

Copy of G.O.Ms.No.2971 (Labour) dated 23<sup>rd</sup> August 1968 from the Department of Industries, Labour and Housing Department, Government of Madras.

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Abstract : Public Services - Madras General Service - Directorate of Employment and Training - Organisations - Amalgamation - Employment Wing - Permanent retention of Gazetted posts - Inclusion in the Special Rules - Orders - Issued.

Read:

1. G.O.Ms.No.319 (Labour), I.L.C., dated 28.1.1959
2. G.O.Ms.No.2102 (Labour), I.L.C., dated 20.4.1960
3. G.O.Ms.No.2183 (Labour), I.L.C., dated 11.4.1962
4. G.O.Ms.No.4545 (Labour), I.L.C., dated 18.9.1963
5. G.O.Ms.No.3904 (Labour), I.L.C., dated 6.8.1964
6. G.O.Ms.No.5050 (Labour), I.L.C., dated 4.11.1964
7. G.O.Ms.No.1388 (Labour), I.L.C., dated 13.3.1965
8. G.O.Ms.No.2316 (Labour), I.L.C., dated 28.4.1965
9. G.O.Ms.No.3881 (Labour), I.L.C., dated 5.8.1965
10. From the Director of Employment and Training letter No.A4/33186/65 dt. 3.8.65 and 20.1.66
11. From the Secretary, Madras Public Service Commission Letter No.1454/B1/67-1 dated 31.3.67 and 28.12.67
12. From the Director of Employment and Training letter No.A4/33186/65 dt. 22.9.67
13. G.O.Ms.No.101 (Labour) I.L.H., dt.8.1.68
14. G.O.Ms.No.2282, Labour and Employment Department, dt. 14.10.88

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ORDER:

The following notification will be published in the Fort St.George Gazette:

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Madras hereby makes the following amendments to the Special Rules for the Madras General Service (Section 16 of Part III-A) of the Service Rules in Volume II of the Madras Services Manual 1954.

The amendments hereby made shall be deemed to have come into force on the 1<sup>st</sup> November 1956.

AMENDMENTS

In the said Special Rules -

(i) In Part I, after the entries relating to Class XLVII the following entries shall be added, namely:-

"Class XLVIII Officers of the Employment and Training Department "

2. In Part II after the rules relating to Class XLVII the following heading and entries shall be added namely:-

"Class XLVIII Officers of the Employment and Training Department".

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

1. Joint Director of Employment
- 1(a). Deputy Director of Employment
2. Assistant Director of Employment
3. District Employment Officer

2.(1) Appointment: Appointment to the categories specified in column(1) of the table below shall be made by the methods specified in the corresponding entries in column(2) thereof:-

<u>THE TABLE</u>	
CATEGORIES	METHODS OF APPOINTMENT
1.Joint Director of Employment:	Promotion from the category of Deputy Director of Employment. G.O.Ms.No.80, Labour & Employment Department dt. 12.1.1980
1.(a) Deputy Director of Employment:	Promotion from the category of Assistant Director of Employment
2.Assisitant Director of Employment:	Promotion from the category of District Employment Officers
3.District Employment Officer	i.Direct recruitment; or ii.Recruitment by transfer from among the approved probationers and full members in the categories of Junior Employment Officers and Craft Instructor (Technical Officer-Placement) G.O.Ms.No.469, Labour & Employment, dt. 26.2.81

Provided that this rule shall not affect the recruitment made by transfer from among the holders of the post of Superintendent prior to 28<sup>th</sup> January 1967.

Provided further that appointment by direct recruitment and recruitment by transfer to the posts of District Employment Officers shall be made in the ratio of 1:2, the direct recruitment being made against substantive vacancies only.

"Provided also that the ratio of appointment between direct recruitment and recruitment by transfer shall not apply for appointment made during the year 1974 to 1984.

(Authority: G.O.Ms.No.260, Employment Services Department, dated 29.9.1987)  
(R.Dis.No.A4/59146/81)

ii) The cyclical order in which the direct recruit shall be fitted in the combined inter-se-seniority shall be in the following order:-

1. Direct recruit
2. Transferee
3. Transferee

(Authority: G.O.Ms.No.413, Labour & Employment Department, dated 10.5.1978)

## 2. Preparation of annual list of approved candidates

For the purpose of drawing up of annual list of approved candidates for the appointment to the post in this class by promotion and by recruitment by transfer, the crucial date on which the candidate should be qualified shall be the 1<sup>st</sup> September of every year.

