്ട്രേഷൻ 2. മാനേജ്മെന്റ് 3.റൂറൽ സോഷ്യോളജി 4.റൂറൽ ഇക്കനോമിക്സ് 5.റൂറൽ ഡവലപ്മെന്റ് 6.ഇൻഫർമേഷൻ ടെക്നോളജി 7.വുമൺ & ചൈൽഡ് ഡവലപ്മെന്റ്) പ്രസ്തുത തസ്തികകളിൽ ജോലി ചെയ്യുന്നവർക്കുള്ള വേതനം,യാത്രാബത്ത എന്നിവ പൂർണ്ണമായും കേന്ദ്ര ഗ്രാമവികസനമന്ത്രാലയത്തിൽ നിന്നുമാണ് അനുവദിക്കുന്നത്. സ്ഥിരനിയമനത്തിൽ സേവനമനുഷ്ഠിക്കുന്നവർക്ക് യു.ജി.സി ചട്ടപ്രകാരമുള്ള വേതനമാണ് നൽകി വരുന്നത്. നിലവിൽ രണ്ട് തസ്തികകളിലാണ്(Public Admn, Rural Economics) സ്ഥിരം ഫാക്കൽറ്റി അംഗങ്ങൾ ഉള്ളത്. ഫാക്കൽറ്റി (ഗ്രാമവികസനം) തസ്തികയിൽ Transfer & Posting രീതിയിലാണ് നിയമനം നടത്തിയിട്ടുള്ളത്.മൂന്നു തസ്തികകളിൽ (Rural Sociology, Management, Women &Child Development) കരാർ അടിസ്ഥാനത്തിൽ നിയമിക്കപ്പെട്ടവരാണ് ജോലി നോക്കി വരുന്നത്. (ഫാക്കൽറ്റി 1ഇൻഫർമേഷൻ ടെക്നോളജി തസ്തികയിൽ നിലവിൽ ഒഴിവുണ്ട്) കരാർ അടിസ്ഥാനത്തിൽ നിയമിക്കപ്പെട്ടവർക്ക് സംസ്ഥാനം അംഗീകരിച്ച നിരക്കിലാണ് വേതനം നൽകിവരുന്നത്.(നിലവിൽ പ്രതിമാസം 44,020/- രൂപ)

കില-സി.എച്ച്.ആർ.ഡിയിൽ (മുൻ എസ്സ്.ഐ.ആർ.ഡി) നിലവിൽ ഒഴിവുണ്ടായിരുന്ന അംഗീകരിക്കപ്പെട്ട ഫാക്കൽറ്റി തസ്തികകളിലേക്ക് പൊതുഅപേക്ഷ ക്ഷണിച്ചതിൻപ്രകാരം നടത്തിയ തുടർപ്രക്രിയകളിലൂടെ യോഗ്യതകൾ പരിഗണിച്ച് കരാറടിസ്ഥാനത്തിൽ മേൽത്തീയതികളിൽ നിയമനം നേടിയവരാണ് അപേക്ഷകർ. നിലവിൽ ടി തസ്തികകളിൽത്തന്നെ കരാർ പുതുക്കിക്കൊണ്ട് തുടരുകയുമാണ്.

07/08/2017 ൽ MoRD,Gol പുറപ്പെടുവിച്ച മാർഗ്ഗ നിർദ്ദേശങ്ങളിൽ (Lr No.M-13015/01/2014-Trg of MoRD,Gol dated 07.08.2017) കോർ ഫാക്കൽറ്റി അംഗങ്ങളുടെ നിയമനത്തിൽ കരാർ നിയമനങ്ങൾ അവസാനിപ്പിച്ച് സ്ഥിരനിയമനം നടത്തുന്നതിന് നടപടി സ്വീകരിക്കണമെന്ന്

സൂചിപ്പിച്ചിരുന്നു.(Clause 3(1) (a)). ആയത് 09/11/2018 തീയതിപ്രകാരം ഭേദഗതി വരുത്തിയിട്ടുണ്ട്. (Lr No.M-13015/01/2014-Trg of MoRD,Gol dated 09.11.2018). ഇൻസ്റ്റിട്യൂട്ടിൽ നിലവിലുള്ള ഫാക്കൽറ്റി തസ്തികകളിലെ ഒഴിവുകളിൽ സ്ഥിരനിയമനം നടത്തിയാൽ സംസ്ഥാനത്തിന് പ്രത്യേകസാമ്പത്തിക ബാധ്യത ഉണ്ടാകില്ലെന്നും കാണാവുന്നതാണ്.

കിലയിൽ കരാർ വ്യവസ്ഥയിൽ ജോലി ചെയ്യുവരുന്ന ഡോ.ജിബിനി.വി.കരുൺ, അസിസ്റ്റന്റ് പ്രൊഫസർ (മാനേജ്മെന്റ്) ,ഡോ.വിനോദ്.എസ്, അസി.പ്രൊഫസർ (റൂറൽ സോഷ്യോളജി), ശ്രീമതി.വിനീത.എം., ലക്ചറർ(വുമൺ & ചൈൽഡ് ഡെവലപ്മെന്റ്) എന്നിവർ, അവർ നിലവിൽ ജോലി ചെയ്യു വരുന്ന തസ്തികകളിൽ സ്ഥിരം നിയമനം നൽകണമെന്ന് അഭ്യർത്ഥിച്ച് സമർപ്പിച്ച അപേക്ഷ 13/04/2023 തീയതിയിൽ ചേർന്ന കില എക്സിക്യൂട്ടീവ് കമ്മിറ്റി മുമ്പാകെ സമർപ്പിച്ചിരുന്നു. ടി അപേക്ഷ സർക്കാരിന്റെ തീരുമാനത്തിനനുസൃതമായി നടപടികൾ എടുക്കുന്നതിന് സർക്കാരിലേക്ക് സമർപ്പിക്കുന്നതിനുള്ള തീരുമാനത്തിനായി ഗവേണിംഗ് കൗൺസിൽ മുമ്പാകെ സമർപ്പിക്കുവാൻ പ്രസ്തുത എക്സിക്യൂട്ടീവ് കമ്മിറ്റി തീരുമാനിച്ചു.

മേൽ എക്സിക്യൂട്ടീവ് കമ്മിറ്റി തീരുമാന പ്രകാരം കിലയിൽ കരാർ വ്യവസ്ഥയിൽ ജോലി ചെയ്യുവരുന്ന ഡോ.ജിബിനി.വി.കരുൺ, അസിസ്റ്റന്റ് പ്രൊഫസർ (മാനേജ്മെന്റ്) ,ഡോ.വിനോദ്.എസ്, അസി.പ്രൊഫസർ (റൂറൽ സോഷ്യോളജി), ശ്രീമതി.വിനീത.എം., ലക്ചറർ(വുമൺ & ചൈൽഡ് ഡെവലപ്മെന്റ്) എന്നിവർ, അവർ നിലവിൽ ജോലി ചെയ്യു വരുന്ന തസ്തികകളിൽ സ്ഥിരം നിയമനം നൽകണമെന്ന് അഭ്യർത്ഥിച്ച് സമർപ്പിച്ച അപേക്ഷ ഗവേണിംഗ് കൗൺസിൽ മുമ്പാകെ സമർപ്പിക്കുന്നു.

തീരുമാനം:-

കിലയിൽ കരാർ വ്യവസ്ഥയിൽ ജോലി ചെയ്യുവരുന്ന ഡോ.ജിബിനി.വി.കരുൺ, അസിസ്റ്റന്റ് പ്രൊഫസർ (മാനേജ്മെന്റ്) ,ഡോ.വിനോദ്.എസ്, അസി.പ്രൊഫസർ (റൂറൽ സോഷ്യോളജി), ശ്രീമതി.വിനീത.എം., ലക്ചറർ(വുമൺ & ചൈൽഡ് ഡെവലപ്മെന്റ്) എന്നിവർ അവർ നിലവിൽ ജോലി ചെയ്യു വരുന്ന തസ്തികകളിൽ സ്ഥിരം നിയമനം നൽകണമെന്ന് അപേക്ഷകൾ ഗവേണിംഗ് കൗൺസിൽ വിശദമായി ചർച്ച ചെയ്തു ടി വിഷയം സർക്കാരിലേക്ക് സമർപ്പിക്കുന്നതിന് ഗവേണിംഗ് കൗൺസിൽ തീരുമാനിച്ചു. തുടർ നടപടികൾ കൈക്കൊള്ളുന്നതിന് കില ഡയറക്ടർ ജനറലിനെ പൂർത്തമപ്പെടുത്തി

3/15/23, 12:07 PM

KERALA INSTITUTE OF LOCAL ADMINISTRATION Mail - Fwd: Submission- Regularisation



KERALA INSTITUTE OF
LOCAL ADMINISTRATION

Anil Kumar N <anilkumarn@kila.ac.in>

Fwd: Submission- Regularisation

1 message

DIRECTOR GENERAL KILA <director@kila.ac.in>

To: Sudha D <jayasudha@kila.ac.in>, Anil Kumar N <anilkumarn@kila.ac.in>
Cc: Girija Devi R <girijadevi@kila.ac.in>

Wed, Mar 15, 2023 at 11:25 AM

Process these letters as a single file, to be submitted to the EC.
With regards
Joy



Dr. Joy Elamon
Director General

Kerala Institute of Local Administration (KILA)
Mulakunnathukavu P O, Thrissur - 680581, Kerala, INDIA
Ph : +91 487 2207000, 2201312, Mob - 9446521312
Email : director@kila.ac.in, Skype : joy.elamon
Website : www.kila.ac.in

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From: **Dr. Jibini V Kurien** <drjibini@kila.ac.in>

Date: Wed, Mar 15, 2023 at 6:08 AM

Subject: Submission- Regularisation

To: **DIRECTOR GENERAL KILA** <director@kila.ac.in>

Sir

Kindly see the attached submission and necessary action may be taken.
Thanking you



Dr. Jibini V Kurien

Faculty Member (Management)

Kerala Institute of Local Administration (KILA)

Centre for Human Resource Development campus
E.T.C P O, Kottarakkara - 691531, Kollam, Kerala, INDIA
Ph : +91 474 2454768, 2454618, Mob - 9446488581

Website : www.kila.ac.in Email : drjibini@kila.ac.in

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submission_Jibini.pdf
113K

3/15/23, 12:09 PM

KERALA INSTITUTE OF LOCAL ADMINISTRATION Mail - Fwd: ബഹുമാനപ്പെട്ട കില ഡയറക്ടർ ജനറൽ ഡോ. ജോയ് ...



Anil Kumar N <anilkumarn@kila.ac.in>

Fwd: ബഹുമാനപ്പെട്ട കില ഡയറക്ടർ ജനറൽ ഡോ. ജോയ് ഇളമൺ അവർകൾക്ക് ഡോ.വിനോദ്. എസ്, അസിസ്റ്റന്റ് പ്രൊഫസ്സർ (സോഷ്യോളജി) സമർപ്പിക്കുന്ന അപേക്ഷ

1 message

DIRECTOR GENERAL KILA <director@kila.ac.in>

To: Sudha D <jayasudha@kila.ac.in>, Anil Kumar N <anilkumarn@kila.ac.in>, Girija Devi R <girijadevi@kila.ac.in>

Wed, Mar 15, 2023 at 11:25 AM



Dr. Joy Elamon
Director General

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From: **Dr. Vinod S** <drvinod@kila.ac.in>

Date: Tue, Mar 14, 2023 at 11:28 PM

Subject: ബഹുമാനപ്പെട്ട കില ഡയറക്ടർ ജനറൽ ഡോ. ജോയ് ഇളമൺ അവർകൾക്ക് ഡോ.വിനോദ്. എസ്, അസിസ്റ്റന്റ് പ്രൊഫസ്സർ (സോഷ്യോളജി) സമർപ്പിക്കുന്ന അപേക്ഷ

To: **DIRECTOR GENERAL KILA** <director@kila.ac.in>

ബഹുമാനപ്പെട്ട സർ,

മേൽ വിഷയവുമായി ബന്ധപ്പെട്ട അപേക്ഷ ഇതിനോടൊപ്പം ഉള്ളടക്കം ചെയ്തിട്ടുണ്ട്. ആയത് അനുകൂല നടപടികൾക്കായി സമർപ്പിക്കുന്നു.

വിശ്വസ്തതയോടെ



Dr. Vinod S

Lecturer in Sociology

Kerala Institute of Local Administration (KILA)

Centre for Human Resource Development campus
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സമർപ്പണം

ബഹുമാനപ്പെട്ട കില ഡയറക്ടർ ജനറൽ മുൻപാകെ വിനീത.എം, ലെക്ചറർ,വുമൺ ആൻഡ് ചൈൽഡ് ഡെവലപ്പ്മെന്റ്, കില ,തൃശ്ശൂർ സമർപ്പിക്കുന്ന അപേക്ഷ.

സർ,

കില,സി എച്ച് ആർ ഡി യിൽ 21 നവംബർ 2018 മുതൽ (നാലു വർഷം നാലു മാസം) MoRD Core Faculty-ലെക്ചറർ ,വുമൺ ആൻഡ് ചൈൽഡ് ഡെവലപ്പ്മെന്റ് എന്ന സർക്കാർ അനുവദനീയ തസ്തികയിൽ,ഇന്റർവ്യൂ, എഴുത്തു പരീക്ഷ എന്നിവയുടെ അടിസ്ഥാനത്തിൽ നേരിട്ടുള്ള നിയമന പ്രകാരം കരാർ അടിസ്ഥാനത്തിൽ ജോലി ചെയ്യുന്നു. നിയമനം ലഭിച്ചതിനു ശേഷം പൂർണ്ണമായി കിലയുടെ പ്രവർത്തനങ്ങളിൽ ശ്രദ്ധയോടെയും കാര്യക്ഷമതയോടെയും പ്രവർത്തിച്ചു വരുന്നു.14/08/2017ൽ കേന്ദ്ര ഗ്രാമ വികസന മന്ത്രാലയം പുറപ്പെടുവിച്ച പുതുക്കിയ മാർഗ്ഗനിർദ്ദേശം (F.No.M-13015/01/2014-Trg; തീയതി :14/08/2017) അങ്ങയുടെ ശ്രദ്ധയിൽ പെടുത്തുന്നു. ഇതിന്റെ അടിസ്ഥാനത്തിൽ തസ്തിക സ്ഥിരപ്പെടുത്താനുള്ള സാധ്യത പരിശോധിക്കണമെന്ന് താഴ്മയായി അപേക്ഷിക്കുന്നു.

മുൻ കാലങ്ങളിൽ ഈ സ്ഥാപനത്തിൽ ജോലി ചെയ്തിരുന്നവരെ ഡയറക്ടറുടെ ശുപാർശയുടെ അടിസ്ഥാനത്തിൽ എക്സിക്യൂട്ടീവ് കമ്മിറ്റിയുടെയും ഗവേർണിംഗ് കൗൺസിലിന്റെയും അംഗീകാരത്തോടെ സ്ഥിരപ്പെടുത്തിയിട്ടുണ്ട്. ആയതിനാൽ എന്നെ സ്ഥിരപ്പെടുത്തുന്നതിന് ആവശ്യമായ നടപടി കൈകൊള്ളണമെന്ന് വിനീതമായി അപേക്ഷിക്കുന്നു.

15.3.2023

വിനീത .എം,
ലെക്ചറർ,വുമൺ ആൻഡ് ചൈൽഡ് ഡെവലപ്പ്മെന്റ്.





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തീയതി: 28/11/2023.

സീകർത്താവ്

അഡീഷണൽ ചീഫ് സെക്രട്ടറി
തദ്ദേശ സ്വയം ഭരണ (ഐ.ബി) വകുപ്പ്
അനക്സ് -1, ഗവ സെക്രട്ടറിയേറ്റ്
തിരുവനന്തപുരം

മാഡം,

വിഷയം:- കില ഹെഡ്കാർട്ടേഴ്സിനും കില സി.എച്ച്.ആർ.ഡി കൊട്ടാരക്കരയിലും
ദിവസവേതനാടിസ്ഥാനത്തിൽ അംഗീകൃത തസ്തികകളിൽ ജോലി
ചെയ്യുവരുന്നവരെ സ്ഥിരപ്പെടുത്തുന്നത് - സംബന്ധിച്ച്

സൂചന:- 11.07.2023 തീയതിയിലെ കില ഗവേണിംഗ് കൗൺസിൽ തീരുമാനം
ഐറ്റം നം. 17

സൂചനയിലേക്ക് അങ്ങയുടെ ശ്രദ്ധ ക്ഷണിക്കുന്നു.

