



## GOVERNMENT OF KERALA

General Administration (AIS A) Department

No. AIS-A1/74/2021-GAD

27/09/2021, Thiruvananthapuram

### CIRCULAR

Sub: IAS –Appointment by selection for the year 2020 – Nomination from the category of Non SCS Officers – called for – Reg.

Ref: 1 Letter No. 14015/12/2021-AIS (1) dated 09.09.2021 from the Department of Personnel and Training, Government of India.

2 G.O.(Ms) No. 106/2014/GAD dated 05.05.2014

As per the provisions in IAS (Appointment by Selection) Regulations 1997, Government of India appoints officers not belonging to the category of State Civil Service of the State Government, to IAS under Non State Civil Service (Non SCS) quota. State Government have to furnish proposals containing the names of eligible officers in this regard for the year 2020 to Union Public Service Commission. The number of officers to be included in the zone of consideration is limited to five times the available vacancies.

*As per IAS (Appointment by Selection) Regulations 1997, officers of outstanding merit and ability and not belonging to the State Civil Service but serving in connection with the affairs of the State, who satisfy the following eligibility conditions as on 01.01.2020 are eligible for consideration in the Non SCS category.*

- i) Should have completed not less than 8 years of continuous Service under the State Government on the first day of January of the year (here 01.01.2020) in which his case is being considered in any post, which has been declared equivalent to the post of Deputy Collector in the State Civil Service.*
- ii) Should hold a gazetted post in a substantive capacity and*
- iii) Should not have attained the age of 56 years as on 01.01.2020*
- iv) An officer who is facing departmental inquiry and who is having adverse remarks or of doubtful integrity cannot unequivocally said to be of outstanding merit and ability.*
- v) A person who having been included in an earlier select list and who has*

*not been appointed by the Central Government, will not be considered again.*

The State Government as per the Government Order referred to above (**Annexure III**) have issued guidelines for the selection of officers not belonging to the category of State Civil Service for consideration for appointment to IAS under Non SCS quota. As per the conditions laid down in the order, the Authority designated for nominating the eligible officers not belonging to the category of State Civil Service are the Secretaries/Principal Secretaries / Additional Chief Secretaries under whom the candidate has been working for a period not less than one year during the last 3 years.

As per the letter referred to as 1<sup>st</sup> above, Government of India have determined 02 (two) vacancies for preparing the select list for the year 2020 for appointment by selection in the Kerala Cadre of IAS under (Non SCS) quota. Nominations of the eligible officers not belonging to the category of State Civil Service, who meet the eligibility criteria as on 01.01.2020, are invited, for considering them for being included in the zone of consideration for appointment to IAS from Non SCS quota for the year 2020. The nominations should be submitted by the Additional Chief Secretaries/Principal Secretaries /Secretaries concerned only. **The nominations received directly from the applicants will not be considered.** Selection shall be conducted as per the extant guidelines issued by UPSC in this regard.

The posts in various departments which carry the scale of pay of Deputy Collector (₹63700-123700/- - Pre-revised ₹45800-89000) are considered equivalent to the post of Deputy Collector. In the case of departments where there do not exist any post carrying scale of pay of ₹63700-123700/- (Pre-revised ₹45800-89000), the post which carry the next higher scale of pay should be considered equivalent to the post of Deputy Collector.

The officers from Government Departments, except those belonging to uniformed services, only are eligible to be considered for selection to IAS. The officers belonging to boards/public sector undertakings/autonomous bodies are not eligible to be considered for selection to IAS. The nominated officers should be confirmed in a gazetted post.

The Secretaries/Principal Secretaries/Additional Chief Secretaries shall nominate eligible officers in the **Annexure I** proforma enclosed with a detailed Assessment Report & Integrity Certificate (**Annexure II**). The Annual Confidential Reports should be up to date and complete in all respects as per the existing instructions/orders on maintenance of Annual Confidential Reports of Officers i.e., the Annual Confidential Reports should have been written by the Reporting Officers and reviewed by the Reviewing

Officers/Authority indicating the dates of reporting/reviewing and specifying the name of Reporting/Reviewing Officers/Authority and duly accepted by Accepting Authority as per Confidential Report Regulations. The Reports should be shown to the reportees and representation if any received against adverse remarks in the report should be disposed off. The defects noticed in the Annual Confidential Reports should be rectified by the Department concerned before furnishing the same to this Department. The proposals are to be sent to this Department at the level of Additional Chief Secretaries /Principal Secretaries /Secretaries.

