



KERALA HEALTH RESEARCH AND WELFARE SOCIETY
THIRUVANANTHAPURAM

**SPECIAL RULES OF
KHRWS EMPLOYEES**

G.O. (MS) NO. 98/2000/H&FWD. DT. 22.4.2000

GOVERNMENT OF KERALA

Abstract

KHRWS - Establishment and method of appointment to various posts in the KHRWS - Orders Issued.

Health and Family Welfare (G) Department

G.O.(Ms) No. 98/2000/H&FWD.

Dated, Thiruvananthapuram, 22.4.2000

Read :- Letter No. Spl. Rules/99/KHRWS dated 30.11.99 from the Managing Director, KHRWS.

ORDER

Government are pleased to approve the Special Rules prescribing qualifications for the various posts in the KHRWS as appended to this order. These Rules are issued in supersession of all the existing rules in the matter and the rules shall have immediate effect.

By Order of the Governor,

V. Vidyachandran
Principal Secretary to Government.

To

The Accountant General (Audit)/(A&I), Thiruvananthapuram.
The Managing Director, KHRWS, Thiruvananthapuram.
The Director of Health Services, Thiruvananthapuram.
The Director of Medical Education, Thiruvananthapuram.
The Director of Indian System of Medicine, Thiruvananthapuram.
Finance Department.
SF/OC.

SCHEDULE OF EXISTING AND REVISED SCALES OF PAY

Sl. No.	Existing Scale	Revised Corresponding Scale
1.	775-12-955-14-1025-20-1065	2610-60-3150-65-3540-70-3680
2.	800-15-1010-20-1150-25-1300	2650-65-3300-70-4000-75-4150
3.	825-15-900-20-1200-25-1450	2750-70-3800-75-4625
4.	950-20-1150-25-1650	3050-75-3950-80-5230
5.	1050-25-1150-30-1660	3350-80-3830-85-5275
6.	1125-25-1150-30-1720	3590-85-4100-100-5400
7.	1200-30-1560-40-2040	4000-90-4090-100-6090
8.	*1350-30-1440-40-1800-50-2200	*4500-100-5000-125-7000
9.	1400-40-1800-50-2300	4600-100-500-125-7125
10.	1520-40-1600-50-2300-60-2660	5000-125-5750-150-8150
11.	1600-50-2300-60-2660	5250-125-5750-150-8150
12.	1640-60-2600-75-2900	5500-150-6100-175-9075
13.	1760-60-2600-75-3050	5800-150-6100-175-9425
14.	2060-60-2300-75-3200	6675-175-7550-200-10550
15.	2650-75-2800-100-4200	8250-250-925-275-13650

* The Scale of pay of Rs. 4500-7000 of Assistant Grade I/Typist Gr. I may be modified as Rs. 4600-7125 as per G.O.(P) No. 1562/99,(27)Fin. dated 12th July 1999.

SPECIAL RULES FOR KHRWS

Sl. No.	Category	Scale of Pay (Rs)	Method of appointment	Qualification	Remarks
1	2	3	4	5	6
1.	Cleaner	775-1065	Direct recruitment	1. Must be able to read and write Malayalam 2. Good Physique	Cleaners who have studied below VIIIth Std. shall be given a interim scale of Rs. 800-1200 for 10 years and Rs. 825-1250 for 15 years of continuous service irrespective of qualification.
2.	Cleaning Supervisor	825-1250	On completion of 15 years of Service as Cleaner.		After completion, of 15 years they will be designated as Clearing Supervisors Ratio 2.1.
3.	Payward Assistant Gr. II	800 - 1200	1. Promotion from qualified Cleaner.	1. For Promotion SSLC with 5 years	

1	2	3	4	5	6
			2. In the absence of qualified hands, direct recruitment.	experience as Cleaner, in the absence Std VII with five years experience as Cleaner.	
				2. Direct Recruitment Pass in SSLC.	
4.	Payward Assistant Gr. I	825 - 1450	Promotion from Payward Assistant Gr. II		
5.	Payward Assistant Senior Grade	950 - 1500	Promotion from Payward Assistant Gr. I	For promotion 3 years experience.	
6.	Payward Keeper Gr. II	950 - 1500	1. Promotion from qualified Payward Assistant	1 For Promotion SSLC with 3 years experience as Payward	
3					
1	2	3	4	5	6

