



**CO-OPERATIVE ACADEMY OF
PROFESSIONAL EDUCATION**

SERVICE RULES

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The Co-operative Academy of Professional Education Service Rules originally approved by the Executive Committee of CAPE vide Resolution No. 40.11 dated 07.04.2005 and the amendments/additions thereto approved by Resolutions No. 43.9 dated 23.12.2005 and No. 44.7.2 dated 16.01.2006 of the Committee are appended herewith.



DIRECTOR

CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION **SERVICE RULES**

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Resolution No. 40.11 dated 07.04.2005 of the Executive Committee

40.11 കേപ്പ് ജീവനക്കാരുടെ സർവ്വീസ് നിയമങ്ങളുടെ കര്ത്ത അംഗീകരിക്കുന്നത് സംബന്ധിച്ച്

കേപ്പ് ജീവനക്കാരുടെ സർവ്വീസ് വ്യവസ്ഥകൾ താഴെപ്പറയുന്ന ഭേദഗതിക ഭോട്ടുകൂടി 01.01.2005 മുതൽ പ്രാബല്യം നൽകി അംഗീകരിച്ചു.

1. പ്രസവാവധി മൊത്തം സർവ്വീസിനുള്ളിൽ രണ്ട് പ്രാവശ്യം മാത്രം അനുവദിക്കുന്നതാണ്.
2. ജീവനക്കാരുടെ സംഘടനയ്ക്ക് എക്സിക്യൂട്ടീവ് കമ്മിറ്റിയുടെ അംഗീകാരം ഉണ്ടായിരിക്കേണ്ടതാണ്. കൂടാതെ കേപ്പിലെ ജീവനക്കാർ മാത്രമേ അത്തരം സംഘടനകളുടെ ഒരേയോശിക ഭാവംപരിചാം വഹിക്കുവാൻ പാടുള്ളൂ.

(As approved by the Resolution No. 40.11 dated 07.04.2005 of the Executive Committee)

CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION (Kerala)

GENERAL SERVICE RULES

In exercise of the powers conferred by the proviso to Rule No. 17 (X) of the **Memorandum of Association and the Rules** relating to the establishment of the Co-operative Academy of Professional Education (Kerala) Society the Executive Committee of the Academy hereby makes the following rules applicable to the employees in the service of the Co-operative Academy of Professional Education.

INTRODUCTION

The Co-operative Academy of Professional Education (Kerala) Society is not a Government organisation, nor a grant-in-aid establishment under the Government. It is established by the Government of Kerala as an autonomous society registered under the Travancore – Cochin Literary, Scientific and Charitable Societies Act – 1955 and the institutions thereunder are run on a self-financing basis. Financial viability will be the core guideline for functioning of the society and its constituents and govern the operation of all associated rules and regulations. Any provision available under Kerala Service Rules or such other Government Rules for any purpose shall not be applicable to the service under the Co-operative Academy of Professional Education (Kerala) Society, unless such rule is specifically adopted by the society, for the purpose.

PART I
PRELIMINARY

1. SHORT TITLE AND COMMENCEMENT:

- (a) These rules shall be called the **Co-operative Academy of Professional Education General Service Rules**.
- (b) They shall come into force with effect from **01-01-2005***

2. The power to modify these rules and to interpret them in case of doubt shall vest with the Executive Committee.

3. APPLICATION:

These rules shall apply to all the whole time employees appointed to the service under the Co-operative Academy of Professional Education unless otherwise provided by terms of any contract, agreement or letter of appointment. The Executive Committee may exclude, wholly or in any part from the operation of these rules, an employee or any class of such employees, to whom the Executive Committee may decide that the rules cannot suitably be applied and the rules thereupon shall cease to operate to the extend of such exemption.

4. DEFINITIONS:

In these rules unless there is anything repugnant in the subject or context:

- (i) **Academy** means the Co-operative Academy of Professional Education (Kerala) comprising of its Registered Office at Thiruvananthapuram and the institutions thereunder, located at different parts of the State.
- (ii) A person is said to be **appointed to a service** when he/she discharges for the first time the duties of a post borne on the cadre of such service or commences the probation, instruction or training prescribed for members thereof; as the case may be.

Explanation: The appointment of a person holding a post borne on the cadre of one service to hold additional charge of a post borne on the cadre of another service or to discharge the current duties thereof does not amount to appointment to the latter service.

- (iii) **Appointing authority** means the authority empowered to make appointment to the post concerned.
- (iv) **Approved probationer** in a service, class or category means a member of that service, class or category who has satisfactorily completed the probation and awaits appointment as a full member of such service, class or category.
- (v) **Board of Governors** means the Board of Governors of the Co-operative Academy of Professional Education (Kerala) Society.
- (vi) **Cadre** of each service, class or category or grade shall be determined by the Executive Committee.

.....
* Vide decision No. 40.11 dated 07-04-2005 of the Executive Committee

(vii) **Competent authority** in respect of any officer, in so far as any power delegated under these rules is concerned, means the authority to which such power has been delegated and where no such specific delegation has been made, the competent authority is, unless otherwise stated, the authority in whom the power to appoint such officer has been or is vested from time to time.

(viii) **Contract appointment** means a temporary appointment made for filling up any vacancy against any regular or temporary post, or for the discharge of a specific function for a fixed/limited period of time and generally on a consolidated rate of remuneration per month or such other period, in the exigencies of service. Contract appointees are not borne to or will not have any lien to any class, category or cadre of service under the Academy.

(ix) A person is said to be on **duty** as a member of a service, when

- He/she is performing the duties of a post borne on the cadre of such service or is undergoing the probation, instruction or training prescribed for such service;
- He/she is on joining time: OR
- He/she is absent from duty, during vacation or on authorised holidays or casual leave taken in accordance with the instructions regulating such leave issued by a competent authority having been on duty immediately before and immediately after such absence.

(x) **Executive Committee** means the Executive Committee of the Co-operative Academy of Professional Education (Kerala) Society.

(xi) **Full member** of a service means a member of the service who has been appointed substantively to a permanent post borne on the cadre thereof.

(xii) **General rules** means rules in Part II of these rules.

(xiii) **Government** means the Government of Kerala.

(xiv) **Member of a service** means a person who has been appointed to that service and who has not retired or resigned, been removed or dismissed, been substantively transferred or reduced to another service, or been discharged otherwise than for want of vacancy. He may be a probationer, an approved probationer or a full member of that service.

(xv) **Probationer** is a person appointed in or against a post in a service with definite conditions of probation, who has not completed the probation.

Note: A person on probation is one appointed to a post for determining his/her fitness for eventual substantive appointment to that post.

(xvi) **Promotion** means the appointment of a member of any category or grade of a service or a class of service to a higher category or grade of such service or class.

(xvii) A candidate is said to be recruited **direct** to a service, class, category or grade when the appointment is made by the appointing authority, from a list prepared on the advice of the concerned Staff Selection Committee and approved by a competent authority, after duly advertising the post.

(xviii) **Service** means a group of persons classified by the Executive Committee as a special service.

Note: Where the context so requires, 'service' means the period during which a person holds a post or is a member of a service.

(xix) **Special rules** mean the rules in Part III applicable to each service or class of service.

(xx) **Temporary post** means a post carrying a definite rate of pay sanctioned for a limited time.

5. PAY, ALLOWANCES, LEAVE AND OTHER CONDITIONS OF SERVICE

The pay, admissible allowances, leave and other conditions of service for all posts shall be as decided by the Executive Committee from time to time, with due regard to the Government guidelines in respect of such self-financing institutions and the pay, allowances and conditions of contract service prevalent in other self-financing institutions in the State.

6. PROVIDENT FUND

A person holding a post in any service, class or category under the Academy shall be required, if so mandated, to subscribe to the **Employees Provident Fund Scheme**, which shall be regulated by the rules prescribed therefor.

7. DISCIPLINE

Unless otherwise distinctly provided, the whole time of any person, employed under the Academy and whom the Academy pays for the services rendered, shall be at the disposal of the Academy and he/she shall be employed in any manner required by the appropriate authority, without claim for any additional remuneration therefor. No member shall engage himself/herself directly or indirectly in private practice or trade or business or occupation except such work undertaken with the prior permission of a competent authority.

