

Spl. Rules for Tamil Nadu Government Servants – Part-II Class IX as amended in G.O.Ms.No.2582 Public (CD). Dt.17.08.71.

(2) In Part II, under Class IX for the heading and the rules thereunder, the following heading and rules shall be substituted, namely:-

- “Class IX –
1. Constitution: Director of Archives and Assistant Director of Archives Tamil Nadu Archives.  
This Class shall consist of the following Categories of Officers, namely:  
Category 1 Director of Archives.  
Category 2 Assistant Director of Archives
2. Appointment: Appointment to the category mentioned in Column (1) of the Table below shall be made by the method specified in the corresponding entries in Column (2) thereof.

THE TABLE

<u>Category</u>	<u>Method of</u>
<u>Appointment</u>	
1. Director of Archives	2. Recruitment by transfer from any other service or by direct recruitment.
Assistant Director of Archives	Recruitment by transfer from among the members of the Tamil Nadu Archives and if no qualified and suitable member of the Tamil Nadu Ministerial Service in the said office is available, by recruitment by transfer from any other service.

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Qualifications :

No person shall be eligible for appointment to the category mentioned in column (1) of the table below unless he possesses the qualifications mentioned in the Corresponding entry in column (2) thereof:

Director of Archives

1. Must possess a First or Second Class degree of M.A., or B.A., (Hons) in Modern Indian History.

Provided that preference shall be given to a candidate who in addition to the above qualification possesses.

TABLE

Category

Qualifications

1.

2.

(i) Knowledge of Archival Science and experience for a period of not less than two years in administering archives office in a higher supervisory post.

(ii) Experience for a period of not less than two years in undertaking and guiding research work of post-graduate standard.

2. Must have completed 25 years of age. But not 40 years of age on the first day of July of the year in which the selection for appointment is made.

Assistant Director of Archives, Tamil Nadu Archives.

(1) Must possess administrative experience and ability to control a large staff; and

(2) Must not have completed 45 years of age of the first day of July of the year in which the selection for appointment is made.

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( c ) No person appointed as Director of Archives, by Direct recruitment, shall be entitled to count the period of special study and training referred to in sub-rule (a) for increments in the time-scale of pay applicable to him.”

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Assistant Commissioner (P),  
.9.92.

GOVERNMENT OF TAMIL NADU

Abstract

Personal – Rationalisation of feeder categories in Tamil Nadu Archives – Amendments to Special Rules for the Tamil Nadu Ministerial Service – Orders – Issued.

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PERSONNEL & ADMINISTRATIVE REFORMS ( PERSONNEL-B) DEPARTMENT.

G.O.Ms.No.1003

Dated the 24<sup>th</sup> October, 1983

Ippasi, 7 – Ruthrothgari  
Thiruvalluvar Aandu – 2014.

Read:-

1. G.O.Ms.No.1110, Education Department, dated. 19.06.1980.
2. G.O.Ms.No.482, Education, Science and Technology Department, Dated .15.03.1983.
3. From the Tamil Nadu Public Service Commission, Letter No. 6862-Ba1/81, Dated: 01.10.1983.

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ORDER:

The following Notification will be published in the Tamil Nadu Government Gazette.

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following amendments to the Special Rules for the Tamil Nadu Ministerial Service section 22 in Volume III of the Tamil Nadu Services. Manual 1970).

2. The amendments hereby made shall be deemed to have come into force on the 15<sup>th</sup> March 1983.

AMENDMENTS

In the said Special Rules, --

(1) in rule 1, under category 1, the following expression shall be added at the end namely;-

“Grade A-Superintendent and Grade B-Superintendent of the Tamil Nadu Archives.”

(2) in rule 6, for sub-rule (a), the following sub-rule shall be substituted, namely:-  
Promotion – Grade A-Superintendent, Research Assistant and Grade B-Superintendent of the Tamil Nadu Archives. ---

- (i) Appointment to the post of Grade A- Superintendent shall be made by selection from among the Research Assistants:

(pto)

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- (ii) Appointment to the post of Research Assis shall be made by selection from among the Grade Superintendent; and
- (iii) Appointment to the post of Grade B-  
“Superintendent shall be made by selection from among the Assistants in that Office.”

(3) in Annexure-I, under the heading “Section A – Selection Categories”. For the sub-heading Tamil Nadu Archives.”and the entries relating therto, the following sub-heading and entries shall be substituted, namely:-

Tamil Nadu Archives

- 1. Grade A-Superintendent;
- 2. Research Assistant; and
- 3. Grade B-Superintendent.” ;

(4) in Annexure-II, for the heading Tamil Nadu Archives” and the entries relating thereto in columns (1) and (2) the following heading and entries shall be substituted, namely:-

“Tamil Nadu Archives

Grade A-Superintendent, \*  
Research Assistant, \* Director,  
Grade B-Superintendents, \* Tamil Nadu Archives.”;  
Assistants, Junior \*  
Assistants and Typists. \*

(4) in Annexure IV, for the heading “Tamil Nadu Archives” and the entries relating thereto in columns (1) and (2), the following heading and entries shall be substituted, namely:-

Tamil Nadu Archives

- 1. Grade A-Superintendent \* Account Test for
- 2. Assistants \* Subordinate Officers,  
\* Part-I.”.

(BY ORDER OF OTHE GOVERNOR)

C.S. RAMACHANDRAN,  
DEPUYTY SECRETARY TO GOVERNMENT.

To

The Commissioner of Archives and Historical Research, Madras – 600 008.

The Commissioner and Secretary to Government, Education, Science and Technology Department, Madras-600 009.

The Secretary to Government, Law (Serutiny) Department, Madras – 600 009.

The Secretary, Tamil Nadu Public Service Commission, Madras – 600 002(w.c.l.)

The Director of Stationery and Printing, Madras-600 001 for publication of the Notification in the Tamil Nadu Government Gazette.,

The Personnel & Administrative Reforms(Personnel-P) Department, Madras 600009 for issue of correction slilp for the Tamil Nadu Services Manual, Volume III.

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Section 22 – THE TAMIL NADU MINISTERIAL  
SERVICE

CORRECTED UP TO

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(EXTRACTS TAKEN FROM THE  
PORTIONS RELATING TO THE  
ARCHIVES DEPARTMENT)

NAME OF THE POSTS

1. SUPERINTENDENT (GRADE-A)
2. RESEARCH ASSISTANT
3. SUPERINTENDENT (GRADE-B)
4. ASSISTANT
5. TYPISTS AND STENO-TYPISTS
6. TELEPHONE OPERATOR

SECTIONS 22 THE TAMIL NADU MINISTERIAL SERVICE

1. Constitution – The service shall consist of the following categories of officers, namely:-

Category 1—

“ Grade—A Superintendent and Grade B Superintendent of the Tamil Nadu Archives”.

(G.O. 1003, P&AR (Per.B) Dpt.dt.24.10.1983  
Research Assistant of the Tamil Nadu Archives.

Category 12—

(1) Assistants

Category 14—

Junior Assistants,

Category 13—

Telephone Operators.

Category 17 –

Typists and Steno-typists

2. Categories and posts to which direct recruitment may be made.

Direct recruitment may be made to the following categories, grades and posts:-

Category 15—

Telephone Operator,

Category 17—

Typists and Steno-typists

3. Method of recruitment—Special—(a) Besides promotion as provided in rule 4, appointment to the posts of House Steward and Assistant House Steward in the Governor's Household may, for special reasons be made by recruitment by transfer from any other service or by direct recruitment.

(b) Besides promotion as provided in rule 4, appointment of Assistant or Store-keeper in the Quinine, Branch of the Jail Department shall be made by the selection of a suitable and qualified member of the service employed in the Jail Department. If no such member is available, appointment may be made by direct recruitment or by recruitment by transfer from any other service.

4. Promotion—Appointment to any category or grade may be made by promotion from any other category or grade of which the rate of pay or the maximum pay is lower.

5. Promotion to Selection posts—Promotion to the categories and grades specified in Annexure I shall be made only on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

“(a) Promotion – Grade – A Superintendent and Grade –B Superintendent of the Tamil Nadu Archives.

- (i) Appointment to the post of Grade—A Superintendent shall be made by selection from among the Research Assistants:
- (ii) Appointment to the post of Research Assistant shall be made by selection from among the Grade—B Superintendent: and
- (iii) Appointment to the post of Grade—B Superintendent shall be made by selection from among the Assistants in that office.

(G.O.Ms.No.1003, P&AR (Por.B) Dpt.dt.24.10.1983)

9. Transfers between categories of Junior Assistants and Typists. A Junior Assistant or Telephone Operator shall be eligible for appointment as Typist or Steno-typist or a Typist or Steno-Typist shall be eligible for appointment as a Junior Assistant or Telephone Operator, if he is qualified and suitable and if he has satisfactorily completed his period of probation as Junior Assistant or Telephone Operator or as Typist or Steno-typist, as the case may be.

10. Appointing authority—The appointing authorities for the categories and posts specified in column (1) of Annexure II shall be the authorities specified in the corresponding entry in column thereof.

Except as otherwise provided in the said Annexure, all powers of first appointment, discharge, suspension or termination or probation reappointment, promotion, transfer and appointment as full member in respect of the said categories and posts shall be exercised by these authorities.

11. Departmental Unit—Recruitment—For purposes of direct recruitment to the Service, a 'departmental unit' shall mean—

- (a) in the City of Madras, each office; and
- (b) outside the City of Madras, each Department in each District;



13. List of approved candidates—Preparation—The lists referred to in rule 12 shall be prepared in accordance with the annual application made to the Commission by the appointing authority for the Departmental unit concerned or, if there is more than one appointing authority in the unit, by the authority to be nominated for the purpose by the head of the Department.

In the Cinchona, Boiler, Survey, Port or Animal Husbandry, Department the application for allotment of candidates shall be made on the basis of permanent vacancies expected to arise in the course of the year covered by the application.

14. List of approved candidates—Candidates unallotted—When lists of approved candidates are prepared by the Commission the names of such of the candidates included in a list previously prepared for a departmental unit as have not been appointed to the service shall in the order in which they are arranged in that list, be included in and be placed at the top of the fresh list or. If no fresh list is prepared for, that Departmental unit, the current list containing only the names of such of the candidates as have not been appointed to the service shall, in the order in which they are arranged therein, be published as a fresh list for that unit.

15. Permanent allotment of candidates to departmental unit and their appointment—The candidates included by the Commission in the list for each departmental unit shall be regarded as permanently allotted to the department of which that unit forms part and appointments to the service in each unit shall be made from the list for that unit by the appointing authority for the unit.

Provided that if there is more than one appointing authority in the unit such appointments shall be made in consultation with the authority nominated for the purpose by the head of the department.

16. Candidates allotted to but not actually employed in the departmental unit.—A candidate included in the list for a departmental unit but not actually employed for the time being in the department of which that unit forms part may with the consent of the appointing authority for the departmental unit, or, if there is more than one appointing

authority in the unit, with the consent of the authority nominated for the purpose by the head of the department, be appointed temporarily in any office in the corresponding departmental unit of any other department if no candidate is available from the list current for the latter departmental units but such temporary appointment shall not count for probation in the service and shall cease if the candidate is required to fill a vacancy in the departments of which the departmental unit in the list for which he has been included forms part.

17. List of probationers for administrative units—Service Book—As soon as a candidate is placed on probation in a department, a service Book shall be opened for him by the appointing authority and his name shall be removed from the list of approved candidates and shall be transferred to the list of probationers in an administrative unit. The latter list shall be maintained separately for each of the administrative units by an officer nominated for the purpose by the head of the department.

A probationer or an approved probationer may be employed in any of the offices in the department within the administrative unit.

Provided further that notwithstanding anything contained in rule 15 a person appointed as Junior Assistant or Assistant in the Revenue Department may, after any time after such appointment be required to undergo training in survey and settlement work and may, on completion of that training be employed at any place within the jurisdiction, of the Settlement Party even if such place lies outside the departmental unit to which he has been permanently allotted by Madras Public Service Commission.

Explanation—For the purpose of this rule, the administrative unit—

- (i) For the Revenue Department shall be the Revenue district.
- (ii) For other departments shall be the unit specified by the head of the department.

18. Discharge and re-appointment of probationers and approved probationers.—The General Rules regarding discharge and re-appointment of probationers and approved probationers shall apply separately to each of the administrative units referred to in rule 17;

Provided that, notwithstanding anything contained in General Rules 7 and 8, discharge and re-appointment of Assistants shall be made strictly in accordance with seniority and no preferential claiming for retention will accrue to a person by reason only of his being a probationer in the category of Assistants;

19. Candidates discharged from Survey—Parties—Re-appointment—Nothing contained in rule 17 shall be deemed to preclude the employment or the re-appointment after discharge for want of a vacancy of any member of the service attached to a Survey Party, in a district other than the district for which he was first selected as a result of the transfer of the headquarters of the party from one district to another.

20. Transfers of probationers and approved probationers—(a) Notwithstanding anything contained in rules 12 to 16 and 19 a probationer or an approved probationer may, in special cases and on grounds of administrative necessity, be transferred with the mutual consent of the appointing authorities and the authorities nominated by the head of the department for the purpose of allotment of candidates where there is more than one appointing authority, in the departmental unit concerned—

- (i) from one office in a departmental unit to another office in the same departmental unit;
- (ii) temporarily from an office in one departmental unit to an office in another departmental unit if both the offices belong to a department in which full members are ordinarily subject to transfers from one departmental unit to another; and
- (iii) permanently from an office in one departmental unit to an office in another departmental unit;

Provided that a transfer under clause (iii) shall be made only with the consent of the commission except in the case of Gujarathi knowing Assistants of the Commercial Taxes Department.

(b) The grounds of administrative necessity referred to in sub-rule (a) may be presumed to exist and the Commission's consent referred to in that sub-rule may be presumed to have been given in the case of mutual transfers permanently from an office in one departmental unit to an office in another departmental unit if the persons desiring mutual transfers agree--

- (i) that the senior among the Assistants/Junior Assistants mutually transferred (on the basis of the date of their first appointment to the service) be given the same rank in the departmental unit to which he is transferred, which was held by the person in whose place he comes to that departmental unit and the Junior of them takes his rank in this administrative unit of the departmental unit to which he is transferred with reference to the date of the first appointment in the service; and
- (ii) that they will forego the traveling allowance for their journeys to the departmental units to which they are transferred.

