

**SPECIAL RULES FOR THE TAMIL NADU
COLLEGIATE EDUCATIONAL SUBORDINATE
SERVICES
(G.O.Ms.No. 754, Education, dated 15th July 1985.)**

In exercise of the power conferred by the proviso to Article 309 of the Constitution of India, and of all other powers enabling and in supersession of the Special Rules for the Tamil Nadu Educational Subordinate Service in Section 6 in Volume III of the Tamil Nadu Service Manual, 1970 so far as they relate to the posts now coming under the Collegiate Education Department and included in the present rules, the Governor of Tamil Nadu hereby makes the following Special Rules for the Tamil Nadu Collegiate Educational Subordinate Service which will be included as Section 46 in Volume III of the Tamil Nadu Service Manual, 1970.

2. The amendments hereby made shall be deemed to have come into force on and from the 15th July, 1985.

**SECTION 46 - THE TAMIL NADU COLLEGIATE
EDUCATIONAL SUBORDINATE SERVICE.**

1. **CONSTITUTION.** - The Service shall consist of the following classes and categories of Officers, namely: -

Class (1)	Category (2)
I	1. Tutors and Demonstrators. 2. Resident Tutor.
II	1. Physical Director and Directresses. 2. Physical Training Instructors and Instructresses.
III	1. Manual Training Experts. 2. Craft Instructors in Training Colleges. 3. Secondary Grade Assistants. 4. Drawing Teachers. 5. Instructors and Instructresses other than Commercial Instructors. Wood-work Instructor, Grade I. Wood-work Instructor, Grade II. Weaving Instructor, Grade I. Weaving Instructor, Grade II. Sewing Teacher. 6. Music Teacher. 7. Higher Elementary Grade Teacher.

2. DEFINITION. -

(a) "Tutors" shall include. Tutor in English and Tutor in Statistics in Medical Colleges.

(b) "Demonstrators" shall include Demonstrator in Chemistry, Biology and Physics in the Medical Colleges.

(c) "Physical Directors" shall include Physical Directors in the Medical Colleges and in the General Hospital, Madras.

3. APPOINTMENT. - (a) Appointment to the several classes and categories of the service shall be made as follows: -

Class and Categories (1)	Method of Recruitment (2)
Class I 2. Resident Tutor	Direct Recruitment
Class II 1. Physical Directors and Directresses. 2. Physical Training Instructors and instructresses.	(i) Direct Recruitment ; or (ii) Promotion from Physical Training Instructors and Instructresses in the service; or (iii) If no qualified and suitable candidate is available for appointment by method (ii) above - (a) Promotion from any lower post in the service; or (b) Recruitment by transfer from any other service. (a) Direct Recruitment ; or (b) Promotion from any post on a lower scale of pay ; or (c) Recruitment by transfer from any other service
Class III 1. Manual Training Expert 2. Craft Instructors in College of Education. 3. Secondary Grade Assistants	(i) Direct Recruitment ; or (ii) Transfer from any post in the service on an identical scale of pay ; or (iii) Recruitment by transfer from many other service. (i) Direct Recruitment ; or (ii) Recruitment by transfer from any other service. (i) Direct Recruitment ; or (ii) Transfer from any post in the service on an identical scale of pay ; or

4. Drawing Teachers	(iii) Recruitment by transfer from any other service.
5. Instructors and Instructresses other than Commercial Instructors. Grade-I	(i) Promotion from II Grade of this Category. (ii) If no qualified and suitable candidate is available for appointment by method (i) above - (a) Direct Recruitment ; or (b) Transfer from any post in the service on an identical scale of pay ; or (c) Recruitment by transfer from any other service.
Grade -II Including Sewing Teacher	(a) Direct Recruitment ; or (b) Transfer from any post in the service on an identical scale of pay ; or (c) Recruitment by transfer from any other service.
6. Music Teachers 7. Higher Elementary Grade Teachers.	(a) Direct Recruitment ; or (b) Transfer from any post in the service on an identical scale of pay ; or (c) Recruitment by transfer from any other service.

(b) Notwithstanding anything contained in clause (14) of rule 2 of the Tamil Nadu State and Subordinate Services Rules, members of the service shall, also be eligible to be recruited direct to any category in the service, appointments to which are made by direct recruitment.

(c) Promotion to the various categories in the service shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

4. **APPOINTMENT AUTHORITY.**- Appointments to the classes and categories specified in column (i) of annexure I of these rules shall be made by the authorities specified in the corresponding entries in column (2) thereof.

5. **RESERVATION OF APPOINTMENTS.**- The rule of reservation of appointment (General Rule 22) shall apply separately to selection for appointments to the services by direct recruitment within the jurisdiction of appointing authorities in each of the categories.

