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കേരള ഗസറ്റ്
KERALA GAZETTE

അസാധാരണം
EXTRAORDINARY

ആധികാരികമായി പ്രസിദ്ധപ്പെടുത്തുന്നത്

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GOVERNMENT OF KERALA

Abstract

**FISHERIES DEPARTMENT—SPECIAL RULES FOR KERALA STATE CO-OPERATIVE
FEDERATION FOR FISHERIES DEVELOPMENT LTD. (MATSYAFED)—**

APPROVED—ORDERS ISSUED.

FISHERIES AND PORTS (A) DEPARTMENT

G. O. (P) No. 5/2016/F&PD. Dated, Thiruvananthapuram, 17th February, 2016.

**Read:—1. Letter No. MFed/E1/7787/96 dated 26-10-2004 of the
Managing Director, Matsyafed.**

**2. Letter No. A11(1)30606/98/CW dated 29-9-2011 of the
Kerala Public Service Commission, Thiruvananthapuram.**

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33/1254/2017/S-14.

ORDER

The Managing Director, Matsyafed as per the letter read as 1st above forwarded the draft Special Rules of Matsyafed and requested to approve the same so as to make appointments to various posts sanctioned to the Federation for the effective and smooth functioning of the Federation. The Kerala Public Service Commission as per the letter read as 2nd paper above has agreed to the rules subject to certain modification.

Government having considered the matter in detail and are pleased to approve the Special Rules for the Kerala State Co-operative Federation for Fisheries Development Ltd. (Matsyafed) as detailed in Annexure to this Government Order subject to the condition that promotion/appointment in the non-sanctioned post as per Special Rules shall be made only after getting the posts formally sanctioned by the Government or the Director of Fisheries.

By order of the Governor,

P. MARA PANDIYAN, IAS,
Additional Chief Secretary.

The Director of Fisheries, Thiruvananthapuram.

The Managing Director, Matsyafed, Thiruvananthapuram.

The Secretary, Kerala Public Service Commission, Thiruvananthapuram
(with C/L).

The Principal Accountant General (A&E)/(Audit), Kerala,
Thiruvananthapuram.

The Deputy Director-II, Information and Public Relations
Department (for uploading in Government Website).

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ANNEXURE

I. Short Title and Commencement

(i) These rules may be called the Recruitment Rules for the Kerala State Co-operative Federation for Fisheries Development Limited (MATSYAFED) F(T) 738 for appointment and promotion to various categories of service in the Federation.

(ii) This shall be come into force with effect from the date of the Government Order.

II. Constitution

The service shall consist of the following categories of employees, viz.:

<i>Sl. No.</i>	<i>Category No.</i>	<i>Name of Category</i>
(1)	(2)	(3)
1	Category 1	Managing Director
2	Category 2	General Manager
3	Category 2 (a)	Manager (Personnel)
4	Category 2 (b)	Deputy General Manager (Projects)
5	Category 2 (c)	Deputy General Manager (Aquaculture)
6	Category 2 (d)	Deputy General Manager (Commercial Operation)
7	Category 2 (e)	Deputy General Manager (Engineering)
8	Category 2 (f)	Deputy General Manager (Finance, Accounting & Internal Audit)
9	Category 2 (g)	Deputy General Manager (Extension & Mass Communication)
10	Category 4	Manager (Aquaculture)
11	Category 4 (a)	Manager (Commercial Operation)
12	Category 4 (b)	Manager (Projects)
13	Category 4 (c)	Manager (Extension & Mass Communication)

(1)	(2)	(3)
14	Category 4 (d)	Manager (Net Factory)
15	Category 4 (e)	Manager (Ice & Freezing Plant)
16	Category 4 (f)	Manager (District Offices)
17	Category 4 (g)	Executive Engineer
18	Category 5	Assistant Executive Engineer
19	Category 5 (a)	Executive Assistant to Managing Director
20	Category 5 (b)	Deputy Manager (Aquaculture)
21	Category 5 (c)	Deputy Manager (Commercial Operation)
22	Category 5 (d)	Deputy Manager (Projects)
23	Category 5 (e)	Deputy Manager (Extension & Mass Communication)
24	Category 5 (f)	Deputy Manager (Net Factory)
25	Category 5 (g)	Deputy Manager (Ice & Freezing Plant)
26	Category 5 (h)	Deputy Manager (Hatcheries)
27	Category 6	Assistant Engineer
28	Category 7	Assistant Manager (Aquaculture)
29	Category 7 (a)	Assistant Manager (Commercial Operation)
30	Category 7 (b)	Assistant Manager (Projects)
31	Category 7 (c)	Assistant Manager (Extension & Mass Communication)
32	Category 7 (d)	Assistant Manager (Net Factory)
33	Category 7 (e)	Assistant Manager (Production Net Factory)
34	Category 7 (f)	Assistant Manager (District Offices)

(1)	(2)	(3)
35	Category 7 (g)	Assistant Manager (Ice & Freezing Plant)
36	Category 7 (h)	Assistant Manager (Hatcheries)
37	Category 7 (i)	Assistant Manager (Finance, Accounting & Internal Audit)
38	Category 7 (j)	Assistant Manager (Personnel)
39	Category 8	Accounts Officer (Finance, Accounting & Internal Audit)
40	Category 8 (a)	Production Supervisor (Net Factory)
41	Category 8 (b)	Production Supervisor (MIFP)
42	Category 8 (c)	Fair Copy Superintendent
43	Category 9	Office Superintendent
44	Category 9 (a)	Confidential Assistant (Selection Grade)
45	Category 10	Project Officer
46	Category 10 (a)	Accountant
47	Category 10 (b)	Computer Programmer
48	Category 10 (c)	Technologist
49	Category 10 (d)	Confidential Assistant (Senior Grade)
50	Category 10 (e)	Operator Selection Grade
51	Category 10 (f)	Typist Selection Grade
52	Category 11	Confidential Assistant (Grade-I)
53	Category 11 (a)	Overseer Grade-I
54	Category 11 (b)	Refrigeration Supervisor
55	Category 11 (c)	Electrical Supervisor
56	Category 11 (d)	Operator Senior Grade
57	Category 11 (e)	Typist Senior Grade
58	Category 12	Operator Grade-I
59	Category 13	Confidential Assistant (Grade-II)