3					
1	2	3	4	5	6
	Payward Keeper Gr. II	1500 - 1500	1. Promotion from qualified Payward Assistant.	1. For Promotion SSLC with 3 years experience as Payward	
7.	Payward Keeper Gr. I	1200 - 2040	2. In the absence of qualified hands direct recruitment.	Assistant Gr. I. 2. For Direct Recruitment Pre-degree or Equivalent.	
			1. Promotion from qualified Payward keeper Gr. II 2. In the absence, direct recruitment.	1. For Promotion SSLC with minimum 5 years experience as Payward Keeper Gr. II 2. For Direct Recruitment Degree from a recognised University.	
8.	Payward Keeper Senior Grade.	1400 - 2300	1. By Promotion from Payward Keeper Gr. I	1. MOP and Account Test (Lower) with 3 years experience as Payward Keeper Gr. I.	
9.	Junior Assistant	1200 - 2040	1. By Promotion from Payward Keeper Gr. I in the absence.	Degree from a recognised University, MOP Account Test (Higher) with 2 years	

1	2	3	4	5	6
12.	Attender	800 - 1200	By direct recruitment	1. SSLC with good physique. For Promotion SSLC with 3 years experience as Peon.	
13.	Peon	775 - 1160	By direct recruitment	Passed in Std. VII Knowledge of Cycling. Good Physique.	
14.	Plumber Gr. II	825 - 1250	1. By Direct recruitment Preference will be given to Cleaners in service who possess the required qualification and experience.	1. SSLC 2. ITI certificate in Plumbing trade.	
15.	Plumber Gr. I	950 - 1500	By Promotion from Gr. II		
16.	Electrician Gr. II	825 - 1250	By Direct recruitment	1. SSLC 2. ITI certificate in	

1	2	3	4	5	6
			Preference will be given to Cleaners who possess the required qualification and experience.	Electrical trade.	
17.	Electrician/ Gr. I	950 - 1500	By Promotion from Gr. II		
18.	Electrical Overseer Gr. II.	1125 - 1720	By direct recruitment. Preference will be given to those in service and acquired the required qualification and experience.	1. SSLC Pass 2. Diploma in Electrical Engineering (3 years) course conducted by the State Board of Technical Education.	
19.	Overseer (Civil) Gr. III	950 - 1500	By direct recruitment Preference will be given to those in service and possess the required qualification	1. SSLC 2. National Trade Certificate Trade Draftsman (Civil) Issued by National Council for Training, Govt. of India	

1	2	3	4	5	6
20.	Electronics Engineer	2060 - 3200	By direct recruitment	Degree in Electronics with 3 years experience.	
21.	Lift Attender	800 - 1200	By Promotion from qualified cleaners.	1. Pass in Std. VIII. 2. Six months experience as Lift Operator.	
22.	Lift Operator Gr. II.	825 - 1250	By promotion from Lift Attender.		
23.	Lift Operator Gr. I	950 - 1500	By direct recruitment In the absence, promotion from the qualified Lift Operator Gr. II.	1. SSLC 2. 5 years experience	
24.	Driver Gr. II	825 - 1250	1. Promotion from the post of qualified cleaners. 2. In the absence of above direct recruitment.	1. Pass in Std. VIII 2. Licence in Driving light vehicle.	

25. Driver Gr. I 950 - 1500 Promotion from Driver Gr. II.

Head Office *

Junior Assistant

Senior Assistant/

Superintendent

Typist

Junior Typist

Senior Typist

Selection Grade.

Junior Assistant Gr. I
Senior Accountant

1350-2200
1640-2900

Junior Typist Gr. I
Selection Grade.

1350-2200
1760-3050

The Three wings of the Headquarters viz., Administration, Accounts, Commercial will be restricted to two wings by merging the Commercial wing with the Accounts wing so that the Assistants working in the 3 wings (all Graduates) can be put under a common pool for promotion to higher posts in the ration 3 : 1 : 1 from Junior Assistant, Junior Assistant Gr. I Senior Assistant/Senior Accountant respectively. This pattern will be followed in the case of Typist.

THE FOLLOWING WILL BE THE STAFF STRUCTURE, NUMBER OF POST, QUALIFICATION
MODE OF APPOINTMENT AND SCALE OF PAY OF THE STAFF.

Sl. No.	Name of post with scale of pay	No. of posts	Mode of appointment	Qualifications
1	2	3	4	5

Cath lab at MCH, Kozhikode

1.	Typist-cum-Cashier (Rs. 1050 - 1660)	1	a. Appointment by transfer from among qualified hands of Society (or) b. In absence of 'a' by direct recruitment	a. 1. SSLC 2. Typewriting English (H) KGTE and Malayalam (L) KGTE. b. Degree holders preferred. Knowledge of Computer preferred, experience preferred.
2.	Attender (Rs. 800 - 1200)	2	a. Appointment by transfer from among qualified hands of Society (or)	a. SSLC. Good service record.

