



# **TAMIL NADU SERVICES MANUAL**

## **VOLUME III**

### **SUBORDINATE SERVICES**

---

### **SPECIAL RULES**

**THIS VOLUME CONTAINS THE SPECIAL RULES  
RELATING TO THE SUBORDINATE SERVICES  
( SECTIONS 1 to 60 OF PART III B)**

**(Incorporates amendments issued upto 31<sup>st</sup> August 2012)**

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2016**



## **TAMIL NADU SERVICES MANUAL, VOLUME III**

### **PREFACE**

This Tamil Nadu Services Manual, Volume III contains various Special Rules pertaining to Subordinate Services. This Volume was earlier released in the year 1970. Over the years, several new services were framed and consequently new rules introduced. So, this Department considered it absolute necessary to update the Statutory Manual by constituting a Committee with experts who were senior retired officials of the Personnel and Administrative Reforms Department and for them to be assisted by key officials of the Department.

After a massive effort involving all Departments, the Personnel and Administrative Reforms (S) Department has now updated the Manual with the Assistance of Committee Members, Officers of this Department, all other Departments of Secretariat and the respective Heads of Department. Taking into consideration the massive contribution and involvement of the team in Personnel and Administrative Reforms Department that made this possible, it is fitting to place their names on record in appreciation of the good work done.

The above Volume is also available in the Tamil Nadu Government Website in electronic form and will be updated online as and when changes or alterations happen.

Fort. St. George,  
Secretariat,  
Chennai-600 009.  
Dated: 26<sup>th</sup> May 2016.

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**VOLUME III**

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## PART III B— SPECIAL RULES.

- (I) The rules in this part shall be called the “ Special Rules”.
- (II) The rules in each section of this part shall apply to the particular service mentioned at the head of that section.

## SUBORDINATE SERVICES.

### SECTION 1—THE TAMIL NADU AGRICULTURAL SUBORDINATE SERVICE.

**1. Constitution.**—The service shall consist of the following classes, categories and grades of officers, namely:-

Class I

Category-

1. Upper Subordinate including-
  - (a) Agricultural Demonstrators, Extension Officers in Agriculture, Farm Managers, Assistant Lecturers in the Agricultural Section, Plant Protection Assistants, Marketing Assistants, Crop Development Assistants, Technical Assistants, Instructors in Agriculture, Journal Assistant, Information Assistants and Soil Conservation Assistants.
  - (b) Research Assistants and Assistant Lecturers in the Research Section.
  - (c) Statistical Assistants.
2. (i) Laboratory Assistant;  
(ii) Library Attenders; and  
(iii) Insectory Attendant.

Class II

Category-

1. Junior Engineers (Agricultural Engineering).
2. Agricultural Engineering Foreman.
3. Assistant Agricultural Engineering Foreman.
4. Mechanic.
5. Machinist.
6. Assistant Soil Conservation Officer.
7. Driver.

Class III

Category-

1. Draftsman, Grade I .
2. Draftsman, Grade II.
3. Draftsman, Grade III.
4. Artists.
5. Sanitary Inspectors.
6. Museum Curators.
7. Cine Operator.
8. Fitter.
9. Fitter Helper.

Class IV

Category-

1. Junior Artist-cum-Cameraman.
2. Multilith Operator.
3. Assistant Multilith Operator .
4. Binder.

**2. Appointment.**—(a) Appointment to the several classes, categories and grades shall be made as follows, namely:-

Category (1)	Method of appointment (2)
Class I Category- 1.Upper Subordinate	(1)Direct recruitment; or (2)Promotion from among the holders of the post of Assistant Agricultural Officers in category 3; or (3)For special reasons, recruitment by transfer from any other service: Provided that the total number of Upper Subordinate appointed by promotion from among Assistant Agriculture Officer in category 3 shall not exceed ten percent of the Upper Subordinate borne in the General Extension Branch: Provided further that such reservation shall be for the period upto 31 <sup>st</sup> December 1971 only.
2. (i) Laboratory Assistant (ii) Library Attender (iii) Insectory Attendant }	(1)Direct recruitment; or (2)For special reasons recruitment by transfer from any other service.
Class II Category- 1.Junior Engineer (Agricultural Engineering)	(1)Direct recruitment; or (2)Promotion from the following posts, namely:- (i) Agricultural Engineering Foreman; (ii) Assistant Soil Conservation Officer; (iii)Junior Draughting Officer; or (3)Recruitment by transfer from the following posts, namely:- (i) Drill Supervisor; (ii) Inspector of Hand Boring Set, Grade I; (iii) Compressor Driver: Provided that 25 percent of the posts in the total strength of Junior Engineer (Agricultural Engineering) and Assistant Engineer (Agricultural Engineering) taken together shall be reserved for appointment by the above said methods: Provided further that the said 25 percent of the reserved posts shall be filled up by following the rotation as indicated below:- Rotation 1 Direct recruitment. Rotation 2 Promotion from the post of Agricultural Engineering Foreman. Rotation 3 Promotion from the post of Assistant Conservation Officer. Rotation 4 Promotion from the post of Assistant Conservation Officer.

- Rotation 5 Promotion from the post of Assistant Conservation Officer.
- Rotation 6 Promotion from the post of Assistant Conservation Officer.
- Rotation 7 Promotion from the post of Junior Draughting Officer.
- Rotation 8 Recruitment by transfer from the post of Drill Supervisor.
- Rotation 9 Recruitment by transfer from the post of Inspector of Hand Boring Set, Grade I.
- Rotation 10 Recruitment by transfer from the post of Compressor Driver.

Provided also that if a rotation is not filled up due to paucity of hands, that vacancy may be allotted to the next rotation in the cyclical order except for direct recruitment which is covered under the rule of reservation of appointments.

2. Agricultural Engineering Foreman
- (1) Direct recruitment; or  
 (2) Promotion from the category of Assistant Agricultural Engineering Foreman from category 3 and Mechanics from category 4 (Mechanics, Grade I to V); or  
 (3) Recruitment by transfer from categories 5 and 7 of class I of the Tamil Nadu Industries Subordinate Service.
3. Assistant Agricultural Engineering Foreman
- (1) Direct recruitment; or  
 (2) Promotion from category 4, Mechanic.
4. Mechanic
- Direct recruitment.
5. Machinist
- (1) Direct recruitment; or  
 (2) Recruitment by transfer from among the holders of the posts of Fitters and Turners from any other service.
6. Assistant Soil Conservation Officer
- (1) Direct recruitment; or  
 (2) Recruitment of candidates appointed through the Employment Exchange as nominal muster rolls and completed five years of service in the Soil Conservation Schemes in the Agricultural Engineering Department provided they are fully qualified for the post; or
- Candidates who were appointed as nominal muster rolls otherwise than through the Employment Exchange upto the 19<sup>th</sup> July 1979 and completed five years of service in the Soil Conservation Schemes of the Agricultural Engineering Department provided they are fully qualified for the post.
7. Driver
- (1) Direct recruitment; or  
 (2) Recruitment by transfer from among the holders of the post of Cleaner in the

Agricultural Engineering Department, Agriculture Department, Horticulture Plantation Crop Department, Seed Certification Department and Agricultural Marketing Department and from among the holders of the post of Office Assistant and provincialised Watchman in the Agricultural Engineering Department, Agriculture Department, Horticulture Plantation Department, Seed Certification Department and Agricultural Marketing Department:

Provided that appointment to the category by direct recruitment, shall be made only if no qualified and suitable persons are available for appointment by the method of recruitment by transfer:

Provided further that every person appointed to the category by the method of recruitment by transfer shall on completion of two years of service be tested against the Executive Engineer (Agricultural Engineering) and if found suitable then his service will be regularized from the date of completion of the said two years of service.

### Class III

#### Category-

- |   |  |
|---|--|
| 1. Draughtsman, Grade I                                   | By promotion from the category of Draughtsman, Grade II and III.   |
| 2. Draughtsman, Grade II                                  | By promotion from the category of Draughtsman, Grade III.  |
| 3. Draughtsman, Grade III                                 | (1) By direct recruitment; or<br>(2) By recruitment by transfer from any other service; or<br>(3) By promotion from the category of Assistant Draughtsman:<br>Provided that appointment by direct recruitment and by recruitment by transfer shall be made only if no qualified Assistant Draughtsman is available for promotion in the department at the time of appointment. |
| 4. Artists<br>5. Sanitary Inspector<br>6. Museum Curators | } Direct recruitment or for special reasons recruitment by transfer from any other service.  |
| 7. Cine Operator  | (1) By direct recruitment; or<br>(2) For special reasons by transfer from any other class or by recruitment by transfer from any other service.  |
| 8. Fitter   | By promotion from among the holders of post of helper.   |
| 9. Fitter Helper  | By direct recruitment.   |

## Class IV

## Category -

1. Junior Artist-cum-Cameraman	(1) Direct recruitment; or (2) Recruitment by transfer from any other service.
2. Multilith Operator	(1) Direct recruitment; or (2) Promotion from Assistant Multilith Operator; or (3) For special reasons, recruitment by transfer from any other service.
3. Assistant Multilith Operator	(1) Direct recruitment ; or (2) For special reasons, recruitment by transfer from any other service.
4. Binder	(1) Direct recruitment ; or (2) Recruitment by transfer from any other service.

(b) Promotion to the category of Upper Subordinate shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

**3. Appointing authority.**—The appointing authority for the classes, categories and grades mentioned in column (1) of the table below shall be the authorities mentioned in the corresponding entries in column(2) thereof:-

Class, category and grade (1)	Appointing authority (2)
TABLE	
Class I	
Category-	
1. Upper Subordinate	Joint Director of Agriculture (Personnel)
2.(i) Laboratory Assistants. (ii) Library Attender (iii) Inspectory Attendant	} The Head of the Offices concerned.
Class II	
Category-	
1. Junior Engineer (Agricultural Engineering)	Joint Director of Agriculture (Engineering).
2. Agricultural Engineering Foreman	Joint Director of Agriculture (Engineering).
3. Assistant Agricultural Engineering Foreman	Joint Director of Agriculture (Engineering).
4. Mechanic	Executive Engineer (Agricultural Engineering) concerned.
5. Machinist	The Head of Offices concerned.
6. Assistant Soil Conservation Officer	Divisional Agricultural Engineer.
7. Driver	Unit Executive Engineer(Agricultural Engineering).



## Class III

## Category-

1. Draughtsman, Grade I	}	Chief Engineer (Agricultural Engineering).
2. Draughtsman, Grade II		
3. Draughtsman, Grade III		
4. Artists		The Head of Offices concerned.
5. Sanitary Inspectors-	}	Registrar, Agricultural College and Research Institute, Coimbatore.
(i) In the Agricultural College and Research Institute, Coimbatore		
(ii) In the Agricultural College, Madurai		
6. Museum Curators	}	Administrative Officer in-charge of establishment in respect of the Directorate of Agriculture, Chennai 600 005; and Joint Director of Agriculture concerned in respect of the Districts.
7. Cine Operator		
8. Fitter		Superintending Engineer (Head Quarters).
9. Fitter Helper		The Head of Offices concerned

## Class IV

## Category-

1. Junior Artist-cum-Cameraman	}	Senior Most Administrative Officer in the Directorate of Agriculture; and Head of Offices concerned in other Offices of the Department.
2. Multilith Operator		
3. Assistant Multilith Operator		
4. Binder		

**3A. 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 in the service by recruitment by transfer or promotion, the crucial date on which the candidate should be qualified shall be the 1<sup>st</sup> April.

**4. List of approved candidates.**—List of approved candidates for appointment by recruitment by transfer as Assistant Soil Conservation Officer shall be prepared by the Director of Agriculture in the order of marks obtained by the candidates at the Soil Conservation Training Course, they undergo for a period of 6 months at the Soil Conservation Training Centre. The approved candidates in the list will be allotted by the Director of Agriculture to the Assistant Director of Agriculture concerned for appointment as Assistant Soil Conservation Officer.

**5. Reservation of appointments.**—The rule of reservation of appointments (General rule 22) shall apply to appointments, by direct recruitment, to all categories of posts included in the service, separately the cadre strength of which is ten and above.

**6. Qualification regarding age.**— No person shall be eligible for appointment to the posts mentioned in column (1) of the table below by direct recruitment, if he has completed or will complete, the age specified in the corresponding entries in column (2) thereof on the first day of July of the year in which the selection for appointment is made.

TABLE

Post (1)	Age (2)
Upper Subordinate	28 years; For a person who holds a Post-graduate degree such as the M.Sc., (Ag), M.Sc., or Ph.D. - 30 Years.
Laboratory Assistants	28 years
Library Attender	28 years
Insectory Attendants	30 years
Junior Artist-cum-Cameraman Multilith Operator Assistant Multilith Operator	30 years
Binder	28 years
Junior Engineers (Agricultural Engineering)	28 years
Mechanic	30 years
Assistant Soil Conservation Officer	28 years: Provided that this age limit shall not apply for appointments made from candidates under nominal muster roll.
Driver	30 years
Cine Operator	30 years 35 years for Scheduled Castes / Scheduled Tribes and Backward Classes candidates.
Fitter	28 years
Fitter Helper	28 years
Any other post	28 years

Provided that the age limit prescribed in respect of posts for appointment to which the minimum general educational or lower qualification has been prescribed shall be increased by five years in the case of candidates belonging to the Scheduled Castes and Scheduled Tribes:

Provided further that in respect of appointments made by direct recruitment, the upper age limit shall be reckoned from the date of sponsoring by the Employment Exchange and not from the date of joining the service.

**7. Other qualifications.**—No person shall be eligible for appointment to the posts mentioned in column(1) of the table below unless he possesses the qualifications specified in the corresponding entries in column(2) thereof :-

Wherever alternative qualifications are prescribed, preference may, at the discretion of the appointing authority be shown to a candidate who possesses the one or the other of such qualifications.

TABLE

Posts (1)	Qualifications (2)																				
Upper Subordinate – Agricultural Section and Research Section Statistical Assistants	<p>A degree of B.Sc., in Agriculture; or A degree of B.Sc., in Horticulture. (i) A degree of B.Sc., in Agriculture; or A degree of B.Sc., in Horticulture. (ii) A diploma in statistics or a certificate from the Institute of Agricultural Research Statistics as evidence of having undergone training in Agricultural Statistics for not less than one year.</p>																				
	<p><b>Explanation.</b>—The research section referred to under this rule will mean the following sections:-</p>																				
	<p>Agronomy, Agricultural Meteorology, Agricultural Economics and Rural Sociology, Entomology and Virology, Chemistry, Mycology and Plant Pathology, Cytogenetics, Botany and Plant Physiology, Crop Breeding Sections, namely, Paddy, Millet and Pulses, Oilseeds, Sugarcane, Cotton, Horticulture (Fruits, Vegetables, Tuber Crop, Plantation Crops and Floriculture):</p>																				
	<p>Provided that candidates with M.Sc.,(Ag.) degree in Horticulture of the Annamalai University will be treated on par with candidates holding B.Sc.(Ag.) degree of the Madras University, for purpose of appointment to the post of Upper Subordinate in fruit section only (Research Section):</p>																				
	<p>Provided further that no Upper Subordinate shall be posted as Assistant Lecturer in the Research Sections in the Agricultural Colleges, unless he possesses the degree of M.Sc.(Ag.), in the subject concerned as indicated below:-</p>																				
	<table border="0"> <thead> <tr> <th data-bbox="863 1554 957 1581">Section</th> <th data-bbox="1099 1554 1193 1581">Subject</th> </tr> </thead> <tbody> <tr> <td data-bbox="863 1585 1046 1612">(a) Entomology</td> <td data-bbox="1099 1585 1241 1612">Entomology</td> </tr> <tr> <td data-bbox="863 1617 1023 1644">(b) Chemistry</td> <td data-bbox="1099 1617 1246 1644">Soil Science</td> </tr> <tr> <td data-bbox="863 1648 1023 1675">(c) Mycology</td> <td data-bbox="1099 1648 1337 1704">Micro Biology, Plant Pathology</td> </tr> <tr> <td data-bbox="863 1709 1031 1736">(d) Physiology</td> <td data-bbox="1099 1709 1230 1736">Physiology</td> </tr> <tr> <td data-bbox="863 1740 1038 1767">(e) Cytogenetic</td> <td data-bbox="1099 1740 1329 1796">Plant Breeding and Genetics</td> </tr> <tr> <td data-bbox="863 1800 983 1827">(f) Botany</td> <td data-bbox="1099 1800 1350 1883">Plant and Physiology Plant Breeding and Genetics</td> </tr> <tr> <td data-bbox="863 1888 1023 1915">(g) Agronomy</td> <td data-bbox="1099 1888 1222 1915">Agronomy</td> </tr> <tr> <td data-bbox="863 1919 1031 1946">(h) Horticulture</td> <td data-bbox="1099 1919 1238 1946">Horticulture</td> </tr> <tr> <td data-bbox="863 1951 1015 1977">(i) Extension</td> <td data-bbox="1099 1951 1358 1977">Agricultural Extension</td> </tr> </tbody> </table>	Section	Subject	(a) Entomology	Entomology	(b) Chemistry	Soil Science	(c) Mycology	Micro Biology, Plant Pathology	(d) Physiology	Physiology	(e) Cytogenetic	Plant Breeding and Genetics	(f) Botany	Plant and Physiology Plant Breeding and Genetics	(g) Agronomy	Agronomy	(h) Horticulture	Horticulture	(i) Extension	Agricultural Extension
Section	Subject																				
(a) Entomology	Entomology																				
(b) Chemistry	Soil Science																				
(c) Mycology	Micro Biology, Plant Pathology																				
(d) Physiology	Physiology																				
(e) Cytogenetic	Plant Breeding and Genetics																				
(f) Botany	Plant and Physiology Plant Breeding and Genetics																				
(g) Agronomy	Agronomy																				
(h) Horticulture	Horticulture																				
(i) Extension	Agricultural Extension																				

In posting Assistant Lecturers, preference shall be given according to seniority.

Laboratory Assistants

Must have passed S.S.L.C.

Library Attender,  
Insectory Attendant

}

Must have completed S.S.L.C.

Junior Artist - cum –  
Cameraman

- (a) Minimum general educational qualification; and
- (b) Must have practical experience in handling the camera (both offset and block making) for a period of not less than three years; If other things are equal, preference shall be given to those who have passed the All India Certificate Course in Camera Operation.

Multilith Operator  
Assistant Multilith Operator

}

- (a) A pass in III Form or VIII Standard in a recognized school;
- (b) Must be able to operate a Multilith Press;
- (c) Practical experience with technical knowledge of the work to be performed in the post; and
- (d) Previous experience, if any in a reputed printing press for a period of not less than three years.

Binder

- (a) Minimum general educational qualification; and
- (b) A pass in the trade of book-binding conducted in the Industrial Training Institute; or

Practical experience in book-binding in a reputed press for a period of not less than one year.

Junior Engineers (Agricultural  
Engineering)

- (a) The B.E. degree (Mechanical) or (Civil) with practical experience for a period of not less than one year in a workshop, recognized by the Joint Director of Agriculture (Engineering) after obtaining the degree or the B.Tech. degree in Agricultural Engineering of the Indian Institute of Technology, Koragpur; or
- (b) Diploma in Mechanical or Civil Engineering of the College of Engineering, Guindy, with practical experience for a period of not less than one year in a workshop recognized by the Joint Director of Agriculture (Engineering) after obtaining the diploma; or
- (c) Degree of B.Sc., in Agriculture or a degree of B.Sc., Horticulture with special training in Agricultural Engineering for a period of one year either in the Agricultural Engineering Section and at the Central Farm, Coimbatore or in the Agricultural Engineering Section at the Indian Agricultural Research Institute, New Delhi; or

- (d) The Upper Subordinate or L.C.E. diploma of the College of Engineering, Guindy, with one year practical experience in a workshop recognised by the Joint Director of Agriculture (Engineering); or
- (e) Diploma in Mechanical or Automobile Engineering awarded by the State Board of Technical Education and Training, Tamil Nadu and one year practical experience in the workshop recognised by the Joint Director of Agriculture (Engineering), Chennai after obtaining the diploma; or
- (f) B.Sc., degree in Agricultural Engineering of the Allahabad University; or
- (g) Diploma in Agricultural Engineering awarded by the State Board of Technical Education and Training, Tamil Nadu:

Provided that preference shall be given to persons with experience for one year in a recognized workshop conducted with Agricultural Machinery:

Provided further that Graduates shall be re-designated as Assistant Engineers (Agricultural Engineering):

Provided also that the Junior Engineers (Agricultural Engineering) possessing three years service in the post and who have passed sections 'A' and 'B' of A.M.I.E. shall be re-designated as Assistant Engineers (Agricultural Engineering).

#### Agricultural Engineering Foremen

- (a) Diploma of L.M.E. or L.A.E awarded by the State Board of Technical Education and Training, Tamil Nadu and one year practical experience in a workshop recognized by the Joint Director of Agriculture (Engineering), Chennai after obtaining the diploma; or

Practical experience in a tractor work operations and in the running of internal combustion engines for a continuous period of not less than 10 years with a minimum educational qualification of a pass in III Form (VIII Standard); and

- (b) A current driving licence to drive heavy motor vehicle.

#### Assistant Agricultural Engineering Foreman

- (a) Diploma of L.C.E. or D.A.E. awarded by the State Board of Technical Education and Training, Tamil Nadu and one year practical experience in a workshop recognized by the Joint Director of Agriculture (Engineering), Chennai after obtaining the diploma; or
- (b) Practical experience in a tractor workshop recognized by the Joint Director of Agriculture (Engineering) for a continuous period of not less than two years with a minimum educational qualification of a pass in the V class (V Standard); or
- (c) Practical experience in tractor work operations and in the running of international

	combustion engines for a period of not less than two years with a minimum educational qualification of a pass in V class (V Standard).
Mechanic	Industrial Training Institute Certificate or National Trade Certificate or National Apprenticeship Trade Certificate in the trade of Mechanic or Motor Mechanic or Diesel Mechanic or Tractor Mechanic.
Machinist	<p>(a) Must have practical experience in an Engineering workshop or Factory recognised by the Director of Agriculture, for a period of not less than two years and experience in the working of machine tools; or</p> <p>(b) Must possess the diploma in Machinist Trade awarded by the Director General of Resettlement and Employment, (now Director General, Employment and Training) Government of India; or</p> <p>(c) Must possess the National Trade Certificate in Machinist Trade awarded by the National Council for Training in Vocational Trades, Government of India:          Provided that nothing contained in the above provision shall adversely affect any person appointed to the post prior to the 22<sup>nd</sup> October 1969; or</p> <p>Must possess the National Apprenticeship Trading Certificate awarded under the old National Apprenticeship Training Scheme and under the Apprentice Act, 1961 in respect of Machinist Trade.</p>
Assistant Soil Conservation Officer	<p>Minimum general educational qualification prescribed in the schedule of the General rules for the Tamil Nadu State and Subordinate Services:          Provided that for promotion from among the holders of the post Field Assistant, the Field Assistant should have a pass in 9th Standard or IV Form in a recognised school.</p> <p><b>Explanation.</b>—“A recognised school” shall mean a school maintained or opened with the sanction of the State Government or to which recognition has been accorded by the Director of School Education under the Tamil Nadu Educational Rules.</p>
Driver	<p>By direct recruitment-</p> <p>(1) Must have passed VIII Standard or E.S.L.C in a recognized school.</p> <p>(2) Must possess a driving licence to drive motor vehicle including heavy vehicle; and</p> <p>(3) Practical experience in driving motor vehicle preferably a jeep, van or heavy</p>

vehicle for a period of not less than two years.

By recruitment by transfer-

Must possess light motor vehicle driving licence.

Draughtsman, Grade III

(a) For direct recruitment –

D.M.E or D.C.E or D.C.R.E awarded by the State Board of Technical Education and Training, Chennai.

(b) For promotion –

Service as Assistant Draughtsman in the Department of Agricultural Engineering for a period of not less than five years.

Artist

(a) Must have been declared fit for promotion from the ninth to tenth standard in a school maintained by or opened with, the sanction of the State Government or to which recognition has been accorded by the Director of School Education, Chennai, under the Tamil Nadu Educational Rules.

(b) Must have passed either the Government Technical Examination in Free Hand Outline Drawing and Painting by the Higher Grade or have obtained the diploma of the Government School of Arts and Crafts, Chennai in these two subjects; and

(c) Must possess a certificate or proficiency in Advanced Photography and Artist work granted by a reputed photographic firm under whom he has worked for a period of not less than two years.

Sanitary Inspectors

(a) Sanitary Inspector's Certificate granted by the Additional Director of Health Services and Family Planning, Tamil Nadu as the Chairman of the Board of Examiners constituted on this behalf by the State Government; or

(b) The L.M.P. diploma; or

(c) A pass in the Sanitary Inspector's Examination in the State of Tamil Nadu or a quinquennial training and pass in the examination prescribed for Health and Sanitary Inspectors in the State of Tamil Nadu; or

(d) Sanitary Inspector's Certificate issued on behalf of the National Council for Higher Education, New Delhi at the end of the course at the Rural Institute, Gandhigram.

Museum Curators

Practical training in Taxidermy and Photography for a period of not less than six months each:

Provided that person with National Cadet Corps (Territorial Army) training will be given preference, other things being equal, in the matter of assigning order of seniority of candidates for recruitment.

- Cine Operator
- (a) Must have passed III Form or VIII Standard;
  - (b) Must have obtained the Cine Operator's Certificate issued by the Government of Tamil Nadu;
  - (c) Other things being equal preference shall be given to those who possesses practical experience for a period of not less than three years in a Cinema Theatre after obtaining the Cine Operator Certificate.
- Fitter
- (a) Industrial Training Institute Grade Certificate in the trade of Fitter (or) Motor vehicles (or) Tractor Mechanic of any recognised Institution.  
**Explanation.**—Recognised Institution will mean any individual Institute run by private agency that or recognised by Government; or
  - (b) National Trade Certificate / National Apprenticeship Certificate in the trade of Fitter :  
Provided that a person appointed already before this amendment need not possess the qualification specified in item (i) or (ii) above.
- Fitter Helper
- (1) Must possess -
    - (i) Industrial Training Institute Grade Certificate in the trade of Fitter (or) Motor Mechanic of any recognised Institution; or
    - (ii) National Trade Certificate / National Apprenticeship Certificate in the trade of Fitter.
  - (2) Must possess a fair working knowledge of the regional language with ability to read and write:  
Provided that the possession of this qualification shall not apply to person who have already been appointed to this category.

**8.Probation.**—(i) Any person appointed by direct recruitment to a category or to a grade shall be on probation for a total period of two years on duty within a continuous period of three years:

Provided that any person appointed by recruitment by transfer from any other service, to a category or a grade, shall be on probation for a total period of one year on duty within a continuous period of two years:

Provided that any person appointed by promotion from a lower category or a grade in a category to a higher category or grade, as the case may be in the service need not undergo any period of probation.

(ii) A probationer in a category or a grade in a category under a class of the service who is or has been deputed to foreign service shall be entitled to count towards his probation in that particular category or to grade in a category or class in the service, the period of duty performed by him under foreign service during which he would have held a post in the service:



Provided that the scale of pay applicable to the post in foreign service is either equal or higher than that applicable to the post in the parent department and that the duties and responsibilities of the posts are comparable.

(iii) The Deputy Director of Agriculture, Joint Director of Agriculture (Package Programme), Thanjavur and the Dean, Agricultural College and Research Institute, Coimbatore shall be the authority competent to declare satisfactory completion of probation of the holders of the post subordinates in their respective regions as indicated below:-

- |  |   |
|--|---|
| (1) Deputy Director of Agriculture,<br>Tiruchirapalli                | Tiruchirapalli Region                               |
| (2) Deputy Director of Agriculture<br>Tirunelveli                    | Tirunelveli Region                                  |
| (3) Deputy Director of Agriculture,<br>Coimbatore                    | Coimbatore Region                                   |
| (4) Deputy Director of Agriculture, Chennai                          | Chennai Region                                      |
| (5) Deputy Director of Agriculture,<br>Madurai                       | Madurai Region                                      |
| (6) Dean, Agricultural College and Research<br>Institute, Coimbatore | The Agricultural College,<br>Coimbatore and Madurai |
| (7) Joint Director of Agriculture (Package<br>Programme), Thanjavur  | Thanjavur District                                  |

**9.Tests.**—(a)(i) Upper Subordinates, appointed either by direct recruitment or by promotion or by recruitment by transfer from other service shall within the period of five years of their services, pass the following tests failing which, their services shall be terminated or reverted as the case may be:-

- (i) Account Test for Subordinate Officers, Part I
- (ii) Agricultural Departmental Test; and
- (iii) Tamil Nadu Government Office Manual Test:

Provided that the passing of the Tamil Nadu Government Office Manual Test shall not apply to the Upper Subordinates whose probation have commenced prior to the date of notification of these rules.

(ii) Junior Engineers (Agricultural Engineering), appointed either by direct recruitment or by promotion, or by recruitment by transfer from other service within the period of five years of their service, pass the following tests, failing which, their services shall be terminated or reverted as the case may be:-

- (i) Account Test for Public Works Department Officers;
- (ii) Agricultural Departmental Test; and
- (ii) Tamil Nadu Government Office Manual Test:

Provided that the passing of the Tamil Nadu Government Office Manual Test shall not apply to the Junior Engineers (Agricultural Engineering) whose probation have commenced before 31<sup>st</sup> October 1968:

Provided further that the tests referred to in this class shall not apply to a person appointed to the post of Junior Engineer (Agricultural Engineering) by promotion, if-

- (i) he has exceeded the age of fifty years;
- (ii) his record of service warrants exemption from passing the tests; and
- (iii) he has made atleast five attempts to pass the tests.

(iii) Junior Engineer (Agricultural Engineering), who is declared to have completed his probation without passing the Departmental Tests, shall not be allowed to draw increments after two years of his service upto a period of five years without cumulative effect.

(b) No Upper Subordinates appointed by direct recruitment or promotion or by recruitment by transfer from other service whose probation is declared without passing the prescribed tests shall be eligible either for promotion or for confirmation unless he passes the tests.

(c) An Upper Subordinate who is declared to have completed his probation without passing the departmental Tests, shall not be allowed increments after two years of his service up to a period of 5 years without cumulative effect.

(d) Every persons appointed to the post of Horticultural Officer by direct recruitment shall be within the period of probation pass the following tests; namely:-

- (1) Account Test for Subordinate Officers, Part I;
- (2) Agricultural Department Test; and
- (3) Tamil Nadu Government Office Manual Test.

**10. Unit for discharge and re-appointment.—** For the purpose of sub-rules (a) and (b) of General rule 8, regarding discharge of probationers and approved probationers for want of vacancies and their re-appointment –

- (i) Every post or group of posts in the category of Upper Subordinates for which qualification the particular subject is prescribed in these rules shall be deemed to be a separate category.
- (ii) The posts of Artists in the department shall form one unit and such discharge and re-appointment shall be ordered by the appointing authority concerned in consultation with and as directed by the Director of Agriculture.
- (iii) For the purpose of discharge of probationers and approved probationers for want of vacancies and their re-appointment, confirmation and promotion in respect of the post of Laboratory Assistants, the jurisdiction of the Unit Officer shall form one unit as detailed below and such discharge, re-appointment, confirmation and promotion shall be ordered by the appointing authority in consultation with and as directed by the Unit Officer concerned.

Region (Unit)	Unit Officer
Chennai	Deputy Director of Agriculture, Chennai
Tiruchirapalli	Deputy Director of Agriculture, Tiruchirapalli
Coimbatore	Deputy Director of Agriculture, Coimbatore
Madurai	Deputy Director of Agriculture, Madurai
Tirunelveli	Deputy Director of Agriculture, Tirunelveli
Salem	Deputy Director of Agriculture, Salem
North Arcot	Deputy Director of Agriculture, Vellore
South Arcot	Deputy Director of Agriculture, Cuddalore
Ramanathapuram	Deputy Director of Agriculture, Ramanathapuram
Pudukkottai	Director, Agricultural Experiment Institute, Vayalagam Post, Pudukkottai District
Thanjavur	Programme Director, Intensive Agricultural District Programme, Thanjavur
Nilgiris	Project Officer (Indo-German Nilgiris Development Project ) Ootacamund

- (iv) For the purpose of recruitment, discharge for want of vacancies and re-appointment of probationers and approved probationers, appointment of full member and promotion, in respect of the posts of Junior Artist-cum-Cameraman, Multilith Operator, Assistant Multilith Operator and Binder, the State shall be the unit.
- (v) For the purpose of recruitment, discharge for want of vacancies and re-appointment of probationers and approved probationers in respect of the post of Cine Operator, the State shall be the unit.

**11.Appointment as full members.**—For the purposes of sub-rule (a) of rule 31 of the General rules for the Tamil Nadu State and Subordinate Services, both the Agriculture Sections and all units of the Research Station, shall constitute one unit:

Provided that not exceeding 10% of the permanent vacancies in the category of Upper Subordinates in the Tamil Nadu Agricultural Subordinate Service be reserved for confirmation of the Assistant Agricultural Officer promoted as Upper Subordinates.

**12. Permanent allotment to a section.**—(a) An Upper Subordinate shall be permanently allotted having regard to aptitude and ability, to a section and unit in the Research Section within a period of five years from the date of appointment by the Director of Agriculture, after obtaining the prior approval of the State Government provided that the person concerned shall have the option to continue to remain in the section or unit for which he was originally recruited.

(b)The Director of Agriculture may transfer an Upper Subordinate recruited for any section or unit to another section or unit with a view to test his aptitude and ability within the period of five years for the purpose of permanent allotment as mentioned in sub-rule (a)

(c)No person shall, after his permanent allotment to any section or unit, be transferred from it to another section or unit.

**13.Liability to serve in defence services.**—Every graduate in Engineering appointed on or after the 18<sup>th</sup> January 1965, by direct recruitment to the posts of Junior Engineers (Agricultural Engineering) shall, during the first ten years of service from the date of first appointment to the said posts including the service in any higher or similar category to which he may be appointed, be liable to serve for a minimum period of four years (including the period spent on training) in the Armed Forces, or on work relating to defence efforts anywhere in India or aboard, if so required:

Provided that this rule shall not apply to the holder of the said post who is above 40 years of age.

**14.Transfers and postings.**—All transfers and postings from the jurisdiction of one appointing authority to that of another be made by the Joint Director of Agriculture (Personnel).

Transfer of Upper Subordinate working within the region of the Deputy Director of Agriculture and Joint Director of Agriculture (Personnel) Thanjavur, shall be made by the respective Deputy Director of Agriculture and the Joint Director of Agriculture (Personnel) Thanjavur in consultation with the scheme officer or Head of Office or the Dean, Agriculture College and Research Institute, Coimbatore, wherever necessary.

**Note (i).**— An Upper Subordinate working as an Extension Officer for Agriculture shall be transferred only within the Blocks after due consultation with the Block Development Officers concerned.

Transfers of Upper Subordinates from one unit to another unit shall be made by the Dean, Agricultural College and Research Institute Coimbatore, and such transfer shall be intimated to the Joint Director of Agriculture (Personnel) immediately specifying the reasons therefor.

**Note (ii).**—In effecting transfers of Upper Sub-ordinate, the provisions of rule 12 shall be borne in mind:

Provided further that in the case of Assistant Soil Conservation Officer all transfers and postings from the Jurisdiction of one appointing authority to that of another shall be made by the Chief Engineer (Agricultural Engineering).

**SECTION 1 A —THE TAMIL NADU AGRICULTURAL ENGINEERING  
SUBORDINATE SERVICE.**

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

Category -

1. Supervisors.
2. (a) Inspector of Hand Boring Sets in the Agricultural Engineering Branch-Grade I, Grade II, Grade III.
  - (b) Drillers.
  - (c) Assistant Drillers.
  - (d) Borewell Foreman.
  - (e) Borewell Foreman-Store Keeper.
  - (f) Drill Supervisor.
3. (a) Junior Draughting Officer.
  - (b) Draughting Officer.
  - (c) Senior Draughting Officer.
4. Assistant Draughtsman in the Agricultural Engineering Branch.
5. General Foreman in the Government Agricultural Engineering Workshop, Chennai.
6. Section Maistries in the Government Agricultural Engineering Workshop, Chennai.
7. Time Keeper in the Government Agricultural Engineering Workshop, Chennai.
8. Lorry Driver in the Government Agricultural Engineering Workshop, Chennai.
9. Rock Drill Operator.

**2. Appointment.—**(a) Appointment to the several categories and grades shall be made as follows:-

TABLE

Category (1)	Method of appointment (2)
1. Supervisors	<ol style="list-style-type: none"> <li>1. Promotion from Inspector of Hand Boring Sets, Grade I in the Agricultural Engineering Branch; or</li> <li>2. Direct recruitment; or</li> <li>3. For special reasons, by promotion from any other category or recruitment by transfer from any other service.</li> </ol>
2. (a) Inspector of Hand Boring Sets in Agricultural Engineering Branch-Grade I Grade II Grade III	<ol style="list-style-type: none"> <li>1. Promotion from Grade II.</li> <li>2. Promotion from Grade III.</li> <li>1. Direct recruitment; or</li> <li>2. For special reasons, promotion from any other category or recruitment by transfer from any other service.</li> </ol>
(b) Drillers.	<ol style="list-style-type: none"> <li>1. Promotion from any of the categories in the service; or</li> <li>2. Direct recruitment</li> </ol>
(c) Assistant Drillers.	
(d) Borewell Foreman.	
(e) Borewell Foreman -Store Keeper	<ol style="list-style-type: none"> <li>1. By direct recruitment; or</li> <li>2. By recruitment by transfer from any other service or transfer from any other category.</li> </ol>

(f) Drill Supervisor	1. By direct recruitment; or 2. By promotion from the category of Driller.
3. (a) Junior Draughting Officer (b) Draughting Officer (c) Senior Draughting Officer	1. Direct recruitment; or 2. For special reasons, promotion from any other category or recruitment by transfer from any other service.
4. Assistant Draughtsman in the Agricultural Engineering Branch	
5. General Foreman in the Government Agricultural Engineering Workshop	1. Direct recruitment; or 2. By promotion from any other category or by recruitment by transfer from any other service.
6. Section Maistries in the Government Agricultural Engineering Workshop	
7. Time Keeper in the Government Agricultural Engineering Workshop	
8. Lorry Driver in the Government Agricultural Engineering Workshop	1. Promotion from the post of Jeep Drivers, or Lorry or Jeep Cleaners; or 2. Direct recruitment; or 3. By transfer from any other category or by recruitment by transfer from any other service.
9. Rock Drill Operator	1. By direct recruitment; or 2. By recruitment by transfer from any other service.

(b) Promotion shall be made to the posts on the grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

**3. Appointing authority.**—The appointing authority for the category mentioned in column (1) of the table below shall be the authorities mentioned in the corresponding entries in column (2) thereof:-

TABLE

Category (1)	Appointing authority (2)
1. Supervisors	Director of Agriculture.
2. (a) Inspector of Hand Boring Sets in Agricultural Engineering Branch-Grade I, II and III	Divisional Agricultural Engineers; General Superintendents (Tractor Workshop); and General Superintendents (Agricultural Implements Workshop).
(b) Drillers	Divisional Agricultural Engineers; General Superintendents (Tractor Workshop); and General Superintendents (Agricultural Implements Workshop).
(c) Assistant Drillers	Divisional Agricultural Engineers; General Superintendents (Tractor Workshop); and General Superintendents (Agricultural Implements Workshop).

(d) Borewell Foreman	Head of Offices concerned.
(e) Borewell Foreman - Store Keeper	Head of Offices concerned.
(f) Drill Supervisor	Chief Engineer (Agricultural Engineering).
3. (a) Junior Draughting Officer	Divisional Agricultural Engineers; General Superintendents (Tractor Workshop); and General Superintendents (Agricultural Implements Workshop).
(b) Draughting Officer	Chief Engineer (Agricultural Engineering).
(c) Senior Draughting Officer	Chief Engineer (Agricultural Engineering).
4. Assistant Draughtsman in the Agricultural Engineering Branch	Head of Offices concerned.
5. General Foreman in the Government Agricultural Engineering Workshop, Chennai	Director of Agriculture.
6. Section Maistries in the Government Agricultural Engineering Workshop, Chennai	General Superintendent, Agricultural Engineering Workshop, Chennai.
7. Time Keeper in the Government Agricultural Engineering Workshop, Chennai	General Superintendent, Agricultural Engineering Workshop, Chennai.
8. Lorry Driver in the Government Agricultural Engineering Workshop, Chennai	Divisional Agricultural Engineer, Nandanam, Chennai.
9. Rock Drill Operator	Head of Offices concerned.

**4. Reservation of appointment.**—The rule of reservation of appointment (General rule 22) shall apply to appointments to the services in the post of Supervisors.

**5. Qualification regarding age.**—(a) No person shall be eligible for appointment by direct recruitment to the posts specified in column (1) of the table below, if he has completed the age specified in the corresponding entries in column (2) thereof:-

TABLE

	Post (1)	Age (2)
1.	Supervisors	28 years
2.	(a) Inspector of Hand Boring Sets in the Agricultural Engineering Branch – Grade III	30 years
	(b) Drillers	35 years
	(c) Assistant Drillers	30 years
	(d) Borewell Foreman	35 years

(e) Borewell Foreman – Store Keeper	35 years
(f) Drill Supervisor	35 years
3. Junior Draughting Officer in the Agricultural Engineering Branch	25 years
4. Assistant Draughtsman in the Agricultural Engineering Branch	25 years
5. General Foreman in the Government Agricultural Engineering Workshop, Chennai	28 Years
6. Section Maistries in the Government Agricultural Engineering Workshop, Chennai	30 years
7. Time Keeper in the Government Agricultural Engineering Workshop, Chennai	35 years
8. Lorry Drivers in the Government Agricultural Engineering workshop, Chennai	30 years
9. Rock Drill Operators	25 years

Provided that in the case of Supervisors, the age limit prescribed shall be reckoned with reference to the first day of July of the year in which the selection is made.

**6.Other qualifications.**—No person shall be eligible for appointment to the posts mentioned in column (1) of the Annexure to these rules, unless he possesses the qualifications specified in the corresponding entries in column (2) thereof:-

**7.Re-appointment and appointment as full members.**—For the purposes of discharge of probationers and approved probationers for want of vacancies, their re-appointment and their appointment as full members, every post or group of posts in a category for which qualifications in a particular subject as prescribed shall be deemed to be a separate category.

**8.Probation.**—Every person appointed by direct recruitment to a category shall, from the date of 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 any person appointed by promotion from a lower category to higher category in the service need not undergo any period of probation, if he has already undergone probation in the lower category of that service.

**9.Test.**—Supervisors shall, within the period of their probation, pass the Account Test for Subordinate Officers, Part I.

**10.Security.**—(a) Where the State Government by general or special order direct that the holder of any specified post or category of post in this service shall deposit security for the due and faithful performance of his duties only candidates who are able and willing to deposit security of such amount as may be specified in such general or special order, shall be appointed to such posts.

(b) Such of the provisions of these rules and General rules as otherwise regulate appointment to the posts referred to in sub-rule (a) shall mutatis mutandis apply to appointment of candidates referred to in sub-rule (a).

(c) Failure to accept an offer of appointment under sub-rules (a) and (b) shall render a candidate liable to discharge from service or removal of his name from the list for appointment to specified post or category of posts.

(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 posts to which the candidate discharged from the former post can be transferred, he shall, until such vacancy arises, be employed in an officiating or temporary capacity 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.

(e) Where appointment to a post of the description referred to in sub-rule (a) 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 three months from the date of his appointment, under sub-rules (a) and (c) or of his promotion under sub-rule (e), the person concerned failed 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 such rules (a) and (b) shall apply to him.

(h) The sub-rules (a) to (g) shall apply mutatis mutandis to the existing members of the service who hold the posts referred to in sub-rule (a):

Provided, however that they shall be entitled to furnish the security deposit fixed for the posts within three months from the date of receipt of notice directing them to pay the deposit.

#### **ANNEXURE**

(see rule 6)

Post (1)	Qualification (2)
Supervisors	<ol style="list-style-type: none"> <li>1. (i) A degree or diploma in Mechanical Engineering of any University or Institution recognized by the University Grants Commission for the purpose of its grant; or (ii) The diploma of Licentiate in Mechanical Engineering or Licentiate in Automobile Engineering of the Technological Diploma Examination Board, Chennai (since designated as State Board of Technical Education and Training) or any other recognized Institution or Board.</li> <li>2. Practical experience in a workshop or a factory for a period of not less than six months: Provided that - (a) No candidate possessing the diploma of Licentiate in Mechanical Engineering or Licentiate in Automobile Engineering of the Technological Diploma Examination Board, Chennai, (since designated as State Board of Technical Education and Training) or any other recognized Institution or Board shall be eligible for appointment, if a suitable candidate possessing the degree in Mechanical Engineering or the diploma in Mechanical Engineering of any University or Institution</li> </ol>



recognized by the University Grants Commission for the purpose of its grant is available for such appointment; and

(b) No candidate possessing the diploma in Mechanical Engineering of any University or Institution recognized by the University Grants Commission for the purpose of its grant shall be eligible for appointment if a suitable candidate possessing the degree in Mechanical Engineering of any University or Institution, recognized by the University Grants Commission for the purpose of its grant, is available for such appointment.

Inspector of Hand Boring Sets  
in the Agricultural Engineering  
Branch-

1. By promotion -  
Must have put in a service of not less than ten years in the post of Borewell Foreman.
2. By direct recruitment or recruitment by transfer –
  - (i) Completion of a trade apprenticeship for a period of not less than three years or the possession of a certificate of completion of the Mechanical Engineering course or Mechanics course in a Government Industrial Technological or Trade School; and
  - (ii) Practical experience in a workshop or a factory for a period of not less than six months.

Drillers

1. By direct recruitment -
  - (i) Must possess a diploma in Mechanical Engineering issued by any of the Institutions recognized by the Board of Technical Education, Chennai with practical experience in actual drilling for a period not less than three years and possession of heavy driving licence; or
  - (ii) A certificate in Mechanical Engineering issued by the Industrial Training Institute with practical experience in actual drilling for a period of not less than 3 years and possession of a heavy driving licence.
2. By promotion –
  - (i) Possession of a diploma in Mechanical Engineering with practical experience in actual drilling for a period of not less than three years and possession of a heavy driving licence; or
  - (ii) A certificate in Mechanical Engineering issued by the Industrial Training Institute, with practical experience in actual drilling for a period of not less than 3 years and possession of heavy driving licence; or
  - (iii) Practical experience as Assistant Drillers in the department for a period of not less than 4 years with good working knowledge of Diesel Engine and possession of a heavy driving licence.

Assistant Drillers

1. Possession of a certificate issued by the Industrial Training Institute for having completed training in mechanics (diesel) preferably or mechanics (motor vehicles); and

2. Practical experience for two years in a reputed workshop in the trade in which the candidate is trained; or
3. Possession of diploma in Mechanical Engineering and must have completed training satisfactorily under a training scheme in the Department of Agriculture in Power Drills for a period of four months.

Borewell Foreman

Ability to read and write in Tamil.

Borewell Foreman – Store Keeper

No person shall be eligible for appointment to the post unless he possesses the minimum general educational qualification prescribed in the General rules for the Tamil Nadu State and Subordinate Services:

Provided that preference will be given to those who have experience for a period of three years in the maintenance of stores or experience of boring operations as Borewell Foreman.

Drill Supervisor

1. By direct recruitment -
  - (a)(i) Must possess diploma in Mechanical Engineering granted by the Technological Diploma Examination Board, Chennai or by the Government School of Technology, Chennai; and
  - (ii) Experience in actual drilling with power drills, experience in servicing and over-hauling of I.C. Engines, Compressors, for a period of not less than three years; or
  - (b)(i) Must possess a certificate in Auto Servicing, General Mechanics or Mechanical Engineering granted by any of the Industrial Schools in the State recognized by the Director of Industries and Commerce; and
  - (ii) Experience in actual drilling with power drills, experience in servicing and over-hauling of I.C. Engines, Compressors, for a period of not less than five years.
2. By promotion -
  - (a) (i) Must possess the L.M.E., diploma granted by the Technological Diploma Examination Board, Chennai or by the Government School of Technology, Chennai with practical experience in drilling with power drills for a period of not less than three years; or
  - (ii) A certificate in Auto Servicing, General Mechanic or Mechanical Engineering issued by any of the Industrial School recognized by the Department of Industries and Commerce, Chennai, with practical experience in actual working with power drills for a period of not less than five years; and
  - (b) Practical experience in drilling with power drills in the department for a period of not less than 10 years with good working knowledge of Diesel Engine.

Junior Draughting Officer,  
Draughting Officer and Senior  
Draughting Officer

A diploma in Mechanical Engineering of the Technological Diploma Examination Board, Chennai (since designated as State Board of Technical

Education and Training) or any other recognized Institution or Board or a certificate in Mechanical Draughtsmanship issued by the Department of Industries and Commerce, Chennai.

Assistant Draughtsman in the Agricultural Engineering Branch	The certificate in Mechanical Drawing of the Government School of Technology, Chennai.
General Foreman, Government Agricultural Engineering Workshop, Chennai	<ol style="list-style-type: none"> <li>1. A degree or diploma in Mechanical Engineering of any University or Institution recognized by the University Grants Commission for the purpose of its grant.</li> <li>2. Practical experience in a Mechanical Engineering Workshop for a period of not less than one year in the case of degree holders and three years in the case of diploma holders.</li> </ol>
Section Maistries, Government Agricultural Engineering Workshop, Chennai	<ol style="list-style-type: none"> <li>1. Practical experience in a workshop for a period of not less than five years with proficiency in at least one branch of the work, namely, Machine Shop Foundry, Smithy or Fitting Shop; and</li> <li>2. Ability to read drawings and instruct workmen.</li> </ol>
Time Keeper in the Government Agricultural Engineering Workshop, Chennai	<ol style="list-style-type: none"> <li>1. Must have completed the S.S.L.C.</li> <li>2. Must possess practical experience in a workshop for a period of not less than one year as Time Keeper.</li> </ol>
Lorry Driver, Government Agricultural Engineering Workshop, Chennai	<ol style="list-style-type: none"> <li>1. A license issued by a competent licensing authority of the Government of Tamilnadu to drive heavy motor transport vehicle; and</li> <li>2. Previous experience in driving motor vehicles for a period of not less than two years and also elementary knowledge of auto mechanism as is required by a driver.</li> </ol>
Rock Drill Operator	<ol style="list-style-type: none"> <li>1. By direct recruitment - Practical experience in the operation of pneumatic rock drills for a period of not less than one year.</li> <li>2. By recruitment by transfer from any other service - Practical experience for a period of not less than two years in the operation or maintenance of internal combustion engines or air compressors or tractors or bulldozers or workshop machineries or departmental motor vehicles.</li> </ol>

**Explanation.—** (1) A 'recognised school' shall mean a school maintained by or opened with the sanction of the State Government or to which recognition has been accorded by the Director of Public Instruction, Chennai under the Tamilnadu Educational Rules.

(2) A 'recognised concern' shall mean an Industrial or Engineering Establishment having adequate facilities for wide range of practical work and recognized by the Central or any State Government or by the Technological Diploma Examination Board, Chennai, for affording practical training to candidates.

(3) A 'recognised Institution or Board' shall mean any Institution or Board recognized by the Government of India or any of the State Governments.

## SECTION 2 —THE TAMIL NADU ANIMAL HUSBANDRY SUBORDINATE SERVICE.

**1. Constitution.**—The service shall consist of the following classes and categories of officers, namely:-

Class I

Category-

1. Dairy Assistant.
2. Demonstrators (Chemistry or Biology) in the Madras Veterinary College.

Class II

Veterinary Compounders.

Class III

Category-

1. Artist and Photographer in the Madras Veterinary College and the Artist attached to the Propaganda Unit.
2. Mechanic in Animal Husbandry Department.

**2. Appointment.**— Appointment to the several classes and categories shall be made as follows:-

Class I

Category 1

Dairy Assistant.

Direct recruitment or recruitment by transfer or promotion from any other category of the service.

Category 2

Demonstrators (Chemistry or Biology) in the Madras Veterinary College

Direct recruitment or recruitment by transfer.

Class II

Veterinary Compounders

Direct recruitment

Class III

Category 1

Artist and Photographer in the Madras Veterinary College and the Artist attached to the Propaganda Unit.

Direct recruitment or recruitment by transfer.

Category 2

Mechanic in Animal Husbandry Department.

Direct recruitment.

**3. Omitted.**

**4. Appointing authority.**—The appointing authorities for the several classes and categories shall be as follows:-

Class I

Category 1

Dairy Assistant.

Director of Animal Husbandry.

Category 2

Demonstrators (Chemistry or Biology) in the Madras Veterinary College

Principal, Madras Veterinary College.

## Class II

Veterinary Compounders

Director of Animal Husbandry.

## Class III

## Category 1

Artist and Photographer in the Madras Veterinary College.

Principal, Madras Veterinary College.

Artist attached to the Propaganda Unit.

District Veterinary Officer, Chennai

## Category 2

Mechanic in the Animal Husbandry Department.

The Director of Veterinary Education and Research and Dean, Madras Veterinary College. The Deputy Director of Animal Husbandry and the Superintendent, Institute of Veterinary Preventive Medicine, Ranipet, as the case may be.

## 5.Omitted.

**6.General qualifications.—** No person shall be eligible for appointment by direct recruitment to the classes and categories specified in column (1) of the table below if he has completed or will complete, as the case may be, the age specified in the corresponding entry in column(2) thereof:-

TABLE

Class and category (1)	Age (2)
Dairy Assistant	30 years on the first day of July of the year in which the selection is made
Demonstrators (Chemistry or Biology) in the Madras Veterinary College	27 years on the first day of July of the year in which the selection is made.
Artist and Photographer in the Madras Veterinary College and the Artist attached to the Propaganda Unit.	30 years on the first day of July of the year in which the selection is made.
Mechanic in Animal Husbandry Department.	30 years on the first day of July of the year in which the selection for appointment is made.
Any other class or category	25 years on the first day of July of the year in which the selection is made.

**7.Special qualifications.—** No person shall be eligible for appointment to the class and category specified in column(1) of the Annexure unless he possesses the qualification specified in the corresponding entries in column(2) thereof:-

**8.Probation.—** Every person appointed to a class or category shall from the date on which he joins duty be on probation for a total period of two years or duty within continuous period of three years.

**9.Special test.—**A probationary Dairy Assistant shall, within the prescribed period of his probation, pass the departmental test.

10. Omitted.

**11. Transfers and postings.**—District Veterinary Officers shall be competent to transfer Veterinary Compounders within their respective jurisdictions.

12. Omitted.

13. Omitted.

**ANNEXURE**  
(referred to in rule 7)

Class and category (1)	Qualifications (2)
Class I Category 1 Dairy Assistant	Must possess - (i) the minimum general educational qualification specified in the Schedule I to the General rules; and (ii) Indian Dairy Diploma of the Indian Dairy Research Institute, Bangalore.
Category 2 (a) Demonstrators (Chemistry) in the Madras Veterinary College	A first or second-class degree of B.Sc., of the Madras or Annamalai University with Chemistry as main and Physics as subsidiary subjects.
(b) Demonstrators (Biology) in the Madras Veterinary College	A first or second-class degree of B.Sc., of the Madras or Annamalai University with Zoology as main and Botany as subsidiary subjects.
Class II Veterinary Compounders	(i) Must have been declared fit for promotion from the fourth to fifth Form in a school maintained by or opened with the sanction of the State Government or to which recognition has been accorded by the Director of Public Instruction, Chennai under the Tamil Nadu Educational Rules; and (ii) Must have passed the Government Technical Examination in Practical Dispensing by the Higher grade or have successfully undergone the Stockmen Compounders course held at the Madras Veterinary College or the Veterinary Compounders' course held at Government Veterinary institutions for a period of not less than six months.
Class III Category 1 Artist and Photographer in the Madras Veterinary College and Artist attached to the Propaganda Unit.	(i) Must have been declared fit for promotion from the fourth to fifth Form in a school maintained by or opened with the sanction of the State Government or to which recognition has been accorded by the Director of Public Instruction, Chennai under the Tamil Nadu Educational Rules;

- (ii) Must have passed either the Government Technical Examination in Free hand outline Drawing and Painting by the Higher Grade or have obtained the diploma of the Government School of Arts and Crafts, Chennai, in those two subjects; and
- (iii) Must possess a certificate of proficiency in advanced photography and Artist work granted by a reputed photographic firm under whom he has worked for a period of not less than two years.

Category 2  
Mechanic in Animal  
Husbandry Department.

- (a) Must have passed VIII standard or III Form in a recognised School;
- (b) (i) Must hold the certificate of completion of the Mechanical Engineering or Mechanic course in a Government Industrial or Trade School; or
  - (ii) Must hold the Industrial Training Institute certificate in Fitter/Mechanic Trade; and
- (c) Must have practical experience in a recognised workshop or a factory for a period of not less than one year.

**Explanation.—**

- (1) A recognised school means a School maintained by or opened with the sanction of the Government of Tamil Nadu or a School to which recognition has been accorded by the Director of School Education, Tamil Nadu under the Tamil Nadu Educational Rules or rules relating to elementary education.
- (2) A recognised workshop or factory means any workshop or factory under the control of Government / Public / Private Organisation and registered under the Factories Act, 1948 (Central Act LX III of 1948)
- (3) Practical experience prescribed above should have been acquired after obtaining the educational qualifications prescribed for the post.

### SECTION 3 — THE TAMIL NADU SOCIAL DEFENCE SUBORDINATE SERVICE.

#### Part I

**Constitution.**—The service shall consist of the following branches, namely:-

- |            |   |
|------------|---|
| Branch I   | Executive staff in the Government Approved Schools, Government Reception Homes, Government After Care Homes.  |
| Branch II  | Teachers, Instructors and other miscellaneous subordinates in the Government Approved Schools, Government Reception Homes, Government After Care Homes, Government Garments and Holdall Making Unit, Vellore. |
| Branch III | Women Welfare Officers.   |
| Branch IV  | Executive staff in the Vigilance Institutions.  |
| Branch V   | Teachers, Instructresses and other miscellaneous staff in the Vigilance Institutions.   |

#### Part II

##### Branch I

(Executive staff in the Government Approved Schools, Government Reception Homes, Government After-care Homes).

**1. Constitution.**—This branch shall consist of the following classes, categories and posts, namely:-

- |          |               |
|----------|---------------|
| Class I  | Men's Wing.   |
| Class II | Women's Wing. |

##### Class I

###### Category-

- 1 Supervisor, Government After Care Home for Boys.
- 2 Superintendents, Government Reception Homes, Chennai and Tirunelveli.
- 3 Assistant Superintendents of Approved Schools.
- 4 Housemasters.
- 5 Warder, I Grade.
- 6 Chief Guards.
- 7 Senior Reception Home Assistant.
- 8 Gateman.
- 9 Warders, II Grade (Male).
- 10 Guards.
- 11 Junior Reception Home Assistants.
- 12 Nursing Assistants.
13. Cook.

##### Class II

###### Category-

- 1 Supervisors, Government After Care Homes for Women.
- 2 Assistant Superintendents of Approved Schools and Junior Supervisors.
- 3 Nurse, Government Reception Home, Chennai.
- 4 Chief Matron and Matrons, I Grade.
- 5 Warders, II Grade (Female).
- 6 Matrons, II Grade.
- 7 Matrons, III Grade.
- 8 Nursing Assistants.
- 9 Cook.



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

TABLE

Class I	Category and post. (1)	Methods (2)
1	Supervisor, Government After care Homes for Boys	(i) Direct recruitment; or (ii) Promotion from among the Superintendents, Government Reception Homes, Chennai and Tirunelveli or Assistant Superintendent of Approved Schools; or (iii) Recruitment by transfer from among the Office Superintendents or Office Managers in the Tamil Nadu Ministerial Service in the Department of Social Defence or for special reasons recruitment by transfer from any other service.
2	Superintendent, Government Reception Homes, Chennai and Tirunelveli.	(i) Direct recruitment; or (ii) Transfer from among the Assistant Superintendents or Headmasters of Middle Schools of Approved Schools; or (iii) Promotion from the Secondary Grade Teachers or Housemasters of the Service who have been Secondary Grade Teachers of House Masters for atleast three years.
3	Assistant Superintendent of Approved Schools.	(i) Direct recruitment; or (ii) Transfers from among the Superintendent Government Reception Homes, Chennai and Tirunelveli or Headmasters (Middle School); or (iii) Promotion from among the Secondary Grade Teachers or Housemasters who have been Secondary Grade Teachers or Housemasters for atleast three years.
4	Housemasters.	(i) Direct recruitment ; or (ii) Recruitment by transfer from the Tamil Nadu Educational Subordinate service; or (iii) Transfer from among the Secondary Grade Teachers in Branch II; or (iv) Promotion from among the Higher Elementary Grade Teachers in Branch II.
5	Warder, I Grade	(i) Direct recruitment ; or (ii) Transfer from among the Chief Guards; or (iii) Promotion from among the Gateman, Guards, Senior Reception Home Assistant, Junior Reception Home Assistant ; or (iv) Recruitment by transfer from any other service.
6	Chief Guards	(i) Direct recruitment; or (ii) Promotion from among the Gateman or

	Senior Reception Home Assistant or Warders, II Grade ; or	
	(iii) Recruitment by transfer from any other service.	
7	Senior Reception Home Assistant	(i) Direct recruitment ; or (ii) Promotion from among the Guards or Junior Reception Home Assistant; or (iii) Recruitment by transfer from any other service.
8	Gateman	(i) Direct recruitment ; or (ii) Promotion from among the Guards or Junior Reception Home Assistants ; or (iii) Recruitment by transfer from any other service.
9	Warders, II Grade	(i) Direct recruitment ; or (ii) Promotion from among the Guards or Junior Reception Home Assistants ; or (iii) Recruitment by transfer from any other service.
10	Guards	(i) Direct recruitment ; or (ii) Transfer from among the Junior Reception Home Assistant; or (iii) Recruitment by transfer from any other service.
11	Junior Reception Home Assistants	(i) Direct recruitment ; or (ii) Transfer from among the Guards ; or (iii) Recruitment by transfer from any other service.
12	Nursing Assistants	(i) Direct recruitment ; or (ii) Transfer from any class ; or (iii) Recruitment by transfer from any other service.
13	Cook	(i) Direct recruitment ; or (ii) Recruitment by transfer from among the holders of the post in the Tamil Nadu Basic Service.
Class II		
1	Supervisors, Government After Care Home for Women.	(i) Direct recruitment ; or (ii) Promotion from among the Junior Supervisor or Assistant Superintendents of Social Defence Institutions; or (iii) Recruitment by transfer from among the Office Manager or Office Superintendents in the Tamil Nadu Ministerial service in the Department of Social Defence or for Special reasons recruitment by transfer from any other service.
2	Assistant Superintendents of Approved Schools and Junior Supervisors.	(i) Direct recruitment ; or (ii) Promotion from among the Secondary Grade Teachers of Social Defence Institutions who have been Secondary

		Grade Teachers for atleast three years or House masters (women) from branch I.
3	Nurse, Government Reception Home, Chennai	(i) Direct recruitment ; or (ii) Recruitment by transfer from any other service.
4	Chief Matron and Matron, I Grade	(i) Direct recruitment ; or (ii) Promotion from among the Warders, II Grade or Matrons, II Grade; or (iii) Recruitment by transfer from any other service.
5	Warders, II Grade	(i) Direct recruitment ; or (ii) Promotion from among the Matrons, II Grade; or (iii) Recruitment by transfer from any other service.
6	Matrons, II Grade	(i) Direct recruitment ; or (ii) Promotion from among the Matrons, III Grade; or (iii) Recruitment by transfer from any other service.
7	Matrons, III Grade	(i) Direct recruitment ; or (ii) Recruitment by transfer from any other service.
8	Nursing Assistant	(i) Direct recruitment ; or (ii) Transfer from any other class; or (iii) Recruitment by transfer from any other service.
9	Cook	(i) Direct recruitment ; or (ii) Recruitment by transfer from among the holders of the post in the Tamil Nadu Basic Service.

(2) Promotion to the posts specified below shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.—

1. Supervisor, Government After Care Homes.
2. Superintendents, Government Reception Homes, Chennai and Tirunelveli.
3. Assistant Superintendents of Approved Schools.
4. Housemasters.
5. Warder, I Grade.
6. Chief Guard.
7. Senior Reception Home Assistant.
8. Gateman.
9. Warders, II Grade (Male).
10. Chief Matron and Matron, I Grade and Matron, II Grade.

**3.Appointing authority.**—The appointing authorities for the posts specified in column(1) of Annexure I to these rules shall be the authorities specified in the corresponding entries in column (2) thereof:-

**4.Age.**—No person shall be eligible for appointment, by direct recruitment to the posts specified in column (1) of the table below if he has completed or will complete the age specified in the

corresponding entries in column (2) thereof on the first day of July of the year in which the selection for appointment is made.

TABLE

Post (1)	Age (2)
Supervisors, Government After Care Homes Junior Supervisor, Housemasters, Nurse, Government Reception Homes, Chennai	} Thirty five years.
Superintendents, Government Reception Homes, Chennai and Tirunelveli Assistant Superintendents of Approved Schools Chief Matrons Matrons, I Grade Matrons, II Grade Matrons, III Grade	} Thirty years.
All other posts	} Thirty years.

Provided that the above age limits shall not apply for the appointment of retired personnel of the Indian Defence Forces as Chief Guards, Gatemen and Warders, II Grade and of Classes "A" and "B". Reservists of the Indian Army, Reservists of the Indian Hospital Corps and pensioned Sepoys as Guards and Junior Reception Home Assistants.

**5. Sex.—** No Male candidate shall be eligible for appointment to any posts in class II:

Provided that this rule shall not apply for appointment to the category of cook.

**6. Qualification.—** No person shall be eligible for appointment to the post specified in column (1) of Annexure II to these rules by the method specified in column (2) thereof unless he possess the qualifications specified in the corresponding entries in column (3) thereof:-

**7. Reservation of appointments.—** The rule of reservation of appointments (General rule 22) shall apply for appointment to each posts in this branch by direct recruitment.

**8. Probation.—** Every person appointed to any 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 every person appointed to any post by recruitment by transfer from any other service 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.

**9. Training.—**(a) A person appointed by direct recruitment in the post of Superintendent, Government Reception Homes, or Assistant Superintendent of Approved Schools shall, within the period of probation, undergo such training as the Director of Social Defence may consider necessary for a period of three months and the pay admissible to him during such period shall be the minimum of the time scale applicable to the post. The period of training shall count for probation and increment.

(b) Every person appointed as Nursing Assistant by direct recruitment shall, within the period of his probation undergo training in the Medical Department for a period of one year and pass the departmental examination held on the completion of such training. The period of training shall count for probation and increment:

Provided that a person who has rendered war service as Nursing Assistant in connection with the War of 1939 to 1949 shall, if appointed to the Service, be exempted from undergoing training as Nursing Assistant in Civil Hospitals, if his war services was for a period of not less than two years, and if it was less than two years, on behalf of the period of the war service rendered by him shall count against the period of the training to be undergone:

Provided further that every person, irrespective of the period of his war service, shall pass the said Departmental examination failing which his increments shall be postponed without cumulative effect.

**10. Test.**—(a) Every person appointed by direct recruitment shall pass the Account Test for Subordinate Officers, Part I within the period of probation:

Provided that every persons appointed by promotion or by recruitment by transfer or by transfer shall pass the said test within a period of two years from the date of regular appointment:

Provided further that this rule shall not apply for the category of Cook.

(b)A person appointed to the post of Superintendent, Government Reception Homes, Chennai and Tirunelveli and the Assistant Superintendent shall, within the period of probation or within a period of two years from the date of appointment, pass the following tests, namely:-

- (i) Account Test for Subordinate Officers, Part I;
- (ii) Jail Test, Part II.

**11.Security.**— Where the State Government have, by General or Special Order, directed that the holder of any specified posts in the branch shall deposit security for the due and faithful performance of his duty, no person shall be eligible for appointment to such post, whether appointed by direct recruitment or by recruitment by transfer or by transfer or by promotion unless he deposits security of such amount as may be specified in any general or special order.

**12.Transfers and Postings.**— All postings and transfers of member of the service from one institution to another shall be made by the Director of Social Defence.

**13.Pension.**— The period of military training undergone by reservists of the Indian Army, or of the Indian Hospital Corps after the appointment as full members of the service in the category of Guards in the Approved Schools shall count for pension.

#### ANNEXURE I

(see rule 3)

	Post (1)	Appointing authority (2)
Class I		
1	Supervisors, Government After Care Homes for Boys	Director of Social Defence.
2	Superintendents, Government Reception Homes, Chennai and Tirunelveli.	-do-
3	Assistant Superintendents of Approved Schools	-do-
4	Housemasters	-do-
5	Warder, I Grade	-do-
6	Chief Guards	-do-
7	Senior Reception Home Assistant	-do-
8	Gatemen	-do-
9	Warders, II Grade	-do-
10	Guards	-do-
11	Junior Reception Home Assistants	-do-
12	Nursing Assistants	Superintendents of Approved Schools concerned.
13.	Cook.	Superintendents of Special / Juvenile Homes concerned.
Class II		
1	Supervisors, Government After Care Homes for Women.	Director of Social Defence.
2	Assistant Superintendents of Approved Schools and Junior Supervisors.	-do-

3	Nurse, Government Reception Home, Chennai.	do-
4	Chief Matron and Matrons, I Grade.	-do-
5	Warder, II Grade	-do-
6	Matrons, II Grade.	Head of Institutions concerned.
7	Matrons, III Grade.	-do-
8	Nursing Assistants.	-do-
9	Cook	-do-

**Explanation.**—Before making appointment to the post of Nursing Assistants, the Superintendents of the Institutions concerned shall consult the District Medical Officer or the Dean or Superintendents of the Hospitals concerned who will suggest qualified candidates for appointment. If no qualified candidates is recommended by the District Medical officer, Dean or Superintendents of the Hospitals, the Superintendent himself / herself may make appointment.

## ANNEXURE II

(see rule 6)

Post (1)	Method of recruitment (2)	Qualification (3)
Class I Supervisor, Government After Care Homes for Boys	(i) By direct recruitment	(i) (a) A Masters' degree in Criminology or Forensic Science; or (b) B.A. degree in Psychology or in Philosophy with Psychology as one of the subjects of study; and (ii) Diploma in Social Service; and (iii) Must be atleast one hundred and sixty centimeters in height and seventy nine centimeters round the chest on full expiration and must have a chest expansion of atleast five centimeters.
		(i) Minimum general educational qualification prescribed in Schedule I to the General rules for the Tamil Nadu State and Subordinate Services; and (ii) Must have held the post of Superintendent, Government Reception Homes or Assistant Superintendents of Approved Schools or Office Manager/ Office Superintendent in the Department of Social Defence in the Tamil Nadu Ministerial Service, as the case may be for a period of atleast three years.
Superintendents, Government Reception Home, Chennai and Tirunelveli and Assistant Superintendents Approved Schools	(i) By direct recruitment	(i) (a) A Master's degree in Criminology or Forensic Science; or (b) B.A. degree in Psychology or in Philosophy with Psychology as one of the subjects of study. Other things being equal preference shall be given to candidates who have had training in correctional work in any School of Social Work or Experience in

			the education of children or experience in management of Children's Homes especially of Juvenile delinquents; and
		(ii)	Must be atleast one hundred and sixty centimeters in height and seventy nine centimeters round the chest on full expiration and must have chest expansion of atleast five centimeters.
	(ii) By transfer	(i)	Minimum general educational qualification prescribed in Schedule I to the General rules for the Tamil Nadu State and Subordinate Services; and
		(ii)	A completed Secondary Grade Teachers Training Certificate; or diploma in Teaching Education.
	(iii) By promotion	(i)	Minimum general educational qualification prescribed in Schedule I to the General rules for the Tamil Nadu State and Subordinate Services; and
		(ii)	Service for a period of not less than three years as Housemaster or Secondary Grade Teacher.
House Master	By direct recruitment; or recruitment by transfer; or by transfer; or promotion	(i)	Completed Secondary School Leaving Certificate;
		(ii)	Secondary Grade Teachers Certificate or diploma in Teaching education.
Warder, I Grade	By direct recruitment; or promotion; or recruitment by transfer; or by transfer.		Minimum general education qualification prescribed in Schedule I to the General rules for the Tamil Nadu State and Subordinate Services;
Chief Guard and Senior Reception Home Assistant.	(i)By direct recruitment; or recruitment by transfer	(i)	Minimum general education qualification prescribed in Schedule I to the General rules for the Tamil Nadu state and Subordinate Services; and
		(ii)	Must be atleast one hundred and sixty centimeters in height and seventy nine centimeters round the chest on full expiration and must have chest expansion of atleast five centimeters.
	(ii)By promotion	(i)	Must have passed VIII standard; or III Form in a recognized School; and
		(ii)	Must be atleast one hundred and sixty centimeters in height and seventy nine centimeters round

			the chest on full expiration and must have a chest expansion of atleast five centimeters.
Gateman, Warder, II Grade Guard, Junior Reception Home Assistant	By direct recruitment; or promotion; or recruitment by transfer; or by transfer	(i) (ii)	Must have passed VIII standard or III Form in a recognized School. Must be atleast one hundred and sixty centimeters in height and seventy nine centimeters round the chest on full expiration and must have a chest expansion of atleast five centimeters.
Nursing Assistant	By direct recruitment; or recruitment by transfer; or by transfer		Must have passed VIII standard or III Form in recognized School or must possess the Indian Army Third Class English Certificate.
Cook	By direct recruitment; or recruitment by transfer		Must have passed VIII standard in a recognised School.

**Explanation.**— A “recognized School” shall mean a school maintained by or opened with the sanction of the State Government to which recognition has been accorded by the Director of School Education, Chennai under the Tamil Nadu Educational Rules.

#### Class II

Supervisors, After Care Home for Women	(i) By direct recruitment	(i) (a) (b)	A Master's degree in Criminology or Forensic Science; or B.A. degree in Psychology or in Philosophy with Psychology as one of the subjects of study; and Diploma in Social Service.
	(ii) By promotion; or recruitment by transfer	(i) (ii)	Minimum general education qualification prescribed in Schedule I to the General rules for the Tamil Nadu State and Subordinate Services; and Must have held the post of Junior Supervisor or Assistant Superintendents of Social Defence Institutions or Office Manager/ Office Superintendent in the Department of Social Defence in the Tamil Nadu Ministerial Service, as the case may be for a period of atleast three years.
Assistant Superintendents of Approved Schools and Junior Supervisors	(i) By direct recruitment	(i) (a) (b)	A Master's degree in Criminology or Forensic Science; or B.A. degree in Psychology or in Philosophy with Psychology as one of the subjects of study. Other things being equal, preference shall be given to candidates who have had training in correctional work in any school of Social Work or experience in



		(ii)	management of Children's Home especially of Juvenile delinquents. Must be atleast one hundred and forty five centimeters in height and seventy one centimeters round the chest with an expansion of atleast two centimeters.
	(ii) By promotion		Minimum general educational qualification prescribed in Schedule I to the General rules for the Tamil Nadu State and Subordinate Services.
Nurse, Government Reception Home, Chennai	By direct recruitment; or recruitment by transfer		A successful training for a period of not less than three years in general nursing of men and women and for a period of not less than six months in midwifery training in both cases to be undergone in an institution approved by the State Government.
Chief Matron, Matron, I Grade	(i) By direct recruitment	(i)	A completed Secondary School Leaving Certificate; and
		(ii)	Must be atleast one hundred and forty five centimeters in height and seventy one centimeters round the chest with an expansion of atleast two centimeters.
	(ii) By promotion or recruitment by transfer	(i)	Must have passed VIII standard or III Form in a recognized school.
		(ii)	Must be atleast one hundred and forty five centimeters in height and seventy one centimeters round the chest with an expansion of atleast two centimeters.
Warders, II Grade Matron, II Grade Matron, III Grade	By direct recruitment; or promotion; or recruitment by transfer	(i)	Must have passed VIII standard or III form in a recognized school;
		(ii)	Must be atleast one hundred and forty five centimeters in height and seventy one centimeters round the chest with an expansion of atleast two centimeters.
Nursing Assistant	By direct recruitment; or recruitment by transfer		Must have passed VIII standard or III form in a recognized school or must possess the Indian Army Third Class English Certificate.
Cook	By direct recruitment; or recruitment by transfer		Must have passed VIII standard in a recognised School.

**Explanation.**— A "recognized School" shall mean a school maintained by or opened with the sanction of the State Government to which recognition has been accorded by the Director of School Education, Chennai under Tamil Nadu Educational Rules.

## Branch II

(Teachers, Instructors and other miscellaneous subordinates in the Government Approved Schools, Government Reception Homes, Government After Care Homes and Government Garments and Holdall Making Unit, Vellore.)

**1. Constitution.**—This branch shall consist of the following categories and grades of officers, namely:-

## Class I

## A.(Men's Branch)

(Teachers and Instructors – Non - Industrial)

## Category -

1. Headmaster (High School Section)
2. School Assistants
3. Tamil Pandits, I Grade
4. Headmaster (Middle School Section)
5. Secondary Grade Teachers
6. Drawing Masters
7. Higher Elementary Grade Teachers
8. Bandmasters
9. Physical Education Teachers.

## B.(Women's Branch)

## Category -

1. Headmistresses (Middle School Section)
2. Secondary Grade Teachers
3. Tamil Pandit, I Grade
4. Higher Elementary Grade Teachers
5. Physical Education Teachers
6. Music Mistress

## Class II

## A.(Men's Branch)

(Teachers and Instructors – Industrial)

## Category -

1. Master-Cutter, Garments(Garments and Holdall Making Training Unit, Vellore)
2. Holdall Cutter (Garments and Holdall Making Training Unit, Vellore).
3. Carpentry Instructors, I Grade, II Grade
4. Black Smithy Instructors
5. Tailoring Instructress, I Grade, II Grade
6. Mason Instructors
7. Weaving Instructors, I Grade, II Grade
8. Metal Work Instructor
9. Approved Schools Agricultural Assistant, II Grade
10. Wiremen
11. Binding Instructors
12. Assistant Cutter (Garments and Holdall Making Training Unit, Vellore)
13. Workshop Assistants (Book Binding)
14. Mat Weaving Instructors.

## B.(Women's Branch)

## Category -

1. Weaving Mistress
2. Sewing Mistress
3. Embroidery Mistress
4. Tailoring Instructress
5. Supervisors of the Garments and Holdall making Training Unit, Vellore.

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

TABLE

	Category (1)	Methods (2)
Class I, A and B (Men's and Women's Branches)		
1	Headmaster (High School Section)	(i) Promotion from School Assistants or Tamil Pandits, Grade I in the Department of Social Defence; or (ii) Recruitment by transfer from any other service; or (iii) Direct recruitment.
2	School Assistants	(i) Direct recruitment; or (ii) Promotion from Secondary Grade Teachers, or House Masters, Instructors and Instructresses, including Physical Education Teachers and Drawing Masters; or (iii) Recruitment by transfer from any other services; or (iv) Transfer from Tamil Pandit, Grade I.
3	Tamil Pandit, I Grade	(i) By promotion from II Grade of the category from Secondary Grade Teachers, Housemasters, Instructors or Instructress including Physical Education Teachers, Drawing Masters; or (ii) Recruitment by transfer from any other service; or (iii) Direct recruitment.
4	Headmaster and Headmistress (Middle School Section)	(i) Promotion from among the School Assistant or Tamil Pandits; or (ii) Promotion from among the Secondary Grade Teachers or Housemaster: Provided that the ratio between items (i) and (ii) above shall be 1:1 and separate interse seniority lists shall be maintained for the posts in items (i) and (ii) above.
5	Secondary Grade Teachers	(i) Direct recruitment; or (ii) Recruitment by transfer from any other service; or transfer from Housemasters from Branch I; or  (iii) Promotion from a lower category provided the person possesses a Secondary Grade Teachers certificate.
6	Drawing Masters	(i) Direct recruitment; or (ii) For special reasons, recruitment by transfer from any other service.

7	Higher Elementary Grade Teachers		-do-
8	Band Masters		-do-
9	Physical Education Teachers		-do-
10	Music Mistress	(i) Direct recruitment; or (ii) Promotion from a lower to higher grade in the categories which consist of more than one grade; or (iii) For special reasons recruitment by transfer from any other service.	
Class II, A and B			
1	Master Cutter (Garments)	(i) Direct recruitment; or (ii) Promotion from among the Tailoring Instructors, Grade II in the Approved Schools and from the Assistant Cutter in the Garments and Holdall Making Training Unit; or (iii) Recruitment by transfer from any other service.	
2	Holdall Cutter (Garments and Holdall Making Training Unit Vellore)		-do-
3	Tailoring Instructor, I Grade		-do-
4	Carpentry Instructors, I Grade and II Grade	(i) Direct recruitment; or (ii) Promotion from a lower to a higher grade in the categories which consist of more than one grade; (iii) For special reasons recruitment by transfer from any other service.	
5	Black Smithy Instructors		-do-
6	Tailoring Instructors, II Grade		-do-
7	Mason Instructors		-do-
8	Weaving Instructors, I Grade and II Grade		-do-
9	Metal Work Instructor		-do-
10	Approved Schools Agricultural Assistant, II Grade		-do-
11	Wiremen		-do-
12	Binding Instructors		-do-
13	Assistant Cutter (Garments and Holdall Making Training Unit, Vellore)		-do-

14	Workshop Assistant (Book binding)	-do-
15	Mat weaving Instructors	-do-
16	Weaving Mistress	-do-
17	Sewing Mistress	-do-
18	Embroidery Mistress	-do-
19	Tailoring Instructors	-do-
20	Supervisors of the Garments and Holdall Making Training Unit, Vellore	-do-

(2) Promotion in the first grade of any category shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

**3.Appointing authority.**—The appointing authorities for the categories mentioned in column (1) of Annexure I to these rules shall be the authorities specified in the corresponding entry in column (2) thereof :-

**4.Age.**—No person shall be eligible for appointment by direct recruitment to any category in this branch if he has completed or will complete thirty five years of age on the first day of July of the year in which the selection for appointment is made.

**5.Sex.**—No male candidate shall be eligible for appointment to any of the post in the women's branch.

**6.Qualification.**—No person shall be eligible for appointment to any post specified in column (1) of Annexure II to these rules by the methods specified in column (2) thereof unless he possesses the qualifications specified in the corresponding entry in column (3) thereof:-

**7.Reservation of appointments.**—The rule of reservation of appointments (General rule 22) shall apply for appointment to each of the posts in this branch by direct recruitment.

**8.Probation.**— Every person appointed to any 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 of three years:

Provided that every person appointed to any post by recruitment by transfer from any other service, 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.

**9.Security.**—Where the State Government have, by general or special order directed that the holder of any specified post in this branch shall deposit security for the due and faithful performance of his duty, no person shall be eligible for appointment to any such post. Whether by direct recruitment, or by recruitment by transfer or by transfer or by promotion unless he deposits security to such amount as may be specified in such general or special order.

**10.Transfers and Postings.**— All postings and transfers of members of the service from one Institution to another shall be made by the Director of Social Defence.

**ANNEXURE I**  
(see rule 3)

Category (1)	Appointing authority (2)
Class I (Teachers and Instructors -Non Industrial)	
A.(Men's Branch)	
Headmaster (High School Section)	Director of Social Defence.
School Assistants	-do-
Headmasters (Middle School Section)	-do-
Secondary Grade Teachers	-do-
Drawing Masters	-do-
Higher Elementary Grade Teachers	Superintendents of Approved Schools
Band Masters	Director of Social Defence.
Physical Education Teachers	-do-
Tamil Pandits, I Grade	-do-
B.(Women's Branch)	
Headmistress (Middle School Section)	Director of Social Defence.
Secondary Grade Teachers	-do-
Higher Elementary Grade Teachers	Superintendents of Approved Schools
Music Mistress, Tamil Pandits, I Grade	Director of Social Defence.
Physical Education Teacher	-do-
Class II (Teachers and Instructors - Industrial)	
A.(Men's Branch)	
Master Cutter, Garments (Garments and Holdall Making Training Unit, Vellore)	Director of Social Defence.
Carpentry Instructor, I Grade	-do-
Carpentry Instructor, II Grade	Superintendents of Approved Schools
Black Smithy Instructors, Tailoring Instructor, I Grade	Director of Social Defence. -do-
Tailoring Instructor, II Grade	Superintendents of Approved Schools
Mason Instructors	Director of Social Defence

Weaving Instructors, I Grade	-do-
Weaving Instructors, II Grade	Superintendents of Approved Schools
Metal Work Instructor	Director of Social Defence
Approved School Agricultural Assistant, II Grade	-do-
Wireman	Superintendents of Approved Schools
Binding Instructors	Director of Social Defence
Assistant Cutter (Garments and Holdall Making Training Unit, Vellore)	-do-
Workshop Assistant (Book-Binding)	-do-
Mat Weaving Instructors B.(Women's Branch)	Superintendents of Approved Schools
Weaving Mistress	Director of Social Defence
Sewing Mistress	-do-
Embroidery Mistress	-do-
Tailoring Instructress	-do-
Supervisors of the Garments and Holdall Making Training Unit, Vellore	-do-

**ANNEXURE II**  
(see rule 6)

Post (1)	Method of recruitment (2)	Qualification (3)
Class I (Teachers and Instructors-Non-Industrial) A.(Men's Branch)		
Headmaster (High School Section)	(i) Direct recruitment	(i) Must possess a degree in Arts or Science of a University in the State; and
		(ii) Must possess a B.T. or B.Ed., degree of a University in the State; and
		(iii) Must have put in service as Teacher in a recognized School for a period of not less than two years.
<b>Explanation.—</b> A "recognized school" shall mean a school maintained by, or		

			opened with the sanction of the State Government to which recognition has been accorded by the Director of School Education, Chennai under the Tamil Nadu Educational Rules.
	(ii)	Promotion; or recruitment by transfer from any other service	(i) Must possess a degree in Arts or Science of a University in the State; and (ii) Must possess a B.T. or B.Ed., degree of a University in the State.
School Assistant		Direct recruitment; or promotion; or transfer; or recruitment by transfer from any other service	(i) A degree in Arts or Science of a University in the State in a subject or language in respect of which recruitment is necessary; and (ii) Must possess B.T. or B.Ed., degree of university in the State.
Tamil Pandits, I Grade		Direct recruitment; or promotion; or recruitment by transfer	(a) (i) A degree in Tamil of a University in the State; and (ii) B.T. or B.Ed., degree of a University in the State; or (b) (i) Minimum general educational qualification as defined in Schedule I to the General rules for Tamil Nadu State and Subordinate Services; and (ii) A title of Oriental learning in Tamil conferred by any University in the State; and (iii) A Trained Teachers Certificate of the Secondary Grade or a Senior Basic Teachers' Training Certificate or successful completion of the Pandits Training Course or diploma in Teaching of any University in the State.
Headmaster (Middle School Section)		Promotion	(i) A degree; and (ii) A degree in B.Ed., or its equivalent.
Secondary Grade Teachers		Direct recruitment; or recruitment by transfer; or promotion	(i) A completed S.S.L.C.; and (ii) Secondary Grade Teachers' Certificate or diploma in Teaching Education.
Drawing Masters		Direct recruitment; or recruitment by transfer	A pass in the Higher Technical Examination in Drawing.
Higher Elementary		Direct recruitment; or	Higher Elementary Grade Teachers' Certificate.



Grade Teachers	recruitment by transfer		
Bandmasters	Direct recruitment; or recruitment by transfer	(i)	Must have passed VIII Standard or III Form in a recognized School;
		(ii)	Must know the language commonly used by the members of the Band;
		(iii)	Must possess a certificate issued by the Bandmaster of the Police or Military Bandmaster in service or retired;
		(iv)	Must be a skilled performer on atleast in one of the instruments used in the B and;
		(v)	Must have general knowledge of all other instruments used in the Band and sufficient knowledge to instruct the boys in their use; and
		(vi)	Must have complete knowledge on the rudiments of music as laid down in any standard instruction book.
Physical Education Teachers	Direct recruitment; or recruitment by transfer		Government Teachers' Certificate in Physical Education (Higher Grade).
B.(Women's Branch)			
Headmistress (Middle School section)	Promotion	(i)	A degree; and
		(ii)	A degree in B.Ed., or its equivalent.
Secondary Grade Teachers	Direct recruitment; or recruitment by transfer; or promotion	(i)	A completed SSLC; and
		(ii)	Secondary Grade Teachers' Certificate or diploma in Teaching Education.
		(a) (i)	A degree in Tamil of a University in the State; and
		(ii)	B.T. or B.Ed., degree of a University in the State; or
		(b) (i)	Minimum general educational qualification as defined in Schedule I to the General rules for the Tamil Nadu State and Subordinate Services; and
		(ii)	A title of Oriental learning in Tamil of any University in the State; and
		(iii)	A Trained Teachers' Certificate of the Secondary Grade or a Senior Basic Grade Teacher's Training Certificate or successful completion of the Pandit's training course or diploma in teaching of any University in the State.

Higher Elementary Grade Teachers	Direct recruitment; or recruitment by transfer	Higher Elementary Grade Teachers' Certificate.
Physical Education Teachers	Direct recruitment; or recruitment by transfer	Government Teachers' Certificate in Physical Education (Lower Grade).
Music Mistress	Direct recruitment; or Promotion; or recruitment by transfer	(a) (i) A completed SSLC; and (ii) A Technical Teachers Certificate of the Higher Grade in Indian Music; or (b) A Teacher's Certificate in Music awarded by the Commissioner for Government Examination to candidates trained by the Music Academy, Chennai.
Class II (Teachers and Instructors - Industrial) A.(Men's Branch)		
Master Cutter, Garments (Garments and Holdall Making Training Unit, Vellore)	Direct recruitment; or promotion; or recruitment by transfer from any other service.	(i) A pass in VIII Standard or III Form in a recognized School; (ii) A pass in the Government Technical Examination in Tailoring by the Higher Grade; or the diploma awarded by the Director-General of Resettlement and Employment in Cutting and Tailoring; or the Trade Certificate awarded by the National Council for Vocational Trades in Cutting and Tailoring; and (iii) Practical experience for a period of not less than two years.
Holdall Cutter (Garments and Holdall Making Training Unit, Vellore)	Direct recruitment; or promotion; or recruitment by transfer from any other service.	(i) A pass in VIII Standard or III Form in a recognized School; and (ii) A pass in the Government Technical Examination in Tailoring by the Higher Grade; or the diploma awarded by the Director General of Resettlement and Employment in Cutting and Tailoring or the Trade Certificate awarded by the National Council for Vocational Trades in Cutting and Tailoring; and (iii) Practical experience in the manufacture of Holdalls, Leather goods, etc., for a period of not less than two years.

Carpentry  
Instructors,  
I and II Grades,  
Blacksmithy  
Instructors and  
Metal Work  
Instructor

Direct recruitment;  
or promotion; or  
recruitment by  
transfer

- (i) Qualifications in accordance with the provisions of Article 49 and 50 of the Code of Regulations for Industrial Schools for Employment in an Aided Industrial School; or
- (ii) (a) The Certificate of completion of the Chengalvaraya Naicker's Technical Institute or any other institution or school recognized by the Department of Industries and Commerce and under the code of Regulation for Industrial Schools; and
  - (b) Practical experience for a period of not less than two years; or
- (iii) (a) The Certificate of completion of the Mechanic or Electrical Engineering Course or the Mechanic's Course in a Government Industrial Technological or Trades School; or the diploma or Licentiate in Mechanical Engineering or Licentiate in Electrical Engineering; and
  - (b) Practical experience for a period of not less than two years; or
- (iv) (a) The diploma awarded by the Director-General of Resettlement and Employment or the Trade Certificate awarded by the National Council for Vocational Trades in Carpentry, Blacksmithy, Fitter or Turner or Machinist trade as the case may be; and
  - (b) Practical Experience for a period of not less than two years; or
- (v) The Junior Technical School Certificate issued by the State Board of Technical Education and Training, Chennai in Carpentry, Blacksmithy and Metal work, as the case may be.

Tailoring Instructors, I Grade and II Grade	Direct recruitment; or promotion; or recruitment by transfer.	(i)	A pass in the Government Technical Examination in Tailoring; or the diploma awarded by the Director-General of Resettlement and Employment in Cutting and Tailoring; or the Trade certificate awarded by the National Council for Vocational Trades in Cutting and Tailoring; and
		(ii)	Practical Experience for a period of not less than two years.
Mason Instructors	Direct recruitment; or promotion; or recruitment by transfer from any other service	(i)	Must have passed VIII Standard or III Form in a recognized School; and
		(ii)	Practical experience in general masonry for a period of not less than five year under any Licensed Engineering Contractors and a Certificate from the Contractor in support of it shall be produced.
Weaving Instructors, I Grade	Direct recruitment; or promotion; or recruitment by transfer	(i)	(a) A Weaving Instructor's Course Certificate of the Government Textile Institute, Chennai; or (b) Artisan Course Certificate of the Government Textile Institute, Chennai and Technical Teachers' Certificate in Weaving; or (c) The diploma awarded by the Director-General of Resettlement and Employment in Spinning and Weaving; or the Certificate awarded by the National Council for Vocational Trades in Spinning and Weaving; and
		(ii)	Practical experience in a handloom factory for a period of not less than six months. <b>Explanation.</b> —Other things being equal, preference shall be given to persons possessing the qualifications specified in item (i)(a) and (c).
Weaving Instructor, II Grade	Direct recruitment; or promotion; or recruitment by transfer	(i)	A pass in VIII Standard or III Form in a recognized School; and
		(ii)	Government Technical Examination in Weaving (Lower Grade).
Approved Schools Agricultural	Direct recruitment; or promotion; or recruitment by		Minimum general educational qualification specified in Schedule I to the General rules

Assistants,  
II Grade

transfer

for the Tamil Nadu State and Subordinate Services.

**Explanation.**—Other things being equal, preference shall be given to candidates who have taken “Agriculture” in the bifurcated course for the Secondary School Leaving Certificate.

A Candidate selected by direct recruitment, or by recruitment by transfer, shall be appointed as an Approved Schools Agricultural Assistant, II Grade only after he undergoes training for a period of six months and passes a test at the end of the training. If he fails to pass the test, he shall be discharged without assigning any reason, if he is a direct recruit or reverted to the post from which he was appointed by recruitment by transfer:

Provided that persons who have passed the two years' Certificate course in Agricultural Science conducted by the Sri Ramakrishna Vidyalaya, Perianaickenpalayam, Coimbatore district and the Gandhigram Rural Institute, Madurai district need not undergo any training:

Provided further that an Ex-serviceman who has undergone vocational training for three months in the Agricultural College, Coimbatore or in any other similar course in Agriculture considered equivalent to it by the Director of Agriculture may be appointed without undergoing any further training.

**Explanation.**—No person shall be selected for appointment as Approved School Agricultural Assistant unless he is able to do normal agricultural operation, such as handling a plough, putting up a bund, harvesting, threshing and staking of straw personally. During the period of his training, he shall be taught only improved methods of agriculture and not normal agricultural operations.



		(ii)	A pass in VIII Standard or III Form in a recognized School.
Mat Weaving Instructors	Direct recruitment; or promotion; or recruitment by transfer	(i)	Must have passed VIII Standard or III Form in a recognized school.
		(ii)	Must possess Government Technical Teachers' Certificate in weaving (Lower Grade); and
		(iii)	Practical experience in Mat-weaving for one year undergone in a Mat-weavers' Co-operative Society.
			<b>Explanation.</b> —In the case of all the above categories, other things being equal, preference shall be given to candidates who possess the minimum general educational qualification prescribed in Schedule I to the General rules for the Tamil Nadu State and Subordinate Services.
B.(Women's Branch)			
Weaving Mistress	Direct recruitment; or promotion; or recruitment by transfer	(i) (a)	Weaving Instructor's Course Certificate of the Government Textile Institute, Chennai; or
		(b)	Artisan Course Certificate of the Government Textile Institute, Chennai and Technical Teacher's Certificate in Weaving; or
		(c)	The diploma awarded by the Director-General of Resettlement and Employment in spinning and weaving trade or the Trade certificate awarded by the National Council for Vocational trades in spinning and weaving trade; and
		(ii)	Practical experience in a Handloom Factory for period of not less than six months.
			<b>Explanation.</b> —Other things being equal, preference shall be given to persons possessing qualifications specified in item(i) (a) and (c).
Sewing Mistress, Embroidery Mistress, Tailoring Instructors	Direct recruitment; or promotion; or recruitment by transfer		A group certificate in Needle Work, Dress Making or Embroidery, as the case may be or the diploma awarded by the Director General Resettlement and Employment in Cutting and Tailoring and in Embroidery and Needle work, as the case may be or the





- (iii) By promotion Minimum general educational qualification prescribed in Schedule I to the General rules for the Tamil Nadu State and Subordinate services with atleast five years of service in the post from which recruitment is made.

**7.Probation.**—Every person appointed to this category by direct recruitment, shall from the date on which she joins duty, be on probation for total period of two years on duty within continuous period of three years:

Provided that every person appointed to this category by recruitment by transfer from any other service shall from the date on which she joins duty be on probation for a total period of one year on duty within a continuous period of two years.

**8.Reservation of appointment.**—The rule of reservation of appointment (General rule 22) shall apply for appointment to the post by direct recruitment.

**9.Transfers and postings.**—All postings and transfers of members of the service from one institution to another shall be made by the Director of Social Defence.

Branch IV  
(Executive staff in the Vigilance Institutions.)

**1.Constitution.**—This branch shall consist of the following categories and grades of officers, namely:-

Category-

1. Superintendents, Government Protective Homes
2. Assistant Superintendents of Vigilance Institutions
3. Matrons,  
I Grade  
II Grade  
III Grade
4. Nursing Assistants.

**2.Appointment.**—(a) 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:-

TABLE

Category (1)	Methods (2)
Superintendents, Government Protective Homes	(i) Direct recruitment; or (ii) Promotion from the Assistant Superintendent of Vigilance Institutions, Approved Schools and Junior Supervisors; or (iii) Recruitment by transfer from the posts of Office Manager or Office Superintendent in the Tamil Nadu Ministerial Service in the Department of Social Defence; or (iv) Recruitment by transfer from any other service.
Assistant Superintendent of Vigilance Institutions	(i) Direct recruitment; or (ii) Promotion from Secondary Grade Teachers; or (iii) Recruitment by transfer from any other service.
Matrons, I Grade	(i) Direct recruitment; or (ii) Promotion from Matron, II Grade; or (iii) Recruitment by transfer from any other service.

Matrons, II Grade	(i) Direct recruitment; or (ii) Promotion from Matrons, III Grade; or (iii) Recruitment by transfer from any other service.
Matrons, III Grade	(i) Direct recruitment; or (ii) Recruitment by transfer from any other service.
Nursing Assistants	(i) Direct recruitment; or (ii) Recruitment by transfer from any other service.

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

**Explanation.**—Before making appointment to the post of Nursing Assistants, the Superintendents of the Institutions concerned shall consult the District Medical Officers or the Dean or Superintendents of the Hospitals concerned who will suggest qualified candidates for appointment. If no qualified candidate is recommended by the District Medical Officers or the Dean or Superintendents of the hospitals the Superintendent herself may make appointment.

**3.Appointing authority.**— Appointment to the categories and grades specified in column (1) of the table below shall be made by the authorities specified in the corresponding entries in column (2) thereof:-

TABLE

Category (1)	Appointing authorities (2)
Superintendents, Government Protective Homes, Assistant Superintendents of the Vigilance Institutions	Director of Social Defence
Matrons Nursing Assistants }	
Matrons, I Grade in Mofussil Shelters.	Superintendent of the Institution concerned
	The Revenue Divisional Officer having jurisdiction over the area in which the shelter is situated or the Collector of the District concerned, if there is no Revenue Divisional Officer.

**4.Age.**—No person shall be eligible for appointment by direct recruitment to any of the categories and grades specified in column (i) of the table below, if she has completed or will complete the age specified in the corresponding entry in column (2) thereof:-

TABLE

Category (1)	Methods (2)
Superintendents, Government Protective Homes	Must have completed twenty eight years of age, but must not have completed thirty five years of age on the first day of July of the year in which the selection for appointment is made.
Assistant Superintendent of Vigilance Institutions	Must not have completed thirty years of age on the first day of July of the year in which selection for the appointment is made.
Matrons, I Grade II Grade III Grade }	Must not have completed thirty years of age on the first day of July of the year in which selection for appointment is made.
Nursing Assistants	Must not have completed twenty eight years of age on the first day of July of the year in which selection for appointment is made.

**5.Sex.**—No male candidate shall be eligible for appointment to any of the posts in this branch.

**6.Qualification.**—No person shall be eligible for appointment to the categories and grades specified in column(1) of the Annexure to these rules by the methods specified in the corresponding entries in column(2) thereof unless she possesses the qualifications specified in the corresponding entries in column(3) thereof:-

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

Provided that every person appointed to the category by recruitment by transfer from any other service, shall be on probation for a total period of one year on duty within a continuous period of two years.

**8.Rule of reservation.**—The rule of reservation of appointments (General rule 22) shall apply to the post of Matrons, II Grade and Nursing Assistants by direct recruitment.

**9.Training.**—(a) Every person selected for appointment by direct recruitment to the post of Superintendents of Government Protective Homes, shall on and from the date of appointment, undergo such training as the Director of Social Defence, Chennai may fix. The training shall ordinarily be for a fortnight. The period of training shall count for probation and increment.

(b) Candidate selected for appointment by direct recruitment as Matron, I Grade in Mofussil shelter shall undergo training for a fortnight in the Vigilance Institutions in the Chennai City before her actual appointment. The period of training shall count for probation and increment. During this period, she shall be paid the minimum of the time scale per mensem without travelling or other allowances. For the period of stay for training in the Vigilance Institutions in the Chennai City, boarding and lodging charges shall be recovered at the same rate as the Matrons in the Vigilance Home and Stri Sadana.

(c) Every person appointed as Nursing Assistant by direct recruitment shall, within the prescribed period of probation, undergo training in the Medical department for a period of one year and pass the departmental examination held on the conclusion of such training. The period of training shall count for probation and increment.

**10.Test.**—Every person appointed by direct recruitment shall pass the Account Test for Subordinate Officers, Part I within the period of Probation.

Persons appointed by promotion or by recruitment by transfer, shall pass the said test within a period of two years from the date of regular appointment.

**11.Security.**—Where the State Government have, by general or special orders, directed that the holder of any specified post in this branch shall deposit security for the due and faithful performance of her duty, no person shall be eligible for appointment to any such post, whether by direct recruitment or recruitment by transfer or by promotion unless she deposit security to such amount as may be specified in such general or special order.

**12.Transfers and postings.**—All postings and transfers of members of this branch from one institution to another shall be made by the Director of Social Defence.

#### ANNEXURE

(see rule 6)

Category (1)	Method (2)	Qualification (3)
Superintendents, Government Protective Homes	(i) By direct recruitment	(i) (a) A Master's degree in Criminology or Forensic Science; or (b) B.A., degree in Psychology or in Philosophy with Psychology as one of the subjects of study; and

		(ii)	Diploma in Social Service: Provided that other things being equal, preference shall be given to those who have practical experience in Social Work or who possesses a diploma in Social Service with training in Social and Moral Hygiene and After Care work.
	(ii) By Promotion; or recruitment by transfer		Minimum general educational qualification prescribed in Schedule I to the General rules for the Tamil Nadu State and Sub-ordinate Services.
Assistant Superintendents of Vigilance Institutions	(i) By direct recruitment	(i)	A Master's degree in Criminology or Forensic Science; or
		(ii)	B.A., degree in Psychology or in Philosophy with Psychology as one of the subjects of study.
	(ii) By promotion; or recruitment by transfer	(i)	Minimum general educational qualification prescribed in Schedule I to the General rules for the Tamil Nadu State and Subordinate Services; and
		(ii)	A completed Secondary Grade Teachers' Certificate or diploma in Teaching Education.
Matrons, I Grade	(i) By direct recruitment; or recruitment by transfer	(i)	A completed S.S.L.C.
		(ii)	Must be atleast one hundred and forty five centimeters in height and seventy one centimeters round the chest with expansion of atleast two centimeters.
	(ii) By promotion	(i)	Must have passed VIII Standard or III Form in a recognized school.
		(ii)	Must be atleast one hundred and forty five centimeters in height and seventy one centimeters round the chest with an expansion of atleast two centimeters.
Matrons, II Grade Matrons, III Grade }	By direct recruitment; or promotion; or recruitment by transfer	(i)	Must have passed VIII Standard or III Form in a recognized school.
		(ii)	Must be atleast one hundred and forty five centimeters in height and seventy one centimeters round the chest with an expansion of atleast two centimeters.
Nursing Assistant	By direct recruitment; or recruitment by transfer		Must have passed VIII Standard or III Form in a recognized school or must possess the Indian Army Third Class English Certificate.

**Explanation.**— A “recognised School” shall mean a school maintained by or opened with the sanction of the State Government and to which recognition has been accorded by the Director of School Education, Chennai under the Tamil Nadu Educational Rules.

Branch V

(Teachers, Instructresses and other miscellaneous staff in the Vigilance Institutions.)

**1. Constitution.**— This branch shall consist of the following categories and grades of officers, namely:-

Category-

1. Headmistress
2. Secondary Grade Teachers
3. Higher Elementary Grade Teachers
4. Physical Education Teachers
5. Sewing Mistresses
6. Tailoring Instructress
7. Weaving Mistress
8. Pharmacists
9. Mat-weaving Instructress
10. Music Mistress

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

TABLE

Category (1)	Methods (2)
1. Headmistress	(i) Promotion from among the post of School Assistant or Tamil Pandits; or (ii) Promotion from among the Secondary Grade Teachers or Housemasters: Provided that the ratio between items (i) and (ii) above shall be 1:1 and separate interse seniority shall be maintained for the post in items (i) and (ii) above.
2. Secondary Grade Teacher	(i) Direct recruitment; or (ii) Promotion from Higher Elementary Grade teachers; or (iii) Recruitment by transfer from any other service.
3. Higher Elementary Grade Teachers	(i) Direct recruitment; or (ii) Recruitment by transfer from any other service.
4. Physical Education Teachers	-do-
5. Sewing Mistress	-do-
6. Tailoring Instructress	-do-
7. Weaving Mistress	-do-
8. Pharmacist	-do-
9. Mat-weaving Instructress	-do-
10. Music Mistress	-do-

**3. Appointing authority.**—The appointing authority for the posts shall be the Director of Social Defence.

**4.Age.—** No person shall be eligible for appointment by direct recruitment to any of the categories specified in column(1) of the table below if she has completed or will complete the age specified in the corresponding entries in column(2) thereof:-

TABLE

Category (1)	Age (2)
1. Omitted	-
2. Secondary Grade Teachers	Thirty five years of age on the first day of July of the year in which selection for appointment is made.
3. Higher Elementary Grade Teachers	-do-
4. Physical Education Teachers	-do-
5. Sewing Mistress	-do-
6. Tailoring Instructress	-do-
7. Weaving Mistress	-do-
8. Music Mistress	-do-
9. Mat-weaving Instructors	-do-
10. Pharmacist.	Twenty eight years of age on the first day of July of the year in which the selection for appointment is made.

**5.Sex.—**Only women shall be eligible for appointment to any of the posts in this branch.

**6.Qualification.—**No person shall be eligible for appointment by any of the methods prescribed to the categories specified in column (1) of the table below unless she possesses the qualification specified below in the corresponding entries in column (2) thereof:-

TABLE

Category (1)	Qualification (2)
1.Headmistress	(i) A degree; and (ii) A degree in B.Ed., or its equivalent
2.Secondary Grade Teachers	(i) A completed S.S.L.C.; and (ii) Secondary Grade Teachers' Certificate or diploma in Teaching Education.
3.Higher Elementary Grade Teachers	Higher Elementary Grade Teacher's Certificate.
4.Physical Education Teachers	Government Teachers' Certificate in Physical Education (Lower Grade).
5.Sewing Mistress	(i) A group certificate in Needle-work, Dress making or Embroidery, as the casemay be; or (ii) The diploma awarded by the Director-General of Resettlement and Tailoring; or

- (iii) The Trade Certificate awarded by the National Council for Vocational Trades in Cutting and Tailoring.
6. Tailoring Instructress -do-
7. Weaving Mistress
- (i) (a) Weaving Instructor's Course Certificate of the Government Textile Institute, Chennai; or  
 (b) Artisan Course Certificate of the Government Textile Institute, Chennai and Technical Teachers' Certificate; or  
 (c) The diploma awarded by the Director-General of Resettlement and Employment in Spinning and Weaving or the Certificate awarded by the National Council for Vocational Trades in Spinning and Weaving; and  
 (ii) Practical experience in a Handloom factory for a period of not less than six months.  
**Explanation.**—Other things being equal, preference shall be given to persons possessing qualification specified in item (i) (a) or (c).
8. Pharmacist A successful course in such training as may from time to time be prescribed by the State Government.
9. Mat weaving Instructress
- (i) Must have passed VIII Standard or III Form in a recognised School;  
 (ii) Must have passed Government Trained Teachers Certificate in Weaving by Lower Grade or course in Cotton weaving in the Chennai Textile Institute; or one years' course in Mat-weaving in a recognized Industrial School; and  
 (iii) Must have practical experience in Mat-weaving for a period of not less than one year.
10. Music Mistress
- (i) A completed SSLC; and  
 (ii) (a) A Technical Teachers' Certificate of the Higher Grade in Indian Music; or  
 (b) A Teachers' Certificate, in Music awarded by the Commissioner for Government Examinations to candidates trained by the Music Academy, Chennai.

**7. Reservation of appointment.**—The rule of reservation of appointment (General rule 22) shall apply for appointment to each of the posts in this branch by direct recruitment.

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

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

**9.Security.**—Where the State Government have by general or special order directed that the holder of any specified post in this branch shall deposit security for the due and faithful performance of her duty, no person shall be eligible for appointment to any such post, whether by direct recruitment or by recruitment by transfer or by promotion unless she deposits security to such amount as may be specified in such general or special order.

**10.Transfers and postings.**—All postings and transfers of member of this branch from one institution to another shall be made by the Director of Social Defence.



**SECTION 3A — THE TAMIL NADU BACKWARD CLASSES WELFARE  
SUBORDINATE SERVICE.**

**1. Constitution.**—The service shall consist of the following category of officers, namely;-

Class I

Category-

1. Headmasters and Headmistresses of Secondary Schools.
2. Teachers in Secondary Schools with degree in Teaching and Head Master/Headmistress of Middle Schools with degree in teaching.
3. Secondary Grade Teachers ( Men and Women).
4. Higher Elementary Grade Teachers.
5. Lower Elementary Grade Teachers.
6. Pandits in Tamil.
7. Supervisors of Schools.

Class II

Category-

1. Tutor-cum-Warden/Tutor-cum- Matron.
2. Warden/Matrons.
3. Assistant Wardens/Assistant Matrons.

Class III

Category-

1. Combined carpentry and Blacksmithy Instructor.
2. Weaving Instructors.
3. Sewing Mistresses.

Class IV

Category-

1. Physical Education Teacher.
2. (a)Senior / Scout Organiser.  
(b)Junior Scout Organiser.
3. Drawing Instructor.

Class V

Category-

1. Supervisors (Works).
2. Special Overseers.

Class VI

Category-

1. Weaving Maistries.
2. Agricultural Maistries.
3. Craft Instructors in Middle Schools.

**2. 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:-

## TABLE

Class I	Category (1)	Method of recruitment (2)
	Category 1 Headmasters/ Headmistresses of Secondary Schools	(1)Promotion from Teachers in Secondary Schools with a degree in Teaching and from Tutor-cum-Wardens / Tutor-cum-Matrons in class II ; or (2)Recruitment by transfer from any other service.
	Category 2 Teachers in Secondary Schools with degree in Teaching and Head master/Headmistress of Middle Schools with degree in teaching.	(1)Direct recruitment; or (2)Transfer from among Tutor-cum-Wardens/ Tutor-cum-Matrons in class II; or (3)Recruitment by transfer from any other service.
	Category 3 Secondary Grade Teachers (Men and Women)	(1)Direct recruitment; or (2)Recruitment by transfer from any other service; or (3)Promotion from among Higher Elementary Grade Teachers.
	Category 4 Higher Elementary Grade Teachers.	(1)Direct recruitment; or (2)Recruitment by transfer from any other service; or (3)Promotion from among lower Elementary Grade Teachers.
	Category 5 Lower Elementary Grade Teachers.	(1)Direct recruitment; or (2)Recruitment by transfer from any other service.
	Category 6 Pandits in Tamil	(1)Direct recruitment; or (2)Transfer from any post in the service on identical scale of pay; or (3)Promotion from any post in the service on a lower scale of pay; or (4)Recruitment by transfer from any other service: Provided that 33 1/3 percent of the vacancies shall be filled or reserved to be filled by direct recruitment and 66 2/3 percent by other methods.
	Category 7 Supervisors of Schools	(1)Direct recruitment; or (2)Recruitment by transfer from any other service; or (3)Promotion from any of the following categories, namely:- (i) Secondary Grade Teachers;

- (ii) Higher Elementary Grade Teachers;
- (iii) Lower Elementary Grade Teachers; and
- (iv) Scout Organisers.

Class II to VI  
All Categories

- (a)(i) By direct recruitment; or
  - (ii) Recruitment by transfer from any other service; or
  - (iii) By promotion from lower categories wherever there are such lower categories.
  - (b) Interchangeability of Wardens and Teachers -
- Transfer between the posts specified in each of the following items shall be permissible:-
- (i)(a) Teachers (Men) in Secondary Schools with degree in Teaching (category 2 class I) and Tutor-cum-Wardens / Tutor-cum-Matrons (category 1, class II)
  - (b) Teachers (Women) in Secondary Schools with Degree in Teaching (category 2 class I) and Tutor-cum-Matrons (category 1 class II).
  - (ii)(a) Secondary Grade Teachers (Men) (category 3 class I) and Warden (category 2 class II)
  - (b) Secondary Grade Teachers (Women) (category 3 class I) and Tutor-cum-Matrons with a trained Teachers Certificate of the Secondary Grade (category 1 class II) Matrons with a trained teachers' certificate of the Secondary Grade (category 2 class II).
  - (iii) Higher Elementary Grade Teachers (Women) (category 4 class I) and Assistant Matrons (category 3 class II).

**Note.**—The post of Tutor-cum-Warden/Tutor-cum-Matron under class II of the Special rules for the Tamil Nadu Backward Classes Welfare Subordinate Service be filled up at the ratio of 1:2 i.e., 33 1/3% for direct recruitment and 66 2/3% for recruitment by transfer from other service or by promotion from lower categories:

Provided that the transfer of Higher Elementary Grade Teachers (Women) as Assistant Matron shall be made only if the appointing authority is satisfied about the capacity of the Teachers concerned to exercise efficient control over the inmates of the hostels:

Provided further that the ratio for appointment by direct recruitment and by recruitment by transfer or promotion for the post of Tutor-cum-Matron under class II shall be 1:2. The above ratio shall be adopted for each year and

shall not be carried over to the succeeding year:

Provided also that if the vacancy in the post of Tutor-cum-Warden or Tutor-cum-Matron is one for the current year, it shall be filled up by direct recruitment and if the vacancy is one again for the next year and for the succeeding year, the vacancy shall be filled up from the available qualified candidates by recruitment by transfer from any other service or by promotion from the lower categories. In the fourth year the direct recruitment shall be resorted to, so as to maintain the ratio with reference to the cadre strength.

- |                                       |  |
|---------------------------------------|--|
| 2.Craft Instructors in Middle Schools | (1) By direct recruitment; or<br>(2) By recruitment by transfer from any other service: or<br>(3) By promotion from pre-vocational instructors or from lower categories. |
|---------------------------------------|--|

**3.Appointing authority.**—The appointing authorities for the posts specified in column (1) of the table below shall be the authorities specified in the corresponding entries in column (2) thereof:-

TABLE

Posts (1)	Appointing authorities (2)
Class I	
1. Headmaster and Headmistress of Secondary School	<p style="text-align: center;">All categories-</p> <p>(a) In Kallar Schools in Madurai, Dindigul and Theni Districts-Special Deputy Collector (Kallar Reclamation) Madurai.</p> <p>(b) In Schools in Aziznagar Settlement in South Arcot District-Manager in Aziznagar Settlement.</p> <p>(c)Other Denotified Tribes Schools – District Backward Classes Welfare Officer of the District concerned.</p>
2. Teachers in Secondary Schools with degree in Teaching and Headmaster / Headmistress of Middle Schools with a degree in Teaching	
3. Secondary Grade Teachers (Men and Women)	
4. Higher Elementary Grade Teachers	
5. Lower Elementary Grade Teachers	
6. Pandits in Tamil	
7. Supervisors of Schools	

**Note.**— SI.No.2 brought within the purview of Tamil Nadu Public Service Commission, vide G.O.Ms.No. 41, SWD, dt 31.1.81 and G.O.Ms. No. 530 SWD, dt 25.3.87.

SI.No.6 Tamil Pandit Grade I brought within the purview of Tamil Nadu Public Service Commission vide G.O.Ms. No. 530 (SWD), dt 25.3.87.

SI.No.2 and 6 were excluded from the purview of Tamil Nadu Public Service Commission and entrusted to Teacher's Recruitment Board. (G.O.Ms.No.61, BC&MBC Welfare Dept. dt. 14-9-93).

## Class II

1. Tutor-cum-Warden / Tutor-cum-Matron
2. Warden / Matrons
3. Assistant Wardens / Assistant Matrons

## All categories-

- (a) In Kallar Hostels in Madurai, Dindigul and Theni Districts - Special Deputy Collector (Kallar Reclamation) Madurai.
- (b) In other Backward Classes and Denotified Tribes Hostels-District Backward Classes and Minorities Welfare Officer of the District concerned.

## Class III

1. Combined Carpentry and Black-Smithery Instructor
2. Weaving Instructor
3. Sewing Mistres

Manager, Aziznagar Settlement.

- (1) Special Deputy Collector, (Kallar Reclamation) Madurai in respect of Kallar Schools in Madurai, Dindigul and Theni Districts.
- (2) Manager, Aziznagar Settlement in respect of Schools in Aziznagar Settlement.
- (3) District Backward Classes and Minorities Welfare Officer in the District concerned in respect of other Denotified Tribes Schools.

## Class IV

1. Physical Education Teachers.
2. (a) Senior Scout Organiser.
- (b) Junior Scout Organiser.
3. Drawing Instructors.

## All categories-

In Kallar Schools in Madurai, Dindigul and Theni Districts-  
Special Deputy Collector, (Kallar Reclamation), Madurai.  
In Schools in Aziznagar Settlement-  
Manager, Aziznagar Settlement.  
In other Denotified Tribes Schools-District Backward Classes Welfare Officers of the District concerned.

## Class V

1. Supervisors (Works)
2. Special Overseers

District Backward Classes and Minorities Welfare Officer of the District concerned and special Deputy Collector (Kallar Reclamation), Madurai in respect of Kallar Reclamation schemes in Madurai, Dindigul and Theni Districts.

## Class VI

1. Weaving Maistries
2. Agriculture Maistries
3. Craft Instructor In Middle School

Manager, Aziznagar Settlement.

- (1) In Kallar Schools in Madurai, Dindigul and Theni Districts - Special Deputy Collector (Kallar Reclamation) Madurai.
- (2) District Backward Classes and Minorities welfare Officers in the District concerned in respect of other Denotified Communities Schools other than Madurai Dindigul and Theni Districts.

**4.Postings and transfers.**—Postings and transfers of a member of the service within the same jurisdiction shall be made by the appointing authority concerned. Transfers from one jurisdiction to another shall be made by the Director of Backward Classes, Chennai.

**5.Age.**—(a) No person shall be eligible for appointment to the following posts by direct recruitment, if he has completed or will complete 35 years of age as on 1<sup>st</sup> day of July of the year in which the selection for appointment is made:-

1. Teachers in Secondary Schools with degree in Teaching (category 2, class I)
2. Secondary Grade Teachers (Men and Women) (category 3, class I)
3. Higher Elementary Grade Teachers (category 4, class I)
4. Pandits in Tamil (category 6, class I)
5. Supervisors of Schools (category 7, class I)
6. Tutor-cum-Wardens (category 1, class II)
7. Tutor-cum-Matron
8. Wardens (category 2, class II)
9. Matrons (category 2, class II)
10. Assistant Wardens/Assistant Matrons (category 3, class II)
11. Scout Organisers (Junior and Senior) (category 2, class IV)

Provided that the maximum age limit specified in this rule in respect of the posts to which the minimum general educational qualification or any lower qualification has been prescribed shall be increased by five years in the case of candidates belonging to the Scheduled Castes and Scheduled Tribes.

There is no age limit for other categories.

(b) If no candidate belonging to any of the eligible communities and who is within the prescribed age limit is available for appointment as Teachers in any of the Schools other than those referred to in sub-rule (c) below, a candidate belonging to such community who is otherwise qualified may be appointed with the sanction of the Director of Backward Classes, Chennai.

(c) In the case of the Schools in the Habitual offenders settlement at Aziznagar, if no candidate from the eligible communities and those in the settlement, who is within the prescribed age limit is available for appointment as Teachers, a candidate belonging to an eligible community who is over aged, but otherwise qualified may be appointed with the sanction of the Director of Backward Classes, Chennai.

**Explanation.**—For purposes of this rule, eligible communities shall mean the communities referred to in Schedules I and II to Part I of the Tamil Nadu State and Subordinate Services Rules.

**6.Educational qualification.**—No person shall be eligible for appointment to the posts specified in column (1) of the Annexure to these rules, unless he possesses the qualification specified in the corresponding entries in column (2) thereof:-

**7. Proficiency in crafts.**—A person appointed to the service in any of the categories 1 to 5 in class I shall, within a period of two years from the date of his appointment acquire to the satisfaction of the appointing authority, proficiency in one of the crafts approved by the State Government. If he fails to acquire such proficiency within the time allowed he shall not be entitled to draw increment other than the first increment in the time scale of pay applicable to him unless and until he acquires such proficiency. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has acquired such proficiency.

**Explanation.**—This rule shall not apply to persons who have not elected to come under the revised scales of pay of 1947 or who have been trained in Basic Training Schools or under any schemes of training of which craft training is an integral part.

**8.Appointment of untrained teachers.**—When a duly qualified candidate who is a member of any of the eligible communities referred to in rule 5 is not available for appointment as Secondary Grade Teacher, a candidate belonging to an eligible community who holds a Secondary School

Leaving Certificate but who has not acquired the Secondary Grade Teachers' Training may be appointed with the sanction of the Collector of the District concerned. Every person so appointed shall acquire the prescribed qualification within the period of probation:

Provided that the pay of such untrained Teacher until he / she acquires the prescribed qualification shall be the minimum of the time scale of pay for the post.

**9.Reservation of appointments.**—The rule relating to reservation of appointments (General rule 22) shall apply for appointment to each post separately by direct recruitment.

**10.Probation.**—Every person appointed to a class or category 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 there shall be no probation for those appointed to any of the category or class by promotion.

**10A.Test.**—Every person appointed to the post of Headmaster / Headmistress of Secondary Schools or to the post of Supervisor of Schools by direct recruitment shall pass the Account Test for Subordinate Officers, Part I within the period of his / her probation.

**11. Security.**—(a) Where the State Government have by a general or special order, directed that the holder of any specified post or category of posts shall deposit, security for the due and faithful performance of his duties, only candidates who are able and willing to deposit security of such amount as may be specified in such general or special orders be appointed to such posts.

(b) If within a month from the date of appointment the person fails to furnish the security required by the appointing authority shall forthwith, by an order discharge him.

(c) 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 security prescribed for the post and the provisions of sub-rules (a) and (b) shall apply to him thereof.

**12. Preparation of annual list of approved candidates.**—For the purpose of drawing up of the annual list of approved candidates for appointment to the posts in the service by recruitment by transfer or by promotion, the crucial date on which the candidates should be qualified shall be the 1<sup>st</sup> March of the year to which the list relates.

**ANNEXURE**  
(referred to in rule 6)

Post (1)	Qualification (2)
(a) Headmaster / Headmistress appointed by direct recruitment	(i) A degree in Arts / Science of the Madras or Madurai-Kamaraj or Annamalai or Bharathiyar or Bharathidasan University; and (ii) A degree of L.T. or B.T., or B.Ed., of the Madras or Madurai-Kamaraj or Annamalai or Bharathiyar or Bharathidasan University.
(b) Headmaster/Headmistress appointed by promotion or recruitment by transfer.	(i) A degree in Arts / Science of the Madras or Madurai-Kamaraj or Annamalai or Bharathiyar or Bharathidasan University. (ii) A degree of L.T. or B.T. or B.Ed., of the Madras or Madurai-Kamaraj or Annamalai or Bharathiyar University or Bharathidasan University.

- (iii) A pass in the Account Test for Subordinate Officers, Part I:  
Provided that those who were promoted as Headmasters / Headmistresses prior to the 21<sup>st</sup> October 1976, shall pass the Account Test for Subordinate Officers, Part I within a period of two years from 30<sup>th</sup> May 1977, failing which their further increments will be stopped until they pass the test and such stoppage shall not have the effect of postponing their further increments.
- Teachers of Secondary Schools with a degree in teaching and Headmaster / Headmistress of Middle Schools with a degree in teaching.
- (i) A degree in Arts / Science of the Madras or Madurai - Kamaraj or Annamalai or Bharathiyar or Bharathidasan University; and
- (ii) A degree of L.T. or B.T., or B.Ed., of the Madras or Madurai- Kamaraj or Annamalai or Bharathiyar or Bharathidasan University.
- Secondary Grade Teacher (Men) Secondary Grade Teachers (Women)
- (i) The minimum general educational qualification prescribed in Schedule I to the General rules; and
- (ii) A Trained Teachers' Certificate of the Secondary Grade.
- Higher Elementary Grade Teachers
- A Trained Teachers' Certificate of Higher Elementary Grade.
- Lower Elementary Grade Teachers.
- A Trained Teachers' Certificate of Lower Elementary Grade.
- Pandits in Tamil
- (i) (a) A degree in Tamil Language; or  
(b)(i) Minimum general educational qualification as defined in Schedule II to the General rules for the Tamil Nadu State and Subordinate Services; and  
(ii) Title of oriental learning in Tamil language conferred by any University in the State or pass in Pulavar/Pandit examination held by Madurai Tamil Sangam; and
- (ii) (a) B.T. or B.Ed., degree; or  
(b) Trained Teachers' Certificate of the Secondary Grade; or Teachers' Certificate; or Senior Basic Grade Trained Teachers' Certificate; or successful completion of the Pandits Training course; or Diploma in Teaching awarded by any University in the State.
- (a) Supervisors appointed by direct recruitment
- (i) The minimum general educational qualification prescribed in the Schedule to the General rules; and
- (ii) A Trained Teacher's Certificate of the Secondary Grade.



