

In exercise of the powers conferred by sub-clause (xvii) of clause 4 of the Memorandum of Association of the KSRTC Sree Chitra Thirunal College of Engineering (Thiruvananthapuram) Society, read with clause (ix) of rule 8 of the KSRTC Sree Chitra Thirunal College of Engineering (Thiruvananthapuram) Society Rules, the Board of Governors of the Society hereby make the following Service Rules for the Sree Chitra Thirunal College of Engineering Service, namely:-

RULES

1. **Short title and commencement.**- (1) These rules shall be called the Sree Chitra Thirunal College of Engineering Service Rules, 2017.

(2) They shall come into force on the 24th day of March, 2017, the date of approval of these rules by the Board.

2. **Definitions.**- (1) In these rules unless the context otherwise requires,-

(a) "Board" means the Board of Governors of the Society;

(b) "Chairman" means the Chairman of the Board or of the Society, as the case may be;

(c) "Service" means the Services under the college.

(2) The words and expressions used in these rules but not defined shall have the same meaning as defined in the Memorandum of Association of the Society.

3. **Constitution.**- The service shall consist of the following categories of officers, namely:-

(a) **Teaching Staff**

- 1. Principal
- 2. Professor
- 3. Associate Professor
- 4. Assistant Professor

(b) **Technical Staff**

- 1. Workshop Superintendent
- 2. Instructor Grade I
- 3. Instructor Grade II
- 4. Lab Instructor
- 5. Trade Instructor Senior Grade
- 6. Trade Instructor Grade I
- 7. Trade Instructor Grade II
- 8. Tradesman
- 9. Plumber
- 10. Electrician
- 11. Lab Attender

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(c) **Ministerial Staff**

1. Administrative Officer
2. Finance Assistant
3. Junior Superintendent
4. Head Accountant
5. Senior Clerk
6. Confidential Assistant
7. Clerk
8. Clerical Assistant
9. Driver Senior Grade
10. Driver Grade I
11. Driver Grade II
12. Office Attendant
13. Bus Cleaner
14. Part time Sweeper

(d) **Library Staff**

1. Librarian Grade II
2. Librarian Grade III
3. Librarian Grade IV

4. ***Appointment and Qualifications.***- Appointment to various categories of posts mentioned in column (2) of the Tables given below shall be made by the method of appointment specified in column (4) with qualifications specified in column (3).

TABLE 1. Teaching Staff

<i>Sl. No.</i>	<i>Category</i>	<i>Qualifications and Experience</i>	<i>Method of Appointment</i>
(1)	(2)	(3)	(4)
1	Principal	As per AICTE Norms and ordered by Government of Kerala from time to time	(i) Open selection on contract basis from retired hands/deputation basis for 3 years (ii) In the absence of item (i) above, by promotion from qualified internal Cadre Professors based on seniority as per Government norms
2.	Professor	As per AICTE Norms and ordered by Government of Kerala from time to time	By promotion from qualified Cadre Associate Professors based on seniority
3.	Associate Professor	As per AICTE Norms and ordered by Government of Kerala from time to time	By promotion from qualified Assistant Professors based on seniority
4.	Assistant Professor	As per AICTE/UGC Norms	By direct recruitment

Note: Experience specified for promotion to any post shall be the experience in the Sree Chitra Thirunal College of Engineering only.