കിലയിലെ അംഗീകൃത തസ്തികകളിൽ വർഷങ്ങളായി ദിവസവേതന വ്യവസ്ഥകളിൽ
ജോലിനോക്കി വരുന്ന കില ഹെഡ് കാർട്ടേഴ്സിലേയും കില സി.എച്ച്.ആർ.ഡി-യിലേയും
ജീവനക്കാർ ടി തസ്തികകളിൽ തങ്ങളുടെ സേവനം സ്ഥിരപ്പെടുത്തണമെന്ന് ആവശ്യപ്പെട്ട്
അപേക്ഷ സമർപ്പിച്ചിട്ടുണ്ട്.

ടി വിഷയം 06/07/2023 ന് ചേർന്ന കില എക്സിക്യൂട്ടീവ് കമ്മിറ്റിയിൽ
സമർപ്പിച്ചതിനെത്തുടർന്ന് 11/07/2023 ന് ബഹു. തദ്ദേശസ്വയംഭരണ, എക്സൈസ് വകുപ്പ്
മന്ത്രി അദ്ധ്യക്ഷനായ കില ഗവേണിംഗ് കൗൺസിലിൽ തീരുമാനത്തിനായി
സമർപ്പിച്ചിരുന്നു. ജീവനക്കാരെ സ്ഥിരപ്പെടുത്തുന്നത് സംബന്ധിച്ച വിഷയം ഗവേണിംഗ്
കൗൺസിൽ വിശദമായി ചർച്ച ചെയ്യുകയും സ്ഥിരപ്പെടുത്തുന്നത് സംബന്ധിച്ച
തീരുമാനം കൈക്കൊള്ളുന്നതിനായി സർക്കാരിലേക്ക് സമർപ്പിക്കുന്നതിന് തീരുമാനിച്ചു. ടി
തീരുമാനത്തിനനുസൃതമായി ദിവസവേതനാടിസ്ഥാനത്തിൽ അംഗീകൃത തസ്തികകളിൽ
ജോലി ചെയ്യുവരുന്നവരുടെ വിശദാംശം അനുബന്ധമായി സമർപ്പിച്ചിട്ടുണ്ട്.

തദ്ദേശസ്വയംഭരണ വകുപ്പിന് കീഴിലെ വിവിധ പരിശീലന സ്ഥാപനങ്ങളുടെ
സംയോജനത്തോടുകൂടി ഒരു ആസ്ഥാന കേന്ദ്രവും രണ്ട് പ്രാദേശിക കേന്ദ്രങ്ങളും, മൂന്ന്
ഉപ പരിശീലന കേന്ദ്രങ്ങളും ഇന്ന് കിലയ്ക്ക് ഉണ്ട്. അതോടൊപ്പം പത്തോളം
വിഷയാധിഷ്ഠിത കേന്ദ്രങ്ങളും പ്രവർത്തിക്കുന്നുണ്ട്. സർക്കാർ ഏൽപ്പിക്കുന്ന വിവിധ
പരിശീലന പരിപാടികളോടൊപ്പം നിരവധി ദേശീയ അന്തർദേശീയ ഏജൻസികളുടെ
നിരവധി പ്രോജക്ടുകളും കില ഏറ്റെടുത്ത് നടപ്പാക്കി വരുന്നുണ്ട് ഓരോ വർഷവും കില
നൽകിവരുന്ന പരിശീലനങ്ങളുടെ എണ്ണവും കിലയിലെത്തിച്ചേരുന്ന
പരിശീലനാർത്ഥികളുടെ എണ്ണവും വർദ്ധിച്ച് വരികയാണ്. ആയതുകൊണ്ട് തന്നെ കില
ഏറ്റെടുത്ത് നടത്തുന്ന വിവിധപരിശീലനങ്ങൾ, കോഴ്സുകൾ, വിഷയാധിഷ്ഠിത കേന്ദ്രങ്ങൾ
എന്നിവയുടെ പ്രവർത്തനം കാര്യക്ഷമമായും വിജയകരമായും നടപ്പിലാക്കുന്നതിലും
വിവിധ പരിശീലന /പ്രോജക്ടുകളുടെ ഫയലുകൾ കൈകാര്യം ചെയ്യുക, ഓഫീസ് /ഗസ്റ്റ്
ഹൗസുകളിലെ ക്ലിനിംഗ് പ്രവർത്തനങ്ങൾ, പരിശീലനങ്ങളുടെ സഹായിയായി

പ്രവർത്തിക്കുക, പരിശീലനത്തിനാവശ്യമായ അനുബന്ധ സൗകര്യങ്ങൾ ഒരുക്കുക തുടങ്ങി അതാത് മേഖലകളിൽ ഈ ജീവനക്കാരുടെ പങ്കും ഉത്തരവാദിത്തവും വളരെ വലുതും ഒഴിച്ചുകൂടാനാവാത്തതുമാണ്.

തദ്ദേശസ്വയംഭരണ വകുപ്പിന് കീഴിലുള്ള സ്വയംഭരണ സ്ഥാപനമായ കിലയിൽ മുൻപും ഇത്തരം ജീവനക്കാരെ സ്ഥിരപ്പെടുത്തിയിട്ടുണ്ട്. കിലയുടെ ആദ്യകാല മുതൽ 2020 വരെ ഇത്തരം ജീവനക്കാരെ സ്ഥിരപ്പെടുത്തിയിട്ടുണ്ട് ഏറ്റവും അവസാനം 2020 ലാണ് സ്ഥിരപ്പെടുത്തിയിട്ടുണ്ട്. 2010 ലും 2011 ലും അഞ്ചു വർഷം വരെ പൂർത്തീകരിച്ചവരെ ഇത് പോലെ കിലയിൽ സ്ഥിരപ്പെടുത്തിയിട്ടുണ്ട്. കില Self-Financing Mode ലാണ് പ്രവർത്തിക്കുന്നത് എന്നതിനാൽ കില ജീവനക്കാർക്ക് കിലയിൽ നിന്നാണ് ശമ്പളം നൽകുന്നത്.

മേൽ പ്രതിപാദിച്ച വിവരങ്ങളുടെ അടിസ്ഥാനത്തിൽ ഇതോടൊപ്പം അനുബന്ധമായി ചേർത്തിട്ടുള്ള കിലയിലെ ദിവസവേതനക്കാരായ ജീവനക്കാരെ സ്ഥിരപ്പെടുത്തുന്നത് സംബന്ധിച്ച വിഷയത്തിൽ സർക്കാർ തലത്തിൽ തീരുമാനം കൈക്കൊള്ളുന്നതിനായി ഇതോടൊപ്പം സമർപ്പിക്കുന്നു.

വിശ്വസ്തയോടെ,



ഡയറക്ടർ ജനറൽ

Dr. Joy Elamon
DIRECTOR GENERAL

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ഉള്ളടക്കം:

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ഐറ്റം നമ്പർ - 17

കില ഹെഡ്ക്വാർട്ടേഴ്സിലും കില കൊട്ടാരക്കരയിലും ദിവസവേതനം/ കരാർ അടിസ്ഥാനത്തിൽ അംഗീകൃത തസ്തികകളിൽ ജോലി ചെയ്തുവരുന്നവരെ സ്ഥിരപ്പെടുത്തുന്നത് സംബന്ധിച്ച് □

നിലവിൽ ഒഴിവുള്ള അംഗീകൃത തസ്തികകളിൽ ദിവസവേതനാടിസ്ഥാനത്തിൽ തുടർച്ചയായി ജോലി ചെയ്തു വരുന്ന കില ഹെഡ് ക്വാട്ടേഴ്സിലേയും സി.എച്ച്.ആർ.ഡി-യിലേയും ജീവനക്കാർ അവർക്ക് സ്ഥിര വരുമാനം ലഭിക്കുന്നതിലേക്കായി അവർ ജോലി ചെയ്തുവരുന്ന തസ്തികയിൽ സ്ഥിരം നിയമനം നൽകണമെന്ന് ഏതാനും പേർ അപേക്ഷ സഹിതം അഭ്യർത്ഥിച്ചിട്ടുണ്ട്. ടി ജീവനക്കാരിൽ ഭൂരിഭാഗവും സാമ്പത്തികമായോ/സാമൂഹികമായോ പിന്നിൽ നിൽക്കുന്നവരാണ്. ഈ തൊഴിലിൽ നിന്ന് ലഭിക്കുന്ന വേതനം മാത്രമാണ് തങ്ങളുടെ കുടുംബത്തിന്റെ ഏക ആശ്രയമെന്നും മറ്റൊരു തൊഴിൽ ലഭിക്കുന്നതിന് ടി ജീവനക്കാർക്ക് ഇനി ഒരു സാധ്യതയുമില്ലായെന്നും പുതുതായി തൊഴിൽ ലഭിക്കുന്നതിനുള്ള പ്രായപരിധി കഴിഞ്ഞവരുമാണെന്നും ഇപ്പോഴും താല്ക്കാലികാടിസ്ഥാനത്തിൽ ജോലി ചെയ്യുന്നതിനാൽ മറ്റാനുകൂല്യങ്ങളൊന്നും തന്നെ ലഭിക്കുന്നില്ലായെന്നും വർദ്ധിച്ച ജീവിതചെലവുള്ള ഇക്കാലത്ത് തങ്ങളെ മാത്രം ആശ്രയിച്ച് കഴിയുന്ന പ്രായമായ മാതാപിതാക്കളും കുട്ടികളും അടങ്ങുന്ന കുടുംബത്തിന്റെ ജീവിതം വളരെ പ്രയാസത്തിലാണെന്നും അവർ അറിയിച്ചിട്ടുണ്ട്. മുൻകാലങ്ങളിൽ പത്തു വർഷവും അതിൽ കുറവും വർഷങ്ങൾ ജോലിചെയ്ത 22 താത്ക്കാലിക ജീവനക്കാരെ സ്ഥിരപ്പെടുത്തിയിട്ടുള്ളതാണ് എന്നും അപേക്ഷയിൽ പരാമർശിച്ചിട്ടുണ്ട്. നിലവിൽ കില ഹെഡ്ക്വാർട്ടേഴ്സിലും കില കൊട്ടാരക്കര സെന്ററിലും ദിവസവേതനാടിസ്ഥാനത്തിൽ അംഗീകൃത തസ്തികകളിൽ ജോലി ചെയ്തുവരുന്നവരുടെ വിശദാംശം ചുവടെ ചേർക്കുന്നു.

#	Name	Date of Birth & Age	Date from which working in the Institute	Post on which engaged	No of year & month working	Working Place
A Clerical Support - 1 person is engaged on Daily Wage basis against the sanctioned post						
1.	Hareesh Das M G	20/04/90 33 yrs	06.11.2017	Assistant	5 yrs & 8 months	KILA HQ
B Multitask Worker - 5 persons are engaged on Daily Wage basis against the sanctioned post						
2.	Haneefa K H	12/02/75 48 yrs	01.08.2012	Multi Task Worker	10 yrs & 11 months	KILA HQ
3.	V R Babu	14/04/65 58 yrs	Sept-2017	Multi Task Worker	5 yrs & 9 months	KILA HQ
4.	Sujith T P	17/11/83 39 yrs	Oct.2017	Multi Task Worker	5 yrs & 9 months	KILA HQ



5.	Rugmini C A	13/03/67 56 yrs	May- 2018	Multi Task Worker	5 yrs & 2 months	KILA HQ
6.	Nijitha P. S	15/04/87 36 yrs	Aug -2018	Multi Task Worker	4 Yrs & 11 months	KILA HQ
C Part time Cleaner 1 person is engaged on Daily Wage basis against the sanctioned post						
7.	Laly M	28/05/75 48 yrs	02/02/2013	Mess Cleaner cum MTW	10 yrs & 9 months	KILA CHR D
D Night Watchmen - 1 person is engaged on Daily Wage basis against the sanctioned post						
8.	Sunilkumar C	25/05/71 52 yrs	23.05.2010	Watchman	13 yrs	
E Kitchen Helper - 1 person is engaged on Daily Wage basis against the sanctioned post						
9.	Liji R	15/03/73 50 yrs	07/01/2012	Mess Cleaner	11 yrs and 4 months	KILA-CHRD
F Driver - 1 person is engaged on Daily Wage basis against the sanctioned post						
10.	Ranjith S	30/05/82 41 yrs	09/06/2014	Driver	9 yrs	KILA- CHRD
G Sweeper- Full Time - 3 persons are engaged on Daily Wage basis against the sanctioned post						
11.	Raziya T.H	28/10/71 51 yrs	April -2015	Sweeper	8 yrs & 2 months	KILA HQ
12.	Sudha A V	01/01/74 49 yrs	Nov-2016	Sweeper	6 yrs & 7 months	KILA HQ
13.	Bindhu K:P	25/05/75 48 yrs	Mar-2017	Sweeper	6 yrs & 3 months	KILA HQ
H Sweeper- part Time - 4 persons are engaged on Daily Wage basis against the sanctioned post						
14.	Paulcy C.P	30/04/82 41 yrs	28.01.2020	Sweeper	3 yrs 5months	KILA HQ
15.	Princy V.C	07.05.86 37 yrs	28.01.2020	Sweeper	3 yrs 5months	KILA HQ
16.	Ramani S	05.01.76 47 yrs	01.08.2012	Hostel room cleaner cum Multi task Worker (Part time)	10 yrs 9 mnths	KILA -CHRD

കില ഹെഡ്ക്വാർട്ടേഴ്സിലും കില സിഎച്ച്ആർഡിയിലും അംഗീകൃത തസ്തികകളിൽ ദിവസവേതനാടിസ്ഥാനത്തിൽ ജോലി ചെയ്തുവരുന്നവരുടെ വിശദാംശം അവരെ ടി തസ്തികകളിൽ സ്ഥിരപ്പെടുത്തുന്നത് സംബന്ധിച്ച തീരുമാനത്തിനായി 06/07/2023 തീയതിയിലെ എക്സിക്യൂട്ടീവ് കമ്മിറ്റി മുമ്പാകെ സമർപ്പിച്ചിട്ടുണ്ട്. പ്രസ്തുത എക്സിക്യൂട്ടീവ് കമ്മിറ്റിയുടെ ശുപാർശ പ്രതീക്ഷിച്ചുകൊണ്ട് ഗവേണിംഗ് കൗൺസിൽ മുമ്പാകെ സമർപ്പിക്കുന്നു.

തീരുമാനം

കില ഹെഡ്ക്വാർട്ടേഴ്സിലും കില സിഎച്ച്ആർഡിയിലും അംഗീകൃത തസ്തികകളിൽ ദിവസവേതനാടിസ്ഥാനത്തിൽ ജോലി ചെയ്തുവരുന്നവരെ ടി തസ്തികകളിൽ സ്ഥിരപ്പെടുത്തുന്നത് സംബന്ധിച്ച വിഷയം ഗവേണിംഗ് കൗൺസിൽ വിശദമായി ചർച്ച ചെയ്ത് ടി വിഷയം സർക്കാരിലേക്ക് സമർപ്പിക്കുന്നതിന് ഗവേണിംഗ് കൗൺസിൽ തീരുമാനിച്ചു. തുടർ നടപടികൾ കൈക്കൊള്ളുന്നതിന് കില ഡയറക്ടർ ജനറലിനെ ചുമതലപ്പെടുത്തി



ദിവാസവേതനാടിസ്ഥാനത്തിൽ അംഗീകൃത തസ്തികകളിൽ ജോലി ചെയ്യുന്നവരുടെ പട്ടിക

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9.	Liji R	15/03/73 50 yrs	07/01/2012	Mess Cleaner	11 yrs and 4 months	KILA-CHRD



Annexure II

F	Driver - 1 person is engaged on Daily Wage basis against the sanctioned post					
10.	Ranjith S	30/05/82 41 yrs	09/06/2014	Driver	9 yrs	KILA- CHRD
G	Sweeper- Full Time - 3 persons are engaged on Daily Wage basis against the sanctioned post					
11.	Raziya T.H	28/10/71 51 yrs	April -2015	Sweeper	8 yrs & 2 months	KILA HQ
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15.	Princy V.C	07.05.86 37 yrs	28.01.2020	Sweeper	3 yrs 5months	KILA HQ
16.	Ramani S	05.01.76 47 yrs	01.08.2012	Hostel room cleaner cum Multi task Worker (Part time)	10 yrs 9 mnths	KILA -CHRD



ANNEXURE 3

Human Resource Policy and Procedures of Kerala Institute of Local Administration (KILA)

**Originally prepared by the Local Government Commission,
Government of Kerala February, 2021 with various subsequent
modifications**

Chapter-1

Introduction

The Kerala Institute of Local Administration (KILA), an autonomous institution under the Local Self - Government Department, Government of Kerala, is a lead capacity building and training institution of national and international recognition. The Institute builds the capacities of elected representatives, officials, civil society organizations, community-based organizations, voluntary experts, and other stakeholders of local governments through a multi-pronged intervention strategy of conducting training, seminars, workshops, research, and consultancy. The headquarters of the institute is located in Trissur, the cultural capital of Kerala. In addition to the main campus at Trissur, KILA has the Regional Centre of Human Resource Development at Kottarakkara, Kollam District, and a centre at Agali. Over the last two decades, KILA has become a centre of excellence in capacity building and training in the field of local governance and decentralized planning. KILA provides facilitative support to the Government of Kerala and the Government of India in formulating policies supportive to democratic decentralization and community-centric local governance, capacity building, documentation, and dissemination of information on good practices in these areas.