(b) Supervisors appointed by promotion or recruitment by transfer.	<ul style="list-style-type: none"> <li>(i) The minimum general educational qualification prescribed in the Schedule to the General rules.</li> <li>(ii) A Trained Teacher's Certificate of the Secondary Grade; and</li> </ul>
	<p>A pass in the Account Test for Subordinate Officers, Part I :</p>
	<p>Provided that Supervisors appointed by promotion or transfer prior to the 21<sup>st</sup> October 1976, shall pass the Account Test for Subordinate Officers, Part I, within a period of two years from the 30<sup>th</sup> May 1977, failing which their further increments will be stopped until they pass the said test and such stoppage shall not have the effect of postponing their future increments.</p>
Tutor-cum-Warden	<p>A degree of L.T. or B.T. of the Madras University or the B.Ed. degree of the Annamalai or Madurai – Kamaraj University.</p>
Tutor-cum-Matron	<ul style="list-style-type: none"> <li>(i) Minimum general educational qualification prescribed in the Schedule to the General rules; and</li> <li>(ii) <ul style="list-style-type: none"> <li>(a) A Trained Teachers' Certificate of the Secondary Grade in the case of the Tutor-cum-Matrons on a scale of pay of Rs.210-5-242-10-325 (The scale of pay prior to 2<sup>nd</sup> October 1970 is Rs.90-4-110-3-140).</li> <li>(b) A degree in teaching through a study in Tamil medium in the case of Tutor-cum-Matrons in a scale of pay of Rs.300-15- 420-20-500 (The Scale of pay prior to 2<sup>nd</sup> October 1970 is Rs.140-5-280-10-250).</li> </ul> </li> </ul>
Warden	<p>Qualification prescribed for Secondary Grade Teachers (Men).</p>
Matron	<p>A trained Teachers' Certificate of Secondary Grade.</p>
Assistant Matron / Warden	<p>A trained Teachers' Certificate of the Higher Elementary Grade and capacity to exercise efficient control over the inmates of the hostels.</p>
Combined Carpentry and Blacksmith Instructor	<p>Industrial Training School Leaving Certificate granted by the Inspector of Industrial Schools, Chennai with an adequate practical knowledge of Blacksmith work to teach the making and repairs of ordinary agricultural implements and vehicles.</p>

Weaving Instructor		A supervisor's Certificate granted by the Government Textile Institute, Chennai.
Sewing Mistress		Government Technical Teachers' Certificate of the Lower Grade in Needle-work and Dress-making.
Physical Education Teachers	(i)	Elementary School Leaving Certificate of the VIII Standard or the Transfer Certificate issued by the Head master of a Secondary School declaring the holder thereof eligible for promotion to IV Form; and
	(ii)	The Art Master's Certificate in wood work of the Teachers College, Saidapet (in the case of Manual Training Instructors); or Government Teacher's Certificate in Physical Education Lower Grade (in the case of Drill Instructors).
Scout Organizer Junior / Senior.	(i)	Minimum general educational qualification prescribed in the Schedule to the General rules;
	(ii)	A trained Teachers' Certificate of Secondary Grade;
	(iii)	Must have completed the Scout Masters' Training.
Drawing Instructors.		A pass in the Government Technical Examination in drawing by the Higher Grade.
Supervisors (Works)		The upper subordinate of L.C.E. Diploma of the College of Engineering, Guindy; or the L.C.E. Diploma awarded by the Technological Diploma Examinations Board, Chennai; or the L.C.E. Diploma award by State Board of Technical Education and Training, Tamil Nadu.
Special Overseers		A pass in the Government Technical Examination by the Lower Grade in the following Groups of subjects namely:- (i) Building, Drawing and Estimation. (ii) Building materials and Construction. (iii) Earthwork and Road making.
Weaving Maistries		A Supervisor's Certificate granted by the Government Textile Institute, Chennai.
Agricultural Maistries	1.	A pass in the VIII Standard or III Form in a recognized School; and
	2.	Practical Knowledge of Agriculture.

Craft Instructors in Middle Schools.

- (a) Those who passed VIII Standard and passed Technical Examination with Technical Training Certificate in Cotton Weaving or Handloom Weaving ; or

Those who passed VIII standard with Industrial School Certificate in Cotton Weaving or Handloom Weaving; or

Those who possess technical qualification in the approved Craft with Technical Training Certificate, but who do not possess the minimum general educational qualification; or

- (b) Those who passed VIII Standard and in possession of technical qualifications (Proficient) but not Technical Training Certificate; or

Those who possess the technical qualifications (Proficient) and not possessing minimum general educational qualification.

**Explanation.**—A recognised school shall mean a school maintained by or opened with the sanction of the State Government or to which recognition has been accorded under the Tamil Nadu Educational Rules.

## SECTION 4 — THE TAMIL NADU COMMERCIAL TAXES SUBORDINATE SERVICE.

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

### Category 1

Commercial Tax Officers including the Managers in the office of the Sales Tax Appellate Tribunal and in the offices of the Deputy Commissioner (Commercial Taxes), Assistant State Representative and Superintendent in the category of Commercial Tax Officer in the office of the Commissioner of Commercial Taxes.

### Category 2

Deputy Commercial Tax Officer including Superintendent in the offices of the Assistant Commissioner and Commercial Tax Officer of an assessment circle and Superintendent in the category of Deputy Commercial Tax Officer in the office of the Commissioner of Commercial Taxes.

**2. Appointment.**—(a) Appointment to the categories in the service shall be made as follows:-

### Category 1

Commercial Tax Officers.	Promotion from Deputy Commercial Tax Officers or recruitment by transfer from among persons who have served as Superintendents or as Assistant Section Officers with ten years of regular service in that cadre, as the case may be in the office of the Sales Tax Appellate Tribunal, Chennai or in the Office of the Commissioner of Commercial Taxes or in the Departments of Secretariat coming under one unit.
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### Category 2

Deputy Commercial Tax Officers	Recruitment by transfer from among the Assistants and Gujarathi – knowing Assistants of the Tamil Nadu Ministerial Service in the Commercial Taxes Department including the office of the Commissioner of Commercial Taxes, Assistants of the Tamil Nadu Ministerial Service in the office of the Tamil Nadu Sales Tax Appellate Tribunal and Assistant Section Officers in the departments of Secretariat coming under one unit; and direct recruitment.
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(b) (i) 33-1/3 percent of the substantive vacancies in the category of Deputy Commercial Tax Officers shall be filled in or reserved to be filled in by direct recruitment.

(ii) The remaining 66-2/3 percent of such substantive vacancies shall be filled in by confirmation of persons recruited by recruitment by transfer.

(iii) Omitted.

Provided that to the extent possible the ten percentage of the substantive vacancies so reserved shall be filled in the ratio of 1:1 between the persons recruited from the Departments of Secretariat and the persons recruited from the offices of the Commissioner of Commercial Taxes and the Tamil Nadu Sales Tax Appellate Tribunal combined together and in the cyclical order, namely:-

1st vacancy	Secretariat group
2nd vacancy	The other group
3rd vacancy	Secretariat group
4th vacancy	The other group; and so on.

Provided further that surplus vacancies, if any, shall be initially transferred from one group to the other and when no candidates are available in both the groups, the transfer of the surplus vacancies shall be made to the 90% division pool.

**3.List of approved candidates.—**(a) Appointment of Commercial Tax Officer by promotion or recruitment by transfer and Deputy Commercial Tax Officer by direct recruitment or recruitment by transfer shall be made from the lists of approved candidates prepared by the Commissioner of Commercial Taxes or the Tamil Nadu Public Service Commission as the case may be. Subject to availability of vacancies for the year, Commissioner of Commercial Taxes shall prepare lists of approved candidates for appointment to the posts of Commercial Tax Officer and Deputy Commercial Tax Officer. The lists to be prepared by the Commissioner of Commercial Taxes in respect of each of those two categories of posts shall be –

- (i) Lists of approved candidates for appointment by recruitment by transfer from the members of the Tamil Nadu Secretariat Service, members of the Tamil Nadu Ministerial Service employed in the Office of the Commissioner of Commercial Taxes or the Tamil Nadu Sales Tax Appellate Tribunal. For the purpose of these lists, the claims of all the persons in the concerned category shall be scrutinized in one unit; and
- (ii) List of candidates selected by the Commissioner of Commercial Taxes for appointment other than those selected for recruitment by transfer from the members of the Tamil Nadu Secretariat Service, Office of the Commissioner of Commercial Taxes and the Tamil Nadu Sales Tax Appellate Tribunal.
- (iii) These lists shall be prepared by the Commissioner of Commercial Taxes for the State as a whole in respect of each category. He shall then arrange the names of the persons in the following order:-
  - (1) First, the members of the Tamil Nadu Secretariat Service and/or members of the Tamil Nadu Ministerial Service employed in the Office of the Commissioner of Commercial Taxes and/or in the Sales Tax Appellate Tribunal included in the list drawn under clause (i) of sub-rule (a) of rule 3 and in the order of the preference decided by him.
  - (2) Next, other candidates included in the list drawn under clause (ii) of sub-rule (a) of rule 3 in the order of preference decided by him.

(b) Omitted.

- (c) (i) Proposals for inclusion of names in the lists of approved candidates for the posts of Deputy Commercial Tax Officers and Commercial Tax Officers shall be sent to the Commissioner of Commercial Taxes by Joint Commissioners of Commercial Taxes, the Commercial Taxes and Registration Department of the Secretariat and the Chairman, Tamil Nadu Sales Tax Appellate Tribunal, Chennai. Candidates, who possess the respective qualifications specified in column (3) of the Annexure for appointment as Commercial Tax Officers and Deputy Commercial Tax Officers on the 1<sup>st</sup> March of the year in which the report to the Commissioner of Commercial Taxes about their fitness for such inclusion becomes due are alone eligible for inclusion in the list. The Commissioner of Commercial Taxes shall scrutinize the proposals and prepare separate lists as laid down in sub-rule (a). When preparing the lists, the Commissioner of Commercial Taxes shall arrange the names approved by him for appointment as Commercial Tax Officers or Deputy Commercial Tax Officers, as the case may be, in the order of preference decided by him which shall be based on merits and ability, seniority being considered only

where merit and ability are approximately equal. The lists so prepared shall be displayed in the Office notice board of the office of the Commissioner of Commercial Taxes on the same or very next day of the order and immediately thereafter in the Office of the Joint Commissioners (Commercial Taxes). The lists should be communicated to all persons concerned that is to those in the lists as well as all persons senior to the junior most person included in the lists whose names have not been included in the lists, by registered post.

(ii) Before preparing the lists of any category relating to any year, the Commissioner of Commercial Taxes shall estimate the number of persons who are likely to be recruited by promotion and/or by transfer to that category between the 1st March of that year and the 28th/29th February of the next year. Ten percent of vacancies in each category shall be reserved for the appointment of the persons recruited from the Offices of the Commissioner of Commercial Taxes and Sales Tax Appellate Tribunal and the Departments of the Secretariat coming under one unit.

(d) Omitted.

(e) Omitted.

**4. Unit officer and appointing authority.**—For the purpose of appointment, transfers and postings, etc., to the categories of Deputy Commercial Tax Officers and Commercial Tax Officers, the State shall be the unit. The Commissioner of Commercial Taxes shall be the unit officer and the appointing authority in respect of the categories of Deputy Commercial Tax Officers and Commercial Tax Officers. He shall allot persons to the divisions for posting.

**5. Reservation of appointment.**—Subject to the provision of sub-rule (a) of rule 3, the rule of reservation of appointment (General rule 22) shall apply separately at the time of selection by direct recruitment and at the time of selection for inclusion in the list of Deputy Commercial Tax Officers for appointment by recruitment by transfer.

**5A.** Omitted.

**6. Qualification.**—(a) Omitted.

(b) No persons shall be eligible for appointment as Deputy Commercial Tax Officer by direct recruitment if he has completed or will complete the age of 30 years on the first day of July of the year in which the selection for appointment is made and in case he holds a degree in Law, age of 32 years on that date:

Provided that notwithstanding anything contained in General rule 12(d), a candidate belonging to any of the Scheduled Castes, Scheduled Tribes, Most Backward Classes / Denotified Communities or Backward Classes shall be eligible for such appointment, if on the said date he has not completed or will not complete the age of 35 years.

(c) Omitted.

(d) No person shall be eligible for appointment to the category specified in column (1) of the Annexure by the method specified in the corresponding entry in column (2) thereof unless he possess the qualifications specified in the corresponding entry in column (3) of the said Annexure:

Provided that where a pass in the special test in Tamil Nadu Government Office Manual has been prescribed as a qualification for appointment to any of the categories, every person who has passed the Department Test in Commercial Taxes Acts, Part II at the examination held in November 1968, or earlier, or who has passed the Revenue Test, Part I at the examination held in November 1969 or earlier shall not be required to pass the Special Test in Tamil Nadu Government Office Manual.

**7.Training.**—(a) Every persons selected for appointment as Deputy Commercial Tax Officer by direct recruitment or by recruitment by transfer from the Tamil Nadu Ministerial Service or from the Tamil Nadu Secretariat Service, shall undergo such training as may from time to time be prescribed by the State Government or the office of the Commissioner of Commercial Taxes before he is appointed as Deputy Commercial Tax Officer:

Provided that in the case of persons appointed temporarily as Deputy Commercial Tax Officer and who have acted as such for a continuous period of three months or more, the training prescribed above shall be dispensed with, when they are appointed as Deputy Commercial Tax Officers regularly.

(aa)Every person selected for appointments as Commercial Tax Officer recruitment by transfer from the Tamil Nadu Ministerial Service in the Office of the Commissioner of Commercial Taxes and the Tamil Nadu Sales Tax Appellate Tribunal and from the Tamil Nadu General Service in the Secretariat shall undergo such training as Deputy Commercial Tax Officer as may from time to time, be prescribed by the Government or the Commissioner of Commercial Taxes before he is appointed as Commercial Tax Officer.

(b) A person recruited direct shall draw pay at the minimum in the time scale of pay applicable to the post from the day he joins the training. A person recruited by transfer will draw the pay in the time scale applicable to the post according to F.R. 22.

(c) The period of training will count for increment and probation:

Provided that in respect of a person recruited by recruitment by transfer from the Tamil Nadu Ministerial Service and the Tamil Nadu Secretariat Service or any other service, the period of training shall count for increment in the post in which he would have acted in his present department but for his training as Deputy Commercial Tax Officer.

**8.Probation.**—Every person appointed to either category shall be on probation for a total period of two years on duty within a continuous period of three years. The probation shall commence in the case of person required to undergo a period of training, from the day on which such person joins the course of training and in the case of others from the day on which they join in the category.

**9.Tests.**—A probationer appointed by direct recruitment shall pass the following examination and tests within the period of his training and probation:-

(1)A pass or diploma in the Accountancy Examination conducted by the institute of Chartered Accountants or a pass in the Accountancy Examination by the Lower Grade conducted by the Board of Examination, Tamil Nadu or any equivalent examination that may be prescribed in that behalf by the State Government:

Provided that a person who has passed the Commercial Book-keeping of the Local Fund Audit Department Test conducted by the Tamil Nadu Public Service Commission in the Examinations held upto and inclusive of May 1983 or the Government Technical Examination in Book-Keeping by the Lower Grade shall be deemed to have possessed the above qualification.

(2) The Account Test for Subordinate Officers, Part I

(3) Departmental Test in Commercial Taxes Acts, Part I; II and III.

(4) The Tamil Nadu Government Office Manual Test :

Provided that a person who has passed the Departmental Test in Commercial Taxes Acts Part II at the examination held in November, 1968 or earlier, or who has passed the Revenue Test, Part I at the examination held in November 1969, or earlier, shall not be required to pass the special test in Tamil Nadu Government Office Manual.

**10.Omitted.**

**11.Promotion.**—No Deputy Commercial Tax Officer shall be eligible for promotion as Commercial Tax Officer, unless he has completed probation as Deputy Commercial Tax Officer and his name has been included in the list of candidates approved by the Commissioner of Commercial Taxes under rule 3(a) as suitable for such promotion.

**12.Transfers and postings.**—(a) Subject to the powers vested with the Commissioner of Commercial Taxes, a Joint Commissioner shall transfer and post Commercial Tax Officers and Deputy Commercial Tax Officers within his jurisdiction;

(b) Notwithstanding anything contained in these rules, the posting of the Manager in the Office of the Tamil Nadu Sales Tax Appellate Tribunal shall be made by the Chairman, Tamil Nadu Sales Tax Appellate Tribunal, Chennai in consultation with the Commissioner of Commercial Taxes.

**13.Savings.**—(a)Notwithstanding anything contained in these rules, the recruitment by transfer of persons from Secretariat as Deputy Commercial Tax Officers and Commercial Tax Officers for the year 1982 in accordance with the then existing rules, shall not be affected by the amendment to these rules dispensing with the qualification of two years service dealing with "Commercial Taxes Subject" in Revenue or Commercial Taxes and Registration Department of the Secretariat.

(b)Notwithstanding anything contained in these rules, the benefits and privileges enjoyed by the persons employed in the erstwhile Board of Revenue (Commercial Taxes) before its abolition shall apply to those employed in the office of the Commissioner of Commercial Taxes.

(c)Notwithstanding anything contained in these rules, the recruitment by transfer of persons from the Departments of Secretariat as Deputy Commercial Tax Officers and Commercial Tax Officers from the years 1983 to 1989 in accordance with the then existing rules, shall not be affected by the amendment to these rules prescribing the qualification of two years working knowledge in Commercial Taxes Acts and Rules in the Commercial Taxes wing of the Commercial Taxes and Registration Department.

#### ANNEXURE

[referred to in rule 6 (d)]

Category	Method of appointment	Qualification
(1)	(2)	(3)
1. Commercial Tax Officer	Promotion	(a) Must be an approved probationer in the category of Deputy Commercial Tax Officers. (aa) Must have served as a Deputy Commercial Tax Officer and must have experience in assessment work in assessment circle for a period of not less than two years excluding the period spent on unearned leave and extraordinary leave on loss of pay. (b) Must have passed the following examinations and tests:- (i) A pass or diploma in the Accountancy Examination conducted by the Institute of Chartered Accountants, or a pass in the Accountancy Examination by the Lower Grade conducted by the Board of Examination, Tamil Nadu or any equivalent examination that may be prescribed in that behalf by the State Government:



Provided that a person who has passed the Commercial Book-keeping of the Local Fund Audit Department Test conducted by the Tamil Nadu Public Service Commission in the Examination held upto and inclusive of May 1983 or the Government Technical Examination in Book-keeping by the Lower Grade shall be deemed to have possessed the above qualification.

- (ii) The Account Test for subordinate Officers, Part I.
- (iii) Departmental Test in Commercial Taxes Acts, Part I, II and III.
- (iv) Tamil Nadu Government Office Manual.

Recruitment by transfer from Superintendents in the Office of the Commissioner of Commercial Taxes, Tamil Nadu Sales Tax Appellate Tribunal and Assistant Section Officers in the Departments of Secretariat under one unit who have rendered ten years of regular service in that cadre.

- (a) Service of not less than eight years of duty in all including a minimum service of two years on duty as Superintendent within a continuous period of three years in the office of the Commissioner of Commercial Taxes or in the Tamil Nadu Sales Tax Appellate Tribunal; service of not less than ten years in all as Assistant Section Officer in regular service in the departments of Secretariat under one unit including a minimum service of two years as Assistant Section Officer in the Commercial Taxes wing of the Commercial Taxes and Registration Department; and

- (b) Must have passed the following examinations and tests:-

- (i) A pass of diploma in the Accountancy Examination conducted by the Institute of Chartered Accountants, or a pass in the Accountancy Examination by the Lower Grade conducted by the Board of Examination, Tamil Nadu or any equivalent examination that may be prescribed in that behalf by the State Government:

Provided that a person who has passed the Commercial Book-keeping of the Local Fund Audit Department Test conducted by the Tamil Nadu Public Service Commission in the Examination held upto and inclusive of May 1983 or the Government Technical Examination in Book-keeping by the Lower Grade shall be deemed to have possessed the above qualification.

- (ii) The Account Test for subordinate Officers, Part I.
- (iii) Departmental Test in Commercial Taxes Acts, Part I, II and III.
- (iv) Tamil Nadu Government Office Manual.

2. Deputy  
Commercial  
Tax Officer

Direct recruitment

Must possess the degree of B.A., B.Sc., or B.Com:

Provided that, other things being equal, preference shall be given firstly to the candidates who hold a degree both in Commerce and Law together with a diploma in Taxation Law; secondly to those who hold a degree in Commerce and Law; thirdly to those who hold a degree either in Commerce or Law together with a diploma in 'Taxation Laws', fourthly to those who hold a degree in commerce; fifthly to those who hold a degree in Law and lastly to those who hold a diploma in Commerce:

Provided further that other things being equal, preference shall be given to released Emergency Commissioned Officers /Released short service – Regular Commissioned Officers/Other Ex-servicemen in selection for appointment as Deputy Commercial Tax Officer.

Recruitment by transfer from among the Assistants in the Tamil Nadu Ministerial Service and Assistant Section Officers in the Departments of Secretariat.

- (a) Service of not less than eight years of duty in all in the Tamil Nadu Ministerial Service (excluding periods spent on unearned leave and extraordinary leave) including a minimum service of two years on duty as Assistant in the Commercial Taxes Department including the office of the Commissioner of Commercial Taxes or in the office of the Tamil Nadu Sales Tax Appellate Tribunal or service of not less than eight years in all in the Tamil Nadu Secretariat Service (excluding periods spent on unearned leave and extraordinary leave) including two years of working knowledge in the Commercial Taxes Acts and the rules made there under by virtue of duty as Assistant Section Officer in the Commercial Taxes wing of the Commercial Taxes and Registration Department.
- (b) Must possess the minimum general educational qualification or to be deemed to possess such qualification with reference to rule 12(a) of the General rules and must have passed the following Examinations and Tests:-
- (i) A pass or diploma in the Accountancy Examination conducted by the Institute of Chartered Accountants, or a pass in the Accountancy Examination by

the Lower Grade conducted by the Board of Examination, Tamil Nadu or any equivalent examination that may be prescribed in that behalf by the State Government:

Provided that a person who has passed the Commercial Book-keeping of the Local Fund Audit Department Test conducted by the Tamil Nadu Public Service Commission in the Examination held upto and inclusive of May 1983 or the Government Technical Examination in Book-keeping by the Lower Grade shall be deemed to have possessed the above qualification.

- (ii) The Account Test for subordinate Officers, Part I.
- (iii) Departmental Test in Commercial Taxes Acts, Part I, II and III.
- (iv) Tamil Nadu Government Office Manual:

Provided further that in the case of graduates, services of not less than six years in all (excluding periods spent on unearned leave and extraordinary leave) shall be sufficient:

Provided also that in the case of Junior Assistants, Typists and Steno-typists appointed in the Commercial Taxes Department by transfer from other Departments, service of not less than eight years in all (excluding the periods spent on unearned leave and extraordinary leave) including a minimum service of two years on duty as Assistant shall be necessary.

**Explanation.**—For the purpose of the selection relative rank in the next category below, viz., in the category of Assistant and Gujarathi knowing Assistant shall alone be considered.

## SECTION 5 — THE TAMIL NADU CO-OPERATIVE SUBORDINATE SERVICE.

**1. Constitution.**—The Service shall consist of the following categories of officers, namely:-

- (i) Co-operative Sub-Registrars.
- (ii) Senior Inspectors.
- (iii) Junior Inspectors.

**2. Appointment.**—(a) Appointment to the several categories shall be made as follows:-

Category (1)	Method of appointment (2)
1. Co-operative Sub-Registrars.	Promotion from Senior Inspectors.
2. Senior Inspectors.	(1)Promotion from Junior Inspectors; or (2)Promotion from Computers; or (3)Direct recruitment.
3. Junior Inspectors.	(1)Direct recruitment ; or (2)Recruitment by transfer from Junior Assistants, Typists and Steno-typists employed in the Co-operative Department; or (3)For special reasons, recruitment by transfer from Junior Assistants in any other department or from any service other than the Tamil Nadu Ministerial Service.

**Note.**—The Rural Welfare Officers appointed as Junior Inspectors shall be absorbed in vacancies reserved to be filled by direct recruitment according to their seniority as Rural Welfare Officers.

(b)Of the total number of posts of Junior Inspectors to be filled by direct recruitment, 15 per cent shall be reserved to be filled by Supervisors of Co-operative Societies and other non-official employees of Co-operative Institutions who possess the qualifications prescribed in the table under rule 7. These posts shall, however, be filled up by outsiders when qualified Supervisors of Co-operative Societies and other non-official employees of Co-operative Institutions are not available.

**Explanation.**—For the purpose of these rules "Other non-official employees of Co-operative Institutions" shall mean Inspectors performing duties similar to that of Supervisors of Co-operative Societies, and Accountants including Ledger Clerks and Clerks, and Secretaries and Managers in Co-operative Institutions.

(c) Subject to the provision of sub-rule (b) of rule 5, all promotions to the categories of Co-operative Sub-Registrars and Senior Inspectors shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

**2A.Unit for recruitment, discharge, etc.**—For the purpose of recruitment, seniority, reservation of appointments, probation, discharge/reversion for want of vacancies and re-appointment of probationers and approved probationers in the categories of Co-operative Sub-Registrars, Senior Inspectors and Junior Inspectors, the entire State shall be considered as one unit.

**2B.Crucial date for appointment to the posts in the service.**—For the purpose of drawing up of the annual list of approved candidates for appointment to the post by recruitment by transfer or

promotion the crucial date on which the candidates should possess the prescribed qualifications shall be the 1st May of each year.

**3. Appointing authority.**—The appointing authorities for the categories mentioned in column (1) of the table below shall be the authorities specified in the corresponding entry in column (2) thereof:-

TABLE	
Category (1)	Appointing authority (2)
1. Co-operative Sub-Registrars	Joint Registrar of Co-operative Societies.
2. Senior Inspectors-	
(i) in the office of the Registrar of Co-operative Societies	Deputy Registrar of Co-operative Societies working as Personal Assistant to the Registrar of Co-operative Societies except for appointment as full members for which the competent authority shall be the Joint Registrar of Co-operative Societies.
(ii) in the offices other than that of the Registrar of Co-operative Societies.	Deputy Registrar of Co-operative Societies concerned except for appointment as full members for which the competent authority shall be Joint Registrar of Co-operative Societies.
3. Junior Inspectors –	
(i) in the office of the Registrar of Co-operative Societies.	Deputy Registrar of Co-operative Societies working as Personal Assistant to the Registrar of Co-operative Societies, except for appointment as full members for which the competent authority shall be the Joint Registrar of Co-operative Societies.
(ii) elsewhere than in the office of the Registrar of Co-operative Societies.	Deputy Registrar concerned, except for appointment as full members for which the competent authority shall be the Joint Registrar of Co-operative Societies.

**4. Reservation of appointments.**—The rule of reservation of appointments (General rule 22) shall apply to the appointment of Senior Inspectors and Junior Inspectors by direct recruitment.

**5. List of approved candidates.**—(a)(i) Appointments by promotion to the category of Co-operative Sub-Registrars shall be made from among Senior Inspectors whose names have been included in a list of candidates arranged in the order of preference and approved by the Registrar of Co-operative Societies, to be suitable for such promotion as indicated therein.

(ii) The list of Senior Inspectors fit for promotion as Co-operative Sub-Registrars shall be prepared by the Registrar of Co-operative Societies and shall be published in the Tamil Nadu Government Gazette. The list shall be prepared based on an estimate of vacancies likely to arise during the period between the 1st September of that year and the 31st August of the next year taking into account (a) the anticipated sanction of new posts, (b) vacancies arising on account of retirement, anticipated promotion etc., and (c) number of deputation posts anticipated. The list of

approved candidates so prepared shall be in force for a period of one year only namely up to the period for which the estimate of vacancies has been made (from 1st September of a year to the 31st August of the next year). The list will lapse at the end of the year (namely by 31st August). The candidates whose names were included in the previous list but were not promoted, shall be considered, if eligible for inclusion in the list for the next year, along with their seniors, if any, whose names were not included in the previous list either because they were found not suitable or because they were not technically qualified when the previous list was drawn up. For preparing the list it shall be sufficient to consider the claims of all those candidates senior to the junior most candidate proposed for inclusion in the list.

(iii) Any person who is qualified for inclusion in the list of approved candidates and who is senior in the category from which selection has been made to any person whose name the Registrar of Co-operative Societies has included in the list or who is aggrieved by the rank assigned to him by the Registrar of Co-operative Societies in the list shall be entitled to appeal to the State Government within one month from the date of publication in the Tamil Nadu Government Gazette of the list approved by the Registrar of Co-operative Societies.

(iv) While disposing of the appeal, the State Government shall assign a suitable rank in the list approved by the Registrar of Co-operative Societies to the person whose name the State Government have ordered to be included on such appeal.

(b) (i) Appointments by promotion to the category of Senior Inspectors shall be made from among Junior Inspectors and Computers in the Co-operative Department whose names have been included in a list of persons approved by the Joint Registrar of Co-operative Societies in-charge of "Establishment" in the office of the Registrar of Co-operative Societies as suitable for such promotion in the order of preference indicated therein. In indicating the order of preference in the list, the length of service rendered in the category of junior Inspectors or Computers as the case may be, shall be taken into account.

(ii) The list of Junior Inspectors/ Computers fit for promotion as Senior Inspectors shall be prepared and shall be published in the Tamil Nadu Government Gazette. The list shall be prepared based on an estimate of vacancies likely to arise during the period between 1st September of that year and the 31st August of the next year taking into account (a) the anticipated sanction of new posts and (b) vacancies arising on account of retirement and anticipated promotion etc. The list of approved candidates so prepared shall be in force for a period of one year only namely up to the period for which the estimate of vacancies has been made (from 1st September of a year to 31st August of the next year). The list will lapse at the end of the year (namely by 31st August). The candidates whose names were included in previous list but were not promoted shall be considered, if eligible for inclusion in the list for the next year, along with their seniors, if any, whose names were not included in the previous list either because they were found not suitable or because they were not technically qualified when the previous list was drawn up. For preparing the list, it shall be sufficient to consider the claims of all those candidates senior to the junior most candidates proposed for inclusion in the list.

(iii) Any person who is qualified for inclusion in the list of approved candidates and who is senior in the category from which selection has been made, to any person whose name the Joint Registrar of Co-operative Societies, has included in the list or who is aggrieved by the rank assigned to him by the Joint Registrar of Co-operative Societies in the list shall be entitled to appeal to the Registrar of Co-operative Societies within one month from the date of publication, in the Tamil Nadu Government Gazette, of the list approved by the Joint Registrar of Co-operative Societies.

(iv) While disposing of the appeal, the Registrar of Co-operative Societies shall assign a suitable rank in the list approved by the Joint Registrar of Co-operative Societies to the person whose name the Registrar of Co-operative Societies has ordered to be included on such appeal.

(c) Omitted.

(d) Omitted.

**6. Qualification regarding age.—**(a) Omitted.

(b) A candidate for direct recruitment as Senior Inspector must not have completed 30 years of age on the first day of July of the year in which the selection is made.

(c) A candidate for direct recruitment as Junior Inspector must not on the first day of July of the year in which the selection is made has completed —

- (i) the age of 30 years;
- (ii) the age of 32 years, if he is a Supervisor of Co-operative Societies or a non-official employee of a Co-operative Institution, possessing the qualification prescribed for them in the table under rule 7;
- (iii) the age of 40 years, if he is a war service candidate and has undergone a course of training for nine months in one of the Co-operative Training Institutes in the State and has passed the examination in Co-operation, Auditing, Banking and Book-keeping conducted by the Tamil Nadu Co-operative Union:

Provided that the age limits aforesaid shall be 35 years, 37 years and 45 years respectively in so far as the members of the Scheduled Caste and Scheduled Tribes are concerned.

**7. Other qualifications.—**No person shall be eligible for appointment to the category and by the method specified in columns (1) and (2) of the table below unless he possesses the qualifications specified in the corresponding entry in column (3) thereof:-

TABLE

Category (1)	Method (2)	Qualification (3)
1. Co-operative Sub-Registrars	Promotion	<p>The Senior Inspectors to be promoted —</p> <p>(i) Must possess the minimum general educational qualification specified in Schedule I to the General rules for the Tamil Nadu State and Subordinate Services; or</p> <p>Must have obtained the certificate of eligibility for college course of studies in the Madras, Madurai and Annamalai Universities issued by the Board of Secondary Education; or by any other competent authority;</p> <p>(ii) Must have passed.—</p> <p>(a) the examinations in Co-operation, Auditing, Banking and Book-keeping conducted by Central Co-operative Institute or the Tamil Nadu Public Service Commission;</p> <p>(b) the Account Test for subordinate Officers, Part I; and</p> <p>(c) the Tamil Nadu Government Office Manual Test.</p> <p>(d) Must have put in a minimum period of three years of service as Senior Inspector of Co-operative Societies including the period of probation, periods spent on foreign service or on deputation, but excluding the period of training and periods spent on leave, suspension; etc.</p>

## 2. Senior Inspectors (a) Promotion

(1)The Junior Inspector or the Computer to be promoted —

(i)Must possess the minimum general educational qualification specified in Schedule I to the General rules for the Tamil Nadu State and Subordinate Services; or

Must have obtained a certificate of eligibility for college course of studies in the Madras, Madurai and Annamalai Universities issued by the Board of Secondary Education or by any other competent authority;

(ii)Must have passed the examinations in Co-operation, Auditing, Banking and Book-keeping conducted by the Central Co-operative Institute ; or the Tamil Nadu Public Service Commission;

(iii)Must have passed the Tamil Nadu Government Office Manual Test; and

(iv)Must have put in a minimum period of one year of service as Junior Inspector including the period of probation, periods spent on foreign service or on deputation but excluding the period of training and periods spent on leave, suspension; etc.

(2)The Computer must have, in addition, put in a service of not less than four years on duty as computer exclusive of the period spent in undergoing the prescribed training.

## (b) Direct recruitment

(a)A degree of any University or Institution recognised by the UGC or other educational institutions established by an Act of Parliament or declared to be deemed as university under section 3 of UGC Act, 1956.

(b)A diploma in Rural Services awarded by the National Council of Rural Higher Education; or

(c)A diploma of Associate member of the institute of Chartered Accountants:

Provided that, other things being equal, preference shall be given to the candidates possessing such qualification and in such order, as specified below:-



- (i) M.A. degree in Co-operation; or  
(ii) M.Com., degree with Co-operation as one of the subjects, or  
(iii) B.A. degree in Co-operation; or  
(iv) Higher diploma in Co-operative Management awarded by the Natesan Institute of Co-operative Management, Chennai or Institute of Co-operative Management, Madurai, or  
(v) Diploma in Co-operative Business Management awarded by the Vaikunta Mehta National Institute of Co-operative Management, Pune.
3. Junior Inspectors (a) Direct recruitment or recruitment by transfer other than from Clerks and Typists employed in the Co-operative Department
- (i) In the case of candidates who are members of the Scheduled Castes or Scheduled Tribes or of Backward Classes, the minimum general educational qualification specified in Schedule-I to the General rules for the Tamil Nadu State and Subordinate Services; or the certificate of eligibility for College course of studies in the Madras, Madurai and Annamalai Universities issued by the Board of Secondary Education or by any other competent authority.
- (ii) In the case of candidates belonging to any other community, a pass in the Intermediate Examination or a pass in the Pre-University Examination of any University or Institutions recognised by the University Grants Commission for the purpose of its financial grant:  
Provided that other things being equal, preference shall be given to the candidates possessing such qualifications and in such order as specified below :-
- (i) A degree in Commerce; or  
(ii) Higher diploma in Co-operative Management awarded by the Natesan Institute of Co-operative Management, Chennai or Institute of Co-operative Management, Madurai.
- (iii) In the case of Supervisors of Co-operative Societies and other non-official employees of Co-operative Institutions, the following qualifications:-
- (1) The minimum general educational qualification specified in Schedule I to the General rules for the Tamil Nadu State and Subordinate Services; or the certificate of eligibility for College course of studies in the Madras, Madurai and Annamalai

Universities issued by the Board of Secondary Education or by any other competent authority.

- (2) A course of training in any of the Co-operative Training Institutes in the State and a pass in the Examinations in Co-operation, Auditing, Banking and Book-keeping conducted by the Tamil Nadu Co-operative Union; and
- (3) Service of at least five years as a Supervisor or other non-official employee of Co-operative Societies.

(b) Recruitment by transfer from Junior Assistants, Typists/ Steno-Typists employed in the Co-operative Department.

Junior Assistants, Typists, Steno-typists employed in the Co-operative Department who possess the following qualifications and who are certified by the Joint Registrar of Co-operative Societies as suitable, shall be eligible for appointment as Junior Inspectors of Co-operative Societies. On appointment as Junior Inspector of Co-operative Societies they shall be deputed to undergo the course of instruction and practical training prescribed in rule 10.

- (i) Minimum general educational qualification specified in Schedule I to the General rules for the Tamil Nadu State and Subordinate Services; or the certificate with eligibility for admission to the Higher Secondary course; and

- (ii) A Pass in the Tamil Nadu Government Office Manual Test:

Provided that no Junior Assistant shall be eligible for appointment as Junior Inspector of Co-operative Societies, unless he has put in not less than two years on duty as Junior Assistant in the Co-operative Department and in the case of persons who were appointed to the post of Junior Assistant by transfer from the post of Typist, the total service in the Co-operative Department in both the categories shall not be less than three years on duty:

Provided further that no Typist/Steno-Typist shall be eligible for appointment as Junior Inspector of Co-operative Societies unless he has put in not less than three years on duty as Typist/Steno-typist in the Co-operative Department.

**Note.**—(1) For purpose of recruitment, the corresponding degree or diploma granted by any University or Institution recognised by the University Grants Commission for the purpose of its grant shall also be recognised.

(2) The rule requiring the possession of the minimum general educational qualification for promotion to the posts of Senior Inspectors and Co-operative Sub-Registrars shall not apply to those who were members of the Tamil Nadu Co-operative Subordinate Service on 10th May 1962.

**8.Special provision for tests.**—For the purposes of these rules, a person who has passed the examinations specified in column(1) of the table below shall be deemed to have passed the examination conducted by the Central Co-operative Institute, Chennai or by the Tamil Nadu Public Service Commission in the subject specified in the corresponding entry in column (2) thereof:-

TABLE

Examination  (1)	Deemed to have passed the Examination conducted by the Central Co-operative Institute, Chennai or by the Tamil Nadu Public Service Commission.  (2)
1. Government Technical Examination in –  Book-keeping (Lower Grade) Banking (Lower Grade) Accountancy (Lower Grade)	Book-keeping. Banking. Book-keeping.
2. Omitted.	
3. B.Com. or B.Com (Hons) or M.Com. degree of any University or Institution recognised by the University Grants Commission for the purpose of its grant.	Book-keeping.
4. (a)B.Com.(Hons) degree of the Madras or Annamalai University with Co-operation as one of the subjects.  (b)M.Com degree of the Madras, Madurai or Annamalai University with Co-operation as one of the subjects.	Co-operation, Auditing. Banking and Book-keeping.  Co-operation and Book-keeping.
5. A pass in the Accountancy and General commercial knowledge of the Intermediate Examination of the Andhra University.	Book-keeping.
6. A pass in the G.D.A. or R.A. or ACA diploma Final Examination.	Book-keeping and Auditing.
7. A pass in the examination for the certified Associate-ship of the Indian Institute of Bankers.	Book-keeping.
8. A pass in the Elements of Commerce and Accountancy in the Intermediate Examination of the Madras University.	Book-keeping.

9.	A pass in the Government Technical Examination in Accountancy (Lower Grade).	Book-keeping.
10.	Post graduate diploma in Agricultural Economics and Co-operation awarded by the National Council for Rural Higher Education.	Co-operation, Auditing, Banking and Book-keeping.
11.	M.A. (Co-operation) or B.A. (Co-operation)	Co-operation and Book-keeping.
12.	A pass in the elements of Commerce in the Higher Secondary Examination conducted by the Board of Higher Secondary Examination, Tamil Nadu.	Book-keeping.

**9. Probation.**—Every person appointed to the category specified in column (1) of the table below shall be on probation for the period specified in the corresponding entries in column (2) thereof:-

TABLE

Category (1)	Period of probation (2)
(1) Omitted.	
(2) Senior Inspectors appointed by direct recruitment.	Total period of two years on duty within a continuous period of three years.
(3) Junior Inspectors appointed by direct recruitment or by recruitment by transfer from the category of Junior Assistants, or Typists / Steno-Typists in the Co-operative Department.	Total period of two years on duty within a continuous period of three years. The probation period in the category of Junior Inspector of Co-operative Societies shall commence from the date of undergoing the said course of instruction and training.

**Explanation.**—(1) Junior Inspector recruited from members of the Tamil Nadu Ministerial Service in the Co-operative Department who commenced probation before the introduction of this rule shall be required to undergo probation only for one year on duty within a continuous period of two years.

(2) The periods of training (both instruction and practical) shall also count towards probation.

**10. Training.**—(a) Members of the service referred to in column (1) of the table below shall undergo the training referred to in the corresponding entries in column (2) thereof:-

TABLE

(1)	(2)
1. Omitted.	
2. Senior Inspectors appointed by direct recruitment.	Training in General Basic course at any one of the Institutes of Co-operative Management in Tamil Nadu, for 36 weeks and a pass in all the tests

conducted at the end of the training and the practical training in the Co-operative Department for 10 weeks within the period of probation. If they do not pass the said tests, their second and subsequent increments shall be stopped till they pass the said tests, but such stoppage shall not have the effect of postponing their future increments, after they have passed the said tests.

3. Junior Inspectors of Co-operative Societies appointed by direct recruitment or by recruitment by transfer from the Junior Assistants, or Typists/Steno-typists in the Co-operative Department.

A course of instructions in Co-operation, Auditing, Banking and Book-keeping for a period of nine months and a course of practical training for a period of three months at a Co-operative Training Institute in Tamil Nadu and a pass in all the tests conducted at the end of the training within the period of probation. If they do not pass the said tests, their second and subsequent increments shall be stopped till they pass the said tests, but such stoppage shall not have the effect of postponing their future increments, after they have passed the said tests:

Provided that persons appointed as Junior Inspectors by recruitment by transfer from the category of Junior Assistant or Typist / Steno-typist employed in the Co-operative Department, who have already undergone a course of training in Co-operation, Auditing, Banking and Book-keeping in any one of the Co-operative Training Institutes in the State of Tamil Nadu recognised by the Government of Tamil Nadu and have passed the examinations in those subjects conducted by the Tamil Nadu Co-operative Union need not undergo the course of instruction and training prescribed in this sub rule.

**Explanation.—**(1) Persons who hold the B.Com(Hons) or M.Com degree of the Madras or Annamalai University with Co-operation as one of the subjects appointed as Senior Inspectors need not undergo the course of instruction and training prescribed in this sub-rule.

(1A) Persons who hold the Post-graduate diploma in Agricultural Economics and Co-operation awarded by the National Council for Rural Higher Education need not undergo the course of training in the Co-operative institute or at any one of the Co-operative Training Institutes, in Tamil Nadu.

(1B) Persons who hold the M.A. (Co-operation) or B.A. (Co-operation) degree need not undergo the theoretical training i.e. Instruction class conducted for the candidates recruited through the Tamil Nadu Public Service Commission prescribed in this sub-rule.

(2) Persons selected for appointment by direct recruitment as Junior Inspectors and Senior Inspectors who have already undergone a course of training in Co-operation, Auditing, Banking, and Book-keeping in any of the Co-operative Training Institutes in Tamil Nadu recognised by the Government of Tamil Nadu and have passed the examinations in those subjects conducted by the Tamil Nadu Co-operative Union, need not undergo the course of instruction and training prescribed in the sub-rule.

(3) Junior Inspectors selected for appointment as Senior Inspectors by direct recruitment who have already undergone as Junior Inspectors the full course of instruction and training in any of the Co-operative Training Institutes in Tamil Nadu recognised by the Government of Tamil Nadu need not undergo the course of instruction and training prescribed for Senior Inspectors, in this sub-rule.

(b) The pay admissible to the Senior Inspector of Co-operative Societies, and Junior Inspector of Co-operative Societies appointed by direct recruitment, while undergoing the prescribed course of instruction and practical training shall be the minimum of the time scale applicable to the categories concerned in addition to the dearness allowance and other allowances admissible under the rules.

**Explanation.**—The periods of such course of instruction and practical training shall count for increment.

(c) and (d) Omitted.

(e) The pay of Junior Inspectors of Co-operative Societies appointed by recruitment by transfer from the categories of Junior Assistants or Typists/Steno-typists of the Co-operative Department on joining the prescribed course of instruction and practical training in a Co-operative Training Institute, shall be fixed in the category of Junior Inspector with reference to the provisions in the Fundamental Rules.

(f) Omitted.

(g) If for any reason whatsoever, including illness or any bodily infirmity, a person while undergoing the prescribed course of training at any one of the Co-operative Training Colleges in Tamil Nadu or the Central Co-operative Institute or any other Co-operative Training Institute, either leaves the College or the Institute without previous permission in writing, in that behalf of, the Principal or any other person in-charge of the College or the Institute or discontinues the course of training or absents himself from the College or Institute on account of leave of any kind, including casual leave on one or more occasions, for a total period exceeding one-tenth of the total number of working days of the course of training, he shall not be allowed to rejoin the said course of training and shall be deemed to have been discharged from service with effect from the date of such leaving the College or the Institute or the date on which he discontinues the course of training or the date on which his absence exceeded the aforesaid one-tenth of the total number of working days, as the case may be:

Provided that the Registrar of Co-operative Societies, Chennai may condone the short fall, if any, in the period of training, in respect of all the departmental candidates.

**11. Tests and examinations.**—(a) The following tests and examinations are prescribed for members of the service:-

Categories of officers (1)	Tests and examinations (2)	Conditions (3)
1. Omitted		
2. Senior Inspectors appointed by direct recruitment.	(1) Examinations in Co-operation, Auditing, Banking and Book-keeping conducted by the Central Co-operative Institute, Chennai, or the Tamil Nadu Public Service Commission; and  (2) Tamil Nadu Government Office Manual Test.	To be passed within the period of probation.
3. Junior Inspectors appointed by direct recruitment.	(1) Examinations in Co-operation, Auditing, Banking, and Book-keeping conducted by the Tamil Nadu Public Service Commission.	To be passed within a period of two years on duty.

(2) Tamil Nadu Government  
Office Manual Test

(4) Junior Inspectors appointed by transfer from Junior Assistant and Typists or Steno-typists employed in the Co-operative Department.	Examinations in Co-operation, Auditing, Banking and Book-keeping conducted by the Tamil Nadu Public Service Commission.	To be passed within a period of two years on duty.
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**Note.**—(1) (i) Senior Inspectors directly recruited from among Supervisors of Co-operative Societies and other non-official employees of Co-operative Institutions who possess the qualifications prescribed for them in the table under rule 7 of these rules.

(ii) who have undergone a course of training in any of the Co-operative Training Institutes in the State and possess a pass in the examinations in Co-operation, Auditing, Banking and Book-keeping conducted by the Tamil Nadu Co-operative Union; and

(iii) who have served at least for five years as Supervisors or other non-official employees of Co-operative Societies, need not however, pass the examinations in the same subjects conducted by the Central Co-operative Institute, Chennai, or by the Tamil Nadu Public Service Commission, Chennai.

**Note.**—(2) The following persons need not pass the examinations in Co-operation, Auditing, Banking and Book-keeping conducted by the Tamil Nadu Public Service Commission:-

(i) Junior Inspectors directly recruited from among war service candidates who have undergone a course of Training for nine months in one of the Co-operative Training Institutes in the State and have passed the examinations in Co-operation, Auditing, Banking and Book-keeping conducted by the Tamil Nadu Co-operative Union.

(ii) Junior Inspectors directly recruited from among the Supervisors of Co-operative Societies and from among other non-official employees of Co-operative Institutions who possess the qualifications prescribed for Junior Inspectors in item (iii) in column (3) against category 3 Junior Inspectors in the table under rule 7.

(iii) Junior Inspectors directly recruited or recruited by transfer from among the holders of the posts of Junior Assistants, Typists or Steno-typists of Co-operative Department, who -

(a) possess the minimum general educational qualification prescribed in the Schedule I to the General rules;

(b) have already undergone a course of training in any of the Co-operative Training Institutions in the State of Tamil Nadu and passed the examinations in Co-operation, Auditing, Banking and Book-keeping conducted by the Tamil Nadu Co-operative Union; and

(c) have put in a service of not less than five years as Supervisor or other non-official employees in the Co-operative Institutions or as Junior Assistant or Junior Inspector in the Co-operative Department or both in Co-operative Department and in the Co-operative Institutions put together :

Provided that the persons referred to in Note(1) and in items (ii) and (iii) of Note (2) above, recruited direct or recruited by transfer after the 1st July 1972 shall not be eligible for the exemption referred to in the said Notes and shall be required to pass the examinations prescribed in this sub-rule.

**Note.**—(3) The Junior Inspectors and Senior Inspectors who are in service on the 5th December 1975 shall not be required to pass the Tamil Nadu Government Office Manual Test in order to make themselves eligible for promotion as Senior Inspectors and Co-operative

Sub-Registrars, respectively, for a period of three years from 5th December 1975. But, on promotion they shall pass the said test within a period of six years from the date of their promotion. If they do not pass the said test within the said period, their increments shall be stopped till they pass the test, but such stoppage shall not have the effect of postponing their future increments, after they have passed the said test.

**Note.—**(4) The Senior Inspectors and Co-operative Sub-Registrars appointed by direct recruitment who are probationers in the respective categories on the 5th December, 1975 shall not be required to pass the Tamil Nadu Government Office Manual Test within the period specified in this sub-rule. They shall, however, pass the said test within a period of four years from 5th December 1975. If they do not pass the said test within the said period, their increments shall be stopped till they pass the said test but such stoppage shall not have the effect of postponing the future increments, after they have passed the said test; and

**Note.—**(5) The Junior Assistants and Typists or Steno-typists who were in service on 5th December 1975 shall not be required to pass the Tamil Nadu Government Office Manual Test in order to make themselves eligible for certification as fit for appointment as Junior Inspectors of Co-operative Societies for a period of three years from 5th December 1975. But, on certification as fit for appointment as Junior Inspectors of Co-operative Societies they shall pass the said test within a period of six years from the date of their appointment as Junior Inspectors. If they do not pass the said test within the said period, their increments shall be stopped till they pass the test, but such stoppage shall not have the effect of postponing their future increments, after they have passed the said test.

(b) A Junior Inspector who does not pass the examinations in Co-operation, Auditing, Banking and Book-keeping and the Tamil Nadu Government Office Manual Test as required under sub rule (a), shall not be entitled to appointment as full member of the service or for promotion as Senior Inspector unless and until he passes all the said examinations and test. But this will not operate as bar against declaration of completion of his probation.

This sub-rule shall not apply to Junior Inspector who had served in that category for a period of not less than 10 years and who was appointed as Senior Inspector during 1948.

**Note.—**The stoppage of increment under this clause shall be subject to the provisions of Fundamental Rule 31A.

**12. Bond.—**A person appointed to the service as Senior Inspector or Junior Inspector shall, before undergoing the course of training and instruction prescribed in rule 10, execute a bond in proper form with two sureties binding himself:-

- (i) to undergo the entire course of the said training and instruction;
- (ii) to serve in the Co-operative Department for a period of not less than five years after completion of training; and
- (iii) (a) in case he fails to fulfill either of the conditions mentioned in clause (i) and (ii) or in case his selection is cancelled due to his fault, to refund to the State Government, the total amount drawn by him as pay and allowances excluding Travelling Allowance during the course of training and instruction prescribed in rule 10; and  
(b) in case he fails to fulfill the condition mentioned in clause (ii) to refund to the State Government, the pay and allowances excluding Travelling Allowance drawn by him during the course of training and instruction prescribed in rule 10, in proportion to the period which falls short of the prescribed period of service after completion of training:

Provided that a candidate certified as suitable for appointment by transfer as Junior Inspector of Co-operative Societies from the category of Junior Assistant or Typist or Steno-typist in the Co-operation Department and deputed for training shall execute a bond binding himself to serve in the Co-operation Department for a period of not less than three years, after completion of training:



Provided further that no refund under clause (iii) shall be ordered so long as such person continues to remain in the service of the State Government, the Central Government, any other state Government, a public enterprise wholly or partly owned by the Central or a State Government or an autonomous body wholly or substantially owned, financed or controlled by the Central or a State Government and the liability for such refund shall cease on such person completing a total service of five years under the State Government, the Central Government, any other state Government, a public enterprise wholly or partly owned by the Central or a State Government or an autonomous body wholly or substantially owned, financed or controlled by the Central or a State Government after the period of training undergone by him.

- (c) in case he leaves the Co-operation Department with proper permission, to secure employment under the Central Government or any other state Government or a public enterprise wholly or partly owned by the Central or a State Government or an autonomous body wholly or substantially owned, or financed or controlled by the Central or a State Government and if he has selected for a Government post or Service (other than private employment) for which he had applied before joining the Co-operation Department he should execute a fresh bond stating that he shall serve the new employer for the balance of the original bond period and in case he fails to serve in the new department or organisation, or leaves it before the completion of the original bond period he shall remit to the State Government the total amount of the pay and allowances excluding Travelling Allowance drawn by him during the course of training and instructions prescribed in rule 10, in proportion to the period which falls short of the prescribed period of service after completion of training. The amount shall be recovered from him and remitted to the State Government (Co-operation Department head of account) by the new department or organisation.

**13.Appointment of full members.**—For the purpose of appointment of approved probationers as full members in the categories of Senior Inspectors and Junior Inspectors, the General rules relating to appointment of full members shall apply to the jurisdiction of the Registrar of Co-operative Societies taken as one unit and all such appointments shall be made by the Deputy Registrar of Co-operative Societies working as Personal Assistant to the Registrar of Co-operative Societies and the Joint Registrar of Co-operative Societies, respectively.

**14.Transfers and postings.**—(a) Notwithstanding anything contained in the General Rules prescribing the authority competent to make transfers and postings, transfers and postings of Senior Inspectors and Junior Inspectors shall be made by the Deputy Registrars of Co-operative Societies within their respective jurisdiction.

(b) The Collector of Madurai may, however, make transfers and postings of Senior Inspectors and Junior Inspectors employed for Kallar Reclamation in Madurai.

(c) The Joint Registrar of Co-operative Societies may make transfers and postings of Junior Inspectors from the jurisdiction of one appointing authority to that of another.

(d) The Deputy Registrar of Co-operative Societies working as Personal Assistant to Registrar of Co-operative Societies may make transfers and postings of Senior Inspectors from the jurisdiction of one appointing authority to that of another:

Provided that no probationary Junior Inspector shall be transferred from one unit, as constituted by sub-rule (c) of rule 5 to another unit, if such transfer will lead to the discharge of another probationer in the latter unit.

**SECTION 5A —THE TAMILNADU DAIRY DEVELOPMENT  
SUBORDINATE SERVICE.**

**1.Constitution.—** The service shall consist of the following classes and categories of posts in the Dairy Development Department, namely:-

- |           |  |
|-----------|--|
| Class I   | Engineering wing   |
|           | Category-  |
|           | 1. Electrical Foreman.   |
|           | 2. Engineering Supervisor.   |
|           | 3. Wireman.  |
|           | 4. Boiler man.   |
|           | 5. Compressor man.   |
|           | 6. Tinker.   |
| Class II  | Farm and Cattle colony wing  |
|           | Category-  |
|           | 1. Assistant Agriculture Officer.  |
|           | 2. Maistry, Grade I.   |
| Class III | Sanitary wing  |
|           | Category   |
|           | Sanitary Inspector.  |
| Class IV  | Veterinary wing  |
|           | Category-  |
|           | 1. Veterinary and Livestock Inspector/<br>Veterinary and Livestock Assistant, Grade I. |
|           | 2. Veterinary and Livestock Assistant, Grade II.                                       |
| Class V   | Transport wing   |
|           | Category-  |
|           | 1. Heavy Vehicle Driver.   |
|           | 2. Light Vehicle Driver.   |
|           | 3. Cleaner.  |
| Class VI  | Dairy wing   |
|           | Category-  |
|           | 1. Dairy Assistant / Dairy Supervisor.   |
|           | 2. Milk Recorder.  |
|           | 3. Laboratory Assistant.   |
| Class VII | Dairy executive wing   |
|           | Category Milk Distribution Officer.  |

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

TABLE

Category (1)	Method of recruitment (2)
<b>Class I</b>	
Category 1	
Electrical Foreman	(a) Direct recruitment, or (b) Recruitment by transfer from any other service; or (c) Promotion from category 2, Engineering Supervisors.
Category 2	
Engineering Supervisor	(a) Direct recruitment; or (b) Recruitment by transfer from any other service; or (c) Promotion from the category of Chageman.
Category 3	
Wireman	(a) Direct recruitment; or (b) Recruitment by transfer from any other service.
Category 4	
Boiler man	Direct recruitment.
Category 5	
Compressor man	(a) Direct recruitment; or (b) Recruitment by transfer from any other service.
Category 6	
Tinker	(a) Direct recruitment; or (b) Recruitment by transfer from any other service.
<b>Class II</b>	
Category 1	
Assistant Agriculture Officer.	(a) Direct recruitment; or (b) Recruitment by transfer from any other service; or (c) Promotion from the category 2, Maistry, Grade I.
Category 2	
Maistry, Grade I.	(a) Direct recruitment; or (b) Recruitment by transfer from the category of Demonstration Assistant in the Tamil Nadu Agricultural Subordinate Service; or (c) By promotion from the post of Maistry, Grade II in the Dairy Development Department.
<b>Class III</b>	
Category	
Sanitary Inspector.	(a) Direct recruitment; or (b) Recruitment by transfer from any other service.
<b>Class IV</b>	
Category 1	
Veterinary and Live stock Inspector/ Veterinary Live stock Assistant, Grade I.	(a) Direct recruitment; or (b) Recruitment by transfer from any other service.
Category 2	
Veterinary and Live stock Assistant, Grade II.	(a) Direct recruitment; or (b) Recruitment by transfer from any other service.

Class V	
Category 1	
Heavy Vehicle Driver.	(a) Direct recruitment; or (b) Recruitment by transfer from any other service; or (c) Promotion from category 2, Light Vehicle Driver.
Category 2	
Light Vehicle Driver.	(a) Direct recruitment; or (b) Recruitment by transfer from any other service; or (c) Promotion from category 3, Cleaner.
Category 3	
Cleaner.	Direct recruitment.
Class VI	
Category 1	
Dairy Assistant / Dairy Supervisor.	(a) Direct recruitment; or (b) Recruitment by transfer from any other service; or (c) Transfer from any other class.
Category 2	
Milk Recorder.	(a) Direct recruitment; or (b) Recruitment by transfer from any other service; or (c) Transfer from any other class.
Category 3	
Laboratory Assistant.	(a) Direct recruitment; or (b) Transfer from among the Laboratory Attenders in the Dairy Development Department.
Class VII	
Category	
Milk Distribution Officer.	(a) Direct recruitment; or (b) Recruitment by transfer from the Superintendents, or the Assistants belonging to Tamil Nadu Ministerial Service in the Dairy Development Department.

**3.Appointing authority.**—The appointing authorities for the posts specified in column (1) of the table below shall be the appointing authorities specified in the corresponding entries in column (2) thereof:-

TABLE

Post (1)	Appointing authority (2)
Class I	
Category -	
1. Electrical Foreman.	Commissioner for Milk Production and Dairy Development.
2. Engineering Supervisor.	Commissioner for Milk Production and Dairy Development.
3. Wireman.	Executive Engineer (Civil) / Project Officer, Madurai Milk Project, Deputy Registrar (Dairying), Erode.
4. Boiler man.	Project Officer, Madurai Milk Project.
5. Compressor man.	Project Officer, Madurai Milk Project.
6. Tinker.	Commissioner for Milk Production and Dairy Development.

Class II	
Category-	
1. Assistant Agriculture Officer.	} Veterinary Officer, Madhavaram.
2. Maistry, Grade I.	
Class III	
Category-	
Sanitary Inspector.	Commissioner for Milk Production and Dairy Development.
Class IV	
Category-	
1. Veterinary and Livestock Inspector / Veterinary & Livestock Assistant, Grade I; and	} Commissioner for Milk Production and Dairy Development.
2. Veterinary and Livestock Assistant, Grade II.	
Class V	
Category-	
1. Heavy Vehicle Driver.	} Project Officer, Madurai Milk Project, Deputy Registrar (Dairying), Erode.
2. Light Vehicle Driver.	
3. Cleaner.	
Class VI	
Category-	
1. Dairy Assistant/ Dairy Supervisor.	Commissioner for Milk Production and Dairy Development.
2. Milk Recorder	Veterinary Officer/ Project Officer, Madurai Milk Project.
3. Laboratory Assistant.	Project Officer, Madurai Milk Project.
Class VII	
Category-	
Milk Distribution Officer.	Commissioner for Milk Production and Dairy Development.

**4. List of approved candidates.**—(a) No person shall be eligible for appointment by direct recruitment to the following posts unless his name has been included in the list of approved candidates for appointment by direct recruitment selected by the Tamil Nadu Public Service Commission, Chennai:-

1. Class IV, category 1. Veterinary and Livestock Inspector/ Veterinary and Livestock Assistant, Grade I.
2. Class IV, category 2. Veterinary and Livestock Assistant, Grade II.
3. Class VI, category 1. Dairy Assistant / Dairy Supervisor.

(b) No person shall be eligible for appointment by direct recruitment to the post of Milk Recorder in class VI, category 2, unless the name has been included in the list of approved candidates for appointment by direct recruitment selected by the Commissioner for Milk Production and Dairy Development.

**5.Reservation of appointment .—**The rule of reservation of appointment (General rule 22) shall apply separately to appointments by direct recruitment to the following posts:-

Class IV

category-

1. Veterinary and Live stock Inspector/  
Veterinary and Livestock Assistant, Grade I
2. Veterinary and Livestock Assistant, Grade II

Class V

category-

1. Heavy Vehicle Driver.
2. Light Vehicle Driver.
3. Cleaner.

**6.Qualification regarding age.—**No person shall be eligible for appointment to the post mentioned in column (1) of the table below by direct recruitment if he has completed or will complete the age specified in the corresponding entries in column (2) thereof on the 1<sup>st</sup> day of July of the year in which the selection for appointment is made.

TABLE

Class and category (1)	The age limit prescribed for direct recruitment (2)
<b>Class I</b>	
1. Electrical Foreman.	30 years
2. Engineering Supervisor.	30 years
3. Wireman.	26 years
4. Boiler man.	30 years
5. Compressor man.	30 years
6. Tinker.	30 years
<b>Class II</b>	
1. Assistant Agriculture Officer.	26 years
2. Maistry, Grade I.	30 years
<b>Class III</b>	
Sanitary Inspector.	26 years
<b>Class IV</b>	
1. Veterinary and Livestock Inspector/ Veterinary and Livestock Assistant, Grade I	26 years
2. Veterinary and Livestock Assistant, Grade II	26 years
<b>Class V</b>	
1. Heavy Vehicle Driver.	30 years
2. Light Vehicle Driver.	30 years
3. Cleaner.	30 years
<b>Class VI</b>	
1. Dairy Assistant / Dairy Supervisor.	30 years
2. Milk Recorder.	26 years
3. Laboratory Assistant.	26 years
<b>Class VII</b>	
Milk Distribution Officer	26 years

Provided that the age limit shall not apply in the case of persons formerly working in the Milk costing scheme in the Animal Husbandry Department and discharged from service after winding up of the scheme when they are appointed as Milk Recorders:

Provided further that the age limit shall not apply in the case of repatriates from Burma, Ceylon possessing a valid document:

Provided also that the age limit shall not apply in the case of persons who worked as regular Mazdoors paid from contingencies in the Dairy Development Department for a period of not less than three years when they are appointed to the posts of Wireman, Maistry, Heavy Vehicle Driver, Light Vehicle Driver and Cleaner:

Provided also that in the case of Ex-serviceman and military pensioners, the maximum age limit for direct recruitment shall be forty years.

**7. 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 column (2) against each, unless he possesses the qualifications specified in the corresponding entries in column (3) thereof:-

TABLE

Post (1)	Method of appointment (2)	Qualifications (3)
Class I Category 1 Electrical Foreman	Direct recruitment or recruitment by transfer from any other service.	1. Must possess a Diploma in Mechanical Engineering or Electrical Engineering awarded by the Technical Diploma Examination Board or by any other institution recognized by the State or Central Government; and 2. Must have practical experience in a supervisory capacity for a period of not less than three years in a recognized factory or workshop in erection and maintenance of plants machinery, prime movers like Boilers, oil engines and Refrigeration machinery, Electrical installation, etc., after acquiring the above qualification
	By promotion	1. Must possess a Diploma in Mechanical or Electrical Engineering; and 2. Must have worked as Engineering Supervisor in a regular capacity for a period of not less than three years.
Category 2 Engineering Supervisor	Direct recruitment; or recruitment by transfer from any other service.	1. Must possess a Diploma in Mechanical or Electrical Engineering awarded by the Technical Diploma Examination Board or any other institution recognized by the State or Central Government. 2. Must have practical experience in erection and maintenance of plant and machinery for a period of not less than two years in a recognized factory or workshop under Government or private organization after acquiring the above qualification: Provided that possession of previous experience will not be insisted in case of persons possessing higher academic and

technical qualification such as degree in engineering:

Provided further that according to job requirement, persons possessing Electrical or Mechanical Engineering qualifications will be considered.

Promotion

Must have practical experience in dairy industry in the type of work concerned such as maintenance and repairs of Milk filler, Compressor, Boiler coolers and other refrigeration equipments for a period of not less than two years in the capacity of Chargeman, provided he possesses the Diploma in Mechanical or Electrical Engineering awarded by the Technical Diploma Examination Board or any other institutions recognized by the State or Central Government:

Provided that in the case of posts requiring Electrical qualifications, persons who have worked as Line Inspector in Dairy Development Department in a regular capacity for a period of not less than five years will also be considered, if they possess a Diploma in Electrical Engineering.

Category 3  
Wireman

Direct recruitment; or recruitment by transfer from any other service.

1. Must possess a competency certificate in Electrical wiring issued by the Industrial Training Institute recognized by the Government of Tamil Nadu; or Must possess a National Trade Certificate in Electrical wiring issued by the Director General of Resettlement and Employment, Government of India;
2. Must possess a practical experience as Wireman for a period of not less than 3 years in any recognized workshop or Government undertakings.

Category 4  
Boiler man.

Direct recruitment

1. Must possess a Boiler attendance certificate issued by the competent authority; and
2. Must have a good working and maintenance experience on boilers for at least two years in a recognized workshop.

Category 5  
Compressor man.

Direct recruitment; or recruitment by transfer from any other service

Must have at least two years experience in a recognized workshop and be conversant with the working and maintenance of compressor plants.

Category 6  
Tinker.

Direct recruitment; or recruitment by transfer from any other service.

Must have at least two years experience in welding and tinkering machinery parts, Copper and steel utensils.



## Class II

## Category 1

Assistant  
Agriculture  
Officer.

Direct recruitment

1. Must have passed the S.S.L.C examination or possess the minimum general educational qualification prescribed in Schedule I to General rules for Tamil Nadu State and Subordinate Services; and
2. Must possess a certificate in Agriculture, awarded by the Commissioner for Government Examinations or any other institutions recognized by the Government or must have passed Secondary School Leaving Certificate Examination taking agriculture in the bifurcated courses.

Recruitment by transfer  
from any other service

1. Must have practical experience in local agriculture for a period of not less than one year; and
2. Must have worked as Assistant Agriculture Officer in a regular capacity for a period of not less than three years in the Tamil Nadu Agricultural Subordinate service or any other service.

Promotion

Must have worked as Maistry, Grade I in a regular capacity for a period of not less than three years in Dairy Development Department.

## Category 2

Maistry,  
Grade I

Direct recruitment

1. Must have passed the VIII standard in a recognized school; and
2. Must have practical knowledge of local agriculture.

By recruitment by transfer  
from any other service; or  
by promotion

Must have at least four years experience in normal agricultural operations such as handling a plough, putting up a bund harvesting thrashing and stacking of straw or must have worked as Maistry, Grade II for a period of not less than two years in Dairy Development Department.

## Class III

## Category

Sanitary  
Inspector.Direct recruitment; or  
recruitment by transfer  
from any other service

Must possess a Sanitary Inspector Certificate awarded by the Directorate of Public Health or Board of Examiners constituted for the purpose by the State Government and must have practical experience for a period of not less than one year after acquiring the qualification.

## Class IV

## Category 1

Veterinary  
and  
Livestock  
Inspector/  
Veterinary  
andDirect recruitment; or  
recruitment by transfer  
from any other service

Must possess the minimum general educational qualification prescribed in the Schedule I to the General rules for the Tamil Nadu State and Subordinate Services Rules; or

Livestock Assistants, Grade I.		Must possess a Diploma in Animal Husbandry issued by the Chennai Veterinary College or any other institution recognized by the Government.
Category 2 Livestock Assistant, Grade II	Direct recruitment ;or recruitment by transfer from any other service	Must have passed the final Examination of the stockman course conducted by the Chennai Veterinary College, Chennai.
Class V Category 1 Heavy Vehicle Driver.	Direct recruitment; or recruitment by transfer from any other service; or by promotion	1.Must have passed V standard in a recognized school or must have ability to read and write Tamil; and 2.Must possess a valid licence issued by a competent licensing authority to drive heavy motor transport vehicles and must have had previous experience for a period of not less than six months in driving light or heavy vehicles.
Category 2 Light Vehicle Driver	Direct recruitment; or recruitment by transfer from any other service; or by promotion from the category of Cleaner	1.Must have passed V standard in a recognized school or must have ability to read and write Tamil; and 2.Must possess a valid licence issued by a competent licensing authority to drive light motor transport vehicles.
Category 3 Cleaner	Direct recruitment.	1.Must have passed V standard in a recognized school or must have ability to read and write Tamil; and 2.Must have knowledge of cleaning of motor vehicles.
Class VI Category 1 Dairy Assistant/ Dairy Supervisor	Direct recruitment ;or recruitment by transfer from any other service; or by transfer from any other class	1.Must possess the minimum general educational qualifications specified in Schedule I to the General rules for the Tamil Nadu State and Subordinate Services Rules. 2.Must possess a Diploma in Dairying (Indian dairy diploma) awarded by the Board of Dairy Education, Government of India.
Category 2 Milk Recorder	Direct recruitment ; or recruitment by transfer from any other service; or by transfer from any other class	Must possess the minimum general educational qualification prescribed in the Schedule I to the General rules for the Tamil Nadu State and Subordinate Services Rules. If other things are being equal, preference shall be given to those who possess practical experience in Milk recording work in any Government Department or in private sector undertakings.

Category 3		
Laboratory Assistant.	Direct recruitment ;	Must have studied up to X Standard in a recognized school;
	Recruitment by transfer	Must have worked as Laboratory Attender in Dairy Development Department for a period of not less than ten years.
Class VII		
Category		
Milk Distribution Officer.	Direct recruitment; or recruitment by transfer	<ol style="list-style-type: none"> <li>1. Must possess a degree in Arts, Science or Commerce;</li> <li>2. Must have practical experience of not less than two years in organizing sales, either in public or in private sectors;</li> <li>3. Must have worked as Assistant/ Superintendent in the Tamil Nadu Ministerial Service.</li> </ol>

Provided that in the case of persons possessing higher academic and technical qualifications against the qualifications prescribed for the posts, the possession of previous experience can be waived by the appointing authority for purpose of direct recruitment, if those persons are otherwise found suitable for appointment to the concerned posts.

**Explanation.**—(1) For the purpose of these rules, a recognized school shall mean school maintained by or opened with the sanction of the State/ Central Government or to which recognition has been accorded by the appropriate Government.

(2) For the purpose of these rules, a recognized institution shall mean institution maintained by or opened with the sanction of the State/ Central Government or to which recognition has been accorded by the appropriate Government.

(3) A recognized factory or workshop shall mean factory or workshop which is under valid licence issued by the competent authority under the Factories Act, 1948 (Central Act LXIII of 1948) or any other industrial status.

**8. Probation.**—Every person appointed to any class or category 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 if a person recruited by transfer from a corresponding category of any other service and who had already completed his probation satisfactorily in the latter category, he shall not be placed on probation again:

Provided further that in the case of a person recruited by transfer from any other service to a post included in this service and if the responsibilities of the post to which he is appointed are distinctly of a higher order, he shall from the date from which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years.

**9. Transfers and postings.**—All transfers and postings from the jurisdiction of one appointing authority to that of another shall be made by the Commissioner for Milk Production and Dairy Development:

Provided that postings and transfers may be made by the appointing authorities concerned within their respective jurisdiction.

## SECTION 6 – THE TAMILNADU EDUCATIONAL SUBORDINATE SERVICE.

**1. Constitution.**—The service shall consist of the following classes and categories of officers, namely:-

Classes I to III Omitted.

Class IV

Categories 1 to 4 Omitted.

Category 5 Instructors in Government College of Arts and Crafts.

Category 6 Assistant Instructors in Government College of Arts and Crafts.

Category 7 Demonstrators in Government College of Arts and Crafts.

Class V Omitted.

**2. Appointment.**—(a) Appointment to the various classes and categories of officers shall be made as follows:-

Name of posts (1)	Methods of recruitment (2)
Classes I to III Omitted.	
Class IV – Categories 1 to 4 Omitted.	
Category 5 Instructors in Government College of Arts and Crafts—	
(i) Design	(i) Promotion from among the holders of the post of Assistant Instructor in the subjects relating to the post concerned; or
(ii) Fine Arts (Painting / Commercial Art / Sculpture)	(ii) Transfer from any other class or category; or
(iii) Wood work / Metal work	(iii) Recruitment by transfer from any other service; or
	(iv) Direct recruitment.
Category 6 Assistant Instructors in Government College of Arts and Crafts—	
(i) Painting	(i) Promotion from among the holders of the posts of Demonstrators in the subjects relating to the post concerned; or
(ii) Graphic Arts	(ii) Transfer from any other class or category; or
(iii) Industrial Design Metal Work / Wood Work / Enamelling/Goldsmithy	(iii) Recruitment by transfer from any other service; or
	(iv) Direct recruitment: Provided that in making appointment to the posts of Instructor and Assistant Instructor the appointment shall be so made with effect from 14 <sup>th</sup> March 1986 as to ensure that the proportion of persons in service appointed by promotion and direct recruitment or recruitment by transfer or transfer is 1:1.

## Category 7

Demonstrators in Government College of Arts and Crafts –	(i)	Recruitment by transfer from among the holders of the posts of Skilled Assistant in the concerned section; or
(i) Graphic Art		
(ii) Industrial Design (Textiles)	(ii)	Transfer from any other class or category; or
(iii) Wood Work / Metal Enamelling, Goldsmithy, Textile Design.	(iii)	Recruitment by transfer from any other service; or
	(iv)	Direct recruitment.

Class V Omitted.

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

(c) Omitted.

**3. Appointing authority.**—Appointments to the classes and categories specified in column (1) of Annexure I to these rules shall be made by the authorities specified in the corresponding entries in column (2) thereof:-

**4. Reservation of appointments.**—The rule of reservation of appointments (General rule 22) shall apply separately to appointments to the service by direct recruitment within the jurisdiction of each of the appointing authorities in each of the categories.

5. Omitted.

**6. Qualification as to age.**—The age limit for direct recruitment to categories 5, 6 and 7 of class IV shall be 27 years.

**Note.**— The age-limit prescribed shall apply with reference to the 1<sup>st</sup> July of the year in which the selection is made.

**7. Other qualifications.**—(a) No person shall be eligible for appointment to the service in the posts specified in column (1) of Annexure II unless he possesses the qualifications prescribed in the corresponding entries in column (2) thereof:-

(b) Omitted.

8. Omitted.

9. Omitted.

**10. Probation.**— No person shall be eligible for appointment as a full member of the service in any category unless he has been on probation in such category for a total period of two years on duty within a continuous period of three years.

11. Omitted.

12. Omitted.

13. Omitted.

14. Omitted.

**15. Unit for discharge, re-appointment and appointment as full member.**—For the purpose of discharge, re-appointment and appointment as full member every post or group of posts in

any class or category for which qualification in a particular subject is prescribed shall be deemed to be a separate category.

16.Omitted.

**ANNEXURE I**  
(referred to in rule 3)

Class and category (1)	Appointing authority (2)
Classes I to III Omitted	
Class IV	
Categories 1 to 4 Omitted	
Category 5 Instructors in Government College of Arts and Crafts.	Joint Director of Technical Education Chennai:
Category 6 Assistant Instructors in Government College of Arts and Crafts.	Joint Director of Technical Education Chennai: Provided that with effect on and from 13 <sup>th</sup> March 1975 the Additional Director of Technical Education shall be the appointing authority for these posts.
Category 7 Demonstrators in Government College of Arts and Crafts.	Principal of the respective Institution.

Class V Omitted.

**ANNEXURE II**  
(referred to in rule 7 (a))

Posts (1)	Qualifications (2)
Classes I to III Omitted.	
Class IV	
Categories 1 to 4 Omitted.	
Category 5 Instructors in Government College of Arts and Crafts – (i)Design (ii)Fine Arts (Painting / Commercial Art / Sculpture) (iii)Wood work / Metal work	(i)A first class diploma in Fine Arts (Painting / Commercial Art/Sculpture / Modelling / Wood work/Metal work); and (ii)Teaching or practical experience in design and execution in the appropriate field for a period of not less than three years: Provided that in the case of appointment to the post of Instructor in Fine Arts(Painting / Commercial Art/ Sculpture) other things

being equal, preference shall be given to a candidate who have participated and gained distinctions /

commendations in public Exhibitions (of Fine Arts) conducted under the auspicious of the Lalit Kala Academy, New Delhi or any other Exhibition of All India Character or interest:

Provided further that a first class diploma shall not be insisted in the case of appointment by promotion and diploma in the appropriate branch in which the recruitment is made shall be deemed to be the requisite qualifications.

Category 6

Assistant Instructors in Government College of Arts and Crafts—

- (i) Painting
- (ii) Graphic Arts
- (iii) Industrial Design (Textiles)
- (iv) Metal Work / Wood Work / Enamelling / Goldsmithy

(i) A first class diploma in Fine Arts (Painting/ Commercial Art / Sculpture, Modelling / Woodwork / Metal work) or a diploma in the appropriate subject in which recruitment is to be made; and

(ii) Teaching or practical experience for a period of not less than one year:

Provided that for purposes of appointment to the post of Assistant Instructor in painting and Graphic Arts other things being equal, preference shall be given to candidates who have participated and gained distinction / commendation in public Exhibitions (of Fine Arts) conducted under the auspicious of the Lalit Kala Academy, New Delhi or any other Exhibition of All India character or interest:

Provided further that a first class diploma shall not be insisted in the case of appointment by promotion and a diploma in the appropriate branch in which the recruitment is made shall be deemed to be the requisite qualification.

## Category 7

Demonstrators in Government College  
of Arts and Crafts—

- (i) Graphic Arts
- (ii) Industrial Design (Textiles)
- (iii) Wood work / Metal work  
Enamelling, Goldsmithy, Textile  
Design.

A diploma in Fine Arts  
(Painting / Commercial  
Art / Sculpture /  
Modelling / Woodwork /  
Metal Work) or a  
diploma in the  
appropriate trade in  
which recruitment is  
made:

Provided that other  
things being equal,  
preference shall be  
given to candidates  
who possess a first  
class diploma:

Provided further  
that other things being  
equal, preference shall  
be given to candidates  
who possess previous  
practical experience in  
the respective trade.

**Explanation.**—A diploma shall mean a ‘diploma’ obtained through any of the Government Colleges/Schools of Arts and Crafts in the State of Tamil Nadu or the Sir.J.J.School of Arts, Calcutta or the Government School of Arts and Crafts, Lucknow or from any other recognized institution.

Class V Omitted.



**SECTION 6A — THE TAMILNADU EDUCATIONAL SUBORDINATE  
SERVICE 'B' WING.**

**1. Constitution.**—The service shall consist of the following classes and categories of officers, namely:-

Class I

Category

1. Headmasters / Headmistresses.
2. B.T Assistants.
3. Pandits and Munshis , Grade 1.
4. Physical Directors.

Class II Instructors for Bifurcated course.

Category-

1. Agriculture Instructor
2. Engineering Instructors.
3. Instructors / Instructresses in drawing and painting.
4. Home Science Assistant.
5. Secretarial Assistant.
6. Commercial Instructors.
7. Senior Mechanics for Engineering Course.
8. Junior Mechanics for Engineering Course.

Class III

Category-

1. Secondary Grade Teachers.
2. Pandits and Munshis, Grade II.
3. Physical Training Instructors and Instructresses, Grades I and II.

Class IV Instructors and Instructresses in Arts and Crafts.

Category-

1. Craft Instructors.
2. Drawing Masters.
3. Music Teachers.

**2. Appointment.**—(a) Appointment to the various classes and categories of officers shall be made as follows:-

Class and category (1)	Name of the post (2)	Method of recruitment (3)
Class I Category 1	Headmasters / Headmistresses.	Promotion from among the B.T Assistants in the revenue districts as a unit.

- |    |                               |  |
|----|-------------------------------|--|
| 2. | School Assistants.            | <ul style="list-style-type: none"> <li>(i) Promotion from among Pandits and Munshis Grade II, Secondary Grade Teachers Commercial Instructors, Instructors and Instructresses other than Commercial Instructors Drawing Masters, Music Teachers and Physical Training Instructors and Instructresses Grade I; or</li> <li>(ii) Transfer from Pandits and Munshis Grade I; or</li> <li>(iii) If no qualified and suitable candidates is available for appointment by method (i) or (ii) above by recruitment by transfer from any other service including Tamil Nadu Ministerial Service (B.wing).</li> </ul> |
| 3. | Pandits and Munshis, Grade I. | <ul style="list-style-type: none"> <li>(i) Transfer from any post in the service on an identical scale of pay; or</li> <li>(ii) Promotion from any post in the service on a lower scale of pay; or</li> <li>(iii) Recruitment by transfer from any other service including the Tamil Nadu Ministerial Service (B.wing).</li> </ul>   |
| 4. | Physical Directors            | <ul style="list-style-type: none"> <li>(i) Promotion from among physical training Instructors / Instructresses, Grade I of category 3 of class III; or</li> <li>(ii) Promotion from any post in the service on a lower scale of pay; or</li> <li>(iii) Recruitment by transfer from any other service including Tamil Nadu Ministerial Service (B.wing).</li> </ul>  |

## Class II

## Category

1. Agricultural Instructors
2. Engineering Instructors
3. Instructors / Instructresses in Drawing & Painting
4. Home science Assistant
5. Secretarial Assistant
6. Commercial Instructor
7. Senior Mechanics for Engineering Course
8. Junior Mechanics for Engineering Course

- (i) Promotion from any post in the service on a lower scale of pay; or
- (ii) Transfer from any other category or class in the service on an identical scale of pay; or
- (iii) Recruitment by transfer from any other service including Tamil Nadu Ministerial Service (B.wing).

Class III		
Category 1.	Secondary Grade Teacher.	(i) Promotion from any post in the service of a lower scale of pay; or (ii) Transfer from any post in the services on an identical scale of pay; or (iii) Recruitment by transfer from any other service including TamilNadu Ministerial Service (B.wing).
2.	Pandits and Munshis, Grade II.	(i) Transfer from any post in the service on an identical scale of pay; or (ii) Promotion from any post in the service on a lower scale of pay; or (iii) Recruitment by transfer from any other service including Tamil Nadu Ministerial Service (B.wing).
3.	Physical training Instructors / Instructresses.	(i) Promotion from any post in the service on a lower scale of pay; or (ii) Transfer from any post in the service on an identical scale of pay; or (iii) Recruitment by transfer from any other service including TamilNadu Ministerial Service (B.wing).
Class IV		
Category 1.	Craft Instructors.	(i) Promotion from any post in the service on a lower scale of pay; or (ii) Transfer from any post in the service on an identical scale of pay; or (iii) Recruitment by transfer from any other service including Tamilnadu Ministerial Service (B.wing).
2.	Drawing Masters.	(i) Promotion from any post in the service on a lower scale of pay; or (ii) Transfer from any post in the service on an identical scale of pay; or (iii) Recruitment by transfer from any other service including TamilNadu Ministerial Service (B.wing).
	Music Teachers.	(i) Transfer from any post in the service on an identical scale of pay; or (ii) Recruitment by transfer from any other service including TamilNadu Ministerial Service (B.wing).

**Explanation.**—No direct recruitment shall be made to any class or category of posts specified above. Provided that such of the regular vacancies as could not be filled as laid down in rule 2(a) and the new posts created in Government (Board) High schools on or after the 1<sup>st</sup> April 1970 shall be treated as 'A' wing and they shall be governed by the service rules applicable to similar posts in 'A' wing in the School Education Department.

(b) **Selection Categories.**—Promotion to the posts of Headmaster / Headmistress and School Assistants in the service shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

**3. Appointing authority.**—Appointments to the various classes and categories of this service shall be made by the respective Chief Educational Officers.

**4.Appointments in institutions and establishment specially provided for women.—(a)**

General rule 21 shall apply to appointments to the service in institutions and establishments specially provided for women.

(b) A vacancy in a grade or category in an institution or establishment specially provided for women shall be filled by transfer of any women member of the same grade or category who may be employed at the time of vacancy in an institution or establishment not specifically provided for women. When such transfer is not possible, a woman may be appointed by transfer from 'A' wing, but she will not acquire by reason only of such appointment any right in the matter of seniority or full membership in such grade or category or transfer to a vacancy in such grade or category in an institution or establishment not specially provided for women or promotion to a higher grade or category.

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

(d) A vacancy in the post of Headmaster / Headmistress in an institution or establishment specially provided for linguistic minority shall be filled by transfer of any member of the same grade who is in possession of the respective language qualification who may be employed at the time of the vacancy in an Institution or establishment not specially provided for linguistic minority. When such transfer is not possible, a member who is in possession of the respective language qualification may be appointed by transfer from the 'A' wing, but he/she will not acquire by reason only of such appointment any right in the matter of seniority or full membership in such grade or transfer to a vacancy in such grade in an institution or establishment not specially provided for linguistic minority or promotion to a higher grade or category.

**5.Qualification.—**No person shall be eligible for appointment either by transfer or by promotion from post in the service unless he possesses the requisite general and professional qualifications specified for similar posts in 'A' wing schools in the special rules for the Tamilnadu Educational Subordinate Service:

Provided that promotion to posts such as Headmasters in the service that existed on the 1<sup>st</sup> April 1970 shall normally be made from teachers included in the service, who are qualified for such promotion

**6. Probation.—**Every person appointed by recruitment by transfer from the non-teaching posts to teaching posts shall be on probation for a period of two years on duty within a continuous period of three years.

**7.Tests.—**Every person appointed to the post of Headmasters / Headmistresses shall be required to pass during the period of his/her probation (viz 2 years) the Account test for Subordinate Officers part I. In deserving cases, the period aforesaid may be extended by two years (one year by the appointing authority and the other by the Government). As the extension of probation entails loss of increments, the candidates shall notwithstanding anything contrary in the fundamental rules, be granted increments if but for not passing the tests, their probation could have been declared as completed. If they fail to pass the tests within the periods aforesaid the appointing authority shall forthwith by an order terminate their probation and revert them to the posts previously held by them.

**8. Unit of discharge, re-appointment and appointment as full member.—**For the purpose of discharge, reappointment and appointment as full member, every post or group of posts in any class or category for which qualification in a particular subject or language is prescribed shall be deemed to be a separate category.

**9.Transfers and postings.—**Transfers and postings of the members of the service shall be made by the respective appointing authorities within their Jurisdiction and also outside their jurisdiction if both the appointing authorities mutually agree:

Provided that the Director of School Education shall be competent authority to transfer any person outside the revenue district for administrative reasons.

**SECTION 7 — THE TAMIL NADU ELECTRICAL INSPECTORATE  
SUBORDINATE SERVICE.**

**1. Constitution.**—The service shall consist of the following categories of officers of the Tamil Nadu Electrical Inspectorate, namely:-

Category 1 Electrical Draughtsman.

Category 2 Instrument Repairer.

**2. Appointment.**—Appointment to categories in the service shall be made by direct recruitment or recruitment by transfer from any other service.

**3. Appointing authority.**—The Chief Electrical Inspector to Government shall be the appointing authority to the posts in the service.

**4. Qualification.**—(a) No person shall be eligible for appointment by direct recruitment to the posts specified in column (1) of the table below, if he has completed or will complete the age specified in the corresponding entry in column (2) thereof, on the first day of July of the year in which the selection for appointment is made:-

TABLE

Post (1)	Age (2)
1. Electrical Draughtsman	26 Years
2. Instrument Repairer	28 Years

Provided that in the case of a candidate belonging to Scheduled Castes or Scheduled Tribes, the age limit prescribed above shall be increased by 5 years.

(b) No person shall be eligible for appointment to the category specified in column (1) of the table below by the method specified in column (2) unless he possesses the qualifications specified in the corresponding entries in column (3) thereof :-

TABLE

Category (1)	Method of appointment (2)	Qualification (3)
Electrical Draughtsman	Direct recruitment; or Recruitment by transfer from any other service.	A diploma in Electrical Engineering issued by the Technological Diploma Examination Board (now known as State Board of Technical Education and Training) Tamil Nadu or of any recognised Institution or Board.

**Explanation.**—A recognised Institution or Board shall mean an Institution or Board recognised by the Government of India or by any of the State Governments.

Instrument Repairer	Direct recruitment; or Recruitment by transfer from any other service.	1. A pass in III Form or VIII Standard; and 2. Experience for a period of not less than five years in the maintenance of batteries and in repairs to watches and motors.
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**5. Probation.**—Every person appointed to any post 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.

**6. Transfers.**—All transfers shall be made by the Chief Electrical Inspector to Government, Chennai. Senior Electrical Inspector shall be competent to order postings and transfers within their respective jurisdictions.

## SECTION 7A — THE TAMIL NADU ELECTRICAL INSPECTORATE OPERATION SUBORDINATE SERVICE.

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

Class I	Tester
Class II	Instrument Mechanic, Grade I and Grade II
Class III	Helper
Class IV	Cleaner

**2. Appointment.**—(a) Appointment to any of the posts in any category or grade shall be either by direct recruitment or by promotion from any other category or grade for which the scale of pay or the maximum pay prescribed is less than that of the post to which recruitment is made:

Provided that appointment to the posts may be made by transfer from members holding posts in the Tamil Nadu Electrical Inspectorate Sub-ordinate Service of the Inspectorate.

(b) All promotions shall be made on grounds of efficiency, merit and ability, seniority being considered only where efficiency, merit and ability are approximately equal.

**3. Appointing authority.**—The appointing authority for the posts shall be the Chief Electrical Inspector to Government.

**4. Qualification.**—A candidate for direct recruitment to any category or grade must not, on the first of July of the year in which the selection is made, has completed the age of 25 years:

Provided that the age limit for direct recruitment to the post of Tester in Class I shall be 28 years on the first day of July in which the selection is made:

Provided further that in the case of a candidate belonging to Scheduled Castes or Scheduled Tribes, the age limit shall be 31 years.

**5. Other qualifications.**—No person shall be eligible for appointment to any post in column (1) of the table below unless he possesses the qualifications specified in column (2) thereof:-

TABLE

Post (1)	Qualification (2)
Tester	L.E.E. diploma with one year practical experience in the type of work concerned.
Instrument Mechanic, Grade I	L.E.E. or D.E.E or the diploma awarded by the Director-General of Employment and Training, Government of India or other equivalent qualification with one year practical experience in the type of work concerned: Provided that the Chief Electrical Inspector to Government may relax technical qualifications in the case of candidates who have practical experience in the type of work concerned for over six years.
Instrument Mechanic, Grade II	Certificate awarded by the National Council for Training in Vocational Trades, Government of India; or Pass in III Form in a recognised school with three years practical experience in the type of work concerned: Provided that the Chief Electrical Inspector to Government, Chennai, may relax requirements of practical experience in the case of candidates who have higher technical qualifications.

**Explanation.**— A "Recognised School" shall mean a school maintained by or opened with the sanction of the State Government or to which recognition has been accorded under the Tamilnadu Educational Rules.

Helper and Cleaner Ability to read and write in Tamil with one year practical experience in the type of work concerned:

Provided that while making appointment to the posts of Tester and Instrument Mechanic, Grade I and II by direct recruitment, other things being equal, preference shall be given to those who have undergone one year of Apprenticeship Training under the Government of India Scheme or the State Government Apprenticeship Scheme.

**6.Probation.**—Every person appointed to any of the posts 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 this will not apply to those persons appointed in this service by transfer from the Tamil Nadu Electrical Inspectorate Sub-ordinate Service, in case they have already completed probation in corresponding posts:

Provided further that if they are probationers in the corresponding posts on the date of their appointment to this service, the period of service in the former posts shall count towards probation in the posts to which they are appointed in this service.



## SECTION 7B — THE TAMIL NADU EMPLOYMENT AND TRAINING SUBORDINATE SERVICE.

**1. Constitution.**—The service shall consist of the following classes and categories of officers, namely:-

Class I  
Category -

1. Training Officers in the Industrial Training Institutes / Centres.
2. (a) Assistant Training Officers including Mathematics, Drawing and Allied Trades in the Industrial Training Institutes / Centres.  
(b) Purchase Assistant in the Office of the Directorate of Employment and Training.
3. Junior Training Officers in various trades including Drawing and Mathematics in the Industrial Training Institutes / Centres.
4. Workshop Assistant in the Industrial Training Institutes / Centres.
5. Staff Car Driver in the Office of the Director of Employment and Training, Chennai.

Class II

1. Superintendent, Sri Moola Rama Varma Technical Institute, Nagercoil.
2. Foreman, Sri Moola Rama Varma Technical Institute, Nagercoil.
3. Instructors, Sri Moola Rama Varma Technical Institute, Nagercoil.
4. Drawing Master, Sri Moola Rama Varma Technical Institute, Nagercoil.

Class III

1. Silk Screen Designer in the Directorate of Employment and Training (Employment Wing).
2. Artist in the Directorate of Employment and Training (Training Wing).

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

Category (1)	Method of appointment (2)
Class I	
1. Training Officers in the Industrial Training Institutes / Centres.	(i) Direct recruitment ; or (ii) Promotion in the ratio of 1:1 as between – (a) Degree / diploma holders; and (b) Certificate holders with S.S.L.C. and five years service as Assistant Training Officers: Provided that if no degree/diploma holder or certificate holder is available for promotion as per the term in the cyclical order, that vacancy shall be filled by a person having the qualifications mentioned in the next turn in the cycle. (iii) Transfer from any other class or category of service; or (iv) Recruitment by transfer from any other service. <b>Explanation.</b> —In the case of direct recruitment, other things, being equal, preference shall be given to the candidates who have rendered Military Service.
2(a) Assistant Training Officers including Mathematics, Drawing and Allied Trades in the Industrial Training Institutes / Centres.	By promotion from Junior Training Officers of the respective trades including Mathematics, Drawing and Allied Trades.

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|---|---|
| (b)Purchase Assistant in the office of the Director of Employment and Training.   | (i) By promotion from the category of Junior Training Officers in various trades including Drawing, Mathematics and Allied Trades.<br>(ii) For special reasons, by promotion from any other class or category or by recruitment by transfer from any other service.   |
| 3. Junior Training Officers in various Trades including Drawing and Mathematics in the Industrial Training Institutes / Centres | (i) By promotion; or<br>(ii) By direct recruitment in the ratio 1:1 as between -<br>(a)Diploma / Degree holders; and<br>(b)National Trade Certificate / National Apprenticeship Certificate holders;<br>(iii) By transfer from any other class or category of the same service; or<br>(iv) By recruitment by transfer from any other service. |
| 4.Workshop Assistant in the Industrial Training Institutes / Centres.   | (i) By direct recruitment; or<br>(ii) By promotion; or<br>(iii) By transfer from any other class or category of the same service; or<br>(iv) By recruitment by transfer from any other service.   |
| 5.Staff Car Driver in the office of the Director of Employment and Training, Chennai.   | (i) By direct recruitment; or<br>(ii) By recruitment by transfer from any other service.  |

## Class II

- |  |   |
|--|---|
| 1.Superintendent, Sri Moola Rama Varma Technical Institute, Nagercoil. | (i) By direct recruitment; or<br>(ii) By promotion; or<br>(iii) By transfer from any other class or category; or<br>(iv) By recruitment by transfer from any other service. |
| 2.Foreman, Sri Moola Rama Varma Technical Institute, Nagercoil.        |   |
| 3.Instructors, Sri Moola Rama Varma Technical Institute, Nagercoil.    |   |
| 4.Drawing Master, Sri Moola Rama Varma Technical Institute, Nagercoil. |   |

## Class III

- |                          |  |
|--------------------------|--|
| (1) Silk Screen Designer | (i) By direct recruitment; or<br>(ii) By promotion from category 2 |
| (2) Artist               | By direct recruitment.   |

(b) Promotion to the posts shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

**3.Appointing authority.**—The appointing authority for the class and category mentioned in column (1) of the table below shall be the authority specified in the corresponding entries in column (2) thereof:—

TABLE

Category (1)	Appointing authority (2)
<b>Class I</b>	
1. Training Officers in the Industrial Training Institutes / Centres.	Director of Employment and Training.
2.(a) Assistant Training Officers including Mathematics, Drawing and Allied Trades in the Industrial Training Institutes / Centres.	Joint Director (Craftsmen Training) and Joint Apprenticeship Adviser.
(b) Purchase Assistant in the office of the Director of Employment and Training.	Director of Employment and Training.
3. Junior Training officers in the various trades including Mathematics and Drawing in the Industrial Training Institutes / Centres.	Joint Director (Craftsmen Training) and Joint Apprenticeship Adviser.
4. Workshop Assistant in the Industrial Training Institutes / Centres.	Principal of the Institute or Industrial centre concerned.
5. Staff Car Driver in the office of the Director of Employment and Training.	Joint Director (Craftsmen Training) and Joint Apprenticeship Adviser.
<b>Class II</b>	
1. Superintendent, Sri Moola Rama Varma Technical Institute, Nagercoil.	Director of Employment and Training.
2. Foreman, Sri Moola Rama Varma Technical Institute, Nagercoil	Joint Director (Craftsmen Training) and Joint Apprenticeship Adviser.
3. Instructor, Sri Moola Rama Varma Technical Institute, Nagercoil	-do-
4. Drawing Master, Sri Moola Rama Varma Technical Institute, Nagercoil	-do-
<b>Class III</b>	
1. Silk Screen Designer	Director of Employment and Training.
2. Artist	Joint Director of Employment.

**4. Reservation of appointment.**—The rule relating to reservation of appointment (General rule 22) shall apply to appointment by direct recruitment to the following posts separately:-

(1) Training Officers in the Industrial Training Institutes / Centres.

(2) Junior Training Officers in various trades including Drawing and Mathematics in the Industrial Training Institutes/Centres.

(3) Workshop Assistant in the Industrial Training Institutes / Centres.

**5. Qualification (a) Age.**—No person shall be eligible for appointment by direct recruitment to the posts specified in column (1) of the table below, if he has completed the age specified in the corresponding entries in column (2) thereof :-

TABLE

	Post (1)	Age (years) (2)
1.	Training Officers in the Industrial Training Institutes / Centres.	30
2.	Junior Training Officers in various Trades including Drawing and Mathematics in the Industrial Training Institutes / Centres.	35
3.	Workshop Assistant.	30
4.	Staff Car Driver in the office of the Director of Employment and Training.	30
5.	Superintendent, Sri Moola Rama Varma Technical Institute, Nagercoil.	30
6.	Foreman, Sri Moola Rama Varma Technical Institute, Nagercoil.	30
7.	Instructor, Sri Moola Rama Varma Technical Institute, Nagercoil.	35
8.	Drawing Master, Sri Moola Rama Varma Technical Institute, Nagercoil.	35
9.	Silk Screen Designer.	30
10.	Artist.	30

Provided that the upper age limits prescribed for direct recruitment to posts, for which the minimum general educational qualification or lower qualification has been prescribed shall be increased by five years in the case of candidates belonging to Scheduled Castes and Scheduled Tribes.

(b) **Other qualifications.**—No person shall be eligible for appointment to the posts specified in column (1) by the method specified in column (2) of the annexure to these rules, unless he possesses the qualifications specified in the corresponding entries in column (3) thereof:-

(c) In the matter of appointment by direct recruitment, other things being equal, preference shall be given to persons, who have completed one year of apprenticeship under the Government of India Scheme or one year of Training under the State Government Apprenticeship Scheme Sanctioned in G.O. Ms. No. 1546, Labour, Dated 16<sup>th</sup> October 1970.

**6. Discharge, reappointment and appointment as full members.**—For the purpose of discharge of probationers and approved probationers for want of vacancies, their re-appointment and their appointments as full members, every post or group of posts in a category, for which qualification in a particular subject is prescribed, shall be deemed to be a separate category.

**7. Probation.**—(a) Every person appointed to a class or category 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 it shall not be necessary for a person appointed to a category by promotion or by transfer from any other category of the service to be on probation, if he is an approved probationer in the lower category.

(b) Persons who have been taken over from the Government of India on the 1<sup>st</sup> November 1956 shall not be required to undergo the period of probation prescribed under sub-rule (a) of this rule, if they have already put in a satisfactory service continuously for a period of two years on the first November 1956 and in case of others, the service rendered by them under the Government of India prior to the 1<sup>st</sup> November 1956 shall count towards the prescribed period of probation.

(c) The Principals of Industrial Training Institutes shall be competent to declare the probation of various staff of the Industrial Training Institutes, except Training Officer included under class I and also to extend the probation of the above staff for failure to pass the prescribed tests within the period of probation.

**8. Liability for military service.**—All graduate engineers recruited to the posts of Training Officer in category 1, in class I in future, shall be liable to serve for a minimum period of four years (including the period spent on training) in the armed forces or on work relating to Defence effect anywhere in India or abroad if so required. The liability to serve in the Armed forces shall be limited to the first ten years of service from the date of the first appointment and shall not ordinarily apply to graduate engineers above forty years of age.

**9. Preparation of annual list.**—For the purpose of drawing up of annual list of approved candidates for appointment to the post by promotion or by recruitment by transfer, the crucial date on which the candidate should be qualified shall be the first August of every year.

#### ANNEXURE

[referred to in rule 5(b)]

Category	Method of appointment	Qualification
(1)	(2)	(3)
1. Training Officers in the Industrial Training Institutes/ Centres.	Promotion	<p>1 (a) A degree or diploma in Mechanical, Electrical, Automobile or Civil Engineering or in Printing Technology of any University or Institution recognised by the University Grants Commission for the purpose of its grants / Madras Institute of Technology /State Board of Technical Education and Training, Chennai (formerly known as Technological Diploma Examination Board, Madras) or of any recognised Institution or Board; and</p> <p>(b) Must have put in service as Assistant Training Officers in the Industrial Training Institutes / Centres and or under the Apprentices Act and or Supervisor (Maintenance) / Supervisor (Electrical) in the Industrial Training Institutes / Centres and / or Purchase Assistant in the office of the Director of Employment and Training for a period of not less than two years; or</p> <p>2 (a) Must have been declared eligible for college course of study; and</p> <p>(b) Must possess National Apprenticeship Certificate issued under the Apprentices Act or Certificate of</p>

- Apprenticeship under the National Apprenticeship Training Scheme issued by the National Council for Training in Vocational Trades or National Trade Certificate issued by the National Council for Training in Vocational Trades or Diploma in Craftsmanship issued by the Government of India or any other equivalent Certificate issued by the Government of India or Industrial School Certificate or Craftsmanship certificate issued by the Department of Industries and Commerce or by the Department of Employment and Training or any other equivalent qualifications; and
- (c) Must have put in service as Assistant Training Officer in the Industrial Training Institutes / Centres and / or under the Apprentices Act and / or Supervisor (Maintenance) and / or Supervisor (Electrical) in the Industrial Training Institutes / Centres and / or as Purchase Assistant in the office of the Director of Employment and Training for a period not less than five years; or
- 3 (a) Must have passed E.S.L.C. or III Form or VIII Standard; and
- (b) Must possess National Apprenticeship certificate issued under the Apprentices Act or Certificate of Apprenticeship under the National Apprenticeship Training Scheme issued by the National Council for Training in Vocational Trades or National Trade Certificate issued by the National Council for Training in Vocational Trades or Diploma in Craftsmanship issued by the Government of India or any other equivalent certificate issued by the Government of India or Industrial School Certificate or Craftsmanship Certificate issued by the Department of Industries and Commerce or by the Department of Employment and Training or of any other equivalent qualifications; and
- (c) Must have put in service as Assistant Training Officer in the Industrial Training Institutes / Centres and / or under the Apprentices Act and / or as Supervisor (Maintenance) and / or Supervisor (Electrical) in the Industrial Training Institutes / Centres and / or Purchase Assistant in the office of Director of Employment and Training for a period of not less than ten years; or

		Direct recruitment or transfer from any other class or category of the same service or recruitment by transfer from any other service.	A degree or diploma in Mechanical, Electrical, Automobile, Civil Engineering or Printing Technology of any University or Institution recognised by the University Grants Commission for the purpose of its grants / Madras Institute of Technology /State Board of Technical Education and Training, Chennai (formerly known as Technological Diploma Examination Board, Chennai) or of any recognised Institution or Board; and practical experience for a period of not less than two years in a recognised Engineering concern and teaching experience for a period of not less than one year.
2.	(a) Assistant Training Officers including Drawing, Mathematics, Allied Trades, in the Industrial Training Institutes/ Centres.	Promotion	<ol style="list-style-type: none"> <li>1. A degree or diploma in Mechanical, Electrical, Automobile Civil Engineering or in Printing Technology of any University or Institution recognised by the University Grants Commission for the purpose of its grants / Madras Institute of Technology; or</li> <li>2. A diploma in Mechanical, Electrical, Automobile, Civil Engineering or in Printing Technology of the State Board of Technical Education and Training, Chennai(formerly known as Technological Diploma Examination Board, Madras) or any other diploma in the appropriate branch of the State Board of Technical Education and Training, Chennai or of any other recognised Institution or Board; or</li> <li>3. National Apprenticeship Certificate in the appropriate Trade issued under the Apprentices Act by the National Council for Training in Vocational Trades or Certificate of Apprenticeship in the appropriate trade issued under the National Apprenticeship Training Scheme by Directorate General of Employment and Training and National Council for Training in Vocational Trade or National Trade Certificate in the appropriate trade issued by the National Council for Training in Vocational Trade or Diploma in Craftsmanship in the appropriate trade issued by the Government of India or any other equivalent certificate issued by the Government of India; or</li> <li>4. Industrial School Certificate in the appropriate trade or Certificate of Craftsmanship in the appropriate trade issued by the Department of Industries and Commerce or by the Department</li> </ol>

- of Employment and Training or any other equivalent qualifications; or
5. Must have successfully undergone re-training in the appropriate trade in the C.T.I; and service as Junior Training Officer in the respective trade for a period of not less than three years; or
  6. B.A. or B.Sc., or Secondary Grade Teachers' Certificate and appointed prior to 7<sup>th</sup> July 1966 as Junior Training Officer (Mathematics) and service as Junior Training Officer in (Mathematics) for a period of not less than three years.
2. (b)Purchase Assistant in the Office of the Director of Employment and Training. Promotion
1. A degree or diploma in Mechanical Engineering of any University or Institution recognised by the University Grants Commission for the purpose of its grants; or
  - 2(a) A diploma in Mechanical Engineering of the State Board of Technical Education and Training, Chennai (formerly known as Technological Diploma Examination Board, Chennai) or of any other recognised Institution or Board; and
  - (b) Service as Junior Training Officer in various trades including Allied Trade, Drawing and Mathematics in the Industrial Training Institutes / Centres for a period of not less than three years.
3. Junior Training Officers in various trades in the Industrial Training Institutes / Centres. Promotion
1. Must hold National Trade Certificate or National Apprenticeship Certificate or Certificate under National Apprenticeship Training Scheme or diploma in Craftsmanship of Government of India in the appropriate trade.
  2. Must be an approved probationer in the post of Workshop Assistant in any Industrial Training Institutes.
  3. Must have three years of practical experience in appropriate trade in any recognised Engineering concern:  
 Provided that no person shall be eligible for appointment to the post of Junior Training Officer with effect from 9<sup>th</sup> July 1976, unless he has appeared for the Secondary School Leaving Certificate Public Examination and been declared eligible for College Course of study or an equivalent examination besides other qualification already prescribed:  
 Provided further that the said qualification of a pass in S.S.L.C., or its equivalent examination shall not apply



to any of the Workshop Assistants (Grade I and II) who was appointed prior to 9<sup>th</sup> July 1976.

Direct recruitment or transfer from any other class or category of the same service or recruitment by transfer from any other service

1. Industrial School Certificate issued by the Department of Industries and Commerce or Certificate of Craftsmanship issued by the Government of India or by the Department of Industries and Commerce in the appropriate trades or National Trade Certificate issued by the National Council for Training in Vocational Trade and practical experience in a recognised engineering concern for a period of not less than two years; or
2. Must possess a competency certificate with five years experience as skilled worker in the appropriate trades; or
3. Must have passed the Elementary School Leaving Certificate Examination or III Form or VIII Standard in a recognised School and must possess practical experience as a Skilled Worker in the appropriate trade for a period of not less than ten years:

Provided that no person shall be eligible for appointment to the post of Junior Training Officer on and from 17<sup>th</sup> December, 1963, unless he possesses the following qualifications:-

- (a)(i) National Trade Certificate in the appropriate trade issued by the National Council for Training in Vocational Trades and practical experience for a period of not less than three years in a recognised concern; or
- (ii) Craftsmen Training Diploma in the appropriate trade issued by the Government of India and practical experience for a period not less than three years in a recognised engineering concern; and
- (b) Ability to organise the proper distribution of work to the trainees in his charge and maintain discipline among them:

Provided further that no person shall be eligible for appointment to the post of Junior Training Officer on and from the date of issue of these rules unless he possesses the following qualifications, namely :-

- (c) A diploma in the appropriate branch of the State Board of Technical Education and Training, Chennai (Formerly known as Technological

Diploma Examinations Board, Madras) or of any other recognised institutions or Board; or

- (d)(i) National Trade Certificate in the appropriate trade issued by the National Council for Training in Vocational Trades and Practical experience for a period of not less than three years in a recognised concern; or
- (ii) Craftsmen Training Diploma in the appropriate trade issued by the Government of India and practical experience for a period of not less than three years in a recognised engineering concern; and
- (iii) Certificate of Apprenticeship in the appropriate trade issued under the National Apprenticeship Training School by the Director – General of Employment and Training and National Council for Training in Vocational Trades and practical experience for a period of not less than three years in a recognised engineering concern; or
- (iv) National Apprenticeship Certificate in the appropriate trade issued under the Apprentices Act by the National Council for Training in Vocational Trades and practical experience for a period of not less than two years in a recognised engineering concern;

- (e) Ability to organise the proper distribution of work to the trainees in his charge and maintain discipline among them:

Provided that in respect of candidates who have appeared privately and passed the diploma in Craftsmanship or National Trade Certificate issued by the National Council for Training in Vocational Trade, the practical experience shall not be insisted upon:

Provided further that no person shall be eligible for appointment to the post of Junior Training Officer with effect from 9<sup>th</sup> July 1976, unless he has appeared for the Secondary School Leaving Certificate Public Examination and been declared eligible for College Course of study or an equivalent examination besides other qualification already prescribed:

Provided also that no person shall be eligible for appointment to the post of Junior Training Officer in

the trade of Refrigeration and Air-Conditioning, unless he possesses the following qualification, namely:-

(i) the diploma in Mechanical Engineering with Refrigeration and Air-Conditioning as an elective subject issued by the State Board of Technical Education and Training, Chennai (formerly known as Technological Diploma Examination Board, Madras) or any other recognised Institution or Board; or

(ii) the Post diploma in Refrigeration and Air-Conditioning issued by the State Board of Technical Education and Training, Chennai formerly known as Technological Diploma Examination Board, Madras or any other recognised institution or Board. the Post diploma in Refrigeration and Air-Conditioning issued by the State Board of Technical Education and Training, Chennai (formerly known as Technological Diploma Examination Board, Madras) or any other recognised institution or Board.

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| 4. | Junior Training Officers (Drawing) in the Industrial Training Institutes/ Centres. | All methods of appointment | <p>(a) A diploma in Mechanical Engineering of the State Board of Technical Education and Training Chennai (formerly known as the Technological Diploma Examination Board, Madras) or of any recognised Institution or Board; or<br/>Must have been declared eligible for college course of study; and</p> <p>(b) A diploma or Certificate in the trade of Draughtsman (Mechanical) issued by a recognised Institution or Board:</p> <p>Provided that no person shall be eligible for appointment to the post of Junior Training Officer (Drawing) on and from 7<sup>th</sup> July 1966 unless he possesses the following qualifications:-</p> <p>(a) Must have been declared eligible for college course of study; and</p> <p>(b) A diploma in Craftsmanship issued by the Government of India in the trade of Draughtsman (Mechanical) or Fitter or Turner or Machinist or Certificate of Apprenticeship issued by National Apprenticeship Training Scheme by the Director-General of Employment and Training and National Council for Training in Vocational Trades in the Trade of Draughtsman (Mechanical), or Fitter or Turner or Machinist with 3 years practical experience in a recognised concern after obtaining the Diploma in Craftsmanship or</p> |
|----|--|----------------------------|--|

National Trade Certificate or the Certificate of Apprenticeship as the case may be (or) Apprenticeship Certificate issued by the National Council for Training in Vocational Trades in the Trades of Draughtsman (Mechanical) or Fitter or Turner or Machinist with two years' practical experience in a recognised concern, after obtaining the National Apprenticeship Certificate; or

A diploma in Mechanical Engineering of the Technological Diploma Examination Board, Chennai or of any recognised Institution or Board:

Provided further that no person shall be eligible for appointment to the post of Junior Training Officer (Drawing) on and from 2<sup>nd</sup> May 1984, unless he possesses the following qualifications:-

1. A diploma in Mechanical Engineering or diploma in Instrument Technology, diploma in Machine Tool Maintenance and Repair or diploma in Machine Design and Drafting of the State Board of Technical Education and Training, Chennai or any other recognised Institution or Board.
- 2.(a) A pass in S.S.L.C. or its equivalent examination.
- (b)(i) A diploma in Craftsmanship or National Trade Certificate issued by the National Council for Training in Vocational Trade or Certificate of Apprenticeship issued under the National Apprenticeship Training Scheme by the Director General of Employment and Training in Vocational Trades in the trade of Draughtsman (Mechanical) with practical experience as Draughtsman (Mechanical) for 3 years in a recognised engineering concern after obtaining the above Certificates; or
- (ii) National Apprenticeship Certificate issued under Apprentices Act in the Trade of Draughtsman (Mechanical) with practical experience of 2 years in a recognised engineering concern as Draughtsman (Mechanical) after obtaining the above certificate.

- |    |  |                            |     |   |
|----|--|----------------------------|-----|---|
| 5. | Junior Training Officers (Mathematics) in the Industrial Training Institute / Centre | All methods of appointment | (1) | B.A., or B.Sc., degree of any University in the State of Tamil Nadu with Mathematics as one of the subjects; or   |
|    |  |                            | (2) | Secondary Grade Teachers, Certificate with one year of teaching experience:<br>Provided that no person shall be eligible for appointment to the post of |

Junior Training Officers (Mathematics) on and from 7<sup>th</sup> July 1966 unless he possesses the following qualifications:-

- (i) (a) Must have been declared eligible for College Course of Study; and  
 (b) A diploma in Craftsmanship issued by Government of India in the Trade of Draughtsman (Mechanical) or Fitter or Turner or Machinist or National Trade Certificate issued by the National Council for Training in Vocational Trades in the trade of Draughtsman (Mechanical) or Fitter or Turner or Machinist of Certificate of Apprenticeship issued under the National Apprenticeship Training Scheme by the Director General of Employment and Training and National Council for Training in Vocational Trades in the Trades of Draughtsman (Mechanical) or Fitter or Turner or Machinist with three years practical experience in a recognised concern after obtaining the diploma in Craftsmanship or National Apprenticeship Certificate issued by the National Council for Training in Vocational Trades in the Trades of Draughtsman (Mechanical) or Fitter or Turner or Machinist with two years practical experience in a recognised concern after obtaining the National Apprenticeship Certificate; or

A diploma in Mechanical Engineering of the State Board of Technical Education and Training, Chennai (formerly known as the Technological Diploma Examination Board, Madras) or of any recognised Institution or Board:

Provided further that no person shall be eligible for appointment to the post of Junior Training Officer (Mathematics) on and from 2<sup>nd</sup> May 1984, unless he possesses the following qualifications:-

A diploma in Mechanical Engineering or diploma in Instrument Technology or diploma in Machine Tool Maintenance and Repairs of the State Board of Technical Education and Training, Chennai or any other recognised Institution or Board.

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|---|---|---|
| 6. Workshop Assistant in the Industrial Training Institutes/ Centres. | Direct recruitment or transfer from any other class or category or Recruitment by | (1) Must have passed S.S.L.C. or its equivalent; and<br>(2) Must possess NTC in the appropriate trade issued by the NCVT or must possess NAC in the appropriate Trade |
|---|---|---|

		transfer from other service.	any	issued under the Apprentices Act by the NCVT.
7.	Staff Car Driver in the Office of the Director of Employment and Training.	All methods of appointment.		<p>1.A current driving licence issued by a licensing authority specified in rule 4 of the Tamil Nadu Motor Vehicles Rules, 1940.</p> <p>2.A thorough knowledge of Motor Mechanism; and</p> <p>3.Practical experience in driving Heavy Motor Vehicles for a period of not less than six months.</p>

## Class II

1.	Superintendent Sri Moola Rama Verma Technical Institute, Nagercoil.	All methods of appointments.		<p>A diploma in Textile manufacture of the Technological Diploma Examination Board, Chennai or LTM Diploma of Victoria Jubilee Technical Institute, Bombay; or</p> <p>A diploma in Textile Chemistry with Spinning and Weaving as subsidiary and Bleaching, Dyeing, Printing and Finishing as main of any recognised Institutions or Board or of any Indian University; or</p> <p>Certificates of Supervisors course in Power Spinning and Weaving of the Government Textile Institute, Chennai (now defunct) with not less than three years experience in a weaving institution.</p>
2.	Foreman, Sri Moola Rama Verma Technical Institute, Nagercoil.	All methods of appointments.		<p>Certificate of the Supervisors course in Power Spinning and Weaving of the Government Textile Institute, Chennai (now defunct); or</p> <p>Certificate of the Instructors course in Handloom Weaving plus certificate of the special course in Power loom Weaving of the Government Textile Institute, Chennai (now defunct) and one year practical experience in a power loom weaving concern; or</p> <p>A pass in III Form or VIII Standard and Handloom Weaving Higher Grade of the Tamil Nadu Government Technical Examinations and one year experience in a Handloom weaving factory.</p>
3.	Instructor, Sri Moola Rama Verma Technical Institute, Nagercoil.	All methods of appointments.		<p>Certificate of the Instructors course in Handloom Weaving of the Government Institute, Chennai (now defunct) and experience for a period of one year or experience in a Handloom Weaving Factory for one year; or</p> <p>A pass in III Form or VIII Standard, and Handloom Weaving Higher Grade of Tamil Nadu Government Technical Examinations</p>

and experience for a period of not less than one year in a Handloom weaving factory.

4. Drawing Instructor, Sri Moola Rama Verma Technical Institute, Nagercoil.	All methods of appointments	<ol style="list-style-type: none"> <li>1. A pass in III Form or VIII Standard; and</li> <li>2. Group Certificate in Drawing of the Tamil Nadu Government Technical Examinations or A certificate of School of Arts and Crafts of the Government of Tamil Nadu (now College of Arts and Crafts), Chennai; or</li> </ol>
		<p>Higher Grade Certificate in Free Hand Drawing with Higher Technical Teachers' Certificates of the Tamil Nadu Government Technical Examinations.</p>
<b>Class III</b>		
1. Silk Screen Designer.	(i) Direct recruitment.	<ol style="list-style-type: none"> <li>(i) Must possess minimum general educational qualification;</li> <li>(ii) Must possess a first class diploma in Commercial Arts issued by the College of Arts and Crafts, Chennai.</li> <li>(iii) Must possess experience as Artist in a public or reputed private organisation for a period of not less than five years; and</li> <li>(iv) Must have undergone training in Silk Screen Printing for a period of not less than three months in a Government or reputed private organisation.</li> </ol>
		<ol style="list-style-type: none"> <li>(i) Must have undergone training in Silk Screen Printing for a period of not less than three months in a Government or reputed private organisation; and</li> <li>(ii) Must have served as Artist in the Employment Wing of the Department of Employment and Training for a period of not less than five years.</li> </ol>
2. Artist	Direct recruitment	<ol style="list-style-type: none"> <li>(i) Must have passed III Form or VIII Standard. Preference will be given to candidates with higher educational qualification; and</li> <li>(ii) Must possess a diploma in Fine Arts including drawing, commercial art and painting, issued by the Board of Technical Examinations, Tamil Nadu or any other Institution recognised by the University Grants Commission for the purpose of its grants.</li> </ol>
		<p>Other things being equal, preference shall be given to persons with Higher Technical qualifications and practical</p>

experience in the field, knowledge of photography shall be an additional qualification.

**Explanation.—I.**Preference shall be given to those who possesses a certificate in Handloom Weaving Lower Grade of the Tamil Nadu Government Technical Examination.

**II.A** “recognized School”, shall mean a school recognised by the Government of Tamil Nadu.

**III.A** “recognised engineering concern” shall mean Government Industrial Training Institute or any other engineering establishment having a wide range of practical work and recognised by the Government of India or by any of the State Government or by the State Board of Technical Education and Training, Chennai or recognised by the National Council for Training in Vocational Trades or National Council for Vocational Training for affording practical Training to candidates or any large or medium scale factory registered under the Factories Act, 1948 (Central Act LXIII 1948) or by the Director of Industries and Commerce, Chennai as small scale industry using power and employing not less than ten persons in its manufacturing process.

**IV.**“Practical experience” shall mean the experience gained in a recognised concern defined in Explanation – III above in the field or trade in which an individual possess the technical or trade qualifications.

**V.**“A recognised institution or Board” shall mean an Institution or Board, recognised by the Government of India or any of the State Governments.



## SECTION 8 —THE TAMIL NADU ENGINEERING SUBORDINATE SERVICE.

### Part I

**1.Constitution.**—The service shall consist of the following branches, namely:-

Branch I	Engineering Branch
Branch II	Workshops Branch
Branch III	Irrigation Branch
Branch IV	Horticultural Branch
Branch V	Sanitary Engineering Branch - Deleted
Branch VI	Provincialised Work charged Establishment Branch – Deleted
Branch VII	Radio Supervisors and Mechanics in the Panchayat Radio Maintenance Organisation
Branch VIII	Driving Branch
Branch IX	Electrical Branch
Branch X	Drivers Branch
Branch XI	Mechanical Branch
Branch XII	Miscellaneous Branch

**1A.Reservation of appointments.**—The rule of reservation of appointments (General rule 22) shall apply for appointment by direct recruitment to all the categories in Branch I - Engineering Branch, Branch II - Workshops Branch, Branch III – Irrigation Branch, Branch IV -Horticultural Branch, Branch IX - Electrical Branch, Branch X - Drivers Branch, Branch XI - Mechanical Branch and Branch XII – Miscellaneous Branch, the cadre strength of which is more than one.

**2.Probation.**—(a) Every person appointed to a category in any of the branches 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 nothing contained in this section shall apply to the following categories where recruitment is made as indicated against them:-

#### Branch I – Engineering Branch

Junior Engineer (category 1)	Promotion from the posts of Overseer or Technical Assistant or Draughting Officer.
Special Grade Draughting Officer (category 3)	Promotion from Senior Draughting Officer.

#### Branch II – Workshop Branch

General Foreman (category 1)	Promotion from Foreman in Public Works Workshop and Stores.
Store Keeper, Grade I (category 4)	Promotion from the temporary post of Assistant Stock Verifier.

#### Branch III – Irrigation Branch

Dam Superintendent, Periyar. (category 1)	Promotion from Assistant Dam Superintendent, Periyar.
Assistant Dam Superintendent, Periyar. (category 2)	Promotion from Sluice Superintendent, Thekkadi.

## Branch IV- Horticultural Branch

Superintendent, Marina Gardens. (category 1)	Promotion from Foreman, Marina Gardens, Chennai.
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## Branch IX – Electrical Branch

Junior Engineer (Electrical) (category 1)	Promotion from Electrical Draughtsman, Grades II and III.
Electrical Draughtsman, Grade II (category 2)	Promotion from Electrical Draughtsman, Grade III.

## Branch XI – Mechanical Branch

Junior Engineer (Mechanical) (category 1)	Promotion from Mechanical Draughtsman, Grade I.
Mechanical Draughtsman, Grade I (category 2)	Promotion from Mechanical Draughtsman, Grade II.
Mechanical Draughtsman, Grade II (category 2)	Promotion from Mechanical Draughtsman, Grade III.

Provided further that a person appointed as Junior Draughting Officer by promotion from the category of Assistant Draughtsman need not undergo probation, if he has already completed his probation in the category of Assistant Draughtsman.

(b) Omitted.

(c) Omitted.

(d) Omitted.

The various grades of Draughtsman including Assistant Draughtsman under Branch I [excluding Artist Draughtsman in the office of the Chief Engineer (Irrigation)], Branch II, Branch IX and Branch XI shall be under one Unit system:

Provided that separate One Unit list shall be maintained for the Draughtsman (Electrical) in the Public Works Department for posting against the vacancies in the Electrical Divisions of the Public Works Department.

## Part II

## Branch I - Engineering Branch

**1. Constitution.**—This branch shall consists of the following categories of officers, namely:-

1. Junior Engineer.
2. Overseers.
3. Special Grade Draughting Officer.
4. (a)(i) Senior Draughting Officer  
(ii) Draughting Officer  
(iii) Junior Draughting Officer

(b) Artist Draughtsman in the office of the Chief Engineer (Irrigation).

5. Store Keepers I, II and III Grades in the Public Works Department circles other than the Public Works Workshops.
  6. Assistant Draughtsman.
  7. Blue- Print Operators, I and II Grades.
  8. Buildings Maistries, I and II Grades.
  9. Senior Research Assistants.
  10. Junior Research Assistants.
  11. Laboratory Assistants.
- } Design Circle

**Note.**—Junior Engineers possessing a degree in Engineering recognised by the Government of Tamil Nadu as sufficient qualification for appointment as Junior Engineer or the diploma of the College of Engineering, Guindy, shall be designated as Assistant Engineers.

