

# THE KERALA CO-OPERATIVE SUBORDINATE SERVICE RULES, 1962

1. **Constitution :-** The Service shall consist of the following categories of officers namely :-

- (1) Senior Inspectors including Senior Auditors and Senior Special Inspectors
- (2) Junior Inspectors including Junior Auditors and Junior Special Inspectors

2. **Appointment :-** (a) (i) Appointment to posts in category 1 shall be made by promotion from persons holding posts in category 2.

(ii) Appointment to posts in category 2 shall be made as follows.

(i) Direct recruitment; or

<sup>2</sup>(ii) [Recruitment by transfer from Upper Division Clerks/Upper Division Typist Confidential Assistants grade I and Grade II] employed in the Co-operative Department } or from [Upper Division Clerks/Upper Division Typist] employed in any other Department, or from any service other than the Kerala Ministerial Subordinate Service.

(iii) Recruitment by transfer from among Gramsevakas.]

Provided that appointments by transfer from departments other than the Co-operative Department shall be made only if sufficient number of qualified persons for transfer is not available in the Co-operative Department.

**Note :** Recruitment by transfer from Upper Division Clerks employed in any other department or from any service other than Kerala Ministerial Subordinate Service <sup>4</sup>or from Gramsevakas] shall be made in consultation with the Public Service Commission.

<sup>5</sup>[(b) All vacancies in Category 2 shall be filled or reserved to be filled by direct recruitment or by transfer from other categories or from among Gramsevakas in the ratio 2:2:1]

Provided that the ratio may be changed if no qualified and suitable <sup>5A</sup> [Upper Division Clerks/Upper Division Typists confidential assistants grade I and Grade II] are available for appointment by transfer.

3. **Appointing Authority:-** The appointing authority for both the categories shall be the Registrar of Co-operative Societies.

1. Pub. under G.O.(MS)No.387/PD dt.24-7-62 pub. in K.G.No.31 dt. 31-7-62.

2. Subs. by G.O.(MS) 372/64/Agri. dt.4-6-64 pub. in K.G.Dt. 16-6-64. Again sub. SRO 664/09 pub. in K.G. Vol 54 dated 4.2.2009 adding " Confidential Assistia Grade I and Grade II.

4. **Reservation of Appointments:-** The rules relating to reservation of appointments in Rules 14-i-7) shall apply to the appointment by direct recruitment of Junior Inspectors

5. **Qualifications:-** No person shall be eligible for appointment to the category and by method specified in column (1) and (2) respectively of the table below, unless he possesses the qualifications specified in the corresponding entry in column (3) thereof.

**TABLE**

Category	Method of appointment	Qualification
(1)	(2)	(3)
Senior Inspector	Promotion	Must have passed
	(1) (a) Co-operative Test.	or

(b) Higher Diploma in Co-operation (H.D.C.)

or

(c) Examination in Co-operation, Auditing, Banking and Book keeping, conducted by the Central Co-operative Institute Madras.

or

(d) Co-operative Subordinate Personnel Training Examination:

or

<sup>6</sup>(e) Successful completion of training conducted at the Block Level Co-operative Officers Training Centre at Hyderabad.]

2. Account Test (Lower)

**Note :-** In the case of a person allotted to the State of Kerala from the service under the Government of Madras consequent on the State Reorganization, Account Test for Subordinate Officers, Part I of Madras shall be accepted as sufficient qualification in lieu of Account Test (Lower).

<sup>7A</sup>(A) B.Com degree of a recognised University with Co-operation as special subject

or

Person  
Inspector, Recruitment

Person

(2)	(3)
(B)(i)	B. A, or B. Sc, or B. Com degree of a recognised University and
(ii)	Higher Diploma in Co-operation (H.D.C.) or
*1(BB)	B.Sc. (Co-operation and Banking) Degree of Kerala Agricultural University; or
	Successful completion of Subordinate Personnel Training course conducted by the Co-operative Department;
	or
	*2Junior Diploma in Co-operation awarded by the State Co-operative Union, Kerala].
	or
(C) Diploma in Rural Service with Co-operation as special subject awarded by the National Council for Rural Higher Education;	or
	*3B.Co-op. Degree, (Bachelor of Co-operation) awarded by the Gandhigram Rural Institute (Deemed University)]
	or
*4(D) Post Graduate Diploma in Rural Economics and Co-operation awarded by Sri. Ramakrishna Vidyalyaya Rural Institute, Coimbatore under the auspices of National Council for Rural Higher Education]	
*5[Note:- The post graduate diploma in Rural Economics and Co-operation mentioned in item (D) above is recognised for direct recruitment to the post of Jr. Inspector of Co-op. Societies for a period of 2 years only with effect from 20-11-1964.	
*6(E) In the case of Supervisors/Inspectors/Ministerial Staff employed in Apex/Regional/Central Co-operative Institutions as well as employees of Primary Co-operative Institutions, the following qualifications namely:-	

