

CHAPTER IV

COMMON CATEGORY

- 4.1 As the title suggests, those coming under the above caption are common to all departments. They are appointed to various departments on the basis of a rank list, periodically prepared by the Kerala Public Service Commission. Since those selected get appointments in existing vacancies only, there can be instances when a higher ranked person in the Kerala Public Service Commission list faces stagnation in the concerned department whereas a person ranked lower than him in the same list obtains quicker promotion in another department where promotion opportunities are better. This causes an understandable frustration among similarly recruited employees. *In order to overcome such a situation the Commission recommend that all future appointees may be included in a common list according to the original rank in the Kerala Public Service Commission list and they be moved from one department to another as and when vacancies arise according to their seniority.* If this is done, it will ensure that the higher ranked person is never placed below in rank than a lower ranked person from the same list. Lateral movement from one department to another will also expose him to a wider horizon of activities and in the long run it will be beneficial for the Government. *The Commission recommend that Government may implement this suggestion for all future recruits of the common category.*

Class IV employee (Scale of Pay :2610-3680)

- 4.2 The main demand from various Service Organisations is to increase the quota reservation for this category to the posts of LD Clerk and LD typist. The qualification prescribed for this post is pass in VIIth standard. There is a ratio of 2:1 between Grade II and Grade I (2650-4150). They are eligible for promotion to the post of Attender, Clerical Assistant, Driver, lift operator, duplicating operator etc. 5% quota of the vacancies of LD Clerks and LD Typists are reserved for the qualified personnel of this category securing not less than 40 % marks in the competitive test conducted by the Public Service Commission. A large number of last grade employees now entering service are possessing higher qualifications than the prescribed qualification.
- 4.3 The Commission examined the demand and reiterates the recommendation of the 1997 Pay Revision Committee to enhance the existing 5% quota reserved in the cadre of LD Clerk and LD Typist to Class IV employees securing not less than 40 % marks in the competitive test conducted by the Public Service Commission to 10%. *Corresponding revised scale is recommended for these posts.*

Attender (Scale of pay: 2650-4150)

- 4.4 There is a demand to convert the post of Clerical Attender as LD clerk and to promote the existing Clerical Attenders as LD clerks. The post is the promotion post of Class IV employee and the qualification for this post is

either pass in SSLC or Suitability test conducted by the Public Service Commission. They are eligible for a higher grade on Rs. 2750-4625 in the ratio of 2: 1 between Grade II and Grade I.

- 4.5 Duties and responsibilities of Clerks and Clerical Attenders are different. Appointment to posts of Attender is made by promotion from last Grade Servants. Those who are not possessing SSLC can also get promoted as Attender. Hence Commission finds no reason to allow the request for conversion of the post of Clerical Attender to L.D.Clerk. *Normal revision is recommended*

Lift Operator (Scale of Pay: 2750-4625)

- 4.6 The main demands from this category are (1) transfer facility to the post of LD clerk for those lift operators, possessing SSLC qualification with 5 years service, (2) scale of pay corresponding to UD clerk for Lift operator (HG) and (3) 1:1 ratio promotion between these two grades.

- 4.7 The qualification for this post is pass in I.T.I. for direct recruits. But Class IV employees possessing training in Lift operation are now appointed to this post without any educational qualifications. They are eligible for higher grade in the scale of pay Rs.3050-5230 in the ratio of 2:1

- 4.8 The Commission examined the demands in detail. Scale of pay admissible to this post in Government of India Institutions is Rs.3050-4590. *Taking into consideration the qualification prescribed for direct recruits, it is recommended that the scale of Rs.3050-5230 may be assigned to them by merging the two grades (ie. 2750-4625 and 3050-5230). Further ratio promotion need not be allowed, as they will get time bound grade promotion also.*

Driver (Scale of pay: 3050-5230)

- 4.9 They have demanded the revision of the ratio between driver Gr II, Gr I and Sen.Gr as 1:1:1, creation of the post of Vehicle Supervisor for every 5 drivers and upgradation of scale of pay.