21. Allotment of candidates with special qualifications—When a candidate is required to fill any post for which special qualifications are prescribed by these rules, the order indicated in the list of approved candidates may be departed from in so far as such departure may be necessary in the order to secure the appointment of a candidate possessing such qualifications.

22. Failure of approved candidates, discharge probationers and approved probationers to join duty when required —When an approved candidate or a probationer or an approved probationer who has been discharged from the service for want of a vacancy, fails without adequate reason to take up, when directed to do so by the competent authority. The duties of a post in the service the pay of which is, if it is on a time of scale of pay not less than Rs. 210-5-245-10-325 or if it is on a fixed rate of pay, not less than Rs.210, his name shall forthwith be removed from list of approved candidates, or, as the case may be from the list of probationers or approved probationers, by an order of that authority. In the case of an approved probationer, such order shall be passed after observing the procedure prescribed in rule 17 of the Madras Civil Service (Classification, Control and Appeal) Rules. An approved candidate, a probationer or an approved probationer whose name has been removed from the list if the approved candidates, or, as the case may be, from the list of probationers or approved probationers by an order so passed by the competent authority, shall not be eligible for appointment again on the basis of the inclusion of this name in the said list.

23. Competent authority—For the purpose of rule 22 the competent authority shall be the officer nominated by the head of the department to maintain the list of probationers for the administrative unit.

24. Separate lists of approved candidates.—For each of the categories (other than those specified in rule 1 2) to which recruitment has to be made through the Commission, a separate list of approved candidates shall be drawn up by the Commission.

25. Qualification –Sex—(a) Expect in the Government Basic Training Schools for Women at Bodinayakanur and Palayampatti in Madurai.

Circle and in the Medical Department no man shall be appointed to the service in an office or institution solely managed by or intended for women if a suitable and qualified women candidate is available for such appointment, whether or not such candidate is on the list of approved candidates drawn up by the Commission.

(b) When it is necessary to appoint a women to a post included in any of the categories for appointment to which by direct recruitment the Commission prepares list of approved candidates and no women is available in the list of approved candidates and no women is available in the list of approved candidates for such appointment, a qualified and suitable woman who is not included in the lists may, with the previous approval of the Commission, be appointed to such post.

26. Reservation of appointments—The rule or reservation of appointments (General Rule 22) shall apply to the first appointments to each Departmental unit referred to in rule 11; it shall apply separately ;to the post of Typist and Steno-Typist and to all other posts mentioned in rule 12 taken together:

Provided that in the case of posts on pay less than Rs.210 a month it on a fixed rate of pay, or less than the scale of Rs.210-5-245-10-325 if on a time-scale of pay, the said rule of reservation of appointments shall apply separately, the jurisdiction of each appointing authority being taken as the unit for the purpose:

28. General qualifications as to age—

(a) No person shall be eligible for the inclusion of his name in the list prepared by the Commission of candidates approved for appointment by direct recruitment to the posts specified on the margin if he will have attained the age of 26 years on the first day of July of the year in which the examination on the results which the list is prepared is held.

29. Minimum general educational qualification—No person shall be eligible for appointment to the service in any post either by direct recruitment or by transfer or by promotion unless he possesses the minimum general educational qualification prescribed in the schedule to the general rules or he has passed the Pre-University Examination of any University recognized by the University Grants Commission for the purpose of its grant or he has passed the Indian Air Force Educational Test for Re-classification is prescribed for such post unless he possesses such higher qualification. But if for appointment as typist or steno typist by direct recruitment. Candidates possessing that qualification are not available, those belonging to scheduled castes and scheduled tribes not possessing that qualification may be appointed. This rule does not apply to the following posts, namely:-

Note—(i) A person who did not possess the minimum general educational qualification but who was appointed to the service on the results of the Special Competitive Examination conducted by the Commission in 1951, shall be deemed to possess the minimum general educational qualification, provided that—  
he appears for the examination of the S.S.L.C standard conducted by the Commission, and

(i)he obtains the minimum percentage of marks prescribed in the said examination in the following subjects:-

(1) Essay, Part I, regional language only.

(2) Translation in two parts (from English to regional language and regional language to English).

Note (ii)—A person who did not possess the minimum general educational qualification but who was appointed to the service under rule 5 (a) of the Madras Civil Services (War Service Personnel) Recruitment Rules 1941, shall be deemed to possess the minimum general educational qualification for purposes of promotion.

Note (iii)—The authority competent to issue the certificate referred to in General Rule 12 (a) (ii) in respect of persons employed in the Revenue and the Commercial Taxes Department shall be the Collector of the \*\*\*\*Deputy Commissioner of Commercial Taxes concerned

Note (iv) –If a person taken over from the Government of India on the 1<sup>st</sup> November 1958 and working in the Employment and Training Department has appeared for the Secondary School-Leaving Certificate Public Examination and has been declared eligible for College Course, he shall be deemed to possess the minimum general educational qualification prescribed in Schedule 1 to the General Rules”.

Note (v) –If a person taken over from the Government of India on the 1<sup>st</sup> November 1956, and absorbed in the Industries Department, consequent on the transfer of control over the Industrial Training Institutes/Centres from the Government of India to the Industries Department has appeared for the S.S.L.C Public Examination and has been declared eligible for College Course, he shall by virtue of the acceptance of this standard of qualifications by the Government of India for entry into the Ministerial Services, be deemed to possess the minimum general educational qualification prescribed in the Schedule to the General Rules.

30. Special qualifications—(a) No candidate shall be eligible for appointment to the service in the categories and posts specified in column (1) of Annexure III by the method specified in the corresponding entry in column (2) unless he possesses the qualifications specified in the corresponding entry in column (3) thereof.

(b) No member of the service shall be eligible for appointment to the service in the categories and posts specified in column (1) of Annexure IV unless and until he has passed the special tests or undergone the training, if any, specified in the corresponding entry in column (2) thereof:

31. Securities—(a) Where the State Government have by general or special order directed that the holder of any specified post or category of posts covered by rule 12 shall deposit security for the due and faithful performance of his duties appointment to such post or posts shall be made from lists of candidate drawn up by the Commission separately for each departmental unit—

(i) for offices and institutions other than those solely managed by or intended for women: and

(ii) offices and institutions solely managed by or intended for women.

These lists shall be supplemental to and different from the lists referred to in rule 12 and shall contain the names of candidates who are not only eligible for inclusion in the lists referred to in that rule but are also able and willing to deposit security of such amount as may be specified in such general or special order. The names shall be arranged in the lists in order of preference.

(b) Such of the provisions of these rules and the general rules as otherwise regulate appointment to the posts referred to in sub-rule (a) shall mutatis mutandis apply to appointment of candidates from the lists referred to in sub-rule (c):

© Failure to accept an offer of appointment under sub-rule (a) and (b) shall render a candidate's name liable to removal from the list:

(d) If, when a vacancy in any of the posts referred to in sub-rule (a) ceases, there is no vacancy in any other such post to which the candidate vacancy arises, be employed in an officiating or temporary capacity in the department to which he has been appointed in a post which is not of the description referred to in sub-rule (a) in preference to a junior, if any, who shall be discharged:

Provided that for administrative reasons Junior Assistants (Security) in a department may be transferred and posted as Junior Assistants (Non-Security) in the same department after five years of service in the former post.

(e) Where appointment to a post of the description referred to in sub-rule (a) or to any other post in the service has to be made by the promotion of a member of the service, such promotion shall, notwithstanding anything contained in the General Rules, be made subject to the condition that the member promoted is able and willing to deposit the security required.

(f) If within a month from the date of his appointment under sub-rules (a) and (b) or of his promotion under sub-rule (e) the person concerned fails to deposit the security required his probation shall be deemed to have been terminated and the appointing authority shall forthwith by order discharge him from the service or revert him to the post from which he was promoted, as the case may be, unless he has already been otherwise discharged or reverted:

Provided that the termination of probation under this sub-rule shall not disentitle a person to promotion to any post in the service which is not of the description referred to in sub-rule (a) and for which he would have been eligible otherwise than by reason of his promotion under sub-rule (e):

(g) When a member who has furnished security takes leave other than casual leave or is deputed to other duty, the person who is appointed to officiate for him shall be required to furnish the full amount of the security prescribed for the post. The provisions of sub-rules (a) to (f) shall apply to him.

32. Probation—(a) (1) Every person appointed to a category by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years:

33. Probationers desiring courses of study not connected with probation—(a) A Probationer—(a) A probationer who desires to undergo any course of study which though not essentially connected with his probation is likely to enhance his usefulness as a member of the service may, on his application, be permitted by the competent authority as defined in rule 23 to undergo the desired course of study. He may also be granted the entire amount of leave, if any, admissible under the rules applicable to him, if but for such leave he would have continued to be on duty.

(b) Notwithstanding anything contained in the General Rule regulating seniority such probationer shall on the completion of the test or undergo the training or acquire the qualification specified course of study. He shall also be entitled to count his continuous service immediately before his undergoing the said course of study for increments in the time-scale of pay applicable to him. If but for his absence from the service (whether on leave or otherwise) for undergoing the said course of study he would have continued to be on duty.

(bb) Approved candidates, who join duty and who apply for leave to complete their study soon after they join duty may be permitted \*\*\* undergo any course of study only if they are in the midst of a course of a study at the time of joining duty and not if they wish to take up any fresh course of study after joining duty in the service.

© This rule shall have the effect of excluding the period of absence in computing the continuous period within which the prescribed period of probation has to be served under sub-rule (a) of rule 32.

34. Special tests to be passed or training to be undergone or other qualification to be acquired by persons appointed to the service, whether by direct recruitment or by recruitment by transfer from another service, as the case may be, in the

categories of posts specified in column (1) of Annexure V shall pass the test of undergo the training or acquire the qualification specified in the correspondence entry in column (2) within the period stated in or as otherwise required by the corresponding entry in column (3) thereof:

Provided further that persons (for whom no probation is prescribed) who fail to pass the test as prescribed in sub-rule (a) shall not be eligible to draw increments in the time scale of pay applicable to them until they pass the said tests but such ineligibility to draw increments shall not have the effect of postponing their future increments after they have passed the tests, subject to the modifications, if any, in the following sub-rules or the provisos:

(b) (i) If a member of the service appointed to the post of Typists or Steno-typists who has not undergone training in Tamil Typewriting on the standard keyboard and who has not attained 45 years of age on the 9<sup>th</sup> November 1961, shall undergo such training in Tamil Type-writing for such period and in such manner as may be required by the competent authority in the department concerned and serve as Typist for a total period of one year from the date of completion of the said training and in respect of persons who are qualified in Tamil Typewriting before the 9<sup>th</sup> November 1961. the one year period of service as typists shall be reckoned from the date on which they became so qualified:

Provided that the Head of Department concerned may with the prior concurrence of the Official Language Committee, Madras, declare that the stipulated ;period of one year service as Typist shall not apply to any Typist or Steno-Typist specified in the declaration with effect from the date mentioned in the declaration, if his services as a Tamil Typist are not indispensable from that date owing to the availability of adequate number of typists trained in Tamil Typewriting to meet the requirements of the department:

Provided also that if a person appointed to the post of Typists or Steno-typist who has not attained 45 years of age on the 9<sup>th</sup> November 1961 falls to acquire the qualification prescribed in clause (i) within a period of two years from the 28<sup>th</sup> September 1966 he shall not be eligible to draw increments in the time scale of pay applicable to him or for appointment as full member until he acquires the said qualification: such ineligibility to draw increments shall not have the effect of postponing his future increments after he has acquired the said qualification.

(d) The transfer of a member of the service from one department to another shall be deemed to be his appointment to the service in the latter department and the provisions of this rule and Annexure V shall mutatis mutandis apply to him:

Provided that the said annexure and General Rule 26 shall in their application to such member be construed as if for the words " within the prescribed period of probation" wherever they occur in column (3) of the Annexure and in General Rule 26, the words "within a period equal to the prescribed period of probation and commencing on the date of appointment to the department" were substituted.

35. Special tests to be passed or training to be undergone or other qualifications to be acquired by persons after promotion:--(a) Persons promoted to the categories or posts specified in column (1) of Annexure VI shall pass the tests or undergo training or acquire the qualifications specified in the corresponding entry in column (2) within the period stated in or as otherwise required by the corresponding entry in column (3) thereof:

Provided that persons (or whom no probation is prescribed) who fail to pass the tests as prescribed in sub-rule (a) shall not be eligible to draw increments in the time scale of pay applicable to them until they pass the said tests but such ineligibility to draw increments shall not have the effect of postponing their future increments after they have passed the

36. Order of appointment, discharge re-appointment, appointment as full member and promotion—(a) Subject to the provisions of rule 18 the unit of application of the General Rules governing recruitment shall be the departmental unit.

(b) The unit of application of the General Rules governing determination of suitability for full membership and appointment of full members shall be the jurisdiction of each of the authorities which according to Annexure II are competent to make appointment as full member.

Notwithstanding anything contained in General Rules 31 and 32 probationers and approved probationers in the category of Assistant shall not be entitled to any preferential claim in the matter of appointment as full member over their seniors who are not required to undergo probation. Appointment as full member in the category of Assistants shall be made strictly in accordance with seniority.

37. Promotion or transfer as Assistants or Junior Assistants—Typists or Steno-typists shall not be eligible for promotion or transfer as Audit Assistants or Junior Assistants in the Local Fund Audit Department or as Assistants or Junior Assistants in the office of the Board of Revenue

(Land Revenue and irrigation) or in any other department unless they have passed the competitive examination (full test) held by the Commission for recruitment of Junior Assistants of times they had been selected as Typists or Steno-typists on the results of a competitive examination held below 1912.

No Typist or Steno-typist shall be eligible for such promotion or transfer before he has satisfactorily completed the period of his probation.