Note: - 1. Every person employed by the Academy should attend office punctually. For every three days' late attendance without permission from an appropriate authority, a day's casual leave will be forfeited. Disciplinary action shall be taken against the employees concerned for late attendance without permission, if there is no casual leave to be forfeited. For this, until separate rules are framed by the Academy, the Kerala Civil Services (C, C & A) Rules, 1960 shall be the guideline.

Note: - 2. Refusal to work by any member, though physically present at the place of duty, by resorting to pen-down strike or stay-in strike or any other method to that extent, shall be treated as unauthorised absence and disciplinary action shall be proceeded against the employees concerned for such offence.

Note: - 3. The concepts of "no-work, no-pay" and "dies-non" will be automatically applicable to all employees of the Academy.

PART II

GENERAL RULES

1. SCOPE OF THE GENERAL RULES

The rules in this part shall apply to all the services contained in Part III (Special Rules) of these rules and the holder of any post whether temporary or permanent in any such service, appointed thereto before or after the date on which these rules come into force as provided in sub-rule (b) of rule (1) in Part I, except to the extent otherwise expressly provided (a) by or under any law for time being in force or (b) in respect of any member of such service by a contract or agreement subsisting between such member and the Academy.

2. RELATION TO THE SPECIAL RULES

If any provision in the general rules contained in this part is repugnant to a provision in the special rules applicable to any particular service contained in Part III, the latter shall, in respect of that service, prevail over the provision in the general rules in this part.

3. APPROVED LIST

- (a) All appointments through direct recruitment to the services shall be made by the appointing authority on the advice of a Staff Selection Committee constituted for the purpose and from a list of candidates prepared in the prescribed manner and approved by a competent authority. The inclusion of a candidate's name in the approved list of candidates for any service or any class or category in a service shall not confer on him/her any claim for appointment to the service, class or category.
- (b) All appointments by way of promotion to higher posts in any class or category of service shall be made by the appointing authority, from a select list of approved members borne on the feeder category posts, who satisfy the mandatory requirements of eligibility for such promotion. For any incumbent, by virtue of his/her being an approved member in the feeder category post alone, shall not confer on him/her any claim for appointment by promotion to a higher post, unless he/she satisfies the mandatory requirements of eligibility prescribed for such promotion.
- (c) In the exigencies of service temporary appointments shall be made on a provisional, contract or adhoc basis or otherwise to fill up short-term vacancies in regular posts or vacancies of temporary posts created for specific purposes. Any person appointed against such a vacancy on provisional, contract or adhoc basis or otherwise shall neither be eligible for any right or privilege of an approved member nor any claim for any regularization and/or future appointment to the service of Academy.

4. APPLICATION FEE

Every candidate for appointment to any service under the Academy, who in response to a notification issued by the appointing authority makes an application shall remit along with such application, a fee as prescribed in such notification.

5. DISCHARGE AND RE-APPOINTMENT OF PROBATIONERS AND APPROVED PROBATIONERS

- (a) The order in which probationers and approved probationers shall be discharged for want of vacancies is
 - (i) probationers in the order of juniority.
 - (ii) approved probationers in the order of juniority.
- (b) Approved probationers who have been discharged for want of vacancies shall be re-appointed as and when vacancies arise, in the inverse of the order laid down in (a) (ii) above.

6. RIGHT OF PROBATIONERS AND APPROVED PROBATIONERS TO RE-APPOINTMENT

A vacancy in any service, class or category shall not be filled up by appointment of a person who has not commenced his/her probation in any such service, class or category when an approved probationer or a probationer therein is available for the appointment.

7. LEAVE

Leave cannot be claimed as a matter of right. When the exigencies of service so require, discretion to refuse or revoke leave of any nature is vested with the competent authority.

(a) Casual Leave

- (i) The maximum number of Casual Leave admissible to every employee under the Academy shall be 12 days in a calendar year.
- (ii) Casual leave can be combined with Sundays and authorized holidays, provided that the resulting period of absence from duty shall not exceed 15 days at a stretch.
- (iii) Casual leave for half – day at a time shall be granted, if applied for.
- (iv) Casual leave cannot be clubbed with any other kind of leave.
- (v) An employee shall proceed on casual leave only with prior approval of the sanctioning authority.

(b) Leave for Non-Vacation Staff

- (i) Earned leave shall be admissible to all members of the non-vacation staff appointed on a regular basis, at the rate of one day per 22 days of service.
- (ii) The maximum earned leave that shall accumulate is limited to 60 days.
- (iii) Earned leave cannot be surrendered for deriving monetary benefit or encashed at the time of termination of service.

(c) Leave for Vacation Staff

- (i) The vacation staff who are on regular service, shall be eligible for an annual vacation of one month in a calendar year. However they shall not be eligible for vacation, during the first year of their service.
- (ii) If any member of the vacation staff is denied of the eligible vacation of one month or part of it, in the exigencies of service, he/she shall be eligible for

earned leave as applicable to the non-vacation staff, on a pro-rata basis, in lieu of such period of vacation denied to him/her.

- (iii) In addition to the vacation, they shall also be eligible for half-pay leave at the rate of one day per 22 days of service.
- (iv) Half-pay leave can be availed as such; however those employees who have satisfactorily completed their probation may avail the same as commuted leave, where one day of commuted leave means 2 days of half pay leave.
- (v) Half-pay leave cannot be surrendered for deriving monetary benefit or encashed at the time of termination of service.
- (vi) Teaching staff may be granted leave without allowances to acquire higher qualifications in the interests of the Academy, subject to the rules and procedures prescribed by the Executive Committee for grant of such leave.

(d) Maternity Leave

- (i) Female employees of the Academy shall be granted maternity leave on full pay for a period of 90 days from the date of its commencement.
- (ii) Maternity leave shall be limited to a maximum of two times in the entire service of the employee.
- (iii) Maternity leave shall not be admissible to provisional/contract appointees.

8. TEMPORARY APPOINTMENT

- (a) (i) Where it is necessary in the interests of the Academy owing to an emergency which has arisen to fill immediately a vacancy in a post borne on the cadre of a service, class or category and there would be undue delay in making such appointment in accordance with these rules and the special rules, the appointing authority may appoint a person otherwise than in accordance with the said rules temporarily.
 - (ii) The person appointed under clause (i) above shall whether or not he/she possesses the qualification prescribed for the service, class or category to which he/she is appointed, be replaced as soon as possible, by a member of the service or an approved candidate qualified to hold the post, under the said rules.
 - (iii) A person appointed under clause (i) shall not be regarded as a probationer in such service, class or category or be entitled by reason only of such appointment to any preferential claim to future appointment to such service class or category.

(b) TEMPORARY SERVICE COUNTING FOR PROBATION

- (i) A probationer in one service who is appointed temporarily to another service under sub-rule (a) (i) above, shall be entitled to count towards his/her probation in the former service the period of duty performed by him/her in the latter service during which he would have held the post in the former service but for such appointment.
- (ii) If a person having been appointed temporarily under sub-rule (a) above to a post borne on the cadre of any service, class or category otherwise than in accordance with the rules governing appointment thereto, is subsequently appointed to the service, class or category in accordance with the rules,

he/she shall commence his/her probation from the date of such subsequent appointment.

9. CONTRACT APPOINTMENTS

(i) If in the opinion of the Executive Committee it is necessary to fill up a post under special provisions, it shall be open to the Executive Committee to make an appointment to such post otherwise than in accordance with these rules. Such appointments shall be on mutually agreed terms and an agreement shall be executed to that effect. Nothing in these rules shall apply to any person so appointed in respect of any matter for which provision is made in such agreement.

PROVIDED that in every agreement made in exercise of the powers conferred by these rules it shall further be provided that in respect of which no provision is made in the agreement, the provision of these rules shall apply.

(ii) A person appointed under sub rule (i) above shall not be regarded as a member of the service in which the post to which he/she is appointed is included and shall not be entitled by reason only of such appointment to any preferential claim to any other appointment in that or in other service.

10. QUALIFICATIONS

The educational and other qualifications required for a post shall be as specified in the special rules applicable to the service in which that post is included or as prescribed by a competent authority, in the absence of approved special rules for such post.

11. NO PERSON SHALL BE ELIGIBLE FOR APPOINTMENT TO ANY SERVICE BY DIRECT RECRUITMENT UNLESS

(a) he/she is not within the upper age limit as prescribed in the Special Rules for recruitment to the post concerned. The upper age limit is relaxable in the following cases, to the extent mentioned therein.