(1)	(2)	(3)
60	Category 13 (a)	Assistant Grade-I
61	Category 13 (b)	Typist Grade-I
62	Category 14	Overseer Grade-II
63	Category 14 (a)	Driver Senior Grade
64	Category 14 (b)	Driver Grade-I
65	Category 15	Operator Grade-II
66	Category 16	Assistant Grade-II/Junior Assistant
67	Category 16 (a)	Telephone Operator
68	Category 16 (b)	Typist Grade-II/Data Entry Operator
69	Category 16 (c)	Overseer Grade-III
70	Category 16 (d)	Clerk-cum-Salesman
71	Category 16 (e)	Lab Assistant
72	Category 16 (f)	Mechanic (Electrical/Refrigeration/Boiler Operator)
73	Category 16 (g)	Driver Grade-II
74	Category 17	Salesman
75	Category 17 (a)	Office Attender Senior Grade
76	Category 18	Office Attender Grade-I
77	Category 18 (a)	Operator Grade-III
78	Category 19	Store Keeper
79	Category 19 (a)	Watchman
80	Category 19 (b)	Helper
81	Category 19 (c)	Office Attender Grade-II
82	Category 19 (d)	Sales Assistant
83	Category 19 (e)	Store Assistant (Net Factory)
84	Category 19 (f)	Store Assistant (Ice and Freezing Plant)

(1)	(2)	(3)
85	Category 19 (g)	Farm Worker
86	Category 19 (h)	Hatchery Assistant
87	Category 19 (i)	Sweeper
88	Category 19 (j)	Vehicle Supervisor
89	Category 20	Part Time Sweeper

III. Appointment

Appointment to the various categories shall be made as follows:—

<i>Sl. Category No. No.</i>	<i>Name of post & Scale of Pay</i>	<i>Method of Appointment</i>
(1)	(2)	(3)
1	Category 1	Managing Director
2	Category 2	General Manager
3	Category 2 (a)	Manager (Personnel)
		Appointment by Government
		1. Promotion from Deputy General Manager of Matsyafed.
		2. If no suitable hands are available, appointment on deputation from Officers not below the rank of Joint Secretary.
		1. Direct recruitment through PSC.
		2. If suitable hands are not available, appointment on deputation from Officers not below the rank of Under Secretary.

(1)	(2)	(3)	(4)
4	Category 2 (b)	Deputy General Manager (Projects)	<ol style="list-style-type: none"> 1. By Promotion from Manager. 2. If suitable hands are not available, appointment on deputation from Officers of Fisheries Department/College/Universities not below the rank of Joint Director.
5	Category 2 (c)	Deputy General Manager (Aquaculture)	<ol style="list-style-type: none"> 1. By Promotion from Manager. 2. In the absence of qualified hands for promotion Direct Recruitment through PSC.
6	Category 2 (d)	Deputy General Manager (Commercial Operation)	<ol style="list-style-type: none"> 1. By Promotion from Manager. 2. In the absence of qualified hands for promotion Direct Recruitment through PSC.
7	Category 2 (e)	Deputy General Manager (Engineering)	<ol style="list-style-type: none"> 1. By Promotion from Executive Engineer of MFed. 2. In the absence of qualified hands for promotion Direct Recruitment through PSC.

(1)	(2)	(3)	(4)
8	Category 2 (f)	Deputy General Manager (Finance, Accounting and Internal Audit)	1. By Promotion from Manager (Finance). 2. In the absence of qualified hands for promotion Direct Recruitment through PSC.
9	Category 2 (g)	Deputy General Manager (Extension & Mass Communication)	1. By Promotion from Manager. 2. In the absence of qualified hands for promotion Direct Recruitment through PSC.
10	Category 4	Manager (Aquaculture)	By Promotion from Deputy Manager
11	Category 4 (a)	Manager (Commercial Operation)	By Promotion from Deputy Manager
12	Category 4 (b)	Manager (Projects)	By Promotion from Deputy Manager
13	Category 4 (c)	Manager Extension & Mass Communication	By Promotion from Deputy Manager
14	Category 4 (d)	Manager (Net Factory)	By Promotion from Deputy Manager
15	Category 4 (e)	Manager (Ice & Freezing Plant)	By Promotion from Deputy Manager
16	Category 4 (f)	Manager (District Offices)	By Promotion from Deputy Manager
17	Category 4 (g)	Executive Engineer	By Promotion from Assistant Executive Engineer

(1)	(2)	(3)	(4)
18	Category 5	Assistant Executive Engineer	1. By Promotion from Assistant Engineer with prescribed qualification. 2. In the absence of qualified hands for promotion Direct Recruitment through PSC.
19	Category 5 (a)	Executive Assistant to Managing Director	Selection from among the employees of Matsyafed not below the rank of Assistant Manager
20	Category 5 (b)	Deputy Manager (Aquaculture)	By Promotion from Assistant Manager
21	Category 5 (c)	Deputy Manager (Commercial Operation)	By Promotion from Assistant Manager
22	Category 5 (d)	Deputy Manager (Projects)	By Promotion from Assistant Manager
23	Category 5 (e)	Deputy Manager (Extension & Mass Communication)	By Promotion from Assistant Manager
24	Category 5 (f)	Deputy Manager (Net Factory)	By Promotion from Assistant Manager with prescribed qualification
25	Category 5 (g)	Deputy Manager (Ice & Freezing Plant)	By Promotion from Assistant Manager
26	Category 5 (h)	Deputy Manager (Hatcheries)	By Promotion from Assistant Manager

(1)	(2)	(3)	(4)
27	Category 6	Assistant Engineer	1. By Promotion from Overseer Grade-I 2. In the absence of qualified hands for promotion Direct Recruitment through PSC
28	Category 7	Assistant Manager (Aquaculture)	By Promotion from Project Officer
29	Category 7 (a)	Assistant Manager (Commercial	By Promotion from Project Officer Operation)
30	Category 7 (b)	Assistant Manager (Projects)	By Promotion from Project Officer
31	Category 7 (c)	Assistant Manager (Extension & Mass	By Promotion from Project Officer Communication)
32	Category 7 (d)	Assistant Manager (Net Factory)	By Promotion from Project Officer
33	Category 7 (e)	Assistant Manager (Production Net Factory)	By Promotion from Production Supervisor
34	Category 7 (f)	Assistant Manager (District Offices)	By Promotion from Project Officer
35	Category 7 (g)	Assistant Manager (Ice & Freezing Plant)	By Promotion from Project Officer
36	Category 7 (h)	Assistant Manager (Hatcheries)	By Promotion from Project Officer