**2.Appointment.**—(a) Appointment to several categories in this branch shall be made as follows:-

Category 1

Junior Engineer

- (i) Promotion from Overseers, Technical Assistants and Draughting Officers; or
- (ii) Direct recruitment, if no qualified and suitable candidate is available by promotion; or
- (iii) For special reasons recruitment by transfer from any other service:

Provided that while making appointment to the post of Junior Engineer by direct recruitment, other things being equal, preference shall be given to those who have undergone one year of apprenticeship training under the Government of India scheme or the State Government Apprenticeship Training scheme:

Provided further that a Draughting Officer who opts for promotion as Senior Draughting Officer shall not be eligible for appointment as Junior Engineer.

Category 2

Overseers

Direct recruitment; or appointment in individual cases of Junior Draughting Officer or from the category of Irrigation Inspector in Branch III:

Provided that not more than two Irrigation Inspectors who are qualified for promotion as Overseers shall be promoted to the category of Overseers in one and the same year and such promotion shall be made from an approved list of Irrigation Inspector fit for appointment as Overseers prepared by the Chief Engineer (General):

Provided further that the aggregate number of Irrigation Inspector so promoted shall not, at any time, exceed 12 1/2 % of the cadre strength of Overseers:

Provided also that the restriction and reservation specified in the above provision shall not apply to the Irrigation Inspector holding a Diploma in Civil Engineering; or

For special reasons, recruitment by transfer from any other service.

Category 3  
Special Grade  
Draughting Officer

Promotion from Senior Draughting Officer; or

For special reasons, recruitment by transfer from any other service.

Category 4(a)  
(i) Senior Draughting  
Officer

Promotion from Draughting Officer :

Provided that a Draughting Officer who opts for promotion as Junior Engineer shall not be eligible for appointment as Senior Draughting Officer.

(ii) Draughting Officer

Promotion from Junior Draughting Officer; or

For special reasons, recruitment by transfer from any other service.

(iii) Junior Draughting  
Officer

Direct recruitment; or

Promotion from Assistant Draughtsman; or appointment in individual cases of Overseer by the Chief Engineer (General); or

Promotion from the category of Irrigation Inspectors in Branch III:

Provided that not more than two Irrigation Inspectors who are qualified for promotion as Junior Draughting Officer shall be posted to the category of Junior Draughting Officer in one and the same year and such promotion shall be made from an approved list of Irrigation Inspectors fit for appointment as Junior Draughting Officer prepared by the Chief Engineer (General):

Provided further that the aggregate number of Irrigation Inspectors so promoted shall not, at any time, exceed 12 1/2 % of the cadre strength of Junior Draughting Officer; or

Transfer or promotion of members from the erstwhile Workcharged Establishment who possess diploma in Civil Engineering and who have put in not less than five years of regular service; or

By promotion or transfer from any other category; or

Recruitment by transfer from any other service.

In individual cases, Junior Engineer possessing the Upper Subordinate or L.C.E. Qualification may be appointed temporarily as Senior Draughting Officer, Draughting Officer and Junior Draughting Officer according to the exigencies of service-

(i) by the Superintending Engineer concerned with the approval of the Chief Engineer (General) in his circle; and

(ii) by the Chief Engineer (General) elsewhere.

**Note.**—In individual cases, Junior Engineers possessing B.E.(Civil or Mechanical) degree qualification may be appointed temporarily against the posts of Senior Draughting Officer, Draughting Officer and Junior Draughting Officer by the Chief Engineer, Public Works Department(General) only in the offices of the Chief Engineer(General) or Chief Engineer(Irrigation) or the Special Chief Engineer, Parambikulam Aliyar Project according to exigencies of service.

The provision shall be in force only upto and inclusive of the 31st December 1971 and the Junior Engineer so appointed shall draw the pay admissible to them as Junior Engineers so long as they are retained as Draughtsman.

Category 4(b)	
Artist Draughtsman in the Office of the Chief Engineer (Irrigation)	Promotion from Assistant Draughtsman; or  Direct recruitment; or  For special reasons, recruitment by transfer from any other service.
Category 5	
Store Keeper, I Grade	Promotion from Store Keeper, II Grade.
Store Keeper, II Grade	Promotion from Store Keeper, III Grade; or  If no qualified and suitable person in Store Keeper, III Grade is available, by direct recruitment; or  Recruitment by transfer from any other service.
Store Keeper, III Grade	Direct recruitment; or  For special reasons, recruitment by transfer from any other service.
Category 6	
Assistant Draughtsman	Direct recruitment ; or  Transfer or promotion of members from the erstwhile work charged Establishment who possess the prescribed educational qualification for the post of Assistant Draughtsman; or  Promotion or transfer from any other category; or  Recruitment by transfer from any other service.
Category 7	
Blue Print Operator, I Grade	Promotion from II Grade.
II Grade	Direct recruitment; or  For special reasons, recruitment by transfer from any other service.
Category 8	
Building Maistries, I Grade	Promotion from II Grade.
II Grade	Direct recruitment; or  For special reasons, recruitment by transfer from any other branch or service.

<p>Category 9 Senior Research Assistants</p>	<p>Direct recruitment; or</p> <p>Recruitment by transfer from any other service; or</p> <p>Promotion from among the holders of the post of Junior Research Assistants in the Concrete and Soil Research Laboratories.</p>
<p>Category 10 Junior Research Assistants</p>	<p>Direct recruitment; or</p> <p>Recruitment by transfer from any other service; or</p> <p>Promotion from among the holders of the post of Laboratory Assistants in the Concrete and Soil Research Laboratories.</p>
<p>Category 11 Laboratory Assistants</p>	<p>Direct recruitment; or</p> <p>Recruitment by transfer from any other service.</p>
<p>Category 9 Carpenters</p>	<p>Direct recruitment; or</p> <p>Transfer from Workcharged Establishment.</p>

(b) Promotion to the following posts shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal:-

Junior Engineer, Overseer, Special Grade Draughting Officer, Senior Draughting Officer, Draughting Officer and Junior Draughting Officer [category 4(a)(i), 4(a)(ii) and 4(a)(iii)], Artist Draughtsman in the Office of the Chief Engineer(Irrigation) [category 4(b)], Store Keepers, I and II Grades (category 5), Building Maistries(category 8), Senior Research Assistants(category 9), Junior Research Assistants(category 10).

(c) Promotion to the post of Junior Engineer shall be made in the following order:-

1. Overseers
2. Technical Assistants
3. Draughting Officer.

The ratio for promotion as Junior Engineer from among these feeder categories shall be evolved every year based on the sanctioned strength of these categories, number of eligible candidates as on 1<sup>st</sup> April of the year and the number of anticipated vacancies in the post of Junior Engineer.

**3.Appointing authority.**—The appointing authorities for the posts specified in column(1) of Schedule I to this branch shall be the authorities specified in the corresponding entries in column(2) thereof:-

No person shall be eligible for appointment by direct recruitment as Junior Draughting Officer or Overseer unless his name has been included in the appropriate list of approved candidates for appointment by direct recruitment prepared by Superintending Engineer concerned in respect of appointments in the Public Works Department Circle or by the Chief Engineer concerned in respect of appointments in the offices of the Chief Engineers.

No person shall likewise be eligible for appointment by direct recruitment as Building Maistry unless his name has been included in the appropriate list of approved candidates for

appointment by direct recruitment prepared by the Executive Engineer concerned in respect of appointments in the Public Works Department division concerned.

4.Omitted.

**5.Qualification regarding age.**—No person shall be eligible for appointment by direct recruitment to the posts specified in column (1) of the table below, if he has completed the age specified in the corresponding entries in column (2) thereof:-

TABLE

Post (1)	Age (2)
1. Junior Engineers	<p>Must not have completed 30 years of age on the first day of July of the year in which the selection is made, in the case of persons who do not hold a degree except in the case of members of the Backward Classes, the Scheduled Castes or the Scheduled Tribes.</p> <p>Must not have completed 28 years of age on the first day of July of the year in which the selection is made, in the case of persons who hold the degree in Engineering (Civil or Mechanical or Electrical) of any University or Institution recognised by the University Grants Commission for the purpose of its grant; or the diploma in Engineering (Civil or Mechanical or Electrical) of the College of Engineering, Guindy; or any other qualification deemed as equivalent thereto and in the case of persons who have passed Sections 'A' and 'B' of the A.M.I.E (India) Examinations with the special subjects and training, as specified in Schedule II to these rules, except in the case of members of the Scheduled Castes or Scheduled Tribes.</p> <p>Must not have completed 35 years of age on the first day of July of the year in which the selection is made in the case of members of the Backward Classes, Scheduled Castes and Scheduled Tribes who do not hold a degree.</p>
2.Overseers	<p>(i)A candidate who holds the degree in Engineering (Civil or Mechanical) of any University or Institution recognised by the University Grants Commission for the purpose of its grant or the diploma in Engineering (Civil or Mechanical) of the College of Engineering (Guindy), the diploma of any of the Universities or Institutions recognised by the University Grants Commission – 28 years.</p> <p>(ii)Any such candidates demobilised from any of the Defence Services, namely, the Army, the Navy or the Air Force – 28 Years after deducting the period spent in such service.</p> <p>(iii) Backward Classes – 35 Years.</p> <p>(iv) Scheduled Castes and Scheduled Tribes – 35 Years.</p> <p>(v) Any other candidate - 30 Years.</p>
3.Draughting Officer	<p>(i) Scheduled Castes and Scheduled Tribes – 35 years</p> <p>(ii)Others – 30 years</p>
Junior Draughting Officer	<p>(i)A candidate demobilised from any of the Defence Services, namely, the Army, the Navy or the Air Forces – 30 years after deducting the period spent in such service.</p> <p>(ii)Backward Classes – 35 years.</p> <p>(iii) Scheduled Castes and Scheduled Tribes- 35 years.</p> <p>(iv) Any other candidate - 30 years.</p>

4. Store Keepers II Grade	Scheduled Castes, Scheduled Tribes and Backward Classes – 30 years
	Any other candidate – 31 years
III Grade	Scheduled Castes, Scheduled Tribes and Backward Classes – 35 years
	Any other candidate – 30 years
5. Senior Research Assistants, Junior Research Assistants.	Must not have completed 30 years of age, in case of persons who hold B.E.degree and 26 years of age, in the case of others on the first day of July of the year in which the selection is made.
6.Laboratory Assistants	Must not have completed 30 years of age on the first day of July of the year in which the selection is made: Provided that in the case of persons recruited from Workcharged Establishment of the Research Station, the period of their continuous service therein shall be deducted while computing the maximum age limits.
7. Other posts	(i) Backward Classes 35 years (ii) Scheduled Castes and Scheduled Tribes 35 years (iii) Any other candidate 30 years

**6.Other qualifications.—**No person shall be eligible for appointment to the posts specified in column (1) of Schedule II to this Branch, unless he possesses the qualifications specified in the corresponding entry in column (2) thereof:-

**6A.Liability to serve in defence services.—**Every person appointed as Junior Engineer by direct recruitment shall, during his service, including service in any higher category to which he may be appointed, be liable to a service for a minimum period of four years (including the period spent on training) in the Armed Forces or on works relating to defence effort anywhere in India or abroad, if so required. The liability to serve in the Armed Forces shall be limited to ten years of service from the date of his first appointment as Junior Engineer and shall not ordinarily apply to him, if he is above forty years of age.

**6B.Military duty in connection with the national emergency.—**(i) Notwithstanding anything to the contrary contained in these rules or any other rules, the following provisions shall apply to the persons appointed to the service and who have been deputed for military duty in connection with the national emergency proclaimed on the 26<sup>th</sup> October 1962; and to those non-service persons who joined the armed forces during the said national emergency and are subsequently appointed to this Service and for candidates discharged from Military Service – One year of satisfactory field service rendered by the members of this service will count as two years Civil Service for probation and increment:

Provided that this rule shall not apply to persons who have joined the Military service on or after the 10<sup>th</sup> January 1968.

(ii) Supernumerary posts shall be created in the category of Junior Engineers to accommodate those deputed for Military duty and by non-service persons who have rendered Military Service in connection with the national emergency and are appointed to this service by direct recruitment on discharge from Military Service:

Provided that these concessions shall not apply to such personnel deputed for Military duty on or after the 10<sup>th</sup> January 1968.



(iii) Other things being equal candidates who have rendered Military duty shall be preferred for appointment to the posts of Junior Engineers in the service.

**6C. Fixation of pay and seniority of Junior Engineers discharged from Military Service.—**(i) For the purpose of fixation of pay and seniority, all such candidates appointed as Junior Engineers by direct recruitment shall rank below the successful competition candidates of the year to which they are allotted. The year of allotment shall be the year in which they joined the defence forces or the year of selection by the Tamil Nadu Public Service Commission, whichever is earlier:

Provided that in the case of candidates who had joined the defence forces earlier than 1962, the year of allotment shall be taken as 1962. If the recruitment is made to the post after the declaration of the emergency, the initial pay of the candidates joining the Civil Service against vacancies after his release from the armed forces shall be fixed, taking into account the length of his entire Military service after the declaration of the emergency and treating each year of such Military service as equivalent to one year of Civil Service. The qualifying Military service shall also be counted towards his qualifying Civil Service for purpose of pension and gratuity.

(ii) Seniority of such persons allotted to a particular year shall be determined according to merit, the merit list being prepared on the basis of their academic and service records.

(iii) All such persons shall rank below all the other candidates selected by other methods of recruitment for the year to which they are allotted.

(iv) The particular date in which a candidate shall be deemed to have been appointed to the post concerned shall be decided by the appointing authority in such cases.

**7. Test.—**(a) A Junior Engineer shall, within the period of probation, pass Account Test for Public Works Department Officers and Subordinates.

**Explanation.—** A Junior Engineer shall, within the period of his probation pass the Account Test for Public Works Department Officers and Subordinates. He shall not be liable to be discharged or reverted for failure to pass the said test within the period of his probation, but his probation shall be extended up to a maximum period of five years and his second and subsequent increments shall be stopped till he passes the said test. Such stoppage of increments shall not have the effect of postponing his future increments after he passed the said test. The probationer who has passed the test within the stipulated period shall be eligible for sanction of second and subsequent increments on normal dates irrespective of the fact that no formal orders on declaration of satisfactory completion of probation after passing the said test have been issued. If he fails to pass the said test even within the maximum period of five years, he shall be reverted to the lower post or to the former post if he has been appointed by recruitment by transfer and if he has been appointed by direct recruitment, his probation shall be terminated.

(b) Overseer shall, within the period of his probation, pass the Account Test for Public Works Department Officers and Subordinates.

**Explanation.—** An Overseer on probation shall not be liable to be discharged or reverted for failure to pass the Account Test for Public Works Department Officers and Subordinates within the period of his probation, but his probation shall be extended up to a maximum period of five years and his second and subsequent increment shall be stopped till he passes the said test. Such stoppage of increment shall not have the effect of postponing his future increments after he passed the test and after he is declared to have satisfactorily completed his probation. If he does not pass the said test even within the maximum period of five years, he shall be reverted. If an Overseer is appointed by direct recruitment and has not passed the said test even within the maximum period of five years, his probation shall be terminated:

Provided that the person holding the post of Overseer including the approved probationer in the said category shall pass the test qualification within a period of five years from the 3<sup>rd</sup> November 1989. If he fails to pass the above test within the above period of five years, he shall not be eligible for getting the next increment and for getting the promotion:

Provided further that the Overseers who have completed 53 (Fifty three) years of age as on the 3<sup>rd</sup> November 1989 need not pass the said test.

**8.Substantive appointment of Junior Engineers.—**So far as qualified approved probationers are available for appointment as full members in the category of Junior Engineer, three out of every four substantive vacancies arising successively, shall be filled by approved probationers who possess the degree in Engineering (Civil, Mechanical or Electrical) of any University recognised by the Central University Grants Commission for purposes of its grant or any other qualifications deemed as equivalent thereto and the forth vacancy shall be filled by an approved probationer who possesses the Upper Subordinate or L.C.E. diploma of the College of Engineering, Guindy or the diploma in Engineering (Civil or Mechanical) of any of the Institution recognised by the University Grants Commission for purposes of its grant or pass in Sections 'A' and 'B' of the A.M.I.E. (India) Examinations.

**9.Transfers.—** Transfers of members of the service shall be made -

- (i) By the Chief Engineer(General) if from one Circle to another or from one Circle to the Offices of the Chief Engineers and vice versa.
- (ii)By the Superintending Engineers of the Circle if from one Division to another within the Circle; and
- (iii) By the Executive Engineer of the Division if within the Division.

**10.**Omitted.

**11.Security deposit.—** Every person appointed to the posts specified in column (1) of the table below shall deposit the amount specified in corresponding entries in column (2) thereof:-

TABLE

Post (1)	Amount to be deposited (2)
Store Keeper, Grade I	Rs.2000/-
Store Keeper, Grade II	Rs.1000/-
Store Keeper, Grade III	Rs.500/-

**12.Training.—**All the Special Grade Draughting Officer and Senior Draughting Officer who are willing and who have completed 20 years of service as Junior Draughting Officer, Draughting Officer, Senior Draughting Officer including Assistant Draughtsman shall be sent to field duty as Junior Engineer for a minimum period of three years according to seniority, merit and subject to availability of vacancies. On completion of field service, they shall be reverted back as Special Grade Draughting Officer or Senior Draughting Officer, as the case may be subject to availability of personnel for the posts of Junior Engineer, Special Grade Draughting Officer and Senior Draughting Officer.

**SCHEDULE I**

(referred to in rule 3)

Post (1)	Appointing authority (2)
Junior Engineer	Chief Engineer (General)
Overseers	Superintending Engineer concerned.
Special Grade Draughting Officer in the office of the Chief Engineers.	Chief Engineer concerned
Civil Draughtsman in the consulting Architect's Section of the office of the Chief Engineer (General)	Senior Deputy Chief Engineer (General)

Civil Draughtsman in other Sections and offices	Senior Deputy Chief Engineer concerned in respect of appointments in the offices of the Chief Engineer.  Superintending Engineer concerned in respect of appointments in his Circle.
Artist Draughtsman in the office of the Chief Engineer (Irrigation)	Deputy Chief Engineer (Irrigation)
Store Keepers I, II & III Grades	Superintending Engineers concerned.
Assistant Draughtsman	Senior Deputy Chief Engineer concerned in respect of appointments in the office of the Chief Engineer.  Superintending Engineer concerned in respect of appointments in his Circle: Provided the first appointment may be made by the Executive Engineers concerned in respective Divisions.
Blue-Print Operator	Deputy Chief Engineer (General) in respect of appointments in the office of the Chief Engineer. Superintending Engineer concerned in respect of appointments in his Circle.
Building Maistries, I Grade	Superintending Engineer of Circle concerned.
Building Maistries, II Grade	Executive Engineer of the Divisions concerned.
Senior Research Assistants	Chief Engineer, Plan Formulation, Chennai.
Junior Research Assistants	Chief Engineer, Plan Formulation, Chennai.
Laboratory Assistants	Superintending Engineer, Designs Circle, Chennai.
Carpenter	Executive Engineer concerned.

**SCHEDULE II**  
(referred to in rule 6)

Post (1)	Qualifications (2)
Junior Engineers	<ol style="list-style-type: none"> <li>1.The degree in Engineering (Civil or Mechanical) of any University or Institution recognised by the University Grants Commission for the purpose of its grant; or</li> <li>2.The Upper Subordinate or L.C.E. diploma of the College of Engineering, Guindy or the L.C.E., or L.S.E., diploma awarded by the Technological Diploma Examination Board, Chennai; or</li> <li>3.A pass in Sections 'A' and 'B' of the A.M.I.E. (India) Examination.</li> <li>4.The Licentiate in Mechanical Engineering or the Licentiate in Automobile Engineering diploma of the Technological Diploma Examination Board, Chennai: Provided that – <ol style="list-style-type: none"> <li>(i) a diploma holder must possess practical experience in Engineering work for a period</li> </ol> </li> </ol>

of not less than two years after obtaining the diploma.

Other things being equal preference shall be give to diploma holders possessing practical experience in Civil Engineering Works for a period of not less than two years either in the teaching line in the Government Technical Institutions or in the Public Works Department or in other Government Departments including Industrial Technical Branches (other than workshops) or in Local Bodies of Public Sector undertakings.

- (ii) Omitted.
- (iii) Twenty five per cent of the number of vacancies estimated every year shall be reserved to be filled by candidates possessing the Upper Subordinate or LCE diploma of the College of Engineering Guindy, or the L.C.E. or L.S.E. diploma awarded by the Technological Examination Board, Chennai or any similar diploma awarded by any University or Institution recognised by the University Grants Commission for the purpose of its Grant;
- (iv) No candidate possessing the diploma in Engineering (Civil or Mechanical) of the College of Engineering, Guindy, shall be eligible for appointment, if a suitable candidate possessing the degree in Engineering (Civil or Mechanical) of the Madras or Annamalai University or the B.Sc., (Engg) degree of the Banaras Hindu University is available for such appointments; and
- (v)(a) A candidate possessing the D.M.E. diploma or the L.A.E. diploma of the Technological Diploma Examination Board, Chennai mentioned in item (4) above shall be eligible for appointment only if he is serving in the Public Works Department at the time of application for appointment and he is certified to have acquired sufficient practical experience to merit recruitment as Junior Engineer by the Executive Engineer concerned;
- (b) He shall, within a period of five years from the date of regular appointment, secure pass in the special examination for Group certificate in Buildings Drawing or a pass in the special examination for group certificate in Civil Engineering in the Government Technical Examination or a pass in the Sections 'A' and 'B' of the A.M.I.E.(India) Examination taking Civil Engineering subjects and produce satisfactory evidence in regard to proficiency in practical surveying.

If he does not acquire either of the above qualification within the time limit allowed, his increments shall be stopped until he acquires either of the said qualifications but such stoppage of increment shall not have the effect of postponing his future increments after he has acquired either of the said qualifications.

- (c) The number of candidates holding the LME and LAE diploma of the Technological Diploma Examinations Board, Chennai mentioned in item (4) above recruited for appointment in a year shall not exceed 10 per cent of the total number of estimated vacancies in that year:

Provided further that no Overseer or Draughting Officer shall be eligible for promotion as Junior Engineer unless he has rendered service for a period of not less than eight years if he is not a holder of the L.C.E. diploma and four years if he holds the L.C.E. diploma, such promotion being made on grounds of merit and ability, seniority being considered only where merit and ability are approximate equal:

Provided also that a Technical Assistant shall not be eligible for promotion as Junior Engineer unless he has rendered not less than four years of continuous service as Technical Assistant in the case of diploma holders and eight years in the case of others and if he had not passed the Account Test for Public Works Department Officers and Subordinates:

Provided also that the Special Grade Draughting Officer or Senior Draughting Officer possessing A.M.I.E. (India) Examination or B.E. degree qualification shall be eligible for appointment as Junior Engineer if he has rendered service for not less than three years.

Overseers

- (i) The degree in Engineering (Civil or Mechanical or Electrical) of any University or Institution recognised by the University Grants Commission for the purpose of its grant; or
- (ii) The Upper Subordinate or Licentiate in Civil Engineering diploma of the College of Engineering, Guindy; or
- (iii) The new Overseer diploma of the College of Engineering Guindy, or any other similar diploma referred to above of any of the University or Institution recognised by University Grants Commission for purpose of its grant; or

- (iv) A pass in Sections 'A' and 'B' of the A.M.I.E. (India) Examination in the following subjects with practical experience in Engineering Works for a period of not less than one year:-

Properties and Strength of Materials and Elementary Structures; Theory of Structures [Papers (a) and (b) under Section A]; Hydraulics and Hydraulic Machinery Geodesy; Sanitary Engineering [Papers (f), (j) and (m) under Section B];

Provided that an Irrigation Inspector who does not possess any of the qualifications prescribed above, but who has secured-

1. A pass in the Special examination for Group Certificate in the Building Drawing Group prescribed for Draftsman in the Government Technical Examination; and
2. A pass in the Government Technical Examination in -
  - (i) Earthwork and Road making(Lower);
  - (ii) Surveying and Levelling Lower);and
  - (iii) Hydraulic and Irrigation (Lower) shall be eligible for promotion as Overseer.

Special Grade Draughting Officer, Senior Draughting Officer, Draughting Officer and Junior Draughting Officer.

- (i) The degree in Engineering (Civil or Mechanical or Electrical) of any University or Institution recognised by the University Grants Commission for the purpose of its grant; or
- (ii) A pass in Sections A and B of the A.M.I.E. (India) Examinations in the following subjects with practical experience in Engineering Works for a period of not less than one year- Properties and Strength of Materials and Elementary Structures; Theory of Structures [Papers (a) and (b) under Section A]; Hydraulics and Hydraulic Machinery; Geodesy; Sanitary Engineering [Papers (f), (j) and (m) under Section B]; or
- (iii) The Lower Subordinate Diploma of the College of Engineering, Guindy; or
- (iv) A pass in the Examination prescribed for the Engineering Subordinate of the Overseer class or the Draughtsman class in the College of Engineering, Guindy; or
- (v) The new Overseer Diploma of the College of Engineering, Guindy; or any one of the similar diploma referred to above of any of the Universities or Institutions recognised by the University Grants Commission for the purposes of its grant; or
- (vi) A pass in the Special Examination for Group Certificate in the Building Drawing Group prescribed for Draughtsman in the Government Technical Examination; or
- (vii) A pass in the Special Examination for Group Certificate in the Civil Engineering in the Government Technical Examination; or
- (viii) The Kerala Government Technical Examination (Civil, Mechanical and Electrical Branches) by Lower and Higher Grades; or

- (ix) A pass in the Draughtsmanship (Civil) Course under the revised syllabus introduced from July 1952 conducted by the Government of India, Ministry of Labour:

Provided that the persons possessing the said qualification shall be considered for appointment as Special Grade Draughting Officer, Senior Draughting Officer, Draughting Officer and Junior Draughting Officer only when suitable candidates possessing the L.C.E. diploma are not available for such appointment.

- (x) A certificate in Civil Engineering Draftsmanship issued by the State Board of Technical Education and Training, Chennai; or
- (xi) A pass in Mechanical Engineering Group (New Scheme) with I class; or
- (xii) A pass in the Trade Test Draughtsman (Civil) conducted by the Director General of Employment and Training, Government of India; or
- (xiii) A pass in group Certificate in Machine Drawing (Old Scheme) conducted by the State Board of Technical Education and Training, Chennai; or
- (xiv) The diploma in Architectural Assistantship awarded by the State Board of Technical Education and Training, Tamil Nadu for appointment in Chief Architect Section; or
- (xv) The diploma in Architectural Assistantship awarded by the All India Council for Technical Education:

Provided that Special Grade Draughting Officer, Senior Draughting Officer, Draughting Officer and Junior Draughting Officer to be employed in the Consulting Architect's Section of the Office of the Chief Engineer (General) shall, in addition, possess such special experience of drawing work as the appointing authority may consider adequate for work in the Consulting Architect's Section.

The qualifications specified above shall not be necessary for appointment as Civil Draughtsmen III Grade for the following cases, namely :-

- (a) Members of category 6 (Assistant Draughtsman) who have put in service for a period of not less than five years in that category and who, at the time of their appointment to that category, possessed the qualification prescribed for appointment to that category; and
- (b) Members of category 6 (Assistant Draughtsman) who at the time of appointment to that category did not possess the qualification prescribed for appointment to the category but have acquired such qualifications subsequently provided that they put in service for a period of not less than five years in that category after acquiring such qualifications:

Provided that the Assistant Draughtsman so appointed shall not be eligible for further promotion unless they possess the qualifications specified above.

Artist Draughtsman in the office of the Chief Engineer (Irrigation)	A pass by Lower Grade in the Government Technical Examination in Geometrical Drawing, Building Drawing and Estimating and Free hand outline and Model Drawing.
	Preference shall be given to persons who have in addition passed the Government Technical Examination by Lower Grade in Painting.
Store Keeper, Grade I	Experience for a period of not less than five years as Store Keeper, Grade II in Public Works Department other than Public Works Workshops.
Store Keeper, Grade II	For promotion from Grade III -  Experience for a period of not less than three years as Store Keeper, Grade III in Public Works Department other than Public Works Workshop.
	For recruitment other than by promotion –
	(i) S.S.L.C. with Engineering as a special subject in the Pre-technical Course and should have secured marks prescribed in Schedule I to Part II, General rules for the Tamil Nadu State and Subordinate Services Rules for the minimum general educational qualification; or
	S.S.L.C. with Secretarial course with commercial practice and Book keeping or Accountancy and should have secured marks prescribed in Schedule I to Part II, General rules for the Tamil Nadu State and Subordinate Services Rules for the minimum general educational qualification.
	(ii) Experience for a period of not less than three years in managing Engineering Stores in a reputed Engineering firm.
Store Keeper , Grade III	S.S.L.C. with Engineering as a Special Subject in the Pre-technical Course and should have secured marks prescribed in Schedule I to Part II, General rules for the Tamil Nadu State and Subordinate Services Rules for the minimum general educational qualification; or
	S.S.L.C. with Secretarial course with Commercial Practice and Book keeping or Accountancy and should have secured marks prescribed in Schedule I to Part II, General rules for the Tamil Nadu State and Subordinate Services Rules for the minimum general educational qualification.

**Note.**—If no candidate with the qualification specified in item (i) is available for appointment, a candidate who has passed the I.A.F. Educational Test for Re-classification to Leading Aircraftsman and who is otherwise qualified may be appointed.



Assistant Draughtsman	<ul style="list-style-type: none"> <li>(i) A pass in the Trade Test Draughtsman Course, namely National Trade Certificate or National Apprenticeship Certificate in the Industrial Training Institute conducted by the Director of Employment and Training, Chennai and issued by the Government of India, Ministry of Labour, National Council for Vocational Training; or</li> <li>(ii) Diploma in Civil, Mechanical, Electrical or in Architecture awarded by the State Board of Technical Education and Training, Chennai.</li> </ul>
Blue-Print Operator	<ul style="list-style-type: none"> <li>(i) A pass in the III Form or at least study in that Form for a period of not less than one year in a recognised School; and</li> <li>(ii) Practical experience in Blue - Printing Works.</li> </ul>
Building Maistries, I and II Grades	<ul style="list-style-type: none"> <li>(a) A pass by the lower Grade in the Government Technical Examination in– <ul style="list-style-type: none"> <li>(i) Surveying and Levelling;</li> <li>(ii) Building Drawing and Estimating;</li> <li>(iii) Mensuration; and</li> <li>(iv) Applied Mechanics; or</li> </ul> </li> <li>(b) Completed S.S.L.C. and practical experience as Maistry in building works for a period of not less than two years.</li> </ul>
Senior Research Assistants	<ul style="list-style-type: none"> <li>(i) Must possess a first or second class degree in B.A., B.Sc., or B.Sc.,(Hons) with Physics or Chemistry or Geology as the main subject and practical experience for a period of not less than – <ul style="list-style-type: none"> <li>(a) two years in Laboratory doing Civil Engineering testing works in the case of holders of the degree of B.Sc., (Hons); and</li> <li>(b) five years in Laboratory doing Civil Engineering testing works in the case of others; or</li> </ul> </li> <li>(ii) A degree in Engineering and practical experience for a period of not less than two years in Laboratory doing Civil Engineering testing works.</li> </ul>
Junior Research Assistants	<ul style="list-style-type: none"> <li>(i) Must possess a first or second class degree in B.A., B.Sc., or B.Sc.,(Hons) with Physics or Chemistry or Geology as the main subject and practical experience for a period of not less than – <ul style="list-style-type: none"> <li>(a) One year in Laboratory doing Civil Engineering testing works in the case of holders of the degree of B.Sc., (Hons); and</li> <li>(b) Three years in Laboratory doing Civil Engineering testing works in the case of others; or</li> </ul> </li> <li>(ii) A degree in Engineering and practical experience for a period of not less than one year in Laboratory doing Civil Engineering testing works.</li> </ul>
Laboratory Assistants	Must possess a degree in B.A. or B.Sc., with Physics or Chemistry or Geology as the main subject.
Carpenter	Must possess practical experience for a period of not less than 3 years in Carpentry work and is able to satisfy the Executive Engineer concerned that he can handle practical work in Carpentry intelligently.

**Explanation.**—For the purpose of this Schedule, a recognised school shall mean a school maintained by or opened with the sanction of the State Government or to which recognition has been accorded by the Director of School Education, Chennai under the Tamil Nadu Educational Rules.

Branch II – Workshops Branch

**1. Constitution.**— This branch shall consist of the following categories of officers, namely:-

1. General Foreman, Public Works Workshop, Chennai.
2. Foreman, Public Works Workshop, Chennai.
3. Junior Foreman (Instruments Department) and Junior Foreman (Machine shop), Public Works Workshop, Chennai.
4. Store-Keepers, Public Works Workshops-  
I Grade  
II Grade  
III Grade
5. Mechanical Draughtsman, Public Works Workshop-  
I Grade  
II Grade  
III Grade
6. Time Keepers, Public Works Workshop; and
7. Receiver-cum-Despatcher, Public Works Workshop.

**2. Appointment.**—(a) Appointment to the several categories to this branch shall be made as follows:-

Category 1

General Foreman,  
Public Works  
Workshop, Chennai

Promotion from Foreman, Public Works  
Workshop, Chennai; or

Direct recruitment; or

For special reasons, recruitment by transfer from  
any other service.

Category 2

Foreman,  
Public Works  
Workshop, Chennai

Direct recruitment; or

Promotion from Junior Foreman(Instruments  
Department) and Junior Foreman(Machine Shop),  
Public Works Workshops; or

For special reasons, recruitment by transfer from  
any other service.

Category 3

Junior Foreman  
(Instruments  
Department) and  
Junior Foreman  
(Machine Shop),  
Public Works  
Workshop, Chennai.

Direct recruitment; or

For special reasons, recruitment by transfer from  
any other service.

Category 4

Store Keepers,  
Public Works

Workshop, Chennai – I Grade	Promotion from II Grade.
II Grade	Promotion from III Grade; or  If no qualified and suitable Store Keeper in that grade is available for such promotion, direct recruitment; or  Recruitment by transfer from any other service.
III Grade	Direct recruitment; or  For special reasons, recruitment by transfer from any other service.
 Category 5	
Mechanical Draughtsman, Public Works Workshop- I Grade	Promotion from II Grade; or  If no qualified and suitable Draughtsman is available for such promotion, direct recruitment; or  For special reasons, recruitment by transfer from any other service.
II Grade	Promotion from III Grade; or  If no qualified and suitable Draughtsman is available for such promotion, direct recruitment; or  For special reasons, recruitment by transfer from any other service.
III Grade	Direct recruitment; or  Promotion from the category of Assistant Draughtsman in Branch I; or  Transfer or promotion of members from the erstwhile Workcharged Establishment who possess a diploma in Civil Engineering and who have put in not less than five years regular service; or  Promotion or transfer from any other category; or  Recruitment by transfer from any other service.
 Category 6	
Time Keeper, Public Works Workshop	Direct recruitment; or  For special reasons, recruitment by transfer from any other service.
 Category 7	
Receiver-cum- Despatcher, Public Works Workshop	Direct recruitment; or  For special reasons, recruitment by transfer from any other service.

(b) **Promotion.**— Promotion to the following shall be made on the grounds of merit and ability, seniority being considered only where merit and ability are approximately equal:-

General Foreman, Public Works Workshops, Chennai.

Junior Foreman, (Instruments Department) and Junior Foreman (Machine shop), Public Works Workshop, Chennai.

Store Keepers, Public Works Workshop, I and II Grades.

Mechanical Draughtsman, I and II Grades.

(c) Deleted.

**3.Appointing authority.**—The appointing authorities for the posts specified in column (1) of Schedule I to this branch shall be the authorities specified in the corresponding entries in column (2) thereof:-

**4.Qualification regarding age.**—No person shall be eligible for appointment by direct recruitment to the posts specified in column (1) of the table below, if he has completed the age specified in the corresponding entries in column (2) thereof:-

TABLE	
Post (1)	Age (2)
Category 1 General Foreman, Public Works Workshop, Chennai.	44 years on the first day of July of the year in which the selection is made.
Category 2 Foreman, Public Works Workshop, Chennai.	37 years on the first day of July of the year in which the selection is made.
Category 3 Junior Foreman (Instruments Department) and Junior Foreman (Machine Shop), Public Works Workshop, Chennai.	30 years
Category 4 Store-Keeper, Public Works Workshop – II Grade	Scheduled Castes/Scheduled Tribes and Backward Classes - 36 years.  Any other candidate - 31 years.
III Grade	Scheduled Castes/Scheduled Tribes and Backward Classes - 31 years. Any other candidate - 26 years.
Category 5 Mechanical Draughtsman, Public Works Workshop-	

I Grade	40 Years
II Grade	35 Years
III Grade	28 Years

Category 6

Time-Keeper, Public Works Workshop	35 Years
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Category 7

Receiver-cum-Despatcher, Public Works Workshop	26 Years
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**5. Other qualifications.**—No person shall be eligible for appointment to the posts specified in column (1) of Schedule II to this branch unless he possesses the qualifications specified in the corresponding entries in column (2) thereof:-

**6. Training.**— (1) A person directly recruited for appointment as a Store Keeper, Public Works Workshop II Grade or III Grade shall before being actually employed as Store Keeper undergo training for a minimum period of two months under the Store-Keeper, I Grade, Public Works Workshop, Chennai. His pay during the period of such training shall be Rs.75/- a month, if recruited for the II Grade and Rs.45/- a month, if recruited for the III Grade. The periods of training undergone shall count for probation but shall not count for increments in the time scale of pay admissible to him.

(2) A person directly recruited for appointment as Foreman, Public Works Workshops, Chennai shall before being actually employed as Foreman undergo training for a period of one year in the Public Works Workshops and Stores, Chennai. His pay during the period of such training shall be Rs.100/- a month. The period of training shall count for probation but shall not count for increments in the time scale of pay admissible for Foreman.

**7. Test.**—Every person appointed as General Foreman, Public Works Workshops, shall within the period of his probation pass the Account Test for Public Works Department Officers and Subordinates:

Provided that he shall not be liable to be discharged or reverted for failure to pass the said test within the period of his probation but his probation shall be extended upto a maximum period of five years and his second and subsequent increments shall be stopped till he passes the said test. Such stoppage of increment shall not have the effect of postponing his future increments after he has passed the test and after he is declared to have satisfactorily completed his probation. If he does not pass the said test even within the maximum period of five years, he shall be reverted. If General Foreman, Public Works Workshop is appointed by direct recruitment and he has not passed the said test even within the maximum period of five years, his probation shall be terminated.

**8. Security deposit.**—Every person appointed to the post specified in column (1) of the table below shall deposit the amount specified in the corresponding entries in column (2) thereof:-

TABLE

Post (1)	Amount to be deposited (2)
Store Keeper, I Grade	Rs.2,000.
Store Keeper, II Grade	Rs.1,000.
Store Keeper, III Grade	Rs. 500.

**9. Omitted.**

**SCHEDULE I**  
(referred to in rule 3)

Post (1)	Appointing authority (2)
General Foreman, Public Works Workshop, Chennai	Chief Engineer (General).
Foreman, Public Works Workshop, Chennai	Chief Engineer (General).
Store Keepers, Public Works Workshop, Chennai	Chief Engineer (General).
Mechanical Draughtsman, Public Works Workshop, Chennai	General Superintendent, Public Works Workshop, Chennai.
Junior Foreman (Instruments Department), Public Works Workshop, Chennai	General Superintendent, Public Works Workshop, Chennai.
Junior Foreman (Machine Shop), Public Works Workshop, Chennai	General Superintendent, Public Works Workshop, Chennai.
Time keeper, Public Works Workshop, Chennai	General Superintendent, Public Works Workshop, Chennai or Executive Engineer, as the case may be.
Receipt-cum-Despatcher, Public Works Workshop, Chennai	General Superintendent, Public Works Workshop, Chennai.

**SCHEDULE II**  
(referred to in rule 5)

Posts (1)	Qualifications (2)
General Foreman, Public Works Workshop, Chennai	(1) Minimum general educational qualification prescribed in the Schedule I to the General rules. (2) Experience for a period of not less than ten years as a Charge-man.

**Note.**—If no candidate with the qualification specified in item (1) is available for appointment, a candidate who has passed the I.A.F. Educational Test for Re-classification to Leading Aircraftsman or a candidate who has passed the French Government School Examination, “Brevet Elementarie” or “Brevet ‘d’ Enseignement Primaire de Langue Indienne” and who produces a certificate of proficiency in English and in one of the regional languages of this State from the Director of School Education, Chennai may be appointed.

Foreman, Public Works Workshop, Chennai	(i) Ability to talk fluently in Tamil and Telugu; (ii) The L.M.E. diploma awarded by the Technological Examination Board, Chennai. Similar diploma awarded by any University or Institution recognised by the University Grants Commission for purpose of its grant; (iii)(a) In the case of machine-shop and machinery repair shop Foreman, experience as a Maistry or Charge-man for a period of not less than
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five years in the working of modern machine tools used in workshops and machines used in Engineering Projects; and

- (b) In the case of the outdoor Foreman, experience as a leading hand or Charge-man eractor for a period of not less than five years in a firm doing structural steel work or in an Engineering project involving erection of steelwork.

Junior Foreman  
(Instruments Department) and  
Junior Foreman  
(Machine shop), Public Works  
Workshop,  
Chennai

For Direct recruitment -

- (i) Diploma in Mechanical Engineering;
- (ii) Must be able to read, write and speak in Tamil; and
- (iii) Must have worked as Maistry, Chargeman or Engraver for a period of not less than five years in the working of Machine tools and in repairing and maintenance of Surveying and scientific instruments.

For Promotion –

- (i) Diploma in Mechanical Engineering; and
- (ii) Must be able to read, write and speak in Tamil:  
Provided that for promotion as Junior Foreman (Machine shop) a person must have worked as Chargeman or Assistant to Chargeman, the Machine shops in the Workshop and for Junior Foreman (Instruments Department) for a period of not less than five years in a post in any other department under the Government equivalent to that in the machine shops or in the Instruments Department of its workshop.

For recruitment by transfer-

- (i) Diploma in Mechanical Engineering; and
- (ii) Must be able to read, write and speak in Tamil:  
Provided that for appointment as Junior Foreman (Machine Shop) a person must have worked as Chargeman or Assistant Chargeman, Machine shop in the workshops and for Junior Foreman (Instruments Department) for a period of not less than five years in a post in any other department under the Government equivalent to that in the Machine shops or Machinery Repairs shops or in the Instruments Department of its workshop.

Store Keeper, Public Works  
Workshops-

I Grade

Experience for a period of not less than five years as Store keepers, II Grade in Public Works Workshops

II Grade

For promotion from Store Keepers, III Grade-

Experience for a period of not less than three years as Store Keepers, III Grade in Public Works Workshops.

For recruitment other than by promotion-

- 1. S.S.L.C. with Engineering as a special subject in the Pre technical course and should have secured

marks prescribed in Schedule I to Part II, General rules of the Tamil Nadu State and Subordinate Services Rules for the minimum general educational qualification; or

S.S.L.C. with Secretarial course with Commercial Practice and Book-Keeping or Accountancy and should have secured the marks prescribed in Schedule I in Part II of the General rules for the Tamil Nadu State and Subordinate Services for the Minimum General Educational Qualification; or

A pass in the Higher Secondary Course General Examination under General Stream with the subjects Commerce, Accountancy and Economics and with Mathematics, History, Logic, Advanced Language or Statistics as an additional subject ; or

A pass in the Higher Secondary Course General Examination in Accountancy and Auditing with Commerce under Vocational Stream.

2. Experience for a period of not less than three years in managing Engineering Stores in a reputed firm.

**Note.**—If no candidate with the qualification specified in item (1) is available for appointment, a candidate who has passed the I.A.F. Educational Test for Re-classification to Leading Aircraftsman or a candidate who has passed the French Government School Examination, “Brevet Elementarie” or “Brevet ‘d’ Enseignement Primaire de Langue Indienne” and who produces a certificate of proficiency in English and in one of the regional languages of this State from the Director of School Education, Chennai may be appointed.

### III Grade

S.S.L.C. with Engineering as a special subject in the Pre-technical course and should have secured marks prescribed in Schedule I to Part II, General rules of the Tamil Nadu State and Subordinate Services Rules for the minimum general educational qualification; or

S.S.L.C. with Secretarial course with Commercial Practice and Book-Keeping or Accountancy and should have secured the marks prescribed in Schedule I in Part II of the General rules for the Tamil Nadu State and Subordinate Services for the minimum general educational qualification; or

A pass in the Higher Secondary Course General Examination under General Stream with the subjects Commerce, Accountancy and Economics and with Mathematics, History, Logic, Advanced Language or Statistics as an additional subject ; or

A pass in the Higher Secondary Course General Examination in Accountancy and Auditing with Commerce under Vocational Stream.

**Note.**—If no candidate with the qualification specified in item (1) is available for appointment, a candidate who has passed the I.A.F. Educational Test for Re-classification to Leading Aircraftsman or a candidate who has passed the French Government School Examination, “Brevet Elementarie” or “Brevet ‘d’ Enseignement Primaire de Langue Indienne” and who produces a certificate of proficiency



in English and in one of the regional languages of this State from the Director of School Education, Chennai may be appointed.

Mechanical Draughtsman,  
Public Works Workshop-  
I Grade

For direct recruitment or recruitment by transfer from any other Service –

1. (1) A degree in Mechanical Engineering of any University or Institution recognised by the University Grants Commission for the purpose of its grant; or
- (2) The L.M.E. diploma of the Victoria Jubilee Technical Institute, Bombay; or
- (3) The M.E. diploma of the School of Engineering, Bangalore; or
2. Experience in Machine Drawing for a period of not less than ten years in the drawing office of a firm of standing or department.

For promotion from II Grade-

Service for a period of not less than five year in the II Grade.

II Grade

For direct recruitment or recruitment by transfer from any other service-

1. (1) A degree in Mechanical Engineering of any University or Institution recognised by the Central University Grants Commission for the purpose of its grant; or
- (2) The L.M.E. diploma of the Victoria Jubilee Technical Institute, Bombay; or
- (3) The M.E. diploma of the School of Engineering, Bangalore; or
2. Experience in machine drawing for a period of not less than five years in the drawing office of a firm of standing or department.

For promotion from III Grade-

Service for a period of not less than five years in the III Grade.

III Grade

For direct recruitment or recruitment by transfer from any other service-

1. A degree in Mechanical Engineering of any University or Institution recognised by the Central University Grants Commission for purpose of its grant; or
2. The L.M.E. diploma of the Victoria Jubilee Technical Institute, Bombay; or
3. The M.E. diploma of the School of Engineering, Bangalore.

The qualifications specified above shall not be necessary for appointment as Mechanical Draughtsman, III Grade in the case of Assistant Draughtsman in Branch I with not less than 10 years experience as Assistant Draughtsman in the Public Works Workshops:

Provided that the Assistant Draughtsman so appointed shall not be eligible for further promotions, unless they possess the qualifications specified above.

Time Keeper,  
Public Works  
Workshops

1. Minimum general educational qualification prescribed in the Schedule I to the General rules; and
2. General knowledge of the ordinary tools and plant and their utility; and a practical knowledge of the maintenance of muster rolls, work establishments, acquittance rolls, etc., in the Public Works Department.

**Note.**— If no candidate with the qualification specified in item (1) is available for appointment, a candidate who has passed the I.A.F. Educational Test for Re-classification to Leading Aircraftsman or a candidate who has passed the French Government School Examination, “Brevet Elementarie” or “Brevet ‘d’ Enseignement Primaire de Langue Indienne” and who produces a certificate of proficiency in English and in one of the regional languages of this State from the Director of School Education, Chennai may be appointed.

Receiver-cum-Despatcher,  
Public Works Workshop

1. Must possess minimum general educational qualification as specified in Schedule I to the General rules for Tamil Nadu State and Subordinate Services or must have been declared eligible for college courses; and
2. Must have not less than 3 years experience in a firm dealing with Engineering Stores.

#### Branch III - Irrigation Branch

**1. Constitution.**— This branch shall consist of the following categories of officers, namely:-

1. Dam Superintendent, Periyar.
2. Assistant Dam Superintendent, Periyar.
3. Supervisor, Grade II.
4. Sluice Superintendent, Thekkady.
5. Lock and Wharf Superintendent.
6. Canal Clerk, West Coast Division.
7. Irrigation Inspector.
8. Telephone Clerk.

**2. Appointment.**— (a) Appointment to the several categories in this branch shall be made as follows:-

Category 1

Dam Superintendent,  
Periyar.

Promotion from Assistant Dam Superintendent, Periyar, if suitable; or

Direct recruitment; or

For special reasons, recruitment by transfer from any other service.

Category 2

Assistant Dam  
Superintendent,  
Periyar.

Promotion from Sluice Superintendent, Thekkady if suitable; or

Direct recruitment; or

For special reasons, recruitment by transfer from any other service.

Category 3 Supervisor, Grade II.	Direct recruitment; or  For special reasons, recruitment by transfer from any other service.
Category 4 Sluice Superintendent, Thekkady.	Direct recruitment; or  For special reasons, recruitment by transfer from any other service.
Category 5 Lock and Wharf Superintendent.	Promotion from Irrigation Inspectors; or Telephone Clerk; or  Direct recruitment; or  For special reasons, recruitment by transfer from any other service.
Category 6 Canal Clerk, West Coast Division.	Direct recruitment; or  For special reasons, recruitment by transfer from any other service.
Category 7 Irrigation Inspector.	Direct recruitment; or  Transfer from the category of Telephone Clerk who either possesses the prescribed qualifications or has rendered service for a period of not less than five years as Telephone Clerk, even though he does not possess those qualifications ;or  Transfer from the category of Maistry under erstwhile Workcharged Establishment (now Work Inspector) who has rendered service for a period of not less than five years in the category of Maistry; or  For special reasons, recruitment by transfer from any other service.
Category 8 Telephone Clerk.	Direct recruitment; or  For special reasons, recruitment by transfer from any other service.

(b) **Promotion.**— Promotion to the following posts shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal:-

Dam Superintendent, Periyar,  
Assistant Dam Superintendent, Periyar;  
Lock and Wharf Superintendent;  
Irrigation Inspector;  
Telephone Clerk .

**3.Appointing authority.**— The appointing authorities for the posts specified in column (1) of the Schedule I to this branch shall be the authorities specified in the corresponding entry in column (2) thereof:-

**4.Qualification regarding age.**—No person shall be eligible for appointment by direct recruitment to the post specified in column (1) of the table below, if he has completed the age specified in the corresponding entry in column (2) thereof:-

TABLE	
Post (1)	Age (2)
Dam Superintendent, Periyar; Assistant Dam Superintendent, Periyar; Sluice Superintendent, Thekkady	35 Years
Lock and Wharf Superintendent	In the case of a candidate demobilised from any of the defence service, namely, the Army, the Navy or the Air Force - 26 Years after deducting from his actual age the period of such service.  In other cases – 26 years for candidates belonging to the Community other than Backward Classes, Scheduled Castes and Scheduled Tribes.  33 years for a candidate belonging to Backward Classes.  33 years for a candidate belonging to Scheduled Castes and Scheduled Tribes.
Irrigation Inspector	In the case of a candidate who has experience as Maistry in Building or Irrigation works for a period of not less than five years – 30 years.  In other cases – 26 years for candidates belonging to the community other than Scheduled Castes/ Scheduled Tribes /Backward Classes.  33 years in respect of Backward Classes/ Scheduled Castes/ Scheduled Tribes.
Other Posts	26 years.

**5.Other qualifications.**— No person shall be eligible for appointment to the posts specified in column (1) of Schedule II to this branch, unless he possesses the qualifications specified in the corresponding entries in column (2) thereof:-

6. Deleted

**7. Transfer.**—Transfers of members of the service shall be made-

- (i) by the Chief Engineer, if from one Circle to another
- (ii) by the Superintending Engineer of the Circle, if from one Division to another within the Circle, and
- (iii) by the Executive Engineer of the Division, if within the Division.

8. Omitted.

**SCHEDULE I**  
(referred to in rule 3)

Post (1)	Appointing authority (2)
Dam Superintendents, Periyar; Assistant Dam Superintendent, Periyar.	Superintending Engineer, Thiruchirappalli Circle.
Supervisor, Grade II	Superintending Engineer, Coimbatore Circle.
Sluice Superintendent, Thekkadi	Superintending Engineer, Thiruchirappalli Circle.
Lock and Wharf Superintendent	Superintending Engineer concerned.
Canal Clerk, West Coast Division.	Executive Engineer, West Coast Division.
Irrigation Inspector	Executive Engineer concerned.
Telephone Clerk	Executive Engineer concerned.

**SCHEDULE II**  
(referred to in rule 5)

Post (1)	Qualification (2)
Dam Superintendent, Periyar.	(1)Minimum general educational qualification prescribed in the Schedule I to the General rules. (2)Such certificates of proficiency as Mechanic and Fitter as may be deemed by the Superintending Engineer, Tiruchirappalli Circle, to be suitable.

**Note.**— If no candidate with the qualification specified in item (1) is available for appointment, a candidate who has passed the I.A.F. Educational Test for Re-classification to Leading Aircraftsman or a candidate who has passed the French Government School Examination, “Brevet Elementarie” or “Brevet ‘d’ Enseignement Primaire de Langue Indienne” and who produces a certificate of proficiency in English and in one of the regional languages of this State from the Director of School Education, Chennai may be appointed.

Assistant Dam Superintendent, Periyar. Supervisor, Grade II	Such certificates of proficiency as Mechanic and Fitter as may be deemed by the Superintending Engineer, Tiruchirappalli Circle, to be suitable. Must hold a diploma in Mechanical Engineering of any Polytechnic of the State of Tamil Nadu with two years apprenticeship in a recognised workshop.
Sluice Superintendent, Thekkadi	Such certificate of proficiency as Mechanic and Fitter as may be deemed by the Superintending Engineer, Tiruchirappalli Circle, to be suitable.
Lock and Wharf Superintendent	(i)In the case of candidates demobilised from any of the defence services namely, the Army, the Navy or the Air Force, a pass in the III Form or atleast study in that Form

- for a period of not less than one year in a recognised school and ability to read and write the language or one of the languages of the district in which he is to be employed;
- (ii) In other cases, a completed Secondary School Leaving Certificate issued under the authority of the Government of Tamil Nadu; and
- (iii) A security deposit of Rs.200/- in the case of appointment to the post of Lock and Wharf Superintendent, Chennai.

**Note.**—If no candidate with the qualification specified in item (1) is available for appointment, a candidate who has passed the I.A.F. Educational Test for Re-classification to Leading Aircraftsman or a candidate who has passed the French Government School Examination, “Brevet Elementarie” or “Brevet ‘d’ Enseignement Primaire de Langue Indienne” and who produces a certificate of proficiency in English and in one of the regional languages of this State from the Director of School Education, Chennai may be appointed:

Provided that in either case, he should possess a working knowledge of regional language of the district in which he is to be employed.

Canal Clerk,  
West Coast Division.

A pass in the III Form or at least study in that Form for a period of not less than one year in a recognised school.

Irrigation Inspector

- (i) Experience as Maistry in building or irrigation works for a period of not less than five years; or
- (ii) (a) A pass by Lower grade in the Government Technical Examination in -
1. Surveying and Levelling; and
  2. Earth work and Roads; and
- (b) A completed Secondary School Leaving Certificate issued under the authority of Government of Tamil Nadu.

**Note.**—If no candidate with the qualification specified in item (1) is available for appointment, a candidate who has passed the I.A.F. Educational Test for Re-classification to Leading Aircraftsman or a candidate who has passed the French Government School Examination, “Brevet Elementarie” or “Brevet ‘d’ Enseignement Primaire de Langue Indienne” and who produces a certificate of proficiency in English and in one of the regional languages of this State from the Director of School Education, Chennai may be appointed:

Provided that in either case, he should possess a working knowledge of the regional language of the district in which he is to be employed.

Telephone Clerk

Completed Secondary School Leaving Certificate issued under the authority of the Government of Tamil Nadu.

**Note.**— If no candidate with the qualification specified above is available for appointment, a candidate who has passed the I.A.F. Educational Test for Re-classification to Leading Aircraftsman or a candidate who has passed the French Government School Examination, “Brevet Elementarie” or “Brevet ‘d’ Enseignement Primaire de Langue Indienne” and who produces a certificate of proficiency in English and in one of the regional languages of this State from the Director of School Education, Chennai may be appointed:

Provided that in either case, he should possess a working knowledge of the regional language of the district in which he is to be employed.

**Explanation.**—For the purposes of this Schedule, a recognised school shall mean a school maintained by or opened with the sanction of the State Government or to which recognition has been accorded by the Director of School Education, Chennai under the Tamil Nadu Educational Rules.

## Branch IV – Horticultural Branch

**1. Constitution.**—This branch shall consist of the following categories of officers, namely:-

1. Superintendent, Marina Gardens, Chennai,
2. Foreman, Marina Gardens, Chennai.

**2. Appointment.**—Appointment to the two categories in this branch shall be made as follows:-

Category 1 Superintendent, Marina Gardens, Chennai	Promotion of Foreman, Marina Gardens, Chennai if suitable; or  Direct recruitment; or  For special reasons, recruitment by transfer from any other service.
Category 2 Foreman, Marina Gardens, Chennai	Direct recruitment; or  For special reasons, recruitment by transfer from any other service.

**3. Appointing authority.**— The appointing authority for the two categories in this branch shall be the Superintending Engineer, Chennai Circle.

**4. Qualification regarding age.**— No person shall be eligible for appointment to the post by direct recruitment specified in column (1) of the table below, if he has completed the age specified in the corresponding entries in column (2) thereof:-

TABLE

Post (1)	Age (2)
Superintendent, Marina Gardens, Chennai	26 years for a candidate belonging to the community other than Backward Classes, Scheduled Castes and Scheduled Tribes.
Foreman, Marina Gardens, Chennai	30 years for a candidate belonging to the Backward Classes.  31 years for a candidate belonging to the Scheduled Castes and Scheduled Tribes.

**5. Other qualifications.**—No person shall be eligible for appointment to the posts specified in column (1) of the schedule to this branch, unless he possesses the qualifications specified in the corresponding entries in column (2) thereof:-

**SCHEDULE**

(referred to in rule 5)

Post (1)	Qualification (2)
Superintendent, Marina Gardens, Chennai	1. (i) The Lower Subordinate Diploma of the College of Engineering, Guindy and a completed Secondary School Leaving Certificate with Botany as an optional subject; or (ii) The Higher Grade Rangers Diploma of the Forest College at Coimbatore; or

- (iii)(a) The diploma in Agriculture of the College of Agriculture, Coimbatore or any one of the similar diplomas referred to above of any University or Institution recognised by the University Grants Commission for purpose of its grant;
- (b) A pass by the Lower Grade in the Government Technical Examinations in Surveying and Levelling; and
- (c) A pass by the Higher Grade in the Government Technical Examination in Building Materials and Construction.
2. Practical experience in gardening for a period of not less than three years.

Foreman,  
Marina Gardens, Chennai

- (i) The certificate of Agri-Horticultural Society, Chennai or a similar institution; or
- (ii) Practical experience in gardening for a period of not less than three years.

6. Omitted.

#### Branch V - Sanitary Engineering Branch

Deleted

#### Branch VI – Provincialised Workcharged Establishment Branch

Deleted

#### Branch VII - Radio Supervisors and Mechanics in the Panchayat Radio Maintenance Organisation

**1. Constitution.**— This branch shall consist of the following categories of officers, namely:-

Category 1	Radio Supervisor
Category 2	Mechanic
Category 3	Laboratory Attender

**2. Appointment.**— Appointment to the three categories shall be made as follows:-

Category (1)	Method (2)
1. Radio Supervisor	Direct recruitment.
2. Mechanic	Direct recruitment; or For special reasons, recruitment by transfer from any other service.
3. Laboratory Attender	Transfer from the category of Peons in the Panchayats Radio Maintenance Organisation. If no qualified Peons are available, the appointment shall be made by direct recruitment.

**3. Appointing authority.**— The appointing authority for the three categories shall be as follows:-

1. Radio Supervisor	Director of Rural Development.
2. Mechanic	Chief Radio Officer.
3. Laboratory Attender	Chief Radio Officer.



**4. Qualification regarding age.**—No person shall be eligible for appointment by direct recruitment to the posts, specified in column (1) of the table below, if he has completed the age specified in the corresponding entries in column (2) thereof:-

TABLE

Post (1)	Age (2)
1. Radio Supervisor	26
2. Mechanic (By direct recruitment)	35
3. Mechanic (By transfer)	35
4. Laboratory Attender	26

Provided that in the case of candidate belonging to Scheduled Castes/Scheduled Tribes, the age limit for appointment to the post of Laboratory Attender shall be 30 years.

The age limits prescribed for the respective posts shall be reckoned with reference to the 1<sup>st</sup> day of July of the year in which the selection is made.

**5. Other qualifications.**—No person shall be eligible for appointment to the posts specified in column (1) of the schedule to this branch unless he possesses the qualification specified in the corresponding entries in column (2) thereof:-

**6. Reservation of appointments.**—The rule of reservation of appointments (General rule 22) shall apply to the category of Radio Supervisors.

**7. Probation.**—Every person appointed to a category 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.

**8. Savings.**—Nothing contained in these rules shall adversely affect any person who was working in the erstwhile State Broadcasting Department upto September 1961 and absorbed in the category of Radio Supervisor in Panchayat Radio Maintenance Organisation with effect from the said date.

#### SCHEDULE

(referred to in rule 5)

Category and post (1)	Qualification (2)
1. Radio Supervisor	<p>1. Must possess atleast a Secondary School Leaving Certificate of the Tamil Nadu Government and must have been declared eligible for University courses of study.</p> <p>2. Any of the following qualifications:-</p> <p>(a) A degree in Radio Engineering or Telecommunication or the degree of B.Sc., (Hons) or M.Sc., in Physics or Applied Physics with Wireless as special subject of any University or Institution recognised by the Central University Grants Commission for the purpose of its grant.</p> <p>(b) Graduateship of the British Institution of Radio Engineers, London.</p> <p>(c) Diploma or certificate issued by a State Government after a full time course of not less than three years in radio communication and servicing.</p> <p>(d) Practical experience of not less than six months in the servicing of radios and other electronic equipment in a radio manufacturing concern or in a service institution or cinema studio, etc., recognised by the Government or the appointing authority for the purpose.</p>

- |                        |  |
|------------------------|--|
| 2. Mechanic            | <p>1. Must have studied upto VI Form or X Standard of a recognised school.</p> <p>2. Must possess adequate knowledge and practical experience in servicing and maintaining petrol, kerosene and diesel driven engines connected to electrical (D.C. or A.C.) generators:<br/>         Provided that preference will be given to those who possess a diploma in Automobile Engineering.</p> |
| 3. Laboratory Attender | <p>1. Must hold the completed S.S.L.C.</p> <p>2. Must possess adequate knowledge of radio receivers and allied equipments and radio spare parts.</p>   |

**Explanation.**—A recognised school shall mean a school maintained by or opened with the sanction of the Government of Tamil Nadu or for which recognition has been accorded by the Director of Secondary Education, Chennai under the Tamil Nadu Educational Rules.

#### Branch VIII – Driving Branch

**1. Constitution.**—This branch consists of the Driver in the office of the Chief Engineer, Public Works Department (General).

**2. Appointment.**—Appointment to the post shall be made by recruitment by transfer from the category of persons in the Tamil Nadu Basic Service, working in the office of the Chief Engineer (General) Chennai or any of other office of the Public Works Department, Tamil Nadu.

**3. Appointing authority.**—The appointing authority for the post shall be the Deputy Chief Engineer (General), Tamil Nadu.

**4. Qualification.**—Every person appointed to the post must possess a current driving license of Motor Vehicle issued by the competent authority under the Motor Vehicles Act, 1939 (Central Act IV of 1939).

**5. Probation.**—Every person appointed to the post shall be on probation for a total period of one year on duty within a continuous period of two years of service.

#### Branch IX - Electrical Branch

**1. Constitution.**—This branch shall consist of the following categories of officers, namely:-

1. Junior Engineer (Electrical)
2. Electrical Draughtsman, II and III Grade

**2. Appointment.**—Appointment to the several categories in this branch shall be made as follows:-

##### Category 1

Junior Engineer (Electrical)

By direct recruitment ; or

By promotion from the category of Electrical Draughtsman, II and III Grades or by transfer from any other branch; or

For special reasons, recruitment by transfer from any other service:

Provided that while making appointment to the post by direct recruitment other things being equal, preference shall be given to those who have undergone one year Apprenticeship Training under the Government of India Scheme or State Government Apprenticeship Training Scheme.

## Category 2

Electrical Draughtsman,  
II Grade

By promotion from Electrical Draughtsman, III Grade; or if no suitable Electrical Draughtsman, III Grade is available, by direct recruitment; or  
By transfer from any other branch; or  
By recruitment by transfer from any other service.

Electrical Draughtsman,  
III Grade

By direct recruitment; or

By transfer or promotion of members from the erstwhile Workcharged Establishment who possess a diploma in Civil Engineering and who have put in not less than five years regular service; or

By promotion or transfer from any other category; or

By recruitment by transfer from any other service.

**3.Promotion.**—Promotion to the following posts shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal:-

Junior Engineer (Electrical)  
Electrical Draughtsman, II Grade

**4.Appointing authority.**—The appointing authorities for the posts specified in column (1) of Schedule I to this branch shall be the authorities specified in the corresponding entry in column (2) thereof:-

No person shall be eligible for appointment by direct recruitment as Electrical Draughtsman, II and III Grades unless his name has been included in the appropriate list of approved candidates, for appointment by direct recruitment duly drawn up, selected by the Superintending Engineer concerned in respect of appointments in the Public Works Department Circles or by the Chief Engineer concerned in respect of appointments in the offices of the Chief Engineers from among the candidates sponsored by the Employment Exchange.

## 5. Omitted.

**6. Qualification regarding age.**—No person shall be eligible for appointment by direct recruitment to the posts specified in column (1) of the table below, if he has completed or will complete the age specified in the corresponding entries in column (2) thereof on the first day of July of the year in which selection for appointment is made.

The age limit in respect of the selection to the post of Junior Engineer (Electrical) made in 1980 shall be reckoned as on the first day of July 1979.

TABLE

Post (1)	Age (2)
1. Junior Engineer (Electrical)	(i) 30 years (ii) 35 years in case of members of Backward Classes: and (iii) 35 years in case of members of Scheduled Castes and Scheduled Tribes.
2. Electrical Draughtsman, II Grade	(i) 30 years (ii) 31 years in case of members of Scheduled Castes and Scheduled Tribes.
3. III Grade	(i) 26 years (ii) 30 years in case of members of Backward Classes: and (iii) 31 years in case of members of Scheduled Castes and Scheduled Tribes.

**7. Other qualifications.—** No person shall be eligible for appointment to the posts specified in column (1) of Schedule II to this branch, by the methods specified in column (2) unless he possesses the qualifications specified in the corresponding entries in column (3) thereof:-

**8. Test.—** A Junior Engineer (Electrical) shall, within the period of his probation, pass the Account Test for Public Works Department Officers and Subordinates. He shall not be liable to be discharged or reverted for failure to pass the said test within the period of his probation, but his probation shall be extended upto a maximum period of five years and his second and subsequent increments shall be stopped till he passes the said test. Such stoppage of increments shall not have the effect of postponing his future increments after he passed the said test. The probationer who has passed the test within the stipulated period shall be eligible for sanction of second and subsequent increments on normal dates irrespective of the fact that no formal orders on declaration of satisfactory completion of probation after passing the said test have been issued. If he fails to pass the said test even within the maximum period of five years, he shall be reverted to the lower post or to the former post if he has been appointed by recruitment by transfer and if he has been appointed by direct recruitment his probation shall be terminated.

**9. Transfers.—** Transfers of members of the service shall be made -

- (i) by the Chief Engineer (General), if from one circle to another or from circle to the offices of the Chief Engineer and vice versa;
- (ii) by the Superintending Engineers of the Circle, if from one division to another within the circle; and
- (iii) by the Executive Engineer of the division, if within the division.

**10. Savings.—** Nothing contained in these rules shall adversely affect any person holding any of the posts referred to in the above rules on the date of issue of these rules.

#### SCHEDULE I

(referred to in rule 4)

Post (1)	Appointing authority (2)
1. Junior Engineer (Electrical)	Chief Engineer, Public Works Department (General)
2. Electrical Draughtsman, II and III Grades	(i) Deputy Chief Engineer concerned in respect of appointments in the office of the Chief Engineer. (ii) Superintending Engineer concerned in respect of appointment to the Circle.

#### SCHEDULE II

(referred to in rule 7)

Post (1)	Methods of recruitment (2)	Qualification (3)
Junior Engineer (Electrical)	By direct recruitment; or by transfer; or by recruitment by transfer	Must possess the diploma in Electrical Engineering awarded by the State Board of Technical Education and Training, Tamil Nadu and practical experience in maintenance, erection or construction work for a period of not less than two years in Tamil Nadu State Electricity Board or three years elsewhere.
	By promotion	Must possess diploma in Electrical Engineering awarded by the State Board of Technical Education and Training, Tamil Nadu and must

		have put in not less than four years of continuous service as Electrical Draughtsman.
Electrical Draughtsman, II Grade	By direct recruitment	Must possess diploma in Electrical Engineering awarded by the State Board of Technical Education and Training, Tamil Nadu; and  Must possess practical experience for a period of not less than five years, preferably in Government Department.
	By promotion; or by transfer; or by recruitment by transfer	Must possess diploma in Electrical Engineering awarded by the State Board of Technical Education and Training, Tamil Nadu; and  Must possess practical experience as Draughtsman for a period of not less than five years.
III Grade	By direct recruitment; or By transfer; or By recruitment by transfer	Must possess diploma in Electrical Engineering awarded by the State Board of Technical Education and Training, Tamil Nadu.

**Explanation.—** The practical experience prescribed above should have been acquired after obtaining the diploma.

#### Branch X - Drivers Branch

**1. Constitution.—** This branch shall consist of the following categories of staff namely:-

1. Motor Vehicle Driver (Light duty)
2. Motor Vehicle Driver (Heavy duty)

**2. Appointment.—** Appointment to the posts shall be made as follows:-

- (i) by promotion from Cleaners/Helpers who are directly connected with the Motor Vehicle; or
- (ii) by recruitment by transfer from Office Assistant / Watchman; or
- (iii) by direct recruitment; or
- (iv) for special reasons, recruitment by transfer from any other service:

Provided that direct recruitment to the post of Drivers shall be made only, when qualified Cleaners /Helpers or Office Assistants / Watchmen are not available:

Provided further that the appointments to the post of Drivers from the holders of the posts of Cleaners / Helpers and Office Assistants / Watchmen shall be in the ratio of 2:1, subject to the following conditions:-

(a) They must have completed five years of regular service in the department.

(b) They shall be selected temporarily based on the competency certificates issued by the concerned Executive Engineer of Machinery Circle after testing their proficiency in driving the vehicle.

(c) If any deficiency is noticed in their capacity in driving the vehicles within a period of three years, the post of Driver offered to them shall be cancelled and further action will be taken after obtaining the explanation of the Executive Engineer who issued the certificate.

(d) Since the post of Driver has not been brought under 'one unit', the Superintending Engineers of the Circles shall appoint them as Drivers. When the sanction of the post of Driver expires, they shall be reverted back to the post they held previously. Transfer to other Circles should be avoided.

(e) The Superintending Engineers of the Circles shall maintain the seniority list of those working under them and based on the seniority, the Cleaners/Helpers and Office Assistants/ Watchmen shall be appointed as Drivers in the ratio of 2:1.

**3. Appointing authority.**—The appointing authority for the posts shall be the Superintending Engineer of Circle, Public Works Department.

**4. Qualification.— Age.**—If recruited direct one must not have completed 28 years of age. In the case of candidates belonging to the Backward Classes, Scheduled Castes/ Scheduled Tribes, the age limit shall be 33 years.

**5. Other qualifications.**—No person shall be eligible for appointment to the posts unless he possesses the following qualifications, namely:-

- (i) A pass in III Form or VIII Standard.
- (ii) Must possess a current driving licence issued by a competent authority under the Motor vehicles Act, 1939 (Central Act IV of 1939).
- (iii) Must possess experience of driving motor vehicles for a period of not less than two years.
- (iv) Must possess a good physique and normal eye sight.

**6. Probation.**—Every person appointed to the post 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. Omitted.

#### Branch XI – Mechanical Branch

**1. Constitution.**— This branch shall consist of the following categories of officers, namely:-

1. Junior Engineer (Mechanical).
2. Mechanical Draughtsman I, II and III Grades

**2. Appointment.**— Appointment to the categories in this branch shall be made as follows:-

Post (1)	Method of recruitment (2)
1. Junior Engineer (Mechanical)	<p>By direct recruitment; or</p> <p>By promotion from the category of Mechanical Draughtsman, I Grade; or</p> <p>By transfer from any other branch; or</p> <p>For special reasons by recruitment by transfer from any other service.</p>

2. Mechanical Draughtsman, I Grade      By promotion from Mechanical Draughtsman, II Grade; or  
 If no qualified Mechanical Draughtsman, II Grade is available, by transfer from any other branch; or  
 By recruitment by transfer from any other service.
3. Mechanical Draughtsman, II Grade      By promotion from Mechanical Draughtsman, III Grade; or  
 If no qualified Mechanical Draughtsman, III Grade is available, by direct recruitment or by transfer from any other branch; or  
 By recruitment by transfer from any other service.
4. Mechanical Draughtsman, III Grade      By direct recruitment; or  
 By transfer or promotion of members from the erstwhile Workcharged Establishment who possess a diploma in Civil Engineering and who have put in not less than five years regular service; or  
 By promotion or transfer from any other category; or  
 By recruitment by transfer from any other service.

**3. Promotion.**—Promotions to the posts of Junior Engineer (Mechanical) and Mechanical Draughtsman, I and II Grade shall be made on grounds of merits and ability, seniority being considered only where merit and ability are approximately equal.

**4. Appointing authority.**—The appointing authorities for the posts specified in column (1) of Schedule I shall be the authorities specified in the corresponding entry in column (2) thereof. No person shall be eligible for appointment to the post of Mechanical Draughtsman, II and III Grades by direct recruitment unless his name has been included in the appropriate list of approved candidates for appointment by direct recruitment duly drawn up by the Superintending Engineer concerned in respect of appointments in the Public Works Department circle or by the Chief Engineer concerned in respect of appointments in the office of the Chief Engineer from among the candidates sponsored by the employment exchange.

5. Omitted.

**6. Qualification as to age.**—No person shall be eligible for appointment by direct recruitment to the posts specified in column (1) of the table below if he has completed or will complete the age specified in the corresponding entries in column (2) thereof on the first day of July of the year in which the selection for appointment is made.

TABLE	
Post (1)	Age (2)
1. Junior Engineer (Mechanical)	(i) 30 years (ii) 35 years in case of members of Backward Classes: and (iii) 35 years in case of members of Scheduled Castes and Scheduled Tribes.
2. Mechanical Draughtsman, II Grade	(i) 30 years (ii) 31 years in case of members of Scheduled Castes and the Scheduled Tribes.
3. Mechanical Draughtsman, III Grade	(i) 26 years (ii) 30 years in case of members of Backward Classes: and (iii) 31 years in case of members of Scheduled Castes and Scheduled Tribes.

**Note.**—The age limit prescribed above for the Scheduled Castes, Scheduled Tribes and Backward Classes shall not apply in respect of those who possess a general educational qualification which is higher than the minimum general educational qualification.

**7. Other qualifications.**—No person shall be eligible for appointment to the posts specified in column (1) of the Schedule II by the methods specified in column (2) unless he possesses the qualifications specified in the corresponding entries in column (3) thereof:-

**8. Test.**—A Junior Engineer (Mechanical) shall within the period of his probation, pass the Account Test for Public Works Department Officers and Subordinates.

**Explanation.**—A Junior Engineer (Mechanical) shall, within the period of his probation pass the Account Test for Public Works Department Officers and Subordinates. He shall not be liable to be discharged or reverted for failure to pass the said test within the period of his probation, but his probation shall be extended upto a maximum period of five years and his second and subsequent increments shall be stopped till he passes the said test. Such stoppage of increments shall not have the effect of postponing his future increments after he has passed the said test. The probationer who has passed the test within the stipulated period shall be eligible for sanction of second and subsequent increments on normal dates irrespective of the fact that no formal orders on declaration of satisfactory completion of probation after passing the said test have been issued. If he fails to pass the said test even within the maximum period of five years, he shall be reverted to the lower post or to the former post if he has been appointed by recruitment by transfer and if he has been appointed by direct recruitment his probation shall be terminated.

**9. Transfers.**—Transfers of members of the service shall be made-

- (i) By the Chief Engineer, Public Works Department (General), if from one circle to another or from one circle to the offices of the Chief Engineer and vice versa.
- (ii) By the Superintending Engineers of the circle, if from one division to another division within the circle; and
- (iii) By the Executive Engineer of the division, if within the division.

**10. Savings.**—Nothing contained in these rules shall adversely affect any person holding any of the posts referred to in the above rules on the date of issue of the rules.

#### SCHEDULE I

(referred to in rule 4)

Post (1)	Appointing authority (2)
1. Junior Engineer (Mechanical)	Chief Engineer, Public Works Department (General).
2. Mechanical Draughtsman, I, II and III Grades	(i) Deputy Chief Engineer concerned in respect of appointments in the office of the Chief Engineer. (ii) Superintending Engineer concerned in respect of appointment in his circle.

#### SCHEDULE II

(referred to in rule 7)

Post (1)	Method of recruitment (2)	Qualification (3)
Junior Engineer (Mechanical)	1. By direct recruitment; or by transfer; or by recruitment by transfer	Must possess the diploma in Mechanical Engineering awarded by the State Board of Technical Education and Training, Tamil Nadu and practical experience in



Engineering works (in Mechanical Engineering) for a period of not less than two years after obtaining the diploma either in the Government Technical Institutions or in the Public Works Department or in other Government Departments including Industrial Technical branches or in the Local Bodies or Public Sector Undertakings.

Preference shall be given to those who have undergone one year Apprenticeship training under the Government of India Scheme or the State Government Apprenticeship Scheme in the case of direct recruits, other things being equal.

	2. By promotion	Must possess diploma in Mechanical Engineering awarded by the State Board of Technical Education and Training, Tamil Nadu; and  Must have put in not less than four years of continuous service as Mechanical Draughtsman.
Mechanical Draughtsman, I Grade	1. By transfer from any other branch; or by recruitment by transfer from any other service.  2. By promotion from Mechanical Draughtsman, II Grade	Must possess diploma in Mechanical Engineering awarded by the State Board of Technical Education and Training, Tamil Nadu; and  Practical experience in Mechanical Workshops and Structural works connected with Buildings, Irrigation and Project works of the Government Departments for a period of not less than ten years.  Must possess diploma in Mechanical Engineering awarded by the State Board of Technical Education and Training, Tamil Nadu; and  Service for a period of not less than five years in the II Grade.
Mechanical Draughtsman, II Grade	1. By direct recruitment  2. By promotion; or by transfer; or by recruitment by transfer	Must possess diploma in Mechanical Engineering awarded by the State Board of Technical Education and Training, Tamil Nadu; and  Must possess practical experience in Mechanical workshops and Structural works connected with Buildings, Irrigation and Project works of the Government Departments for a period of not less than five years.  Must possess diploma in Mechanical Engineering awarded by the State Board of Technical Education and Training, Tamil Nadu; and

		Must possess practical experience as Draughtsman, III Grade for a period of not less than five years.
Mechanical Draughtsman, III Grade	By direct recruitment; or by transfer; or by recruitment by transfer	Must possess diploma in Mechanical Engineering awarded by the State Board of Technical Education and Training, Tamil Nadu.

Branch XII - Miscellaneous Branch

**1. Constitution .—**This branch shall consist of the following categories, namely:-

1. Heavy Earth Moving Machine Operator.
2. Photographer.
3. Artisan Special.
4. Work Inspector.
5. Dam Motor Launch Driver (Including Motor Launch Driver, Periyar Dam).
6. Mechanic.
7. Turner.
8. Welder.
9. Moulder.
10. Blacksmith.
11. Machine Operator.
12. Mason.
13. Carpenter.
14. Painter.
15. Plumber.
16. Pump House Motor Driver.
17. Tool Keeper.
18. Assistant Photographer.
19. Laboratory Assistant.
20. Wireman.
21. Engine Driver.
22. Telephone Attendant.
23. Caretaker.
24. Channel Superintendent.
25. Head Irrigation Assistant.
26. Irrigation Assistant.
27. Cook-cum-Butler.
28. Gardener.
29. Watchman.
30. Sweeper-cum-Scavenger.
31. Helper.
32. Boatman.

**2.Appointment.—**Appointment to the categories in this branch shall be made as specified in Annexure I.

**3.Appointing authority.—**The appointing authority for all the categories shall be the Executive Engineer of the division concerned.

**4. Qualification (a) Age.—**No person shall be eligible for appointment to any category by direct recruitment, if he has completed or will complete the age of thirty years on 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 categories specified in column (1) of the Annexure II by the method of recruitment specified in column (2), unless he possesses the qualifications specified in the corresponding entries in column (3) thereof:-

5.Omitted.

**6.Probation.**—(a) Every person appointed to any category by direct recruitment, except to the categories of Gardener, Watchman, Sweeper-cum-Scavenger and Helper, shall be on probation for a total period of two years on duty within a continuous period of three years.

(b) Every person appointed to the category of Gardener, Watchman, Sweeper-cum-Scavenger and Helper by direct recruitment shall be on probation for a period of one year on duty within a continuous period of two years.

**7.Savings.**—Nothing contained in these rules shall adversely affect the existing incumbents as on date of issue of these rules.

#### ANNEXURE I

(see rule 2)

Serial Number (1)	Category (2)	Method of recruitment (3)
1.	Heavy Earth Moving Machine Operator.	By direct recruitment.
2.	Photographer.	(a) By direct recruitment; or (b) By promotion from the category of Assistant Photographer.
3.	Artisan Special.	By direct recruitment.
4.	Work Inspector.	(a) By direct recruitment; or (b) By promotion from the category of- (i) Head Irrigation Assistant; or (ii) Irrigation Assistant; or (iii)Helper: Provided that promotion from the category of Irrigation Assistant shall be made if no suitable persons are available in the category of Head Irrigation Assistant and promotion from the category of Helper shall be made if no suitable persons are available in the categories of Head Irrigation Assistant and Irrigation Assistant.
5.	Dam Motor Launch Driver (Including Motor Launch Driver, Periyar Dam).	By direct recruitment.
6.	Mechanic.	(a) By direct recruitment; or (b) By promotion from the category of Helper.
7.	Turner.	By direct recruitment.
8.	Welder.	(a) By direct recruitment; or (b) By promotion from the category of Helper.

- |     |                            |  |
|-----|----------------------------|--|
| 9.  | Moulder.                   | (a) By direct recruitment; or<br>(b) By promotion from the category of Helper.   |
| 10. | Blacksmith.                | (a) By direct recruitment; or<br>(b) By promotion from the category of Helper.   |
| 11. | Machine Operator.          | (a) By direct recruitment; or<br>(b) By promotion from the category of Helper.   |
| 12. | Mason.                     | By direct recruitment.   |
| 13. | Carpenter.                 | By direct recruitment.   |
| 14. | Painter.                   | By direct recruitment.   |
| 15. | Plumber.                   | (a) By direct recruitment; or<br>(b) By promotion from the category of Helper.   |
| 16. | Pump House Motor Driver.   | By direct recruitment.   |
| 17. | Tool Keeper.               | By direct recruitment.   |
| 18. | Assistant Photographer.    | By direct recruitment.   |
| 19. | Laboratory Assistant.      | By direct recruitment.   |
| 20. | Wireman.                   | (a) By direct recruitment; or<br>(b) By promotion from the category of Helper.   |
| 21. | Engine Driver.             | By direct recruitment.   |
| 22. | Telephone Attendant.       | By direct recruitment.   |
| 23. | Caretaker.                 | (a) By direct recruitment; or<br>(b) By promotion from the category of Watchman. |
| 24. | Channel Superintendent.    | By direct recruitment.   |
| 25. | Head Irrigation Assistant. | By promotion from the category of Irrigation Assistant.                          |
| 26. | Irrigation Assistant.      | (a) By direct recruitment; or<br>(b) By promotion from the category of Helper.   |
| 27. | Cook-cum-Butler.           | By direct recruitment.   |
| 28. | Gardener.                  | By direct recruitment.   |
| 29. | Watchman.                  | By direct recruitment.   |
| 30. | Sweeper-cum-Scavenger.     | By direct recruitment.   |
| 31. | Helper.                    | By direct recruitment.   |
| 32. | Boatman.                   | By direct recruitment.   |

**ANNEXURE II**

[see rule 4(b)]

Category (1)	Method of recruitment (2)	Qualification (3)
1. Heavy Earth Moving Machine Operator.	By direct recruitment	(1) Must possess I.T.I. certificate in the Trade of Mechanic; (2) Must possess driving license (Heavy Duty); and (3) Must have experience for a period of not less than three years in heavy earth moving vehicles and heavy machinery operation.
2. Photographer.	(a) By direct recruitment	(1) Must have passed Higher Secondary Examination; (2) Must have skill in photography and pen and ink drawing, developing, painting and enlarging photographs; and (3) Must have practical experience for a period of not less than five years in photography processing, developing and painting of photographs.
	(b) By promotion	Must have experience as in the category of Assistant Photographer for a period of not less than five years.
3. Artisan Special.	By direct recruitment	(1) Must possess I.T.I. certificate in the concerned Trade; and (2) Must have experience for a period of not less than three years in the category of Fitter or Moulder or Welder.
4. Work Inspector.	(a) By direct recruitment	(1) Must possess I.T.I. certificate in Draughtsman Civil Trade; and (2) Must have undergone apprenticeship training for a period of not less than one year in Government or any other organisation recognized by the Government.
	(b) By promotion	(1) Must have passed VIII standard; and (2) Must have experience for a period of not less than ten years as Head Irrigation Assistant or Irrigation Assistant or Helper or put together.
5. Dam Motor Launch Driver (Including Motor Launch Driver, Periyar Dam).	By direct recruitment	(1) Must have passed S.S.L.C.; (2) Must have passed the Government Technical Examination in Engine Drivers Test.

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|----|-----------|---------------------------|-----|-------|---|
|    |           |                           | (3) | (i)   | Must have experience for a period of not less than three years as Launch Driver;  |
|    |           |                           |     | (ii)  | Must have experience in internal combustion engine;   |
|    |           |                           |     | (iii) | Must have working knowledge of diesel engines, preferably Marine Engine.  |
|    |           |                           | (4) | (i)   | Must possess the certificate of competency in Engine driving;   |
|    |           |                           |     | (ii)  | Must have experience as Mechanic or Fitter in a manufacturing workshop;   |
|    |           |                           |     | (iii) | Must have ability to write clear reports on technical points regarding plant and maintenance of account or materials issued for use (candidates who served as an apprentice in a Government workshop for a period of not less than five years will be preferred); and |
|    |           |                           | (5) |       | Must know swimming.   |
| 6. | Mechanic. | (a) By direct recruitment | (1) |       | Must possess I.T.I. certificate in the Trade of Mechanic;   |
|    |           |                           | (2) |       | Must possess driving licence (Heavy Duty);  |
|    |           |                           | (3) |       | Must have undergone apprenticeship training for a period of not less than one year in Government or any other organization recognized by the Government; and  |
|    |           |                           | (4) |       | Must have practical experience as Mechanic for a period of not less than two years.   |
|    |           | (b)By promotion           |     |       | Must have practical experience for a period of not less than ten years in the category of Helper in the Mechanic Trade.   |
| 7. | Turner.   | By direct recruitment     | (1) |       | Must possess I.T.I. certificate in the Trade of Turner.   |
|    |           |                           | (2) |       | Must have undergone apprenticeship training for a period of not less than one year in Government or any other organization recognized by the Government; and  |
|    |           |                           | (3) |       | Must have experience for a period of not less than five years as Turner.  |
| 8. | Welder.   | (a) By direct recruitment | (1) |       | Must possess I.T.I. certificate in the Trade of Welder;   |
|    |           |                           | (2) |       | Must have undergone apprenticeship training in Government or any other organization recognized by the Government for a period of not less than one year; and  |
|    |           |                           | (3) |       | Must have experience for a period of not less than five years as Welder;  |

		(b)By promotion	Must have experience for a period of not less than ten years in the category of Helper in the Trade of Welder.
9. Moulder.	(a) By direct recruitment	(1) Must possess I.T.I. certificate in the Trade of Moulder; (2) Must have undergone apprenticeship training for a period of not less than one year in Government or any other organization recognized by the Government; and (3) Must have experience for a period of not less than five years as Moulder.	
		(b)By promotion	Must have experience for a period of not less than ten years in the category of Helper in the Trade of Moulder.
10. Blacksmith.	(a) By direct recruitment	(1) Must possess I.T.I. certificate in the Trade of Blacksmith; (2) Must have undergone apprenticeship training for a period of not less than one year in Government or any other organization recognized by the Government; and (3) Must have experience for a period of not less than five years as Blacksmith.	
		(b) By promotion	Must have experience for a period of not less than ten years in the category of Helper in the Trade of Blacksmith and Hammerman.
11. Machine Operator.	(a) By direct recruitment	(1) Must possess I.T.I. certificate in the Trade of Machinist; (2) Must have undergone apprenticeship training for a period of not less than one year in Government or any other organization recognized by the Government; and (3) Must have experience for a period of not less than five years in handling workshop machines.	
		(b) By promotion	Must have experience for a period of not less than ten years in the category of Helper in the Trade of Machinist.
12. Mason.	By direct recruitment	(1) Must possess I.T.I. certificate in the Trade of Mason; (2) Must have undergone apprenticeship training in Government or any other organization for a period of not less than one year; and (3) Must have experience for a period of not less than five years in masonry work.	
13. Carpenter.	By direct recruitment	(1) Must possess I.T.I. certificate in the Trade of Carpentry;	

- |                              |                           |  |
|------------------------------|---------------------------|--|
|                              |                           | (2) Must have undergone apprenticeship training in Government or any other organization for a period of not less than one year; and                              |
|                              |                           | (3) Must have experience for a period of not less than five years as Carpenter.  |
| 14. Painter.                 | By direct recruitment     | (1) Must possess I.T.I. certificate in the Trade of Painter;   |
|                              |                           | (2) Must have undergone apprenticeship training for a period of not less than one year in Government or any other organization recognized by the Government; and |
|                              |                           | (3) Must have experience for a period of not less than five years as Painter.  |
| 15. Plumber.                 | (a) By direct recruitment | (1) Must possess I.T.I. certificate in the Trade of Plumber;   |
|                              |                           | (2) Must have undergone apprenticeship training for a period of not less than one year in Government or any other organization recognized by the Government; and |
|                              |                           | (3) Must have experience for a period of not less than five years in Plumbing work.  |
|                              | (b) By promotion          | Must have experience for a period of not less than ten years in the category of Helper in the Trade of Plumber.  |
| 16. Pump House Motor Driver. | By direct recruitment     | (1) Must possess I.T.I. certificate in the Trade of Plumber;   |
|                              |                           | (2) Must have undergone apprenticeship training for a period of not less than one year in Government or any other organization recognized by the Government; and |
|                              |                           | (3) Must have general knowledge about electrical connection in the operation of Motor.   |
| 17. Tool Keeper.             | By direct recruitment     | (1) Must possess I.T.I. certificate in the Trade of Mechanic tools trade;  |
|                              |                           | (2) Must have undergone apprenticeship training for a period of not less than one year in Government or any other organization recognized by the Government; and |
|                              |                           | (3) Must have general knowledge about workshop tools.  |
| 18. Assistant Photographer.  | By direct recruitment     | (1) Must have passed Higher Secondary Examination; and   |
|                              |                           | (2) Must have skill in photography and pen and ink drawing, developing, painting and enlarging photographs.  |
| 19. Laboratory Assistant.    | By direct recruitment     | Must have passed Higher Secondary Examination with Physics, Chemistry and Biology or Mathematics.  |



20. Wireman.	(a) By direct recruitment	(1) (i) Must possess I.T.I. certificate in the Trade of Wireman and Electrician; or (ii) Must possess wiring certificate issued earlier by the Department of Industries and Commerce, Labour and Employment Department and later dispensed with; and (2) Must have experience for a period of not less than one year as Wireman.
	(b) By promotion	Must have experience for a period of not less than ten years in the category of Helper in the Trade of Wireman and Electrician.
21. Engine Driver.	By direct recruitment	(1) Must have passed S.S.L.C; (2) Must possess I.T.I. certificate in the Trade of Electrician or Mechanic; and (3) Must have experience for a period of not less than three years as Engine Driver.
22. Telephone Attendant.	By direct recruitment	(1) Must have passed S.S.L.C. ; and (2) Must know cycling.
23. Caretaker.	(a) By direct recruitment	(1) Must have passed Higher Secondary Examination; (2) Must possess knowledge of Tamil and English; and (3) Must have previous experience for a period of not less than one year in petty works such as Watchman in Circuit Houses or Inspection Bungalows.
	(b) By promotion	Must have experience for a period of not less than ten years in the category of Watchman.
24. Channel Superintendent.	By direct recruitment	(1) Must have passed in the Government Technical Examination in lower grade in- (i) Surveying and levelling; and (ii) Earthwork and road making; and (2) Must have completed the Secondary School Leaving Certificate.
25. Head Irrigation Assistant.	By promotion	(1) Must have passed VIII Standard in a recognized school; (2) Must have good knowledge in water regulations; (3) Must have undergone training for a period of one year under a person who have sufficient experience in water regulations; (4) Must have experience for a period of not less than 3 years in the category of Irrigation Assistant; and (5) Must know cycling.
26. Irrigation Assistant.	(a) By direct recruitment	(1) Must have passed VIII Standard; (2) Must know cycling; and (3) Must have knowledge in irrigation and water regulations.

		(b) By promotion	Must have experience for a period of not less than ten years as Helper.
27.	Cook-cum-Butler.	By direct recruitment	(1) Must have passed VIII Standard; and (2) Must have experience for a period of not less than one year as cook.
28.	Gardener.	By direct recruitment	(1) Must have passed V Standard; and (2) Must have experience for a period of not less than one year in gardening in any nursery.
29.	Watchman.	By direct recruitment	(1) Must have passed V Standard; (2) Must be an Ex-serviceman or must have experience as Watchman for a period of not less than two years in any organization recognized by the Government; (3) Must have good physique and good standard of vision; and (4) Must pay a security deposit of Rs.1000/- (Rupees One thousand only).
30.	Sweeper-cum-Scavenger.	By direct recruitment	Must know to read and write Tamil language.
31.	Helper.	By direct recruitment	(1) Must have passed VIII Standard; and (2) Must have undergone apprenticeship training for a period not less than one year in Government or any other organization recognized by the Government.
32.	Boatman.	By direct recruitment	(1) Must have passed VIII Standard; (2) Must have practical experience for a period of not less than one year in handling boat or launch; and (3) Must know swimming.

**SECTION 9 — THE TAMILNADU EXCISE SUBORDINATE SERVICE.**

*(Deleted)*

## SECTION 10 — THE TAMIL NADU FIRE SUBORDINATE SERVICE.

**1. Constitution.**—The service shall consist of the following classes and categories of officers:-

Class I

- |            |  |
|------------|--|
| Category 1 | Assistant Divisional Fire Officer.                       |
| Category 2 | Station Fire Officer and<br>Station Officer (Transport). |

Class II

- |            |  |
|------------|--|
| Category 1 | Driver Mechanic and Welder.  |
| Category 2 | Leading Fireman.   |
| Category 3 | Fireman Driver and Fireman Mechanic.   |
| Category 4 | Fireman Carpenter.   |
| Category 5 | Fireman, Fireman Orderly, Fireman Messenger,<br>Fireman Labourer, Fireman Sentry and<br>Fireman Attendant. |

**2. Appointment.**—(a) Appointment to the various classes and categories shall be made as specified in Annexure I.

(b)(i) Promotion to the following posts shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal:-

- (1) Assistant Divisional Fire Officer
- (2) Station Fire Officer and Station Officer (Transport)
- (3) Driver Mechanic and Welder
- (4) Leading Fireman
- (5) Fireman Driver and Fireman Mechanic
- (6) Fireman Carpenter

(ii) Promotion shall be made from a list of qualified candidates suitable for promotion, prepared on a state-wise basis in respect of each of the posts mentioned in items (1) and (2) above. The list shall be prepared on a Divisional basis in respect of the posts mentioned in items (3) to (6) above. State promotion lists shall be prepared by the State Recruitment and Promotion Board. This Board shall consist of the Director of Fire Service who will act as its Chairman and the Deputy Director of Fire Service, Northern and Southern Regions who will be its members. In the absence of a Deputy Director of the Fire Service, the Director of Fire Service shall be the Chairman and the other Deputy Director of Fire Service shall be the member of the said Board. The Divisional Promotion list shall be initially prepared by the Divisional Fire Officer concerned assisted by the respective Assistant Divisional Fire Officer and be finally approved by the Deputy Director of Fire Service.

(c) The list of Leading Fireman fit for promotion as Station Fire Officer shall consist of those who satisfy the following conditions, namely:-

- (1) They must have a working knowledge of English; and
- (2) They must have completed a total service for a period of seven years and must have served as Leading Fireman, whether permanent or officiating for a period of not less than two years.

(d) The list of Fireman, Fireman Orderly, Fireman Messenger, Fireman Labourer, Fireman Sentry and Fireman Attendant fit for promotion as Fireman Driver, shall consist of those who satisfy the following conditions, namely:-

- (1) They must have put in service for a period not less than three years.
- (2) They must undertake to refund to Government the expenditure incurred on their training in the event of their leaving the service at their request at any time within ten years after completion of their training.

(e) **Preparation of annual list of approved candidates.**—For the purpose of drawing up of the annual list of approved candidates for appointment by promotion or recruitment by transfer to

posts in the service, the crucial date on which the candidates should be qualified shall be the 15<sup>th</sup> July of every year.

**3.Appointing authority.**—The appointing authority for the several classes and categories specified in column (1) of the table below shall be the authority specified in the corresponding entries in column (2) thereof:-

TABLE

Class and category (1)	Appointing authority (2)
Class I	
Category 1 Assistant Divisional Fire Officer	Deputy Director of Fire Service
Category 2 Station Fire Officer Station Officer (Transport)	- do -
Class II	
Category 1 Driver Mechanic and Welder	Deputy Director or Divisional Fire Officer, as the case may be in respect of the posts under their direct control.
Category 2 Leading Fireman	- do -
Category 3 Fireman Driver and Fireman Mechanic	- do -
Category 4 Fireman Carpenter	- do -
Category 5 Fireman, Fireman Orderly, Fireman Messenger, Fireman Labourer, Fireman Sentry; and Fireman Attendant.	- do -

**4.Reservation of appointment.**—(a)The rule of reservation of appointment (General rule 22) shall apply to appointment by direct recruitment to the category of Station Fire Officer and Fireman, Fireman Orderly, Fireman Messenger, Fireman Labourer, Fireman Sentry and Fireman Attendant.

(b) In respect of the category of Fireman, Fireman Orderly, Fireman Messenger, Fireman Labourer, Fireman Sentry and Fireman Attendant -

(i)10% of the vacancies under direct recruitment shall be reserved for sports personnel. If it is not possible to fill up the said sports quota of 10%, the gap shall be filled up by the wards-cum-dependents of the serving personnel of the Fire and Rescue Services Department.

(ii)10% of the vacancies under direct recruitment shall be reserved for wards-cum-dependents of the serving personnel as well as the retired, deceased and medically invalidated personnel of the Fire and Rescue Services Department:

Provided that 10% of the above 10% vacancies specified in item (ii) shall be reserved for the wards-cum-dependents of the serving ministerial staff of the Fire and Rescue Services Department.

**Explanation.**—The term 'wards-cum-dependents' means and includes-

- (1) Son
- (2) Unmarried daughter
- (3) Legally adopted son
- (4) Legally adopted unmarried daughter.

**5.Special qualification.**—(a) No person shall be eligible for appointment by direct recruitment or by recruitment by transfer to the class and category specified in column (1) of Annexure II unless he possesses the special qualifications prescribed in the corresponding entries in columns (2) and (3) thereof:

Provided that in the case of appointments to the post of Fireman, the Director of Fire Service can grant exemption from possessing the Physical Qualifications prescribed for such posts.

(b) For appointment by direct recruitment the age limit prescribed in the column (2) of Annexure II shall be reckoned with reference to the 1<sup>st</sup> July of the year in which the selection for appointment is made:

Provided that in respect of selection made by direct recruitment to the post of Station Fire Officers in 1978 the age limit shall be reckoned with reference to the 1<sup>st</sup> July 1977.

**5A.Medical examination.**—Every candidate selected for appointment to class II, category 5 by direct recruitment shall appear before the Medical Board constituted for the purpose. The Medical Board on examination of candidate shall certify his fitness in the form specified in Annexure III. In case a candidate is certified to be temporarily unfit, he shall reappear before the Medical Board within a period of three months from the date on which he is so certified. On re-examination, if he is again found to be unfit, he shall be disqualified.

**5B.Verification of character and antecedents.**—(1)The list of candidates who are declared fit during the medical examination shall be sent by the Tamil Nadu Uniformed Services Recruitment Board along with their temporary and permanent addresses to the Director General of Police, Tamil Nadu for verification of their character and antecedents. A police verification report in respect of each such candidate shall be sent to the Tamil Nadu Uniformed Services Recruitment Board, indicating therein the following:-

- (i) whether he has more than one wife living.
- (ii) whether his character and antecedents are such as to qualify him for the service; and
- (iii) the details of criminal cases, if any, in which he is involved.

(2) A candidate who has more than one wife living or who was convicted in any criminal case or in respect of whom a charge sheet is pending in a Court of Law or against whom a criminal case is pending investigation shall be liable for disqualification.

**6.Probation.**—Every person appointed to the post of Station Fire Officer in category 2 of class I and Fireman, Fireman Orderly, Fireman Messenger, Fireman Labourer, Fireman Sentry and Fireman Attendant in category 5 of class II by direct recruitment or by recruitment by transfer 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.Training and pay.**—Probationers shall undergo training and shall pass the examination as specified below within the period of their probation. Their pay during the period of training shall be as indicated below :-

Probationers (1)	Course of training (2)	Pay (3)
1 Station Fire Officer (category 2 of class I) recruited direct or by recruitment by transfer from any other service	<p>(i) Course of initial training for four months in the Tamil Nadu Fire Service State Training School, and a pass in the examination in the subjects prescribed for the course as specified in the relevant columns in Annexure III</p> <p>(ii) After the above course, practical training for six months as follows:-  Three months duty in a Fire Station at the concerned Divisional Head Quarters town with a fully trained Station Fire Officer, before being posted to a Station and three months posting thereafter to the Divisional Head Quarters under the Divisional Fire Officer, of which two months will be by attachment to the Mobile Repair Squad, and the third month to the Divisional Office:  Provided that those who have successfully undergone any of the courses at the National Fire Service College, Nagpur, will not be required to undergo the course of training prescribed in the Tamil Nadu Fire Service State Training School.</p>	Minimum of the time scale of pay and admissible allowances.
2 Leading Fireman (category 2 of class II) selected for promotion as Station Fire Officer	<p>Course of training for four months in Tamil Nadu Fire Service State Training School and a pass in the examination in the subjects prescribed for the course as specified in the relevant column in Annexure III :</p> <p>Provided that any person who fails in the said examination shall be allowed to appear for two times in the subsequent examinations in the subject in which he failed, without undergoing the said training again.</p>	Actual pay they would draw but for their training.
3 Driver Mechanic (category 1 of class II) selected from Fireman Drivers and Firemen Mechanics	Course of training for three months in the Fire Service State Workshop, Chennai.	Actual pay they would draw but for their training.
4 Fireman Mechanic (category 3 of class II) selected for promotion as welder	Six weeks' training in Welding in the Fire Service State Workshop, Chennai.	Actual pay draw in the post held at the time of deputation to the training.
5 Fireman, Fireman Orderly, Fireman Messenger, Fireman Labourer, Fireman Sentry and Fireman Attendant	Two month's training by the Mobile Repair Squad at Divisional Head quarters in driving, pump operation, mechanism and a pass in the test held at the end of the course for promotion as Drivers.	Actual pay draw in the post held at the time of deputation to the training.

(category 5 of class II) selected for promotion as Drivers and Fireman Mechanics

- 6 Fireman, Fireman Orderly, Fireman Messenger, Fireman Labourer, Fireman Sentry and Fireman Attendant (category 5 of class II)
- One year training in fire fighting of which a period of any three consecutive months will be at the Tamil Nadu Fire Services State Training School, Chennai at the end of which they shall pass a test, and the remainder at the Fire Station:
- Provided that during training at the Tamil Nadu Fire Services State Training School, Chennai if a candidate fails to put in 70 percent of attendance, he shall be straightaway discharged from the Tamil Nadu Fire Services State Training School, Chennai:
- Provided further that if his absence is on a proper medical certificate if he/she wants to continue the training he/she shall be called in for the next training course and the proportionate cost of the training undergone shall be recovered from him / her in instalments.

**Explanation.**—The period of training undergone shall count for probation and increment.

**7A.** A person appointed to the post mentioned in column (2) of the table below shall on his selection to undergo any of the courses of training specified in column (3) thereof, execute a bond in the form prescribed by the Government, agreeing to serve in the department after completing the training, compulsorily for the period noted in column (4) thereof. The bond shall be for the value noted in column (5) of the table, with two sureties who are either permanent Government servants, each drawing a pay not less than the pay drawn by the trainee or any others whose solvency for an amount equal to the value of the bond, is certified by the concerned revenue authority:

Provided that in the case of persons taking the initial training on their first appointment to the service and in the case of those taking the other courses of training detailed in the table below, the terms of the bond executed by them for the particular training course shall not be the same if they fail to complete the respective courses of training successfully.

TABLE

Serial number	Category	Type of training course and its duration	Minimum number of years for which the individual shall compulsorily serve in the department after completion of training	Value of the bond to be executed
(1)	(2)	(3)	(4)	(5) Rs.
1	Station Fire Officers (appointed by direct recruitment)	Initial training for four months at the Fire Services State Training School, Chennai and practical training for six months thereafter	7 Years	1,000



2	Station Fire Officers (appointed by promotion from the category of Leading Fireman)	Course of training for four months at the Fire Services State Training School, Chennai	5 Years	500
3	Driver Mechanic (selected from Fireman Driver and Fireman Mechanic)	Course of training for three months at the Fire Service State Workshop, Chennai	5 Years	300
4	Fireman Driver and Fireman Mechanic (selected from the category of Fireman and equivalent ranks)	Two months training at Divisional Head quarters in driving, pump operation and mechanism	5 Years	300
5	Fireman and equivalent ranks (appointed by direct recruitment)	Three months training at Fire Service State Training School, Chennai and nine months at the Fire Services Station	7 Years	200
6	Assistant Divisional Fire Officers and Station Fire Officers	Any of the advanced courses of training conducted by the National Fire Service College, Nagpur.	5 Years	2,000 for each course of training.

**8.Appointing authority for members under training.**—The powers of the appointing authority shall in the case of a candidate undergoing training at the Tamil Nadu Fire Services State Training School, Chennai be exercised by the Deputy Director of Fire Services.

**9.Special tests.**—(a) A person appointed to the post of Station Fire Officer shall within a period of two years from the date of appointment, pass the Account Test for Subordinate Officers, Part I and the test on Tamil Nadu Fire Services Manual.

(b) The penalties for failure to pass the above tests shall be with holding of promotion and stoppage of increment until the test is passed. However such stoppage of increment shall not have the effect of postponing future increments after the test is passed.

**10.Uniform.**—The following members of the service shall be entitled to free supply of uniforms on such scale as may be prescribed by the Government from time to time:

Assistant Divisional Fire Officer  
Station Fire Officer  
Station Officer (Transport)  
Leading Fireman  
Driver Mechanic  
Welder  
Fireman Driver,  
Fireman Mechanic,  
Fireman Carpenter,  
Fireman, Fireman Orderly, Fireman Messenger,  
Fireman Labourer, Fireman Sentry and Fireman Attendant.

**11.Quarters.**—Members of the Service shall reside wherever they may be directed to do. Such members of the service stationed in city of Chennai and in the mofussil stations where Fire Service has been organized shall be provided with rent-free quarters. Where rent-free quarters have not been

provided, members of the service shall be eligible for house rent allowance at the rates prescribed by the Government from time to time.

**12.Postings and transfers.**—Transfers of members of the service below the rank of Station Fire Officer, category 2 in class I shall be made within the Division by the Divisional Fire Officer concerned and from the jurisdiction of the Divisional Fire Officer to that of another by the respective Divisional Fire Officers by mutual agreement. Transfers of persons holding the post of Station Fire Officer and above shall be made by the Deputy Director of Fire Services.

**ANNEXURE I**  
(referred to in rule 2)

Class and category (1)	Method of appointment (2)
Class I	
Category 1 Assistant Divisional Fire Officer	Promotion from Station Fire Officer
Category 2 Station Fire Officer	(i) Direct recruitment or (ii) Promotion from the rank of Leading Fireman category 2 of class II or (iii) Recruitment by transfer from the Tamil Nadu Ministerial Service in the Directorate of Fire Service in the ratio of 4:5:1. Provided that if no candidates are available for appointment by recruitment by transfer from the Tamil Nadu Ministerial Service in the Directorate of Fire Service in any year, the vacancies reserved for the above method shall be filled by direct recruitment.
Station Officer (Transport)	Promotion from category 1 of class II
Class II	
Category 1 Driver Mechanic	Promotion from category 3 of class II
Welder	Promotion of Fireman Mechanic in category 3 of class II
Category 2 Leading Fireman	Promotion from category 5 of class II
Category 3 Fireman Driver	Promotion from category 5 of class II
Fireman Mechanic	Promotion from category 5 of class II
Category 4 Fireman Carpenter	Promotion from category 5 of class II from among those who possess practical experience in carpentry.
Category 5 Fireman, Fireman Orderly, Fireman Messenger, Fireman Labourer, Fireman Sentry and Fireman Attendant.	Direct recruitment

**Explanation.**—The Tamil Nadu Uniform Services Recruitment Board shall conduct a common recruitment to the posts of Grade II Police Constable (Men and Women), Grade II Jail Warder (Men and Women) and Fireman. The candidates will be required to give their first, second and third preference for the three categories, namely Grade II Police Constable, Grade II Jail Warder and Fireman and the allotment of a candidate selected through common recruitment among the above three categories shall be made taking into account his preference and depending on his rank and the availability of vacancies in the particular category and subject to the rule of reservation and communal rotation as laid down in the rules. If any person opts only one post, and if his turn is not reached for that category, he will lose his chance, even though he may be eligible as per merit list for the other two remaining categories.

**ANNEXURE II**  
(referred to in rule 5)

Class and category (1)	Age limit for appointment otherwise than by promotion (2)	Qualification (3)																											
Class I Category 2— (i) Station Fire Officer	Must have completed the age of 20 years and must not have completed the age of 33 years if the candidate is recruited by recruitment by transfer from the Tamil Nadu Ministerial Service or the age of 30 years if the candidate is directly recruited	<p>(1) Must be certified to possess the visual standard specified below--</p> <p>(a) Without glasses: Right eye    Left eye</p> <table border="0" style="margin-left: 40px;"> <tr> <td>Distant Vision</td> <td style="text-align: center;">6/6</td> <td style="text-align: center;">6/6</td> </tr> <tr> <td></td> <td colspan="2" style="text-align: center;">(Snellen)</td> </tr> <tr> <td>Near Vision</td> <td style="text-align: center;">0.5</td> <td style="text-align: center;">0.5</td> </tr> <tr> <td></td> <td colspan="2" style="text-align: center;">(Snellen)</td> </tr> </table> <p>(b) Each eye must have a full field of vision.</p> <p>(c) Colour blindness, squint, or any morbid condition of the eyes or lids of either eye shall be deemed to be a disqualification</p> <p>(2) Must possess at least the following minimum physical standards, namely:-</p> <table border="0" style="margin-left: 40px;"> <tr> <td>(a) Height (without boots or shoes)</td> <td style="text-align: center;">...</td> <td style="text-align: center;">165Cms</td> </tr> <tr> <td>(b) Chest (Normal)</td> <td style="text-align: center;">...</td> <td style="text-align: center;">84Cms</td> </tr> <tr> <td>(c) Chest (Expanded)</td> <td style="text-align: center;">...</td> <td style="text-align: center;">89Cms</td> </tr> <tr> <td>(d) Chest (Expansion)</td> <td style="text-align: center;">...</td> <td style="text-align: center;">5Cms</td> </tr> <tr> <td>(e) Weight (without boots/ shoes)</td> <td style="text-align: center;">...</td> <td style="text-align: center;">50 Kgs</td> </tr> </table> <p>(3) If recruited direct must have obtained a degree of B.A. or B.Sc., or if the candidate is a member of the Scheduled Castes or Scheduled Tribes or a member of Backward Classes, he must have passed the Pre University Course Examination or Intermediate Examination or Higher Secondary Examination: Provided that other things being equal preference shall be given to those who have undergone successfully any of the training course at the National Fire Service College, Nagpur.</p> <p>(4) The candidate shall be subjected to the written test by the authority empowered for this purpose and Physical Efficiency Test by the Officers of the Fire Service Department, before they are admitted to</p>	Distant Vision	6/6	6/6		(Snellen)		Near Vision	0.5	0.5		(Snellen)		(a) Height (without boots or shoes)	...	165Cms	(b) Chest (Normal)	...	84Cms	(c) Chest (Expanded)	...	89Cms	(d) Chest (Expansion)	...	5Cms	(e) Weight (without boots/ shoes)	...	50 Kgs
Distant Vision	6/6	6/6																											
	(Snellen)																												
Near Vision	0.5	0.5																											
	(Snellen)																												
(a) Height (without boots or shoes)	...	165Cms																											
(b) Chest (Normal)	...	84Cms																											
(c) Chest (Expanded)	...	89Cms																											
(d) Chest (Expansion)	...	5Cms																											
(e) Weight (without boots/ shoes)	...	50 Kgs																											

the oral test. The programme of the Physical Efficiency Test shall consist of the following eight Athletic events as shown in the table below :-

TABLE

Events	"Three Star" Standard	"Two Star" Standard	"One Star" Standard
1. 100 Meters run	12 Seconds	13 Seconds	14 Seconds
2. High Jump	5' 3" (160.02 cms)	5' (152.40 cms)	4' 6" (137.16 cms)
3. Long Jump	19' (5.80 mts)	17' (5.19 mts)	15' (4.57 mts)
4. Putting the shot of 7.27 Kg (16 lbs)	28' (8.53 mts)	24' (7.32 mts)	20' (6.10 mts)
5. Throwing the Cricket Ball	275' (83.82 mts)	225' (68.58 mts)	200' (60.96 mts)
6. Rope Climbing (only hands)	16' (4.88 mts)	14' (4.27 mts)	12' (3.66 mts)
7. Pull-ups or Chinning	15	10	8
8. 1,500 Meters run	5 minutes	5 minutes 15 Seconds	5 minutes 45 Seconds

Out of the eight events specified in the table above, the candidate should select atleast five events, and qualify himself for admission to the oral test by qualifying atleast for the one star standard in three out of the five events.

#### Class II

##### Category 5

Fireman,  
Fireman  
Orderly,  
Fireman  
Messenger,  
Fireman  
Labourer,  
Fireman  
Sentry,  
Fireman  
Attendant.

Must have completed 18 years of age and must not have completed 24 years of age:

Provided that in the case of candidates belonging to the Scheduled Casts or Scheduled Tribes, the upper age limit shall be 29 years:

Provided further that for appointment of a candidate belonging to Ex-Serviceman, the upper age limit shall be 45 years and a period of more than 3 years must not have elapsed from the date of discharge from the Defence Service

(1) Must possess the following minimum physical standards:-

(i) In respect of male candidates-

(a) the height shall not be less than 170 centimeters:

Provided that in the case of Schedule Caste or Schedule Tribe candidates the height shall not be less than 167 centimeters.

(b) the chest measurement shall not be less than 81 centimeters round the chest and on full inspiration shall have a minimum expansion of 5 centimeters; and

(ii) In respect of female candidates-- the height shall not be less than 159 centimeters:

Provided that in the case of Schedule Castes / Schedule Tribe candidates, the height shall not be less than 157 centimeters.

- (2) (a) Must be certified to possess the visual standard specified below without glass:-

	Right Eye	Left Eye
(i) Distant Vision	6/6	6/6
	(Snellen)	
(ii) Near Vision	0.5	0.5
	(Snellen)	

Each eye must have a full field of vision.

- (iii) Colour blindness squint, or any morbid condition of the eyes or lids of either eye shall be deemed to be disqualification.
- (b) Must be free from any bodily defect, infirmity or incurable disease.
- (c) Must not have 'Knock Knees', 'Bow legs' 'Flat Foot' or Varicose veins'.
- (d) Must not suffer from 'Stammering'

- (3) Educational qualification:-

Must possess the minimum general qualification prescribed in Schedule I to Part II of the General rules for the Tamil Nadu State and Subordinate Services or its equivalent.

- (4) Endurance test.— Every candidate shall undergo an endurance test, that is running 1500 mts in 7 minutes. The candidates who succeed in this test shall have to undergo Physical Efficiency Test which shall consist of 5 events specified in the table below. Out of the said 5 events, every candidate shall participate in 3 events with a minimum qualifying marks of 6 (minimum 1 star in each event) and a maximum of 15 marks.

TABLE

Serial Number (1)	Event (2)	One Star (2 Marks) (3)	Two Star (5 Marks) (4)
1.	Running		
	100 meters	15.00 seconds	13.50 seconds
	400 meters	80.00 seconds	70.00 seconds
2.	Long Jump or High Jump		
	(i) Long Jump	3.80 mts	4.50 mts
	(ii) High Jump	1.20 mts	1.40 mts
3.	Rope Climbing	5 mts	6 mts

## (5) Written Test:

Serial No (1)	Subject (2)	Marks (3)
1	General Knowledge	50
2	Psychology	30
3	Extra qualifications for National Social Service / National Cadet Corps / Sports / Games	5
TOTAL		85

Out of 85 marks, a candidate should secure a minimum of 40 marks in the Written Test:

Provided that Ex-Servicemen who have served as Drivers, Auto-Mechanics, Auto-Electricians and Armourers need not possess the above physical standards and also need not undergo the above Endurance Test and the Physical Efficiency Test.

**ANNEXURE III**

(referred to in rule 5A)

## Certificate of Physical Fitness

We the undersigned, do hereby certify that we have medically examined Thiru..... son of Thiru ..... (SI.No...../ District Code No. .... ) a candidate for employment under the Government of Tamil Nadu as a Fireman in the Tamil Nadu Fire Subordinate Service.

(2) His age, according to his own statement is..... years and by appearance about .....years. His weight is about..... Kgs. His chest measurement is about..... Cms. on full inspiration and .....Cms. on full expiration. His personal identification marks are noted below.

(i).....

(ii).....

(3) The certificate of his medical examination is as below:-

(i) Any deformity in body, hands, fingers, legs, ankles or lameness etc.,

.....

(ii) Whether the candidate has 'Knock Knees' 'Bow legs' 'Flat Foot' or 'Varicose veins'.

.....

(iii) Speech; Any defect noticed; whether stammers.

.....

- (iv) Eyes-
- (a) Any Squint; :
  - (b) Any morbid condition of the eyes or lids of either eye; :
  - (c) Whether each eye has a full field of vision: :
  - (d) Colour blindness :
  - (e) Night blindness :
- |                            |   | Right eye | Left eye |
|----------------------------|---|-----------|----------|
| (f) Distant Vision         | } | .....     | .....    |
| (g) Near vision.           |   | .....     | .....    |
| (h) Any other observations | : |           |          |
- (v) Ears-
- (a) Any running ears etc. :
  - (b) Hearing: Right ear. :
  - (c) Hearing: Left ear. :
- (vi) Urine:-  
(Chemical Examination and Albumen) :
- (vii) Sugar / Diabetes :
- (viii) Heart Disease :
- (ix) Lungs :
- (x) Shortness of breath :
- (xi) Asthma, Chronic cough; etc. :
- (xii) Tuberculosis :
- (xiii) Screening of chest or Mass Minsture :
- (xiv) Radiography to detect early tuberculosis. :
- (xv) Stomach :
- (xvi) Liver and Intestinal trouble :
- (xvii) Appenticitis :
- (xviii) Gall Bladder trouble :
- (xix) Kidney disease :
- (xx) Gall stones Jaundice :
- (xxi) Venereal diseases :
- (xxii) Insauoity Epilepsy :
- (xxiii) Diptheria, Mumps, Rheumatic fever, etc. :
- (xxiv) AIDS / HIV. :
- (xxv) Tumer/ Cyst/ Cancer :
- (xxvi) Any other disease or other observations. :

(4) In view of the medical examinations conducted, as above, it is certified as below (delete whichever is not applicable) :-

- (i) The candidate is of sound health and is free from any bodily defect, infirmity or incurable disease rendering him unfit for service as a Fireman in the Fire Service

Department. His general condition is such as to enable him to perform efficiently the active duties of the said post.

(ii)The candidate is suffering from the following physical defects, infirmities or incurable diseases etc., which make him liable to be rejected on medical grounds:-

.....  
.....

(iii)The candidate is free from any permanent infirmity or incurable disease, but is suffering from the following infirmity/curable disease which can possibly be treated and cured within three months. Hence, he shall reappear before this board for a second medical opinion at the end of the third month or earlier:

.....  
.....

MEMBER

MEMBER

CHAIRMAN

(to be signed)  
Designation

(to be signed)  
Designation

(to be signed)  
Designation

Place :

Date :

**(Note.—** Directions for using the 'Test Dot Card')

- (1)Place the recruit with his back to the light and hold the test card perfectly upright in front of him at a measured distance of exactly 100 feet. The light should fall fully on the card.
- (2)Examine each eye separately. The eye not under trial should be shaded by the hand of an Assistant who will take care not to press on the eye ball.
- (3)Expose some of the 'dots' not more than seven or eight at a time and desire the recruit to make their number and position. Vary the groups frequently to provide against deception.



**ANNEXURE IV**  
(referred to in rule 7)

Subjects (1)	Maximum Marks (2)	Minimum marks for a pass (3)
1. Operational --- I Paper – Written (Fire fighting appliances and equipments) --- 3 hrs	100	A total of 120 marks out of 300, provided a candidate gets not less than 35 marks in any paper
2. Operational ---II Paper – Written (Rescue appliances and equipment) --- 3 hrs	100	
3. Operational --- III Paper – Written (General) --- 3 hrs	100	
4. Accounts --- Written Paper --- 3 hrs	100	A total of 80 marks out of 200 provided a candidate gets not less than 35 marks in any paper
5. Administration Written Paper --- 3 hrs	100	
6. Practical Examination	100	50
7. Oral Examination	100	50
8. First-Aid and Stretcher Drill	...	The test will be conducted by the St.John Ambulance Association who will declare the names of successful candidates.

## SECTION 11 – THE TAMILNADU FISHERIES SUBORDINATE SERVICE.

**1. Constitution.**—The service shall consist of the following categories and grades of officers, namely:-

1. Research Assistant.
2. Inspector of Fisheries.
3. Serang.
4. Driver (Fishing Boat).
5. Junior Engineer (Civil)
6. Foreman (Marine).
7. Foreman (Vans).
- 7A. Laboratory Assistant.
8. Sub-Inspector of Fisheries.
9. Tindal (Marine), Grade I.
10. Fishery Overseer, Grade I.
11. Assistant Driver.
12. Fitter (Service Centres).
13. Mechanic (Vans).
14. Mechanic.
15. Boatswain.
16. Boat Overseer.
17. Net Maker.
18. Draughtsman.
19. Paramandadi.
20. Diver.
21. Fitter (Vans).
22. Boat Driver (Marine), Grade I.
23. Omitted.
24. Driver (Heavy Duty Vehicles).
25. Driver (Light Duty Vehicles).
26. Boat Driver (Marine), Grade II.
27. Driver (Inland).
28. Omitted.
29. Omitted.
30. Omitted.
31. Seaman.
32. Lascar.
33. Cleaner.
34. Fishery Guard.
35. Fisherman.
36. Fishery Overseer, Grade II.

**2. Appointment.**—(a) Appointment to the several categories and grades shall be made as follows:-

Category and grades	Method of recruitment
1. Research Assistant.	(i) Direct recruitment; or (ii) Promotion from among the holders of the category of Laboratory Assistant who has experience in Laboratory work for a period of not less than five years
2. Inspector of Fisheries.	(i) Direct recruitment; or (ii) Promotion from among the holders of the category of Sub-Inspector of Fisheries: Provided that out of every four substantive vacancies in the category of Inspector of Fisheries, the first vacancy shall be reserved to be filled by direct recruitment and the next shall be filled by promotion:

Provided further that all the vacancies arising in the category of Inspector of Fisheries shall be taken into account for the purpose of direct recruitment.

- |                                |   |
|--------------------------------|---|
| 3. Serang.                     | (i) Direct recruitment; or<br>(ii) Promotion from the category of Tindal (Marine), Grade I.   |
| 4. Driver (Fishing Boat).      | (i) Direct recruitment; or<br>(ii) Promotion from the category of Assistant Driver or Boat Driver (Marine), Grade I.  |
| 5. Junior Engineer (Civil).    | Recruitment by transfer from the category of Supervisor in the Tamil Nadu Engineering Subordinate Service.  |
| 6. Foreman(Marine).            | (i) Direct recruitment; or<br>(ii) Promotion from the category of Chageman or Mechanic or Assistant Driver or Fitter (Service Centres).   |
| 7. Foreman(Vans).              | (i) Direct recruitment; or<br>(ii) Promotion from the category of Mechanic (Vans); or<br>(iii) Recruitment by transfer from any other service.  |
| 7A. Laboratory Assistant.      | Direct recruitment.   |
| 8. Sub-Inspector of Fisheries. | (i) Direct recruitment; or<br>(ii) Promotion from the category of Fishery Overseer, Grade I; or<br>(iii) Recruitment by transfer from among the members of Tamil Nadu Ministerial Service employed in the Fisheries Department:<br>Provided that appointment to the post of Sub-Inspector of Fisheries shall be made in the order of rotation specified below in every cycle of twenty vacancies- |
|                                | (i) to (iv) By direct recruitment.  |
|                                | (v) By recruitment by transfer.   |
|                                | (vi) & (vii) By promotion.  |
|                                | (viii) to (xi) By direct recruitment.   |
|                                | (xii) By recruitment by transfer.   |
|                                | (xiii) & (xiv) By promotion.  |
|                                | (xv) to (xvii) By direct recruitment.   |
|                                | (xviii) By recruitment by transfer.   |
|                                | (xix) & (xx) By promotion:  |

Provided further that if no qualified and suitable candidates available in the turn for appointment by the method in the cycle, the turn shall lapse and the vacancy shall be filled up by the next turn in the order of

rotation. No account shall be taken of any of the lapsed turns:

Provided also that the vacancies reserved for direct recruitment shall be filled in the ratio of 60:40 between the B.F.Sc., degree holders and others:

Provided also that for appointment to the post of Sub-Inspector of Fisheries for the year 1993, the order of rotation shall not apply and that the appointment to the said post during the year 1993, would only confine to the two methods namely by promotion from the category of Fishery Overseer, Grade I and by recruitment by transfer from among the members of the Tamil Nadu Ministerial Service employed in the Fisheries Department:

Provided also that the amendments shall not affect the 13 Sub-Inspectors of Fisheries appointed temporarily as per the temporary panel approved in the year 1993.