1.1. Re-organization of KILA and Institutionalizing Capacity Building

KILA was established by the GoK in 1990 as an autonomous institution under the LSGD for the capacity building and training of local government functionaries. Over two decades of functioning, KILA has become the nodal training institute for local government functionaries, both urban and rural. The capacity-building strategy and its implementation for strengthening democratic decentralization in Kerala significantly enhanced the status of KILA as a premier national level institute for the capacity building of local governments not only in the country but to other countries in Asia and Africa. Along with KILA, another training institution called the State Institute of Rural Development (SIRD) has been functioning in Kerala with the same mandate of capacity building and training of rural local government functionaries. The existence of two different training entities with the same mandate has been created a lot of overlap in their functioning and resulted in wasteful usages of public resources. Moreover, these two institutions have been working under the control of different administrative wings under the LSGD. KILA was established with the merger of two training centres that functioned under the administrative control of the Panchayat department and then attained the status of a nodal training institution under the Local Self-Government Department. The SIRD had been managed exclusively by the Rural Development Department and the key personnel of SIRD has been appointed by the Rural

Development Department. The functional domain of the SIRD had been focused on the capacity building and training of the intermediary tier of the Panchayati Raj system, the Block Panchayats even after two decades of the successful implementation of decentralization in Kerala. KILA on the other hand cater to the capacity building needs of different tiers of local governments including the intermediary tier Panchayats.

As part of the institutionalization of the democratic decentralization process and to consolidate the gains of decentralization, a good number of reform measures have been taken by the GoK. The most significant among them was the integration of the various departments functioning under the LSGD for the administrative control of different tiers of local governments. One of the key learnings of the two and half decades of experience of democratic decentralization in Kerala was the inevitability to form an integrated LSGD for common policy leadership and direction to different tiers of local governments, both urban and rural. Therefore, the GoK took the policy decision to form an integrated LSGD by integrating the five administrative departments that functioned under the LSGD such as, Panchayat, Rural Development, Urban Affairs, Town and Country Planning, and LSGD Engineering. This historic decision to form an integrated LSGD system has been taken to further strengthening decentralization and the local government system and also to re-deploy adequate human resources available with various administrative wings under the LSGD. Therefore, the creation of an integrated LSGD system was a major administrative reform in the direction of effective implementation of democratic decentralization and to make local governance more sustainable in Kerala.

Institutionalizing the gains of democratic decentralization needs the empowerment and capacity building of local government functionaries in the most effective manner. Building the capacity of the capacity building institutions of local governments is of obvious importance in strengthening local governments. Therefore, GoK has decided to reorganize and strengthen the capacity building institutional system for local governments by merging two capacity-building institutional entities such as KILA and SIRD in into a common capacity building institution called, KILA. The existence of two institutions with the same mandate engaged in similar activities created duplication of training and capacity building functions. There was no common capacity-building strategy and plan of action for these two institutions and this has resulted in wastage of human and physical resources. Considering this issue of duplication and wastage of resources, the GoK had decided to merge SIRD with KILA. Along with this decision, the GoK had also been taken to make use of the resources and facilities available with the three Extension Training Centres (ETCs) functioning under the Rural Development Department and the

Attappadi Hill Area Development Society (AHADS) located at Attappadi engaged in similar activities has also been merged with KILA.

The merger of SIRD with KILA using the resources and facilities available with ETCs and AHADS by KILA was a significant decision on the part of GoK to strengthen KILA as a nodal capacity building and training institution for local governments in Kerala. At the same time, strengthening the institutional capacity would be useful for KILA to play an enhanced role as a lead capacity building and training institution at the national and international level in the area of decentralization and local governance. The merger of two institutions into a single entity naturally created some organizational issues in personnel management and administration. Accordingly, KILA had approached the CMD to conduct an organizational restructuring study for its institutional development and management.

1.2. The New Organizational Structure in the context of merger

The CMD study proposed a new organizational structure for KILA after the merger of SIRD and AHADS-CCPRM to take a changing role in the changing context. The new organizational structure was designed by the CMD for the optimum utilization of human resources available in these three institutions/centers. At the same time, the CMD report suggested to make use of the available human resources to strengthen the various academic and research activities conducted by these three institutions centres with greater specialization in accordance with fulfilling the mission and objectives of the Institute. The CMD report also suggested strengthening certain core functions such as training management, academic, administration, and finance, and accounts to effectively function and to play an elevated role of KILA in the changing context of the merger of three institutions.

1.3. HR Policy and Rules for Integrated KILA

Kerala Institute of Local Administration (KILA) felt the need for HR Policy and Procedures to serve as guidelines to decide the course of action in its functioning including, the rights and duties of the staff. As a lead capacity building and training institute for strengthening the democratic accountability of local governments, KILA should have to follow and adhere to transparent processes and procedures in its various activities. The HR Policy document should serve as a useful means of communication between the management and staff of the Institute. A sound HR Policy conveys the guidelines to be followed both by the administration and the staff to ensure equal and fair treatment of the staff by the management. It also helps the senior management to make better decisions and to protect the interests of both the management and the staff. HR Policy and Procedures make the work process more transparent and maintain a

healthy and cordial relationship between the management and the staff. It also helps to achieve efficiency in the functioning of the Institute with the increased participation and facilitative support of the staff members.

Chapter-2

Staffing Policy and Procedures

With effect from the date of commencement of these Human Resource Policy and Rules, the officers and staff belonging to the various posts and serving KILA Thrissur, KILA – CHRD Kottarakkara and other centres (present and future) shall be constituted into a single staff entity called the staff of KILA. The officers and staff who are in service as on the date of commencement of the Human Resource Policy and Rules in KILA and in KILA-CHRD shall be treated as the officers and staff of unified KILA and treated them as common category for the purpose of promotion to the higher posts in the respective category of posts in the unified KILA. This will be applicable to any other staff in any centre of KILA (present and future).

2.1. Creation of Posts and Appointment:

2.1.1. Creation of Posts

- 1) Power to create all permanent, academic, administrative posts including Director General shall be vested with Government .
- 2) Posts proposed by various ministries and agencies/schemes will be done according to the guidelines of the respective entities. If no such guidelines are provided, the Executive Committee may decide.
- 3) Temporary posts shall be created as per the approval of Executive Committee.
- 4) Consultancy engagement shall be made as per the consultancy protocol approved by Executive Committee
- 5) Government's concurrence is needed for all projects and appointments where State Government fund is involved.

2.1.2. Appointment Authority

Government shall be the appointing authority of the Director General.

The Director-General shall be the appointing authority of all permanent posts with the approval of Executive Committee.

The Director-General shall be the appointing authority of all temporary posts and consultancy post of the Institute.

2.1.3. Upon appointment, each staff member shall receive a letter of appointment in accordance with the terms and conditions of service exist in the Institute and signed by the Director-General or by a responsible official in the name of the Director-General and the persons who are appointed on contract

basis shall execute in government stamp paper incorporating the terms and conditions of the contract engagement.

2.1.4. The appointment of a staff member shall take effect from the date on which he/she reports for duty in the Institute;

2.1.5. The duty station/centre (KILA headquarters or KILA- CHRD or KILA – Agali Campus or any other centre – present and future) shall be mentioned in the appointment letter and the person shall report for duty before the Director-General/Director of the Institute concerned;

2.1.6. The Director-General shall change the duty station or transfer a staff member from one duty station to another for administrative convenience or carrying out the objectives, functions and activities of the Institute for a definite or indefinite period;

2.1.7. The change of duty station or transfer of an employee shall in no way diminishes the rights or entitlements of the staff member or the terms and conditions of his/her appointment in the Institute;

2.1.8. The significant consideration in the appointment, transfer or promotion of the staff member shall be to secure the highest standards of efficiency, integrity and competence. Therefore, due regard shall be paid to the importance of recruiting and promoting the staff on merit and professional competency;

2.1.9. In accordance with the principles of the HR Policy and Rules of the Institute, selection of all staff members shall be made on merit basis and shall be made without any consideration as to region, politics and religion. Due regard shall be paid to the importance of recruiting staff members from women and socially excluded communities as far as practicable, based on merit and competence.

2.1.10. The selection of the staff members shall be made on open notification and the policy of reservation in the recruitment of public servants in the Government shall be followed in the selection and appointment of staff members; KILA shall follow the reservation norms practised in public appointments to ensure proportionate representation of backward and scheduled communities to the total permanent posts of the Institute. KILA will follow a Gender Affirmative Recruitment Policy.

2.2. Different types of posts, Selection and Method of Appointment

- (i) Permanent post
- (ii) Temporary post
- (iii) Consultancy engagement

2.2.1 Appointment to the permanent posts of the Institute shall be made;

- (iv) By Direct Recruitment
- (v) By Promotion
- (vi) By Deputation
- (vii) By appointment of a borrowed employee.
- (viii) By Contract
- (ix) By Temporary engagement

2.2.1.1. Direct Recruitment:

The Institute shall follow the policy of attracting meritorious and competent persons to various posts in the academic, administrative and maintenance wing and such posts shall be filled through direct recruitment. Hence, the Institute shall provide opportunity for infusion of fresh blood from time to time and not to stagnate its vibrancy. The recruitment process shall be transparent and open to all eligible persons. Notice inviting applications for selection to the permanent academic posts which have been earmarked for direct recruitment in the schedule shall be advertised in national edition of an English daily and Kerala edition of two Malayalam dailies having wide circulation and website of the Institute. In the case of all other permanent posts earmarked for direct recruitment in the schedule, notice shall be advertised in Kerala edition of one Malayalam and one English daily having wide circulation and website of the Institute. For the recruitment of the faculty posts, the Institute may open a national marketplace through lead academic journals/magazines/website of the Institute and leading online job portals and receive the applications online.

The Selection Committee/ the Screening cum Selection Committee constituted by the Executive Committee shall fix the recruitment process for the selection of potential candidates from time to time. The post of Consultants/Adjunct Professors and Honorary Professors shall also be filled through direct recruitment.

In view of exigencies, permanent posts may be filled through contract appointment or engagement on daily wages in accordance with the guidelines issued by Government from time to time in this regard till the posts are filled up by direct recruitment or promotion. Employees appointed by contract or daily wages will not have any right to regularization or absorption of service.

New posts which involves state fund shall not be created without government concurrence.

2.2.1.2. Promotion:

Appointment by Promotion

Promotion of faculty members - Career prospects and pay scales of faculty members in various disciplines will be governed by the HR policy of the Institute, adopted by Governing Council from time to time.

The Institute shall also follow the policy to engage, promote and train the existing employees and provide promotion opportunities to all. The Institute shall be intended to promote from within wherever appropriate candidates are available as a means of satisfying its requirements for maintaining high quality. In addition, the Institute encourage its employees to apply for newly advertised posts based on qualifications rather than waiting for promotions in due course of time. At the same time the Institute emphasize that the only criterion for selection or promotion should be ability and competence to do the job. The institute may provide sufficient opportunities for training the staff with the belief that the employee may be benefited by that training and learning opportunity for the discharge of their duties and for the fulfillment of the goals of the Institute.

All promotions as per schedule of the Institute shall be made by the Director-General after completing a process of evaluating the performance of the potential candidates from the eligible feeder category posts to the immediate higher category promotion posts. The Executive Committee of the Institute shall constitute the Screening cum Selection Committee for the purpose of promotion of the staff in the administrative, academic and maintenance wings from time to time.

Appointment to the permanent posts (administrative, maintenance, support) of which the method of selection is specified as by promotion in the schedule shall be made from among employees serving in posts in the next lower grade if s/he qualifies the required department test Manual of Office Procedures and Account Test (Lower).

Every appointment by promotion to all posts shall be by selection on the basis of Merit with due regard to seniority. Promotion of Class I and Class II employees will be finalized based on the recommendation of the Screening cum Selection Committee (higher) constituted by the Executive Committee. Promotion of Class III and Class IV employees will be finalized based on the recommendation of the Screening cum Selection Committee (Lower) constituted by the Executive Committee.

The criteria for promotion will be seniority, merit and review of the on-the-job performance of the candidates and performance in the interview. If the committee find no suitable candidate for promotion to such posts, the Executive Committee of the Institute shall take appropriate decision to fill that post/s through direct recruitment.

The Institute shall follow the procedure of Career Advancement Scheme (CAS) promotion for Professor, Senior Urban Fellow, Associate Professor, Assistant Professor, Urban Fellow and Librarian stipulated in para 3.5

2.2.1.3. Deputation

Since the ownership of the Institute shall be vested with the Local Self- Government Department, Government of Kerala and the Local Self- Government Institutions (LSGIs) in the state, the Institute shall follow the principle of filling certain key posts of through deputation from the Department of Local Self- Governments and Local Government Institutions with suitable candidates having domain expertise in local governance and development. The recruitment of such candidates shall be made through a transparent selection process by the Screening cum Selection Committee constituted for such purpose by the Executive Committee of the Institute from time to time. The candidates applying for such post/s shall have at least three years of service for their retirement and those who are serving on deputation shall be under the administrative control of the Director-General of the Institute.

An employee may be appointed on deputation to any posts on such terms and conditions as governed by the deputation rules prevalent in Government.

2.2.1.4 Contract Appointment

The appointing authority may appoint any person to a permanent post on contract basis by following the procedures laid down by the Government from time to time.

2.2.1.5 Temporary engagement

The appointing authority may in view of administrative exigencies may engage any person found suitable to any permanent post in category class III and IV on daily wage basis by following the procedures laid down by the Government from time to time.

2.2.2. Temporary Engagements

2.2.2.1 Creation of Project posts and Engagements

Project posts, if required, shall be created by the Executive Committee for the successful implementation of various projects and schemes etc. The Director-

General should provide all required information such as, job description, minimum qualification required for the post, salary for the post, period of appointment, budgetary source etc. to the Executive Committee for approval.

Director General may engage persons on short term temporary basis to meet any exigencies connected to project implementation. All such engagements have to be brought to the notice of the Executive Committee.

Appointment to any temporary post shall be made by the Director General through interview, written/online test or any other mode considered suitable in view of the project/scheme being undertaken.

The contract staff/ temporary staff shall be appointed by the Director-General and they should sign an employment contract for a maximum period not exceeding one year.

Project posts and engagements are applicable only for the project funding other than state government support. For state government supported projects, project posts and engagements are to be made by following the procedures laid down by the Government from time to time .

2.2.3. Consultancy

2.2.3.1 Engagements on Consultancy basis

As mandated in rule 8(4) of KILA Rules, Director General shall prepare a consultancy and expert hiring/engaging protocol including professional fee structure which shall be renewed annually and approved by the Executive Committee

On the basis of this approved protocol the Director General shall engage/hire professional and technical advisers, consultants and experts on temporary basis to work to further the objectives and programs of the Institute and pay them such remuneration, honorarium, fees or compensation as may be deemed fit and commensurate with performance, provided same shall not exceed Rs. 1 lakh per month. For engaging such persons when the honorarium, remuneration, fees or compensation exceeds Rs. 1 lakh per month sanction of Government should be obtained.

In the case of appointment of adjunct professors, the Director- General shall constitute a search committee and invite/collect CVs and select the best available experts to meet the requirements of the Institute. In the case of other consultants, a notification shall be published in the KILA website inviting online applications. Written/online tests shall be conducted to shortlist the applicants if required. Director General shall constitute an interview board to conduct interview with the candidates and complete the selection process. The selected candidate shall be issued an offer letter which shall mention the honorarium, position, period, duties

and responsibilities and signed by the Director-General. The offer letter shall be signed and returned by the candidate accepting the offer.

Probation:

Before declaration of probation every person appointed to a permanent post under KILA shall be regularized after verifying his/her character and antecedents.

The probation of the existing employees of the institute shall be for a period of One year. For any person appointed after the approval of this policy, by direct recruitment, the period of probation shall be two years on duty within a continuous period of three years. The period of probation for persons appointed by promotion shall be one year on duty within a continuous period of two years.