No Typist or Steno-typist who has not attained 45 years of the age on the 9<sup>th</sup> November 1961, shall be eligible for such promotion or transfer before he has undergone the training in Tamil typewriting on the Standard key-board for the period to be prescribed by the competent authority in his department and served as Typist for a total period of one year from the date on the completion of the said training:

Provided that the Head of the Department concerned may, with the prior concurrence of the Official Language Committee, Madras declare that the one year service as typist shall not apply to any Typist or Steno-typist specified in the declaration with effect from the date mentioned in the declaration, if his services as a Tamil typist are not indispensable from that date owing to the availability or adequate number of typists trained in Tamil typewriting to meet the requirements of the Department

Note (1)—In respect of person who are qualified, in Tamil typewriting before 9<sup>th</sup> November 1961, the one year period of service as typist shall be reckoned from the date on which they became so qualified: add

Note (2)—The prescribed period of training in Tamil typewriting on the standard key-board and the service as typist for a total period of one year from the date of completion of the said training shall apply to all Government typists and steno typists who have not commenced probation as Assistants and Junior Assistants on the 9<sup>th</sup> November 1961.

Explanation—Nothing contained in the first paragraph of this rule will be construed as precluding the promotion as Assistant or the transfer as Junior Assistant of a Typist or Steno-typist who was selected by the Staff Selection Board or other competent authority before the system of selection through the Commission was introduced.



**15**  
ANNEXURE 1

(Referred to in Rule 5)

SELECTION CATEGORIES AND GRADES

SECTION A—SELECTION CATEGORIES

Tamil Nadu Archives

1. Grade –A Superintendent;
2. Research Assistant; and
3. Grade—B Superintendent;  
(G.).Ms.No.1003, P&AR ( Per.B) dpt. Dt.24.10.1983)

ANNEXURE II

(Referred to in rule 10)

APPOINTING AUTHORITIES.

Category and posts.  
(1)

Appointing authority.  
(2)

Tamil Nadu Archives

Grade—A Superintendent	#	
Research Assistant,	#	Director,
Grade—B Superintendent s,	#	Tamil Nadu Archives.
Assistants, Junior	#	
Assistants, and Typists.	#	

(G.O.Ms.No.1003, P&AR (Per.B) Dpt.dt.24.10.1983)

ANNEXURE-III

Referred to in rule 30(a)  
Special Qualifications

Categories and posts. (1)	Method of recruitment. (2)	Qualifications. (3)
Steno-typists	Direct recruitment or recruitment by transfer.	Must have passed—The Government Technical Examination in Typewriting and Shorthand by the Higher Grade (Tamil): or  The Government Technical Examination in Type –writing by the Higher Grade and Shorthand by the Higher Grade or Intermediate Grade (English):  If, however candidates who have passed the examinations in Type- writing and short-hand by the Higher Grade Tamil or Typewriting by the Higher Grade and Short- hand by the Higher Grade or Intermediate Grade (English) are not available those who have passed the examinations by the Lower Grade may also be appointed.

ANNEXURE IV

(Referred to in rule 30 (b) )

Tests to be passed or training to be undergone before promotion

Posts. (1)	Tests and training. (2)
---------------	----------------------------

Tamil Nadu Archives

- |                            |   |                               |
|----------------------------|---|-------------------------------|
| 1. Grade –A Superintendent | # | Accounts Test for Subordinate |
| 2. Assistants.             | # | Officers Part I”              |

(G.O.Ms.No.1003, P&AR (Per.B) Dpt.dt. 24.10.1983)

ANNEXURE V

(Referred to in Rule 34)

TESTS TO BE PASSED TRAINING TO BE UNDERGONE OR OTHER  
QUALIFICATION TO BE ACQUIRED BY PERSONS  
APPOINTED TO THE SERVICE.

Members of the Service.	Tests training or qualification	Period
(1)	(2)	(3)
Ali Departments.		
1. A member of the service included in a list drawn up for a particular district by the commission before the first day of July, 1934 who was an approved probationer in the service on the 15 <sup>th</sup> July 1936. who does not possess an adequate knowledge of the language or of one of the language of the districts and whom the commission does not find it possible to transfer to the list of district the languages of which he possesses and an adequate knowledge.	Must satisfy the appointing authority that he has acquired an adequate knowledge of the said language.	Before appointment as full member of the service on before rising above the minimum stage of the time scale of pay sanctioned for the post which he was holding or above the stage of pay drawn by him on the 15 <sup>th</sup> July 1936. If such stage is higher than the minimum stage.

Explanation—A member of the service shall be deemed to possess an adequate knowledge of a language within the meaning of item 1—

(i) if he has obtained in such language either in Group A or in Group C of the Secondary School-Leaving Certificate Examination, a percentage of marks not being less than the percentage prescribed in the Schedule to the General Rules; of

(ii) if he has obtained a pass in such language in an examination which is accepted by the Commission to be equivalent to, higher than the Secondary School Leaving Certificate Examination or

(iii) if such language is his mother-tongue and he is certified by the Collector of the district or the Revenue Divisional Officer of the division in which he is employed as being able to talk fluently in it, to read and to write in that language; or

(iv) if he obtains in the first part of the essay paper in such language at the competitive examination held by the Commission for recruitment to the services, such percentage of marks as may be determined by the Commission by general or special order;

Members of the service. (1)	Test, training or qualification (2)	Period (3)
2. A member appointed as Typist or Steno-typist on or after 15 <sup>th</sup> February 1928 before the 19 <sup>th</sup> June 1931 who has not passed the Government Technical Examination in Typewriting by the Higher Grade.	Government Technical Examination in Type-writing by the Higher Grade	Before appointment as full member of the service or before rising above the minimum stage of the time-scale of pay sanctioned for the post he is holding or above the stage of pay drawn by him on the 2 <sup>nd</sup> May 1933 if such stage is higher than the minimum stage.
3. A member appointed as Typist or Steno-typist on or after the 19 <sup>th</sup> June 1931, who has not passed the Government Technical Examination in Type-writing by the Higher Grade.	Do	Before appointments as full member of the service or before rising above the minimum stage of the time-scale of pay sanctioned for the post he is holding or above the stage of pay drawn by him on the 5 <sup>th</sup> December, 1932 if such stage is higher than the minimum stage.
4. A member appointed as Typist of Steno-typist (Tamil) on or after the 9 <sup>th</sup> November 1961, who has not passed the Government Technical Examination in Type-writing in English by the Lower Grade.	Government Technical Examination in Typewriting in English by the Lower Grade.	Within the prescribed period of probation or within two years from the date of appointment to the post at the case may be.
5. A member appointed as Typist or Steno-typist (English) on or after the 9 <sup>th</sup> November 1961, who has not passed the Government Technical Examination in Typewriting in Tamil by the Lower Grade.	Do.	Within the prescribed period of probation, or within two years from the date of appointment to the post as the case may be.
6. A member appointed as Steno-typist (Tamil) on or after the 9 <sup>th</sup> November 1961 who has not passed the Government Technical Examination in Shorthand (English) by the Lower Grade.	Do	Within the prescribed period of probation if recruited direct and within two years from the date of appointment to the post.

Member of the Service	Tests training or qualification	Period
(1)	(2)	(3)
7. A member appointed as Steno-typist (English) on or after the 9 <sup>th</sup> November 1961 who has not passed the Government Technical Examination in Shorthand (Tamil) by the Lower Grade	Government Technical Examination in Short-hand (Tamil) by the Lower Grade.	Within the prescribed period of probation if recruited direct and within two years from the date of appointment to the post

## Tamil Nadu Archives

1. Superintendent	Account Test for Subordinate Officers, Part I.	Within two years from the Date of appointment to The post.
2. Assistants	Do.	Do.

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TAMIL NADU SERVICES MANUAL

VOLUME III

SECTION – 13  
Tamil Nadu General Subordinate Service

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GOVERNMENT OF TAMIL NADU  
1990

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GOVERNMENT OF TAMIL NADU  
1990

Tamil Nadu Service Manual Volume-III Subordinate SERVICE Section 13—Tamil Nadu General Subordinate Service Class-XXII Record Clerks, Binder and Preservation Clerk in the Tamil Nadu Archives and Craft Attenders in the Education Department and Stores Attendent in the State Transport Department.

Constitution : This class shall consist of the following categories of posts—

Category-1 Record clerks in offices excluding Secretariat, of the State Legislature and the offices of the Director of Animal Husbandary, Government Musium, Government Collages of Educational Department, the college of Agriculture, Coimbatore, the office of the Veterinary disease investigation officer (Poultry) and the Madras Veterinary College.

Category-2 Binder in the Tamil Nadu Arvhives.

Category 3 Preservation Clerk in the Tamil Nadu Archives

Category 4 Craft attender in the Education Department.

Category 5 Stores attender in the State Transport Department

2. Appointment : (a) Save as otherwise provided, appointment to the several Categories shall be made by Direct recruitment. or for Special reasons, Recruitment or, for Special reasons, recruitment by transfer from any other Class or service:

Provided that the case of Record Clerks, in the Tamil Nadu Archives, Recruitments shall be made by Transfer from the category of Office Assistant in the same office or for Special Reasons by direct recruitment:

Provided further that in the case of Binders in the Tamil Nadu Archives recruitments may, for special reasons be made by promotion from the categories of Record Clerks or by transfer from the category of Preservation clerks in the same office:

Provided also that in the case of P.C. in the T.N.A recruitment shall be made by selection from among the R.C's including R.C's in the referencing section, to have training in mending work in the Archives.

1. (b) Appointment to the category of Record Clerks shall be made by Recruitment by Transfer from the Tamil Nadu Basic Service;

Provided that if no suitable member of Tamil Nadu Basic Service is available then the vacancy shall be filled up by Direct Recruitment.

(2) A Preparation of annual list of approved candidates.

A list of approved candidates for appointment to the post by the promotion and by recruitment by transfer shall be prepared annually and the crucial date of which and candidate should be qualified , shall be the first December every year.

3. Appointing authority: The appointing authority for the category specified in Column 1 of the annexure shall be the authority specified in the corresponding entry in Column 2 thereof:

#### ANNEXURE

(Referred to in Rule 3)

Class and category	Appointing authority
1. Category – (1) Record Clerks in Tamil Nadu Archives	Assistant Commissioner of Archives Tamil Nadu Archives.
2. Binder in the Tamil Nadu Archives	Commissioner, Tamil Nadu Archives.
3. Preservation Clerk in Tamil Nadu Archives.	Assistant Commissioner Tamil Nadu Archives.

4. Qualification: No person shall be eligible for appointment to the category specified in column 1 of the Table below unless he possess the qualification specified in the corresponding entry in Column 3 thereof:

#### TABLE

Category (1)	Method of Recruitment (2)	Qualification (3)
1. Record Clerk	Direct Recruitment	(1) Must not have Completed 35 years of age in the case of candidate belonging to SC/ST and 30 years of age in the case of others. (2) Must possess completed S.S.L.C.



(1) Record Clerk-Cond	(2) Recruitment	(3) 1. Must have passed the III Form or VIII Std., [in a recognized School OR Must possess the Indian Army First Class certificate of Education OR Indian Army III Class English Certificate.
2. Binder	By Direct Recruitment	2. Must have completed 3 years of service in basic service. 1. Must not have completed 35 years of age in the case of candidates belonging to SC.ST and 30 years of age in the case of others: 2. Must possess technical knowledge of Binding and 3. Must possess a completed S.S.L.C
3. Preservation Clerk	By Recruitment by Transfer	1. Must possess technical knowledge of binding.
	By Direct Recruitment	1. Must possess adequate skill and experience in mending old records and 2. Must possess a completed S.S.L.C.
	By Recruitment by Transfer.	1. Must possess adequate skill in mending old records.

Explanation—1. For purpose of this rule a person shall be deemed to possess a completed S.S.L.C. Public Examination and the marks in the Publication Examination entered in it.

2. For the purpose of this rule a recognized secondary school means a secondary school maintained by OR opened with the sanction of Government OR to which recognition recorded by the Director of Public Instruction under the Madras Education Rule.
3. Technical knowledge of Binding referred to here shall include knowledge of Binding required in the Tamil Nadu State Archives

OR

a pass in the Madras Government Technical Education in book binding (Higher Grade) conducted by the Commissioner of Government Examinations, Madras.

OR

Possession of the Diploma awarded by the Director General of Resettlement in Employment OR the N.T.C in Book binding awarded by the National Council for Training in vocational Trades.

#### 5. Probation

Every person appointed to any category by direct recruitment shall, from the date on which he joins duty, be on probation for a total period of 2 years on duty within a continuous period of 3 years.

Provided that every person appointed to the post of Record Clerk by Recruitment by Transfer shall from the date on which he joins duty, be on probation for a total period of 1 year on duty within a continuous period of 2 years;

Provided that every person appointed to the post of P.C and Binder in the Commissioner of Archives and Historical Research by Recruitment by Transfer from any other service from the date on which he joins duty be on probation for a total period of one year on duty within a continuous period of two years.

NOTE: The category of Binders in T.N.A shall be treated as higher one than that of P.C in the same office for purposes of Rule 23° c of General Rules for the Tamil Nadu State and Subordinate Services even though the posts in the two categories carry the same scale of pay.

6. Unit for Recruitment Discharge, etc., For the purposes of recruitment, discharge for want of vacancies and re-appointment or probationers and approved probationers of appointment of full members and promotion the jurisdiction of the each appointment shall be the unit.
7. Record Clerk-Transfer : Except as otherwise provided in the Annexure transfer of the R.C.'s from the jurisdiction of one appointing authority concerned by mutual agreement.
8. Reservation of appointment : The rule of reservation of Appointment (Gender-1 Rule 22) shall apply to the appointment of R.C.P.C. and Binder by Direct Recruitment.

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TAMIL NADU SERVICE MANUAL

VOLUME III

SECTION – 19- THE TAMIL NADU BASIC SERVICE

(Corrected upto 31.10.79)

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( Extract taken from the portions relation to the under mentioned categories of Archives Department)

1. Duffadar
2. Office Assistant
3. Durwan
4. Asst.Durwan
5. Night Watchman
6. Sweeper
7. Gardener
8. Sanitary Worker.

## SECTION 10—THE TAMIL NADU BASIC SERVICE.

1. Constitution –The service shall consist of the following classes and categories of Government Servants, namely:-

Class I –

Category 4—Duffadars.

Class II –

Category 4—Durwans.

Category 5—Assistant Durwans.

Class III –

Category 5—Peons.

Class IV—

Category g—Sanitary Workers.

Category 9—Gardeners.

Category 11—Watchmen.

Category 12—Sweepers.

Class V – Any other person who is in Basic service as defined in subsidiary definition (iii) under Fundamental Rule 9 and who has not been included in any other service.