- 4.10 Qualification for this post is pass in VIIIth standard and driving licence. The ratio between Grade II and Grade I (3350-5275) is 2: 1. Appointment to this post is by direct recruitment or by transfer from qualified personnel from Class IV employees. *The Commission examined the demands and taking into consideration the fact that, very often drivers have to adjust their duty hours along with officers whom they serve and the fact that they are responsible for upkeep of the vehicles, the Commission decided to recommend that drivers may be placed in 3 categories i.e., Grade II, Grade I and Senior Grade in the ratio of 2:2:1 with scale of pay of Rs.3050-5230, 3590-5400 and 4000-6090, with a rider that senior grade drivers should invariably be posted with senior level functionaries.*

Roller driver/Assistant Roller driver/Roller cleaner

Scale of pay:

Roller Driver Gr II

Rs.3050-5230

Roller Driver/Asst. Roller driver Rs.2750-4625

Roller cleaner Rs.2650-4150

- 4.11 *The Commission recommends to award the scales of pay corresponding to Rs.3350-5230 to the post of Roller Driver Gr II and Rs.3050-5230 to the posts of Roller Driver/Assistant Roller driver and Roller Cleaner. The Commission also recommend to award the scales of pay corresponding to Rs.3050-5230 to Grade II posts and Rs.3590-5400 to Grade I posts of Motor Boat driver/Boat driver/Tractor driver/Syrang/Engine driver/Motor driver/Loco driver*

Duplicating Machine Operator (Scale of pay: 2650-4150)

- 4.12 It has been represented that last Grade Employees get 4 time bound grades up to the scale of Rs.3350-5275. However, Duplicating Machine Operators do not have the benefit of the 4th grade.
- 4.13 This is a supernumerary post. Last Grade Employees were appointed to this post. If post of Duplicating Machine Operator is not available, Last Grade Employees are entrusted with this work for which an allowance of Rs.20/- per month is admissible.
- 4.14 Ratio promotion is not allowed to this category. *The Commission recommends to grant the next higher scale of Rs.2750-4625 to this post.*

Telephone Operator , Telephone Attendant

- 4.15 It is found that the post of Telephone Operator in High Court as well as Legislature Secretariat carry a scale of pay of Rs.3350-5275. But in many other departments the scale of pay of Telephone Operator is Rs.2650-4150. Also the category, Telephone Attendant is carrying the same scale of pay. As per Special Rules for the post of Telephone Operator, the qualification prescribed is SSLC or its equivalent with six months' experience in PBX system whereas to the post of Telephone Attendant the qualification is 'Minimum general educational qualification of SSLC standard or its equivalent'. Normally, appointment to these posts is by transfer from the Class IV employees possessing the above qualifications. *Since there is disparity between scales of pay of these posts in various departments, Commission recommend to bring these two categories of posts under common category and award the scale of pay corresponding to Rs.3050-5230 to Telephone operator and Rs.2650-4150 to Telephone Attendant with the qualifications prescribed in the Special Rules*

Typist and Fair copy Superintendent

(Scale of pay: LD Typist- 3050-5230, UD Typist - 4000-6090, Sen.Gr Typist- 4600-7125, Sel.Gr. Typist – 4600-8000)

- 4.16 The major demands are 1:1:1:1 ratio promotion to LD, UD, Senior Grade and Selection Grade Typists, upgradation of the scales of pay of Typists, reduction in the period prescribed for transfer appointment to the post of UD clerk, revised scale of pay of Rs.5000-8150 to the post of Typist (Sel Gr), parity in scale of pay of Fair copy superintendent to that of Junior Superintendent and Fair Copy Superintendent (HG) to that of Senior Superintendent and revision of the ratio between typists and FC supdt etc.,

- 4.17** The qualification for this post is SSLC and Typewriting (*Malayalam & English*). The Pay Revision Commission examined all these aspects. A comparison in duties between clerks and typists is not possible as there is vast difference in the nature of duties. Clerk requires pass in account test for elevation to higher posts like UD clerk, Head Clerk, and Junior Superintendent. However, such screening is not insisted for promotion in the case of typists.
- 4.18** Up to 1992 revision, the scale of pay of Junior Superintendent and Fair copy superintendent were same. Even though, the Pay Revision Committee, 1997 recommended same scale of pay (5000-8150) to these categories, Government awarded higher scale (5500-9075) to the post of Junior Superintendent.
- 4.19** The post of Typist (Sel.Gr) was created with effect from 01.04.1996. Hence even before the promotion to the post of Fair Copy Superintendent (HG), a typist will get three promotions with Rule 28-A fixation benefit. *Nevertheless the Commission recommends the scale of Rs.5000-8150 to the post of Selection Grade Typist and the posts of Fair Copy Superintendent at Rs. 5000- 8150 and Fair Copy Superintendent (HG) at Rs.5500-9075, may be merged as one and assigned the scale of pay of Rs.5500-9075.*