(1)	(2)	(3)	(4)
37	Category 7(i)	Assistant Manager (Finance, Accounting and Internal Audit)	By Promotion from Accounts Officer.
38	Category 7(j)	Assistant Manager (Personnel)	By Promotion from Office Superintendent with prescribed qualification
39	Category 8	Accounts Officer (Finance, Accounting and Internal Audit)	By Promotion from Accountants with prescribed qualification (Accountant)
40	Category 8(a)	Production Supervisor (Net Factory)	By Promotion from Senior Grade Operator
41	Category 8(b)	Production Supervisor (Ice and Freezing Plant)	1. By Promotion from Senior Grade Attender with prescribed qualification 2. In the absence of qualified hands for promotion Direct Recruitment through PSC
42	Category 8(c)	Fair Copy Superintendent	By Promotion from Selection Grade Typist.
43	Category 9	Office Superintendent	By Promotion from Assistant Grade-I
44	Category 9(a)	Confidential Assistant (Selection Grade)	By Promotion from Confidential Assistant Senior Grade.
45	Category 10	Project Officer	By Direct Recruitment through PSC

(1)	(2)	(3)	(4)
46	Category 10(a) Accountant		<ol style="list-style-type: none"> 1. By Promotion from Assistant Grade-I with prescribed qualification. 2. Direct recruitment through PSC. 3. Promotion/Direct Recruitment in 1:1 ratio.
47	Category 10(b) Computer Programmer		<ol style="list-style-type: none"> 1. By Promotion from Selection Grade Typist with prescribed qualification. 2. In the absence of qualified hands for promotion Direct Recruitment through PSC.
48	Category 10(c) Technologist		By Direct Recruitment through PSC
49	Category 10(d) Confidential Assistant (Senior Grade)		By Promotion from Confidential Assistant (Grade I)
50	Category 10(e) Operator Selection Grade		By Promotion from Operator Senior Grade
51	Category 10(f) Typist Selection Grade		By Promotion from Senior Grade Typist
52	Category 11 Confidential Assistant (Grade-I)		By Promotion from Confidential Assistant (Grade-II)
53	Category 11(a) Overseer Grade-I		By Promotion from Overseer Grade-II

(1)	(2)	(3)	(4)
54	Category 11(b)	Refrigeration Supervisor	1. By Promotion from Mechanic (Refrigeration) with prescribed qualification. 2. In the absence of qualified hands for promotion Direct Recruitment through PSC.
55	Category 11(c)	Electrical Supervisor	1. By Promotion from Mechanic (Electrical). 2. In the absence of qualified hands for promotion Direct Recruitment through PSC.
56	Category 11 (d)	Operator Senior Grade	By Promotion from Operator Grade-I.
57	Category 11 (e)	Typist Senior Grade	By Promotion from Typist Grade-I.
58	Category 12	Operator Grade-I	By Promotion from Operator Grade-II.
59	Category 13	Confidential Asst. (Grade-II)	By Direct Recruitment through PSC.
60	Category 13 (a)	Assistant Grade-I	By Promotion from Assistant Grade-II.
61	Category 13 (b)	Typist Grade-I	By Promotion from Typist Grade-II.

(1)	(2)	(3)	(4)
62	Category 14	Overseer Grade-II	By Promotion from Overseer Grade-III.
63	Category 14 (a)	Driver Senior Grade	By Promotion from Driver Grade-I.
64	Category 14 (b)	Driver Grade-I	By Promotion from Driver Grade-II.
65	Category 15 (a)	Operator Grade-II	By Promotion from Operator Grade-III.
66	Category 16	Assistant Grade-II/ Junior Assistant	<ol style="list-style-type: none"> 1. By Promotion from Typist/Office Attender with prescribed qualification. 2. Direct Recruitment through PSC (Direct Recruitment/Promotion in 10:1 ratio).
67	Category 16 (a)	Telephone Operator	<ol style="list-style-type: none"> 1. By Promotion from Office Attender with prescribed qualification. 2. In the absence of qualified hands for promotion Direct Recruitment through PSC.

(1)	(2)	(3)	(4)
68	Category 16 (b) Typist Grade-II/ Data Entry Operator.		1. By Promotion from Last Grade Servants with prescribed qualification. 2. Direct Recruitment through PSC (Direct Recruitment/Promotion in 9 : 1 ratio).
69	Category 16 (c) Overseer Grade III		Direct Recruitment through PSC.
70	Category 16 (d) Clerk cum Salesman		1. By Promotion from Salesman/Typist/Office Attender with prescribed qualification. 2. Direct Recruitment through PSC (Direct Recruitment/Promotion in 9: 1 ratio).
71	Category 16 (e) Lab Assistant		By Direct Recruitment through PSC.
72	Category 16 (f) Mechanic (Electrical/ Refrigeration/Boiler Operator)		By Direct Recruitment through PSC.
73	Category 16 (g) Driver Grade-II		1. By Promotion from Last Grade Servants with prescribed qualification. 2. Direct Recruitment through PSC (Direct Recruitment/Promotion in 9 : 1 ratio).

(1)	(2)	(3)	(4)
74	Category 17	Salesman	<ol style="list-style-type: none"> 1. By Promotion from Office Attender Grade-I with prescribed qualification. 2. Direct Recruitment through PSC (Direct Recruitment/Promotion in 9 : 1 ratio).
75	Category 17 (a)	Office Attender Senior Grade	By Promotion from Office Attender Grade-I with prescribed qualification.
76	Category 18	Office Attender Grade-I	By Promotion from Office Attender Grade-II with prescribed qualification.
77	Category 18 (a)	Operator Grade-III	By Direct Recruitment through PSC.
78	Category 19	Store Keeper	By Direct Recruitment through PSC.
79	Category 19 (a)	Watchman	By Direct Recruitment through PSC.
80	Category 19 (b)	Helper	By Direct Recruitment through PSC.
81	Category 19 (c)	Office Attender Grade-II	<ol style="list-style-type: none"> 1. By Re-designation from Last Grade Servants with prescribed qualification. 2. Direct Recruitment through PSC (Direct Recruitment/Promotion in 9 : 1 ratio).