(Authority: G.O.Ms.No.23, Employment Services Department, dated 24.8.1983)  
(R.Dis.No.A4/21759/81)

### 2.A. Reservation of appointment:

The rule of reservation of appointment shall apply to appointment to the post of District Employment Officer by direct recruitment ( G.O.Ms.No.1195,Labour and Employment Department, dated 28.8.72)

### 3.Selection Category:-

Promotion to the categories of Joint Director of Employment, Deputy Director of Employment and Assistant Director of Employment shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

### 4.Qualification:-

No person shall be eligible for appointment to the categories specified in column (1) of the Table below, by the methods specified in the corresponding entries in the column(2) of that table unless he possess the qualifications specified in the corresponding entries in column (3) thereof.

THE TABLE

Categories	Methods of appointment	Qualifications
<p>1.Joint Director of Employment</p> <p>1.(a) Deputy Director of Employment</p> <p>2.Assisitant Director of Employment</p>	Promotion	<p>1.Must posses the minimum general eduational Qualfication prescribed in Scheduled I to the General Rules and</p> <p>2.Must have passed the following tests, namely:-</p> <p>i)Account test for Executive Officers if he has not already passed the Account test for Subordinate Officers, Part-I (G.O.Ms.No.2740, Labour and Employment dt. 7.12.81) (A4/18652/80)</p> <p>ii) Labour and Factories Departmental Test Part-A (District Office Manual Test conducted from November 67)</p> <p>iii)Must have passed the departmental test for Officers of the National Employment Service in National Employment Service Manual</p> <p>Provided that the qualifications under clause (iii) shall not apply to the persons who were holding on the 30<sup>th</sup> November 1960, the post of Assistant Director of Employment subject to the condition that they should acquire the said qualification by the 4<sup>th</sup> November 1965.</p> <p>a. Provided that a person who had completed 45 years of age on 28<sup>th</sup> January 1959 shall not be required to pass the following tests namely:-</p> <p>i) Account test for Executive Officers and</p> <p>ii) Labour and Factories Department Test Part 'A' (District Office Manual) and a person who has completed 45 years of age on the 30<sup>th</sup> November 1960 shall not be required to pass the National Employment Service Manual test for Officers of National Employment Service.</p>

Categories	Methods of appointment	Qualifications
		<p>b. Provided that a person who was serving the Government of India and appointed to any of the corresponding posts under the State Government as on the 1<sup>st</sup> November 1956 and whose case is not covered by any of the provisios under this rule shall pass the above tests within a period of two years from the 28<sup>th</sup> January 1959. If he fails to pass the said tests within that period, he shall not be eligible to draw increments in the time scale of pay until he passes the said test. Such ineligibility to draw increments shall not, have the effect of postponing his future increments after he has passed the said tests;</p> <p>c. Provided that if a person taken over from the Government of India to the National Employment Department on the 1<sup>st</sup> November 1956, has appeared for the SSLC Public Examination and has been delcared eligible for college course or has passed the I.A.F. Educational Test for Re-classification to leading Air Craftsmen, he shall be deemed to possess the minimum general educational qualification prescribed in Schedule I to the General Rules (G.O.Ms.No.556 (Labour), dated 1.4.72 effective from 1.11.56)</p>

Categories	Methods of appointment	Qualifications
3.District Employment Officers	Direct Recruitment	<p>a) Must possess a degree (G.O.Ms.No.160, Labour and Employment Department, dt. 30.10.96)</p> <p>Provided that other things being equal, preference shall be given to Graduates in Economics, Education, Sociology, Statistics, Psychology and to those with Post Graduate Diploma in Social Science and experience in industrial or personnel management or Labour Welfare.</p> <p>b) Must have completed or will complete the age of 21 years and must not have completed or will not complete the age of 30 years on the first day of July of the year in which the selection for appointment is made (G.O.Ms.No.208, Labour and Employment dated 29.9.92). Provided that upper age limit shall be 35 years of age in respect of candidate belonging to Scheduled Caste / Scheduled Tribe / Most Backward Class / Denotified Community and Backward Class (G.O. Ms.No.160, Labour and Employment Department, dt. 30.10.96)</p> <p>Provided that the qualification and the age limit specified above shall not apply to persons who were serving the Government of India and appointed as District Employment Officers on the first November 1956.</p>

Categories	Methods of appointment	Qualifications
4.District Employment Officers	Recruitment by transfer	<p>1. Must have worked as Junior Employment Officers or Craft Instructor (Technical Officer - Placement) for a total period of not less than three years ( vide G.O.Ms.No.556 (Labour) dt. 1.4.72 effective from 28.1.67) G.O.Ms.No.469, Labour and Employment Department, dt. 26.2.81.</p> <p>2.Must possess the Minimum General Educational qualification prescribed in Schedule I to the General Rule. and Must have passed the departmental test for Officers of the National Employment Service in National Employment Service Manual;</p> <p>Provided that service as Superintendent for three years shall sufficient for recruitment made prior to the 28<sup>th</sup> January 1967 from among the Superintendents.</p> <p>(G.O.Ms.No. 556 (Labour) dt. 1.4.72 effective from 28.1.67)</p> <p><u>Explanation:-</u> A person taken over from the Government of India to the National Employment Department on the 1<sup>st</sup> November 1956, has appeared for the SSLC Public Examination and has been delcared eligible for college course or has passed the I.A.F. Educational Test for classification to leading Air Craftsmen, he shall be deemed to possess the minimum general educational qualification prescribed in Schedule I to the General Rules.</p>