(i) Upper age limit is relaxable by five years for SC/ST candidates and three years for OBC candidates.

(ii) For candidates who are already in the service of the Academy, through a regular appointment, there shall be no upper age limit.

(iii) Candidates applying for faculty positions, if they possess qualifications higher than the minimum prescribed for the post concerned, will be allowed age relaxation commensurate with the normal duration of such course(s) of study leading to the higher qualification(s), provided the acquired higher qualifications are relevant and obligatory for appointment to higher posts in the hierarchy. For this purpose, the extent of relaxation shall be 2 years for M. Tech. and 3 years for Ph. D in Engineering College and 3 years for MD/MS and 3 years for DM/M. Ch. In Medical College.

(b) he/she satisfies the appointing authority that he/she is of sound health, active habits and free from any bodily defect or infirmity rendering him/her unfit for such service.

(c) the appointing authority is satisfied that his/her character and antecedents are such as to qualify him/her for such service.

12. SPECIAL QUALIFICATIONS TO BE ACQUIRED OR SPECIAL TEST TO BE PASSED DURING PROBATION

Where a probationer has, before he/she commenced the probation, already acquired any special qualification or passed any special test prescribed by the special rules or has acquired such other qualification as may be considered by the appointing authority to be equivalent of the said special qualification or special test, he/she shall not be required to acquire such special qualification or to pass such special test again after the commencement of his/her probation.

13. SPECIAL QUALIFICATIONS

No person shall be eligible for appointment to any service, class or category or grade or any post borne on the cadre thereof unless he/she possesses such qualifications and has passed such special test as prescribed OR equivalent, as recognized by the appointing authority.

14. RULES OF RESERVATION

Reservation in appointments shall be only for the lowest post in each class of service (teaching, technical, ministerial) and shall be in accordance with the rules stipulated by the Government of Kerala.

15. SUSPENSION, TERMINATION OR EXTENSION OF PROBATION

- (a) If the work and/or conduct of the probationer is not satisfactory during the prescribed period of probation, or the extended period of probation the appointing authority may
 - (i) at its discretion, by order, terminate the probation of the probationer and discharge him/her from the service after giving him/her a reasonable opportunity to show cause against the action proposed to be taken in this regard, OR
 - (ii) extend the period of probation for a further period as the appointing authority may deem fit.
- (b) (i) If within the period of probation, a probationer fails to acquire special qualification or to pass the special test if any prescribed in the special rules or to acquire such qualification as may be declared by the appointing authority to be equivalent to the said special qualification or special test, the appointing authority shall, by order, discharge him/her from the service unless the period of probation is extended.
 - (ii) if within the period of probation prescribed in the special rules for the service or within the extended period of probation, as the case may be, a probationer has appeared for any such tests or for any examinations in connection with the acquisition of any such qualifications and the results of the tests or examinations for which he/she has so appeared are not known before the expiry of such period, he/she shall continue to be on probation until the publication of the results of the tests or examination for which he/she has appeared.

In case the probationer fails in any of the tests or examinations for which he/she has so appeared, the appointing authority shall, by order, discharge him/her from the service.

- (iii) Any delay in issuing the order discharging a probationer under (b)(ii) shall not entitle him/her to be deemed to have satisfactorily completed the probation.
- (c) NOT WITHSTANDING anything contained in clauses (a) and (b) above, the appointing authority may, at any time before the expiry of the prescribed period of probation suspend the probation of a probationer and discharge him/her from service, for want of vacancy.

16. PROBATIONER'S SUITABILITY FOR FULL-MEMBERSHIP

- (a) At the end of the prescribed or extended period of probation, as the case may be, the appointing authority shall consider the probationer's suitability for full-membership of the service, class or category for which he/she was selected.

PROVIDED that in case the probation was extended under rule 15(a) (ii) or rule 17 solely to enable the probationer to acquire the special qualifications or to pass the prescribed tests, the appointing authority shall consider the probationer's suitability for full membership of the service class or category as soon as the probationer has acquired the special qualification or has passed the prescribed test.

- (b) If the appointing authority decides that a probationer is suitable for such membership, it shall, as soon as possible, issue an order declaring the probationer to have satisfactorily completed the probation. On issue of such an order the probationer shall be deemed to have satisfactorily completed the probation on the date of expiry of the prescribed period of probation or on the date of expiry of the extended period of probation, as the case may be.

PROVIDED in case to which the proviso to sub-rule (a) above applies, the probationer shall be deemed to have satisfactorily completed the probation on the day following the last day of the whole examination or test in which the probationer has acquired the special qualification or has passed the prescribed tests, if such date is earlier than the date of the expiry of the extended period of probation.

- (c) If the appointing authority decides that the probationer is not suitable for such membership, it shall, unless the period of probation is extended, discharge him/her from the service after giving him/her a reasonable opportunity to show cause against the action proposed to be taken in this regard.

17. EXERCISE OF POWERS OF APPOINTING AUTHORITY BY A HIGHER AUTHORITY

The powers conferred on the appointing authority other than the Executive Committee may also be exercised by any higher authority to whom the appointing authority is administratively subordinate whether directly or indirectly.

18. APPEAL AGAINST DISCHARGE

- (a) A probationer who is discharged from service shall be entitled to appeal against an order of discharge within one month from the date of receipt of the order by him/her.
- (b) The authority competent to entertain an appeal may decide on the appeal within one year of the date of such order.

(c) When an order discharging a probationer is set aside on appeal and the probationer is readmitted to service, the period from the date of discharge to the date of such readmission shall be treated as "dies-non". The period of probation undergone by such probationer at the time of his/her discharge shall however count towards the period of probation provided the Appellate Authority specifically orders so. Otherwise, he/she has to start his/her probation afresh.

19. APPOINTMENT OF FULL MEMBERS

An approved probationer shall be appointed as a full member of the service in the class or category for which he/she was selected, in any substantive vacancy which may exist or arise in the permanent cadre of such class or category. If such vacancy existed as on the date on which he/she became eligible for appointment as a full member, his/her appointment may be made with retrospective effect from that date or as the case may be, from any subsequent date from which he/she was continuously on duty as a member of the service in such class or in a higher class or category.

PROVIDED that where more than one approved probationer is available for appointment as full member, the seniormost approved probationer on the date of occurrence of the vacancy shall be appointed.

20. MEMBERSHIP OF MORE THAN ONE SERVICE

No person shall at the same time be a full member of more than one service.

A probationer, an approved probationer or full member of one service who is appointed to be a full member of another service shall cease to be a member to the former service.

21. SENIORITY

(a) Seniority of a person in a service, class, category or grade shall be determined by the date of the order of the first appointment to such service, class, category or grade. If more than one person is appointed by the same order their inter-se seniority shall be in the order given in the appointment order. If more than one person is appointed on the same date by different orders, their inter-se seniority shall be as announced by the appointing authority based on the rank list and rules of reservation wherever applicable.

22. PROMOTION

(a) No member of a service or class of a service shall be eligible for promotion to a promotion post, if any, from the category in which he/she was appointed to that service, unless:

- (i) he/she has satisfactorily completed probation.
- (ii) his/her work and conduct are satisfactory, and
- (iii) no disciplinary action is pending against him/her.

(b) (i) Promotion and appointment according to merit

Appointment to a selection category or grade in a service or class shall be made from the select-list prepared from among members eligible for appointment to such category or grade in accordance with these rules and the special rules, on the basis of merit and ability, the seniority being considered only where merit and ability are approximately equal. The persons included in the select list shall be ranked in the order of their merit.

(ii) Promotion and appointment according to seniority.

All other promotions, subject to the provisions of these rules and special rules shall be made in accordance with the seniority and subject to the person's fitness for appointment.

(iii) Promotion which depends upon the passing of any prescribed examination or test:

Promotion in a service or class which depends upon the passing of any examination or test shall ordinarily be made with reference to the condition existing at the time of occurrence of the vacancies and not with reference to those at the time when the question of promotion is taken up.

23. REVISION OF ORDERS OF APPOINTMENT TO SELECTION CATEGORIES

An order appointing a member of a service or class to a selection category or grade by promotion may be revised by the Executive Committee on an appeal petition submitted by any aggrieved member within six months from the date of passing the order.