The appointing authority shall extend the period of probation for a maximum period of one year to enable him to acquire special qualifications or pass the prescribed test as the case may be or to enable the appointing authority to decide whether the probationer is suitable for the post or not.

Departmental test qualification is required for declaring probation for Assistants, Accountant cum cashier by direct recruitment shall also qualify the required department test; Manual of Office Procedures (MoP) and Account Test (Lower) conducted by the Public Service Commission

Where a person appointed to a post under the Institute on probation is found unsuitable for holding that post and has not completed his period of probation satisfactorily, the appointing authority may

- i) in the case of person appointed by promotion revert him to the post held by him immediately before such appointment;
- ii) in the case of a person appointed by direct recruitment, terminate his services under the Institute by giving a reasonable opportunity of showing cause against the action proposed.

2.3. Staff Structure of the Institute

The Staff Members of KILA shall consist of the following groups and categories;

2.3.1 Group 1: Academic and Administrative wing - Serial number 1,3,4, &7(1).

Group 2: Administration wing - Serial number 2, 5, 6, 8 to 17.

Group 3: Academic wing - Serial number 18 to 35

Group 4: Maintenance wing - Serial number 36 to 51

Sl. No	Designation	Scale of Pay	Numb er of Posts	Qualifications	Age Limit for Direct recruit ment	Mode of Appointment	Method of Appointment	Order by Which posts are created
1.	Director-General	Consolid ated Pay decided by the Governm ent	1	Essential:1. Master's Degree in any discipline2. At least 10 years of experience in working in decentralization/ local governance sector3. Experience of 5 years in capacity development of local governmentsDesirable:1. PhD in local governance from a reputed university2. Experience of working at national and international level	Upper Age Limit 55 years	Direct Appointment	Appointment by the Government	
2.	Registrar	77400-115200	1	Essential: I. Master's degree in any discipline or its equivalent Grade Desirable: i. Qualification in the area of Management /Law ii. Experience in handling computerized administration/legal/financial/ establishment matters;		Transfer posting from the cadre of not below Joint Director in the LSGD	Selection of qualified candidates is to be made by KILA and the posting of such persons shall be on deputation.	GO(R)No 402/2007/LSGD dated 07/02/2007

Sl No	Designation	Scale of Pay	Number of Posts	Qualifications	Age Limit for Direct recruitment	Mode of Appointment	Method of Appointment	Order by Which posts are created
3.	Director, KILA- CHRD	77400-115200	1	Joint Director LSGD		Transfer posting from the cadre of Joint Directors of LSGD	Selection by KILA from the cadre of Joint Directors of LSGD on deputation	G.O(MS)788/RD D Dated 18.2.1988
4.	Deputy Director	45800-89000	1	Deputy Director LSGD		Transfer posting by selection from the cadre of Deputy Directors of LSGD	Selection by KILA from the cadre of Deputy Directors of LSGD on deputation	GO(Rt)No. 402/2007/LS GD dated 07/02/2007
5.	Finance and Accounts Officer	45800-89000	1	1.Pass in CA/CMA 2. Knowledge in computerized system of accounting and finance 3. At least 5 years of service as Internal Auditor/ Financial Assistant. In case of direct recruitment 10 years' experience post qualifying CA/CMA.	45	By Promotion	Promotion from the cadre of Internal Auditor (From SI No. 8 and 10) with relevant qualification as mentioned. At least 10 years of experience as Internal Auditor/ Financial Assistant /Finance Officer	GO(Rt)No. 402/2007/LSGD dated 07/02/2007

Sl No	Designation	Scale of Pay	Numb er of Posts	Qualifications	Age Limit for Direct recruit ment	Mode of Appointment	Method of Appointment	Order by Which posts are created
6.	System Administrator	35700-75600	1	1.Degree from a recognized University. 2.PG Diploma in Computer Application (Government Approved) 3. Minimum 10 years' experience as Computer Programmer. In the case of direct recruitment PG Degree in Computer Application where Minimum 5 years' experience as System Administrator also to be considered.	45	Direct recruitment	Open selection	GO(Rt)No. 402/2007/LSGD dated 07/02/2007
7.	Assistant Registrar/ Assistant Director	Rs. 35700-75600	3	1.Degree in any discipline 2. Experience in handling computerized administration 3. At least 8 years of experience as Section Officer/ Secretary of LSGIs/ Personal Secretary to Director-General/ Director/ Section Officer		By Promotion/ Deputation	1. One post by open selection from the cadre of Secretaries of LSGIs by KILA on deputation 2. One post by deputation from the cadre of Section Officer from Secretariat 3. One post by promotion from the posts of Estate Officer HQ & (SI No.11,12,13)	GO(Rt)No. 402/2007/LSGD dated 07/02/2007 and G.O(MS)7/88/RD D Dated 18.2.1988

Sl. No.	Designation	Scale of Pay	Numb er of Posts	Qualifications	Age Limit for Direct recruit ment	Mode of Appointme nt	Method of Appointment	Order by Which posts are created
8.	Internal Auditor	35700-75600	1	1.Pass in CA/CMA 2. Knowledge in Computerised Accounting/Finance. 2. Knowledge in computerized system of accounting and finance 3. In case of direct recruitment 3 years experience post qualifying CA/CMA.	36	Promotion or Direct Recruitment	Promotion from the SI.No. 10, if he/ she is qualified to be promoted as Internal Auditor this post shall be filled through promotion. In the absence of qualified hands open selection from qualified persons	GO(Rt)No. 402/2007/LSGD dated 07/02/2007
9.	Estate Officer -HQ	35700-75600	1	1.Degree in any discipline from a recognized university 2. At least three years of experience as Estate Officer/ Hostel Manager KILA_CHRD Kottarakkara, PS to Director General.		Promotion	Promotion from SI No.11 (PS to Director General) / SI No.12 Hostel Manager CHRD Kottarakkara/ SI No.13 (PS to Director)	GO(Rt)No. 402/2007/LSGD dated 07/02/2007

Sl No	Designation	Scale of Pay	Numb er of Posts	Qualifications	Age Limit for Direct recruit ment	Mode of Appointment	Method of Appointment	Order by Which posts are created
10.	Financial Assistant	27800-59400	1	Essential: 1. Master's Degree in commerce/ Pass in intermediate of CA/CMA 2. Computer proficiency in Tally software 3. Three years experience in commercial accounting in a reputed institution/firm		Promotion	Promotion from the existing post of UD Accountant Cum cashier SI No.14	G.O(Rt)2108/2013/LSGD dated 17.08.2013
11.	P.S.to Director General	26500-56700	1	1.Degree in any discipline from a recognized university 2. At least 10 years of service as Assistants / Training Co-Ordinator/Data entry operator.		Promotion	Promotion from Assistants/ Training Coordinator/Data Entry Operator.(SI No.15a ,15 b,16,17)	GO(Rt)No. 402/2007/LSGD dated 07/02/2007
12.	Hostel Manager/ Estate Officer, KILA_CHR D Kottarakkara	26500-56700	1	1. Degree in any discipline from a recognized university 2. At least 10 years' service as Assistant/ Training Co-ordinator/ Data Entry Operator.		Promotion	Promotion from Assistants/ Training Coordinator/DEO. (SI No.15a ,15b,16,17)	GO(MS)No.208/2009/LSGD dated 9.11.2009
13.	PS. to Director	20000-45800	1	1.Degree in any discipline from a recognized university 2. At least 10 years service as Assistant Selection Grade/ Senior Grade/ Grade-I/Grade-II)		Promotion	Promotion from Assistants / Training Coordinator/D ata entry operator.(SI No.15a ,15 b,16,17)	G.O(MS)7/88/RD D Dated18.2.1988

Sl. No	Designation	Scale of Pay	Numb er of Posts	Qualifications	Age Limit for Direct recruitment	Mode of Appointment	Method of Appointment	Order by Which posts are created
14.	UD. Accountant Cum Cashier	25200-54000	1	1. Graduation in Commerce and proficiency in Accounting Software/Tally etc. 2. Computer Literacy – Word Processing, Spread Sheet, Presentation, , Internet-email etc.	36	Direct recruitment	Open selection	G.O(MS)788/RD D Dated 18.2.1988

Sl. No.	Designation	Scale of Pay	Numb er of Posts	Qualifications	Age Limit for Direct recruit ment	Mode of Appointme nt	Method of Appointment	Order by Which posts are created
15. a	Assistant (Grade- II)	19000- 43600	11	Essential: 1. Degree in any discipline from a recognized university Desirable: Skills in computer Proficiency and familiar with office software in order to perform the job	18-36	Direct recruitment & promotion. A ratio promotion of 6:1 from the cadre posts of Receptionist , Library Attendant, Store Keeper, Xerox Operator, Despatcher in KILA. (SI No.38,39,4 2,43,44) The Ratio Promotion to be given to the qualified Assistants shall be as in State Govt Service.	Open Selection	GO(Rt)No. 402/2007/LSGD dated 07/02/2007/G.O.(MS)7/88/RDD Dated 18.2.1988

Sl. No	Designation	Scale of Pay	Numb er of Posts	Qualifications	Age Limit for Direct recruit ment	Mode of Appointme nt	Method of Appointment	Order by Which posts are created
15. b	Assistant (Grade-I)	25200- 54000	1	Essential: 1. Degree in any discipline from a recognized university Desirable: Skills in computer Proficiency and familiar with office software in order to perform the job		Promotion	Promotion from the post of Assistant Grade II) Sl No.15a	G.O(MS)7/88/RD D Dated 18.2.1988
16.	Training Co- Ordinator	19000- 43600	1	Post Graduate Degree from a recognized university with knowledge of DTP work in Malayalam and English	36	Direct Recruitment	Open Selection	G.O(MS)7/88/RD D Dated 18.2.1988
17.	Data Entry Operator/Typ ist	19000 – 43600	3	Degree from a recognized University with knowledge of DTP work in Malayalam and English	18-36	Direct Recruitment	Open Selection	GO(Rt)No. 402/2007/LSGD dated 07/02/2007 and G.O(MS)271/201 2/LSGD dated 19/10/2012

18.	Professor- Decentralisation and Local Governance DLG	37400- 67000+ 10000 AGP	1	1	<p>1. PhD in relevant discipline PG in (Urban/Regional) Planning/City Planning/Urban Policy/Governance/Urban Development or equivalent Social Sciences Public Finance/Commerce/Agriculture/ Economics/ Management/Statistics/ Political Science/Public Administration/Rural Development/Gandhian Studies/Social Work/Sociology/International Relations/Law/Education/Development Studies/Local Development and Development/Local Governance or any other subject related to DLG from a reputed institute. 3. Preferable qualification - Published Work (published work of high quality, actively engaged in research with evidence of published work). 10- 15 years work experience with some experience in leadership roles working on regional scale projects; policy advocacy; and experience in working with international agencies and National/State/ Municipal Governments in the Urban or Rural sectors. Demonstrated expertise in two of the following thematic areas: water resource management; GIS for data-driven decision making; Local governance; Climate change adaptation and resilience; Local finance; Environmental planning; and/or related topics of concern to long-term climate resilience, disaster management, waste management. Excellent facilitator with good networking, convening, partnership/liaison building skills. 11 Experience in working with large data sets in added advantage. Able to communicate clearly, strategically and sensitively with internal and external stakeholders. Good analytical and knowledge management skills including.</p>	Maximum age limit 50 years	Promotion through CAS/Direct Recruitment	Promotion from the Associate Professors and equivalent posts in KILA or Direct recruitment -- The candidate should have acquired the qualifications in the relevant area through CAS promotion. If no such person is qualified to be promoted as Professor- Decentralisation and Local Governance , this post may be filled through direct recruitment - to be decided by the Executive Committee.	GO(Ms)No.10/20 20 LSGD,dated 06/01/2020.
19.			1	1	<p>1.PhD, 2. PG in (Urban/Regional) Planning/City</p>	Maxi	Direct Recruitment	Open Selection	Go(Ms)No.101/2 020 LSGD dated

	Professor - Urban Chair	37400- 67000+ 10000 AGP		Planning/Urban Policy/Governance/Urban Development or equivalent Social Sciences (relevant to Urban Development), from reputed institute. 3. Preferable qualification-Published Work (published work of high quality, actively engaged in research with evidence of published work). 10-15 years work experience with some experience in leadership roles working on regional scale projects; policy advocacy; and experience in working with international agencies and National/ State/ Municipal Governments in the Urban sector. Demonstrated expertise in two of the following thematic areas: Urban water resource management; GIS for data- driven decision making; Urban governance; Climate change adaption and resilience; Urban finance; Environmental planning; and/or related topics of concern to long - term Urban resilience in Indian cities. Excellent facilitator with good networking, convening, partnership/liaison building skills. Experience in working with large datasets in added advantage. Able to communicate clearly, strategically and sensitively with internal and external stakeholders. Good analytical and knowledge management skills including writing and presentation skills. Experience of managing teams and budgets. Skills in MS Office and relevant planning/implementation tools	Maximum age limit 50 years			26/06/2020 & GO(Rt)No.1923/ 2020 LSGD, dated 15/10/2020.
20.			1	PhD Postgraduate in (Urban/Regional) Planning/City planning/Urban Policy/Urban Development or equivalent Social Sciences (relevant to Urban Development) from reputed institute.7-	Maximum age limit 45	Direct Recruitment or promotion	Open Selection as per qualification specified. Promotion from the post of	Go(Ms)No.101/2 020 LSGD dated 26/06/2020 & GO(Rt)No.1923/ 2020 LSGD,

Sl. No	Designation	Scale of Pay	Number of Posts	Qualifications	Age Limit for Direct recruitment	Mode of Appointment	Method of Appointment	Order by Which posts are created
	Senior Urban Fellow	37400-67000+9000 AGP		10 years of relevant work experience with ability to demonstrate strong analytical skills and work across a range of relevant sectors, experience in working with municipal and preferably State Governments. Experience in two of the following thematic areas: Urban water resource management; Waste management; GIS for data-driven decision making; Urban governance; Climate change adaptation and resilience; Urban finance; Environmental planning; and/or related topics of concern to long-term Urban resilience in Indian cities. Experience in working with large data sets in added advantage. Networking and partnership/liaison building skills, and co-ordination with a variety of stakeholders and organizations. Ability to communicate clearly and sensitively with internal and external stakeholders. Good analytical and knowledge management skills including writing and presentation skills. Team player and ability to work under pressure and meeting deadlines. Problem solving attitude. Experience of managing teams and logistics. Skills in MS Office, relevant planning/implementation Tools.	years		Urban fellow if qualification conditions are met.	dated 15/10/2020.

Sl. No	Designation	Scale of Pay	Numb er of Posts	Qualifications	Age Limit for Direct recruitment	Mode of Appointment	Method of Appointment	Order by Which posts are created
21.	Urban Fellow	15600-39100+6000 AGP	1	PhD/NET, Post Graduate in (Urban/Regional) Planning/City Planning/Urban Policy/Urban Development or equivalent Social Sciences (relevant to Urban Development) from reputed institute. 3-5 years of relevant work experience with ability to demonstrate strong analytical skills and work across a range of relevant factors. Knowledge in climate change resilience and experience in working with large data sets is an added advantage. Ability to communicate clearly and sensitively with internal and external stakeholders. Good analytical and knowledge management skills, including writing and presentation skills. Skills in MS Office, relevant planning/implementation Tools.	Maximum age limit 39 years	Direct Recruitment	Open Selection	Go(Ms)No.101/2020 LSGD dated 26/06/2020 & GO(Rt)No.1923/2020 LSGD, dated 15/10/2020.

Sl No	Designation	Scale of Pay	Numb er of Posts	Qualifications	Age Limit for Direct recruitment	Mode of Appointment	Method of Appointment	Order by Which posts are created
22.	Associate Professor— Decentralisation and Local Governance - DLG	37400-67000+9000 AGP	1	1.First Class or high second-class PG in Regional Planning/City Planning/Urban Policy/Governance/Urban Development or equivalent Social Sciences (relevant to Urban Development)/ Public Finance/Commerce/Agriculture/ Industrial Economics/ Management/ Political Science/Public Administration/Rural Development/Gandhian Studies/Social Work/Sociology/International Relations/Law/ Education/Local Governance and Development/ Development Studies/ Statistics/Local Development studies/ or in subjects related to Local Governance from a reputed institute.. 2. PhD in relevant discipline. 3. Knowledge of Malayalam. 4.Preferable: Experience in activities related to Local Governance/ as a trainer for Local Body Functionaries, Publications in topics related to Decentralisation and Local Governance Working knowledge in Computer.	Maximum age limit for direct recruitment is 45 years	Promotion through CAS/ Direct Recruitment	The Assistant Professors who have acquired all the qualifications of Associate Professor as per the CAS promotion stipulated by KILA may be promoted as Associate Professor. In the absence of qualified persons this post may be filled through Open Selection.	GO(Ms)No.10/2020 LSGD,dated 06/01/2020.