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TABLE 2. Technical Staff

Sl. No.	Category	Qualifications and Experience	Method of Appointment
(1)	(2)	(3)	(4)
1	Workshop Superintendent	<u>Qualifications</u> (i) As per State Government norms <u>Experience</u> (ii) 3 years experience in the college as Instructor Grade I	By promotion from qualified hands in the category of Instructor Grade I in Mechanical Engineering
2	Instructor Grade I	<u>Qualifications</u> (i) As per State Government norms <u>Experience</u> (ii) 3 years experience in the college as Instructor Grade II	By promotion from qualified hands in the category of Instructor Grade II in Mechanical Engineering
3	Instructor Grade II	<u>Qualifications</u> (i) As per State Government norms <u>Experience</u> (ii) 3 years experience in the college as Trade Instructor	By promotion from qualified hands in the category of Trade Instructor
4	Instructor Grade II in Computer Science & Engineering	(i) As per State Government norms (ii) Certificate of CCNA/MCSE/RHCE or its equivalent. Experience in LINUX and Blade Server preferred. (iii) 3 years experience in the college as Trade Instructor	By promotion from qualified hands in the category of Trade Instructor
5	Instructor Grade II in Biotechnology	B.Tech /B.Sc. in Biotechnology by regular study from a recognized University with First class	By direct recruitment
6	Instructor Grade II in Biochemistry	B.Tech in Chemical Engineering/B.Sc. Chemistry by regular study from a recognized University with First class	By direct recruitment
7	Trade Instructor Senior Grade	3 years experience in the college as Trade Instructor Grade I	By ratio promotion from qualified hands in the category of Trade Instructor Grade I
8	Trade Instructor Grade I	3 years experience in the college as Trade Instructor Grade II	By ratio promotion from qualified hands in the category of Trade Instructor Grade II

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9	Trade Instructor Grade II	3 years service in the college as Tradesman	(i) By promotion from qualified hands in the category of Tradesman in respective trade
10	Tradesman	<u>Qualifications</u> As per State Government norms	(i) By category change from Plumber/Electrician/Lab Attender/Office Attendant, having 5 years regular service in the college (ii) In the absence of suitable hands under item (i) above, by direct recruitment
11	Plumber	<u>Qualifications</u> As per State Government norms <u>Experience in the case of Direct Recruitment</u> One year experience as Plumber in Government Departments/Public Sector Undertakings/Universities/Colleges/licensed private institutions	(i) By category change from qualified hands in the category of Office attendant/Bus Cleaner, having 5 years regular service in the college (ii) In the absence of suitable hands under item (i) above, by direct recruitment Note: If the appointment is made by category change, the vacancy shall be filled up on the basis of seniority
12	Electrician	<u>Qualifications</u> As per State Government norms <u>Experience in the case of Direct Recruitment</u> One year experience as Electrician in Government Departments/ Public Sector Undertakings/Universities/Colleges/licensed private institutions	(i) By category change from qualified hands in the category of Office Attendant/Bus Cleaner, having 5 years regular service, in the college (ii) In the absence of suitable hands under item (i) above, by direct recruitment Note: If the appointment is made by category change, the vacancy shall be filled up on the basis of seniority
13	Lab Attender	<u>Qualifications</u> As per State Government norms <u>Experience in the case of Direct Recruitment</u> One year experience as Lab Attender in Government Departments/ Public Sector Undertakings/Universities/ Government Engineering Colleges/Government controlled Self financing Engineering colleges	(i) By category change from qualified hands in the category of Office attendant/Bus Cleaner, having 5 years regular service (ii) In the absence of suitable hands under item (i) above, by direct recruitment

Note: Promotion to categories 7 and 8 shall be made on the basis of ratio promotion as in Government Service