Clerk (LD & UD), Head Clerk (Scale of pay: LD Clerk: 3050-5230, UD Clerk: 4000-6090, Head Clerk: 4600-7125)

- 4.20** The service organisations have demanded 1:1:1 ratio promotion among LD/UD/Head clerk, provide promotional avenues up to the post of Administrative Assistant to LD clerks in all departments and 1: 4 ratio between Junior supdt. and clerk.
- 4.21** The qualification for the post of LDC is SSLC. The ratio between LD Clerk and UD Clerk is 1:1. Head clerk (4600-7125) and Junior Superintendent are the promotion posts. One Head Clerk is sanctioned for every 3 to 5 clerks and one Junior Superintendent for every 6 clerks.
- 4.22** Clerks working under Government of India Institutions are expected to do typewriting also. Here Typists do typing work. L.D. Clerks, U.D. Clerks, Junior Superintendent are now eligible for the scale of their counter parts under Government of India. Post of Head Clerk and Junior Superintendent are supervisory. *Both functionaries discharge supervisory responsibilities and since their nature of duties is not dissimilar, the Head clerk may be given the scale of pay corresponding to Rs.5000-8150.*

Confidential Assistant (Scale of pay:

Confidential Assistant Gr II: 3590-5400, Confidential Assistant Gr I: 4600-8000, Confidential Assistant Sen.Gr: 5500-9075, Confidential Assistant Sel.Gr: 6675-10550)

- 4.23** The demands put forward by this category were to upgrade the scales of pay of Confidential Assistants, reduce the period prescribed for by transfer

to the post of UD Clerk from Confidential Assistant, 1:1:1:1 ratio promotion to Confidential Assistants, creation of posts of Personal Assistants, redesignation of posts etc.

4.24 The above demands were examined in detail. Confidential Assistants are in four grades in the ratio 3:3:3:2 from Gr II to Sel. Gr. In addition to this, posts of Personal Assistant (7200-10550) and Personal Assistant HG (7450-11475) are available to Confidential Assistants in Secretariat, Public Service Commission and Advocate General's Office. The qualification for the post is SSLC, Typewriting (English & Malayalam) and short hand (English). Previously Stenographers were in three grades 2:7:12. The ratio was subsequently modified as 2:2:1, 3:3:2 and 3:3:1 among Gr II, Grade I, and Sen. Grade posts. Later, one fourth of Senior Grade post were converted as Selection Grade and ratio among various grades have been modified as 3:3:3:1. Last Pay Revision Commission recommended to modify the ratio of 3:3:3:2 by which two posts out of 11 posts were placed in the scale of Rs.6675-10550 which is admissible to professional categories even though obligatory departmental tests are not insisted to these posts i.e., they need not pass M.O.P. or Account Test. Pass in the above test is expected for promotion from the post of L.D.C. to U.D.C.

4.25 Before 1992 revision, the Confidential Assistants were grouped in to three for the purpose of promotion viz.,

1. Posts in Secretariat Unit (*Administrative Secretariat, Governor's Secretariat, Law, Finance, Personal Staff of Ministers, PSC and DPR*)
2. Posts in High Court and subordinate Courts
3. The posts in other departments not mentioned above.

4.26 The pool system was introduced in 1962 to give promotional avenues to the Confidential Assistants. Now the promotional avenues of the Confidential Assistants have been enhanced and time bound higher grade promotion scheme for 10, 18, and 23 years for total service in the entry post and the regular promotion posts is available. If pool system is abolished, ratio promotion prospects of Confidential Assistants in departments where lesser number of posts exist will get affected, but they can get time bound promotion. There was delay in allowing promotion of Confidential Assistants in various Departments as Revenue or other Department administers the pool system.