- |                                |   |
|--------------------------------|---|
| 9. Tindal (Marine), Grade I.   | (i) Direct recruitment; or<br>(ii) Promotion from the category of Tindal (Marine) Grade II.   |
| 10. Fishery Overseer, Grade I. | (i) Direct recruitment; or<br>(ii) Promotion from the category of Fishery Overseer, Grade II, Boat Driver (Marine), Grade I and Boat Driver: (Marine), Grade II :<br>Provided that direct recruitment to the post shall be resorted to only when there are no qualified and suitable persons are available for promotion from the above categories:<br>Provided further that promotion to the post of Fishery overseer, Grade I from these categories shall be made based on the dates of their regularization in the feeder posts. |
| 11. Assistant Driver.          | (i) Direct recruitment; or<br>(ii) Promotion from the category of Boat Driver (Marine), Grade I.  |
| 12. Fitter (Service Centre).   | (i) Direct recruitment; or<br>(ii) Promotion from the category of Boat Driver (Marine), Grade I. If no qualified Grade I Driver is available promotion shall be made from the category of Boat Driver (Marine), Grade II;<br>(iii) Transfer from the category of Fitter (Vans).   |
| 13. Mechanic (Vans).           | (i) Direct recruitment; or<br>(ii) Promotion from the category of Fitter (Vans).  |
| 14. Mechanic.                  | (i) Direct recruitment; or<br>(ii) Promotion from the category of Boat Driver (Marine), Grade I.  |

15. Boatswain. (i) Direct recruitment; or  
(ii) Promotion from the category of Boat Driver (Marine), Grade I.
16. Boat Overseer. (i) Promotion from the category of Boat Driver (Marine), Grade I or Tindal (Marine), Grade II or Tindal (Inland);or  
(ii) If no qualified and suitable person is available for promotion, direct recruitment.  
**Explanation.**—Promotion from the feeder categories will be made based on the date of entry of the incumbents in the feeder posts, in the Department. In case, more than one member had entered the Department on the same day, the older shall be given preference over the younger ones.
17. Net Maker. (i) Direct recruitment; or  
(ii) Promotion from the categories of Seaman or Boat Driver (Marine), Grade I or Boat Driver (Marine), Grade II.  
**Explanation.**—Promotion from the feeder categories will be made based on the date of entry of the incumbents in feeder posts, in the Department. In case, more than one member had entered the Department on the same day, the older shall be given preference over the younger ones.
18. Draughtsman. Direct recruitment.
19. Paramandadi. Direct recruitment.
20. Diver. (i) Direct recruitment; or  
(ii) Promotion from among the holders of the post of Seaman.
21. Fitter (Vans). (i) Direct recruitment; or  
(ii) Promotion from the category of Driver (Heavy Duty Vehicles).
22. Boat Driver (Marine), Grade I. (i) Direct recruitment; or  
(ii) Promotion from the category of Boat Driver (Marine) Grade II, or Driver (Inland).  
**Explanation.**—Promotion to the post will be made based on the date of entry of the incumbents in the feeder posts, in the Department. In case, more than one member had entered the Department on the same day, the older one shall be given preference over the younger ones.
23. Omitted.
24. Driver (Heavy Duty Vehicles). (i) Direct recruitment; or  
(ii) Promotion from the category of Drivers (Light Duty Vehicles).
25. Driver (Light Duty Vehicles). (i) Direct recruitment; or  
(ii) Promotion from the category of Cleaner; or

- (iii) Recruitment by transfer from among the category of Office Assistant / Watchman in the Tamil Nadu Basic Service, in the Fisheries Department:

Provided that direct recruitment shall be made only when qualified Cleaner and Office Assistant / Watchman are not available:

Provided further that the appointment to the post of Driver (Light Duty Vehicles) from the holders of the post of Cleaner (by promotion) and Office Assistant / Watchman by recruitment by transfer shall be in the ratio of 2:1.

26. Boat Driver (Marine),  
Grade II. (i) Direct recruitment; or  
(ii) Promotion from the category of Seaman.
27. Driver (Inland). (i) Direct recruitment; or  
(ii) Promotion from the category of Lascar.
28. Omitted.
29. Omitted
30. Omitted.
31. Seaman. (i) Direct recruitment; or  
(ii) Recruitment by transfer from any other service.
32. Lascar. (i) Direct recruitment; or  
(ii) Recruitment by transfer from any other service.
33. Cleaner. Direct recruitment.
34. Fishery Guard. (i) By direct recruitment; or  
(ii) By promotion from the post of Fisherman; or  
(iii) By recruitment by transfer from the category of Watchman (Fishery Watcher):  
Provided that direct recruitment to the post shall be resorted to only when no qualified person is available for appointment by promotion or recruitment by transfer:  
Provided further that appointment to the post by promotion from the category of Fisherman and recruitment by transfer from the category of Watchman (Fishery Watcher) shall be made at the ratio of 3:1 in the cyclic order as specified below:-  
(i) By promotion  
(ii) By promotion  
(iii) By promotion  
(iv) By recruitment by transfer  
(v) By promotion  
(vi) By promotion  
(vii) By promotion  
(viii) By recruitment by transfer

35. Fisherman.
- (i) By direct recruitment; or
  - (ii) By recruitment by transfer from the Tamil Nadu Basic Service at the ratio of 1:2 in the following cyclic order, in the cycle of every three vacancies:-
    - (i) direct recruitment
    - (ii) recruitment by transfer
    - (iii) recruitment by transfer
36. Fishery Overseer, Grade II.
- (i) Direct recruitment; or
  - (ii) Promotion from the categories of Fishery Guard and Fisherman:  
 Provided that only if no qualified and suitable persons are available for promotion from these feeder categories of posts, then appointment to the post shall be made by direct recruitment:  
 Provided further that promotion to the post shall be made from the feeder categories of posts in the following cyclic order in every cycle of 4 vacancies-
    - (i) Fishery Guard
    - (ii) to (iv) Fisherman:
 Provided also that, if no qualified and suitable person is available for promotion from one of the feeder categories in the turn, such turn shall lapse and the vacancy shall be filled up by promotion from the next turn and no account shall be taken for any of the lapsed turn.

(b) Promotion to the categories of Research Assistant, Inspector of Fisheries, Foreman (Marine), Sub-Inspector of Fisheries, Fishery Overseer, Grade I and Fishery Overseer, Grade II shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

(c) **Preparation of annual list of approved candidates.**—For the purpose of drawing up of the annual list of approved candidates for appointment to the various categories and grades of officers in the service by recruitment by transfer or by promotion, the crucial date on which the candidate should be qualified shall be the first May of every year.

**3. Appointing authority.**—The appointing authorities for the categories specified in column(1) of the table below shall be authorities specified in the corresponding entries in column(2) thereof:-

TABLE

Category (1)	Appointing authority (2)
(1) Research Assistant (2) Inspector of Fisheries (3) Serang (4) Driver (Fishing Boat) (5) Junior Engineer (6) Foreman (Marine) (7) Foreman (Vans)	}       Director of Fisheries

(7A) Laboratory Assistant	}	Joint Director of Fisheries; or Deputy Director of Fisheries concerned.
(8) Sub-Inspector of Fisheries		
(9) Tindal (Marine), Grade I		
(10) Fishery Overseer, Grade I		
(11) Assistant Driver		
(12) Fitter (Service Centres)		
(13) Mechanic (Vans)		
(14) Mechanic		
(15) Boatswain		
(16) Boat Overseer		
(17) Net Maker		
(18) Draughtsman		
(19) Paramandadi		
(20) Diver		Head of Office concerned.
(21) Fitter (Vans)	}	Joint Director of Fisheries; or Deputy Director of Fisheries concerned.
(22) Boat Driver (Marine), Grade I		
(23) Omitted.		
(24) Driver (Heavy Duty vehicles)		
(25) Driver (Light Duty vehicles)		
(26) Boat Driver (Marine), Grade II		
(27) Driver (Inland)		
(28) Omitted		
(29) Omitted		
(30) Omitted		
(31) Seaman		
(32) Lascar		
(33) Cleaner		
(34) Fishery Guard		
(35) Fisherman		
(36) Fishery Overseer, Grade II		

Provided that for the central office, the Deputy Director of Fisheries (Headquarters) shall be the appointing authority in respect of all posts for which the Director of Fisheries is not the appointing authority.

**4. Unit for seniority.**— For the purpose of seniority, the categories of posts shall be grouped into three units as below :-

(i) Research Assistant	}	State wide basis
Inspector of Fisheries		
Labaratory Assistant		
Sub-Inspector of Fisheries		
Fishery Overseer, Grade I		
Junior Engineer (Civil)		
Foreman (Marine)		
Foreman (Vans)		
Fishery Overseer		
Driver (Heavy Duty Vehicles)		
Driver (Light Duty Vehicles)		
Cleaner		
Serang		
Driver (Motor Fishing Trawler)		
Valampuri		
Fishery Overseer, Grade II .		



(ii)	Tindal ( Marine), Grade I Boat Driver (Marine), Grade I Boat Driver (Marine), Grade II Driver (Inland) Seaman, Lascar. Fitter (Service Centres) Boatswain. Assistant Driver Fishery Overseer Fishery Guard Fisherman.	}	Regional basis (all posts in a category under the territorial jurisdiction of the Regional Deputy Director of Fisheries concerned, whether the officers concerned come under his control or not.)
(iii)	Paramandadi. Driver. Draughtsman. Mechanic. Mechanic (Vans). Net Maker, Fitter (Vans).	}	Divisional basis (all posts in a category under the Revenue jurisdiction of the Regional Assistant Director of Fisheries concerned whether the officers concerned come under his control or not.)

**5.Age.**—No person shall be eligible for appointment to direct recruitment to any of the categories specified in column(1) of the table below, if he has completed or will complete the age specified in the corresponding entries in column(2) thereof on the 1st day of July of the year in which the selection for appointment is made:-

TABLE

Category (1)	Age (2)
(1) Research Assistant and Inspector of Fisheries	30 Years
(2) Laboratory Assistant, Sub-Inspector of Fisheries Fishery Overseer, Grade I Fishery Overseer, Grade II Boat Overseer Fishery Guard.	30 Years
(3) Tindal (Marine), Boat Driver (All Grades), Seaman, Lascar, Draughtsman, Net Maker, Fisherman.	30 Years
(4) Foreman(Marine) Paramandadi Fitter (Service Centres) Foreman (Vans) Mechanic (Vans) Driver (Heavy Duty Vehicles) Driver (Light Duty Vehicles) Cleaner, Boatswain Assistant Driver, Driver	35 Years
(5) Serang, Driver (Fishing Boat)	45 years

Provided that the minimum age limit for appointment to the posts of Serang and Driver (Fishing Boat) shall be 25 years:

Provided further that the maximum age limit of 35 years prescribed for appointment to the post of Foreman (Marine) shall not apply to the candidates belonging to the Scheduled Castes, Scheduled Tribes and Backward Classes, if they hold Diploma in Mechanical Engineering of a Polytechnic in Tamilnadu:

Provided also that the maximum age limit in respect of the posts for which the minimum general educational qualification or any other lower qualification has been prescribed shall be increased by five years in the case of candidates belonging to the Scheduled Castes and Scheduled Tribes:

Provided also that the maximum age limit prescribed for direct recruitment to the post of Seaman shall not be applicable to the recruitment to the post from among fishermen holding a post in the Department paid from contingencies:

Provided also that the age limit shall not apply to the appointment to the post of Fisherman from the members of contingent establishment of the Fisheries Department with not less than 2 years of service.

**6. Other qualifications.**—No person shall be eligible for appointment to the posts specified in column(1) of the Annexure to these rules by the methods of appointment specified in column(2), unless he possesses the qualifications specified in the corresponding entries in column(3) thereof:-

**6A.Seniority.**—Seniority for the category shall be maintained on a regional basis by the Regional Deputy Director of Fisheries concerned.

**7.Special qualifications.**—In the order of priority for appointment of Engineers/Diploma holders/Craftsman by direct recruitment, first preference shall be given to persons who have completed one year of apprenticeship under the Government of India scheme or one year of Training under the State Government Apprenticeship Scheme.

**8.Security.**—No person shall be appointed to the categories of Research Assistant, Inspector of Fisheries, Foreman (Marine) and Driver (Heavy Vehicles) unless he produces a security for an amount of Rs.500/- (Rupees five hundred only).

**9. Probation.**—Every person appointed to any of the categories in the service either by direct recruitment or by recruitment by transfer 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.

**10.Tests.**—Every person appointed to the categories specified in column (1) of the table below shall pass the tests specified in column (2) thereof within the period specified in column (3) thereof:-

TABLE

Category	Tests (2)	Period (3)
Research Assistant/ Inspector of Fisheries/ Sub Inspector of Fisheries/ Laboratory Assistant.	(1) Account Test for subordinate Officers, Part I	In case of appointment by direct recruitment or recruitment by transfer within the period of probation.
	(2) Fisheries Departmental Test I	In case of appointment by promotion, for whom no probation is prescribed, within the period of two years from the date of such promotion.
	(3) Fisheries Departmental Test II, Part A (Oceanography) Part B (Inland	If the persons do not pass the Tests within the above specified period, their second and subsequent increments shall be stopped without cumulative effect till such time they pass the Tests. Such stoppage of increments shall not have

Pisciculture)	the effect of postponing their further increments after they have passed their tests:
Part C (Fisheries Technology)	
Part D (Training in Office Administration and Co-operation)	Provided that persons who have already passed the Tests need not pass the tests again: Provided further that Sub-Inspector of Fisheries (Diploma holders in Fisheries Technology and Navigation) appointed prior to 2.9.1978 to the categories specified in column(1) and who are approved probationers in the category of Sub-Inspector of Fisheries as on 2.9.1978 shall be deemed to have been exempted from passing the Fisheries Departmental Test II.

**Explanation (i).**—Fisheries Departmental Test II shall consist of Parts A, B, C, and D. For Parts A, B and C, there shall be written examinations conducted by the Tamil Nadu Public Service Commission. For Part D, there shall be no written test, but the candidates shall undergo training in the subjects on Co-operation, Statistics and Office Administration, during the period of their training. Candidates who have successfully completed the full course of Inland Fisheries Class conducted by the Government of India and candidates who have successfully completed the All India Fisheries Training Course in Inland Fisheries and who are recruited to the category of Inspector of Fisheries and Sub-Inspector of Fisheries need not pass the Test in Part B (Inland Fisheries).

**Explanation (ii).**—The maximum period of two years which the probation of a member of the service specified in Column (1) shall be extended, so as to enable him to pass the Test in respect of appointments by direct recruitment and recruitment by transfer shall be five years and the maximum period to enable a member of the service appointed by promotion, for whom no probation has been prescribed, to enable him to pass the test shall be seven years. If he does not pass the test even within the maximum period prescribed, he shall be reverted and the qualified and eligible juniors shall be considered for promotion. If such a person is appointed by direct recruitment and has not passed the test even within the maximum period of five years, his probation shall be terminated.

**11.Training.**—Every person appointed to the categories specified below either by direct recruitment or by recruitment by transfer shall within the period of his probation undergo departmental training in the Staff Training Institute of the Fisheries Department for such periods as may be prescribed from time to time and every person appointed to the said categories by promotion shall undergo the training within a period of one year from the date of his regular appointment if he has not already undergone the training:-

- (1) Research Assistant,
- (2) Inspector of Fisheries,
- (3) Laboratory Assistant,
- (4) Sub-Inspector of Fisheries.

Provided that persons who possess the Associate Diploma in Fisheries Science awarded by the Central Institute of Fisheries Education, Bombay need not undergo such training:

Provided further that every person appointed to the service shall, when called upon in the interest of Government work, undergo such training as the Government may prescribe from time to time and shall also execute a bond to serve the Government for such period as the Government may prescribe from time to time:

Provided also that the period of training shall count for the purpose of increment and probation-

- (i) and (ii) Omitted.

(iii) Any member of the service who is required to undergo a course of training shall before undergoing training, execute a bond in the Form prescribed by the Government.

(iv) The pay of the direct recruits in the service who are required to undergo the Departmental training shall during the period of such training, be the minimum of the time scale of pay applicable to that particular category with usual allowances admissible under the order in force from time to time.

(v) A certificate shall be issued to those who come out successful in the final year examination conducted by the Staff Training Institute at the end of the training.

**12. Graduate engineer to serve in the armed force or defence.—** Every graduate Engineer recruited to the post shall be liable to serve for a period of not less than four years (including the period spent on training) in the Armed Forces or on work relating to defence efforts anywhere in India or abroad, if so required. The liability to serve in the Armed Forces will be limited to the first ten years of service if so, required of an officer and will not ordinarily apply to persons who are graduate Engineers above 40 years of age.

**13. Postings and transfers.—**In respect of the members of the Service for whom the Director of Fisheries is not the appointing authority and for whom seniority is not maintained on a Statewide basis, the Regional Deputy Directors of Fisheries shall be competent to make postings and transfers from the jurisdiction of one head of office to that of another head of office within their respective region. Transfers of such members from the jurisdiction of one Deputy Director of Fisheries to that of another Deputy Director of Fisheries shall be made by the Director of Fisheries, Chennai.

**14. Reservation of appointment.—**The rule of reservation of appointment (General rule 22) shall apply for appointment by direct recruitment to all the categories of posts, separately.

**ANNEXURE**  
(referred to in rule 6)

Post (1)	Method of appointment (2)	Qualification (3)
1. Research Assistant	(i) Direct Recruitment	(i) Must possess a degree of Bachelor of Fisheries Science (B.F.Sc.), awarded by the Tamil Nadu Agricultural University or its equivalent degree; or (ii) Must possess the Associate Diploma in Fisheries Science of the Central Institute of Fisheries Education, Bombay; or (iii) Must possess a degree of M.A. or M.Sc., in the subject in which recruitment is necessary: Provided that, first preference shall be given to the candidates possessing B.F.Sc., degree of Tamil Nadu Agricultural University and only if sufficient number of such candidates are not available, the candidates possessing other qualifications shall be considered.
	(ii) Promotion	(i) Must possess a first or second class degree in the subject in which recruitment is necessary; and (ii) Must have worked for a period of not less than five years in laboratories under the Fisheries Department. Other things being equal, preference shall be given to the persons

- who have taken either Marine Biology or Fresh Water Biology as their special in their respective degree courses.
2. Inspector of Fisheries
- (i) Direct recruitment
- (i) Must possess a degree of Bachelor of Science (B.F.Sc.,) awarded by the Tamil Nadu Agricultural University or its equivalent degree; or
- (ii) Must possess the Associate Diploma in Fisheries Science of the Central Institute of Fisheries Education, Bombay; or
- (iii) Must possess a degree of M.A. or M.Sc. in Zoology or Marine Biology:  
 Provided that, first preference shall be given to the candidates possessing B.F.Sc., degree of Tamil Nadu Agricultural University and only if sufficient number of such candidates are not available, the candidates possessing other qualifications shall be considered.
- (ii) Promotion
- Must have put in a service in the post of Sub-Inspector of Fisheries in the Fisheries Department :-
- (a) for a period of not less than three years in the case of persons who hold a certificate of successful completion of the All India Fisheries Training Course or a certificate of having successfully completed a full course of Inland or Marine Fisheries Classes conducted by the Government of India or the diploma in Fisheries Science of the Central Institute of Fisheries Education, Bombay; or a Post Graduate degree in Zoology or Marine Biology; or
- (b) for a period of not less than five years in the case of persons holding a diploma in Fisheries Technology and Navigation Course of Polytechnic in the State or a degree in Zoology; or
- (c) for a period of not less than ten years in the case of others who possess the minimum general educational qualification.
3. Serang
- (i) Direct recruitment
- (i) (a) Must possess the minimum general educational qualification; and
- (b) Must possess the Home Trade Master's or Mate's Certificate issued by the Board of Trade or any other qualification equivalent thereto; or
- (ii) Must possess the Skipper's certificate issued by the Government of India, Ministry of Transport (Mercantile Marine Department); or

- (iii) Must possess a Fishing Second Hand Certificate.
- (ii) Promotion (i) (a) Must possess a completed S.S.L.C; and (b) Must have put in service for a period of not less than five years as Tindal (Marine), Grade I; or
- (ii) Must possess a certificate of Serang or a certificate of competency as a quarter Master and experience in coasting or deep sea for a period of not less than five years.
- Explanation (I).—**A person with a Mate's or Skipper's certificate appointed to the post shall draw pay in the time scale of Rs.500-25-625-30-745-35-850.
- Explanation (II).—**A person with fishing Second Hand certificate appointed to the post shall draw pay of Rs.470/- in the time scale of Rs.350-15-500-20-600-25-650.
4. Driver (Fishing boat) (i) Direct recruitment (i) Must possess the minimum general educational qualification; and (ii) Must possess a certificate of competency for Engine Driver Second Class (Motor Vehicles) or Seagoing Engine Driver's certificate of competency (Motor Vehicles) with experience in coasting of deep sea, for a period of not less than 3 years.
- (ii) Promotion (i) Must possess a completed S.S.L.C; and (ii) Must have put in service for a period of not less than five years as Boat Driver (Marine), Grade I.
- Explanation.—**A person with a certificate of competency for Engine Driver, Second Class in Motor vessels or with an Engine Driver's Certificate will draw pay in the time scale of Rs.500-25-625-30-745-35-800.
5. Junior Engineer (i) Recruitment by transfer (i) Must possess the degree in Engineering (Civil) (Mechanical) or (Electrical) of any University or Institution; or (ii) Must possess the Upper Subordinate or Licentiate in Civil Engineering Diploma of the College of Engineering, Guindy or the Licentiate in Civil Engineering or Licentiate in Sanitary Engineering Diploma awarded by the Technological Diploma Examination Board, Chennai; or (iii) Must have passed in Sections A & B of the Associate member in Institute of Engineers (India) Examination with Geotesty as an optional or additional subject to the following conditions:- (a) Must furnish evidence of having undergone practical training in Surveying for not less than one year; or (b) Must have put in a service of one year in the Public Works Department as Overseer Supervisor; or

- (c) Must hold the Upper Subordinate or Licentiate in Civil Engineering, Guindy or the Licentiate in Civil Engineering or Licentiate in Sanitary Engineering, Diploma awarded by the Technological Diploma Examination Board, Chennai; or
- (iv) Must possess the Licentiate in Mechanical Engineering or the Licentiate in Automobile Engineering. Diploma of the Technological Diploma Examination Board, Chennai.
6. Foreman (Marine) (i) Direct recruitment
- (i) Must possess a degree in Mechanical Engineering; or
- (ii) Must possess a Post-Diploma in Diesel Traction issued by the Tamil Nadu State Board of Technical Education and Training.
- (iii) Must possess a diploma in Mechanical Engineering awarded by the Tamil Nadu State Board of Technical Education and Training with experience for a period of not less than two years in any workshop or in handling diesel engines:
- Provided that preference shall be given to those who possess the qualifications in the order referred to above:
- Provided further that preference shall be given to those who possess experience in Marine Diesel Engine for a period of not less than two years or have successfully undergone the Boat Building Foreman Course of training in the Central Institute of Fisheries Operatives.
- (ii) Promotion
- (i) Must possess minimum general educational qualification; and
- (ii) Must possess a certificate obtained from any one of the Training Centres of the Fisheries Department for having undergone a course of training in the operation of Fishing Gear, Principles of Navigation and Motor Management with experience for a period of not less than ten years in the lower post; or
- (iii) Must possess a certificate in Mechanical Engineering; or General Mechanic Course issued by the Industrial Training Institute with experience for a period of not less than ten years in the lower post; or
- (iv) Must possess a Trade or Craftsmanship certificate in General Mechanism or Electrical course issued by the Technical Diploma Board or Industrial Training Institute with experience for a period of not less than ten years in the lower post; or
- (v) Must possess a certificate in having undergone the Junior Mechanic Course conducted by the Fisheries Department in the Fisheries Training Centre, Tuticorin with experience for a period of not less than ten years in the lower post.

7.	Foreman (Vans)	(i)	Direct recruitment or recruitment by transfer from any other service	<p>Must possess a diploma in Electrical, Mechanical or Automobile Engineering with practical experience for a period of not less than five years in a responsible position not below the rank of Mechanic in an Automobile Workshop:</p> <p>Provided that preference shall be given to candidates possessing practical experience in Diesel engines.</p>
		(ii)	Promotion	Must have put in service for a period of not less than ten years as Mechanic (Vans).
7A	Laboratory Assistant		Direct recruitment	<p>Must possess a first or second class degree of B.A. or B.Sc., with Zoology, Botany or Chemistry as the main subject:</p> <p>Provided that other things being equal preference shall be given to candidates, who possess previous experience in research work for a period not less than one year in any of the recognized Research Stations.</p>
8.	Sub-Inspector of Fisheries	(i)	Direct recruitment	<p>(i) Must possess the Associate Diploma in Fisheries Science of the Central Institute of Fisheries Education, Bombay; or</p> <p>(ii) Must possess a certificate of successful completion of the full course of Inland or Marine Fisheries classes conducted by the Government of India; or</p> <p>(iii) Must possess a diploma in Fisheries Technology and Navigation awarded by the State Board of Technical Education and Training, Tamilnadu; or</p> <p>(iv) Must possess a Science degree with Zoology as main subject; or</p> <p>(v) Must possess a degree of Bachelor of Fisheries Science; or</p> <p>(vi) Must possess a degree in Bachelor of Technology (Fisheries) awarded by the University of Calicut.</p>
		(ii)	Promotion	<p>(i) Must possess the minimum general educational qualification;</p> <p>(ii) Should have passed the Account Test for Subordinate Officers, Part I; and</p> <p>(iii) Must have put in service as Fishery Overseer, Grade I for a period of not less than five years:</p> <p>Provided that the existing Overseers who have not passed the Account Test for Subordinate Officers, Part I but are otherwise qualified for promotion as Sub-Inspector of Fisheries may be promoted as Sub-Inspector of Fisheries during the period of two years from the date of issue of the amendment, subject to the condition that they should pass the Account Test for Subordinate Officers, Part I within a period of two years after their promotion as Sub-Inspector of Fisheries to draw their second and subsequent increments.</p>



		(iii)	Recruitment by transfer	(i) Must have put in service for a period of not less than five years in the Tamilnadu Ministerial Service in the Fisheries Department; and (ii) Must possess a degree in Science; and (iii) Must have passed Account Test for Subordinate Officers, Part I.
9.	Tindal (Marine), Grade I	(i)	Direct recruitment	(i) Must have put in service in a sea going vessel of any tonnage for a period of not less than five years; and (ii) Must have a certificate of competency as Serang of a Motor vessel issued under the Harbor Craft Rules.
		(ii)	Promotion	(i) Must have put in service as Tindal (Marine), Grade II or Driver (Inland) for a period of not less than five years; and (ii) Must possess a certificate obtained from any one of the Fisheries Department for having undergone a course of training in the operation of Fishing Gear, Principles of Navigation and Motor Management.
10.	Fishery Overseer, Grade I	(i)	Direct recruitment	Must possess the minimum general educational qualification;
		(ii)	Promotion	(i) Must possess the minimum general educational qualification; and (ii) Must have put in service as Fishery Overseer, Grade II or Boat Driver (Marine), Grade I or Boat Driver (Marine), Grade II in the Fisheries Department for a period of not less than five years.
11.	Assistant Driver	(i)	Direct recruitment	(i) Must have passed VIII Std. in a recognized School; and (ii) Must possess a certificate obtained from any one of the Training Centres of the Fisheries Department for having undergone course of Training in the operation of fishing Gear, Principles of Navigation and Motor Management; and (iii) Must possess seagoing experience for a period of not less than three years.
		(ii)	Promotion	(i) Must have passed V Std. in a recognized School; and (ii) Must possess experience as Boat Driver (Marine), Grade I for a period of not less than three years.
12.	Fitter (Service Centre)	(i)	Direct recruitment	(i) Must have passed IV Form or IX Std. in a recognized school; (ii) (a) Must have passed the Junior Mechanic course conducted by the Fisheries Department in the Fisheries Training Centre, Tuticorin and possess practical experience in maintenance of

- diesel engines for a period of not less than two years in a workshop; or
- (b) Must have served in a workshop carrying out repairs to diesel engines, for a period of not less than three years and be able to file and chip; or
- (c) Must possess National Trade Certificate/National Apprenticeship Certificate in Fitter course issued by the Industrial Training Institutes recognized by the Government; and
- (iii) Must know swimming.
- (ii) Promotion
- (i) Must have passed IV Form or IX Std; and
- (ii) Must possess experience in the Fisheries Department as Boat Driver (Marine), Grade I or Boat Driver (Marine), Grade II for a total period of not less than 7 years.
- (iii) Transfer
- (i) Must have passed IV Form or IX Std. in a recognized school; and
- (ii) Must possess experience in the Fisheries Department as Boat Driver(Marine), Grade I for a period of not less than seven years or as Fitter (Vans) for a period of not less than five years.
13. Mechanic (Vans)
- (i) Direct recruitment
- (i) Must possess Heavy Duty Driving Licence ;
- (ii) Must have passed VII Standard or III Form in a recognised school; and
- (iii) (a) Must possess a diploma in automobile Engineering or a certificate for having undergone a course in automobile mechanism; or
- (b) Must possess practical experience for a period of not less than five years in automobile mechanism in a recognized automobile work shop or factory as defined in Section 2(m) of the Factories Act, 1948 (Central) Act LXIII of 1948).
- (ii) Promotion
- Must have put in service for a period of not less than five years as Fitter (Vans) in the Fisheries Department.
14. Mechanic
- (i) Direct recruitment
- (i) Must have passed III Form or VIII Std. in a recognized school;
- (ii) (a) Must possess a Trade or Craftsmanship certificate in General Mechanism or Electrical issued by the Technical Diploma Board or Industrial Training Institute with experience in a recognized workshop or as defined in section 2 (m) of the Factories Act, 1948 (Central) Act LXIII of 1948) for a period of not less than three years; and
- (b) Must possess an Engine Driver's certificate for a motor vessel or a certificate of competency for engine driver of low speed diesel engines:

Provided that preference shall be given to those who possess experience in Marine Engines.

		(ii)	Promotion		Service as Boat Driver (Marine), Grade I for a period of not less than five years.
15.	Boatswain	(i)	Direct recruitment	(i)	Must have passed VIII Standard or III Form in a recognised school.
				(ii)	Must possess a certificate obtained from any one of the Training Centres of the Fisheries Department for having undergone a course of training in the operation of Fishing Gear, Principles of Navigation and Motor Management; and
				(iii)	Must possess seagoing experience for a period of not less than three years.
		(ii)	Promotion	(i)	Must have passed V Standard in a recognized school; and
				(ii)	Must possess experience as Boat Driver (Marine), Grade I for a period of not less than three years.
16.	Boat Overseer	(i)	Direct recruitment	(i)	Must have completed SSLC; and
				(ii)	Must possess a certificate obtained from any one of the Fisheries Training Centres under the Fisheries Department for having undergone a course of training in the operation of Fishing Gear, Principles of Navigation and Motor Management with experience for a period of not less than one year in a Fishing boat of any tonnage.
		(ii)	Promotion		Must have put in service for a period of not less than five years as Boat Driver (Marine), Grade I or Driver (Inland).
17.	Net Maker	(i)	Direct recruitment	(i)	Must possess the certificate in Gear issued by the Central Institute of Fisheries Operatives, Chennai or Ernakulam; and
				(ii)	Must possess experience in net making or mending for a period of not less than two years: Provided that preference shall be given to persons who possess previous experience in any net making plant.
		(ii)	Promotion	(i)	Must have experience in net making for a period of not less than three years; and
				(ii)	Must possess a thorough knowledge of all types of Marine-gear including trawler nets.
18.	Draughtsman		Direct recruitment	(i)	Must possess a certificate in mechanical drawing of the Central Polytechnic, Chennai; or
				(ii)	Must have passed the Government Technical Examination of Lower Grade in free hand drawing, building and geometrical drawing; or

			(iii)	Must possess training for a period of not less than two years in Engineering Drawing work in any Engineering or Architect's office or any firm of Architects and Engineers approved by the Director of Industries and Commerce; or
			(iv)	Must possess a National Trade Certificate of Draughtsman (Mechanical) issued by the Industrial Training Institute.
19.	Paramandadi	Direct recruitment		Must possess seagoing experience for a period of not less than ten years in any fishing canoe of the locality and familiarity with all types of line fishing in rocky areas off the coast line with proved talents in locating pearls.
20.	Diver	(i) Direct recruitment	(i)	Must be able to read and write Tamil; and
			(ii)	Sea going experience on boat in a fishing canoe for a period of not less than five years actually spent in diving upto a depth of ten fathoms.
		(ii) Promotion	(i)	Must be able to read and write Tamil; and
			(ii)	Training in the Fisheries Department in diving with modern equipment for six months or experience in diving upto a depth of ten fathoms for a period of not less than three years.
21.	Fitter (Vans)	(i) Direct recruitment	(i)	Must possess a heavy transport driving licence; and
			(ii)	Must have practical experience for a period of not less than three years in any automobile or military workshop.
		(ii) Promotion		Must possess service for a period of not less than five years as Driver (Heavy Duty Vehicles) in the Fisheries Department with experience in automobile mechanism for a period of not less than one year.
22.	Boat Driver (Marine), Grade I	(i) Direct recruitment		Must possess a certificate from any one of the Fisheries Training Centres under the Fisheries Department for having undergone a course of training in the operation of Fishing Gear, Principles of Navigation and Motor Management with experience for a period of not less than one year in a fishing boat: Provided that preference shall be given to those who possess a certificate for having undergone the Junior Mechanics course conducted by the Fisheries Department.
		(ii) Promotion		Must have service as Boat Driver (Marine), Grade I or Driver (Inland) for a period of not less than five years.
23.	Omitted.			

24.	Driver (Heavy Duty Vehicle)	(i)	Direct recruitment	<p>(i) Must have a heavy transport vehicles driving licence with experience for a period of not less than five years as driver; and</p> <p>(ii) Must have put in service for a period of not less than one year in any of the automobile workshops in attending to minor repairs.</p>
		(ii)	Promotion	<p>(i) Must have put in service for a period of not less than two years as Driver (Light duty vehicles) in the Fisheries Department with Heavy transport vehicles driving licence; or</p> <p>(ii) Must have put in service for a period of not less than five years as Cleaner in the Fisheries Department with heavy transport vehicles driving licence.</p>
25.	Driver (Light Duty Vehicles)	(i)	Direct recruitment	<p>(i) Must possess a light transport vehicle driving licence with experience for a period of not less than three years as Driver; and</p> <p>(ii) Must have put in service for a period of not less than one year in any one of the automobile workshop in attending to minor repairs.</p>
		(ii)	Promotion	<p>(i) Must possess a light transport driving licence with experience for a period of not less than three years as Cleaner in the Fisheries Department; and</p> <p>(ii) Must have undergone training in any one of the Automobile Workshop under the control of the Government for a period of not less than three months.</p>
		(iii)	Recruitment by transfer	<p>(i) Must possess a light transport vehicle driving licence;</p> <p>(ii) Must have completed five years of regular service in the post of Office Assistant or Watchman, as the case may be in the Fisheries Department; and</p> <p>(iii) The services of the persons appointed to the post of Driver (Light duty vehicles) either by recruitment by transfer or by promotion shall not be regularized unless must have undergone training in any one of a automobile workshop under the control of the Government for a period of not less than three months.</p>
26.	Boat Driver	(i)	Direct recruitment	<p>Must possess a certificate from one of the Fisheries Training Centres under the Fisheries Department for having undergone a course of training in the operation of Fishing Gear, Principles of Navigations and Motor Management.</p>
		(ii)	Promotion	<p>Must have put in service for a period of not less than five years as Seaman.</p>
27.	Driver (Inland).	(i)	Direct recruitment	<p>Must possess a certificate obtained from the Fisheries Training Centre at Mettur Dam under the Fisheries Department for having undergone a course of training in the operation of Fishing Gear, Principles of Navigation and Motor Management.</p>

		(ii) Promotion	Must have put in service as Lascar for a period of not less than five years.
28.	Omitted		
29.	Omitted		
30.	Omitted		
31.	Seaman	Direct recruitment or recruitment by transfer	Must have experience for a period of not less than one year on sea faring.
32.	Lascar	Direct recruitment or recruitment by transfer	Must have experience for a period of not less than one year in swimming in Inland waters.
33.	Cleaner	Direct recruitment	<p>(i) Must have elementary knowledge of the automobile mechanism; or</p> <p>(ii) Must have served as Cleaner for a period of not less than one year in any regional automobile or military workshop.</p> <p><b>Explanation.</b>—For the purpose of these rules the expression 'recognised school' shall mean a school maintained or opened with the sanction of the State Government or to which recognition has been accorded by the Director of School Education, Chennai.</p>
34.	Fishery Guard	Direct recruitment or promotion or recruitment by transfer	<p>(i) Must be able to read, write and speak in Tamil;</p> <p>(ii) Must be not less than 5 feet and 4 inches in height;</p> <p>(iii) Must have not less than 31 inches round the chest on full expiration;</p> <p>(iv) Must have a chest expansion of not less than 2 inches on full inspiration:</p> <p>Provided that any person who has been discharged from any of the Defence Service, namely, the Army, the Navy or the Air-force shall be eligible for appointment to the post by direct recruitment if, after deducting the period of his service in such service, he has not completed 28 years of age:</p> <p>Provided further that a Fisherman shall be eligible for appointment to the post if he is an approved probationer and has put in a regular continuous service for a period of not less than two years in the category from which he is appointed:</p> <p>Provided also that provincialised Watchman (Fishery Watcher) brought under regular establishment shall be eligible for appointment to the post if he is an approved probationer and has put in a minimum of two years of continuous service in a reservoir or tank or fish farm.</p>

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|-----|----------------------------|---|-------------|---|
| 35. | Fisherman                  | Direct recruitment or recruitment by transfer from Tamilnadu Basic Service. | (i)<br>(ii) | <p>Must be able to read, write and speak in Tamil; and</p> <p>Must know swimming, fishing, fabrication and mending of nets:</p> <p>Provided that preference shall be given to those who possess a certificate for having undergone training in any of the Fisheries Training Centres of the Fisheries Department.</p> |
| 36. | Fishery Overseer, Grade II | (i) Direct recruitment<br>(ii) Promotion                                    | (i)<br>(ii) | <p>Must possess the minimum general educational qualification.</p> <p>Must possess a completed Secondary School Leaving Certificate; and</p> <p>Must have put in service for a period of not less than five years in the feeder categories in the Fisheries Department.</p>   |

## SECTION 12 —THE TAMILNADU FOREST SUBORDINATE SERVICE.

**1. Constitution.**—The service shall consist of the following classes and categories of officers of the Forest Department, namely:-

Class I

Category-

1. Rangers.
2. Foresters.
3. Forest Guards.
4. Forest Watchers.
5. Forest Apprentices.
6. Mali.

Class II

Category Biologist.

Class III

Category-

1. Senior Draughting Officer.
2. Draughting Officer.
3. Junior Draughting Officer.
4. Assistant Draughtsman.

Class IV

Category-

1. Post Graduate Assistants.
2. School Assistants.
3. Tamil Pandit.
4. Secondary Grade Teachers.
5. Drawing Master.
6. Physical Training Instructor.
7. Higher Elementary Grade Teachers.
8. Laboratory Assistant.

Class V

Category-

1. Drivers of Jeeps / Vans / Estate Car, Staff Car, Wagons and Lorries.
2. Cleaners of Lorries.

Class VI

Category-

1. Sandalwood Clerk.
2. Depot Clerk.
3. Permit Clerk.
4. Maistry.
5. Mahout.
6. Cavady.
7. Tally Clerk.

**2. Appointment.**—(a) Appointment to the several classes, categories and grades shall be made as follows:-



Category and grade (1)	Method (2)
Class I Ranger	<p>(1) Appointment of Forest Apprentices in the manner prescribed in rule 9; or</p> <p>(2) Omitted.</p> <p>(3) Promotion from among the category of those who have completed the Foresters' course of training in the Tamil Nadu Forestry College; or</p> <p>(4) Appointment by recruitment by transfer from among the members of the Tamil Nadu Ministerial Service in the Forest Department in the manner prescribed in rule 10:</p>
Foresters	<p>Provided that 45 percent of the vacancies arising in the category of Rangers shall be filled by the Forest Apprentices, 54 percent by promotion among the Foresters, who have completed the Foresters' course of training and 1 percent by transfer of trained members of the Tamil Nadu Ministerial Service in the Forest Department.</p> <p>(1) Direct recruitment;</p> <p>(2) Promotion from among the holders of the post of Forest Guards;</p> <p>(3) Recruitment by transfer from the members of the Tamil Nadu Ministerial Service in Forest Department; and</p> <p>(4) Promotion from among the holders of the post of Assistant Draughtsman:</p> <p>Provided that forty percent of the vacancies arising in the category of Foresters shall be filled up by direct recruitment; fifty five percent by promotion of Forest Guards; four percent by recruitment by transfer from the members of the Tamil Nadu Ministerial Service working in Forest Department and one percent by promotion from the category of Assistant Draughtsman working in the Forest Department:</p> <p>Provided further that 100 vacancies in the category of Foresters shall be divided into five cycles with a number of 20 in each cycle. In every cycle of 20 vacancies, the first eight vacancies shall be filled up by direct recruitment, the ninth vacancy in the first, second, third and fourth cycles (i.e. 9, 29, 49, 69) shall be filled up by recruitment by transfer from the members of the Tamil Nadu Ministerial Service working in Forest Department and the ninth vacancy in the fifth cycle (i.e. 89) shall be filled up by promotion from the post of Assistant Draughtsman and the 10th to 20th vacancies in each cycle shall be filled up by promotion from the post of Forest Guards:</p> <p>Provided also that if qualified and suitable members of Tamil Nadu Ministerial Service working in Forest Department and Forest Guards are not available for appointment as Forester in the turn allotted for them in the cycle, the turn shall lapse and the vacancy shall be filled up by direct recruitment.</p>

Forest Guard	<p>(1) Direct recruitment; or</p> <p>(2) Promotion from among the holders of the post of Forest Watchers; or</p> <p>(3) Recruitment by transfer from the members of the Tamil Nadu Basic Service in the Forest Department:</p> <p style="padding-left: 40px;">Provided that 60% of the vacancies shall be filled up by direct recruitment, 35% by promotion and 5% by recruitment by transfer:</p> <p style="padding-left: 40px;">Provided further that if the unit of selection for appointment for the purpose of this rule be twenty, 12 shall be reserved for direct recruitment and 7 shall be reserved for promotion of Forest Watcher and 1 shall be reserved for appointment by recruitment by transfer from the members of the Tamil Nadu Basic Service in Forest Department. Selection for appointment under the rule shall be made in the order of rotation specified below:-</p> <p style="padding-left: 40px;">100 vacancies of the category of Forest Guard shall be divided into 5 cycles with a number of 20 in each cycle. In every cycle of 20 vacancies, the first 12 vacancies shall be filled up by direct recruitment, the 13th to 19th vacancies shall be filled up by promotion of Forest Watcher and the 20th vacancy shall be filled up by recruitment by transfer from the members of the Tamil Nadu Basic Service working in Forest Department.</p> <p style="padding-left: 40px;">If qualified and suitable members of Tamil Nadu Basic Service working in Forest Department are not available for appointment in the turn allotted for them in the cycle, the turn shall lapse and the vacancy shall be filled up by promotion from the category of Forest Watchers.</p>
Forest Watchers and Mali	<p>Direct recruitment:</p> <p style="padding-left: 40px;">Provided that preference shall be given as indicated in the order of preference hereunder-</p> <p style="padding-left: 40px;">(a) Ex-servicemen.</p> <p style="padding-left: 40px;">(b) Members belonging to Jungle Tribes specified in the Annexure.</p> <p style="padding-left: 40px;">(c) Members belonging to the Scheduled Castes and Scheduled Tribes.</p> <p style="padding-left: 40px;">(d) Members belonging to the Backward Classes:</p> <p style="padding-left: 40px;">Provided further that the rule relating to reservation of appointments (General rule 22) shall apply for appointment to the post of Mali by direct recruitment.</p>
Class II Biologist	Direct recruitment.
Class III Senior Draughting Officer	Promotion from Draughting Officer.
Draughting Officer	Promotion from Junior Draughting Officer.

Junior Draughting Officer	(1) Direct recruitment; (2) Promotion from Assistant Draughtsman, if they possess the qualifications prescribed for direct recruitment as Junior Draughting Officer or have put in not less than five years of service as Assistant Draughtsman. If they are fully qualified for the posts of Assistant Draughtsman or have put in not less than ten years of service of Assistant Draughtsman.
Assistant Draughtsman	Direct recruitment.
Class IV	
Post Graduate Assistant	(1) Direct recruitment; or (2) Promotion from any category in class IV; or (3) By transfer from any other class; or (4) Recruitment by transfer from any other service in the Forest Department, if no qualified and suitable candidate is available in items 1 and 2 above.
School Assistant and Tamil Pandit	(1) Direct recruitment; or (2) Promotion from any category in class IV; or (3) Transfer from any other class or recruitment by transfer from any other service in the Forest Department, if no qualified and suitable candidate is available in items 1 and 2 above.
Drawing Master, Physical Training Instructor, Laboratory Assistant.	} Direct recruitment.
Class V	
Drivers of Jeeps, Vans, Wagons, Estate Car, Staff Car and Lorries	(1) Direct recruitment; or (2) Promotion from the posts of Cleaners of Lorries.
Cleaners of Lorries	(1) Direct recruitment; or (2) Recruitment by transfer from the members of the Tamil Nadu Last Grade Service in the Forest Department.
Class VI	
Sandal Wood Clerk, Depot Clerk, Permit Clerk, Maistry.	} (1) Direct recruitment; or (2) Promotion from the post of Forest Watcher.
Mahout	Promotion from the post of Cavady.
Cavady Tally Clerk	} Direct recruitment.

Provided that in making appointments to any of the categories included in class IV, preference shall be given to the following persons in the order given below:-

1. Candidates belonging to the Scheduled Tribes and the Scheduled Castes.

2. Candidates belonging to eligible communities specified in Schedule II to Part I of the Tamil Nadu State and Subordinate Services rules other than those referred to under item (1) above.
3. Candidates who converts to Christianity from among the Scheduled Tribes and the Scheduled Castes:

Provided further that in making appointment to the posts included in category VI, preference shall be given to the following persons in the order indicated below:-

- (a) Ex-Serviceman;
- (b) Members belonging to Jungle Tribes specified in these rules;
- (c) Members belonging to Scheduled Castes and Scheduled Tribes;
- (d) Members belonging to Backward Classes.

(b) Promotion to the following posts shall be made on ground of merit and ability, seniority being considered only where merit and ability are approximately equal:-

Ranger, Forester, Senior Draughting Officer, Draughting Officer and Junior Draughting Officer, Secondary Grade Teachers, Drivers of Jeeps, Vans, Wagons, Estate Car, Staff Car and Lorries.

(c) Appointment to the various classes, categories and grades in the service by promotion or by recruitment by transfer shall be made from the list of approved candidates prepared annually on the 15th August (with effect from 22.02.1994) of every year:

Provided that for inclusion in the list of approved candidates every person should possess the prescribed qualifications on the 15th August of the year in which the list is prepared.

**2A.Appointment as Forest Watcher.**—Notwithstanding anything contained in sub-rule (a) of rule 2, the posts of Forest Watcher shall be filled up from among the Social Forestry Workers, Plot Watchers or the Scheduled Tribes engaged as Anti-Poaching Watchers, who have rendered service as such for a period of not less than ten years in total as on the 1st January of the year in which recruitment to the post of Forest Watcher is made, or the Scheduled Tribe Youths living in forest settlements of Eastern or Western Ghats:

Provided that thirty percent of the total vacancies in the post of Forest Watcher shall be filled up equally from among the Scheduled Tribes engaged as Anti-Poaching Watchers and the Scheduled Tribe Youths living in the forest settlements of Eastern or Western Ghats.

**2B.Appointment of Social Forestry Workers and Plot Watchers as Mali.**—Notwithstanding anything contained in sub-rule (a) of rule 2, the posts of Mali shall be filled up from among the persons working as Social Forestry Workers and Plot Watchers on daily wages on 15th October 1982 in the Forest Department.

**2C. Appointment of Social Forestry Workers and Plot Watchers as Forest Watchers and Mali from the State level seniority list.**— Notwithstanding anything contained in sub-rule (a) of rule 2, the posts of Forest Watcher and Mali shall be filled up from the State level seniority list of Social Forestry Workers and Plot Watchers. Further appointment to the posts of Forest Watcher and Mali shall be made as per sub rule (a) of rule 2 above only, after all the persons in the said seniority list are appointed.

**Explanation.**— For the purposes of this sub-rule, sub-rule (a) of rule 4 and the second proviso in column (3) against Forest Watchers and Mali in column (1) in the table under rule 5, State level seniority list means State level seniority list issued in Principal Chief Conservator of Forests Proceedings No. DE3/13427/99, dated 22.12.99 in pursuance of G.O.Ms.No. 64 Environment and Forests (FR2) Department, dated 08.03.1999.

**2D.One unit system.**— (a) One unit system shall be followed for-

- (i) Promotion of Forest Guards as Foresters;
- (ii) Appointment to the post of Foresters by recruitment by transfer from the members of Tamil Nadu Ministerial Service in Forest Department; and
- (iii) Promotion of Assistant Draughtsman as Foresters.

(b) One unit system shall be followed for promotion of Forest Watchers as Forest Guards with effect from 6.4.92.

**3.Appointing authority.—** The appointing authorities shall be as follows:-

Category	Appointing authority
Class I	
1. Rangers	Principal Chief Conservator of Forests
2. Foresters	Forest Utilization Officer / Working Plan Officer / District Forest Officer / Wildlife Warden / Deputy Conservator of Forests / Divisional Forest Officer / Forestry Extension Officer / Forest Engineer, Trichy and Deputy Directors, AAZP and Ambasamudram, as the case may be: Provided that in the case of appointment by recruitment by transfer of members of the Tamil Nadu Ministerial Service in the Forest Department the candidate should be selected for appointment as Forester by the Conservator of Forests of the Circle concerned.
3. Forest Guard	Forest Utilization Officer / Working Plan Officer / District Forest Officer / Wildlife Warden / Deputy Conservator of Forests / Divisional Forest Officer / Forestry Extension Officer / Forest Engineer, Trichy and Deputy Directors, AAZP and Ambasamudram, as the case may be.
4. Forest Watcher	Officers in charge of the Division concerned i.e., Divisional Forest Officer / Working Plan Officer / Wildlife Warden / Forest Utilization Officer, as the case may be.
5. Forest Apprentices	Principal Chief Conservator of Forests.
6. Mali	Officers in charge of the Division concerned i.e., Divisional Forest Officer / Working Plan Officer / Wildlife Warden / Forest Utilization Officer, as the case may be.
Class II	
Biologist	Forest Utilization Officer / Working Plan Officer / District Forest Officer / Wildlife Warden / Deputy Conservator of Forests / Divisional Forest Officer / Forestry Extension Officer / Forest Engineer, Trichy and Deputy Directors, AAZP and Ambasamudram, as the case may be.

## Class III

Senior Draughting Officer }  
 Draughting Officer }  
 Junior Draughting Officer }

Principal Chief Conservator of Forests.

Assistant Draughtsman

District Forest Officers concerned and Chief Personnel Officer for Office of the Principal Chief Conservator of Forests, Chennai.

## Class IV

1.Post Graduate Assistant }  
 2.School Assistant }  
 3.Tamil Pandit }  
 4.Drawing Master }  
 5.Physical Training Instructor }  
 6.Laboratory Assistant }  
 7.Secondary Grade Teacher }  
 8.Higher Elementary Grade }  
 Teacher }

District Forest Officer concerned.

## Class V

Drivers of Jeeps, Vans, Estate Car, Staff Car and Lorries

Chief Personnel Officer in respect of Drivers and Cleaners of the Motor vehicles in the Office of the Principal Chief Conservator of Forests in respect of Drivers and Cleaners of the Motor vehicles in their office and the Divisional Forest Officer concerned or the Assistant Conservator of Forests having control over the vehicles in their jurisdiction, as the case may be.

## Class VI

1.Sandalwood Clerk }  
 2.Depot Clerk }  
 3.Permit Clerk }  
 4.Maistry }  
 5.Mahout }  
 6.Cavady }  
 7.Tally Clerk }

Divisional Forest Officer or District Forest Officer or Forest Engineer or Working Plan Officer or Wildlife Warden or Forest Utilization Officer who is in-charge of the Division concerned.

**3A.Promotion to the post of Draughting Officers.**—(1) The entire Forest Department shall be the unit for the purpose of promotion to the post of Senior Draughting Officer, Draughting Officer and Junior Draughting Officer.

(2) Appointments to the posts of Senior Draughting Officer, Draughting Officer and Junior Draughting Officer shall be made from a panel of approved candidates found fit for promotion from the Draughting Officer, Junior Draughting Officer and Assistant Draughtsman respectively drawn up by the Principal Chief Conservator of Forests.

**3B.Selection of Foresters.**— Selection of Foresters shall be made by a Forester Selection Committee, consisting of three or four Officers of the Forest Department constituted for the purpose by the Principal Chief Conservator of Forests every year or as and when need arises. The respective Region falling within the geographical jurisdiction of each territorial circle comprising of various territorial divisions and wildlife units shall be the unit for the above purpose. Separate lists shall be prepared for recruitment by different methods of appointment i.e. direct recruitment, promotion from Forest Guards and recruitment by transfer from among the members of the Ministerial Service.

The rule of reservation shall apply to direct recruitment.

The selection of eligible Forest Guards / Members of the Tamil Nadu Ministerial Service in each region for promotion / recruitment by transfer as Foresters shall be finalized by the Selection Committee, with reference to the recommendation Rolls to be sent by the Divisional Forest Officers/District Forest Officers / Other Unit Officers under whom the Forest Guards/ Members of the Ministerial Service are working.

The lists so prepared shall be consolidated and a common list for each region prepared following the order of rotation specified in column (2) of the table of rule 2 against the entry Foresters in column (1) thereof. The list so prepared shall form the approved list and it shall be communicated to the Conservator of Forests of the territorial circle of the region concerned who shall allot names to the appointing authorities in the Region on requisition strictly in the order in which they appear in the list.

Both the direct recruits and members of the Tamil Nadu Ministerial Service must successfully undergo a walking test covering a distance of 25 kms. in four hours.

**4. Qualification regarding age.—**(a) Save as otherwise provided in sub-rule (b), no person shall be eligible for appointment by direct recruitment to any post, if he has completed the age of 30 years:

Provided that in the case of candidates belonging to Scheduled Castes and Scheduled Tribes, the age limit shall be increased by five years for appointment as Forester or Forest Guard or Junior Draughting Officer by direct recruitment:

Provided further that the age limit for direct recruitment to any class or category shall be increased by three years in the case of candidates belonging to the Backward Classes:

Provided also that the age limit for appointment by direct recruitment to the posts of Drivers of Jeeps, Vans, Wagons, Estate Cars, Staff car and Lorries and Cleaners of Lorries shall be 30 years on the 1st day of July of the year in which the selection for appointment is made:

Provided also that in the case of direct recruitment to the post of Forester, the age limit specified in the sub-rule shall apply as on the 1st day of July of the year in which the selection for appointment is made:

Provided also that in the case of direct recruitment to the posts of Forest Watcher and the post of Mali, the age limit specified above shall not apply to the persons in the state level seniority list of Social Forestry Workers and Plot Watchers:

Provided also that in the case of direct recruitment to the post of Forest Watcher, the age limit specified above shall not apply to the persons in the State level seniority list of Social Forestry Workers and Plot Watchers and to the Scheduled Tribes engaged as Anti-Poaching Watchers.

(b) (i) No person shall be eligible for appointment as Forest Apprentice if, he has not completed 18 years of age or has completed or will have completed 30 years of age on the 1st day of April of the year in which the selection for admission to the Northern Forest Ranger's College, Dehradun is made or to the Tamil Nadu Forest Academy is made:

Provided that in the case of candidates belonging to Scheduled Castes and Scheduled Tribes, Backward Classes, Most Backward Classes / Denotified Communities and Destitute Widows of all castes, the maximum age limit shall be 35 years:

Provided further that in the case of Ex-servicemen, the maximum age limit shall be 37 years irrespective of castes.

(ii) A person who has been discharged from any of the defence services, namely, the Army, the Navy or the Air Force shall be eligible for appointment by direct recruitment as Foresters if he has not completed thirty five years and as Forest Guard if after deducting the period of his service in such service he has not completed the age of thirty five years and as Forest Guard if after deducting the period of his service in such service, he has not completed the age of thirty years.

(iii) Persons discharged from any of the defence services, namely, the Army, the Navy or the Air Force, shall be eligible for appointment by direct recruitment as Junior Draughting Officer if after deducting the period spent in such service has not completed the age of thirty years.

(iv) No member of the Tamilnadu Ministerial Service and from the cadre of Assistant Draughtsman in the Forest Department shall be eligible for selection for appointment as Forester, if he has completed 35 years of age. (for Backward Classes, Scheduled Castes and Scheduled Tribes, age limit 37 years).

(v) A Reserve Watcher shall be eligible for appointment by direct recruitment as a Forest Guard:

Provided that-

- (1) he has not completed 35 years of age.
- (2) he was appointed as Reserve Watcher before he has completed the age of thirty years.
- (3) he has put in continuous service of atleast five years as Reserve Watcher immediately preceding the date of first appointment as Forest Guard; and
- (4) he is declared medically fit.

(vi) A Reserve Watcher thus appointed by direct recruitment as Forest Guard under sub-rule (v) shall be eligible to draw the pay which he was drawing in the post of Reserve Watcher on the date of his first appointment as Forest Guard or the minimum of the time scale of the post of Forest Guard, whichever is higher.

(vii) No member of the Tamilnadu Basic Service in the Forest Department shall be eligible for appointment as Forest Guard, if he has completed 45 years of age.

(viii) No person shall be eligible for appointment to the posts specified in categories 1 to 8 in class IV by direct recruitment, if he has completed or will complete the age of thirty five years on the first day of July of the year in which the selection for appointment is made:

Provided that in respect of appointment by promotion, the maximum age limit shall be forty years.

**5. Other qualifications.**—No person shall be eligible for appointment to the class, category and grade specified in column (1) and by the method specified in column (2) of the table below, unless he possesses the qualifications specified in the corresponding entries in column (3) thereof:-

TABLE

Category (1)	Method (2)	Qualification (3)
Class I  Ranger	Promotion of Foresters on completion of Rangers' training	(i) Must have successfully completed the Rangers' Course of Training in the Southern Forest Rangers' College, Coimbatore or Northern Forest Rangers' College, Dehra Dun; and (ii) Must have passed the following Departmental tests, namely:- (a) Forest Law; and (b) Office Procedure and Accounts.



Promotion of Foresters on completion of Foresters' course of training	<ul style="list-style-type: none"> <li>(i) Must possess the minimum general educational qualification specified in the Schedule I to the General rules;</li> <li>(ii) Must have completed successfully a course of training for Foresters in a State Forestry Training School: Provided that it shall not be necessary in the case of those persons who were appointed as Foresters on or before the 20th February, 1964;</li> <li>(iii) Must have served as Forester for a period of not less than eight years in the case of Foresters who have successfully completed the Rangers course of Training in the Southern Forest Rangers' College, Coimbatore or Northern Forest Rangers' College, Dehra Dun; and</li> <li>(iv) Must have passed the following Departmental tests namely:- <ul style="list-style-type: none"> <li>(a) Forest Law; and</li> <li>(b) Office Procedure and Accounts.</li> </ul> </li> <li>(v) A Forester selected as Ranger by promotion should undergo training for a period of at least one year in the Forest Rangers College, before being so appointed as Ranger.</li> </ul>
Recruitment by transfer of members of the Tamil Nadu Ministerial Service in the Forest Department	<ul style="list-style-type: none"> <li>(i) Must possess the qualification prescribed in this rule for recruitment of Forest Apprentices;</li> <li>(ii) Must be full member or approved probationer in the Tamil Nadu Ministerial Service in the Forest Department; and</li> <li>(iii) Must have passed the following Departmental tests namely:- <ul style="list-style-type: none"> <li>(a) Forest Law; and</li> <li>(b) Office Procedure and Accounts.</li> </ul> </li> </ul>
Foresters	<ul style="list-style-type: none"> <li>Direct recruitment <ul style="list-style-type: none"> <li>(a) A Bachelor's degree;</li> <li>(b) (i) Must be not less than 163 centimeters in height;</li> <li>(ii) Must be not less than 79 centimeters round the chest on full expiration; and</li> <li>(iii) Must have a chest expansion of not less than 5 centimeters on full inspiration.</li> </ul> </li> </ul>

Recruitment by transfer from the members of Tamil Nadu Ministerial Service in the Forest Department; or promotion from among the holders of the post of Assistant Draughtsman.	<ul style="list-style-type: none"> <li>(a) A Bachelor's degree;</li> <li>(b) <ul style="list-style-type: none"> <li>(i) Must be not less than 163 centimeters in height;</li> <li>(ii) Must be not less than 79 centimeters round the chest on full expiration; and</li> <li>(iii) Must have a chest expansion of not less than 5 centimeters on full inspiration.</li> </ul> </li> <li>(c) Candidates recruited and appointed by transfer from the members of the Tamil Nadu Ministerial Service in the Forest Department shall be deputed for training to the Foresters Training College at the earliest possible date after appointment as Forester.</li> <li>(d) Must be an approved probationer or full member.</li> </ul>	
Promotion of Forest Guard	<ul style="list-style-type: none"> <li>(a) Must possess the minimum general educational qualification specified in the schedule I to the General rules or must have rendered satisfactory service in the Forest Department for a period of not less than 8 years.</li> <li>(b) Must have successfully completed a course of training in the Tamil Nadu Forestry College, Vaigai Dam, if he had not already undergone such training.</li> </ul>	
Forest Guard	Direct recruitment	<ul style="list-style-type: none"> <li>(1) A pass in Higher Secondary Course (plus two) with Physics, Chemistry, Biology, Zoology or Botany as one of the subjects:  Provided that this qualification shall not be necessary in respect of candidates belonging to the Jungle Tribes specified in the Annexure and also in the case of those who were appointed as Reserve Watchers on or before 11.10.82:  Provided further that those who were appointed as Reserve Watchers on or after the 11th October 1982 but prior to the 12th November 1987 must possess a pass in VIII standard or its equivalent in a recognized school:  Provided also that those who were appointed as Forest Watcher on or after 13.11.87 must possess the minimum general educational qualification.  <b>Explanation.</b>—Recognized School shall mean a school maintained by or opened with the sanction of Government of Tamil Nadu or to which recognition has been accorded by the Director of School Education, Chennai under the Tamil Nadu Educational Rules;</li> <li>(2) Must be not less than 163 centimeters height;</li> <li>(3) Must be not less than 79 centimeters round the chest on full expiration;</li> </ul>

- (4) Must have a chest expansion of not less than 5 centimeters on full inspiration.  
The qualifications prescribed in item (2) above shall not be required in respect of candidates belonging to the jungle tribes specified in the Annexure.
- Promotion of Forest Watcher
- (i) A pass in VIII standard in a recognized school in the case of those who were appointed as Forest Watchers on or after 11.10.82 (i.e. from 11.10.82 to 12.11.87);
- (ii) Minimum general educational qualification in the case of those who were appointed as Forest Watcher on or after 13.11.87:  
Provided that this qualification shall not be applicable to the Mali, who were appointed from among the Social Forestry Workers and Plot Watchers and to the Forest Watcher, who were appointed from among the Social Forestry Workers, Plot Watchers and Scheduled Tribes engaged as Anti-Poaching Watchers.
- Recruitment by transfer from the members of the Tamil Nadu Basic Service in Forest Department.
- (i) Must possess the minimum general educational qualification; and
- (ii) Must possess the physical qualifications prescribed for direct recruitment.
- Forest Watcher
- Direct recruitment
- (a) No person shall be eligible for appointment unless he possesses the minimum general educational qualification:  
Provided that the persons in the State level seniority list of Social Forestry Workers and Plot Watchers and Scheduled Tribes engaged as Anti-Poaching Watchers with ability to read and write in Tamil shall be eligible for appointment as Forest Watcher.
- (b) Must be not less than 163 centimeters height;
- (c) Must be not less than 79 centimeters round the chest on full expiration;
- (d) Must have a chest expansion of not less than 5 centimeters on full inspiration:  
Provided that the qualification regarding the height prescribed above, shall not be required in respect of candidates belonging to the jungle tribes specified in the Annexure.
- Forest Apprentices
- Direct recruitment
- (1) (a) Must possess a Bachelor's degree in Forestry or its equivalent degree of any recognized University; or

(b) Must possess a Bachelor's degree or its equivalent degree of any recognized university in any one of the following subjects:-

- (1) Agriculture
- (2) Botany
- (3) Chemistry
- (4) Computer Applications / Computer Science
- (5) Engineering (Agriculture / Chemical / Civil / Computer / Electrical / Electronics / Mechanical)
- (6) Environmental Sciences
- (7) Geology
- (8) Horticulture
- (9) Mathematics
- (10) Physics
- (11) Statistics
- (12) Veterinary Science
- (13) Zoology:

Provided that if candidates with the qualification referred to in item (a) are not available for selection, candidates with qualifications referred to in item (b) will be considered for selection.

(2) The minimum standards for height and chest girth for candidates must be —

	Height (cms)	Chest (cms)	
		Normal	Expansion
Male candidates	163	84	05
Female candidates	150	79	05

Provided that in respect of candidates belonging to the Jungle Tribes specified in the Annexure in Tamil Nadu Forest Subordinate Service Rules and Scheduled Tribes specified in Part B of Schedule II in Tamil Nadu State and Subordinate Services Rules, rule 2 (17) in Part I in the said services the following height standard shall be allowed:-

Male candidates 152 centimeters;  
Female candidates 145 centimeters.

- (3) A candidate before he/she is finally selected will be required to undergo a physical test consisting of a walk over 25 Kms. and 16 Kms. to be completed in four hours by male and female candidates, respectively. A certificate to this effect must be produced from a gazetted Forest Officer nominated by the Principal Chief Conservator of Forests on his behalf.
- (4) The candidate must satisfy a Medical Board in Chennai as to his/her physical fitness and capacity for rough outdoor work in the Forest Department.

Mali	Direct recruitment	<p>No person shall be eligible for appointment unless he possess the minimum general educational qualification:</p> <p>Provided that the educational qualification prescribed above shall not apply to the Social Forestry Workers and Plot Watchers who were working on daily wages in the Forest Department on and from the 15th October 1982:</p> <p>Provided further that the persons in the State level seniority list of Social Forestry Workers and Plot Watchers with ability to read and write Tamil shall be eligible for appointment as Mali.</p>
Class II Biologist	Direct recruitment	<p>(i) Must possess M.Sc. degree in Zoology or Wildlife Biology in second class;</p> <p>(ii) Experience in research in Wildlife or Biology in a recognized University for a period of not less than one year:</p> <p>Provided that other things being equal, knowledge of photography with a research outlook shall be desirable qualification.</p>
Class III Junior Draughting Officer	Direct recruitment	<p>(A) Must hold the degree in Engineering (Civil or Mechanical) from any University or Institute recognized by the University Grants Commission for purpose of its grant or must hold the diploma in Engineering (Civil or Mechanical) of the College of Engineering, Guindy or must have passed in Sections A and B of the A.M.I.E(Ind) examination in the following subjects with practical experience in General Engineering works for a period of not less than one year.</p> <p>Properties and strength of materials of Elementary Structure, Theory of structures [Papers-(a) and (b) under Section (A)] Hydraulics and Hydraulics Machinery, Geology, Sanitary Engineering [papers (f)(j) and (m) under section (B)] or must have obtained the Licenciata Civil Engineering Diploma issued by the Technological Diploma Examination Board; or</p> <p>(B) (i) Must have obtained the certificate granted by the College of Engineering, Guindy on the completion of the course prescribed for Lower Subordinates for Draughtsman; and</p> <p>(ii) Must have practical experience as Assistant Draughtsman for a period of 2 years; or</p> <p>Must have passed the special examination for Group Certificates in Building Drawing prescribed for</p>

Assistant Draughtsman	Direct recruitment	<p>Draughtsman in the Government Technical Examination; or</p> <p>The National Trade Certificate of Draughtsman (Civil) awarded by the National Council for Training in Vocational Trades, Government of India:</p> <p>Provided that persons possessing the diploma will be considered for appointment only when suitable candidates possessing the Licenciate Civil Engineering diploma are not available.</p> <p>A pass in Government Technical Examination Lower Grade in Geometrical Drawing, Building Drawing and Estimation of free hand outline and model drawing; or</p> <p>A completed Secondary School Leaving Certificate (S.S.L.C) issued under the authority of Government of Tamilnadu with not less than 30% of marks each in:-</p> <p>(a)General Science, Engineering and Drawing.</p> <p>(b)Applied Science and Practical under Engineering taken as special subject in the bifurcated course in Secondary Schools.</p>
Class IV Post Graduate Assistant	Direct recruitment; or promotion; or transfer; or recruitment by transfer	<p>(i) A Master's degree of a University in the State or a Master's degree of equivalent standard in the subject in respect of which recruitment is made:</p> <p>Provided that other things being equal preference shall be given to those who have studied the same subject in which he/she has obtained the Post Graduate degree, main subject under Part III in the Bachelor's degree level:</p> <p>Provided further that persons holding the certificate issued by the University of Madras for having undergone the Certificate course in Science and Humanities for graduate teachers in high schools shall be considered for appointment as Teachers in the subject relating to Science and Humanities:</p> <p>Provided also that for appointment to certain subjects in which Master's degree are not awarded, persons possessing Master's degree in other subjects as may be considered by the Director of School Education, shall be considered; and</p> <p>(ii) B.T or B.Ed. degree of University in the State or a teaching degree of equivalent standard.</p>

School Assistant	Direct recruitment; or promotion; or transfer; or recruitment by transfer	<ul style="list-style-type: none"> <li>(i) A degree of any University in the State with such subjects or language taken under the different parts as may be considered necessary; and</li> <li>(ii) B.T. or B.Ed. degree.</li> </ul> <p style="margin-left: 40px;">Preference shall be given to the persons who possess the M.Ed. degree.</p>
Tamil Pandit	Direct recruitment; or Promotion; or Transfer; or Recruitment by transfer	<ul style="list-style-type: none"> <li>(i) A degree of any University in the State in the language in respect of which recruitment is made or must possess a completed Secondary School Leaving Certificate;</li> <li>(ii) Must possess a title of oriental learning conferred by University in the State in the language in respect of which recruitment is made; and</li> <li>(iii) Must possess a trained Teachers' Certificate of the Secondary Grade or a Senior Grade Basic Trained Teachers' Certificate or successful completion of the Pandits' Training Course of the Diploma in Teaching awarded by the Annamalai University.</li> </ul>
Drawing Master	Direct recruitment	A Technical Teachers' Certificate of the Higher Grade in Drawing.
Physical Training Instructor	Direct recruitment	<ul style="list-style-type: none"> <li>(i) A Teachers' Certificate in Physical Education Higher Grade awarded on or after the year 1938 by the Government of Tamilnadu; or</li> <li>(ii) Physical Education Teachers' Certificate (Higher Grade) awarded by the Government of Tamilnadu.</li> </ul> <p style="margin-left: 40px;">Among others being equal, preference shall be given to Ex-service man.</p>
Laboratory Assistant	Direct recruitment	<p>A Pass in the Higher Secondary Examination with Science subject:</p> <p style="margin-left: 40px;">Provided that preference shall be given to the persons who have studied the qualifications through Tamil medium and that in the absence of such qualified Tamil medium persons, persons who have studied in English Medium shall be considered for appointment.</p>
Class V Drivers of Jeeps, Van, Wagon, Estate Car, Staff Car and Lorry	Direct recruitment; or promotion from Cleaners of Lorries; or recruitment by transfer from the members of Tamilnadu Last Grade Service in	<ul style="list-style-type: none"> <li>(1) Must possess a driving license issued by the competent Transport Authority of the Government of Tamil Nadu.</li> <li>(2) In the case of Lorry Drivers must possess endorsement to drive heavy Transport vehicles.</li> <li>(3) In the case of vehicles other than lorry must possess experience in driving motor vehicles for a period of not less than three</li> </ul>

the Forest Department.

years after getting the driving license supported by a certificate from a responsible person of office of the Forest Department in that effect.

**Explanation I.**—The expression responsible person or officer of the Forest Department shall mean the appointing authority for the category of Drivers of Jeeps, Vans, Station Wagons in the Forest Department.

**Explanation II.**—In the case of direct recruits to the posts of Drivers who are not departmental candidates, a certificate from any reputable firm or company to the effect that he possesses experience in driving Motor Vehicles for period of not less than three years after getting the driving licence should be obtained.

- (4) Must possess an elementary knowledge of general mechanism of automobiles.
- (5) Must have a height of 160 centimeters.
- (6) Must possess a First Aid Certificate; and
- (7) Must possess clear eyesight.

- |                     |                    |  |
|---------------------|--------------------|--|
| Cleaners of Lorries | Direct recruitment | <ul style="list-style-type: none"> <li>(1) Must be acquainted with Motor Mechanism for a period of not less than two years.</li> <li>(2) Must possess clear eyesight.</li> <li>(3) Must have a height of 160 centimeters.</li> </ul> |
|---------------------|--------------------|--|

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|--|----------------------|---|
| Class VI SandalWood Clerk<br>Depot Clerk<br>Permit Clerk<br>Maistry<br>Tally Clerk | } Direct recruitment | Must possess the minimum general educational qualification. |
|--|----------------------|---|

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|--------|-----------------------------------|--|
| Mahout | Promotion from the post of Cavady | (i) Able to read and write in Tamil;<br>(ii) Must have had experience in training elephants for a period of not less than two years; and<br>(iii) Must have a minimum Chest measurement of 70 cms; with an expansion of not less than 5 cms. |
| Cavady | Direct recruitment                |  |

**6. Tests for Foresters promoted as Rangers.—** Omitted.

**7. Preferential treatment in making appointment of Rangers, Foresters, Forest Guards and Draughting Officers.—**(a) For direct recruitment as Rangers, Foresters, Forest Guards and Forest Watchers other things being equal preference shall be given to persons who have been discharged from the Army Services (Land Force).

(b) For direct recruitment as Junior Draughting Officer, Drivers of Jeeps, Vans, Wagons, Estate Car, Staff car and Lorries, Cleaners of Lorries and Forest Watchers preference shall be given to persons who have been discharged from any of the Defence Services namely the Army, the Navy or the Air Force, who possess the prescribed qualifications.



**8.Probation.**—Every person appointed to a category or class shall, from the date on which he joins duty, be on probation in such category or class for a total period of two years on duty within a continuous period of three years:

Provided that this rule shall not apply to Forest Apprentices or to such of them as are appointed as Ranger or the Ranger promoted from the category of Forester subject to the condition that they have completed their probation in the category of Forest Guard or Forester, as the case may be:

Provided further that a person to any category in class IV shall, within the period of his probation acquired to the satisfaction of the appointing authority proficiency in one of the crafts approved by the State Government. If he fails to acquire such proficiency within the prescribed time he shall not be entitled to increments other than the first increment in the time scale of pay applicable to him unless and until he acquires such proficiency. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has acquired such proficiency:

Provided also that this requirement of special qualification shall not apply to persons who have been trained in a Basic Training School or under any Scheme of training of which Craft Training is an integral part:

Provided also that every person appointed to category 4 and 6 in class I shall be on probation for a total period of one year on duty within a continuous period of two years:

Provided also that every person appointed to any category in class V shall be on probation for a total period of one year on duty within a continuous period of two years.

**8A.Seniority.**— For appointment as Ranger, the seniority of a candidate who completes the Rangers' training satisfactorily at the Forest College, shall be determined solely by his rank in the pass list of the College, as notified by the Principal, Forest College after the final examination.

**8B.Securities.**—Where the State Government have, by general or special order directed that the holder of any specified post shall deposit security for the due faithful performance of his duties, no person shall be eligible for appointment to any such post whether by direct recruitment or by recruitment by transfer or by promotion, unless he deposits security to such amount as may be specified in such general or special order:

Provided that this rule shall not apply to a person who has a lien on a permanent post.

**9.Special provision for Forest Apprentices.**—(a)Candidates who may be ultimately required to fill vacancies arising in the permanent cadre of Rangers may be recruited to the service as Forest Apprentices.

(b) The rule of reservation of appointment (General rule 22) shall apply to the appointment of Forest Apprentices.

(c) (i) A person selected for appointment as Forest Apprentice may be deputed to the Northern Forest Rangers' College, Dehra Dun and Southern Rangers' College, Coimbatore and he shall pass a written and oral test to be conducted by the Tamil Nadu Public Service Commission from the date on which he joins duty, he shall be on probation for a total period of 3 years.

(ii) Such person shall, during first year of his probation undergo preliminary training in a Forest Division for about eight weeks to have a forestry back ground before joining the College. During the period of training he shall draw a stipend of Rs.125/- a month and Travelling Allowance at the rate admissible under the Tamil Nadu Travelling Allowances Rules for journeys on tour.

(iii) (1) If such a person completes the preliminary training satisfactorily, he shall be deputed to the Rangers' College, Dehra Dun or to the Southern Forest Rangers' College, Coimbatore for a period of not less than 18 months.

A Forest Apprentice deputed to the Northern Forest Rangers' College, Dehra Dun or Southern Forest Rangers' College, Coimbatore is eligible at the rates admissible under the Tamil Nadu Travelling Allowance Rules for journeys on tour.

If, for want of a seat in the Northern Forest Rangers' College, Dehra Dun or in the Southern Forest Rangers' College, Coimbatore, a person who has completed the preliminary training satisfactorily cannot be deputed to any of these Colleges immediately after the completion of his preliminary training, he shall be treated as a Forester from the date of completion of the preliminary training to the date of his deputation to one of these Colleges.

(2) If during the course or at the end of his preliminary training he is considered unsuitable by the Principal Chief Conservator of Forests, he shall not be eligible for deputation to the Northern Forest Rangers' College, Dehra Dun or to the Southern Forest Rangers' College, Coimbatore for further training and his probation shall be terminated.

(3) A Forest Apprentice shall draw a stipend of minimum of the basic pay of Rs.2000/- a month during the period of his training in the Northern Forest Rangers' College, Dehra Dun or in the Southern Forest Rangers' College, Coimbatore.

(4) A Forest Apprentice shall be granted an interest free advance of Rs.2200/- for the purchase of compulsory initial equipment, out of which a sum of Rs.1200/- shall be given as outright grant and the balance amount of Rs.1000/- shall be treated as interest free loan which will be recovered in 50 installments at Rs.20/- commencing from the first pay drawn as Ranger on completion of training at the College. He will also be paid travelling allowance at the Government of India rates for the journeys performed while on training in the College.

(5) A Forest Apprentice shall execute a bond with two sureties for Rs.9000/- and also a separate agreement in such form as may be prescribed by the State Government from time to time undertaking to serve the said Government in the Forest Department for a period of five years after successfully completing his training at the Northern Forest Rangers' College, Dehra Dun or the Southern Forest Rangers' College, Coimbatore.

(iv) If such person has completed the training at one of the Colleges satisfactorily, he shall forthwith be appointed as Ranger. If no vacancy, officiating or substantive, in the permanent cadre of Ranger exists, he may until such time as vacancy in the cadre arises, be appointed as a Forester.

(v) A Forest Apprentice who has satisfactorily completed his probation in accordance with this sub-rule shall, for the purpose of the General rules regarding appointment as full members, be treated as approved probationer for the category of Rangers.

(vi) When no officiating or substantive vacancy in the category of Ranger exists, Forest Apprentices who have satisfactorily completed their probation shall, until any vacancy arises, be appointed as Foresters.

(d) The provisions of clauses (iv) and (v) of sub-rule (c) shall apply to "Probationary Foresters" required to the service in 1932 and 1935 in accordance with the rules in force at the time to fill ultimately vacancies arising in the permanent cadre of Rangers.

(e) A Forest Apprentice shall within the period of his probation pass the departmental tests in Law and Office Procedure and Accounts.

**10. Recruitment by transfer of the members of the ministerial service in the Forest Department as Rangers.—**(a) Selection of members of the Tamil Nadu Ministerial Service in the Forest Department for deputation to Rangers' Course in the Forest College shall be made by the Principal Chief Conservator of Forests. No member of the Tamil Nadu Ministerial Service in the Forest Department shall be eligible for selection for deputation to the Rangers' Course unless he is within the upper age limit prescribed for recruitment of Forest Apprentices.

(b) A person so selected shall soon after his selection undergo a walking test and shall appear for the qualifying examination prescribed for admission to the College.

(c) (i) Such person shall undergo preliminary training for about eight weeks in a Forest Division to have a forestry background before joining the College.

(ii) If such person completes the preliminary training satisfactorily he shall be deputed to the College for training for a period of not more than two years.

(iii) During the period of his preliminary training and for the journeys to and from the College, he shall be paid travelling allowance under the Tamil Nadu Travelling Allowance Rules.

(iv) If, for want of a seat in the College, a person who has completed preliminary training cannot be deputed to the College immediately after completion of his training, he shall revert to the post he would have held in the Ministerial Service but for his selection for deputation, from the date of completion of the preliminary training to the date of his deputation to the College.

(d) If he fails to pass the walking test or the qualifying examination mentioned in clause (b) or if during or at the end of his preliminary training, he is considered by the Chief Conservator of Forests as unsuitable for deputation he shall not be eligible for further training or for deputation to the College, as the case may be and shall be reverted to the post he would have held in the Ministerial Service but for his selection for deputation.

(e) During the period of his preliminary training and his training at the Forest College, he will draw the pay admissible to him as a member of the Tamil Nadu Ministerial Service plus a deputation allowance of 20% of his grade pay or Rs.300/- per mensem whichever is more.

(f) He shall be paid an outright equipment grant of Rs.2200/- for the purchase of compulsory initial equipment and travelling allowance of the Government of India rates for the journeys performed while on training in the College.

(g) He shall, before he is deputed to the College, execute a bond with two sureties for Rs.1000/- and also a separate agreement, in such forms as from time to time be prescribed by the State Government, undertaking to serve the said Government in the Forest Department for a period of five years after successfully completing his training at the College.

(h)(i) If such person has completed his training at the College satisfactorily, he shall forthwith be appointed as Ranger.

(ii) If no vacancy officiating or substantive, in the permanent cadre of Ranger exists, he shall, until such time as a vacancy in the cadre occurs, be reverted to the post he would have held but for his deputation.

(iii) Such person shall within the period of his probation pass the Departmental Tests in Law and Office Procedure and Accounts:

Provided that in the case of Rangers appointed prior to the 6th December 1966 they shall pass the tests before they reach the sixth stage in the time scale of pay.

**11. Deputation of Foresters to Rangers Course of Training in Rangers' College.—**(a) Selection of Foresters for deputation to the Rangers' Course of Training at the Southern Forest Rangers' College, Coimbatore or the Northern Forest Rangers' College, Dehra Dun shall be made by the Principal Chief Conservator of Forests.

(b) Foresters who are selected for undergoing training in the Rangers' course must have passed the P.U.C. or H.S.E. followed by a course in the pre-professional / pre-technological course or a pass in the first year examination in the degree course of a recognized University of its equivalent with two or more of the following subjects, namely:-

Botany, Zoology, Geology, Chemistry, Physics, Maths, Statistics or Agricultural or Engineering Technology in Civil, Mechanical, Electrical or Chemical:

Provided that in the case of Foresters category 2 of class I, the Scheduled Castes or the Scheduled Tribes or the Backward Classes the age limit shall be increased by 5 years:

Provided further that in the case of Ex-Servicemen the maximum age limit shall be 37 years irrespective of the caste.

(c) A person selected shall be an approved probationer.

(d) A person so selected shall soon after his selection qualify himself by successfully completing the examination prescribed for admission to the College.

(e) During the period of his training in the college, he shall draw the pay admissible to him as Forester plus a deputation allowance of 20% of his grade pay or Rs.300/- per mensem whichever is higher.

(f) A person so deputed to the College shall be granted an outright grant of Rs.2,200/- for the purchase of compulsory initial equipment. He shall also be paid travelling allowance at the Government of India rates for the journeys performed while on training in the College.

(g) He shall, before he is deputed to the College execute a bond with two sureties for Rs.3000/- and also a separate agreement in such form as from time to time be prescribed by the State Government, undertaking to serve the said Government in the Forest Department for a period of not less than five years after successfully completing his training at the College.

(h) Subject to the provisions of rule 8 if such a person has completed his training at the College satisfactorily he shall be appointed as Ranger:

Provided that if no vacancy officiating or substantive exists, he shall until such time as a vacancy in the cadre occurs occupy the post which he would have held but for his deputation.

(i) Any person who has been deputed to the College and who fails to complete the course of training satisfactorily may be deputed to another course of training for one year if his conduct is otherwise satisfactory.

No person shall be allowed to undergo the training for more than two years.

**12.Postings and transfers.**—Postings and transfer of members of the service shall be made-

- (i) From one circle to another, by the Principal Chief Conservator of Forests.
- (ii) From one division to another within a circle or within a division in the case of Rangers, by the Conservator of Forests concerned; and
- (iii) Within a division, by the officer incharge of that division except in the case of Rangers.

**13.Uniform.**—Drivers of Jeeps, Vans, Wagons, Estate Car, Staff Car and Lorries and Cleaners of Lorries, Foresters, Forest Guards, Forest Watchers, Forest Apprentices and Mali shall be entitled to uniform and accoutrements in accordance with the scale and subject to the conditions which may be prescribed from time to time by the State Government.

**ANNEXURE**

(referred to in rule 5 against Forest Guards)

## Jungle Tribes

1. Anandan
2. Badaga
3. Bagata
4. Chenchu
5. Domba (Dombo)
6. Gadaba
7. Gond
8. Irulars
9. Jatapu
10. Kada (Kadan)
11. Kani (Kaniyan)
12. Karumbalan
13. Kattunaicken
14. Kondh
15. Konda dora
16. Kota
17. Koya
18. Kudibi
19. Kurichan
20. Kurumba
21. Madugar or Medavar
22. Maduva
23. Malasar
24. Malayalee
  - (Residents of –
    - (a) Javadies in North Arcot District
    - (b) Yelagiris in North Arcot District
    - (c) Kalroyans in South Arcot District
    - (d) Pachamalai hills in Salem District
    - (e) Chitteris in Salem District
    - (f) Kalroyans in Salem District
    - (g) Shervaroys in Salem District
    - (h) Pachamalai hills in Tiruchirappalli District.
25. Marathi (of South Kanara district)
26. Mavilan
27. Melakudi or Kudiyan
28. Paniyan
29. Panu (Pano)
30. Polayan (Pulayan)
31. Poroga (Poroja)
32. Savara
33. Sholagar
34. Toda
35. Vettuvan
36. Kondakapu
37. Konda Reddi
38. Lingadhari Koya
39. Mannedhora
40. Reddi Dhora

**SECTION 13 — THE TAMIL NADU GENERAL SUBORDINATE SERVICE.**

## PART I

**Constitution.**—The service shall consist of the following classes of officers, namely :-

## Class I

Technical Education Department.

## Branch I

Colleges of Engineering and Technology (*Deleted*).

## Branch II

Polytechnics and other Technical Educational Institutions.

Skilled Assistant, Grade II in Government Colleges of Arts and Crafts.

Skilled Assistant, Grade III in Government Colleges of Arts and Crafts.

Unskilled Assistant in Government Colleges of Arts and Crafts.

## Class I A

Workshop Staff, Government Technical Education Institutions (*Deleted*).

## Class II

Government Museums.

Curators,	Photographers,
Assistant Curators,	Assistant Photographers,
Assistant Curators for	Caretaker,
National Art Gallery	Printer,
Photographers, (formerly	Attenders.
Official Guide for	
National	
Art Gallery) and Gallery	
Guides,	
Technical Assistants,	
Taxidermists, Grade I,	
Taxidermists, Grade II.	

## Class III

Public (Translation) Department (*Deleted*).

## Class IV

Establishment for Raj Bhavan Gardens.

## Class V

Motor Vehicles Inspectors and Assistant Motor Vehicles Inspectors (*Deleted*).

## Class VI

(a) Police Training College, Chennai.

Plan-Drawing Instructor .

(b) Tamil Nadu Special Police.

Hindi Teacher.

## Class VII

Senior Photographers, Photographers, Senior Photographic Attendants and Junior Photographic Attendants in Police Department.

## Class VIII

Police Department.  
 Motor Launch Drivers, Serangs.  
 Grade I. Tindals.  
 Grade II. Boatmen and Lascars.

## Class IX

Shroffs in the office of the Deputy Commissioner of Police, Traffic & Licensing  
*(Deleted)*.

## Class X

Monigar, Amindivi Islands and Coir Superintendent and Coir Clerk, Laccadive Coir  
 Establishment *(Deleted)*.

## Class XI

Conservancy Sergeant, Public Works Department and Sergeant in the office of the Board  
 of Revenue.

## Class XII

Clerk – Draughtsmen in Collectors' offices, Stamp Vendors,  
 Grade I.  
 Grade II.  
 Counters in the Stamp office,  
 Grade I.  
 Grade II.  
 Lorry Drivers in the Stationery office, Karnams in the City of Chennai,  
 Grade I.  
 Grade II.

## Class XIII

Supervisor and Rent Collectors, Office of the Administrator-General and Official Trustee.

## Class XIV

Collegiate Education Department.

- |                         |                              |
|-------------------------|------------------------------|
| 1. Omitted.             | 11. Workshop Assistants      |
| 2. Film Operator.       | (Junior).                    |
| 3. Photographer Artist. | 12. Museum Keeper.           |
| 4. Librarians.          | 13. Herbarium Keeper.        |
| 5. Museum Assistants.   | 14. Gas Superintendent.      |
| 6. House Keeper.        | 15. Sergeants.               |
| 7. Deputy Wardens for   | 16. Glass Blower.            |
| the hostels attached to | 17. Gasmen.                  |
| the Government Arts     | 18. Laboratory Assistants.   |
| and Training Colleges   | 19. Battery Room Attendants. |
| (Women).                | 20. College Waitress.        |
| 8. Taxi Dermist.        | 21. Section Cutter.          |
| 9. Mechanics.           |                              |
| 10. Workshop Assistants |                              |
| (Senior),               |                              |
| Grade I.                |                              |
| Grade II.               |                              |

## Class XV

Drivers	Motor Cycle Messengers in the
Sergeants	Public Department. Drivers in Rural
Electric Lift Operators	Development and Local
Van Cleaners	Administration Department.

- Class XVI  
Pandits, Government Oriental Manuscripts Library.
- Class XVII  
Cinchona Department (*Deleted*).
- Class XVIII  
Shroffs in the Government Press (*Deleted*).
- Class XIX  
Medical Department (*Deleted*).
- Class XX  
The Connemara Public Library.  
Deputy Librarian.  
Classification Assistants.  
Upper Division Assistants.  
Lower Division Assistants.
- Class XXI  
Agriculture Department (*Deleted*).
- Class XXII
- |                    |                     |
|--------------------|---------------------|
| Record Assistant   | Stores Record Clerk |
| Record Clerk       | Gollah              |
| Binder             | Head Muchi          |
| Preservation Clerk | Stamping smith      |
| Craft Attender     |                     |
- Class XXIII  
Electricity Department (*Deleted*).
- ClassXXIV  
Nursing-Orderlies in Jail Department (*Deleted*).
- Class XXV  
Animal Husbandry Department.
- Class XXVI  
Assistant Public Prosecutors (*Deleted*).
- Class XXVII  
Assistant State Prosecutors (*Deleted*).
- Class XXVIII  
Personal Assistant to the Chief Architect in the Office of the Chief Engineer (General),  
Public Works Department(*Deleted*).
- Class XXVIII A  
Junior Architect in the Chief Architect's Section of the Office of the Chief Engineer  
(General), Public Works Department.
- Class XXIX  
Telephone Linesman and Motor Road Roller Driver, Coimbatore  
South Forest Division.
- Class XXX  
Industries Department (*Deleted*).



## Class XXXI

Port Department (*Deleted*).

## Class XXXII

The Tamil Nadu Finger-Print Bureau, CID (*Deleted*).

## Class XXXIII

Marine Sub-division (*Deleted*)

## Class XXXIV

Bill Collectors, Commercial Taxes Department (*Deleted*).

## Class XXXV

Personal Assistant in the Governor's Secretariat (*Deleted*).

## Class XXXVI

Raj Bhavan Household Establishments.

Head Butler.	Barber.
Laundry Superintendent.	Dhoby Maistry.
Head Driver.	Dhobies.
Motor Driver, Grade I.	Sanitary Workers.
Motor Driver, Grade II.	Motor Cleaners.
Butlers.	Motor-cycle Despatch Rider.
Household Duffadars.	Linen-keepers.
Bearers.	Furniture Care-taker.
Cooks, Grade I.	Assistant Furniture
Cooks, Grade II.	Care- taker.
Household Peons.	Carpenter, Grade I.
Office Boys,	Carpenter, Grade II.
Lascars and Maties.	Polisher,
	Tailors.

## Class XXXVII

Shroff in the Finance Department.

## Class XXXVIII

Divisional Accountant in Highways and Rural Works Department.

## Class XXXVIII A

Audit Superintendents and Audit Assistant in the Highways and Rural Works Department.

## Class XXXIX

Labour Department.

## Class XL

Raj Bhavan Press Establishment.

1. Compositor.
2. Machine Minder.

## Class XLI

Nursing Assistant in the Approved Schools Department (*Deleted*).

## Class XLII

Agricultural Department.

Category 1. Librarian.

Category 2. Assistant Librarian.

## Class XLIII

Economics and Statistics Department.

Statistical Officer.	Junior Draughtsman.
Statistical Inspector.	Foreman.
Assistant Statistical	Binder.
Investigator.	Librarian, Grade I.
Head Draughtsman.	Driver.
Senior Draughtsman.	

## Class XLIV

Information and Public Relations Department.

1. Chief Photographer.
2. Assistant Photographer.

## Class XLV

Labour and Factories Department (Non-technical) *(Deleted)*.

## Class XLVI

Education Department (N.C.C. Units)  
Lascars and Drivers.

## Class XLVII

Motor Vehicles Maintenance Organisation  
Board of Revenue (Land Revenue) *(Deleted)*.

## Class XLVIII

State Guest House.  
Steward  
Butler  
Cook.

## Class XLIX

State Transport Department (Chennai Branch) *(Deleted)*.

## Class L

Tamil Arasu Unit in the Information and Tourism Department

## Class LI

Nursing Assistant, Tamil Nadu State Transport Department *(Deleted)*.

## Class LII

Social Welfare Workers.

## Class LIII

Guindy Gandhi Mandapam Establishment, Information and Public Relations Department.

## Class LIV

Technician in the Central College of Karnatic Music Chennai *(Deleted)*.

## Class LV

Co-operative Department.

## Class LVI

Nursing Assistant in the Vigilance Department.

## Class LVII

Statistical Inspector in the Factories Section, Labour Department *(Deleted)*.

## Class LVIII

Education Extension Officers (*Deleted*).

## Class LIX

Shroffs in the Treasuries and Accounts Department (*Deleted*).

## Class LX

Accountant in Labour Department (*Deleted*).

## Class LXI

Librarian in Labour Department.

## Class LXII

Copyist and Examiners in Revenue Department.

## Class LXIII

Police, Government Care Camp and Care Home, Melpakkam.

## Class LXIV

Junior Employment Officer, Department of Employment and Training.

## Class LXV

Judicial Department (*Deleted*).

## Class LXVI

Government Estate Establishment.

## Class LXVII

Public Relation Officer's Unit in the Rural Development and Local Administration Department, Secretariat (*Deleted*).

## Class LXVIII

Cinema Operators in the District Public Relations Offices of the Information and Public Relations Department.

## Class LXIX

Librarian, office of the Director of School Education.

## Class LXX

Legal Education Department (*Deleted*).

## Class LXXI

Artist in Tamil Arasu Unit in the Public (Information and Public Relations) Department.

## Class LXXII

School Education Department.

1. Film Librarian
2. Film Operators
3. Film Examiners
4. Driver-cum-Mechanic
5. Drivers

6. Sergeants including the post of Sergeant in the Directorate of Government Examinations
7. Cleaners
8. Driver - cum - Mechanic - cum - Helper in Central Kitchens
9. Laboratory Attenders in Higher Secondary Schools.

## Class LXXIII

Drivers in Civil Supplies Department.

## Class LXXIV

Tamizhagam, Udhamandalam.

Category 1	Carpenter.
Category 2	Butler.
Category 3	Cook.
Category 4	Catering Assistant.

## Class LXXV

Driver in Directorate of Rehabilitation.

## Class LXXVI

Assistant Lecturer in Sound Engineering in the Institute of Film Technology ,  
Adyar, Chennai.

## Class LXXVII

Drivers in Commercial Taxes Department.

## Class LXXVIII

Hindu Religious and Charitable Endowments (Administration) Department.

## Class LXXIX

Record Assistant in the Public Department of the Tamil Nadu Secretariat.

## Class LXXX

Drivers, Department of Ex-Service Men's Welfare.

## Class LXXXI

Assistant Librarian in the Law Department.

## Class LXXXII

Care Taker-cum-Butler in the Guest Houses maintained by Collectorates.

**PART II****CLASS I –TECHNICAL EDUCATION DEPARTMENT.**

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

Branch I

Colleges of Engineering and Technology (*Deleted*).

Branch II

Polytechnics and other Technical Educational Institutions.

Categories

1-5 omitted.

6. Skilled Assistant, Grade II in Government Colleges of Arts and Crafts.

7. Skilled Assistant, Grade III in Government Colleges of Arts and Crafts.

8. Unskilled Assistant in Government Colleges of Arts and Crafts.

**2. Appointment.**—Appointments to the posts of Skilled Assistant, Grade II and Skilled Assistant Grade III shall be made by promotion from Skilled Assistant, Grade III and Unskilled Assistant respectively. In respect of other category appointment shall be made by direct recruitment or for special reasons, by transfer from any other category or class or by recruitment by transfer from any other service.

**3. Appointing authority.**—The Appointing authority for all categories under branch II shall be the Principals of the respective institutions.

**4. Qualifications.**—(i) No person shall be eligible for appointment to the categories specified in column (1) of the Annexure, unless he possesses the qualifications specified in the corresponding entry in column (2) thereof:-

(ii) The upper age limit prescribed in the Annexure shall be increased by five years in the case of candidates belonging to the Schedule Castes or Scheduled Tribes for appointment by direct recruitment to any class or category to which the minimum general educational qualification or any lower educational qualification has been prescribed.

**5. Probation.**—Every person appointed to a category in this class shall from the date or which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years.

**6. Unit of discharge, re-appointment, etc; .**—For the purpose of discharge, reappointment of probationers and approved probationers and appointment as full members, every post or group of posts shall be deemed to be separate category.

7. Omitted.

**ANNEXURE**  
(referred to in rule 4)

Category (1)	Qualification (2)
Branch I	Omitted.
Branch II	Polytechnics and other Technical Educational Institutions.
Categories 1-5	Omitted.

Category 6	Skilled Assistant, Grade II in Government Colleges of Arts and Crafts.	(i) Must have completed 30 years of age, if recruited direct; and (ii) Practical experience in the concerned type of work for a period of not less than five years.
Category 7	Skilled Assistant, Grade III in Government Colleges of Arts and Crafts.	(i) Must have completed 30 years of age, if recruited direct; and (ii) Practical experience in the concerned type of work for a period of not less than three years.
Category 8	Unskilled Assistant in Government Colleges of Arts and Crafts.	(i) Must have completed 26 years of age, if recruited direct; and (ii) Practical experience in the concerned type of work for a period of not less than the one year: Provided that, other things being equal preference shall be given to candidates who have studied up to III Form or VIII Standard in a recognised school.

**Note.**—For the purpose of this Annexure, a “recognized school” shall mean 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, Chennai, under the Tamil Nadu Educational Rules.

**CLASS I A —WORKSHOP STAFF, GOVERNMENT TECHNICAL  
EDUCATION INSTITUTIONS.**

*(Deleted)*

**CLASS II – GOVERNMENT MUSEUMS.**

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

Category -

1. Curators.
2. Assistant Curators, Assistant Curator for National Art Gallery (formerly Official guide for National Art Gallery) and Gallery Guides.
3. Technical Assistants.
4. Taxidermists, Grade I.
5. Taxidermists, Grade II.
6. Photographer.
7. Assistant Photographer.
8. Caretaker.
9. Printer.
10. Attenders.

**2. 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:-

TABLE

Category (1)	Method of appointment (2)
1. Curators.	Promotion from category 2; or direct recruitment; or for special reasons, recruitment by transfer from any other class or service.
2. Assistant Curators, Assistant Curator for National Art Gallery and Gallery Guides.	Direct recruitment.
3. Technical Assistants.	(1) Promotion from the category 10; or (2) Direct recruitment.
4. Taxidermists, Grade I.	Promotion from category 5.
5. Taxidermists, Grade II.	Promotion from the category 10; or direct recruitment; or for special reasons, recruitment by transfer from any other class or service.
6. Photographer.	(1) Promotion from the category 7; or (2) Direct recruitment.
7. Assistant Photographer.	Promotion from the category 10 if they possess skill in photography, developing, printing and enlarging photographs; or direct recruitment; or for special reasons, recruitment by transfer from any other class or service.
8. Caretakers.	(1) Direct recruitment; or (2) Promotion from the category 10.
9. Printers.	(1) Direct recruitment ; or (2) Recruitment by transfer from the category of Peons in the Tamil Nadu Last Grade Service.



10.Attenders.

- (1)Direct recruitment; or  
(2)Recruitment by transfer from the category of Peons in the Tamil Nadu Last Grade Service.

**3.Appointing authority.**—The appointing authority shall be the Director of Museums, Chennai.

**4.Qualification (a)Age.**—No person shall be eligible for appointment by direct recruitment to a category if he has completed or will complete thirty years of age on the first day of July of the year in which the selection for appointment is made:

Provided that the age-limit shall be twenty-five years in respect of the category of Assistant Curators, Assistant Curator for National Art Gallery (formerly Official Guide for National Art Gallery) and Gallery Guides.

(b)**Other qualifications.**—No person shall be eligible for appointment to the category mentioned in column (1) by the method specified in column (2) of the annexure, unless he possesses the qualifications specified in the corresponding entries in column (3) thereof :-

**5.Probation.**—Every person appointed to a category otherwise than by promotion from the date on which he joins duty be on probation for total period of two years on duty within a continuous period of three years.

**6.Unit for appointment, discharge, etc.**—For the purpose of discharge, re-appointment of probationers and approved probationers and appointment as full members, every post of Curator or Assistant Curator or Assistant Curator for National Art Gallery (formerly Official Guide for National Art Gallery) or Gallery Guide for which qualification in a particular subject is prescribed in these rules shall be deemed to be a separate category.

#### ANNEXURE

Category (1)	Method of appointment (2)	Qualification (3)
1 Curators	Promotion	<p>(i) In the case of Curator attached to Botany section, must possess a B.A. or B.Sc. degree in Botany;</p> <p>(ii) In the case of Curator attached to Zoology section, must possess a B.A. or B.Sc. degree in Zoology;</p> <p>(iii) In the case of Curator attached to Anthropology section, must possess a B.A., or B.Sc. degree in Zoology or Anthropology;</p> <p>Preference shall be given to candidates who possess in addition knowledge of French or German.</p> <p>Preference shall also be given to candidates who possess diploma in Anthropology in the case of degree holders in Zoology.</p> <p>(iv) In the case of Curator attached to Archaeology section, must possess B.A. or B.Sc. degree in Sanskrit with knowledge of Dravidian languages and Ancient Indian History; or a degree in Archaeology with working knowledge in Sanskrit and knowledge of Dravidian</p>

languages and scripts and Ancient Indian History. If no candidate with the above qualification is forthcoming, candidates who possess a degree in history with working knowledge of Sanskrit shall be considered;

- (v) In the case of Curator attached to Numismatic section, must possess a B.A. or B.Sc. degree in Sanskrit or a degree in History with working knowledge of Sanskrit and knowledge of Indian Numismatics;
- (vi) In the case of Curator attached to Chemical conservation section -  
 (a) Must possess the B.A or B.Sc degree with Chemistry (Main) and Electro Chemistry as special subject or B.Sc.(Technical) in Chemical Engineering or B.E. (Chemical) degree; and  
 (b) Must possess research experience with scientific publications.  
 Preference shall be given to candidates who possess, in addition, knowledge of French and German.
- (vii) In the case Curator attached to Geology section must possess a B.A. or B.Sc. degree in Geology;
- (viii) In the case of Curator attached to the Government Museum, Pudukkottai must possess a B.A. or B.Sc. degree in one of the following subjects:- Zoology, Botany, Geology, Anthropology, Indian Archaeology, Sanskrit or History.

Recruitment by transfer; or direct recruitment.

Qualification prescribed for the posts of Curators of various sections shall be the same as mentioned above, except that the basic qualification should be a Master's or Honour's degree in the subject concerned.

2. Assistant Curators and Assistant Curator for National Art Gallery and Gallery Guides.

Direct recruitment

- (i) In the case of Assistant Curator attached to the Archaeology section must possess a degree in Sanskrit with a knowledge of Dravidian languages and Ancient Indian History or a degree in Archaeology (working knowledge in Sanskrit with high qualification in Sanskrit) and knowledge of Dravidian languages and scripts and Ancient Indian History. If no candidate with the above qualification is available, candidates who possess a degree in History with working knowledge of Sanskrit shall be considered. Persons who possess high qualification in Sanskrit shall be preferred;

- (ii) In the case of Assistant Curator attached to the Anthropology section must possess a degree of B.A or B.Sc. in Zoology or a degree in Anthropology.

Other things being equal, preference shall be given to the candidates possessing Diploma in Anthropology in the case of degree holders in Zoology;

- (iii) In the case of Assistant Curator attached to the Zoology section must possess a B.A. or B.Sc. degree in Zoology with Botany and/or Chemistry or Geology as subsidiary subject;
- (iv) In the case of the Assistant Curator attached to the Botany section must possess B.A. or B.Sc. degree in Botany with Zoology and/or Chemistry or Geology as subsidiary or B.A. or B.Sc. degree in Geology with Botany and/or Zoology or Chemistry as subsidiary subject;
- (v) In the case of Assistant Curator attached to National Art Gallery (formerly Official Guide for National Art Gallery) must possess a degree of B.A in History.

Other things being equal, preference shall be given to candidates who possess, in addition, a diploma in Fine Arts and knowledge of Art History.

- (vi) In the case of Gallery guide attached to the Archaeology, Anthropology and Numismatics sections must possess a degree of B.A. in History or Sanskrit;
- (vii) In the case of Gallery Guide attached to the Natural Science Section must possess a degree of B.A. or B.Sc. in Zoology, Botany or Geology.

3. Technical Assistants	Promotion; or direct recruitment	Must have passed the VIII standard in a recognised school with knowledge of drawing, painting, or modelling preferably with a diploma or a certificate in painting, modelling, woodwork or any other craft.
4. Taxidermists, Grade I.	Promotion	<p>(1) Must have passed the VIII standard in a recognised school;</p> <p>(2) Must possess a certificate issued by the Curator, Zoology section after an informal test of the candidate, to the effect that he has sufficient knowledge in pen and ink drawing or any other certificate secured in Government Technical Examinations in respect of such drawing;</p> <p>(3) Must possess a certificate of capacity and aptitude for technical work, such as preserving and mounting specimens, preparing diagrams, wax mould and</p>

		plaster cast of specimens issued by the Curator, Zoology section, Government Museum, Chennai;
		(4) Must possess a certificate of ability to stuff animals issued by the Curator, Zoology section Government Museum, Chennai, after having had a training for not less than three months in Zoology section, of the Government Museum, Chennai; and
		(5) Must possess aptitude and suitability for the post.
5. Taxidermists, Grade II.	Promotion; or direct recruitment; or recruitment by transfer.	(1) Must have passed VIII standard in a recognised school;
		(2) Must possess a certificate issued by the Curator, Zoology section after an informal test of the candidate to the effect that he has sufficient knowledge in pen and ink drawing or any other certificate secured in Government Technical Examinations in respect of such drawing;
		(3) Must possess a certificate of capacity and aptitude for technical work, such as preserving and mounting specimens, preparing diagrams, wax mould and plaster cast of specimens issued by the Curator, Zoology section, Government Museum, Chennai;
		(4) Must possess a certificate of ability to stuff animals issued by the Curator, Zoology section, Government Museum, Chennai after having had a training for not less than three months in Zoology section of the Government Museum, Chennai; and
		(5) Must possess aptitude and suitability for the post.
6. Photographer.	Promotion	(1) Must have passed the VIII standard in a recognised school; and
		(2) Must be skilful in pen and drawing, developing, printing and enlarging photographs.
	Direct recruitment	(1) Must have passed the X standard in a recognised school; and
		(2) Must be skilful in pen and ink drawing, developing, printing and enlarging photographs.
7. Assistant Photographer.	Promotion	Must be skilful in photography, developing, printing and enlarging photographs.

	Direct recruitment; or recruitment by transfer	(1)Must have passed the VIII standard in a recognised school; (2)Must have worked in a photo studio for a period of not less than two years; and (3)Must possess a certificate of competency in developing, printing and enlarging.
8. Caretaker.	Promotion	(1)Must be a competent mechanic with ability to paint; and (2)Must be able to speak English well.
	Direct Recruitment	(1)Must have passed the IX standard in a recognised school; (2)Must be a competent mechanic with ability to paint; and (3)Must be able to speak English well.
9. Printers.	Direct recruitment; or recruitment by transfer	(1)Must have passed VIII standard in a recognised school; (2)Must possess a compositor's certificate; and (3)Must possess experience in composing type and printing and be competent to handle a printing machine.
10. Attenders.	Direct recruitment or recruitment by transfer	(1)Must have passed the VIII standard in a recognised school ; and (2)Must possess- (i)Sufficient skill in pen and ink drawing; and (ii)Capacity and aptitude for technical work such as preserving and mounting specimens, preparing for galleries, diagrams and plaster casts of specimens.

**Explanation.**—A recognised school shall mean a school maintained by or opened with the sanction of the State Government or a school to which recognition has been accorded by the Director of School Education, Chennai under the Tamil Nadu Educational Rules.

**CLASS III – PUBLIC (TRANSLATION) DEPARTMENT.**

*(Deleted)*

## CLASS IV— ESTABLISHMENT FOR RAJ BHAVAN GARDENS.

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

Category -

1. Garden Maistry.
2. Gardeners.

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

TABLE

Category (1)	Method of appointment (2)
1. Garden Maistry	(i) Direct recruitment; or (ii) Transfer from among the holders of the posts of Gardeners; or (iii) For special reasons, by transfer from any other class; or (iv) If no suitable persons are available by the methods specified in items (i), (ii) and (iii) above by recruitment by transfer from any other service.
2. Gardener	(i) Direct recruitment; or (ii) For special reasons, by transfer from any other class; or (iii) If no suitable persons are available by the methods specified in items (i) and (ii) above, by recruitment by transfer from any other service.

**3. Appointing authority.**— The appointing authority for the categories shall be Deputy Secretary to Governor and Comptroller, Governor's Household, Raj Bhavan, Chennai.

**4. Qualification (a) Age.**— No person shall be eligible for appointment by direct recruitment to the categories specified in column (1) of the table below, if he has completed or will complete the age specified in the corresponding entries in column (2) thereof, on the first day of July of the year in which the selection for appointment is made:-

TABLE

Category (1)	Age (2)
1. Garden Maistry	35
2. Gardener	30

Provided that other things being equal, the age limit specified above shall be increased by five years in the cases of candidates, belong to the Scheduled Castes and the Scheduled Tribes.

**(b) Other qualifications.**— No person shall be eligible for appointment to the categories specified in column (1) of the table below, by the methods specified in column (2) unless he possesses the qualifications specified in the corresponding entries in column (3) thereof:-

TABLE

Category (1)	Method of appointment (2)	Qualification (3)
1. Garden Maistries	(i) Direct recruitment;	Must have worked as a Gardener for a period of not less than ten years.
	(ii) Transfer or recruitment by transfer	Must have worked as Gardener for a period of not less than five years.
2. Gardeners	(i) Direct recruitment;	Must have practical experience in gardening for a period of not less than two years.
	(ii) Transfer or recruitment by transfer	Must have worked as a Gardener for a period of not less than two years.

**5. Probation.**—(a) Every person appointed to the categories by direct recruitment 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.

(b) Every person appointed to the categories, by transfer or 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.



**CLASS V— MOTOR VEHICLES INSPECTORS AND ASSISTANT MOTOR  
VEHICLES INSPECTORS.**

*(Deleted)*

**CLASS VI— POLICE TRAINING COLLEGE, CHENNAI AND TAMIL NADU  
SPECIAL POLICE.**

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

Category 1 Plan-Drawing Instructor.	Attached to the Police Training College, Chennai.
Category 2 Hindi Teacher	Attached to the Tamil Nadu Special Police.

**2. Appointment.**— Appointment to this class shall be made as follows:-

Category 1 Plan-Drawing Instructor	Direct recruitment or for special reasons, recruitment by transfer from the Public Works Department.
Category 2 Hindi Teacher attached to the Tamil Nadu Special Police.	Direct recruitment or for special reasons recruitment by transfer from a class or service.

**3. Appointing authority.**—The appointing authority for the Hindi Teacher attached to the Tamil Nadu Special Police shall be the Commandant of the Tamil Nadu Special Police and for others the Deputy Inspector-General of Police, Railways and C.I.D., Chennai.

**4. Qualifications.**—No person shall be eligible for appointment to any category specified in column (1) of the Annexure unless he possesses the qualifications specified in the corresponding entry in column (2) thereof:-

**5. Probation.**—Every person appointed to a category 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.

**ANNEXURE**

(See rule 4)

Category (1)	Qualifications (2)
Category 1 Plan Drawing Instructor	(i) Must not have completed 30 years of age; and (ii) Must possess the B.E., degree of a University recognised by the State Government.
Category 2 Hindi Teacher	(i) Must not have completed 45 years of age; (ii) Must possess the minimum general educational qualification specified in the Schedule I to the General Rules; (iii) Must have acquired a working knowledge of Urdu and passed the 'Rashtrabasha' or higher Examination of the Hindustani Prachar Sabha or an examination which is prescribed by the State Government to be equivalent to those examinations; and (iv) Must possess atleast a good colloquial knowledge of Tamil.

**CLASS VII – SENIOR PHOTOGRAPHERS, PHOTOGRAPHERS,  
SENIOR PHOTOGRAPHIC ATTENDANTS AND  
JUNIOR PHOTOGRAPHIC ATTENDANTS IN  
POLICE DEPARTMENT.**

**1. Constitution.—** This class shall consist of the following categories of officers:-

Category –

1. Senior Photographers.
2. Photographers.
3. Senior Photographic Attendants.
4. Junior Photographic Attendants.

**2. Appointment.—** (a) Appointment to the posts shall be made as follows :-

1. Senior Photographers –

By promotion from the category of Photographers in Police Department from the approved panel.

2. Photographers –

By direct recruitment; or by recruitment by transfer from any other service; or by transfer from any other class or category; or by promotion from the category of Senior Photographic Attendants in Police Department.

3. Senior Photographic Attendants –

By direct recruitment; or by recruitment by transfer from any other service; or by transfer from any other class or category; or by promotion from the category of Junior Photographic Attendants.

4. Junior Photographic Attendants –

By direct recruitment; or by recruitment by transfer from any other service:

Provided that appointments to the categories by direct recruitment shall be made from the list of candidates sponsored by the Employment Exchange:

Provided further that the selection shall be made by the appointing authorities concerned.

(b) Appointment to the post of Photographers or Senior Photographic Attendants shall be made first by promotion. If no qualified candidate is available for appointment by promotion, the vacancies shall be filled up by direct recruitment or by recruitment by transfer or by transfer.

(c) All appointments by direct recruitment or by recruitment by transfer shall be made by the appointing authorities from a list of approved candidates. The candidates to be appointed by direct recruitment to the post of Photographers or Senior Photographic Attendants shall be selected by a State Level Committee.

(d) The rule of reservation of appointment (General rule 22 of the Tamil Nadu State and Subordinate Services Rules) shall apply to the appointment of Photographers by direct recruitment.

(e) Promotions and transfers shall be made by the Director-General of Police.

**3. Appointing authority.—**The appointing authority for the several categories shall be as follows:-

Category	Appointing authority
(a) Senior Photographer attached to Special Branch, Criminal Investigation Department.	Deputy Inspector-General of Police, Criminal Investigation Department, Intelligence.

- |     |  |  |
|-----|--|--|
| (b) | Senior Photographer in Chennai City Police.  | Commissioner of Police, Chennai.   |
| (c) | Photographers attached to Special Branch, Criminal Investigation Department.   | Superintendent of Police, Special Branch, Criminal Investigation Department.   |
| (d) | Photographers attached to Districts.   | Superintendent of Police of Districts.   |
| (e) | Photographers attached to Tamil Nadu Finger Print Bureau, Chennai.   | Assistant Inspector-General of Police (Technical Service, Chennai).  |
| (f) | Photographers attached to Chennai City Police.   | Deputy Commissioner of Police (Head quarters) Chennai.   |
| (g) | (i) Senior Photographic Attendant attached to Finger Print Bureau.<br>(ii) Senior Photographic Attendant attached to Madurai City.<br>(iii) Senior Photographic Attendant attached to Special Branch, Criminal Investigation Department. | Assistant Inspector-General of Police (Technical Service, Chennai).<br>Superintendent of Police, Madurai City.<br>Superintendent of Police, Special Branch, Criminal Investigation Department. |
| (h) | Junior Photographic Attendants attached to Finger Print Bureau.  | Assistant Inspector-General of Police (Technical Service).   |

**4. Composition of State Selection Committee.**—(a) Selection of candidates for appointment to the various posts in this service by direct recruitment or recruitment by transfer shall be made by the State Selection Committee consisting of the following officers:-

- |       |   |          |
|-------|---|----------|
| (i)   | Inspector-General of Police/Director, State Crime Records Bureau  | Chairman |
| (ii)  | Deputy Inspector General of Police, (Technical Services)          | Member   |
| (iii) | Superintendent of Police, Crime Branch CID                        | Member   |
| (iv)  | Deputy Commissioner of Police, Central Crime Branch, Chennai City | Member   |

(b) Candidates for direct recruitment shall be sponsored by the Employment Exchange from all over the State.

(c) The recommendation of the State Selection Committee shall be submitted to the Director-General of Police for approval.

(d) Promotion of Junior Photographic Attendant as Senior Photographic Attendant, Senior Photographic Attendant as Photographer and Photographers as Senior Photographers shall be made from a list of suitable and qualified persons prepared and finalised by the State Selection Committee constituted for selection of candidates for appointment by direct recruitment and recruitment by transfer. The list shall be prepared on the 1<sup>st</sup> day of April every year and submitted to the Director-General of Police for approval.

**5. Qualifications (a) Age.**—No person shall be eligible for appointment to the post by direct recruitment, if he has completed or will complete the age of thirty years on the 1<sup>st</sup> 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 posts unless he possesses the following qualifications, namely:-

1. Senior Photographers.

- (i) Must be an approved probationer in the category of Photographer; and
- (ii) Must have completed three years of service as Photographer.

Selection shall be made on the ground of merit and ability, seniority being considered only where merit and ability are approximately equal.

2. Photographers

(a) By direct recruitment—

- (i) Must be a diploma holder in Photography; and
- (ii) Must have worked as a Photographer in any reputed Firm or Studies for a period of not less than three years.

(b) By recruitment by transfer from any other service or by transfer from any other class or categories—

- (i) Must be a diploma holder in Photography; and
- (ii) Must be proficient in advanced Photography with experience for a period of not less than one year in Photography.

(c) By Promotion—

Must be an approved probationer in the category of Senior Photographic Attendant.

(3) Senior Photographic Attendant.

(a) By direct recruitment or by recruitment by transfer from any other service or by transfer from any other class unless he possesses the following qualifications:-

- (i) Must have passed VIII Standard; and
- (ii) Must have experience in various Photographic processes and in the preparation of the various photographic solutions for a period of not less than three years in any reputed Photographic Firm or Institution;

(b) By Promotion—

Must be an approved probationer in the category of Junior Photographic Attendant.

(4) Junior Photographic Attendants.

- (i) Must have passed VIII Standard; and
- (ii) Must have experience in the various photographic solutions for a period of not less than three years in any reputed Photographic Firm or Institution.

**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:

Provided that every person appointed to the posts 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.

**7.Savings.**— Nothing contained in these rules shall adversely affect any person who holds any posts in this class on the date of coming into force of these rules.

**CLASS VIII – POLICE DEPARTMENT.**

**CLASS IX – SHROFFS IN THE OFFICE OF THE DEPUTY COMMISSIONER OF  
POLICE, TRAFFIC & LICENSING.**

*(Deleted)*

**CLASS X—MONIGAR, AMINDIVI ISLANDS AND COIR SUPERINTENDENT AND  
COIR CLERK, LACCADIVE COIR ESTABLISHMENT.**

*(Deleted)*



**CLASS XI – CONSERVANCY SERGEANT, PUBLIC WORKS DEPARTMENT AND  
SERGEANT IN THE OFFICE OF THE BOARD OF REVENUE.**

**1. Constitution.**— This class shall consist of the following categories of officers:-

- (1) Conservancy Sergeant, Public Works Department.
- (2) Sergeant in the Office of the Board of Revenue.

**2. Appointment.**—Appointment shall be made to either category by direct recruitment; or for special reasons, by recruitment by transfer from any other class or service.

**3. Appointing authority.**—The appointing authority for the Conservancy Sergeant, Public Works Department shall be the Superintending Engineer, Chennai Circle and for the Sergeant in the office of the Board of Revenue, the Secretary to the Board of Revenue.

**4. Qualifications.**—Candidates for appointment shall possess the following qualifications:-

Category 1

Conservancy Sergeant, Public  
Works Department

- (i) Must not have completed 30 years of age.
- (ii) Must be an ex-army man of good character and of strong physique and good personality;
- (iii) Must have obtained atleast a Second Class Certificate of Education; and
- (iv) Must possess –
  - (a) An elementary knowledge of electric motors and appliances attached to the sewage and fresh water pumps in Chepauk; and
  - (b) A Sanitary Inspector's Certificate granted by the Director of Public Health, Chennai as the Chairman of the Board of Examinations constituted in this behalf by the State Government.

Category 2

Sergeant in the office of the  
Board of Revenue

- (i) Must not have completed 50 years of age; and
- (ii) Must be a military pensioner, preferably an ex-non-commissioned officer.

**5. Probation.**—Every candidate appointed to a category 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.

**6. Conservancy sergeant – Residence.**—The Conservancy Sergeant shall reside in the quarters provided for him within the Chepauk compound, subject to the payment of such rent as may be fixed from time to time by the competent authority.

**CLASS XII –CLERKS - DRAUGHTSMEN IN COLLECTORS' OFFICES, STAMP VENDORS, COUNTERS IN THE STAMP OFFICE, LORRY DRIVERS IN THE STATIONERY OFFICE AND KARNAMS IN THE CITY OF CHENNAI.**

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

Category—

1. Clerks - Draughtsmen in Collectors' office.
2. Shroffs in the Revenue Department. (Deleted).
3. Stamp Vendor,  
Grade I.  
Grade II.
4. Counters in the Stamp Office,  
Grade I.  
Grade II.
5. Lorry Drivers in the Stationery Office.
6. Head Tester (Deleted).
7. Smith (Deleted).
8. Karnams in the City of Chennai, Grade I and Grade II.
9. Jeep Drivers engaged in General Revenue Administration and in the Office of the Commissioner of Revenue Administration.

**2. Appointment.**—Appointment to the several categories shall be made as follows:-

Category—

- |   |   |
|---|---|
| 1. Clerks-Draughtsmen in Collectors' offices              | Direct recruitment; or<br>For special reasons, recruitment by transfer from any other class or service.   |
| 2. Deleted.   | For special reasons, recruitment by transfer from any other class or service.   |
| 3. Stamp Vendors,<br>Grade I.<br>Grade II.                | Promotion from Grade II.<br>Direct recruitment ; or<br>For special reasons, recruitment by transfer from any other class or service.  |
| 4. Counters in the Stamp Office,<br>Grade I<br>Grade II   | Promotion from Grade II; or<br>Direct recruitment; or<br>For special reasons, recruitment by transfer from any other class or service.<br>Direct recruitment; or<br>For special reasons, recruitment by transfer from any other class or service. |
| 5. Lorry Drivers, Stationery Office                       | Direct recruitment; or<br>For special reasons, recruitment by transfer from any other class or service.   |
| 6 } Deleted.<br>7 }                                       |   |
| 8. Karnams in the City of Chennai,<br>Grade I<br>Grade II | Promotion from Grade II.<br>Direct recruitment; or  |

For special reasons, recruitment by transfer from any other class or service.

9. Jeep Drivers engaged in General Revenue Administration and in the Office of the Commissioner of Revenue Administration.
- (i) By recruitment by transfer from the post of-
- (a) Office Assistant;
- (b) Watchman qualified for the post of Driver, if no qualified and willing Office Assistant is available; or
- (ii) If no eligible person is available by the above method, by direct recruitment.

**3.Appointing authority.**—The appointing authority for the category specified in column (1) of the table below shall be the authority specified in the corresponding entries in column (2) thereof:-

TABLE

Category (1)	Appointing authority (2)
Category 1 Clerk – Draughtsmen in Collectors' Offices	Collector concerned.
Category 2 Deleted.	
Category 3 Stamp Vendors	Collector of Chennai.
Category 4 Counters in the Stamp Office	Assistant Superintendents of Stamps.
Category 5 Lorry Drivers, Stationery Office	Controller of Stationery and Printing
Category 6 } Category 7 } (Deleted).	
Category 8 Karnams in the City of Chennai	Collector of Chennai.
Category 9 (a) (i) Jeep Drivers engaged in General Revenue Administration other than the Jeep Driver in the Office of the Commissioner of Revenue Administration.	Personal Assistant (General) to the Collector of the District in respect of all post of Drivers specified below:- 1. Vehicles with the Collector for his use as Staff Car or Jeeps or cars under the Collector for the use of VIPs. 2. Cars / Jeeps of the Additional Collectors/District Revenue Officers, Personal Assistant (General) etc. in the Collectorate. 3. Jeeps with the- (i) District Adi-Dravidar Welfare Officer. (ii) District Backward Classes Welfare Officer. (iii) Assistant Commissioner (Excise).