F.R. 9 (iii) reads as follows:-

Basic service includes all services in the following appointments unless declared by Government to be superior:-

(a) Service as Peon, Head Peon, Chobdar or Duffadar:

(b) Service in posts the pay of which does not exceed Rs.400.

All other services are superior.

Explanation—The classification of the posts in the manner indicated above shall not preclude the incumbent of the posts from drawing paying the scales which are applicable to them prior to coming into force of the special rules.

2. Appointing authority—The appointing authority for the classes and categories of posts in the departments and offices mentioned in column (i) of the annexure shall be the authority specified in the corresponding entry in column (2) thereof.

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

Class and category (1)	Method of appointment. (2)
Class 1—	
Category –4- Duffadar	Transfer from the Categories in class II or III

Class and category (1)	Method of appointment. (2)
Class II—	
Category A –	Durwans Transfer from category 5- Assistant Durwans: or from categories in class III: or Recruitment by transfer from any other Service; or Direct recruitment.
Category 5 –	Assistant Durwans Transfer from the Categories in Class III; or Recruitment by transfer from any other Service; or Direct recruitment
<u>Class – III</u> All categories	Direct recruitment; or Recruitment by transfer from any other service or Transfer from Class IV”
<u>Classes—IV and V:</u> All categories	Direct recruitment; or Recruitment by transfer from any other Service; or Transfer from Class IV

4. Selection of direct recruits—(a) Selections of candidates to any of the categories by direct recruitment shall be made in the manner indicated below:-

The appointing authority shall call for a panel of names from the Employment Exchange concerned, informing that office of the anticipated vacancies of the posts and the qualifications prescribed for such posts. A selection shall be made only from out of the candidates included in the panel sent by the Employment Exchange concerned. If the appointing authority finds that none of the candidates in the panel sent by the Employment Exchange is suitable for appointment. He shall send a requisition to Employment Exchange for forwarding a second list or necessary further lists of candidates and make his selection from out of such list or lists. Appointment of persons not nominated by the Employment Exchange concerned is unable to sponsor qualified candidates and in such cases of appointment both the Employment Exchange concerned and the immediate superior officer of the appointing authority should be informed of the appointment and the circumstances in which such appointments had to be made:

Provided that this sub rule shall not apply in the case of appointment of any person transferred from a local fund or municipal Institution in consequence of the transfer of such institution to the control of the State Government, or to any person, 41who has been appointed through the Employment Exchange to a post paid from contingencies.

Provided further that this sub-rule, shall not apply in the case of appointment of the wife/husband son/unmarried daughter of Government servant who dies in harness leaving his family indigent circumstances.

(G.O.Ms.No.359, Personnel and Administrative Reforms (Personnel-F),  
dated 28<sup>th</sup> March 1978.)

“Provided further that for recruitment to be post of residential office assistants to the eligible officers, the appointing authority may call for from the Employment Exchanges list of candidates residing in and around the places or locality of the residences of the eligible officers:

Provided also that the appointing authority may call for from the Employment Exchanges list of candidates who have previous experience in driving light motor vehicles for not less than three years; and who possess a valid driving licence”.

(G.O.No.265, P&AR (F) dt.24.07.91, shall be deemed to have come into force from 18.12.86.

5.Qualification—(1) Age—Candidates for appointment by direct recruitment to any of the posts other than those in Classes I and II must not have completed 28 years of age on the date of appointment:

“Explanation: For the purpose of the sub-rule, the age limit, in the case of candidate appointed through Employment Exchange, be reckoned from the date of sponsoring of the candidate by the Employment Exchange concerned for appointment to the post”.

(Go.Ms.202 P&AR (per.F) dated.28.05.91)

Provided that a candidate belonging to the Schedule Caste; or the Scheduled Tribes shall be eligible for appointment to the above classes if he has not completed 33 years of age on the date of appointment:

Provided further that the age-limit aforesaid shall not apply to the appointment of ex-servicemen to any category:

Provided also that the age-limit shall not apply to the appointment to this service made from among employees borne on contingent establishment in the same department:

Provided also that the age-limit shall not apply to appointment by direct recruitment from among Process Servers and Process Amins of the Revenue Department.

Provided also that the age-limit aforesaid shall not apply in the case of appointment of any person transferred from a local fund or municipal institution in consequence of the transfer of such institution to the control of the State Government.

(2) Educational qualification—(a) No person shall be eligible for appointment by direct recruitment to any category of the service unless he has passed the III Form or the VIII Standard of a recognized school (i.e) a school maintained by or opened with the sanction of the Government of Tamil Nadu or to which recognition has been accorded by the Director of School Education under the Educational Rules of the State.

Explanation:--The above educational qualification shall come into force with effect from the 6<sup>th</sup> November 1968.

(b) Notwithstanding the provision in clause (a) ex-servicemen and employees borne on the contingent establishment shall be eligible for appointment to the service, if they are also to read and write Tamil.

(3) Special qualifications—(a) A candidate for appointment, as a Table Attendant in the State Guest House must have experience for a period of two years in a catering establishment which in the opinion of the appointing authority, is well managed.

(b) A candidate for appointment by direct recruitment as peon in an office to which a bicycle is supplied by the Government must be able to ride a bicycle.

© A candidate for appointment by direct recruitment to the category of Assistant Sergeant in the Chief Secretariat shall be an ex-serviceman.

(d) No person other than an ex-serviceman shall be eligible for appointment as, Chowkidar (Category 2 of Class II) by direct recruitment.

(e) A candidate for appointment by direct recruitment as Gardener in the Social Welfare Department must have had experience for a period of not less than two years in maintaining gardens.

(f) A candidate for appointment by direct recruitment as Cook and Assistant Cook in the Social Welfare Department must have had experience for a period of not less than two years in cooking in a hostel or hotel.

6. Probation—(a) Every person appointed to the service except by transfer shall be on probation as prescribed in sub-rule (b) below in the category to which he is appointed. Such a person when appointed to other categories of the service shall not be required to undergo a period of probation. (Amended as per as 215 P&AR.27.6.95) W.cf.27.G.95

(b) The period of probation in the case of a person appointed by direct recruitment or by recruitment by transfer shall be a total period of one year on duty within a continuous period of three years.

Provided that those who have already put in a satisfactory service for a period of two years on the 1<sup>st</sup> November 1950, shall not be required to undergo the period of probation.

Explanation—In this rule and in the case of others, the service rendered by them prior to the 1<sup>st</sup> November 1950, shall count for probation:

Provided further that the persons who have taken over from the Government of India on the 1<sup>st</sup> November 1956 and absorbed in the Industries Department consequent on the transfer of control over the Industrial Training Institutes Centres from the Government of India to the Industries department, shall not be required to undergo the probation prescribed in the above rule, if they have already put in a satisfactory service for a period of one year on the 1<sup>st</sup> November 1956, and in the case of others the service rendered by them prior to the 1<sup>st</sup> November 1956 shall also count towards the prescribed period of probation.

7. Service in a class or category in different departments or officers—Service rendered in a class or category of service shall count for seniority and probation in the said class or category irrespective of the department or office or of the scales of rates of pay applicable.

(b) In cases of transfer from one department to another, i.e., from the jurisdiction of one appointing authority to another, at the request of the individual, he shall be treated as a transferee to the service and the individual, he shall be treated as a transferee to the service and treated as the juniormost in the department to which he is transferred

Provided that the seniority of persons absorbed in other departments on abolition of posts and retrenchment of staff, due to Government change in policies, shall be fixed with reference the date of their regular appointment in the former department.



9. Appointment, discharge and reappointment—(a) For the purposes of appointment, discharge and reappointment, appointment as full members and promotion, the jurisdiction of each appointing authority shall be treated as a separate unit.

“(b) The unit for the purposes mentioned in clause (a), so far as the category of Office Assistants in Category-5 of Class-III, in the Office of the Revenue Department other than in the Revenue Department of the Secretariat and offices of the restwhile Board Of Revenue, shall be the district.”

(G.O.No.215, P&AR (F) dt. 27.06.95, shall be deemed to have come into force from 26.12.94

10. Appointment of full members—(a) General Rule 31 shall apply separately to the jurisdiction of each appointing authority.

10- A. Postings and Transfers—(a) All transfers and posting shall be made by the appointing authority:

Provided that the powers conferred on the appointing authority by this sub-rule may be exercised also by any authority to whom the appointing authority is administratively subordinate.

(b) All transfers and postings from the jurisdiction of the appointing authority to that of other shall be made by the authority to which such appointing authorities are administratively subordinate.

(11) The periods or service of the staff who were absorbed from the Government of India in the Industries Department, consquent on the transfer of control over the Industries Training Institutes/Centres from the Government of India to the Industries department prior to the 1<sup>st</sup> November 1956, shall count for the purposes of increments, leave and pension to the extent to which they would have continued. If they would have continued to serve under the Government of India and the pay of the existing incumbents as on the 31<sup>st</sup> October 1956, shall not be adversely affected by the transfer.

#### ANNEXURE.

(Referred to in rule 2)

Class and category (1)	Appointing authority (2)
CLASS II	
Category 4	
Durwans in the Tamil Nadu Ar-Assistant Director of State Archieves.	
Category 5.	
Assistant Durwans in the Tamil Assistant Director of State Archives. Nadu Archieves	
CLASSES III, IV & V.	
Tamil Nadu Archives.	Assistant Director of Archives,

/True Copy/

Deputy Commissioner of Archives  
Tamil Nadu Archives,  
Egmore, Madras-8.

Adhoc Rules for the post of Duffadar, Tamil Nadu Archives, issued in G.O.Ms.No.1889, Education dt.15.11.95 as amended in G.O.Ms.No.714, Education, dt.30.4.78.

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ABSTRACT

Public Services – Madras Last Grade Service – Temporary post of Duffadar in the Tamil Nadu State Services – Archives Adhoc Rules – Issued.

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Education Department  
G.O.Ms.No.1889 Dated 15<sup>th</sup> November 1975.  
Read:  
G.O.Rt.No.636 Public (CD) dt.22.2.1973  
G.O.Rt.No.27225 -do- dt.16.10.1973

Read also:  
From the Commissioner of Tamil Nadu Archives and Historical Research,  
Lr.No.6689/A2/71-6,

-----  
Order:

The following notification will be published in the  
Tamil Nadu Government Gazette:

Notification

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following rules.

The rules hereby made shall be deemed to have come into force on the 8<sup>th</sup> day of May 1973.

Rules

The General and the special rules applicable to the holders of the permanent post of Duffadars in category 4 of Class-I of the Tamil Nadu Last Grade Service shall apply to the holders of the temporary post of Duffadar in the office of the commissioner of Tamil Nadu Archives and Historical Research subject to the modifications specified in the following rules.

2. Constitution: The post shall constitute a separate unit in the said category of the said service.

3. Appointing authority: The appointing authority the post shall be the commissioner of Tamil Nadu Archives and Historical Research.

(By order of Governor)

S.M.Kamaluddin,  
Deputy Secretary to Government.

/True copy/

Deputy Commissioner of Archives,  
Tamil Nadu Archives,  
Egmore, Madras-8.

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#                                     #  
#                                     #  
#                                     #  
#   ADHOC RULES                       #  
#                                     #  
#                                     #  
#                                     #  
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Ad-hoc Rules for the post of Librarian issued in G.O.Ms.No.750, Education, Dated 23.4.1976 as amended in G.O.Ms.No. 1179 Education dated 27.06.78, G.O.Ms.No. 2162, Education, dated 21.11.1979 and G.O.266, Education (Q2), dated 16.2.1982.

GOVERNMENT OF TAMIL NADU

ABSTRACT

Public Services - Tamil Nadu Archives – Temporary post of Librarian – Ad-hoc Rules – Issued.

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EDUCATION DEPARTMENT

G.O.Ms.No.750

Dated 23.4.1976

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ORDER

The following notification will be published in the Tamil Nadu Government Gazette.

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following rules:

The rules hereby made shall be deemed to have come into force on the 3<sup>rd</sup> May 1975.

RULES

The General and Special Rules applicable to the holders of the permanent post in Class IX of the Tamil Nadu General Service shall apply to the holder of the temporary post of Librarian sanctioned for the Tamil Nadu Archives subject to the modification specified in the following rules.

2. Constitution: The post shall constitute a distinct category in the said Class of the said service.

3. Appointments:- Appointment to the post shall be made as follows:-

- (i) By direct recruitment; or
- (ii) By recruitment by transfer from the holders of the post of Assistant Librarian in the Tamil Nadu Archives in the Tamil Nadu General Subordinate Service; or
- (iii) By recruitment by transfer from any other service.

3-A- Appointing Authority:- The appointing authority for the post shall be Commissioner of Archives and Historical Research, Tamil Nadu Archives.

4. Qualification:

(a) Age:- No person shall be eligible for appointment to the post by Direct Recruitment if he has completed or will complete 40 years of age on the first day of July of the year in which the selection for appointment is made.

(b) Other Qualification:- No person shall be eligible for appointment to the post by the method specified in Column(1) of the Table below: unless he possesses the qualifications specified in the corresponding entries in Col.(2) thereof.

THE TABLE

Method of appointment (1)	Qualification (2)
Direct recruitment	<ul style="list-style-type: none"><li>(i) Bachelor's degree in Arts, Science or Commerce;</li><li>(ii) Bachelor's degree in Library Science;</li><li>(iii) Three years experience in Library works in any Library controlled or aided by any of the State and Central Government or Local Bodies in India or University in India recognized by the University Grants Commission for the purpose of its grants.</li></ul> <p style="text-align: center;">Provided that other things being equal preference shall be given to the candidate who has gained experience in Archival Library for a period of not less than two years in classifying and cataloguing the archival library books.</p> <ul style="list-style-type: none"><li>(i) Bachelor's degree in Arts, Science or commerce;</li><li>(ii) Bachelor's degree in Library- Science</li></ul>

- (iii) Two years experience as Assistant Librarian in the Tamil Nadu Archives Library.

Recruitment by transfer from the holders of the post of Assistant – Librarian in the Tamil Nadu Archives in the Tamil Nadu General Subordinate Service.

Recruitment by transfer from any other service

- (i) Bachelor's degree in Arts, Science or Commerce;
- (ii) Bachelor's degree in Library Science; and
- (iii) Three years experience as Assistant Librarian in any Library Controlled or aided by any of the State or Central Government or Local Bodies in India or Universities in India recognized by the University Grants commission for the purpose of its grants.