24. RESIGNATION

A member belonging to any service, class or category or grade contained in Part III of these rules shall give one months' clear notice to the appointing authority, before he/she tenders his/her resignation of the post he/she is holding. In case he/she does not give one months' notice, he/she shall be liable to pay one month's gross salary to the Academy, in lieu of such notice.

The appointing authority in respect of the service or post in question shall be the authority competent to accept the resignation of a member. The competent authority shall decide the date from which the resignation should become effective.

A member of the service shall, if he/she resigns his/her appointment forfeit not only the service rendered by him/her in the particular post held by him/her at the time of resignation but all his/her previous service under the Academy. He/she shall also forfeit his/her claim for any arrears in pay and allowances or such other pending payments, borne to the Academy funds, which would otherwise have been sanctioned to him/her, but for the resignation.

The re-appointment of such a person to any service under the Academy shall be treated in the same way as a first appointment to such service by direct recruitment and all rules governing such first appointment shall apply to him/her. On such re-appointment he/she shall not be entitled to count any portion of his/her previous service for any benefit or concession under any rule or order.

25. REDUCTION OF FULL MEMBERS:

If a full member of any service, class or category or grade is substantively reduced to a lower service, class, category or grade, he/she shall be deemed to be a full member of the latter. The permanent cadre thereof shall, if there is no vacancy in which he/she could be absorbed, be deemed to be increased by one, temporarily to be adjusted against the next arising regular vacancy.

26. ASSOCIATION OF EMPLOYEES:

No Association of Employees under the service of the Academy shall be formed without the formal approval of the Executive Committee of CAPE. Provided that such approved Association shall not have, as any of its office bearers, any person who is not in service under the Academy.

27. NOTWITHSTANDING anything contained in these rules or in the special rules, the Executive Committee shall have power to deal with the case of any person serving in any capacity under the Academy or any candidate for appointment to a service in such manner as may appear to it, to be just and equitable.

PROVIDED that, where any such rule is applicable to any person, the case shall not be dealt with in any manner less favourable to him/her than that provided by such rule.

28. THE POWERS TO MODIFY, AMEND AND INTERPRET THESE RULES SHALL VEST WITH THE EXECUTIVE COMMITTEE OF THE ACADEMY.

PART III
SPECIAL RULES FOR
THE CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION SERVICE
NOTIFICATION

In exercise of the powers conferred by the proviso to Rule No. 17 (x) of the *Memorandum of Association and Rules* relating to the establishment of the Co-operative Academy of Professional Education (Kerala) Society, the Executive Committee of the Academy makes the following *special rules* for the Co-operative Academy of Professional Education Service comprising of the classes of service shown hereunder:

- I Technical Education Service
- II Medical Education Service
- III General Administration Service

RULES

1. CONSTITUTION

Each class of service shall consist of such categories of posts approved by the Executive Committee to be included thereunder for the purpose of selection and appointment.

2. APPOINTING AUTHORITY

The Director of the Academy shall be the appointing authority for all categories of posts under his administrative control. Appointment to the post of Director shall be made by the Government.

3. METHOD OF APPOINTMENT

The method of appointment to the service in each category shall be as specified in the *Annexures* to these rules.

4. AGE

No person shall be eligible for direct recruitment to the service in the category if he/she is not within the upper age limit as prescribed in the *Annexures* to these rules, as on 1st January of the year in which the notification inviting applications is issued. The upper age limit prescribed is further subject to relaxation, as provided under Rule No. 11 of Part II-General Rules.

5. QUALIFICATIONS

No person shall be eligible for appointment to the service in the category unless he/she possesses the requisite academic qualification and experience (if any) as prescribed in the *Annexures* to these rules.

6. SELECTION

Selection for appointment to various categories of posts shall be made on the basis of the recommendations of the Staff Selection Committee constituted for the purpose.

7. PROBATION

Every person appointed to any of the posts under any of the services shall, from the date on which he/she joins duty, be on probation for

- (i) a total period of two years on duty within a continuous period of three years, if he/she is appointed to such post through direct recruitment OR
- (ii) a total period of one year on duty within a continuous period of two years, if he/she is appointed to such post by promotion.

Note: 1 Every person appointed to the post of Office Assistant and equated categories shall, within the period of probation, pass the departmental test on the Manual of Office Procedure, prescribed by the Government, for common Government departments and conducted by the Kerala Public Service Commission.

Note: 2 Every person appointed to the post of Assistant Engineer (Civil/Electrical) shall within the period of probation, pass the departmental tests prescribed by the Government for comparable posts in the Public Works Department and conducted by the Kerala Public Service Commission.

Note: 3 Every person appointed to the post of Supervisor (Civil/Electrical) shall within the period of probation, pass the departmental tests prescribed by the Government for comparable posts in the Public Works Department and conducted by the Kerala Public Service Commission.

ANNEXURE I

TECHNICAL EDUCATION SERVICE

Note: The requirement of educational qualifications and experience, for the faculty positions under Categories 1 to 6 below shall be as prescribed by the AICTE and approved by the Executive Committee. Accordingly, the qualifications and experience provided for these posts are subject to changes, from time to time.

Category - 1 : PRINCIPAL OF ENGINEERING COLLEGE

(i) Qualifications : (i) Ph. D with a first class (60% marks) degree at Bachelor's or Master's level in the field of Engineering/Technology
(ii) Fifteen years' experience in teaching/industry/research out of which five years should be at the level of Professor or above.
(iii) *Desirable* : Administrative experience in a responsible position

(ii) Method of appointment : By direct recruitment
(iii) Upper age limit : 55 years

Category - 2 : PROFESSOR

(i) Qualifications : (i) Ph. D with a first class (60% marks) degree at Bachelor's or Master's level in the appropriate branch of Engineering/Technology
(ii) Ten years' experience in teaching/industry/research out of which five years should be at the level of Assistant Professor or equivalent.
By direct recruitment
(iii) Upper age limit : 50 years

Category - 3 : ASSISTANT PROFESSOR

(i) Qualifications : (i) Ph. D with a first class degree (60% marks) at Bachelor's or Master's level in the appropriate branch of Engineering/Technology and
(ii) Three years' experience in teaching/industry/research at the level of lecturer or equivalent
OR
(i) First class degree at Master's level in the appropriate branch of Engineering/Technology and
(ii) Five years' experience in teaching/industry at the level of lecturer or equivalent
(iii) Provided that such candidates will be required to obtain Ph.D degree within a period of seven years from the date of appointment as Assistant Professor
By direct recruitment
(iii) Upper age limit : 45 years

Category - 4 : LECTURER (ENGINEERING/TECHNOLOGY)

(i) Qualifications : A first class (60% marks) Bachelor's degree or a first class (60% marks) Master's degree in the appropriate branch of Engineering/Technology
(ii) Method of appointment : By direct recruitment
(iii) Upper age limit : 35 years

Category - 5 : LECTURER (NON ENGINEERING)

(i) Qualifications : (i) A Master's degree with 55% marks
(Prescribed by the AICTE) (ii) Should have cleared the National Eligibility Test (NET) conducted by the UGC
(ii) Method of appointment : By direct recruitment
(iii) Upper age limit : 35 years

Category - 6 : LECTURER (PHYSICAL EDUCATION)

(i) Qualifications : (i) A Master's degree in Physical Education (two year course) or Master's degree in Sports or an equivalent degree with at least 55% of the marks or its equivalent and consistently good academic record
(ii) Record of having represented the university/college at the inter - university/inter - collegiate competitions or the State in national championships
(iii) Passed the physical fitness test
(iv) Should have cleared the National Eligibility Test (NET) conducted by the UGC
(ii) Method of appointment : By direct recruitment
(iii) Upper age limit : 35 years

Category - 7 : COMPUTER OPERATOR

(i) Qualifications : A Bachelor's degree in Computer Engineering or a Master's degree in Computer Applications
(ii) Method of appointment : By direct recruitment
(iii) Upper age limit : 35 years

Category - 8 : INSTRUCTOR

(i) Qualifications : A first class (60% marks) 3 Year Diploma in the appropriate branch of Engineering/Technology
(ii) Method of appointment : By direct recruitment
(iii) Upper age limit : 35 years

Category - 9 : TRADESMAN/TECHNICIAN

(i) Qualifications : (i) Pass in SSLC examination
(ii) National Trade Certificate in the concerned trade
(ii) Method of appointment : By direct recruitment
(iii) Upper age limit : 35 years

ANNEXURE II

MEDICAL EDUCATION SERVICE

Note: The requirement of educational qualifications and experience, for the faculty positions under Categories 1 to 5 below shall be as prescribed by the MCI and approved by the Executive Committee. Accordingly, the qualifications and experience provided for these posts are subject to changes, from time to time.