- (iv) District Supply Officer.
- (v) Special Deputy Collector (Rehabilitation).
- (vi) Special Deputy Collector (Land Acquisition).
- (vii) Revenue Divisional Officers / Sub Collectors / Assistant Collectors.
- (viii) Taluk Tahsildars.
- (ix) Special Tahsildars for Assignment, Land Acquisition, Excise, etc.,
- (x) Taluk Supply Officers.
- (xi) Reception Tahsildars/ Deputy Tahsildars.
- (xii) Any other Officers of Revenue Department.

(ii) Jeep Drivers in the office of the Commissioner of Revenue Administration.

Joint Commissioner (Revenue Administration).

(b) A list of names of qualified Office Assistants who are willing to be appointed as Jeep Drivers shall be maintained and appointment made strictly with reference to date of their regularization of service as Office Assistant.

(c) If no qualified and willing Office Assistants are available, appointment shall be made from the list of qualified and willing Watchmen who are on a time scale of pay equivalent of the post of Office Assistant in Revenue Department, strictly on the basis of the date of their regularization of service in the cadre of Watchman.

**4. Qualifications.—**No person shall be eligible for appointment to the category specified in column (1) of the Annexure unless he possesses the qualifications specified in the corresponding entry in column (2) thereof:-

**5. Probation.—**Every person appointed to a category 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 every person appointed to the post of Jeep Driver 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. Leave and pension.—**No Stamp Vendor shall be eligible for leave with allowances (or) for pension.

7. Omitted.

**ANNEXURE**  
(referred to in rule 4)

Class and category (1)	Qualifications (2)
Category 1 Clerk – Draughtsmen in Collectors’ Offices	(a) Must have passed – (i) by the Lower Grade the Government Technical Examination in – (1) Building, Drawing and Estimating (2) Mensuration; (3) Hydraulics and Irrigation\Works; or (ii) the Lower Subordinate Examination of the Government Engineering School, Mysore, or of the College of Engineering, Guindy; or (iii) the two-year temporary course of Road Construction and Minor Irrigation Overseers in the Annamalai University; and (b) Must not have completed 25 years of age if recruited direct.

**Note.**—Preference shall be given to candidates possessing the qualification mentioned in clause of item (a).

Category 2 (Deleted)

Category 3

Stamp Vendors

- (i) Must possess a completed Secondary School Leaving Certificate; and
- (ii) Must furnish such security as may from time to time be prescribed by the Collector.

Category 4

Counters in the Stamp Office

- (i) Must have passed the III Form in recognized school, i.e., a school maintained by, or opened with the sanction of the Government of Tamil Nadu to which recognition has been accorded by the Director of School Education, Chennai under the Tamil Nadu Educational Rules, or must possess the Indian Army First Class Certificate of Education; and
- (ii) Must not have completed 25 years of age, if recruited direct.

A permanent Counter who does not possess the qualification in item (i) shall not be eligible for promotion to Grade I, But a person, who was appointed before the 20<sup>th</sup> December 1938, as Counter and who does not

possess the qualification in item (i) shall be eligible for promotion to Grade I, if he is otherwise suitable.

Category 5

Lorry Drivers, Stationery Office

- (i) Must not have completed 25 years of age, if recruited direct; and
- (ii) Must possess driving licence with heavy endorsement and sufficient experience in driving heavy vehicles, either military or civilian.

Category 6

Category 7

} Deleted.

Category 8

Karnams in the City of Chennai

- (i) Must furnish a security of Rs.500;
- (ii) Must not have completed 25 years of age, if recruited direct; and
- (iii) Must be able to read and write Tamil and English.

Category 9

Jeep Drivers engaged in General Revenue Administration in the Office of the Commissioner of Revenue Administration.

- (i) Must not have completed forty years of age, if appointed by recruitment by transfer and thirty years of age, if recruited direct.
- (ii) Must possess a current driving licence issued by a licensing authority specified in rule 4 of the Tamil Nadu Motor Vehicles Rules, 1989.
- (iii) Must have a thorough knowledge of motor mechanics.
- (iv) Must have practical experience in driving heavy or light motor vehicles for a period of not less than two years.
- (v) Must furnish a security for Rs.100/- (Rupees one hundred only) in any of the forms prescribed under Article 279 of the Tamil Nadu Financial Code, Volume I.
- (vi) Must have passed VIII std or III Form in any recognized school.

**CLASS XIII – SUPERVISOR AND RENT COLLECTORS, OFFICE OF THE ADMINISTRATOR-GENERAL AND OFFICIAL TRUSTEE.**

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

Category-

1. Supervisor, Office of the Administrator-General and Official Trustee.
2. Rent Collectors, Office of the Administrator-General and Official Trustee.

**2. Appointment.**— Appointment to either category shall be made by direct recruitment or, for special reasons, by recruitment by transfer from any other class or service.

**3. Appointing authority.**— The appointing authority shall be the Administrator-General and Official Trustee.

**4. Qualifications.**— No person shall be eligible for appointment to the category specified in column (1) of the table below unless he possesses the qualifications specified in the corresponding entries in column (2) thereof:-

TABLE	
Category (1)	Qualifications (2)
1. Supervisor, office of the Administrator General and Official Trustee.	(i)(a) The degree in Engineering (Civil, Mechanical or Electrical) of the University of Madras; or (b) The diploma in Engineering (Civil, Mechanical or Electrical) of the College of the Engineering, Guindy; or (c) The Upper Subordinate or L.C.E. diploma of the College of Engineering, Guindy; or (d) A pass in Sections A and B of the A.M.I.E. (Ind) Examination in the following subjects, with practical experience in Engineering works for a period of not less than one year:- Properties and Strength of Materials and Elementary Structures; Theory of Structures [Papers (a) and (b) under Section A]; Hydraulics and Hydraulic Machinery; Geodesy; Sanitary Engineering [ Papers (f), (j) and (m) under Section B]; and (ii) If recruited direct, must not have completed on the first day of July of the year in which the selection for appointment is made- (a) Twenty-eight years of age, in the case of a member of the Scheduled Castes or Scheduled Tribes or Backward Classes, or a candidate who holds the degree in Engineering (Civil, Mechanical or Electrical) of the University of Madras, or the diploma in Engineering (Civil, Mechanical or Electrical) of the College of Engineering, Guindy; (b) Twenty-six years of age, in other cases
2. Rent Collectors, office of the Administrator General and Official Trustee	(i) Must furnish a security of Rs.500; and (ii) If recruited direct- (a) Must possess the minimum general educational qualification specified in the Schedule to the General rules. (b) Must not have completed 25 years of age.

**5. Probation.**— Any person appointed as Supervisor or Rent Collector 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. But service in one category shall not count for probation in the other category.



## CLASS XIV – COLLEGIATE EDUCATION DEPARTMENT.

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

Category —

1. Omitted.
2. Film Operator.
3. Photographer Artist.
4. Librarians.
5. Museum Assistants.
6. House Keeper.
7. Deputy Wardens for the hostels attached to the Government Arts and Training Colleges (Women).
8. Taxi Dermist.
9. Mechanics.
10. Workshop Assistants (Senior).
11. Workshop Assistants (Junior).
12. Museum Keeper.
13. Herbarium Keeper.
14. Gas Superintendent.
15. Sergeants.
16. Glass Blower.
17. Gasmen.
18. Laboratory Assistants.
19. Battery Room Attendants.
20. College Waitress.
21. Section Cutter.

**2. Appointment.—**(a) Appointments to several categories shall be made as follows :—

TABLE

Category (1)	Method of appointment (2)
1. Omitted.	
2. Librarians	(i) Direct recruitment ; or (ii) Recruitment by transfer from among the holders of the posts of Assistants, Junior Assistants including Store Keepers and Clerical Librarians and Typists in the Tamilnadu Ministerial Service in the Collegiate Education Department.
3. House keeper	Direct recruitment.
4. Deputy wardens for Hostels Attached to the Government Arts and Training Colleges.	Direct recruitment.
5. Mechanics in Government Colleges	(i) Promotion from the post of Laboratory Assistants; or (ii) If no suitable and qualified person is available for appointment by method (i) above — (a) Direct recruitment; or (b) By transfer from any other class or category or (c) By recruitment by transfer from any other service.

6. Workshop Assistants (Senior)	(i) Direct recruitment ; or (ii) Promotion from among the workshop Assistants (Junior).
7. Gas Superintendent	(i) Promotion from the post of Gasmen; or (ii) If no suitable and qualified person is available for appointment by method (i) above— (a) Direct recruitment ; or (b) By transfer from any other class or category ; or (c) By recruitment by transfer from any other service.
8. Other categories	(i) Direct recruitment ; or (ii) By transfer from any other class or category ; or (iii) By recruitment by transfer from any other service.

(b) All vacancies that shall arise in the categories shown in serial numbers 2,6 and 8 above shall be filled up by direct recruitment and recruitment by transfer or promotion in the ratio of 1:2 and the cycle shall be as follows:-

Direct recruitment	1
Recruitment by transfer or transfer or promotion	1
Recruitment by transfer or transfer of promotion	1

**3.Reservation of appointments.**—The rule of reservation of appointments (General rule 22) shall apply for appointment to each post, separately by direct recruitment.

**4.Appointing authority.**—The appointing authority for the categories specified in column (1) of the table below, shall be the authorities specified in the corresponding entries in column (2) thereof:-

TABLE

Category (1)	Appointing authority (2)
Librarian	Joint Director of Collegiate Education or Deputy Director of Collegiate Education, as the case may be who deals with the subject relating to appointment of personnel.
Film operator / Museum Assistant	-do-
Other categories	Principal of the college concerned.

**5.Transfers and postings.**—The authority competent to transfer Deputy Wardens for the hostels attached to the Governments Arts and Training colleges (Women), Mechanics, Museum Keepers, Herbarium Keepers, Sergeants, Gasmen and Laboratory Assistants from one college to another shall be the Joint Director of Collegiate Education or the Deputy Director of Collegiate Education, as the case may be who deals with the subject relating to appointment of personnel.

**6.(a) Age.—**(i) No person shall be eligible for appointment by direct recruitment to the categories specified in column (1) of the table below, if he has completed the age specified in the corresponding entry in column (2) thereof :-

TABLE

Category (1)	Age (2)
College Waitress	35 years
Film Operators Photographer Artist Librarian Museum Assistants Deputy wardens for Hostel attached to the Government Arts and Training Colleges (Women) Taxi Dermist Mechanics Sergeants Glass Blower and Battery Room attendant	30 years
Workshop Assistants (Senior) Workshop assistants (Junior) Museum Keeper Herbarium keeper Gas Superintendent Gasmen Laboratory Assistants and Section cutter	26 years

(ii) No person shall be eligible for appointment to the post of House keeper by direct recruitment, unless he has completed twenty six years of age but must not have completed forty years of age.

**Explanation.—**(i) The age limit prescribed shall apply with reference to the first day of July of the year in which selection for appointment is made.

(ii) Age limit for direct recruitment in respect of persons belonging to Scheduled Castes and Scheduled Tribes shall be increased by five years in respect of posts for which the minimum general educational qualification or lower qualification has been prescribed.

**(b) Educational qualifications.—**No person shall be eligible for appointment to the categories specified in column (1) of the table below unless he possesses the qualification specified in the corresponding entries in column (2) thereof :—

TABLE

Category (1)	Qualifications (2)
Film Operators.	(i) Must possess the minimum general educational qualifications; and (ii) Must have passed the examinations conducted by the Board of Examiners for Film Operators.
Photographer Artist.	(i) Must possess the minimum general educational qualifications; and (ii) Must have acquired proficiency in advanced Photography and artist work in a reputed Studio Establishment or concern.

Librarian.	<ul style="list-style-type: none"> <li>(i) Must possess the minimum general educational qualification; and</li> <li>(ii) Must possess a certificate course in Library Science of any University in the State.</li> </ul>
Museum Assistants.	<ul style="list-style-type: none"> <li>(i) Must possess the minimum general educational qualifications;</li> <li>(ii) Must possess a group certificate in Surveying; and</li> <li>(iii) Must possess Government Technical Examination Certificate in the Lower Grade in — <ul style="list-style-type: none"> <li>(a) Building, drawing and estimating; and</li> <li>(b) Building materials and construction</li> </ul> </li> </ul>
House keeper	Must have appeared for the S.S.L.C. public examination and declared eligible for the College Course of Studies with Domestic Science or Home Science as one of the subject.
Deputy Wardens for the hostels attached to Government Arts and Training Colleges (Women)	<p>Must possess a Trained Teachers' Certificate of the Secondary Grade or a Senior Grade Basic Teachers' Certificate :</p> <p>Provided that if persons possessing the above qualifications are not available, persons possessing the minimum general educational qualification shall be appointed.</p>
Taxi Dermist.	<ul style="list-style-type: none"> <li>(i) Must possess the minimum general educational qualification;</li> <li>(ii) Must possess a certificate issued by the Principal, School of Arts and Crafts, Chennai, after informal test of the candidate to the effect that he has sufficient knowledge of pen and ink drawing or any other certificate secured in the Government Technical Examination in respect of such drawing; and</li> <li>(iii) Must possess a certificate of capacity and aptitude for technical work such as preserving and mounting specimen, stuffing of animals, preparing diagrams, wax moulds and plaster caste of specimens issued by the Curator, Zoology Department, Government Museum, Chennai.</li> </ul>
Mechanics	<ul style="list-style-type: none"> <li>(i) Must have completed S.S.L.C. in a recognized school; and</li> <li>(ii) (a) Must possess actual experience of operation and maintenance of electrical generator, electric motors and pumpsets for a period of not less than five years and that have knowledge or servicing electronic and electrical instruments such as Cathode Ray Oscilloscope, Vacuum Tube Voltmeter. Projector, Amplifier, Pumping and Minor carpentry ; or</li> <li>(b) Must have undergone successfully an apprentice course for a period of not less than five years in the Public Works Department, Chennai; or</li> </ul>

		(c) Must possess the certificate in Craftsmanship (General Mechanic) issued by the Department of Industries and Commerce, Government of Tamil Nadu.
Workshop Assistants (Senior)	(i)	Must possess a first class Manual Training certificate of the Teachers' College, Saidapet; and
	(ii)	Must possess the Government Technical Examination certificate in Free Hand Outline and Model Drawing, Lower Grade: Provided that a candidate for appointment by direct recruitment to the post should in addition to the qualifications prescribed in items (i) and (ii) possess the minimum general educational qualification.
Workshop Assistants (Junior)	(i)	Must have completed S.S.L.C. in a recognized school; and
	(ii)	Must possess a first class Art Master's certificate of the Teachers' College, Saidapet.
Museum Keeper		Must have completed S.S.L.C. in a recognised school. Other things being equal, preference shall be given to persons, with experience in scientific instruments.
Herbarium Keeper	(i)	Must have completed S.S.L.C. in a recognized school ; and
	(ii)	Must have aptitude for field work for collecting, preserving and identifying plants and also for supplying plant specimens required for daily class work and for maintaining the accounts in that connection.
Gas Superintendent	(i)	Must have completed S.S.L.C in a recognised school ; and
	(ii)	Must possess experience as fitter in a workshop for a period of not less than two years. Other things being equal, preference shall be given to candidates who possesses practical experience in a Factory or Workshop.
Sergeants		Must have completed S.S.L.C in a recognised school ; Other things being equal, preference shall be given to Ex-Sepoy or demobilized Sepoy.
Glass Blower	(i)	Must have completed S.S.L.C in a recognised school ; and
	(ii)	Must have undergone training in Glass Blowing for a period of not less than one year in a recognised institute and obtained a certificate to that effect ; and
	(iii)	Must have proficiency in Glass Blowing.
Gasmen	(i)	Must have completed S.S.L.C in a recognised school; and

	(ii)	Must possess experience either as a fitter or electrician in a workshop for a period of not less than one year. Other things being equal, preference shall be given to candidates who possesses practical experience in a Factory or Workshop.
Laboratory Assistants		Must have completed S.S.L.C in a recognised school.
Battery Room Attendant	(i)	Must have completed S.S.L.C in a recognised school; and
	(ii)	Must possess practical experience in attending to power storage batteries for a period of not less than two years.
College Waitress		Must have completed S.S.L.C in a recognised school.
Section Cutter	(i)	Must have completed S.S.L.C in a recognised school ; and
	(ii)	Must have acquired the technical qualification in making rock sections using the rock grinding machines to the satisfaction of the Head of the Geology Department of the College: Provided that the above technical qualification is not required in respect of persons for appointment by direct recruitment.

**Explanation.—**(i) A recognised school shall mean 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, Chennai, under the Tamil Nadu Educational Rules or the Tamil Nadu Recognised Private Schools (Regulation) Rules, 1974.

(ii) The practical experience or apprentice course prescribed in the rules should have been acquired or undergone, after obtaining the prescribed educational qualification.

(iii) The workshop or Factory shall mean any workshop or Factory under the control of the Government /Public / Private organisation and registered under the Factories Act, 1918 (Central Act LXIII of 1948).

**7. Probation.—**(a) Every person appointed to a category 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.

(b) The Principal, Presidency College, Chennai and the Principals of Arts and Training Colleges (other than Principals of Pre-University Course Colleges) shall be competent to issue orders declaring satisfactory completion of probation in respect of the members of the service under their respective control in the following categories, namely:-

- (1) Omitted.
- (2) Film Operators.
- (3) Librarian.
- (4) Museum Assistants.

8. Omitted

**9. Penalty.—**Every person appointed by direct recruitment to the post of Section Cutter should acquire the technical qualifications prescribed for the post within the period of his probation. If he fails to acquire the said technical qualifications within the period of his probation, his probation will be extended till he acquires the said technical qualification.

**CLASS XV—DRIVERS, SERGEANTS, ELECTRIC LIFT OPERATORS, VAN CLEANERS, MOTOR CYCLE MESSENGERS IN THE PUBLIC DEPARTMENT AND DRIVERS IN RURAL DEVELOPMENT AND LOCAL ADMINISTRATION DEPARTMENT.**

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

Category-

1. Omitted
2. Drivers in the Public Department.
- 2(a) Drivers in the Rural Development and Local Administration Department.
3. Sergeant in the Public Department.
4. Electric Lift Operator in the Public Department.
5. Van Cleaners in the Public Department.
6. Motor Cycle Messengers in the Public Department.

**2. Appointment.**—(a) Appointment to this class shall be made as follows:-

- |   |  |
|---|--|
| Category 1  | Omitted.   |
| Category 2<br>Drivers in the<br>Public<br>Department  | <ul style="list-style-type: none"> <li>(i) Direct recruitment; or</li> <li>(ii) Transfer from category 6, Motor Cycle Messengers in the Public Department; or</li> <li>(iii) Promotion from category 5, Van Cleaners in the Public Department, if no qualified and willing candidates from category 6 are available: or</li> <li>(iv) Recruitment by transfer from any other class or service, if no qualified and willing candidates from category 6 and category 5 are available.</li> </ul> |
| Category 2 (a)<br>Drivers in the<br>Rural<br>Development<br>and Local<br>Administration<br>Department | <ul style="list-style-type: none"> <li>(i) Direct recruitment; or</li> <li>(ii) For special reasons, recruitment by transfer from any other class or service.</li> </ul>   |
| Category 3<br>Sergeant in the<br>Public<br>Department   | <ul style="list-style-type: none"> <li>(i) Promotion from the Assistant Supervisors in the Public Department; or</li> <li>(ii) If qualified and suitable Assistant Supervisors are not available, promotion from the Record Assistants in the Public Department; or</li> <li>(iii) Direct recruitment.</li> </ul>  |
| Category 4<br>Electric Lift<br>Operator in the<br>Public<br>Department                                | <ul style="list-style-type: none"> <li>(i) Recruitment by transfer from Peons of the Public Department in category 4 of class III of the Tamil Nadu Last Grade Service; or</li> <li>(ii) Recruitment by transfer from personnel of Public Department in class IV of the Tamil Nadu Last Grade Service; or</li> <li>(iii) For special reasons, by direct recruitment.</li> </ul>  |

## Category 5

- |   |  |
|---|--|
| Van Cleaners in<br>the Public<br>Department | (i) Direct recruitment; or<br>(ii) For special reasons, recruitment by transfer from any other class or service. |
|---|--|

## Category 6

- |  |  |
|--|--|
| Motor Cycle<br>Messengers in<br>the Public<br>Department | (i) Direct recruitment; or<br>(ii) For special reasons, recruitment by transfer from any other class or service; or<br>(iii) Promotion from category 5, Van Cleaners in the Public Department. |
|--|--|

(b) Ministers, Chief Government Whip in Legislative Assembly and Government Whip in Legislative Council may select such person as are in their opinion suitable for appointment as their Drivers, but a person so selected shall not, by reason only of his appointment under a Minister or Chief Government Whip or Government Whip in Legislative Council be regarded as appointed to the service nor shall such appointment confer on him any preferential claim for appointment to any service. The cadre of such Drivers shall be temporary.

**2A. Preparation of annual list of approved candidates.**—For the purpose of preparation of the annual list of approved candidates for appointment to the post of Driver in the Public Department by the method of recruitment other than direct recruitment, the crucial date on which a candidate should be qualified shall be the 1<sup>st</sup> December of every year.

**3. Appointing authority.**—The appointing authority for the post of Drivers shall be the Deputy Secretary or Joint Secretary or Additional Secretary to Government of the department concerned in the Secretariat, dealing with the establishment matters of Drivers and for the posts of Motor Cycle Messengers and Van Cleaners, the appointing authority shall be the Under Secretary to Government, Public Department, dealing with the establishment matters of Motor Cycle Messengers and Van Cleaners.

**4. Other qualifications.**—No person shall be eligible for appointment to any category, unless he possesses the following qualifications:-

## Category 1

Omitted

## Category 2

Drivers in the  
Public Department

- |       |  |
|-------|--|
| (i)   | Must possess current Driving Licence of a Motor Vehicle issued by a competent authority under the Motor Vehicles Act, 1939, with practical experience of driving a Motor Vehicle for a period of not less than five years.                       |
| (ii)  | If recruited direct, must have passed III Form or VIII Standard:<br>Provided that the educational qualification prescribed in item (ii) should not be insisted in the cases of Ex-servicemen.  |
| (iii) | If recruited direct, must not have completed thirty years of age.  |
| (iv)  | (a) If appointed by transfer, the person so appointed must be an approved probationer in the said category;<br>(b) If appointed by promotion, the person so appointed must have put in service of not less than four years in the said category. |



- Category 2 (a)  
Drivers in the Rural  
Development And Local  
Administration Department
- (i) Must possess current Driving Licence of a Motor Vehicle issued by a competent authority under the Motor Vehicles Act, 1939, with practical experience of driving a Motor Vehicle for a period of not less than five years.
  - (ii) If recruited direct, must not have completed 40 years of age.
- Category 3  
Sergeant in the Public  
Department
- (i) If appointed by promotion from the category of Assistant Supervisor, must have served as Assistant Supervisor for a period of not less than five years;
  - (ii) If appointed by promotion from the category of Record Assistant -
    - (a) must have served as Record Assistant for a period of not less than ten years;
    - (b) must have ability to control a large staff of peons.
  - (iii) If recruited direct-
    - (a) must be a military pensioner, preferably an ex-non-Commissioned Officer;
    - (b) must not have completed 50 years of age.
- Category 4  
Electric Lift Operators in the  
Public Department
- (i) If recruited direct, must not have completed 26 years of age.
  - (ii) If appointed by recruitment by transfer, must have put in service for a period of not less than two years in category 4 of class III of the Tamil Nadu Last Grade Service or in class IV of the Tamil Nadu Last Grade Service.
  - (iii) Must have passed III Form or VIII Standard.
- Category 5  
Van Cleaners in the Public  
Department
- (i) If recruited direct, must not have completed 28 years of age and must have passed III Form or VIII Std:  
Provided that the educational qualification prescribed in item (i) shall not be insisted in the cases of Ex-servicemen;
  - (ii) Must possess good physique; and
  - (iii) Must possess general knowledge of work connected with cleaning, greasing and oiling of Motor Vehicles.
  - (iv) If appointed by transfer must have served as Office Assistant for period of not less than five years.
- Category 6  
Motor Cycle Messenger in  
the Public Department
- (a) If recruited direct-
    - (i) Must not have completed thirty years of age on the first day of July of the year in which the selection for appointment is made:  
Provided that the age limit shall not apply in cases of Ex-servicemen.

- (ii) Must possess a good physique; and
- (iii) Must possess a current Driving Licence of a Motor Cycle issued by a competent authority under the Motor Vehicles Act, 1939, with practical experience of driving a Motor Cycle for a period of not less than 5 years; and
- (iv) Must have passed III Form or VIII Standard.

- (b) If appointed by transfer must have served as a Peon in the Tamil Nadu Secretariat for a period of not less than five years and must possess a current Driving Licence of a Motor Cycle issued by a Competent authority under the Motor Vehicles Act, 1939 with a practical experience of driving a Motor Cycle for a period of not less than two years.
- (c) If appointed by promotion, must have served as a Van-Cleaner for a period of not less than four years and must possess a current driving licence of a Motor Cycle issued by competent authority under the Motor Vehicles Act 1939, with a practical experience of driving a Motor Cycle for a period of not less than two years.

#### 5. Probation.—

##### Category 1

Omitted.

##### Category 2

Drivers in the  
Public Department

Every person appointed to this post shall be on probation -  
If recruited direct, for a total period of two years on duty within a continuous period of three years.

##### Category 2(a)

Drivers in the Rural  
Development and Local  
Administration Department

Every person appointed to the post shall -  
(i) If appointed by transfer, be on probation for a total period of one year on duty within a continuous period of two years; and  
(ii) If appointed by direct recruitment, be on probation for a total period of two years on duty within a continuous period of three years.

##### Category 3

Sergeant in the  
Public Department

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.

##### Category 4

Electric Lift  
Operators in the  
Public Department

- (i) Every person appointed by recruitment by transfer shall be on probation for a total period of one year on duty within a continuous period of two years.
- (ii) Every person appointed by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years.

Category 5  
Van Cleaner in the  
Public Department

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

Category 6  
Motor Cycle Messenger  
in the Public Department

Every person appointed to this 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.

**6.Reservation of appointments.**—The rule of reservation of appointments (General rule 22) shall apply to the appointment of Drivers (category 2) Van Cleaners (category 5) and Motor Cycle Messengers (category 6) in the Public Department by direct recruitment.

**7. Removal of the names of the candidates from the list.**— If the candidates, who have been selected for appointment as Drivers, Motor Cycle Messengers and Van Cleaners are not willing to join such posts when called for, their names shall be removed from the list. Such candidates shall not be considered for future appointments as Drivers, Motor Cycle Messengers and Van Cleaners in the Public (Motor Vehicles) Department.

## **CLASS XVI – GOVERNMENT ORIENTAL MANUSCRIPTS LIBRARY.**

**1. Constitution.**—This class shall consist of Pandits in Government Oriental Manuscripts Library.

**2. Appointment.**— Appointment to this class shall be made as follows:-

(i) Recruitment by transfer from among-

- (a) Pandits and Munshis, Grade I and Grade II in the Tamil Nadu Educational Subordinate Service; or
- (b) Assistant Professors and Assistant Lectures (Junior).

(ii) Direct recruitment, if suitable candidates by recruitment by transfer are not available.

**2A. Reservation of appointments.**—The rule of reservation of appointments (General rule 22) shall apply to appointment by direct recruitment to this class.

**3. Appointing authority.**—The appointing authority for the posts shall be the Director of Archaeology.

**4. Age.**—No person shall be eligible for appointment to the class by direct recruitment, if he has completed or will complete 30 years of age on the first day of July of the year in which the selection for appointment is made.

**5. Qualification.**—No person shall be eligible for appointment to the post unless he possesses-

- (1) A degree of a University / Institution recognised by the University Grants Commission for the purpose of its grant in the respective language of the posts to which recruitment is made;
- (2) A degree of B.O.L. (Pass or Hons.) of a University/Institution recognised by the University Grants Commission for the purpose of its grant; or
- (3) (a) A completed Secondary School Leaving Certificate; and  
(b) A Title of Oriental Learning conferred by a University / Institution recognised by the University Grants Commission for the purpose of its grant in the particular language of the post to which recruitment is made:

Provided that for appointment as Pandit in Urdu, persons possessing the Oriental Title of Manshi-i-Fazil of the University of Madras awarded prior to 1939, shall be eligible besides persons possessing the Oriental Title of Adib-e-Gazil of the said University:

Provided further that for appointment as Marathi Pandit persons possessing a knowledge of Marathi with ability to decipher manuscripts in the Modi script to the satisfaction of the appointing authority shall be eligible.

**Explanation.**—For the purpose of this rule, a person shall be deemed to possess a completed Secondary School Leaving Certificate, if he has appeared for the Secondary School Leaving Certificate Public Examination, Chennai and has secured in the examination, in one or more sittings marks not less than the percentage of marks specified below in the subjects for the Examination:-

Subject (1)	Percentage of Marks (2)
Secondary School Leaving Certificate Scheme, 1929	
First Language	35
English	30
Mathematics	25
Elementary Science	25
History and Geography	25
"C" Group Subject	20
Secondary School Leaving Certificate-Reorganized Scheme.	
First Language	35
English	30
Mathematics	25
General Science	25
Social Studies	25

**6.Appointment of candidates without the prescribed general educational qualifications.**—Whenever suitable candidates possessing the qualifications specified in the rule 5 above are not available for appointment to the posts of Pandits in the Library, candidates possessing only the Title of Oriental Learning in the Language in respect of which recruitment is necessary without a completed Secondary School Leaving Certificate may be appointed:

Provided that such Pandits shall draw only the minimum of the time scale of pay applicable to that post and shall not be eligible for any increment unless and until they obtain a completed Secondary School Leaving Certificate.

**7. Probation.**—Every person appointed to this class 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.

**8.Unit for discharge, re-appointment and appointment as full members.**—For the purpose of discharge and re-appointment and appointment as full members, every post or group of posts for which qualification in a particular language is prescribed shall be deemed to be a separate category.

**CLASS XVII — CINCHONA DEPARTMENT.**

*(Deleted)*

**CLASS XVIII — SHROFFS IN THE GOVERNMENT PRESS.**

*(Deleted)*

**CLASS XIX —MEDICAL DEPARTMENT.**

*(Deleted)*



## CLASS XX—THE CONNEMARA PUBLIC LIBRARY.

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

Category –

- 1 Deputy Librarian.
- 1A Bibliography Assistant Grade I.
- 1B Reference Assistant.
- 2 Classification Assistant.
- 3 Upper Division Assistant.
- 4 Lower Division Assistant.

**2. Appointment.**— Appointment to the several categories shall be made as follows:-

Category (1)	Method of appointment (2)
1. Deputy Librarian.	<ul style="list-style-type: none"> <li>(1) By promotion from the category of Assistant Librarian in the said class of the said service; or</li> <li>(2) By recruitment by transfer from any other service; or</li> <li>(3) In the absence of suitable candidates by the above methods, by direct recruitment.</li> </ul>
1A. Bibliography Assistant, Grade I.	<ul style="list-style-type: none"> <li>(1) By promotion from the category of Classification Assistant or Librarian for Compilation of Bibliography for Children's Literature or Librarian, Children's Library or Bibliography Assistant, Grade II or Upper Division Assistant or Librarian, Kavimani Nilayam Library; or</li> <li>(2) By direct recruitment from the Librarians working in the Local Library Authorities; or</li> <li>(3) By recruitment by transfer from any other service ; or</li> <li>(4) By direct recruitment from the open market:            Provided that the vacancies arising in the category of Bibliography Assistant, Grade I (both officiating and substantive) shall be filled up in the ratio of 1:1 alternatively between (i) Graduates and (ii) Non-graduates in the order of seniority, when the recruitment is made by promotion or by recruitment by transfer.            Provided further that in the event of no suitable person being available, while drawing up the panel of candidates for appointment, in a particular turn, the turn shall lapse and the qualified candidates from the other turn shall be appointed.</li> </ul>
1B. Reference Assistant.	<ul style="list-style-type: none"> <li>(1) By promotion from the category of Classification Assistant or Librarian for compilation of Bibliography of Children's Literature or Librarian, Children's Library or Bibliography Assistant, Grade II, Upper Division Assistant or Librarian, Kavimani Nilayam Library ; or</li> <li>(2) By direct recruitment from the Librarians working in the Local Library Authority ; or</li> <li>(3) By recruitment by transfer from any other service ; or</li> <li>(4) By direct recruitment from open market:            Provided that vacancies arising in the category of Reference Assistant (both officiating and substantive) shall be filled up in the ratio of 1:1 alternatively between (i) Non-graduates and (ii) Graduates in the order of seniority when the recruitment is made by promotion or by recruitment by transfer:            Provided further that in the event of no suitable person being available, while drawing up the panel of candidates for</li> </ul>

appointment in a particular turn, the turn shall lapse and the qualified persons from the other turn shall be appointed.

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|----|----------------------------|---|
| 2. | Classification Assistant.  | (1) By promotion from the category of Upper Division Assistants in the said class of the said service; or<br>(2) By recruitment by transfer from any other service; or<br>(3) In the absence of suitable candidate by the above methods, by direct recruitment. |
| 3. | Upper Division Assistants. | (1) By promotion from the category of Lower Division Assistants in the said class of the said service; or<br>(2) By recruitment by transfer from any other service; or<br>(3) In the absence of suitable candidate by the above methods, by direct recruitment. |
| 4. | Lower Division Assistants. | (1) By direct recruitment ; or<br>(2) By recruitment by transfer from any other service.  |

**2A.Reservation of appointments.**—The rule of reservation appointments (General rule22) shall apply to appointments by direct recruitment to this class.

**3.Qualifications.**—No person shall be eligible for appointment to the category specified in column (1) of the table below by the methods specified in column (2), unless he possesses the qualification specified in the corresponding entries in column (3) thereof:-

TABLE

Category (1)	Method (2)	Qualifications (3)
1. Deputy Librarian	Promotion	(1)Minimum general educational qualification prescribed in the Schedule I to the General rules for the Tamil Nadu State and Subordinate Services; (2)Certificate in Library Science issued by any University recognized by the University Grants Commission; and (3)At least fifteen years experience in the Library.
	Recruitment by transfer from any service	(1)Minimum general educational qualification prescribed in the Schedule I to the General rules for the Tamil Nadu State and Subordinate Services; (2)Certificate in Library Science issued by any University recognized by the University Grants Commission; and (3)Twenty years experience in the Library work.
	Direct recruitment	(1)A degree of a University recognized University Grants Commission; (2)Diploma in Library Science issued by any University recognized by the University Grants Commission; (3) Atleast five years experience in the Library work: Provided that it shall not be necessary for a person who was a probationer, approved probationer or full member, as the case may be, in the category of Deputy Librarian,

Connemara Public Library, on the 2<sup>nd</sup> December 1955 to hold Diploma or Certificate in Library Science.

1A. Bibliography Assistant, Grade I	} By Promotion	(a) (i) Minimum general educational qualification; (ii) Certificate in Library Science ; and (iii) At-least ten years experience in Connemara Public Library, Chennai or in Kavimani Nilayam Library, Nagercoil ; or
1B. Reference Assistant		(b) (i) A degree in Arts or Science ; (ii) A diploma or degree in Library Science ; and (iii) At-least five years experience in the Connemara Public Library, Chennai or in Kavimani Nilaylam Library Nagercoil.
By direct recruitment from the Librarians working in the Local Library Authorities and by recruitment by transfer from any other service.	(a) (i) Minimum general educational qualification; (ii) Certificate in Library Science ; and (iii) At least ten years experience in Public Library ; or  (b) (i) A degree in Arts or Science ; (ii) A diploma or degree in Library Science ; and (iii) At-least seven years experience in a Public Library	
By direct recruitment from the open market	(i) A degree in Arts or Science ; (ii) A Master's degree in Library Science ; and (iii) At-least three years experience in a Library, in a supervisory cadre.	
2. Classification Assistants	Promotion	(1)Minimum general educational qualification prescribed in the Schedule I to the General rules for the Tamil Nadu State and Subordinate Services; (2)Certificate in the Library Science issued by any University recognized by the University Grants Commission ; and (3)At-least seven years' experience in the Library.
Recruitment by transfer from any other service		(1)Minimum general educational qualification prescribed in the Schedule I to the General rules for the Tamil Nadu State and Subordinate Services; (2)Certificate in the Library Science issued by any University recognized by the University Grants Commission ; and (3) At-least ten years' experience in the Library work.
Direct recruitment		(1)A degree of any University in India recognized by the Government or University Grants Commission;

		(2) Diploma in Library Science issued by any University recognized by the University Grants Commission; (Experience in Library work will be preferred).
3. Upper Division Assistants	Promotion	(1) Minimum general educational qualification prescribed in the Schedule I to the General rules for the Tamil Nadu State and Subordinate Services; (2) Certificate in the Library Science issued by any University recognized by the University Grants Commission ; and (3) At-least five years' experience in the Library.
	Recruitment by transfer from any other service	(1) Minimum general educational qualification prescribed in the Schedule I to the General rules for the Tamil Nadu State and Subordinate Services; (2) Certificate in the Library Science issued by any University recognized by the University Grants Commission ; and (3) Seven years' experience in the Library work.
	Direct recruitment	A degree of any University in India recognized by the Government / University Grants Commission and Certificate in Library Science issued by any University recognized by the University Grants Commission.

**Note.**—Such of those existing incumbents (on the date of issue of amendments) who do not possess the technical qualifications should acquire it within a period of four years.

4. Lower Division Assistants	Direct recruitment or by recruitment by transfer from any other service	Minimum general educational qualification prescribed in the Schedule I to the General rules for the Tamil Nadu State and Subordinate Services.
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**4. Age.**—No person shall be eligible for appointment to the posts by direct requirement, if he has completed or will complete 25 years of age on the 1st day of July of the year, in which the selection for appointment is made:

Provided that for the persons selected for appointment as Bibliography Assistant Grade I and Reference Assistant from the open market, the age limit shall be 30 years as on 1<sup>st</sup> July of the year in which the selection for appointment is made and there shall be no age-limit for those selected by direct recruitment from the Librarians working in the Local Library Authorities.

**5. Appointing authority.**—The appointing authority in respect of categories other than category 4 shall be the Director of Public Libraries, Chennai and in respect of category 4, the Librarian, Connemara Public Library, Chennai.8.

**6. Probation.**— Every person appointed to a category by direct recruitment or by recruitment by transfer 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. Selection category.**—Appointments and promotions to categories 1A and 1B shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

**8. Interchangeability of categories.**—The categories of 1A and 1B shall be interchangeable with the other category, as the case may be.

**CLASS XXI —AGRICULTURE DEPARTMENT.**

*(Deleted)*

**CLASS XXII – RECORD ASSISTANT, RECORD CLERK, BINDER,  
PRESERVATION CLERK, CRAFT ATTENDER,  
STORES RECORD CLERK, GOLLAH, HEAD  
MUCHI, STAMPING SMITH.**

**1. Constitution.**— This class shall consist of the following categories of officers:-

- Category 1 Record Assistant.
- Category 1A Record Clerks including Selection Grade Record Clerks in offices excluding the Secretariat of State Legislature, the office of the Director of Animal Husbandry, the Government Museum, the office of the Veterinary Disease Investigation Officer (Poultry) and the Chennai Veterinary College.
- Category 2 Binder in the Tamil Nadu Archives.
- Category 3 Preservation Clerk in the Tamil Nadu Archives.
- Category 4 Craft Attenders in the Education Department.
- Category 5 Stores Record Clerks in the State Transport Department.
- Category 6 Gollah in the Court of Small Causes, Chennai and in the City Civil Court, Chennai in the Judicial Department.
- Category 7 Head Muchi in the Court of Small Causes, Chennai in the Judicial Department.
- Category 8 Stamping Smith in the Labour Department.

**2. Appointment.**—(a) Save as otherwise provided, appointment to the several categories shall be made by direct recruitment or for special reason, recruitment by transfer from any other class or service:

Provided that appointment to the category of Record Assistant in all Departments other than Archives and Historical Research Department shall be made by promotion from among the holders of the post of Record Clerk:

Provided further that appointment to the category of Record Assistant in the Tamil Nadu Archives and Historical Research Department shall be made by promotion from the holders of the posts of Preservation Clerk, Binder and Operator or from the category of Record Clerk, after obtaining their option:

Provided also that in the case of Record Clerks in the Tamil Nadu Archives, recruitment shall be made by transfer from the category of Office Assistant in the same office or for special reasons, by direct recruitment:

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

Provided also that in the case of Gollah in the Court of Small Causes, Chennai and in the City Civil Court, Chennai and Head Muchi in the Court of Small Causes, Chennai in the Judicial Department, recruitment shall be made by transfer from the category of Office Assistants in the same office or for special reasons, by direct recruitment:

Provided also that in the case of Record clerks in the office of the Returning Officer for Parliamentary and Assembly Constituencies in the Chennai City (Commissioner, Corporation of Chennai), recruitment shall be made by direct recruitment or by transfer from among the Record Clerks in the office of the Collector of Chennai:

Provided also that in the case of Stamping Smiths in the Labour Department, appointment shall be made by recruitment by transfer from among the Basic servants in the Labour Department or by direct recruitment:

Provided also that in the case of Record Clerks in the Public Department of the Tamil Nadu Secretariat, appointment shall be made by recruitment by transfer from among the holders of the posts of Office Assistant, Chowkidars and Cleaners, Watermen, Sanitary Workers, Sweepers, Scavengers and Gardeners in the Tamil Nadu Basic Service in the ratio 4:1:1.

(b) Appointment to the category of Record Clerks shall be made by recruitment by transfer from the Tamil Nadu Basic Service or by direct recruitment on compassionate grounds.

**2.Preparation of annual list of approved candidates.**—A list of approved candidates for appointment to the posts by promotion and by recruitment by transfer shall be prepared annually and the crucial date on which a candidate should be qualified shall be the 1st December of 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 entries in column(2) thereof.

**4.Qualification.**—(a) No person shall be eligible for appointment to the category specified in column(1) of the table below unless he possesses the qualifications specified in the corresponding entries in column(3) thereof:-

TABLE

Category (1)	Method of recruitment (2)	Qualification (3)
1A.Record Clerks	Direct recruitment	(i) Must not have completed 35 years of age in the case of candidates belonging to Scheduled Castes and Scheduled Tribes and 30 years of age in the case of others; and (ii) Must possess a completed S.S.L.C.
	Recruitment by transfer	(i) Must have passed the III Form in a recognised Secondary School or must possess the Indian Army I class certificate of Education or the Indian Army III class English Certificate. (ii) Must have completed three years of service as Basic Servant.
2.Binders in Tamil Nadu Archives	Direct recruitment	(i) Must not have completed 35 years of age in the case of candidates belonging to the Scheduled Castes and Scheduled Tribes and 30 years in the case of others; (ii) Must possess technical knowledge of Binding; and (iii) Must possess a completed S.S.L.C.
	Recruitment by transfer	Must possess technical knowledge of binding.
3.Preservation Clerks in Tamil Nadu Archives.	Direct recruitment	(i) Must possess adequate skill and experience in mending old records; and (ii) Must possess a completed S.S.L.C.
	Recruitment by transfer	Must possess adequate skill and experience in mending old records.
4.Craft Attenders in the Education Department	Direct recruitment	(i) Must not have completed 35 years of age in the case of candidate belonging to the Scheduled Castes and the Scheduled Tribes and 30 years of age in the case of others;

- (ii) Must possess a completed S.S.L.C.; and
- (iii) Must possess a craft certificate in spinning issued by the All India Spinners Association or by the Akila Bharat Sarva Seva Sangh, Tamil Nadu Branch; or

Must possess a Government Technical Certificate in weaving or a Certificate of Instructors' course in weaving.

- Recruitment by transfer
- (i) Must have passed the III Form in a recognised Secondary School or the VIII Standard Examination or must possess a Basic School Leaving Certificate issued by the Headmaster of a recognised Senior Basic School or a post Basic Lower Certificate.
  - (ii) Must possess a craft certificate in spinning issued by the All India Spinners Association or by the Akila Bharat Sarva Seva Sangh, Tamil Nadu Branch; or

Must possess a Government Technical Certificate in weaving or a certificate of Instructors' course in weaving:

Provided that candidates possessing the Basic School Leaving Certificate issued by the Headmaster of a recognised Senior Basic School or the post Basic Lower Certificate shall not be required to possess the qualifications specified in item(ii) above.

**Note.**—Craft certificate will not be necessary in the case of professional weavers, carpenters and agriculturists appointed as craft Attenders.

- 5.Store Record Clerks in the Tamil Nadu State Transport Department.
- Direct recruitment
- (i) Must not have completed 35 years of age in the case of candidates belonging to the Scheduled Castes and the Scheduled Tribes and 30 years of age in the case of others.
  - (ii) Must possess adequate knowledge of automobile spare parts and experience in an automobile store for atleast two years; and
  - (iii) Must possess a completed S.S.L.C.

- Recruitment by transfer
- (i) Must possess adequate knowledge of automobile spare parts and experience in an automobile store for two years; and
  - (ii) Must have passed the III Form in a recognised Secondary School or the VIII Standard Public examination.

- 6.Gollah in the Court of Small Causes, Chennai and in the City Civil Court, Chennai in the Judicial Department
- Direct Recruitment
- (i) Must not have completed 35 years of age in the case of candidates belonging to the Scheduled Castes and Scheduled Tribes and 30 years of age in the case of others;
  - (ii) Must possess a completed S.S.L.C.

- Recruitment by transfer
- Must have passed the III Form from a recognised Secondary School or must possess the Indian Army I class certificate of Education or the Indian Army III class English Certificate.



7. Head Muchi in the Court of Small Causes, Chennai in the Judicial Department.	Direct Recruitment	(i) Must have not completed 35 years of age in the case of candidate belonging to the Scheduled Castes and Scheduled Tribes and 30 years of age in the case of others; and (ii) Must possess a completed S.S.L.C.
	Recruitment by transfer	Must have passed the III Form from a recognised Secondary School or must possess the Indian Army I class certificate of Education or the Indian Army III class English certificate.
8. Stamping Smiths in the Labour Department.	Recruitment by transfer	(i) Must have passed the III Form in a recognised Secondary School or must possess the Indian Army I class certificate or the Indian Army III class English certificate. (ii) Must not have completed 45 years of age on the 1 <sup>st</sup> day of July of the year in which the selection for appointment is made.
	Direct Recruitment	(i) Must not have completed the age of 35 years in the case of candidates belonging to Scheduled Castes and Scheduled Tribes and 30 years in the case of others; and (ii) Must possess a completed S.S.L.C.

**Explanation 1.**—For the purpose of this rule, a person shall be deemed to possess a completed Secondary School Leaving Certificate, if he has appeared for the S.S.L.C. Public Examination and the marks in the Public Examinations are entered in it.

**Explanation 2.**—For the purpose of this rule, a recognised Secondary School shall mean a Secondary School maintained by or opened with the sanction of the State Government or to which recognition has been accorded by the Director of Public Instruction, Chennai under the Tamil Nadu Educational Rules.

**Explanation 3.**—Technical knowledge of binding referred to here shall include knowledge of binding acquired in the Tamil Nadu State Archives or a pass in the Chennai Government Technical Examination in Book Binding (Higher Grade) conducted by the Commissioner / Director for Government Examinations, Chennai, or possession of a diploma awarded by the Director-General of Re-settlement and Employment or the National Trade certificate in Book-Binding awarded by the National Council for Training in Vocational Trades.

(b) The age limit specified in sub-rule (a) for appointment to the post shall, in the case of appointment of candidates from the Employment Exchange, be reckoned from the date of calling for names of eligible candidates from the Employment Exchange concerned.

**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 two years on duty within a continuous period of three 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 one year on duty within a continuous period of two years.

**5A. Training.**—Every person appointed as Stamping Smith in the Labour Department shall satisfactorily complete two weeks training in Stamping Weights and Measures and Weighing and Measuring Instruments under an Assistant Inspector of Labour or a Stamping Inspector, as the case may be.

**6. Unit for recruitment, discharge, etc.**—For the purpose of recruitment, discharge for want of vacancies and re-appointment of probationers and approved probationers, appointment of full members and promotion, the jurisdiction of each appointing authority shall be the unit:

Provided that in the case of promotion as Record Assistant, each department shall be the unit. The Head of the department shall be the Unit Officer. He shall draw the list of eligible candidates for promotion to the category of Record Assistant and allot the candidates from the said list to the appointing authorities concerned for appointment:

Provided further that in the case of Record Clerks in the Courts of the Judicial Magistrates, each revenue District shall be the unit:

Provided also that in the case of Record Clerks and Stores Record Clerks in the State Transport Department, the Department shall be the unit:

Provided also that in the case of Record Clerks in the Department of Inspectorate of Factories, the unit consisting of the Offices of the Chief Inspector of Factories, Joint Chief Inspector of Factories (Productivity Cell) and Member Secretary, State Level High Power Tripartite Safety Committee, Chennai-600 006 shall form a separate unit and the offices in the jurisdiction of Joint Chief Inspector of Factories, Chennai including Deputy Chief Inspector of Factories (Testing and Safety) Divisions in Chennai, Ambattur, Thiruvottiyur, Vellore and Cuddalore shall form another separate unit for the purpose of recruitment, transfers and postings, fixation of seniority, discharge for want of vacancy, re-appointment of probationers and appointment of full members in the category of Record Clerks and the Deputy Chief Inspector of Factories (Health and Safety), Office of the Chief Inspector of Factories and the Joint Chief Inspector of Factories, Chennai, as the case may be, shall exercise the function of appointing the Office Assistants by recruitment by transfer in consultation with the Chief Inspector of Factories, Chennai-600 005:

Provided also that in the case of Stamping Smiths in the Labour Department, the jurisdiction of the Regional Joint Commissioner of Labour concerned shall be the unit for the purpose of recruitment, transfer and posting, fixation of seniority, discharge for want of vacancies, re-appointment of probationers and appointment of full members.

**7. Transfer.**—(1)(a) Transfer of Record Assistant from the Jurisdiction of one appointing authority to that of another shall be made by the Unit Officer concerned.

(b) Except as otherwise provided in the Annexure, transfers of Record Clerks from the jurisdiction of one appointing authority to that of another shall be made by the appointing authorities concerned by mutual agreement:

Provided that in so far as the Technical Education Department is concerned, the transfer of Record Clerks from one office or Institution to another Office or Institution shall be made by the Director of Technical Education:

Provided further that in so far as the Judicial Department is concerned, the transfer of Record Clerks serving in a court of one appointing authority to a court of another appointing authority shall be made by the High Court, Madras:

(2) Except, as otherwise provided in the Annexure, transfer of Stamping Smiths shall be made by the Divisional Deputy Commissioners of Labour concerned within their jurisdiction.

**8. Reservation of appointments.**—The rule of reservation of appointments (General rule 22) shall apply to the appointment of Record Clerks (category 1A), Binder (category 2), Preservation Clerks (category 3) and Craft Attenders (category 4) by direct recruitment.

**ANNEXURE**  
(referred to in rule 3)

Class and category (1)	Appointing authority (2)
Category 1 Record Assistant.	
Category 1A Record Clerks in -	
<b>Adi-Dravidar and Tribal Welfare Department</b>	
Office of the Director of Adi-Dravidar and Tribal Welfare.	Personal Assistant to the Director, Adi Dravidar and Tribal Welfare.
Office of the District Adi-Dravidar Welfare Officer, Special Tahsildar (Adi-Dravidar Welfare) and Adi Dravidar and Tribal Welfare Schools and Hostels.	District Adi-Dravidar Welfare Officer concerned.
Government Nandanar's Boys' High School, Chidambaram.	District Welfare Officer, South Arcot.
Special Deputy Collector's Office, Madurai.	Special Deputy Collector, Kallar Reclamation, Madurai.
Office of the Manager, Aziz Nagar Settlement.	Collector of South Arcot.
<b>Agriculture Department</b>	
Office of the Director of Agriculture	Personal Assistant to the Director of Agriculture.
Other Offices	Regional Deputy Director of Agriculture (Extension) or Regional Joint Director of Agriculture (Extension) in charge of the region.
Market Committees	Secretary to the Market Committee concerned.
Office of the Director of Animal Husbandry, Chennai (one Unit)	Personal Assistant to Director of Animal Husbandry.
Office of the Additional Director of Animal Husbandry, Eachenkottai (one unit)	Additional Director of Animal Husbandry, Eachenkottai.
Office of the Additional Director of Animal Husbandry, District Livestock Farm, Pudukottai (one unit)	Additional Director of Animal Husbandry, District Livestock Farm, Pudukottai.
Office of the Director, Institute of Veterinary Preventive Medicine, Ranipet (one unit)	Director, Institute of Veterinary Preventive Medicine, Ranipet.
Office of the Joint Director of Animal Husbandry, Government Dairy Farm, Madhavaram (one unit)	Joint Director of Animal Husbandry, Government Dairy Farm, Madhavaram.
Office of the Regional Joint Director of Animal Husbandry, Tirunelveli (one unit) and all Offices under his control.	Regional Joint Director of Animal Husbandry, Tirunelveli.

Office of the Regional Joint Director of Animal Husbandry, Ramanathapuram (one unit)	Regional Joint Director of Animal Husbandry, Ramanathapuram.
Office of the Regional Joint Director of Animal Husbandry, Madurai (one unit)	Regional Joint Director of Animal Husbandry, Madurai.
Office of the Regional Joint Director of Animal Husbandry, Thanjavur (one unit)	Regional Joint Director of Animal Husbandry, Thanjavur.
Office of the Regional Joint Director of Animal Husbandry, Cuddalore (one unit)	Regional Joint Director of Animal Husbandry, Cuddalore.
Office of the Regional Joint Director of Animal Husbandry, Vellore (one unit)	Regional Joint Director of Animal Husbandry, Vellore.
Office of the Regional Joint Director of Animal Husbandry, Kancheepuram (one unit)	Regional Joint Director of Animal Husbandry, Kancheepuram.
Office of the Regional Joint Director of Animal Husbandry, Coimbatore (one unit)	Regional Joint Director of Animal Husbandry, Coimbatore.

#### **Backward Classes Department**

Office of the Director of Backward Classes, Chennai.	Personal Assistant to Director of Backward Classes, Chennai.
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#### **Commercial Taxes Department**

Office of the Commissioner of Commercial Taxes	Assistant Commissioner of Commercial Taxes.
Other Offices	Deputy Commissioner of the Division concerned.

#### **Civil Supplies Department**

Office of the Commissioner of Civil Supplies Office of the Assistant Commissioner of Civil Supplies	}	Secretary (Board of Revenue) Civil Supplies : Provided that on and from the 19 <sup>th</sup> July 1972, the Assistant Secretary Establishment to the Commissioner of Civil Supplies.
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#### **Co-operation Department**

Office of the Registrar of Co- operative Societies.	Personal Assistant to the Registrar of Co- operative Societies.
Offices other than the Office of the Registrar of Co- operative Societies.	Deputy Registrar of the Co-operative Societies and Personal Officers in the Office of the Joint Registrar of Co-operative Societies of the Region concerned.

#### **Co-operative Audit Department**

Head Quarters	Personal Assistant to Director of Co-operative Audit.
Regional Office	Regional Joint Director.
District Office	Assistant Director of Co-operative Audit.

#### **Drugs Control Department**

Directorate of Drugs Control.	Director of Drugs Control.
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### Education Department

Directorate of Government Examinations.	Secretary to the Director of Government Examinations.
Directorate of Collegiate Education.	Joint Director of Collegiate Education or Deputy Director of Collegiate Education in the Regional Offices concerned, as the case may be who deals with subject relating to appointment of personnel.
Government Oriental Manuscript Library.	Curator of the Oriental Manuscript Library.
Directorate of School Education.	In the office of the Director of School Education, the Joint Director of School Education. In other Offices and Institutions – Chief Educational Officers of Anglo- Indian School, Principal, Pudukkottai Model School for Boys, Pudukkottai, Principal, Dr. V.R.Navalar Nedunchaziyar Model School for Girls, Triplicane, Chennai-5.

### Technical Education Department

Office of the Director of Technical Education.	Additional Director of Technical Education.
Engineering Colleges, Polytechnics and other Institutions under the control of the Director of Technical Education.	Principal of the Institutions concerned.
Legal Education Department.	Principal of the Colleges concerned.
National Cadet Corps Department.	Director, National Cadet Corps.

### Election Department

Office of the District Election Department, Chennai City.	District Election Officer, Chennai City.
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### Electricity Department

Office of the Chief Engineer (Electricity)	Non-Technical Personal Assistant.
Office of the General Superintendent, Power Development.	Deputy General Superintendent, Power Development.
Office of the Superintending Engineer (Technical)	Executive Engineer, Electrical and Mechanical Division or Executive Engineer Civil and Hydraulic Division, as the case may be.
Office of other Superintending Engineer.	Chief Accountants in system offices and Superintending Engineer concerned in other offices.
Office of the Chief Controller of Accounts and the Division and sub- division offices under him.	Chief Controller of Accounts.

### Employment and Training Department

Head Quarters – Office of the Directorate of Employment and Training in the Employment Wing.	Assistant Director (Administration).
Field Offices	Head of office concerned.

Sub-Employment Offices.

Head of office of the Parent Office concerned:  
 Provided that the authority competent to make transfer from one office to another office within the region shall be the Regional Deputy Director of Employment concerned.

#### **Factories Department**

Offices of the Chief Inspector of Factories, Joint Chief Inspector of Factories (Productivity Cell) and Member Secretary, State Level High Power Tripartite Safety Committee.

Deputy Chief Inspector of Factories (Health and Safety), Office of the Chief Inspector of Factories.

Offices in the jurisdiction of Joint Chief Inspector of Factories, Chennai including Deputy Chief Inspector of Factories (Testing and Safety) Divisions in Chennai, Ambattur, Thiruvottiyur, Vellore and Cuddalore.

Joint Chief Inspector of Factories, Chennai.

Offices in the jurisdiction of Joint Chief Inspector of Factories, Madurai including Deputy Chief Inspector of Factories (Testing and Safety) Divisions in Trichy, Madurai and Tirunelveli.

Joint Chief Inspector of Factories, Madurai.

Offices in the jurisdiction of Joint Chief Inspector of Factories, Coimbatore including Deputy Chief Inspector of Factories (Testing and Safety) Divisions in Salem and Coimbatore.

Joint Chief Inspector of Factories, Coimbatore.

#### **Fire Service Department**

Office of the Director of Fire Service

Administrative Personal Assistant to the Director of Fire Service.

#### **Fisheries Department**

Office of the Director of Fisheries and Chennai Region

Personal Assistant (General) to the Director of Fisheries

Other offices

Regional Deputy Director concerned.

#### **Forest Department**

Office of the Chief Conservator of Forests

Personal Assistant to Chief Conservator of Forests.

Other offices

Conservator of Forests of the circle concerned.

#### **Highways Department**

Office of the Chief Engineer (Highways)

Deputy Chief Engineer (Highways).

Circle office

Superintending Engineer concerned.

Other offices

First appointment and transfer within the Division-Divisional Engineer concerned.

Appointment as full members and transfer from one Division to another –  
Superintending Engineer concerned.

**Hindu Religious and Charitable Endowments (Administration) Department**

Office of the Commissioner.	Personal Assistant to the Commissioner.
Office of the Deputy Commissioner.	Deputy Commissioners concerned.
Office of the Assistant Commissioner.	Deputy Commissioner concerned.

**Industries Department**

Office of the Director of Industries and Commerce and City Offices.	Joint Director (Establishment).
District offices.	General Manager, District Industries Centre.

**Jail Department**

Office of the Inspector-General of Prisons.	Assistant Inspector-General of Prisons.
Office of the Chief Superintendent.	Chief Probation Superintendent.
District and Central Jails.	Superintendent of Jail concerned.

**Judicial Department**

City Civil Court, Chennai.	Judge of the City Civil Court.
Court of Small Causes, Chennai.	Chief Judge.

**Mofussil Courts (Civil and Sessions)**

District Courts	District Judge.
Sub-Courts	Subordinate Judge * / the Principal Subordinate Judge when the Court consists of more than one Judge.
District Munsif Courts	District Munsif * / the Principal District Munsif when the Courts consists of more than one Judge.
Judicial Magistrates	District Magistrates. * Subject to the control of the District Judge and the High Court

**Courts (Mofussil)**

Courts of the Presidency Magistrates, Egmore	Chief Presidency Magistrate.
Courts of the Presidency Magistrate, Georgetown	Second Presidency Magistrate, George- Town, any appointment made being subject to approval of the Chief Presidency Magistrate.
Courts of the Presidency Magistrates, Saidapet	Third Presidency Magistrate, Saidapet, any appointment made being subject to the approval of the Chief Presidency Magistrate.

**Offices of Law Officers**

Advocate General, Public Prosecutor, Government Pleader      Law Officers concerned.

Administrator-General and Official Trustee, Chennai      Administrator-General and Official Trustee, Chennai.

**Labour Department**

Office of the Commissioner of Labour      Personal Assistant to the Commissioner of Labour.

Office of the Deputy Commissioner of Labour      Deputy Commissioner of Labour concerned.

**Local Fund Audit Department**

Office of the Examiner of Local Fund Accounts and the Assistant Examiners of Local Fund Accounts      Examiner of Local Fund Accounts:

Provided that -

- (i) temporary appointments under General rule 10(a)(i) may be made by the Assistant Examiner concerned;
- (ii) transfers within the jurisdiction of an Assistant Examiner may be made by the Assistant Examiner concerned;
- (iii) orders declaring the successful completion of probation may be issued by the Assistant Examiner concerned:

Provided further that transfers from the jurisdiction of one Assistant Examiner to that of another or from a District to Examiner's Office may be made by the Deputy Examiner.

Tamil Nadu Archives      Assistant Director, Tamil Nadu Archives.

**Medical Department**

Office of the Director of Medical Services      Assistant Director of Medical Services (Administration).

Other offices and institutions      Head of the office or institution concerned not below the rank of a Civil Surgeon.

**Municipal Administration**

Office of the Inspector of Municipalities      Personal Assistant to the Inspector of Municipalities.

Offices of the Divisional Panchayat Officers, Deputy Panchayat Officers and Extension Officers (Panchayat)      Divisional Panchayat Officers.

Office of the Comptroller, Governor's Household      Comptroller, Governor's Household.

**Panchayat Radio Maintenance Organisation**

Office of the Chief Radio Officer      Chief Radio Officer.



**Police Department**

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|---|---|---|
| 1. District Police Office,<br>Chengleput (West).<br>District Police Office,<br>Chengleput (East).<br>District Police Office,<br>South Arcot Range Office,<br>Chengleput.  | } | Deputy Inspector-General of Police,<br>Chengleput.                |
| 2. District Police Office,<br>North Arcot.<br>District Police Office,<br>Salem.<br>District Police Office,<br>Dharmapuri Range Office,<br>Vellore.  | } | Deputy Inspector-General of Police,<br>Vellore.                   |
| 3. District Police Office,<br>Madurai City.<br>District Police Office,<br>Madurai Rural<br>District Police Office,<br>Anna Range Office, Madurai.   | } | Deputy Inspector-General of Police,<br>Madurai.                   |
| 4. District Police Office,<br>Ramnathapuram.<br>District Police Office,<br>Pasumpon Muthuramalingam<br>District Police Office,<br>Kamarajar Range Office,<br>Ramnathapuram.                                     | } | Deputy Inspector-General of Police,<br>Ramanathapuram.            |
| 5. District Police Office,<br>Tirunelveli-Kattabomman.<br>District Police Office,<br>Chidambaranar.<br>District Police Office,<br>Kanyakumari Range Office,<br>Tirunelveli.                                     | } | Deputy Inspector-General of Police,<br>Tirunelveli.               |
| 6. District Police Office, Tiruchirapalli.<br>District Police Office, Pudukkottai.<br>District Police Office,<br>Thanjavur (West).<br>District Police Office,<br>Thanjavur (East) Range Office, Tiruchirapalli. | } | Deputy Inspector-General of Police,<br>Tiruchirapalli.            |
| 7. Railway Police Office, Chennai.<br>Railway Police Office,<br>Tiruchirappalli.<br>Railway Range Office, Tiruchirappalli.  | } | Deputy Inspector-General of Police,<br>Railways, Tiruchirappalli. |
| 8. District Police Office,<br>Coimbatore (Urban).<br>District Police Office,<br>Coimbatore (Rural).<br>District Police Office,<br>The Nilgiris.<br>District Police Office,<br>Periyar Range Office, Coimbatore. | } | Deputy Inspector-General of Police,<br>Coimbatore.                |

9. Office of the Commandant, Tamil Nadu Special Police Battalions I to IX.  
Office of the Commandant, Tamil Nadu Special Police, Regimental Centre, Avadi  
Office of the Works Manager, Transport Workshop-cum-Training School, Avadi and Automobile Engineer, Transport Workshop, Tiruchirapalli Range  
Office Armed Police.
10. Office of the Commissioner of Police, Chennai.
11. Office of the Principal, Police Recruits School, Vellore.  
Police Recruits School, Coimbatore.  
Office of the Police Training College, Chennai.
12. Office of the Deputy, Inspector General of Police Prohibition Enforcement Wing, Chennai.  
Office of the Superintendents of Police, Prohibition Enforcement Wing, Zonal Offices, St.Thomas Mount, Salem, Madurai, Tirunelveli, Thanjavur.
13. Office of the Director General of Police, Chennai.  
Office of the Crime Branch, Criminal Investigation Department.  
Office of the Special Branch, Criminal Investigation Department.  
Office of the 'Q' Branch, Criminal Investigation Department.  
Office of the Commercial Crime Investigation Wing, Criminal Investigation Department.  
Office of the Civil Supplies, Criminal Investigation Department.  
Office of the Forest Cell, Criminal Investigation Department.  
Office of the Protection of Civil Rights, Office of the Home Guards.  
Office of the Technical Services.  
Office of the Police Radio Branch.  
Office of the Finger Print Bureau.
- Deputy Inspector-General of Police, Armed Police.
- Commissioner of Police, Chennai.
- Office of the Principal, Deputy Inspector-General of Police, Training.
- Deputy Inspector-General of Police, Enforcement, Chennai
- Assistant Inspector-General of Police (Administration).

### **Criminal Investigation Department**

Crime Branch.	Superintendent of Police, Crime Branch, Criminal Investigation Department, Chennai.
Directorate of Vigilance and Anti-Corruption	Superintendent of Police, (Central Range), Vigilance and Anti-Corruption, Chennai.
Finger Print Bureau	Principal, Police Training College, Vellore, as long as the Bureau is attached to the Police Training College. Otherwise, Superintendent of Police, Crime Branch, Criminal Investigation Department.

### **Port Department**

Office of the State Port Officer	State Port Officer.
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### **Public (I&PR ) Department**

Office of the Tamil Arasu	Director of Information and Public Relations.
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### **Public Health Department**

Office of the Director of Public Health.	Assistant Director of Public Health.
Office of the Health Officer, Health Unit, Poonamallee.	Health Officer, Health Unit, Poonamallee.
Office of the Chief Engineer, Public Health Engineering and Municipal Works.	Deputy Chief Engineer, Public Health Engineering and Municipal Works.
Public Health Engineering Circles and Division.	Superintending Engineer, Public Health Engineering Circle concerned.

### **Public Works Department**

Office of the Chief Engineer, State Broadcasting Branch.	Deputy Chief Engineer concerned, Radio Engineer, State Broadcasting.
Boiler Inspection Branch.	Chief Inspector of Boilers.
Other offices.	Superintending Engineer concerned.
Office of the Registrar of Books	Registrar of Books.

### **Registration Department**

Office of the Inspector-General of Registration and the Registrar General of Births, Deaths and Marriages and the Registrar of Firms.	Personal Assistant to the Inspector-General of Registration.
Office of the Deputy Inspector -General of Registration.	Deputy Inspector-General of Registration.
Office of the District Registrars	District Registrars: Provided that the authority competent to make transfers from one District to another shall be the Inspector-General of Registration.

Office of the Returning Officer for Parliamentary and Assembly constituencies in Chennai City (Commissioner, Corporation of Chennai).	The Returning Officer for both Parliamentary and Assembly Constituencies in Chennai City (Commissioner, Corporation of Chennai).
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#### **Revenue Department**

Office of the Commissioner of Revenue Administration.	Joint Commissioner of Revenue Administration.
Board of Revenue (Settlement of Estates), Chennai.	Assistant Secretary, Board of Revenue (Settlement of Estates), Chennai.
Office of the Director of Settlement, Chennai.	Personal Assistant to the Director of Settlement
Office of Collectors.	Personal Assistant to the Collector.
Other Revenue Officers in the mufassal including offices of Stationery Sub-Magistrates.	Revenue Divisional Officer concerned.
Office of the Director of Land Reforms.	Director of Land Reforms.

#### **Survey and Land Records Department**

Central Survey Office or District.	Deputy Director of Survey and Land Records.
Office of the Joint Director of Survey and Land Records.	Joint Director of Survey and Land Records.
Office of the Board of Revenue (Agricultural Income Tax), Chennai.	Personal Assistant to the Commissioner of Agricultural Income tax

#### **Secretariat**

Governor's Secretariat.	Governor.
Other Departments of the Secretariat.	Under Secretary to the Government in the Department concerned.
Social Welfare Department.	Personal Assistant to the Director of Social Welfare.
State Guest House.	Reception Officer, State Guest House.
Stationery and Printing Department.	Assistant Director of Stationery and Printing.

#### **Statistics Department**

Statistics Department except the Office of the Director of Statistics, Chennai.	Officer in Category III of the Tamil Nadu Statistics Service (i.e. the Statistics head of the Office).
Office of the Director of Statistics, Chennai.	Officer In-charge of Establishment.

#### **Transport Department**

Office of the Transport Commissioner, Chennai.	Assistant Secretary dealing with Establishment matters.
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Office of the Deputy Transport Commissioner.

Deputy Transport Commissioner.

Office of the Regional Transport Officers.

Regional Transport Officers:

Provided that the authority competent to make transfers from one office to another within the Zone shall be the Deputy Transport Commissioner (Zonal) concerned and from one office to another office outside the Zone shall be the Joint Transport Commissioner, Chennai.

### Treasuries and Accounts Department

Office of the Director of Treasuries and Accounts.

Personal Assistant to the Director of Treasuries and Accounts.

Pay and Accounts Offices (North, South and East).

Pay and Accounts Officer concerned.

Treasuries (including Sub-Treasuries).

Treasury Officer concerned.

**Explanation.**— In the case of the Chennai Taluk Treasury, the appointing authority shall be the Treasury Officer, Chengleput District:

Provided that the authority competent to make transfer from one unit to the other shall be the Director of Treasuries and Accounts.

### Approved Schools Department

Office of the Director of Approved Schools and Vigilance Service.

Director of Approved Schools and Vigilance Service.

Approved Schools.

Superintendent:

Provided that the authority competent to make transfer within the Department shall be the Director of Approved Schools and Vigilance Service.

Category 2  
Binder in the Tamil Nadu Archives.

Director, Tamil Nadu Archives.

Category 3  
Preservation Clerk in the Tamil Nadu Archives.

Assistant Director, Tamil Nadu Archives.

Category 4  
Craft Attenders in the Collegiate Education Department.

Principals of the Colleges concerned.

Craft Attenders in the School Education Department.

District Educational Officers, Inspectresses of Girls Schools, as the case may be.

Category 5  
Stores Record Clerks in the Tamil Nadu State Transport Department.

Assistant Director, Tamil Nadu State Transport Department, Chennai.

Category 6  
Gollah in the Court of Small Causes, Chennai in the Judicial Department.

Chief Judge, Court of Small Causes.

Gollah in the City Civil Court, Chennai in the Judicial Department.

Principal Judge, City Civil Court, Chennai.

Category 7

Head Muchi in the Court of Small Causes, Chennai in the Judicial Department.

Chief Judge, Court of Small Causes, Chennai.

Category 8

Stamping Smiths in the Labour Department.

Regional Joint Commissioner of Labour concerned.

**CLASS XXIII —ELECTRICITY DEPARTMENT.**

*(Deleted)*

**CLASS XXIV — NURSING - ORDERLIES IN JAIL DEPARTMENT.**

*(Deleted)*



## CLASS XXV – ANIMAL HUSBANDRY DEPARTMENT.

**1. Constitution.**—This class shall consist of the following categories of officers of the Animal Husbandry Department, namely:-

Category -

1. Maistry.
2. Ward Attenders, Institute of Veterinary Preventive Medicine, Ranipet.
3. Carpenter, Institute of Veterinary Preventive Medicine, Ranipet.
4. Record Clerk, Office of the Director of Animal Husbandry.
5. Attenders in the Madras Veterinary College.
6. Senior Shearears.
7. Junior Shearers.
8. Laboratory Attenders attached to the Artificial Insemination centres.

**2. Appointment.**—Appointment to each of the categories 1 to 5 shall be made by direct recruitment or for special reasons by recruitment by transfer from any other service.

Appointment to category 6 shall be made by promotion from category 7 and to category 7 by direct recruitment.

**3. Appointing authority.**—The appointing authority for each of the categories shall be as follows:-

TABLE

Category (1)	Appointing authority (2)
Category 1 Maistry.	Concerned Gazetted controlling officers.
Category 2 Ward Attenders. Institute of Veterinary Preventive Medicine, Ranipet.	Superintendent, Institute of Veterinary Preventive Medicine, Ranipet.
Category 3 Carpenter, Institute of Veterinary Preventive Medicine, Ranipet.	Superintendent, Institute of Veterinary Preventive Medicine, Ranipet.
Category 4 Record Clerk, office of the Director of Animal Husbandry.	Personal Assistant to the Director of Animal Husbandry.
Category 5 Attenders in the Madras Veterinary College.	Dean of the College.
Category 6 Senior Shearers.	Sheep and Goat Development Officer.
Category 7 Junior Shearers.	Sheep and Goat Development Officer.

## Category 8

Laboratory Attenders attached to the Artificial Insemination Centres, Chennai.

Special Officer, Artificial Insemination Centre, Chennai.

Laboratory Attenders attached to the Artificial Insemination Centres.

District Veterinary Officer concerned.

**4. Qualifications.**—No person shall be eligible for appointment to the category specified in column (1) of the table below unless he possesses the qualifications specified in the corresponding entries in column (2) thereof:-

TABLE

Category (1)	Qualification (2)
Category 1 Maistry	(i) Must not have completed 30 years of age, if recruited direct: Provided that the age limit shall be 45 years in the case of literate Mazdoors when appointed as Maistries. (ii) Must have practical knowledge and experience in Agriculture or management of Cattle or Sheep or Poultry to the satisfaction of the appointing authority.
Category 2 Ward Attenders, Institute of Veterinary Preventive Medicine, Ranipet.	Must have passed the III Form in a recognised school.
Category 3 Carpenter, Institute of Veterinary Preventive Medicine, Ranipet.	Must possess the diploma in crafts (wood work) awarded by the Department of Industries and Commerce, Chennai or such other qualification as may be considered by the appointing authority to be equivalent thereto.
Category 4 Record Clerk, office of the Director of Animal Husbandry	(i) Must not have completed 25 years of age, if recruited direct; and (ii) Must have passed the III Form in a recognized school or must possess an Army First Class Certificate of Education.
Category 5 Attenders in the Madras Veterinary College.	

Category 7  
Junior Shearers

- (i) Must have the ability to read and write in the regional language;
- (ii) Must have passed the III Standard; and
- (iii) Must not have completed 25 years of age on the first day of July of the year in which the recruitment is made.

Category 8  
Laboratory Attenders  
attached to the Artificial  
Insemination Centres.

- (i) Must not have completed 25 years of age on the first day of July of the year in which the selection for appointment is made, if recruited direct:

Provided that the upper age limit shall be increased by five years in the case of members belonging to the Scheduled Castes and Scheduled Tribes; and

- (ii) Must have passed III Form in a recognised school or possess an Army First Class Certificate of Education.

For the purpose of this rule "a recognised School" shall mean 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 Public Instruction, Chennai under the Tamil Nadu Educational Rules.

**5.Probation.**—Every person appointed to a category in this class shall from the date on which the joins duty be on probation for a total period of two years on duty within a continuous period of three years.

**CLASS XXVI — ASSISTANT PUBLIC PROSECUTORS.**

*(Deleted)*

**CLASS XXVII — ASSISTANT STATE PROSECUTORS.**

*(Deleted)*

**CLASS XXVIII —PERSONAL ASSISTANT TO THE CHIEF ARCHITECT IN  
THE OFFICE OF THE CHIEF ENGINEER (GENERAL),  
PUBLIC WORKS DEPARTMENT.**

*(Deleted)*

**CLASS XXVIII A—JUNIOR ARCHITECT IN THE CHIEF ARCHITECT’S SECTION  
OF THE OFFICE OF THE CHIEF ENGINEER (GENERAL),  
PUBLIC WORKS DEPARTMENT.**

**1. Constitution.**—This class shall consist of the Junior Architects in the Chief Architect’s Section of the office of the Chief Engineer, Public Works Department (General).

**2. Appointment.**—Appointment to the post shall be made by direct recruitment or by recruitment by transfer from any other category of Branch I, Engineering Branch of the Tamil Nadu Engineering Subordinate Service.

**3. Appointing authority.**—The appointing authority for the post shall be the Chief Engineer, Public Works Department (General).

**4. Qualification regarding age.**—No person shall be eligible for appointment to the post, if he has completed or will complete the age of 30 years on the first day of July of the year in which the selection for appointment is made.

**5. 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 qualification specified in the corresponding entries in column (2) thereof:-

TABLE

Method of recruitment (1)	Qualifications (2)
(1) By direct recruitment	Must possess a degree in Architecture or a diploma in Architecture awarded by the J.J. School of Arts of Bombay or by the Government of Maharashtra.
(2) By recruitment by transfer	Must have special experience in drawing work, which the appointing authority may consider as adequate for works in the Chief Architect’s Section: Provided that other things being equal preference shall be given to those possessing a degree or diploma in Architecture.

**6. Probation.**—Every person appointed to the post 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. Reservation of appointment.**—The rule of reservation of appointment (General rule 22) shall apply to appointment by direct recruitment to the post of Junior Architect.

**CLASS XXIX —TELEPHONE LINESMAN AND MOTOR ROAD-ROLLER DRIVER, COIMBATORE SOUTH FOREST DIVISION.**

**1. Constitution.**—This class shall consist of-

- (a) the Telephone Linesman, Coimbatore South Forest Division; and
- (b) the Motor Road-Roller Driver, Coimbatore South Forest Division.

**2. Appointment.**—Appointment to this class shall be made by direct recruitment or for special reasons, by recruitment by transfer from any other class or service.

**3. Appointing authority.**—The appointing authority shall be the District Forest Officer, Coimbatore, South Forest Division.

**4. Qualifications.**—No person shall be eligible for appointment to the post specified in column (1) of the table below, unless he possesses the qualifications specified in the corresponding entries in column (2) thereof:-

TABLE

Post (1)	Qualification (2)
1. Telephone Linesman, Coimbatore South Forest Division	<ul style="list-style-type: none"> <li>(a) Must have passed the III Form or VIII standard in a recognized School (i.e.) a School maintained by or opened with the sanction of the Government of Tamilnadu or to which recognition has been accorded by the Director of School Education in accordance with the Tamil Nadu Educational Rules.</li> <li>(b) Must possess practical experience in the maintenance of Telephone lines and instruments for a period of not less than two years; and</li> <li>(c) If recruited direct, must not have completed the age of 25 years.</li> </ul>
2. Motor Road - Roller Driver, Coimbatore South Forest Division	<ul style="list-style-type: none"> <li>(a) Must have passed the III Form or VIII standard in a recognized School (i.e.) a School maintained by or opened with the sanction of the Government of Tamilnadu or to which recognition has been accorded by the Director of School Education in accordance with the Tamil Nadu Educational Rules.</li> <li>(b) Must possess practical experience in the mechanism of automobiles and driving of motors for a period of two years and should possess a licence for driving a motor road roller; and</li> <li>(c) If recruited direct, must not have completed the age of 25 years.</li> </ul>

**5. Probation.**— A person appointed to the class 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.



**CLASS XXX – INDUSTRIES DEPARTMENT.**

*(Deleted)*

**CLASS XXXI — PORT DEPARTMENT.**

*(Deleted)*

**CLASS XXXII—THE TAMIL NADU FINGER PRINT BUREAU, CID.**

*(Deleted)*

**CLASS XXXIII – MARINE SUB DIVISION.**

*(Deleted)*

**CLASS XXXIV —BILL COLLECTORS, COMMERCIAL TAXES DEPARTMENT.**

*(Deleted)*

**CLASS XXXV – PERSONAL ASSISTANT IN THE GOVERNOR’S SECRETARIAT.**

*(Deleted)*

## CLASS XXXVI – RAJ BHAVAN HOUSEHOLD ESTABLISHMENTS.

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

Laundry Superintendent	Senior Dhoby
Head Driver	Dhobies
Motor Drivers	Sanitary Workers
Butlers	Motor Cleaners
Bearers	Furniture Care-taker
Cooks, Grade I	Assistant Furniture Care-taker
Cooks, Grade II	Polisher
Household Duffadar	Tailor
Household Office Assistants	Senior Sanitary Worker
Office Boys	Maid
Lascars and Maties	

**2. Appointment.**— Appointment to the categories in this class shall be made -

- (i) by direct recruitment; or
- (ii) by promotion from any lower category; or
- (iii) for special reasons, by transfer from any other category or class or by recruitment by transfer from any other service.

**3. Appointing authority.**—The appointing authority shall be the Comptroller, Governor's Household.

**4. Qualifications.**—The appointing authority shall in making appointments have due regard to the nature and responsibilities of the post and the candidate's special aptitude therefor.

**5. Qualification regarding age.**—There shall be no age-limit for appointment to any of the categories in this class.

**6. Probation.**— Every person appointed to a category shall, from the date on which he joins duty, be on probation –

- (i) if recruited direct, for a total period of two years on duty within a continuous period of three years; and
- (ii) if appointed by promotion or by transfer from any class or by recruitment by transfer from any other service, for a total period of one year on duty within a continuous period of two years.

**7. Posts with different designations.**—For the purposes of appointment and promotion, probation and seniority, discharge for want of vacancies and re-appointment, postings and transfers and appointment as full members, every category or group of categories bearing a distinct designation shall be deemed to constitute a separate unit:

Provided that for the purposes of probation, the following groups of categories shall each constitute a separate unit:-

- (i) Butlers, Household Duffadar and Bearers.
- (ii) Head Driver, Motor Drivers.
- (iii) Office Boys, Household Office Assistants, Lascars and Maties.
- (iv) Furniture caretaker, Assistant Furniture caretaker and Polisher.
- (v) Cooks, Grade I and Cooks, Grade II.

**8. Pension.**—All service shall count for pension or gratuity, as the case may be under the Civil Service Regulations, the Tamil Nadu Liberalised Pension Rules, 1960 or the Tamil Nadu Retiring and Invalid Gratuities (Non-pensionable Establishment) Rules, 1941.

**9.Leave.**—The grant of leave to the members of the service in this class shall be regulated by the provisions of the Tamil Nadu Leave rules 1933, in so far as they apply to permanent Government Servant in the Last grade service.

**10.Reservation of appointments.**—The rule of reservation of appointments (General rule 22) shall apply for direct recruitment to each category, the cadre strength of which is more than one.



**CLASS XXXVII —SHROFF IN THE FINANCE DEPARTMENT.**

**1. Constitution.**— This class shall consist of the shroff in the Finance Department.

**2.Appointment.**—Appointment to the post shall be made from Attender in the Finance Department, who are full members or approved probationers or by direct recruitment or by recruitment by transfer from among the Record Assistants in the Public Department or for special reasons by recruitment by transfer from any other class or service.

**3.Appointing authority.**—The appointing authority shall be the Deputy Secretary to Government , Finance Department in-charge of Establishment.

**4.Qualification.**—No person shall be eligible for appointment to the posts unless --

(a) he has passed the III Form in a recognised 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, Chennai under the Tamil Nadu Educational Rules); and

(b) he is able and willing to deposit a security of Rs.500 (Rupees five hundred only) within the time prescribed by the appointing authority.

**5.Qualifications regarding age.**—No person shall be eligible for appointment to the post by direct recruitment, if he has completed 25 years of age.

**6. Probation.**—Every person appointed to post 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.

**CLASS XXXVIII — DIVISIONAL ACCOUNTANT IN HIGHWAYS AND  
RURAL WORKS DEPARTMENT.**

**1. Constitution.**—This class shall consist of Divisional Accountant in the Highways and Rural Works Department.

**2. Appointment.**—Appointment to the post shall be made –

- (i) by transfer from among the holders of the post of Audit Superintendent in the Highways and Rural Works Department in class XXXVIII A of the said service; or
- (ii) by recruitment by transfer from the post of Superintendent in the Highways and Rural Works Department in the Tamil Nadu Ministerial Service with reference to the seniority in the category of Assistant in Tamil Nadu Ministerial Service; or
- (iii) by recruitment by transfer from the post of Assistant in the Highways and Rural Works Department in the Tamil Nadu Ministerial Service; or
- (iv) by promotion from the post of Audit Assistant in the Highways and Rural Works Department in the Tamil Nadu General Subordinate Service.

**3. Appointing authority.**—The appointing authority for the post shall be the Chief Engineer (Highways and Rural Works), Chennai.

**4. Qualification.**—Must have passed the Divisional Accountant Grade Examination (i.e., Divisional test) conducted by the Accountant General, Tamil Nadu.

**4A. Preparation of annual list of approved candidates.**—The crucial date on which the candidates should be qualified for purpose of drawing up the annual list of approved candidates for promotion and recruitment by transfer to the post of this service, shall be the 1st August of every year.

**5. Probation.**—Every person appointed to the post by recruitment by transfer from the post of Assistants in the Highways and Rural Works Department in the Tamil Nadu Ministerial Service shall be on probation for a period of one year on duty within a continuous period of two years.

**CLASS XXXVIII—AUDIT SUPERINTENDENTS AND AUDIT ASSISTANT IN THE HIGHWAYS AND RURAL WORKS DEPARTMENT.**

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

- Category 1    Audit Superintendents.  
Category 2    Audit Assistant.

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

TABLE

Posts (1)	Method of recruitment (2)
1. Audit Superintendent.	Recruitment by transfer from among the holders of the post of Divisional Accountant in the Highways and Rural Works Department in class XXXVIII of the said service; or Promotion from Audit Assistants in the Accounts Branch of the Office of the Chief Engineer (H&RW), Chennai: Provided that promotion to the post shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.
2. Audit Assistants.	(a)50% of the posts shall be filled by direct recruitment. (b)50% of the posts shall be filled by recruitment by transfer from among Assistants of the Highways and Rural Works Department in the Tamil Nadu Ministerial Service in the Division, Circle or in the Administrative Branch of the office of the Chief Engineer (Highways and Rural Works): Provided that the posts of Audit Assistants may be filled up temporarily by recruitment by transfer from among the Assistants working in the Division, Circle or Chief Engineer's office in excess of the proportion specified above.

**3.Appointing authority.**—The appointing authority in the case of Audit Superintendent shall be the Chief Engineer(Highways and Rural Works) Department and in the case of Audit Assistant, the Accounts Officer (Highways and Rural Works) Department.

**3A.Preparation of annual list of approved candidates.**—For purpose of drawing up of the annual list of approved candidates for appointment to the posts in the service by recruitment by transfer or by promotion, the crucial date on which the candidates should be qualified shall be the 1<sup>st</sup> January of every year.

**4.Reservation of appointments.**—The rule of reservation of appointments (General rule 22) shall apply to the appointment of Audit Assistant by direct recruitment.

**5.Age.**—No person shall be eligible for appointment by direct recruitment to the post of Audit Assistants, if he has completed or will complete the age of twenty five years on the first day of July of the year in which the selection for appointment is made and forty five years in the case of persons recruited by transfer.

**6. Qualification.—**(1) No person shall be eligible for appointment as Audit Superintendent unless he has passed the Departmental Test for Audit Superintendents in the Accounts Branch in the Office of the Chief Engineer (Highways and Rural Works), Chennai conducted by the Tamil Nadu Public Service Commission and has undergone the training prescribed in clause (b) of sub rule (1) of rule 7 while holding the post of Audit Assistant:

Provided that the existing holders of the post of Audit Superintendent shall pass the said test within a period of three years from the date of appointment or within three consecutive examinations whichever is later, failing which his further increments shall be postponed without cumulative effect till he passes the said test.

(2) No person shall be eligible for appointment by direct recruitment to the post of Audit Assistant unless he possesses any degree:

Provided that other things being equal, preference shall be given to a person who possesses a degree in Commerce.

**7. Training.—**(1)(a) An Audit Assistant appointed either by direct recruitment or by recruitment by transfer shall undergo intensive training for a period of four months in the Central Accounts Office of the Highways and Rural Works Department and for two months in the works of the audit branch of the office of the Accountant General, Chennai:

Provided that an Audit Assistant appointed by recruitment by transfer who on the 24<sup>th</sup> March 1964 has served as Assistant in the Accounts Branch of the Highways and Rural Works Department for a period of not less than six months need not undergo the said training:

Provided further that during the period of training, leave under the Tamil Nadu Leave Rules 1933, may for special reasons, be granted to the trainee up to a maximum of ten days in one or several spells without correspondingly postponing the period of training. If such leave availed of is more than ten days, it shall have the effect of postponing the period of training by the number of such more days availed. The period of training in such cases shall be extended by the Chief Engineer (Highways and Rural Works) subject to the post facto sanction by Government of the extension of the training posts. The extension of the period of training shall be given effect to, as far as possible, in the office or offices where deficiency in the prescribed period of training arose.

(b) In addition to the training referred to in clause (a) an Audit Assistant appointed by direct recruitment or by recruitment by transfer, shall after passing the departmental test prescribed in sub-rule (1) of rule 6 undergo further training in Audit principles and procedures for a period of three months in the office of the Accountant General, Chennai.

(2) An Audit Assistant appointed by direct recruitment shall before undergoing the training, execute an agreement in the prescribed form with two sureties binding himself –

(a) to undergo the training for a period of six months;

(b) to serve in the Accounts Branch of the office of the Chief Engineer (Highways and Rural Works) for a minimum period of three years on duty from the date of his first appointment as Audit Assistant; and

(c) to refund to the State Government, the total amount drawn by him as pay and allowances, excluding travelling allowances, while undergoing the training in case he fails to fulfill any of the aforesaid conditions.

**8. Tests.—**(a) Every person appointed as Audit Assistant either by direct recruitment or by recruitment by transfer shall pass departmental test for Audit Assistants in the Accounts Branch of the Office of the Chief Engineer (Highways and Rural Works) Chennai conducted by the Tamil Nadu Public Service Commission.

(b) The Audit Assistants appointed by recruitment by transfer who fail to pass the test within two consecutive examinations shall be reverted as Assistants to their departmental units from

where they were posted to the Accounts Branch of the Office of the Chief Engineer (H&RW). Direct recruits who fail to qualify in three consecutive chances of the examination shall be discharged.

**9.Probation.**—Every person appointed to the post of Audit Assistant shall from the date of 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 an Audit Assistant appointed by recruitment by transfer from the Tamil Nadu Ministerial Service who has rendered not less than two years satisfactory service as Assistant shall not be required to undergo the probation prescribed in this rule.

## CLASS XXXIX – LABOUR DEPARTMENT.

**1. Constitution.**—This class shall consist of the Drivers of Jeeps / Motor Vehicles of Labour Department.

**2. Appointment.**—Appointment to this class shall be made by direct recruitment or for special reasons, by transfer from any other class or by recruitment by transfer from any other service.

**3. Appointing authority.**—The appointing authority for the posts specified in column (1) of the table below shall be the authority specified in the corresponding entries column (2) thereof:-

TABLE

Posts (1)	Appointing authority (2)
(1) Drivers of Motor Vehicles of the Office of the Commissioner of Labour, Chennai.	Assistant Commissioner of Labour (Establishment and General).
(2) Drivers of Motor Vehicles allotted to the Deputy Commissioners of Labour, Assistant Commissioner of Labour, Labour Officers and Medical Officer and Drivers of Jeeps allotted to Inspectors of Plantation.	Deputy Commissioners of Labour concerned in their respective jurisdiction.
(3) Drivers of Motor Vehicles in the office of the Zonal Joint Commissioner of Labour.	Zonal Joint Commissioner of Labour.
(4) Drivers of Motor Vehicles allotted to the offices of the Superintending Inspectors of Factories and Inspector of Factories.	Superintending Inspectors of Factories concerned in their respective jurisdiction.

**4. Qualification.**—No person shall be eligible for appointment to this class unless he possesses the qualification specified below:-

- (1) Must have passed atleast VIII Standard or III Form in anyone of the recognized schools;
- (2) Must possess a current Motor Vehicle Driving Licence for light Motor Vehicles issued by a competent licensing authority to drive Motor Vehicles;
- (3) A thorough knowledge of Motor Mechanism; and
- (4) Must possess experience in driving of Motor Vehicles for a period of not less than two years:

Provided that the educational qualification mentioned above shall not be necessary in the case of persons appointed by transfer from any other service.

**Explanation.**—A recognized school shall mean a school maintained by or opened with the sanction of the Government of Tamil Nadu or for which recognition has been accorded by the Director of School Education, Chennai under the TamilNadu Educational Rules.

**5. Age.**—No person shall be eligible for appointment to this class by direct recruitment, if he has completed or will complete 31 years of age on the first day of July of the year in which the selection for appointment is made:

Provided that the age limit shall be increased by five years in the case of candidates belonging to Scheduled Castes/ Scheduled Tribes.

**6. Probation.**—Every person appointed to this class 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. Unit for recruitment and discharge, etc.**—For the purpose of recruitment discharge for want of vacancies and re-appointment of probationers and approved probationers, appointment of full members and promotion, jurisdiction of each appointing authority shall be the unit.

**8. Postings and transfers.**—The authority competent to order postings and transfers for the posts specified in column (1) of the table below shall be the authority specified in the corresponding entries in column (2) thereof:-

TABLE

Posts (1)	Authority to order postings and transfers (2)
1. Drivers of Motor Vehicles of the office of the Commissioner of Labour, Chennai.	Assistant Commissioner of Labour. (Establishment and General)
2. Drivers of Motor Vehicles in the Offices of the Zonal Joint Commissioners of Labour, Deputy Commissioners of Labour, Assistant Commissioners of Labour, Labour Officers, Medical Officers and Inspectors of Plantations.	Zonal Joint Commissioner of Labour
3. Drivers of Motor Vehicles allotted to the office of the Superintending Inspectors of Factories.	Superintending Inspectors of Factories concerned in the respective jurisdiction.
4. Drivers of Motor Vehicles of Labour Department (excluding the Department of Inspectorate of Factories) in the State of Tamil Nadu.	The Joint Commissioner of Labour (Administration) in the Office of the Commissioner of Labour, Chennai.

**9. Savings.**— Nothing contained in these rules shall adversely affect any person holding the post prior to 1<sup>st</sup> December 1969.

## CLASS XL— RAJ BHAVAN PRESS ESTABLISHMENT.

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

- Category 1 Compositor
- Category 2 Machine Minder

**2. Appointment.**—Appointment to the categories in this class shall be made by direct recruitment or by transfer from any other class or recruitment by transfer from any other service.

**3. Appointing authority.**—The Comptroller, Governor's Household shall be the appointing authority.

**3A. Preparation of annual list of approved candidates.**—The crucial date on which the candidate should possess the prescribed qualification, for the purpose of inclusion in the annual list of approved candidate, for appointment to the categories shall be the 1<sup>st</sup> day of April of every year.

**4. Qualification regarding age.**—No person shall be eligible for appointment by direct recruitment to any of the categories if he has completed 30 years of age on the day of appointment.

**5. Other qualifications.**—No person shall be eligible for appointment to the category specified in column (1) of the table below, unless he possesses the qualifications specified in the corresponding entries in column (2) of thereof:-

TABLE

Category (1)	Qualifications (2)
1. Compositor	<p>For direct recruitment -</p> <p>(1) Minimum general educational qualification;</p> <p>(2) Technical Trade Certificate in the trade of composing from any of the Institution approved or recognised by the Government of Tamil Nadu or Government of India:            Provided that other things being equal, preference shall be given to a person who has worked as apprentice in any press unit under the Stationary and Printing Department of the Government of Tamil Nadu; or</p> <p>(1) Apprenticeship for the prescribed minimum period under the Apprentice Act, 1961 (Central Act LII of 1961); and</p> <p>(2) Must have a minimum setting speed of eight hundred corrected 'ens per hour.</p> <p>For recruitment by transfer -</p> <p>(1) Minimum general educational qualification;</p> <p>(2) Must be able to read and write Tamil.</p>
2. Machine Minder	<p>For direct recruitment -</p> <p>(1) Must have studied and appeared for the S.S.L.C. examination or its equivalent; and</p> <p>(2)(i) Technical Trade certificate in the trade of machine minder from any of the institutions approved or recognized by the Government of Tamil Nadu or Government of India;</p> <p>(ii) Apprenticeship for the prescribed minimum period under the Apprentices Act, 1961 (Central Act LII of 1961):            Provided that other things being equal, preference shall be given to a person who has</p>



worked as Apprentice in any press unit of the Stationary and Printing Department of the Government of Tamil Nadu:

For recruitment by transfer -

- (1) Must have studied and appeared for the SSLC Examination or its equivalent; and
- (2) Must be able to read and write Tamil.

**6. Probation.**—(a) 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 two years on duty within a continuous period of three years.

(b) Every person appointed to any category 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.

**7. Unit of appointment.**—The provisions of rules 7,8 and 31 of the General rules for the Tamil Nadu State and Subordinate Services shall apply separately to each category.

**8. Savings.**—Nothing contained in these rules, shall adversely affect any person who is in service in any category on the date of coming into force of these rules.

**9. Reservation of appointments.**—The rule of reservation of appointments (General rule 22) shall apply for direct recruitment to each category, the cadre strength of which is more than one.

**CLASS XLI — NURSING ASSISTANT IN THE APPROVED SCHOOLS  
DEPARTMENT.**

*(Deleted)*

## CLASS XLII –AGRICULTURAL DEPARTMENT.

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

Category 1	Librarian
Category 2	Assistant Librarian

**2. 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 :-

TABLE

Category (1)	Method of recruitment (2)
1. Librarian	1. by direct recruitment ; or 2. by promotion from the category of Assistant Librarian ; or 3. by recruitment by transfer from other class or service.
2. Assistant Librarian	1. by direct recruitment ; or 2. for special reasons by recruitment by transfer from any other class or service.

**3. Appointing authority.**—The appointing authority for the categories shall be the respective heads of office.

**4. Department unit.**—The entire department shall constitute a department unit for the purpose of seniority.

**5. Qualification.**—No person shall be for appointment to the posts specified in column (1) of the table below unless he possess the qualifications specified in the corresponding entries in column(2) thereof:-

TABLE

Category (1)	Method of recruitment (2)
1. Librarian	(i) Must possess a degree; and (ii) Must possess B.Lib (Science) degree: Provided that other things being equal preference shall be given to a candidate who has – (a) adequate knowledge of French or German. (b) previous experience as Librarian in a Library of a College affiliated to an University or a Research Institute or a well established District Library.
2. Assistant Librarian	(i) Must be in possession of a certificate in Librarianship issued by the University of Madras and (ii) Must have good hand-writing.

**6. Qualification regarding age.**—No person shall be eligible for appointment to any of the categories by direct recruitment, if he has completed or will complete the age of thirty years on the 1<sup>st</sup> day of July of the year in which the selection for appointment is made.

**7. Probation.**—(a) Every person appointed to any of the categories by direct recruitment shall from the date on which he joins duty by an probation for a total period of two years on duty within a continuous period of three years.

(b) Every person appointed to any of the categories 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.

**8.Transfer.—**The Director of Agriculture shall be the authority competent to the transfer of a person holding any of the posts from one office to another.

## CLASS XLIII –ECONOMICS AND STATISTICS DEPARTMENT.

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

1. Statistical Officer.
- 1A. Statistical Inspector.
2. Assistant Statistical Investigator.
3. Head Draughtsman.
4. Senior Draughtsman.
5. Junior Draughtsman.
6. Foreman.
7. Binder.
8. Librarian, Grade I.
9. Driver.

**2. Appointment.**—(a) Appointment to the category specified in column (1) of the table below shall be made by the methods specified in column (2) thereof:-

TABLE

Category (1)	Method of appointment (2)
Statistical Officer.	1. By promotion from the category of Statistical Inspector; or 2. By recruitment by transfer from the category of Superintendent in the Department of Economics and Statistics: Provided that 90% of vacancies shall be filled up by the promotion and 10% by recruitment by transfer: Provided further that in the case of recruitment by transfer the ratio between Graduates in Statistics, Mathematics or Economics and others shall be 1:2 Provided also that combined seniority as fixed by the Director of Economics and Statistics shall be considered for the purpose of promotion. <b>Explanation.</b> —Item (2) above and the provisos thereto except the third proviso shall be operative only till the existing Superintendents who were appointed prior to 15 <sup>th</sup> November 1968 either retire from service or any appointed as Statistical Officer and thereafter the provisions shall cease to exist.
Statistical Inspector	By Promotion from the category of Assistant Statistical Investigator.
Assistant Statistical Investigator	1. By direct recruitment; or 2. By recruitment by transfer from the categories of - (i) Junior Assistant in the Department of Economics and Statistics; (ii) Typists in the Department of Economics and Statistics: Provided that 75 percent of the vacancies shall be filled by direct recruitment and 25 percent by recruitment by transfer.
Head Draughtsman	By promotion from the category of Senior Draughtsman.
Senior Draughtsman	By promotion from the category of Junior Draughtsman.

Junior Draughtsman	By direct recruitment.
Foreman	1.By direct recruitment; or 2.By promotion from the category of Binder in the Department of Economics and Statistics.
Binder	1.By direct recruitment ; or 2.By promotion from the category of Record Clerk in the Department of Economics and Statistics.
Librarian, Grade I	1.By direct recruitment; or 2.By recruitment by transfer from any other service.
Driver	1.By direct recruitment; or 2.By recruitment by transfer from any category in the Tamil Nadu Basic Service in the Department of Economics and Statistics or from any other service.

(b) Promotion to the categories of Statistical Officers, Statistical Inspectors, Assistant Statistical Investigators, Senior Draughtsman, Foreman and Binders shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

**3.Appointing authority.**—The appointing authority for the posts referred to in rule 1 shall be as follows:-

Post (1)	Appointing authority (2)
Statistical Officer	Commissioner of Economics and Statistics.
Statistical Inspector Assistant Statistical Investigator Head Draughtsman Senior Draughtsman Junior Draughtsman Foreman Binder Librarian, Grade I Driver	Joint Director of Economics and Statistics (Administration)

**4.Qualifications.**—No person shall be eligible for appointment to the category in column (1) by the method specified in column (2) of the table below, unless he possess the qualifications specified in the corresponding entries in column (3) thereof:-

TABLE

Category (1)	Method of appointment (2)	Qualification (3)
Statistical Officer.	Promotion or recruitment by transfer	1.Must possess a degree with Statistics/ Mathematics or Economics as the main subject; and 2.Must have put in a service of not less than two years in the category of Statistical Inspector or Superintendent, as the case may be:

Provided that the qualification specified in item (1) above shall not be insisted upon in the case of Statistical Inspectors and Superintendents who entered into service in the Department of Economics and Statistics prior to 15th November 1968 and who possess the minimum general educational qualifications:

Provided further that with effect from the August 2000 the field experience for a period of not less than 3 years on duty in the post of Statistical Inspectors in any of the Blocks in the District Statistical Units shall be necessary:

Provided also that such field experience for the period of 3 years shall not be insisted in respect of promotion to be effected for a period of 3 years from the 21<sup>st</sup> July 1997.

Statistical Inspector.	Promotion	<p>1. Degree in Statistics; or Degree in Mathematics /Computer Science/ Economics/Computer Applications with Statistics as an ancillary/allied subject; or</p> <p>Any degree with Post graduate degree in Operations Research/Econometrics/ Mathematical Economics.</p> <p>2. Must have put in a service of not less than five years in the category of Assistant Statistical Investigator:</p> <p>Provided that the qualifications specified above shall not be insisted upon in respect of existing incumbents in the post of Assistant Statistical Investigator as on the date of issue of this notification:</p> <p>Provided further, that field experience of three years, in districts other than Chennai in field-level collection of statistical data in the post of Assistant Statistical Investigator in any of the schemes in the district shall be necessary prerequisite for which no relaxation shall be considered under any circumstances whatsoever.</p>
Assistant Statistical Investigator	Direct recruitment	<p>1. Degree in Statistics; or Degree in Mathematics/Computer Science/Economics/ Computer Applications with Statistics as an ancillary/allied subject; or</p> <p>Any degree with Post graduate degree in Operations Research/Econometrics/ Mathematical Economics:</p> <p>Provided that the candidates with the above degrees other than Statistics are expected to be fully conversant with basic level concepts of Statistics including Bayes' theorem in Probability, Probability distributions like Binomial, Poisson, Normal, t, Chi-Square &amp; F, Probability Generating Functions, Moment Generating Function, Theory of Estimation, Testing of</p>

Hypothesis using various Statistical Tests like Z, t, F, Chi-Square, basics of Multiple Regression and Multivariate analysis and Sampling design. In addition, they should have basic skills in using MS-Excel for statistical data analysis.

2. Must not complete or must not have completed 30 years of age on the 1<sup>st</sup> day of July of the year in which the selection for appointment is made.

Recruitment  
by transfer

1. Degree in Statistics; or

Degree in Mathematics/Computer Science/  
Economics/ Computer Applications with  
Statistics as an ancillary/ allied subject; or

Any degree with Post graduate degree in  
Operations Research / Econometrics /  
Mathematical Economics.

2. Must have put in a service of not less than three years in the category of Junior Assistant or Typist as the case may be.

3. Must have passed the Departmental Test on Statistics.

Head  
Draughtsman

Promotion

1. Must possess a completed Secondary School Leaving Certificate with not less than forty five percent of marks in mathematics; and

2.(a) Must have passed the Government Technical Examination in free hand outline drawing and painting by the Higher Grade; or

(b) Must possess diploma in Arts and Crafts awarded by the Government Schools of Arts and Crafts, Chennai; or

(c) Must possess the National Trade Certificate awarded by the National Council for Training in the Trade of Draughtsman (Civil); or

(d) Must possess the diploma awarded by the Director General of Employment and Training in the Trade of Draughtsman (Civil).

Senior  
Draughtsman

Promotion

1. Must possess a completed Secondary School Leaving Certificate with 45 percent in Mathematics and a pass in either mathematics and the Government Technical Examination in free hand outline drawing and painting by the Higher Grade or a Diploma of the Government School of Arts and Crafts, Chennai in those two subjects; or

2. Must possess the National Trade Certificates awarded by the National Council for Training in the Trade of Draughtsman (Civil) ; or

3. Must possess the diploma awarded by the Director General of Employment and Training in the Trade of Draughtsman (Civil) ; or

4. Must possess the qualifications applicable to the Junior Draughtsman in the Department of Economics and Statistics.



Junior Draughtsman	Direct recruitment	<p>1.(a)Must have passed the Government Technical Examination in free hand outline and Model drawing by the Higher Grade; or must possess a diploma in fine Arts and in painting awarded by the Government College of Arts and Crafts, Chennai; or</p> <p>(b)Must possess the National Certificate awarded by the National Council for Training in the Trade of Draughtsman (Civil/Mechanical); or</p> <p>(c)Must possess a diploma in Civil / Mechanical Engineering awarded by the State Board of Technical Education and Training Department of Technical Education Government of Tamil Nadu; or</p> <p>(d)Must possess the National Apprenticeship Certificate awarded by the National Council for training in Vocational Trades in the Trade of Draughtsman (Civil / Mechanical).</p> <p>2.Must not complete or must not have completed 30 years of age on the 1<sup>st</sup> day of July of the year in which the selection for appointment is made.</p>
Foreman	Direct recruitment	<p>1.Must not have completed 26 years of age on the 1st day of July of the year in which the selection for appointment is made:          Provided that the age limit shall be enhanced to 28 years with effect from 6th October 1979:          Provided further that from the 27<sup>th</sup> February 1989, the age limit shall be 30 years:          Provided also that the age limit shall be increased by 5 years in the case of Scheduled Castes/Scheduled Tribes.</p> <p>2.Must have passed VIII standard in a recognized school; and</p> <p>3.Must possess practical experience and knowledge of handling printing machines.</p>
	Promotion	<p>1.Must have passed VIII standard in a recognized school; and</p> <p>2.Must possess practical experience and knowledge in handling printing machines.</p>
Binder	Direct recruitment	<p>1.Must not have completed 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 the age limit shall be enhanced to 28 years with effect from 6<sup>th</sup> October 1979:          Provided further that from the 27<sup>th</sup> February 1989, the age limit shall be 30 years:          Provided also that the age limit shall be increased by 5 years in the case of Scheduled Castes / Scheduled Tribes.</p>

		<p>2. Must have passed VIII standard in a recognized school; and</p> <p>3. Must possess experience in Binding.</p>
	Recruitment by transfer	<p>1. Must have passed VIII Standard in a recognized School; and</p> <p>2. Must possess experience in Binding.</p>
Librarian, Grade I	Direct recruitment	<p>1. Must not complete or must not have completed 28 years of age on the first day of July of the year in which the selection for appointment is made:          Provided that from the 27<sup>th</sup> February 1989, the age limit shall be 30 years.</p> <p>2. Must possess a degree in Statistics, Mathematics or Economics; and</p> <p>3. Must possess a degree in Library Science.</p>
	Recruitment by transfer from any other service	<p>1. Must possess a degree in Statistics, Mathematics or Economics; and</p> <p>2. Must possess a degree in Library Science.</p>
Driver	Direct recruitment	<p>1. Must not complete or must not have completed 30 years of age on the first day of July of the year in which the selection for appointment is made;</p> <p>2. Must possess a current driving licence of a motor vehicle issued by the competent authority under the Motor Vehicle Act, 1939;</p> <p>3. Must possess experience in driving motor vehicles for a period of not less than two years;</p> <p>4. Must possess an elementary knowledge of general mechanism in Automobiles;</p> <p>5. Must possess a first-aid certificate;</p> <p>6. Must possess clear eyesight; and</p> <p>7. Must have passed III Form or VIII Standard or its equivalent in a School recognised under the Tamil Nadu Educational Rules.</p>
	Recruitment by transfer from any category in the Tamil Nadu Basic Service in the Department of Economics and Statistics or from any other Service.	<p>1. Must possess a current driving licence of a motor vehicle issued by the competent authority under the Motor Vehicle Act. 1939;</p> <p>2. Must possess experience in driving motor vehicles for a period of not less than two years;</p> <p>3. Must possess a elementary knowledge of general mechanism in Automobiles;</p> <p>4. Must possess a first-aid certificate.</p> <p>5. Must possess clear eyesight.</p> <p>6. Must have passed III Form or VIII Standard or its equivalent in a school recognised under the Tamil Nadu Educational Rules:          Provided that the qualification mentioned in item (6) above shall not be insisted upon in the case of appointment by recruitment by transfer from any category in the Tamil Nadu Basic Service in the Department of Economics and Statistics.</p>

**5.Probation.**—Every person appointed to a category by direct recruitment or by recruitment by transfer to the categories of Assistant Statistical Investigator, Foreman, Binder, Librarian, Grade I and Driver 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 till 14<sup>th</sup> July 1969 every person appointed to a category by the method of direct recruitment/by recruitment by transfer 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.

**6.Reservation of appointments.**—The rule of reservation of appointments (General rule 22) shall apply to appointments by direct recruitment to each category separately.

**7.Annual list of approved candidates.**—Appointment to the posts, other wise than by direct recruitment shall be made from the list of approved candidates prepared annually and the date on which the candidates should possess the prescribed qualifications for such appointment shall be the 1<sup>st</sup> December of every year.

**8.Training.**—(a) Every person appointed to the post of Junior Draughtsman by direct recruitment shall within the period of probation undergo a course of training as may be decided by the Director of Economics and Statistics, from time to time. The training shall be imparted at the State Headquarters Office at the expense of the State Government.

(b) During the period of training, there shall be paid to the holder of the post a pay which will be at the minimum of the time-scale of pay applicable to the post. The period of training shall count for probation and increment.

**9.Agreement.**—Every person appointed to the post of Junior Draughtsman by direct recruitment shall execute, before undergoing the training prescribed in rule 8, an agreement in the form specified in the Annexure binding himself to serve the Government as Junior Draughtsman for the period specified therein and if he resigns his appointment before the completion of the said period, he shall refund to the Government the amount specified in the agreement.

**10.Test.**—Every person appointed to the post of Assistant Statistical Investigator and Statistical Inspector by direct recruitment shall within the period of probation, pass the Tamil Nadu Government Office Manual Test.

**ANNEXURE**  
(referred to in rule 9)

Bond to be executed by the Junior Draughtsman, Economics and Statistics Department, Tamil Nadu before undergoing Training at the State Headquarters Office.

Know all mean by these present that

I ..... resident of .....

..... in the District of .....

at present employed as ..... in the ..... Department of Economics and Statistics, Tamil Nadu do hereby bind myself and my heirs, Executors, Administrators, Legal representators and my assigns to pay to the Governor of Tamil Nadu (herein after called the Government which expression shall, where the content so admits, include his successor-inoffice and assigns) on demand the sum of Rs.500/- (Rupees five hundred only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans and together with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the government.

Signed by me of ..... this day of ..... 20

Witnesses:-

- 1.
- 2.

Signature.

Whereas the above bounden is undergoing training in ..... at the expense of the State Government in the expectation that the Government Servant should be trained in the nature of duties attached to the post of Junior Draughtsman and whereas it is now agreed that the above bounden shall execute this bond in the above mentioned sum of Rs.500/- (Rupees five hundred only) with such condition as hereunder written.

Now, the condition of the above written bond is such that the bond shall be void if the said ..... serves the Government or shall be employed in a manner which the Government may approve for a period of not less than one year from the date of appointment as Junior Draughtsman otherwise the bond shall be and remain in full force and virtue.

Signed by

In the presence of

Signature.

Witnesses:

- 1.
- 2.

Accepted by

Action for and on behalf of and by order and direction of the Governor of Tamil Nadu.

Signature.

In the presence of:-

Witnesses:

1.

2.

**CLASS XLIV— INFORMATION AND PUBLIC RELATIONS  
DEPARTMENT.**

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

Category-

1. Chief Photographer.
2. Assistant Photographer.

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

TABLE

Category (1)	Method of appointment (2)
1. Chief Photographer	(1) Transfer from among the holders of the posts of Additional Chief Photographer; or (2) Direct recruitment.
2. Assistant Photographer	(1) Promotion from among the holders of the posts of Dark Room Assistant; or (2) Direct recruitment; or (3) By transfer from another class or recruitment by transfer from any other service:

Provided that for the purpose of appointment to the post of Assistant Photographer from the category of Dark Room Assistant, the proportion for promotion, direct recruitment and recruitment by transfer from any other class or service shall be 1:1:1.

**2A. Preparation of annual list of approved candidates.**— For the purpose of preparation of annual list of approved candidates for appointment to the posts by promotion, transfer or recruitment by transfer, the crucial date on which the candidate should possess the qualifications shall be the 1<sup>st</sup> April of every year.

**3. Appointing authority.**—The appointing authority shall be the Director of Information and Public Relations, Chennai.

**4. Qualification (a) Age.**— No person shall be eligible for appointment by direct recruitment to any category, 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 qualifications.**—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), unless he possesses the qualifications specified in the corresponding entries in column (3) thereof:-

TABLE

Category (1)	Method of recruitment (2)	Qualification (3)
Chief Photographer	(1) Transfer	Experience for a period of not less than two years as Additional Chief Photographer in Information and Public Relations Department.

	(2) Direct recruitment	<p>1. Minimum general educational qualification or Secondary School Leaving Certificate with declaration of eligibility for college course; and</p> <p>2. Practical experience in the field of Still Photography such as Flash Photography development, printing, enlarging, etc., for a period of not less than five years; or</p> <p>(i) A diploma in Cinematography awarded by the State Board of Technical Education and Training; and</p> <p>(ii) Practical experience in the field of Still Photography for a period of not less than three years.</p>
Assistant Photographer	(1) Promotion	<p>Experience for a period of not less than three years as Dark Room Assistant in Information and Public Relations Department and practical experience in the field of Still Photography for a period of not less than one year.</p>
	(2) Direct recruitment or transfer or recruitment by transfer	<p>1. Minimum general educational qualification or Secondary School Leaving Certificate with declaration of eligibility for college course; and</p> <p>2. Practical experience in the field of Still Photography such as Flash Photography, development printing, enlarging, etc; for a period of not less than three years; or</p> <p>(i) A diploma in Cinematography awarded by the State Board of Technical Education and Training, Chennai; and</p> <p>(ii) Practical experience in the field of Still Photography such as Flash Photography, development printing, enlarging, etc; for a period not less than two years.</p>

**5. Probation.**—Every person appointed to a category 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 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.

**CLASS XLV— LABOUR AND FACTORIES DEPARTMENT  
(NON-TECHNICAL).**

*(Deleted)*



### CLASS XLVI —EDUCATION DEPARTMENT. (N.C.C. Units)

**1. Constitution.**—This class shall consist of Lascars, Drivers and Boat Lascars in the National Cadet Corps Senior and Junior Division Units.

**2. Appointment.**—Appointment to the post specified in column (1) of the table below shall be made by the method specified in the corresponding entries in column (2) thereof :-

TABLE

Post (1)	Method of recruitment (2)
Lascars	(1) By direct recruitment; or (2) By recruitment by transfer of Peons working in the National Cadet Corps Units.
Drivers	By direct recruitment.
Boat Lascars	(1) By direct recruitment; or (2) By recruitment by transfer from the post of Peon in the National Cadet Corps Unit in the Tamil Nadu Basic Service; or (3) By transfer from the post of Lascar in the National Cadet Corps Unit.

**3. Appointing authority.**—The appointing authority for the posts shall be the Officers-Commanding of the Units of the Senior Division of the National Cadet Corps concerned.

**4. Qualification.**— No person shall be eligible for appointment to the post specified in column (1) of the table below, unless he possesses the qualifications specified in the corresponding entries in column (2) thereof :-

TABLE

Post (1)	Qualifications (2)
Lascars and Boat Lascars	(i) Must have passed the III Form or VIII Standard in a recognized school; (ii) Must not have completed 25 years of age on the first day of July of the year in which the selection for appointment is made: Provided that Peons working in National Cadet Corps units appointed as Lascars on transfer need not possess the educational qualification prescribed above, if they are otherwise qualified for discharging the duties of Lascars.
Drivers	(i) Must have passed the III Form or VIII Standard in a recognized school; (ii) Must not have completed 25 years of age on the first day of July of the year in which the selection for appointment is made; (iii) Must possess a current driving licence of a motor vehicle issued by a competent authority under the Motor Vehicles Act, 1939, with practical experience of driving a motor vehicle for a period of not less than three years. Drivers who are required to drive heavy motor vehicles should possess a heavy transport endorsement:

Provided that the upper age-limit referred to in the rules above shall be increased by five years in the case of members belonging to the Scheduled Castes or Scheduled Tribes.

**Explanation.—** A recognised school referred to in the rules shall mean 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, Chennai, under the Tamil Nadu Educational Rules.

**5.Probation.—** Every person appointed to any of the posts 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.

**CLASS XLVII —MOTOR VEHICLES MAINTENANCE ORGANISATION, BOARD  
OF REVENUE (LAND REVENUE).**

*(Deleted)*

## **CLASS XLVIII —STATE GUEST HOUSE.**

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

- Category I Manager.
- Category II Butler.
- Category III Cook.

**2. Appointment.**—Appointment to the posts shall be made by direct recruitment or for special reasons, by recruitment by transfer from any other service.

**3. Appointing authority.**—The appointing authority for the post of Manager shall be the Deputy Secretary to Government in the Public Department and for the posts of Butler and Cook, the appointing authority shall be the Reception Officer, State Guest House, Chennai.

**4. Qualifications.**—(a) A person for appointment as Manager –

- (i) must not have attained 36 years of age on the date of his appointment;
- (ii) must possess the minimum general educational qualification;
- (iii) must have experience for a period not less than two years in the management of a catering establishment which, in the opinion of the appointing authority, is well managed;
- (iv) must pay a security deposit of Rs.200/-

(b) A person for appointment as Cook and Butler must have practical experience in their respective work for a continuous period of not less than one year.

**5. Probation.**—Every person appointed to the post shall from the date on which he joins duty, be on probation for a total period of six months on duty within a continuous period of one year.

**6. Government quarters.**—Every person appointed to the post shall be provided with rent-free Government quarters, if such quarters are available for allotment.

**CLASS XLIX – STATE TRANSPORT DEPARTMENT (CHENNAI BRANCH).**

*(Deleted)*

**CLASS L —TAMILARASU UNIT IN THE INFORMATION AND TOURISM DEPARTMENT.**

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

1. Assistant Editor
2. Assistant to Editor

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

TABLE

Category (1)	Method of appointment (2)
1. Assistant Editor	(i)By promotion from among the holders of post of Reporter in Tamil Arasu Office; (ii)By transfer from the post of Assistant Public Relations Officer (I) ; or (iii)By recruitment by transfer from any other service; or (iv)By direct recruitment.
2. Assistant to Editor	(i)By transfer from any other class or category; or (ii)By recruitment by transfer from any other service; or (iii)By direct recruitment.

**3.Appointing authority.**—The appointing authority shall be Director of Information and Public Relations, Chennai.

**4.Qualification (a) Age.**—No person shall be eligible for appointment by direct recruitment to the category specified in column (1) of the table below, if, on the first day of July of the year in which the selection for appointment is made, if he has completed or will complete the age specified in the corresponding entries, in column (2) thereof:-

TABLE

Category (1)	Age (2)
Assistant Editor	35 years
Assistant to Editor	30 years

(b) **Other qualifications.**—No person shall be eligible for appointment to the post specified in column (1) of the table below, by the method specified in the corresponding entries in column (2) thereof, unless he possesses the qualifications specified in the corresponding entries in column (3) thereof:-

TABLE

Post (1)	Method of appointment (2)	Qualification (3)
1. Assistant Editor	(i) Direct recruitment; and recruitment by transfer from any other service	(1) A degree obtained from a recognized University: Provided that other things being equal preference shall be given to- (i)those who possess a degree obtained through a study in Tamil medium;

- (ii)those who obtained a degree in Tamil or English Literature;
  - (iii)those who possess a diploma in Journalism or Public Relations or Communication.
  - (2)Experience in Journalism for a period of not less than three years.
  - (3)Must have passed typing both in English and Tamil (Lower Grade), if not to qualify within a period of one year from the date of appointment and knowledge of Computer preferable.
- (ii) Promotion
    - (i)Must have worked as Reporter in Tamil Arasu Office for a period of not less than 2 years.
    - (ii)Must have passed typing both in English and Tamil (Lower Grade), if not to qualify within a period of one year from the date of appointment and knowledge of Computer preferable.
  - (iii) Transfer from the post of Assistant Public Relations Officer (I).
    - (i)Must have worked as Assistant Public Relations Officer (I).
    - (ii)Must have worked as Assistant Public Relations Officer (P) in districts for one year.
    - (iii)Must have passed typing both in English and Tamil (Lower Grade), if not to qualify within a period of one year from the date of appointment and knowledge of Computer preferable.
- 2.Assistant to Editor
    - Direct recruitment; or transfer from any other class or category; or recruitment by transfer from any other service.
    - (i) Must possess minimum general educational qualification;
    - (ii) Experience in Journalism for a period of not less than one year.

**5.Reservation of appointments.—**The rule relating to reservation of appointments (General rule 22) shall apply for appointment to the post by direct recruitment.

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

**CLASS LI—NURSING ASSISTANT IN TAMIL NADU STATE TRANSPORT  
DEPARTMENT.**

*(Deleted)*



**CLASS LII —SOCIAL WELFARE WORKERS.**

*(Deleted)*

**CLASS LIII — GUINDY GANDHI MANDAPAM ESTABLISHMENT,  
INFORMATION AND PUBLIC RELATIONS DEPARTMENT.**

**1. Constitution.**—This class shall consist of the following categories of officers:-

- (1) Caretaker.
- (2) Assistant Caretaker.
- (3) Gardener.

**2. Appointment.**—Appointment to the above posts specified in column (1) of the table below shall be made by the method specified in the corresponding entries in column (2) thereof:-

TABLE

Posts (1)		Method of recruitment (2)
Caretaker	(i) (ii) (iii)	By direct recruitment; or By promotion from Assistant Caretaker; or For special reasons, by transfer from any other class or by recruitment by transfer from any other service.
Assistant Caretaker	(i) (ii) (iii)	By direct recruitment; or By promotion from Gardeners; or For special reasons, by transfer from any other class or by recruitment by transfer from any other service.
Gardener	(i) (ii)	By direct recruitment; or For special reasons, by transfer from any other class or by recruitment by transfer from any other service.

**3. Appointing authority.**—The appointing authority for the posts shall be the Director of Information and Public Relations.

**4. Qualifications.**—No person shall be eligible for appointment to the post specified in column(1) of the table below, unless he possesses the qualifications specified in the corresponding entries in column(2) thereof :-

TABLE

Category (1)		Qualifications (2)
Caretaker	(i) (ii)	Must not have completed 25 years of age on the first date of appointment, if recruited direct: Provided that in the case of persons belonging to Scheduled Castes or Scheduled Tribes, the age limit, shall be 30 years. Must have passed the Third Form or the equivalent thereof in a recognized school; or must possess the Indian Army First Class Certificate of Education; or the Indian Army Third Class English Certificate.

- |                     |  |
|---------------------|--|
| Assistant Caretaker | <ul style="list-style-type: none"> <li>(i) Must not have completed 25 years of age, on the date of appointment, if recruited direct:<br/> <div style="padding-left: 20px;">Provided that in the case of persons belonging to Scheduled Castes or Scheduled Tribes, the age limit, shall be 30 years.</div> </li> <li>(ii) Must have passed the Third Form or the equivalent thereof in a recognised school; or must possess the Indian Army First Class Certificate of Education; or the Indian Army Third Class English Certificate.</li> </ul> |
| Gardener            | <ul style="list-style-type: none"> <li>(i) Must have practical experience in gardening to the satisfaction of the appointing authority.</li> <li>(ii) Must possess good physique.</li> </ul>   |

**Explanation.**—For the purpose of this rule, “Recognised School” shall mean, a school maintained by, or opened with the sanction of the State Government or to which recognition has been accorded by the Director of School Education, Chennai, under the Tamil Nadu Educational Rules.

