PROCEEDINGS OF THE COMMISSIONER FOR RURAL DEVELOPMENT
THIRUVANANTHAPURAM
(Present : A T James IAS)

Sub : RDD – e-Vacancy software of Kerala PSC – implementation in RD Dept.- reg.

Ref: 1. Circular No. 14816/C3/2015/P&ARD dated 01.12.2015
2. *Letter No. R&A IV (2) 7722/14/GW from the Secretary, KPSC dated 02.02.2016*
3. This office order of even no. dated 05.05.2015
4. This office order of even no. dated 04.08.2015
5. Training conducted for RD officers on 05.08.2015 & 11.08.2015

No. 7095/Ac&Ad2/2015/CRD   dtd. 04.04.2016

As per reference 1st paper cited, Government have directed all the Departments to report vacancies through Kerala Public Service Commission's **e-vacancy software** itself from 1st of June, 2016 and have issued guidelines for the implementation of this software.

Based on the instructions from Kerala PSC to appoint *Administrator – Vacancy Master User (VMU)* in each Department, as per reference 3rd cited, Sri. Sajeev P S, System Supervisor of this office had been appointed as **Vacancy Master User (VMU)** for Rural Development Department. It was instructed to appoint one entry User for each appointing authority to support that appointing authority. In the Rural Development Dept, there are three *appointing authorities* at district level as follows:

Clerks & Typists	: District Collector
VEOs	: Project Director
Office Attendants	: ADC (General)

As the file processing of all the district level appointments are being processed at ADC's (General) offices, vide ref 4th cited, Senior Superintendents of all ADCs (General) offices were appointed as **Entry User** for all the three appointing authorities at district level. Subsequently, training have been given to Senior Superintendents and Establishment Clerks of ADC(General) office of all the districts during August 2015.

Now, in the light of Govt. circular read as 1st paper cited, appointing authorities in Rural Development Department are hereby directed to report vacancies to Kerala PSC through e-vacancy software only from 1st of June 2016.

It is mandatory to sign the vacancy reporting proforma digitally from 1st of June 2016. Hence, it is hereby directed to procure Digital Signature Certificates (DSC) by the appointing authorities who haven't a DSC at present, as early as possible. DSCs can be procured from IT Mission empaneled agencies. The expenditure for the DSCs will be met from the provisions under *office expenses.*

The e-vacancy software is operational at present and it is possible to report vacancy through the software. Hence, appointing authorities need not wait till the deadline of 1st of June, 2016 for reporting vacancies through e-vacancy, but a signed copy of the proforma should be sent to KPSC, upto 31st of May 2016, in case DSCs is not obtained then.

VMU will co-ordinate the user management within the Department. User Names & passwords to the appointing authorities and entry users will be issued to the appointing authorities and entry users by VMU. For security reasons, it is advised to change the received password immediately, observing password policy *(having minimum eight characters with at least one capital letter, one small letter, one number, one special character etc.)*. The Administrative Assistant of CRD is appointed as Entry User at CRD, for reporting vacancies at CRD and for vacancies for which the Commissioner is the appointing authority. One clerk at Ac & Ad section will assist AA for the same.
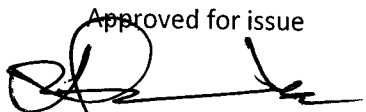
Change of appointing authorities and entry users should formally be reported to VMU, so as to make changes in the software.

Appointing authorities are directed to follow the guidelines stipulated in the Govt. circular read as 1st paper above and further directions thereto. For technical support, appointing authorities can contact Sri. Sajeev P S, VMU (Mobile number : 9846823501).

Sd/-
COMMISSIONER FOR RURAL DEVELOPMENT

To:
1. Dist Collectors of all districts
2. Project Directors of all PAUs
3. ADCs (General) of all districts
4. CA to Commissioner
5. CA to AdDCs, Senior AO, Senior FO
6. Accounts Officer, CRD
7. Ac&Ad Section, CRD
8. System Supervisor, CRD
9. Official website of RDD
10. Stock File/Office Copy

Approved for issue

Junior Superintendent