5. Probation:

Every person appointed to the post by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years,

Provided that in the case of appointment made by recruitment by transfer the period of probation shall be one year on duty within a continuous period of two years.

6. Training:

Every person appointed to the post shall undergo such training as is considered necessary to make him familiar with the working of the Library in the Tamil Nadu Archives. The period of training shall count towards probation and increment.

7. Pay:

There shall be paid to the holder of the post a monthly pay calculated in the scale of 1160-50-1460-70-1950.

/True copy/

Deputy Commissioner of Archives  
Tamil Nadu Archives,  
Egmore, Madras -8.

Copy of:

GOVERNMENT OF TAMIL NADU

Abstract

Public Services – Tamil Nadu Civil Service – Temporary Post of Editor Gazetteer,  
Tamil Nadu Archives – adhoc rules – Issued.

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EDUCATION (W1) DEPARTM ENT

G.O.Ms.No.751

Dated: 1.7.09.

Read:

1. G.O.Ms.No.1113 Education dated 17.9.85
2. From Commissioner of Archives and Historical Research  
No.14423/42/82, dated 14.3.86
3. From the Tamil Nadu Public Service Commission Letter No.  
4548/B5/89 dated 16.6.89.

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Order:

In the G.O first read above one temporary post of Editor Gazetteer has been increased in the Tamil Nadu Archives in the scale of pay of Rs.1340-75-1715-90-2435. The post has been filled up by the appointment of a Deputy Collector on transfer. In the reference second read above the Commissioner of Archives and Historical Research has sent the draft adhoc rules for the post.

2. The following Notification will be published in the Tamil nadu Government Gazettes:-

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following rules.

The rules hereby more shall be deemed to have come into force on and from the 17<sup>th</sup> January, 1986.

RULES

The General and the Special Rules applicable to the holders of the permanent post of Deputy Collector in the Tamil Nadu Civil Services shall apply to the holdern of the temporary post of Editor Gazetteer, subject to he modifications specified in the following rules:-

2. Constitution: The post shall constitution a separate category in the main service.

3. Appointment: Appointment to the post shall to made as follows:

- (i) by transfer from the categoors of Deputy Collectors: pr
- (ii) by recruitment by transfer from of the post of Assistant Editor in the Gazetteer section of the Tamil Nadu Archives Department in the Tamil Nadu Ministerial Service.



4. No person shall be eligible for appointment to the post by the method specified in Column(i) of the table below.

Unless he possesses the qualifications specified in the corresponding entry in Column(2) thereof:-

THE TABLE

Method of Appointment:

Qualifications

a) Transfer

Must possess a degree

b) Recruitment by transfer

Must possess a degree and

(ii) Must have put in service for a period of not less than ten years as Assistant Editor in the Gazetteer Section of the Tamil Nadu Archives Department.

5. Probation: Every person appointed to the post by recruitment by transfer shall from the date on which he joins duty be on probation for a total period of one year on duty within a continuous period of two years.

6. Pay: There shall be paid to the holders of the post in monthly pay calculated in the scale of pay of Rs.1340-75-1715-90-2435.

(BY ORDER OF THE GOVERNOR)

R.D.N.SHETTY  
SECRETARY TO GOVERNMENT

/true copy/

Deputy Commissioner of Archives  
Tamil Nadu Archives,  
Egmore, Madras –8.

Ad-hoc rules for the post of Research Officer Issued in G.O. Ms. No. 2095, Education (02), dt. 19.9.77 as amended in G.O. Ms. No. 1446, Education, dt.3.8.78, G.O.Ms.No.704, Education, dt.15.4.80, G.O. Ms. No. 1552, Education (W1), dt. 3.10.86.

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GOVERNMENT OF TAMIL NADU

ABSTRACT

Public Services – Tamil Nadu Archives – Tamil Nadu General Service – Temporary posts of Research Officers – Ad-hoc Rules – Issued.

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Education (Q2) Department.

G.O. Ms. No. 2095

Dated: 19.9.1977.

Read again:

G.O. Ms. No. 1515, Education, dt. 15.7.1976.

Read also:

From the Commissioner of Archives and Historical Research, Letter No. 9483/A2/76-2, dt.27.8.1976.

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ORDER

The following notification will be published in the Tamil Nadu Government Gazettee:

Notification

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following rules.

The rules hereby made shall be deemed to have come into force on the 1<sup>st</sup> October 1976.

Rules

The General and the Special Rules applicable to the holders of the permanent posts in Class IX of the Tamil Nadu General Service shall apply to the holders of the temporary posts of Research Officers in the Tamil Nadu Archives, subject to the modification in the following rules.

2. Constitution: The post shall constitute a distinct category in the said class of the said service.

3. Appointment: Appointment to the post shall be made as following:

- i) by direct recruitment, or
- ii) by recruitment by transfer from Superintendent Grade-2 or Research Assistant in the Tamil Nadu Archives

In the Tamil Nadu Ministerial Service; or  
(iii) by recruitment by transfer from any other service.

Provided that notwithstanding anything contained in General Rule 6, appointment to the post between direct recruitment and recruitment by transfer shall be made in the ratio of 1:2 respectively.

Provided further that, if no person possessing the prescribed qualification is available to fill a vacancy reserved for appointment by recruitment by transfer such vacancy shall be filled by direct recruitment.

4. Appointing Authority: The appointing authority for the post shall be the commissioner of Archives and Historical Research.

5. Qualifications:

a) Age: No person shall be eligible for appointment to the post if he has completed or will complete 30 years of age in the case of direct recruitment and 30 years of age in the case of direct recruitment and 35 years in the case of recruitment by transfer other than from the Tamil Nadu Ministerial Service.

Explanation: The age limits referred to in the sub-rule shall be reckoned with reference to the first day of July of the year in which the selection for appointment is made.

b) Other qualifications: No person shall be eligible for appointment to the post by the methods specified in Col. (1) of the Table below unless he possesses the qualifications specified in the corresponding entries in Col.(2) thereof:

The Table

Method of appointment 1	Qualifications 2
1) By direct recruitment	<u>For all Research Officers except Research Officer in cataloguing and indexing:</u>  A First or Second Class Master Degree in History. <u>for the Post of Research in catalogue and indexing</u>  First or Second Class Masters Degree in History and Bachelors Degree or Diploma in Library Science.

1.
  - (ii) by recruitment by transfer from Superintendent Grade –A or Research Assistant in the Tamil Nadu Archives in the Tamil Nadu Ministerial Service or
2. Postgraduate qualification in History or any other special Sciences;

Provided that for the post of Research Officer for the Research Hall, Minimum General Educational qualification will be sufficient, if the candidate has five years experience in research work in the Tamil Nadu Archives or knowledge of records in it.

- (iii) recruitment by transfer from any other service.
  - i) A first or second class Master's degree in History.

- ii) A Bachelor's degree or Diploma in Library Science for the post of Research Officer for cataloguing and indexing.

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6. Probation: Every person appointed to the post by direct recruitment shall, from the date on which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years.

Provided that the persons appointed to the post by recruitment by transfer shall, from the date on which he joins duty, be on probation for a total period of one year, within a continuous period of two years.

7. Training: Every person appointed to the post shall undergo training in the Tamil Nadu Archives for a period of one month according to a syllabus to be decided upon by the Commissioner of Archives and Historical Research, Tamil Nadu Archives, to make the recruit familiarize/himself/with the working of the Tamil Nadu Archives. The period of training shall count towards probation and increment.

8. Pay: There shall be said to the holders of the post a monthly pay calculated in the scale of Rs.1160-50-1460-7001950.

(By order of the Governor)

C.G.RANGABACHYAN,  
COMMISSIONER & ACCRARIY TO  
Govt.

/true copy/

Deputy Commissioner of Archives,  
Tamil Nadu Archives,  
Egmore, Chennai-8.

Adhoc Rules the post of Assistant – Editors (Gazetteers) Limited in G.O.Ms.No.1595, Revenue, dated .31.7.76 as amended in G.O. Ms. No.1175, Education (Q2), dated 28.6.1980.

GOVERNMENT OF TAMIL NADU

ABSTRACT

Public Services in Tamil Nadu Ministerial Service – Temporary posts or Assistant-Editor in the Gazetteer Unit in the Tamil Nadu Archives – Ad-hoc Rules-Issued.

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REVENUE DEPARTMENT

G.O. Ms. No. 1593

Dated:31.7.1976

Read again:

1. G.O. Ms. No. 3703, Revenue, dated 23.10.74.
2. G.O. Ms. No. 372, Revenue, dated 20.2.75.

Read also:

1. From the Commissioner of Archives Lr.No. 11848/A2/74-1, dated 16.11.74.
2. From the Tamil Nadu Public Service Commission Lr.No.1270/C2/75, dt. 3.4.76.

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ORDER:

The appended notification will be published in the Tamil Nadu Government Gazette.

(By order of the Governor)  
C.V.S. Mani,  
Secretary to Government.

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following rules:

The rules hereby made shall be deemed to have come into force on the 28<sup>th</sup> October 1974.

RULES

1. The General Rules and the Special Rules applicable to the holders on the permanent posts in the Tamil Nadu Ministerial Service shall apply to the holders of the temporary post of Assistant Editors in the Gazetteer Section of Tamil Nadu Archives, subject to the modifications specified in the following rules:

2. Constitution: The post shall constitute distinct category in the said service.

3. Appointment: (a) Appointment to the post shall be made by

- (i) direct recruitment: or
- (ii) recruitment by transfer from any other service; or
- (iii) Promotion from among the Superintendents in the Tamil Nadu Archives.

(b) Appointment to the post shall be made by direct recruitment, recruitment by transfer from any other services and by promotion in the ratio of 1:1:1 respectively.

Possessing the prescribed qualification is available to fill a vacancy reserved referred for appointment by recruitment by transfer or by promotion, then such vacancy shall be filled up by direct recruitment.

4. Appointing authority: The commissioner of Tamil Nadu Archives and Historical Research shall be the appointing authority for the post.

5. Age: No person shall be eligible for appointment to the post by direct recruitment if he has completing or will complete 35 years of age on the first day of July of the years in which the selection for appointment is made.

6. Qualifications:

(a) No person shall be eligible for appointment by direct recruitment to the post unless he possesses a Master degree of University in India recognized by University Grants Commission with a first class in history, Sociology, Politics or Public Administration, Anthropology, Geography, Economics, Commerce, International or Constitutional Law, Library Science, Statistics or Journalism or a degree of a Foreign University in any of these subjects equivalent to Master's degree.

(b) In case of appointment to the post by recruitment by transfer or promotion;

(i) he must have put in ten years service of which not less than two years should have been spent as a Revenue-Inspector or in similar post; and

(ii) he must have served as Deputy Tahsildar or in an equivalent post for a period of not less than two years.

#### 7. Reservation of appointments.

The rule of reservation of appointment (General Rule 22) shall apply for applicant to the post, by direct recruitment.

#### 8. Scale of Pay

There shall be paid to the holders of the post a monthly pay calculated in the scale of Rs.425-20-525-25-700.

Provided that there shall be paid to the holders of the post a monthly pay calculated in the scale of Rs.600-30-750-35-890-40-1050 with effect from 1.4.1978.

C.V.S.Mani,  
Secretary to Government.

/True copy/

Deputy Commissioner of Archives  
Tamil Nadu Archives,  
Egmore, Chennai-8.

Adhoc Rules for the Post of Assistant Librarians and Library Assistant Issued in G.O. Ms. No. 2127, Education (Q2) dated 22.9.1977 as amended in G.O. Ms. No. 691, Education, dated 14.4.1980 and in G.O. Ms. No. 2404, Education, Science and Technology dt.3.11.82 and G.O. Ms. No. 1517, Education Department, dt.9.11.90

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Government of Tamil Nadu

Abstract

Tamil Nadu Archives – Tamil Nadu General Subordinate Service – Posts of Assistant Librarians and Library Assistants in the Tamil Nadu Archives – Adhoc Rules – Issued.

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Education (02) Department

G.O. Ms. No. 2127

Dated.22.09.1977

Read again:

G.O. Ms. No. 1522, Education, dt.22.9.1975

Read also:

1. From the Tamil Nadu Public Service Commission, Lr.No.4364/C2/76, Dt.4.1.1977
2. From the Commissioner of Archives and Historical Research, Lr.No.9351/A2/75-2, dt.19.1.76 & 2.3.76.

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Order:

The Government direct that the posts of Assistant Librarian and Library Assistants in the Tamil Nadu Public Service Commission

2. Necessary amendment to the Tamil Nadu Public Service Commission Regulations, 1954, will be issued by the Government is the personnel and Administrative Reforms Department.

3. The Government also direct that the said posts be classified as “Technical” for the purpose of direct recruitment.

4. The following notification will be published in the Tamil Nadu Government Gazette.

Notification

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following rules:-



THE TABLE

Post 1	Method 2	Qualification 3
Assistant Librarian	(i) Direct Recruitment	1. Must be a graduate 2. Must have obtained a degree in Library Science
	(ii) by recruitment by transfer from any other service	1. Minimum general educational qualification. 2. Certificate in Library Science issued by any University in India recognized by the University Grants Commission for the purpose of it a grants.  3. Experience in Library or indexing work for a period of not less than ten years
	(iii) By promotion	Experience as Library Assistant in the Tamil Nadu Archival Library for a period of not less than two years.
Library Assistant	i) By direct Recruitment	1. Must be a graduate 2. Must have obtained a degree in Library Science.
	ii) By recruitment by transfer from any other service	1. Minimum general educational qualification.  2. Certificate in Library Science issued by any University in India recognize by the University Grants Commission for the purpose of its grants.  3. Service in any organized Library or Archival Institution under the State Government for a period of not less than five year.

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Notwithstanding anything contained in General Rule 6, of the Tamil Nadu State and subordinate Service appointment to the post of Assistant Librarian shall be made by

direct recruitment, recruitment by transfer from any service and by promotion in the ratio of 1:1:1

Notwithstanding anything contained in General Rule 6 of the Tamil Nadu state and Subordinate Service appointment to the post of Library Assistant shall be made by direct recruitment and recruitment by transfer from any other service in the ratio of 1:2. Provided that if no person possessing the prescribed qualification is available to fill a vacancy reserved for service, then such vacancy shall be filled by direct recruitment.