Category - 1 : PRINCIPAL OF MEDICAL COLLEGE

(i) Qualifications (Prescribed by the MCI)	:	(i) A recognised postgraduate medical qualification and other academic qualification from a recognised institution.
		(ii) Ten years teaching experience as Professor/Associate Professor in a recognised medical college out of which at least 5 years should be as Professor in a department. Preference will be given to heads of departments.
(ii) Method of appointment	:	By direct recruitment
(iii) Upper age limit	:	55 years

Category - 2 : PROFESSOR

(i) Qualifications (Prescribed by the MCI)	:	(i) A recognised post graduate medical qualification in the speciality/subject obtained from a recognised institution
		(ii) Four years teaching experience as Associate Professor in the speciality/subject concerned, in a recognised medical college
		(iii) <i>Desirable</i> : Four research publications indexed in Index Medicus/National Journal and one research publication in the international journal.
(ii) Method of appointment	:	By direct recruitment
(iii) Upper age limit	:	50 years

Category - 3 : ASSOCIATE PROFESSOR

(i) Qualifications (Prescribed by the MCI)	:	(i) A recognised post graduate medical qualification in the speciality/subject obtained from a recognised institution
		(ii) Five years teaching experience as Assistant Professor in the speciality concerned in a recognised medical college
(ii) Method of appointment	:	By direct recruitment
(iii) Upper age limit	:	50 years

Category - 4 : ASSISTANT PROFESSOR

(i) Qualifications (Prescribed by the MCI)	:	(i) A recognised post graduate medical qualification in the speciality/subject obtained from a recognised institution
		(ii) Three years teaching experience as Tutor in the speciality/subject concerned, in a recognised medical college.

(ii)	Method of appointment	:	By direct recruitment
(iii)	Upper age limit	:	45 years

Category - 5 : TUTOR

(i)	Qualifications (Prescribed by the MCI)	:	MBBS Degree obtained from a recognized Medical College
(ii)	Method of appointment	:	By direct recruitment
(iii)	Upper age limit	:	35 years

Category - 6 : LABORATORY TECHNICIAN/TECHNICAL ASSISTANT

(i)	Qualifications	:	(i) General A pass in the Higher Secondary (XII Std) examination under science group or equivalent qualification and a certificate in Word processing & Data Entry Techniques issued by a Government recognised institution.
(ii)	Method of appointment	:	Technical A pass in the Medical Laboratory Technology Examination conducted by the Medical Colleges of Kerala or equivalent qualification.
(iii)	Upper age limit	:	By direct recruitment
		:	35 years

Category - 7 : (i) LABORATORY ASSISTANT/ATTENDANT
(ii) DISSECTION HALL ATTENDANT

(i)	Qualifications	:	(i) General A pass in the SSLC or equivalent examination
(ii)	Method of appointment	:	Technical Laboratory experience for one year in a recognised clinical laboratory
(iii)	Upper age limit	:	By direct recruitment

Category - 8 : MODELLER

(i)	Qualifications	:	(i) General A pass in the SSLC or equivalent examination
(ii)	Method of appointment	:	Technical Diploma in Sculpture and Modelling
(iii)	Upper age limit	:	By direct recruitment

Category - 9 : RECORD CLERK

(i)	Qualifications	:	(i) General: Degree in any discipline and Certificate in Computer Applications issued by a Government recognised institution after a course of duration not less than one year.
		:	OR A 3 year Diploma in Commercial Practice issued by the Technical Education Department
		:	(ii) Technical Medical Record Training Course (6 months) conducted by the Central Government

OR

Medical Record Keeping Course conducted by the Medical College, Thiruvananthapuram

(ii) Method of appointment : By direct recruitment
(iii) Upper age limit : 35 years

Category - 10 : MEDICO SOCIAL WORKER

(i) Qualifications : M. A (Sociology) or M.S.W
Desirable : A certificate in Word processing & Data Entry Techniques issued by a Government recognised institution.
(ii) Method of appointment : By direct recruitment
(iii) Upper age limit : 35 years

Category - 11 : HEALTH INSPECTOR

(i) Qualifications : (i) **General** A pass in the SSLC or equivalent examination
Desirable : A certificate in Word processing & Data Entry Techniques issued by a Government recognised institution.
(ii) **Technical** A pass in the Health Inspector's Certificate Examination conducted by the Medical Colleges in Kerala or an equivalent examination.
(ii) Method of appointment : By direct recruitment
(iii) Upper age limit : 35 years

Category - 12 : HEALTH EDUCATOR

(i) Qualifications : (i) **General** A pass in the SSLC or equivalent examination
Desirable : A certificate in Word processing & Data Entry Techniques issued by a Government recognised institution.
(ii) **Technical** A pass in the Health Inspector's Certificate Examination conducted by the Medical Colleges in Kerala or an equivalent examination.
(iii) Experience as Health Inspector in a Medical College or in its absence in the Health Services Department.
(ii) Method of appointment : By direct recruitment
(iii) Upper age limit : 35 years

Category - 13 : E. C. G TECHNICIAN

(i) Qualifications : (i) **General** A pass in the SSLC or equivalent examination and a certificate in Word processing & Data Entry Techniques issued by a Government recognised institution.
(ii) **Technical** Two years experience in E. C. G work in a Collegiate Hospital

OR

A pass in the Vocational Higher Secondary Examination in E. C. G course.
By direct recruitment
35 years

(ii) Method of appointment
(iii) Upper age limit

Category - 14

: PHARMACIST/PHARMACY CHEMIST

(i) Qualifications

: B. Pharm or M. Sc (Pharmacology)

Desirable : A certificate in Word processing & Data Entry Techniques issued by a Government recognised institution.

(ii) Method of appointment
(iii) Upper age limit

: By direct recruitment
35 years

Category - 15

: AUDIOMETRY TECHNICIAN/AUDIOMATERICIAN

(i) Qualifications

: (i) **General** : A pass in the SSLC or equivalent examination

: (ii) **Technical** : Three years experience as Audiometer with sound knowledge of handling Audiometers.

(ii) Method of appointment
(iii) Upper age limit

: By direct recruitment
35 years

Category - 16

: RADIOPHGRAPHIC TECHNICIAN/RADIOGRAPHER

(i) Qualifications

: (i) **General** : A pass in the Higher Secondary Examination (12th Std.) in Science Group or equivalent examination and a certificate in Word processing & Data Entry Techniques issued by a Government recognised institution.

: (ii) **Technical** : A pass in the two years Radiological Assistant Certificate Course conducted by the Medical College, Thiruvananthapuram or an equivalent qualification.

(ii) Method of appointment
(iii) Upper age limit

: By direct recruitment
35 years

Category - 17

: PHYSIOTHERAPIST

(i) Qualifications

: (i) **General** : A pass in the Higher Secondary Examination (12th Std.) in Science Group or equivalent qualification.

Desirable : A certificate in Word processing & Data Entry Techniques issued by a Government recognised institution.

: (ii) **Technical** : Diploma in Physiotherapy from a recognised institution.

(ii) Method of appointment
(ii) Upper age limit

: By direct recruitment
35 years

Category - 18 : STAFF NURSE

(i) Qualifications : (i) **General** A pass in the SSLC or equivalent examination
Desirable : A certificate in Word processing & Data Entry Techniques issued by a Government recognised institution.

(ii) **Technical** Successful completion of training for a period not less than three years in general sick nursing.

(iii) Certificate of registration with the Kerala Nurses and Midwives Council as Nurse and Midwife in the case of women candidates and as Nurse in the case of male candidates.

(ii) Method of appointment : By direct recruitment

(iii) Upper age limit : 35 years

Category - 19 : NURSING SUPERINTENDENT

(i) Qualifications : (i) **General** A pass in the SSLC or equivalent examination
Desirable : A certificate in Word processing & Data Entry Techniques issued by a Government recognised institution.

(ii) **Technical** Successful completion of training for a period not less than three years in general sick nursing.

(iii) Certificate of registration with the Kerala Nurses and Midwives Council as Nurse and Midwife in the case of women candidates and as Nurse in the case of male candidates.