6. APPOINTMENTS IN INSTITUTIONS AND ESTABLISHMENTS SPECIALLY PROVIDED FOR WOMEN.-

(a) General Rule 21 shall apply to appointments to the service in institutions and establishments specially provided for women.

(b) A vacancy in a grade or category in an institution or establishment specially provided for women shall be filled by the transfer of any women member of the same grade or category who may be employed, at the time of the vacancy in an institution or establishment not specially provided for women. When such transfer is not possible, a women may be appointed by any method admissible under sub-rule (a) of rule 3, but she will not acquire by reason only of such appointment any right in the matter of seniority or full membership in such grade or category, or transfer to a vacancy in such grade or category in an institution or establishment not specially provided for women, or promotions to a higher grade or category.

(c) A man appointed under the proviso to General Rule 21' to a grade or category in a vacancy in an institution or establishment specially provided for women shall not, by reason only of such appointment acquire any right in the matter of seniority or full membership in such grade or category or promotion to a higher grade or category and shall be replaced at the earliest opportunity by a qualified and suitable women.

EXPLANATION.- There is no bar to appoint women against the vacancies in the institutions not specially provided for women.

7. QUALIFICATIONS.-

(a) Age.- No person shall be eligible for appointment direct recruitment to any category or grade in Classes I, II and III if he or she has completed thirty-five years of age:

Provided that for appointment to posts for which the minimum general educational qualification referred to in sub-rule (a) of rule 12 of the General Rule for the Tamil Nadu State and Subordinate Services or any lower qualification has been prescribed, the upper age limit in respect of candidates belonging to the Scheduled Castes and Scheduled Tribes shall be higher by five years.

EXPLANATION.- The age limits specified above shall apply with reference to the 1st day of July of the year in which selection for appointment is made.

(b) Other Qualifications:- No person shall be eligible for appointment to the categories specified in column(1) of Annexure - II by the method specified in column(2) against each unless he possesses the qualifications specified in the corresponding entry in column (3) thereof.

Provided that a candidate possessing the degree of B.O.L. or B.O.L, (Honours) of any University in the State shall not be eligible for appointment to any post in the service for which such degree is prescribed as a qualification, unless he possesses, a minimum General Educational Qualification as defined in Schedule I to Rule 12 (a) of the General Rules for the Tamil Nadu State and Subordinate Services.

Provided further that a candidate possessing a first or second class degree of M.A. or M.Sc., of any University in the State awarded under the New or Revised Regulation shall not be eligible for appointment to any post in the service, for which such degree is prescribed as a qualification, unless he has secured in the University examination not less than 50 percent marks in the subject or language in respect of which recruitment is made.

Provided also that the degree of B.O.L. of the University of Madras in the first or second class in Part II or III awarded under the Old or Transitory Regulations shall be deemed to be equivalent to the first or second class degree of B.O.L. (Honours) of the Madras University.

Provided also that a title of Oriental Learning of the University of Madras obtained under the old regulations in two co-ordinate language shall be deemed to have been obtained with special reference to each of the two languages.

Provided also that the certificates mentioned below, wherever prescribed as qualifications, shall mean the certificates issued under the authority of the State Government: -

Trained Teacher's Certificate, Secondary Grade Senior Grade Basic Trained Teachers Certificate, Junior Grade Basic Trained Teachers' Certificate and Technical Teachers' Certificate.

Provided also that the first or second class degree of M.O.L. of the Annamalai University with not less than 50 percent marks in the language in respect of which recruitment is made shall be deemed to be an alternative qualification to a first or second class degree of M.A. of any University in the State for the purpose of appointment to the posts of Tutors, in languages other than English.

Provided also that candidates possessing the first or second class degree of Mathematical economic Madurai University shall, for purpose of appointment as Tutors in Economics, be considered on par with holders of the degree of M.A. or Honours in Economics of the Madras or Annamalai University.

Provided also that if sufficient number of Scheduled Castes/Scheduled Tribes candidates possessing Master's degree with not less than 50 percent of marks in the subject or language are not available for appointment to the vacancies in the post of Tutors/Demonstrators reserved for them under rule 22 of the General Rules for the Tamil Nadu State and Subordinate Services whenever recruitment is made, then the Scheduled Castes/Scheduled Tribes candidates with 'C-plus' (i.e. 45 - 49%) grade shall also be considered for appointment to the reserved vacancies.

Provided also that no member of the teaching staff in colleges who has not put in teaching experience for a period of not less than three years in parent department before proceeding to some other department on deputation on foreign service terms need be considered eligible for paper promotion to the higher category in the parent department, except where the nature of duties on other duty is similar to the post held by his in his parent department and he has put in a total service of not less than three years in both the parent department as well as foreign service put together .