4.27 It is seen that the last Pay Revision Committee recommended abolition of pool system that existed in the case of Drivers and allowed ratio promotion. The General Administration Department is of the view that the existing pool system is causing difficulties in administration and they have suggested discontinuance of the same. *The Commission considered all these aspects and recommend abolition of the existing pool system. The existing ratio may be modified as 1:1:1:1 and corresponding revision may be allowed to all grades.*

Common pool Librarians (Scale of pay:
 Librarian Gr I-Rs .7200-11400, Librarian Gr II Rs. 5500-9075,
 Librarian Gr III-Rs. 5000-8150, Librarian Gr IV Rs. 3590-5400

4.28 The Associations have demanded hike in scales of pay, redesignation of the posts, 1:1 ratio promotion to Librarian Gr IV to Gr III and abolition of the system of direct recruitment to the post of Librarian Gr III.

4.29 The posts of Librarian Gr IV to Gr II come under the Kerala Common pool library subordinate service whereas, Librarian Gr I to Senior Grade Librarian come under Kerala Common pool Library Service. The method of appointment, qualification etc of the above posts is as follows:

Category	Method of appointment	Qualification
Senior Librarian/Chief Technical Librarian	Promotion from Scientific Information Officer	Bachelors Degree in any subject and MLISc from a recognised University
Scientific Information Officer	Promotion from Senior Librarian	Bachelors Degree in any subject and MLISc from a recognised University
Senior Librarian	Promotion from Librarian Gr I	Bachelors Degree in any subject and MLISc from a recognised University
Librarian Gr I	(i) By transfer from Librarian Gr II	Bachelors Degree in any subject and MLISc from a recognised University
	(ii) Direct (<i>in the absence of suitable candidates from (i)</i>)	Bachelors Degree in any subject and MLISc from a recognised University and 3 years experience as Librarian
Librarian Gr II	(i) Promotion from Librarian Gr III	Bachelors Degree in any subject and BLISc from a recognised University and 3 years experience as Librarian(25%) / SSLC and Diploma in Library Science or Certificate in Library Science (25%)
	(ii) Direct (50%)	Bachelors Degree in any subject and BLISc acquired undergoing a regular course of study from a recognised University and 3 years experience as Librarian
Librarian Gr III	(i) Promotion from Librarian Gr IV (50%)	Bachelors Degree in any subject and BLISc from a recognised University and 3 years experience as Librarian /SSLC and Diploma in Library Science or Certificate in Library Science
	(ii) Direct (50%)	Bachelors Degree in any subject and BLISc acquired undergoing a regular course of study from a recognised University and 3 years experience as Librarian
	(i) (50%) By transfer from qualified and approved probationers in any category in the subordinated service/Last grade service of Govt. of Kerala	Bachelors Degree in any subject and BLISc from a recognised University and 3 years experience as Librarian /SSLC and Diploma in Library Science or Certificate in Library Science

Category	Method of appointment	Qualification
Librarian Gr IV	(ii) Direct (50%)	Bachelors Degree in any subject and BLISc from a recognised University and 3 years experience as Librarian /SSLC and Diploma in Library Science or Certificate in Library Science

4.30 Librarians are now eligible for 5 level promotions. *The Commission recommend the scale of pay of Rs.4000-6090 to Librarian Gr IV and normal revision to all other posts.*

Senior Superintendent, Administrative Assistant/Accounts Officer

4.31 The demands raised by various service organisations were to sanction 1/3rd Higher Grade posts for initial Gazetted Posts in all departments, reserve all the posts of Administrative Assistant/Accounts Officer as the regular promotion posts of the respective departments, revised scale of pay corresponding to Rs.7800-12975 to Administrative Assistant, 1:1:1 ratio grade promotion to Administrative Officer etc.,.

4.32 The Commission examined the demands in detail and recommend the following:

Senior Superintendent (Scale of pay: 6500-10550)

4.33 Senior Superintendent is the promotion post of Junior Superintendent. 20 % of these posts are in the Higher Grade scale of pay of Rs.7200-11400. The promotion posts of Senior Superintendent are Administrative Assistant/Accounts Officer. The Post of Senior Superintendent is created according to administrative necessity. But most of these are created in lieu of Junior Superintendents.

