



GOVERNMENT OF KERALA

Personnel & Administrative Reforms (Advice-C) Department

CIRCULAR

No.7049/Adv.C3/2012/P&ARD. Dated, Thiruvananthapuram, 20th April 2012.

Sub:- Personnel & Administrative Reforms Department-Recruitment to Public Service - Advance intimation to the Kerala Public Service Commission regarding anticipated vacancies - Instructions - Issued.

- Ref:-
1. G.O(Ms)No.232/1971/PD dated, 12.08.1971.
 2. G.O.(P) No.38/1992/P&ARD dated, 18.09.1992.
 3. Circular No.1634/Adv.C3/1999/P&ARD dated, 18.02.1999.
 4. Circular No.4185/Adv.C3/2009/P&ARD dated, 1.06.2009.
 5. Circular No.8040/Adv.C3/2010/P&ARD dated, 11.08.2010.
 6. Circular No.9222/Adv.C3/2011/P&ARD dated 18.06.2011.
 7. G.O.(P) No.170/12/Fin dated, 22.03.2012.

As per the reference first cited, it was ordered that the Appointing Authorities should report to the Kerala Public Service Commission, the vacancies estimated for one year in each category of posts separately by the first of June every year and that if no vacancies are anticipated a 'Nil' report should invariably be sent.

2) Again, as per the Circular 4th cited, all Heads of Departments and Appointing Authorities were directed to see that the anticipated vacancies for the Calendar year that are caused by retirement/promotion/creation/deputation etc. or Non Joining Duty of a candidate advised earlier are assessed and reported to the Kerala Public Service Commission, concerned Administrative Department and Personnel and Administrative Reforms (Advice C) Department in advance latest by the 30th June every calendar year.

3) After the unification of date of retirement of Government employees, anticipated vacancies for the financial year were reported to the Kerala Public Service Commission as per Circular 5th and 6th cited. Now as per G.O. 7th cited unification of the date of retirement of Government employees has been withdrawn.

4) In the above circumstances, in order to avoid delay in assessing and reporting vacancies to the Kerala Public Service Commission Government are pleased to issue the following instructions to the Heads of Departments/Appointing Authorities:-

- (i) The Appointing Authorities should report to the Public Service Commission the anticipated vacancies for the calendar year 2013 (1st Jan 2013 to 31st Dec 2013) in each category of posts separately by the 1st June 2012. If no vacancies are anticipated, a 'Nil' report should invariably be sent. The details of vacancies reported to the Kerala Public Service Commission for the Calendar year 2013 shall be furnished by the Appointing Authorities to the Administrative Department concerned in the Secretariat with copy to Personnel and Administrative Reforms (Advice C) Department by 30th June 2012 without fail in the following format :-

Name of Department	Name of Post	Number of vacancies anticipated	Number of vacancies reported to KPSC	Date of reporting to KPSC
1	2	3	4	5

- (ii) The Appointing Authorities should exercise extreme diligence and accuracy in reporting vacancies to the Public Service Commission. When once the vacancies are reported to the Commission, they should neither be cancelled nor reduced. They should also note that the date of occurrence of the vacancy should be treated as the crucial date for deciding the method of appointment. The practice, if any, of filling the vacancies by promotion/transfer after reporting the vacancies to the Commission should be discontinued.
- (iii) The vacancies on account of leave and deputation with a duration of six months and above should invariably be reported to the Commission. Vacancies of periods between three months and six months should also be reported to the Commission if the vacancies are likely to last long and new vacancies are likely to arise.
- (iv) When there is a ranked list, vacancies shall invariably be filled up from the candidates in that list.
- (v) Provisional appointments through Employment Exchanges shall not be resorted to in respect of any posts for which there is a valid Public Service Commission ranked list.