Sl. No	Designation	Scale of Pay	Numb er of Posts	Qualifications	Age Limit for Direct recruitment	Mode of Appointment	Method of Appointment	Order by Which posts are created
23.	Associate Professor-Decentralisation and Local Governance)	37400-67000+9000 AGP	1	1.First Class or high second-class PG in Regional Planning/City Planning/Urban Policy/Governance/Urban Development or equivalent Social Sciences (relevant to Urban Development) Public Finance/Commerce/Agriculture/ Industrial Economics/ Management/ Political Science/Public Administration/Rural Development/Gandhian Studies/Social Work/Sociology/International Relations/Law/ Education/Local Governance and Development/ Development Studies/ Statistics/Local Development studies/ or in subjects related to Local Governance from a reputed institute.. 2. PhD in relevant discipline. 3. Knowledge of Malayalam. 4.Preferable: Experience in activities related to Local Governance/ as a trainer for Local Body Functionaries, Publications in topics related to Decentralisation and Local Governance Working knowledge in Computer..	Maximum age limit for direct recruitment is 45 years	Promotion through CAS/ Direct Recruitment	The Assistant Professors who have acquired all the qualifications of Associate Professor as per the CAS promotion stipulated by KILA may be promoted as Associate Professor. In the absence of qualified persons this post may be filled through Open Selection.	GO(Ms)No.10/2020 LSGD,dated 06/01/2020.

Sl No	Designation	Scale of Pay	Number of Posts	Qualifications	Age Limit for Direct recruitment	Mode of Appointment	Method of Appointment	Order by which posts are created
24.	Associate Professor- Decentralisation and Local Governance DLG	37400-67000+9000 AGP	1	1.First Class or high second-class PG in Regional Planning/City Planning/Urban Policy/Governance/Urban Development or equivalent Social Sciences (relevant to Urban Development)/ Public Finance/Commerce/Agriculture/ Industrial Economics/ Management/ Political Science/Public Administration/Rural Development/Gandhian Studies/Social Work/Sociology/International Relations/Law/ Education/Local Governance and Development/ Development Studies/ Statistics/Local Development studies/ or in subjects related to Local Governance from a reputed institute.. 2. PhD in relevant discipline. 3. Knowledge of Malayalam. 4.Preferable: Experience in activities related to Local Governance/ as a trainer for Local Body Functionaries, Publications in topics related to Decentralisation and Local Governance Working knowledge in Computer.	Maximum age limit for direct recruitment is 45years	Promotion through CAS / Direct Recruitment	The Assistant Professors who have acquired all the qualifications of Associate Professor as per the CAS promotion stipulated by KILA may be promoted as Associate Professor. In the absence of qualified persons this post may be filled through Open Selection.	GO(Ms)No.10/2020 LSGD dated 06/01/2020.

Sl No.	Designation	Scale of Pay	Number of Posts	Qualifications	Age Limit for Direct recruitment	Mode of Appointment	Method of Appointment	Order by which posts are created
25.	Assistant Professor- Sociology/ Social Justice	15600-39100+6000 AGP	1	Must have completed 5 years service as Gazetted-I posting the LSGD/Persons working in executive capacity in other Development dept. /Training Institution run by Government or autonomous bodies and should have Post graduation in Sociology or MSW/ M phil. PhD/NET in Relevant subject with Computer Knowledge. Preferable qualification: Research/Action Research in Decentralisation or Local Governance in Kerala or anywhere in India	Maximum age limit 39 years	Direct Recruitment / Promotion	Those Lecturers who have acquired the qualifications of Assistant Professors as per the KILA CAS to be promoted as Assistant Professors. In the absence of qualified persons direct recruitment.	GO(Ms)No.10/20 20 LSGD,dated 06/01/2020.
26.	Assistant Professor- Management	15600-39100+6000 AGP	1	MBA with specialization in RD/Behavioural Science/Personnel Management/Marketing with 5 years experience after acquisition of qualification. PhD/NET in Relevant subject with Computer Knowledge. Preferable qualification: Research/Action Research in Decentralisation or Local Governance in Kerala or anywhere in India	Maximum age limit 39 years	Direct Recruitment / Promotion	Those Lecturers who have acquired the qualifications of Assistant Professors as per KILA CAS are to be promoted as Assistant Professors. In the absence of qualified persons direct recruitment.	GO(Ms)No.10/20 20 LSGD,dated 06/01/2020.

Sl. No.	Designation	Scale of Pay	Number of Posts	Qualifications	Age Limit for Direct Recruitment	Mode of Appointment	Method of Appointment	Order by Which posts are created
27.	Assistant Professor (Public and Local Finance/Public Administration)	15600-39100+6000 AGP	1	1. Post Graduate degree in Public Administration/ Public Finance or MBA in Finance /Organizational Development from a recognized University (Regular Course) 2. PhD/NET in the related area 3. Working knowledge in computer. Preferable qualification: Research/Action Research in Decentralisation or Local Governance in Kerala or anywhere in India	Maximum age limit 39 years	Direct Recruitment	Open Selection	GO(Ms)No.10/2020 LSGD, dated 06/01/2020.
28.	Lecturer- Rural Economics/ Livelihood Skills	35700-75600	1	M.A degree in Economics/Econometrics /Rural development / Development studies with atleast 55% marks from recognized University or equivalent qualification. Computer Knowledge is essential. Atleast 5 years teaching experience or trainer experience/ 5 years' experience secretary above in LSGD. Preferable qualification: Research/Action Research in Decentralisation or Local Governance in Kerala or anywhere in India	39 years	1. Direct Recruitment / 2. Selection by KILA from the cadre of Deputy Directors of LSGD on deputation	Those Research Associate (SI No.32) who have acquired the qualifications of Lecturer in the relevant area with at least 10 years' experience maybe promoted as Lecturer. In the absence of qualified persons direct recruitment	GO(Ms)No.10/2020 LSGD, dated 06/01/2020.

Sl. No	Designation	Scale of Pay	Numb er of Posts	Qualifications	Age Limit for Direct recruitment	Mode of Appointment	Method of Appointment	Order by Which posts are created
29.	Lecturer- Rural Development	35700-75600	1	M.A /MSc. Degree in Social Science/Agricultural/Rural Development /Local Development /Local Governance and Development/Development studies from recognized University or equivalent qualification. Computer Knowledge is essential. Atleast 5 year teaching experience or trainer experience/ 5 years' experience secretary above in LSGD. Preferable qualification: Research/Action Research in Decentralisation or Local Governance in Kerala or anywhere in India	Maximum age limit 39 years	Direct Recruitment /Promotion	Those Research Associates (Sl No. 32) who have acquired the qualifications of Lecturer in the relevant area with at least 10 years of experience may be promoted as Lecturer. In the absence of qualified persons direct recruitment	GO(Ms) No. 10/20 20 LSGD, dated 06/01/2020.

Sl No	Designation	Scale of Pay	Number of Posts	Qualifications	Age Limit for Direct recruitment	Mode of Appointment	Method of Appointment	Order by Which posts are created
30.	Lecturer- Information Technology	35700-75600	1	B.Tech in Electronics and communications / IT/Computer Science / MCA (regular course) after graduation in Maths/ Science with mathematics as one subject. Preferable Qualification: M.Tech	Maximum age limit 39 years	Direct Recruitment / promotion	Those Research Associate (SI No.32) who have acquired the qualifications of Lecturer in the relevant area with at least 10 years' experience may be promoted as Lecturers. In the absence of qualified persons direct recruitment.	GO(Ms)No.10/2020 LSGD,dated 06/01/2020.
31.	Lecturer- Gender Justice/Women and Child Development	35700-75600	1	Essential- Post Graduate in Women Studies / Gender and Development/ similar courses. Desirable- PhD/NET in the related areas, publications in good journals, other work experience in the related field. Preferable qualification: Research in Decentralisation or Local Governance in Kerala or anywhere in India	Maximum age limit 39 years	Direct Recruitment /Promotion	Those Research Associates who have acquired the qualifications of Lecturer in the relevant area with at least 10 years of experience may be promoted as Lecturer. In the absence of qualified persons direct recruitment.	GO(Ms)No.10/2020 LSGD,dated 06/01/2020.

Sl No	Designation	Scale of Pay	Number of Posts	Qualifications	Age Limit for Direct recruitment	Mode of Appointment	Method of Appointment	Order by Which posts are created
32.	Research Associates	29200-62400	2	<p>Essential: - Post Graduate Degree in Public Administration/Political Science / Rural Development / Regional Planning / Area Planning/Mathematics/Statistics/in any other subject but with first class Graduation in Mathematics or Statistics. Experience in collection of data and survey. Certificate in data science and analytical programme with course not less than 3 months or the PG curriculum should include the topic.</p> <p>Desirable- M Phil. Publication of papers/articles, Proficiency in Data base Management/ Software/Big data Analytics Data Mining Past experience in Data Processing/Data Analysis. Computer proficiency, knowledge and experience in using statistical package or statistical software</p>	Maximum age limit 39 years	Direct Recruitment	Open Selection	GO(R)No. 402/2007/LSGD dated 07/02/2007

Sl No	Designation	Scale of Pay	Number of Posts	Qualifications	Age Limit for Direct recruitment	Mode of Appointment	Method of Appointment	Order by Which posts are created
33.	Librarian	15600-39100 + 6000AGP	1	Essential: Bachelor's Degree with any subject with Master's Degree in Library Science with at least second class. Minimum 3 years Experience in a leading library, Desirable: Computer experience and experience in Documentation	39 years	Direct Recruitment / Promotion	Promotion from Assistant Librarian (SI No.34) if he/she is qualified and having at least five years experience as Assistant Librarian. In the absence of qualified persons open Selection	GO(MS)27/2015 LSGD dated 12/02/2015.
34.	Assistant Librarian	26500-56700	1	Bachelor's Degree with Degree in Library Science. Desirable: Experience in a leading library	Maximum age limit 39 years	Direct Recruitment	Open Selection	GO(Rt)No. 402/2007/LSGD dated 07/02/2007
35.	Adjunct Professors and Consultants	Fixed by the Director General		High ranking experts at various levels working on various thematic areas relevant to local governance and development	Maximum age limit 65 years	Direct Recruitment	Open Selection. Selection from among experts with high track record through a search committee.	

Sl. No	Designation	Scale of Pay	Number of Posts	Qualifications	Age Limit for Direct recruitment	Mode of Appointment	Method of Appointment	Order by Which posts are created
36.	Overseer Electrical	26500-56700	2	Diploma in Electrical Engineering. Desirable: Experience as Overseer in Government/ Quasi - Government organizations/Academic Institution. At least 10 years as overseer in other Organisations.	Maximum age limit 36 years	Direct Recruitment	Open Selection	GO(Rt)No. 402/2007/LSGD dated 07/02/2007
37.	Audio-Visual Technician	17500-39500	1	SSLC with ITI Electrical Trade Working knowledge in computer Desirable: Experience as Electrician in Government/Quasi Government Organizations/Academic Institutions.	36 years	Direct Recruitment	Open Selection	GO (MS)81/2018/LSGD DATED 08/06/2018
38.	Receptionist	19000 – 43600	1	Degree from a recognised University and Post Graduate diploma in Hotel Management. Five years experience as receptionist in Government Organizations/ semi government organizations/ Academic institutions. Working knowledge in English and Hindi. Computer proficiency especially in managing hospitality related software.	36	By direct recruitment.	Open selection	GO(Rt)No. 402/2007/LSGD dated 07/02/2007
39.	Library Attendant	19000 – 43600	1	SSLC Desirable: Experience in leading library.	---	Promotion	Promotion from Store keeper, Xerox Operator and Despatcher (Sl.No.42,43,44)	GO(Rt)No. 402/2007/LSGD dated 07/02/2007

Sl. No.	Designation	Scale of Pay	Number of Posts	Qualifications	Age Limit for Direct recruitment	Mode of Appointment	Method of Appointment	Order by Which posts are created
40.	Electrician cum AV Assistant	18000-41500	2	SSLC with ITI, electrical trade Desirable: experience as electrician in Government /quasi government organization/academic institution	18-36	Direct recruitment	Open selection	GO(Rt)No. 402/2007/LSGD dated 07/02/2007
41.	Driver-cum-Attendant	19000 - 43600	6	1.SSLC or equivalent 2. Must possess a Motor Driving License (LDV License) of atleast 10 years standing and Driver's Badge 3.Proficiency in driving Light and Heavy-Duty Motor Vehicle 4. Heavy Duty Motor Vehicle Driving License 5.Working knowledge of Malayalam, Hindi and English	18-36	Direct Recruitment	Open Selection	GO(Rt)No. 402/2007/LSGD dated 07/02/2007 and G.O(MS)7/88/RD D Dated 18.2.1988
42.	Store Keeper (Care Taker)	18000-41500	1	SSLC with 10 years experience as Multi-Task Worker/Hostel Boy or Gardener or Full time Sweeper		Promotion	Promotion from Multi-Task Worker/Hostel Boy or Gardener or Full time Sweeper SI No. 46,48,49)	GO(Rt)No. 402/2007/LSGD dated 07/02/2007
43.	Despatcher	18000-41500	1	SSLC with 10 years experience as Multi-Task Worker/ Hostel Boy or Gardener or Full time Sweeper		Promotion	Promotion from Multi-Task Worker/Hostel Boy or Gardener or Full time Sweeper SI No. 46,48,49)	GO(Rt)No. 402/2007/LSGD dated 07/02/2007

Sl. No.	Designation	Scale of Pay	Number of Posts	Qualifications	Age Limit for Direct recruitment	Mode of Appointment	Method of Appointment	Order by Which posts are created
44.	Xerox Operator	18000-41500	1	SSSLC with 10 years experience as Multi-Task Worker/ Hostel Boy or Gardener or Full time Sweeper		Promotion	Promotion from category Multi-Task Worker/Hostel Boy, Gardener, Full time Sweeper (Sl No. 46,48,49)	GO(Rt)No. 402/2007/LSGD dated 07/02/2007
45.	Plumber cum Campus Assistant	18000-41500	1	SSSLC with ITI (Plumbing) Trade Desirable: 1. Experience as Plumber in Government /Quasi- Government Organizations /Academic Institutions	18-36	Direct Recruitment	Open Selection	GO(Rt)No. 402/2007/LSGD dated 07/02/2007
46.	Multi-Task Worker/Hostel Boy	16500-35700	18	1.SSLC or equivalent 2.Should know cycling and have good physique Desirable: Experience as Khalasi /Peon in Government Organization /Academic Institution	18-36	Direct Recruitment	Open Selection	G.O(MS)7/88/RD D Dated 18.2.1988
47.	Cook	17000-37500	1	Supernumerary Post				
48.	Gardener	16500-35700	6	Supernumerary Post				
49.	Full Time Sweeper	16500-35700	5	VII Class Experience as Sweeper				GO (Ms) No 190/2009/LSGD dt. 20/09/2009 GO (Ms) No. 507/2012/Fin dated 19/09/2012
50.	Kitchen Helper	16500-35700	1	Supernumerary Post				

Sl No	Designation	Scale of Pay	Numb er of Posts	Qualifications	Age Limit for Direct recruit ment	Mode of Appointme nt	Method of Appointment	Order by Which posts are created
51.	Part Time Sweeper/ Hostel Room Cleaner	8200-13340	6	Supernumerary Post				GO (Ms) No 190/2009/LSGD dt. 20/09/2009 GO (Ms) No. 507/2012/Fin dated 19/09/2012 and G.O(MS)7/88/RD D Dated 18.2.1988
52.			104					

2.4. Placement and Transfer of Staff

2.4.1. Exclusive Posts of KILA Headquarters

The following posts in shall be treated as exclusive posts of KILA headquarters, Thrissur;

- (i) Director - General
- (ii) Registrar
- (iii) Deputy Director
- (iv) Finance and Accounts Officer
- (v) Estate Officer HQ
- (vi) System Administrator
- (vii) P.S.to Director General
- (viii) Professor- Urban Chair
- (ix) Professor – Decentralisation and Local Governance
- (x) Librarian

The following posts shall be treated as exclusive posts of KILA- CHRD, Kottarakkara;

- (i) Director
- (ii) P.S. to Director

2.4.1.1. Other than the exclusive posts earmarked for KILA Headquarters and KILA-CHRD campus, all other posts are transferable and the Director –General of the Institute shall issue orders to shift any of the posts presently existing in KILA and KILA-CHRD to any of the centres of KILA and transfer the staff from one institution to another for administrative convenience, academic requirements and effective management of the Institute and assign duties and responsibilities and shall protect their pay and allowances.