1	2	3	4	5
			b. In absence of 'a' by direct recruitment	b. SSLC Experience preferred.
3.	Cleaner (Rs. 775 - 1065)	2	Appointment by transfer.	Std. VII Pass. Good physique.
4.	Head Nurse	1	Deputation or on contract	Head Nurse with good service records.
5.	Staff Nurse	4	Deputation or on contract	Staff Nurse with good service records.
6.	Radiographer	1	Deputation or on contract	1. Pass in Pre-degree 2. Pass in 2 years certified Radiological Assistance Course (CRA) by DME (or) CRI issued by Bernad Institute of Radiology (or) Any other qualification recognised by Govt. as equivalent thereto.

1	2	3	4	5
7.	Cath Lab Technician	2	Deputation or on contract	B.Sc. with 5 years experience in assisting procedures in Cardiac Catheterisation laboratory (or) B.Sc with Diploma in Cardiac Catheterisation course from a recognised teaching hospital and three years experience. Experience in using Balloon Catheterisation/Interventional procedure will be an added qualification.

Cath lab at MCH, Thiruvananthapuram.

1.	Typist-cum-Cashier (Rs. 1050 - 1660)	1	a. Appointment by transfer from among qualified hands b. In absence of 'a' by direct recruitment	a. 1. SSLC 2. Typewriting English (H)KGTE and of Society (or) Malayalam (L) KGTE. b. Degree holders preferred. Knowledge of Computer preferred, experience preferred.
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1	2	3	4	5
2.	Attender (Rs. 800 - 1200)	2	a. Appointment by transfer from among qualified hands of Society (or) b. In absence of 'a' by direct recruitment	a. SSLC. Good service record. b. SSLC Experience preferred.
3.	Cleaner (Rs. 775 - 1065)	2	Appointment by transfer.	Std. VII Pass. Good physique.
4.	Head Nurse	1	Deputation or on contract	Head Nurse with good service records.
5.	Staff Nurse	4	Deputation or on contract	Staff Nurse with good service records.
6.	Radiographer	1	Deputation or on contract	1. Pass in Pre-degree 2. Pass in 2 years certified Radiological Assistance Course (CRA) by DME (or) CRI issued by Bernad institute of Radiology (or) Any other

1	2	3	4	5
7.	Cath Lab Technician	2	Deputation or on contract	qualification recognised by Govt. as equivalent thereto. B.Sc. with 5 years experience in assisting procedures in Cardiac Catheterisation laboratory (or) B.Sc with Diploma in Cardiac Catheterisation course from a recognised teaching hospital and three years experience. Experience in using Balloon Catheterisation/Interventional procedure will be an added qualification.

C.T. Scanner Unit at MCH, Kozhikode.

1.	Doctor	2	Deputation or on contract	1. MD in Radiology 2. Experience in Cat Scan preferred.
2.	Radiographer	4	Deputation or on contract	1. Pre-degree 2. Diploma in Radiography CRA by DME

1	2	3	4	5
				3. Experience in Cat Scan for 2 years preferred.
3.	Staff Nurse	1	Deputation or on contract	Diploma in Nursing. Experience preferred. Good service record.
4.	Typist -cum -Cashier (Rs. 1050 - 1660)	1	a. Appointment by transfer from among qualified hand b. In absence of 'a' by direct recruitment.	1. SSLC 2. KGTE English (H) Malayalam (L) of Society (or) Typewriting. (b) Degree with experience preferred. KGTE English (L) Malayalam (L) Typewriting. Knowledge of computer preferred
5.	Cleaner (Rs. 775 - 1065)	1	Appointment by transfer of qualified hands	Std VII pass. Good physique
6.	Attender (Rs. 775 - 1065)	1	Appointment by transfer from among qualified hands	Std VII pass. Good physique. Knowledge of Cycling

1	2	3	4	5
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Endoscopy unit at MCH, Thiruvananthapuram.

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|----|---|---|--|---|
| 1. | Typist -cum -Cashier
(Rs. 1050 - 1660) | 1 | <p>a. Appointment by transfer from among qualified hand of Society (or)</p> <p>b. In absence of 'a' by direct recruitment.</p> | <p>1. SSLC</p> <p>2. KGTE English (H) Malayalam (L) Typewriting.</p> <p>(b) Degree with experience preferred.</p> <p>KGTE English (L) Malayalam (L) Typewriting. Knowledge of computer preferred.</p> |
|----|---|---|--|---|

Gastro Lab at MCH, Thiruvananthapuram.