(1)	(2)	(3)	(4)
82	Category-19 (d)	Sales Assistant	1. By Transfer. 2. In the absence, Direct Recruitment through PSC.
83	Category-19 (e)	Store Assistant (Net Factory)	1. By Transfer. 2. In the absence, Direct Recruitment through PSC.
84	Category-19 (f)	Store Assistant (Ice & Freezing Plant)	1. By Transfer. 2. In the absence, Direct Recruitment through PSC.
85	Category 19 (g)	Farm Worker	By Direct Recruitment through PSC.
86	Category 19 (h)	Hatchery Assistant	By Direct Recruitment through PSC.
87	Category 19 (i)	Sweeper	By Promotion from Part-time Sweeper.
88	Category 19 (j)	Vehicle Supervisor	By Promotion from Senior Grade Driver with prescribed qualification.
89	Category 20	Part-time Sweeper	By Direct Recruitment from Employment Exchange.

By promotion may be noted as the 1st method of appointment, whereby Promotion and Direct Recruitment are prescribed. All appointments by Direct Recruitment specified in Rule III shall be made on a State wide basis by the Kerala State Public Service Commission.

IV. Qualification and Method of Appointment

Sl. No.	Category	Name of Post and Scale of Pay	Method of Appointment	Qualification	
				For Promotion	For Direct Recruitment
(1)	(2)	(3)	(4)	(5)	(6)
1	Category 1	Managing Director	Appointment by Government.		
2	Category 2	General Manager	<p>1. Promotion from Deputy General Manager of Matsyafed.</p> <p>2. If no suitable hands are available, appointment on deputation from officers not below the rank of Joint Secretary.</p>	Deputy General Manager in the Federation.	

(1)	(2)	(3)	(4)	(5)	(6)
3	Category 2 (a)	Manager (Personnel)	1. Direct Recruitment. 2. If no suitable hands are available, appointment on deputation from officers not below the rank of Under Secretary.	Nil	Degree in Law/MBA (HR) 5 years experience.
4	Category 2 (b)	Deputy General Manager (Projects)	1. Promotion from Manager in the Fedetation. 2. If no suitable hands are available, appointment on deputation from officers of Fisheries Department not below the rank of Joint Director.	Manager in the Federation.	

5 Category 2 (c)	Deputy General Manager (Aquaculture)	1. By Promotion from Manager. 2. Direct Recruitment through PSC.	Manager in the Federation	1. Ph.D. in Aquaculture/ Marine Biology/ Mariculture with 5 years experience in Aquaculture/ Prawn Hatchery from Central/State Govt. service or public sector under- takings or registered private sector firm. 2. In the absence of 2 (1) above M.Sc. in Aquaculture/Marine Biology/Mariculture with 10 years experi- ence in Aquaculture/ Prawn Hatchery from Central/State Govt. service or public sector under- taking or registered private sector firm.
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(1)	(2)	(3)	(4)	(5)	(6)
6	Category 2 (d)	Deputy General Manager (Commercial Operation)	<ol style="list-style-type: none"> 1. By Promotion from Manager. 2. In the absence of qualified hands for promotion Direct Recruitment through PSC. 	Manager in the Federation.	MBA (Marketing) from a recognized University and 10 years experience in Central/State Govt. service or public sector undertaking or registered private sector undertaking.
7	Category 2 (e)	Deputy General Manager (Engineering)	<ol style="list-style-type: none"> 1. By Promotion from Executive Engineer with prescribed qualification. 2. In the absence of qualified hands for promotion Direct Recruitment through PSC. 	Executive Engineer in the Federation.	Bachelors Degree in Civil Engineering from a recognized University or its equivalent with five years experience in Central/State Govt. service or public sector undertaking.
8	Category 2 (f)	Deputy General Manager (Finance, Accounting and Internal Audit)	<ol style="list-style-type: none"> 1. By Promotion from Manager. 2. In the absence of qualified hands for promotion Direct Recruitment through PSC. 	Manager in the Finance and Internal Audit Division of Federation.	ACA/ICWA/MBA (Finance) and seven years experience in a registered reputed firm.

9	Category 2(g)	Deputy General Manager (Extension and Mass Communication)	1. By Promotion from Manager. 2. In the absence of qualified hands for promotion Direct Recruitment through PSC.	Manager in the Federation.	MA Sociology/MSW from a recognized University with ten years experience in the field of Extension/ Mass Communication in Central or State Govt. service or public sector undertaking or registered private sector undertakings.
10	Category 4	Manager (Aquaculture)	By Promotion from Deputy Manager.	Deputy Manager in the Federation.	Nil
11	Category 4(a)	Manager (Commercial Operation)	By Promotion from Deputy Manager.	Deputy Manager in the Federation.	Nil
12	Category 4(b)	Manager (Projects)	By Promotion from Deputy Manager.	Deputy Manager in the Federation.	Nil
13	Category 4(c)	Manager (Extension and Mass Communication)	By Promotion from Deputy Manager.	Deputy Manager in the Federation.	Nil
14	Category-4(d)	Manager (Net Factory)	By Promotion from Deputy Manager.	Deputy Manager in the Federation.	Nil

(1)	(2)	(3)	(4)	(5)	(6)
15	Category 4(e)	Manager (Ice and Freezing Plant)	By Promotion from Deputy Manager.	Deputy Manager in the Federation.	Nil
16	Category 4(f)	Manager (District Offices)	By Promotion from Deputy Manager.	Deputy Manager in the Federation.	Nil
17	Category 4(g)	Executive Engineer	By Promotion from Assistant Executive Engineer.	Assistant Executive Engineer having BE/B.Tech. in Civil/Mechanical Engineering.	Nil
18	Category 5	Assistant Executive Engineer	<ol style="list-style-type: none"> 1. By Promotion from Assistant Engineer with prescribed qualification. 2. In the absence of qualified hands for promotion Direct Recruitment through PSC. 	Assistant Engineer having BE/B.Tech. in Civil/Mechanical Engineering.	A Bachelors Degree in Civil/Mechanical Engineering from a recognized University or its equivalent with five years experience as Engineer in Central/State Govt. service or public sector undertakings or registered private sector undertakings.