2.5. Selection and Promotion Policy of Faculty Members and Librarian

2.5.1. KILA shall adopt the principles of the UGC Regulations 2018 on Minimum Qualifications for Appointment and Promotion of Professor, Associate Professor, Assistant Professor and Librarian contextualized to suite the requirements of a training institute for local governance for the maintenance of excellence in standards of the functioning of the Institute. Therefore, strict measures shall be followed for the maintenance of the academic and professional standards of a national level institution in the selection/promotion process. KILA shall ensure the relaxation specified in the UGC Regulations for Scheduled Castes, Scheduled Tribes, Other Backward

Classes (Non- creamy layer), and Differentially abled categories in the selection of faculty members and other academic staff.

2.5.2. The selection of all faculty members such as, Professor, Associate Professor and Librarian and the promotion of Urban Chair Professor, Professor, Senior Urban Fellow, Associate Professor, Assistant Professor, Urban Fellow and Librarian will be under the Career Advancement Scheme (CAS). Promotions shall be based on the recommendation of the Selection Committee and the Screening cum Evaluation Committee respectively, constituted by the Executive Committee for this purpose from time to time. The Selection Committee and the Screening cum Evaluation Committee shall follow the procedure for selection and the screening cum evaluation for CAS promotion stipulated by the UGC Regulations 2018 contextualised to the KILA requirements. For this, the Executive committee should approve the criteria and guidelines prepared by the Screening cum Evaluation committee which will be applicable for the year or for a period decided by the Executive committee.

2.5.3. The composition of the Selection Committee/ Screening cum Evaluation Committee for the selection of Urban Chair Professor, Professor, Senior Urban Fellow, Associate Professor, Assistant Professor, Urban Fellow and Librarian and the promotion of Professor, Senior Urban Fellow, Associate Professor, Assistant Professor, Urban Fellow and Librarian under the CAS scheme consists of the following members;

- i) The Chairperson of the Executive Committee shall be the chairperson of the committee;
- ii) The Director General of the Institute
- iii) An eminent academician not below the rank of Professor to be nominated by the Executive Committee
- iv) Two experts in the subject concerned nominated by the Executive Committee.

Note: The quorum for the meeting of the Selection Committee/the Screening cum Evaluation Committee shall be three which will include one subject expert and the Director General of the Institute.

2.5.4. The Selection Committee with the same composition may also act as the Screening cum Evaluation Committee for CAS promotion of Professor, Senior Urban Fellow, Associate Professor, Assistant Professor, Urban Fellow and Librarian. The Selection Committee/ Screening cum Evaluation

Committee for CAS promotion scheme may, if required, fix additional qualifications required for maintaining higher standards of the Institute as a centre of excellence in capacity building and training and in the selection and promotion of faculty members and other academic staff.

2.5.5. The Screening cum Evaluation Committee shall finalize the Academic Performance Indicators (API) for the promotion of Professor, Senior Urban Fellow, Associate Professor, Assistant Professor, Urban Fellow and Librarian, based on which the verification/ Evaluation grades can be worked out following an Assessment Criteria and Methodology. The committee is to be entrusted with this task also. The committee may design this based on the the Assessment Criteria and Methodology Proforma of the UGC Regulations 2018 and customized in accordance with the nature of activities suited to the functioning of a capacity building and training institution. The specific nature of functions of the Institute and to maintain its high standards of professional competence such as, improvement in teaching and learning process in training programmes, designing training courses, development of training modules, development of useful and user-friendly handbooks, feedback of training participants as part of training evaluation etc. are taken in to consideration in designing the proforma for evaluation of the academic performance of each category of academic personnel. This may be revised from time to time as per the direction of the Executive Committee.

As a transitional mechanism, the committee may design an assessment framework to be made applicable only for the current year 2021-22 considering that the existing candidates for promotion are assessed based on their present way of functioning, activities and performance.

Chapter- 3

General Employment Policies and Procedures

3.1. Equal Opportunity Policy

3.1.1. The Institute shall ensure equal opportunity to all staff members without regard to religion, caste, sex, gender identity, political affiliation, disability, age or any other status. The policy of the Institute reflects and affirms the organization's commitment to the principles of fair employment and the elimination of all discriminatory practices. The Institute is strongly encouraged to prohibit any kind of discrimination by the management and staff members against others. The Institute prohibits discrimination or harassment on the basis of religion, caste, sex, gender identity, political affiliation, disability and age and take steps to ensure equal employment opportunity in the workplace. The Institute shall follow affirmative action plan for women and individuals with disabilities.

3.1.2. The Institute shall protect equal opportunity to all staff members and makes all employment decisions without regard to religion, caste, sex, gender identity, political affiliation, disability or any other status protected by the public service rules of the state government. This policy applies to all terms and conditions of employment, including appointment, regularization, promotion, transfer, leave of absence, training and termination. The Institute makes decisions concerning employment strictly based on an individual's qualification and ability to perform the duties and responsibilities, the comparative qualifications and abilities of other applicants or staff members and the individual's past performance within the Institute.

3.1.3. If a staff member believe that an employment decision has been made that does not conform with the Institute's commitment to equal opportunities, a staff member is free to bring the matter to the attention of the Director-General and the complaint will be promptly and impartially investigated and considered on the basis of its merit. There will be no retaliation against a staff member who files a complaint in good faith, even if the result of investigation produces insufficient evidence to support the complaint. But making unfounded and malafide complaints with the intension of discrediting the Institute shall be taken as improper behaviour on the part of the staff member who makes such complaints.

3.2. Obligations of Staff Members

3.2.1. The efficient functioning of the Institute requires that the staff members should carry out their duties and responsibilities within certain generally applicable standards and norms. The staff members should adapt with the changing demands of the organization and they should adapt to meet the changing needs and circumstances.

3.2.2. The nature of work of the Institute requires of staff with high degree of commitment and integrity and greater concern for protecting its interests. The staff members should maintain good rapport with all stakeholders of the organization. Moreover, the staff members of the Institute should have a special responsibility to avoid situations and activities that might adversely affect the image of the organization. Therefore, staff members shall discharge their duties with utmost sincerity and commitment to protect the interest and objectives of the Institute.

3.2.3. The staff members shall cherish and uphold the values of the Institute which enshrined in its vision and mission. The staff should conduct themselves at all times in a manner befitting their status as employees of an institution of national and international recognition. They shall not engage in any activity that is incompatible with the successful discharge of their duties and responsibilities in the Institute. They shall avoid and refrain from any activity or any public pronouncement that would adversely affect the status or reputation of the Institute.

3.2.4. The staff members shall refrain from any kind of improper behaviour or disclosure of any information which adversely affects the functioning of the Institute through the social media or the print or visual media. Any complaint against the functioning of the Institute shall be lodged by the staff members within the Institute's platforms or the authorities concerned.

3.2.5. The rights of any works produced by the staff members as part of their official duties and responsibilities shall be vested with the Institute unless such rights are explicitly relinquished by the authority concerned.

3.3. Recruitment and Promotion Policy

3.3.1. The contract appointments and temporary appointments, including to the post of consultants/ adjunct professors as part of implementing various projects and programmes can be made by the Director General which should be informed to the Executive Committee. The Director- General should provide all

required information such as, job description, minimum qualification required for the post, salary/ honorarium for the post, period of appointment, budgetary source etc. to the Executive Committee for information.

3.3.2. In the case of appointment of consultants/ adjunct professors the Director-General shall constitute a search committee and invite C. Vs and select the best available experts to meet the requirements of the Institute. The Director - General shall make an interview with the candidates before giving an offer letter to any of them. The offer should be in writing and mention the gross salary, position, duties and responsibilities and signed by the Director-General and the candidate.

3.3.3. The contract staff/ temporary staff shall be appointed by the Director-General and they should sign an employment contract only for a maximum period of one year.

3.3.4. The Institute's primary goal when recruiting new staff is to fill vacancies with persons who have the best available qualifications, skills, abilities and experience needed to perform the duties and responsibilities of the Institute. Decisions regarding selection, regularization and placement of staff are made on the basis of job-related criteria. Some of the category of staff positions are filled through directly recruitment or open selection. Some of the category of staff positions are filled through deputation from the LSGD staff. Some of the category of staff positions are filled through promotion from the existing qualified staff of the Institute through promotion.

3.3.5. The minimum qualification standards of each category of staff are given in chapter-III as part of the staff system of the Institute. The minimum qualification standards are determined on the basis of which category of staff or applicants can be able to satisfactorily perform the functions and responsibilities in the positions that to be occupied in the Institute. The educational qualification, experience or other requirements included in the qualification standards responsibilities in a position with an appropriate level of competence.

3.3.6. The minimum qualification standards should include educational qualification, experience or a combination of two.

3.3.7. The qualification standard of various category of staff members are given in Chapter -III of the HR Policy and Rules. The Executive Committee of the Institute in consultation with the Director -General can fix new or revised standards of qualification for each category of staff from time to time before issuing notification for recruitment of such post/s. If new qualification is added or revised, the existing permanent staff shall be protected from disqualification or if new qualification is added for promotion, necessary time shall be given to those in the feeder category to acquire the relevant qualification

3.3.8. The experience required for different categories of staff members are described in Chapter-III of the HR Policy and Rules. Some of the experiences are mandatory or essential and some of them are desired experiences needed to perform the duties and responsibilities as mentioned in the occupational work chart or position. In addition, the required qualification and experience, the abilities to perform particular work should be supported with certification requirements.

3.3.9. The recruitment for the faculty positions of the Institute shall be based on the proven ability in professional credentials such as, publication of books and articles, documentation innovative experience of local governments, evaluation studies, research reports etc. as described in Chapter -III of the HR Policy and Rules to determine their academic credibility.

3.4. Termination Policy

1. In the case of permanent employees termination from service shall be effected following the procedures laid down for initiating disciplinary procedures.

i) During the period of probation following the first appointment and after such period of probation, at any time, by a notice of one month in writing on either side or at any time without notice on payment of one month's pay.

2. The service of the temporary employee may be terminated by the appointing authority for sufficient reason provided. In the case of contract appointments, termination will be according to the terms of the contract.

i) In case of a temporary employee appointed for a work in any research project the manner of termination and the period of notice as specified in the appointment order.

Without prejudice to the provisions of clauses (i), the service of a temporary employee shall terminate;

- i If his/her appointment is made for a specific period, on the expiry of such period; or
- ii If his/her appointment is made against a temporary post, on the abolition of post or on the expiry the period for which the post is created or the project is closed or the provision for such positions are taken back by the supporting agency.

3.5. Performance Evaluation Policy

3.5.1. New appointments in the Institute shall be made on the basis of the evaluation of the qualification, experience and performance in the interview of the candidates. The Screening Committee and the Selection Committee constituted by the Executive Committee for this purpose will evaluate the performance of the candidates applied for new positions in the Institute.

3.5.2. The existing staff members' performance shall be evaluated by the Screening Committee/ the Selection Committee concerned for the promotion of the eligible candidates for changing their cadre and responsibilities. Therefore, the promotion of the staff members shall be made not strictly based on seniority alone. The required job-related qualifications, skills or responsibilities of the existing staff shall be considered as a criteria for promotion from a lower cadre to a higher cadre of staff position in the Institute.

3.5.3. The work performance of the staff in different categories, including the faculty members shall be evaluated annually by their immediate supervisors and the authorities concerned with the help of objective criteria designed for this purpose and published by the Institute in the form of an Annual Performance Appraisal Report. The Annual Performance Appraisal Report shall be maintained for each person irrespective of category. Whenever a promotion post arises in the Institute the Director- General will invite application from the staff working in the feeder category posts. The Screening Committee/ Selection Committee will evaluate the work performance on the basis of the Performance Appraisal Report and assess the qualification, skills and experience required for the high-quality performance of the staff in the promotion post. The immediate supervisor of the staff member concerned shall prepare an evaluation report in the prescribed Performa to provide an evidence of his/her quality of work. The immediate supervisor should show the evaluation report to the staff member and discuss with him/her on the contents. The immediate supervisor should evaluate the subordinate staff fairly and providing evidence of the poor quality of work and the required performance level. The performance evaluation report should be signed by the staff member after discussion with the immediate supervisor as evidence that the staff member was given the opportunity to discuss the official review with the supervisor, and by the supervisor.

3.5.4. The summary of the performance evaluation report shall be submitted to the Screening Committee/ Selection Committee by the Director-General and if needed, the candidate/s may be called for an interview. Based on the performance evaluation and performance of the candidate in the interview the

Committee shall determine the eligibility for promotion of the existing staff to a higher cadre promotion post.

3.5.5. The Screening Committee/ Selection Committee can reject the promotion of the existing staff member on the basis of the performance evaluation report and interview performance but with providing justification for rejection.

3.5.6. Any promotion to the cadre of administrative, academic and maintenance posts shall be given based on proper review of work performance of the staff periodically and at the time of promotion. A detailed grading system for performance evaluation should be designed by the Institute based on specific qualification and competency factors. The grading system should be based on points for educational qualification, experience, attending training and development programmes, knowledge, skills and ability to work properly, commitment to the goals and values of the Institute.

3.5.7 Seniority:

3.5.8 The seniority of employees of the Institute in each category will be determined by the order of merit in which they were selected for appointment to the category. In case more than one person is appointed by a single order they shall be ranked in the order of seniority in the select list.

3.5.9 If more than one person has been regularised in the service of the Institute without specific mention of rank or seniority then their inter se seniority shall be reckoned based on the date of Birth, senior in age being considered as senior in the service.

3.5.10 The seniority shall not be calculated of persons by reckoning prior service in State Government or Central Government/Public sector Undertaking (PSU)/ Autonomous institutions under Government. Whereas, his/her service benefits shall be considered.

3.6. Retirement Policy

3.6.1. An employee shall retire from the service of the Institute:

On attaining the age of sixty years in respect of Academic staff and on his/her attaining the age of fifty-eight years in respect of Administrative staff (those joined before March 2013 who is having the KILA pensionary benefit) and on his/her attaining the age of Sixty years in respect of Administrative staff under NPS scheme as per the existing Government Orders. The age of retirement of administrative staff (Permanent) of erstwhile SIRD shall remain as 60 years as per the existing Government Order.

3.7. Salary Structure and Other Allowances

3.7.1. The Institute functions as an autonomous institution under the Local Self Government Department (LSGD). Therefore, the salary structure of the Institute is fixed in conformity with the scale of pay and other allowances admissible for state government employees of Kerala. At the same time the Institute intends to adopt certain flexibility in fixing the travel allowances of staff as part of their travel for field studies and research activities within the state. The Institute uses a salary structure and establishes a salary scale fixed by the Government of Kerala on the basis of the recommendation of the State Pay Commission from time to time. All the administrative and maintenance staff of the Institute and the non-UGC scale faculty members come within the salary structure of the state government employees. The faculty posts of Professors, Associate Professors, Assistant Professors and Librarian come within the UGC Scale salary structure. The staffs of the Institute are also eligible for getting time bound Grade Promotions and fix their salary accordingly. The faculty members who are eligible for getting UGC Scale of pay get all benefits ensured by the state government for college and university teachers in the state.

3.7.2. Any revision in the salary scale of the existing staff of the Institute shall be made only on the basis of the prior approval of the Government of Kerala. The salary/ honorarium of the temporary staff shall be fixed at par with the salary fixed by the state government for the temporary staff of state government. The salary/ honorarium of the Consultants/ Adjunct faculty members shall be fixed by the Director General following the guidelines approved by the Executive Committee.

3.7.3. For revision of the existing salary scale of the staff members of the Institute, the Director-General shall prepare a detailed proposal for salary revision and provide justification on the basis of compliance with the State Pay Commission recommendation and submit to the Government for approval. All the revised salary range shall be approved by the Government.

3.7.4 Increment

An increment shall be drawn in the timescale of pay unless it is withheld as part of disciplinary action or for want of successful completion of probation.

3.7.5 -Rules of Fixation of Pay and Sanctioning of Increment

Unless otherwise specified in the pay revision orders issued for the employees of KILA by Government, the rules of fixation of pay in Kerala service rules as amended from time to time will be applicable to the employees of KILA.

- i. The following provisions prescribe the conditions on which service counts for increment in a time scale;
 - i. All duty in a post on a time scale counts for increments in that time scale.
 - ii. All leave, except leave without allowances taken otherwise than on medical certificate, count for increments in the time scale.
 - iii. Period spent on study leave (for such study leave where the institute has deputed him/her), subject to a maximum of 3 years shall count for increments applicable to a post in which the employee holds a lien.
 - iv. The Executive Committee shall have the power to declare a period of leave without allowance to count for the annual increment.