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|----|---|---|--|--|
| 1. | Typist -cum -Cashier
(Rs. 1050 - 1660) | 1 | <p>a. Appointment by transfer from among qualified hand of Society (or)</p> <p>b. In absence of 'a' by direct recruitment.</p> | <p>1. SSLC</p> <p>2. KGTE English (H) Malayalam (L) Typewriting.</p> <p>(b) Degree with experience preferred. KGTE English (L) Malayalam (L) Typewriting. Knowledge of computer preferred.</p> |
|----|---|---|--|--|

1	2	3	4	5
2.	Cleaner (Rs. 775 - 1065)	1	Appoint by transfer of qualified hands.	Std. VII Pass. Good Physique.
3.	Technician	1	Deputation or on contract	DMLT from recognised institution approved by Government. Experience in the Gastro field desirable.
Non Invasive cardiacn Lab at MCH Kottayam.				
1.	Typist -cum -Cashier (Rs. 1050 - 1660)	1	a. Appointment by transfer from among qualified hand of Society (or) b. In absence of 'a' by direct recruitment	1. SSLC 2. KGTE English (H) Malayalam (L) Typewriting. (b) Degree with experience preferred. KGTE English (L) Malayalam (L) Typewriting. Knowledge of computer preferred
2.	Technician	1	Deputation or on contract	B.Sc. DMLT from recognised institution approved by Government

1	2	3	4	5
3.	Cleaner (Rs. 775 - 1065)	1	Appointment by transfer of qualified hands.	Std. VII Pass. Good Physique.

Colour Doppler Unit at MCH Kozhikode.

1.	Typist-cum -Cashier (Rs. 1050 - 1650)	1	a. Appointment by transfer from among qualified hand of Society (or) b. In absence of 'a' by direct recruitment.	1. SSLC 2. KGTE English (H) Malayalam (L) Typewriting. (b) Degree with experience preferred. KGTE English (L) Malayalam (L) Typewriting. Knowledge of computer preferred.
2.	Cleaner (Rs. 775 - 1065)	1	Appointment by transfer of qualified hands.	Std. VII Pass. Good Physique.
3.	Technician	1	Deputation or on contract	B.Sc. DMLT from recognised institution approved by Government.

Ultra Sound Scanner at MCH Thiruvananthapuram

- | | | | | |
|----|--|---|--|--|
| 1. | Typist-cum -Cashier
(Rs. 1050 - 1660) | 1 | a. Appointment by transfer
from among qualified hand
of Society (or)
b. In absence of 'a' by
direct recruitment. | 1. SSLC
2. KGTE English (H) Malayalam (L)
Typewriting.
(b) Degree with experience
preferred. KGTE English (L)
Malayalam (L) Typewriting.
Knowledge of computer
preferred. |
|----|--|---|--|--|

Ultra Sound Scanner at SAT Hospital, Thiruvananthapuram.

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|----|--|---|---|--|
| 1. | Typist-cum -Cashier
(Rs. 1050 - 1660) | 1 | a. Appointment by transfer
from among qualified hand
of Society (or)
b. In absence of 'a' by
direct recruitment | 1. SSLC
2. KGTE English (H) Malayalam (L)
Typewriting.
(b) Degree with experience
preferred. KGTE English (L)
Malayalam (L) Typewriting.
Knowledge of computer
preferred. |
|----|--|---|---|--|

DUTIES AND RESPONSIBILITIES :

A . CLEANERS:

- 1) The duty time shall be from 8 AM to 4 PM and they will be posted to different areas in the paywards as per need or on demand.
- 2) Cleaning of rooms, toilets, wash basin, furniture in the paywards, walls, flooring, ceiling fans, lamps, ventilators, cots, bedside lockers, ward furniture and ceiling of payward, corridor, premises of payward including side drains etc.
- 3) Issuing bed sheets and pillow covers and such other items to patients and collecting old bed sheets from patients and helping the patients for spreading the bed.
- 4) Operating water pump and other equipments if necessary
- 5) To carry unserviceable or defective articles from paywards to store for replacement or repairs as per orders of superiors.
- 6) Other works entrusted by higher officers on the matter not covered by the above.

B. PAYWARD ASSISTANT

- 1) Maintenance of allotment Register
- 2) To be in charge of linen, furniture, cleaning materials etc. and to maintain the stock register
- 3) To furnish information to the superintendents of hospitals regarding the payment of rent, discharge of patients and vacancy position
- 4) Payment of current charges and water charges of the paywards
- 5) To supervise the cleaning works of paywards
- 6) To assist the Regional Engineer/Civil Engineer in the office work

- 7) Other duties as may be assigned by the higher authorities.
- 8) To attend to the office works, if any
- 9) In the absence of water pump operator, the Payward Assistant should attend the work.