8. PROBATION.-

(a) Every person appointed to any category by direct recruitment or by recruitment by transfer shall from the date on which he joins duty be on probation in such category for a total period of two years on duty within a continuous period of three years:

Provided that no fresh probation is necessary in respect of a direct recruit, if he has already completed probation in a category of the service.

(b) Every probationer when transferred from one category or class to any other category or class carrying the same scales of pay shall be entitled to count towards his probation in that category the period of service in the category or class to which he is so transferred and if he is an approved probationer in the category or class from which he is transferred he shall be treated as an approved probationer in the category or class to which he is transferred.

(c) The principals of Arts and Training Colleges other than the Principals of P.U.C. Colleges shall be competent to issue orders declaring satisfactory completion of probation in respect of any member of the service under their respective control.

(d) A probationer in any category in the service who is on deputation as Commissioned Officer in the N.C.C. unit shall be entitled to count towards his probation in the category concerned the period performed by him in the N.C.C. during which he would have actually held a post in the category concerned or a higher post but for his absence on deputation.

9. TESTS.-

(a) Every person appointed by direct recruitment to the category specified in column (1) of the Table below shall, within the prescribed period of probation, pass the test prescribed in the corresponding entry in column (2) thereof.

THE TABLE

Category (1)	Test (2)
1. Category I of Class I	Account Test for Subordinate Officers, Part I.
2. Category I of Class II	Account Test for Subordinate Officers, Part I.

(b) If he fails to pass the test prescribed in sub-rule (a) above, but is otherwise considered suitable, shall pass the tests within a period of five years from the date of his appointment. He shall not be deemed to have completed his probation satisfactorily and shall not be entitled to appointment as a full member of the service of be eligible for increments other than the first to fourth increments in the time scale of pay applicable to him unless and until he has passed the said test. Such ineligibility shall not have the effect of postponing his future increments after he has passed the said test. If he still fails to pass the said test within the period aforesaid, the appointing authority shall, forthwith, by order, terminate his probation and discharge him from the service,

10. **UNIT FOR DISCHARGE, REAPPOINTMENT AND APPOINTMENT AS FULL MEMBERS.-** For the purpose of discharge, reappointment and appointments of full members, every post or group of posts in any class or category for which qualification in a particular subject or language is prescribed shall be deemed to be a separate category.

11. **TRANSFERS AND POSTINGS:-** All transfers and postings excluding those which may be made by the appointing authorities within their respective jurisdiction shall be made by the Director of Collegiate Education.

12. **PREPARATION OF ANNUAL LIST OF APPROVED CANDIDATES.-** For the purpose of drawing up of the annual list of approved candidates for appointment to the posts in the service by recruitment by transfer / promotion the crucial date on which the candidate should be qualified shall be the 1st March of every year.

ANNEXURE - 1

(Referred to in Rule 4.)

Class and Category (1)	Appointing Authority (2)
Class I - 2. Resident Tutor	Joint Director of Collegiate Education or Deputy Director of Collegiate Education, as the case may be who deals with the subject relating to appointment of personnel.
Class II - 1. Physical Directors and Directresses. 2. Physical Training Instructors and Instructresses.	Joint Director of Collegiate Education or Deputy Director of Collegiate Education, as the case may be, who deals with the subject relating to appointment of personnel. Do.
Class III- All Categories	Principal of the College concerned.

Physical Training Instructors and Instructresses.	Direct Recruitment promotion and recruitment by transfer.	<p>3. Must have passed the Accounts Test for Subordinate Officers, Part I.</p> <p>1. A pass in first year B.A. or its equivalent degree; or</p> <p>2. Intermediate; or</p> <p>3. T.S.L.C or Secondary Grade; or</p> <p>4. Senior Basic Grade; and Government Teachers' Certificate of Higher Grade in Physical Education.</p>
Manual Training Experts	Direct Recruitment Transfer and recruitment by transfer.	<p>1.(a) A first class Diploma in Manual Training issued by the Teachers' College, Saidapet, Madras; or</p> <p>(b) A first class Diploma in Manual Training issued by the City and Guilds of London; or</p> <p>(c) A craft Instructor's course certificate in Wood Work or in weaving issued by the Teachers College, Saidapet, Madras; or</p> <p>(d) A Weaving Instructor's course certificate issued by the Government Textile Institute, Madras; or</p> <p>(e) A certificate of having passed the Tamil Nadu Government Technical Examination in Handloom Weaving, Higher Grade; and the Technical Teachers Certificate in Weaving issued by the 'Additional Secretary to the Director of Government Examinations, Madras'.</p>
Craft Instructors in Colleges of Education.	Direct recruitment or recruitment by transfer.	<p>(a) Minimum general educational qualifications as defined in Schedule I referred to in Rule 12 (a) of the General Rules for the Tamil Nadu State and Subordinate Services; and</p> <p>(b) A technical examination</p>