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19	Category 5(a)	Executive Assistant to Managing Director	Selection from the employees of Mfed not below the rank of Asst. Manager	Nil	Nil
20	Category 5(b)	Deputy Manager (Aquaculture)	By Promotion from Assistant Manager	Assistant Manager in the Federation	Nil
21	Category 5(c)	Deputy Manager (Commercial Operation)	By Promotion from Assistant Manager	Assistant Manager in the Federation	Nil
22	Category 5(d)	Deputy Manager (Projects)	By Promotion from Assistant Manager	Assistant Manager in the Federation	Nil
23	Category 5(e)	Deputy Manager (Extension and Mass Communication)	By Promotion from Assistant Manager	Assistant Manager in the Federation	Nil

(1)	(2)	(3)	(4)	(5)	(6)
24	Category 5(f)	Deputy Manager (Net Factory)	By Promotion from Assistant Manager with prescribed Qualification	Assistant Manager in the Federation with Diploma in Textile Technology/Mechanical/Electrical Engineering	Nil
25	Category 5(g)	Deputy Manager (Ice and Freezing Plant)	By Promotion from Assistant Manager	Assistant Manager in the Federation	Nil
26	Category 5(h)	Deputy Manager (Hatcheries)	By Promotion from Assistant Manager	Assistant Manager in the Federation	Nil
27	Category 6	Assistant Engineer	1. By Promotion from Overseer Grade I 2. Direct Recruitment through PSC	Overseer Grade I in the Federation	B.Tech./BE Degree from a recognized University or equivalent. The ratio between Direct Recruitment and promotion is fixed as 1:1 starting from promotion.

28	Category 7	Asst. Manager (Aquaculture)	By Promotion from Project Officer	Project Officer in the Federation	Nil
29	Category 7(a)	Asst. Manager (Commercial Operation)	By Promotion from Project Officer	Project Officer in the Federation	Nil
30	Category 7(b)	Asst. Manager (Projects)	By Promotion from Project Officer	Project Officer in the Federation	Nil
31	Category 7(c)	Asst. Manager (Extension and Mass Communication)	By Promotion from Project Officer	Project Officer in the Federation	Nil
32	Category 7(d)	Asst. Manager (Net Factory)	By Promotion from Project Officer	Project Officer in the Federation	Nil
33	Category 7(e)	Asst. Manager (Production Net Factory)	By Promotion from Production Supervisor with prescribed qualification	Production Supervisor in Net Factory	Nil
34	Category 7(f)	Asst. Manager (District Offices)	By Promotion from Project Officer	Project Officer in the Federation	Nil
35	Category 7(g)	Asst. Manager (Ice and Freezing Plant)	By Promotion from Project Officer	Project Officer in the Federation	Nil

(1)	(2)	(3)	(4)	(5)	(6)
36	Category 7(h)	Assistant Manager (Hatcheries)	By Promotion from Project Officer	Project Officer in the Federation	Nil
37	Category 7(i)	Assistant Manager (Finance, Accounting and Internal Audit)	By Promotion from Accounts Officer with prescribed qualification	Accounts Officer in the Federation	Nil
38	Category 7(j)	Assistant Manager (Personnel)	By Promotion from Office Superintendent with prescribed qualification	Office Superintendent in the Federation	Nil
39	Category 8	Accounts Officer (Finance, Accounting and Internal Audit)	By Promotion from Accountants with prescribed qualification	Accountant	Nil
40	Category 8(a)	Production Supervisor (Net Factory)	By Promotion from Senior Grade Operator	Senior Grade Operator	Nil

41	Category 8(b)	Production Supervisor (Ice and Freezing Plant)	<ol style="list-style-type: none"> 1. By Promotion from Senior Grade Attender with prescribed qualification. 2. In the absence of qualified hands for promotion Direct Recruitment through PSC. 	Senior Grade Attender	Plus 2 (VHSE) in Fish Processing Technology with Three years experience from Registered firm
42	Category 8(c)	Fair Copy Superintendent	By Promotion from Selection Grade Typist	Selection Grade Typist	Nil
43	Category 9	Office Superintendent	By Promotion from Assistant Grade I	Assistant Grade I	Nil
44	Category 9(a)	Confidential Assistant (Selection Grade)	By Promotion from Confidential Assistant Senior Grade	Senior Grade Confidential Assistant	Nil
45	Category 10	Project Officer	By Direct Recruitment through PSC	Nil	B.F.Sc./M.Sc. in Industrial Fisheries/Aquaculture/Marine Biology/Mariculture/ Zoology or its equivalent from a recognised University

(1)	(2)	(3)	(4)	(5)	(6)
46	Category 10(a)	Accountant	<ol style="list-style-type: none"> 1. By Promotion from Assistant Senior Grade with prescribed qualification 2. Direct Recruitment through PSC (Promotion/Direct Recruitment in 1:1 ratio) 	Senior Grade Assistant with B.Com.	B.Com. Degree from a recognized University and Two years experience as an Accountant in a registered reputed firm
47	Category 10(b)	Computer Programmer	<ol style="list-style-type: none"> 1. By Promotion from Selection Grade Typist with prescribed qualification 2. In the absence of qualified hands for promotion Direct Recruitment through PSC 	Selection Grade Typist with PGDCA	MCA/B.Tech. IT/B.Tech. Computer Science or its equivalent from a recognized University
48	Category 10(c)	Technologist	By Direct Recruitment through PSC	Nil	B.F.Sc./M.Sc. in Industrial Fisheries/Marine Biology/or its equivalent from a recognized University