C. PAYWARD KEEPERS

- 1) Maintenance of Allotment Register and other registers
- 2) To be in charge of linen, furniture, cleaning materials etc. and to maintain the stock register
- 3) To furnish information to the Superintendents of hospitals regarding the payment of rent, telephone charges, discharge of patients and vacancy position.
- 4) Payment of current charges and water charges of the payward.
- 5) To supervise the cleaning works of paywards every day and keep the area scrupulously clean all the time
- 6) To assist the Regional Engineer/Civil Engineer in the office work
- 7) Other duties as may be assigned by the higher authorities to maintain a clean and orderly patient care
- 8) To attend to any other duties assigned by superiors.

Duties and responsibilities of Cleaning Supervisors.

1. The duties and responsibilities of Cleaning Supervisor shall be more or less the duties and responsibilities of Cleaners except the cleaning of Toilets, was basin etc., under normal circumstances. If any necessity or urgently comes, he/she will attend all the duties of cleaners on demand or in the absence of cleaners.

2. The Cleaning Supervisors will work under the direct control of Payward Keeper and they will be given posting on rotation and area wise.
3. He/She will be fully responsible for sweeping the payward rooms, verandah, staircase, compounds, Lift room, Laboratories etc., hygienically and cleanly round the clock and every room will be checked twice or more often when required and ensure its neatness by the cleaning supervisor.
4. To ensure issue of cleaning materials, collection of cloths of linen to laundry and supply of new cloths and their proper accounting and economic use.
5. To report the breakage of equipments, fittings, furniture if any noticed to higher authorities to guard against theft, misuse or over use of the facilities.
6. To help transport of patients to other areas from payward for investigation or carrying message from paywards to ward sister and doctors etc.,
7. The Cleaning Supervisor will always be available for undertaking any other duties assigned by higher authorities and on any circumstances change of duty will be allowed.
8. Issuing bed sheets and pillow covers and such other items to patients and collecting old bed sheets from patients and helping the patients for spreading the bed.

Duties and responsibilities of staff of units

1. Typist - cum - Cashier

- i) Typing of the reports/results in the form in consultation of unit heads.
- ii) Collection of charges, issue of receipts, preparation of monthly statements etc.,
- iii) Other duties if any assigned by the unit chief or higher authorities from time to time.

2. Attender

- i) To help carrying medicines to stock.
- ii) To work as office Peon when required.
- iii) To do duties of Attender and Nursing Assistants if required in exigencies of service.
- iv) To carry unserviceable articles to store and replacement from store to lab/unit.
- v) To carry patients in trolley/wheel chair from lab to room/ward
- vi) To carry message and letter from the lab to ward/office
- vii) Help to destroy condemned articles.
- viii) Cleaning of wheeled equipments.
- ix) Assisting in dressing, catheterisation, lumbar puncture and other procedures.
- x) Carrying patients to other departments and to other units in case of emergencies.
- xi) Assisting duty sisters.
- xii) Other duties if any assigned by duty sister in emergencies or in the absence of Cleaners.

3. Cleaners.

- i) Cleaning of the floor, room varandhas, latrines etc.,
- ii) Removal of bed pans and urinals after use and cleaning them. Giving bed pans and urinals to inpatients if necessary.
- iii) Helping the Nursing Assistants/Nurses in giving the Enema, Bowel wash etc.,
- iv) Washing soiled linen.
- v) Disposal of Human wastes.
- vi) Sweeping the floor and swabbing when required.
- vii) Conveying the sweepings and disposal by burial, burning, incineration etc.,
- viii) Cleaning drains etc.,
- ix) Helping in the cleaning of walls, windows, doors etc., when directed.
- x) Clean the beds when soiled by motion or urine.
- xii) Other duties assigned by duty Nurse or other authorities from time to time or emergencies or in the absence of Attenders.

4. Head Nurse

- i) To be in charge of stock of all items.
- ii) Preparation and maintenance of stores and stock registers.
- iii) Preparation of monthly stock account and indent.
- iv) Giving directions to staff Nurses and other staff for the smooth function of the unit.
- v) Duty arrangements of Nurses and other staff considering the necessity in consultation with the unit Chief/duty doctor.
- vi) Other duties/responsibilities which found necessary for the smooth functioning of the unit or allotted by the unit chief or other higher authorities etc.,
- vii) Supervising the work of other subordinate staff.

5. Staff Nurse.

- i) Duties as in Government service.
- ii) Duties assigned by Head Nurse/Unit chief or higher authorities from time to time for the smooth function of the unit.
- iii) Duties which found necessary for the well sake of patients etc.,
- iv) In the absence of Head Nurse, the duties assigned to the Head Nurse should also be attended to.

6. Radiographer

- i) All the duties/responsibilities as part of the post of Radiographers.
- ii) Duties/responsibilities, if any, assigned by the unit Chief or any other authorities for the smooth functioning of the unit as well as for the sake of the patient etc.

