

THE KERALA LOCAL SELF GOVERNMENT DEPARTMENT AUXILIARY WARDEN RULES,  
2024

**RULES**

**1. Short title and commencement.-** These rules may be called the Local Self Government Department Auxiliary Warden Rules, 2024 and shall come into force with effect from .....

**2. Constitution.-** The Service shall consist of the following categories of Contingent posts, namely :-

**Category 1:** Full-Time Sweeper, Full-Time Nursery Teacher, Full-Time Ferry Man, Full-Time Contingent Worker, Full-Time Librarian, Full-Time Scavenger

**Category 2:** Part Time Sweeper, Part Time Teacher, Part Time Ayah, Part Time Librarian, Part Time Market Sweeper, Part Time Ferryman, Part Time Nursery Teacher, Part Time Watchman, Part Time Sanitation Worker, Part Time Nursery School Ayah, Nursery School Helper, Part Time Anti mosquito Worker, Furnace Operator, Part Time Siren Operator, Part Time Scavenger, Part Time Sluice Watcher, Part Time Pound Keeper, Part Time Road Sweeper, Part Time Night Watchman

**Category 3:** Any other Contingent post not coming under Categories 1 & 2

**3. Appointing Authority –** The appointing authority for all the categories in the service shall be the Joint Director, LSGD of the District.

*Note :- The appointing authority for all the categories in the service of Principal Directorate will be the Director (Rural)*

**4. Method of appointment.-** Appointments to various categories shall be made from a rank list prepared after a due process of selection (interview) from the list of qualified hands furnished by the District Employment Exchange.

Provided further that this rule shall not apply in the case of the appointment of relatives or dependents of the members of the LSGD Service die-in-harness.

*Note:-* Three percent reservation shall be allowed to the physically challenged persons for appointments to the various categories . The appointing authority shall, before making an appointment, however satisfy himself that the duties attached to the relevant category can be performed by a physically challenged person.

5. **Reservation of appointment.**- The rules for the time being in force in the General Rules in Part II of the Kerala State and Subordinate Service Rules, 1958 regarding reservation of appointments for Scheduled Castes/Scheduled Tribes and Other backward Classes shall apply to appointments to the Service.

6.(a) **Qualification regarding age.**- No person shall be eligible for appointment to the service unless he satisfies the appointing authority that he has completed 18 years but not attained 50 years of age as on the first day of January of the year in which the list of qualified hands is requisitioned from the Distri Employment Exchange.

**Provided that**

(1) The upper age limit shall be raised by five years in the case of a person belonging to a Scheduled Caste or a Scheduled Tribe and by three years in the case of a person belonging to the Other Backward Classes;

(2) The maximum age limit shall be 50 years in the case of persons who were within the age limit at the time of registration of their names in the Employment Exchange and whose names remain in the live Registers of the Employment Exchange on the date by virtue of such registration or renewal of such registration.

- b. **Other qualifications.**- The qualifications for appointment to the Service shall be as specified below

1. Pass in Standard VII

2. Adequate physique.- SHOULD BE SATISFIED BY THE APPOINTING AUTHORITY

**7.(a) Transfer-**

- A. A person who is a member of any category of the service may be asked to serve in any of the posts belonging to that category
- B. All transfer shall be made by the Appointing Authority. But the powers vested in this sub-rule, may also be exercised by any higher authority, who comes under the Administrative powers of Appointing Authority.

**7.(b) Transfer on Request-**

(A) Probationers and those who have completed probation who wish to transfer one district to another may be permanently transferred by the director rural. In such a case, those who wish to transfer shall give up their right to seniority under the eleventh rule in the auxiliary warden special

rule, and any of them shall rank last in the list of probationers or full members, as the case may be, on the date of joining the new administrative unit and shall not be entitled to travel allowance to the places of transfer.

**(B)** But if the permanent members are transferred to an administrative unit and there isn't any vacancy for them to continue, they will be transferred back to the same unit from which they have been transferred.