3.8. Transfer Policy

3.8.1. The Institute shall transfer the staff members to meet the needs of the organization from time to time with due consideration of their cadre, staff position and qualification of the staff members concerned. The Director-General is the competent authority to assign duties and responsibilities of the staff to work from one centre to other centres of the Institute.

3.8.2. The staff of the Institute shall be transferred from one centre to another or from the headquarters to any of the other centres whatever may be his/her current cadre and position in the Institute for administrative convenience and for carrying out the effective functioning of the Institute. In order to transfer the staff from one centre to another the existing posts in the centre shall be upgraded or downgraded for the easy movement of the staff through transfer. The staff cadre, the salary and other emoluments shall be protected in case of a transfer from one centre to another centre of the Institute.

3.9. Resignation of Staff.

An employee appointed to a permanent post may resign from the service of the Institute by giving in writing a notice of three months to the Appointing Authority.

Any person appointed to a consultancy post may resign from the service of the Institute by giving one month notice to the Appointing Authority in writing.

3.9.1. The authority competent to accept resignation in the Institute is the Director-General, the appointing authority of the Institute. The Institute shall not retain an unwilling staff in service. Therefore, resignation from service should be accepted by the Director-General after settling the liabilities outstanding against a staff member. The Director-General shall make alternative arrangement for filling the post with other staff temporarily and notify the post for fresh appointment subsequently.

3.9.2. The Director-General should decide the date with effect from which the resignation should become effective. Where a staff member is on leave, the Director-General should decide whether he/she will accept the resignation with immediate effect or with effect from the date following the termination of the leave.

3.9.3. The authority competent to permit withdrawal of resignation of a staff member is the Director-General. A resignation becomes effective when it is accepted and the staff member is relieved of his/her duties. Where a resignation has not become effective and the staff member wishes to withdraw it, it is open to the Director-General either to permit the staff member to withdraw the resignation or to refuse the request for such withdrawal.

3.10. Hours of Work

3.10.1. Office hours of the Institute is from Monday to Saturday, and from 10.00 a.m. to 5.00 p.m. and there is one-hour lunch break starting from 1.00 p.m. to 2.00 p.m. Being a training institute, this normal working hours and work schedules will vary as required and decided by the Director General. Subject to the approval of the Director-General, the Director of the respective centre shall determine the hours of work that best suits the needs of the work to be done by the individual staff member.

3.10.2. The officers in the administrative wing and the faculty members should be available for service on call by the Director-General as and when required. The Director-General in consultation with the staff can change the working hours if the administration view that the change in the working hours is good for the Institute's interest.

3.10.3. Punctuality and regular attendance are expected of all staff members and considered as a key factor in their job performance. All the maintenance staff members are expected to report duty sufficiently earlier and ensure their functions without any fail. If the staff members are absent for any reason or plan to arrive late or leave early, they will have to take permission from the authority concerned as far, in advance, as possible, not later than one hour before the start of the scheduled work.

3.10.4. The faculty members and training programme co-ordinators should report their absence to the Director-General and the Directors of the centre at least three days prior to the start of the scheduled programme and make alternate arrangements by themselves and ensure successful conduct of the programme without any fail.

3.10.5. The travel time from the working station to another place as part of duty or training is working time if travel is as part of the duties of the work. But no

journey off after finishing the travel is allowed for the staff and it should not be considered as part of duty.

3.11. Leave Policy

3.11.1. The types and number leave eligible to permanent employees of the institute shall be governed by the provisions of Kerala Service Rules as amended from time to time. The leave of a staff member, including casual leave cannot be claimed as matter of right. When the exigencies of the public service so require, discretion to refuse or revoke leave of any description is reserved to the competent authority empowered to grant it within the organization.

3.11.2. The nature of the leave due and applied for by a staff member cannot be altered at the option of the sanctioning authority in the Institute and while it is open to the sanction authority to refuse or revoke the leave due and applied for, it is not open to the sanctioning authority to alter the nature of such leave.

3.11.3. Leave ordinarily begins on the day on which transfer of charge is affected and ends on the day preceding that on which charge is resumed in the Institute. When the day immediately preceding the day on which a staff member's leave begins or immediately following the day on which his leave expires is a holiday or one of a series of holidays, the staff member may leave his/her station at the close of the day before, or return to it on the day following such holiday or series of holidays.

3.11.4. The staff of the Institute are eligible for all the "ordinary leave" admissible for state government employees such as, casual leave, earned leave, half- pay leave, commuted leave, leave not due and leave without allowance.

The staff of the Institute are also eligible for "special leave" such as, disability leave, study leave, paternity leave maternity leave and hospital leave as are admissible to state government employees.

3.11.5. The staff members, in case of availing casual leave due to illness and unable to report to duty, that should be reported to his supervisory officer or another designated person as early as possible prior to the start of the workday. The faculty members who are in charge of scheduled training programme, workshop, seminar etc. shall avail casual leave only after making alternate arrangement for the successful conduct of such events and report the matter to the Director -General or the Director of the centre prior to the start of the workday.

3.11.6. Excessive and unauthorized absences or failure to take the functions and responsibilities of the Institute by the staff members without proper notice and permission shall lead to disciplinary action.

3.12. Training and Development Policy

3.12.1. The Institute shall be committed to develop a strong learning and development culture, in which the staff would be able achieve their full potential and to support their career development. Therefore, the Institute shall be committed to provide excellent training and development opportunities for the staff members. The training and development policy of the Institute focus on the operational and strategic objectives of the organization, as well as the individual leaning needs and aspirations.

3.12.2. The Institute shall provide opportunities to meet the training and development needs of staff members and to improve its work performance and to protect the interest of the organization. The entire staff members of the Institute should provide opportunities to attend useful training and career development programmes at least one programme in a year. Participation in the training and development programme should be one of the criteria for performance assessment of the staff members for promotion.

3.12.3. The Institute shall establish procedures for the periodic review of the work performance of the staff members and identify the critical training and development needs in order to promote the most effective use of their expertise and professional service for protecting the interest of the organization.

3.12.4. The Institute shall also establish programmes and arrangement for staff training and development for the purpose of updating and improving the soft and hard skills of the staff members to meet the changing needs of the organization.

3.12.5. The Institute shall ensure that all staff training and development activities are managed and delivered with due regard to fairness and equity. All the requests from the staff for staff training and development activities will be considered on merit and relevance.

3.12.6. It is the responsibility of the staff members to take initiative for identifying and attending the relevant training and development events and to seek appropriate authorization from the Director-General or other competent authority. Attending training and development programmes in computing skills and ICT application shall be mandatory for all administrative, and academic staff of the Institute.

3.12.7. Attending training and development programmes shall be one of the criteria for assessing the performance evaluation of staff of the Institute for promotion and other career advancement related placements.

3.13. Grievance Redressal Policy

3.13.1. In order to ensure transparent, accountable, democratic and responsive work culture in the Institute and a process driven approach based on these

values the organization will have to set up mechanism for grievance redressal so that the staff members would be able to express or record their grievances and seek redressal. Grievances such as, unfair or unequal treatment, delayed services, delayed/ non-payment of remuneration or other benefits and issues adversely affecting their service etc.

3.13.2. The Institute shall set up a Grievance Redressal Committee with not less than three members consisting of one senior faculty member, one senior officer in the administrative wing and one staff representative selected by the Director-General. One of them shall be a woman and the senior faculty members shall be chairperson of the committee. The Director -General shall appoint and designate one of the staff members as the Grievance Handling Officer to support the Grievance Redressal Committee.

3.13.3. Grievance Handling Officer is responsible for receiving complaints and issuing acknowledgement with date of receipt of the grievance.

3.13.4. The Grievance Redressal Committee shall convene its meeting once in three months and resolve the grievance of the staff members. In case of any serious grievance which cannot be resolved by the Grievance Redressal Committee such matters shall be brought before the attention of the Director-General and get it resolved with the help of the Director-General.

3.13.5. The Grievance Redressal Officer shall compile and keep all the data and grievance redressal information with him/her.

3.14. Internet Usage Policy

3.14.1. The Institute will provide the following ICT equipment to staff members for their official use, as per requirement and decided by the Director General.

- a. Personal Computing Devices (Desktop and Laptop)
- b. Computer Peripherals (Printer, Scanner, Photocopier, Fax Machine, Keyboard, Mouse, Web Camera, Speaker, Modem etc.)
- c. Networking Equipment and Supplies (Router, Switch, Antenna, Wiring, etc.)
- d. Cell phones
- e. Biometric Devices

3.14.2. The Institute shall follow all the procurement rules and procedures for the purchase of new equipment for official purposes. The Director-General or the authority concerned will take initiative for the purchase of the ICT

equipment required for the Institute from time to time. The authority concerned for procurement will have to maintain a small inventory of standard PCs, software and equipment required frequently for the Institute to minimize delay in fulfilling critical orders.

3.14.3. The authority concerned designated by the Director-General is responsible for maintaining an inventory of all technological assets, software and tangible equipment purchased by the organization. The following information is to be maintained as part of the inventory of ICT assets;

- a. Item
- b. Brand/ Company Name
- c. Serial Number
- d. Basic Configuration (e.g. HP Laptop, 120 GB HD, 2 GB RAM etc.)
- e. Physical Location
- f. Date of Purchase
- g. Purchase Cost
- h. Current Person In-Charge

3.14.4. Proper information about all technological assets provided to a centre, project and wing shall be regularly maintained in their respective Inventory Sheets by a staff member authorized/ designated by the Director-General or Director of the Centre on a regular basis. The information thus maintained must be shared with the designated authority as and when requested.

3.14.5. When an Inventory Sheet is updated or modified, the previous version of the document shall be retained. The date of modification shall be mentioned in the sheet. All technological assets of the Institute shall be physically tagged with codes for easy identification. Periodic inventory audits will be carried out by the ICT personnel to validate the inventory and make sure that all assets are up-to-date and in proper working condition as required for maximum efficiency and productivity.

3.14.6. All staff members shall be responsible to ensure careful, safe and judicious use of the equipment and other assets allocated to and/or being used by them. Proper guidelines or safety information shall be obtained from designated staff in the ICT Dept. before operating any equipment for the first time. Any observed malfunction, error, fault or problem while operating any

equipment owned by the organization or assigned to you must be immediately informed to the designated staff in IT Dept.

3.14.7. Any repeated occurrences of improper or careless use, wastage of supplies or any such offense compromising the safety or health of the equipment and people using them will be subject to fixing financial liability to the person concerned and /or taking disciplinary action. In case of the allocated computing device is malfunctioning or underperforming and it needs to be replaced or repaired, then written approval from your immediate supervisor is required for the same.

3.14.8. The malfunctioning device needs to be submitted to the ICT Dept. for checking, maintenance or repair. The ICT Dept. staff member concerned will have to give a time estimate for repair/maintenance. In case of any excessive delay or dissatisfaction about the repair or maintenance performed by the ICT Dept, the issue will be resolved by the immediate supervisor in consultation with the ICT Dept. Head

3.14.9. The landline phones should be strictly used to conduct official work only. No personal calls shall be made using landline phones owned by the organization. Long distance calls shall be made after careful consideration since they incur significant costs to the organization. The staff members shall follow telephone etiquette and be courteous while representing themselves and the organization as and when using the organization's phone services.

3.14.10. The internet usage in the Institute shall be strictly restricted to official use. The organization reserves the right to monitor, examine, block or delete any/all incoming or outgoing internet connections on the organization's network. The organization has to install an Internet Firewall to assure safety and security of the organizational network. Any employee who attempts to disable, defeat or circumvent the Firewall will be subjected to strict disciplinary action

3.14.11. All staff members shall be provided with a Username and Password to login to the Internet network in the office and to monitor their individual usage. Staff members should not share their Username and Password with another staff members, visitors or guests. The official visitors or official guests who wants to use the office Internet will be given a Guest Username and Password. A requisition format dully filled and recommended by the controlling officer shall be submitted to the ICT Dept for getting this service.

3.14.12. The organization reserves the right to approve or disapprove which electronic messaging systems and chat platforms would be used for official

purposes. It is strictly advised to use the pre-approved messaging systems and platforms for office use only. An employee who, upon joining the organization, is provided with an official email address should use it for official purposes only. With the termination, resignation or retirement of a staff member from the organization, the organization will deny all access to electronic messaging platforms owned/provided by the organization.

3.14.13. The official electronic messaging system used by the organization is the property of the organization and not the employee. All emails, chats and electronic messages stored, composed, sent and received by any employee or non-employee in the official electronic messaging systems are the property of the organization.

3.14.14. Proprietary, confidential and sensitive information about the organization or its employees shall not be exchanged via electronic messaging systems unless pre-approved by the Director-General or any designated authority.

3.14.15. Official Email platforms or electronic messaging systems, including chat platform should not be used to send messages containing pornographic, defamatory, derogatory, sexual, racist, harassing or offensive material. These platforms should not also be used for personal work, personal gain or the promotion or publication of one's religious, social or political views. Spam/bulk/junk messages should not be forwarded or sent to anyone from the official email ID unless for an officially approved purpose.

3.14.16. The staff of the Institute is not allowed to use Internet for non-official purposes using the Internet facility in office. They are solely responsible for the content accessed and downloaded using Internet facility in the office. Playing online games, downloading and/or watching games, videos or entertainment software or engaging in any online activity which compromises the network speed and consumes unnecessary Internet bandwidth are prohibited in the Institute's internet network.

3.15. Disciplinary Policy and Procedures

3.15.1. The staff members shall attend the Institute or centres concerned punctually and carry out their assigned duties and responsibilities punctually and without any fail. Disciplinary action shall be taken against those who are habitually late without taking permission from the designated authority or fail to give rational justification.

3.15.2. A staff member who fails to observe the standards of conduct stipulated by a public servant in the Public Service Rules of the state government and fails to establish the principles and values of the organization, who engages in misconduct, or who refuse or neglects to perform assigned task by the supervisory personnel or the Director-General without reasonable excuse, shall be subjected disciplinary action by the authority concerned.

3.15.3. Depending on the seriousness of the offense and other related factors of reasonable excuse, the disciplinary action taken in a particular case may be suspension from duty, cutting of increment with cumulative or without cumulative effect, recovery from any reduction, removal from service etc. according to the nature of disciplinary/ gravity of the offence or misconduct. A staff member may also be suspended from service, pending enquiry of a charge against him/her. The regularization of the period of suspension, dismissal, removal and sanctioning pay and allowances for the period will be in accordance with rules in KSRs in this regard.

3.15.4. The staff member has the right to be notified in writing of the grounds for disciplinary action and shall give opportunity to hear from him/her. Staff members have the right to get fair treatment in matters relating to disciplinary proceedings. As part of taking any disciplinary measures against staff members, they have the right to get full opportunity to present their case without fear of reprisal.

3.15.5. The Director-General shall constitute a Grievance Redressal Committee with staff participation to assist the authorities concerned to resolve disputes, if any within the Institute.

3.15.6. The Director-General shall constitute a Staff Consultation Platform within the Institute to represent the views of the staff in matters concerning the staff and to discuss in detail the efficient functioning of the organization with the support and cooperation of the staff members. The views of the staff shall be given due consideration in taking decisions related to day to day administration and strategic policy issues. This Platform consists of representatives of all categories of staff selected by them and recognize the rights of the staff to hear them in matters which affect their service or changes in personnel policies, conditions of employment, matters of staff welfare and amendment or revocation of human resource policies and procedures.

3.15.7. The Institute shall fully protect the rights of the staff members and appreciate them for reporting misconduct that may threaten the successful functioning or goodwill of the organization. The Institute shall provide protections and safeguard the interest of staff members who report such misconduct or who provide information during the time of enquiry or investigation.

3.16. Travel policy and Procedures

3.16.1 The Employee of the Institute shall be entitled to travelling allowance and daily allowance etc. on the same rates and conditions as are applicable to employees of the Government of Kerala from time to time. Considering the special nature of being a training institute of national and international stature, special travel policy and procedures have to be developed and approved separately. In the case of employees/consultants engaged under Projects, research studies, localized trainings etc. the eligible DA and TA shall be fixed as per the provisions in the project. Wherever the state funds are used, the government policy and procedures have to be followed. However, the Director-General can reimburse the actual fares of travel as part of their official journey which is made by the staff with prior-permission from a competent authority. The proof of actual expenditure incurred as part of official journey performed and the means of transportation in connection with the journey shall be produced in the concerned authority for reimbursement of conveyance charges.

3.16.2. Generally, the staff members on official tour are entitled to daily allowance at the rate admissible for state government employees within the state or as per the proposed framework of travel policy and procedures mentioned above.