7. Technician

- i) All the duties/responsibilities as part of the post of Technician.
- ii) Duties/responsibilities, if any, assigned by the unit Chief or any other authorities for the smooth functioning of the unit as well as for the sake of the patient etc.

KHRWS SPECIAL RULES IV FLUID UNIT

The Staff structure in I.V. Fluids Unit of KHRWS such as number of posts, qualifications and method of appointments shall be as follows :-

Sl. No.	Name of post	No. of post	Method of appointment
1.	General Manager	One	By Deputation
2.	Manufacturing Chemist (Rs. 2650-4000)*	One	By direct recruitment
3.	Quality Control Chemist (Rs. 2060-3200)	One	-do-
4.	Technician (Pharmaceutical) Operation (Rs. 1400-2300)	Two	-do-
5.	Technician (Quality Control) (Rs. 1400-2300)	One	-do-
6.	Boiler Operator (Rs. 1200-2040)	One	-do-
7.	Worker (Male) (Rs. 950-1500)	Two	-do-
8.	Worker (Female) (Rs. 950-1500)	Four	-do-
9.	Fumigation Attender (Rs. 800-1200)	One	-do-
10.	Animal-cum-Laboratory Attender	One	-do-
11.	Lasker (Rs. 775-1065)	One	-do-
12.	Driver (Rs. 825-1250)	One	-do-
13.	Security Guard (Rs. 800-1200)	Two	-do-
14.	Female Packer (Rs. 1700 consolidated)	Two	-do-

* Allowed Rs. 2650-4200 as personal scale till the present incumbent vacates the post.

I.V. FLUID MANUFACTURING UNIT

Sl. No.	Post	Provisionally fixed scale	Comparative post in Government	Pay scale in Govt	Pay scale proposed	Remarks
1	2	3	4	5	6	7
1.	Laskar	800 - 1200	Laskar	775 - 1065	775 - 1065	The scale of pay of the comparative post in Govt. is recommended for I.V. Fluid
2.	Animal-cum Laboratory Attender	800 - 1200	Animal keeper in Museum & Zoo	800 - 1200	800 - 1200	
3.	Furnigation Attender	800 - 1200	Theatre Assistant in Medical Education Department	800 - 1200	800 - 1200	

1	2	3	4	5	6	7
4.	Worker (Female)	950 - 1500	Junior Laboratory Assistant	950 - 1500	950 - 1500	Unit
5.	Worker (Male)	950 - 1500	-do-	950 - 1500	950 - 1500	
6.	Boiler Operator	1200 - 2040	Boiler Mechanic in Technical Directorate.	1200 - 2040	1200 - 2040	
7.	Technical (Pharmaceutical Operation)	1400 - 2300	Technician (Pharmacy)	1400 - 2300	1400 - 2300	
8.	Technician (Quality Control)	1400 - 2300	Laboratory Technician	1400 - 2300	1400 - 2300	
9.	Chemist (Quality Control)	2060 - 3200	Analyst Gr. III in Drugs Control.	2060 - 3200	2060 - 3200	
10.	Manufacturing Chemist	2060 - 3200	Research Officer	2650 - 4000	2650 - 4000	

Quannccations:

General Manager

Prof./Asst.Prof. of Department of Pharmacy of Medical Education Directorate: Experience as Head of Department is desirable.

(Note: The Project Officer, I.V. Fluid is redesignated as General Manager, I.V.Fluid Unit)

2. Manufacturing Chemist

B.Pharm with at least five years experience in the manufacturing of large volume parenterals of which atleast one year experience must be in the manufacturing of PVC pouch filled I.V. Fluids

3. Technician (Pharmaceutical)

Diploma in Pharmacy from an institution recognised by the Pharmacy Council of India. Permanent registration with the Kerala State Pharmacy Council. A minimum of one year experience in the various Pharmaceutical like sterilisation, mixing filtration, filling etc. essential.

4. Chemist (Quality Control)

B.Pharm with three years experience in the analysis of raw materials, dosage forms and microbiological & biological testing.

5. Technician (Quality Control)

Diploma in Pharmacy from an institution approved by the Pharmacy Council of India, Permanent registration with the Kerala State Pharmacy Council. Two years experience as Laboratory technician in quality control laboratory of a pharmaceutical concern or a Pharmaceutical Sciences College.

6. Boiler Operator

Pass in the S.S.L.C. examination Pass in the ITI examination in the trade of fitter. Must have passed the Factories & Boilers Certifi-

cate Examination conducted by the Inspectorate of Factories & Burers.
One Year experience in the operation and maintenance of a Mini Budget

7. Fumigation Attender

Pass in VIII class. Three years experience in the cleaning & fumigation of the aseptic area of a pharmaceutical plant.