“5. Reservation of appointment: The rule relating to reservation of appointment General Rule 22) shall apply for appointment by direct recruitment to each of the posts separately.”

6. Probation: Every person appointed to the posts by direct recruitment shall, from the date on which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years.

7. Pay: There shall be paid to the holders of the posts of Assistant Librarian and Library Assistant, Grades I a monthly pay calculated in the scale of Rs.1045-47-1450-65-1775 and Library Assistant Grade-I (Degree in Library Science) 1045-45-1450-65-1775 and Library Assistant Grade-II Rs.905-45-1445-50-1545.

8. “of Annual List of approved candidates”

For the purpose of drawing up of the annual list of approved candidates for appointment by transfer, the crucial date on which the candidate should be qualified shall be the 25<sup>th</sup> February of every year”.

/True copy/

Deputy Commissioner of Archives,  
Tamil Nadu Archives,  
Egmore, Chennai-8.

PUBLIC DEPARTMENT

(CIVIL Defence)

Adhoc Rules relating to temporary post of Assistant employed as personal Clerk to the Commissioner of Tamil Nadu Archives and Historical Research Madras under Tamil Nadu Ministerial Service.

(G.O. Ms. No. 478, Public (Civil Defence), 14<sup>th</sup> February 1974.)

No. SRO B-85/74 – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamil Nadu here by makes the following rules.

The rules hereby made shall be deemed to have come into force on the 6<sup>th</sup> March 1973.

RULES

The general and the special rules applicable to the holders of the permanent post in category 12 of the Tamil Nadu Ministerial Service shall apply to the holder of the temporary post of Assistant employed as Personal Clerk to the Commissioner of Tamil Nadu Archives and Historical Research, Madras subject to the modifications specified in the following rules :-

2. Constitution :- The post shall constitute a temporary addition to the said category in the said service.

3. Appointment :- Appointment to the post shall be made as follows :-

- i) by direct recruitment ; or
- ii) by transfer ; or
- iii) by promotion from category of Junior Assistants and Typists including Steno  
– typists in the Tamil Nadu Archives ; or
- iv) by recruitment by transfer from any other service.

4. Appointing authority :- The appointing authority for the post shall be the Commissioner of Tamil Nadu Archives and Historical Research.

5. Technical qualification : - A candidate for appointment to the post by the methods specified in rule 3 must have passed the Government Technical Examination in Typewriting and Shorthand by the Higher Grade in English.

6. (i) Test - A candidate appointed by direct recruitment to the post shall pass the Account Test for Subordinate Officers, Part-I and the Government Technical Examinations in Typewriting and Shortened in Tamil by lower Grade within the prescribed period of probation.

(ii) A candidate appointed to the post by transfer or by promotion or by recruitment by transfer should pass the Government Technical Examination in Typewriting and Shorthand in Tamil by Lower Grade, if not already acquired the above qualifications, within two years from the date of appointment to the post. Persons who fail to acquire the above qualifications within the said period shall not be eligible to draw increments in the time scale of pay applicable to them until they pass the said tests but such ineligibility to draw increments shall not have the effect of postponing their future increments after they have passed the tests.

7. Pay – There shall be paid to the holder of the post a monthly calculated pay in the scale of Rs. 250-10-300-15-450 with special pay for technical qualifications in Typewriting and Shorthand and usual allowances admissible under rules in force.

K.A. SUNDARAN,  
Deputy Secretary to Government.

/ True copy /

Adhoc rules for the post of Foreman, Tamil Nadu Archives issued in G.O. Ms. No. 650 Education Department, Dated: 19.1.79 as amended in G.O. Ms. No. 1516 Education Department, Dated: 9.11.990.

## GOVERNMENT OF TAMIL NADU

### ABSTRACT

PUBLIC SERVICES - Tamil Nadu General Subordinate Service – Temporary post of Foreman in the Tamil Nadu Archives – Adhoc Rules – Issued.

Education Department

G.O. Ms. No. 650

Dated: 19.1.79.

Read again: G.O. Ms. No. 1975, Education Dt: 1.9.1977.

Read also: From the Commissioner of Archives and Historical Research, Tamil Nadu Archives, Letter No. 6386/76-16 Dt: 31.3.1978.

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### ORDER :

The following notification will be published in the Tamil Nadu Government Gazette: -

### NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following rules: -

The rules hereby made shall be deemed to have come into force on the September 1977.

### RULES

The General Rules applicable to the holders of the permanent posts in the Tamil Nadu General Subordinate Service shall apply to the holders of the temporary post of Foreman of Lamination machine and Vacuum Fumigation Chamber sanctioned for the preservation section of the Tamil Nadu Archives, subject to the modifications specified in the following rules: -

2. Constitution: The post shall constitute a distinct class in the said service.

3. Appointment: Appointment to the post shall be made as follows: -

- (i) By direct recruitment ; or
- (ii) by transfer from any other class ; or
- (iii) by promotion from among the Operators in the Tamil Nadu Archives.

4. Appointing Authority: The appointing authority for the post shall be the commissioner of Archives and Historical Research, Tamil Nadu Archives, Madras.

5. Qualifications Age: (a) No person shall be eligible for appointments to the post by direct recruitment, if he has completed or will complete 26 years of age on the 1<sup>st</sup> day of July of the year in which the selection for appointment is made. Provided that in case of Scheduled castes and Scheduled tribes who possess a general educational qualification, which is not higher than Minimum General Educational Qualification, the age limit shall be 31 years.

(b) Other qualifications: No person shall be eligible for appointment to the post, by the methods specified in column (1) of the Table below, unless he possesses the qualifications specified in the corresponding entries in column (2) thereon: -

THE TABLE

Method of appointment (1)	Qualifications (2)
Direct recruitment Technical	Diploma in Mechanical Engineering awarded by the State Board of Education and Training, Madras.
By transfer from any other class. Technical	Diploma in Mechanical Engineering awarded by the State Board of Education and Training, Madras.
by promotion from among Tamil the Operators in the Tamil Nadu Archives.	Must have worked as Operator in the Tamil Nadu Archives for a period of not less than five years.

6. Probation Every person appointed to the post by direct recruitment shall from the date on which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years.

7. Pay: There shall be paid to the holder of the post of a monthly pay calculated in the scale of Rs.400-15-475-20-575-25-650. Provided that on and from the 1st April 1978 there shall be paid to the holder of the post a monthly pay calculated in the scale of Rs.600-30-750-35-890-40-1050 p.m.

Sd/....16.1.79

Sd/.....17.4.79.

To  
The C.A.Gh.R., T.N.A., Madras-8.  
The Works Manager,  
Govt. Central Press,  
Mint Bldges., Mds-1  
For publication of the  
Notification in the T.N.G.G  
The Sectr., T.N.-P.S.C Mds-2  
The A.G.,II, Mds-18  
The P.A.O, Mds-35  
Copy to p&AR (Per-M) & (Per.C) Dept., Mds-9.

/true copy/

Deputy Commissioner of Archives

Tamil Nadu Archives,  
Egmore, Chennai-8.

/true copy/

Adhoc rules for the post of Microfilm Operator, Tamil Nadu Archives issued in G.O.Ms.No.786, Education Department, dated 19.6.84 as amended in G.O.Ms.No.1520, Education, dated 9.11.96

**Government of Tamil Nadu**

**Abstract**

Public Services – Tamil Nadu General Subordinate Service – Temporary post of Microfilm Operator and Dark Room Assistant in Tamil Nadu Archives – Adhoc Rules – Issued.

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**Education Department**

G.O.Ms.No.786

Dated: 19.6.84

**Read:**

G.O.Ms.No.52, Education (Q2) dt.8.1.79

**ORDER**

**NOTIFICATION**

In exercise of the powers conferred by the previous to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following rules :-

2. The rules hereby made shall be deemed to have come into force on end from the 8<sup>th</sup> January 1979.

**RULES**

The General Rules applicable to the holders of the permanent posts in the Tamil Nadu General Subordinate Service shall apply to the holders of the temporary posts of Microfilm Operator and Dark Room Assistant, Microfilm unit in the Tamil Nadu Archives, sanctioned from time to time, subject to the modifications specified in the following rules :-

**2. Constitution :** The post shall each constitute separate category in a distinct class of the said service.

**3. Appointment:** Appointment to the posts shall be made as follows:

**1. Microfilm Operator**

- I) by direct recruitment; or
- II) by transfer from any other class or category;
- III) by recruitment by transfer from any other service; or
- IV) by Promotion from the category of Dark Room Assistant

**2. Dark Room Assistant**

- I) by direct recruitment; or
- II) by transfer from any other class or category; or
- III) by recruitment by transfer from any other service

**4. Appointing Authority**

The appointing authority for the posts shall be as follows:

1. Microfilm Operator
2. Dark Room Assistant

Commissioner of Archives and Historical Reserch.

Assistant Commissioner of Archives

**5. Qualification :**

(a) Age

No person shall be eligible for appointment to the posts by direct recruitment if he has completed or will complete 28 years of age



on the first day of July of the year in which selection for appointment is made –

(b) Other No person shall be eligible for appointment to the post specified in

Qualification column (1) by the methods specified in column (2) of the Table below unless he possesses the qualifications specified in the corresponding entries in column (3) thereof:

**THE TABLE**

(1) Post	(2) Method of Appointment	(3) Qualification
1. Micro-filmn Operator	(1) Direct recruitment; or transfer from any other class or category Vocational	(1) Pass in Higher Secondary Academic course with Physics and Chemistry or Course with Photography as Special subject;
	(II) By recruitment by transfer from any other service	Pass in Pre-University with Physics & Chemistry (Physical Science); and or
	(III) By Promotion	(II) Diploma in Film processing or Cinematography awarded by the State Board of Technical Education Madras or its equivalent. (I) Must have put in at least five years of service as Dark Rook Assistant. II) Must have undergone apprentice at least for six months after completion of five years service

GOVERNMENT OF TAMIL NADU

ABSTRACT

Public Service – Tamil Nadu General Subordinate Service – Temporary post of Operator in the Tamil Nadu Archives – Adhoc rules – Issued.

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Education Department

G.O.Ms.No2269

Dated: 20.12.78

Read again : G.O. Ms. No. 1973, Education, Dt. 1.9.77.

Read also : From the Commissioner of Archives and Historical Research, letter No. 6386/S7/76-16, Dt. 31.3.78 and even number Dt. 31.7.78.

ORDER:

The following Notification will be published in the Tamil Nadu Government Gazette.

NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following rules.

The rules hereby made shall be deemed to have come into force on the 1<sup>st</sup> September 1977.

RULES

\_\_\_\_\_The General Rules applicable to the holders of the permanent post in the Tamil Nadu General Subordinate Service shall apply to the holders of the temporary posts of Operators of Lamination machine and Vacuum Fumigation Chamber sanctioned for the preservation section of the Tamil Nadu Archives, subject to the modification sanctified in the following rules.

2. Constitution : The post shall constitute a distinct class in the said service.
3. Appointment : Appointment to the post shall be made as follows :-
  - i) By direct recruitment ; or
  - ii) By promotion from among the preservation clerks and Binders in the Tamil Nadu Archives ; or
  - iii) By recruitment by transfer from any other service.

4. Appointing authority: The appointing authority for the post shall be the Commissioner of Archives and Historical Research, Tamil Nadu Archives, Madras-8.
5. Qualifications: (a) age: No person shall be eligible for appointment to the post, by direct recruitment, if he has completed or will complete 31 years of age in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes and 26 years of age in the case of others on the first day of July of the year in which the selection for appointment is made.
- (b) Others Qualification: No person shall be eligible for appointment to the post by the methods specified in Column (1) of the Table below, unless he possesses the qualifications specified in the corresponding entries in column (2) thereof :-

THE TABLE

Method of appointment (1)	Qualification (2)
Direct recruitment	<ul style="list-style-type: none"> <li>i) Must possess the minimum general educational qualification prescribed in schedule I to the General Rules for the Tamil Nadu State and Subordinate Services ; or</li> <li>ii) Must have passed S.S.L.C. with eligibility for college courses of study ; and</li> <li>iii) Must possess certificate in Archives keeping issued by the National Archives of India, Government of India or must have undergone training in Archives keeping or record management in any Government Archival institution for a period of not less than six months.</li> <li>iv) Provided that in case of person who does not possess the qualification sanctioned in item above is appointed to the post, he shall be required</li> </ul>



Adhoc Rules for the post of Reprography Assistant, Tamil Nadu Archives issued in G.O.Ms.No.1521, Education dt.9.11.1990.

Abstract

Public Service - Tamil Nadu General Subordinate Service – Temporary post of Reprography Assistant in the Tamil Nadu Archives – Adhoc – Issued.

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Education Department

G.O. Ms. No. 1995

Dated: 5.9.1991

Read again:

G.O.Ms.No.2416, Education, dated 11.11.80

Read also:

From the Commissioner of Archives and Historical Research, Tamil Nadu Archives, Madras letter No.15197/A2/80-1, dt.3.4.1981.

ORDER:

The following notification will be published in the Tamil Nadu Government Gazette.

Notification

In exercise of the powers conferred by the provisio to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following rules.

2. The rules hereby made shall be deemed to have come into force on the 11<sup>th</sup> November 1980.

RULES

The General Rules applicable to the holders of permanent posts in the Tamil Nadu General Subordinate Service shall apply to the holders of the temporary post of Reprography Assistant sanctioned for operating and maintaining the photo-copy machine in the Tamil Nadu Archives, subject to the modification specified in the following rules.

2. Constitution: The post shall constitute a distinct class in the said service.

3. Appointment: Appointment to the post shall be made by promotion from among the Binders and Preservation Clerks in the Tamil Nadu Archives.

4. Appointing Authority: The appointing authority for the post shall be the Commissioner of Archives and Historical Research, Tamil Nadu Archives.

5. Qualifications: No person shall be eligible for appointment to the post unless he has undergone training in photography / reprography for a period of not less than one week in a firm supplying photo-copying machine.

6. Pay : There shall be paid to the holders of the post a monthly pay calculated in the scale of Rs. 350-10-420-600.

7. PREDATION OF ANNUAL LIST OF APPROVED CANDIDATE:

For the purpose of drawing up of the annual list of approved candidates for appointment to the posts by promotion of recruitment by transfer; he-crucial date on which the candidate should be qualified be the 25<sup>th</sup> February of every year.