49	Category 10(d)	Confidential Assistant (Senior Grade)	By Promotion from Confidential Assistant Grade I	Confidential Assistant Grade I	Nil
50	Category 10(e)	Operator Selection Grade	By Promotion from Operator Senior Grade	Operator Senior Grade	Nil
51	Category 10(f)	Typist Selection Grade	By Promotion from Senior Grade Typist	Typist Senior Grade	Nil
52	Category 11	Confidential Assistant (Grade I)	By Promotion from Confidential Assistant (Grade II)	Confidential Assistant (Grade II)	Nil
53	Category 11(a)	Overseer Grade I	By Promotion from Overseer Grade II	Overseer Grade II	Nil
54	Category 11(b)	Refrigeration Supervisor	<ol style="list-style-type: none"> 1. By Promotion from Mechanic (Refrigeration) with prescribed Qualification. 2. In the absence of qualified hands for promotion Direct Recruitment through PSC. 	Mechanic (Refrigeration)	ITI (NTC/NAC) in Refrigeration and Air conditioning with five years experience in Mechanic (Refrigeration) in Central or State Govt. service or in public sector undertaking or Registered private sector undertakings.

(1)	(2)	(3)	(4)	(5)	(6)
55	Category 11(c)	Electrical Supervisor	1. By Promotion from Mechanic (Electrical) with prescribed Qualification. 2. In the absence of qualified hands for promotion Direct recruitment through PSC	Mechanic (Electrical)	Diploma in Electrical Engineering awarded by the Board of Technical Education, Govt. of Kerala after the completion of three years full-time course or its equivalent.
56	Category 11(d)	Operator Senior Grade	By Promotion from Operator Grade I	Operator Grade I	Nil
57	Category 11(e)	Typist Senior Grade	By Promotion from Typist Grade I	Typist Grade I	Nil
58	Category 12	Operator Grade I	By Promotion from Operator Grade II	Operator Grade II	Nil

59	Category 13	Confidential Assistant Grade II	By Direct Recruitment through PSC	Nil	Degree from a Recognised University. Typewriting English (Higher), Malayalam (Lower) KGTE/ MGTE and Shorthand English/Malayalam (Lower) KGTE/ MGTE.
60	Category 13(a)	Assistant Grade I	By Promotion from Assistant Grade II	Assistant Grade II	Nil
61	Category 13(b)	Typist Grade I	By Promotion from Typist Grade II	Typist Grade II	Nil
62	Category 14	Overseer Grade II	By Promotion from Overseer Grade III	Overseer Grade III	Nil
63	Category 14(a)	Driver Senior Grade	By Promotion from Driver Grade I	Driver Grade I	Nil
64	Category 14(b)	Driver Grade I	By Promotion from Driver Grade II	Driver Grade II	Nil
65	Category 15(a)	Operator Grade II	By Promotion from Operator Grade III	Operator Grade III	Nil

(1)	(2)	(3)	(4)	(5)	(6)
66	Category 16	Assistant Gr. II/Junior Assistant	<ol style="list-style-type: none"> 1. By Promotion from Typist/Office Attender with prescribed Qualification. 2. Direct Recruitment through PSC (Direct Recruitment/Promotion in 10:1 ratio). 	SSLC with JDC with 5 years service in the category of Typist/Office Attender.	Degree from a Recognized University with JDC/HDC or B.Com. with Co-operation or B.Sc. Banking and Co-operation from Kerala Agricultural University.
67	Category 16(a)	Telephone Operator	<ol style="list-style-type: none"> 1. By Promotion from Office Attender with prescribed Qualification. 2. In the absence of qualified hands for promotion Direct Recruitment through PSC. 	Office Attender having SSLC and 5 years experience.	Plus 2 with 2 years experience in EPABX in Central or State Govt. Service or Public Sector Undertakings or registered private sector undertakings.
68	Category 16(b)	Typist Grade II Data Entry Operator	<ol style="list-style-type: none"> 1. By Promotion from Last Grade Servants with prescribed qualification. 2. Direct Recruitment through PSC (Direct Recruitment/Promotion in 9:1 ratio). 	Last Grade Servants having SSLC and Typewriting English (Higher) and Malayalam (Lower) KGTE or its equivalent.	SSLC with Typewriting English (Higher) and Malayalam (Lower) KGTE with a minimum speed of 10,000 key depressions per hour in Data entry.

69	Category 16(c) Overseer Grade III	By Direct Recruitment through PSC.	Nil	Pass in SSLC, ITI in Civil/Mechanical/ Electrical Engineering or equivalent.
70	Category 16(d) Clerk cum Salesman	By Promotion from Salesman/Typist/Office Attender with prescribed qualification.	SSLC with JDC with 5 years service as Salesman/Typist/ Office Attender	Nil
71	Category 16(e) Lab Assistant	By Direct Recruitment through PSC.	Nil	Plus 2 (VHSE) in Fish Processing Technology.
72	Category 16(f) Mechanic (Electrical/ Refrigeration/ Boiler Operator.)	By Direct Recruitment through PSC.	Nil	Mechanic/ Electrical/ Refrigeration 1. S.S.L.C. or its equivalent. 2. ITI/NAC/NTC in the concerned trade or its equivalent. Boiler Operator 1. Pass in S.S.L.C. or its equivalent. 2. Certificate in Boiler Operation or its equivalent.

(1)	(2)	(3)	(4)	(5)	(6)
73	Category 16(g) Driver Grade II	1. By Promotion from Last Grade Servants with prescribed qualification. 2. Direct Recruitment through PSC. (Direct Recruitment/ Promotion in 9:1 ratio).	2 Years experience in Lower Grade categories Passed Std.VIII and having LMV/ HMV Licence with Medical fitness in the standards fixed for Direct Recruits.	(1) S.S.L.C. or its equivalent. (2) Current Motor Driving Licence to drive Heavy Duty Vehicles and should have completed three years after obtaining the licence. (3) Normal Visual Standards as per Motor Vehicles Act and Rules and Medical Fitness as per prescribed standards. (4) Medical Fitness (a) Ear—Hearing should be perfect. (b) Eye—Distant vision. Right eye—6/6 snellen Left eye—6/6 snellen.	

Near Vision:

Right eye—0.5 snellen.

Left eye—0.5 snellen.

Colour Vision—Normal

Night Blindness—Nil

(c) *Muscles & joints*—

No paralysis and
all joints with free
movements.