8. Laboratory-cum-Animal Attender

Pass in VIII Class. Three years experience as an Animal Attender in a Medical College, Pharmaceutical concen or an University Department.

9. Workers (Female)

Pass in the SSLC examination or any other examination equivalent to it. One year experience as a worker in the filling and scaling unit of a Pharmaceutical, Food or soft drink factory or a hospital.

10. Workers(Male)

Pass in the SSLC examination or any other examination equivalent to it. One year experience as a worker in the filling and sealing unit of a Pharmaceutical, Food or Soft drink factory or a hospital.

11. Lasker

Pass in the VII class. Knowledge of Bicycle riding. Good Physique.

12. Driver

Pass in VII Std. Light vehicle + Heavy motor vehicle licence. Experience preferred

13. Security Guard

Pass in SSLC, Ex-Servicemen or Pass in SSLC and 6 months Police or Military training.

14. Female Pac ker

Pass in SSLC. 1 year Experience in Pharmaceutical unit

Method of Appointment

- a . Appointment by transfer of qualified hands of the I.V Fluid Unit
- b. In absence of qualified hands for appointment by (a) above, by direct recruitment.

Age Limit

18-35 years. Upper age limit of 5 years will be given to SC/ST candidates.

Special Conduct Rules for I.V.Fluid Manufacturing Unit.

1. All the employees will have to work both in the general shifts and in any of the three shifts. The general shifts will be from 8 AM to 5 PM with a 30 minutes lunch break and two coffee breaks of 10 minutes each. The three shift duties will be from 6AM to 2 PM, 2PM to 10PM and from 10 PM to 6AM. Only two coffee breaks of 10 minutes each will be allowed in three shift duties.
2. Punctuality is very essential for the smooth running of the unit. The time of reporting of the employees at the unit will be monitored through card punching system and they will not be allowed to attend the duty, if they report for duty by more than 15 minutes late.
3. During working hours the employees will not be allowed to leave the unit, except in case of extreme emergency situations. In such cases they will have to obtain the written permission from the controlling officer before leaving the unit.
4. The unit will remain closed on all Sunday, all other days will be working days.
5. The employees will have to wear uniform while working in the unit. They will be provided with two sets of uniforms annually free of cost.

Duties and responsibilities (Manufacturing Unit)

1. Technical Pharmaceutical Operation

Operation and maintenance of the sterilizer, water still, transfer pump, distilled water storage tank, filter press, membrane filter etc. Supply of distilled water as and when required. Sterilisation of articles required for daily use, procurement, weighing, mixing, filtering of drugs under the supervision of the manufacturing chemist. To assist and supervise the workers in all the cleaning operations of the various equipment, including doing the cleaning work also as and when required. Any other duty assigned to him from time to time by the Manufacturing Chemist.

2. Worker (Pharmaceutical Operation)

- i) Scree printing of pouches
- ii) Transportation of the pouches to the filling room.
- iii) Opening, filling and sealing of pouches
- iv) Transportation of the pouches to the sterilizer.
- v) Cleaning of the storage tanks, filter press, Membrane filter holder, filling equipment and mixing tank under the supervision and assistance of the technician.
- vi) Do the clarity testing.
- vii) Do the leak testing
- viii) Pack the filled pouches into cartons.
- ix) Cleaning the complete unit and its premises including wash basins, toilets etc, as and when required
- x) Any other duty assigned from time to time by the Manufacturing Chemist.

3. Fumigation Attender

- i) Cleaning of the manufacturing area under the supervision of the concerned Technician.
- ii) Fumigation of the aseptic area
- iii) Washing of the sterile room, garments and keeping them ready for sterilisation.
- iv) To assist the Technician in the sterilisation
- v) Transportation of materials and samples to quality control unit

- vi) Communicate messages
- vii) Cleaning the complete unit and its premises including toilets, wash basins etc. as and when required
- viii) Any other duty assigned from time to time by the Manufacturing Chemist

4. Lasker

- i) Cleaning of the unit and the premises daily
- ii) Cleaning of toilets and wash basins twice daily
- iii) Transportation of finished good and raw materials
- iv) To do any other work involving manual labour in the unit as directed by the Manufacturing Chemist or the Technician
- v) Communication of messages.
- vi) Transportation of materials and samples
- vii) Any other duty assigned from time to time by the Manufacturing Chemist

5. Boiler Operator

- i) Operation and maintenance of the Boiler and to provide steam to the sterilizer and water still as long as required
- ii) Procure diesel for the boiler
- iii) Maintenance of electric supply and water supply to the unit and to carry out minor repair in equipments under the supervision of the Manufacturing Chemist
- iv) Any other duty assigned to by the Manufacturing Chemist from time to time

6. Manufacturing Chemist

All the manufacturing operation will be carried out under his direct supervision only.

