

¹[CHAPTER] ²[XXIV](A)**NON - TEACHING STAFF OF AIDED SCHOOLS**

- ³1. The number of persons that may be appointed in the Non- teaching establishment of aided schools may be as follows-

Upper Primary Schools (complete) Basic and Non-Basic - one Peon

High Schools (complete)

1. One Lower Division Clerk for schools with a strength below 1500 and two for schools with a strength of 1500 and above and excluding the strength in the Lower Primary Classes, if any.
2. Peons Two in general.
3. Sweepers and other staff -Two full time posts for Schools having a strength of 700 and above up to 1500, 3 posts for schools having a strength of 1500 and above. ⁴[For strength below 700, only one full time post will be allowed]. These persons are intended to be Sweepers, Scavengers, Watchers, Gardeners etc. ⁵[In computing the strength of High Schools, the strength in Lower Primary classes, if any, shall be excluded].

High Schools (incomplete)

Schools with Std. VIII as the highest		Schools with Std. IX as the highest with a strength of 700 and above but below 1500	Schools with Std. IX as the highest with strength of 1500 and above
Peons	1	2	2
Other members Such as sweepers, watchers etc. }	1 Part-time	1 Full- time 1 Part-time	2 Full- time 1 part-time
Higher Secondary Schools Training School			As for High Schools One Lower Division Clerk One Attender ⁶ [x x x x] One Part-time Sweeper

⁷[Provided that qualified non- teaching staff appointed against sanctioned posts prior to 1969-70 on a regular basis will be allowed to

continue as such. They shall, if they are qualified, be appointed either by transfer or by promotion against permanent vacancies that may arise in the same school or the schools under the same Educational Agency and upon such appointments being made, the posts already held by them as excess shall be abolished. If there are no vacancies for such appointments they may be allowed to continue as such till such posts become vacant by death, retirement, resignation and the like and these posts shall be abolished as soon as they become so vacant.

Note :- (1) In schools where diversified courses are introduced special staff may be sanctioned by the Director according to the nature of the course.

(2) None of the members of non- teaching staff, if any, of the Lower Primary Schools shall be entitled to Government rates of pay].

⁸**[Explanation:-** (I) The posts of Sweepers and other staff mentioned in this rule shall be a feeder category for appointment to the post of peon].

⁹**[Explanation:-** (II) The post of Lower Division Clerk shall be filled up by promotion of ¹⁰[attenders], peons, Sweepers and other staff, if they possess the qualification prescribed for the post of Lower Division Clerk in sub-rule (1) or rule 2. If there are more than one claimant for appointment as Clerk under these categories preference shall be given in the order of ¹⁰[attenders], Peons, Sweepers and other staff. If there are more than one claimant under a particular category, the order of preference shall be according to the date of their first appointment. If the date of first appointment be the same, then preference shall be given with reference to age, the older being given first preference].

¹¹**[1A.** The provisions contained in rules 12, 12B, 12C, 12D, 12E and 15 in Chapter XXIII for the fixation of strength of the teaching staff in aided school shall mutatis mutandis apply to the fixation of strength of the non-teaching staff in aided schools also with exceptions that the strength of schools referred to in rule 1 shall mean effective strength and the effective strength shall be calculated on the basis of the total roll strength and the actual attendance on the date of visit of the Educational Officer to all Upper Primary and High School classes taken together for the purpose of sanctioning posts of non-teaching staff.]

¹²**[2. (1) Qualifications:-**The minimum qualifications of the non-teaching staff shall be as follows:-

Category	Qualifications
1. Clerks	A pass in S. S. L. C. Examination conducted by the Commissioner for Government Examinations, Kerala or its equivalent.
2. Attenders	A pass in S. S. L. C. Examination conducted by the Commissioner for Government Examinations, Kerala or its equivalent.
3. Peons	Should be literate.
4. Other members such as Sweepers, Watchers.	Good Physique]

¹³**(2) Age limits** :-The lower age limit for appointment as a member of the non-teaching staff shall be 18 and the upper age limit 45. No person appointed to the non-teaching staff shall continue in service beyond the age of 60 ¹⁴[and the service beyond the age of 55 years shall not qualify for pension and gratuity].