**5.Probation.**—Every person appointed as Caretaker 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. Every person appointed as Assistant Caretaker or Gardener 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.Leave.**—The grant of leave to a Caretaker shall be regulated by the provisions of the Tamil Nadu Leave Rules, 1933, in so far as they apply to Government servants in superior service, and the grant of leave to the Assistant Caretaker and Gardeners shall be regulated by the provisions of the said rules in so far as they apply to Government servants in the Tamil Nadu Basic Service.

**CLASS LIV —TECHNICIAN IN THE CENTRAL COLLEGE OF KARNATIC  
MUSIC, CHENNAI.**

*(Deleted)*

## CLASS LV – CO-OPERATIVE DEPARTMENT.

**1. Constitution.**—This class shall consist of the Jeep Drivers (Motor Vehicles) in the Co-operative Department.

**2. Appointment.**—Appointment to this class shall be made by direct recruitment or for special reasons, by transfer from any other class or by recruitment by transfer from any other service.

**2A. Reservation of appointments.**—The rule of reservation of appointments (General rule 22) shall apply to the appointment by direct recruitment to this case.

**3. Appointing authority.**—(a) The appointing authority for the posts specified in column (2) of the table below shall be as specified in the corresponding entries in column (1) thereof:-

TABLE

(1)	(2)
(i) Personal Assistant to the Registrar of Co-operative Societies and Personnel Officer.	Drivers (Motor Vehicles) in the Office of the Registrar of Co-operative Societies, Chennai.
(ii) Deputy Registrar / Personnel Officer in the Office of the Joint Registrar, Thanjavur Region.	Drivers (Motor Vehicles) in the Office of the Joint Registrar, Thanjavur Region.
(iii) The Deputy Registrar Co-operative Societies on general duty.	Drivers (Motor Vehicles) under the control of the Deputy Registrar of Co-operative Societies.
(iv) The Project Officers (Agricultural Refinance and Development Corporation).	Drivers (Motor Vehicles) under the control of the Project Officer (Agricultural Refinance and Development Corporation Schemes).
(v) Superintending Engineer (Construction) Co-operative Department, Chennai.	Drivers (Motor Vehicles) in the Office of the Superintending Engineer (Construction).
(vi) Assistant Executive Engineer (Construction) Co-operative Department.	Drivers (Motor Vehicles) under the control of the Assistant Executive Engineer (Construction).

**(b) Authority competent to discharge, re-appointment, etc.**—The authority for the purposes of discharge, re-appointment and appointment of the members of Drivers other than those employed in the Office of Registrar of Co-operative Societies shall be the jurisdiction of the Joint Registrar of Co-operative Societies of each region. The Joint Registrar of Co-operative Societies in the respective regions shall be the authorities for the above purposes.

**4. Age.**—No person shall be eligible for appointment to the posts by direct recruitment, if he has completed or will complete 30 years of age on the first day of July of the year in which the Selection for appointment is made.

**5. Qualification.**—No person shall be eligible for appointment to the posts, unless he possesses the following qualifications, namely:-

- (a) Must possess a current motor vehicle licence issued under the Motor Vehicles Act, 1939 (Central Act IV of 1939) and the rules made thereunder;
- (b) Must possess practical experience in driving motor vehicles for a period of not less than two years;

- (c) Must possess an elementary knowledge of auto mechanism as is required by a Driver, in the opinion of the appointing authority;
- (d) Must have passed III Form or VIII Standard, if appointed by direct recruitment.

If no suitable candidate is available for appointment to the post, the Joint Registrar of Co-operative Societies working in the Office of the Registrar of Co-operative Societies, Chennai may either himself appoint or authorize the Joint Registrar of Co-operative Societies (Intensive Agricultural District Programme) or the Deputy Registrar of Co-operative Societies concerned to appoint any other person who is considered suitable for the post.

**6.Security.**—Omitted.

**7.Probation.**—Every person appointed to the post 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 a person appointed to the post by transfer need not be on probation if he is already an approved probationer or a full member in the class from which he is so appointed.

**8.Transfer.**—The Joint Registrar of the regions shall be the authority competent to transfer the Drivers (Motor Vehicles) from the jurisdiction of one appointing authority to that of another within their respective regions. The Additional Registrar (Credit) working in the Office of the Registrar of Co-operative Societies, Chennai shall be the authority competent to transfer the Drivers (Motor Vehicles) from the jurisdiction of one Joint Registrar of the region to that of another.

## **CLASS LVI—NURSING ASSISTANTS IN THE VIGILANCE DEPARTMENT.**

**1. Constitution.**—This class shall consist of Nursing Assistants in the Government Vigilance Institutions.

**2. Appointment.**—Appointment to this class shall be made by direct recruitment or recruitment by transfer of trained hands from any other service or by transfer from any other class.

**3. Appointing authority.**—The appointing authority shall be the Superintendent of the Institution concerned.

**Note.**—Before making appointment, the Superintendent shall consult the District Medical Officer concerned or the Dean or Superintendents of Hospitals (in the case of City Institutions) who will suggest qualified candidates for appointment. If no qualified candidate is recommended by the District Medical Officer, Dean or Superintendent (of City Hospitals), the Superintendent himself may make the appointment.

**4.(1) Qualification.**—(i) Only women shall be eligible for appointment.

(ii) Must have passed VIII Standard or III Form in a recognized school or must possess the Indian Army Third Class English Certificate.

**(2) Qualification regarding age.**—Nursing Assistants appointed by direct recruitment must not have completed 25 years of age on the first day of July of the year in which the recruitment is made, or in the case of a candidate belonging to the Scheduled Castes or Scheduled Tribes, 30 years of age.

**Explanation.**—For the purpose of this rule, a “recognized school” shall mean a school maintained by or opened with the sanction of the State Government or to which recognition has been accorded by the Director of School Education, Chennai under the Tamil Nadu Educational Rules.

**5. Probation.**—A person appointed to this class 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.

**6. Training.**—Every person appointed as Nursing Assistant by direct recruitment shall, within the prescribed period of probation, undergo training in the Medical Department for a period of one year and pass the departmental examination held on the conclusion of such training. The period of training shall count for probation and increment.

**CLASS LVII — STATISTICAL INSPECTOR IN THE FACTORIES SECTION,  
LABOUR DEPARTMENT.**

*(Deleted)*



**CLASS LVIII —EDUCATION EXTENSION OFFICERS.**

*(Deleted)*

**CLASS LIX —SHROFFS IN THE TREASURIES AND ACCOUNTS DEPARTMENT.**

*(Deleted)*

**CLASS LX —ACCOUNTANT IN LABOUR DEPARTMENT.**

*(Deleted)*

**CLASS LXI —LIBRARIAN IN LABOUR DEPARTMENT.**

**1. Constitution.**—This class shall consist of the Librarian in the office of the Commissioner of Labour, Chennai.

**2. Appointment.**—Appointment to this class shall be made by the methods specified below:-

- (1) by direct recruitment; or
- (2) by transfer from any other class or category; or
- (3) by recruitment by transfer from any other service.

**3. Appointing authority.**—The appointing authority shall be the Commissioner of Labour, Chennai.

**4. Age.**—No person shall be eligible for appointment by direct recruitment if he has completed or will complete 35 years of age on the first day of July of the year in which the selection for appointment is made.

**5. Qualification.**—No person shall be eligible for appointment unless he possesses the following qualifications, namely:-

(1) A degree in Arts, Science or Commerce of any University or Institution recognised by the University Grants Commission for the purpose of its grant; and

(2) A diploma or certificate in Librarianship of any University or Institution recognised by the University Grants Commission for the purpose of its grant.

**6. Probation.**—Every person appointed to this class 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.

**CLASS LXII —COPYISTS AND EXAMINERS IN THE REVENUE DEPARTMENT.**

**1. Constitution.**—This class shall consists of the following categories, namely:-

- Category 1 Copyists
- Category 2 Examiners

**2. Method of appointment.**—Appointment to this class shall be made by direct recruitment or by recruitment by transfer from any other service.

**3. Appointing authority.**—The appointing authority for this class shall be the Personal Assistant to the Collector :

Provided that in the case of appointment to this class in the offices under the control of the Revenue Divisional Officers, the Revenue Divisional Officer concerned shall be the appointing authority.

**4. Unit for appointment, probation, seniority, etc.**—For the purpose of appointment, probation, seniority, discharge of probations and approved probationers for want of vacancies, re-appointment, appointment as full members and promotion, the Collector's office and each Revenue Division shall be separate units and in the districts where there are no Revenue Divisions, all the offices, other than the Collector's office, shall be a separate unit.

**5. Qualification.**—No person shall be eligible for appointment to a category in this class unless he has passed III Form or VIII standard in a recognized school.

**Explanation.**—“Recognized School” shall mean 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 Secondary Education, Chennai under the Tamil Nadu Educational Rules.

**6. Age.**—No person shall be eligible appointment to a category in this class by direct recruitment, if he has completed or will complete 25 years of age on the first day of July of the year in which the selection for appointment is made.

**7. Probation.**—Every person appointed to a category in his class 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.

**CLASS LXIII – GOVERNMENT CARE CAMP AND CARE HOME, MELPAKKAM,  
POLICE DEPARTMENT.**

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

Category -

1. Head Female Warder.
2. Female Warder.
3. Carpentry Instructor.
4. Pottery Instructor.
5. Weaving Instructor.
6. Tailoring Instructor.
7. Women Nursing orderly.
8. Book-binding Instructor.

**2. Appointment.**—Appointment to the several categories shall be made as follows:-

Post (1)	Method of appointment (2)
Category 1 Head Female Warder.	(1) Promotion from the category of Female Warders; or (2) Direct recruitment.
Category 2 Female Warder.	Direct recruitment.
Category 3 Carpentry Instructor.	Direct recruitment or for special reasons recruitment by transfer from any other service.
Category 4 Pottery Instructor.	-do -
Category 5 Weaving Instructor.	-do -
Category 6 Tailoring Instructor.	-do -
Category 7 Women Nursing Orderly.	Direct recruitment or transfer from among the holders of the posts of Nursing Orderlies, Grade II in category 13 in class XIX of the Tamil Nadu General Subordinate Service.
Category 8 Book-binding Instructor.	Direct recruitment or for special reasons recruitment by transfer from any other service.

**3. Appointing authority.**— The appointing authority for categories 1 to 6 and 8 shall be the Superintendent of Police, Chengalpattu District. The appointing authority for category 7 shall be the District Medical Officer, Chengalpattu.

**4. Age.**—No person shall be eligible for appointment by direct recruitment to the posts specified in column (1) of the table below if he has completed or will complete the age specified in the corresponding entries in column (2) thereof, on the first day of July of the year in which the selection for appointment is made.

TABLE

	Category (1)	Years (2)
1	Head Female Warder	35
2	Female Warder	25
3	Carpentry Instructor	25
4	Pottery Instructor	25
5	Weaving Instructor	25
6	Tailoring Instructor	25
7	Woman Nursing Orderly	25
8	Book – binding Instructor	25

Provided that no person shall be eligible for appointment to categories 2, 3 and 7 if he has not completed or will not complete the age of 21 years on the first day July of the year in which the selection for appointment is made.

**5. Qualifications.**—No person shall be eligible for appointment to the category specified in column (1) of the table below by the methods specified in column (2) of that table unless he possesses the qualifications specified in the corresponding entries in column (3) thereof:-

TABLE

Category (1)	Methods of recruitment (2)	Qualifications (3)
1 Head Female Warder.	1 Direct recruitment.	Must have passed III Form in a recognized school.
	2 Promotion.	Must have put in service for a period of not less than four years as a Female Warder in the Camp.
2 Female Warder.	Direct recruitment.	(a) Must have passed II Form in a recognized school; (b) Must not be less than 145 cm in height and 71 cm round the chest with an expansion of atleast 3 cm.
3 Carpentry Instructor.	(1) Direct recruitment; or	(a) Must have passed II Form in a recognized school. (b) Must possess a diploma in carpentry work issued by the State Government or any Institution approved by the State Government.
	(2) Recruitment by transfer.	
4 Pottery Instructor.	(1) Direct recruitment; or	(a) Must have passed I Form in a recognized school; (b) Must possess a diploma in Pottery issued by the School of Arts and Crafts, Chennai; (c) Must have practical experience for a period of not less than 2 years after getting the diploma in an Institution.
	(2) Recruitment by transfer.	

- |                            |  |   |  |
|----------------------------|--|---|--|
| 5 Weaving Instructor.      | (1) Direct recruitment; or<br>(2) Recruitment by transfer. | } | <p>(a) Must possess the certificate of Weaving Instructor Course and must have passed the State Government Technical Examination in Handloom Weaving by the Higher Grade;</p> <p>(b) Must have passed III Form in a recognized school;</p> <p>(c) Must not be less than 157 cm in height and 76 cm round the chest with an expansion of at least 3 cm.</p> |
| 6 Tailoring Instructor.    | (1) Direct recruitment; or<br>(2) Recruitment by transfer. | } | <p>(a) Must have passed E.S.L.C. or III Form in the recognized school;</p> <p>(b) Must possess a diploma in Tailoring and Embroidery work and must have passed the Government Technical Examination by the Higher Grade;</p> <p>(c) Must not be less than 157 cm in height and 76 cm. round the chest with an expansion of at least 3 cm.</p>              |
| 7 Woman Nursing Orderly.   | (1) Direct recruitment; or<br>(2) Transfer.                | } | <p>(a) Must have passed E.S.L.C. or III Form in a recognized school; or</p> <p>(b) Must possess the Indian Army III Class Certificate;</p> <p>(c) Must have been trained in a Hospital for a period of not less than a year.</p>   |
| 8 Book-binding Instructor. | (1) Direct recruitment; or<br>(2) Recruitment by transfer. | } | <p>Must possess a diploma in binding work and must have put in 2 years practical experience in binding work in an Institution recognized by the State Government.</p> <p>Preference shall be given to Binders working in Government Press, Chennai:</p> <p>Provided that women alone shall be appointed to categories 1, 2 and 7.</p>                      |

**Note.**—For purposes of this rule “a recognized school” shall mean 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 Secondary Education under the Tamil Nadu Educational Rules.

**6.Probation.**—Every person appointed to a category shall from the date on which he joins duty be on probation for a total period of two years on duty within continuous period of three years.



## CLASS LXIV – JUNIOR EMPLOYMENT OFFICER IN THE DEPARTMENT OF EMPLOYMENT AND TRAINING.

**1. Constitution.**—This class shall consist of Junior Employment Officer under the Department of Employment and Training (Employment Wing).

**2. Appointment.**—Appointment to the post shall be made by direct recruitment and by recruitment by transfer from the holders of the posts of Assistant in the Tamil Nadu Ministerial Service in the Department of Employment and Training, in the ratio of 1:2.

**2A. 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 recruitment by transfer the crucial date on which the candidate should be qualified shall be the 1<sup>st</sup> April of each year.

**3. Appointing authority.**—The Director of Employment and Training, Chennai, shall be the appointing authority.

**4. 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 :-

TABLE

Methods (1)	Qualifications (2)
1. Direct recruitment	Must possess a degree in Arts, Science or commerce.
2. Recruitment by transfer	<p>(a) Must possess the minimum general educational qualification prescribed in Schedule I to the General rules and must have passed the following tests, namely:-</p> <p>(i) Account Test for subordinate Officers, Part I;</p> <p>(ii) Labour and Factories Department test, Part 'A' (Tamil Nadu Government Office Manual) or the Tamil Nadu Government Office Manual test conducted from November 1967;</p> <p>(iii) Departmental test for members of Tamil Nadu Ministerial Service in the National Employment Service (National Employment Service Manual) from 30<sup>th</sup> November 1960; and</p> <p>(b) Must have put in service for a period of not less than two years as Assistant:</p> <p style="padding-left: 2em;">Provided that in the case of persons taken over on the 1<sup>st</sup> November, 1956 they need not have put in two years of continuous service as Assistants if they have put in more than ten years of service in the ministerial cadre.</p>

**Explanation.**—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 S.S.L.C. Public Examination and has been declared eligible for College Course or passed the Indian Air Force Educational Test for re-classification to leading air Craftsman, he shall be deemed to possess the minimum general educational qualification prescribed in Schedule I to the General rules.

**5.Age.—**No person shall be eligible for appointment to the post by direct recruitment, if he has completed 30 years of age on the 1<sup>st</sup> day of July of the year in which the selection for appointment to the post is made.

**6.Probation.—**Every person appointed to the post 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 Joint Director (Employment), Chennai shall be the authority competent to consider and decide whether or not a probationer in the category of Junior Employment Officer is suitable for full membership and to declare such probationer to have satisfactorily completed his probation or to extend his probation to enable him to pass the prescribed departmental tests.

**7.Training.—**Every person recruited direct shall undergo preliminary training for one and a half months. 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 purposes of probation and increment in the post of Junior Employment Officer.

**8.Test.—**A probationer directly recruited to the post, shall within the period of probation pass the following tests:-

- (i) Account Test for Subordinate Officers, Part I;
- (ii) Labour and Factories Department Test, Part 'A' (Tamil Nadu Government Office Manual) or Tamil Nadu Government Office Manual Test conducted from November 1967; and,
- (iii) Departmental test for Officers of the National Employment Service (National Employment Service Manual) from 30<sup>th</sup> November 1960.

**9.Reservation of appointments.—**The rule of reservation of appointments (General rule 22 of the Tamil Nadu State and Subordinate Services) shall apply to the appointment made by direct recruitment to the posts.

**10.Transfers and postings.—**The Joint Director shall be the authority competent to order postings and transfers of the holders of the posts.

**CLASS LXV —JUDICIAL DEPARTMENT.**

*(Deleted)*

## CLASS LXVI—GOVERNMENT ESTATE ESTABLISHMENT.

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

- |          |   |   |
|----------|---|---|
| Category | 1 | Garden Overseer—cum-Caretaker, Rajaji Hall. |
| Category | 2 | Conservancy Sergeant.                       |
| Category | 3 | Maistry.                                    |

**2. Appointment.**—Appointment to this class shall be made by direct recruitment or for special reasons, by recruitment by transfer from any other service.

**3. Appointing authority.**—The appointing authority shall be Superintendent, Government Estate, Chennai.

**4. Qualifications.**—No person shall be eligible for appointment to the category specified in column(1) of the table below unless he possesses the qualifications specified in the corresponding entries in column (2) thereof:-

TABLE

Category (1)	Qualifications (2)
Garden Overseer—cum-caretaker	<ul style="list-style-type: none"> <li>(i) The minimum general educational qualification.</li> <li>(ii) Diploma in Horticulture or a certificate from the Agricultural or Horticultural Society, Chennai of having undergone training for a period of not less than two years;</li> <li>(iii) Experience in maintenance and laying of gardens vegetable farm and the like for a period of not less than two years; and</li> <li>(iv) Must not have complete 40 years of age on the first day of July of the year in which the selection for appointment is made.</li> </ul>
Conservancy Sergeant	<ul style="list-style-type: none"> <li>(i) Must have studied up to Standard XI in a recognized school;</li> <li>(ii) Must be a man of good character and strong physique; and</li> <li>(iii) Must not have completed or must not complete 35 years of age on the first day of July of the year in which the selection for appointment is made.</li> </ul>
Maistry	<ul style="list-style-type: none"> <li>(i) Must have studied up to Standard VIII;</li> <li>(ii) Must possess practical experience for a period of not less than five years in gardening;</li> <li>(iii) Must be a man of good character and strong physique and ability to do supervisory functions; and</li> <li>(iv) Must not have completed or must not complete 50 years of age on the first day of July of the year in which the selection for appointment is made.</li> </ul>

**Explanation.**—For the purpose of these rules a recognized school shall mean a school maintained by or opened with the sanction of the Government of Tamil Nadu or to which recognition has been accorded under the Tamil Nadu Educational Rules.

**5. Probation.**— Every person appointed to this class 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.

**CLASS LXVII —PUBLIC RELATION OFFICER'S UNIT IN THE RURAL  
DEVELOPMENT AND LOCAL ADMINISTRATION  
DEPARTMENT, SECRETARIAT.**

*(Deleted)*

**CLASS LXVIII —CINEMA OPERATORS IN THE DISTRICT PUBLIC RELATIONS OFFICES OF THE INFORMATION AND PUBLIC RELATIONS DEPARTMENT.**

**1.Constitution.**—This class shall consist of the Cinema Operators in the District Public Relations Offices of the Information and Public Relations Department.

**2.Appointment.**—Appointment to this class shall be made by direct recruitment or by transfer from any other class or by recruitment by transfer from any other service:

Provided that the proportion in which the vacancies for the post of Cinema Operators shall be filled or reserved to be filled, by direct recruitment, by transfer from any other class and recruitment by transfer from any other service shall be 1:1:1.

**3.Reservation of appointments.**—The rule of reservation of appointments (General rule 22) shall apply to appointments to this class by direct recruitment.

**4.Appointing authority.**—The appointing authority shall be the Director of Information and Public Relations.

**5.Qualification.**—(a) **Age.**—No person shall be eligible for appointment to this class by direct recruitment, if he has completed or will complete 30 years of age on 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 this class unless he possesses the following qualifications, namely :-

- (i) must have passed S.S.L.C. or its equivalent examination;
- (ii) must have passed the examination conducted by the Government Board of Examiners for Cinema Operators; and
- (iii) must have practical experience as Cinema Operator in a Cinema Theatre for a period of not less than two years.

**6.Security deposit.**—(i)Every person appointed to this class shall within a month from the date of his appointment furnish a security of Rs.500/- (Rupees five hundred only) in cash or in Government Promissory Notes, immovable property or personal security;

(ii)If within a month from the date of his appointment he fails to deposit or furnish the security required, the appointing authority shall forthwith by order discharge him from service.

**7.Probation.**—Every person appointed to this class by direct recruitment or by recruitment by transfer 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.

**CLASS LXIX —LIBRARIAN IN THE OFFICE OF THE DIRECTOR OF SCHOOL EDUCATION.**

**1.Constitution.**—This class shall consist of the Librarian in the office of the Director of School Education, Chennai.

**2.Appointment.**—Appointment to this class shall be made by direct recruitment or by transfer from any other class or category or by recruitment by transfer from any other service.

**3.Appointing authority.**—The appointing authority shall be the Joint Director of School Education (Personnel).

**4.Qualification.**—No person shall be eligible for appointment to this class unless he possesses the following qualifications, namely:-

- (i) A degree in Arts or Science;
- (ii) A degree or diploma in Library Science.

**5.Age.**—No person shall be eligible for appointment to this class by direct recruitment or by transfer and recruitment by transfer if he has completed or will complete 30 years and 35 years of age respectively on the first day of July of the year in which the selection for appointment is made.

**6.Probation.**—Every person appointed to this class by direct recruitment and recruitment by transfer shall, from the date on which he joins duty, be on probation for a total period of two years on duty with in a continuous period of three years.

**CLASS LXX —LEGAL EDUCATION DEPARTMENT.**

*(Deleted)*



**CLASS LXXI —ARTIST IN TAMIL ARASU UNIT IN THE PUBLIC (INFORMATION AND PUBLIC RELATIONS) DEPARTMENT.**

**1. Constitution.**—This class shall consist of the Artist in Tamil Arasu Unit in the Public (Information and Public Relations) Department.

**2. Appointment.**—Appointment to this class shall be made by transfer from any other class or by recruitment by transfer from any other service or by direct recruitment.

**3. Appointing authority.**—The appointing authority for this class shall be the Director of Information and Public Relations.

**4. Qualification (a) Age.**—No person shall be eligible for appointment to this class by direct recruitment, if he has completed or will complete thirty five years of age on 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 this class unless he possess the following qualifications, namely :-

- (i) Must hold a diploma in Commercial Art or Painting awarded by the Tamil Nadu State Board of Technical Education and Training Course or its equivalent; and
- (ii) Must have practical experience in Commercial Art or Painting in a recognized or reputed firm for a total period of not less than six months; or must be an Artist with practical experience in Commercial Art or Painting in a reputed firm for a period of not less than three years.

**5. Probation.**—Every person appointed to this class by direct recruitment or by recruitment by transfer 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.

**6. Pay.**—There shall be paid to the holders of this class a monthly pay calculated in the scale of pay of Rs. 125-3-140-5-150:

Provided that on and from the second October 1970 the pay shall be calculated in the scale of pay of Rs.250-10-300.

## CLASS LXXII—SCHOOL EDUCATION DEPARTMENT.

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

1. Film Librarian
2. Film Operators
3. Film Examiners
4. Driver-cum-Mechanic
5. Drivers
6. Sergeants including the post of Sergeant in the Directorate of Government Examinations.
7. Cleaners
8. Driver-cum-Mechanic-cum-Helper in Central Kitchens
9. Laboratory Attenders in Higher Secondary Schools.

**2. Appointment.**—Appointment to the several categories shall be made as follows:-

Category (1)	Method (2)
Film Librarian Film Operators Film Examiners	(i) Direct recruitment ; or (ii) Recruitment by transfer from any other class or service.
Driver-cum-Mechanic	(i) Direct recruitment ; or (ii) Promotion from Drivers and Cleaners ; or (iii) For special reasons, recruitment by transfer from any other service.
Drivers	(i) Direct recruitment ; or (ii) Promotion from Cleaners ; or (iii) For special reasons, recruitment by transfer from any other service.
Sergeants including the post of Sergeant in the Directorate of Government Examinations.	(i) Direct recruitment ; or (ii) Recruitment by transfer from the post of Record Clerks ; or (iii) Recruitment by transfer from any other class or service .
Cleaners	(i) Direct recruitment ; or (ii) For special reasons, recruitment by transfer from any other service.
Driver-cum-Mechanic cum Helper in Central Kitchens	(i) Direct recruitment ; or (ii) Promotion from the category of Cleaners; or (iii) Recruitment by transfer from Tamil Nadu Last Grade Service ; or (iv) Transfer from the category of Driver-cum-Mechanic.
Laboratory Attenders in Higher Secondary Schools	(i) Transfer from the category of Record Clerks in the School Education Department in class XXII of the Tamil Nadu General Subordinate Service; or (ii) Recruitment by transfer from persons belonging to School Education Department in Tamil Nadu Basic Service; or (iii) By direct recruitment if no suitable and qualified candidates are available for appointment by the methods specified in items(i) and (ii) above.

**3.Reservation of Appointments.**—The rule of reservation of appointments (General rule 22) shall apply separately for appointment by direct recruitment to each category of posts in this class.

**4. Appointing Authority.**—The appointing authority for the categories specified in column (1) of the Table below shall be the authority specified in the corresponding entries in column (2) thereof:-

TABLE

Category (1)	Appointing authority (2)
Film Librarian Film Examiners Film Operators	Joint Director of School Education or Deputy Director of School Education as the case may be who deals with the subject relating to personnel.
Driver-cum-Mechanic; Drivers; Cleaners	
Sergeants including the post of Sergeant in the Directorate of Government Examinations.	Joint Director of School Education or Deputy Director of School Education or Secretary to the Director of Government Examinations as the case may be who deals with the subject relating to personnel.
Driver-cum-Mechanic cum Helper in Central Kitchens	District Educational Officer concerned.
Laboratory Attenders in Higher Secondary Schools	Chief Educational Officers, District educational Officers, Inspectresses of Girls Schools, Principals of the Modern Higher Secondary Schools as the case may be.

**5.Qualifications.**—No person shall be eligible for appointment to the categories specified in column (1) of the Table below, unless he possesses the qualifications specified in the corresponding entries in column (2) thereof:-

Category (1)	Qualifications (2)
Film Librarian	(i) Must possess a degree in Science of a University in the State. (ii) Must have experience for a period of not less than one year in the maintenance of film Libraries. (iii) Must have experience for a period of not less than one year in handling various types of Audio visual aids such as Radios, 16 mm projectors Amplifiers and the like ; and (iv) Must not have completed 30 years of age on the first day of July of the year, in which the selection for appointment is made, if recruited direct.
Film Operators	(i) Must have completed S.S.L.C (ii) Must have passed the examination conducted by the Board of Examiners for Film Operators. (iii) Must not have completed 30 years of age on the first day of July of the year in which the selection for appointment is made, if recruited direct.

- Film Examiners
- (i) Must have completed S.S.L.C.
  - (ii) Must have experience for a period of not less than one year in checking and splicing of films ; and
  - (iii) Must not have completed 30 years of age on the first day of July of the year in which the selection for appointment is made, if recruited direct.
- Driver-cum-Mechanic
- (i) Must have a driving licence with endorsement to drive heavy transport vehicles.
  - (ii) Must have experience in driving for a period of not less than one year. The required period of experience need not necessarily be in driving heavy vehicles.
  - (iii) Must have height not less than 5 feet and 3 inches.
  - (iv) Must possess a clear eye sight
  - (v) Must have a working knowledge of the Automobile Mechanism so as to be able to attend to minor repairs; and
  - (vi) Must not have completed 35 years of age on the first day of July of the year in which the selection for appointment is made, if recruited direct.
- Drivers
- (i) Must have driving licence with endorsement to drive heavy transport vehicles;
  - (ii) Must have experience in driving for a period of not less than one year. The required period of experience need not necessarily be in driving heavy vehicles;
  - (iii) Must have height not less than 5 feet and 3 inches;
  - (iv) Must possess a clear eye-sight; and
  - (v) Must not have completed 35 years of age on the first day of July of the year in which the selection for appointment is made, if recruited direct.
- Sergeants including the post in the Directorate of Government Examinations
- (i) Must have completed S.S.L.C; and
  - (ii) Must not have completed 35 years of age on the first day of July of the year in which the selection for appointment is made, if recruited direct:  
 Provided that for appointment by recruitment by transfer, it will be sufficient if the person have passed III Form or VIII Standard. Other things being equal preference shall be given to ex-sepoy or demobilised sepoy with a knowledge of the Local Language.
- Cleaners
- (i) Must be able to speak, read and write Tamil ; and
  - (ii) Must have a working knowledge of Motor Vehicles;
  - (iii) Must not have completed 30 years of age on the first day of July of the year in which the selection for appointment is made, if recruited direct.
- Driver-cum-Mechanic-cum-Helper in Central kitchen
- (i) Must have driving licence with endorsement to drive heavy transport vehicles;
  - (ii) Must have height not less than 157 centimeter and 5 millimeter;
  - (iii) Must possess clear eye-sight;
  - (iv) Must possess a working knowledge of the automobile so as to attend to minor repairs and

capacity to understand and follow the traffic regulations; and

(v) Must not have completed 35 years of age on the first day of July of the year in which selection for appointment is made, if recruited direct.

Laboratory Attenders in Higher Secondary Schools

(i) Must have passed S.S.L.C ; and

(ii) Must not have completed 28 years of age on the first day of July of the year in which selection for appointment is made, if recruited direct :

Provided that persons appointed by recruitment by transfer must have completed three years of regular service in the respective category.

**5A. Transfer.—**(i) All transfers and postings of Driver-cum-mechanic-cum-Helper in the Central kitchens from the jurisdiction of one appointing authority to that of another shall be ordered by the Chief Educational Officers.

(ii) All transfers and postings of Laboratory Attenders in Higher Secondary Schools from the Jurisdiction of one appointing authority to that of another shall be ordered by the Joint Director of School Education (Higher Secondary).

**6. Probation.—**Every person appointed to a category 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 every person appointed to this class in recruitment year by transfer shall be on probation for a total period of one year on duty within a continuous period of two years.

**CLASS LXXIII — DRIVERS IN CIVIL SUPPLIES DEPARTMENT.**

**1. Constitution.**—The class shall consist of the post of Driver in Civil Supplies Department.

**2. Appointment.**—Appointment to the posts shall be made by direct recruitment or by transfer from any other class or by recruitment by transfer from any other service.

**3. Appointing authority.**—The appointing authority for the post shall be the Assistant Secretary (Establishment) in the office of the Commissioner of Civil Supplies.

**4. Qualification.**—No person shall be eligible for appointment to the post unless he possesses the qualifications specified below, namely:-

(a) Must not have completed the age of 30 years if recruited direct.

(b) Must possess a certificate of competency as driver issued by a competent authority under the Government of Tamil Nadu.

**5. Probation.**—Every person appointed to the post 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.

**CLASS LXXIV—TAMIZHAGAM, UDHAGAMANDALAM.**

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

- Category 1 Carpenter.
- Category 2 Butler.
- Category 3 Cook.
- Category 4 Catering Assistant.

**2. Appointment.**—Appointment to the categories shall be made by direct recruitment, or by recruitment by transfer from any other class or service or by promotion from any lower category.

**3. Appointing authority.**—The appointing authority for the posts shall be the Reception Officer, Tamizhagam, Udhagamandalam.

**4. Qualifications.**—No person shall be eligible for appointment to the categories specified in column (1) of the table below unless he possesses the qualifications specified in the corresponding entries in column (2) thereof:-

TABLE

Category (1)	Qualifications (2)
1. Carpenter	(i) Must have studied up to I Form or VI Standard in a recognized school; (ii) Must possess a certificate of diploma in carpentry obtained from a recognized school; (iii) Must have practical experience for a period of not less than five years in carpentry.
2. Butler	(i) Must have studied upto I Form or VI Standard in a recognized school; (ii) Must have experience for a period of not less than five years in the profession.
3. Cooks	Must have experience for not less than five years in the profession.
4. Catering Assistant	Must have experience for not less than five years in catering.

**Explanation.**—For the purpose of this rule, a “recognized school” shall mean 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 Tamil Nadu Educational Rules.

**5. Probation.**— Every person appointed to a 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.

**CLASS LXXV—DRIVERS IN DIRECTORATE OF REHABILITATION.**

**1. Constitution.**—This class shall consist of Drivers in the Rehabilitation Department.

**2. Appointment.**—Appointment to the post shall be made as follows:-

- (1) by direct recruitment; or
- (2) by transfer from any other class; or
- (3) by recruitment by transfer from any other service.

**3. Appointing authority.**—The appointing authority, shall be the Assistant Director of Rehabilitation.

**4. Age.**—No person shall be eligible for appointment to the post by direct recruitment if he has completed or will complete 26 years of age on the first day of July in the year in which the selection for appointment made:

Provided that the upper age-limit shall be increased by five years for members belonging to the Scheduled Castes or Scheduled Tribes.

**5. Qualification.**—No person shall be eligible for appointment to the post, unless he possesses the following qualifications, namely:-

- (i) Must possess a current driving licence issued by the Licencing authority specified in the Tamil Nadu Motor Vehicles Rules, 1940;
- (ii) Must have a thorough knowledge of automobile mechanism; and
- (iii) Must have passed the III Form or VIII Standard in a recognised school.

**Explanation.**—For the purpose of this rule, “a recognized school” shall mean a school maintained by or opened with the sanction of the State Government or to which recognition has been accorded by the Director of Public Instruction, Chennai under the Tamil Nadu Educational Rules.

**6. Probation.**— Every person appointed to the post 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.



**CLASS LXXVI — ASSISTANT LECTURER IN SOUND ENGINEERING IN THE  
INSTITUTE OF FILM TECHNOLOGY, ADYAR, CHENNAI.**

**1. Constitution.**—This class shall consist of the Assistant Lecturer in the Institute of Film Technology, Adyar, Chennai.

**2. Appointment.**— Appointment to this class shall be made-

- (i) By transfer from among the holders of the posts of Sound Recordist in Film and Television Institute of Tamil Nadu and Tamil Nadu Films Division, Chennai; or
- (ii) By recruitment by transfer from among the holders of the posts of Instructor in the Institute of Film Technology, Chennai ; or
- (iii) By direct recruitment.

**3. Appointing authority.**—The appointing authority for this class shall be the Director of Information and Public Relations, Chennai.

**4. Qualification (a) Age.**—No person shall be eligible for appointment to this class by direct recruitment if he has completed or will complete the age of thirty five years of age on 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 this class by the method specified in column (1) of the table below, unless he possesses the qualifications specified in the corresponding entries in column (2) thereof:-

TABLE

Method of appointment (1)	Qualification (2)
(i) By transfer from among the holders of the posts of Sound Recordist in Film and Television Institute of Tamil Nadu and Tamil Nadu Films Division, Chennai.	Experience for a period of not less than one year as Recordist in Film and Television Institute of Tamil Nadu and Tamil Nadu Films Division, Chennai.
(ii) By recruitment by transfer from among the holders of the posts of in the Institute of Film Technology, Chennai.	Experience for a period of not less than two years as Instructor in the Institute of Film Technology, Chennai.
(iii) Direct recruitment.	(1) A diploma in Sound Engineering and Sound Recording awarded by the Tamilnadu State Board of Technical Education and Training, Chennai or by the Film and Television Institute of India, Pune; and (2) Experience for a period of not less than two years in teaching Sound Engineering in the Institute of Film Technology, Chennai or Film and Television Institute of India, Pune.

**Explanation.**—For the purpose of direct recruitment, the experience referred to above, should have been acquired after obtaining the diploma prescribed in the rules.

**5. Reservation of appointments.**—The rule of reservation of appointments (General rule 22) shall apply for appointment to this class by direct recruitment.

**6. Probation.**—Every person appointed to this class by direct recruitment or by recruitment by transfer 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.

## CLASS LXXVII —DRIVERS IN COMMERCIAL TAXES DEPARTMENT.

**1. Constitution.**—This class shall consist of Drivers in the Commercial Taxes Department.

**Explanation.**— Driver means a Driver of Jeep, Car or Van or any motor vehicle in the Commercial Taxes Department.

**2. Appointment.**—Appointment to the post shall be made by recruitment by transfer from the Tamil Nadu Basic Service:

Provided that, if no suitable member of the Tamil Nadu Basic Service is available, then the vacancy shall be filled up by direct recruitment or by transfer from any other class or recruitment by transfer from any other service.

**2A. Preparation of annual list of approved candidates.**—A list of approved candidates for appointment to the post by transfer and by recruitment by transfer shall be prepared annually and the crucial date on which a candidate should be qualified, shall be 1st December of every year.

**3. Appointing authority.**—(1) The following officers shall be the appointing authorities in respect of the offices noted against each of them :-

1. Office of the Commissioner of Commercial Taxes	Joint Commissioner I
2. Office of the Deputy Commissioners of Commercial Taxes	Deputy Commissioner concerned.
3. Administrative offices in the Commercial Taxes Districts.	Assistant Commissioners (Territorial) concerned.
4. Enforcement Wing Offices in the Commercial Taxes Districts.	Assistant Commissioners (Enforcement) and Commercial Tax Officers (Enforcement), as the case may be.

(2) The following officers shall be the unit officers for purpose of direct recruitment or by appointment by transfer and maintenance of seniority in respect of the offices noted against each :-

Deputy Commissioner Chennai (South)	In respect of all offices in Chennai city excluding the office of the Commissioner of Commercial Taxes.
Assistant Commissioners (Territorial) concerned.	In respect of all offices in the Commercial Taxes Districts.

**Explanation.**—For the purpose of this rule, “Assistant Commissioner (Territorial)” means the Assistant Commissioner in charge of the Commercial Taxes District.

**4. Qualifications.**—No person shall be eligible for appointment to the post unless he possesses the following qualifications, namely:-

- (i) must have passed the III Form or VIII Standard;
- (ii) must not have completed thirty years of age on the first day of July of the year in which the selection for appointment is made, if recruited direct;
- (iii) must possess a current driving licence issued by a licensing authority specified in rule 4 of the Tamil Nadu Motor Vehicles Rules, 1940;
- (iv) must have a thorough knowledge of mechanism of motor vehicles;
- (v) must have practical experience in driving light motor vehicles for a period of not less than two years.

**5.Probation.—**(a) 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 of duty within a continuous period of three years.

(b) 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.Postings and transfers.—**(a) Any transfer from one Commercial Taxes District to another within the division shall be made by the Deputy Commissioner of the division concerned.

(b)Any transfer from one division to another shall be made by the Commissioner of Commercial Taxes, Chennai.

**CLASS LXXVIII — HINDU RELIGIOUS AND CHARITABLE  
ENDOWMENTS (ADMINISTRATION)  
DEPARTMENT.**

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

- (1) Gold-cum-Silver-cum-Gem-Specialist.
- (2) Junior Technical Assistant.

**2. Appointment.**—Appointment to the above categories shall be made as follows:-

Category 1		
Gold-cum-Silver-cum-Gem-Specialist.	(i) By direct recruitment; or	
	(ii) By promotion from the category of Junior Technical Assistant who have put in not less than five years of service.	
Category 2		
Junior Technical Assistant.	By direct recruitment.	

**Explanation I.**—Only persons professing the Hindu Religion as required by Section 10 of the Tamil Nadu Hindu Religious and Charitable Endowments Act, 1959 (Tamil Nadu Act 22 of 1959) shall be eligible for appointment as Gold-cum-Silver-cum-Gem-Specialist and Junior Technical Assistant.

**Explanation II.**— Women candidate shall not be eligible for appointment to this class.

**3. Appointing authority.**—The appointing authority for the posts shall be the Commissioner, Hindu Religious and Charitable Endowments (Administration) Department, Chennai.

**4. Unit for appointment as full members, etc;**—The entire State of Tamil Nadu shall be the unit for all purposes for the categories of Gold-cum-Silver-cum-Gem-Specialist and Junior Technical Assistant.

**5. Qualification.**—No person shall be eligible for appointment to the posts specified in column (1) of the table below by the methods specified in column (2), unless he possesses the qualifications specified in the corresponding entries in column (3) thereof:-

TABLE

Category (1)	Method of appointment (2)	Qualification (3)
Category I Gold-cum-Silver-cum-Gem-Specialist	Direct recruitment	(i) Must have completed 30 years of age and must not have completed 35 years of age on the first day of July of the year in which the selection for appointment is made; (ii) Must possess experience for a period of not less than 5 years as a dealer or business man in all qualities of gems and diamonds and have efficient knowledge of gold gilded and silver jewels, valuables and full details about description of gems, etc., and (iii) Minimum general educational qualification specified in Schedule I to the General rules for the Tamil Nadu State and Subordinate Services.

	Promotion	(i) Minimum general educational qualification specified in Schedule I to the General rules for the Tamil Nadu State and Subordinate Services. (ii) A pass in the Hindu Religious and Charitable Endowments Department Test.
Category 2 Junior Technical Assistant	Direct recruitment	(i) Must have completed 28 years of age and must not have completed 35 years of age on the first day of July of the year in which the selection for appointment is made. (ii) Must possess experience for a period of not less than five years in testing, weighing and assessing the fitness of gold, silver and gems net articles inclusive of gold plated articles and in recording their values as a dealer or business man in all qualities of gems and diamonds; and (iii) Minimum general educational qualification specified in Schedule I to the General rules for the Tamil Nadu State and Subordinate services.

**6.Promotion.**—Promotion from category 2 to category 1 shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

**7.Training.**—Every Gold-cum-Silver-cum-Gem-Specialist and Junior Technical Assistant selected for appointment shall undergo a course of training for a period of one month in such manner as may be specified by the Commissioner, Hindu Religious and Charitable Endowments (Administration) Department. During the period of training the pay shall be paid in the minimum of pay in the time scale of pay applicable to the post.

**8.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.

**9.Test.**—Every person appointed to the post of Gold-cum-Silver-cum-Gem-Specialist or Junior Technical Assistant shall within the period of probation, pass the Hindu Religious and Charitable Endowments (Administration) Department Test:

Provided that persons who are already in service are exempted from passing the above Departmental Test for continuance in service in the same cadre:

Provided further that the existing Junior Technical Assistants should pass the Departmental Test for promotion to the cadre of Gold-cum-Silver-cum-Gem-Specialist, as provided under rule 5.

**10.Security.**—The holders of the posts of Gold-cum-Silver-cum-Gem-Specialist and the Junior Technical Assistant shall furnish a cash security of Rs.4,000/- and Rs.1,000/-, respectively and execute a security bond.

**CLASS LXXIX —RECORD ASSISTANT IN THE PUBLIC DEPARTMENT OF  
THE TAMIL NADU SECRETARIAT.**

**1.Constitution.**—This class shall consist of the post of Record Assistant in the Public Department of the Tamil Nadu Secretariat.

**2.Appointment.**—Appointment to the post shall be made by transfer from among the holders of the post of Record Clerk in the Departments of the Secretariat except the Legislative Assembly and the Legislative Council Departments:

Provided that selection to the post shall be made on grounds of merit and ability, seniority being considered only when merit and ability are approximately equal.

**3.Appointing authority.**—The appointing authority for the post shall be the Under Secretary to Government, Public Department who is in-charge of the Establishment of the Department.

**4.Qualifications.**—No person shall be eligible for appointment to the post unless he possesses the following qualifications, namely:-

- (i) A pass in the third form or in the VIII standard in a recognised school; and
- (ii) Service in the post of Record Clerk for a period of ten years in the departments of Secretariat except the Legislative Assembly and the Legislative Council Departments.

**Explanation.**—For the purpose of this rule, a 'recognised school' shall mean 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 Public Instructions, Chennai till the 20<sup>th</sup> May 1965 or the Director of Secondary Education, Chennai on and from the 21<sup>st</sup> May 1965 to the 6<sup>th</sup> August 1967 or by the Director of School Education on and from the 7<sup>th</sup> August 1967, under the Tamil Nadu Educational Rules.

**CLASS LXXX— DRIVER, DEPARTMENT OF EX-SERVICEMEN'S WELFARE.**

**1. Constitution.**—This class shall consist of the post of Driver, Department of Ex-Servicemen's Welfare.

**2. Appointment.**— Appointment to the post shall be made as follows:-

- (i) By direct recruitment; or
- (ii) By recruitment by transfer from any other service.

**3. Appointing authority.**—The appointing authority for the post shall be the Joint Director of Ex-Servicemen's Welfare, Chennai.

**4. 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 qualification specified in the corresponding entries in column (2) thereof:-

TABLE

Method of appointment (1)	Qualification (2)
Direct recruitment	<ul style="list-style-type: none"> <li>(i) Must have passed III Form or VIII Standard: Provided that the educational qualification shall not be insisted in the case of Ex-Servicemen.</li> <li>(ii) Must possess a current driving licence of a motor vehicle issued by a competent authority under the Motor Vehicles Act 1939, with practical experience of driving a motor vehicle of a period of not less than five years.</li> <li>(iii) Must not have completed 40 years: Provided that among other things being equal, preference shall be given to the Ex-Service personnel of the Armed Forces drawing military pension.</li> <li>(iv) (a) In the case of Ex-Servicemen not belonging to Scheduled Castes/Scheduled Tribes and Backward Classes, they should not have completed 48 years of age. (b) In the case of Ex-Servicemen belonging to Scheduled Castes / Scheduled Tribes and Backward Classes, they should not have completed 53 years of age.</li> <li>(v) The above rules (iv) (a) and (b) shall come into force with effect from 22.09.1981.</li> </ul>
Recruitment by transfer	Must be an approved probationer in any post in the Tamil Nadu Basic Service in the Department of Ex-Servicemen's Welfare or in any other office of the State Government and must possess a current driving licence of a motor vehicle issued by the competent authority under the Motor Vehicles Act, 1988 with practical experience of driving a motor vehicle for a period of not less than five years.

**5. Probation.**—Every person appointed to this class 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 persons appointed by recruitment by transfer the period of probation shall be for one year within a continuous period of two years.

**CLASS LXXXI —ASSISTANT LIBRARIAN IN THE LAW DEPARTMENT.**

**1.Constitution.**—This class shall consist of Assistant Librarian in the Law department.

**2.Appointment.**—Appointment to the post shall be made —

- (1)by direct recruitment; or
- (2)by recruitment by transfer from any other service.

**3.Appointing authority.**—The appointing authority for the post shall be the Secretary to Government, Law Department.

**4.Qualification (a)Age.**—No person shall be eligible for appointment to the post by direct recruitment if he has completed or will complete 30 years of age on the 1<sup>st</sup> 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 unless he possesses the following qualifications, namely:-

- (1) A degree; and
- (2) A degree in Library Science.

**5.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 every person appointed to the post by recruitment by transfer from any other service 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.



**CLASS LXXXII —CARE TAKER-CUM-BUTLER IN THE GUEST HOUSE  
MAINTAINED BY COLLECTORATES.**

**1.Constitution.**—This class shall consist of Care taker-cum-Butler in the Guest House maintained by Collectorates.

**2.Appointment.**— Appointment to the post shall be made-

- (i) by direct recruitment;
- (ii) by transfer from any other class; or
- (iii) by recruitment by transfer from any other service.

**3.Appointing authority.**—The appointing authority for post shall be the Personal Assistant (General) to the Collector.

**4.Qualification (a) Age.**—The person shall be eligible for appointment to the post by direct recruitment if has completed, or will complete 30 years of age as on the first day of July of the year in which the selection for appointment is made:

Provided that the age limit shall be increased by five years in the case of candidates belonging to the Scheduled Castes and Scheduled Tribes.

**(b)Other qualification.**—No person shall eligible for appointment to the post unless he possesses the following qualification, namely :-

- 1. Adequate knowledge to read and write in Tamil.
- 2. Two years of experience in cooking in a catering institution.

**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 a person appointed to the post by recruitment by transfer shall be on probation for a period of one year on duty within a continuous period of two years.

## SECTION 14 – THE TAMIL NADU GOVERNMENT PRESS SUBORDINATE SERVICE.

**1. Constitution.**—The service shall consist of the following classes, groups and categories, namely:-

Class I  
General

Category  
Overseer.

Class II  
Composing

Group (A)

Category —  
(1) Top Senior Foreman.  
(2) Senior Foreman.  
(3) Junior Foreman.  
(4) Section Despatcher.  
(5) Imposer.  
(6) Compositor.

Group (B)

Category —  
(1) Chief Computer.  
(2) Senior Head Computer.  
(3) Head Computer.  
(4) Computer.

Group (C)

Category —  
(1) Selection Grade Lino Operator.  
(2) Lino Operator.  
(3) Selection Grade Mono Operator.  
(4) Mono Operator.  
(5) Varitype Operator.  
(6) Selection Grade Adler Type Operator.  
(7) Adler Type Operator.

Class III  
Machine

Category —  
(1) Top Senior Foreman.  
(2) Senior Foreman.  
(3) Junior Foreman.  
(4) Computer (Machine).  
(5) Machine Maistry.  
(6) Machine Operator.  
(7) Senior Machine Minder.  
(8) Junior Machine Minder.

Class IV  
Binding

Category —  
(1) Top Senior Foreman.  
(2) Senior Foreman.

- (3) Junior Foreman.
- (4) Top Senior Binder, Grade I.
- (5) Top Senior Binder.
- (6) Junior Binder.

#### Class V

##### Reading

##### Category —

- (1) Head Reader.
- (2) Top Senior Reader.
- (3) Senior Reader.
- (4) Transcriber.
- (5) Junior Reader.
- (6) Copy Holder.

#### Class VI

##### Offset, Camera Block Making and Plate Making

##### Category —

- (1) Supervisor.
- (2) Junior Foreman.
- (3) Camera man.
- (4) Assistant Camera man.
- (5) Etcher.
- (6) Retoucher-cum-Artist.
- (7) Retoucher.
- (8) Printer.
- (9) Engraver.
- (10) Assistant Plate Grainer.
- (11) Offset Plate Maker.

#### Class VII

##### Casting

##### Category —

- (1) Senior Foreman.
- (2) Junior Foreman.
- (3) Senior Monotype Casting Attendant.
- (4) Junior Monotype Casting Attendant.
- (5) Top Senior Foundry Worker.
- (6) Foundry Worker.

#### Class VIII

##### Electrical and Mechanical

##### Group (A) – Electrical

##### Category —

- (1) Chief Electrician.
- (2) Senior Electrician.
- (3) Plumber-cum-Electrician.
- (4) Junior Electrician.

##### Group (B) – Mechanical

##### Category —

- (1) Foreman (Special) Mechanical.
- (2) Fitter Maistry.
- (3) Head General Mechanic.
- (4) Welder – cum – Mechanic.
- (5) Fitter, Turner and Blacksmith.
- (6) Junior Mechanic.

## Group (C) - Lino Department

## Category —

- (1) Chief Mechanic (Lino).
- (2) Head Mechanic (Lino).
- (3) Senior Mechanic (Lino).
- (4) Junior Mechanic (Lino).

## Group (D) - Mono Department

## Category —

- (1) Chief Mechanic (Mono).
- (2) Head Mechanic (Mono).
- (3) Senior Mechanic (Mono).

## Group (E) - Carpentry

## Category —

- (1) Carpenter Maistry.
- (2) Senior Mounter.
- (3) Senior Carpenter.
- (4) Junior Mounter.
- (5) Junior Carpenter.

## Class IX

## Despatch

## Category —

- (1) Chief Despatcher.
- (2) Head Despatcher.
- (3) Senior Despatching Clerk.
- (4) Booking Clerk.
- (5) Despatching Clerk.
- (6) Despatcher.

## Class X

## Stores

## Category —

- (1) Paper – Store – Keeper.
- (2) Senior Warehouse Clerk.
- (3) Warehouse Clerk.
- (4) Warehouseman (Press).

## Class XI

## Time Office

## Category —

- (1) Top Senior Time-Keeper.
- (2) Senior Time-Keeper.
- (3) Junior Time-Keeper.

**2. Appointment.**—Appointment to the posts in the class , group and category, specified in column (1) of the table in the Annexure shall be made by the methods specified in column (2) thereof:-

**3. Appointing authority.**—The Joint Director of Stationery and Printing, Chennai shall be the appointing authority.

**4. Qualification (a) Age.**—No person shall be eligible for appointment to the posts by direct recruitment, if he has completed or will complete the age of twenty six years on the 1st day of July of the year in which the selection for appointment is made:

Provided that with effect from the 1st October 1979 no person shall be eligible for appointment to the posts by direct recruitment if he has completed 28 years of age on the 1st day of the year in which the selection for appointment is made:

Provided further that with effect from the 27th February 1989 no person shall be eligible for appointment to the posts by direct recruitment if he has completed 30 years of age on the 1st day of the year in which the selection for appointment is made.

(b) **Other qualifications.**—No Person shall be eligible for appointment to the posts in the class, group and category specified in column (1) of the table in the Annexure by the methods specified in the corresponding entry in column (2) thereof, unless he possesses the qualifications specified in the corresponding entry in column (3) thereof:-

**5.Reservation of appointments.**—The rule relating to reservation of appointments (General rule 22) shall apply for the appointment to the posts by direct recruitment:

Provided that with effect from 21st September 1999, the rule of reservation as provided in rule 22 of the General rules for the Tamil Nadu State and Subordinate Services be made applicable at the time of direct recruitment to all the posts where the cadre strength is more than one.

**6.Preparation of annual list of approved candidates.**—For the purpose of preparation of annual list of approved candidates for appointment to the post in the service by promotion or by recruitment by transfer or by transfer, the crucial date on which the candidate shall be qualified shall be the 15th April of every year.

**7.Selection posts.**—Promotion to the following posts shall be made on the grounds of merit and ability and seniority being considered only where merit and ability are approximately equal: —

Class I

General

Overseer.

Class II

Composing

Group (A)

Top Senior Foreman.

Senior Foreman.

Junior Foreman.

Group (B)

Chief Computer

Senior Head Computer

Head Computer

Computer

Group (C)

Selection Grade Lino Operator.

Mono Operator.

Selection Grade Adler Type Operator.

Class III

Machine

Top Senior Foreman.

Senior Foreman.

Junior Foreman.

Computer (Machine).

Machine Maistry.

Machine Operator.

Class IV  
Binding

Top Senior Foreman.  
Senior Foreman.  
Junior Foreman.  
Junior Binder.

Class V  
Reading

Head Reader.  
Top Senior Reader.  
Senior Reader.

Class VI  
Offset, Camera Block Making and Plate Making Supervisor.

Class VII  
Casting

Senior Foreman.  
Junior Foreman.

Class VIII  
Electrical and Mechanical

Group (A)-  
Electrical Chief Electrician.

Group (B)- Mechanical Foreman (Special) Mechanic.  
Fitter Maistry.  
Head General Mechanic.

Group (C)- Lino Department  
Chief Mechanic (Lino).  
Head Mechanic (Lino).

Group (D)-Mono Department  
Chief Mechanic (Mono).  
Head Mechanic (Mono).

Group (E)-Carpentry  
Carpenter Maistry.

Class IX  
Despatch

Chief Despatcher.  
Head Despatcher.  
Senior Despatching Clerk.  
Booking Clerk.

Class X  
Stores

Paper Store-Keeper.  
Senior Warehouse Clerk.

Class XI  
Time Office

Top Senior Time-keeper.

**8.Probation.**—Every person appointed to a post by direct recruitment shall be on probation for a total period of two years within a continuous period of three years:

Provided that every person appointed to the post by recruitment by transfer shall be on probation for a total period of one year within a continuous period of two years.

**9.Test.**—Every person appointed to the post of Overseer by promotion shall pass the Departmental Test for Government Press Officers within a period of two years, failing which, his future increments shall be stopped till he passes the said test. Such stoppage of increment shall not have the effect of postponing his future increments after he has passed the said test:

Provided that every person holding the post of Overseer on the date of issue of these rules shall pass the above test within a period of two years from the said date failing which his increment shall be stopped until he passes the test. Such stoppage of increment shall not have the effect of postponing his future increments after he has passed the said test.

**10.Transfers and postings.**—The Joint Director of Stationery and Printing is the competent authority to order transfers and postings.

#### ANNEXURE

[see rules 2 and 4 (b)]

#### TABLE

Class , group and category (1)	Method of appointment (2)	Qualification (3)
Class I General		
(1) Overseer	By promotion from the category of Top Senior Foreman in Classes II, III and IV.	(1) Must have passed the S.S.L.C. Examination or its equivalent. (2) Must possess a diploma or Licentiate in Printing Technology or a Group Certificate in Printing issued by a recognized Institute or Board.
Class II Composing Group (A)		
(1) Top Senior Foreman	By promotion from the category of Senior Foreman in class II.	Must have served for a period of not less than two years in the post of Senior Foreman.
(2) Senior Foreman	By promotion from the category of Junior Foreman in class II.	Must have served for a period of not less than two years in the post of Junior Foreman.

(3) Junior Foreman	(1) By transfer from the category of Imposer in class II; or	(1) Must possess diploma or Licentiate in Printing Technology; or (2) Must possess the Group Certificate in Letter Press Printing issued by a recognized Institute or Board.
	(2) By promotion— (i) From Section Despatcher; or (ii) From any category: Provided that transfer and promotion from the above three categories of Imposer, Section Despatchers and Holders of Diploma in Printing Technology working in any Branch of the service shall be in the ratio of 2:1:1 and their seniority shall also be in the same order.	Must possess a diploma in Printing Technology.
(4) Section Despatcher	By direct recruitment	(1) Must have passed the S.S.L.C. Examination or its equivalent. (2) Must possess diploma or Licentiate in Printing Technology or the Group Certificate in Printing issued by a recognized Institution or Board.
(5) Imposer	By promotion from the post of Compositor.	Must be an approved probationer in the post of Compositor and should have furnished plus out turn in the post of Compositor atleast for the period of one year preceding the date of promotion.
(6) Compositor	(1) By direct recruitment; or	(1) Must have passed the S.S.L.C. Examination or its equivalent. (2) Must possess the appropriate Technical Trade Certificate from any of the Institutions approved and recognized by the Government or must have put in a minimum period of apprenticeship training prescribed under the Apprenticeship Act, 1961 (Central Act LII of 1961); and



(3) Must have hand setting speed of minimum 800 corrected en's per hour:

Provided that, other things being equal preference shall be given in the following order:-

(i) Candidates who have undergone as apprentices in Government press and possess the requisite educational and technical qualifications;

(ii) Candidates who have undergone as apprentices in Government press and possess the requisite educational qualifications but do not possess the prescribed technical qualification subject to their qualifying in a Trade Test conducted by the Director of Stationery and Printing;

(iii) Others possessing the required educational and technical qualifications;

(iv) Mazdoors below thirty five years of age and have served for a period of not less than two years in Government Press and who possess the required educational and technical qualifications.

(2) By recruitment by transfer from the holders of the post of Mazdoors in the Stationery and Printing Department upto 20% of the vacancies arising during the calender year.

Must have served for a period of not less than three years in the post of Mazdoors and have passed the Trade Test conducted by the Director of Stationery and Printing.

Class II  
Composing  
Group (B)

(1) Chief  
Computer

By promotion from the category of Senior Head Computer.

Must have served for a period of not less than three years in the post of Senior Head computer.

(2) Senior Head  
Computer

By promotion from the category of Head Computer.

Must have served for a period of not less than three years in the category of Head Computer.

(3) Head Computer	By promotion from the category of Computer	Must have served for a period of not less than five years in the post of Computer.
(4) Computer	(1) By transfer from the category of Imposer in Group(A) in Class II Composing; or	(1) Must have passed the S.S.L.C. Examination or its equivalent; and (2) Must have passed the Government Technical Examination in Composing by Higher Grade.
	(2) By promotion from the category of Compositor in Group A in Class II Composing.	(1) Must have passed the S.S.L.C. Examination or its equivalent Examination; (2) Must have passed the Government Technical Examination in Composing by Higher Grade; and (3) Must have served for a period of not less than two years in the post of Compositor.
Class II		
Composing Group (C)		
(1) Selection Grade Lino Operator	By promotion from the category of Lino Operator.	(1) Must have served for a period of not less than ten years in the post of Lino Operator; and (2) Must have furnished the requisite out turn at least, during the preceding period of twelve months.
(2) Lino Operator	(1)By direct recruitment; or	(1) Must have passed the S.S.L.C. Examination or its equivalent. (2) Should possess the appropriate Technical Trade Certificate from any of the Institutions approved and recognised by the Government or must have put in the minimum period of apprenticeship as prescribed under the Apprenticeship Act, 1961 (Central Act LII of 1961); (3) Must have a minimum setting speed of 4500 corrected en's per hour both in English and Tamil: Provided that other things being equal, preference shall be given to the candidates with certificate in Lino Composing issued by the Regional School of Printing and having not less

		than 50% of marks in English and Tamil at S.S.L.C. Examination.
	(2) By promotion from the categories of Imposers and Compositors in Group (A) in class II Composing.	(1) Must possess the appropriate Technical Trade Certificate from any of the Institutions approved and recognized by the Government or must have put in the prescribed period of Apprenticeship under the Apprenticeship Act, 1961 (Central Act LII of 1961); (2) Must have a minimum setting speed of not less than 4500 corrected en's per hour both in English and Tamil.
(3) Selection Grade Mono Operator	By promotion from the category of Mono Operator.	(1) Must have served for a period of not less than five years in the post of Mono Operator; (2) Must have furnished the requisite out-turn atleast during the preceding period of twelve months.
(4) Mono Operator	(1)By direct recruitment; or	(1) Must have passed the S.S.L.C Examination or its equivalent; (2) Must possess the appropriate Technical Trade Certificate from any of the institutions approved and recognized by the Government or must have put in the prescribed minimum period of Apprenticeship under the Apprenticeship Act, 1961 (Central Act LII of 1961); and (3) Must have a minimum setting speed of not less than 4500 corrected en's per hour both in English and Tamil.
	(2) By promotion from Imposers and Compositors in Group (A) in class II Composing.	(1) Must possess the appropriate Technical Trade Certificate from any of the Institutions approved and recognized by the Government or must have put in the prescribed minimum period of Apprenticeship under the Apprenticeship Act, 1961 (Central Act LII of 1961); and (2) Must have a minimum setting speed of not less than 4500 corrected en's per hour both in English and Tamil.

(5) Vari Type Operator	(1) By direct recruitment; or	(1) Must have passed the S.S.L.C. Examination or its equivalent; and (2) Must have passed the Government Technical Examination in Typewriting (English) by Higher Grade.
	(2) By promotion from any category in the Government Press Subordinate Service; or	Must have passed the Government Technical Examination in Typewriting (English) by Higher Grade.
	(3) By recruitment by transfer from members of the Tamil Nadu Ministerial Service employed in the Stationery and Printing Department, Chennai.	Must have passed the Government Technical Examination in Typewriting (English) by Higher Grade.
(6) Selection Grade Adler Type Operator	By promotion from the category of Adler Type Operator.	(1) Must have served for a period of not less than five years in the post of Adler Type Operator; and (2) Must have furnished the requisite out turn for the preceding twelve months.
(7) Adler Type Operator	(1) By direct recruitment; or	(1) Must have passed the S.S.L.C. Examination or its equivalent; and (2) Must have passed the Government Technical Examination in Typewriting (English) by Higher Grade.
	(2) By promotion; or	Must have passed the Government Technical Examination in Typewriting (English) by Higher Grade.
	(3) By recruitment by transfer from the members of the Tamil Nadu Ministerial Service employed as Typists in the Stationery and Printing Department, Chennai.	Must have passed the Government Technical Examination in Typewriting (English) by Higher Grade.

Class III  
Machine

- |                        |  |   |
|------------------------|--|---|
| (1) Top Senior Foreman | By promotion from the category of Senior Foreman in class III.   | Must have served for a period of not less than two years in the post of Senior Foreman.   |
| (2) Senior Foreman     | <p>By promotion.—</p> <p>(1) from the category of Machine Maistry in class III;</p> <p>(2) from the category of Junior Foreman in class III;</p> <p>(3) from the category of Computer (Machine) in class III:</p> <p style="padding-left: 40px;">Provided that promotion from the above categories of Machine Maistry, Junior Foreman and Computer (Machine) shall be in the ratio of 2:1:1 and their seniority shall also be in the same order.</p> | Must have served for a period of not less than two years in the respective post of Machine Maistry, Junior Foreman or Computer (Machine).   |
| (3) Junior Foreman     | <p>(1) By transfer from the category of Machine Operator; or</p> <p>(2) By promotion from any category other than Section Despatchers in Group (A) in class II:</p> <p style="padding-left: 40px;">Provided that transfer and promotion from the above two categories of Machine Operator and the holders of Diploma in Printing Technology shall be in the ratio of 3:1 and their seniority shall also be in the same order; or</p>                 | <p>Must have served for a period of not less than two years in the post of Machine Operator.</p> <p>Must possess a diploma or Licentiate in Printing Technology; or</p> <p>Must possess the Group Certificate in Letter Press Printing issued by a recognized Institute or Board.</p> |

	(3) By direct recruitment, if no suitable candidate is available under item (2) above.	(1) Must have passed the S.S.L.C. Examination or its equivalent; (2) Must possess Diploma or Licentiate in Printing Technology or must possess the Group Certificate in Letter Press Printing issued by a recognized Institute or Board.
(4) Computer (Machine)	By promotion from the category of Senior Machine Minder and Junior Machine Minder.	(1) Must have passed the Government Technical Examination in Machine work by Higher Grade or the Certificate course in Printing (Machine work); and (2) Must have served for a period of not less than two years in the post of Senior Machine Minder and Junior Machine Minder.
(5) Machine Maistry	By promotion from the category of Machine Operator	Must have served for a period of not less than three years in the post of Machine Operator.
(6) Machine Operator	By promotion from the category of Senior Machine Minder.	Must have served for a period of not less than three years in the post of Senior Machine Minder.
(7) Senior Machine Minder	By promotion from the category of Junior Machine Minder.	Must have served for a period of not less than three years in the post of Junior Machine Minder.
(8) Junior Machine Minder.	(1) By direct recruitment; or	Must have passed the S.S.L.C. Examination or its equivalent; and  Must possess the appropriate Technical Trade Certificate from any of the institutions approved and recognized by the Government or must have put in a minimum period of Apprenticeship prescribed under the Apprenticeship Act, 1961 (Central Act LII of 1961): Provided that other things being equal, preference shall be given in the following order:- (i) Candidates who have undergone as Apprentices in Government Press and possess the requisite educational and technical qualifications; (ii) Candidates who have undergone as Apprentices in Government Press and possess the requisite educational qualification but who do not possess the

		prescribed technical qualification, subject to their qualifying in the Trade Test conducted by the Director of Stationery and Printing, Chennai.
		(iii) Mazdoors below thirty five years of age who have served for a period of not less than two years in Government Press and who possess requisite educational and technical qualifications.
		(iv) Others possessing the required educational and technical qualifications.
	(2) By recruitment by transfer from holders of the posts of Mazdoor in the Stationery and Printing Department upto 20% of the vacancies arising during the calendar year.	Must have served for a period of not less than three years subject to passing the Trade Test conducted by the Director of Stationery and Printing.
Class IV Binding		
(1) Top Senior Foreman	By promotion from the category of Senior Foreman in class IV	Must have served for a period of not less than two years in the post of Senior Foreman.
(2) Senior Foreman	By promotion from the category of Junior Foreman in class IV	Must have served for a period of not less than two years in the post of Junior Foreman.
(3) Junior Foreman	(1) By promotion— (i) from the category of Top Senior Binder and Junior Binder.	(i) Must have passed the Government Technical Examination in Book Binding by Higher Grade and must have served for a period of not less than two years in any one of the posts. (ii) Must possess diploma or Licentiate in Printing Technology or must possess the Group Certificate in Letter Press Printing issued by an Institute or Board recognized and approved by the Government.
	(ii) from any category other than Section Despatcher in Group (A) in class II: Provided that promotion from the	Must possess a diploma in Printing Technology.

above categories of Top Senior Binder and Junior Binder and holders of diploma in Printing Technology shall be in the ratio of 3:1 and their seniority shall also be in the same order;

- |                                |   |  |
|--------------------------------|---|--|
|                                | (2) By direct recruitment, if no suitable candidates are available for promotion under item (ii) above. | (i) Must have passed the S.S.L.C. Examination or its equivalent; and<br>(ii) Must possess diploma or Licentiate in Printing Technology or must possess the Group Certificate in Letter Press Printing issued by an Institute or Board recognized and approved by the Government.   |
| (4) Top Senior Binder, Grade I | By promotion from the category of Top Senior Binder.  | Must have served for a period of not less than three years in the post of Top Senior Binder.   |
| (5) Top Senior Binder          | By promotion from the category of Junior Binder.  | Must have served for a period of not less than three years in the post of Junior Binder.   |
| (6) Junior Binder              | (1) By direct recruitment   | (1) Must have passed the S.S.L.C. Examination or its equivalent; and<br>(2) Must possess the appropriate Technical Trade Certificate from any of the institutions approved and recognized by the Government or must have put in the prescribed minimum period of apprenticeship under the Apprenticeship Act, 1961 (Central Act LII of 1961):<br>Provided that other things being equal, preference shall be given in the following order:—<br><br>(i) Candidates who have worked as apprentices in Government Press and possess the requisite educational and technical qualifications;<br>(ii) Candidates who have worked as apprentices in Government Press and possess the requisite |



educational qualification but do not possess the prescribed technical qualification subject to their passing in a Trade Test conducted by the Director of Stationery and Printing, Chennai;

(iii) Others possessing the required educational and technical qualifications;

(iv) Mazdoors below thirty five years of age who have served for a period of not less than two years in the Government Press and who possess requisite educational and technical qualifications.

- (2) By recruitment by transfer from holders of the post of Mazdoor in the Stationery and Printing Department upto 20% of the vacancies arising during the calendar year. Must have served for a period of not less than three years in the post of Mazdoor, subject to passing of the Trade Test conducted by the Director of Stationery and Printing, Chennai.

Class V  
Reading

- |                       |  |  |
|-----------------------|--|--|
| (1) Head Reader       | By promotion from the category of Top Senior Reader. | Must have served for a period of not less than two years in the post of Top Senior Reader.   |
| (2) Top Senior Reader | By promotion from the category of Senior Reader.     | Must have served for a period of not less than two years in the post of Senior Reader.   |
| (3) Senior Reader     | } By promotion from the category of Junior Reader.   | Must have served for a period of not less than two years in the post of Junior Reader.   |
| (4) Transcriber       |  |  |
| (5) Junior Reader     | By promotion from the category of Copy Holder.       | (i) Must have passed the Government Technical Examination in Proof Reader work by Higher Grade; and<br>(ii) Must have served for a period of not less than two years in the post of Copy Holder. |
| (6) Copy Holder       | (1) By direct recruitment                            | (1) Must have passed the S.S.L.C. Examination or its equivalent; and<br>(2) Must possess the appropriate Technical Trade Certificate from any of the institutions                                |

approved and recognized by the Government or must have put in the minimum period of Apprenticeship prescribed under the Apprentices Act, 1961 (Central Act LII of 1961):

Provided that other things being equal preference shall be given in the following order:-

- (i) Candidates who have undergone as apprentice in Government Press and possess the requisite educational and technical qualifications;
- (ii) Candidates who have undergone as apprentices in Government Press and possess the requisite educational qualification but do not possess the prescribed technical qualification subject to their qualifying in a Trade Test conducted by the Director of Stationery and Printing, Chennai;
- (iii) Others possessing the required educational and technical qualifications;
- (iv) Mazdoors below thirty five years of age and have served for a period of not less than two years in Government Press and who possess requisite educational and technical qualifications.

- (2) By recruitment by transfer from the holders of the post of Mazdoor in Stationery and Printing Department upto 20% of the vacancies arising during the calendar year. Must have served for a period of not less than three years in the post of Mazdoor, subject to passing the Trade Test conducted by the Director of Stationery and Printing, Chennai.

Class VI  
Offset Camera  
Block Making and  
Plate Making

(1) Supervisor

By direct recruitment or transfer from the category of Top Senior Foreman (Composing Section).

- (1) Minimum general educational qualification prescribed in the Schedule I to the General rules;

	<b>Explanation.—</b> Composing Section include the Supervising staff of all departments and sections excluding machine, binding and casting branches.	(2) Must possess the Licentiate in Printing Technology or diploma in Printing Technology issued by the T.D.E Board / Director of Technical Education and must have practical experience of not less than 3 years in block making and offset printing.
(2) Junior Foreman	By promotion from the post of Section Despatcher in category 4 of Composing under class II, Group (A).	Must have served for a period of not less than two years in the post of Section Despatcher.
(3) Cameraman	By promotion from category of Assistant Cameraman.	Must have practical experience in handling Camera, both Offset and Block-making, for a period of not less than one year.
(4) Assistant Cameraman	(1) By direct recruitment; or	(1) Must have passed the S.S.L.C. Examination or its equivalent; and (2) Must possess the appropriate Technical Trade Certificate from any of the Institutions approved and recognized by the Government and must have put in a minimum period of apprenticeship prescribed under the Apprentices Act, 1961 (Central Act LII of 1961).
	(2) By promotion	Must have practical experience in handling Camera, both Offset and Block-making, for a period of not less than one year.
(5) Etcher	(1) By direct recruitment; or	(1) Must have passed the S.S.L.C. Examination or its equivalent; and (2) Must possess the appropriate Technical Trade Certificate from any of the institutions approved and recognized by the Government or must have put in the minimum period of apprenticeship prescribed under the Apprenticeship Act, 1961 (Central Act LII of 1961).
	(2) By promotion	Must have practical experience in etching particularly in tricolour etching for a period of not less than one year.

(6) Retoucher- cum- Artist	(1)By direct recruitment; or	(1) Must have passed the S.S.L.C. Examination or its equivalent; and (2) Must possess the appropriate Technical Trade Certificate from any of the institutions approved and recognized by the Government or must have put in the minimum period of apprenticeship prescribed under the Apprenticeship Act, 1961 (Central Act LII of 1961).
	(2) By promotion	Must have practical experience in relevant trade for a period of not less than one year.
(7) Retoucher	(1)By direct recruitment; or	(1) Must have passed the S.S.L.C. Examination or its equivalent; and (2) Must possess the appropriate Technical Trade Certificate from any of the institutions approved and recognized by the Government or must have put in the prescribed minimum period of apprenticeship under the Apprenticeship Act, 1961 (Central Act LII of 1961).
	(2) By promotion	Must have practical experience in relevant trade for a period of not less than one year.
(8) Printer	(1) By direct recruitment; or	(1) Must have passed the S.S.L.C. Examination or its equivalent; and (2) Must possess the appropriate Technical Trade Certificate from any of the institutions approved and recognized by the Government or must have put in the minimum period of apprenticeship prescribed under the Apprenticeship Act, 1961 (Central Act LII of 1961).
	(2) By promotion	Must have practical experience in relevant trade for a period of not less than one year.
(9) Engraver	(1)By direct recruitment; or	(1) Must have passed the S.S.L.C. Examination or its equivalent; and (2) Must possess the appropriate technical Trade Certificate from any of the Institutions approved and recognized by

		the Government or must have put in the minimum period of apprenticeship prescribed under the Apprenticeship Act, 1961 (Central Act LII of 1961).
	(2) By promotion from any other category in the Government Press Subordinate Service.	Must have practical experience in engraving for a period of not less than one year.
(10) Assistant Plate Grainer	(1) By direct recruitment; or	(1) Must have passed the S.S.L.C. Examination or its equivalent; and (2) Must possess the appropriate Technical Trade Certificate from any of the Institutions approved and recognized by the Government or must have put in the minimum period of apprenticeship prescribed under the Apprenticeship Act, 1961 (Central Act LII of 1961).
	(2) By promotion	Must have practical experience in relevant trade for a period of not less than one year.
(11) Offset Plate Maker	(1) By direct recruitment; or	(1) Must have passed the S.S.L.C. Examination or its equivalent; and (2) Must possess the appropriate Technical Trade Certificate from any of the Institutions approved and recognized by the Government or must have put in the minimum period of apprenticeship prescribed under the Apprenticeship Act, 1961 (Central Act LII of 1961).
	(2) By promotion	Must have practical experience in relevant trade for a period of not less than one year.
Class VII Casting		
(1) Senior Foreman	By promotion from the category of Junior Foreman.	Must have served for a period of not less than two years in the post of Junior Foreman.

(2) Junior Foreman	By promotion from the category of Top Senior Foundry Worker.	Must have served for a period of not less than two years in the post of Top Senior Foundry Worker.
(3) Senior Mono-type Casting Attendant	By promotion from the category of Junior Mono-type Casting Attendant.	Must have served for a period of not less than three years in the post of Junior Mono-type Casting Attendant.
(4) Junior Monotype Casting Attendant	(1)By direct recruitment; or	<p>(1) Must have passed the S.S.L.C. Examination or its equivalent; and</p> <p>(2) Must possess the appropriate Technical Trade Certificate from any of the institutions approved and recognized by the Government or must have put in the minimum period of Apprenticeship prescribed under the Apprenticeship Act, 1961 (Central Act LII of 1961):</p> <p>Provided that other things being equal, preference shall be given in the following order:-</p> <p>(i)Candidates who have worked as apprentice in Government Press and possess the requisite educational and technical qualifications;</p> <p>(ii)Candidates who have undergone as apprentice in Government Press and possess the requisite educational qualification but do not possess the prescribed technical qualification subject to their passing in a Trade Test conducted by the Director of Stationery and Printing, Chennai;</p> <p>(iii)Others possessing the required educational and technical qualifications;</p> <p>(iv)Mazdoors below thirty five years of age who have served for a period of not less than two years in Government Press and who possess requisite educational and technical qualifications.</p>
	(2) By recruitment by transfer from the holders of the post of Mazdoor in the	Must have served for a period of not less than three years in the post of Mazdoor, subject to passing the Trade Test

	Stationery and Printing Department: Provided that appointment to the post by direct recruitment and recruitment by transfer shall be made in the ratio of 4:1.	conducted by the Director of Stationery and Printing, Chennai.
(5) Top Senior Foundry Worker	By promotion from the category of Foundry Worker.	Must have served for a period of not less than three years in the post of Foundry Worker.
(6) Foundry Worker	(1)By direct recruitment; or	<p>(1) Must have passed the S.S.L.C. Examination or its equivalent; and</p> <p>(2) Must possess the appropriate Technical Trade Certificate from any of the institutions approved and recognized by the Government or must have put in the minimum period of apprenticeship prescribed under the Apprenticeship Act, 1961 (Central Act LII of 1961):</p> <p>Provided that other things being equal, preference shall be given in the following order:-</p> <p>(i)Candidates who have undergone as apprentice in Government Press and possess the requisite educational and technical qualifications;</p> <p>(ii)Candidates who have undergone as apprentice in Government Press and possess the requisite educational qualification but do not possess the prescribed technical qualification, subject to their passing in a Trade Test conducted by the Director of Stationery and Printing, Chennai;</p> <p>(iii)Others possessing the required educational and technical qualifications;</p> <p>(iv)Mazdoors below thirty five years of age who have served for a period of not less than two years in Government Press and who possess requisite</p>

educational and technical qualifications.

- (2) By recruitment by transfer from the holders of the post of Mazdoor in the Stationery and Printing Department:  
 Provided that appointment to the post by direct recruitment and recruitment by transfer shall be made in the ratio of 4:1.
- Must have served for a period of not less than three years in the post of Mazdoor, subject to passing the Trade Test conducted by the Director of Stationery and Printing, Chennai.

Class VIII

Electrical and Mechanical Group (A) – Electrical

- |                               |   |   |
|-------------------------------|---|---|
| (1) Chief Electrician         | By promotion from the category of Senior Electrician. | (1) Must have served for a period of not less than two years in the post of Senior Electrician; and<br>(2) Must be a holder of 'C' Certificate.   |
| (2) Senior Electrician        | By promotion from the category of Junior Electrician. | Must have served for a period of not less than three years in the post of Junior Electrician.   |
| (3) Plumber– cum– Electrician | (1)By direct recruitment; or<br><br>(2) By promotion  | (1) Must have passed the S.S.L.C. Examination or its equivalent; and<br>(2) Must possess Technical Trade Certificate (ITI) in Plumbing.<br><br>Must have practical experience in plumbing for a period of not less than one year.   |
| (4) Junior Electrician        | (1)By direct recruitment; or                          | (1) Must have passed the S.S.L.C. Examination or its equivalent; and<br>(2) Must possess the appropriate Technical Trade Certificate from any of the institutions approved and recognized by the Government or must have put in the minimum period of apprenticeship prescribed under the Apprenticeship Act, 1961 (Central Act LII of 1961):<br>Provided that other things being equal, preference shall be given in the following order:-<br>(i)Candidates who have undergone as apprentice in Government Press and |



possess the requisite educational and technical qualifications;

(ii) Candidates who have undergone as apprentice in Government Press and possess the requisite educational qualification but do not possess the prescribed technical qualification subject to their qualifying in a Trade Test conducted by the Director of Stationery and Printing, Chennai;

(iii) Others possessing the required educational and technical qualifications;

(iv) Mazdoors below thirty five years of age who have served for a period of not less than two years in Government Press and who possess requisite educational and technical qualifications.

(2) By recruitment by transfer from the holders of the post of Mazdoor in the Stationery and Printing Department:

Provided that appointment to the post by direct recruitment and recruitment by transfer shall be made in the ratio of 4:1.

Must have served for a period of not less than three years in the post of Mazdoor subject to passing the Trade Test conducted by the Director of Stationery and Printing, Chennai.

#### Class VIII

##### Electrical and Mechanical Group (B) – Mechanical

(1) Foreman (Special) Mechanical	By promotion from the category of Fitter Maistry.	Must have served for a period of not less than two years in the post of Fitter Maistry.
(2) Fitter Maistry	By promotion from the category of Head General Mechanic.	Must have served for a period of not less than two years in the post of Head General Mechanic.
(3) Head General Mechanic	By promotion from the category of Welder–cum–Mechanic.	Must have served for a period of not less than two years in the post of Welder–cum–Mechanic.
(4) Welder–cum–Mechanic	By promotion from the category of Fitter, Turner and Blacksmith	Must have served for a period of not less than two years in the post of Fitter, Turner and Blacksmith.

on the combined seniority of the three posts.

- |                                   |   |  |
|-----------------------------------|---|--|
| (5) Fitter, Turner and Blacksmith | By promotion from the category of Junior Mechanic.  | Must have served for a period of not less than two years in the post of Junior Mechanic.   |
| (6) Junior Mechanic               | (1) By direct recruitment; or   | <p>(1) Must have passed the S.S.L.C. Examination or its equivalent; and</p> <p>(2) Must possess the appropriate Technical Trade Certificate from any of the institutions approved and recognized by the Government or must have put in the minimum period of apprenticeship prescribed under the Apprenticeship Act, 1961 (Central Act LII of 1961):</p> <p style="padding-left: 20px;">Provided that other things being equal, preference shall be given in the following order:-</p> <p>(i) Candidates who have undergone as apprentice in Government Press and possess the requisite educational and technical qualifications;</p> <p>(ii) Candidates who have undergone as apprentice in Government Press and possess the requisite educational qualification but do not possess the prescribed technical qualification subject to their qualifying in a Trade Test conducted by the Director of Stationery and Printing, Chennai;</p> <p>(iii) Others possessing the required educational and technical qualifications;</p> <p>(iv) Mazdoors below thirty five years of age who have served for a period of not less than two years in Government Press and who possess requisite educational and technical qualifications.</p> |
|                                   | (2) By recruitment by transfer from the holders of the post of Mazdoor in the Stationery and Printing Department:<br>Provided that appointment to the | Must have served for a period of not less than three years in the post of Mazdoor subject to passing the Trade Test conducted by the Director of Stationery and Printing, Chennai.   |

post by direct recruitment and recruitment by transfer shall be made in the ratio of 4:1.

Class VIII  
Electrical and  
Mechanical  
Group (C) - Lino  
Department

(1) Chief Mechanic (Lino)	By promotion from the category of Head Mechanic (Lino).	Must have served for a period of not less than two years in the post of Head Mechanic (Lino).
(2) Head Mechanic (Lino)	By promotion from the category of Senior Mechanic (Lino).	Must have served for a period of not less than two years in the post of Senior Mechanic (Lino).
(3) Senior Mechanic (Lino)	By promotion from the category of Junior Mechanic (Lino).	Must have served for a period of not less than two years in the post of Junior Mechanic (Lino).
(4) Junior Mechanic (Lino)	(1)By direct recruitment; or	<p>(1) Must have passed the S.S.L.C. Examination or its equivalent; and</p> <p>(2) Must possess the appropriate Technical Trade Certificate from any of the institutions approved and recognized by the Government or must have put in the minimum period of apprenticeship prescribed under the Apprenticeship Act, 1961 (Central Act LII of 1961):</p> <p>Provided that other things being equal, preference shall be given in the following order:-</p> <p>(i)Candidates who have undergone as apprentice in Government Press and possess the requisite educational and technical qualifications;</p> <p>(ii)Candidates who have undergone as apprentice in Government Press and possess the requisite educational qualification but do not possess the prescribed technical qualification, subject to their passing in a Trade Test conducted by the Director of Stationery and Printing, Chennai;</p> <p>(iii)Others possessing the required educational and technical qualifications;</p>

(iv) Mazdoors below thirty five years of age who have served for a period of not less than two years in Government Press and who possess requisite educational and technical qualifications.

(2) By recruitment by transfer from the holders of the post of Mazdoor in the Stationery and Printing Department: Must have served for a period of not less than three years in the post of Mazdoor subject to passing the Trade Test conducted by the Director of Stationery and Printing, Chennai.

Department:  
 Provided that appointment to the post by direct recruitment and recruitment by transfer shall be made in the ratio of 4:1.

Class VIII  
 Electrical and Mechanical  
 Group (D)- Mono  
 Department

(1) Chief Mechanic (Mono) By promotion from the category of Head Mechanic (Mono). Must have served for a period of not less than two years in the post of Head Mechanic (Mono).

(2) Head Mechanic (Mono) By promotion from the category of Senior Mechanic (Mono). Must have served for a period of not less than two years in the post of Senior Mechanic (Mono).

(3) Senior Mechanic (Mono) (1) By promotion from the category of Junior Monotype Casting Attendant in category (4) in class VII, Casting; or (2) By transfer from the category of Senior Monotype Casting Attendant in category (3) in class VII, Casting. Must have served for a period of not less than two years in the post of Junior Monotype Casting Attendant or Senior Monotype Casting Attendant in class VII, Casting.

Class VIII  
 Electrical and Mechanical  
 Group (E) – Carpentry

(1) Carpentry Maistry }  
 (2) Senior Moulder } Must have served for a period of not less than two years in the post of Senior Carpenter or Junior Moulder.

(3) Senior Carpenter	} By promotion from the category of Junior Carpenter.	Must have served for a period of not less than two years in the post of Junior Carpenter.
(4) Junior Moulder		
(5) Junior Carpenter	(1) By direct recruitment; or	<p>(1) Must have passed the S.S.L.C. Examination or its equivalent; and</p> <p>(2) Must possess the appropriate Technical Trade Certificate from any of the institutions approved and recognized by the Government or must have put in the minimum period of apprenticeship prescribed under the Apprenticeship Act, 1961 (Central Act LII of 1961):</p> <p>Provided that other things being equal, preference shall be given in the following order:-</p> <p>(i) Candidates who have undergone as apprentice in Government Press and possess the requisite educational and technical qualifications;</p> <p>(ii) Candidates who have undergone as apprentice in Government Press and possess the requisite educational qualification but do not possess the prescribed technical qualification subject to their qualifying in a Trade Test conducted by the Director of Stationery and Printing, Chennai;</p> <p>(iii) Others possessing the required educational and technical qualifications;</p> <p>(iv) Mazdoors below thirty five years of age who have served for a period of not less than two years in Government Press and who possess requisite educational and technical qualifications.</p>
	<p>(2) By recruitment by transfer from the holders of the post of Mazdoor in the Stationery and Printing Department:</p> <p>Provided that appointment to the post by direct recruitment and recruitment by transfer shall be</p>	<p>Must have served for a period of not less than three years in the post of Mazdoor subject to passing the Trade Test conducted by the Director of Stationery and Printing, Chennai.</p>

made in the ratio of  
4:1.

Class IX  
Despatch

(1) Chief Despatcher	By promotion from the category of Head Despatcher.	Must have served for a period of not less than three years in the post of Head Despatcher.
(2) Head Despatcher	By promotion from the category of Senior Despatching Clerk or Booking Clerk.	Must have served for a period of not less than three years in the post of Senior Despatching Clerk or Booking Clerk.
(3) Senior Despatching Clerk	By promotion from the category of Despatching Clerk.	Must have served for a period of not less than three years in the post of Despatching Clerk.
(4) Booking Clerk		
(5) Despatching Clerk	By promotion from the category of Despatcher.	Must have served for a period of not less than three years in the post of Despatcher.
(6) Despatcher	(1)By direct recruitment; or	Must have passed the S.S.L.C. Examination or its equivalent: Provided that other things being equal, preference shall be given to Junior National Cadet Corps or National Social Service Certificate holders.
	(2)By recruitment by transfer from the holders of the post of Mazdoor in the Stationery and Printing Department: Provided that appointment to the post by direct recruitment and recruitment by transfer shall be made in the ratio of 4:1.	Must have served for a period of not less than three years in the post of Mazdoor subject to passing the Trade Test conducted by the Director of Stationery and Printing, Chennai.

Class X  
Stores

(1) Paper Store Keeper	By promotion from the category of Warehouse Clerk.	Must have served for a period of not less than three years in the post of Warehouse Clerk.
(2) Senior Warehouse Clerk		
(3) Warehouse Clerk	By promotion from the Category of Warehouseman (Press).	(1)Must have served for a period of not less than two years in the post of Warehouseman (Press); and

(4) Warehouseman (Press)	(1)By direct recruitment; or	(2)Must have passed the Government Technical Examination in Printer's Warehouse Work (Lower).  Must have passed the S.S.L.C. Examination or its equivalent: Provided that other things being equal, preference shall be given to Junior National Cadet Corps or National Social Service Certificate holders.
	(2) By recruitment by transfer from the holders of the post of Mazdoor in the Stationery and Printing Department: Provided that appointment to the post by direct recruitment and recruitment by transfer shall be made in the ratio of 4:1.	Must have served for a period of not less than three years in the post of Mazdoor in Government Press.

Class XI  
Time Office

(1) Top Senior Time-keeper	By promotion from the category of Senior Time keeper.	Must have served for a period of not less than three years in the post of Senior Time-keeper.
(2) Senior Time-keeper	By promotion from the category of Junior Time - keeper.	Must have served for a period of not less than three years in the post of Junior Time-keeper.
(3) Junior Time-keeper	(1)By direct recruitment; or	Must have passed the S.S.L.C. Examination or its equivalent: Provided that other things being equal, preference shall be given to Junior National Cadet Corps or National Social Service Certificate holders.
	(2)By recruitment by transfer from the holders of the post of Mazdoor in the Stationery and Printing Department: Provided that appointment to the post by direct recruitment and recruitment by transfer shall be made in the ratio of 4:1.	Must have served for a period of not less than three years in the post of Mazdoor in Government Press.

**Explanation.—** In this table, the expression "Technical Trade Certificate" from any Institution approved and recognized by the Government shall mean—

(1) National Apprenticeship Training Certificate awarded under National Apprenticeship Training Scheme and under the Apprenticeship Act, 1961 (Central Act LII of 1961) in the following Trades (Industrial Training Institute) Certificates:—

- (i) Compositor Hard
- (ii) Book Binder
- (iii) Carpenter
- (iv) Electrician
- (v) Lino Operator
- (vi) Mono Operator
- (vii) Moso Caster
- (viii) Letter Press Machine Minder (Platen and Cylinder)
- (ix) Process Cameraman
- (x) Retoucher (Lithographic)
- (xi) Engraver
- (xii) Plate Maker (Lithographic)
- (xiii) Litho-Offset Machine Minder.

(2) Certificate issued by the Institute of Printing Technology in the following Trades:—

- (i) Hand Composition
- (ii) Lino and Intertype
- (iii) Letterpress Printing
- (iv) Binding and Packaging
- (v) Lithographic Printing
- (vi) Lithographic Plate Making and Art Work
- (vii) Photo Engraving and Camera Operator

(3) Government Technical Examination in Higher Grade in the Printing Trade issued by Commissioner for Government Examinations in the following Trades:-

- (i) Compositor Work
- (ii) Proof Reader Work (English)
- (iii) Proof Reader Work (Language)
- (iv) Machine Work
- (v) Book Binding
- (vi) Press Work
- (vii) Printer Warehouse Work
- (viii) Type Casting
- (ix) Stereo Typing
- (x) Electro Typing.

(4) Certificate of Diploma issued by Industrial Training Institute approved and recognized by Government.

(5) Group Certificates in Printing (Letter Press Type foundry and Book Binding).



**SECTION 14A – THE TAMIL NADU GRAMASEVAKS’ SERVICE.**

*(Deleted)*

## SECTION 15 —THE TAMIL NADU HIGHWAYS ENGINEERING SUBORDINATE SERVICE.

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

Category 1 Junior Engineer.

**Note.**—Junior Engineer possessing a degree in Engineering shall be designated as Assistant Engineer.

Category 2 Overseer.

Category 3 Head Draughting Officers in the office of the Chief Engineer (Highways).

Category 4 (a) Civil Draughtsmen in the office of the Chief Engineer (Highways and Rural Works), Senior Draughting Officer, Draughting Officer and Junior Draughting Officer.

(b) Civil Draughtsmen in other offices, Senior Draughting Officer, Draughting Officer and Junior Draughting Officer.

(c) Junior Draughting Officer (Mechanical).

Category 5 Assistant Draughtsmen.

Category 6 Rural Water Supply Mechanics.

Category 7 Blue Print Operators.

Category 8 Minor Irrigation Maistries.

**2. Appointment.**—(a) The District Panchayat Overseers who were appointed by the Inspector of Municipal Councils and Local Boards, Chennai before the 1<sup>st</sup> April 1961 and the Panchayat Overseers of Major Panchayats who were appointed by the Executive Officers with the approval of the Regional Inspector of Municipal Councils and Local Boards before the 2<sup>nd</sup> October 1961 shall be appointed regularly as Overseers in this service, provided they are fully qualified.

**Note.**—Such of the Overseers as aforesaid who are not fully qualified shall be as appointed as temporary Overseers and they shall be given two years time from the date of publication of these rules in the Fort St. George Gazette to get themselves qualified, failing which their services shall be terminated.

(b) **Appointment of Minor Irrigation Junior Engineer and Overseers.**—(i) Persons holding the post of Minor Irrigation Junior Engineer and Overseer in the Tamil Nadu Minor Irrigation Subordinate Service in a substantive capacity or as approved probationer or probationers and taken over to this service shall be regularly appointed in the corresponding posts in this service.

(ii) Omitted.

(c) **Appointment of Clerk-Draughtsman.**—Persons holding the post of Clerk - Draughtsman in the Tamil Nadu General Subordinate Service on the 1st April 1961, in a substantive capacity or as approved probationer or as probationers and are fully qualified for appointment to the post of Junior Draughting Officer shall be appointed to category 4 (b) in this service.

(d) **Appointment of Rural Works Sub-Overseers.**—The Rural Works Sub-Overseers serving in the Revenue Department on or before 31st March 1961 shall be appointed as Assistant Draughtsmen in this service.

(e) **Appointment of Minor Irrigation Maistries.**—The 95 Minor Irrigation Maistries absorbed in Highways and Rural Works Department as per G.O.Ms.No.2325, Public Works, dated 6<sup>th</sup> August 1965, read with G.O.Ms.No.2661, Public Works, dated 7<sup>th</sup> November 1966, will constitute the service. The posts under this category shall be abolished when the last member retires or vacates the post due to superannuation or for other causes by way of absorption in some other posts in the department.

**3.Method of recruitment.**—(a) Appointment to the categories specified in column (1) of the table below shall be made by the method specified in the corresponding entries in column (2) thereof:-

TABLE

Category (1)	Method of recruitment (2)
(1) Junior Engineer	<p>(1)Direct recruitment; or            (2)Omitted            (3)Promotion from -                (i) Draughting and Junior Draughting Officer in category 4 (a) or (b); or                (ii) Junior Draughting Officer (Mechanical) in category 4(c); or            (4)Omitted            (5)Promotion from among the posts of Road Inspector, Grade I, Survey Assistant, Field Assistant and Research Assistant, Grade II, who possess the Diploma in Civil Engineering/ Licentiate in Civil Engineering or Diploma in Mechanical Engineering or Licentiate in Mechanical Engineering qualification and have rendered service for a period of not less than four years in the respective post:                Provided that the vacancies shall be filled up by following the rotation orders as indicated below:-                Rotation 1 Direct recruitment                Rotation 2 Promotion from the post of Draughting Officer;                Rotation 3 Promotion from the post of Junior Draughting Officer;                Rotation 4 Promotion from the post of Junior Draughting Officer;                Rotation 5 Promotion from the post of Junior Draughting Officer;                Rotation 6 Promotion from the post of Road Inspector, Grade I;                Rotation 7 Promotion from the post of Road Inspector, Grade I;                Rotation 8 Promotion from the post of Survey Assistant;                Rotation 9 Promotion from the post of Field Assistant;                Rotation 10 Promotion from the post of Research Assistant, Grade II:                Provided further that if a rotation is not filled up due to non-availability of qualified candidate that vacancy shall be allotted to the next rotation in cyclical order.            (6) to (9) Omitted.</p>
(2) Overseers	<p>(1)Direct recruitment; or            (2)Recruitment by transfer from Minor Irrigation Overseers working on or before 1<sup>st</sup> April 1961 in the Tamil Nadu Minor Irrigation Subordinate Service;  <b>Note.</b>—Persons who are in the Revenue Department serving as temporary Overseers on</p>

or before the 1<sup>st</sup> April 1961 shall be taken as temporary Overseers and if they are not fully qualified but are working temporarily will be given two years time from the date of publication of these rules in the Fort St. George Gazette to get themselves qualified, failing which their services shall be terminated; or

- (3) For special reasons, recruitment by transfer from any other service; or
- (4) Promotion from category 5, Assistant Draughtsmen.
- (5) Promotion from the posts of Road Inspectors and Field Assistants who possess the Diploma / Licentiate in Civil Engineering or Diploma / Licentiate in Mechanical Engineering and have rendered service for a period of not less than 5 years in the category they serve.

**Note.**—Notwithstanding anything contained in Rule 2 (15) in Part I of the Tamil Nadu State and Subordinate Services Rules, the appointment of temporary Overseers from the Revenue Department to this service shall be regarded as recruitment by transfer.

- |   |  |
|---|--|
| (3) Head Draughting Officers in the Office of the Chief Engineer (Highways and Rural Works)   | (1) Promotion from Civil Senior Draughting Officer in the Office of the Chief Engineer (Highways) or in any other office; or<br>(2) For special reasons, recruitment by transfer from any other service.   |
| (4) Civil Draughtsmen in the Office of the Chief Engineer (Highways and Rural Works) and in other offices, Senior Draughting Officers | Promotion from Draughting Officer.   |
| Draughting Officers   | Promotion from Junior Draughting Officer; or direct recruitment; or for special reasons, recruitment by transfer from any other service.   |
| Junior Draughting Officers  | (1) Direct recruitment; or promotion from category 5, Assistant Draughtsman; or for special reasons, recruitment by transfer from any other service;<br>(2) Promotion from the posts of Road Inspectors and Field Assistants who possess the Diploma/ Licentiate in Civil Engineering or Diploma/ Licentiate in Mechanical Engineering qualification and have rendered service for a period of not less than five years in the category they serve:<br>Provided that-<br>(1) Junior Engineers may in individual cases be temporarily appointed as Senior Draughting Officer, Draughting Officer and Junior Draughting Officer, only in the Office of the Chief Engineer (Highways) according to the exigencies of service without prejudice to their appointment as Junior Engineers and the Junior Engineers so appointed shall draw the pay admissible to them as Junior |

- ( Engineer as long as they are retained as Draughtsmen;
- (2) Junior Engineer may in individual cases be temporarily appointed as Senior Draughting Officer, Draughting Officer or Junior Draughting Officer according to exigencies of service without prejudice to their appointment as Junior Engineer—
- (i) By the Superintending Engineer concerned with the approval of the Chief Engineer (Highways) in his Circle;
- (ii) By the Chief Engineer (Highways), in respect of appointment in the Office of the Chief Engineer (Highways) and the Junior Engineer so appointed shall draw the pay admissible to them as Junior Engineer so long as they are retained as Draughtsmen.

Junior Draughting Officer (Mechanical)	Direct recruitment.
(5) Assistant Draughtsmen	Direct recruitment; or for special reasons, recruitment by transfer from any other service.
(6) Rural Water Supply Mechanics	Direct recruitment.
(7) Blue Print Operators	Direct recruitment; or for special reasons, recruitment by transfer from any other service.

(b) For purpose of appointment as Junior Engineer by promotion, the entire State shall be considered as a unit and the Chief Engineer (Highways) shall maintain for all the districts in the State (except Chennai) a list of Overseers drawn up according to their seniority. Persons who are qualified and fit for promotion shall be selected from the said list for appointment as Junior Engineer.

(c) No person shall be eligible for appointment by direct recruitment as Junior Draughting Officer/ Assistant Draughtsman/ Overseer unless his name has been included in the appropriate list of approved candidates for appointment by direct recruitment. The various grades of Draughting Officer including Assistant Draughtsman and Overseers shall be under One Unit System. The Chief Engineer (Highways) shall be the recruiting authority.

(d) Promotion to the following posts shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal, namely:-

Junior Engineer.  
 Overseers.  
 Head Draughting Officer in the Office of the Chief Engineer (Highways).  
 Civil Draughtsmen in the Office of the Chief Engineer (Highways); and  
 in other Offices –  
 Senior Draughting Officers, Draughting Officers and Junior Draughting Officers.

**4. Probation.—** Every person appointed to any of the categories 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 –

(1) A Junior Engineer or an Overseer in the Tamil Nadu Engineering Subordinate Service or Tamil Nadu Minor Irrigation Subordinate Service who is appointed by transfer as a Junior Engineer in this service, shall be eligible to count towards his probation in this service, the service

already rendered in the corresponding posts in the Tamil Nadu Engineering Subordinate Service or the Tamil Nadu Minor Irrigation Subordinate Service;

(2) A Junior Engineer or an Overseer who is for the time being on other duty in a corresponding post forming part of the temporary establishments employed in connection with famine relief work, Harijan Welfare or other Schemes, shall be entitled to count for purposes of probation and increments, the period of duty performed by him in such post during which he would have held the post in his own category or in a higher category, as the case may be but for his absence on such other duty;

(3) A Junior Engineer or an Overseer who is deputed to work in the Drawing Branch shall be entitled to count for probation and increment, the period of duty performed by him in such post during which he would have held the post in his own category or in a higher category as the case may be, but for his absence on such other duty;

(4) The period of service rendered by Draughtsmen or Assistant Draughtsmen on foreign service under the Tamil Nadu State Electricity Board or the Neyveli Lignite Corporation Limited, shall count for probation in the respective post in the service, if but for such service, he would have rendered service as Draughtsman or Assistant Draughtsman, as the case may be in this service;

(5) Omitted.

(6) A Junior Engineer or an Overseer in the Tamil Nadu Minor Irrigation Subordinate Service who is appointed by transfer to a corresponding post in this service shall be eligible to count towards his probation in this service, the service which has already been rendered in the Tamil Nadu Minor Irrigation Subordinate Service;

(7) The actual period of field service rendered any time between the 26th November 1962 and the 13th October 1968, by a Junior Engineer/Assistant Engineer deputed for Military service in connection with the National Emergency proclaimed on the 26<sup>th</sup> October 1962, shall for the purpose of probation, count as duty in this category for twice that period of field service.

**Explanation.**—For purpose of these rules, field service shall mean Military duty in any area declared as field area by the Government of India, Ministry of Defence.

(8) An Overseer promoted as Junior Engineer need not undergo probation prescribed for the post of Junior Engineer.

(9) The period of service rendered by a probationary Assistant Engineer/ Junior Engineer on foreign service terms and conditions under Fundamental Rules 110 to 114, under the Government of India or other departments of the Government of Tamil Nadu or any undertaking of the Government of India or Government of Tamil Nadu, discharging duties in a post equivalent to that of Assistant Engineer/ Junior Engineer shall also count for probation in the category of Assistant Engineer/ Junior Engineer in the Tamil Nadu Highways Engineering Subordinate Service, if, but for such deputation, he would have rendered service as Assistant Engineer/ Junior Engineer in Tamil Nadu Highways Engineering Subordinate Service.

**5.Appointing authority.**—The appointing authority for each of the posts specified in column (1) of Schedule I to these rules shall be the authority specified in the corresponding entries in column (2) thereof:-

**6.Reservation of appointments.**—The rule of reservation of appointments (General rule 22) shall apply to the appointments to the following categories by direct recruitment:-

Category 1	Junior Engineer.
Category 2	Overseers.
Category 4(a)	Civil Draughtsmen in the office of the Chief Engineer (Highways), Draughting Officer and Junior Draughting Officer.
Category 5	Assistant Draughtsmen.
Category 6	Rural Water Supply Mechanics.

**7. Qualification as to age.**—No person shall be eligible for appointment by direct recruitment to the posts specified in column (1) of the table below if he has completed on the first day of July of the year in which the selection for appointment is made, the age specified in the corresponding entries in column (2) thereof:—

TABLE

Post (1)	Age (2)
1. Junior Engineer	(i) Scheduled Castes and Scheduled Tribes 31 years (ii) Backward Classes 30 years (iii) Any other community 26 years: Provided that the age limit shall not apply in the case of Minor Irrigation Overseers, Junior Engineer, Panchayat Overseers referred to in rule 2(a) and Draughtsmen absorbed consequent on the formation or reorganization of the Highways Department: Provided further that the age limit for other communities shall be 28 years in the case of persons possessing a degree in Engineering.
2. Overseers	(i) Scheduled Castes and Scheduled Tribes 33 years (ii) Backward Classes 32 years (iii) Any other community 28 years: Provided that the age limit for other communities shall be 30 years in the case of persons possessing a degree in Engineering.
3. Civil Draughtsmen in the Office of the Chief Engineer (General) Highways and elsewhere Draughting Officers	(i) Scheduled Castes and Scheduled Tribes 33 years (ii) Any other community 32 years
4. Civil Draughtsmen in the Office of the Chief Engineer (General) Highways and elsewhere Junior Draughting Officers, Junior Draughting Officers (Mechanical)	(i) Scheduled Castes and Scheduled Tribes 33 years (ii) Backward Classes 32 years (iii) Any other community 28 years: Provided that the age limit for other communities shall be 30 years in the case of persons possessing a degree in Engineering.
5. Other posts	(i) Scheduled Castes and Scheduled Tribes 33 years (ii) Backward Classes 32 years (iii) Any other community 28 years

**Explanation.**—The age limit prescribed above shall not apply to Scheduled Castes/ Scheduled Tribes and Backward Classes if they possess a general educational qualification which is higher than the minimum general educational qualification.

**8. Other qualifications.**—No person shall be eligible for appointment to any post specified in column (1) of Schedule II to these rules, unless he possesses the qualification specified in the corresponding entries in column (2) thereof:-

**9.Tests.—**(a) Persons appointed in category 1 of the service, by the methods specified in rule 3 shall pass the Account Test for Highways Department Officers and Subordinates within the time specified in the table below unless they have already passed the test:-

TABLE

Category (1)	Time allowed (2)
Junior Engineer recruited directly or by transfer from any other service	Within the period of probation.
Junior Engineer recruited by promotion from Overseers against the post of Junior Engineer	Within a period of three years from the date of appointment as Junior Engineer.
Junior Engineer promoted from among Senior Draughting Officer and Draughting Officer in category 4(a) or (b)	Within the period of probation.
Junior Engineer absorbed from among Minor Irrigation Junior Engineer and Junior Engineer promoted from among Minor Irrigation Overseers and Panchayat Overseers	Within a total period of two years on duty within a continuous period of three years.

Provided that the Junior Engineer who have completed the age of 40 years on the 6<sup>th</sup> April 1951 shall not be required to pass the test prescribed in this rule. The penalty for failure to pass the test shall be extension of probation and stoppage of increment till the test is passed. But such stoppage of increment will not operate to postpone future increments after the test is passed.

(b) An Ex-District Board Overseer or Draughtsman who has been working as Overseer against the post of Junior Engineer, if appointed as Junior Engineer by promotion and if he is not a full member of such post, shall not be eligible for appointment as a full member of the service as Junior Engineer unless and until he has passed the Account Test for Highways Department Officers and Subordinates.

(c) A probationary Junior Engineer appointed under an agreement executed under paragraph 57 of the Public Works Department Code shall not be discharged as required by rule 26(b) of the Tamil Nadu State and Subordinate Services Rules for failure to pass the said test. But he shall not be eligible for appointment as a full member of the service unless and until he passes the said test.

**Note.—**(1) Minor Irrigation Junior Engineer and Minor Irrigation Overseers promoted as Junior Engineer and taken to the Highways and Rural Works Department as Junior Engineer shall not be required to pass the test if they had completed the age of 40 years on the 15<sup>th</sup> April 1961.

(2) The Minor Irrigation Junior Engineer who are probationers as on 1<sup>st</sup> April 1961 or who completed the period of probation after that date and declared as approved probationers and other permanent and approved probationers in the category of Junior Engineer should pass the Account Test for Highways Department Officers and Subordinates within a period of two years from the date of publication of these rules in the Fort St. George Gazette.

**10.Substantive appointment of Junior Engineer and Overseers.—**(1) No person who was appointed as Junior Engineer before the 6<sup>th</sup> April 1951 and who was not a full member in the category of Ex-District Board Overseers, Draughtsmen of Junior Engineer shall, if he has not passed the Account Test for Public Works Department Officers and Subordinates be entitled to appointment as a full member in the category of Junior Engineer.



(2) No person appointed as Minor Irrigation Junior Engineer before 15<sup>th</sup> April 1961 and who is not a full member in that category in the Minor Irrigation Subordinate Service shall, if he has not passed the Account Test for Public Works Department Officers and Subordinates, be entitled to appointment as full member in the category of Junior Engineer.

(3) Ex-District Board Overseers shall not be appointed as Draughtsmen on a permanent basis when they have a claim for appointment as Junior Engineer unless they express their willingness in writing to remain as a Draughtsmen permanently and relinquish all their claim for future appointment as Junior Engineer.

**11.Determination of seniority in certain cases.—**(a) The seniority of persons recruited by transfer from the category of Junior Engineer in the Tamil Nadu Engineering Subordinate Service shall be fixed with reference to the dates of their commencement of probation in the category of Junior Engineer in that service.

(b) The seniority of persons recruited by transfer from the category of Minor Irrigation Junior Engineer and Overseers in the Tamil Nadu Minor Irrigation Subordinate Service shall be fixed with reference to the dates of their commencement of probation in their respective categories in that service.

- (c) (i) In the case of a Junior Engineer who has rendered Military service in connection with the National Emergency proclaimed on the 26<sup>th</sup> October 1962 who was recruited against the reserved vacancy, shall be treated for purpose of fixation of pay and seniority as belonging to the year in which he would have been appointed to the post at his first possible attempt to the competitive examination by the Tamil Nadu Public Service Commission after the date of joining Military service/ training.
- (ii) Seniority inter-se of such persons allotted to a particular year shall be determined according to merit, the merit list being prepared on the basis of their academic and service records.
- (iii) All such persons shall rank below the successful competition of candidates selected by the Tamil Nadu Public Service Commission for the year to which they are allotted.
- (iv) The particular date on which a candidate should be deemed to have been appointed to the service/ post concerned shall be decided by Government.

**12.Transfers.—**Transfers of members of the service shall be made-

- (i) By the Chief Engineer (Highways) if from one Circle to another or from one Circle to the Office of the Chief Engineer (Highways) and vice-versa;
- (ii) By the Superintending Engineer of the Circle, if from one Division or another within the Circle; and
- (iii) By the Divisional Engineer of the Division, if within the Division:

Provided that in respect of category 7, Blue Print Operators, transfers shall be made –

- (i) By the Chief Engineer (Highways) if from one unit to another; and
- (ii) By the Superintending Engineer (Highways) concerned, if from one office to another office within his unit's jurisdiction.

**13.Increment.—**The actual period of field service rendered any time between the 26<sup>th</sup> November 1962 and the 13<sup>th</sup> October 1968, by a Junior Engineer/ Junior Engineer deputed for Military service in connection with the National Emergency proclaimed on the 26<sup>th</sup> October 1962 shall for the purpose of increment, count as duty in this category for twice that period of field service.

**14.Liability to serve in Defence Services.—**All graduate engineers recruited direct to category 1 on or after the 12<sup>th</sup> December 1964 shall be liable to serve for a minimum period of 4 years ( including the period spent on training) in the Armed Forces on work relating to defence effort anywhere in India or abroad, if so required. Such liability will be limited to the first ten years of service including service in any higher category of post to which he is subsequently appointed and will not ordinarily apply to persons over 40 years of age.

**15.Military Duty in connection with National Emergency.—**Notwithstanding anything to the contrary contained in these rules or in any other rules, the following provisions shall apply to the

persons appointed as Junior Engineer/ Junior Engineers by direct recruitment and who have been deputed for Military duty in connection with the National Emergency proclaimed on the 26<sup>th</sup> October 1962 and to those non - service persons who joined the armed forces during the said National Emergency and are subsequently appointed to category 1 of this class against the vacancies reserved for candidates discharged from Military Service.

Fifty percent of the substantive vacancies which arose after the declaration of the National Emergency and which may arise hereafter during the continuance of the Emergency, shall be reserved to be filled in by those deputed for Military service in connection with the said National Emergency and or appointed to the class by direct recruitment on discharged from Military service in the following order of priority:—

- (1) Member of the service;
- (2) Persons who were employed temporarily under rule 10(a)(i) of the General rules; and
- (3) Non – service person.

**16.Savings.**—Nothing contained in these rules shall adversely affect any person holding any of the posts referred to in the above rules on the date of issue of these rules.

**SCHEDULE I**  
(referred to in rule 5)

Post (1)	Appointing authority (2)
1.Junior Engineer	Chief Engineer (General) Highways.
2.Overseers	Joint Chief Engineer (Administration) Highways.
3.Head Draughting Officer in the Office of the Chief Engineer (Highways)	Chief Engineer (Highways).
4.(a)Civil Draughtsman in the Office of the Chief Engineer, Junior Draughting Officer, Draughting Officer and Senior Draughting Officer in the Offices of the Chief Engineers	Joint Chief Engineer (Administration) Highways.
(b)Civil Draughtsman in other Offices, Junior Draughting Officer, Draughting Officer and Senior Draughting Officer in other Offices	Joint Chief Engineer (Administration) Highways.
(c) Junior Draughting Officer (Mechanical)	Joint Chief Engineer (Administration) Highways.
5. Assistant Draughtsmen	Joint Chief Engineer (Administration) Highways.
6. Rural Water supply Mechanics.	Divisional Engineer (Highways) concerned in their respective Divisions.
7. Blue Print Operators.	
(i) Unit-1, constituting the offices of the Chief Engineer and the Director, Highways Research Station in Chennai City.	Joint Chief Engineer (Administration) Highways.
(ii) Other units or Circles.	Superintending Engineer (Highways)concerned Circle.
8. Minor Irrigation Maistries	Divisional Engineer (Highways and Rural Works) concerned in respective Divisions.

**SCHEDULE II**  
(referred to in rule 8)

Post (1)	Qualifications (2)
1. Junior Engineer	<p>(i) Degree in Engineering (Highways, Civil or Mechanical); or</p> <p>(ii) Diploma in Civil Engineering; or</p> <p>(iii) Upper Subordinate or Licentiate in Civil Engineering or Licentiate in Automobile Engineering Diploma of the State Board of Technical Education and Training or the Diploma in Civil and Rural Engineering; and</p> <p>(iv) Diploma in Automobile or Mechanical Engineering; or</p> <p>(v) A pass in Sections A and B of the A.M.I.E (India) Examinations.</p> <p><b>Note(1).</b>—Diploma awarded to the Road construction Overseers by the Technological Diploma Examination Board or Board of Examiners, Chennai may be considered as a qualification for appointment as temporary Overseers against the post of Junior Engineer.</p> <p><b>Note(2).</b>—Such number of vacancies of Junior Engineer as may be determined by the Chief Engineer (Highways) from time to time shall be filled up by persons with Mechanical or Automobile Engineering qualifications:</p> <p>Provided that –</p> <p>(a) Diploma holder must possess practical experience in Engineering Works for a period of not less than two years after obtaining the diploma; and</p> <p>Other things being equal, preference shall be given to diploma holders possessing practical experience for a period of not less than two years, either teaching line in the Government Technical Institutions or in other Government departments including Industrial Technical Branches (other than workshops) or in Local Bodies of Public Sector Undertakings.</p> <p>For being treated as Junior Engineer, a candidate should-</p> <p>(i) have also passed the Intermediate Examinations; and</p> <p>(ii) have had practical experience for a period of not less than 4 years after passing Sections A and B of the A.M.I.E (India) Examinations.</p> <p>(b) No candidate possessing the diploma in Engineering (Highways, Civil or Mechanical) shall be eligible for appointment if a suitable candidate possessing the degree in Engineering, (Highways, Civil or Mechanical) is available for such appointment.</p>

- (c) 25 percent of the number of vacancies estimated every year shall be reserved to be filled by candidates possessing the Licentiate in Civil Engineering Diploma or the Licentiate in Automobile Engineering or the Licentiate in Mechanical Engineering Diploma awarded by the State Board of Technical Examinations and Training (formerly known as Technological Diploma Examination Board) or the Diploma in Civil and Rural Engineering awarded by the National Council for Rural Higher Education, if suitable candidates are available.
- (d) That the qualifications prescribed for Junior Engineer will not apply to Overseers who have rendered service for not less than eight years as Overseers even though they are not holders of the Licentiate in Civil Engineering diploma.
- (e) That while making appointment by direct recruitment, preference shall be given to those who have undergone one year of apprenticeship training under the Government of India Scheme or the State Government apprenticeship scheme.
- (f) Draughtsman and Overseer who possess the A.M.I.E qualification or B.E., degree shall be eligible for appointment as Junior Engineer (redesignated as Assistant Engineer).
- (g) Draughting Officer and Junior Draughting Officer and Overseer in the Highways and Rural Works Department who had acquired the A.M.I.E or B.E degree after the 2<sup>nd</sup> August 1980 shall not be eligible for appointment as Junior Engineer (redesignated as Assistant Engineer) and they shall have to take their chances along with fresh candidates for direct recruitment to the post of Assistant Engineer in the Tamil Nadu Highways Engineering Service; and
- (h) Head Draughting Officer and Senior Draughting Officer who have put in 3 years of service shall be eligible for appointment as Junior Engineer (redesignated as Assistant Engineer) on acquiring A.M.I.E or B.E degree.

## 2. Overseers

- (i) Degree in Engineering (Civil or Mechanical); or
- (ii) Diploma in Engineering of the College of Engineering, Guindy; or
- (iii) A pass in Sections A and B (Civil or Mechanical) of A.M.I.E (India) Examination; or
- (iv) A pass in the Tamil Nadu Government Technical Examination in –

- (1) Building Drawing and Estimating - Higher II Class
- (2) Applied Mechanics Higher II Class
- (3) Building Materials and Constructions- Lower II Class
- (4) Mensuration - Lower II Class
- (5) Geometrical Drawing - Lower II Class
- (6) Surveying and Levelling - Lower II Class
- (7) Hydraulics and Irrigation - Lower II Class
- (8) Earth work and Road making Lower II Class; or

- (v) A pass in the group certificate in Civil Engineering of the Government Technical Examination (New Scheme) with anyone of the following as elective subjects:-

- (a) Irrigation
- (b) Sanitary Engineering
- (c) Roads, Bridges and Railways:  
Provided that while making appointment by direct recruitment, other things being equal preference shall be given to those who have undergone one year of apprenticeship training under the Government of India Scheme or the State Government of apprenticeship scheme.

3 and 4. Head Draughting Officers in the office of the Chief Engineer, (Highways). Civil Draughtsmen in the office of the Chief Engineer (General), Highways and elsewhere, Senior Draughting Officers, Draughting Officers and Junior Draughting Officers

- (i) Degree in Engineering (Highways, Civil or Mechanical); or
- (ii) The Licentiate in Civil Engineering Diploma of the State Board of Technical Examination and Training (formerly known as Technological Diploma Examination Board), Chennai or the Diploma in Civil and Rural Engineering awarded by the National Council for Rural Higher Education.
- (iii) A pass in Sections A and B (Civil or Mechanical) of A.M.I.E (India) Examinations; or

- (iv) The lower subordinate diploma of the College of Engineering, Guindy; or
- (v) A pass in the examination prescribed for the Engineering Subordinates or the Overseers Class or the Draughtsman class in the College of Engineering, Guindy; or
- (vi) A pass in the Special Examination for Group Certificate in Building Drawing prescribed or Draughtsmen in the Government Technical Examination; or
- (viA) A pass in the Group Certificate in Civil Engineering of the Government Technical Examination (New Scheme) with anyone of the following as elective subject:-
  - (a) Irrigation
  - (b) Sanitary Engineering
  - (c) Roads, Bridges and Railways; or
- (vii) A pass in the Trade Test for Draughtsmen (Civil) conducted by the Director General of Resettlement and Employment and by the National Council for Training in Vocational Trades, Government of India; or
- (viii) A pass in the Kerala Government Technical Examination (Civil, Mechanical or Electrical Branches) by Lower and Higher Grades; or the Group Certificate in Civil Engineering of the Government Technical Examination;
- (ix) The qualifications specified above shall not be necessary for appointment as Junior Draughting Officers for the following cases, namely:—
  - (a) Members of category 5 (Assistant Draughtsman) who have put in a service for a period of not less than five years in that category and who at the time of their appointment to that category possessed the qualification prescribed for appointment to that category; and
  - (b) Members of category 5 (Assistant Draughtsman) who at the time of appointment to that category did not possess the qualification prescribed for appointment to that category but have acquired such qualification subsequently, provided that they have put in service for a period of not less than five years in that category after acquiring such qualification.

For appointment as Civil Draughting Officer, by direct recruitment, a candidate shall, in addition, possess practical experience as Draughtsman in Drawing and Design for a period of not less than five years in a department of the Government of Tamil Nadu:

Provided that while making appointment by direct recruitment, preference shall be given to those who

have undergone one year of apprenticeship training under the Government of India Scheme or the State Government Apprenticeship Scheme.

Junior Draughting Officers  
(Mechanical)

Diploma in Mechanical Engineering of the State Board of Technical Education and Training, Chennai or its equivalent.

5. Assistant Draughtsmen

(i) A pass by the Lower Grade in the Government Technical Examination in Geometrical Drawing, Building Drawing and Estimating and Freehand outline and Model Drawing; or

(ii) A completed S.S.L.C issued under the authority of the Government of Tamil Nadu with not less than 30 percent of marks specified against the subjects under "Engineering" included as a special subject in the bifurcated or diversified course in Secondary schools; or

(iii) A pass in Building and Structural Draftsmanship Certificate Course of the Central Polytechnic, Chennai; or

(iv) The Technical High School Certificate issued by the State Board of Technical Education and Training, Chennai.

6. Rural Water Supply Mechanics.

(i) A pass in VIII Standard of a recognized Secondary School; and

(A recognized Secondary School means a School maintained by or opened with the sanction of the Government of Tamil Nadu or to which recognition has been accorded by the Education Department);

(ii) Industrial School Leaving Certificate in General Mechanics; or National Trade Certificate in Fitter Trade; or National Apprenticeship Certificate in the trade of Fitter issued by the National Council for Vocational Trades.

7. Blue Print Operators

(i) A pass in VIII Standard of a recognized Secondary School; (A recognized Secondary School means a School maintained by or opened with the sanction of the Government of Tamil Nadu or to which recognition has been accorded by the Education Department); and

(ii) Practical experience in Blue Printing Work.

**SECTION 15 A—THE TAMIL NADU HINDU RELIGIOUS AND CHARITABLE  
ENDOWMENTS SUBORDINATE SERVICE.**

**1. Constitution.**—The service shall consist of the following grades of officers, namely:-

- (i) Executive Officer, I Grade
- (ii) Executive Officer, II Grade
- (iii) Executive Officer, III Grade
- (iv) Executive Officer, IV Grade

**2. Appointment.**—(a) Appointment to each grade specified in column (1) of the table below shall be made according to the methods specified in the corresponding entries in column (2) thereof:-

TABLE

Grade (1)	Method of recruitment (2)
1. Executive Officer, I Grade	(i) Direct recruitment; or (ii) Promotion from II Grade; or (iii) Recruitment by transfer from Superintendents in the Tamil Nadu Hindu Religious and Charitable Endowments (Administration) Department.
2. Executive Officer, II Grade	(i) Direct recruitment; or (ii) Promotion from III Grade; or (iii) Recruitment by transfer from among Inspectors and Head Clerks in the Tamil Nadu Ministerial Service of the Hindu Religious and Charitable Endowments (Administration) Department.
3. Executive Officer, III Grade	(i) Direct recruitment; or (ii) Promotion from IV Grade; or (iii) Recruitment by transfer from among Assistants in the Tamil Nadu Ministerial Service of the Hindu Religious and Charitable Endowments (Administration) Department.
4. Executive Officer, IV Grade	(i) Direct recruitment; or (ii) Recruitment by transfer from among Junior Assistants in the Tamil Nadu Ministerial Service of the Hindu Religious and Charitable Endowments (Administration) Department.