(iv) Experience as staff nurse in a recognised Medical College Hospital.

(ii) Method of appointment : By direct recruitment

(iii) Upper age limit : 35 years

ANNEXURE III

GENERAL ADMINISTRATION SERVICE

Category - 1 : DIRECTOR

(i) Qualifications : (i) Academic qualifications, same as that prescribed for the post of Principal of Engineering College or Principal of Medical College.

(ii) Method of appointment : (ii) Five years Administrative Experience as Principal of a recognised Engineering College/Medical College or an equivalent position thereto.

(iii) Upper age limit : (iii) **Desirable.** Significant contributions in the field of Professional Education with a proven track record.
By direct recruitment
55 years

Category - 2 : JOINT DIRECTOR

(i) Qualifications : (i) Academic qualifications, same as that prescribed for the post of Principal of Engineering College or Principal of Medical College.

(ii) Method of appointment : (ii) **Desirable.** Administrative Experience as Principal of a recognised Engineering College/Medical College.
By direct recruitment
55 years

(iii) Upper age limit : (iii) By direct recruitment
55 years

Category - 3 : ADMINISTRATIVE OFFICER

(i) Qualifications : (i) Degree in any discipline and Certificate in Computer Applications issued by a Government recognised institution after a course of duration not less than one year.

(ii) Method of appointment : (ii) 25 years of experience in the feeder categories of Academy service or equivalent posts out of which 5 years should be in the rank of Accounts Officer or equivalent post.
By direct recruitment
55 years

(iii) Upper age limit : (iii) By direct recruitment
55 years

Category - 4 : ACCOUNTS OFFICER

(i) Qualifications : (i) Degree in any discipline and Certificate in Computer Applications issued by a Government recognised institution after a course of duration not less than one year.

OR

A 3 year Diploma in Commercial Practice issued by the Controller of Technical Examinations.

(ii) Method of appointment : (ii) 20 years of experience in the feeder categories of Academy service or equivalent out of which 5 years should be in the rank of Office Superintendent or equivalent post.
(iii) Upper age limit : By direct recruitment
50 years

Category - 5 : OFFICE SUPERINTENDENT

(i) Qualifications : (i) Degree in any discipline and Certificate in Computer Applications issued by a Government recognised institution after a course of duration not less than one year.

OR

A 3 year Diploma in Commercial Practice issued by the Controller of Technical Examinations.

(ii) Method of appointment : (ii) Pass in the prescribed departmental tests
(iii) 15 years of experience in the feeder categories of Academy service or equivalent out of which 8 years should be in the rank of Office Assistant Grade I
By promotion from the category of Office Assistant Grade I.

OR
(ii) By direct recruitment, for which the upper age limit shall be 45 years

Category - 6 : OFFICE ASSISTANT: GRADE I

(i) Qualifications : (i) Degree in any discipline and Certificate in Computer Applications issued by a Government recognised institution after a course of duration not less than one year.

OR

A 3 year Diploma in Commercial Practice issued by the Controller of Technical Examinations.

(ii) Method of appointment : (ii) Pass in the prescribed departmental tests
(iii) 6 years of experience in the feeder category of Office Assistant in the Academy service
By promotion from the common category of Office Assistant.

Category - 7 : OFFICE ASSISTANT (COMMON CATEGORY)

(i) Qualifications : Degree in any discipline and Certificate in Computer Applications issued by a Government recognised institution after a course of duration not less than one year.

OR

A 3 year Diploma in Commercial Practice issued by the Controller of Technical Examinations.

(ii) Method of appointment : By direct recruitment
(iii) Upper age limit : 35 years

Category - 8 : LIBRARIAN/ASSISTANT LIBRARIAN

(i) Qualifications : Degree in Library Science
(ii) Method of appointment : By direct recruitment
(iii) Upper age limit : 35 years

Category - 9 : PEON

(i) Qualifications : A pass in Standard VIII with knowledge of cycling
(ii) Method of appointment : By direct recruitment
(iii) Upper age limit : 35 years

Category - 10 : DRIVER

(i) Qualifications : (i) A pass in Standard VIII
(ii) Method of appointment : Driving License for driving heavy duty vehicles
(iii) Upper age limit : By direct recruitment
35 years

Category - 11 : ASSISTANT ENGINEER (CIVIL/ELECTRICAL) FOR CONSTRUCTION WING

(i) Qualifications : B. Tech in appropriate branch of Engineering and Two years experience in a major building project

OR

Diploma in appropriate branch of Engineering and Five years experience in a major building project

(ii) Method of appointment : By direct recruitment
(iii) Upper age limit : 35 years

Category - 12 : SUPERVISOR (CIVIL/ELECTRICAL) FOR CONSTRUCTION WING

(i) Qualifications : Diploma in appropriate branch of Engineering
(ii) Method of appointment : By direct recruitment
(iii) Upper age limit : 35 years

Resolution No. 43.9 dated 23.12.2005 of the Executive Committee

43.9 സഹകരണ അക്കാദമി സർവ്വീസ് റൂളുകൾക്ക് ചില ഭേദഗതികൾ വരുത്തുന്നത് സംബന്ധിച്ച്

നിലവിലുള്ള സഹകരണ അക്കാദമി സർവ്വീസ് റൂളുകൾക്ക് താഴെപ്പറയുന്ന ഭേദഗതികൾ 01.01.2006 മുതൽ പ്രാബല്യം നൽകി നടപ്പിലാക്കുവാൻ കമ്മിറ്റി തീരുമാനിച്ചു.

- i) നോൺ വൈക്കേഷൻ ജീവനക്കാരുടെ വാർഷിക കാഷ്യത്തെ ലിംഗ് 12ൽ നിന്നും 15 ആയി വർദ്ധിപ്പിച്ചു.
- ii) നോൺ വൈക്കേഷൻ ജീവനക്കാർക്ക് കൂടി അർദ്ധവേതന അവധി അനുവദിക്കുവാൻ തീരുമാനിച്ചു.
- iii) അർദ്ധവേതന അവധിക്കാലത്ത് അടിസ്ഥാന ശബ്ദത്തിന്റെ പകുതിയും ആ തുകക്ക് അർഹമായ അലവന്സുകളും വേതനമായി നൽകുവാൻ തീരുമാനിച്ചു.
- iv) ജീവനക്കാർക്ക് മറ്റു ലീഡർ ഇല്ലാതെ വരുമോൾ, അടിയന്തിര ആവശ്യങ്ങൾക്കായി 60 ദിവസം വരെ ശുന്നവേതന അവധി അനുവദിക്കാൻ തീരുമാനിച്ചു.
- v) വനിതാ ജീവനക്കാരുടെ പ്രസവാവധി 135 ദിവസമായി നിശ്ചയിച്ചു.
- vi) പ്രസവാവധിക്ക് പുറമേ വനിതാ ജീവനക്കാർക്ക് 6 ആഴ്ച വരെ മിസ്കാറിയേജ് / അബോർഷൻ ലിംഗ് അനുവദിക്കാൻ തീരുമാനിച്ചു.
- vii) അദ്യാപക ജീവനക്കാരുടെ റിട്ടയർമെന്റ് പ്രായം 60 വയസ്സായും അദ്യാപകതര ജീവനക്കാരുടെത് 58 വയസ്സായും നിശ്ചയിച്ചു.

കൂടാതെ 23.11.2005 മുതൽ പ്രാബല്യത്തിൽ വരുത്തകവെള്ളം സുപ്പർവൈസർ (ഇലക്ട്രിക്കൽ - സബ്സ്റ്റ്രോഷൻ), സുപ്പർവൈസർ (എയർക്കണ്ടിനീഷൻ പ്ലാറ്റ്) എന്നി തൈക്കകളിൽ നിയമനത്തിനുള്ള യോഗ്യതകൾ നിശ്ചയിച്ചു.

നിലവിലുള്ള സർവ്വീസ് റൂളുകൾക്ക് മേൽപ്പറഞ്ഞ ഭേദഗതികൾ നടപ്പാക്കുന്നത് സംബന്ധിച്ച് ഇതോടൊപ്പം ചേർത്തിരിക്കുന്ന Appendix-1ൽ പറയുന്ന മാറ്റങ്ങൾ കമ്മിറ്റി അംഗീകരിച്ചു.

Amendments /additions to Co-operative Academy of Professional Education Service Rules

I. Amendments to leave rules to be effective from 01.01.2005

Existing Rules effective from 01.01.2005	Amended Rules effective from 01.01.2006	Status of the rule
<p>7. LEAVE</p> <p>Leave cannot be claimed as a matter of right. When the exigencies of service so require, discretion to refuse or revoke leave of any nature is vested with the competent authority.</p> <p>(a) Casual Leave</p> <ul style="list-style-type: none"> (i) The maximum number of Casual Leave admissible to every employee under the Academy shall be 12 days in a calendar year. (ii) Casual leave can be combined with Sundays and authorized holidays, provided that the resulting period of absence from duty shall not exceed 15 days at a stretch. (iii) Casual leave for half – day at a time shall be granted, if applied for. (iv) Casual leave cannot be clubbed with any other kind of leave. (v) An employee shall proceed on casual leave only with prior approval of the sanctioning authority. 	<p>7. LEAVE</p> <p>Leave cannot be claimed as a matter of right. When the exigencies of service so require, discretion to refuse or revoke leave of any nature is vested with the competent authority.</p> <p>(a) Casual Leave</p> <ul style="list-style-type: none"> (i) The maximum number of days of casual leave admissible to the vacation staff under the Academy shall be 12 and that for non-vacation staff 15, in a calendar year. However, an employee who has put in less than a year's service will be allowed casual leave on pro-rata basis only. (ii) Casual leave can be combined with Sundays and authorized holidays, provided that the resulting period of absence from duty shall not exceed 15 days at a stretch. (iii) Casual leave for half – day at a time shall be granted, if applied for. (iv) Casual leave cannot be clubbed with any other kind of leave. (v) An employee shall proceed on casual leave only with prior approval of the sanctioning authority. <p>(b) Leave for Non-Vacation Staff</p> <ul style="list-style-type: none"> (i) Earned leave shall be admissible to all members of the non-vacation staff appointed on a regular basis, at the rate of one day per 22 days of service. (ii) The maximum earned leave that shall accumulate is limited to 60 days. (iii) Earned leave cannot be surrendered for deriving monetary benefit or encashed at the time of termination of service. <p>(b) Leave for Non-Vacation Staff</p> <ul style="list-style-type: none"> (i) Amended (ii) No change (iii) Deleted 	<p>7. LEAVE</p> <p>No change</p>

<p>(iv) Half pay leave shall be admissible at the rate of one day for 22 days of service, per every completed calendar year of service which shall be granted only after completion of each year of service. Maximum half pay leave that can accumulate shall be limited to 60 days. Salary payable during half pay leave shall be half the basic pay and allowances admissible for such half-pay.</p> <p>(v) Half-pay leave can be availed as such; however those employees who have satisfactorily completed their probation may avail the same as commuted leave, where one day of commuted leave means 2 days of half pay leave.</p> <p>(vi) Half-pay leave cannot be surrendered for deriving monetary benefit or encashed at the time of termination of service.</p>	<p>(iv) New Rule</p> <p>(v) New Rule</p> <p>(vi) New Rule</p>	<p>(iv) New Rule</p> <p>(v) New Rule</p> <p>(vi) New Rule</p>
<p>(c) Leave for Vacation Staff</p> <p>(i) The vacation staff who are on regular service, shall be eligible for an annual vacation of one month in a calendar year. However they shall not be eligible for vacation, during the first year of their service.</p> <p>(ii) If any member of the vacation staff is denied the eligible vacation of one month or part of it, in the exigencies of service, he/she shall be eligible for earned leave as applicable to the non-vacation staff, on a pro-rata basis, in lieu of such period of vacation denied to him/her.</p> <p>(iii) In addition to the vacation, they shall also be eligible for half pay leave at the rate of one day per 22 days of service.</p> <p>(iv) Half-pay leave can be availed as such; however those employees who have satisfactorily completed their probation may avail the same as commuted leave, where one day of commuted leave means 2 days of half pay leave.</p> <p>(v) Half-pay leave cannot be surrendered for deriving monetary benefit or encashed at the time of termination of service.</p>	<p>(i) No change</p> <p>(ii) No change</p> <p>(iii) Amended</p> <p>(iv) No change</p> <p>(v) No change</p>	<p>(i) No change</p> <p>(ii) No change</p> <p>(iii) In addition to the vacation they shall also be eligible for half pay leave at the rate of one day for 22 days of service, per every completed calendar year of service which shall be granted only after completion of each year of service. Maximum half pay leave that can accumulate shall be limited to 60 days. Salary payable during half pay leave shall be half the basic pay and allowances admissible for such half-pay.</p> <p>(iv) Half-pay leave can be availed as such; however those employees who have satisfactorily completed their probation may avail the same as commuted leave, where one day of commuted leave means 2 days of half pay leave.</p> <p>(v) Half-pay leave cannot be surrendered for deriving monetary benefit or encashed at the time of termination of service.</p>

Amended Rules effective from 01.01.2006**Amended Rules effective from 01.01.2003**

(vi) Teaching staff may be granted leave without allowances to acquire higher qualifications in the interests of the Academy, subject to the rules and procedures prescribed by the Executive Committee for grant of such leave.	(vi) Teaching staff may be granted leave without allowances to acquire higher qualifications in the interests of the Academy, subject to the rules and procedures prescribed by the Executive Committee for grant of such leave.
(d) Maternity Leave	
(i) Female employees of the Academy shall be granted maternity leave on full pay for a period of 90 days from the date of its commencement.	(i) Female employees of the Academy shall be granted maternity leave on full pay for a period of 135 days from the date of its commencement.
(ii) Maternity leave shall be limited to a maximum of two times in the entire service of the employee.	(ii) Maternity leave shall be limited to a maximum of two times in the entire service of the employee.
(iii) Maternity leave shall not be admissible to provisional/contract appointees.	(iii) Maternity leave shall not be admissible to provisional/contract appointees.
(iv) In addition to the admissible maternity leave, leave for miscarriage/abortion, not exceeding 6 weeks shall also be sanctioned.	(iv) In addition to the admissible maternity leave, leave for miscarriage/abortion, not exceeding 6 weeks shall also be sanctioned.

(d) Maternity Leave

- (i) Female employees of the Academy shall be granted maternity leave on full pay for a period of 90 days from the date of its commencement.
- (ii) Maternity leave shall be limited to a maximum of two times in the entire service of the employee.
- (iii) Maternity leave shall not be admissible to provisional/contract appointees.
- (iv) In addition to the admissible maternity leave, leave for miscarriage/abortion, not exceeding 6 weeks shall also be sanctioned.

(d) Maternity Leave**(d) Maternity Leave**

- (i) Amended

- (ii) No change

- (iii) No change

(e) Leave Without allowances

Both vacation and non-vacation employees appointed on regular basis can apply for leave without allowances, not exceeding 60 days, on genuine grounds, provided there is no other leave at his/her credit and the sanctioning authority is convinced of the necessity for the leave and that the function of the concerned institution is not adversely affected. Powers to sanction such LWA shall be vested with the Director, CAPE only. Applications for LWA should be forwarded to the Director, with specific recommendations of the head of institution.

(f) Earned leave for Part-time Contingent Employees

Part-time contingent employees shall be eligible for earned leave at the rate of one day for every 44 days of service and such earned leave shall not accumulate beyond 30 days.

(f) New Rule**(f) New Rule****(f) New Rule**

II. Amendment to Part III – Special Rules for the CAPE Service to be effective from 01.01.2006

A new clause : **8 – Retirement Age** as given below shall be added under “Rules”, after the existing clause **7. Probation**.

Retirement Age

The retirement (superannuation) of an employee appointed on a regular basis shall take effect from the afternoon of the last day of the month in which he/she completes the age prescribed for the post held by him/her. For the purpose of this rule, the age limit prescribed shall be as follows:

(i) Teaching staff	:	60 years
(ii) Non-teaching staff	:	58 years

III. Prescribing the qualifications and method of appointment for the post of Supervisor(Electrical-Substation) and Supervisor (Air-conditioning Plant) to be effective from 23.11.2005.