/ By order of the Governor /

C. Ramdas,  
Commissioner and Secretary to

Government.

To

The Commissioner of Archives and Historical Research,  
Tamil Nadu Archives, Madras-600 008.

The Director of Stationery and printing, Madras-600001  
(for publication of the notification in the Tamil Nadu  
Government Gazette)

The Accountant General-II, Madras-600 018

The Pay and Accounts Officer(South)Madras-35

The Secretary, Tamil Nadu Public Service Commission,  
Madras-600 002.

Copy to the P & AR Departments, Madras-600 009.

/ Forwarded : By order /

sd/  
Section Officer

/ True Copy /

Adhoc Rules for the posts of sender reader and Copy holder of Tamil Nadu Archives dated in G.O. Ms. No. 1482 Education Science and Technology by Department. Dt: 9.7.82 as amended in G.O. Ms. No. 1525 Education, Science & Technology Department, Dt: 28.9.1988 and G.O. Ms. No. 588 Education, Science Technology Department, Dt: 9.4.1987.

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## GOVERNMENT OF TAMILNADU

### ABSTRACT

Public Services - Tamil Nadu General Subordinate Service – Temporary Posts of Senior Reader and copy Holder in the Tamil Nadu Archives – Adhoc Rules – Tesued.

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### DEPARTMENT OF EDUCATION, SCIENCE AND TECHNOLOGY

G.O.Ms.No.1482

Dated: 9.7.1982

Read

again:

G.O. Ms. No. 1842, Edn. Dt: 27.09.79.

Read\_alse:

1. From the Commissioner of Archives and Historical Research,  
Tamil Nadu Archives, Madras, letter No.13625/A2/79-16  
Dt: 24.9.81.

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ORDER:

The following notification will be published in the Tamil Nadu Government Gasette.

### NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor or Tamil Nadu Hereby makes the following rules.

2. The rules hereby made shall be deemed to have come into force on the 27<sup>th</sup> September 1979.

### RULES

The General Rules applicable to the holders of the parent posts in the Tamil Nadu General and Subordinate Service shall apply to the holders of the temporary posts of Senior Reader and copy holders in the Gazetteer Unit of the Tamil Nadu Archives, Subject to the modifications specified in the following rules.

2. Constitution: The post shall each constitute a separate category in a separates class in the service.

...2...

3. Appointment: Appointment to the posts specified in column (1) of the Table below shall be made by the methods specified in the corresponding entry in column (2) thereof.

THE TABLE.

Posts (1)	Method of appointments (2)
1. Senior Reader	i) By direct recruitments; or ii) By promotion from the category of copy Holders or and iii) By recruitment by transfer from any other service.
2. Copy Holder	i) By direct recruitment; or ii) By promotion form the category of Record Clerks; or iii) By recruitment by transfer from any other service.

4. Appointing authority : - The appointing authorities to the post specified in column (1) of the Table below shall be the authorities specified in the corresponding entries in column (2). thereof.

THE TABLE

Posts (1)	Appointing authorities (2)
1. Senior Reader	Commissioner of Archives and Historical Research, Tamil Nadu Archives.
2. Copy Holder	The Assistant Commissioner of Archives Tamil Nadu Archives.

5. Qualification(a) Age:- No person shall be eligible for appointment to the posts, by direct recruitment, if he has completed or will compete 33 years or age in the case of candidates belonging to schedules castes and schedules tribes and 28 years of age in the case of others on the first day of July of the year in which the selection for appointment to made

(b). Other qualifications :- No person shall be eligible for appointment to the posts specified in column (1) of the Table below by the methods specified in the corresponding entry in column (2) unless he possessed the qualification specified in the corresponding entries in column thereof.



Posts (1)	Methods of appointments (2)	Qualifications (3)
1. Senior Reader	Direct Recruitment	<p>A pass in the S.S.L.C. Examination.</p> <p>A pass in the Government Technical Examination in proof Reader's work in Higher Grade or National Trade Certificate in Hand Composing and proof reading issued by the Government of India or National Apprenticeship Certificate in hand composing and proof reading issued by the Government of Tamil Nadu.</p> <p>A pass in the S.S.L.C. Examination.</p> <p>A pass in the Government Examination in proof Reader's work in Higher Grade or National Trade certificate in hand composing and proof reading issued by the Government of India or National Apprenticeship Certificate in Hand Composing and proof reading issued by the Government of Tamil Nadu.</p>
2. Copy Holder	By Direct Recruitment	<p>A pass in the S.S.L.C. Examination:</p> <p>A pass in the Government Technical Examination in proof reading by lower grade or experience in reading work in a Government/Private Printing Press for a period of six months or National Trade Certificate in Hand composing and proof reading issued by Government of India or National Apprenticeship Certificate in hand composing and proof reading issued by the Government of Tamil Nadu.</p>

(1)	(2)	(3)
	By promotion from the category Record Clerks.	A pass in the S.S.L.C Examination; Experience in proof reading work for a period of not less than 3 months in a Government Press or Government Institution dealing with the publication of books.
	Recruitment by transfer from any Other service.	A pass in the S.S.L.C. Examination. Must have worked as a copy holder proof reader for a period of not less than three months in a Government Press or Government Institution dealing with the publication of books.

6. Probation: - Every person appointed to the posts by direct recruitment shall be on probation for a total of two years or duty within a continuous period of three years: -

Provided that in the case of those appointed by recruitment by transfer (free any other service) the period of probation shall be one year on duty within a continuous period of the years.

7. Pay: - There shall be paid to the holders of the posts specified in column (1) of the Table below, a monthly pay calculated in the scale of pay specified in the corresponding entries in column (2) thereof.

THE TABLE

Posts (1)	Scale of pay (2)
1. Senior Reader	Rs. 400-15-490-20-650-25-700
2. Copy Holder	Rs. 295-5-315-10-475

(CONTINUED..5..)

8. Preparation of annual list Approved Candidates:

For the purpose of drawing up of the annual list of approved candidate for appointment to the posts by promotion or recruitment by transfer the crucial date on which the candidate should be qualification shall be the 25<sup>th</sup> February of

( By order of the Governor)

C. RAMDAS

Commissioner & Secretary to Government

To

The Commissioner of Archives and Historical Research,  
Tamil Nadu Archives, Madras-8.

The works Manager, Government Press, Madras –I (for publication of notification in the Tamil Government Gazette).

The Secretary, Tamil Nadu Public Service Commission Madras-2.

Copy to: The Personnel and Administrative Reforms Department, Madras-9.

Adhoc rules for the posts of Sergeant and Assistant Sergeant in Tamil Nadu Archives in G.O.No.1178, Education , dated 27.6.78 as amended in G.O. Ms.No.1795, Education, dated, 3.9.80 and G.O.Ms.No.1518, Education, dt.9.11.1990

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GOVERNMENT OF TAMIL NADU

Abstract

Public Services of Tamil Nadu General Subordinate Service – Temporary posts or Sergeant and Assistant Sergeant in Tamil Nadu Archives – Adhoc Rules – Issued.

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Education Department

G.O.Ms.No.1170

Dated 27.6.78

Read again: G.O.Ms.No.1515, Education, dt.15.7.76

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Read also: from the Commissioner of Archives and Historical Research, Lr.No.11113/A2/77-1, dt.7.1.78

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ORDER;

The following notification on will be published in the Tamil Nadu Govt.Gazeteer-

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Notification

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following rules.

The rules hereby made shall be deemed to have come into force on the 1<sup>st</sup> October 1976.

Rules

The General Rules applicable to the holders of the permanent post in the Tamil Nadu General Subordinate Service shall apply to the holders of the temporary posts of Sergeant and Assistant Sergeant sanctioned for the Tamil Nadu Archives, subject to the modifications specified in the following rules.

2. Constitution: The posts shall constitute a separate clans in the said service.

3. appointments: appointment to the posts specified in column (i) of the Table below shall be made by the methods specified in the corresponding entry in col.(2) thereof.

The Table

Posts 1	Method of appointment 2
1. Sergeant	i. By direct recruitment: pr ii By promotion from the category of assistant Sergeant, Record Clerks, Preservation Clerk and Binders in the Tamil Nadu Archives: or

1  
2. Asst. Sergeant

2  
iii. By recruitment by transfer from and other service

1 – By direct recruitment: pr

ii. By recruitment by transfer from among the holders of the posts of Darwan and Asst. Darwan in the Tamil Nadu Basic Service in Tamil Nadu Archives or

iii. By recruitment by transfer from any other service

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4. Appointing authority: - The appointing authorities to the posts specified in column (i) of the Table below shall be the authorities specified in the corresponding entries in column (2) thereof.

The Table

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Posts 1	Appointing authorities 2
1. Sergeant	The Commissioner of Archives and Historical Research, Tamil Nadu Archives.
2. Asst. Sergeant	The Assistant Commissioner of Archives Tamil Nadu Archives.

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5. Qualifications:

a) Age: No person shall be eligible for appointment to the posts, by direct recruitment, if he has completed or will complete 31 years of age in he case of candidates belonging to Scheduled Castes or Scheduled Tribes and 26 years of age in the case of others on the first day of July of the year in which the selection for appointment is made.

6. Reservation of appointments: The rules relating to reservation of appointments (General Rule 22) shall apply for appointment to the posts by direct recruitment.

7. Probation: Every person appointed to the posts by direct, recruitment shall, from the date on which he joins duty be on probation for a total period of two years on duty within a continuous period of three years.

5(b) Other Qualifications: No person shall be eligible for appointment in the posts specified in Col.(1) of the table below by the method specified in Col.(2) possess he possesses: the qualification specified in the corresponding entries in.Col(3) thereof:

The Table

----- Posts. 1	Method of appointment. 2	Qualifications. 3
1. Sergeant	Direct recruitment	Minimum General Educational qualification as specified in schedule-I to the General Rules for the Tamil Nadu State a Subordinates Services
	By promotion from the category of Assistant Sergeant, Record Clerks Preservation Clerks and Binders in the Tamil Nadu General Subordinate, Services in T.N. Archives.	
	Recruitment by transfer from any other Service.	1. Completed SSLC 2. Service for a period of not less than 10 years in Govt. Service
2. Assistant Sergeant	By direct recruitment.	Completed SSLC
	By recruitment by transfer from among the holders of the posts of Durwan and Assistant Darwan in the Tamil Nadu Basic Service in Tamil Nadu Archives.	Completed SSLC
	By recruitment by transfer from any other Service.	Completed SSLC

Provident that in the case of those appointed by recruitment by transfer from any other service the period of probation shall be one year on duty within continuous period of category years.

8.. Pay: There shall be paid to the holders of the posts specified in column (1) of the Table below monthly pay calculated in the scale of pay specified in the corresponding entries in column (2) thereof.

The Table

Post	Scale of Pay
1. Sergeant	Rs. 780-35-1025-40-1385
2. Asst. Sergeant	Rs. 505-10-555-15-615-20-775.

9. Proposing of annual list of approved candidates:

For the propose of drawing up of the annual list of approved candidate for appointment to the posts by promotions or recruitment by transfer, the special date on which the candidate should be qualified shall be to 25<sup>th</sup> February of every year.

( By order of the Governor )

C.G.RANGADASHYAN,  
Commissioner and Secretary to Government

/True copy/

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EXECUTIVE ORDERS

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COPY OF:

GOVERNMENT OF TAMIL NADU

ABSTRACT

Public Services – Rationalisation of Feeder categories in Tamil Nadu Archives  
– Orders – Issued.

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EDUCATION DEPARTMENT

G.O. Ms. No. 1110

Dated: 16.06.80

Read:

From the Commissioner of Archives and Historical Research Letter No.  
11631/A2/77-2, dated 19.5.78, 6.10.78 and dated 28.2.79.

2. From the Tamil Nadu Public Service Commission Letter No. 7026/B1/79,  
dated 11.1.80.

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ORDER:

\_\_\_\_\_ In pursuance of the orders issued in G.O. Ms. No. 1050 Finance (PC) dated  
5.10.78, the Government direct that the designation of the post of Office Assistant, Be  
changed as "Superintendent" with effect from 1.4.78.

2. With a view to rationalise the feeder categories for promotion to the posts in  
the Tamil Nadu Archives the Commissioner of Archives and Historical Research has  
sent proposals for approval of the Government. He has suggested the following  
as feeder categories for the posts mentioned against each for the particular mode of  
recruitment.

Name of the post	Feeder category as suggested by the Commissioner of Archives & Historical Research
1. Assistant Director of Archives	i. By promotion from the category of Research Officer. ii. By transfer from the category of Superintendent
in	the pre-revised seal.
2. Research Assistant Superintendent	By promotion from the category of (formerly called as Office Assistant )
3. Superintendent	By promotion from the category of Assistant.
4. Research Officer	By transfer from the category of Research Assistant.

3. The Government accept the above suggestion of the Commissioner of  
Archives & Historical Research and accordingly direct that the categories of posts  
indicated at column 2 on para 2 above be the feeder categories to the posts indicated  
at column 1 thereon. The other methods of appointment prescribed in the rules for the  
respective posts are also continued. In regard to other posts, the existing categories  
will continue as feeder categories.

4. The Commissioner of Archives and Historical Research is requested to  
submit necessary proposals for amending the concerned rules immediately.

(BY ORDER OF THE GOVERNOR)

C.K. GARIVALI  
By. Secretary to Govt.

To

The Commissioner of Archives & Historical Research, Egmore, Madras-8

// TRUE COPY //

G.O. Ms. No. 463, Education Science and Technology, dated 14.3.83 upended in  
G.O. Ms. No. 712, Education, Department, dated 27<sup>th</sup> May 1986.

ABSTRACT

Public Services – Post Durawn and Assistant Drawn in the Tamil Nadu Archives –  
Experience in armed farces – prescribed is qualifications to the posts – Orders –  
Issued.

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DEPARTMENT OF EDUCATIONS, SCIENCE & TECHNOLOGY

G.O. Ms. No. 463,

Dated: 14.3.83

Read:

From the Commissioner of Archive & Historical Research, Tamil Nadu  
Archives, Madras, Letter No. 10913/A2/80-1, dt.2.7.81.