TABLE 3. Ministerial Staff

Sl. No.	Category	Qualifications and Experience	Method of Appointment
(1)	(2)	(3)	(4)
1	Administrative Officer	By deputation from Kerala Government Secretariat Service from the category of Under Secretary to Government	
2	Finance Assistant	By deputation from Kerala Government Secretariat Service from the category of Section Officer, Government of Kerala.	
3	Junior Superintendent	3 years experience in the college as Head Accountant	By promotion from qualified hands in the category of Head Accountant.
4	Head Accountant	3 years experience in the college as Senior Clerk	By promotion from qualified hands in the category of Senior Clerk
5	Senior Clerk	(i) Pass in Account Test (Lower) and Manual of Office Procedure (ii) 3 years experience in the college as Clerk/ Confidential Assistant	(i) By promotion from qualified hands in the category of Clerk. (ii) Appointment by category change from the post of Confidential Assistant upon option <i>Note: Vacancy shall be filled up by the method specified in items (i) and (ii) above in the ratio of 2:1</i>
6	Confidential Assistant	Graduation in any discipline awarded by any recognized University, short hand lower in English and Malayalam (KGTE), knowledge of Office Automation, Internet and proficiency in typing in English with a speed 30 words per minute.	By direct recruitment
7	Clerk	For Category Change (i) Graduation in any discipline awarded by any recognized university (ii) Certificate course in Word processing and data entry, awarded by an institution recognized by Government of Kerala (iii) Minimum 3 years of experience in the college in the category of Clerical Assistant For Direct Recruitment (i) Graduation in any discipline awarded by any recognized university (ii) Certificate course in Word processing, awarded by an institution recognized by Government of Kerala	(i) Appointment by category change from the qualified hands in the category of Clerical Assistant based on seniority (ii) In the absence of suitable hands under item (i) above, by direct recruitment

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8	Clerical Assistant	(i) Pass in SSLC (ii) Certificate course in Word processing awarded by an institution recognized by Government of Kerala	(i) By promotion from qualified hands in the category of Office Attendant having 3 years regular service in the colleges based on seniority (ii) Appointment by category change from the qualified hands in the category of Bus Cleaner having 3 years regular service in the college based on seniority (iii) In the absence of suitable hands under item (i) and (ii) above, by direct recruitment. <i>Note: Vacancy shall be filled up by the method specified in items (i) and (ii) above in the ratio of 2:1</i>
9	Driver Senior Grade	3 years experience in the college as Driver Grade I	By promotion from qualified hands in the category of Driver Grade I
10	Driver Grade I	3 years experience in the college as Driver Grade II	By promotion from qualified hands in the category of Driver Grade II
11	Driver Grade II	As per State Government norms	(i) Appointment by category change from qualified hands in the category of Office Attendant having 5 years regular service in the college (ii) In the absence of suitable hands under item (i) above, by direct recruitment.
13	Office Attendant	Pass in SSLC	By direct recruitment.
14	Bus Cleaner	Pass in SSLC	By direct recruitment.
15	Part Time Sweeper.	Literacy in Malayalam	By direct recruitment.

Note: Promotion to categories 9 and 10 shall be made on the basis of ratio promotion as in Government Service

TABLE 4. Library Staff

Sl. No.	Category	Qualifications and Experience	Method of Appointment
(1)	(2)	(3)	(4)
1	Librarian Grade II	<u>Qualifications</u> (i) As per State Government norms <u>Experience</u> (ii) 3 years experience in the college	By promotion from qualified hands in the category of Librarian Grade III

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		as Librarian Grade III	
2	Librarian Grade III	3 years experience as Librarian Grade IV in the college	By promotion from the qualified hands in the category of Librarian Grade IV
3	Librarian Grade IV	<u>Qualifications</u> As per State Government norms	By direct recruitment.

5. Direct Recruitment/Open selection.- (1) There shall be separate Selection Committees for the preparation of rank list for appointment of teaching and technical staff. The notification for recruitment shall be published in print media, giving wide publicity. Selection of all category of officers, except in the category of Drivers, Office Attendants, Bus Cleaners and Part time Sweepers shall be done after conducting (i) Written Test by Government approved agency selected by the Board and (ii) Interview by the appropriate Selection Committee as specified below and in the case of Drivers, Office Attendants, Bus Cleaners and Part-time Sweepers, selection shall be done based on interview conducted by the appropriate Selection Committee. The Selection Committee shall consist of the following members, namely :-

a. For the appointment of Principal

- (i) Secretary, Transport Department (Convener)
- (ii) Director of Technical Education
- (iii) One member of the Board of Governors (Educationalist) nominated by the Chairman.