4.34 Usually post of Junior Superintendent is upgraded to the level of Senior Superintendents. Now demand is being made to restore the post of Junior Superintendent, in addition to the post of Senior Superintendent. The Commission finds no reason for allowing such requests. *Corresponding revision is recommended.*

Accounts Officer (Scale of pay: 7200-11400)

4.35 Appointment is made by promotion from Senior Superintendents and by transfer from Administrative Assistants having Account test (Higher). In certain departments, post of Accounts officer is treated as promotion post of Administrative Assistant. Being a common post, method of appointment to this post should be uniform. As these posts are treated as promotion posts of Senior Superintendent (HG) on Rs.7200-11400, *The Commission recommend next higher scale equivalent to Rs.7450-11475 to the post of Administrative Assistant and Accounts Officer.*

Administrative officer

Administrative Officers are in three grades

<i>Administrative Officer Gr II</i>	<i>Rs. 7800-12975</i>
<i>Administrative Officer Gr I</i>	<i>Rs. 10000-15150</i>
<i>Senior Administrative Officer</i>	<i>Rs. 12600-15600</i>

4.36 Appointment to the post of Administrative Officer Gr II is by direct recruitment from Senior Superintendent of various departments and by transfer from Under Secretaries of Administrative Secretariat in the ratio of 1:1.

4.37 The status of posts of Administrative officer Gr II to Senior Administrative Officer is that of first/second level officers, below the head of office in the Directorates according to the size, function, area of jurisdiction etc, of the respective departments. As such, the scale of pay assigned is also based on functional relativity. *The Commission recommends for the placement of 1/3rd posts of Administrative Officer Gr II on Rs.7800-12975 in the higher grade on Rs.10000-15150 and designated as Administrative Officer and Administrative Officer(HG). The Commission also recommend for the merger of the posts Administrative Officer Gr I and Senior Grade Administrative Officer into one and designated as Senior Administrative Officer and award the higher scale of pay of Rs.12600-15600. The posts of Senior Administrative Officer/Finance Officer/Law Officer earmarked to Secretariat Services in Government Departments will be filled up from Officers of Secretariat carrying the scale of pay corresponding to Rs.12600-15600.*

Divisional Accountant, Financial Assistant & Finance Officer

<i>Scale of pay:</i>	<i>Divisional Accountant</i>	<i>6500-10550</i>
	<i>Divisional Accountant (HG)</i>	<i>7200-11400</i>
	<i>Financial Assistant</i>	<i>7200-11400</i>
	<i>Finance Officer Gr II</i>	<i>7800-12975</i>
	<i>Finance Officer Gr I</i>	<i>10000-15150</i>
	<i>Senior Finance Officer</i>	<i>12600-15600</i>

4.38 The demands from various service organisations were upgradation of the scale of pay of DA and FA, FO etc, 1:1:1 ratio grade promotion to Finance Officer, Change in designation of Financial Assistant to Finance Officer Gr III, Creation of posts of Finance Officers in all departments and reservation of the posts of Finance Officer in District Panchayats to Kerala General Service, handing over of the work of internal audit in all departments and performance audit of Grama panchayats/Dist.Panchayats/Block Panchayats to Finance Officers of Kerala General Service and quota reservation for IAS to Finance Officers in the Kerala General Service.

Appointment to the post of Divisional Accountant is made by

- i. Direct Recruitment
- ii. By transfer from Junior Superintendents of Public Works/Irrigation Department.
- iii. By transfer appointment from U.D. Clerks, similar posts in various departments.

4.39 For direct recruits, degree is essential but for others SSLC and Account Test will be sufficient.

4.40 This post is having parity in scale of pay with that of Senior Superintendent. The Divisional Accountants in Central PWD are eligible for lesser scale. 20% posts of Divisional Accountant are now placed in the higher scale of Rs.7200-11400. Promotion posts include Financial Assistant, Finance officer Gr II, Finance officer Gr I and Senior Finance Officer. *Commission recommends normal revision to this post.*

Financial Assistant

4.41 Divisional Accountants (HG) on Rs.7200-11400 are promoted as Financial Assistant/Accounts officers in the same scale of pay of Rs.7200-11400. *As such, Commission recommend that next higher scale of Rs.7450-11475 may be allowed to the post of Financial Assistant as suggested in the case of Accounts officer.*