3.16.3. If a staff member is provided with both boarding and lodging free of cost by the host institution in which he/she is invited, he/she will not be entitled to draw dearness allowance from the Institute as per the guidelines mentioned above. A staff member who attend a training and development programme as part of their career advancement and the boarding and lodging is provided as part of the training by the host institution he/she is not entitled for any dearness allowance and in such cases the entitlement is restricted to travel allowance only.

3.16.4. A staff member proceeding on official journey may be granted an advance to meet the expenses towards travelling allowance to the tune of 75 % of the anticipated travel fares for journey admissible and anticipated amount towards daily allowance. The request for advance shall be made on the prescribed form and duly approved by the competent authority.

3.16.5. An account of advance for an official journey shall be settled by the staff member within 15 days after completion of the journey along with producing all documentary evidence of utilization of the amount of advance for travel, accommodation and other expenses incurred.

3.16.6. In case of failure to produce documentary evidence to settle the account of advance as required the advance sanctioned shall be recovered from the staff

member's salary in the ensuing month. Settlement of travelling allowance and dearness allowance, wherever applicable, must be supported with adequate proof of the amount of expenditure incurred such as copy of the ticket, boarding pass, cash receipt etc. in the prescribed proforma.

3.16.7. Every travel claim shall be preferred in the prescribed proforma, duly countersigned by the immediate supervisor/ Director -General/ designated authority, within a period of 15 days from the date of completion of the journey(s), beyond which it will not be entertained normally. However, Director-General may relax the time limit for a further period of 15 days with rational justification of the staff member who has made the claim for travelling allowance.

3.16.8 The terms and conditions/GOs/circulars issued by the Government from time to time regarding the grant of Travelling Allowance including air journey shall be applicable to employees of KILA for the funds utilized from the State Government Funds.

3.17. Staff Welfare Policy and Procedures

3.17.1. The staff members shall be allowed to avail salary advance that may not exceed one third of his/her net pay after 15th of every month, in condition that salary advance will be deducted from the salary of next month' Salary advance claimer should fill out a Salary Advance Form and sign on it, forwarded to the Accounts Department with the approval of the immediate supervisory officer.

3.17.2. The Employees of the Institute joined before 01.04.2013 are entitled to the retirement benefits as per the "KILA Employees Pension Rules" approved by Government. The Employees who joined on or after 01.04.2013 are entitled for National Pension Scheme.

3.17.3. The Institute shall provide all health care and medical reimbursement benefits eligible for all the state government employees of the state government. All staff members of the Institute will have to join the health insurance scheme approved for the state government employees and other state public sector undertakings in the state.

3.17.4. The Institute is committed to provide benefits of all social security programmes established by the Government of Kerala for the state government employees from time to time.

Chapter- 4

Job Description and Responsibilities of Key Personnel of KILA

4.1. Director-General

4.1.1. Leadership Responsibilities

- Lead the Institute team with the mission, vision, and values of the organization
- Take the initiative to convene the meeting of the General Council and the Executive Committee in consultation with the chairpersons concerned.
- Prepare the draft agenda note for the General Council and Executive Committee meetings.
- Develop the strategic plan for the growth and development of the Institute
- Identify and develop the potential resources needed for achieving the status of the Institute as a national and international centre of excellence.
- Co-ordinate the functions of all centres which come under the administrative control of KILA.
- Provide leadership in developing organizational and financial plans with the support of the General Council and Executive Committee
- Implement the decisions of the General Council and Executive Committee and carry out the plans and policies authorized by the GC and EC.
- Co-ordinate the different wings of the Local Government Department and formulate policies supportive to decentralization and local governance.
- Identify, assess and inform the Local Self -Government Department and the Government of the practical issues and operational problems of local governments and give facilitative support to resolve these problems.
- Build and maintain a relationship with policymakers and other key stakeholders of local governments, including leaders of community level organizations and non-governmental organizations.
- Provide facilitative support to the Government of Kerala for taking policy decisions supportive to strengthen democratic decentralization and local governance in Kerala.
- Take initiative for signing MoU with national and international institutes/organizations for collaboration and partnership in conducting training programs, studies, and research
- Publicize the activities and programs of the Institute and strengthen its trust and support among the key stakeholders and the general public.

4.1.2. Capacity Building and Training Responsibilities

- Disseminate the policy priorities of the Government of Kerala on democratic decentralization and local governance through capacity building and training programs.

- Provide facilitative leadership and co-ordinate the development of the capacity building and training policy of the Institute.
- Provide facilitative leadership and co-ordinate the development of an annual training plan and training calendar for the Institute
- Provide facilitative support to prepare new capacity building and training projects and research proposals
- Provide facilitative support to identify experts and potential trainers to design training programs and to develop training modules.
- Provide facilitative support to the delivery of excellent training and oversee the training activities of the KILA headquarters and various centres.
- Co-ordinate the capacity building and training institutes of other Line departments closely associated with local governments and facilitate decentralized local development and governance.
- Provide leadership to prepare and submit capacity building and training proposals and projects to the Government of India and other national and international organizations.
- Provide facilitative support to conduct training needs assessment of various functionaries of local governments, design useful training programs, identify potential trainers, implementation of training programs, and evaluating learning effectiveness and impact assessment of training programs.
- Establish good relations with other national and international capacity building and training institutions and provide opportunities for experiential learning and knowledge sharing.
- Provide facilitative support to organize national and international level training and study visit programs, conferences, and workshops in the area of democratic decentralization and participatory planning.
- Provide leadership to document innovative practices of local governments and disseminate these local-level innovations through conducting experiential training programs.
- Ensure the quality of different publications of the Institute including, handbooks, training modules, workshop/seminar proceedings, documentation reports, etc., and make them gender friendly.

4.1.3. Administrative Responsibilities

- Oversee the work of the faculty members and administration and ensure that responsibilities are delivered dynamically, systematically, and effectively.
- Prepare detailed responsibility map and work chart for the faculty members, administrative staff, and maintenance staff and oversee their functions and responsibilities in a time-bound manner.

- Conduct staff meeting periodically and hear the grievances and complaints of the staff members and resolve them to the possible extent.
- Oversee the functioning of different internal committees and ensure that these committees are delivering the assigned functions and responsibilities.
- Fix the timelines for carrying out different tasks of the Institute and facilitate them to manage the work within those deadlines.
- Oversee the maintenance of official records and documents of the Institute
- Ensure compliance with the rules and regulations of the state governments in procurement, public works, and contract with external organizations.
- Ensure discipline and punctuality of the staff and if needed take punitive action against staff members.
- Provide facilitative support to recruit, select and fill the vacancies of the Institute and place staff that have the right academic, administrative and technical abilities in various posts.
- Oversee the implementation of the human resource policies and procedures including the job description of staff members.
- Establish a positive and healthy working environment following the mission, vision, and values of the Institute.
- Provide initiative for strengthening the infrastructure facilities of the Institute including, ICT infrastructure and facilities.
- Maintain good rapport with the key policymakers of the LSGD and heads of different wings of the LSGD and bring their attention to different operational level issues of local governments and facilitate to resolve these issues from time to time.

4.1. 4. Financial Responsibilities

- Give facilitative support and leadership to prepare the annual budget of the Institute and place it before the Executive Committee and General Council for approval.
- Overseeing the expenditure of the Institute in line with the budgetary allocations and guidelines.
- Ensure to maintain sound financial practices in accounting and auditing in the Institute.
- Provide leadership for preparing and submitting funding proposals to various government and non-government agencies for raising funds and additional financial resources for the development of the Institute.
- Extend financial support and other facilitative support to various Local Government Associations for greater policy advocacy on democratic decentralization.

- Provide initiative to discuss with auditing personnel on the rationale of fund utilization and clarify the audit objections raised by the audit personnel.
- Take timely action on the suggestions and recommendations included in the audit report and ensure economic and efficient utilization of public resources with greater result orientation.

4.2. Directors of other Centres of KILA

4.2.1. Administrative Responsibilities

- Administration and management of the efficient and effective functioning of the centre in tune with the mission, vision, and values of KILA.
- Plan and implement the development activities of the centre in consultation with and direction of the Director-General.
- Oversee the upkeeping and maintenance of the infrastructure facilities of the centre.
- Prepare and issue the office order on the duties and responsibilities of the staff members working in the centre.
- Maintain discipline and punctuality of the staff members working in the centre.
- Prepare the plan and budget proposals for the development of the centre in consultation with the Director-General.
- Report the vacancies and superannuation of the staff members of the centre and take facilitative leadership to fill the vacancies in time.
- Represent the Director-General to various meetings/ workshops/ conferences convened by the GoK or other government or non-governmental agencies.
- Maintain continuous communication with the KILA headquarters administration and ensure the effective functioning of the centre.
- Maintain the service register of the staff members of the centre and update the same as when needed.
- Sanction the casual leave of the staff members working in the centre.

4.2. 2. Capacity Building and Training

- Extend support to the Director-General to formulate the capacity building and training policy of KILA.
- Extend support to the Director-General to prepare the annual training plan and schedule of KILA.
- Extend support to the Director-General to implement the training policy, training strategy, and training programs publicized by KILA.
- Co-ordinate the faculty members working in the centre and ensure effective implementation of various training programs, workshops, and consultation meetings.

- Extend support to the Director-General for identifying the training needs and operational issues of different functionaries of local governments and other valuable inputs for designing the training programs.
- Extend support to the Director-General to Identify innovative development and governance practices at the local level.
- Extend support to the Director-General for the preparation of handbooks and other training materials for conducting various training programs.
- Send periodic report to the Director-General on the implementation of training programs and other inputs needed for the preparation of the administrative report of KILA.
- Send the relevant information to the Director-General on LA interpellation as and when needed.

4.3. Deputy Director at KILA

4.3.1. Administration and Management of KILA Campus

- Extend facilitative support to the Director-General for the effective administration and management of the Institute.
- Manage the estate-related functions of the Institute such as infrastructure development, maintenance, and upkeeping of the property and equipment of the KILA campus.
- Oversee the effective functioning and upkeeping of the hostels and canteen and ensure better service delivery to the training participants at KILA.
- Oversee the functioning of the administrative and maintenance staff and co-ordinate their duties and responsibilities efficiently and effectively.
- Prepare the detailed responsibility mapping and job chart of the administrative and maintenance staff and ensure its operationalization.
- Administer all the establishment related matters of the staff members including the faculty members.
- Maintain discipline and punctuality of the administrative and maintenance staff in the KILA campus.
- Coordinate the functions of the administrative staff and effectively manage the office functioning and record-keeping of the Institute.
- Provide facilitative support to the Director-General to maintain good relations with the LSGD and Government of Kerala.
- Extend support to the Director-General to manage the procurement of all goods and services required for the functioning of the Institute.
- Sanction the casual leave of the administrative staff and maintenance staff and in the absence of any staff make substitute arrangement for the effective functioning of KILA.
- Oversee and ensure to send training communication in time to the training participants.

- Oversee the scheduling of the training programs as per the training plan and training calendar at KILA.
- Prepare detailed job chart and responsibility mapping of the other administrative and maintenance staff and issue the office order in consultation with the Director-General.

4.4. Finance and Accounts Officer

- Oversee the financial strategy and financial health of the Institute and co-ordinate the accounting and financial personnel in the administrative wing of the Institute.
- Ensure efficient financial planning and financial practices and extend support to the growth strategy of the Institute.
- Extend support to the Director-General to prepare the annual budget of the Institute
- Extend support to the Director-General and faculty team to prepare the financial/resource plan of various projects funded by external agencies.
- Oversee the authenticity and propriety of all payments of the Institute and keeping the bills paid.
- Oversee all the accounting functions based on sound accounting principles and provide and financial information to the Director-General from time to time.
- Oversee the periodic progress of the receipts and incoming payments of the Institute and take initiatives to receive the money in time.
- Ensure that all the expenditures of the Institute have adequate budget appropriation, if not get sanction for reappropriation from the authority concerned.
- Ensure and oversee the disbursement of salary and other eligible payments of the staff members in time.
- Oversee the process and procedures of sanctioning advances to the staff members and its settlement.
- Prepare the financial statements and reports and submit them to the Director-General and the audit personnel.
- Maintain good relationships with vendors and make sure that everyone gets their payments on time.
- Provide initiative to explain the rationale of spending public money and propriety of the expenditure incurred before the audit personnel and clear the audit objections.
- Extend support to the Director-General to take appropriate action based on the audit observations in the audit report of the Institute.
- Ensure the efficient and effective use of the financial resources of the Institute and keep an eye on opportunities to save money.

- Ensure periodic tracking of the pending advances and other receivable amounts to the Institute and report to the Director-General and take initiative to collect/ settle such amounts.
- Fix the salary and other emoluments of the staff members and make payments on time.
- Prepare the Financial Statements as part of the Annual Administration Report for onward submission to the Government of Kerala and other agencies.
- To bring the attention of all the financial issues to the Director-General on time and resolve such issues.
- To identify the best investment opportunities and inform the Director-General and optimize the financial gains of the Institute.
- Oversee all the tax deductions and tax filing responsibilities of the Institute and do such responsibilities on time.
- Prepare detailed job chart and responsibility mapping of the other staff in the accounts section and issue office order in consultation with the Director-General and Deputy Director of the Institute

4.5. Faculty Team: Professors, Associate Professors, Assistant Professors, Lecturers, and Research Associates

4.5.1. Training Functions

4.5.1.1. Training Needs Assessment;

- Identify the training needs and capacity deficits of various local government functionaries
- Identify the systemic issues and operational level problems of local governments
- Identify the policy priorities and flagship programs of the central and state governments on local governance and development and induct them into the training needs

4.5.1.2. Designing the Training Programmes;

- Designing useful training programs to effectively address the training needs and improving the performance of local governments
- Innovate useful training methods and prepare relevant educational aids and materials
- Develop appropriate training techniques for effective training delivery
- Develop training modules for various training programs

4.5.1.3. Design and Implement Training of Trainers' Programmes;

- Design the ToT program as part of implementing various training programs

- Identify the potential resource team and training team for training implementation
- Conduct of the ToT program
- Assessment of the effectiveness of training delivery of potential trainers
- Fine-tuning and finalizing the training design and training module

4.5.1.4. Development of Handbooks and Training Materials

- Preparation of handbooks/ handouts/guidebooks and other study materials for training participants
- Identification of the potential resource team for the preparation of training materials
- Development of other training tools and instructional materials for conducting training programs
- Consolidation, editing, and finalization of handbooks and other training materials
- Preparation of the E-learning materials for the various training program

4.5.1.5. Implementation of Training Programmes

- Oversee the progress of sending training communication to participants and the faculty team
- Oversee the setting up of training venue and training equipment
- Oversee the arrangement for setting up of training records, including Performa for training evaluation
- Conduct the training program as per the training design and module

4.5.1.6. Evaluation of the Training Programmes and Preparation of the Training

Report

- Design the evaluation Performa for collecting the feedback of training participants after each session
- Consolidation of the feedback of training participants after completing the training programs
- Fine-tuning the training module and faculty team after conducting the pilot batch/ batches
- Conduct of faculty meeting to share the feedback of training participants and to make interim arrangement for further improvement of the training programs
- Design and conduct studies for assessing the impact of training on the individual and institutional functioning of local governments
- Preparation of training reports

4.5.2. Research Related Activities

4.5.2.1. Conducting Policy Supportive Research

- Identify the areas for doing policy supportive research to strengthening the local government system

- Presentation of the research proposal in the Academic Committee
- Conduct the policy supportive researches approved by the Academic Committee
- Conduct filed level studies and action researches approved by the Academic Committee
- Conduct research on innovations in training methods and learning process
- Conduct field level studies/ research on evaluating the implementation of developmental programs at the local level
- Conduct action research in partnering with local governments
- Documentation of innovative development practices for dissemination and learning

4.5.2.2. Conduct Workshops, Seminars, Webinars, and Conferences

- Organize, coordinate and conduct workshops, conferences, seminars, and webinars on local governance and development at the national and international level
- Preparation of the reports of the workshops, seminars, webinars, and conferences

4.5.2.3.

Responsibilities

Administrative

- Preparation of training proposals/project proposals for various national and international agencies
- Preparation of training and capacity building policy of the institute
- Preparation of training plan and annual training calendar
- Extend support and co-ordinate the functioning of the Academic Committee
- Attend various meetings convened by the state government, union government, and other agencies and represent the Director-General of the institute in these meetings
- Preparation and submission of the annual budget proposals of the institute
- Extend support for the preparation of the annual administrative report of the institute

4.5.2.4. Other Responsibilities

- Extend support to the functioning of various internal committees of the institute
- Other responsibilities assigned by the Director-General from time to time.

These responsibilities of all categories will be revised from time to time as per the requirements arising.