ORDER :

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\_\_\_\_\_ In 1980, the Government issued instructions to the Heads of  
Departments to examine the question of giving preference for released emergency  
commissioned officers, released short service regular commissioned officers and  
other ex-servicemen by prescribing experience in these posts as essential or  
desirable qualification for suitable posts in their Departments and to take action for  
amending the special Rules concerned.

2. The Commissioner of Archives & Historical Research, Tamil Nadu  
Archives who was consulted in the matter has stated that the Sergeant, Assistant  
Sergeant, Durwan and Assistant Durwan of the Tamil Nadu Archives are security staff  
for the safety of the records and buildings of the Tamil Nadu Archives. He has also  
stated that it is considered necessary that the posts indicated above have to be  
manned by persons who are able-bodied and well trained in discipline and security  
work in the army.

3. The post of Durwan may be filled up direst recruitment of an  
exservice man only. The post of Assistant Durwan may be filled up by direct  
recruitment of an exservice man only.

4. The Government accept the above suggestion of the Commissioner  
of Archives & Historical Research.

5. Necessary amendments to the Special Rules concerned will be  
issued by the Government in Personnel & Administrative Referms Department.

(BY ORDER OF THE GOVERNOR)

T. KADAAVANASUNARAM,  
DEPUTY SECRETARY TO  
GOVERNMENT.

To  
The Commissioner of Archives and Historical Research.

// True Copy //

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TAMIL NADU GENERAL SERVICE

(STATE SERVICE)

CLASS IX

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Copy of

GOVERNMENT OF TAMIL NADU  
ABSTRACT

Public Services - Tamil Nadu General Services – Special Rules – Tamil Nadu Service Manual Volume II – 1969 Edition – Section 16 – Class IX – Amendments – Issued.

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Higher Education (D2) Department

G.O. Ms. No. 10

Dated: 28.1.2003

Read:

1. G.O. Ms. No. 2582, Public (CD) Department, dt.17.08.1971.
2. G.O. Ms. No. 2095, Education Department, dt.19.9.1977.
3. G.O. Ms. No. 1110, Education Department, dt.19.9.1980.
4. G.O. Ms. No. 1912, Education Department, dt.27.8.1981.
5. G.O. Ms. No. 1552, Education Department, dt.3.10.1980.
6. G.O. Ms. No. 625, Education, Science & Technology Department, dt.2.8.95.
7. From the Commissioner of Archives and Historical Research, letter No.7750/A2/90, dated 28.11.1991 and last reference No.10001/A2/93, dated 25.11.1997.

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ORDER :

The following Notification will be published in the Tamil Nadu Government Gazette: --

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution on India and in supersession of the rules published with the Education Department Notification No.S.R.O. B-507 of 1977, dated the 19<sup>th</sup> September 1977 of pages 544-546 of Part-III – Section 1 (b) of the Tamil Nadu Government hereby makes the following amendments to the Special Rules for the Tamil Nadu General Services (Section 16 in Volume II of the Tamil Nadu Services Manual, 1969).

1. (i) The amendments excepts the amendments relating to method of appointment of categories 1 and 2, hereby made in respect of categories 1 and 2 shall be deemed to have come into force on the 27<sup>th</sup> August 1981.
- (ii) The amendments in so far as they relate to method of appointment of categories 1 and 2, hereby made shall be deemed to have come into force on the 5<sup>th</sup> September 1990 and on the 19<sup>th</sup> June 1980 respectively.
- (iii) The amendments hereby made in respect of category 3 shall be deemed to have come into force on the 11<sup>th</sup> March 1988.

## AMEDMENTS

In the said Speical Rules : --

Class IX (1) In part I, for Class IX and the entries thereunder, the following and entries shall be substituted, namely :--

“Class – IX

- 1) Deputy Commissioner of Archives.
- 2) Assistant Commissioner of Archives.
- 3) Research Officer of Archives”.

(2) In part – II, for Class IX and the rules therunder, the following Class and rules shall substituted, namely :--

“Class IX - Deputy Commissioner of Archives.  
Assistant Commissioner of Archives, and  
Research Officer of Archives.

1. Constitution: -- This class shall consist of the following categories of officers, namely : --

Category 1 - Deputy Commissioner of Archives.

Category 2 - Assistant Commissioner of Archives.

Category 2 - Research Officer of Archives.

2. Appointment:-- (a) Appointment to the category mentioned in column (1) of the Table below shall be made by method specified in the corresponding entries in column ( 2 ) thereof:--

### THE TABLE

Category (1)	Method of Appointment (2)
1. Deputy Commissioner of post Archives. in category-2; or	(i) Promotion form the holder of the of Assistant Commissioner of Archives (ii) Recruitment by transfer from an other service if no suitable person is available (iii) Direct recruitment if no suitable and qualified person is available for appointment by the methods (i) and (ii) above.
2. Assistant Commissioner of Archives.	(i) Promotion from among the holders the post of Research Officer in Category 3, or. (ii) Recuritment by transfer from among the holders of the post of superintendent (Grade-A) of the Tamil Nadu Archives in the Tamil Nadu Ministerial Service.

( 1 )

( 2 )

3. Research Officer of Archives.  
Assistant in the Tamil Nadu Archives

- (i) Recruitment by transfer from among the holders of the post of Research in the Tamil Nadu Ministerial Service; or from any other service; or  
(ii) Direct recruitment if no suitable and qualified person is available for appointment by the method(1) above.

(b) The appointment to the category of Assistant Commissioner of Archives shall be made by selection on merits from among the holders of the posts of Research Officers and Superintendents (Grade-A).

(c) The appointment to the category of Research Officer of Archives between direct recruitment and recruitment by transfer shall be made in the ratio of 1:2 respectively.

Provided that if no person possessing the prescribed qualification is available to fill a vacancy reserved for appointment by recruitment by transfer then such vacancy shall be filled by direct recruitment.

(d) The ratio in respect of appointment to the category of Research Officer of Archives shall be deemed to have been discontinued with effect on and from the 1<sup>st</sup> February 1990.

3. Appointing Authority :- The appointing authority in respect of category –3 shall be the Commissioner of Archives and Historical Research.

4. Qualification :- No person shall be eligible for appointment to the category specified in column (1) of the Table below by the method specified in the corresponding entries in column (2) corresponding entries in column (3) thereof :-

THE TABLE

category (1)	Method of Appointment. (2)	Qualifications. (3)
1. Deputy Commissioner of Archives.	(i) Recruitment by transfer Transfer from any other	(i) Must have completed five Years of service Than that of Assistant Commissioner of Archives. (ii) Must possess post graduation in History and (iii) A Degree or Diploma in Library Science.

(1)	(2)	(3)
2. Assistant Officer of Archives	<p>ii) Direct Recruitment</p> <p>Promotion from the post of Research Officer in Category-3 or Recruitment by transfer from the post of Superintendent (Grade-A) of the Tamil Nadu Archives in the Tamil Nadu Ministerial Service.</p>	<p>i) Must possess a Ph.D., with M.A. or B.A.(Hons) degree in Modern History.</p> <p>ii) P.G.Diploma in Archival Studies.</p> <p>iii) Must have completed twenty five years of age by not forty years of age on the 1<sup>st</sup> day of July of the selection for appointment is made. Must Possess administrative experience and ability to control a large staff.</p>
3.. Research Officer of Archives.	<p>i) Recruitment by transfer from the post of Research Assistant in the Tamil Nadu Archives in the Tamil Nadu Ministerial service or from any other service not lower in rank than Research Assistant.</p>	<p>A Master's degree preferably, post graduation in History or any other Social Sciences with flair for writing in English. Provided that the Research Officer to be appointed in Indexing and Cataloguing should possess a degree or a diploma in Library Science in addition to the Master's degree aforesaid. Provided further that for the appointment as Research Officer, of Research Hall of Archives, Minimum General Educational Qualification will be sufficient, if the candidate has five years of experience in Research work in the Tamil Nadu Archives.</p>

(1)	(2)	(3)
	ii. Direct Recruitment	<p>(i) A Master's Degree preferably, post Graduation in History or any other social Sciences with flair for writing in English and Research background</p> <p>Provided that the Research Officer to be Research Officer to be appointed for indexing and cataloguing should possess a degree or a diploma in Library Science in addition to the Master's Degree aforesaid.</p> <p>(ii) Must not have completed thirty years of age on the 1<sup>st</sup> day of July of the year in which selection for appointment is made.</p>

5. Probation: (a) Every person appointed to a category by direct recruitment shall, from the date which he joins duty, be on probation for a total period of two years, within a continuous period of three years.

Provided that the person appointed to a category by recruitment by transfer shall, from the date on which he joins duty, be on probation for a total period of one year within a continuous of two years.

(b) Authority competent to declare probation: -- The Commissioner of Archives and Historical Research shall be competent to declare a person holding any post in this service to have satisfactorily completed his probation.

6. Authority competent to make full members: -- The Commissioner of Archives and Historical Research is competent to appoint an approved probationer as a full member in categories 1 to 3, subject to the provisions contained in rules 31 and 35 of the General Rules for the Tamil Nadu State and Subordinate Service.

7. Tests: -- Every person appointed to the category specified in column (1) of the Table below the method of appointment specified in the corresponding entries in column (2) shall pass the test specified in the corresponding entries in column (3) thereof within the period of probation.



**THE TABLE**

Category (1)	Method of Appointment. (2)	Test. (3)
1. Deputy Commissioner of Archives.	i) Recruitment by transfer from any other service.  ii) Direct Recruitment.	Account Test for Executive officers.
2. Assistant Commissioner of Archives.	Recruitment by transfer from the holder of the post of Superintendent (Grade-A) in Tamil Nadu Archives.	Account Test for Executive Officer.

8. Training: (a) Every person appointed to the category specified in column (1) of the Table below by the method of appointment specified in the corresponding entries in column (2) shall undergo the training specified in the corresponding entries in column (3) thereof within the period of probation.

**THE TABLE**

Category (1)	Method of Appointment (2)	Nature of Training and its period. (3)
1. Deputy Commissioner of Archives.	i) Recruitment by transfer from any other service.  ii) Direct Recruitment	Training as an observer to make himself familiar with the working of the Archives in the following Archives, namely:--  i) National Archives of India, New Delhi for a period not exceeding two months. ii) Record Officers of Bombay Calcutta and Hyderabad for a period not exceeding one month. iii) Such other training as the State Government may, by special order, prescribe.

(1)	(2)	(3)
2. Research officer of Archives	i) Direct Recruitment.  ii) Recruitment by transfer from any other Service except the Research Assistant in the Tamil Nadu Archives.	Training in the Tamil Nadu Archives for a period of one month according to the syllabus to be decided upon by the Commissioner of Archives and Historical Research, Tamil Nadu Archives, to make the recruit the working of the Tamil Nadu Archives.

(b) The upper age limit, if any, prescribed for training by the National Archives of India shall be relaxed in respect of persons in category 1 to enable them to complete the period of training within the period of probation.

(c) No Probationer in category 1 or 3 shall perform the duties in that category until he has undergone the training mentioned in sub-rule (a).

(d) No person appointed to category 1 by direct recruitment shall be entitled to count the period of training mentioned in sub-rule (a) for increment and in the case of person appointed to category 3 by direct recruitment or recruitment by transfer from any other service except Research Assistant in the Tamil Nadu Archives, the period of training in sub-rule (a) shall count towards probation and increment.

9. Postings and Transfers: -- All postings and transfers in respect of categories 2 and 3 shall be made by the Commissioner of Archives and Historical Research.

10. Preparation of annual list of approved candidates: --  
The crucial date on which the candidates should have acquired.

the prescribed qualification for the preparation of the annual list of approved candidates for appointment to the posts by promotion and recruitment by transfer shall be the 1<sup>st</sup> September of every year.

// By order of the Governor //

V.K. SUBBURAH.  
Secretary to Government.

To  
The Secretary to Government, Personnel and  
Administrative Reforms Department, Chennai - 9.  
The Secretary to Government,  
Finance Department, Chennai – 9.  
The Secretary, Tamil Nadu Public Service Commission,  
Chennai – 2.  
The Special Commissioner of Archives and Historical Research  
Tamil Nadu Archives, Chennai – 8.  
The Director of Stationery and Printing, Chennai – 79.  
(for publication in the Tamil Nadu Government Gazette)  
The Secretary to Government, Law Department, Chennai – 9.

// Forwarded/by order //

Sd/-  
SECTION OFFICER.

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Tamil Nadu Archives  
Chennai – 8. dt. 5.02.04.

Endt.No.8857/A2/00

Copy communicated.

Assistant Commissioner (P).  
.02.2004.

To  
All District Record Centers.

COPY OF:21694/A2/90.

GOVERNMENT OF TAMIL NADU  
ABSTRACT

Public Service – Tamil Nadu General Subordinate Service – Temporary posts of Assistant Librarian and Library Assistants in the Tamil Nadu Archives – Adhoc Rules – Amendment – Issued.

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EDUCATION DEPARTMENT

G.O. Ms. No. 1517.

Dated: 9.11.90.

1. G.O. Ms. No. 2127, Education, dt. 22.9.77.
2. From the Commissioner of Archives and Historical

Research,

Madras Letter.No.7180/A2/87, dt.4.05.88.

3. From the Secretary, Tamilnadu Public Service

Commission,

Madras Letter No.7984/BAS/90, dt.17.8.90.

ORDER :-

The following notification will be published in the Tamil Nadu Government Gazette :-

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the constitution of India, the Governor of Tamil nadu hereby makes the following amendment to the rules published with the Education Department Notification SRO.No.B/519 of 1977 dated: the 22<sup>nd</sup> September 1977 at pages 555-557 in Part-III Section I (b) of the Tamil Nadu Government Gazette dated: the 12<sup>th</sup> October, 1977.

In the said rules, after 7, following rule shall be added, namely :-

**“ 8. PREPARATION OF ANNUAL LIST OF APPROVED CANDIDATES”**

For the purpose of drawing up of the annual list of approved candidates for appointment to the post by promotion or recruitment by transfer the crucial date on which the candidates should be qualified shall be the 25<sup>th</sup> February of every year “.

( BY ORDER OF THE GOVERNOR )

A. PALANIVEL,  
DEPUTY SECRETARY TO  
GOVERNMENT.

To

The Commissioner of Archives and Historical Research, Madras-8.

// Forwarded / By Order //

OFFICER.

sd/.....  
SEL. GR. SECTION

/ True Copy /

Assistant Commissioner