- (vi) The vacancies that are likely to continue beyond three months should be reported to Public Service Commission.
- (vii) The Heads of Departments/Appointing Authorities will take utmost care in furnishing the correct information on the vacancy position in the prescribed pro forma (appended for ready reference) to Kerala Public Service Commission.
- (viii) The Heads of Departments/Appointing Authorities will furnish quarterly reports on vacancy position in each Department to the Administrative Department concerned in the Secretariat with copy to Personnel and Administrative Reforms (Advice C) Department by 15th of April, July, October and January of every calendar year in the following pro forma:-

QUARTERLY STATEMENT SHOWING THE VACANCY POSITION FOR THE
QUARTER ENDING ON IN RESPECT OF DEPARTMENT

Sl.No.	Category of Post	Number of vacancies at the beginning of the quarter	Number of anticipated vacancies arose during the quarter	Total number of vacancies reported to KPSC	Reasons for not reporting if any
(1)	(2)	(3)	(4)	(5)	(8)

If there are no vacancies a 'Nil' report should invariably be furnished.

5) Any violation of these instructions by any of the Heads of Department/Appointing Authority will be viewed seriously and the officer concerned shall be held personally responsible.

T.J.Mathew,
Secretary.

To

All Additional Chief Secretaries/Principal Secretaries/Secretaries/Special Secretaries.

All Heads of Departments/Appointing Authorities and Offices.

All Chief Executives of Public Sector Undertakings.

All Heads of Autonomous Bodies / Quasi Government Organisations.

All District Collectors.

All Departments (all sections) of the Secretariat including Law & Finance.

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

The Accountant General (A&E), Kerala, Thiruvananthapuram.

The Secretary, Kerala Public Service Commission.

The Secretary, Legislature Secretariat .

The Registrar, High Court of Kerala, Ernakulam.

The Registrar, University of Kerala/Kochi/Kozhikode/Kannur.

The Registrar, Mahatma Gandhi University, Kottayam.

The Registrar, Kerala Agricultural University, Thrissur.

The General Manager, K.S.R.T.C., Thiruvananthapuram.

The Secretary, K.S.E.B., Thiruvananthapuram.

The Advocate General, Kerala, Ernakulam/Thiruvananthapuram Branch.

The Private Secretary to the Chief Minister and other Ministers.

The Private Secretary to the Leader of Opposition, Cantonment House,
Thiruvananthapuram.

The Private Secretary to the Speaker/Deputy Speaker, Legislative
Assembly, Thiruvananthapuram.

The Private Secretary to the Governor, Raj Bhavan, Thiruvananthapuram.

The Additional Secretary to the Chief Secretary.

The Director, Information and Public Relations (for wide publicity).

Stock File/Office Copy.

with C.L.

Forwarded/By Order



Section Officer

PRO FORMA FOR REPORTING VACANCIES FOR THE YEAR

(vide G.O. (P) No.38/92/P&ARD,dated, 18.09.1992)

..... DEPARTMENT

1. Designation of the post with scale of pay :
2. Name of the service to which the post belongs [as :
classified under Kerala Civil Service (Classification,
Control and Appeal) Rules, 1960]
3. Method of recruitment i.e., by direct recruitment (If :
direct recruitment is prescribed as a method of
appointment to be reported to only in the absence of
qualified hands for promotion / transfer, it should also
be made clear whether the method of promotion /
transfer has been tried and if so with what results) or
transfer (the feeder category or categories should be
specified wherever possible) or promotion
4. The rules or orders of Government if any, prescribing :
any of the method under 3 above in respect of the
post, the number and date of Government Order or the
Service Rules to be quoted
5. Qualifications prescribed for each method of :
recruitment including qualification regarding age
6. The rules or orders of Government if any, prescribing :
the qualifications under item 5 above in respect of the
post (Number and date of Government Order or Rule
to be quoted)
7. Number of vacancies (in the case of District-wise :
selections, specify whether vacancies are
Headquarters or District vacancies)

8. Whether the vacancy reported is a fresh one caused :
by retirement / promotion / creation / deputation etc., or
NJD vacancy i.e., vacancy caused by the Non Joining
Duty of a candidate advised earlier
9. If the vacancy is one caused by the Non Joining Duty :
of candidate advised earlier, specify the name/names
of candidates who failed to join duty and the date of
advice of those candidates (use separate sheet if
space in the pro forma is not sufficient)
10. Whether the vacancy has already been reported to the :
Commission, and if so, the number and date of letter
reporting the vacancy and the number and date of
communication if any received from the Commission
may also be furnished
11. The date of occurrence of vacancy :
12. Probable duration of the vacancies :
13. Designation of the appointing authority :
14. Other points if any :

Signature

***Name and Designation of
the Appointing Authority***