#### 5.Probation:

i) Every person appointed to the category of District Employment Officer, shall be on probation for a total period of two years on duty within a continuous period of three years .(G.O.Ms.No.1523, Labour and Employment, dt. 9.8.89)

ii) The Director of Employment and Training, Madras shall be the authority competent to consider and decide whether or not a probationer is suitable for full membership to declare such probationer to have satisfactorily completed his probation or to extend his probation to enable him to pass the prescribed Departmental tests.  
(G.O.Ms.No.1434, Labour and Employment, dt. 29.12.1972)

## 6. Tests:-

A probationer in the post of District Employment Officer shall within the period of his probation, pass the following tests, namely:-

- i) Account test for Executive Officers if he has not already passed the Account test for Subordinate Officers, Part-I (G.O.Ms.No.2740, Labour and Employment dt. 7.12.81)
- ii) Labour and Factories Departmental Test Part-A (District Office Manual ) or the District Office Manual test conducted from November 1967.
- iii) Departmental test for Officers of the National Employment Service ( National Employment Service Manual)

Provided that a person who had completed 45 years of age on 28<sup>th</sup> January 1959 shall not required to pass the following tests, namely:-

- i) Account test for Executive Officers and
- ii) Labour and Factories Department Test Part 'A' (District Office Manual) and that a person who has completed 45 years of age on the 30<sup>th</sup> November 1960 need not pass the National Employment Service Manual Test for Officers of National Employment Service

Provided that a person who was serving the Government of India and appointed to any of the corresponding posts under the State Government as on the 1<sup>st</sup> November 1956 and whose case is not covered by any of the provisions under rule 4 shall pass the above tests within a period of two years from the 28<sup>th</sup> January 1959. If he fails to pass the said tests within that period, he shall not be eligible to draw increments in the time scale of pay until he passes the said test. Such ineligibility to draw increments shall not, have the effect of postponing his future increments after he has passed the said tests;

Provided also that the persons who were serving the Government of India and appointed to any of the corresponding posts under the State Government as on the 1<sup>st</sup> November 1957 shall not be required to pass the Departmental test for Officers of the National Employment Service so long as they hold the post which they were holding on the 30<sup>th</sup> November 1960. Others shall pass the test by the 4<sup>th</sup> November 1965.

## 7. Training:-

1. Every person, recruited direct, as District Employment Officer shall undergo preliminary training for six months (with effect from 7.10.91). During the period of training, he shall be paid the minimum pay in the time scale of pay applicable to the post. The period of training shall count for the purpose of probation and increment in the time scale of pay applicable to the post.



2. Omitted.

- i)G.O.Ms.No.2132, Labour and Employment, dt. 7.10.82
- ii)G.O.Ms.No.81, Labour and Employment, dt. 31.3.92

3. Every person appointed by direct recruitment as District Employment Officer on or after the 1<sup>st</sup> July 1975 shall undergo Foundational Training Course for three weeks. At the end of the training, a test shall be conducted and a pass in the test shall be pre-requisite for declaration of probation.

4. Every person appointed by recruitment by transfer as District Employment Officer on or after the 1<sup>st</sup> July 1976 (even on temporary basis) shall also undergo a Foundational Training Course for three weeks provided that they are below fifty three years of age on the date of commencement of the Course. At the end of the training, a test shall be conducted and a pass in the test shall be a pre-requisite for declaration of probation.

5. The trainees mentioned in Sub-rules (3) & (4) shall be entitled to draw their usual pay and allowances including travelling allowance and daily allowance at the usual rates during the period of training. The training period shall count for probation and increment.

G.O.Ms.No.705, Labour and Employment, dt. 1.10.77 and  
G.O.Ms.No.1028, Labour and Employment, dt. 21.5.82  
(A4/38626/77 & A4/49851/81)

8. Posting and Transfers:-

The Director of Employment and Training, Madras-5 shall be the authority competent to order postings and transfers.

9. Savings:-

Nothing contained in the General Rules or these rules shall adversely affect any person who had already been appointed as District Employment Officer by recruitment by transfer without approved probationership from among the categories of Superintendents and Junior Employment Officers.

(The amendements in Rule 1, 2(i), 3, 4 and deletion of Rule 5(ii) were ordered in G.O.Ms.No.2282, Labour and Employment, dt. 14.10.88 - Directorate reference No. Nir-4 /87720/87)

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