		certificate in the subject or subjects concerned; and (c) Technical Teachers' Certificate in the respective subject.
Secondary Grade Assistants	Direct Recruitment Transfer and recruitment by transfer.	S.S.L.C. and T.S.L.C. of Secondary Grade or its equivalent.
Drawing Teachers	Direct Recruitment Transfer and recruitment by transfer.	1.(a) Degree with drawing and painting under Part III of a University in the State or its equivalent; or Diploma in painting or Diploma in Drawing of the Annamalai University; or (b)(i) S.S.L.C. completed; and (ii) A Diploma in Painting or Commercial Arts or Modeling of the Government College of Arts and Crafts; or Government Technical Examinations (Higher Grade) in free hand outline and Model Drawing; or Government Diploma in Drawing or a Certificate issued by the Tamil Nadu Institute of Architecture and Sculpture, Mamallapuram; and 2. Technical Teachers Certificate.
Instructors and Instructresses other than Commercial Instructors Woodwork Instructors' Grade I and II	Direct recruitment transfer and recruitment by transfer.	1. S.S.L.C. Completed ; and 2.Industrial School Certificate: or Certificate course in Elementary wood working (Old regulations) issued by the College of Arts and Crafts. Madras; 3. Technical Teachers Certificate ; or Crafts

		<p>Instructor's course Certificate or Teachers College, Saidapet; and</p> <p>4. National Trade Certificate in the Trade of Carpentry. One year course(with) one year paid (untrained) teaching experience or one year (pass) work experience in a Standard Wood Work Factory or Institution; and</p> <p>5. National Apprentice Certificate issued by the National Council for Training in Vocational Trades (Woodwork).</p>
Weaving Instructors, Grade I and II	Direct recruitment transfer and recruitment by transfer.	<p>1. S.S.L.C. Completed ; and</p> <p>2. Artisan course or Instructor's course Certificate of the Government Textile Institute, Madras;</p> <p>or</p> <p>Government Technical Examination (Certificate Lower Grade);</p> <p>or</p> <p>Bunayee or Khadi pravisakn course (one year) of the All India Spinner's Association, Tiruppur;</p> <p>or</p> <p>Three years course certificate in Handloom or powerloom Weaving issued by the S.M.R.V. Technical Institute, Nagercoil awarded prior to 1961;</p> <p>or</p> <p>Twelve months Craftsman certificate in Handloom Weaving of S.M.R.V. Technical Institute, Nagarcoil;</p> <p>or</p> <p>National Trade Certificate awarded by the National Council for Training in Vocational Trades, Government of India, the Directorate General of</p>

		<p>Resettlement and Employment in Handloom Weaving trade;</p> <p>or</p> <p>Diploma in Handloom Technology awarded by the Indian Institute of Handloom Technology, All India Handloom Board, Salem.</p> <p>and</p> <p>3. Technical Teachers' Certificate; or Craft Instructors course, certificate of Teachers College, Saidapet.</p>
Sewing Teachers	Direct recruitment transfer and recruitment by transfer.	<p>Completed S.S.L.C. and a Group Certificate in Needle work and dress marking and TTC or a Diploma in Costume designing and dressmaking issued by the Board of Technical Education and Training, Madras or Industrial School Certificate and Technical Teachers Certificate.</p>
Music Teachers	Direct recruitment transfer and recruitment by transfer.	<p>1. Degree with Music under Part III; or Completed S.S.L.C.;</p> <p>and</p> <p>Sangeetha Bhushana of Annamalai University ; or Sangeetha Vidwan title in Music awarded by the Director of Government Examination, Madras; or Sangeetha Siromani of the Madras University or Diploma in Music of the Madras or Madurai University;</p> <p>and</p> <p>Technical Teachers Certificate.</p> <p>or</p> <p>2. S.S.L.C. completed ; and Government Technical Examination Certificate (higher grade) in Music ; and Technical Teachers Certificate ;</p> <p>or</p>

		<p>3. S.S.L.C. completed with forty percent of marks in Music (Theory and Practical separately under the Diversified Course)</p> <p>and</p> <p>Technical Teachers Certificate or Diploma in Music Teaching awarded by the Director of Government Examination ;</p> <p>or</p> <p>4. Teachers Certificate in Indian Music issued by the Director of Government Examinations.</p>
Higher Elementary Grade Teachers.	Direct recruitment transfer and recruitment by transfer.	<p>E.S.L.C. or its equivalent;</p> <p>and</p> <p>Trained Teachers Certificate of Elementary grade or its equivalent : Provided that the Teachers who have passed the Nursery, Montessori and Kindergarten School Leaving Certificate Examinations of Secondary Grade shall employed to handle standards I and II only.</p>