¹⁵[In reckoning the age - Limit the period of service in the defence services otherwise than as a civilian officer, shall be excluded].

¹⁶**[Note:-** Government may however grant exemption from age limit in cases where the person to be appointed has had long previous experience in similar post to his credit].

3. Salary :- (1) All those who possess the qualification prescribed in Rule 2 shall be paid salary at the Government rates.

(2) The under- qualified persons already in service shall subject to Rule 4 below be paid salary at the rates they were drawing under the managements.

¹⁷[Provided further that under -qualified persons other than clerks who were in service on 1st July 1959, shall be exempted from the qualifications prescribed in sub-rule (1) of rule 2 and shall be paid salary at the Government rates if they have put in a continuous service of not less than 15 years on that date, and in the case of others, when they complete 15 Years of continuous service. They shall however be entitled to arrears of salary only from 1st July 1963. The under qualified clerks holding regular posts will be given a consolidated pay and allowances of Rs. 100 per mensem till they acquire the prescribed qualification or complete 15 years of continuous service].

4. Continuance in old scales:- Notwithstanding anything contained in Rule 3(1) the salary of the non-teaching staff of the aided schools appointed, before 31st May 1957, and continuing in office at the

commencement of Section 9(2) of the Act shall be paid by the Government on the scales applicable to them immediately before 31-5-1957. The pay in the scales should have been arrived at in the normal course of increments. Abnormal increase in pay as disclosed by the acquittance rolls for one year previous to 1-6-1957 or other records of the school shall be ignored.

5. **Option to come to new scales:-** If any member of the non-teaching staff coming under Rule 4, having the prescribed qualifications opts the Departmental scale, he shall be allowed to do so and his pay in the new scale on the date of these Rules come into force shall be fixed in the incremental stage just above his pay in the old scale if the pay in the old scale is not a stage in the new scale. If it is a stage in the new scale the pay shall be fixed at that stage. The option once exercised shall be final.
6. **Excess non-teaching staff:-** (1) The non-teaching staff in the Malabar area in excess of the number fixed by Rule 1 including those in Lower Primary Schools, appointed under the Madras Rule shall continue on the salary and grade allowed by the Department under the Grant-in-aid system. Similarly the excess number in the T.C. area, if any including those in Lower Primary Schools also may be allowed to continue on the salary and grade sanctioned by the managements as evidenced by the acquittance rolls and other records of the school.

Note :- (i) The excess hands appointed after the introduction of the scheme of direct payment of salary ¹⁸[in T.C. area] have no claim to continue and receive salary from Government;

¹⁹[Provided that this rule shall not apply to persons appointed prior to 28-6-1959 in schools coming under Madras Grant-in-aid Code, to posts sanctioned with reference to the scale of non-teaching staff prescribed in the Madras Audit Guide or to those appointed to posts rendered vacant in the normal course] ²⁰[or to persons appointed before 1-10-1968 in schools in the erstwhile Travancore- Cochin area].

(ii) This rule shall not apply to non-teaching staff engaged for sweeping work for which maintenance grant is given as per rules for payment of maintenance grant.

²¹[(2) Vacancies of any category arising in the school shall be filled up by appointment from among the qualified excess and protected non-teaching staff in any category. If there are no such excess and protected non teaching staff in any of the categories, the vacancy shall be filled up by appointing qualified non-teaching staff as provided under rule 7 of Chapter XXIV (B)].