(d) *Nervous System*—

Perfectly normal
and free from
infectious disease.

Note:—Physically

Handicapped persons

are not eligible to

apply for the post.

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74	Category-17	Salesman	By Promotion from Office Attender Grade I with prescribed qualification.	SSLC. 5 years experience as Office Attender Grade I.	Nil
75	Category-17(a)	Office Attender Senior Grade	By Promotion from Office Attender Grade I.	Office Attender Grade I.	Nil

(1)	(2)	(3)	(4)	(5)	(6)
76	Category-18	Office Attender Grade I	By Promotion from Office Attender Grade II.	Office Attender Grade II	Nil
77	Category-18(a)	Operator Grade III	By Direct Recruitment through PSC.	Nil	Pass in SSLC and ITI (NTC/NAC) in Fitter/Mechanical/ Electrical trade
78	Category-19	Store Keeper	By Direct Recruitment through PSC.	Nil	Pass in SSLC or its equivalent.
79	Category-19(a)	Watchman	By Direct Recruitment through PSC.	Nil	Pass in Std. VIII. Knowledge of Cycling good physique. Woman and P.H. candidates are not eligible. 88
80	Category-19(b)	Helper	By Direct Recruitment through PSC.	Nil	Pass in Std. VIII. Knowledge of Cycling good physique. (Woman candidates are exempted from cycling and P.H. candidates are not eligible).

81. Category-19(c) Office Attender Grade II	<ol style="list-style-type: none"> 1. By Re-designation from Last Grade Servants with prescribed qualification. 2. In the absence of qualified hands for promotion Direct Recruitment through PSC. (Direct Recruitment/ Promotion in 9:1 ratio). 	Re-designation from Helper/ Watchman/ Sweeper/Sales Assistant/Store Assistant/Hatchery Assistant according to seniority.	Pass in S.S.L.C. or its equivalent Knowledge of Cycling. Woman and P.H. candidates are exempted from Cycling.
82. Category-19(d) Sales Assistant	<ol style="list-style-type: none"> 1. By Transfer. 2. In the absence Direct Recruitment through PSC. 	From Helper/ Watchman/ Sweeper according to seniority.	Pass in S.S.L.C.
83. Category-19(e) Store Assistant (Net Factory)	<ol style="list-style-type: none"> 1. By Transfer 2. In the absence Direct Recruitment through PSC. 	From Helper/ Watchman/ Sweeper according to seniority.	Pass in S.S.L.C.

(1)	(2)	(3)	(4)	(5)	(6)
84	Category-19(f)	Store Assistant (Ice and Freezing Plant)	1. By Transfer. 2. In the absence Direct Recruitment through PSC.	From Helper/ Watchman/ Sweeper according to seniority.	Pass in S.S.L.C.
85	Category-19(g)	Farm Worker	By Direct Recruitment through PSC.	Nil	Pass in Std. VIII
86	Category-19(h)	Hatchery Assistant	By Direct Recruitment through PSC.	Nil	Pass in Std. VIII
87	Category-19(i)	Sweeper	By Promotion from PT Sweeper.	PT Sweeper	
88	Category-19(j)	Vehicle Supervisor	By Promotion from Senior Grade Driver with prescribed qualification.	Senior Grade Driver	
89	Category-20	PT Sweeper	By Direct Recruitment from Employment Exchange.	Nil	

IV (a). Qualification and Method of Appointment (Posts which are not included in the Staff Regulation)

<i>Sl. No.</i>	<i>Category</i>	<i>Name of Post and Scale of Pay</i>	<i>Method of Appointment</i>	<i>Qualification</i>	
				<i>For Promotion</i>	<i>For Direct Recruitment</i>
(1)	(2)	(3)	(4)	(5)	(6)
1	Category-2(h)	Deputy General Manager (Community Development/ Societies/ Microfinance/ Micro Enterprises/ SHGs).	1. By Promotion from Manager with prescribed Qualification. 2. In the absence of qualified hands for promotion, Direct Recruitment through PSC.	Manager in the Federation	MBA with specialization in Rural Development from a recognized University/ Post Graduate Diploma from IRMA.
2	Category-4(h)	Manager (Community Development/ Societies/ Microfinance/ Micro Enterprises/ SHGs).	1. By Promotion from Deputy Manager with prescribed Qualification. 2. In the absence of qualified hands for promotion, Direct Recruitment through PSC.	Deputy Manager in the Federation	Nil

(1)	(2)	(3)	(4)	(5)	(6)
3	Category-4(i)	Manager (Finance, Accounting and Internal Audit)	By Promotion from Deputy Manager.	By Promotion from Deputy Manager (Finance, Accounting and Internal Audit).	Nil
4	Category-4(j)	Manager (IT)	<ol style="list-style-type: none"> 1. By Promotion from Deputy Manager (IT) with prescribed qualification. 2. In the absence of qualified hands for promotion Direct Recruitment through PSC. 	Deputy Manager (IT) in the Federation.	MCA or B.Tech.IT/ B.Tech. Computer Science from a Recognized University or its equivalent with five years experience in Central/State Govt. Service or public Sector Undertakings or Registered Private Sector Undertakings.
5	Category-5(i)	Deputy Manager (Community Development/ Societies/Micro Finance/Micro Enterprises/SHGs).	By Promotion from Assistant Manager.	Assistant Manager in the Federation.	Nil

6	Category-5(j)	Deputy Manager (Finance, Accounting and Internal Audit)	By Promotion from Assistant Manager in the Federation.	Assistant Manager in the Federation (Finance, Accounting and Internal Audit)	Nil
7	Category-5(k)	Deputy Manager (IT)	<ol style="list-style-type: none"> 1. By Promotion from Assistant Manager (IT) with prescribed qualification. 2. In the absence of qualified hands for promotion Direct Recruitment through PSC. 	Assistant Manager (IT) in the Federation MCA/B.Tech.IT/ B.Tech. Computer Science from a Recognized University or its equivalent with five years experience in Central/State Govt. Service or Public Sector Undertakings or Registered Private Sector Undertakings.	Nil M.A. Sociology/ MSW from a Recognized University with three years experience in the field of Community Development/Societies/ Micro Finance/Micro Enterprises/SHG's in
8	Category-7(k)	Asst. Manager (Community Development/ Societies/Micro Finance/Micro Enterprises/SHGs)	<ol style="list-style-type: none"> 1. By Promotion from Project Officer with prescribed qualification. 2. In the absence of qualified hands for promotion Direct Recruitment through PSC. 	Project Officer in the Federation	