## (2) Age Limit :-

- (i) Pass in S.S.L.C or equivalent
- (ii) Higher Diploma in Co-operation of Junior Diploma in Co-operation and
- (iii) Minimum service of five years as Supervisor/Inspector or in any ministerial post in Apex/Regional/Central Co-operative institutions in the State or as clerk, Secretary or Manager in Primary Co-operative Institution in the State.
- (1) Must not have completed 36 years of age on the first day of January of the year in which applications for appointment are invited.
- (ii) In the case of Supervisor/Inspector or ministerial staff employed in Apex/Regional/Central Co-operative institutions and in the case of clerk, Manager or Secretary in Primary Co-operative Institutions in the State, they must not have completed 38 years of age on the first day of January of the year in which applications for appointments are invited.]
1. (A) B.Com degree of a recognised University with Co-operation as special subject  
or
- (B) (1) B.A., B.Sc., or B.Com., degree of a recognised university and
- (2) Higher Diploma in Co-operation (H.D.C.) or successful completion of the Subordinate Personnel Training course conducted by the Co-operative Department;
- or
- \*7Junior diploma in Co-operation awarded by the State Co-operative Union, Kerala].
- or
- (C) Diploma in Rural Services with Co-operation as optional subject)

<sup>15</sup>[B. Co-op Degree (Bachelor of Co-operation) awarded by the Gandhigram Rural Institute (Deemed University)]

and

(D)(1) Minimum general educational qualification of the S.S.L.C. Standard

(2) Successful completion of the Subordinate Personnel Training course conducted by the Co-operative department

or

<sup>15</sup>[Junior Diploma in Co-operation awarded by the State Co-operative Union, Kerala],

<sup>16</sup>[XXXXXX]

<sup>17</sup>[11 (i) Service of not less than one year as Upper Division Clerk/Upper Division Typist or service of not less than five years as Confidential Assistant or service of not less than one year in any other post of which the scale of pay is equal to or higher than that of an Upper Division Clerk/Upper Division Typist or service of not less than five years in any other post of the scale of pay which is equal to or higher than that of Confidential Assistant Grade I- and II".

<sup>19</sup>[**Note:-** In the case of [Upper Division Typists Confidential Assistants Grade I and II ] they must have passed Account Test (Lower) and Manual of Office Procedure.]

(2) Service of not less than 5 years as Gramasevaks in the case of recruitment by transfer from among Gramasevaks]

**6. Probation :-** (1) Every person appointed as Senior Inspector shall be on probation for a total period of one year on duty within a continuous period of two years.

ins. by G.O.(P) No.161/95/Co-op. dt.20-11-95 as SRO.1393/95.

Deleted by G.O.(MS) No. 372/64/Agri. dt.4-6-64.

Subs. by G.O.(MS)No. 529/64/Agri. dt.4-6-64 again amended by SRO 664/09 pub. in K.G. Ex Vol 54 dated 4.8.2009 w.e.f. 4.8.09

(2) Every person appointed as Junior Inspector shall be on probation for a total period of two years on duty within a continuous period of three years.

<sup>217</sup>(1) (a) **Training :-** Senior Inspector and Junior Inspectors (including Auditors and Special Inspectors) who have not already undergone training in Co-operation shall successfully undergo the course "Junior Diploma in Co-operation]

<sup>21</sup>(b) Junior Inspectors (including Auditors and Special Inspectors ) who have not already undergone the Intermediate Officers Training shall undergo three months field training. This includes one month with an Extension Officer for Co-operation, one month with an Auditor of co-operative societies and one month in the office of Deputy Registrar. Junior Inspectors (including Auditors and Special Inspectors) who have undergone Junior Officers Training shall undergo the above field training for one month only with an experienced Inspector.

(2) The training under clause (a) of sub rule (1) and the field training under clause (b) shall be completed within the period of probation.]

**8. Tests and Examinations:-** A Junior Inspector appointed by direct recruitment should pass the Account Test (Lower) within the period of probation.

**9. Agreement:-** A person appointed to the service as Senior Inspector or Junior Inspector shall before undergoing the course of training and instruction prescribed in rule 7, execute an agreement in proper form with two sureties binding himself-

- (i) to undergo the entire course of the said training and instruction;
- (ii) to serve in the Co-operative Department for a period of not less than five years after completion of training; and
- (iii) in case he fails to fulfil either of the conditions mentioned in clauses (i) and (ii) to refund to the State Government the total amount drawn by him as pay and allowances excluding travelling allowance during the course of training and instruction prescribed in rule 7.

**10. Transfers and Postings :-** The transfers and postings of Senior Inspectors (including Auditors and Special Inspectors) shall be made by the Deputy Registrars or Chief Auditors (Deputy Registrar (Audit) as the case may be within their jurisdictions. The transfers from the jurisdiction of one Deputy Registrar or Chief Auditor to that of another shall be made by the Registrar of Co-operative Societies.