7. Any person appointed to the non-teaching staff of an aided school on or after the 31st May 1957 shall be eligible only for salary at Government rates, if the salary allowed by the management is in excess of the Government rates of Salary.
8. **Leave rules:-** In the matter of casual leave and all other kinds of leave the non- teaching staff in aided school shall be governed by the rules for non-teaching staff of Government schools in the Service Regulations for the time being in force.
- ²²[8A. The rules in Chapter XXVII A relating to pension except rules 8 shall mutatis mutandis apply to the non- teaching staff also who have opted for these rules.].
- ²³[9. Notwithstanding anything contained in these rules, if it is found necessary, Government may by orders extend any ban on the creation of posts, retrenchment of staff etc., affected by them in Government schools to aided schools].
- ²⁴[9A. The manager shall give employment to a dependent of the non-teaching staff of an aided school dying in harness. Government orders relating to employment assistance to the dependents of Government servants dying in harness shall, mutatis mutandis, apply in the matter of such appointments].

1. Added by notification No. Ed. (C. Special 50398/59/EHD. 28-6-59 published in Gazette dated 30-6-59.
2. Chapter XXIV renumbered as XXIV (A) by G. O. (P) 113/65/Edn. dated 20-2-65 published in gazette dt. 23-2-65.
3. Substituted by G.O(P) 199 /69/Edn. dt. 15-5-69 published in Gazette dt. 10-6-69.
4. Substituted for 'For strength 700 and below only one full-time post will be allowed' by G. O. (P) 270/70/Edn. dated 24-06-1970 published in K. G. dated: 07-07-2010
5. Inserted by G. O. (P) 72/74/S. Edn. dated 22-4-74 in gazette dated 25-6-74.
6. The words "in the cadre of Peon" omitted by G. O. (P) 83/85/G. Edn. dt. 2-5-85 published in gazette dt. 25-6-85.
7. Substituted for the existing proviso by G.O. (P) 140/71/S. Edn. dated:11-10-71 in gazette dated 9-11-71 for "Provided that qualified Non teaching Staff appointed against sanctioned posts prior to 1969-70 on regular basis may continue as such till such posts become vacant by retirement resignation and the like. Such posts shall be abolished as soon as they become vacant".
8. Added by G. O. (P) 85/72/S. Edn. dated 17-6-72 in gazette dated 27-6-72.
9. Inserted by G. O. (P) 132/82/G. Edn. dated 17-9-82 published in gazette dated: 19-10-82.
10. Inserted by G. O. (P) 327/2002/G Edn. dated 31-10-2002 published in gazette dated 11-11-2002.
11. Substituted by G. O. (P) 179/88/G. Edn. dt. 7-12-88 published in gazette dt. 10-1-89.

12. Substituted by G. O. (P) No. 10/93/G. Edn. dated 14-1-93 published in Gazette dated 14-1-93. for "2. (I)
Qualifications - The minimum qualifications of the non- teaching staff shall be as follows:-
 Clerks S. S. L. C. Peons Should be literate
 AttendersS. S. L. C. Other members such as sweepers, watchers
 Good physique
13. Added by G.O (P) 61/Edn. dated: 29-01-60 as per notification in gazette dated: 1-3-60.
14. Added by G. O. (P) 14/73/S. Edn. dated 29-1-73 in Gazette dated 27-3-73.
15. Added by notification in Gazette dated 12-2-63.
16. Added by notification in Gazette 23-5-61.
17. Substituted by the notification dt. 6-11-68 in Gazette dated 10-12-68.
18. Inserted by notification dt. 8-3-63 in Gazette dated 2-4-63.
19. Substituted by notification in gazette dated 2-4-63 for "Provided that this shall not apply to persons appointed to posts rendered vacant in the normal course"
20. Inserted by notification dt. 24-6-70 published in Kerala gazette dated: 7-7-70.
21. Rule 6 renumbered as Sub-rule(1) of that rule and after Sub-rule (1) as so renumbered this inserted by G.O (P) 85/72/S.Edn. dated: 17-06-72 dated: 17-6-72 published in gazette dated: 27-6-72.
22. Added by G. O. (P) 14/73/S. Edn. dated 29-1-73 in gazette dated 27-3-73.
23. Added by notification dated: 16-2-67 in gazette dated 28-2-67.
24. Inserted by G.O.(P) 55/90/G.Edn. dt. 30-3-90 published in Kerala Gazette dt. 30-3-90.