(1)	(2)	(3)	(4)	(5)	(6)
					Central or State Govt. Service or Public Sector Undertakings or registered Private Sector Undertakings.
9	Category-7(l)	Asst. Manager (IT)	<ol style="list-style-type: none"> 1. By Promotion from Computer Programmer with prescribed qualification. 2. In the absence of qualified hands for promotion Direct Recruitment through PSC (Ratio 9:1). 	Computer Programmer in the Federation	MCA/B.Tech.IT/B.Tech. Computer Science or its equivalent from a Recognized University.
10	Category-4(k)	Personal Secretary to Chairman	By Selection from among the officers of Matsyafed not below the rank of Asst. Manager.	Nil	Nil
11	Category-16(h)	Personal Assistant to Chairman	By Selection from Assistants.	Nil	Nil

V. Appointment

Appointment to various categories of service in the Federation shall be by direct, by transfer, by deputation, under dying in harness scheme and by promotion.

All appointments in the Federation (including District Offices and Commercial Units) shall be made with prior approval of the Board of Directors by the Managing Director or an Officer authorized to do so by the Board subject to the following conditions:

- (1) Appointment for which direct recruitment is resorted to shall be made only on the basis of the select list furnished by the Kerala State Public Service Commission from time to time.
- (2) Appointment by promotion or by transfer and also under dying in harness scheme shall be made only on the basis of the regulations mentioned hereafter and also subject to the provisions contained in Rule 185 (i), (ii) and 188 (A) of Kerala Co-operative Societies Rules.
- (3) Appointment shall be made only by the post sanctioned by the Registrar or to supernumerary post specifically sanctioned by the Registrar/Government.
- (4) In the case of non-sanctioned posts promotion/appointment as per Special Rules shall be made after getting the posts formally sanctioned by Director of Fisheries (Registrar of Co-operatives, Fisheries) or Government as the case may be.

VI. Reservation of Appointments

The Reservation as per the General Rules 14 to 17 of Kerala State and Subordinate Service Rules, 1958 shall apply to the appointments by direct recruitment subject to the followings:

- (1) 10% of the vacancies shall be filled up by direct recruitment through PSC from the dependents of the fishermen communities.

- (2) 50% of the vacancies shall be filled up by appointments from open category candidates.
- (3) 40% of the vacancies shall be reserved to society quota with condition stipulated thereto.

*Note:—*A ratio of 1:5:4 shall be fixed for the recruitment above.

- (4) The Rules of Reservation as per the General Rules 14 to 17 of Kerala State and Subordinate Service Rules, 1958 shall not be applied to item (1) above.
- (5) In the absence of candidates under item No. (3) shall be filled by Direct Recruitment.

VII. Age limit for Direct Recruitment

The age limit for candidates for Direct Recruitment will be as provided in Rule 183 of the KCS Rule.

VIII. Probation

- (1) Every person appointed to a post by direct recruitment or by transfer shall be on probation for a total period of two years on duty within a continuous period of 3 years.
- (2) Every person appointed to a post by promotion shall be on probation for one year duty within a continuous period of 2 years.
- (3) Rule 184 of KCS rules and the relevant provisions in Kerala State and Subordinate Service Rules applicable to Government Servants will be made applicable to the employees of the Federation to decide the rest of the matters relating to probation.

IX. Promotions

- (1) No employees of the Federation shall have any right for promotion to any post on the ground of mere seniority or in any grade.

- (2) Promotions shall be made from a select list to be prepared for such posts on the basis of merit and seniority by a Selection Committee constituted by the Board for the purpose. The Selection Committee shall consist of 3 members including Fisheries Secretary or his nominee, Director of Fisheries or Registrar of Fisheries and Managing Director of Matsyafed.
- (3) Seniority of a person or the interseniority if there are more than one class of service/category shall be determined by the rank given by the selecting authority i.e., the Kerala Public Service Commission or the Selection Committee as the case may be. However if a direct recruit has not reported for duty within the time limit prescribed in the appointment order, his/her seniority in the cadre will be fixed with reference to the date of joining duty.
- (4) The Federation shall have a system of performance appraisal for all employees and in order to assess the eligibility of an employee to be included in the select list. The Selection Committee shall appraise the performance of such employees during the preceeding 3 years.
- (5) The Selection Commission will finalise the list of persons eligible for promotion to each category for a calendar year taking into consideration the number of vacancies likely to arise during the year.
- (6) Satisfactory completion of probation in the feeder category shall mandatory for inclusion in the select list.

X. Time Bound Higher Grade and Ratio Promotions

- (1) Time Bound Higher Grade Promotions as applicable to Government Servants will be applicable to all permanent employees working in the Federation.

- (2) All employees presently working in Matsyafed will be re-designated to the equivalent posts, if it is not included in the categories mentioned above. These categories will cease to exist when the existing incumbents quit/retire from their existing pay and other benefits will be protected.
- (3) Ratio Promotions will be as mentioned below for various categories in the Federation.
- (i) A Ratio of 1: 1: 1: 1 will be maintained among Selection Grade/Senior Grade/Grade-I/Grade-II Confidential Assistants.
 - (ii) A Ratio of 1: 1: 2 : 2 will be maintained among Selection Grade/Senior Grade/Grade-I/Grade-II Typists/Data Entry Operators.
 - (iii) A Ratio of 1: 1 will be maintained among Assistant Grade-I and Grade-II.
 - (iv) A Ratio of 1: 2 : 2 will be maintained among Overseer Grade-I, Grade-II, Grade-III.
 - (v) A ratio 1: 2: 2 will be maintained among Operator Grade-I, Grade-II, Grade-III.
 - (vi) A ratio 1: 2 will be maintained among Driver Grade-I, Grade-II.
 - (vii) A Ratio 1: 2 will be maintained among Office Attender Grade-I, Grade-II.