Finance Officer Gr II, Gr I and Senior Finance Officer

4.42 As in the case of Administrative Officer, the Finance Officers are the first/second level officers below the Head of Office in the Directorate according to the size, function, and area of jurisdiction, etc., of the respective office/department. The existing patterns of scales of pay of these posts are designed in accordance with the scales of pay of Division/District/Directorate level Head of Office of the departments. *The Commission recommends the higher grade scale of Rs.10000-15150 to Finance Officer Gr II as applicable in the case of Administrative Officer Gr II and redesignated as Finance Officer and Finance Officer (HG). The Commission also recommend for the merger of the posts of Finance Officer Gr I and Senior Finance Officer and to designate it as Senior Finance Officer and assigning the higher scale of pay as in the case of Administrative Officer Gr I and Senior Administrative Officer.*

Technical Categories

4.43 A few posts having ITI qualification are available under Common Categories post. They are;

Plumber, Moulder, Blacksmith Mechanic, Carpenter, Workshop-Mechanic, Electrician, Carpenter Cum Blacksmith, Turner, Fitter and Welder	<i>All these posts are having two grades (Gr II – 2750-4625, Gr I- 3050-5230)</i>
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4.44 In certain Departments, these common category posts were brought under their department special rules and separate scales of pay were allowed. In Ground Water Department comparable posts are placed in the scale of Rs.3050-5230. *Hence it is recommended that posts having technical qualification (ITI) placed in the lower scale of Rs.2750-4625, with higher grade on Rs.3050-5230 may be allowed the scale of Rs.3050-5230 by merging the two grades.*

4.45 The existing and proposed scales of pay of the posts coming under Common category are as follows:

	Designation	Existing Scale of pay	Proposed scale of pay
a	Senior Administrative Officer	12600-15600	20700-26600
a	Administrative Officer Gr I	10000-15150	
b	Administrative Officer Gr II	7800-12975	12930-20250
c	Senior Finance Officer	12600-15600	20700-26600
c	Finance Officer Gr I	10000-15150	
d	Finance Officer Gr.II	7800-12975	12930-20250
	Financial Assistant/Accounts Officer	7200-11400	12250-19800
	Administrative Assistant	7200-11400	12250-19800
e	Divisional Accountant	6500-10550	10790-18000
e	Senior Superintendent (and Equated posts like Manager)	6500-10550	10790-18000
	Junior Superintendent (and Equated posts like Manager)	5500-9075	9190-15510
	Fair Copy Superintendent (HG)	5500-9075	9190-15510
f	Fair Copy Superintendent	5000-8150	
	Head Clerk/Head Accountant (and equated posts)	4600-7125	8390-13270
	Upper Division Clerk (and equated posts)	4000-6090	6680-10790
	Upper Division Accountant	4000-6090	6680-10790
	Accountant	4000-6090	6680-10790
	Store Clerk	4000-6090	6680-10790
	Auditor	4000-6090	6680-10790
	Store Keeper	4000-6090	6680-10790
	Clerk cum Accountant	4000-6090	6680-10790
	Cashier	4000-6090	6680-10790
	Assistant Store Keeper	4000-6090	6680-10790
	Store Assistant	4000-6090	6680-10790
	Accounts Clerk	4000-6090	6680-10790

^a The posts of Administrative Officer Gr I and Senior Administrative Officer are merged into one and designated as Senior Administrative Officer and will be in the higher scale of pay corresponding to Rs.12600-15600

^b 1/3rd posts of Administrative Officer Gr II will placed in the Higher Grade scale of pay corresponding to Rs.10000-15150 and redesignated as Administrative Officer and Administrative Officer (HG)

^c The posts of Finance Officer Gr I and Senior Finance Officer are merged into one and designated as Senior Finance Officer and will be in the higher scale of pay corresponding to Rs.12600-15600

^d 1/3rd posts of Finance Officer Gr II will placed in the Higher Grade scale of pay corresponding to Rs.10000-15150 and redesignated as Finance Officer and Finance Officer (HG)

^e 20% of the posts will be in the Higher Grade of pay corresponding to Rs.7200-11400.

^f The posts of Fair Copy Suptd. And Fair Copy Suptd. (HG) will be merged to Fair Copy Superintendent and allowed the revised scale of pay of Rs.5500-9075

	<i>Designation</i>	<i>Existing Scale of pay</i>	<i>Proposed scale of pay</i>
	Clerk cum Accountant	4000-6090	6680-10790
	Steward Clerk	4000-6090	6680-10790
	Clerk cum Cashier	4000-6090	6680-10790
	Sergeant	4000-6090	6680-10790
^g	Lower Division Clerk (and equated posts)	3050-5230	4990-7990
	Store cum Record Keeper	3050-5230	4990-7990
	Record Keeper	3050-5230	4990-7990
	Store Clerk	3050-5230	4990-7990
	Copyist	3050-5230	4990-7990
	Accountant	3050-5230	4990-7990
	Clerk cum Cashier	3050-5230	4990-7990
	Assistant Cashier Clerk	3050-5230	4990-7990
	Store Keeper	3050-5230	4990-7990
	Clerk cum Storekeeper	3050-5230	4990-7990
	Auditor	3050-5230	4990-7990
	Record cum Store Keeper	3050-5230	4990-7990
	Assistant Store Keeper	3050-5230	4990-7990
	Tally Clerk	3050-5230	4990-7990
	Clerk Steward	3050-5230	4990-7990
	Store Assistant	3050-5230	4990-7990
	Cashier	3050-5230	4990-7990
	Store Keeper cum Clerk	3050-5230	4990-7990
	Clerk cum Accountant	3050-5230	4990-7990
	Junior Accountant	3050-5230	4990-7990
	Cashier cum Clerk	3050-5230	4990-7990
	Confidential Assistant Sel. Gr.	6675-10550	11070-18450
	Confidential Assistant Sen. Gr.	5500-9075	9190-15510
	Confidential Assistant/Steno Typist Gr I	4600-8000	7990-12930
^h	Confidential Assistant/Steno Typist Gr II	3590-5400	5930-9590
	Typist (Sel. Gr)	4600-8000	8390-13270
	Typist (Sen. Gr)	4600-7125	7990-12930
	Upper Division Typist	4000-6090	6680-10790
ⁱ	Lower Division Typist	3050-5230	4990-7990
	Clerk cum Typist	3050-5230	4990-7990
	Clerk Typist	3050-5230	4990-7990
	Typist Clerk	3050-5230	4990-7990
	Driver Gr I	3350-5275	5930-9590

^g The existing ratio of 1:1 between LD and UD will continue

^h The ratio between the four grades will be modified to 1:1:1:1

ⁱ The existing ratio between the four grades will continue

	Designation	Existing Scale of pay	Proposed scale of pay
j	Driver Gr II	3050-5230	4990-7990
	Binder Gr I	3350-5275	5510-8590
k	Binder Gr II	2750-4625	4510-7480
	Driver cum operator/Projectionist and similar categories	3590-5400	5930-9590
	Cinema Operator/Projectionist Gr I	3350-5275	5510-8590
k	Cinema Operator/Projectionist Gr II	2750-4625	4510-7480
	Audio Visual Trailer Operator Gr I	3350-5275	5510-8590
k	Audio Visual Trailer Operator Gr II	2750-4625	4510-7480
	Chief Operator (Audio Visual)	4500-7000	7480-11910
	Artist/Photographer/Artist cum Photographer	5000-8150	8390-13270
	Artist/Photographer/Artist cum Photographer	4500-7000	7480-11910
	Artist/Photographer/Artist cum Photographer and similar category	3350-5275	5510-8590
	Attender Gr I	2750-4625	4510-7480
	Clerical Attender/Technical Attender Gr I	2750-4625	4510-7480
	Clerical Assistant (and similar categories) Gr I	2750-4625	4510-7480
k	Attender Gr II	2650-4150	4400-6680
	Clerical Attender/Technical Attender Gr II	2650-4150	4400-6680
	Clerical Assistant (and similar categories) Gr II	2650-4150	4400-6680
	Common Pool Librarians		
l	Librarian Gr I	7200-11400	11910-19350
	Librarian Gr II	5500-9075	9190-15510
	Librarian Gr III	5000-8150	8390-13270
	Librarian Gr IV	3590-5400	6680-10790
	Miscellaneous Categories		
	Telephone Operator	3050-5230	4990-7990
	Telephone Attendant	2750-4625	4510-7480
	Roller Driver Gr I	4000-6090	6680-10790
	Roller Driver Gr II	3050-5230	5510-8590
	Roller Driver/Assistant Roller Driver	2750-4625	4990-7990
	Roller Cleaner	2650-4150	4990-7990
	Lorry Cleaner	2650-4150	4400-6680
	Oil Engine Driver	3050-5230	4990-7990