The posts of Supervisor (Electrical-Substation) and Supervisor (Air-conditioning Plant) shall be added as Category 12 and Category 13 respectively under Annexure –III-General Administration Service of the CAPE Service Rules as detailed below:

<i>Category-13</i>	:	SUPERVISOR (ELECTRICAL-SUBSTATION)
(i)	Qualifications	: (i) Three year Diploma in Electrical Engineering (ii) At least 2 years experience in operation & maintenance of EHT, HT substation & MV installation. Experience in DG set operation desirable.
(ii)	Method of appointment	: By direct recruitment
(iii)	Upper age limit	: 35 years
<i>Category-14</i>	:	SUPERVISOR (AIR-CONDITIONING PLANT)
(i)	Qualifications	: (i) Three year Diploma in Mechanical or Electrical Engineering (ii) At least 2 years experience in operation & maintenance of central air-conditioning plants, package units, split air-conditioning units, chilling plants etc.
(ii)	Method of appointment	: By direct recruitment
(iii)	Upper age limit	: 35 years

Resolution No. 44.7.2 dated 16.01.2006 of the Executive Committee

44.7.2 സഹകരണ മെഡിക്കൽ കോളേജിലും, അക്കാദമിയുടെ കീഴിലുള്ള മറ്റു സ്ഥാപനങ്ങളിലും ഉള്ള വിവിധ അഭ്യാപക്കേതര തസ്തികകളുടെ ശമ്പള സ്കൈയിലുകളും, അവയിൽ നിയമനത്തിനുള്ള യോഗ്യതകളും നിശ്ചയിക്കുന്നത് സംബന്ധിച്ച്.

സഹകരണ അക്കാദമി ഒരു സ്വാഗത്യ സ്ഥാപനമാണെന്നതും, അക്കാദമിയുടെ നിയന്ത്രണത്തിലുള്ള കോളേജുകൾ നടത്തിക്കൊണ്ടുപോകാൻ സർക്കാരിൽ നിന്നും, ധാരതാരു സാമ്പത്തിക സഹായവും ലഭിക്കുന്നില്ല എന്നതും, പ്രസ്തുത സ്ഥാപനങ്ങൾ നിർബാധിക തുടരാൻ വേണ്ട പ്രവർത്തന മൂലധനം വിദ്യാർത്ഥികളിൽ നിന്നും ലഭിക്കുന്ന ഫീസിലും ദേശീയ കണ്ണടത്തേണ്ടതെക്കിലും നിലവിലുള്ള ഫീസ് ഘടന ഇത്തരത്തിലുള്ള ഒരു സാമ്പത്തിക തുലനത്തിന് തികച്ചും അപൂർവ്വമാണെന്നുള്ളതും, അക്കാദമിയുടെ പ്രവർത്തന മൂലധനത്തിൽ വന്നിട്ടുള്ള കമ്മി ബാങ്ക് വായ്പാടിലും ദേശീയ കമ്മിറി പരിഹരിച്ചിട്ടുള്ളത് എന്ന വസ്തുതയും അർഹിക്കുന്ന ശാരവദ്ധത്താട കമ്മിറി വിലയിരുത്തി. ഈ സ്ഥിതിവിശ്രഷ്ടം, തുടരേണ്ടിവരുന്ന സാഹചര്യത്തിൽ അക്കാദമിക്ക് ഭാവിയിൽ ഉണ്ടാക്കാനിടയുള്ള ശുരൂതരമായ സാമ്പത്തിക തകർച്ചയിൽ കമ്മിറി ഉൾക്കൊം രേഖപ്പെടുത്തി. ആയതിനാൽ സാമ്പത്തിക ഭാരം കുറയ്ക്കാൻ വേണ്ടി അക്കാദമിയുടെ ആവർത്തന ചിലവുകൾ പരമാവധി ചുരുക്കുവാൻ ചില അടിയന്തിര നടപടികൾ സ്വീകരിക്കുവാനും കമ്മിറി തീരുമാനിച്ചു.

മേൽ തീരുമാനത്തിന്റെ ഭാഗമായി സഹകരണ മെഡിക്കൽ കോളേജിലും, അക്കാദമിയുടെ മറ്റു സ്ഥാപനങ്ങളിലുമുള്ള വിവിധ അഭ്യാപക്കേതര തസ്തികകൾക്ക് ഇന്നിയൻ / ലോവർ കേഡറുകൾ സ്വീച്ചിക്കുവാനും, പ്രസ്തുത തസ്തികകളുടെ ശമ്പള സ്കൈയിലുകളും, അവയിൽ നിയമനത്തിനുള്ള യോഗ്യതകളും. Appendix-4 തൊക്കാടുത്തിരിക്കുവാനും കമ്മിറി തീരുമാനിച്ചു.

(As approved by the Resolution No. 44.7.2 dated 16.01.2006 of the Executive Committee)

SCALES OF PAY AND QUALIFICATIONS FOR APPOINTMENT TO CERTAIN SUPPORTING STAFF POSITIONS UNDER CAPE

Sl. No.	Designation	Scale of Pay (Rs.)	Qualification
1.	Attender	1760-3050	VIII standard. Pass
2.	Laboratory Assistant		As in Service Rules
3.	Nursing Assistant		Pass in SSLC + 3yr. exp. as NA in a 150-bed Hospital
4.	Dissection Hall Attender		As in Service Rules
5.	Telephone Operator		Pass in SSLC + 1 yr. exp.
6.	Shift Asst. 110 KV Substation		Pass in SSLC +NTC (Electrician)
7.	Attender-cum-peon (Lower)/ Peon (Lower)		Same as for Peon in Service Rules
8.	Jr. Theatre Attendant (Anat.)		As for Lab. Assistant in Service Rules
9.	A/C-Shift Assistant	2060-3200	SSLC +NTC (A/C Mechanic)
10.	Jr. Tradesmen (El.)/ Electrician (Lower)		Same as for Tradesmen (El.) in Service Rules
11.	Plumber		Pass in SSLC +NTC (Plumber)
12.	Jr. ECG Technician		As for ECG Technician in Service Rules)
13.	Generator Operator		Pass in SSLC +NTC (Electrician) + 2 yr. exp.
14.	Diesel Mechanic		Pass in SSLC +NTC (Diesel Mechanic) + 2 yr. exp.
15.	A/C Mechanic		Pass in SSLC +NTC (A/C Mechanic) + 2 yr. exp.
16.	11 KV Substation Operator	2610-3680	Pass in SSLC +NTC (Electrician) + 2 yr. exp.
17.	Jr. PH Nurse		Pass in SSLC + JPHN certificate approved by Govt.
18.	Attender-cum-Driver, (Lower)		Same as for Driver in Service Rules
19.	Asst. Statistician/Jr. Record Clerk		As for Records Clerk in Service Rules
20.	Jr. Oper. Theatre Technician		Dip. in OR Technology + 1 yr. exp. in OT
21.	Jr. Anaesthesia Technician		Dip. in OR Technology + 1 yr. exp. in Anaesthesia
22.	Gas Plant Technician		Dip. in OR Tech. + 2 yr. exp. in Gas Plant
23.	Jr. Health Inspector		Same as for HI in Service Rules
24.	Jr. Office Assistant		Same as for Office Assistant in Service Rules

Sl. No.	Designation	Scale of Pay (Rs.)	Qualification
25.	Asst. Laboratory Technician	2750-4625	Same as for Lab. Technician in Service Rules
26.	Jr. Medico Social Worker		Same as for MSW in Service Rules
27.	Jr. Pharmacist		Pass in HSC + D. Pharm recognized by Govt.; desirable WP&DET
28.	Jr. Radiographers		Same as for Radiographer in Service Rules
29.	Jr. Refractionist		B.Sc. (Optometry) <i>or</i> HSC +Dip. in Opth. Assistance
30.	Jr. Staff Nurse		Same as for Staff Nurse in Service Rules
31.	Jr. Dietician		M.Sc. (Nutrition/Dietetics) or M.Sc. (Home Science with Nutrition)
32.	Jr. Supervisor (Elect.)		Same as for Supervisor (Elect.) in Service Rules
33.	Jr. Asst. Hosp. Administrator		Graduate with 1 yr. Exp. in Hospital Administration.
34.	Jr. Audiologist	3050-5230	B.Sc. (Audiology and speech therapy)
35.	Pharmacy Chemist		As in Service Rules
36.	Nursing Tutor	3590-5400	B.Sc. Nursing with registration in State N&M Council
37.	Sr. Asst. Hosp. Administrator	5500-9075	Graduate with 1 yr. Exp. in Hospital Administration.



DIRECTOR