Nominations should contain the following documents/information

- i. Assessment Report of the nominating authority about the nominated officer.
- ii. Statement in Annexure I proforma
- iii. Integrity certificate in Annexure II proforma
- iv. The Annual Confidential Reports of the nominated officer for ten years upto 31.12.2020.
- v. Biodata (6 copies) in Annexure IV proforma along with details various performances and achievements with supporting documents.

Nomination complete in all aspects with the Assessment Report should reach this Department on or before 16th October, 2021.

Dr V P Joy  
Chief Secretary

Forwarded/By order,

Signed by Sumod

Date: 28-09-2021 09:48:05

Reason: Approved  
Section Officer.

To:

1. All Additional Chief Secretaries/Principal Secretaries/Secretaries.
2. Information and Public Relations Department
3. The General Administration (Computer Cell) Department.
4. The Web and New Media, Information and Public Relations Department.  
(for giving wide publicity and uploading to the website gadsplais.kerala.gov.in)

**STATEMENT SHOWING THE PARTICULARS OF NON-SCS OFFICERS WHOSE  
CASES ARE PROPOSED TO BE CONSIDERED FOR APPOINTMENT TO IAS  
UNDER THE IAS (APPOINTMENT BY SELECTION) REGULATIONS 1956.**

1	Sl.No	
2	Name	
3	PEN No.	
4	Designation and official address	
5	Mobile No. & email id	
6	Date of Birth	
7	Date of continuous appointment to a post declared equivalent to the post of Deputy Collector in the State Civil Service. The designation, pay scale and classification (Class I or II) of the post held should be indicated	
8	Date of confirmation in a gazetted post. (Copy of order to be enclosed)	
9	Designation of the gazetted post in which the officers has been confirmed as per rules.	
10	Whether the officer belongs to SC/ST	
11	Details of disciplinary/criminal proceedings, if any pending	
12	Details of penalties imposed, if any, during the entire career	

Nominating Authority.

**INTEGRITY CERTIFICATE**

I have seen the entries in the Annual Confidential Records of  
Shri/Smt.....  
..... in respect of his/her integrity and I  
certify his/her integrity.

Name :

Designation :



**GOVERNMENT OF KERALA**

Abstract

IAS - Guidelines for Nomination of Officers for inclusion in the zone of consideration for selection to the IAS from Non State Civil Service Officers - Revised guidelines - Orders issued.

**GENERAL ADMINISTRATION (SPECIAL A) DEPARTMENT**

**G.O.(Ms) No. 106/2014/GAD**

Dated Thiruvananthapuram, 05.05.2014.

Read:- 1) G.O.(Rt) No. 715/2003/GAD dated. 24/01/2003.  
2) G.O.(Rt) No. 2390/2009/GAD dated 01/04/2009.  
3) G.O.(Rt.) No. 3263/2013/GAD dated 22.04.2013.

**ORDER**

As per the Government Order read as 3<sup>rd</sup> paper above, Government had issued guidelines for the assessment of eligible candidates for inclusion in the zone of consideration for selection to IAS from Non State Civil Service officers. The Zone of Consideration for selection to the IAS from the Non State Civil Service officers for the year 2013 was constituted through the aforesaid guidelines. But the Selection Committee chaired by the Chairman, Union Public Service Commission did not find anyone, included in the Zone of Consideration, eligible for selection to IAS.

2. Government have examined this matter in detail. It is found that the parameters contained in the guidelines were too rigid and did not leave much room for State to make an appropriate assessment. Also a major reason for all candidates failing was the poor performance of the officers at the final interview.

3. A Committee chaired by the Chief Secretary with Additional Chief Secretary (Finance), Additional Chief Secretary (Home & Vigilance) and Additional Chief Secretary (Higher Education & Social Justice) as members have studied the aforesaid issues and suggested a revised guidelines for selection of Non State Civil Service officers.

4. In this circumstances Government are pleased to revise the guidelines issued vide Government Order read as 3<sup>rd</sup> paper above for nomination of officers for inclusion in the zone of consideration for selection to the IAS from Non State Civil Service Officers as given in the Annexure to this Government Order.