^j 1/5th of the posts of Drivers will be placed in the Senior Grade at the proposed scale of pay of Rs.6680-10790. The Senior Grade Drivers should invariably be posted with the Senior level Functionaries of that department. The ratio between Gr II, Gr I and Senior Grade will be 2:2:1

^k The existing ratio between Gr II and Gr I will continue

^k The existing ratio between Gr II and Gr I will continue

^l Those who come under UGC scheme will be given UGC scales of pay

	<i>Designation</i>	<i>Existing Scale of pay</i>	<i>Proposed scale of pay</i>
	Driver cum Mechanic/Driver Mechanic	3050-5230	4990-7990
	Workshop Mechanic/Motor Mechanic/Fitter	3050-5230	4990-7990
	Motor Boat Driver Gr I	3350-5275	5930-9590
^m	Motor Boat Driver Gr II	2750-4625	4990-7990
	Tractor Driver/Boat Driver/Syrang Gr I	3350-5275	5930-9590
^m	Tractor Driver/Boat Driver/Syrang Gr II	2750-4625	4990-7990
	Engine Driver Gr I	3350-5275	5930-9590
^m	Engine Driver Gr II	2750-4625	4990-7990
	Motor Driver Gr I	3350-5275	5930-9590
^m	Motor Driver Gr II	2750-4625	4990-7990
	Loco Driver Gr I	3350-5275	5930-9590
^m	Loco Driver Gr II	2750-4625	4990-7990
	Driver cum Cleaner Gr I	3350-5275	5930-9590
^m	Driver cum Cleaner Gr II	2750-4625	4990-7990
	Carpenter Gr I	3050-5230	4990-7990
	Turner Gr I	3050-5230	
	Moulder Gr I	3050-5230	
	Welder Gr I	3050-5230	
	Blacksmith/Smith Gr I	3050-5230	
	Electrician Gr I	3050-5230	
	Plumber Gr I	3050-5230	
	Mechanic Gr I	3050-5230	
	Workshop Mechanic Gr I	3050-5230	
	Fitter Gr I	3050-5230	
	Carpenter cum Blacksmith Gr I	3050-5230	
ⁿ	Carpenter Gr II	2750-4625	
ⁿ	Turner Gr II	2750-4625	
ⁿ	Moulder Gr II	2750-4625	
ⁿ	Welder Gr II	2750-4625	
ⁿ	Blacksmith/Smith Gr II	2750-4625	
ⁿ	Electrician Gr II	2750-4625	
ⁿ	Plumber Gr II	2750-4625	
ⁿ	Mechanic Gr II	2750-4625	
ⁿ	Workshop Mechanic Gr II	2750-4625	
ⁿ	Fitter Gr II	2750-4625	
ⁿ	Carpenter cum Blacksmith Gr II	2750-4625	
	Lift Operator (HG)	3050-5230	4990-7990

^m The ratio between Gr II and Gr I will be modified to 1:1

^m The ratio between Gr II and Gr I will be modified to 1:1

ⁿ The existing two grades will be merged into one and allowed the higher scale corresponding to 3050-5230

	<i>Designation</i>	<i>Existing Scale of pay</i>	<i>Proposed scale of pay</i>
°	Lift Operator	2750-4625	
	Stencil Operator/Roneo Operator/Duplicate Operator	2650-4150	4500-7480
	Duffedar (HG)	2750-4625	4510-7480
^p	Duffedar	2650-4150	4400-6680
	Mochee	2650-4150	4400-6680
	Class IV Employee Gr I	2650-4150	4400-6680
^q	Class IV Employee Gr II	2610-3680	4300-5930

° The posts of Lift Operator and Lift Operator (HG) will be merged to one as Lift Operator and allowed the scale of pay corresponding to Rs.3050-5230

^p Higher grade will be applicable as in the case of Attenders

^q The existing ratio between Gr II and Gr I will continue