b. For the appointment of Teaching staff and Technical staff

- (i) Director of Technical Education or his nominee not below the rank of Joint Director
- (ii) Two members of the Board of Governors (Educationalist) nominated by the Chairman
- (iii) Subject expert from Government service selected by the Chairman from the panel approved by the Board of Governors.
- (iv) Principal (Convener)

c. For the appointment of Ministerial and Library staff members

- (i) Nominee of the Secretary, Higher Education, not below the rank of Deputy Secretary.
- (ii) Two members of the Board of Governors (Educationalist) nominated by the Chairman
- (iii) Administrative Officer
- (iv) Principal (Convener)

d. For Contract appointment

- (i) Director of Technical Education or his nominee not below the rank of Joint Director
- (ii) Two members of the Board of Governors (Educationalist) nominated by the Chairman
- (iii) Principal (Convener)
- (iv) Head of the Department

e. For Guest/ Daily Wage/ Apprentice

- (i) Principal (Convener)
- (ii) Head of the Department
- (iii) Subject expert from the college selected by the Principal

(2) Three members shall constitute a quorum for the meeting of a Selection Committee, including one subject expert, wherever applicable.

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6. **Promotion.-** (1) Promotion/ratio promotion in respect of all categories of officers shall be made from appropriate select list approved by the Board.

(2) A Select List in respect of teaching staff shall be prepared by the Departmental Promotion Committee (Teaching staff).

(3) In the case of Technical staff, Ministerial Staff and Library Staff, a Select List shall be prepared by the Departmental Promotion Committee (Non-teaching staff).

(4) The Career Advancement Scheme adopted by the Government of Kerala, in accordance with the relevant AICTE/UGC Scheme shall be made applicable to the teaching staff after scrutinizing by Departmental Promotion Committee (Teaching staff) and with the approval of the Board.

(5) All promotions except to the post of Principal, shall be made by the Principal of the College from the Select List approved by the Board. Promotion to the post of Principal shall be made by the Chairman from the Select List approved by the Board.

(6) Ratio promotions shall be made by the Select List prepared by Departmental Promotion Committee (Non-teaching staff) as per Government norms.

7. **Select List.-** (1) In the case of staff coming under sub-rules (2) and (3) of rule 6, the Select List shall be prepared from among all employees in the feeder category who possess the prescribed academic/special test qualifications for the promotion categories. Select List shall be prepared separately for each category as per the norms followed in Government of Kerala Service.

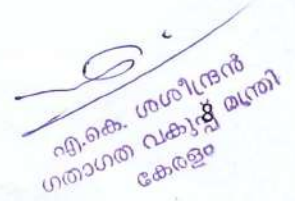
(2) Select List shall be finalized by 31st December of every year. Validity of the Select List shall expire on the 31st December of the Calendar year for which the list is prepared. The number of candidates to be included in the Select List shall be decided on the basis of the number of vacancies likely to arise during the succeeding calendar year. In the case of Teaching and Technical staff members, vacancies shall be reported by the Head of the Department to the Principal. In the case of ministerial staff and library staff, vacancies shall be reported by the Administrative Officer to the Principal:

Provided that where any vacancy is seen not reported as stated above, the Principal may verify the position and take necessary steps to fill up the vacancies.

8. **Placements.-** Placements to higher grades through Career Advancement Scheme in the case of teaching staff and other time bound higher grades/ratio promotions for Technical staff, Ministerial staff and Library staff shall be done as in the Government of Kerala Service, upon recommendation by the Departmental Promotion Committee (Teaching staff, Non-Teaching staff), as the case may be, and with the approval of the Board.

9. **Departmental Promotion Committee.-** (1) The Departmental Promotion Committee (Teaching staff) shall consist of the following members, namely:-

- (i) Director of Technical Education or his nominee not below the rank of Joint Director
- (ii) Two members of the Board (Educationalist) nominated by the Chairman
- (iii) A Professor from Government Engineering College nominated by the Chairman
- (iv) Principal



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(2) The Departmental Promotion Committee (Non-teaching staff) shall consist of the following members, namely:-

- (i) Director of Technical Education or his nominee not below the rank of Joint Director
- (ii) Two members of the Board (Educationalist) nominated by the Chairman
- (iii) Administrative Officer
- (iv) Principal

10. Appointing Authority.- The Board shall be the appointing authority of the Principal. The Principal shall be the appointing authority for all other categories of officers. Formal orders of appointment of the Principal shall be issued by the Secretary to Government, Transport Department. Appointment orders of other categories of officers shall be issued by the Principal.