5. Government Order read as 3<sup>rd</sup> paper above stands modified to the above extent.

(By Order of the Governor)

E.K.Bharat Bhushan

Chief Secretary to Government.

To

The Secretary to Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, Government of India,  
New Delhi-110 001 (with CL)

The Secretary, Union Public Service Commission, Dholpur House, Shahjahan  
Road, New Delhi (With CL)  
The General Administration (SC/Spl C) Departments  
The Web and New Media Division, I&PRD  
(for uploading in [www.gadsplais.kerala.gov.in](http://www.gadsplais.kerala.gov.in))

Copy to:

The Principal Secretary to Chief Minister  
The Private Secretary to Chief Minister  
The Additional Secretary to Chief Secretary  
CA to Additional Secretary, General Administration (Spl A&C) Departments.  
Disposals leading to G.O.(Rt)No. 3263/2013/GAD dated 22/04/2013.  
SF/OC.

Forwarded/By Order,

  
Section Officer

13.11.11

**REVISED GUIDELINES FOR NOMINATION OF OFFICERS FOR INCLUSION IN THE ZONE OF CONSIDERATION FOR SELECTION TO THE IAS FROM NON STATE CIVIL SERVICE OFFICERS**

1. (Nominations of officers fulfilling the conditions for selection to be obtained from any of the Secretaries/Principal Secretaries/Additional Chief Secretaries, under whom a candidate has been working for the last 3 years, for a period not less than one year.)
2. The Secretaries /Principal Secretaries /Additional Chief Secretaries should send nominations of officers along with an assessment report on the performance of the officer.
3. Chief Secretary will first assess the suitability of an officer on the basis of the performance appraisal report, assessment report and the parameters mentioned in serial no :6 of the guidelines and the qualified persons will be called for an interview.
4. The total of 100 marks for evaluating the performance of the officer will be distributed as follows:

I.	Gradings in the previous 5 years Annual Confidential Report	- 50
II.	Distinctions earned in Government service	- 10
III.	Field Experience	- 10
IV.	Interview	- 30
5. Maximum of 50 marks will be set apart for the Annual Confidential Report (ACRs). Each of the ACR shall be examined as to whether the reporting /reviewing officers have carefully considered the Performance of the officer and whether the number of "A" Grades have been properly substantiated. For the purpose of computation "A" grade will be awarded 5 marks "B" grade will be awarded 4 marks and Zero marks for lower grades. In the instances where the reporting officer has not substantiated the reason for the number of "A" grades there is no justification to consider such "A" Grade as superior to "B" Grades and hence in such a performance Appraisal report both A and B grades may be given 4 marks each. In case of gaps in the ACRs, the previous ACRs up to a maximum of 3 years will be considered to make up a total of 5 years. The average of the marks in respect of performance appraisal shall be taken for the final reckoning.



6. **Distinctions earned in Government service means** - Recognition granted for specific contribution in implementing new initiatives/ programmes in the preceding 5 years, Good service entries awarded by Government which are reflected in the ACR for the concerned period, State / National level awards, International exposure during the period under reference.

7. **INTERVIEW**

A maximum of 30 marks shall be awarded based on the suitability for appointment to IAS, as assessed by a committee consisting of Chief Secretary (Chairman), 3 Additional Chief Secretary level Officers nominated by Chief Secretary and Secretary, General Administration.

8. Punishment, if any awarded in the entire career of the officer will be counted as disqualification.
9. The moderation envisaged in ACRs through various Government Orders shall be dispensed with in the case of consideration of ACRs for selection to the IAS.
10. Chief Secretary will select suitable officer based on the above Guidelines for inclusion in the zone of consideration for selection to IAS from among the nominations received.

**Bio-Data of Non SCS Officers**

1. Name of Officer:
2. Date of Birth:
3. Educational Qualifications:
4. Whether belongs to SC/ST/OBC:
5. Date of Confirmation in Gezatted posts:
6. Present Post held:
7. (i) Date of appointment to the post which has been declared equivalent to the post of Dy. Collector in the State Civil Service:  
  
(ii) Name of the Post:  
  
(iii) Whether holding that post substantively and the date since when:

8. Details of Gazetted posts held:

Sl No	Name of the posts held	Category of posts	Period	Scale of Pay	Duties (In Brief)

9. Achievements in Brief (including publications if any):
10. Trainings undergone: