

63. THE KERALA JAIL SUBORDINATE SERVICE
(Issued in G.O.MS.No. 1043/59/PD dated 11-12-1959)

If these rules unless there is anything repugnant in the subject or context, shall mean a Central Jail, District Jail, Special Jail, Sub Jail, Special Jail, Bala Mandir or Borstal School.

ded vide Notification No. 27089/D4/70/HD. dated 2-7-1971.

PART—I.

The service shall consist of the following branches, namely:—

Branch I—Executive Staff.**Branch II: ⓧ**

Class I—Teachers and Instructors (Non-Industrial)

Class II—Teachers and Instructors (Industrial)

Class III—Miscellaneous.

PART II—RULES**Branch I—Executive Staff**

1. *Constitution.*—This branch shall consist of the following categories of officers, namely:—

Category 1. Deputy Jailors in Jails including Jailors in Special, Jails and Superintendent, Open Prison.

*Category 1A. Superintendent, Borstal School.

†Category 2. Assistant Jailors I Grade and Sub Jail Superintendent and Supervisor, Open Prison.

Category 3. Assistant Jailors II Grade.

Category 4. Gate Keepers and Chief Warders.

Category 5. Reserve Head Warders and Head Warders.

Category 6. Warders.

Category 7. Supervisor.

2. *Appointment.*—(a) Appointment to the several categories and grades shall be made as follows:—

Category and Grade	Method of recruitment
(1)	(2)
1. Deputy Jailors in Jails including Jailors of Special Sub Jails and Superintendent, Open Prison.	90% by promotion of Assistant Jailors Grade I, Superintendent, Sub Jail and Supervisor, Open Prison.
	10% by transfer of Ministerial servants employed in the Department.

*Added vide G. O. (P) 297/66/Home dated 5-8-1966.

†Amended vide G. O. (P) No. 1017/60/PD. dated 19-12-1960.

(1)	(2)
A. Superintendent, Borstal School	1. Promotion from category 2 Assistant Jailors I Grade, Sub-Jail Superintendents and Supervisor, Open Prison
	or
	2. In the absence of qualified candidate for promotion, by transfer from members of the Kerala Ministerial Subordinate Service employed in the Department
	or
	3. In the absence of qualified candidates for promotion or by transfer by direct recruitment.
Assistant Jailor I Grade, Sub Jail Superintendents and Supervisors, Open Prison	25% by direct recruitment. 50% by promotion from Assistant Jailors Grade II and †25% by transfer of Clerks, Stenographers and Typists employed in the Jails Department.
Assistant Jailors II Grade	†50% by promotion from Gate Keepers and Chief Warders or in the absence of qualified candidates in the above Category for such promotion by promotion from among Reserve Head Warders, Head Warders and Warders. 25% by transfer of lower division clerks and typists working in the Jails Departments. 25% by direct recruitment.
Gate Keepers and Chief Warders	(i) Promotion from Reserve Head Warders or Head Warders; or
	(ii) For special reasons, recruitment by transfer from any other service

Added vide G. O. (P) 297/66/Home dated 5-8-1966.

†Amended vide G. O. (P) No. 125/61/Home dated 14-3-1961.

†Amended with effect from 26-10-1967 vide G. O. (M.S.) No. 213/70/Home dated 19-10-1970.

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Qualifications regarding age.—No person shall be eligible for appointment to any category by direct recruitment if he has completed 30 years of age on the 1st July of the year in which applications for appointment are received.

Qualifications—Sex.—No man shall be eligible for appointment to any category solely intended for women, if a suitable and qualified woman candidate is available for such appointment.

Other Qualifications.—No person shall be eligible for appointment to the category specified in columns 1 and 2 of the Annexure unless he satisfies the qualifications specified in the corresponding entry in column 3 of the Annexure.

Provided that a person already in service in the Department on 1-11-1956 shall not be disqualified for appointment to any of the posts for the reason that he does not possess the minimum physical standards specified in the Annexure.

Provided further that in the case of members of the Scheduled Castes and Scheduled Tribes the physical standards in respect of height shall be in centimetres.

Probation.—Every person appointed to any of the categories except to category 2 by promotion from category 3 shall from the date on which he commences duty be on probation—

- (i) if recruited direct or by transfer from any other service, for a total period of two years on duty within a continuous period of three years; and
- (ii) if appointed by promotion for a total period of one year on duty within a continuous period of two years.

Training.—A directly recruited probationer in any of the categories shall undergo within the period of probation such training as the Inspector General of Prisons may consider necessary for a period not exceeding three months.

Tests.—The following tests are prescribed to members of the service,

Members of service	Tests	Conditions
(i) Deputy Jailors in Jails	Jail Officers' Test	To be passed within the period of probation
(ii) Assistant Jailors I and II, Sub Jail Superintendent, Open Prison, and Supervisor, Open Prison	Account Test (Lower)	unless they have already passed the test.

*Added vide G. O. MS. No. 197/71/Home dated 17-12-1971.

†Added vide G. O. (P) 1/72/PD dated 1-1-1972

(1)	(2)
5. Reserve Head Warders and Head Warders	(i) Promotion from Warders; (ii) For special reasons recruitment by transfer from any other service.
6. Warders	(i) Direct recruitment, or (ii) Recruitment by transfer from any other service.
7. Supervisor	(i) Direct recruitment; or (ii) Recruitment by transfer from members of the last grade scale working in the Jails Department.

*3(a) *Appointing Authority.*—Appointing authorities for the posts specified in column (1) of the table below shall be the authorities specified in the corresponding entry in column (2) thereof.

TABLE

Appointing Authority

Posts

(1)	(2)
Deputy Jailors in Jails including Jailors of Special Sub Jails and Superintendent, Open Prison	Inspector General of Prisons
† Superintendent, Borstal School	
Asst. Jailors I Grade, Sub Jail Superintendents and Supervisors, Open Prison	Deputy Inspector General of Prisons.
Assistant Jailors II Grade, Gate Keepers and the Chief Warders, Reserve Head Warders, Head Warders, Warders in Jails other than Central Jails, Supervisor	
Warders in Jails other than Central Jails	Superintendent of the Jails concerned.

(b) *List of approved candidates.*—All appointments to the service by transfer or promotion shall be made only from lists of approved candidates prepared in consultation with the Inspector General of Prisons.

(c) *Reservation of appointments.*—The rules of reservation of appointments (General Rules 14 to 17) shall apply to appointments by direct recruitment to this branch of the service.

*Amended vide G. O. (P) No. 1017/60/PD dated 19-12-1960.

†Added vide G. O. (P) No. 297/66/Home dated 5-8-1966.

(1) (2) (3)

chest on full expiration and must have a chest expansion of at least 2".

(i) Graduation from a recognised University

(ii) A degree or diploma in Social Science of a recognised University

or
six months course in correctional administration in the Tata Institute of Social Science, Bombay

A degree in teaching with a minimum of three years experience in teaching.

(iii) Height 5' 5"
Chest 31" (Normal)
Expansion 2"

(i) A degree of B.A. or B.Sc. or B. Com., of the Kerala, Madras or any other recognised University.

(ii) Must be at least 5' 5" in height and 32" round the chest on full expiration and must have a chest expansion of atleast 2".

(i) Minimum general educational qualification of the S.S.L.C.

Recruitment by transfer

** Added vide G. O. (P) No. 297/66/Home dated 5-8-1966.

Note: In the case of officers allotted to the State of Kerala from State of Madras consequent on the reorganisation of States in the Jail Test, Part I (Madras) shall be considered as equivalent to pass in the Jail Officers Test.

†(aa) Superintendent, Bortstal School
Account Test (Lower)

To be passed within period of probation unless he has already passed the test.

(b) Gate Keepers and Chief Warders, Reserve Head Warders and Head Warders and Warders
Jail Subordinate Officers' Test

To be passed within the period of probation unless they have already passed the test.

10. *Security*.—Where the State Government have by general or special order directed that the holder of any specified post shall deposit security for due and faithful performance of his or her duties, no person shall be eligible for appointment to any such post, whether by direct recruitment or by recruitment by transfer or by promotion unless he or she is able and willing to deposit security to such amount as may be specified in such general or special order.

11. *Transfers and Postings*.—All postings and transfers of members of service from one Jail, Special Sub Jail, Sub Jail or Bala Mandir or Bortstal School to another Jail, Special Sub Jail, Sub Jail or Bala Mandir or Bortstal School, as the case may be, shall be made by the Inspector General of Prisons.

Annexure

(Referred to in Rule 6)

Posts	Method of appointment	Qualifications
(1)	(2)	(3)
1. Deputy Jailors in Jails including Jailors in Special Sub Jails and Superintendent, Open Prison	Recruitment by transfer	(i) A degree of B.A., B.Sc. or B. Com. of the Kerala, Madras or any other recognised University. (ii) Must be at least 5' 5" in height and 32" round

* Added vide G.O. (P) No. 300/61/Home dated 3-6-1961.

† Added vide G. O. (P) No. 297/66/Home dated 5-8-1966.

(1)	(2)	(3)
3. Assistant Jailors II Grade	Promotion or transfer	Standard, preference being given to person possessing B.A., B.Sc. or B.Com. degree in the Kerala, Madras or any other University. (ii) Must be at least 5' 5" in height and 32" round the chest on full expiration and must have a chest expansion of at least 2". (i) Minimum general educational qualification of the S.S.L.C. Standard. (ii) Must be at least 5' 5" in height and 32" round the chest on full expiration and must have a chest expansion of at least 2". For purpose of recruitment by transfer, preference shall be given to persons who possess the B.A., B.Sc. or B.Com. degree of any recognised University. Direct recruitment (i) A degree of B.A. B.Sc. or B.Com. or any recognised University.

*Note:—If otherwise qualified Ex-servicemen who possess the S.S.L.C. or equivalent qualification will be eligible.

*Added vide G. O. (P) 112/63/Home dated 28-2-1963.

(1)	(2)	(3)
Gate Keepers and Chief Warders	Recruitment by transfer	(ii) Must be at least 5' 5" in height and 32" round the chest on full expiration and must have a chest expansion of at least 2". (i) Minimum general educational qualification of the S.S.L.C. Standard. (ii) Must be at least 5' 5" in height and 32" round the chest on full expiration and must have a chest expansion of at least 2 inches.
Reserve Head Warders and Head Warders	Direct recruitment or recruitment by transfer	(i) Minimum general educational qualification of the S.S.L.C. Standard. (ii) Must be at least 5' 5" in height and 32" round the chest on full expiration and must have a chest expansion of at least 2".
Warders	do.	(i) A pass in Form III. (ii) Must be at least 5' 5" in height and 32" round the chest on full expiration and must have a chest expansion of at least 2".

*(iii) Other conditions being equal the Home Guard volunteers who have completed

*Added vide G. O. (MS.) 373/66/Home dated 14-10-1966.

(1)

(2)

(3)

a tenure of three years in that Organisation and who have undergone training during the period of tenure satisfactorily, will be treated as having additional or desirable qualification for recruitment to the post of warders in the Jail Subordinate Service.

*** Note:**

Applicants for the post of Female Warders must be at least 5' 5" in height and be medically fit. No chest measurement is prescribed for female warders.

7. Supervisor

Direct recruitment

(i) Must have studied up to S.S.L.C.

(ii) Must be at least 5' 5" in height and 32" round the chest on full expiration and must have a chest expansion of at least 2".

BRANCH II

Teachers, Instructors and other Miscellaneous Subordinates of the Jail Department.

1. *Constitution.*—This branch shall consist of the following classes and categories of officers in the Jails Department, namely:—

CLASS I

†(Teachers and Instructors—Non-Industrial)

* Amended vide G.O. (MS.) 356/64/Home dated 30-7-1964

† Added vide G.O. (P) No. 125/61/Home dated 14-3-1961

CLASS II

(Teachers and Instructors—Industrial)

Category:

1. Weaving Instructors, Grade I and Weaving Foreman, Weaving Instructors Grade II.
2. Industrial Instructor
3. Assistant Industrial Instructor.
4. Boot Foreman.
5. Agricultural Demonstrator.
6. Weaving Assistants.
7. Carpentry Foreman and Carpentry Instructor.
8. Shoe Maistry I and II Grade.
9. Tailoring Instructor.
10. Blacksmithy Instructor.
11. Weavers.
12. Skilled workers and Cobbler-cum-helpers.

CLASS III

(Miscellaneous)

Category:

1. Lorry Drivers.
2. Drivers of other Motor Vehicles.
3. Engine Driver.
4. Wireman
5. Packer Clerk.

Appointment.—Appointment to the several categories and grades shall be made as follows:—

CLASS I

Method

- (i) Direct recruitment, or
- (ii) For special reasons, recruitment by transfer from any other service.

Category and Grade

Teachers

†Physical Training Instructor, Drill Instructor

- (i) Direct recruitment.

- (ii) Recruitment by transfer from Branch I, Categories 4, 5, 6 and 7.

- (iii) For special reasons recruitment by transfer from any other service.

* Amended vide G. O. (P) No. 125/61/Home dated 14-3-1961.

† Added vide G. O. MS. No. 106/71/Home dated 7-7-1971.

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CLASS II

Category and Grade

* All Categories

Method

- (i) Promotion from a lower to a higher category or from a lower to a higher grade in the case of categories which consist of more than one grade.
- (ii) In the absence of suitable candidates for promotion, by transfer from any other service.
- (iii) In the absence of suitable candidates for promotion and transfer by direct recruitment.

CLASS III

All Categories

- (i) Direct recruitment.

- (ii) For special reasons, recruitment by transfer from any other service.

3. *Appointing authority.*—(a) The appointing authority in respect of posts shall be the Superintendent of the Jail concerned. But all appointments by promotion or by transfer from any other service shall be made only from a list of approved candidates prepared by the Inspector General of Prisons.

(b) For the purpose of appointment of approved probationers as members of the service the general rule governing the appointment of full members (Rule 24) shall apply to the jurisdiction of the Inspector General of Prisons taken as a unit and all such appointments shall, notwithstanding anything contained in sub-rule (a) be made by the Inspector General of Prisons.

(c) The Rules of reservation of appointments (General Rules 12) shall apply to appointments by direct recruitment to this Branch of the service.

† 4. *Qualification regarding age.*—No person shall be eligible for appointment by direct recruitment:

- (a) as packer clerk if he has completed 31 years of age.
- (b) to other posts if he has completed 33 years of age.

Note:—Age shall be calculated with reference to 1st of July of the year in which applications for appointment are invited.

5. *Qualification—Sex.*—No man shall be eligible for appointment to a post of Teacher which is intended to be held by a woman.

* Amended vide Notification No. 55676/B3/67/Home dated 17-4-1970.
† Amended vide G. O. (P) No. 1/72/PD dated 1-1-1972.

No woman shall be eligible for appointment to a post of teacher or Inspector (Industrial) Class II & Class III under Branch—II except for the Female Weaver attached to the female block of the Central Prison, Andrum.

Other qualifications.—No person shall be eligible for appointment to the category mentioned in column (1) of the Annexure unless he possesses the qualifications mentioned in the corresponding entry in column (2) thereof.

Probation.—Every person appointed to any of the categories shall be on probation from the date on which he joins duty be on probation:

- (i) if recruited direct or by transfer from any other service, for a total period of two years on duty within a continuous period of three years; and
- (ii) if appointed by promotion for a total period of one year on duty in a continuous period of two years.

Security.—Where the State Government have by general or Special directed that the holder of any specified post shall deposit security for the and faithful performance of his or her duties, no person shall be eligible for appointment to any such post, whether by direct recruitment or by recruitment by transfer or by promotion unless he or she is able and willing to deposit security to such amount as may be specified in such general or special order.

Transfers and postings.—All postings and transfers of members of the service from one Jail, Special Sub Jail, Sub Jail or Bala Mandir to another Special Sub Jail, Sub Jail or Bala Mandir or Borstal School as the case may be shall be made by the Inspector General of Prisons.

Annexure

(Referred to in Rule 6)

Category	Qualifications
(1)	(2)
CLASS I	
Teachers	R. B. V. with minimum General Educational qualification of the S.S.L. C. Standard.
Industrial teachers	(i) Minimum General Educational Qualification of the S. S. L. C. Standard. (ii) T. T. C. or any equivalent examination.

* Added vide G. O. MS. 412/65/Home dated 22-10-1965.

(2)

Handloom weaving and Practical experience in a handloom factory for a period of not less than six months:

Provided that a person possessing the qualification specified in clause (ii) (d) shall not be appointed if a person possessing any of the other qualifications specified is available.

(i) Minimum General Educational qualification of the S. S. L. C. Standard.

(ii) Licentiate Diploma in Textile Technology/or M. G. T. E. in Cotton Weaving (H).

(i) Minimum General Educational Qualification of the S. S. L. C. Standard.

(ii) M. G. T. E. in Cotton Weaving (Lower) or Certificate in Textile Technology (Kerala University).

(i) Practical experience in shoe making for not less than five years.

* (ii) Literacy in Malayalam, Tamil or Kannada.

(i) Minimum General Educational qualification of the S. S. L. C. Standard.

(ii) Training in an Agricultural Farm for a minimum period of six months.

(i) Minimum General Educational Qualification of the S. S. L. C. Standard.

(ii) M. G. T. E. in Cotton Weaving Examination (Lower) or certificate in Textile Technology (Travancore University).

(i) Certificate in Carpentry from a recognised Institution and

(ii) Practical experience for at least 2 years.

* Added vide G. O. MS. 125/71/Home dated 10-8-1971.

(1)

(2)

*Physical Training Instructor, Drill Instructor

(i) Minimum general educational qualification of the S. S. L. C. standard, prescribed in Schedule to Part II of the General Rules of the Kerala State and Subordinate Service, 1958.

(ii) Certificate of Physical Education issued by the Department of Education Kerala State.

Or

Certificate of Physical Education issued by Bihar School Examination Board

Or

Physical Training Certificate (Lower Grade) of Bangalore of Saidapet College.

Note.—Instructors certificates in Physical Training awarded from the Government Service with a Service of not less than 5 years under the Government shall be treated as an alternative qualification for the purpose of recruitment and transfer from Branch I, Categories 4, 5, 6 and 7 in the Jail Subordinate Service.

CLASS II

1. Weaving Instructors (Grade I) and Weaving Foreman and Weaving Instructors, Grade II

(i) Minimum general educational qualification of the S. S. L. C. Standard, and

(ii) (a) Licentiate Diploma in Textile Technology or

(b) M. G. T. E. Higher (Cotton Weaving)

or

(c) Weaving Instructors' Course Certificate of the Government Textile Institute, Madras, or

(d) Artisan Course Certificate of the Government Textile Institute, Madras.

* Added vide G. O. (P) No. 125/61/Home dated 14-3-1961.

(1)

(2)

8. Shoe Maistry
I and II Grade

- (i) Practical Experience for a minimum period of 2 years.

9. Tailoring Instructor

- (i) Practical Experience in Tailoring for minimum period of 2 years. Preference shall be given to persons who have passed the Madras Government Technical Examination in Tailoring or an equivalent examination.

- (ii) Literacy in Malayalam, Tamil or Kannada

- (i) Practical Experience for a period of not less than 2 years in Blacksmithy.

10. Blacksmithy
Instructor

- (i) Practical Experience for a period of not less than 2 years in Blacksmithy.

11. Weavers

- (i) Practical Experience for a period of not less than 2 years in weaving.

†12. Skilled workers
and cobbler-cum-
helpers

- (i) Practical Experience for a period of not less than 2 years in weaving.

- (ii) Literacy in Malayalam, Tamil or Kannada

- (i) Practical Experience for a period of not less than 2 years in weaving.

- (ii) Literacy in Malayalam, Tamil or Kannada

- (i) Literacy in Malayalam, Tamil or Kannada

- (ii) Practical experience in leather work for minimum period of 2 years.

CLASS III

1. Lorry Drivers

- (i) Literacy in Malayalam.

- (ii) Must possess M. D. L. with endorsement for driving heavy duty vehicles and 3 years experience in driving heavy vehicles either Military or Civil.

2. Drivers of other
Motor Vehicles

- (i) Literacy in Malayalam

- (ii) Must possess a current M. D. L. endorsed for cars and delivery vans and experience in driving Motor Vehicles for not less than 3 years.

3. Engine Driver

- (i) A certificate of competency as Engine Driver

- (ii) Practical experience for a period of not less than 2 years.

* Added vide G. O. MS. 125/71/Home dated 10-8-1971.

† Added vide G. O. MS. 125/71/Home dated 10-8-1971.

(1)

(2)

- *(iii) Literacy in Malayalam, Tamil or Kannada.

- (i) Must have studied upto V Standard and

- (ii) Certificate in electrical wiring issued by a recognised Institution or experience in electrical wiring for not less than 3 years.

- (i) Pass in Form III.

- (ii) Practical experience in packing Stores for a period of not less than one year.

Packer Clerk