11. Age.- (1) No person who has not completed 18 years of age shall be eligible for appointment by direct recruitment/open selection to any of the posts in the service of the college. Age shall be computed as on the first January of the calendar year in which applications are invited. The upper age limit for appointment by direct recruitment to the categories shall be as per the norms applicable to Kerala Government Service (usual relaxation to eligible communities will be admissible). The retirement age of the employees shall be as per the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. In the case of teaching staff and technical staff members, superannuation shall be determined as in Government Engineering Colleges.

(2) The upper age limit for appointment on contract basis for technical and teaching staff shall be 60 and 65 years, respectively. In the case of teaching staff, the upper age limit can be extended in exceptional cases.

12. Probation.- (1) A person appointed by direct recruitment or by category change to any of the categories, other than those on deputation from other institutions, shall be on probation for a period of two years on duty within a continuous period of three years from the date of joining in the respective category. They shall pass the special test qualifications, if any, as per the Government Rules and Orders, within the period of probation.

(2) Every person appointed by promotion to any category shall be on probation for a period of one year on duty within a continuous period of two years from the date of such appointment.

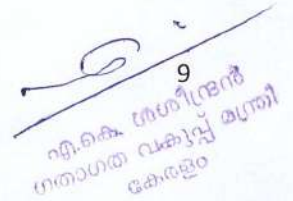

(3) The appointing authority may, at its discretion, extend the period of probation, in both the cases above, by six months at a time and not more than one year in all. Extension of probation beyond one year may be ordered by Board, if found necessary.

(4) At any time, during or at the end of the period of probation, the appointing authority, if not satisfied with the performance of an employee, may terminate the service of the employee if he is a direct recruit, or shall revert him/her to the feeder category if he is a promoted incumbent.

(5) At the end of the period of probation, the appointing authority shall consider the suitability of the employee for the service, and if satisfied of such suitability, shall declare the employee, by order in writing that he/she has satisfactorily completed his probation, specifying the date of such completion.

13. Tests.- Every person appointed to any category to which a test is prescribed under these rules shall, within the period of his probation, pass such test if he has not already passed the test.

14. Training and Special Test.- A person appointed to the service shall undergo such training and/special test, if any, prescribed by AICTE/UGC/Government of Kerala.



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15. **Deputation for higher Studies.-** Deputation for higher studies under Quality Improvement Programme or Faculty Development Programme shall be as per guidelines approved by the Board from time to time.

16. **General conditions of appointment.-** Candidate for appointment by direct recruitment shall,-
(a) be a Citizen of India;
(b) be of sound health and free from any infirmities that render him unfit for the post;
(c) satisfy the appointing authority of his character and antecedents by such method as applicable in Government Service.

17. **Designation.-** The designation of teaching posts in various categories are subject to re-designation as per the norms by AICTE/UGC and as ordered by the Government of Kerala.

18. **Application of other Rules.-** Wherever these rules are not applicable, the Kerala State and Subordinate Services Rules, 1958, the Kerala Civil Services (Classification, Control and Appeal) Rules, 1960, the Kerala Government Servants' Conduct Rules, 1960, Chapter IX, except rules 96 to 98 (both inclusive) and rules 110, 110 A to 110 D of Part I, and Part II of the Kerala Service Rules, 1958, shall, *mutatis mutandis*, apply.

19. **Temporary Appointment.-** In the absence of suitable hands under these rules, the vacancies may be filled up by appointment on contract basis or daily wages, subject to such terms and conditions as may be approved by the Board from time to time.