**(C)** An employee on a part-time contingent post is eligible for transfer to a part-time contingent post, and an employee on a full-time contingent post is eligible for transfer to a full-time contingent post only.

**8. Probation.-** Every person appointed to any of the categories specified in the rule shall be on probation for a total period of one year on duty within a continuous period of two years.

**9. Suspension or termination of probation.-** At any time before the expiry of the prescribed period of probation, the appointing authority may-

- a. suspend the probation of a probationer and discharge him from the service for want of vacancy; and
- b. at its discretion by order terminate the probation of a probationer and discharge him from the service after giving him a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

**10. Probationer's suitability for full membership.-**

- a. If, at the end of the prescribed period of probation, the appointing authority considers the probationer to be suitable for full membership, it shall, as soon as possible, by order, declare him to have satisfactorily completed his period of probation. On the issue of that order, the probationer shall be deemed to have satisfactorily completed his period of probation on the date of expiry of the prescribed period of probation.
- b. If, at the end of the prescribed period of probation, the appointing authority does not consider the probationer to be suitable for such membership, it shall, by order, discharge him from the service after giving him a reasonable opportunity to show cause against the action proposed to be taken in regard to him.

**11. Seniority.-**

- a. The seniority of a member in any category of the service shall be determined by the date of the order of his first appointment to such category mentioned in the rule.

- b. The appointing authority shall, at the time of passing an order appointing two or more persons simultaneously to the service, fix the order of preference among them; and seniority shall be determined in accordance with it.
- c. "The appointing authority should take necessary steps to establish seniority and create a separate seniority list for Auxiliary Wardens appointed after the commencement of these rules."
- d. The seniority of workers who were already working in the previous services will be protected.
- e. District wise seniority list of the Auxiliary Wardens appointed after the commencement of these rules shall be prepared by the respective Joint Directors in each district.

## **12. Discharge and reappointment.-**

(i) The order in which probationers and approved probationers in any category shall be discharged for want of vacancies shall be-First, probationers in the order of juniority; and second, approved probationers in the order of juniority.

(ii) Approved probationers and probationers who have been discharged for want of vacancies shall be reappointed as vacancies arise in the inverse of the order laid down in clause (i).

## **13. Appointment of full members.-**

- a. The appointment of approved probationers as full members of the service shall be made by the appointing authority.
- b. An approved probationer shall be appointed as a full member of the service in the category for which he was selected at the earliest possible opportunity, in any substantive vacancy which may exist or arise in the permanent cadre of such category and if such vacancy existed from a date previous to the issue of the order of appointment, he may be so appointed with retrospective effect from such date or, as the case may be, from such subsequent date from which he was continuously on duty as a member of the service in such category or in a higher category:
- c. Provided that where more than one approved probationer is available for such appointment as full member, the senior-most approved probationer on the date of the occurrence of the vacancy shall be appointed.

**Explanation.-** For the purpose of this sub-rule, an approved probationer on leave shall be deemed to be on duty as a member of the service in the category concerned if he would have

been on duty in such category or in a higher category but for his absence on leave.

**14. Pay, allowances, leave salary and other conditions of service.-** The pay, allowances , leave salary and other conditions of service of the members of the service shall be such as may be prescribed by Government from time to time.

**15. Subsistence allowance to members under suspension.-** A member of the service who is placed under suspension shall be entitled to receive payment as subsistence allowance, for the entire period of suspension, an amount equal to one half of the pay and dearness allowance which he would have drawn, had he been on duty.

**16. Promotion :** The members who were appointed to various categories included in the Auxiliary Warden Service on or after the commencement of the LSGD Subordinate Service Special Rule and who are eligible can claim their promotion as recommended in the LSGD Subordinate Service Special Rule.

**17. Superannuation.-** A member of the Category 1 shall retire on the last day of the month in which he completes the age of 60 years and a member of the Category II shall retire on the last day of the month in which he completes the age of 70 years.