**Explanation I.**— Only persons professing the “Hindu Religion” as required by Section 10 of the Tamil Nadu Hindu Religious and Charitable Endowments Act, 1959 (Tamil Nadu Act 22 of 1959) shall be eligible for appointment to the service.

**Explanation II.**—Other things being equal, preference will be given to the employees of the Religious Institutions (Other than Government Servants) who have put in not less than five years of service.

**Explanation III.**— Deleted

(b) In respect of appointments to the posts of Executive Officers first and third Grade, the first two out of every cycle of five vacancies shall be filled by direct recruitment, the next two by promotion and the fifth vacancy by recruitment by transfer. In respect of appointment to the post of Executive Officer, Grade IV in every cycle of 10 vacancies, seven vacancies shall be filled by direct recruitment and 3 shall be by recruitment by transfer viz., the 1<sup>st</sup>, 2<sup>nd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> and 10<sup>th</sup> vacancies by direct recruitment and 3<sup>rd</sup>, 6<sup>th</sup> and 9<sup>th</sup> vacancies by recruitment by transfer:



Provided that the Government may, for special reasons alter the proportion specified in this sub-rule:

Provided further that the proportion specified in the sub-rule is not applicable when appointments are not made by direct recruitment, but by both promotion and recruitment by transfer and proportion specified in sub-rule (c) of rule 10 shall be followed in such appointments.

**3.List of approved candidates for appointment by promotion and by recruitment by transfer.**—Appointments to the posts of Executive Officers, I Grade to III Grade by promotion and by recruitment by transfer and Executive Officers, IV Grade, by recruitment by transfer shall be made from the list of approved candidates prepared annually on the 15<sup>th</sup> March of every year.

**4.Qualification.**—(a) No person shall be eligible for appointment to any of the Grades of Executive Officers specified in column (1) of the table below, by the methods specified in column (2) of that table, unless he possesses the qualification specified in the corresponding entries in column (3) thereof:-

TABLE

Grade (1)	Method of recruitment (2)	Qualifications for appointment (3)
Executive Officer, I Grade	Direct recruitment	(a) Must possess a degree in Arts, Science or Commerce and also a degree in Law of a University, recognized by the University Grants Commission for the purpose of its Grant; and (b) Must have completed 30 years of age and must not have completed 35 years of age on the 1 <sup>st</sup> day of July of the year in which the selection for appointment is made.
	Promotion; or Recruitment by transfer	Must have passed the Account Test for Executive Officers or Account Test for Subordinate Officers Part I and Part II and the Hindu Religious and Charitable Endowments (Administration) Department Test conducted by the Tamil Nadu Public Service Commission and in the absence of holding a degree in Commerce, Government Technical Examination in Accountancy by the Lower Grade.
Executive Officer, II and III Grade	Direct recruitment	(a) Must possess a degree in Arts, Science or Commerce of a University recognized by the University Grants Commission for the purpose of its Grant; and (b) Must have completed 25 years of age and must not have completed 35 years of age on the 1 <sup>st</sup> day of July of the year in which the selection for appointment is made.

	Promotion; or Recruitment by transfer	Must have passed the Account Test for Executive Officers or Account test for Subordinate Officers Part I and Part II and the Hindu Religious and Charitable Endowments (Administration) Department Test conducted by the Tamil Nadu Public Service Commission and in the absence of holding a degree in Commerce, Government Technical Examination in Accountancy by the Lower Grade.
Executive Officer, IV Grade	Direct recruitment	(a) Must possess the minimum general educational qualification; or (b) Must possess the title of "Tamil Pulavar" recognized by the University Grants Commission for its Grant; and (c) Must have completed 25 years of age and must not have completed 35 years of age on the 1 <sup>st</sup> day of July of the year in which the selection for appointment is made.
	Recruitment by transfer	Must have passed the Account Test for Executive Officers or Account Test for Subordinate Officers Part I and Part II and the Hindu Religious and Charitable Endowments (Administration) Department Test conducted by the Tamil Nadu Public Service Commission and in the absence of holding a degree in Commerce, Government Technical Examination in Accountancy by the Lower Grade.

(b) Nothing contained in this rule shall adversely affect any person who is working as an Executive Officer on the date of publication of these rules.

(c) The minimum age limit prescribed for the II and III Grade Executive Officers shall not apply to the persons possessing a degree of a College of Oriental Culture of any University recognized by the University Grants Commission for the purpose of its grants.

(d) Other things being equal, preference shall be given to the persons who hold the diploma in Epigraphy and Archaeology awarded by the Institute of Epigraphy in Tamil Nadu for appointment to the post of Executive Officers, I Grade by direct recruitment; and

(e) Other things being equal preference shall be given in appointment to the post of Executive Officer, III Grade by direct recruitment to persons who hold B.A. degree in Indian Culture and Religious Institutions Management and to those who hold a diploma in Epigraphy and Archaeology awarded by the Institute of Epigraphy in Tamil Nadu.

**5. Reservation of appointments.**—(a) The rule of reservation of appointments (General rule 22) shall apply to the appointment of Executive Officer by direct recruitment treating each of the four Grades as a separate unit for this purpose.

(b) Three percent of total number of appointment under rule of reservation as specified in sub-rule (a), shall be reserved for deaf and orthopedically handicapped persons in the matter of recruitment of Executive Officer, Grade IV.

**6. Appointing authority.**—The Commissioner, Hindu Religious and Charitable Endowment (Administration) Department shall be the appointing authority in respect of all Grades of Executive Officers.

**7. Unit for appointment as full member, etc.,**—The entire state shall be the Unit for all purposes for the several Grades of Executive Officers.

**8. Probation.**—(a) Every person appointed to any of the Grades of Executive Officers 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.

(b) The Deputy Commissioners in respect of Executive Officers, II, III and IV Grades serving in the religious institutions in their territorial jurisdiction shall be the authorities competent to declare the completion of probation of the Officers. The Deputy Commissioner may extend up-to three years the period of probation of Executive Officers, II Grade, III Grade and IV Grade in case of failure to pass the test prescribed within the period of probation.

**9. Tests.**—Executive Officers, I Grade to III Grade recruited direct shall pass within the period of probation the Account Test for Executive Officers and the Hindu Religious and Charitable Endowments (Administration) Department Test conducted by the Tamil Nadu Public Service Commission.

Executive Officer IV Grade recruited direct shall pass the above said tests within a period of three years from the date of completion of probation.

**10. Promotion.**—Promotion from one Grade to the next higher grade shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

(a) The seniority of the Executive Officer in Grade I, III, IV shall be determined by the rank obtained by him in the list of approved candidates drawn up by the Tamil Nadu Public Service Commission subject to the rule of reservation where it applies.

(b) The relative seniority of the Executive Officer, Grade I and III, appointed by methods of direct recruitment, recruitment by transfer or by promotion shall be fixed in the following manner:

The Executive Officers appointed to Grade I and III by direct recruitment shall be placed above the Executive Officers promoted from lower Grade in the order of rank he obtained in the list of approved candidates drawn up by the Tamil Nadu Public Service Commission. A unit of every five vacancies shall be filled as follows among direct recruits, promotees and transferees from other services:-

1. Direct recruit
2. Direct recruit
3. Promotee
4. Promotee
5. Transferee.

(c) If there is no direct recruitment for the post of Executive Officer, Grade I and III in a particular year and for the post of Executive Officer, II Grade for which there is no direct recruitment, the ratio shall be followed among the promotees and transferees for every ten vacancies as follows:-

1. Promotee
2. Promotee
3. Transferee
4. Promotee
5. Promotee
6. Transferee
7. Promotee
8. Promotee
9. Transferee
10. Promotee

(d) For the post of Executive Officer, IV Grade the ratio shall be followed among the direct recruits and transferees for every 10 vacancies as follows:-

1. Direct recruit
2. Direct recruit
3. Transferee
4. Direct recruit
5. Direct recruit
6. Transferee
7. Direct recruit
8. Direct recruit
9. Transferee
10. Direct recruit

(e) If in a particular year there are no direct recruits and transferees all the promotees shall be placed in the seniority list according to the order of their rank obtained in the seniority list in the lower grade together.

(f) The relative seniority of an Executive Officer Grade I to IV who is transferred from any other service or promoted from lower grade shall be determined by the date of his first appointment to the respective cadre of Executive Officers, I Grade to IV Grade and shall take fifth place below that of an Executive Officer appointed by transfer as mentioned under rule 10(b) or (c), as the case may be.

(g) If a senior is promoted later than a junior, the rank of the senior shall be determined according to rule 35 (aa) of the General rules for the Tamil Nadu State and Subordinate Services.

(h) Where an Executive Officer belonging to I Grade to IV Grade is reduced to a lower Grade, he shall be placed at top of the latter Grade unless the authority ordering such reduction directs that he shall take rank in such lower grade next below any specified number thereof:-

**11.Training.**—Every Executive Officer appointed by direct recruitment shall undergo training for a period of one month in such manner as may be specified by the Commissioner. During the period of training he shall draw at the minimum of the time scale of pay applicable to the post. The period of training shall count for probation and increment. The pay for the training period shall be recovered from the funds of the institution to which the Executive Officers are posted immediately after training.

**12.Transfer and postings.**—Transfer of Executive Officers, I Grade to IV Grade from one institution to another within the territorial jurisdiction of a Deputy Commissioner shall be made by the Deputy Commissioner concerned or by the Commissioner whether such institution be a listed or non listed one. The Commissioner shall exercise the power of transfer of an Executive Officer from the territorial jurisdiction of one Deputy Commissioner to that of another Deputy Commissioner.

**13.Security.**—In regard to the security to be furnished by the Executive Officer, the rules framed under section 116(2) (xvi) of the Tamil Nadu Hindu Religious and Charitable Endowments Act, 1959 (Tamil Nadu Act 22 of 1959) shall apply.

**SECTION 15 B — THE TAMIL NADU HIGHWAYS ENGINEERING  
(WORK CHARGED) SUBORDINATE SERVICE.**

**1. Constitution.**— The service shall consist of the following categories, namely:-

- Category 1 Road Inspector, Grade I  
Category 2 Road Inspector, Grade II

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

TABLE

Post (1)	Method of recruitment (2)
Category 1 Road Inspector, Grade I	By promotion from among the holders of the posts of Road Inspector, Grade II who have put in not less than five years of service. Promotion shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.
Category 2 Road Inspector, Grade II	(i) By direct recruitment; and (ii) By recruitment by transfer from among the holders of the post of Gang Mazdoors in the Tamil Nadu Basic Service in the ratio of 3:1 Provided that recruitment by transfer shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal: Provided further that if no suitable persons are available in the category of Gang Mazdoor, such vacancies shall be filled up by direct recruitment.

**3. Appointing authority.**—The appointing authority for the posts shall be the Divisional Engineer (Highways) concerned.

**4. Qualification (a) Age.**—No person shall be eligible for appointment to the post by direct recruitment, if he has completed or will complete twenty six years of age on 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 of Road Inspector, Grade II by the methods specified in column (1) of the table below unless he possesses the qualification specified in the corresponding entry in column (2) thereof:-

TABLE

Method of appointment (1)	Qualification (2)
(1) Direct recruitment	(i) Must have passed 10 <sup>th</sup> Standard examination from a recognized school or its equivalent examination duly recognized by Government of Tamil Nadu; and

- (ii) Must possess a certificate in ITI Draftsman or ITI Surveyor course; and
  - (iii) Must possess a sound physique and obtain a certificate of Physical fitness from a Medical Officer, not below the rank of an Assistant Surgeon before the commencement of probation.
- (2) Recruitment by transfer from the post of Gang Mazdoors in the Tamil Nadu Basic Service.
- (i) Must have passed 10<sup>th</sup> Standard examination from a recognized school or its equivalent examination duly recognized by Government of Tamil Nadu;
  - (ii) Must have completed five years of service in the post of Gang Mazdoor; and
  - (iii) Must possess a sound physique and obtain a certificate of Physical fitness from a Medical Officer, not below the rank of an Assistant Surgeon before the commencement of probation.

**Explanation.**—A “ recognized school” shall mean a school maintained by or approved by the Government of Tamil Nadu or for which recognition has been accorded under the Tamil Nadu Educational Rules.

**5.Probation.**—Every person appointed to the post otherwise than by promotion 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.

**6.Pension.**—Members of the service shall not be eligible for pension but they shall be eligible for admission to the benefits of the contributory provident fund in accordance with the Contributory Provident Fund (Tamil Nadu) rules.

**7.Unit for recruitment and discharge.**—For the purpose of recruitment and discharge for want of vacancies, the Divisional Engineers, Division shall each be treated as separate units.

**8.Savings.**—Nothing contained in these rules shall adversely affect any person who has been a member of the work charged establishment of the Highways and Rural Works Department either provincialised or non - provincialised on the date of the issue of these rules and his service shall be integrated in this service according to his pay and suitability.

## SECTION 16 – THE TAMIL NADU INDUSTRIES SUBORDINATE SERVICE.

**1. Constitution.**—The service shall consist of the following classes and categories of officers, namely:-

### Class I

#### Category

1. Deleted.
2. Assistant Engineer (Industries); and Junior Engineer (Industries)
3. (a) Deleted.  
(b) Deleted.
4. Deleted.
5. (a) Deleted.  
(b) Deleted.  
(c) Deleted.  
(d) Deleted.
6. (a) Deleted.  
(b) Deleted.  
(c) Deleted
7. Deleted.
8. Deleted.
9. Deleted.
10. Deleted.
11. Deleted.
12. Deleted.
13. Deleted.
14. Deleted.

### Class II

Senior Inspector of Coir.

### Class III

Omitted.

### Class IV

Omitted.

### Class V

Omitted.

### Class VI

Omitted.

### Class VII

#### Category

1. Inspector of Sericulture.
2. Assistant Inspector of Sericulture.
3. Junior Inspector of Sericulture.
4. Sericulture Demonstrator.
5. Operative.
6. Foreman (Pump set).

### Class VIII

#### Category

1. Chemist, Testing Assistant.
- 1 A. Omitted.
2. Foreman, Chemical Testing and Analytical Laboratory, Guindy, Chennai.
3. Gasman, Grade II, Chemical Testing and Analytical Laboratory, Guindy, Chennai.
4. Laboratory Attender.
5. Junior Chemists.

- 6.Omitted.
- 7.Skilled Worker, Grade I.
- 8.Attenders.
- 9.Assistant Chemical Engineer, Chemical Testing and Analytical Laboratory, Guindy, Chennai.
- 10.Glass Blower, Chemical Testing and Analytical Laboratory, Guindy, Chennai.
- 11.Electrician, Grade I, Chemical Testing and Analytical Laboratory, Guindy, Chennai.
- 12.Supervisor (Testing), Institute of Ceramic Technology, Vridhachalam.
- 13.Mechanical Draughtsman, Grade II Chemical Testing and Analytical Laboratory, Guindy, Chennai.

Class IX  
Omitted.

Class X  
Omitted.

Class XI  
Omitted.

Class XII  
Category  
Display Artist, Office of the Director of Industries and Commerce, Chennai.

Class XIII  
Category  
1.Senior Assistant and Grinding Assistant.  
2.Instructor (Glass), Grade II, Government Scientific Glass Training Centre, Guindy.  
3.Gasman, Grade I.  
4.Electrician, Grade III.  
5.Graduating Assistant.

Class XIV  
Category  
1.Omitted.  
2.Manager, Grade I in the Sales Emporium.  
3.District Inspector of Cottage Industries, Handicrafts Branch, Directorate of Industries and Commerce.  
4.Omitted.  
5.Salesman, Grade III in the Emporium, Sales Depot.

Class XV  
Omitted.

Class XVI  
Category  
Women Special Officer for the organization of Co-operative Societies for Women in the Chennai City.

Class XVII  
Category  
Survey and Statistical Inspector.

Class XVIII  
Category  
Assistant Geologist.



## Class XIX

## Category

1. Librarian, Grade I and Technical Assistant for Cataloguing and Classifying.
2. Librarian, Grade II.
3. Librarian, Grade III.

## Class XX

## Category

1. Chemist, Grade I, Institute of Ceramic Technology, Vridhachalam.
2. Instructor, Institute of Ceramic Technology, Vridhachalam.

## Class XXI

## Category -

1. Translator in the Technical Information Section, Guindy.
2. Assistant to the Translator in the Technical Information Section, Guindy.

## Class XXII

## Category-

1. Foreman Instructor.
2. Instructor
3. Workshop Attender

## Class XXIII

## Category

Tailoring Instructor.

## Class XXIV

## Category

Operator in the Mechanical and Metallurgical Laboratory of Chemical Testing Analytical Laboratory, Guindy.

## Class XXV

## Category -

1. Tester, Technical Assistant and Testing Assistant.
2. Assistant Tester.
3. Instrument Mechanic, Store Keeper (Technical).
4. Junior Tester, Grade II.
5. Electrician, Grade I.

## Class XXVI

## Category

Assistant for the operator for Motion Picture in Technical Information Centre, Guindy.

## Class XXVII

## Category

Sign Assistant, Scientific Glass Training Centre, Guindy.

## Class XXVIII

## Category

Production Assistant (Ceramics).

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

Class I

Assistant Engineer (Industries)

1. Promotion from among the holders of the posts of Foreman (Engineering), Grade II and Mechanical Draughtsman, Grade II and Foreman in Chemical Testing and Analytical Laboratory, Guindy, Chennai 32 ; or
2. Direct recruitment; or
3. Transfer from any other class or category; or
4. Recruitment by transfer from any other service.

Junior Engineer (Industries)

1. Promotion from among the holders of the posts of Foreman (Engineering), Grade II and Mechanical Draughtsman, Grade II, Foreman Assistant in Chemical Testing and Analytical Laboratory, Guindy, Chennai 32; Machine Setters in the Government Technical Training Centre, Guindy and Die-maker in the Institute of Tool Engineering Dindigul in the ratio of 1:1:1:1:1; or
2. Direct recruitment; or
3. Transfer from any other class or category; or
4. Recruitment by transfer from any other service.

Class II

Senior Inspector of Coir

- (i) By direct recruitment; or
- (ii) By transfer from any other class or category; or
- (iii) By recruitment by transfer from among the holders of the post of Assistant in Tamil Nadu Ministerial Service in the Industries and Commerce Department.

Class III

Omitted.

Class IV

Omitted.

Class V

Omitted.

Class VI

Omitted.

Class VII

Inspector of Sericulture

Promotion from Assistant Inspector of Sericulture.

Assistant Inspector of Sericulture	<ol style="list-style-type: none"> <li>1.Promotion from category 3; or</li> <li>2.Direct recruitment; or</li> <li>3.For special reasons recruitment by transfer from any other service.</li> </ol>
Junior Inspector of Sericulture	<ol style="list-style-type: none"> <li>1.Promotion from category 4; or</li> <li>2.Direct recruitment; or</li> <li>3.For special reasons, recruitment by transfer from any other service.</li> </ol>
Sericulture Demonstrator	<ol style="list-style-type: none"> <li>1.Promotion from category 5; or</li> <li>2.Direct recruitment; or</li> <li>3.For special reasons, recruitment by transfer from any other service.</li> </ol>
Operative	<ol style="list-style-type: none"> <li>1.Direct recruitment; or</li> <li>2.For special reasons, recruitment by transfer from any other service.</li> </ol>
Foreman (Pumpset)	<ol style="list-style-type: none"> <li>1.Promotion from Mechanics; or</li> <li>2.Direct recruitment; or</li> <li>3.Transfer from any other class or category; or</li> <li>4.Recruitment by transfer from any other service.</li> </ol>
Class VIII Chemist, Testing Assistant	<ol style="list-style-type: none"> <li>1.Promotion from among the holders of the posts of Junior Chemist in the Industries Department; or</li> <li>2.Direct recruitment; or</li> <li>3.Transfer from any other class or category; or</li> <li>4.For special reasons, recruitment by transfer from any other service.</li> </ol>
Foreman, Chemical Testing and Analytical Laboratory, Chennai.	<ol style="list-style-type: none"> <li>1.Direct recruitment; or</li> <li>2.Promotion or transfer from other class or category; or</li> <li>3.For special reasons, recruitment by transfer from any other service.</li> </ol>
Gasman, Grade II Chemical Testing and Analytical Laboratory, Chennai-32, Laboratory Attender.	
Junior Chemist	<ol style="list-style-type: none"> <li>1.Direct recruitment; or</li> <li>2.Transfer from any other class or category; or</li> <li>3.Recruitment by transfer from any other service.</li> </ol>
Skilled Worker, Grade I	<ol style="list-style-type: none"> <li>1.Promotion from among the holders of the post of Attender, CTAL, Guindy, Chennai; or</li> <li>2.Direct recruitment</li> </ol>
Attenders	<ol style="list-style-type: none"> <li>1.Promotion from the holders of the posts of Laboratory Attender in the Industries Department; or</li> <li>2.Direct recruitment; or</li> <li>3.Recruitment by transfer from the other service ; or</li> <li>4.Transfer from any other class or category.</li> </ol>

Assistant Chemical Engineer	<ol style="list-style-type: none"> <li>1. Direct recruitment; or</li> <li>2. Transfer from any other class or category ; or</li> <li>3. Recruitment by transfer from any other service.</li> </ol>
Glass Blower, Chemical Testing and Analytical Laboratory, Chennai.	<ol style="list-style-type: none"> <li>1. Direct recruitment; or</li> <li>2. Promotion; or</li> <li>3. Transfer from any other class or category; or</li> <li>4. For special reasons, by recruitment by transfer from any other service.</li> </ol>
Electrician, Grade I, Chemical Testing and Analytical Laboratory, Chennai.	<ol style="list-style-type: none"> <li>1. Promotion from among the holders of the post of Electrician, Grade II; or</li> <li>2. Direct recruitment; or</li> <li>3. Transfer from among other class or category; or</li> <li>4. Recruitment by transfer from any other service.</li> </ol>
Supervisor(Testing), Institute of Ceramic Technology, Vridachalam	<ol style="list-style-type: none"> <li>1. Direct recruitment; or</li> <li>2. Transfer from any other class or category; or</li> <li>3. Recruitment by transfer from any other service.</li> </ol>
Mechanical Draughtsman, Grade II, Chemical Testing and Analytical Laboratory, Chennai.	<ol style="list-style-type: none"> <li>1. Direct recruitment; or</li> <li>2. Transfer from any other class or category; or</li> <li>3. Recruitment by transfer from any other service.</li> </ol>
Class IX Omitted.	
Class X Omitted.	
Class XI Omitted.	
Class XII Display Artist, Office of Director of Industries and Commerce	<ol style="list-style-type: none"> <li>1. By promotion from among the holders of the following post in Tamil Nadu Industries Subordinate Service:- <ol style="list-style-type: none"> <li>(a) Assistant Instructor in General Drawing in College of Arts and Crafts, Chennai.</li> <li>(b) Instructor for fine Arts, School of Arts and Crafts, Kumbakonam ; or</li> </ol> </li> <li>2. Direct recruitment; or</li> <li>3. By transfer from any other class or category; or</li> <li>4. By recruitment by transfer from any other service.</li> </ol>

## Class XIII

Senior Assistant and Grinding Assistants, Government Scientific Glass Training Centre, Guindy

- 1.Promotion from among the holders of Instructors (Glass) Grade II in Government Scientific Glass Training Centre, Guindy; or
- 2.Direct recruitment; or
- 3.Transfer from any other class or category; or
- 4.Recruitment by transfer from any other service.

Instructors (Glass), Grade II, Government Scientific Glass Training Centre, Guindy

- 1.Direct recruitment; or
- 2.Promotion from among the holders of the post of Assistant Glass Blower or Skilled Worker, Grade I as the case may be, in the Government Scientific Glass Training Centre, Guindy or Government Training-cum-Production Centre for Scientific Glass Apparatus, Coimbatore.

Gasman, Grade I, Government Scientific Glass Training Centre, Guindy

Direct recruitment.

Electrician, Grade III Government Scientific Glass Training Centre, Guindy

- 1.Direct recruitment; or
- 2.Transfer from any other class or category; or
- 3.Recruitment by transfer from any other service.

Graduating Assistant

- 1.Promotion from among the holders of Instructor (Glass), Grade II / Instructor; or
- 2.Direct recruitment; or
- 3.Transfer from any other class or category; or
- 4.Recruitment by transfer from any other service.

## Class XIV

1.Omitted.

2.Manager, Grade I

- 1.By promotion or recruitment by transfer, as the case may be from among the holders of following posts:-
  - (i)Superintendent in the Tamil Nadu Ministerial Service in Industries and Commerce Department.
  - (ii)Sales Assistant in Central Office.
  - (iii)Manager, Grade II.
  - (iv)District Inspector of Cottage Industries.
  - (v)Salesman, Grade I
- 2.By direct recruitment or recruitment by transfer from any other service:
 

Provided that appointment to the post of Manager, Grade I, shall be made in the ratio 1:1 between the promotion from the feeder posts of Salesman Grade I, District Inspector of Cottage Industries, Sales Assistant in Central Office and Manager, Grade II, combines together in the Tamil Nadu Industries Subordinate Service and

recruitment by transfer from the post of Superintendent in the Tamil Nadu Ministerial Service.

3. District Inspector of Cottage Industries	<ol style="list-style-type: none"> <li>1.By recruitment by transfer from among the holders of the post of Assistant in the Tamil Nadu Ministerial Service in the Department of Industries and Commerce or from any other service; or</li> <li>2.By direct recruitment.</li> </ol>
4. Salesman, Grade III	<ol style="list-style-type: none"> <li>1.By transfer from any other class or category; or</li> <li>2.By recruitment by transfer from any other service; or</li> <li>3.By direct recruitment.</li> </ol>
Class XV Omitted.	
Class XVI Women Special Officer for the organization of Co-operative Societies for Women in Chennai	<ol style="list-style-type: none"> <li>1.By transfer from any other class or category; or</li> <li>2.By recruitment by transfer from any other service.</li> </ol>
Class XVII Survey and Statistical Inspector	<ol style="list-style-type: none"> <li>1.By promotion from among the holders of the posts of District Inspectors of Cottage Industries in Tamil Nadu Industries Subordinate Service; or</li> <li>2.By recruitment by transfer from among the holders of the posts Assistants/ Accountants/Assistant Storekeeper in Tamil Nadu Ministerial Service.</li> </ol>
Class XVIII Assistant Geologist	<ol style="list-style-type: none"> <li>1.By direct recruitment; or</li> <li>2.By transfer from any other class or category; or</li> <li>3.By recruitment by transfer from any other service.</li> </ol>
Class XIX Librarian, Grade I and Technical Assistant for Cataloguing and Classifying	<ol style="list-style-type: none"> <li>1.Promotion from among the holders of the posts of Librarian, Grade II; or</li> <li>2.Direct recruitment; or</li> <li>3.Transfer from any other class or category; or</li> <li>4. Recruitment by transfer from other service.</li> </ol>
Librarian, Grade II	<ol style="list-style-type: none"> <li>1.Promotion from among the holders of the post of Librarian, Grade III; or</li> <li>2.By direct recruitment; or</li> <li>3.Transfer from any other class or category; or</li> <li>4.Recruitment by transfer from any other service.</li> </ol>
Librarian, Grade III	<ol style="list-style-type: none"> <li>1.Direct recruitment; or</li> <li>2.Transfer from any other classes or category; or</li> <li>3.Recruitment by transfer from any other service.</li> </ol>

## Class XX

Chemist, Grade I  
Institute of Ceramic Technology,  
Vridhachalam

- 1.By direct recruitment; or
- 2.By transfer from any other class or category; or
- 3.By recruitment by transfer from any other service; or
- 4.By promotion from among the holders of the post of Supervisor (Testing) Institute of Ceramic Technology, Vridhachalam.

Instructor, Institute of Ceramic  
Technology, Vridhachalam

- 1.By direct recruitment; or
- 2.By transfer from any other class or category; or
- 3.By recruitment by transfer from any other service.

## Class XXI

Translator

- 1.Promotion from the post of Assistant to the Translator; or
- 2.Direct recruitment; or
- 3.Transfer from any other class or category ; or
- 4.Recruitment by transfer from any other service.

Assistants to the Translator

- 1.Direct recruitment; or
- 2.Transfer from any other class or category; or
- 3.Recruitment by transfer from any other service.

## Class XXII

1. Foreman Instructor, Technical  
Training Centre, Guindy

- 1.By promotion from the holders of the post of-  
(a)Foreman (Engineering), Grade I.  
(b)Foreman (Inspection).  
(c)Foreman (Planning).  
(d)Inspector of Industries.  
(e)Technical Supervisors.  
(f) Instructors.  
(g) Store Purchase Assistants. Or
- 2.By direct recruitment; or
- 3.By transfer from any other class or category; or
- 4.By recruitment by transfer from any other service.

2. Instructor, Technical Training  
Centre, Guindy

- 1.By promotion from the holders of the post of -  
(a)Foreman(Engineering), Grade II.  
(b) Foreman (Carpentry)  
(c) Demonstrator (Carpentry)  
(d) Mechanical Draughtsman, Grade II or
- 2.By direct recruitment; or
- 3.By transfer from any other class or category; or
- 4.By recruitment by transfer from any other service.

3. Workshop Attender, Technical Training Centre, Guindy	<ol style="list-style-type: none"> <li>1.By direct recruitment; or</li> <li>2.By transfer from any other class or category; or</li> <li>3.By recruitment by transfer from any other service.</li> </ol>
Class XXIII Tailoring Instructors	<ol style="list-style-type: none"> <li>1.By promotion from the holder of the post of Assistant Tailoring Instructors in Industrial Co-operatives Branches; or</li> <li>2.By direct recruitment.</li> </ol>
Class XXIV Operator in the Mechanical and Metallurgical Laboratory of Chemical Testing and Analytical Laboratory, Guindy	<ol style="list-style-type: none"> <li>1.Promotion from among the holders of the post of Skilled Assistant in the Mechanical or Metallurgical Laboratory of Chemical Testing and Analytical Laboratory, Guindy; or</li> <li>2.Direct recruitment; or</li> <li>3.Recruitment by transfer from any other service.</li> </ol>
Class XXV Tester, Technical Assistant and Testing Assistant	<ol style="list-style-type: none"> <li>1.Promotion from among the holders of the post of I.O.I., Foreman (Engineering), Grade I, Assistant Tester and Supervisor (Electrical); or</li> <li>2.Direct recruitment; or</li> <li>3.Transfer from any other class or category; or</li> <li>4.Recruitment by transfer from any other service.</li> </ol>
Assistant Tester	<ol style="list-style-type: none"> <li>1.Promotion from among the holders of the post of Foreman (Engineering), Grade II; Junior Tester, Grade I; Instrument Mechanic; Storekeeper (Tech) and Electrician, Grade I; or</li> <li>2.Direct recruitment; or</li> <li>3.Transfer from any other class or category; or</li> <li>4.Recruitment by transfer from any other service.</li> </ol>
Instrument Mechanic, Store Keeper (Technical)	<ol style="list-style-type: none"> <li>1.Promotion from among the holder of the post of Junior Tester, Grade II; Skilled Assistant, Electrical Mechanic and Electrician, Grade II; or</li> <li>2.Direct recruitment ; or</li> <li>3.Transfer from any other class or category; or</li> <li>4.Recruitment by transfer from any other service.</li> </ol>
Junior Tester, Grade II	<ol style="list-style-type: none"> <li>1.Direct recruitment; or</li> <li>2.Recruitment by transfer from any other service.</li> </ol>
Electrician, Grade I	<ol style="list-style-type: none"> <li>1.Promotion from among the holders of the post of Electrician, Grade II ; or</li> <li>2.Direct recruitment ; or</li> <li>3.Transfer from any other class or category ; or</li> <li>4.Recruitment by transfer from any other service.</li> </ol>



## Class XXVI

Assistant for the Operator for Motion picture in the Technical Information Centre, Guindy

1. Direct recruitment ; or
2. Transfer from any other class or category; or
3. Recruitment by transfer from any other service.

## Class XXVII

Sign Assistant, Government Scientific Glass Training Centre, Guindy

1. Promotion from among the holders of the posts of Instructor (Glass), Grade II in the Government Scientific Glass Training Centre, Guindy or Senior Assistant in the Artistic Glassware Unit, Madurai; or
2. Direct recruitment.

## Class XXVIII

Production Assistant (Ceramic)

1. Promotion from among the holders of the post of Instructor in the Institute of Ceramic Technology, Vridhachalam ; or
2. Direct recruitment ; or
3. Transfer from any other class or category; or
4. Recruitment by transfer from any other service.

Provided that in the order of priority for regular appointment of Engineers/Diploma holders/Craftsman by direct recruitment in the Department of Industries and Commerce, other things being equal preference shall be given to person who have completed one year of apprenticeship under the Government of India Scheme or one year of training under the State Government Apprenticeship Scheme.

(b)Promotion to the following posts shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal:--

Research Demonstrator, Government Textiles Institute, Chennai, Inspector of Sericulture and Assistant Inspector of Sericulture, Librarian, Grade I, Skilled Assistant, Attenders, Display Artist, Office of the Director of Industries and Commerce, Chennai. 5, Survey and Statistical Inspector, Manager, Grade I, District Inspector of Cottage Industries, Librarian, Grade I and Technical Assistant for Cataloguing and classifying and Librarian, Grade II and Sign Assistant GS&TC, Guindy and P.A. (Ceramics) and Electrician, Grade I, CETL, Chennai, Operator in the Mechanical and Metallurgical Laboratory of CTAL, Guindy.

(c)Notwithstanding anything contained in rule 6 of General rules for Tamil Nadu State and Subordinate Services out of every three vacancies, the first vacancy shall be filled or reserved to be filled by direct recruitment and the next two vacancies shall be filled in or reserved to be filled by promotion :

Provided that if no suitable and qualified candidate is available for the vacancy to be filled or reserved to be filled by direct recruitment, the vacancy should be filled by promotion or by transfer from any other class or category or by recruitment by transfer from any other service.

Provided further that if no suitable and qualified candidate is available for the vacancy to be filled or reserved to be filled by promotion the vacancy shall be filled by direct recruitment.

**2A. Crucial date for preparation of panel.**—The crucial date on which the candidates shall possess the qualification if any, prescribed for the post, by promotion or by recruitment by transfer for the purpose of inclusion in the annual list of approved candidates for appointment to such post shall be the 15<sup>th</sup> April of every year.

**3.Appointing authority.**—The appointing authority for the class or category mentioned in column (1) of the table below shall be the authority specified in the corresponding entry in column (2) thereof:-

Category (1)	Appointing authority (2)
Class I 1.Deleted	
2.Assistant Engineer (Industries) and Junior Engineer (Industries)	Industries Commissioner and Director of Industries and Commerce
3.(a) Deleted (b) Deleted	
4. Deleted	
5.(a) Deleted (b) Deleted (c) Deleted (d) Deleted	
6.(a) Deleted (b) Deleted (c) Deleted	
7. Deleted	
8. Deleted	
9. Deleted	
10. Deleted	
11. Deleted	
12. Deleted	
13. Deleted	
14. Deleted	
Class II Senior Inspector of Coir	Industries Commissioner and Director of Industries and Commerce.
Class III Omitted.	
Class IV Omitted.	
Class V Omitted.	
Class VI Omitted.	

## Class VII

- |                                       |  |
|---------------------------------------|--|
| 1. Inspector of Sericulture           | Industries Commissioner and Director of Industries and Commerce.   |
| 2. Assistant Inspector of Sericulture | Joint Director of Industries and Commerce (Engineering).   |
| 3. Junior Inspector of Sericulture    | Assistant Director of Industries and Commerce (Sericulture) or Deputy Director (Research), as the case may be. |
| 4. Sericultural Demonstrator          |  |
| 5. Operative                          |  |
| 6. Foreman (Pumpset)                  | Joint Director of Industries and Commerce concerned.   |

## Class VIII

- |  |   |
|--|---|
| 1. Chemist   | Industries Commissioner and Director of Industries and Commerce.  |
| 1A. Omitted  |   |
| 2. Foreman, Chemical Testing and Analytical Laboratory, Chennai.                           | Joint Director of Industries and Commerce (Chemical), Chemical Testing and Analytical Laboratory, Chennai   |
| 3. Gasman Grade II, Chemical Testing and Analytical Laboratory, Chennai                    |   |
| 4. Laboratory Attender   |   |
| 5. Junior Chemist  |   |
| 6. Omitted.  |   |
| 7. Skilled Worker, Grade I   | Joint Director of Industries and Commerce (Chemicals)   |
| 8. Attenders   |   |
| 9. Assistant Chemical Engineer, Chemical Testing and Analytical Laboratory, Chennai.       | Industries Commissioner and Director of Industries and Commerce   |
| 10. Glass Blower, Chemical Testing and Analytical Laboratory, Chennai.                     | Joint Director (Chemicals)  |
| 11. Electrician, Grade I, Chemical Testing and Analytical Laboratory, Chennai.             | Industries Commissioner and Director of Industries and Commerce.  |
| 12. Supervisor (Testing) Institute of Ceramic Technology, Vridhachalam.                    | Industries Commissioner and Director of Industries and Commerce.  |
| 13. Mechanical Draughtsman, Grade II, Chemical Testing and Analytical Laboratory, Chennai. | Joint Director of Industries and Commerce (S.S.I):<br>Provided that with effect on and from the 4 <sup>th</sup> January 1989, the appointing authority shall be the Joint Director (Chemicals). |

Class IX	Omitted.	
Class X	Omitted.	
Class XI	Omitted.	
Class XII	Display Artist, Office of the Director of Industries and Commerce, Chennai – 5	Industries Commissioner and Director of Industries and Commerce.
Class XIII	Senior Assistant and Grinding Assistant, Government Scientific Glass Training Centre, Guindy	Industries Commissioner and Director of Industries and Commerce
	Instructor (Glass), Grade II, Government Scientific Glass Training Centre, Guindy	Joint Director of Industries and Commerce (Chemical).
	Gasman Grade I, Government Scientific Glass Training Centre, Guindy	Gazetted Superintendent, Government Scientific Glass Training Centre, Guindy.
	Electrician, Grade III, Government Scientific Glass Training Centre, Guindy	
	Graduating Assistant	Industries Commissioner and Director of Industries and Commerce.
Class XIV	1. Omitted.	
	2. Manager, Grade I.	Industries Commissioner and Director of Industries and Commerce.
	3. District Inspector of Cottage Industries.	Joint Director in-charge of the subjects relating to Industrial Co-operatives.
	4. Omitted.	
	5. Salesman, Grade III.	Joint Director in-charge of the subjects relating to Industrial Co-operatives.
Class XV	Omitted.	
Class XVI	Women Special Officer for the Organisation of Co-operative Societies for Women in Chennai City.	Industries Commissioner and Director of Industries and Commerce.
Class XVII	Survey and Statistical Inspector.	Industries Commissioner and Director of Industries and Commerce.
Class XVIII	Assistant Geologist.	Industries Commissioner and Director of Industries and Commerce.

Class XIX	
1. Librarian, Grade I and Technical Assistant for Cataloguing and Classifying.	Industries Commissioner and Director of Industries and Commerce.
2. Librarian, Grade II.	Industries Commissioner and Director of Industries and Commerce.
3. Librarian, Grade III.	Gazetted Head of the Unit or Centre of Institution as the case may be.
Class XX	
1. Chemist, Grade I Institute of Ceramic Technology, Vridhachalam.	Industries Commissioner and Director of Industries and Commerce.
2. Instructor, Institute of Ceramic Technology, Vridhachalam.	Industries Commissioner and Director of Industries and Commerce.
Class XXI	
1. Translator	Industries Commissioner and Director of Industries and Commerce.
2. Assistant to the Translator	Joint Director of Industries and Commerce concerned or Additional Director of Industries and Commerce.
Class XXII	
1. Foreman Instructor, Technical Training Centre, Guindy	Industries Commissioner and Director of Industries and Commerce.
2. Instructor, Technical Training Centre, Guindy	Industries Commissioner and Director of Industries and Commerce.
3. Workshop Attender, Technical Training Centre, Guindy	Head of the Unit or Centre or Institution.
Class XXIII	
Tailoring Instructors	1. Joint Director of Industries and Commerce (Industrial Co-operatives). 2. Director of Industries and Commerce on and from 2.11.1970. 3. Industries Commissioner and Director of Industries and Commerce on and from 12.10.1984
Class XXIV	
Operator in the Mechanical and Metallurgical Laboratory of Chemical Testing and Analytical Laboratory, Guindy	Joint Director (Chemicals).
Class XXV	
1. Tester, Technical Assistant and Testing Assistant	Industries Commissioner and Director of Industries and Commerce.
2. Assistant Tester	Industries Commissioner and Director of Industries and Commerce.

3. Instrument Mechanic, Store Keeper (Technical)	Industries Commissioner and Director of Industries and Commerce.
4. Junior Tester, Grade II	Joint Director (Electrical and Electronics).
5. Electrician, Grade I	Industries Commissioner and Director of Industries and Commerce.
Class XXVI	
Assistant for the Operator for Motion Picture in the Technical Information Centre, Guindy	Joint Director of Industries and Commerce (Small Industries).
Class XXVII	
Sign Assistant, Government Scientific Glass Training Centre, Guindy	Industries Commissioner and Director of Industries and Commerce.
Class XXVIII	
Production Assistant (Ceramics)	Industries Commissioner and Director of Industries and Commerce.

**4.Reservation of appointments.**—The rule relating to the reservation of appointments (General rule 22) shall apply to all appointments by direct recruitment to all categories of posts in the service, the cadre strength of which is more than one.

**5.Qualification regarding age.**—No persons shall be eligible for appointment by direct recruitment to the posts specified in column (1) of the table below if he has completed the age specified in the corresponding entries, in column (2) thereof:-

Post (1)	Age (2)
Assistant Engineer (Industries) and Junior Engineer (Industries)	35 years
Graduating Assistant	35 years
Instructors (Glass), Grade II Government Scientific Glass Training Centre, Guindy	30 years
Assistant Chemical Engineer, Junior Chemists, Skilled Assistant and Attenders	30 years
Glass Blower, CTAL, Chennai	25 years: Provided that on and from the 27.2.1989, 35 years.
Electrician, Grade I, CTAL, Chennai Manager, Grade I Supervisor (Testing) ICT, Virudhachalam	30 years
Mechanical Draughtsman, Grade I, CTAL, Guindy	25 years: Provided that with effect on and from the 6 <sup>th</sup> October 1979, the age limit shall be 28 years: Provided further that with effect from the 27 <sup>th</sup> February 1989, it shall be 30 years.

District Inspector of Cottage Industries	30 years
Salesman, Grade III	30 years
Assistant Engineer (Industries)/ Junior Engineer (Industries)	35 years
Senior Assistant and Grinding Assistant Government Scientific Glass Training Centre, Guindy	35 years
Librarian, Grade I and Technical Assistant for Cataloguing and Classifying	35 years
Librarian, Grade II and Librarian Grade III	30 years
Gasman, Grade I Government Scientific Glass Training Centre, Guindy	35 years
Electrician, Grade II Government Scientific Glass Training Centre, Guindy	35 years
Any other posts	30 years
Display Artist, Office of the Director of Industries and Commerce, Chennai	45 years
Assistant Geologist	30 years
Chemist, Grade I Institute of Ceramic Technology, Vridhachalam	45 years
Instructor, Institute of Ceramic Technology, Vridhachalam.	45 years
Translator	30 Years
Assistant to the Translator	30 years
Foreman Instructor, Technical Training Centre, Guindy	35 years
Instructor, Technical Training Centre, Guindy	35 years
Workshop Attender, Technical Training Centre, Guindy	30 years
Tailoring Instructors	35 years
Operator in the Mechanical and Metallurgical Laboratory of Chemical Testing and Analytical Laboratory, Guindy	30 years
Tester, Technical Assistant and Testing Assistant	35 years
Assistant Tester	35 Years
Instrument Mechanic, Store Keeper (Technical)	35 Years

Junior Tester, Grade II	30 Years
Electrician, Grade I	35 years
Assistant for the Operator for Motion Picture in the Technical Information Centre, Guindy	35 Years
Sign Assistant, Government Scientific Glass Training Centre, Guindy	35 Years
Production Assistant (Ceramics)	40 years:

Provided that in the case of Chemist, Testing Assistant, Inspector of Sericulture and the Senior Inspector of Coir, the age limit prescribed for the respective posts shall be reckoned with reference to the first day of July of the year in which the selection is made.

(1) The upper age limits prescribed for direct recruitment to posts for which the minimum general educational qualification or lower qualification has been prescribed shall be increased by five years in the case of candidates belonging to Scheduled Castes and Scheduled Tribes.

(2) Nothing contained in these rules shall adversely affect the holders of the posts of Librarians who were in service on the 1<sup>st</sup> June 1988.

**6. Other qualifications.**—No person shall be eligible for appointment to the class and category mentioned in column (1) of the Annexure to these rules unless he possesses the qualification specified in the corresponding entries in column (2) thereof:-

Provided that the degree holders in Engineering recruited on or after the 26<sup>th</sup> March 1988 to the posts shall be liable to serve for a period of not less than four years (including the period spent on training) in the Armed Forces or on work relating to defence effort any where in India or abroad so required. The liability to serve in Armed Forces shall be limited to the first ten years of service of a candidate and shall not apply to Graduate Engineers above forty years of age:

Provided further that the B.E. degree in Production Engineering awarded by any University or Institutions recognized by the University Grants Commission for the purpose of its grant shall be an alternative qualification for recruitment to the posts for which B.E. Degree in Mechanical Engineering is prescribed.

**7. Discharge, re-appointment and appointment as full member.**—For the purpose of discharge of probationers and approved probationers for want of vacancies, their reappointment and their appointments as full members, every posts or group of posts in a category for which qualifications in a particular subject is prescribed shall be deemed to be a separate category.



**8.Probation.**—(1) Every person appointed to a class or category either by direct recruitment or recruitment by transfer from any other service shall from the date of which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years ; and

(2)A probationer in the said class or category shall be entitled to count towards his probation, the service rendered by him in a corresponding post in any other body whether incorporated or not which is wholly or partly owned or controlled by the State Government if, but for such service he would have rendered service in the said class or category in Tamil Nadu Industries Subordinate Service counting towards his probation.

**9.Tests.**—(a) Senior Inspector of Coir, Inspector of Sericulture and Assistant Inspector of Sericulture shall within the period of probation, pass the Account Test for Subordinate Officers, Part I.

(b) Every person appointed to the post of Manager, Grade I and District Inspector of Cottage Industries shall, within the period of two years from the date of appointment, pass the Account Test for Subordinate Officers, Part I.

(c) Every person appointed to the post of Foreman Instructor, Technical Training Centre, Guindy by the methods specified below in column (1) shall pass the Tamil Nadu Government Office Manual Test and Account Test for Subordinate Officers, Part I or Account Test for Executive Officers conducted by the Tamil Nadu Public Service Commission within the period specified against each in coloum.(2) thereof:-

Method of recruitment (1)	Period (2)
By direct recruitment or by recruitment by transfer from any other service	Within the period of probation.
By promotion or by transfer from any other class	Within the period of two years from the date of appointment to the post: Provided that persons holding the post on the 7 <sup>th</sup> February 1974 shall pass the Tests within the period of three years from 7 <sup>th</sup> February 1974.

(d) Every person appointed to the posts of Translator and Assistant to Translator, within the period of probation, pass the Translation Test in Tamil:

Provided that, if a person fails to pass the said Test within the said period, he shall not be eligible to draw increments in the time scale of pay applicable until he passes the said test but such ineligibility to draw increments shall not have the effect of postponing future increments.

(e) Every person appointed to the posts of Assistant Engineer (Industries) and Junior Engineer (Industries) by the methods specified below in column (1) shall pass the Tamil Nadu Government Office Manual Test and Account Test for Subordinate Officers Part I or Account Test for Executive Officers conducted by the Tamil Nadu Public Service Commission within the period specified against each in column (2) thereof:-

Method of recruitment (1)	Period (2)
By direct recruitment or by recruitment by transfer from any other service	Within the period of probation
By promotion or by transfer from any other class or category	Within the period of two years from the date of appointment to the post: Provided that the persons appointed on or after the 1 <sup>st</sup> April 1978 of the Industries and Commerce Department and holding the posts on the 5 <sup>th</sup> March 1987, shall pass the said tests within the period of two years from the 5 <sup>th</sup> March 1987.

**10.(a)** Where the State Government by general or special order direct that the holder of any post specified or category of posts in the service shall deposit security for the due and faithful performance of his duties only candidates who are able and willing to deposit security of such amount as may be specified in such general or special order shall be appointed to such posts.

(b) Such of the provisions of these rules and the General rules as otherwise regulate appointment to the post referred to in sub-rule (a) shall mutatis-mutandis apply to appointment of candidates referred to in sub-rule(a).

(c) Failure to accept an offer of appointment under sub-rule (a) and (b) shall render a candidate liable to discharge from service.

(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 discharged from the former post can be transferred, he shall until such vacancy arise, be employed in an officiating or temporary capacity 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.

(e) Where appointment to a post of the description referred to in sub rule (a) 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 also willing to deposit the security required.

(f) If within three months from the date of his appointment under sub-rules (a) and (c) or of his promotion under sub rule (d) 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 has promoted, as the case may be unless he has already been otherwise discharged or reverted:

Provided that the termination of probation under this sub-rules 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 that by reason of his promotion under sub rule (e).

(g) When a member who was furnished security taken 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 provision of sub-rules (a) and (b) shall apply to him.

(h) The sub-rules (a) to (g) shall mutatis-mutandis to the existing members of the services, who are holding the posts referred to in sub rule (a):

Provided however that they shall be entitled to furnish the security deposit fixed for the posts within three months from the date of receipt of notice directing them to pay deposit.

**11.Savings.**—Nothing contained in these rules shall adversely affect the persons holding the post of Junior Engineer (Industries) on the 1<sup>st</sup> April 1978 and holding the National Trade Certificates in the trades of Fitting, Welding, Moulding, Turning, General Mechanic Course, Mechinist, Blacksmith, Mechanical, Draughtsmanship, Electrician, Sheet Metal work, issued by the National Council for Training in Vocational trades.

Nothing contained in these rules shall adversely affect the Tailoring Instructor who was in service on the 29<sup>th</sup> January 1964. He should be deemed to have commenced his probation from the date on which he joined duty in the said post.

**12.Training.**—Every person appointed to the post of Senior Inspector of Coir by the method of appointment specified in column (1) below shall undergo and complete the training successfully in Coir Industry in the Institute recognized either by the Government of Tamil Nadu or by the Government of India for the period and within the period specified in the corresponding entries in column (2) thereof:-

Method of appointment (1)	Training prescribed (2)
1. Direct recruitment.	Advance training for one year within a period of two years from the date of appointment.
2. By transfer from any other class or category.	Short term training for six months within a period of two years from the date of appointment.
3. By recruitment by transfer from any other service.	Short term training for six months within a period of two years from the date of appointment

**13. Pay during the period of training.**—Persons appointed by direct recruitment to any post shall draw the minimum of time scale of pay applicable to the post concerned during the period of training.

**ANNEXURE**  
(referred in rule 6)

Class & category (1)	Qualifications (2)
Class I	
1. Deleted	
2. Assistant Engineer (Industries)	<p>1. By promotion from among the holders of the posts of Foreman (Engineering), Grade II Mechanical Draughtsman Grade II and Foreman Assistant in the Chemical Testing and Analytical Laboratory, Guindy, Chennai—</p> <p>(i) Must possess a degree in Mechanical or Electrical or Automobile or Chemical Engineering or Chemical Technology of any University or Institution; or Must possess a diploma in Automobile Engineering issued by the Madras Institute of Technology, Chennai; and</p> <p>(ii) Must have put in service for a total period of not less than two years in the posts of Foreman (Engineering), Grade II or Mechanical Draughtsman, Grade II or Foreman Assistant in Chemical Testing and Analytical Laboratory Guindy, Chennai.</p> <p>2. By direct recruitment or transfer from any other class or category or recruitment by transfer from any other service-</p> <p>(i) Must possess a degree in Mechanical or Electrical or Automobile or Chemical Engineering or Chemical Technology of any University or Institution; or Must possess a diploma in Automobile Engineering issued by the Madras Institute of Technology Chennai; and</p> <p>(ii) Must possess practical experience in General purpose Engineering Workshop or an Engineering Industry or in a recognized concerned for a period of not less than six months; or</p>

Must possess practical experience in a supervisory or operative capacity connected with production of goods or material or operation and maintenance of machinery and equipments in a recognized concern for a period of not less than six months:

Provided that, other things being equal, preference shall be given to those released from Emergency Commissioned Officers or short service/regular Commissioned Officers or other Ex-serviceman having experience in armed forces for appointment to the post:

**Explanation.**—A “recognized concern” means an industrial or engineering establishment having adequate facilities for wide range of practical work and recognized by the Government of India or by any of the State Governments or by the State Board of Technical Education and Training. Tamil Nadu for affording practical training to candidates or any large or medium or small scale factory registered under the Factories Act 1948 (Central Act LX III of 1948) or by the Director of Industries and Commerce, Chennai as a small scale industry using power and employing not less than ten persons in its manufacturing processes.

Junior Engineer (Industries)

1. By promotion from among the holders of the post of Foreman (Engineering), Grade II, Machine Setters in Government Technical Training Centre, Guindy and Die-Makers in the Institute of Tool Engineering, Dindigul -
  - (i) Must possess a diploma in Mechanical or Electrical or Automobile Engineering or Chemical Technology or Electrical and Electronics Engineering or Electrical and Electronics or Electronics (with specialization in Instrumentation) of the State Board of Technical Education and Training, Tamil Nadu or of a recognized Institution or Board or diploma in Electrical Appliances and System of State Institute of Co-operative Vocational Education, Tiruchirapalli or diploma in Tools Die Designing, awarded by Institute of Tool Engineering, Dindigul under the authority of Director of Technical Education; and
  - (ii) Must have put in service for a total period of not less than two years in the lower post.
2. By direct recruitment or by transfer from any other class or category or by recruitment by transfer from any other service -

- (i) Must possess a diploma in Mechanical or Electrical or Automobile Engineering or Chemical Technology or Electrical and Electronics Engineering or Electrical and Electronics or Electronics (with specialization in Instrumentation) of the State Board of Technical Education and Training, Tamil Nadu or of a recognized Institution or Board or diploma in Electrical Appliances and System of State Institute of Co-operative Vocational Education, Tiruchirapalli or diploma in Tools Die Designing, awarded by Institute of Tool Engineering, Dindigul under the authority of Director of Technical Education; and
- (ii) Must possess practical experience in general purpose engineering workshop or an Engineering Industry or in a recognized concern for a period of not less than two years:

Provided that, other things being equal, preference shall be given to those released from Emergency Commissioned Officers, short service / regular Commissioned Officers and other Ex-serviceman having experience in armed forces for appointment to the post.

**Explanation I.**—A “recognized Institution or Board” means an Institution or Board recognized by the Government of India or by any of the State Governments.

**Explanation II.**—A “recognized concern” means an Industrial or Engineering establishment having adequate facilities for wide range of practical work and recognized by the Government of India or by any of the State Governments or by any of the State Board of Technical Education and Training, Tamil Nadu for affording practical Training to candidates or any large or medium or small scale factory registered under the Factories Act, 1948 (Central Act LXIII of 1948) or by the Director of Industries and Commerce, Chennai as a small scale Industries using power and employing not less than ten persons in the manufacturing processes.

- 3. (a) Deleted.  
(b) Deleted.
- 4. Deleted.
- 5. (a) Deleted.  
(b) Deleted.  
(c) Deleted.
- 6. (a) Deleted.  
(b) Deleted.  
(c) Deleted.
- 7. Deleted.
- 8. Deleted.
- 9. (a) Deleted.  
(b) Deleted.
- 10. Deleted.
- 11. Deleted.

12. Deleted.

13. Deleted.

14. Deleted.

Class II

Senior Inspector of Coir

By direct recruitment –

1. B.A. or B.Sc. degree of any University recognized by the University Grants Commission; and
2. Three years practical experience in the Coir industries in any Factory or Institution.

By recruitment by transfer-

1. Minimum general educational qualification as prescribed in the Schedule I to General rules; and
2. Must have put in five years of service in the post of Assistant in the Tamil Nadu Ministerial Service.

Class III

Omitted

Class IV

Omitted

Class V

Omitted

Class VI

Omitted

Class VII

1. Inspector of Sericulture

By promotion from Assistant Inspector of Sericulture-

B.Sc. degree in Botany or Zoology or Chemistry; or

Minimum general educational qualification as specified in Schedule I in General rules for the Tamil Nadu State and Subordinate Services or the Secondary School Leaving Certificate with declaration of eligibility for college course of study with service for a period of not less than five years in the post of Assistant Inspector of Sericulture.

2. Assistant Inspector of Sericulture

(a) By promotion from Junior Inspector of Sericulture-

(1) Minimum general educational qualification as specified in Schedule I to General rules for Tamil Nadu State and Subordinate Services or the Secondary School Leaving Certificate with declaration of eligibility for college courses study;

(2) service for a period of not less than five years as Junior Inspector of Sericulture; and

(3) should have passed Account Test for Subordinate Officers, Part I.

- (b) By direct recruitment; or by recruitment by transfer -
- (1) B.Sc. degree in Botany or Zoology or Chemistry; and
  - (2) Practical experience for a period of not less than six months in Sericulture.
3. Junior Inspector of Sericulture
- (a) By promotion from Sericulture Demonstrators-
- (i) A pass in V form or X standard; and
  - (ii) Service for a period of not less than five years as Sericulture Demonstrator.
- (b) By direct recruitment or by recruitment by transfer-
- (1) Minimum general educational qualification as specified in Schedule I to General rules for Tamil Nadu State and Subordinate Services or the Secondary School Leaving Certificate with declaration of eligibility for college course study with general science as one of the subjects; and
  - (2) Practical experience for a period of not less than six months in sericulture.
4. Sericultural Demonstrator
- (a) By promotion from Operatives-
- (1) A pass in III Form or VIII Standard in a recognized school; and
  - (2) Service for a period of not less than five years in operative.
- (b) By direct recruitment or by recruitment by transfer-
- (1) A pass in V Form or X Standard in a recognized school, and
  - (2) Practical experience for a period of not less than six months in sericulture.
5. Operatives
- By direct recruitment or by recruitment by transfer-
- (1) A pass in III Form or VIII Standard in a recognized school; and
  - (2) Practical experience for a period of not less than six months in sericulture.
6. Foreman (Pumpset)
- (a) By promotion from Mechanics-
- Must have served for a period of not less than two years in the post of Mechanics.

(b) By direct recruitment; or by transfer from any other class or category; or by recruitment by transfer from any other service-

(1) Must possess Industrial school certificate in Mechanical Engineering or General Mechanics or Certificate in Craftsmanship in Motor Mechanic Trade issued by the Government of India or issued by any of the authorities on behalf of the Government of Tamil Nadu.

(2) Must possess practical experience in a factory or workshop for a period of not less than two years.

**Explanation.**—Practical experience prescribed should have been acquired after obtaining the educational qualifications prescribed for the post concerned.

### Class VIII

#### 1. Chemist, Testing Assistant

By direct recruitment or transfer from any other class or category or recruitment by transfer from any other service -

(1) First or second class degree in M.Sc., in Chemistry or Chemical Technology or Industrial Chemistry or Associateship Diploma of the Institution of Chemist (India) obtained by examination; and

(2) Experience in research in Pure or Applied Chemistry or Analytical chemistry for a period of not less than two years.

By promotion from the post of Junior Chemist -

(1) B.Sc., degree in Chemistry; and

(2) Service as Junior Chemist in the Industries and Commerce department for a period of not less than two years.

#### 1A. Omitted.

#### 2. Foreman, Chemical Testing and Analytical Laboratory, Chennai

1. A pass in the III Form or VIII Standard in a recognized School; and

2. Certificate in General Mechanics or three years experience in an industrial workshop and ability to prepare gas.

#### 3. Gasman, Grade .II Chemical Testing and Analytical Laboratory, Chennai

Practical experience for a period of not less than five years in operation of gas plant ; or

A pass in the III form or VIII Standard in a recognized school and experience in operation of a Gas Plant in Chemical Laboratory for a period of not less than one year.

#### 4. Laboratory Attender

1. A pass in the III Form or VIII Standard in a recognized school; and

2. Practical experience in a scientific or Chemical Laboratory for a period of not less than 2 years.



## 5. Junior Chemist

By direct recruitment-

Must possess a first or second class post graduate degree in any branch of Chemistry or Associateship Diploma of the Institution of Chemists (India) obtained by examination other things being equal preference shall be given to a candidate who possesses a post graduate degree in Analytical Chemistry or to a candidate who possesses practical experience for a period of not less than one year in any recognized research or Analytical or Metallurgical Laboratory.

By transfer from any other class or category; or recruitment by transfer from any other service-

1. Must possess a first or second class degree in Chemistry.
2. Must be an approved probationer in the respective class or category of the service

**Explanation.**—Recognized research laboratory means -

- (a) Laboratory recognized by the Ministry of Science and Technology of the Government of India.
- (b) Recognized analytical or Metallurgical Laboratory means a Laboratory, which is engaged in Testing and Analytical and issues Test Certificate.

## 6. Omitted

## 7. Skilled Worker, Grade I

By promotion from among the holders of the post of Attender, Chemical Testing and Analytical Laboratory, Guindy, Chennai-

1. A pass in VIII Standard in a recognized School; and
2. Service of not less than 5 years in the post of Attender in the Chemical Wing.

By direct recruitment—

1. A pass in X Standard in a recognized School; and
2. A pass in two years Machinist course offered by any Industrial training Institute affiliated to any recognized Technical Education Board with one year apprenticeship training in the Trade.

**Explanation I.**— A “recognized School” shall mean a School maintained by or opened with the sanction of the State Government or to which recognition has been accorded by the Director of Public Instructions, Chennai under the Tamil Nadu Educational Rules or by the Officers or the Education Department under the rules relating to Elementary Schools.

**Explanation II.**—A “recognized Technical Education Board” shall mean a

Technical Education Board recognized by the government of India or by any of the State Government or by the State Board of Technical Education, Chennai.

8. Attenders
- By promotion from among the holders of the posts of Laboratory Attenders in the Industries Department—
1. Must have passed in the III form or VIII Standard in a recognized school; and
  2. Service as Laboratory Attender in the Industries department for a period of not less than three years.
- By any other method-
1. Must have passed in the III form or VIII Standard in a recognized school; and
  2. Practical experience in any Chemical Laboratory as Attender for a period of not less than five years.
9. Assistant Chemical Engineer, Chemical Testing and Analytical Laboratory, Chennai.
1. Must possess a degree in Chemical Engineering or AM.I.I. Chemical Engineering or Diploma in Chemical Technology or Chemical Engineering of any recognized Institution or Board; and
  2. Must have practical experience for a period of not less than one year in pilot plant studies or Chemical Plant Design or the operation of Chemical Plant.
- Explanation.**—A “recognized Institution or Board” shall mean an Institution or Board recognized by the Government of India or by any State Government of India
10. Glass Blower, Chemical Testing and Analytical Laboratory, Chennai.
- By any of the methods specified in rule 2 (a) -
1. Diploma in Laboratory Glassware offered by the Central Workshop of Bharathidasan University; or
  - 2(i) A pass in III Form or VIII Standard in a recognized school.
  - (ii) Proficiency in Glass Blowing; and
  - (iii) Experience in Glass Blowing, for a period of not less than one year.
11. Electrician, Grade I Chemical Testing and Analytical Laboratory, Chennai.
- By promotion from among the holders of the posts of Electrician, Grade II –
1. Must possess a certificate of Craftsmanship in Electric wiring issued by the Department of Industries and Commerce, Chennai or a Wireman's Competency Certificate issued by the Government of Tamil Nadu; and
  2. Must have served as Electrician, Grade II for a period of not less than two years.
- Direct recruitment; or transfer from any other class or category; or recruitment by transfer from any other service-

Must possess a certificate of Craftsmanship in Electric wiring issued by the Department of Industries and Commerce, Chennai; or

Must possess a Wireman's competency certificate issued by Government of Tamil Nadu.

12. Supervisor (Testing), Institute of Ceramic Technology, Vridhachalam.

By any of the methods specified in rule 2(a)-  
(i) B.Sc., degree in Chemistry; or  
(ii) A diploma in Chemical Technology or in Chemical Engineering issued by an recognized Institution or Board.

**Explanation.**—A “recognized Institution or Board” shall mean an institution or Board recognized by the Government of India or by any of the State Government.

13. Mechanical Draughts man, Grade II, Chemical Testing and Analytical Laboratory, Guindy.

By any of the methods specified in rule 2(a)-

(i) A diploma in Mechanical Engineering of the Technological Diploma Examination Board or any other Institution or Board recognized by the Government of Tamil Nadu; or

(ii) (a) A diploma in craftsmanship in the trade of Draughtsman (Mechanical) conducted by the Government of India, Ministry of Labour (under the revised Syllabus introduced from July 1952); and

(b) Practical experience as Draughtsman in a reputed concern or Institution for a period not less than one year; or

(iii) (a) A Certificate in Draughtsman (Mechanical) issued by the Department of Industries and Commerce, Chennai; and

(b) Practical experience as draughtsman in a reputed concern or Institution for a period of not less than one year.

**Explanation.**—A “reputed concern or any institution” shall mean a concern or Institution recognized by the Government of India or by any of the state Government.

Class IX  
Omitted.

Class X  
Omitted.

Class XI  
Omitted.

Class XII  
Display Artist, Office of the Director of Industries and Commerce

By promotion from among the holders of the post of Assistant Instructor in General Drawing and Instructor in Fine Arts-

1. Diploma in Fine Arts issued by the College of Arts and Crafts, Chennai or School of Arts and Crafts, Kumbakonam or by any other recognized Institution or Board; and

2. Must be an approved probationer in the post of Assistant Instructor in General Drawing or Instructor in Fine Arts.

By direct recruitment; or transfer from any other class or category; or recruitment by transfer from any other service-

- A (1) Diploma in Fine Arts issued by the College of Arts and Crafts, Chennai or school of Arts and Crafts, Kumbakonam or Sir, J.J. School of Arts and Crafts Bombay or the Government School of Arts, Calcutta or the Government School of Arts; Lucknow; and
- (2) Practical experience in interior decoration and window display for a period of not less than one year; or
- B (1) Minimum general educational qualification prescribed in Schedule 1 to the General rules for the Tamil Nadu Industries Subordinate Service; and
- (2) Practical experience in interior decoration for a period of not less than five years.

Class XIII

Senior Assistant and Grinding Assistants, Government Scientific Glass Training Centre, Guindy.

By promotion from among the holders of Instructors (Glass), Grade II-

1. Must possess a certificate of having completed the training course in the Government Scientific Glass Training Centre, Guindy, Chennai; and
2. Service as Instructor (Glass) Grade II for a period of not less than two years.

By direct recruitment or transfer from any other class or category or recruitment by transfer from any other service-

1. Completed S.S.L.C., and
2. Practical experience for a period of not less than five years in the manufacture of scientific glass apparatus; or

Certificate of completion of training in the Government Scientific Glass Training Centre of the Department of Industries and Commerce, Chennai or the National Physical Laboratory, Delhi ; and

Practical experience for a period of not less than four years as a table blower in a factory or institution engaged in the manufacture of Scientific Glass Apparatus.

Instructor (Glass), Grade II, Government Scientific Glass Training Centre, Guindy

Direct recruitment--

- A. (1) Certificate of completion of Training in the Scientific Glass Training Centre, Chennai or National Physical Laboratory, Delhi; and
- (2) Practical experience as a Table blower for a period of not less than one year in

a factory or Institution engaged in the Manufacture of Scientific glass Apparatus; or

- B.(1) A pass in III Form or VIII Standard in a recognized School; and  
 (2) Practical experience in table blowing or graduation or grinding in a Table Blowing Factory or Centre for a period of not less than five years.

By promotion from among the holders of the post of Assistant Glass Blower or Skilled Worker, Grade I -

Must have served as Assistant Glass Blower or Skilled Worker, Grade I as the case may be for a period of not less than two years.

Gasman, Grade I,  
 Government Scientific Glass  
 Training Centre, Guindy

By direct recruitment-

- 1.A pass in III Form or VIII Standard in a recognized School; and
- 2.Experience in a Kerosene Gas Plant for two years.

Electrician, Grade III, Government  
 Scientific Glass Training Centre,  
 Guindy

Direct recruitment; or transfer from any other class or category; or recruitment by transfer from any other service-

Certificate in Craftmanship in Electric Wiring issued by the Department of Industries and Commerce, Chennai or Wireman's Competency Certificate issued by the State Government; or

Practical experience as an Electrician-cum-Mechanic for a period of not less than five years.

Graduating Assistant

(a)By promotion from among the holders of Instructor (Glass), Grade II Instructors-

- 1.Must possess a Certificate of having completed the training course in the Government Scientific Glass Training Centre, Chennai; or  
 Must have undergone a course in the Government Glass Bangles and Bead Training Centre Tamil Nadu Polytechnic, Madurai; and

- 2.Service in the post of Instructor (Glass), Grade II / Instructor for a period of not less than two years.

By direct recruitment; or by transfer from any other class or category; or by recruitment by transfer from any other services-

Completed S.S.L.C. and practical experience for a period of not less than five years in graduating and Glass Blowing work in a factory or Institution engaged in the manufacture of Scientific Glass Apparatus; or

Certificate of completion of Training in the Government Scientific Glass Training Centre of the Department of Industries and Commerce or the National Physical Laboratory, New Delhi and practical experience for a period of not less than four years as a Table Blower in a Factory or Institution engaged in the manufacture of Scientific Glass Apparatus.

Class XIV

1. Omitted.
2. Manager,  
Grade I

By promotion from among the holders of the post of Sales Assistant in Central Office-

Must possess the minimum general educational qualification and must have served as Sales Assistant in Central Office for a period of not less than two years.

By promotion from the holders of the post of District Inspector of Cottage Industries, Salesman, Grade I-

1. Must possess the minimum general educational qualification; and
2. Must have served as District Inspector of Cottage Industries or Salesman, Grade I for a period of not less than five years.

By promotion from among the holders of the post of Manager, Grade II –

1. Must possess the minimum general educational Qualification; and
2. Must have served as Manager, Grade II for a period of not less than three years.

By recruitment by transfer from among the holders of the post of Superintendent in the Tamil Nadu Ministerial Service of Industries and Commerce Department–

1. Must possess the minimum general educational qualification; and
2. Must have served as Superintendent for a period of not less than three years.

By direct recruitment; or by recruitment by transfer from any other service–

1. (a) A degree in Arts, Science or Commerce of any University recognized by University Grants Commission; or
  - (b) (i) Minimum general educational qualification; and
  - (ii) First Glass diploma in Arts issued by the College of Arts and Crafts Chennai or School of Arts and Crafts Kumbakonam; and
2. Practical experience in Marketing or Salesmanship for a period of not less than five years.

3. District Inspector of Cottage Industries

By recruitment by transfer from among the holders of the post of Assistant in Tamil Nadu Ministerial Service in the Department of Industries and Commerce-

1. Must possess the minimum general educational qualification; and
2. Must be a regular Assistant.

By recruitment by transfer from any other service; or by direct recruitment-

Must possess a degree in Arts, Science or Commerce of any recognized University or Diploma in Fine Arts issued by the College of Arts and crafts, Chennai or School of Arts and Crafts, Kumbakonam :

Provided that other things being equal preference shall be given to the persons who have knowledge in Handicrafts.

4. Omitted
5. Salesman, Grade III

By transfer from any other class or category or by recruitment by transfer from any other service or by direct recruitment.

1. Must possess the minimum general educational qualification; and
2. Must possess practical experience for a period of not less than six months in Salesmanship.

Class XV  
Omitted

Class XVI

Women Special Officer for the Organization of Co-operative Societies for Women in Chennai City

1. Must possess minimum general educational qualification; and
2. Must possess a Diploma in Costume Designing and Dress Making awarded by any recognized Institution or Board; and
3. Must possess experience for a period of not less than two years in any capacity in any social service organization or Institution or in any Department of the Government of Tamil Nadu.

Class XVII

Survey and Statistical Inspector

By promotion from among the holders of the posts of District Inspectors of Cottage Industries; or by recruitment by transfer from among the holders of the posts of Assistant / Assistant (Store-keepers)/Accountants in the Industries Department in the Tamil Nadu Ministerial Service-

1. Must possess the minimum general educational qualification as specified in Schedule I to General rules; and
2. Must have put in service for a period of not less than 5 years in the post of District Inspector Cottage Industries/Assistant/Assistant (Store-keeper)/Accountant as the case may be.

## Class XVIII

Assistant Geologist

By direct recruitment; or by transfer from any another class or category; or by recruitment by transfer from any other service-

Must possess M.Sc. degree in Geology.

## Class XIX

Librarian, Grade I and  
Technical Assistant for  
Cataloguing and Classifying

By promotion from among the holders of the post of Librarian, Grade II –

(1) Must possess a degree in Arts or Science or Commerce from University recognized by the University Grants Commission for the purpose of the grant; and

(2) Must possess a degree in Library Science from any University recognized by the University Grants Commission for the purpose of its grant from a recognized Institution or Board; and

(3) Must have served as Librarian, Grade II for a period of not less than two years.

By direct recruitment; or transfer from any other class or category or recruitment by transfer from any other service-

(1) Must possess a degree in Arts or Science or Commerce from University recognized by the University Grants Commission for the purpose of its grant ; and

(2) Must possess a degree in Library Science from any University recognized by the University Grant Commission for the purpose of its grant or from a recognized Institution or Board; and

(3) Must possess practical experience in Cataloguing and abstracting in a Library connected with any recognized Educational and Scientific Institution or Industrial concern for a period of not less than two years.

**Explanation.—**A “recognized Institution or Board” shall mean an Institution or Board recognized by the Government of India or by any of the State Governments.

2. Librarian,  
Grade II

By promotion from among the holders of the posts Librarian, Grade III -

(1) Must possess a degree in Arts or Science or Commerce from University recognized by the University Grants Commission for the purpose of its grant; and

(2) Must possess a Certificate in Library Science awarded by any recognized University or Institution or Board; and

(3) Must have served as a Librarian, Grade III for a period of not less than two years.



By direct recruitment; or by transfer from any other class or category; or recruitment by transfer from any other service-

- (1) Must possess a degree in Arts or Science or Commerce from University recognized by the University Grants Commission for the purpose its grant;
- (2) Must possess a certificate in Library Science awarded by any recognized University or Institution or Board; and
- (3) Must possess practical experience in a Library connected with any recognized Educational or Scientific or Industrial Concern for a period of not less than three years.

**Explanation I.**—A “recognised institution or Board” shall mean an institution or Board recognised by the Government of India or by any of the State Governments.

**Explanation II.**—A “recognized Educational or Science or Industrial concern” shall mean any Educational or Scientific of Industrial concern recognized by the Government of India or by the State Government or the State Board of Technical Education, Chennai.

3. Librarian,  
Grade III

By direct recruitment; or transfer from any other class or category; or by recruitment by transfer from any other service-

- (1) Must possess minimum general educational qualification prescribed in Schedule I to the General rules for the Tamil Nadu State and Subordinate Services; and
- (2) A Certificate in Librarianship issued by any recognized Institution or Board.

**Explanation.**—A “recognized Institution or Board” shall mean an Institution or Board recognized by the Government of India or by any of the State Governments.

Class XX

Chemist, Grade I, Institute of  
Ceramic Technology Vridhachalam

By direct recruitment; or transfer from any other class or category; or by recruitment by transfer from any other service-

1. A first or second class M.Sc., degree or B.Sc.(Hon) in Chemistry or in Chemical Technology or in Industrial Chemistry or a first or second class B.Sc. degree in Chemistry or in Chemical Technology or in Industrial Chemistry or a diploma in Chemical Technology or in Chemical Engineering issued by any recognized Institution or Board ; and

2. Experience in research in pure or applied Chemistry or Analytical Chemistry for a period of not less than two years.

By promotion-

1. Must possess B.Sc., degree in Chemistry or diploma in Chemical Technology or in chemical Engineering issued by any recognized Institution or Board; and
2. Must have worked as Supervisor (Testing) in the Institute of Ceramic Technology, Vridhachalam for a period of not less than two years.

**Explanation.**—A “recognized Institution or Board” shall mean an Institution or Board recognized by the Government of India or by any of the State Governments.

2. Instructor,  
Institute of Ceramic  
Technology, Vridhachalam

By direct recruitment; or transfer from any other class or category; or recruitment by transfer from the other service-

1. Must possess a diploma or Certificate in Ceramics awarded by the State Board of Technical Education and Training, Tamil Nadu or any of the recognized Institution or Board; and
2. Must have practical experience in a Ceramic Factory for a period of not less than two years for diploma holders and three years for Certificate holders.

**Explanation.**—A “recognized Institution or Board” shall mean an Institution or Board recognized by the Government of India or by any of the State Governments.

Class XXI

1. Translator

By promotion from the post of Assistant to the Translator-

1. Must possess minimum general educational qualification prescribed in Schedule I to the General rules for the Tamil Nadu State and Subordinate Services with Tamil as the first language; and
2. Must have served as Assistant to the Translator for a period of not less than three years.

By direct recruitment; or by transfer from any other class or category; or recruitment by transfer from any other service-

Must possess a degree with Tamil under Part II or Part III.

2. Assistant to the Translator

By direct recruitment; or by transfer from any other class or category; or recruitment by transfer from any other service-

Must possess the minimum general educational qualification prescribed in Schedule I to the General rules for the Tamil Nadu State and Subordinate Services with Tamil as the first language.

Class XXII

Foreman Instructor, Technical Training Centre, Guindy

By promotion from among the holders of the following posts:-

Foreman (Engineering), Grade I; Foreman (Inspection); Foreman (Planning); Inspector of Industries; Technical Supervisors; Instructors; and Store Purchase Assistants –

1. Must possess a degree or diploma in Mechanical or Electrical or Automobile or Chemical Engineering or Chemical Technology or diploma in Chemical Technology of any University or Institute or Board or an Industrial School Certificate issued by the Industries and commerce Department or a National Trade Certificate or National Apprenticeship Certificate in one of the Trades namely, Fitter, Welder, Moulding General Mechanic Course, Blacksmith, Turner, Mechanical Trades, Machinist., Carpentry and sheet metal workers issued by the National Council for Training in Vocational Trades; and
2. Must have put in not less than two years service in any of the following posts:-

Foreman (Engineering), Grade I; Foreman (Inspection); Foreman (Planning), Inspector of Industries; Technical Supervisors; Instructors; and Store Purchase Assistant.

By direct recruitment; or by transfer from any other class or category; or recruitment by transfer from any other service-

- A(1) Must possess a degree or diploma in Mechanical or Electrical or Automobile or Chemical Engineering or Chemical Technology or diploma in Chemical Technology of any University or Institution or of a recognized Institution or Board; and
- (2) Must possess practical experience in a supervisory or Operative capacity connected with the production of goods or Material or Operation and maintenance of machinery and equipment in a recognized concern for a period of not less than one year in the case of degree holders and three years in the case of diploma holders; or
- B (1) Must possess an Industrial School Certificate issued by the Industries and Commerce Department by National Trade Certificate or National Apprenticeship Certificate in one of the

Trades, namely, Fitter, Welder, Moulding General Mechanic Course, Blacksmith, Turner, Mechanical Trade, Machinist, Carpentry and Sheet Metal Worker issued by the National Council for Training in vocational Trades ; and

- (2) Must possess practical experience in a supervisory or operative capacity connected with the production of goods or materials or operation and maintenance of machinery and equipment in a recognized concern for a period of not less than seven years.

2. Instructor, Technical Training Centre, Guindy

By promotion from among the holders of the following posts:-

Foreman (Engineering), Grade II;  
Foreman (Carpentry); Demonstrator (Carpentry); Mechanical Draughtsman, Grade II—

1. Must possess a diploma in Mechanical or Electrical or Automobile Engineering of any recognized Institution or Board or an Industrial School certificate issued by the Industries and Commerce Department or a National Trade Certificate or National Apprenticeship. Certificate in one of the Trades, namely, Fitter, Welder, Moulding, General Mechanic Course, Blacksmith, Turner, Mechanical Trade, Machinist, Carpentry and Sheet Metal worker issued by the National Council for Training Vocational Trades; and
2. Must have put in not less than two years service in the lower post.

By direct recruitment; or by transfer from any other class or category; or by recruitment by transfer from any other service—

A (1) Must possess a degree or diploma in Mechanical or Electrical or Automobile or Chemical Engineering or Chemical Technology or diploma in Chemical Technology of any recognized Institution or Board; and

- (2) Must possess practical experience in supervisory or operative capacity connected with the production of goods or materials or operation and maintenance of machinery and equipment in recognized concern for a period of not less than six months in the case of degree holders and two years in the case of diploma holders or in the case of diploma holders must have undergone Training in Technical Training Centre, Guindy in the Die Designing Course for a period of not less than two years; or

- B(1) Must possess an Industrial School Certificate issued by the Industries and Commerce Department or a National Trade Certificate or National Apprenticeship certificate in one of the Trade namely Fitter, Welder, Moulding General Mechanic course. Blacksmith, Turner Mechanical Trade, Machinist, Carpentry and Sheet Metal worker issued by the National Council for Training in Vocational Trades; and
- (2) Must possess practical experience in a supervisory or operative capacity connected with the production of goods and material or operation and maintenance of machinery and equipments in a recognized concern for a period of not less than five years; or
- C (1) Must have studied upto and inclusive of VI Form in recognized school; and
- (2) Must possess practical experience in a supervisory or operative capacity connected with the production of goods or material operation and maintenance machinery and equipment in a recognized concern for a period of not less than eight years.

**Explanation I.—**A “recognized Institution” shall mean an Institution recognized by the Government of India or by any of the State Governments.

**Explanation II.—**A “recognized School” shall mean a School maintained by or opened with the sanction of the State Government to which recognition has been accorded by the Director of School Education, Chennai under the Tamil Nadu Educational Rules.

**Explanation III.—**A “recognized concern” shall mean an Industrial or Engineering Establishment having adequate facilities for wide range of practical work and recognized by any of the State Government or by the State Board of Technical Education and Training, Chennai for affording practical training to candidate any large or medium or small scale factory registered under the Factories Act LX(1948) Central Act LX III (1948) or by the Director of Industries and Commerce, Chennai as a small scale Industry using Power and employing not less than ten persons in its manufacturing processes.

3. Workshop Attender,  
Technical Training Centre, Guindy

By direct recruitment; or by transfer from any other class or category; or recruitment by transfer from any other service-

- 1 (a) Must have studied upto S.S.L.C., and
  - (b) Must possess the Certificate in Metal Trade of Technical Training Centre, Guindy; or
- 2 (a) Must possess the Certificate in Mechanical Trade of the Industrial Training Institutes / Centers; and
  - (b) Practical experience in the said trade for a period of not less than two years; or
- 3 (a) Must possess a certificate in Turner or Fitter Trade of the Industrial Training Institutes / Centres; and
  - (b) Practical experience in the said Trade for a period of not less than three years.

Class XXIII  
Tailoring Instructors

By promotion from the holders of the post of Assistant Tailoring Instructors in Industrial Co-operative Branch-

Must have passed the Government Technical Examination in Tailoring Higher Grade.

By direct recruitment -

- (1) A pass in III Form or VIII Standard in a recognized school;
- (2) Must have passed the Government Technical Examination in Tailoring Higher Grade; and
- (3) Must possess practical experience in imparting instructions in tailoring and in cutting cloth for garments required by men, women and children for a period of not less than two years.

**Explanation.**—A “recognized school” shall mean a school maintained or opened with the sanction of the Government of Tamil Nadu or to which recognition has been accorded by the Director of School Education, Chennai under the Tamil Nadu Educational Rules.

Class XXIV  
Operator in the Mechanical & Metallurgical Laboratory Chemical Testing and Analytical Laboratory, Guindy

By promotion from among the holders of the post of Skilled Assistant in the Mechanical and Metallurgical Laboratory of Chemical Testing and Analytical Laboratory Guindy-

1. Must possess a certificate in the Radiography or General Mechanics issued by any recognized institution or Board; and
2. Service as Skilled Assistant in the Mechanized and Metallurgical Laboratory of Industries Department for a period of not less than two years.

By direct recruitment; or by recruitment by transfer from any other service-

1. Must possess a Certificate in Radiography or General Mechanic issued by any recognized Institution or Board; and
2. Practical experience for a period of not less than two years in Radiography work.

**Explanation.—**A “recognized Institution or Board” shall mean any Institution or Board recognized by the Government of India or any State Governments.

#### Class XXV

##### 1. Tester, Technical Assistant and Testing Assistant

Promotion from among the holders of the post of Inspector of Industries; Foreman (Engineering), Grade I; Assistant Tester and Supervisor (Electrical)-

1. A degree or diploma in Electrical Engineering or Electronic Engineering of any recognized Institution or Board; and
2. Must have served for a period of not less than two years in the post of Inspector of Industries or Foreman (Engineering) Grade I or Assistant Tester or Supervisor (Electrical); and
3. Practical experience in the field of Testing Electrical or Electronic Equipments and Components for a period of not less than six months.

Direct recruitment or recruitment by transfer from any other service; or by transfer from any other class or category-

1. A degree or diploma in Electrical Engineering or Electronics Engineering of any recognized Institution or Board; and
2. Practical experience for a period of one year in the field of Electrical Testing in the case of degree holders and three years in the case of diploma holders in a recognized concern.

##### 2. Assistant Tester

Promotion from among the holders of the posts of Foreman (Engineering), Grade II; or Storekeeper (Technical); or electrician, Grade I; or Instrument Mechanic-

1. A degree or diploma in Electrical Engineering or Electronics Engineering of any recognized Institution or Board; and
2. Must have served for a period of not less than two years in the post of Foreman (Engineering) Grade II; or Junior Tester Grade I; or Store-keeper (Technical); or Electrician, Grade I; or Instrument Mechanic.

Direct recruitment; or recruitment by transfer from any other service; or by transfer from any other class or category-

1. A degree or diploma in Electrical Engineering or Electronics Engineering of any recognized Institution or Board; and
2. Practical experience for a period of six months in the field of electrical Testing in the case of degree holders and one and half years in the case of diploma holders in the recognized concern.

3. Instrument Mechanic,  
Storekeeper (Technical)

Promotion from among the holders of posts of Junior Tester, Grade II, Skilled Assistant; Electrical Mechanic and Electrician, Grade II -

1. A diploma in Electrical Engineering or Electronics Engineering of any recognized Institution or Board or a Trade Certificate in Instrument Mechanic or Electrician course issued by the National Council for Training in Vocational Trade;
2. Must have served for a period not less than two years in the post of Junior Tester, Grade II; skilled Assistant; Electrical Mechanic; Electrician, Grade II; and
3. Practical experience in the field of electrical testing for a period of not less than six months.

Direct recruitment; or recruitment by transfer from any other service; or transfer from any other class or category -

1. A diploma in Electrical Engineering or Electronics Engineering of any recognized Institution or Board or a Trade Certificate in Instrument Mechanic or Electrician course issued by the National Council for Training in Vocational Trade; and
2. Practical experience in the field of Electrical or Electronic Testing for a period of not less than three Years in a recognized concern.

4. Junior Tester, Grade II

Direct recruitment; or recruitment by transfer from any other service -

1. A diploma in Electrical Engineering or Electronics Engineering of any recognized Institution or Board or National Trade Certificate in Instrument Mechanic or in Electrician Course issued by National Council for Training in Vocational Trade; and
2. Practical experience in the field of Electrical Testing for a period of not less than one year:

Provided that in the case of direct recruitment in the post of Tester; Technical Assistant; Testing Assistant; Assistant



Tester; Instrument Mechanic; Store Keeper (Technical) and Junior Tester.

Practical experience prescribed should have been acquired after obtaining degree or diploma as the case may be prescribed for the post.

5. Electrician,  
Grade I

Promotion from among the holders of post of Electrician, Grade II-

1. Must possess a Certificate in Craftsmanship in Electric Wiring issued by the Department of Industries and Commerce, Chennai or a Wireman's Competency Certificate issued by the Government of Tamil Nadu; and
2. Must have served as Electrician Grade II for a period of not less than two years.

Direct recruitment; or recruitment by transfer from any other service; or transfer from any other class or category-

1. Must possess a Certificate of Craftsmanship in Electric Wiring issued by the Department of Industries and Commerce, Chennai; and
2. Must possess Wireman's competent Certificate issued by State Government.

**Explanation I.**—A “recognized Institution or Board” shall mean an Institution or Board recognized by the Government of India or by any of the State Government.

**Explanation II.**—A “recognized concern” shall mean an Industrial or Engineering Establishment having facilities for wide range of practical work and recognized by the Govt. of India or by any of the State Government or by the State Board of Technical Education and Training Madras for affording practical training to candidate or any large or medium or Small Scale Factory registered under the Factories Act 1948 (Central Act LX III 1948) or the Director of Industries and Commerce, Chennai as a Small Scale Industry using Power and employing not less than ten persons in its manufacturing process.

Class XXVI

Assistant for the Operator for Motion picture in the Technical Information Centre, Guindy

1. Cinema Operator's License issued by the Chief Electrical Inspector to Government based on the competency Certificate issued by the Board of Examiners for Cinema Operators; and
2. Must possess a license in operating 35 mm film projectors and experience in handling 16mm projectors, Recording Equipments and Cameras.

## Class XXVII

Sign Assistant,  
Government Scientific Glass  
Training Centre, Guindy

By promotion from among the holders of the post of Instructor (Glass), Grade II or Senior Assistant-

1. A certificate of completion of Training in the Government Scientific Glass Training Centre, Chennai or National Physics Laboratories, Delhi; and
2. Service as Instructor (Glass), Grade II or as Senior Assistant for period of not less than three years.

By direct recruitment -

1. A degree in Physics or Chemistry or diploma in Glass Technology of a recognized Institution; and
  2. Training in the Government Scientific Glass Training Centre, Chennai for a period of not less than one year in Glass Blowing and Neon Sign bending; or
1. Must have studied upto VI Form in a recognized School; and
  2. Practical experience in Neon Sign Industry for a period of not less than three years in any commercial concern of repute.

**Explanation I.**—A “recognized Institution or Board” shall mean an Institution or Board recognised by the Government of India or by any State Governments.

**Explanation II.**—A “recognized School shall mean” a School maintained by or opened with the sanction of the State Government or to which recognition has been accorded by the Director of School Education, Chennai under the Tamil Nadu Educational Rules or by the Officers of the Education Department under the rules relating to Elementary schools.

## Class XXVIII

Production Assistant,  
Vridhachalam

By promotion from among the holders of the post of Instructor in the Institute of Ceramic Technology-

1. Must possess a diploma or certificate in Ceramics awarded by any recognized Institution or Board; and
2. Must have served for a period of not less than two years as Instructor in the Institute of Ceramic Technology Vridhachalam in the case of diploma holders and three years in the case of certificate holders.

By direct recruitment; or by transfer from any other class or category; or by recruitment by transfer from any other service-

1. Must possess a degree or a diploma in Ceramics of any recognized Institution or Board or certificate in Ceramics issued by the Ceramic Training School, Vridhachalam; and
2. Must possess practical experience in a Ceramic factory for a period of not less than one year in the case of degree holders and three years in the case of diploma or certificate holders.

**Explanation** I.—A “recognized Institution or Board” shall mean an Institution or Board recognized by the Government of India or by any of the State Governments.

## SECTION 17 — THE TAMIL NADU JAIL SUBORDINATE SERVICE.

In these rules unless there is anything repugnant in the subject or context, "Jail" shall mean a Central Jail, District Jail, Special Jail, Sub-Jail, Special Sub-Jail or Borstal Schools.

### PART I

The service shall consist of the following branches, namely:-

Branch I	Executive Staff.
Branch II	Teachers, Instructors, Social Case work Experts and other miscellaneous subordinates of the Jail Department.
Branch III	Probation Officers.
Branch IV	Instructors and other Manufactory employees.
Branch V	Welfare Officers and Women Welfare Officers.
Branch VI	Nursing Assistants.
Branch VII	Cooks.

### PART II - Rules.

#### Branch I Executive Staff

**1. Constitution.—** This branch shall consist of the following classes, categories and grades of officers, namely :-

#### Class I

##### (General Section)

##### Category-

1. Deputy Jailors in Jails including Superintendents in Special Sub-Jails and Assistant Superintendents in Borstal Schools.
2. Assistant Jailors, Sub-Assistant Superintendent in Borstal Schools and Jailors in Sub-Jails, Grade I.
3. Jailors in Sub-Jails, Grade II, Gate-Keepers and Chief Head Warders in Jails and Chief Officers in Borstal School.
4. Reserve Head Warder in Jails and Assistant Chief Officer in Borstal School and Gate-Keepers in Special Sub-Jails.
5. Omitted.
6. Warders in Central, District and Special Jails, Special Sub-Jails and Sub-Jails and Petty Officers in Borstal Schools -  
I Grade.  
II Grade.

#### Class II

##### (Women's Section)

##### Category-

1. Matron.
2. Assistant Matron.
3. Woman Gate-Keeper.
4. Woman Chief Head Warder.
5. Woman Warders-  
I Grade.  
II Grade.

**2.Appointment.**—(a) Appointment to the several classes, categories and grades shall be made as follows, direct recruitment being restricted to the lowest grade in a category:-

Category and grade (1)	Method (2)
<b>Class I</b>	
(General Section)	
1. Deputy Jailors in Jails including Superintendents in Special Sub-Jails and Assistant Superintendents in Borstal Schools.	(i) Direct recruitment ; or (ii) Promotion from Assistant Jailors or Jailors of Sub-Jail, Grade I.
2. Assistant Jailors, Sub-Assistant Superintendent in the Borstal Schools and Jailors in Sub-Jail, Grade I.	(i) Direct recruitment ; or (ii) Recruitment by transfer from any other service; or (iii) Promotion from Jailors in Sub-Jails, Grade II, Gate-Keepers and Chief Head Warders in Jails.
3. Jailors in Sub-Jails, Grade II, Gate-Keepers and Chief Head Warders in Jails and Chief Officers in Borstal Schools.	(i) Recruitment by transfer from any other service; or (ii) Promotion from lower categories or by appointment of Secondary Grade Teachers and Instructors in category 1 and Higher Elementary Grade Teachers and Instructors in category 2 of class I of Branch II.
4. Reserve Head Warders in Jails and Assistant Chief Officers in Borstal Schools and Gate-Keepers in Special Sub-Jails.	(i) Direct recruitment; or (ii) Promotion from I Grade and II Grade Warders in Central and Special Sub-Jails and Petty Officers, Grade I and II in Borstal School.
5. Omitted	
6. Warders in Central, District, Special Jails, Special Sub-Jails, Sub-Jails and Petty Officers in Borstal Schools—	
I Grade	(i) Promotion from II Grade; or (ii) Recruitment by transfer from any other service.
II Grade	(i) Direct recruitment including appointment at the discretion of the appointing authority of classes A and B reservists of the Indian Army or reservists of the Indian Hospital Corps, the Indian Navy or the Indian Air Force. (ii) Omitted.
<b>Class II</b>	
(Women's Section)	
1. Matron	(i) Direct recruitment ; or (ii) Recruitment by transfer from any other service; or (iii) Promotion from the Assistant Matron.

- |                               |   |
|-------------------------------|---|
| 2. Assistant Matron           | <ul style="list-style-type: none"> <li>(i) Direct recruitment; or</li> <li>(ii) Promotion from the posts of Woman Gate-Keeper and Woman Chief Head Warder; or</li> <li>(iii) Recruitment by transfer from among members of the Tamil Nadu Ministerial Service employed in the State Jail for Women, Vellore.</li> </ul>   |
| 3. Woman Gate-Keeper          | <ul style="list-style-type: none"> <li>(i) By appointment of Woman Chief Head Warder ; or</li> <li>(ii) By direct recruitment; or</li> <li>(iii) By promotion from the post of Woman Warder, I Grade ; or</li> <li>(iv) Recruitment by transfer from any other service; or</li> <li>(v) By appointment of Secondary Grade Teachers in category 1 and Higher Elementary Grade Teachers in category 2 of class I of Branch II.</li> </ul> |
| 4. Woman Chief Head Warder    | <ul style="list-style-type: none"> <li>(i) By appointment of Woman Gate-Keeper; or</li> <li>(ii) By direct recruitment ; or</li> <li>(iii) By promotion from the post of Woman Warders, I Grade ; or</li> <li>(iv) Recruitment by transfer from any other Service.</li> </ul>   |
| 5. Woman Warders -<br>I Grade | <ul style="list-style-type: none"> <li>(i) Promotion from II Grade; or</li> <li>(ii) For special reasons, recruitment by transfer from any other service.</li> </ul>  |
| II Grade                      | <ul style="list-style-type: none"> <li>(i) Direct recruitment.</li> <li>(ii) Omitted.</li> </ul>  |

(aa) The Tamil Nadu Uniformed Services Recruitment Board shall conduct a common recruitment to the posts of Police Constables (Men and Women) in the Tamil Nadu Police Subordinate Service and Warders, II Grade (Men and Women) in the Tamil Nadu Jail Subordinate Service and Fireman in the Tamil Nadu Fire and Rescue Subordinate Service by following the norms prescribed for Police Constables (Men and Women) in the Tamil Nadu Police Subordinate Service. The candidate shall be required to give his first, second and third preference for the three categories namely, Police Constables in the Tamil Nadu Police Subordinate Service and Warders, II Grade in the Tamil Nadu Jail Subordinate Service and Fireman in the Tamil Nadu Fire and Rescue Subordinate Service and the allotment of a candidate selected through the common recruitment for the above three categories shall be made taking into account his preference and depending on his rank and the availability of vacancies in the particular category and subject to rule of reservation and communal rotation.

(b)(i) Promotion to the categories and grades mentioned below shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal-

#### Categories and grades.

1. Deputy Jailors in Jails including Jailors in Special Sub-Jails and District Jail, Pudukkottai and Assistant Superintendent in Borstal Schools.
2. Assistant Jailors and Jailors in Sub-Jails, Grade I.
3. Jailors in Sub-Jails, Grade II, Gate-Keepers and Chief Head Warders in Jails and Chief Officers in Borstal Schools.

4. Reserve Head Warders in Jails, Assistant Chief Officers in Borstal Schools and Gate-Keepers in Special Sub-Jails.
5. (i) Warders in Central, District and Special Jails, Special Sub-Jails and Sub-Jails and Petty Officers in Borstal Schools, I Grade.  
(ii) Woman Warders, I Grade
6. Matron.
7. Assistant Matron.
8. Woman Chief Head Warder.

(ii) Promotion shall be made from a list of qualified candidates, prepared and finalised by a Promotion Board, which shall consist of the Deputy Inspector-General of Prisons of Chennai, Coimbatore, Tiruchirappalli, and Madurai Regions as Members and the senior most Deputy Inspector-General of Prisons as Chairman, for appointment to the categories of Deputy Jailor, Matron, Assistant Jailor and Chief Head Warder.

(iii) **Preparation of annual list of approved candidates.**—For the purpose of drawing up of the annual list of approved candidates for appointment to the posts in this branch by promotion and recruitment by transfer, the crucial date on which the candidate should be qualified shall be the 15th July of every year.

(c) The disposition of the holders of the permanent posts of the categories mentioned in column (1) of the table below shall always conform to the proportion mentioned in the corresponding entries in column (2) thereof :-

TABLE

Category (1)	Proportion (2)
1. Deputy Jailors, Superintendents of Sub-Jails including the Special Sub-Jails and Assistant Superintendents in Borstal Schools-	
Direct recruitment	20 percent.
Promotion	Not less than 40 percent.
Transfer	Not more than 40 percent.
2. Assistant Jailors, Sub-Assistant Superintendent in Borstal School and Jailors in sub-Jail, Grade I-	
Direct recruitment	20 per cent.
Promotion	Not less than 40 percent.
Transfer	Not more than 40 percent.
3. Jailors in sub-Jails, Grade II, Gate-Keepers, Chief Head Warders in Jails and Chief Officers in Borstal School including Gate-Keeper in Special Sub-Jails-	
Promotion	80 percent.
Recruitment by transfer from any other service	20 percent.
4. Reserve Head warders in Jails and Assistant Chief Officers in Borstal Schools and Gate-keepers in Special Sub-Jails-	
Direct recruitment	50 percent.
Promotion	50 percent.

(d)(i) Appointment to the category of Warders in Central and Special Jails, Special Sub-Jails and Sub-Jails and Petty Officers in Borstal Schools by direct recruitment from among

Ex-soldiers, persons discharged from the Indian Navy and Indian Air Force classes A and B reservists of the Indian Army or reservists of the Indian Hospital Corps, the Indian Navy or the Indian Air Force shall not in the case of any Jail exceeds 50 per cent of the sanctioned strength of the members of that category in that jail.

(ii) Warders in Central, District and Special Jails, Special Sub-Jails and Sub-Jails and Petty Officers in Borstal Schools appointed from among classes A and B reservists of the Indian Army or reservists of the Indian Hospital Corps, the Indian Navy or the Indian Air Force shall be relieved in the event of mobilisation or deputed for periodical reservists training when they are required by the Army, Navy or Air Force authorities to undergo such training unless arrangements can be made for their undergoing such training in the Jails in which they are employed. Officiating arrangements may be made in the vacancies caused by their deputation for military training.

(e) **Reservation of appointments.**—The rule of reservation of appointments shall apply to each of the posts of Assistant Jailors in Prisons, Sub-Assistant Superintendent in Borstal Schools, Warders II Grade in Jails and Petty Officers, II Grade in Borstal School, Pudukottai separately by direct recruitment:

Provided that not more than 10% vacancies of direct recruitment quota shall be filled up from the categories of Warders, I Grade and II Grade of the Tamil Nadu Jail Subordinate Service, who are graduates and have put in five years of service in their respective categories.

**3. Appointing authority.**—(a) The appointing authority for the several categories shall be the Superintendent of the Jail or the Borstal school concerned.

(b) **List of approved candidates.**—All appointments to the service in any class, category or grade of which the minimum pay of Rs.160 or above made by the appointing authority shall be only from lists of approved candidates prepared in consultation with the Inspector-General of Prisons:

Provided that appointment to the service in the categories of Warders in Central and Special Jails, Special Sub-Jails and sub-Jails and Petty Officers in Borstal Schools, II Grade Male and Female Warders, shall be made from the list of approved candidates prepared by the Tamil Nadu Uniformed Services Recruitment Board and in such cases consultation with the Inspector-General of Prisons is not necessary.

(c) For the purpose of appointment of approved probationers as full members of the service in categories 1 to 4 of class I and the grades thereunder and in categories 1 to 3 of class II, for which the appointing authority is under sub-rule (a) the Superintendent of the Jail or the Borstal School concerned, the General rule governing appointment of full members (Rule 31) shall apply to the jurisdiction of the Inspector-General of Prisons, taken as a unit and are such appointment shall notwithstanding anything contained in sub-rule (a) be made by the Inspector-General of Prisons.

**4. Qualification regarding age.**—(a) Save as otherwise provided in sub-rule (b), no person shall be eligible for appointment to any category by direct recruitment if he has completed thirty years of age:

Provided that the candidates for appointment to the post of Warders, II Grade (Men and Women) to be recruited directly through the Tamil Nadu Uniformed Services recruitment Board shall be in the age group of 18-24 years:

Provided further that in the case of candidates belonging to Scheduled Castes and Scheduled Tribes, the age limit shall be increased by 5 years for appointment to the post of Warders, II Grade (Men and Women):

Provided also that in the case of candidates belonging to Backward Classes, Most Backward Classes and Denotified Communities, the upper age limit shall be increased by two years for appointment to the post of Warders, II Grade (Men and Women):



Provided also that the Ex-Servicemen shall be eligible for direct recruitment to the post of Warders, II Grade (Men and Women) within 3 years from the date of discharge subject to a maximum of 45 years of age:

Provided also that Destitute widows shall be eligible for direct recruitment to the post of Warders, II Grade (Women) upto 35 years of age.

(b) (i) Retired Indian Officers of the Army, the Navy and the Air Force may be appointed as Gate-Keepers and Chief and Reserve Head warders in Jails and Chief and Assistant Chief Officers in Borstal Schools by direct recruitment irrespective of their age.

(ii) (a) **Sports quota.**—Sports persons shall be provided ten percent quota in the recruitment of Warders, II Grade (Men and Women). Unfilled vacancies, if any, in the said sports quota shall be filled up from among the candidates of the general pool.

(b) **Quota for dependent.**—10 percent quota under direct recruitment of Warders, II Grade (Men and Women) shall be provided for dependents of the serving prison personnel including Ministerial staff, the wards and dependents of retired, deceased and medically invalidated prison personnel:

Provided that 10 percent of the above 10 percent quota shall be filled up from among the dependents of the serving Ministerial staff:

Provided further that the total percentage under this clause shall not exceed 20 percent.

(iii) A person shall be eligible for appointment by direct recruitment as Matron, Assistant Matron, Woman Gate-keeper, Woman Chief Head Warder, if she has not completed 30 years of age:

Provided that in the case of a candidate belonging to the Scheduled Castes or Scheduled Tribes the age limit prescribed in sub-rules (a) and (b) (iii) above shall be increased by five years for appointment to the following posts by direct recruitment:-

Reserve Head Warders and Assistant Chief Officer in Borstal School.

Woman Gate-Keepers.

(c) If a candidate sponsored by the Employment Exchange is within the prescribed age-limit on the date of such sponsoring, he shall be eligible for appointment to the post, if selected irrespective of his age on the date of joining.

**5. Qualification, Sex.**—No man shall be eligible for appointment to any post in the Women's Section.

**6. Other qualifications.**—No person shall be eligible for appointment to the posts and by the method specified in column (1) and (2) of the Annexure unless he possess the qualifications specified in the corresponding entries in column (3) thereof:-

**7. Probation.**—Every person appointed otherwise than by promotion to a category shall from the date on which he or she joins duty be on probation for a total period of two years on duty within a continuous period of three years.

**8. Training.**—A directly recruited Probationer in any of the categories specified in column (1) of the table below shall, undergo such training as the Inspector-General may consider necessary for the period specified in the corresponding entries in column (2) within the period specified in the corresponding entries in column (3) thereof and shall be paid the minimum in the time scale applicable to the posts concerned during his or her training period together with the usual allowances admissible under the orders in force.

TABLE

Category (1)	Period of training (2)	Period within which training has to be undergone (3)
Class I		
Assistant Jailors in Central Prisons, Sub-Assistant Superintendent in Borstal School and Superintendents of Sub-Jails in the Cadre of Assistant Jailors.	Nine months	Period of probation.
Warders, II Grade	Six months	Period of 5 years from the date of appointment.
Class II		
1. Matron 2. Assistant Matron	} Nine months	Period of probation

**8A. Training for Warders, II Grade.**—(a) A person appointed in the category of Warders, II Grade whether an approved probationer or a probationer, shall undergo training in the Warders' Training School, Vellore, for a period of six months.

(b) A trainee Warder, II Grade who secures over 60 per cent in the grand total of marks in all papers shall be given a red entry in the service register.

(c) The minimum for a pass in each paper and the minimum in the grand total shall be 40 per cent.

(d) A trainee Warder, II Grade who does not secure the minimum in any paper will have to appear in that paper again. In all, three chances shall be allowed within a period of two years.

(e) A trainee Warder, II Grade not passing any subject within the three chances shall not be considered as qualified for promotion.

(f) Deleted.

(g) Deleted.

(h) The pay admissible to the trainee Warder shall be the pay last drawn prior to his training.

**8B. Appointment of Assistant Jailor or Matron by direct recruitment.**— Every candidate selected for appointment to the post of Assistant Jailor or Matron by direct recruitment shall, before undergoing the training prescribed in rule 8, execute an agreement in proper form with two sureties binding himself or herself-

- (i) to undergo, in full, the training prescribed in rule 8;
- (ii) to serve in the Prison department for a period not less than five years; and
- (iii) to refund to the State Government the entire amount drawn by him or her as pay and allowances during the period of training, if he or she fails to fulfill either of the conditions in clauses (i) and (ii);

**9.Tests.—** (a) The following tests are prescribed for members of the service :-

Members of the service (1)	Tests (2)	Condition (3)
1. Probationers in the following categories appointed by direct recruitment or recruitment by transfer:-		
(i) Deputy Jailors in Jails including Superintendents in Special Sub- Jails and Assistant Superintendents in Borstal School.	1. Account Test for Subordinate Officers, Part I 2. Jail Test, Part I.	To be passed within the period of probation.
(ii) Assistant Jailors, Sub-Assistant Superintendents in Borstal School and Jailor in Sub-Jail, Grade I		
2. Probationers in the following categories appointed by direct recruitment or recruitment by transfer:-		
(i) Jailor in Sub-Jail II Grade appointed by transfer of service	1. Account Test for Subordinate Officers, Part I, 2. Jail Test, Part I.	To be passed within the period of probation.
(ii) Matron		
(iii) Assistant Matron		

**Note.**—A candidate who has already passed the old Criminal Judicial Test, Higher or Lower Grade or the new Criminal Judicial Test shall, if he passes only the examination in “Law Rules, Regulations and Orders relating to the Jail Managements” be deemed to have passed the Jail Test, Part I:

Provided that Law graduates need not pass the examination in Indian Penal Code and Criminal Procedure Code, 1898 prescribed for Jail Test, Part I.

(b)The holders of the posts of Assistant Jailor and Assistant Matron appointed by promotion shall pass the tests shown in column (2) of the above table within a period of one year failing which their increments will be stopped.

**10.Uniform grant.**—(1) Members of the service in categories 1 and 2 of class I and in categories 1 and 2 of class II shall provide themselves at their own cost with uniforms and belts as prescribed in the Tamil Nadu Prison and Reformatory Manual, Volume II. They shall however be entitled to uniform grant as shown below. The grant being admissible at intervals of two years except during the last two years before retirement :-

(a) Deputy Jailors in jails including Superintendent of Special sub-jails and District Jails and Assistant Superintendents in Borstal Schools	Rs. 80
(b) Assistant Jailors, Sub-Assistant Superintendents in Borstal Schools and Jailors in Sub-Jail, Grade I	Rs. 80
(c) Matron	Rs. 70
(d) Assistant Matron	Rs. 70

(2) The grant of uniform allowance to the members of the service specified in sub-rule (1) shall be subject to the following conditions:-

(a) Candidates recruited direct shall draw the uniform grant on first appointment and those appointed by transfer shall do so after they have declared to have satisfactorily completed their period of probation.

(b) The grant shall not be drawn except under the sanction of the Inspector-General of Prisons who should before according sanction, satisfy himself in each case that it is permissible and necessary and it should be utilised solely for the purpose for which it is made.

(c) An officer whose probation is terminated or who has not utilised the grant solely for the purpose for which it was made, may be required by the Inspector-General of Prisons to refund the grant of such portion thereof as the Inspector-General of Prisons may determine.

(d) If within three years of his or her first appointment an officer eligible for the grant resigns or is dismissed or removed from the service he or she should refund such portion of the grant made to him or her as the Inspector-General of Prisons may determine.

**11.Security.**—Where the State Government have by general or special order directed that the holder of any specified post shall deposit security for the due and faithful performance of his or her duties, no person shall be eligible for appointment to any such post whether by direct recruitment or by recruitment by transfer or by promotion unless he or she is able and willing to deposit security to such amount as may be specified in such general or special order.

**12.Transfers and postings.**— All postings and transfers of the service from one jail, Special sub-Jail, Sub-Jail or Borstal School to another Jail, Special sub-Jail, Sub-Jail or Borstal School, as the case may be shall be made by the Inspector-General of Prisons.

**Explanation.**—The Superintendents of the Central Prison mentioned in column (1) of the table below are empowered to transfer Warders (I Grade and II Grade) from the Central Prisons to the Sub-jails specified in column (2) therefor and vice versa.

(1)	TABLE	(2)
1. Central Prison, Salem.		Special Sub-Jail (M), Salem.
2. Central Prison, Coimbatore.		Special Sub-Jail, Singanallur.
3. Central Prison, Chennai.		Grade I Sub-Jail, Saidapet and Grade II Sub-Jails at Poonamallee, Chingelput, Maduranthagam, Ponneri, Tiruthani, Thiruvallur and Kancheepuram.
4. Central Prison, Trichirapalli.		Special Sub-Jail, Tiruchirpalli, Grade II Sub-jail, Thanjavur and Open Air Jail, Thanjavur.
5. Central Prison, Palayamkottai.		Special sub-Jail, Kokkirakulam and Sub-Jail, Nagercoil.

**13.Pension.**—The period of military training undergone by reservists of the Indian Army, the Indian Hospital Corps, the Indian Navy and the Indian Air Force after their appointment as full members of the service in the category of Warders in Central and Special Jails, Special Sub-Jails and Petty Officers in Borstal Schools shall count for pension.

**ANNEXURE**  
(referred to in rule 6)

Post (1)	Method of Recruitment (2)	Qualification (3)					
Class I General Section							
Deputy Jailors in Jails including Superintendents in Special Sub-Jails and Assistant Superintendents in Borstal School	Direct recruitment	(i) A degree of B.A., or B.Sc., or B.Com.,					
Assistant Jailors, Sub-Assistant Superintendent in Borstal School and Jailors in Sub-Jail, Grade I		(ii) (a) Every male candidate must be not less than 168 centimeters in height and must not be less than 86 centimeters round the chest with a minimum expansion of 5 centimeters on full inspiration. Every female candidate must be not less than 155 centimeters in height. The chest measurement shall not apply to a female candidate: <p style="margin-left: 40px;">Provided that the male candidates belonging to Scheduled Castes and Scheduled Tribes must be of not less than 160 centimeters in height and not less than 79 centimeters round the chest on full expiration with an expansion of not less than 5 centimeters on full inspiration and the female candidate who belongs to Scheduled Castes or Scheduled Tribes must be of 150 centimeters in height.</p> (b) Must satisfy the Medical Board in Tamil Nadu as to the physical fitness and capacity for active outdoor work. (c) Must be certified by the Superintendent of Government Ophthalmic Hospital, Chennai that the vision comes upto the requirement prescribed as follows:- <p style="text-align: center;">STANDARD I</p> <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Right Eye-</td> <td style="text-align: center;">Left Eye-</td> </tr> <tr> <td style="text-align: center;">Distant vision v-6/6 (without glasses)</td> <td style="text-align: center;">v-6/6 (without glasses)</td> </tr> <tr> <td style="text-align: center;">Near Vision 0.5(sn)</td> <td style="text-align: center;">Near Vision 0.5(sn)</td> </tr> </table>	Right Eye-	Left Eye-	Distant vision v-6/6 (without glasses)	v-6/6 (without glasses)	Near Vision 0.5(sn)
Right Eye-	Left Eye-						
Distant vision v-6/6 (without glasses)	v-6/6 (without glasses)						
Near Vision 0.5(sn)	Near Vision 0.5(sn)						
	Promotion	(i) Minimum general educational qualification prescribed in the Schedule I to the General rules. <p style="margin-left: 40px;">Preference shall be given to person who possess the B.A., or B.Sc., or B.Com., degree.</p>					

- (ii) Must be not less than 168 centimeters in height and not less than 86 centimeters round the chest on full inspiration with a minimum expansion of 5 centimeters.

Candidates belonging to Scheduled Castes and Scheduled Tribes must have a height of not less than 160 centimeters and the chest measurement of not less than 79 centimeters with an expansion of not less than 5 cm:

Provided that persons recruited to the category from which promotion is made before the date of revision of the physical measurements, namely 3<sup>rd</sup> July 1963 must have a height of not less than 160 centimeters and not less than 79 centimeters round the chest with an expansion of not less than 5 centimeters.

- (iii) Must have served for a period of one year in the category from which promotion is made.

Recruitment by transfer.

- (i) Minimum general educational qualification prescribed in the Schedule I to the General rules in the case of candidates for appointment by recruitment by transfer from among members of the Tamil Nadu Ministerial Service employed in the Jail Department; or A degree of B.A., or B.Sc., or B.Com.,

- (ii) Must be not less than 168 cms. in height and not less than 86 centimeters round the chest on full inspiration with a minimum expansion of 5 cms.

Candidates belonging to Scheduled Castes and Scheduled Tribes must have a height of not less than 160 centimeters and a chest measurement of not less than 79 cms with an expansion of not less than 5 centimeters.

Jailors in Sub-Jails,  
Grade II  
Gate-keepers,  
Chief Head  
Warders and Chief  
Officers in Borstal  
School

Recruitment by transfer from any other service.

- (i) Minimum general educational qualification prescribed in the Schedule I to the General rules.

Preference shall be given to persons who possess the B.A., or B.Sc., or B.Com., degree of any University or Institution recognised by the University Grants Commission for the purpose of its grant.

- (ii) Must be not less than 168 centimeters in height and not less than 86 centimeters round the chest on full inspiration with a minimum expansion of 5 centimeters.

Candidates belonging to Scheduled Castes and Scheduled Tribes must have a height of not less than 160 centimeters and the chest measurement of not less than 79 centimeters with an expansion of not less than 5 centimeters.

- (iii) Must have served for a period of one year in the category from which promotion is made.

Promotion from lower grade.

- (i) Minimum general educational qualification prescribed in the Schedule I to the General rules:

Provided that the revised educational qualification prescribed herein shall not be applicable to the persons recruited before the 13<sup>th</sup> July, 1960 to the category from which promotion is made.

- (ii) Must be at least 168 centimeters in height and at least 86 centimeters round the chest in full Inspiration with a minimum expansion of 5 centimeters.

Candidates belonging to Scheduled Castes and Scheduled Tribes must have a height of not less than 160 centimeters and chest measurement of not less than 79 centimeters with an expansion of not less than 5 centimeters:

Provided that persons recruited to the category from which promotion is made before the date of revision of the physical measurements, namely 3<sup>rd</sup> July 1963, shall have a height of not less than 160 centimeters and at least 79 centimeters round the chest with an expansion of not less than 5 centimeters:

Provided further that the revised educational qualification prescribed herein shall not be applicable to the persons recruited before the 13<sup>th</sup> July, 1960, to the category from which promotion is made.

- (iii) Must have served for a period of one year in the category from which promotion is made.

	By appointment of Secondary Grade Teachers in category 1 and Higher Elementary Grade Teachers in category 2 of class I in Branch II	<p>(i) Minimum general educational qualification prescribed in the Schedule I to the General rules. Preference shall be given to persons who possess the B.A., or B.Sc., degree of any University or Institution recognised by the University Grants Commission for the purpose of its grant.</p> <p>(ii) Must be not less than 168 centimeters in height and not less than 86 centimeters round the chest on full inspiration with a minimum expansion of 5 centimeters.  Candidates belonging to Scheduled Castes and Scheduled Tribes must have a height of not less than 160 centimeters and the chest measurement of not less than 79 centimeters with an expansion of not less than 5 centimeters.</p> <p>(iii) Must have served for a period of one year in the category from which promotion is made.</p>
Reserve Head Warder in Jails and Assistant Chief Officers in Borstal Schools.	By direct recruitment or recruitment by transfer from any other service	<p>(i) Must be a retired Indian Officers of the Army of rank not lower than Jamedar; or retired officer of the Indian Navy or the Indian Air Force of equivalent rank; or</p> <p>(ii) Must possess the minimum general educational qualification prescribed in the Schedule I to the General rules;</p> <p>(iii) Must be not less than 168 centimeters in height and not less than 79 centimeters round the chest on full expiration with a minimum expansion of 5 centimeters.  Candidates belonging to Scheduled Castes and Scheduled Tribes must have a height of not less than   160 centimeters and the chest measurement of not less than 79 centimeters with an expansion of not less than 5 centimeters.</p>
	Promotion from Warders, Grade I in Central, District and Special Sub-Jails and Sub-Jails and from the categories of Grade I Petty Officers in Borstal Schools.	<p>(i) Must possess the minimum general educational qualification prescribed in the Schedule I to the General rules: and</p> <p>(ii) Must be atleast 168 centimeters in height and atleast 86 centimeters round the chest on full expiration and must have a chest expansion of atleast 5 centimeters.</p>



- |   |                                |   |
|---|--------------------------------|---|
| <p>Warders in Central, District and Special Jails, Special Sub-Jails and Petty Officers in Borstal School -</p> <p style="text-align: center;">I Grade.</p> | <p>Recruitment by transfer</p> | <p>(iii) Candidates belonging to Scheduled Castes and Scheduled Tribes must have a height of not less than 160 centimeters and atleast 79 centimeters round the chest with an expansion of not less than 5 centimeters:</p> <p style="padding-left: 20px;">Provided that persons recruited to the category of Warders I Grade and Petty Officer I Grade before the date of revision of Physical measurements, namely, 3<sup>rd</sup> July 1963, shall have a height of not less than 160 centimeters and atleast 79 centimeters round the chest with an expansion of not less than 5 centimeters:</p> <p style="padding-left: 20px;">Provided that the revised educational qualification prescribed herein shall not be applicable to the person recruited before the 13<sup>th</sup> July, 1960, to the category from which promotion is made.</p> <p>(i) Must possess the minimum general educational qualification prescribed in the Schedule I to the General rules:</p> <p style="padding-left: 20px;">Provided that preference shall be given to candidates possessing higher educational qualifications and must be able to read and write one of the following languages, namely:-</p> <p style="padding-left: 20px;">Tamil, Telugu, Malayalam, Kannada, Urudhu and Hindi and must be atleast 86 centimeters round the chest on full inspiration with a minimum expansion of 5 centimeters.</p> <p style="padding-left: 20px;">Candidates belonging to Scheduled Castes and Scheduled Tribes must have a height of not less than 160 centimeters and atleast 79 centimeters round the chest with an expansion of not less than 5 centimeters:</p> <p style="padding-left: 20px;">Provided that persons recruited to the category from which promotion is made before the date of revision of physical measurements, i.e. 3<sup>rd</sup> July 1963, shall have a height of not less than 160 centimeters and atleast 79 centimeters round the chest on full expiration with an expansion of not less than 5 centimeters.</p> |
|---|--------------------------------|---|

- |           |   |   |
|-----------|---|---|
| Promotion | <ul style="list-style-type: none"> <li>(i) Must satisfy the Superintendent of the Jail concerned that he possesses the ability to drill the warder guard in accordance with the Instructions in the Manual of Drill for Jail and to instruct such guard in musketry and bayonet exercises; and</li> <li>(ii) Must have passed III Form or VIII standard</li> <li>(iii) Must be atleast 168 centimeters in height and atleast 86 centimeters round the chest on full inspiration with a minimum expansion of 5 centimeters.</li> </ul> |   |
|           | <p>Candidates belonging to Scheduled Castes and Scheduled Tribes must have a height of not less than 160 centimetres and atleast 79 centimetres round the chest with an expansion of not less than 5 centimeters:</p>   |   |
|           | <p>Provided that persons recruited to the category from which promotion is made before the date of revision of the physical measurements, namely 3<sup>rd</sup> July 1963, shall have a height of not less than 160 centimeters and at least 79 centimeters round the chest with an expansion of not less than 5 centimeters;</p>   |   |
| II Grade  | Direct recruitment  | <ul style="list-style-type: none"> <li>(a) Educational qualification-<br/>Must have passed Tenth standard or S.S.L.C. (old pattern)</li> <li>(b) Physical standard-<br/>The height shall not be less than 170 centimeters and the chest measurement must not be less than 81 centimeters on normal condition(on expiration) and must not be less than 86 centimeters round the chest on full inspiration with a minimum expansion of 5 centimeters: Provided that candidates belonging to Scheduled Castes and Scheduled Tribes shall be of not less than 167 centimeters in height.</li> <li>(c) Physical efficiency test-<br/>Must pass the endurance test of running 1500 meters in 7 minutes. The successful candidate has to undergo physical efficiency test which</li> </ul> |

shall consists of 3 events with a minimum qualifying marks of 6(1 star in each event) (3 stars) and a maximum of 15 marks allotted (6 stars) as shown in the table below:

Sl. No	Events	One Star= 2 marks	Two Star= 5 marks
(1)	(2)	(3)	(4)
(a)	Rope climbing	5.00 meters	6.00 meters
(b)	Long Jump (or) High Jump	3.80 meters 1.20 meters	4.50 meters 1.40 meters
(c)	Running 100 meters (or) 400 meters	15.00 seconds 80.00 seconds	13.50 seconds 70.00 seconds

The candidate who secures a minimum of one star in each of the three events shall qualify to move to the next phase of selection, that is, written test:

Provided that the Ex-Servicemen served as Drivers, Auto Mechanics, Auto Electricians and Armourers are exempted from undergoing physical measurement test and physical efficiency test.

(d) Written test-

Must have passed the written test with a minimum qualifying marks of 40 as shown in the table below:

Sl. No.	Test	Maximum Marks
1.	General Knowledge	50
2.	Psychology	30
3.	Extra qualification- National Service Scheme / National Cadet Corps / Sports / Games	5
	Total	85

Only those candidates who secure fifty percent in the written test will be qualified and considered for further recruitment process.

(e)(1)The Director of Medical Education and Director of Medical and Rural Health Services shall constitute Medical Boards consisting of an Ophthalmologist and two other Medical Officers, and also by nominating one of them as Chairman of the Board to conduct Medical Examination for the selected candidates for the post of II Grade Warders free of cost at the following Hospitals:-

- (i) Kilpauk Medical College Hospital, Chennai. 10;
- (ii) District Head-quarters Hospital, Cuddalore;
- (iii) District Head-quarters Hospital, Vellore;
- (iv) District Head-quarters Hospital, Salem;
- (v) Coimbatore Medical College Hospital, Coimbatore;
- (vi) District Head-quarters Hospital, Tiruchirappalli now functioning as Medical College Hospital;
- (vii) Madurai Medical College Hospital, Madurai ;and
- (viii) Tirunelveli Medical College Hospital, Tirunelveli.

(2)The Medical Board so constituted shall ensure that those candidates are physically fit to perform efficiently with particular reference to the following standards:-

- (i) The candidates must be free from any bodily defect or infirmity.
- (ii) Candidates having Knock knees or flat foot should be disqualified;
- (iii) Those suffering from stammering should be disqualified;
- (iv) The candidates must possess the visual standards, specified below,

without wearing glasses:

	Right	Left
	Eye	Eye

- |     |                          |     |     |
|-----|--------------------------|-----|-----|
| (a) | Distant vision (snellan) | 6/6 | 6/6 |
| (b) | Near vision (snellan)    | 0.5 | 0.5 |
- (v) Each eye must have full field of vision;
  - (vi) Colour blindness, night blindness, squint or any morbid conditions of the eyes or lids of either eye shall be a disqualification;
  - (vii) Those suffering from chronic incurable ailments like cancer, AIDS, heart / lung diseases, epilepsy, varicose veins will be declared as medically unfit and be disqualified; and
  - (viii) Lasik or Laser surgery or Excimer laser surgery in either of the eye shall be deemed to be a disqualification.
- (f) A person has not involved in any criminal case before police verification.

**Explanation(1).**—A person who is acquitted or discharged on benefit of doubt or due to the fact that the complainant turned hostile, shall be treated as a person involved in a criminal case.