20. **Interpretation.-** If any dispute arises as to the interpretation of these rules or the applicability of any other rules, orders, notifications or circulars, the decision of the Board shall be final.

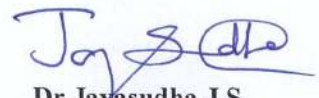
21. **Saving.-** Notwithstanding anything contained in these rules or in any other rules applicable there under relating to qualification, experience or seniority, all the regular staff, other than teaching staff, in service as on the date of commencement of these rules shall be entitled to continue in the same category and posts in which they are working :


Provided that no such staff shall be eligible for promotion unless they possess the qualifications and experience specified in these rules.


Sri. A. K. Saseendran
Hon'ble Minister for Transport

Sri. M. K. Isac Kutty
FA & CAO, KSRTC


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Dr. Jayasudha J.S.
Principal (i/c) & Member Secretary


Sri. K. R. Jyothilal
Secretary to Government
Transport Department


Prof. T. N. Raman Pillai
Board Member
Saketham, Medical College
Trivandrum - 11



PROCEEDINGS OF THE PRINCIPAL, SREE CHITRA THIRUNAL COLLEGE OF ENGINEERING, THIRUVANANTHAPURAM – 18

Sub: SCT College of Engineering, Thiruvananthapuram – DTE/representative from the committees constituted as per SCTCE Service rules – Exemption of DTE - Sanctioned – Orders issued.

Read: Decision No.78-12/2019 of the 78th meeting of BoG held on 07.08.2019

ORDER No. 149-A2/2019/SCTCE dated 09.10.2019

A proposal for exempting the DTE/representative from the various committees of this college was placed before the 78th meeting of BoG held on 07.08.2019. The BoG decided to exempt the DTE/representative from the committees constituted as per the SCTCE Service Rules for regular/contract appointment and promotion of Teaching and technical Staff.

In the above circumstances, the DTE/representative is exempted from the following committees and the same are re-constituted as follows.

1. For the appointment of Teaching staff and Technical Staff

- i. Two members of the BoG (Educationalist) nominated by the Chairman
- ii. Subject Expert from Govt. service selected by the Chairman from the panel approved by the BoG
- iii. Principal

2. For Contract appointment

- i. Two members of the BoG (Educationalist) nominated by the Chairman
- ii. Subject Expert from Govt. service selected by the Chairman from the panel approved by the BoG
- iii. Principal
- iv. Head of Department

3. Departmental Promotion Committee (Teaching staff)

- i. Two members of the BoG (Educationalist) nominated by the Chairman
- ii. A professor from Govt. Engineering college nominated by the Chairman
- iii. Principal

4. Departmental Promotion Committee (Non - Teaching staff)

- i. Two members of the BoG (Educationalist) nominated by the Chairman
- ii. Administrative Officer
- iii. Principal

The SCTCE Service Rules are modified to the above extent.

PRINCIPAL

To

The Director of Technical Education (with C/L), The Administrative Officer

SF/OC



**PROCEEDINGS OF THE PRINCIPAL, SREE CHITRA THIRUNAL COLLEGE OF
ENGINEERING, TRIVANDRUM – 18**

Sub: SCT College of Engineering, Thiruvananthapuram – Selection Committee for the recruitment of adhoc/contract staff – Re-constitution - Orders issued.

Ref:- Decision No.85-05/2021 of the 85th meeting of BoG held on 03.12.2021.

ORDER NO.1314-A2/2021/SCTCE(1) dated 17.01.2022

The 85th Board of Governors of this college held on 03.12.2021 as per Decision read above has discussed and decided to re-constitute the Selection Committee given in the service rules for the recruitment of adhoc/contract basis in SCTCE except for the post of Principal with the following members.

1. Two members of the BoG (Educationalist) nominated by the Chairman
2. HODs concerned
3. Principal

Accordingly, the Selection committee is re-constituted herewith.

PRINCIPAL

To

The BoG Members (Educationalist)
The Administrative Officer /HODs
SF, OC