7. Quality Control Chemist

- i) To carry out all the Analytical procedures legally required on the raw materials used in the manufacturing department and to furnish analytical work in the Quality control lab
- ii) Cleaning the exterior of all laboratory equipments and work tables daily

- iii) Procurement and transportation of chemicals from the store to the lab
- iv) Transportation of all prepared solutions to the concerned work benches and back
- v) Opening and closing of the quality control lab at specified times
- vi) Any other duty assigned to from time to time by the Quality Control Chemist.

10. Animal Attender

- i) Feed the animals daily on proper times
- ii) Clean the animal cages, the floors of the animal house and the quality control lab daily
- iii) Transport the animals to and fro from the Quality Control lab as and when required
- iv) Bury the slaughtered animals
- v) Assist the quality control chemists in animal experiments
- vi) Any other duty assigned to from time to time by the Quality Control.

KHRWS IPP Offset Printing Press

The staff structure in the KHRWS Printing Press and the method of appointment and the qualification in respect of post will be as follows :-

Sl. No.	Name of Post	No. of post available	Qualification with experience
1.	Assistant Director	1	1. Diploma or Technical examination certificate in printing technology. 2. 15 years experience in printing including 5 years experience as Supervisor. Desirable : Graduate will be preferred.
2.	Supervisor	1	For Direct recruitment 1. Pass in SSLC examination 2. Diploma in Printing Technology from Govt. recognised institution. 3. 5 years experience in a printing press preferably Offset press.
3.	Offset Machine Operator.	2	For direct recruitment 1. Diploma in Printing Technology (Offset) 2. 3 years experience in offset press. (or) 1. SSLC Pass. 2. Group Certificate in KGTE/ MGTE. (Higher) 3. 5 years experience in Offset Press. For Promotion. 1. SSLC pass 2. Group certificate in KGTE/ MGTE (Higher)

			3. Binding and Printing viz., composing (L), Machine Operator(H) Press Work (H).
4.	Assistant Offset Machine Operator.	2	1. Pass in SSLC examination. 2. KGTE(H) in Machine work with two years experience in Offset Press.
5.	Binder	10	1. Pass in SSLC examination 2. KGTE/MGTE in Book Bind ing (Lower). Experience preferred.
6.	Plate Maker	2	For direct recruitment 1. Pass in SSLC examination. 2. Diploma in Printing Technol ogy from Govt. recognised institute. 3. 3 years experience in Offset press in plate making. For Promotion 1. Pass in SSLC examination 2. KGTE Offset Printing Certifi- cate. 3. 5 years experience in plate making.
7.	Assistant Plate Maker	1	1. Pass in SSLC examination. 2. KGTE Offset Printing Certifi- cate with two years experi- ence in platemaking.
8.	DTP Operator	2	1. Pass in SSLC examination. 2. Typewriting Malayalam (Higher) and English (Lower). 2 years experience in DTP.

9.	Hand Compositor.	1	1. Pass in SSLC examination. 2. KGTE/MGTE Composing (L) 2 years experience in Hand composing.
10.	Store Keeper/ Maintenance Technician.	1	1. Pass in SSLC examination 2. Pass in KGTE/MGTE in printers. Ware House work (L) 3. Experience preferred.
11.	Proof Reader	1	1. Pass in SSLC examination. 2. KGTE/MGTE in Proof reading (Higher) 3. KGTE/MGTE (Lower) in Compositor's work. 4. Experience preferred.
12.	Letter Press Operator-cum- Screen Printer.	1	1. Pass in SSLC examination. 2. Pass in KGTE/MGTE in Machine work (Lower) 3. Experience preferred.
13.	Helper	2	1. Pass in VIIIth Standard. 2. Good Physique.
14.	Peon	1	1. Pass in VIIIth Standard. 2. Read and write Malayalam. Good Physique, Knowledge of Cycling.
15.	Driver	1	1. Pass in VIIIth standard. 2. Light vehicle + Heavy Motor vehicle licence, Experience preferred.
16.	Security Guard	1	1. Pass in SSLC 2. Ex-Servicemen(or) Pass in SSLC and 6 months (Police) or (Military) training.

17.	Sweeper	1	Pass in VIIIth Standard. Good Physique.
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Mode of Appointment

- a) The appointment will be done by 'appointment by transfer' from the qualified staff of IPP press.
- b) In absence of 'a' the appointment will be done by 'Direct Recruitment.'

Age Limit

18 to 35 years. Relaxation of 5 years given to the candidates belonging to SC/ST.