**Explanation(2).**—A person involved in a criminal case at the time of police verification and the case yet to be disposed of and subsequently ended in honourable acquittal or treated as mistake of fact shall be treated as not involved in a criminal case and he can claim right for appointment only by participating in the next recruitment.

Class II  
Women's Section

1. Matron

- |      |  |   |      |   |
|------|--|---|------|---|
| (i)  | Direct recruitment ;or   | } | (i)  | A degree in B.A., B.Sc., or B.Com., or degree in Medicines;   |
| (ii) | Recruitment by transfer from any other service except the Tamil Nadu Ministerial Service |   | (ii) | Must have a minimum height of 145 centimeters and a minimum chest measurement of 71 centimeters with an |

			expansion of not less than 2.5 centimeters.
	(iii) Promotion from Assistant Matron; or	}	(i) Must possess the minimum general educational qualification prescribed in the Schedule I to the General rules.
	(iv) Transfer from among members of the Tamil Nadu Ministerial Service employed in the State Prison for Women, Vellore.		(ii) Must have passed the Account Test for Subordinate Officers Part I and the Jail Test, Part I;
			(iii) Must have a minimum height of 145 centimeters and a minimum chest measurement of 71 centimeters with an expansion of not less than 2.5 centimeters; and
			(iv) Must have served for a period of one year in the category from which promotion is made.
2. Assistant Matron	Direct recruitment		(i) A degree in B.A., B.Sc., or B.Com or a degree in Medicines ; and
			(ii) Must have a minimum height of 145 centimeters and a minimum chest measurement of 71 centimeters with an expansion of not less than 2.5 centimeters.
	(i) Promotion from the posts of Women Gate-keeper; or	}	(i) Must possess the minimum general educational qualification prescribed in the Schedule I to the General rules.
	(ii) Women Chief Head Warder; or		(ii) Must have a minimum height of 145 centimeters and a minimum chest measurement of 71 centimeters with an expansion of not less than 2.5 centimeters.
	(iii) Recruitment by transfer from among members of the Tamil Nadu Ministerial service employed in the State Jail for Women, Vellore.		(iii) Must have served for a period of one year in the category from which promotion is made.

3. Woman Gate-Keeper	(i) By appointment of Woman Chief Head Warder; or	(i) Must possess the minimum general educational qualification prescribed in the Schedule I to the General rules; and	
	(ii) By direct recruitment; or		
	(iii) By promotion from the post of Woman Reserve Head Warder or posts of Woman Warder, I Grade; or		(ii) Must have a minimum height of 145 centimeters and a minimum chest measurement of 71 centimeters with an expansion of not less than 2.5 centimeters:
	(iv) Recruitment by transfer from any other service; or		Provided that the above educational qualification shall not be applicable to the person appointed before the 13 <sup>th</sup> July 1963 to the category from which promotion is made;
	(v) By appointment of Secondary Grade Teachers in category 1 and Higher Elementary Grade Teachers in category 2 of Branch II		(iii) Must have served for a period of one year in the category from which promotion is made.
4. Woman Chief Head Warder	(i) By appointment of Woman Gate-Keeper; or	(i) Must possess the minimum general educational qualification prescribed in the Schedule I to the General rules: Provided that the above educational qualification shall not be applicable to persons appointed before 13 <sup>th</sup> July 1963, to the category from which promotion is made.	
	(ii) By direct recruitment; or		
	(iii) By promotion from the post of Women Reserve Head Warder or posts of Women Warder, I Grade ; or		(ii) Must have a minimum height of 145 centimeters and a minimum chest measurement of 71 centimeters with an expansion of not less than 2.5 centimeters;
	(iv) Recruitment by transfer from any other service		(iii) Must have served for a period of one year in the category from which promotion is made.
5. Woman Warders, I Grade	Promotion	Must have a minimum height of 145 centimeters and minimum chest measurement of 71 centimeters with an expansion of not less than 2.5 centimeters.	
	Recruitment by transfer	Must have a minimum height of 145 centimeters and a minimum chest measurement of	

71 centimeters with an expansion of not less than 2.5 centimeters;and

Must have completed Secondary School Leaving Certificate.

Woman Warder,  
II Grade

Direct recruitment

(a)Educational qualification -  
Must have passed tenth standard or S.S.L.C. (old pattern)

(b)Physical standard -  
Must not be less than 159 centimeters in height:  
Provided that candidates belonging to Scheduled Castes and Scheduled Tribes shall be not less than 157 centimeters in height.

(c) Physical efficiency test-  
Must pass the endurance test of running 400 meters in 120 seconds. The successful candidate has to undergo physical efficiency test as shown in the table below. There is no qualifying mark in the events of Physical Efficiency Test but the marks obtained in the Physical Efficiency Test will be taken into account of computing marks for the selection.

TABLE

Sl. No	Events	One Star = 2 marks	Two Star = 5 marks
(1)	(2)	(3)	(4)
1.	Running 100 meters (or) 200 meters	16.50 seconds  36.00 seconds	15.50 seconds  33.00 seconds
2.	Long Jump	3.25 meters	3.75 meters
3.	Shot put (or) Throw ball	4.50 meters  17.00 meters	5.50 meters  21.00 meters

(d) Written Test-  
The candidates shall pass the written test with a minimum qualifying marks of 40 as shown in the table below:



TABLE

Sl. No.	Test	Maximum Marks
1.	General Knowledge	50
2.	Psychology	30
3.	Extra qualification National Service Scheme / National Cadet Corps / Sports / Games	5
	Total	85

Only those candidates who secure fifty percent in the written test will be qualified and considered for further recruitment process.

#### Branch II

Teachers, Instructors, Social Case Work Experts and other Miscellaneous Subordinates of the Jail Department.

**1. Constitution.**—This branch shall consist of the following categories of officers of the Jail Department, namely:-

Category -

1. Secondary Grade Teachers.
2. Higher Elementary Grade Teachers.
3. Band Masters.
4. Higher Grade Physical Training Instructors.
5. Lower Grade Physical Training Instructors.
6. Social Case Work Experts.

**2. Appointment.**—Appointment to the several categories and grades shall be made as follows:-

Category and grade (1)	Method (2)
1. Secondary Grade Teachers	(i) Promotion from any other category; or (ii) For special reasons, recruitment by transfer from any other service; or (iii) Direct recruitment
2. Higher Elementary Grade Teachers 3. Band Masters	(i) Direct recruitment; or (ii) For special reasons, recruitment by transfer from any other service.
4. Higher Grade Physical Training Instructors	(i) Promotion from any other category provided the member possesses the Government certificate of Physical Education, (Higher Grade); or (ii) Direct recruitment ; or (iii) For special reasons recruitment by transfer from any other service.

- |  |   |
|--|---|
| 5. Lower Grade Physical Training Instructors | (i) Promotion from any other category provided the member possesses the Government certificate of Physical Education Lower Grade ; or<br>(ii) Direct recruitment ; or<br>(iii) For special reasons, recruitment by transfer from any other service. |
| 6. Social Case Work Experts                  | Direct recruitment.   |

**2A.Reservation of appointments.**—The rule of reservation of appointments shall apply to the appointment to the post of Secondary Grade Teachers by direct recruitment.

**2B.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 in this branch by promotion and recruitment by transfer, the crucial date on which the candidate should be qualified shall be 15<sup>th</sup> July of every year.

**3.Appointing authority.**—(a) The appointing authority in Central/District and Special Sub-Jail in respect of all the posts except Social Case Work Experts shall be the Superintendent of the Jail or the Borstal School concerned. But appointment to any posts of which the minimum pay is Rs.160 and above shall be made only from the lists of approved candidates proposed by the Inspector-General of Prisons.

(b) For the purpose of appointment of approved probationers as full-members of the service in categories and grades for which the appointing authority is under sub-rule (a) the Superintendent of the Jail or the Borstal School concerned the General rules governing appointments of full members (Rule 31) shall apply to the jurisdiction of the Inspector-General of Prisons taken as a unit and all such appointments shall, notwithstanding anything contained in sub-rule (a) be made by the Inspector-General of Prisons.

(c)The appointing authority for the post of Social Case Work Expert shall be the Inspector-General of Prisons.

**4.Qualification as to age.**—No person shall be eligible for appointment by direct recruitment, if he has completed or will complete 35 years of age in the case of Secondary Grade Teacher and 30 years of age in the case of Band Master on the first day of July of the year in which the selection for appointment is made:

Provided that in the case of a candidate belonging to the Scheduled Castes and Scheduled Tribes, the age limit prescribed shall be increased by five years for appointment to the posts of Secondary Grade Teacher and Band Master by direct recruitment:

Provided further that if a candidate sponsored by the employment exchange is within the prescribed age limit on the date of such sponsoring, he shall be eligible for appointment to the post, if selected irrespective of his age on the date of joining.

**4A.** No person shall be eligible for appointment to the post of Social Case Work Expert, unless he has completed or will complete the age of twenty three years or, if he has completed or will complete the age of forty years on the 1<sup>st</sup> July of the year in which the selection for appointment is made.

**Explanation.**—For the purpose of the rule, the minimum age limit prescribed shall apply to a person belonging to Backward Classes, Scheduled Castes and Scheduled Tribes also.

**5. Qualification, Sex.**—No man shall be eligible for appointment to a post of teacher which is intended to be held by a woman.

**6. Other qualifications.**—No person shall be eligible for appointment to the category mentioned in column (1) of the Annexure unless he possesses the qualifications mentioned in the corresponding entries in column (2) thereof:-

**7. Probation.**—Every person appointed otherwise than by promotion to a category shall from the date on which he or she joins duty be on probation for a total period of two years on duty within a continuous period of three years.

**7A. Tests.**—Every person appointed to the post of Social Case Work Expert shall pass the following tests within the period of his probation, namely:-

- (i) Jail Test, Part I.
- (ii) Account Test for Subordinate Officers, Part I; and
- (iii) Tamil Nadu Government Office Manual Test.

Provided that degree holders in Bachelor of Law need not pass the examination in the Indian Penal Code ( Central Act XLV of 1860 ) and the Code of Criminal Procedure, 1973 (Central Act 2 of 1974), prescribed for the Jail Test, Part I.

**8. Security.**—Where the State Government have by general or special order directed that the holder of any specified post shall deposit security for the due and faithful performance of his or her duties no person shall be eligible for appointment to any such post whether by direct recruitment or by recruitment by transfer or promotion, unless he or she is able and willing to deposit security to such amount as may be specified in such general or special order.

**9. Transfers and postings.**—All postings and transfers of members of the service from one Jail, Special Sub-Jail, Sub-Jail or Borstal School to another Jail, Special Sub-Jail, Sub-Jail or Borstal School as the case may be, shall be made by the Inspector-General of Prisons.

#### **ANNEXURE**

(referred to in rule 6)

Category (1)	Qualification (2)
1. Secondary Grade Teachers	Training School Leaving Certificate of secondary grade or senior basic grade; or Diploma in Teacher Education; or any other equivalent qualification.
2. Higher Elementary Grade Teachers	Higher Elementary Grade Teachers Certificate.
3. Band Master	Must have studied upto the middle school; must know the language commonly used by the members of the band; must have served in an established band, such as armed forces, police, railway must be a skilled performer on atleast one of the instruments used in the band; must have general knowledge of all other instruments used in the band sufficient to instruct boys in their use; and must know completely the redim music as laid down in any standard instruction book.
4. Higher Grade Physical Training Instructors	Government Teacher's Certificate in Physical Education, Higher Grade.
5. Lower Grade Physical Training Instructors	Government Teacher's Certificate in Physical Education, Lower Grade:

6. Social Case Work Expert
- (a) A post graduate degree in Social Work or Social Service or Social Science or Criminology or Sociology or Andragogy (Adult Education); or
  - (b) A degree in Social Work or Social Service or Social Science or Criminology or Sociology; or
  - (c) Any other degree with diploma in Social Work or Social Service or Social Science or Criminology or Sociology:

Provided that in the case of promotion, persons recruited to the category from which promotion is made, should have served in that category for a period of one year.

### Branch III

#### Probation Officers

**1. Constitution.**—This branch shall consist of Probation Officers.

**2. Appointment.**—Appointment to the posts shall be made as follows:-

- (i) By direct recruitment ; or
- (ii) For special reasons by recruitment by transfer from among the holders of the posts of Assistant or Junior Assistant in the Tamil Nadu Ministerial Service of the Jail Department.
- (iii) Preparation of annual list of approved candidates for the purpose of drawing up the annual list of approved candidates for appointment to the posts in this branch by recruitment by transfer, the crucial date on which the candidate should be qualified shall be the 15<sup>th</sup> July of every year:

Provided that the substantive vacancies shall be filled up by direct recruitment and by recruitment by transfer in the ratio of 2:1

**3. Appointing authority.**—(a) The appointing authority shall be the Inspector-General of Prisons.

(b) For the purpose of appointment of approved probationers as full members of the service General rule 31 governing appointment of full members shall apply, taking the entire branch as a single unit.

**4. Qualifications.**—No person shall be eligible for appointment by the method specified in column (1) of the table below unless he possesses the qualifications specified in the corresponding entries in column (2) thereof:-

TABLE

Method of recruitment (1)	Qualifications (2)
(a) By direct recruitment	A degree in B.A. or B.Sc., or B.Com: Provided that other things being equal, preference shall be given to a person- <ul style="list-style-type: none"> <li>(i) who possesses M.A. degree in Criminology or Sociology or a degree in Sociology or Psychology; or</li> <li>(ii) who holds a diploma in Sociology or Psychology in addition to a degree in any subject other than Sociology or Psychology; or</li> </ul>

- (iii) who has rendered Social Welfare work for a period of not less than one year.
  - (iv) who possesses a diploma in Social work awarded by the Madras School of Social Work.
- (b) Recruitment by transfer from among the holders of the posts of Assistant or Junior Assistant in Tamil Nadu Ministerial Service in the Prison Department
1. A degree in B.A., or B.Sc., or B.Com:
 

Provided that other things being equal, preference shall be given to a person -

    - (i) who possesses the degree in Sociology or Psychology ; or
    - (ii) who holds a diploma in Sociology or Psychology in addition to a degree in any subject other than Sociology or Psychology; or
    - (iii) who has rendered Social Welfare work for a period not less than one year; or
    - (iv) who possesses a diploma in Social work awarded by the Madras School of Social Work; and
  2.
    - (i) Must have put in atleast six years of service in the category of Assistant and or Junior Assistant in the Tamil Nadu Ministerial Service in the Prison department; and
    - (ii) Must have a working knowledge of the probation branch.

**5.Age.**—No person shall be eligible for appointment to the post by direct recruitment, if he has not completed or will not complete the age of twenty two years or has completed or will complete the age of thirty years on the first day of July of the year in which the selection for appointment is made:

Provided that no person shall be eligible for appointment to the post by recruitment by transfer if he has completed or will complete the age of forty years on the first day of July of the year in which the selection for appointment is made.

**6.Reservation of appointments.**—General rule 22 relating to reservation of appointments shall apply to the appointment of Probation Officers:

Provided that the rule shall not affect persons appointed on or before the 26<sup>th</sup> September 1951.

**7.Probation.**—(a) Every person, appointed as Probation Officer by direct recruitment shall from the date of joining duty be on probation for a total period of two years on duty within a continuous period of three years.

(b) Every person appointed as Probation Officer by recruitment by transfer shall from the date of joining duty be on probation for a total period of one year on duty within a continuous period of two years.

**8.Training.**—(a) A probationer appointed by direct recruitment, shall undergo training for three months, as prescribed by the Inspector-General of Prisons, Chennai, before taking up his duties. During the training period the probationer shall be paid the minimum of the time scale of pay and usual allowances applicable to the post. The period of such training shall count towards his probation.

(b) A probationer appointed by recruitment by transfer, shall undergo training for three months, as prescribed by the Inspector-General of Prisons, Chennai before taking up his duties.

During the training period the probationer is eligible to draw the minimum of the time scale of pay of the higher post or the pay drawn by him in his previous post whichever is higher. The period of such training shall count towards his probation.

(c) A person appointed either by direct recruitment or by recruitment by transfer shall undergo the refresher course at the Regional Institute of Correctional Administration, Vellore as prescribed in Appendix I, Annexure I under Fundamental Rule 9 (6) (b).

**9.Appointment of Probation Officer by direct recruitment.**—Every candidate selected for appointment to the post of Probation Officer by direct recruitment shall before undergoing the training prescribed in rule 8, execute an agreement in proper form with two sureties binding himself or herself-

- (i) to undergo in full the training prescribed in rule 8 ;
- (ii) to serve in the probation department for a period not less than five years; and
- (iii) to refund to the State Government the entire amount drawn by him or her as pay and allowances during the period of training, if he or she fail to fulfill either of the conditions in clauses (i) and (ii).

**10.Tests.**—The following tests are prescribed for members of this branch of the service:-

Tests (1)	Conditions (2)
(i) Probation Test	To be passed within the period of probation.
(ii) Account Test for Subordinate Officers, Part I	To be passed within the period of probation:

Provided that the law graduates need not pass sections A and B in part I of the Probation Test.

**11.Transfers.**—Probation Officers are liable for transfer from one district to another and all transfers shall be made by the Inspector-General of Prisons.

**12.Leave.**—The Inspector-General of Prisons shall be the authority to grant leave to Probation Officer:

Provided that the Chief Probation Superintendent shall be the authority to grant leave to Probation officers not involving transfers.

Branch IV  
Instructors and other Manufactory Employees.

**1.Constitution.**— This branch shall consist of the following categories, namely:-

- 1.Factory Manager.
- 2.Boot and Sandal Overseer.
- 3.Supervisor (Electrical).
- 4.Warping Master.
- 5.Spining Master.
- 6.Dyeing Master including Additional Dyeing Master.
- 7.Carding Master.
- 8.Weaving Master.
- 9.Boot Mechanic.
- 10.Carpentry Instructors.
- 11.Omitted.
- 12.Omitted.
- 13.Spining Head Jobber.
- 14.Aluminium Foreman.
- 15.Handloom Maistry, Grade I.  
Handloom Maistry, Grade II

16. Blacksmith Instructor.
17. Weaving Instructor, Grade II.
18. Wireman.
19. Spinning Assistant Jobber.
20. Paper Making Instructor.
21. Rattan Maistry.
22. Engine Driver.
23. Pipe Line Fitter.
24. Lorry Driver.
25. Tailor Instructor, Grade I.
26. Assistant Tent Maistry.
27. Spinning Instructress.
28. Spinning Mill Writer.
29. Boiler Attendant.
30. Fitter in charge of pumping engines.
31. Loom Jobber.
32. Roller Coverer.
33. Binding Maistry.
34. Warping and Sizing Jobber.
35. Blow Room Jobber.
36. Omitted
37. Baling Attendant.
38. Boiler Fireman.
39. Motor Attendant.
40. Lorryman.
41. Despatch Attendant.
42. Fitter Carpenter.
43. Bandyman.
44. Bandyman-cum-Cattle Watchman.
45. Weaving Jobber, Grade I (Head Jobber).  
Weaving Jobber, Grade II.  
Weaving Jobber, Grade III
46. Boot Maistry.
47. Demonstrator (After Care Home).
48. Carpenter.
49. Fitter.
50. Machine Operator, Grade I.
51. Machine Operator, Grade II.
52. Foreman (Carpentry).
53. Supervisor - cum - Instructor  
(Hand made paper Industry).
54. Skilled Worker, Grade I (Aluminium).
55. Welder (After Care Home).
56. Skilled Worker, Grade II (Carpentry).
57. Skilled Worker, Grade III (Carpentry).
58. Tractor Driver.
59. Tractor Cleaner.
60. Pulp Making Assistant and Glazing Assistant.
61. Soap Making Chemist.
62. Leprosy Physiotherapy Technician.
63. Production Assistant.
64. Craft Instructor.
65. Weaving Jobber (cumbly).
66. Phenyle Assistant.

**2. Appointment.**— Appointment to the several categories shall be made -

1. by direct recruitment ; or
2. by recruitment by transfer from any other service ; or
3. by promotion from any other category carrying a lesser pay:

Provided that the method specified in clause 3 shall not be applicable for appointment to category 66:

Provided further that appointment to category 60 Pulp Making Assistant and Glazing Assistant shall be made by direct recruitment from among the prisoners, on their release, who are certified by the Superintendent of Jails or Borstal School that their conduct is good.

**2A.Reservation of appointments.**—The rule of reservation of appointments shall apply to appointments to each of the posts of Carpentry Instructors, Tailor Instructor and Wireman, separately by direct recruitment.

**2B.Preparation of annual list of approved candidates.**—For the purpose of drawing up of the annual list of approved candidates for appointment to the posts in this branch by promotion and by recruitment by transfer the crucial date on which the candidates, should be qualified shall be the 15<sup>th</sup> July of every year.

**3.Appointing authority.**—The appointing authority for all the categories shall be the Superintendent of the Central or District or Special Jail or the Borstal School concerned. Such appointments shall be made only from the list of approved candidates prepared in consultation with the Inspector-General of Prisons:

Provided that the appointing authority for the category of Factory Manager, Foreman (Carpentry) and Production Assistant shall be the Inspector-General of Prisons:

Provided further that the persons holding the post of Tractor Driver and Lorry Driver are inter-changeable subject to the possession of driving license endorsed for heavy vehicles.

**4.Qualification regarding age.**—No person shall be eligible for appointment by direct recruitment to the categories specified in column(1) of the table below, if he has completed or will complete the age specified in the corresponding entry in column (2) thereof on the first day of July of the year in which the selection for appointment is made.

TABLE

Category (1)	Age (2)
1	40
2	35
3	30
4 to 7	35
8	28
9	35
10	30
11 and 12 omitted.	
13	35
14 to 18	30
19 and 20	35
21	28
22	30
23	28
24 to 29	30
30 and 31	35
32 to 35	30
36 omitted	
37	28
38	30
39 and 40	28
41 and 42	30



43 and 44	28
45	35
46	28
47	30
48	30
49	30
50	30
51	30
52	35
53	30
54	35
55	30
56	35
57	35
58	30
59	30
60	45
61	30
62	30
63	-
64	30
65	30
66	30

Provided that in the case of a candidate belonging to any of the Schedule Castes and Scheduled Tribes, the age limit prescribed above shall be increased by five years, in respect of posts for which the minimum general educational qualification or a lower qualification has been prescribed:

Provided further that no man shall be appointed to any of the posts intended for women:

Provided also that if a candidate sponsored by the employment exchange is within the prescribed age limit on the date of such sponsoring, he shall be eligible for appointment to the post, if selected, irrespective of his age on the date of joining.

**5.Other Qualifications.—**No person shall be eligible for appointment to the category specified in column (1) of the Annexure to these rules unless he possesses the qualifications specified in the corresponding entry in column (2) thereof:-

**6.Probation.—**(a) Every person appointed by direct recruitment to a category 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.

(b) Every person appointed by recruitment by transfer to a category, 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.

**7.Tests.—**The following tests are prescribed for the holder of the post of Factory Manager :-

- (1) The Account Test for Subordinate Officers, Part I To be passed within the period of probation.
- (2) The Jail Test, Part I

**ANNEXURE**  
(referred to in rule 5)

Category (1)	Qualification (2)
Category 1 Factory Manager	(i) A diploma in Textile Manufacture; and (ii) Mill experience in Carding, Spinning and Weaving for a period of not less than five years.
Category 2 Boot and Sandal Overseer	(1) Minimum general educational qualification as prescribed in the Schedule I to the General rules: Provided that preference shall be given to candidates possessing higher educational qualifications. (2) Diploma in leather goods manufacture from an Institute recognised by the Government of the State in which the Institute is situated; and (3) Five Years practical experience in the industry with teaching and administrative experience.
Category 3 Supervisor (Electrical)	(a)(i) A degree in Electrical and Electronics Engineering ; or (ii) A diploma in Electrical and Electronics Engineering of the State Board of Technical Education and Training, Chennai. (b) Practical experience in maintenance or erection or construction work for a period of not less than – (i) Two years in the Tamil Nadu Electricity Board; or (ii) Three years elsewhere other than in the said Board; or (1) D.G.E & T. Diploma or National Trade Certificate in the Trade of Electrician. (2) Practical experience for five years; or (c) The National Apprenticeship Training Certificate awarded under the Old National Apprenticeship Training Scheme and under the Apprentices Act, 1961 (Central Act 52 of 1961)
Category 4 Warping Master	(1) Minimum general educational qualification as prescribed in the Schedule I to the General rules: Provided that preference shall be given to candidates possessing higher educational qualifications. (2) Diploma in Textile Manufacture of the Victoria Jubilee Technical Institute, Bombay or a pass in the final Licentiate in Textile Manufacture Diploma Examination of the Technological Diploma Examination Board, Chennai; and (3) Practical experience in a weaving mill to the satisfaction of the Inspector-General of Prisons.
Category 5 Spinning Master Category 7 Carding Master	(1) Minimum general educational qualification as prescribed in the Schedule I to the General rules: Provided that preference shall be given to

candidates possessing higher educational qualification.

- (2) Diploma in Textile Manufacture of the Victoria Jubilee Technical Institute, Bombay or a pass in the Final Licentiate in Textile Manufacture Diploma Examination of the Technological Diploma Examination Board, Chennai; and
- (3) Practical experience in a Spinning Mill to the satisfaction of the Inspector-General of Prisons.

#### Category 6

Dyeing Master including  
Additional Dyeing  
Master.

- (1) Minimum general educational qualification as prescribed in the Schedule I to the General rules:  
Provided that preference shall be given to candidates possessing higher educational qualification.

- (2) Diploma in a Technical and Applied Chemistry of the Victoria Jubilee Technical Institute, Bombay, with Textile Chemistry (Dyeing, Bleaching and Sizing) as the Special Subjects or B.Sc., Technological Degree of the University of Bombay in Bleaching, Dyeing, Finishing and Printing or the Government Textile Institute Chennai in Hand processes of Bleaching, Dyeing and Cloth Printing; and

- (3) Practical experience in a Dyeing in Mill for a period of not less than six months; or

D.G.E. & T. Diploma or National Trade Certificate in the Trade Bleaching, Dyeing and Printing.

Practical experience for not less than two years.

#### Category 8

Weaving Master

- (1) Minimum general educational qualification as prescribed in the Schedule I to the General rules:  
Provided that preference shall be given to candidates possessing higher educational qualification.

- (2) L.T.M Diploma of the Technological Diploma Examination Board, Chennai, with one year's practical experience; or  
D.G.E & T. Diploma or National Trade Certificate in Hand Weaving.

Practical experience for three years.

#### Category 9

Boot Mechanic

- (1) Minimum general educational qualification prescribed in the Schedule I to the General rules:  
Provided that preference shall be given to candidates possessing higher educational qualifications.

- (2) A certificate or completion of full course in Mechanical Engineering in any school recognised by the State Government.

Preference shall be given to a candidate who possesses in addition to the qualifications mentioned above and practical experience in handling boot machinery.

Category 10  
Carpentry Instructors

- (1) Industrial School Teachers Certificate in Carpentry issued by the Department of Employment and Training of Central Training institute; or  
The Certificate of successful completion of training at an institution or school recognised by the department of Industries under the Code of Regulations for Industrial schools; or
- (2) A pass in L.M.E or L.E.E with practical experience for a period of not less than 2 years; or D.G.E & T. Diploma or National Trade Certificate in the Trade of Carpentry with practical experience for a period of not less than 3 years; or
- (3) The National Apprenticeship Training Certificate awarded under the Old National Apprenticeship Training Scheme and under the Apprentices Act, 1961 (Central Act 52 of 1961).

Category 11 and 12

Omitted.

Category 13  
Spinning Head Jobber

Practical experience in a mill in the Carding and Spinning Sections for a period of not less than two years in each section.

Category 14  
Aluminium Foreman

- (1) Qualification in accordance with the provisions of Article 49 or 50 of Code of Regulations for Industrial Schools for employment in an aided Industrial School; or
- (2)(a) The Certificate of completion of the Chengalvaraya Naicker's Technical Institute or any other institution or school recognised by the Department of Industries under the code of Regulations for Industrial Schools; and  
  
(b) Practical experience for a period of not less than 2 years after the completion of the course; or
- (3)(a) The certificate of completion of the Mechanical Engineering course, the Mechanic's course in a Government Industrial Technological or Trade School or the diploma or Licentiate in Mechanical Engineering; and  
  
(b) Practical experience for a period of not less than two years; or  
D.G.E. & T. Diploma or National Trade Certificate in the Trade of Sheet Metal work; and  
  
Practical experience of two years.

## Category 15

Handloom Maistries,  
Grades I and II

- (1) (a) Weaving Instructor's Course certificate of the Government Textile Institute, Chennai ; or  
(b) Artisan Course certificate of the Government Textile Institute, Chennai in Handloom Weaving; and

- (2) Practical experience in a handloom factory for a period of not less than six months:

Provided that a person possessing the qualifications specified in clause (1)(b) shall not be appointed; if a person possessing the qualifications specified in clause (1) (a) is available; or

D.G.E & T. Diploma or National Trade Certificate in the Trade of Hand Weaving.

Practical experience of two years in the case of Grade I and one year in the case of Grade II.

## Category 16

Blacksmith Instructor.

- (1) Qualification in accordance with the provisions of Articles 49 or 50 of the Code of Regulations for Industrial schools for employment in an aided Industrial School; or

- (2)(a) The Certificate of completion of Chengalvaraya Naickers' Technical Institute or any other institution or any other school recognised by the department of Industries under the Code of Regulations for Industrial school; and

- (b) Practical experience for a period of not less than two years after completion of the course; or

- (3)(a) The certificate of completion of the Mechanical Engineering Course; or the Mechanic's course in a Government Industrial Technological or Trade School or the Diploma or Licentiate in Mechanical Engineering; and

Practical experience for a period of not less than two years; or

- (b) D.G.E&T. Diploma or National Trade Certificate in the Trade of Blacksmithy; or

National Apprenticeship Certificate in the Trade of Blacksmith Instructor; and

Practical experience of two years.

- (4) The National Apprenticeship Training Certificate awarded under the Old National Apprenticeship Training Scheme and under the Apprentices Act, 1961 (Central Act 52 of 1961).

## Category 17

Weaving Instructor.  
Grade II

Handloom weaving Lower Grade Certificate issued by the Department of Government Examinations, Tamil Nadu.

<p>Category 18 Wireman</p>	<p>(1)A pass in the III Form or VIII standard in a recognised high school of the State;</p> <p>(2)Practical experience in electrical operation and maintenance for a period of not less than three years out of which at least two should have been spent in the type of work concerned:</p> <p style="padding-left: 40px;">Provided that the period of practical experience prescribed shall be reduced by two years in the case of a candidate who possesses a wireman's certificate of the Government School of Technology, Chennai or any other Institution approved by the Chief Engineer for Electricity; or</p> <p style="padding-left: 40px;">D.G.E. &amp; T.Diploma in the Trade of Lineman and Wireman or National Trade Certificate in the Trade of Wireman or National Apprentice Certificate in the Trade of Wireman; and</p> <p style="padding-left: 40px;">Practical experience of one year.</p>
<p>Category 19 Spinning Assistant Jobber</p>	<p>Practical experience in a mill in the carding or spinning sections for a period of not less than two years in each section.</p>
<p>Category 20 Paper Making Instructor</p>	<p>Practical experience in the manufacture of handmade paper for a period of not less than six months in a recognised institution.</p>
<p>Category 21 Rattan Maistry</p>	<p>Must possess an Industrial School Leaving Certificate in rattan work of any recognised Industrial School; or Practical experience for not less than four years.</p>
<p>Category 22 Engine Driver</p>	<p>1. A certificate of competency as Driver, as may be considered suitable by the appointing authority; and</p> <p style="padding-left: 40px;">Practical experience for not less than two years; or</p> <p>2. D.G.E &amp; T. Diploma or National Trade Certificate in the Trade Mechanic (I.C.E) ; and</p> <p style="padding-left: 40px;">Practical experience of one year.</p>
<p>Category 23 Pipe Line Fitter</p>	<p>(1)A study upto III form or VIII standard in a recognised school;</p> <p>(2)A pass in Plumber Test Examination conducted by the State Government;</p> <p>(3)Practical experience in the line for a period not less than one year; or</p> <p style="padding-left: 40px;">D.G.E &amp; T. Diploma or National Trade Certificate in the Trade of Plumber or National Apprenticeship Certificate in the Trade of Plumber and practical experience of one year.</p>
<p>Category 24 Lorry Driver</p>	<p>Driving licence endorsed for heavy transport vehicles and practical experience of driving for at least one year.</p>

<p>Category 25 Tailor Instructor, Grade I</p>	<p>(1) A pass in the Government Technical Examination in Tailoring (Higher Grade);or  D.G.E.&amp;T. Diploma or National Trade Certificate in the Trade of Cutting and Tailoring; and (2) Practical experience in tailoring for a period of not less than two years.</p>
<p>Category 26 Assistant Tent Maistry</p>	<p>Practical experience in tent making for not less than five years.</p>
<p>Category 27 Spinning Instructress</p>	<p>Must possess a certificate of Training in Spinning of all India Spinner's Association. Tirupur or any other Association recognised by or under the authority of the State Government.</p>
<p>Category 28 Spinning Mill Writer</p>	<p>Practical technical experience in yarn testing. Preference shall be given to a candidate who in addition to the qualifications mentioned above possess the minimum general educational qualification prescribed in the schedule I to the General rules.</p>
<p>Category 29 Boiler Attendant</p>	<p>A certificate of competency in steam engine and boilers issued by the Commissioner for Government Examinations; or  National Apprenticeship Certificate in the Trade of Boiler Attendant.</p>
<p>Category 30 Fitter in charge of pumping engines</p>	<p>(1)A certificate of fitter from any school recognised by the State Government;  Practical experience of the work for not less than two years; or (2)D.G.E &amp; T. Diploma or National Trade Certificate in the Trade of Fitter; and  Practical experience of one year.</p>
<p>Category 31 Loom Jobber</p>	<p>Experience for a period of not less than two years in the trade concerned.</p>
<p>Category 32 Roller Coverer</p>	<p>Practical experience of the work for not less than two years.</p>
<p>Category 33 Binding Maistry</p>	<p>A pass in the Government Examination and two years practical experience in binding; or  D.G.E &amp; T.Diploma or National Trade Certificate in the Trade of book binding; or</p>

		National Apprenticeship certificate in the Trade of Book binding; and
		Practical experience of one year.
Category 34 Warping and Sizing Jobber	}	Experience for a period of not less than two years in the trade concerned.
Category 35 Blow Room Jobber		
Category 36		Omitted.
Category 37 Bailing Attendant		Practical experience in baling for a period of not less than one year.
Category 38 Boiler Fireman		Practical experience of atleast three years as a Fireman.
Category 39 Motor Attendant		Practical experience as Motor Cleaner for a period of not less than two years.
Category 40 Lorryman		Practical experience as a Lorryman for a period of not less than two years.
Category 41 Despatch Attendant		A pass in III Form or VIII standard in a recognized school.
Category 42 Fitter Carpenter		Practical experience for not less than two years in carpentry and fitting; or  D.G.E.&T. Diploma and National Trade Certificate in the Trade of Fitter.
Category 43 Bandyman	}	Practical experience as a Bandy man and Cattle watchman for a period of not less than two years
Category 44 Bandyman-cum-Cattle-Watchman		
Category 45 Weaving Jobber, Grade I (Head Jobber) Grade II Grade III	}	Experience for a period of not less than two years in the trade concerned; or  D.G.E & T. Diploma or National Trade Certificate in the trade of "Hand Weaving".  Practical experience of eighteen, twelve and six months in the case of Grade I, II and III respectively.
Category 46 Boot Maistry		
		(1)Should have obtained a certificate in Foot wear Manufacture conducted by the Industrial Training Institute; or



- National Apprenticeship Certificate in the Trade of Foot Wear.
- (2) Should have practical experience of not less than five years with ability to orally express his ideas to the workmen and control them.
- Category 47  
Demonstrator (After Care Home)
- (a) The certificate of completion of the Mechanical or Electrical or Electrical engineering course or the Mechanics Course, in a Government Industrial, Technological or Trade School or the Licentiate diploma in Mechanical or Electrical Engineering;
- (b) Practical experience for a period of not less than six years in the Trade;
- (c) Ability to handle and maintain the various machineries in the Carpentry and smithy sections:  
Provided that, other things being equal preference shall be given to those who have experience in wood working, sheet metal working, fitting and in machine shop using power operated machines.
- Category 48  
Carpenter  
Category 49  
Fitter  
Category 50  
Machine Operator,  
Grade I  
Category 51  
Machine Operator,  
Grade II
- (1) A Certificate in the relevant trade issued by the department of Industries and Commerce on completion of the Industrial School Teachers' Certificate Course in the recognised Training Institute for Industrial School Teachers or Pupil Teachers' Course recognised under Article 92 of the Code of Regulations for Industrial Schools (For details see Articles 49 and 50 of the Code of Regulations for Industrial Schools); or
- National Trade Certificate in the relevant Trade or National Apprenticeship Certificate in the relevant Trade ; and
- (2) Practical experience for a period of not less than two years in the Trade in the case of Fitter, Machine Operator, Grade I and Carpenter and for a period of not less than two years in the case of Machine Operator, Grade II.
- (3) Ability to handle and maintain the various machineries in the Carpentry and Smithy sections.
- Category 52  
Foreman (Carpentry)
- (1) Diploma in Mechanical Engineering with specialisation in the use of machinery for wood working; and
- (2) Practical experience for a period of not less than five years; or
- (1) Director General of Employment and Training Diploma or National Trade Certificate in the Trade of Carpentry; and
- (2) Practical experience for a period of not less than five years.
- Category 53  
Supervisor-cum-Instructor  
(Handmade paper Industry)
- (1) Must have been trained for a period of not less than one year in any recognised unit of hand made paper Industry; and
- (2) Ability to handle and maintain various items of machinery in the hand made paper unit of the Jail Department.

<p>Category 54 Skilled Worker, Grade I (Aluminium)</p>	<p>Must possess experience for a period of not less than five years in an aluminium workshop.</p>
<p>Category 55 Welder (After Care Home)</p>	<p>(1) A Certificate in the Trade of Welding issued by the Department of Industries and Commerce on completion of the Industrial School Teacher's Certificate Course in the recognised Training Institute for Industrial School Teacher's or Pupil Teacher's Course recognised under Article 92 of the code of Regulations for industrial schools; or</p> <p>National Trade Certificate in the Trade of Welding or National Apprenticeship Certificate in the Trade of Welding.</p> <p>(2) Practical experience for a period of not less than two years in the trade of welding ; and</p> <p>(3) Ability to handle and maintain various machineries in the Smithy section.</p>
<p>Category 56 Skilled Worker, Grade II (Carpentry)</p>	<p>By promotion -</p> <p>Must have served as skilled worker, Grade III for a period of not less than two years.</p> <p>By direct recruitment -</p> <p>Must possess experience for a period of not less than four years in any of the carpentry workshop.</p>
<p>Category 57 Skilled worker, Grade III (Carpentry)</p>	<p>Must possess experience for a period of not less than two years in any of the carpentry workshop.</p>
<p>Category 58 Tractor Driver</p>	<p>(1) Must possess driving licence for the tractor or light motor vehicles; and</p> <p>(2) Practical experience in driving a tractor for a period of not less than one year.</p>
<p>Category 59 Tractor Cleaner</p>	<p>(1) Must have passed III form or VIII Standard in a recognised school ;</p> <p>(2) Must be in possession of good physique; and</p> <p>(3) Must have the knowledge of work connected with cleaning, greasing, oiling and handling the machinery to the satisfaction of the appointing authority.</p>
<p>Category 60 Pulp Making Assistant and Glazing Assistant</p>	<p>(1) Ability to read and write Tamil ; and</p> <p>(2) Must have undergone training for a period of not less than six months as Glazing Assistant or Pulp Making Assistant in the Central Prison, Chennai.</p>

- Category 61  
Soap Making Chemist
- Must have studied upto S.S.L.C. and must possess practical experience in soap making for a period of not less than six months:  
Provided that preference shall be given to those who possess the certificate of training in soap making issued by the Tamil Nadu Sarvodaya Sangh, Gandhinagar, Tirupur.
- Category 62  
Leprosy Physiotherapy Technician
- (1) Must possess minimum general educational qualification; and  
(2) Must have undergone training for a period of not less than nine months in Physiotherapy at the Government General Hospital, Chennai or at the Central Leprosy Research Institute, Taramani or at the Christian Medical College Hospital, Vellore or at any other Training Centre recognised by the Government.
- Category 63  
Production Assistant
- By Promotion from among the holders of the post of Foreman (Carpentry) -  
Must have served for a period of not less than ten years in the lower categories.
- Category 64  
Craft Instructor
- (i) By Promotion-  
(1) A National Apprenticeship Certificate or National Trade Certificate in the appropriate trade issued under the Apprentices Act, 1961 (Central Act 52 of 1961) by the National Council for Training in Vocational Trades; and  
(2) Must be an approved probationer in any category.  
(ii) Direct recruitment-  
(1) S.S.L.C. (failed); and  
(2) A National Apprenticeship Certificate or National Trade Certificate in the appropriate trade issued under the Apprentices Act 1961 (Central Act 52 of 1961) by the National Council for Training in Vocational Trades or its equivalent:  
Provided that, other things being equal, preference shall be given to persons, who possess experience in the respective trade for a period of not less than six months.
- Category 65  
Weaving Jobber (cumbly)
- Practical experience in preparatory and weaving section in a textile mill preferably wollen for a period of not less than 2 years in each section.
- Category 66  
Phenyle Assistant
1. (a) A degree in Pharmacy; and  
(b) Experience in a Pharmacy for a period of not less than one year or  
2.(a) A degree in Science with Chemistry as the main subject or  
A diploma in Pharmacy; and  
(b) Experience in a pharmacy for a period of not less than two years.

**Note.**— A recognised school shall mean a school maintained by or opened with the sanction of the Government of Tamil Nadu or to which recognition been accorded by the Director of Public Instruction, Chennai, under the Tamil Nadu Educational Rules.

Branch V  
Welfare Officers and Women Welfare Officers

**1. Constitution.**—This branch shall consist of Welfare Officers and Women Welfare Officers.

**2. Appointment.**—(a) Appointment to the post of Welfare Officer shall be made -

(i) by recruitment by transfer from among the office Superintendent in the Office of the Inspector-General of Prisons and Office Managers, Grade I in the Tamil Nadu Ministerial Service of the Jail Department;

(ii) If no person is available in category 1 mentioned in item (1) above, by recruitment by transfer from among the Selection Grade Assistant in the Office of the Inspector-General of Prisons and Jails and Borstal School, Pudukkottai.

(b) **Women Welfare Officers.**—Appointment to the posts of Women Welfare Officers shall be made by transfer from among the holders of the posts of the Matron, Assistant Matron and Gate Keeper in the State Jail for Women, Vellore:

Provided that if no suitable hands among the above categories are available, a lady probation officer may be posted as Welfare Officer.

(c) **Preparation of annual list of approved candidates.**—For the purpose of drawing up of the annual list of approved candidates for appointment to the posts in this branch by transfer and by recruitment by transfer the crucial date on which the candidates should be qualified shall be the 15<sup>th</sup> July of every year.

**3. Appointing authority.**—The appointing authority for the post shall be the Inspector-General of Prisons, Chennai.

**4. Qualifications.**— No person shall be eligible for appointment to the post by transfer from among the posts specified in column (1) of the table below unless he possesses the qualifications specified in the corresponding entries in column (2), thereof:-

TABLE

Posts (1)	Qualifications (2)
Superintendent, Office of the Inspector-General of Prisons and Office Manager, Grade I, Central Jails	Minimum general educational qualification prescribed in the Schedule I to the General rules. Preference shall be given to person who possess a B.A or B.Sc., degree of any University or Institution recognised by the University Grants Commission for the purpose of its grant.
Assistant Matron of the State Prison for Women, Vellore.	(i) Minimum general educational qualification prescribed in the Schedule I to the General rules with atleast a service of five years as a Assistant Matron in the State Jail for Women, Vellore; and (ii) A pass in Jail Test, Part I.

Gate keeper of the State Prison for Women, Vellore	(i) Minimum general educational qualification prescribed in the Schedule I to the General rules with atleast a service of ten years as Gate-keeper in the State Prison for Women, Vellore; and (ii) A pass in Jail Test, Part I.
Probation Officers in Branch III of the Tamil Nadu Jail Subordinate Service	Must have served as Probation Officer for not less than three years.

**5.Probation.**— Every person appointed to the post 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:

Provided that Probation officers in Branch III appointed as Welfare Officer need not undergo probation in the category of Welfare Officers.

**6.Transfer.**—The authority competent to transfer all the officers except the Welfare Officer in the State Jail for Women, Vellore shall be the Inspector- General of Prisons, Chennai.

Branch VI  
Nursing Assistants In Jail Department

**1.Constitution.**—This branch shall consist of the post of Nursing Assistants in the Jail Department.

**2. Appointment.**— Appointment to the post shall be made by direct recruitment or for special reasons by recruitment by transfer.

**2A.Reservation of appointments.**—The rule of reservation of appointments shall apply to the appointments to the post of Nursing Assistants by direct recruitment.

**2B.Preparation of annual list of approved candidates.**—For the purpose of drawing up of the annual list of approved candidates for appointment to the posts in this branch by recruitment by transfer, the crucial date on which the candidates should be qualified shall be the 15<sup>th</sup> July of every year.

**3.Appointing authority.**—The appointing authority shall be the Superintendent of the Central, District or Special Jail and Borstal school concerned.

**4.Qualification (a) Age.**—No person shall be eligible for appointment to the post by direct recruitment if he has completed or will complete 30 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 if a candidate sponsored by employment exchange is within the prescribed age-limit on the date of such sponsoring, he shall be eligible for appointment to the post, selected irrespective of his age-limit on the date of joining.

(b) **Other qualification.**—Candidates for appointment must have passed the III Form or VIII Standard in a recognised School.

**Explanation.**—A recognised school shall mean 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, Chennai, under the Tamil Nadu Educational Rules.

**5. Probation.**—Every person appointed to the post 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.

**6. Training.**—(a) Every person appointed to the post shall, within the period of his probation undergo training at the Government Medical Institution specified for the purpose, for a period of not less than one year and shall pass the departmental examination held at the conclusion of such training.

(b) During the period of training a Nursing Assistant shall draw the minimum in the time scale of pay applicable to the post together with the usual allowances admissible under the orders in force.

(c) The period of training undergone by a Nursing Assistant shall count for purpose of probation and increment in the time-scale of pay applicable to the post.

(d) A person who is already in service as Nursing Assistant in a Jail and who has not undergone training as Nursing Assistant previously, shall if the Medical Officer of the Jail considers that he should be deputed for training as a Nursing Assistant undergo training at the Government Medical Institution specified for the purpose.

Branch VII  
Cooks

**1. Constitution.**— This branch shall consist of the post of Cooks in the Jail Department .

**2. Appointment.**—Appointment to the post shall be made as follows:-

- (i) by direct recruitment ; or
- (ii) by recruitment by transfer from any other service:

Provided that ten percent of the vacancies shall be reserved for Ex-servicemen, who have been demobilised from the Army, the Navy and the Air force.

**3. Appointing authority.**—The appointing authority shall be the Superintendent of the Central Prison concerned or Borstal School, Pudukottai or the Special Prison for Women, Vellore and Trichy .

**4. Reservation of appointments.**—The rule of reservation of appointments (General rule 22) shall apply to the appointments to be made by direct recruitment to the post.

**5. Qualification.**—(a) No person shall be eligible for appointment to the post by direct recruitment, if he has completed 30 years of age on the date of appointment .

**Explanation.**—The age limit in the case of candidate appointed through employment exchange, be reckoned from the date of sponsoring of the candidates by the employment exchange concerned for appointment to the post:

Provided that candidates belonging to Scheduled Castes or Scheduled Tribes shall be eligible for appointment to the post, if he has not completed 35 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 the post.

(b) **Educational qualification.**—No person shall be eligible for appointment by direct recruitment to the post unless he has passed eighth standard from a school recognized by the Government.

(c) **Special qualification.**—For appointment to the post by direct recruitment, one must have had previous experience for a period of not less than two years in cooking.

**6.Probation.**—(a) 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.

(b) Every person appointed 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.

**7.Postings and transfers.**—All transfers and postings shall be made by the appointing authority:

Provided that transfers from one Prison to another shall be made with the concurrence of the authority of the concerned Prisons.

**8.Pay.**—There shall be paid to the holder of the post a monthly pay calculated in the scale of Rs. 2610-60-3150-65-3540.

## SECTION 17 A – THE TAMIL NADU GOVERNMENT MUSIC COLLEGE SUBORDINATE SERVICE.

**1. Constitution.**—The service shall consist of the following classes and categories of posts, namely:-

Class I

Category 1 Lecturers.

Category 2 Tutors.

Class II

Category 1 Technician.

Category 2 Deputy Warden (Lady) of the  
Girls' Hostel attached to the Tamil Nadu  
Government Music College, Chennai.

**2. Appointment.**—Appointment to the two classes and categories of officers shall be made as follows:-

Class (1)	Name of the post (2)	Method of appointment (3)
Class I	Category 1 Lecturers	(i) by promotion from category 2 (Tutor); or (ii) by direct recruitment, if no suitable person is available for appointment by method (i) above.
	Category 2 Tutors	by direct recruitment.
Class II	Category 1 Technician	by direct recruitment.
	Category 2 Deputy Warden (Lady) of the Girls' Hostel attached to the Tamil Nadu Government Music College, Chennai.	by direct recruitment.

**Explanation.**—The selection committee constituted by the Government for the selection of candidates to teaching posts shall make the selection for direct recruitment and forward the recommendation to the Principal.

**3. Appointing authority.**—The appointing authority for the posts under class I shall be the Director of Collegiate Education, Chennai, 600 006 and for the posts under class II shall be the Principal, Tamil Nadu Government Music College.

**3A. Reservation of appointments.**—The rule of reservation of appointments (General rule 22) shall apply to appointments of posts by direct recruitment.

**4. Age.**—No person shall be eligible for appointment to the posts by direct recruitment unless he/she has completed or will complete the age of thirty years on the first day of July of the year in which the selection for appointment is made.



**5.Other qualifications.**—No person shall be eligible for appointment to the class specified in column (1) and the categories of posts specified in column (2) of the table below by direct recruitment, unless he possesses the qualifications specified in the corresponding entries in column (3) thereof:-

TABLE

Class (1)	Name of the post (2)	Qualification (3)
Class I	Category 1 Lecturers	<p>(i) Must possess a completed Secondary School Leaving Certificate.</p> <p>(ii) Must have experience as a professional musician in vocal music or in such instrument as may be specified by the appointing authority for not less than ten years.</p> <p>(iii) Eminence in the opinion of the appointing authority in the professional field is desirable:            Provided that preference shall be given to holders of a diploma, degree or title in Music of any University in the State with eminence in the professional field:            Provided further that if persons possessing a completed Secondary School Leaving Certificate are not available for appointment as Lecturer in Nathaswaram and Thavil, persons with lesser qualifications may be appointed if in the opinion of the appointing authority such persons possess eminence in the professional field.</p>
	Category 2 Tutors	<p>(i) Must possess a completed Secondary School Leaving Certificate; and</p> <p>(ii) Must have experience as a professional player in such instrument, as may be specified by the appointing authority for not less than ten years:            Provided that holders of a diploma, degree or title in Music preferably of an University in the State and persons who possess teaching experience shall be given preference.</p>
Class II	Category 1 Technician	<p>(i) Must have passed III Form or VIII Standard under the old Higher Elementary School Course or VII standard under the Integrated Elementary School Course; and</p> <p>(ii) Must have had experience of five years as an apprentice in an efficient musical instruments manufacturing centre or under a manufacturer; and</p> <p>(iii) Must hold a certificate in musical instruments making awarded by the Sangeetha Vadyalaya, Chennai.</p>
	Category 2 Deputy Warden (Lady) of the Girls' Hostel, attached to the	<p>(i) Must have studied up to and inclusive of III Form or VIII Standard under the Old Higher Elementary School Course or VIII standard under the Integrated Elementary School Course; and</p>

- |  |  |
|--|--|
| Tamil Nadu<br>Government<br>Music College,<br>Chennai. | (ii) Must have passed the Lower Grade of the Government Technical Examination in Music; and<br>(iii) Must possess a certificate in Musical Instruments making awarded by the Sangeetha Vadyalaya, Chennai; and<br>(iv) Must possess experience in cooking and in running a mess of a hostel and must be conversant with the maintenance of a hostel. |
|--|--|

**6.Probation.—** Every person appointed to any of the categories 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 no probation is necessary in the case of person promoted to category 1 of class I if he /she has satisfactorily completed his / her probation in category 2 of the said class.

7.Omitted.

**SECTION 18 — THE TAMILNADU ADI-DRAVIDAR WELFARE  
SUBORDINATE SERVICE.**

**1. Constitution.**—The service shall consist of the following classes, categories and grades of officers, namely:-

Class I

Category –

1. Headmasters of High Schools.
2. School Assistants.
3. Secondary Grade Teachers.
4. Pandits.
5. Supervisors of Schools.
6. Head Masters of Higher Elementary Schools or Senior Basic Schools or Middle Schools possessing degree in teaching.

Class II

Category -

1. Tutor-Cum-Wardens.
2. Tutor-Cum-Matrons.
3. Wardens.
- 3A Matrons.
4. Assistant Matrons.

Class III

Category -

1. Bee-Keeping and Jaggery-making Instructor.
2. Combined Carpentry and Blacksmith Instructors.
3. Weaving Instructors.
4. Sandal Instructors.
5. Sewing Mistresses.
6. Instructors and Instructresses in Wood-work, Grade I and Grade II.

Class IV

Category -

1. Physical Training Instructors and Instructresses (Grade I and Grade II).
2. Scout Masters.
3. Drawing Instructors.

Class V

Category -

1. Junior Engineer.
2. Special Overseers.

Class VI

Category -

1. Weaving Maistries.
2. Agricultural Maistries.

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

TABLE

Categories and grades (1)	Methods of recruitment (2)
Class I Category 1 Headmasters of High Schools.	Promotion from School Assistant.

<p>Category 2 School Assistants.</p>	<ol style="list-style-type: none"> <li>1. Direct recruitment; or</li> <li>2. Promotion or transfer from Tutor-cum-Wardens or Tutor-cum-Matrons with degree in teaching in class II; or</li> <li>3. Recruitment by transfer from the Tamil Nadu Educational Subordinate Service or from any other service.</li> </ol>
<p>Category 3 Secondary Grade Teachers.</p>	<ol style="list-style-type: none"> <li>1. Direct recruitment; or</li> <li>2. Recruitment by transfer from any other service; or</li> <li>3. Promotion from Higher Elementary Grade Teachers.</li> </ol>
<p>Category 4 Pandits.</p>	<ol style="list-style-type: none"> <li>1. By transfer from any category in the service on identical scale of pay; or</li> <li>2. By promotion from any category in the service on a lower scale of pay; or</li> <li>3. By direct recruitment; or</li> <li>4. By recruitment by transfer from any other service.</li> </ol>
<p>Category 5 Supervisors of Schools.</p>	<ol style="list-style-type: none"> <li>1. Direct recruitment; or</li> <li>2. Recruitment by transfer from any other service; or</li> <li>3. Promotion from any of the following categories, namely:-             <ol style="list-style-type: none"> <li>(i) Secondary Grade Teachers.</li> <li>(ii) Scout Masters.</li> </ol> </li> </ol>
<p>Category 6 Headmasters of Higher Elementary Schools or Senior Basic Schools or Middle Schools possessing degree in teaching.</p>	<ol style="list-style-type: none"> <li>1. Direct recruitment; or</li> <li>2. Promotion from any post in the service on a lower scale of pay; or</li> <li>3. Transfer from any post in the service on an identical scale of pay; or</li> <li>4. Recruitment by transfer from any other service.</li> </ol>
<p>Classes II to IV and VI All Categories.</p>	<ol style="list-style-type: none"> <li>1. Direct recruitment; or</li> <li>2. Promotion from any post in the service on a lower scale of pay; or</li> <li>3. Transfer from any post in the service on an identical scale of pay; or</li> <li>4. Recruitment by transfer from any other service.</li> </ol>
<p>Class V Junior Engineer.</p>	<ol style="list-style-type: none"> <li>1. By direct recruitment; or</li> <li>2. By promotion from the post of Special Overseers.</li> </ol>
<p>Special Overseers.</p>	<ol style="list-style-type: none"> <li>1. Direct recruitment; or</li> <li>2. Promotion from any post in the service on a lower scale of pay; or</li> </ol>

3. Transfer from any post in the service on an identical scale of pay; or

4. Recruitment by transfer from any other service.

(b) Promotion to the posts shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

(c) **Interchangeability of Wardens and Teachers.**—Transfers as between the posts specified in each of the following items shall be permissible :-

- (i) (a) School Assistant (category 2, class I) and Tutor- cum-Wardens (category I, class II);
- (b) School Assistant (category 2, class I) and Tutor-cum-Matrons with degree in teaching (category 2, class II);
- (ii)(a) Secondary Grade Teachers (Men) (category 3, class I) and Wardens (category 3, class II);
- (b) Secondary Grade Teachers (Women) (category 3, class I) and Matrons with a trained Teacher's certificate of the Secondary Grade (category 3A, class II) :

Provided that the transfer of Higher Elementary Grade Teachers (Women) as Assistant Matrons shall be made only if the appointing authority is satisfied about the capacity of the teachers concerned to exercise efficient control over the in-mates of the hostels.

**3.Appointing authorities.**—The appointing authorities for the posts specified in column (1) of the table below shall be the authorities specified in the corresponding entries in column (2) thereof:-

TABLE	
Posts (1)	Appointing authorities (2)
Class I	
1.Headmasters of High Schools.	Deputy Director of Adi-Dravidar and Tribal Welfare, Chennai in respect of all High Schools in the State.
2.School Assistants. 3.Secondary Grade Teachers	} District Adi-Dravidar Welfare Officer in Districts including Chennai city: Provided that the District Adi-Dravidar Welfare Officer, Chennai City shall be deemed to be the appointing authority with effect on and from the 1 <sup>st</sup> April 1965.
4.Pandits. 5.Supervisors of Schools. 6.Headmasters of Higher Elementary Schools or senior Basic schools or Middle schools possessing degree in teaching.	
Class II	
1.Tutor-Cum-Wardens. 2.Tutor-Cum-Matrons. 3.Wardens. 3A.Matrons. 4.Assistant Matrons.	} All categories - District Adi-Dravidar Welfare Officer in respect of hostels in Chennai city, District Adi-Dravidar Welfare Officers in the Districts in respect of hostels other than Kallar hostels in Madurai District and Special Deputy Collector, Kallar Reclamation, Madurai in respect of Kallar hostels in that District.

## Class III

- |  |   |
|--|---|
| 1. Bee-keeping and jaggery-making instructor.                      | Special Deputy Collector, Kallar Reclamation, Madurai.  |
| 2. Combined Carpentry and Blacksmithy Instructors.                 | } Manager, Aziznagar Settlement.  |
| 3. Weaving Instructors.  |   |
| 4. Sandal Instructors.   |   |
| 5. Sewing Mistress.  |   |
| 6. Instructors and Instructress in Wood work, Grade I and Grade II | } Manager, Aziznagar Settlement in the case of the school in the settlement and Personal Assistant to the Director of Adi-Dravidar and Tribal Welfare in the case of Schools in the Chennai City. |

## Class IV

- |   |  |
|---|--|
| 1. Physical Training Instructors and Instructresses (Grade I and Grade II). | District Adi-Dravidar Welfare Officers in the Districts. |
| 2. Scout Masters.   | Special Deputy Collector, Kallar Reclamation, Madurai.   |
| 3. Drawing Instructors.   | District Adi-Dravidar Welfare Officers in the Districts. |

## Class V

- |                       |   |
|-----------------------|---|
| 1. Junior Engineer.   | Director of Harijan Welfare, Chennai up to 10 <sup>th</sup> May 1976 and Director of Adi-Dravidar and Tribal Welfare, Chennai from 11 <sup>th</sup> May 1976 onwards. |
| 2. Special Overseers. | District Welfare Officers upto 16 <sup>th</sup> May 1974 and District Adi-Dravidar Welfare Officers in the Districts from 17 <sup>th</sup> May 1974 onwards.          |

## Class VI

- |   |                                |
|---|--------------------------------|
| 1. Weaving Maistries. }<br>2. Agricultural Maistries. } | Manager, Aziznagar Settlement. |
|---|--------------------------------|

**4. Postings and transfers.**—Postings and transfers shall be made by the appointing authorities within their respective jurisdictions and in all other cases by the Director of Adi-Dravidar and Tribal Welfare.

**5. Qualifications regarding age.**—(a) No person shall be eligible for appointment to the following posts, by direct recruitment, if he has completed or will complete 35 years of age on the 1<sup>st</sup> day of July of the year in which the selection for appointment is made:-

- (1) Head Masters of High Schools (category I, class I).
- (2) School Assistants (category 2, class I).
- (3) Secondary Grade Teachers (Men), (category 3, class I).
- (4) Pandits (category 4, class I).
- (5) Supervisors of schools (category 5, class I).
- (6) Tutor-cum-Wardens (category 1, class II).
- (7) Tutor-cum-Matronns (category 2, class II).
- (8) Wardens (category 3, class II).
- (9) Matron (category 3 A, class II).
- (10) Assistant Matrons (category 4, class II).
- (11) Scout Masters (category 2, class IV).
- (12) Head Masters of Higher Elementary Schools or Senior Basic schools or Middle schools possessing degree in teaching (category 6, class I):

Provided that the maximum age limit specified in this rule in respect of the posts to which the minimum general educational qualification or any lower qualification has been prescribed, shall be increased by five years in the case of candidates belonging to the Scheduled Castes and the Scheduled Tribes.

There is no age limit for other categories.

(b) If no candidate belonging to any of the eligible communities and who is within the prescribed age limit is available for appointment as teacher in any of the schools other than those referred to in sub-rule (c) below, a candidate belonging to such community who is overaged, but otherwise qualified, may be appointed with the sanction of the Collector of the district concerned or of the Director of Adi Dravidar Welfare in Chennai City.

(c) In the case of the school in the Habitual offenders Settlement at Aziznagar, if no candidate from the eligible communities and those in the Settlement, who is within the prescribed age limit is available for appointment as teacher, a candidate belonging to an eligible community who is overaged but otherwise qualified, may be appointed with the sanction of the Collector of South Arcot.

**Note.**—For purpose of this rule eligible communities shall mean the communities referred to in Schedules I and II to the Tamil Nadu State and Subordinate Services Rules.

**6. Qualifications.**—No person shall be eligible for appointment to the post specified in column (1) of the Annexure unless he possesses the qualifications specified in the corresponding entries in column (2) thereof:-

7. Omitted.

**8. Appointment of untrained teachers.**— When a duly qualified candidate who is a member of any of the eligible communities referred to in rule 5 is not available for appointment as Secondary Grade Teachers, a candidate belonging to an eligible community who holds a Secondary School Leaving Certificate but who has not acquired the Secondary Grade Teacher's Training, may be appointed with the sanction of the Collector of the district concerned or of the Director of Adi Dravidar Welfare in Chennai City. Every person so appointed shall acquire the prescribed qualification within the period of probation:

Provided that the pay of such untrained teachers until he acquires the prescribed qualification shall be minimum of the time-scale of pay for the post.

**9. Preferential treatment in making appointments.**—In making appointments to any of the categories included in the service, preference shall be given-

- (a) in the case of the school in the Habitual Offenders Settlement at Aziznagar, to-
- (i) Candidates belonging to the Settlement,
  - (ii) Candidates belonging to the Scheduled Castes.

- (b) in the case of schools started for Kallars in Madurai district to qualified candidates belonging to the Piranmalai Kallar Community.

- (c) in the case of teachers in other schools, to –
- (i) candidates belonging to the Scheduled Castes,
  - (ii) candidates belonging to eligible communities specified in schedule II to Part I of the Tamil Nadu State and Subordinate Services Rules, other than Scheduled Castes,
  - (iii) candidates who are converts to Christianity from the Scheduled Castes,
  - (iv) candidates belonging to the Backward Communities.

- (d) in the case Tutor-cum-Wardens, Tutor-cum-Matrons, Wardens and Assistant Matrons to -
- (i) candidates belonging to the Scheduled Castes,
  - (ii) candidates belonging to eligible communities specified in schedule II to Part I of the Tamil Nadu State and Subordinate Services Rules other than Scheduled Castes.
- (e) in other cases of appointments in the Adi-Dravidar Welfare Department, to candidates belonging to the Scheduled Castes.
- (f) in other cases of appointments in the Habitual Offenders Settlement at Azinagar to -
- (i) candidates belonging to the Settlement; or
  - (ii) candidates belonging to Scheduled Castes.

**10.Probation.**—Every persons who has been appointed by direct recruitment or by recruitment by transfer to any category shall, from the date on which he joins duty, be on probation in such category for a total period of two years on duty within a continuous period of three years:

Provided that no fresh probation is necessary in respect of a person who has been appointed by direct recruitment, if he has already completed probation in any one of the categories in the service.

**11.Tests.**—Every person appointed to the post of Headmasters of Secondary Schools shall pass the Account Test for Subordinate Officers, Part I :

Provided that the School Assistants promoted as Headmasters prior to the 21st October 1976, shall pass the Account Test for Subordinate Officers, Part I within a period of two years from the 30<sup>th</sup> May 1977.

**12.Security.**—(a) Where the State Government have by a general or special order directed that the holder of any specified post or category of posts shall deposit security for the due and faithful performance of his duties, only candidates who are able and willing to deposit security of such amount as may be specified in such general or special order shall be appointed to such post.

(b) If within a month from the date of appointment the person fails to furnish the security required, the appointing authority shall forthwith by an order, discharge him.

(c) 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 security prescribed for the post. The provisions of sub rules (a) and (b) shall apply to him.

### ANNEXURE

(referred to in rule 6)

Posts (1)	Qualifications (2)
Class I	
1.Head Masters of High Schools.	A degree of L.T. or B.T.
2.School Assistants.	A degree of L.T. or B.T. or B.Ed.
3.Secondary Grade Teachers.	A trained Teacher's Certificate of the Secondary Grade or Senior Basic Grade.
4.Pandits.	(a)(i)A degree in the language in respect of which recruitments are made: Provided that holders of the degree of B.A., with the language taken under Part II shall be eligible only



if suitable persons possessing the said degree with said language in respect of which recruitment is made are not available; and

(ii) the B.T or B.Ed degree.

- (b)(i) A completed Secondary School Leaving Certificate;  
 (ii) A title of Original Learning in the language in respect of which recruitment is necessary; and  
 (iii) A Trained Teacher's Certificate of the Secondary Grade or a Senior Grade Basic Trained Teachers Certificate or successful completion of the Pandits Training Course.

5. Supervisors of Schools.

- (i) The minimum general educational qualification prescribed in the schedule I to the General rules; and  
 (ii) A Trained Teacher's Certificate of the Secondary Grade.

6. Head Masters of Higher Elementary Schools or Senior Basic Schools or Middle Schools possessing degree in Teaching

A degree of LT or B.T. or B.Ed.

#### Class II

1. Tutor-cum-Wardens.

A degree of L.T or B.T. or the B.Ed.

2. Tutor-cum-Matrons.

A degree of L.T or B.T or the B.Ed.

3. Wardens.

3A. Matrons.

4. Assistant Matrons.

A Trained Teacher's certificate of the secondary Grade or Senior Basic Grade.

#### Class III

Bee-keeping and Jaggery-making instructor.

- (i) Minimum general education qualification prescribed in the Schedule I to the General rules.  
 (ii) Must have completed training in an institution approved by the Government with an adequate knowledge of cottage industries such as bee-keeping and jaggery-making poultry-farming and goat-rearing.

Combined Carpentry and Blacksmithy Instructor.

An Industrial Training School Leaving Certificate granted by the Inspector of Industrial Schools, Chennai with an adequate practical knowledge of blacksmithy work to teach the making and repair of ordinary agricultural implements and vehicles.

Weaving Instructor.

A Supervisor's Certificate granted by the Government Textile Institute, Chennai.

Sandal Instructor.

Must have completed training in the tanning and manufacture of leather goods at the Institute of Leather Technology, Chennai with a knowledge of gut making and

ability to cut new patterns and to give instruction to the apprentices in the leather industry.

Sewing Mistress. Government Technical Teacher's Certificate of the Lower Grade in Needle Work and Dress Making.

Instructors and Instructresses in Wood-work, Grade I. (i) Minimum general educational qualification as prescribed in the Schedule I to the General rules or eligibility to College course of study;  
(ii) A Trained Teacher's certificate of the Secondary Grade or a Senior Grade Basic Trained Teacher's Certificate; and  
(iii) First or second class certificate in manual training awarded by the Principal, Teacher's College, Saidapet.

Instructors and Instructresses in Wood-work, Grade II. (i) Completed Secondary School Leaving Certificate; and  
(ii) A Certificate in Manual Training awarded by the Principal, Teachers' College, Saidapet.

#### Class IV

Physical Training Instructors and Instructresses, Grade I. (a) Minimum general educational qualification as prescribed in the Schedule I to the General rules or eligibility to College course of study;  
(b) The State Government Teachers Certificate in Physical Education, Higher Grade awarded in or after 1938; or  
(c) The State Government Physical Education Teacher certificate Higher Grade specially awarded to Ex-servicemen; or  
(d) In the case of women, the State Government Diploma in Physical Education awarded in or after 1944:  
Provided that persons who took the State Government Teacher's Certificate in Physical Training prior to 1938 or the Diploma mentioned in item (d) above prior to 1944 shall also be eligible, if they possess in addition, a Trained Teacher's Certificate of the Secondary Grade or a Senior Grade Basic Training Teacher's Certificate; or if they have passed the Intermediate examination.

Physical Training Instructors and Instructresses, Grade II. (a) Completed Secondary School Leaving Certificate.  
(b) State Government Teacher's certificate in Physical Education Lower Grade awarded in or after 1938; or  
(c) The State Government Physical Education Teacher's Certificate Lower Grade specially awarded to Ex-servicemen; or  
(d) In the case of women, the State Government Diploma in Physical Education including the Diploma awarded prior to 1944:  
Provided that persons who took the State Government Teacher's certificate in Physical Training prior to 1938 shall also be eligible.

Scout Masters. (1) Minimum general educational qualification prescribed in the Schedule I to the General rules;  
(2) A Trained Teacher's Certificate of the Secondary Grade;  
(3) Must have completed the Scout Master's Training.

Drawing Instructors. A pass in the Government Technical Examination in drawing by the Higher Grade.

Class V	
Junior Engineer.	For direct recruitment – The upper subordinate or L.C.E diploma of the College of Engineering, Guindy; or the L.C.E., diploma awarded by the State Board of Technical Education and Training, Chennai. For promotion from the category of Special Overseers recruited direct-  Must have rendered a service of not less than 4 years in the case of diploma holders and 8 years in the case of others.
Special Overseers.	A diploma in Civil Engineering awarded by the State Board of Technical Education and Training, Chennai.
Class VI	
Weaving Maistries.	A Supervisor's Certificate granted by the Government Textile Institute, Chennai.
Agricultural Maistries.	(1) Minimum general educational qualification prescribed in the schedule I to the General rules or eligibility to College course of study; (2) Practical knowledge of agriculture.

**Explanation.—** A recognized School shall mean a school maintained by or opened with the sanction of the State Government or to which recognition has been accorded under the Tamil Nadu Educational Rules.

## SECTION 19 — THE TAMIL NADU BASIC SERVICE.

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

Class I -

Category 1	Council Dubash for the Cabinet
Category 2	Assistant Sergeant in the Secretariat
Category 3	Chobdars
Category 4	Duffadars

Class II -

Category 1	Head Chowkidars
Category 2	Chowkidars
Category 3	Jamadars other than those in the Medical and Police Departments
Category 4	Durwans
Category 5	Assistant Durwans

Class III -

Category 1	Messengers
Category 2	Copist Attenders
Category 3	Process Servers
Category 4	Attendants
Category 5	Office Assistants
Category 6	Chainmen

Class IV -

Category 1	Butlers
Category 2	Cooks
Category 3	Kitchen Attendants
Category 4	Table Attendants
Category 5	Bathmen
Category 6	Mazdoors
Category 6A	Field Workers in Medical Department
Category 7	Cleaners
Category 8	Sanitary Workers
Category 9	Gardeners
Category 10	Maistries
Category 11	Watchmen
Category 12	Sweepers
Category 13	Watermen
Category 14	Gate-Keepers
Category 15	Mechanics
Category 16	Fitters
Category 17	Painters
Category 18	Blacksmiths
Category 19	Carpenters
Category 20	Cartmen
Category 21	Cattlemen
Category 22	Glaziers
Category 23	Packers
Category 24	Women Searchers
Category 25	Hospital Servants
Category 26	Dhobies
Category 27	Lascars
Category 28	Bearers

Category 29	Barbers
Category 30	Syces
Category 31	Cooks-cum-Watermen
Category 32	Watchmen-cum-Sweepers
Category 33	Attender Boys
Category 34	Assistant Sweepers
Category 35	Ayahs
Category 36	Field Assistants
Category 37	Dusting Mazdoors
Category 38	Male Nursing Orderlies
Category 39	Gas House Cleaners
Category 40	Workshop Boys
Category 41	Medical Attendants
Category 42	Conductresses
Category 43	Assistant Cooks
Category 44	Masalchis
Category 44A	Room Boys
Category 45	Stretcher Bearer
Category 45A	Mate Boys
Category 46	Glass Blower
Category 47	Waterman and Water Woman
Category 48	Iceman
Category 49	Fireman
Category 50	Hammerman
Category 51	Mason
Category 52	Brick Layer in Medical Department
Category 53	Purveyor
Category 54	Garden Maistries in Medical Department
Category 55	Head Maistry in Medical Department
Category 56	Maistry Assistant in Medical Department
Category 57	Latchies and Dhoby Latchies
Category 58	Hospital Worker
Category 59	Table Boy and Table Girl
Category 60	Dusting Boy
Category 61	Counter Boy
Category 62	Helper
Category 63	Woman Helper
Category 64	Woman Servant and Table Woman
Category 65	Kitchen Woman and Servant
Category 66	Common Mess Servant
Category 67	Gate Peon
Category 68	Gurka Watchman
Category 69	Van Cleaner in Medical Department
Category 70	Electrical Cleaner
Category 71	Ambulance Cleaner in Medical Department
Category 72	Dhoby Cooly
Category 73	Tailar Cooly in Medical Department
Category 74	Disinfectant Coolies
Category 75	Drainage Maistries and Coolies
Category 76	Semi-skilled Laborers
Category 77	Unskilled Mechanic
Category 78	Nurse Quarters Servant
Category 79	Waterman-cum-Sweeper
Category 80	Waterman-cum-Watchman
Category 81	Peon-cum-Watchman
Category 82	Postmortem Attendant
Category 83	Gas Attendant
Category 84	Electro-Myography Attendant
Category 85	Junior Attender
Category 86	Gas Stocker

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.

**Explanation.**—The classification of the posts in the manner indicated above shall not preclude the incumbent of the posts from drawing pay in 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 (1) 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 I -		
Category 1	Council Dubash for the Cabinet.	Transfer from the categories in class II or III
Category 2	Assistant Sergeant in the Secretariat.	(i) Transfer from the categories in class II or III; or (ii) If a suitable person is not available from among the persons (full members or approved probationers) under the same appointing authority, from among the Office Assistants (full members or approved probationers) in any other department of the Secretariat; or (iii) In special cases, by direct recruitment.
Category 3	Chobdars	Transfer from the categories in class II or III.
Category 4	Duffadar	Transfer from the categories in class II or III.
Class II -		
Category 1	Head Chowkidars	Transfer from category 2, Chowkidars.
Category 2	Chowkidars	Direct recruitment; or Recruitment by transfer from any other service; or Transfer from the categories in class III.
Category 3	Jamadars	Transfer from the categories in class III.
Category 4	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.
Class III -		
	All categories	Direct recruitment; or Recruitment by transfer from any other service or Transfer from class IV.

Class IV and V -  
All categories

Direct recruitment; or Recruitment by transfer from any other service; or Transfer from any other category in class IV and V:

Provided that appointments to the service in the Hindu Religious and Charitable Endowments (Administration) Department shall be made only from among persons professing the Hindu Religion in accordance with the provisions of Section 10 of the Tamil Nadu Hindu Religious and Charitable Endowments Act, 1959 (Tamil Nadu Act 22 of 1959):

Provided further that every tenth vacancy that arises in the posts of Ayahs and in the post of Sanitary Workers in each Medical Institution shall be filled from among widows, wives and children of defence services personnel or ex-defence services personnel possessing the requisite qualification and such vacancy shall be filled by others, only if such candidates are not available:

Provided also that appointment to the post of Office Assistant in the Government Election Branch in the office of the Commissioner, Corporation of Chennai shall be made by transfer from among Office Assistants in the office of the Collector of Chennai:

Provided also that appointment to the categories of Office Assistant and Helper shall be made by recruitment by transfer from the post of Driver in the Tamil Nadu General Subordinate Service, who has been declared medically unfit to continue in that post:

Provided also that ten percent of the vacancies that arise in the post of Office Assistant in the Revenue Department shall be filled up by recruitment by transfer from among the persons holding the posts of Village Assistants, who have completed ten years of service as Village Assistant and who are possessing the requisite educational qualification for appointment to the post of Office Assistant.

(b) Omitted.

**3A.Reservation of appointments.**—The rule of reservation of appointments (General rule 22) shall apply to the appointments by direct recruitment to any of the posts.

**4.Selection of direct recruits.**—(a) Selection 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 the requisition to the 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 may be made only when 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. In respect of reserved vacancies for Ex-servicemen such vacancies shall be notified to the Director/Deputy Director/Assistant Director of Ex-Servicemen's Welfare who are the competent sponsoring authorities. Such vacancies shall also be notified simultaneously to the local Employment Exchange:

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, who 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

in indigent circumstances and who is retired from service on medical invalidation under Article 441 read with Articles 452 and 454 of the Civil Service Regulations:

Provided also that for recruitment to the post of residential Office Assistants to the eligible Officers, the appointing authority may call for from the Employment Exchange a 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 Exchange a list of candidates who have previous experience in driving light motor vehicles for not less than three years and who possess a valid driving license.

(b), (c) and (d) Omitted.

(e) Ten percent of the vacancies shall be reserved for ex-servicemen, who have been demobilized from the Army, Navy and Air-Force.

**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 30 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:

Provided that a candidate belonging to the Scheduled Caste or the Scheduled Tribe shall be eligible for appointment to the above classes if he has not completed 35 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 made to this service from among the employees borne on the contingent establishment in the same department brought into regular establishment on completion of five years of service:

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:

Provided also that the age-limit aforesaid shall not apply in the case of appointment of Widows to the posts of Ayahs, Sweepers, Sanitary Workers, Hospital Servants, Cooks, Kitchen Attendants and Water Women in Medical Institutions.

**(2) Educational qualification.**—(a) No person shall be eligible for appointment by direct recruitment to any category of the service in class I, II and III unless he has passed the III Form or the VIII Standard or the E.S.L.C. of a recognised 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 6th November 1968:

Provided that those who have passed III Form or VIII Standard or E.S.L.C. and completed probation in class IV or served in the said class for not less than one year shall be eligible for appointment on transfer from the categories in class IV to the categories in class III of the said service.



(aa) Candidates for appointment by direct recruitment to any of the categories in class IV must be able to read and write in Tamil.

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

(c) Notwithstanding the provisions contained in clause (aa), appointment to the categories of posts in class IV in all Directorates and Medical Institutions under the administrative control of the Health and Family Welfare Department and the Tamil Nadu Secretariat may be made out of persons who do not possess ability to read and write Tamil, if qualified persons are not available at the time of appointment.

(d), (e), (f), (g), (h), (i), (j), (k), (l), and (m) Omitted.

**(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 Office Assistant in an office to which a bicycle is supplied by the Government must be able to ride a bicycle.

(c) A candidate for appointment by direct recruitment to the category of Assistant Sergeant in the Secretariat shall be an Ex-servicemen.

(d) No person other than an Ex-servicemen 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.

(ff) For appointment as Office Assistants in class III, category 5, other things being equal, preference shall be given to those who are in possession of valid Driving Licence (Light Motor Vehicle)

(g) Office Assistants who possess a driving licence shall be nominated as Office Assistants-Cum-Drivers to act as stand by drivers to relieve the regular drivers when the latter are over worked or on leave, at the rate of one for every three vehicles or part thereof, subject to a minimum of one for each office to which vehicles have been allotted.

**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.

(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.

(c) Omitted.

**7. Service in a class or category in different departments, or offices.—**(a) Service rendered in a class or category of the service shall count for probation in the said class or category irrespective of the departments or office or of the scales of rates of pay applicable.

(b) In cases of transfer from one department to another that is, 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 treated as the junior most 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's change in policies, shall be fixed with reference to the date of their regular appointment in the former department.

8.Omitted.

**9.Appointment, discharge and re-appointment.—**(a) For the purpose of appointment, discharge and re-appointment, appointment as full members, the jurisdiction of each appointing authority shall be treated as a separate unit:

Provided that an Office Assistant posted at the residence of an Officer may be transferred from one Office to another, and if the Office Assistant and the Officer to whom he is attached so desire, subject to the condition that he may be reverted back to his parent department, if his services are no longer required by the Officer concerned or if the Office Assistant wishes to be reverted back. The service rights of the transferee shall be protected in his parent department and the Office Assistant so transferred from one department to another shall not claim any service rights in the new department.

(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 erstwhile Board of Revenue, shall be the district:

Provided that whenever there is a large scale retrenchment in Revenue department due to change of Policy of Government, the district shall be a unit for the purposes of appointment, discharge and re-appointment. The Personal Assistant (General) to the Collector of the district shall exercise the functions of the appointing authority in consultation with the Revenue Divisional Officer.

(c)The unit for the purposes mentioned in clause (a), so far as Office Assistants employed in the offices of the Assistant Public Prosecutors in a district, shall be the Revenue District concerned.

(d) The unit for purposes of appointment, discharge, re-appointment, appointment as full members employed in the Treasuries and Accounts Department shall be as follows:-

- (i) Office of the Director of Treasuries and Accounts, Chennai.
- (ii) Pay and Accounts office, Chennai.
- (iii) Office of the Assistant Superintendents of Stamps, Chennai, including the Chennai Taluk Treasury.
- (iv) Treasury (including Sub-Treasuries) in each district.

(e) The unit for the purposes of discharge, re-appointment and appointment as full members so far as Office Assistants employed in the Co-operative department other than those employed in the Office of the Registrar of Co-operative Societies shall be the jurisdiction of the Joint Registrar of Co-operative Societies of each region. The Joint Registrars of Co-operative Societies in the respective regions shall be the competent authorities for the above purposes.

(f) The unit for the purposes of appointment, discharge, re-appointment, appointment as full member, maintenance of seniority list and all other service matters in the case of Office Assistants in the Agriculture department shall be as follows:-

- (i) Offices in Chennai city other than the Office of Director of Agriculture and the Offices in Chengalpet and North Arcot District.
- (ii)Offices in Trichy and South Arcot Districts.
- (iii)Offices in Coimbatore, Nilgiris, Salem and Dharmapuri Districts.
- (iv)Offices in Madurai and Ramanathapuram Districts.
- (v)Offices in Tirunelveli and Kanyakumari Districts.

- (vi) Offices in Thanjavur District.
- (vii) Offices in Pudukottai District.
- (viii) Office of the Director of Agriculture, Chennai.

(g) The unit for the purpose mentioned in clause (a), so far as the post of Office Assistant in category 5 of class III in the Offices of the Labour department, shall be as follows:-

- (i) Office of the Commissioner of Labour, Chennai and the offices under the jurisdiction of Zonal Joint Commissioner, Chennai;
- (ii) Offices under the jurisdiction of Zonal Joint Commissioner other than the Offices specified in item (i) above.

The appointing authorities within the jurisdiction of the said respective Zonal Offices shall exercise their functions in consultation with the Commissioner of Labour or the Zonal Joint Commissioner, as the case may be.

For the purpose of appointment, discharge and re-appointment, for the post of Office Assistant and other categories in the Tamil Nadu Basic Service in the Co-operative Audit department, the entire State of Tamil Nadu shall be treated as one unit.

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

(b) In the case of Office Assistants in the Office of the Judicial Magistrates, General rule 31 shall apply separately to each Revenue district.

(c) The period of service of the absorbed personnel as Office Assistants in the National Employment Department under the Government of India up to the 1st November 1956, shall count for the purpose of confirmation to the extent to which they would have counted, if they would have continued in service under the Government of India.

(d) The periods of service of the staff, who were absorbed from the Government of India in the Industries department, consequent on the transfer of control over the Industrial Training Institutes / Centers from the Government of India to the Industries department, prior to the 1st November 1956, shall count for purpose of confirmation to the extent to which they would have counted, if they would have continued in service under the Government of India.

**10A. Postings and transfers.**—(a) All transfers and postings 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.

**10B. Age of retirement and pay.**— Notwithstanding anything contained in Fundamental Rule 56(1)(a) any person appointed by recruitment by transfer to the category of Office Assistant or Helper under the fourth proviso to sub-rule (a) of rule 3 from the post of Driver shall retire from service on attaining the age of fifty eight years and shall continue to draw pay in the scale applicable to the post of Driver.

**11. Savings.**—Nothing contained in these rules shall adversely affect the persons holding any of the categories 45 to 86 on the 8<sup>th</sup> April 1999.

**ANNEXURE**  
(referred to in rule 2)

Class and category (1)	Appointing authority (2)
Class I	
Category 1 Council Dubash for the Cabinet	Under Secretary to Government, Public Department.
Category 2 Assistant Sergeant in the Secretariat	Under Secretary to Government, Public Department.
Category 3 Chobdars, Office of the Tribunal for Disciplinary Proceedings, Chennai.	Commissioner for Disciplinary Proceedings, Chennai.
Category 4 Duffadars -	
<b>Secretariat:</b>	
Governor's Secretariat	The Governor.
Other departments of the Secretariat	Under Secretary to Government concerned.
<b>Agricultural Department:</b>	
Office of the Director of Agriculture.	Personal Assistant to the Director of Agriculture.
<b>Correctional Administration Department:</b>	
Office of the Director of Correctional Administration.	Director of Correctional Administration.
<b>Approved Schools Department:</b>	
Office of the Director of Approved Schools and Vigilance Service.	Director of Approved Schools and Vigilance Service.
<b>Civil Supplies Department:</b>	
Office of the Commissioner of Civil Supplies.	Assistant Secretary to the Commissioner of Civil Supplies.
<b>Commercial Taxes Department:</b>	
Board of Revenue (Commercial Taxes).	Assistant Secretary, Board of Revenue (Commercial Taxes).
Office of the Tamil Nadu Sales Tax Appellate Tribunal, Chennai.	Secretary, Tamil Nadu Sales Tax Appellate Tribunal, Chennai.
Office of the Tamil Nadu Sales Tax Appellate Tribunal (Additional Branch) Madurai.	Secretary, Tamil Nadu Sales Tax Appellate Tribunal (Additional Branch) Madurai.
<b>Co-operative Department:</b>	
Office of the Registrar of Co-operative Societies, Chennai-10.	Personal Assistant to the Registrar of Co-operative Societies and Personnel Officer.
<b>Co-operative Audit Department:</b>	
Office of the Director of Co-operative Audit.	Director of Co-operative Audit.

**Director of Settlements:**

Office of the Director of Settlements.

Personal Assistant to the Director of Settlements.

**Education Department:**

Office of the Director of Collegiate Education.

Deputy Director of Collegiate Education.

Office of the Director of School Education, Chennai.

Joint Director of School Education or Deputy Director of School Education, as the case may be who deals with the subject relating to appointment of personnel.

**Factories Department:**

Office of the Inspector of Factories and Superintending Inspector of Factories.

Superintending Inspector of Factories.

**Fisheries Department:**

Office of the Director of Fisheries.

Personal Assistant to the Director of Fisheries.

**Forest Department:**

Office of the Chief Conservator of Forests.

Personal Assistant to the Chief Conservator of Forests.

**Handlooms and Textiles Department:**

Office of the Director of Handlooms and Textiles.

Assistant Director of Handlooms and Textiles concerned.

**Harijan Welfare Department:**

Office of the Director of Harijan Welfare.

Personal Assistant to the Director of Harijan Welfare.

**Highways Department:**

Office of the Chief Engineer (Highways and Rural Works).

Deputy Chief Engineer (Highways and Rural Works).

**Industries Department:**

Office of the Director of Industries and Commerce.

Personal Assistant to the Director of Industries and Commerce.

**Jail Department:**

Office of the Inspector General of Prisons.

Assistant Inspector General of Prisons.

**Labour Department:**

Office of the Commissioner of Labour.

Assistant Commissioner of Labour (Establishment and General).

**Local Fund Audit Department:**

Office of the Examiner of Local Fund Accounts.

Examiner of Local Fund Accounts.

**Medical Department:**

Office of the Director of Health Services and Family Planning, Chennai.

Assistant Director of Health Services and Family Planning (Administration).

Office of the Director of Medical Education.

Director of Medical Education.

Office of the Director of Indian Medicine, Chennai.

Director of Indian Medicine.

Arignar Anna Government Hospital for Indian Medicine, Chennai.

Superintendent, Arignar Anna Government Hospital for Indian Medicine, Chennai.

Government College of Indian Systems of Medicine, Palayamkottai and Hospital attached.	Principal, Government College of Indian Systems of Medicine, Palayamkottai.
College of Indigenous Medicine and Hospital.	Principal of the College of Indigenous Medicine.
Government Hospital for Women and Children, Chennai.	Superintendent, Government Hospital for Women and Children, Chennai.
Government Kasturba Gandhi Hospital for Women and Children, Chennai.	Superintendent, Government Kasturba Gandhi Hospital for Women and Children, Chennai.
<b>Public Health Department:</b> Office of the Director of Public Health.	Assistant Director of Public Health.
<b>Public Works Department:</b> Offices of the Chief Engineers.	Deputy Chief Engineers concerned.
<b>Revenue Department:</b> Board of Revenue (Excluding Commercial Tax Branches).	Assistant Secretary to the Board of Revenue.
Central Survey Office.	Assistant Director of Survey in-charge.
Collectorates.	Collector or Personal Assistant to the Collector wherever there is one.
Divisional Offices and Taluk Offices.	Revenue Divisional Officers. <b>Explanation.</b> —In respect of Kanyakumari District, the Collector shall be the appointing authority for Basic Servants employed in the Office of the Revenue Divisional Office and Taluk Office.
<b>Miscellaneous Department:</b> Office of the Comptroller Governor's House hold.	Comptroller, Governor's House hold.
Office of the Tamil Nadu Public Service Commission.	Assistant Secretary, Tamil Nadu Public Service Commission.
Office of the Government Museum.	Director of Museum.
<b>Class II</b>	
Category 1 Head Chowkidars in the Secretariat.	Under Secretary to Government, Public department.
Category 2 Chowkidars in the Secretariat.	Under Secretary to Government, Public department.
Chowkidars in Social Welfare department.	The Superintendent of the Service Homes concerned.
Chowkidars in NCC unit office.	Commanding Officer or Officer Commanding, as the case may be of the unit.
Chowkidar in NCC group headquarters.	Group Commander.

## Category 3

Jamadars other than those in Medical and Police departments-

**Board of Revenue:**

Assistant Secretary concerned.

**Handlooms Department:**

Office of the Director of Handlooms.

Assistant Director (Textiles).

## Category 4

Durwans in the Tamil Nadu Archives.

Assistant Director of State Archives.

## Category 5

Assistant Durwans in the Tamil Nadu Archives.

Assistant Director of State Archives.

## Class III, IV &amp; V

**Secretariat:**

Governor's Secretariat.

The Private Secretary to the Governor.

Other Departments of the Secretariat.

Under Secretary to the Government concerned.

**Agriculture Department:**

Office of the Director of Agriculture.

Personal Assistant to the Director of Agriculture, Chennai.

Other offices.

Heads of offices concerned.

Offices of the Superintendents Agricultural Research Station.

Superintendent, Agricultural Research Station concerned.

Agricultural Research Stations.

District Agricultural Officer or Agricultural Research Officers concerned.

Office of the Curator, Government Botanical Gardens and Parks, Ootacamund and Sim's Park, Coonoor.

Curator, Government Botanical Gardens and Parks.

Agricultural College and Central Farm (including Lawley Road Dispensary).

Associate Dean, Agricultural College.

Offices of the Agricultural Research Officers.

Agricultural Research Officers concerned.

Office of the Agricultural Research Engineer.

Agricultural Research Engineer.

Pomological Station, Coonoor.

Assistant Fruit Specialist.

Offices of the Marketing Assistants.

Assistant Marketing Officer concerned.

Offices of the State Marketing Officer.

State Marketing Officer.

Office of the Director of Agricultural Marketing.

Assistant Director of Agricultural Marketing (Personnel).

Office of the Deputy Directors of Agricultural Marketing.

Deputy Director of Agricultural Marketing concerned.

Office of the Assistant Directors of Marketing.

Assistant Director of Agricultural Marketing concerned.

**Animal Husbandry Department:**

Office of the Director of Animal Husbandry.

Personal Assistant to the Director of Animal Husbandry.

Chennai Veterinary College.	Additional Director of Animal Husbandry and Dean, Chennai Veterinary College, Chennai.
District Veterinary Office including Veterinary Assistant Surgeon's staff.	District Veterinary Officer concerned.
Institute of Veterinary Preventive Medicine, Ranipet.	Superintendent of the Institute.
All other offices.	Head of offices concerned.
<b>Correctional Administration Department:</b>	
Office of Director of Correctional Administration.	Director of Correctional Administration.
Approved Schools.	Superintendent of the Schools.
Vigilance Home and Stri Sadana.	Superintendent of the School, Institute or in her absence the Director of Correctional Administration.
<b>Approved Schools and Vigilance Department:</b>	
Office of the Director of Approved Schools and Vigilance Service.	Director of approved Schools and Vigilance Service.
Approved Schools.	Superintendent of the School.
Vigilance Home and Stri Sadana.	Inspector of Vigilance Service or in her absence the Chief Director of Approved Schools and Vigilance Service.
<b>Backward Classes Department:</b>	
Office of the Director of Backward Classes.	Director of Backward Classes.
<b>Cinchona Department:</b>	
Office of the Director, Cinchona department.	Personal Assistant to Director, Cinchona department.
Office of the manufacturing Chemist, Government Quinine Factory, Cinchona, Anamallais.	Manufacturing Chemist, Government Factory, Cinchona, Anamallais.
Office of the Sales Manager, Cinchona department, Ootacamund.	Sales Manager, Cinchona department, Ootacamund.
<b>Civil Supplies Department:</b>	
	Secretary or Assistant Secretary to Commissioner of Civil Supplies, as the case may be:
<p>Provided that in respect of the Offices of the Commissioner of Civil Supplies and Assistant Commissioner of Civil Supplies in Chennai city and Belt area Zones, Assistant Secretary (Establishment) to the Commissioner of Civil Supplies shall be the appointing authority with effect on and from 2nd July 1975.</p>	
<b>Commercial Taxes Department:</b>	
Office of the Board of Revenue (Commercial Taxes).	Assistant Secretary, Board of Revenue (Commercial Taxes).
Office of the Deputy Commissioner of Commercial Taxes.	Personal Assistant to the Deputy Commissioner of Commercial Taxes.



Offices of the Appellate Assistant Commissioners of Commercial Taxes.

Appellate Assistant Commissioner of Commercial Taxes concerned.

Offices of the State Representatives Sales Tax Appellate Tribunal and Additional State Representatives, Sales Tax Appellate Tribunal (Additional Branch).

State Representative and Additional State Representative concerned.

Office of Commercial Tax Officers and other offices under his control.

Commercial Tax Officer concerned.

Offices of the Commercial Tax Officer (Intelligence), Chennai and Special Deputy Commercial Tax Officer.

Commercial Tax Officer concerned (Intelligence), Chennai.

**Other offices:**

Office of the Tamil Nadu Sales Tax Appellate Tribunal, Chennai.

Secretary, Tamil Nadu Sales Tax Appellate Tribunal, Chennai.

Office of the Tamil Nadu Sales Tax Appellate Tribunal (Additional Branch), Madurai.

Secretary, Tamil Nadu Sales Tax Appellate Tribunal, (Additional Branch), Madurai.

**Connemara Public Library, Chennai:**

Librarian, Connemara Public Library.

**Co-operative Department:**

Office of the Registrar of Co-operative Societies, Chennai-10.

Personal Assistant to the Registrar of Co-operative Societies and Personnel Officer.

Office of the Joint Registrars of the regions and the Office of the construction wing of the Co-operative department of the Registrars.

Deputy Registrars of Co-operative Societies in the Offices of the Joint Registrar of Co-operative Societies concerned.

Other offices of the Co-operative department.

Deputy Registrars of the Co-operative Societies concerned.

**Co-operative Audit Department:**

Office of the Director of Co-operative Audit.

Office of the Regional Joint Directors of Co-operative Audit.

Office of the Assistant Directors of Co-operative Audit.

Director of Co-operative Audit.

**Education Department:**

Office of the Director of Collegiate Education.

Joint Director of Collegiate Education or Deputy Director of Collegiate Education as the case may be who deals with personnel matters.

Government (Arts, Training) Colleges.

Principal of the College concerned.

Office of the Director of School Education, Chennai.

Joint Director of School Education or Deputy Director of School Education as the case may be who deals with the subject relating to appointment of personnel.

Office of the Chief Inspector of Physical Education, Chennai.	Chief Inspector of Physical Education, Chennai.
Office of the Chief Educational Officers.	Chief Educational Officers concerned.
Office of the Inspectresses of Girls' Schools.	Inspectresses of Girls' Schools concerned.
Office of the District Educational Officers.	District Educational Officers concerned.
Office of the Inspector of Anglo-Indian Schools, Chennai.	Inspector of Anglo-Indian Schools.
Office of the Curator, Government Oriental Manuscripts Library, Chennai.	Curator.
Office of the Women Specialist in Physical Education, Chennai.	Women Specialist in Physical Education, Chennai.
Offices of the Deputy Inspectors of Schools.	District Educational Officer concerned.
Government Training Schools for Masters.	District Educational Officer concerned.
Government Training School for Mistresses.	Inspectress of Girls' Schools concerned.
Government High and Middle Schools for Boys and Girls.	District Educational Officer or the Inspectress of Girls' Schools concerned, as the case may be.
Model Schools for Girls' at the Lady Wellington Training College, Chennai.	Principal of the Model School.
Office of the Director of Public Libraries.	Director of Public Libraries.
Connemara Public Library, Chennai.	Librarian, Connemara Public Library, Chennai.
Offices of the National Cadet Corps Unit.	Officer commanding of the Senior Division Unit concerned.
Office of the Director of Tamil Development.	Director of Tamil Development.
Office of the Director of Legal Studies including Law Colleges in the State.	Director of Legal Studies:

Provided that the Principals, Law Colleges, Madurai and Chennai shall be the appointing authority for their respective Colleges with effect from 17.1.76 and 1.4.77, respectively.

**Employment and Training Department:**

**Employment Branch -**

Office of the Director of Employment and Training, Chennai.	Assistant Director of Employment.
District Employment Office, Chennai.	Assistant Director, District Employment Office, Chennai.
Professional and Executive Employment Office, Chennai.	Assistant Director, Professional and Executive Employment Office, Chennai.

Special Employment Office for physically handicapped, Chennai.	Assistant Director, Special Employment Office for physically handicapped, Chennai.
Office of the District Employment Officers.	District Employment Officers concerned.
University Employment Information and Guidance Bureau, Chennai, Madurai and Annamalai Nagar.	Deputy Chief concerned.
Sub-Employment Offices.	District Employment Officer of the district concerned
<b>Training Branch -</b>	
Office of the Director of Employment and Training.	Gazetted Assistant (Administration)
Subordinate Offices.	Principals of the Industrial Institutes / Centres concerned.
Sri Moola Rama Varma Government Textile Institute, Nagercoil.	Superintendent of the Institute.
<b>Examinations, Government:</b>	
Office of the Board of Examiners.	Secretary to the Board of Examiners.
Office of the Commissioner for Government Examinations.	Secretary to the Commissioner for Government Examinations.
<b>Excise Department:</b>	
Office of the Deputy Commissioner of Excise, Chennai.	Deputy Commissioner of Excise, Chennai.
<b>Factories Department:</b>	
Office of the Inspector of Factories and Superintending Inspector of Factories.	Superintending Inspector of Factories.
<b>Fire Service Department:</b>	
Office of the Director of Fire Service.	Administrative Personal Assistant to the Director of Fire Service.
Regional Fire Offices.	Chief Fire Officer of Region concerned.
<b>Forest Department:</b>	
Office of the Principal Chief Conservator of Forests.	Personal Assistant to the Principal Chief Conservator of Forests.
Office of the Chief Conservator of Forests.	Personal Assistant to the Chief Conservator of Forests.
Office of the Conservators of Forests.	Personal Assistant to the Chief Conservator of Forests or Chief Conservator of Forests of the circle concerned, where there is no Personal Assistant.
Offices of the District Forest Officers.	District Forest Officers concerned.
Office of the Divisional Forest Officer.	Divisional Forest Officer.
Office of the Assistant Conservator of Forest.	Assistant Conservator of Forest.
Office of the Sericulturist.	State Sericulturist.

Offices of the Working Plant Officers.	Working Plant Officers concerned.
Offices of Rangers.	District Forest Officers concerned.
Other offices	Officer concerned.
<b>Government Museum, Chennai.</b>	Director of Museum, Chennai.
<b>Geology and Mining Department:</b> Geology and Mining department.	Commissioner of Geology and Mining, Chennai.
<b>Handlooms Department:</b> Office of the Director of Handlooms and Textiles.	Assistant Director of Handlooms and Textiles concerned.
<b>Harijan Welfare Department:</b> Office of the Director of Harijan Welfare.	The Personal Assistant to the Director of Harijan Welfare.
District Welfare Officers' offices.	Personal Assistant to the Collector concerned or the District Welfare Officer in the grade of a Divisional Officer, as the case may be.
Office of the Special Deputy Collector, (Kallar Reclamation), Madurai.	Special Deputy Collector,(Kallar Reclamation), Madurai.
Office of the Manager, Aziz Nagar Settlement, South Arcot District.	Collector of South Arcot.
Hostels and Schools maintained by the Harijan Welfare department - (a)Government Hostels and Schools in the city (b)Government Hostels and Schools elsewhere than in the city of Chennai.	Director of Harijan Welfare, Chennai.  Collector concerned.
<b>Highways and Rural Works Department:</b> Office of the Chief Engineer (Highways and Rural Works).	Deputy Chief Engineer (Highways and Rural Works).
Offices of the Superintending Engineer (Highways and Rural Works).	Superintending Engineer concerned.
Offices of the Divisional Engineers (Highways and Rural Works) and Sub- Divisions directly under them.	Divisional Engineer concerned.
<b>Hindu Religious and Charitable Endowments (Administration) Department:</b> Office of the Commissioner.	Personal Assistant to the Commissioner.
Offices of the Deputy Commissioner.	Deputy Commissioners concerned.
Offices of the Assistant Commissioner.	Assistant Commissioner concerned.
<b>Industries Department:</b> Office of the Director of Industries and Commerce.	Personal Assistant (General) to the Director of Industries and Commerce.
Office of the Regional Deputy Director, Assistant Director of Industries and	Regional Deputy Director of Industries and Commerce or Assistant Director of Industries

Commerce, Cottage Industries Officer and Assistant Director of Industries and Commerce (Industrial Co-operatives).

and Commerce or Cottage Industries Officer or Assistant Director of Industries and Commerce (Industrial Co-operatives), as the case may be.

Departmental Units, Training or Production Centres sanctioned under Small Scale Industries, Handicrafts, Sericulture, Industrial Co-operatives, Rural Industries Project and Ceramic Schemes and Industrial Estates, School of Arts and Crafts, State Geologist's Office, Chennai Mineral Development Project and Chemical Engineering Wing.

Assistant Director of Industries and Commerce or Cottage Industries Officer or Assistant Director of Industries and Commerce (Industrial Co-operatives) or the Gazetted Officer in-charge of the Unit or Center as the case may be or the Project Officer of the Project concerned or the Administrative Officer of the Industrial Estate concerned.

**Industries and Commerce Department:**

Office of the Director of Industries and Commerce, Chennai.

Personal Assistant to the Director of Industries and Commerce.

District Industries Centres.

General Managers.

Other offices of Industries and Commerce department.

Head of office concerned.

**Jail Department:**

Office of the Inspector-General of Prisons, Chennai.

Deputy Inspector-General of Prisons.

After-care Home, Pallavaram Probation Branch.

Secretary and Treasurer, Chief Probation Superintendent.

District and Central Jails.

Superintendent of Jail concerned.

Junior Approved Schools.

Superintendent of Schools concerned.

Senior Approved Schools, Chingleput.

Superintendent of Schools concerned.

Borstal School, Pudukkottai.

Superintendent of Schools concerned.

**Judicial Department:**

Courts of Presidency Magistrate, Egmore.

Chief Presidency Magistrate.

Courts of the Presidency Magistrate, George Town.

Second Presidency Magistrate.

Courts of the Presidency Magistrate, Saidapet.

Third Presidency Magistrate.

Office of the Administrator General and Official Trustee.

Administrator General and Official Trustee.

Office of the Court of Small Causes, Chennai.

Chief Judge, Court of Small Causes, Chennai.

Office of the City Civil Court, Chennai.

Judge or Principal Judge, City Civil Court, as the case may be.

Office of the Advocate-General, Chennai.

Advocate-General, Chennai.

Office of the Government Pleader, Chennai.	Government Pleader, Chennai
Office of the Public Prosecutor, Chennai.	Public Prosecutor, Chennai.
Office of the State Prosecutor, Chennai.	State Prosecutor, Chennai.
Office of the Editor, Indian Law Reports, Chennai Series.	Editor, Indian Law Reports.
Mofussil Courts (Civil and Sessions).	Presiding Officer of the Court concerned.
Judicial Magistrates' Courts (Mofussil).	District Magistrates concerned.
Labour Courts, Chennai, Madurai and Coimbatore.	Presiding Officer of the Court concerned.
Industrial Tribunal, Chennai.	Industrial Tribunal.
Office of Assistant Public Prosecutor.	Assistant Public Prosecutor concerned.
<b>Labour Department:</b>	
Office of the Commissioner of Labour.	Assistant Commissioner of Labour (Establishment and General).
Office of the Joint Commissioner of Labour.	Joint Commissioner of Labour concerned.
Office of the Deputy Commissioner of Labour.	Deputy Commissioner of Labour.
Offices of the Labour Officers.	Labour Officer concerned.
Offices of the Inspector of Labour.	Inspectors of Labour concerned.
Offices of the Inspector of Plantations.	Inspector of Plantations.
Tamil Nadu Institute of Labour Studies.	Director, Tamil Nadu Institute of Labour Studies.
<b>Local Fund Audit Department:</b>	
Office of the Examiner of Local Fund Accounts.	Assistant Examiner (Administration)
Office of the Assistant Examiner, State Housing Board Audit, Chennai and Units in the district.	Assistant Examiner, State Housing Board Audit.
Office of the Assistant Examiner, Chennai Corporation Unit.	Assistant Examiner, Chennai Corporation Audit.
Office of the Assistant Examiners of Local Fund Accounts and other offices under their control.	Assistant Examiners concerned
State Trading Schemes Department.	Chief Auditor, State Trading Schemes:

Provided that the authority competent to declare the completion of probation of the person shall be the Assistant Chief Auditor, State Trading Schemes, with effect from the 10th October 1977.

Tamil Nadu Public Service Commission.	Assistant Secretary, Tamil Nadu Public Service Commission.
Tamil Nadu Archives.	Assistant Commissioner of Archives.
<b>Port Department:</b>	
Office of the State Port Officer.	Gazetted Personal Assistant to the State Port Officer.
Port Offices including the Offices of Port conservators and Assistant Port conservators.	Port Officer concerned.
<b>Medical Department:</b>	
Office of the Director of Health Services and Family Planning, Chennai.	Assistant Director of Health Services and Family Planning (Administration).
Office of the Director of Medical Education.	Director of Medical Education.
Office of the Director of Indian Medicine, Chennai.	Director of Indian Medicine.
Arignar Anna Government Hospital of Indian Medicine, Chennai.	Superintendent, Arignar Anna Government Hospital of Indian Medicine, Chennai.
Government College of Indian Systems of Medicine, Palayamkottai and Hospital attached to it.	Principal, Government College of Indian Systems of Medicine, Palayamkottai.
City State Hospitals, Mofussil Hospitals, Medical Colleges and Institutions.	Deans/Superintendents, Principals and Directors, as the case may be.
Offices of the District Medical Officers and Civil Surgeons.	District Medical Officers or Civil Surgeons concerned, as the case may be.
Offices of the Joint Director of Health Services.	Joint Director of Health Services.
Mofussil Hospitals and Dispensaries.	Superintendents of the District Head Quarters Hospitals in respect of those employed in the District Head Quarters Hospitals, Civil Surgeons in respect of those employed in the Government Hospitals and Dispensaries under their control and Joint Director of Health Services in respect of those employed in other Government Hospitals and Dispensaries.
<b>Chemical Examiner's Laboratory:</b>	
Office of the District Chemical Examiner's Laboratory, Chennai.	Director, Chemical Examiner's Laboratory, Chennai.
<b>Panchayat Radio Maintenance Organisation:</b>	
Office of the Chief Radio Officer.	Chief Radio Officer.
Office of the Regional Radio Officer.	Regional Radio Officers concerned.
<b>Police Department:</b>	
Office of the Inspector-General of Police.	Assistant Inspector-General of Police.

Office of the Commissioner of Police.	Deputy Commissioner of Police concerned.
Office of the Deputy Inspector-General of Police, C.I.D. and Armed Police.	Superintendent of Police Crime Branch C.I.D.
Office of the other Deputy Inspectors-General of Police.	Deputy Inspector-General of Police concerned.
District Police Offices.	Superintendent of Police concerned.
Railway Police Offices.	Superintendent concerned.
Police Training Schools.	Principal concerned.
Police Hospitals and Dispensaries.	District Medical Officer of the District concerned in the Mofussil and in the cases of the Police Dispensary in the Chennai city, the Medical Officer-in-charge of the Dispensary.
<b>Political Department:</b>	
Office of the Paymaster, Carnatic Stipend.	Assistant Paymaster, Carnatic Stipend.
Stipend Pay Office, Vellore.	Revenue Divisional Officer, Vellore.
<b>Public Health Department:</b>	
Public Health Branch Office of the Director of Public Health.	Assistant Director of Public Health.
Office of the Health Inspectors and Rural Sanitation Health Officers.	District Health Officer concerned.
Office of the Health Officer, Health Unit, Poonamallee.	Health Officer, Health Unit, Poonamallee.
<b>Public Works Department:</b>	
Offices of the Chief Engineers.	Deputy Chief Engineer concerned.
Offices of the Superintending Engineers.	Superintending Engineer concerned.
Offices of the Executive Engineers.	Executive Engineer concerned.
Boiler Branch.	Chief Inspector of Boilers.
<b>Registration Department:</b>	
Office of the Inspector-General of Registration, The Registrar-General of Births, Deaths and Marriages and Director of Chits.	Personal Assistant to the Inspector- General of Registration.
Offices of the District Registrar and Sub-Registrars and Offices of the Inspector of Registration Offices and Registrar of Firms.	District Registrar concerned.
Office of the Deputy Inspector-General of Registration.	Deputy Inspector-General of Registration.
<b>Rehabilitation Department:</b>	
Office of the Director of Rehabilitation.	Assistant Director of Rehabilitation.
<b>Revenue Department:</b>	
Commissioner of Revenue Administration (Other than the Commercial Taxes Branch).	Assistant Secretary, Board of Revenue.



Board of Revenue (Land Reforms).	Assistant Secretary, Board of Revenue (Land Reforms).
Office of the Commissioner of Agricultural Income-tax.	Personal Assistant to the Commissioner of Agricultural Income-tax.
Office of the Commissioner of Urban Land Tax and the Board of Revenue (Urban Land Tax), offices of the Assistant Commissioner of Urban Land Tax.	The Commissioner of Urban Land Tax and Ex-Officio Secretary, Board of Revenue (Urban Land Tax).
Collectorates, Divisional Offices and Taluk Offices.	Personal Assistant (General) to the Collector of the District.
Central Survey Office.	Assistant Director in-charge.
Survey Parties.	Assistant Director concerned.
Settlement Parties.	Special Settlement Officer or Special Assistant Settlement Officer in-charge, as the case may be.
<b>Social Welfare Department:</b>	
Office of the Directorate.	The Administrative Personal Assistant to the Director of Social Welfare, Chennai.
Other offices.	The Superintendents of Service Homes or Secondary Grade Teachers Training Course, Tambaram or Working Women's Hostel, as the case may be.
<b>Stationery and Printing Department:</b>	Deputy Director (Printing).
<b>State Transport Department:</b>	
Chennai Branch including State Transport Central Workshop.	Assistant Director: Provided that appointment shall be made from a list of approved candidates arranged in the order of preference and prepared by a Committee consisting of the Assistant Director, Tamil Nadu State Transport Department and the Assistant Director of Employment and Training with the Secretary, Tamil Nadu State Transport Department as Associate Member.
Kanyakumari Branch.	Assistant Director: Provided that appointment shall be made from a list of approved candidates arranged in the order of preference and prepared by a Committee consisting of the Assistant Director, Tamil Nadu State Transport Department and the Collector of Kanyakumari or his nominee.
Motor Vehicles Maintenance Organisation.	Additional Secretary, Board of Revenue (Land Revenue) (valid for the period from 1 <sup>st</sup> March to 1 <sup>st</sup> April 1964.) State Road Transport Officers (Valid from 1 <sup>st</sup> April 1964 onwards).

**Sugar Department:**

Sugar department

Additional Director of Sugar.

**Statistics Department:**

Office of the Director of Statistics.

The Gazetted Officer who is in-charge of Establishment.

Other offices.

Head of Offices concerned.

**Transport Department:**

Office of the Transport Commissioner, Chennai.

Assistant Secretary.

Office of the Assistant Transport Commissioner (Zonal).

Assistant Transport Commissioner (Zonal) concerned.

Office of the Regional Officer.

Regional Transport Officer concerned.

**Town Planning Department:**

Office of the Director of Town Planning

Joint Director of Town Planning.

**Treasuries and Accounts Department:**

Office of the Director of Treasuries and the Offices of the Regional Deputy Directors of Treasuries and Accounts.

Personal Assistant to the Director of Treasuries and Accounts, Chennai.

Pay and Accounts Office (North), Chennai.

Pay and Accounts Officer (North), Chennai.

Pay and Accounts Office (South), Chennai.

Pay and Accounts Officer (South), Chennai.

Pay and Accounts Office (East), Chennai.

Pay and Accounts Officer (East), Chennai.

Office of the Assistant Superintendent of Stamps, Chennai including Chennai Taluk Treasury.

Assistant Superintendent of Stamps, Chennai.

Treasury (including Sub-Treasuries) in each district.

Treasury Officer Concerned:

Provided that the authority competent to make transfer from one unit to another shall be the Director of Treasuries and Accounts, Chennai.

**Technical Education Department:**

Office of the Director of Technical Education, Chennai.

Director of Technical Education.

Offices of the Engineering Colleges, Polytechnics and other Institutions.

First appointment in the Institutions –  
Principals / Special Officers concerned.  
Transfer from one Institution to another –  
Director of Technical Education, Chennai.

**Miscellaneous Departments:**

Office of the Director of Municipal Administration.

Personal Assistant to the Director of Municipal Administration.

Office of the Director of Rural Development.

Personal Assistant to the Director of Rural Development.

Chennai State Soldiers', Sailors' and Airmen's Board.

Secretary, Chennai State Soldiers', Sailors' and Airmen's Board.

Commissioner for Disciplinary Proceedings.	Commissioner for Disciplinary Proceedings.
Office of the Comptroller, Governor's Household.	Comptroller, Governor's Household.
State Guest House.	Superintendent, Government Estate, Chennai.
Government Election Branch in the Office of the Commissioner, Corporation of Chennai.	The Returning Officer, Parliamentary and Assembly Constituencies in Chennai city. (Commissioner, Corporation of Chennai).
Institute of Film Technology, Chennai.	Principal, Institute of Film Technology, Chennai.
Tamizhagam, Ootacamund.	Personal Assistant (General) to the Collector of the Nilgiris, Ootacamund.
Directorate of Vigilance and Anti-Corruption.	Superintendent of Police (Central Range).
Market Committees.	Secretaries of the Market Committee concerned.

## SECTION 19A— TAMIL NADU BASIC SERVICE (B.WING) OF SCHOOL EDUCATION DEPARTMENT.

**1.Constitution.**—The service shall consist of the following classes and categories of Government servants, namely:-

Class I	
Category	Peons.
Class II	
Category 1	Watchman.
Category 2	Gardener.
Category 3	Waterman.
Category 4	Sweeper.
Category 5	Sanitary worker.
Category 6	Cook.
Category 7	Cleaner.
Category 8	Maistries.
Category 9	Kitchen Attendants.
Category 10	Watchman-cum-Waterman.
Category 11	Watchman-cum-Sweeper.
Category 12	Gardener-cum-Sweeper.
Category 13	Waterman-cum-Gardener.
Category 14	Waterman-cum-Sweeper.
Category 15	Agricultural Maistry.
Category 16	Agricultural Cooly.
Category 17	Attendants.

**Explanation.**—No direct recruitment shall be made to any class or category of posts specified above provided that such of the regular vacancies as could not be filled as laid down in rule 3 and the new posts created in Government (Board) High Schools on or after the 1<sup>st</sup> April 1970 shall be treated as “A” wing posts and they shall be governed by the service rules applicable to similar posts in “A” wing in the School Education Department.

**2.Appointing authority.**—The Chief Educational Officers of the Districts concerned shall be the appointing authorities for all the categories of the posts mentioned.

**3.Appointment.**— Appointment to the several classes and categories of posts shall be made as follows:-

Class I	
Category Peons	Recruitment by transfer from any other service or by promotion from a lower category.
Class II	
All Categories	Recruitment by transfer from any other service or by promotion from lower category.

**Explanation.**—For the purpose of this rule ‘Promotion’ shall mean the appointment of a member of this service in a category to another category of this service under the same appointing authority carrying higher emoluments notwithstanding the class or category to which the posts belong.

**4.Educational qualification.**—(a) No person shall be eligible for appointment to any category of the service unless he has passed the III Form or 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.

(b) Notwithstanding the provisions in clause (a) appointment to the posts of Sweeper, Cook, Kitchen Attendants, Mazdoor, Cleaner, Sanitary Worker, Gardener, Watchman and Waterman in the Government Educational Institutions under the Director of School Education may be made out of persons who are able to read and write Tamil.

**5.Probation.**—(a) Every person appointed to the service except by promotion 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.

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

**6.Service in a class or category in different department or offices.**— Service rendered in a class or category of the 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.

**7.Appointment, discharge and re-appointment.**— For purposes of appointment, discharge and re-appointment, appointment as full members and promotion the jurisdiction of each appointing authority shall be treated as a separate unit.

**8.Appointment of full members.**— General rule 31 shall apply separately to a jurisdiction of each appointing authority.

**9.Postings and transfers.**—(a) All transfers and postings 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 one appointing authority to that of another shall be made by the authority to which such appointing authorities are administratively subordinate.

**SECTION 20 — THE TAMIL NADU LOCAL FUND AUDIT  
SUBORDINATE SERVICE.**

**1. Constitution.**—The service shall consist of the following categories in the Local Fund Audit Department and in the State Trading Schemes Department, namely :-

Category 1	Deputy Inspector
Category 2	Assistant Inspector

**2. 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 :-

TABLE

Categories (1)	Method of appointment (2)
Category I Deputy Inspector	<p>By promotion from among the holders of category 2, Assistant Inspector.</p> <p>Vacancies in the category 1, Deputy Inspector shall be filled up in the strict order of seniority from among the holders of category 2, Assistant Inspector :</p> <p>Provided that the second of a cycle of every two vacancies shall be filled by a suitable Assistant Inspector who has passed the Subordinate Accounts Service Examination, Parts I and II in full in preference to his senior who has not passed the said examination. If a suitable Assistant Inspector is not available such a vacancy also shall be filled by the appointment of the next suitable Assistant Inspector who has not passed the Subordinate Accounts Service Examination, Parts I and II in full.</p>
Category 2 Assistant Inspector	<p>1. By direct recruitment ; or</p> <p>2. (i) By recruitment by transfer from among the holders of the post of Junior Assistant and Steno-Typist or Typist in the Local Fund Audit Department and in the State Trading Schemes Department.</p> <p>(ii) The ratio for appointment, by direct recruitment and by recruitment by transfer, to category 2, Assistant Inspector shall be 4:1:</p> <p>Provided that appointment by recruitment by transfer shall be made from among the holders of the post of Junior Assistant and the posts of Steno-Typist and Typist in the ratio of 2 : 1</p> <p>Appointment to category 2, Assistant Inspector, by recruitment by transfer from among the holders of the posts of Junior Assistant and Steno-Typist or Typist, shall be on grounds of merit and ability. Seniority being considered only where merit and ability are approximately equal.</p>

**3. Reservation of appointments.**—The rule of reservation of appointments shall apply for direct recruitment to the post of Assistant Inspector in category 2.

**4.(1) Appointing authority.**—Appointments to the categories specified in column (1) of the table below shall be made by authorities specified in the corresponding entries in column (2) thereof :-

TABLE

Categories (1)	Appointing authorities (2)
Category 1 Deputy Inspector	Examiner of Local Fund Accounts
Category 2 Assistant Inspector	Deputy Examiner of Local Fund Accounts in the Local Fund Audit Department

(2) **Posting and transfer.**—(i) The Deputy Examiner of Local Fund Accounts shall be the authority competent to make transfer of Assistant Inspectors under category 2, from the jurisdiction of one Assistant Examiner of Local Fund Accounts to that of another and the Assistant Examiner of Local Fund Accounts concerned be the authority competent to make transfers within his jurisdiction.

(ii) The Chief Auditor, State Trading Schemes Department shall issue posting orders in respect of candidates appointed to category 1 from the annual list of approved candidates and allotted to the State Trading Schemes Department.

(iii) The Deputy Examiner of Local Fund Accounts shall issue posting orders in respect of candidates appointed to category 2 from the annual list of approved candidates and allotted to the State Trading Schemes Department.

**5. Qualification.**—(1) No person shall be eligible for appointment to category 2, Assistant Inspector 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 :-

TABLE

Categories (1)	Methods of appointment (2)	Qualification (3)
Category 2 Assistant Inspector	By direct recruitment	Must possess the degree of B.A. or B.Sc. or B.Com. of any University recognised by the University Grants Commission for the purpose of its Grants.
	By recruitment by transfer	Must have passed the Departmental Tests prescribed, from time to time.  Must be an approved probationer in the post of Junior Assistant or Typist in the Local Fund Audit Department and in the Chief Auditor, State Trading Schemes Department under categories 14 and 17 respectively of the Tamil Nadu Ministerial Service.

(2) **Age.**—No person shall be eligible for appointment, by direct recruitment, to category 2, Assistant Inspector if he has completed 30 years of age on the first day of July of the year in which the selection for such appointment is made.

**6. Departmental unit.**—For purpose of appointment to the respective categories included in the service, the Local Fund Audit Department and the State Trading Schemes Department shall be a single unit.

**7.Preparation of annual list of approved candidates.—**(1) For the purpose of preparation of the annual list of approved candidates for appointment by promotion or by recruitment by transfer to the categories in the service, the crucial date on which the candidates should have acquired the prescribed qualification shall be the 15th March of each year.

(2) List of approved candidates for filling up of the vacancy in category 2, Assistant Inspector by direct recruitment in the Departmental Unit referred to in rule 6 shall be prepared annually by the Tamil Nadu Public Service Commission based on the common estimate of vacancies to be furnished by the Deputy Examiner of Local Fund Accounts.

**8.Training.—** (1) Every person selected by the Tamil Nadu Public Service Commission for appointment to category 2, Assistant Inspector, by direct recruitment shall, subject to such conditions and for such periods as the State Government may, from time to time, lay down, undergo the course of training or instructions, prescribed by them unless he has been specially exempted by the State Government from undergoing such training or instructions and he shall be paid at the minimum of the time scale of pay applicable to the category, from time to time. Any person who has satisfactorily completed the said course of training or instructions is subsequently appointed to that category, the period of such training or instructions shall count for probation, leave and increment.

(2) Every person appointed to the category, on completion of the course of training or instructions, shall serve the State Government for a period of not less than five years from the date of completion of the training. If he does not serve the State Government for a period of five years he shall refund to the State Government the entire money spent on him during the course of training or instructions.

**9.Tests.—**(1) Every person appointed to category 2, Assistant Inspector, by direct recruitment, shall within a period of five years from the date of joining duty, pass the following departmental tests, namely:-

- (1) The Account Test for Subordinate Officers, Part I (with books)
- (2) The Tamil Nadu Government Office Manual (with books)
- (3) Local Fund Audit Departmental Tests -
  - (i) Local Acts and the Rules framed thereunder (with books)
  - (ii) Commercial Book-Keeping (without books)

(2) A person shall not be deemed to have satisfactorily completed his probation and shall not be entitled to appointment as a full member of the service or be eligible for increments, except the first increment, in the time scale of pay applicable to him unless and until he has passed the tests referred to in sub-rule (1). Such ineligibility for increments shall not have the effect of postponing his future increments, after he has passed the prescribed tests.

(3) If he fails to pass the tests as required in sub-rule (1), the appointing authority shall forthwith by order terminate his probation and (1) discharge him from service if he was appointed by direct recruitment or (2) revert him to his parent office or department, if he was appointed by recruitment by transfer:

Provided that the Examiner of Local Fund Accounts or the Chief Auditor, State Trading Schemes Department shall, at his discretion, appoint such of the Assistant Inspectors, who are appointed by direct recruitment in the Local Fund Audit Department or State Trading Schemes Department and who fails to pass the prescribed test or tests as Junior Assistants and the Junior Assistants so appointed shall take their rank below the last Junior Assistant working at the time of issue of orders of appointment and they shall pass all the four papers of the Local Fund Audit Department Tests or the other prescribed tests in addition to the Departmental tests as the case may be for being promoted as Assistant Inspector.

**Explanation.—**Candidates who are holders of the degree of B.Com. or B.Com (Hons.) of any University recognised by the University Grants Commission for the purpose of its grant and candidates who have passed the Government Technical Certificate Course Examination in Accountancy by the Higher Grade shall not be required to pass the subject Commercial Book-Keeping included in the Local Fund Audit Department Tests.



**10.Probation.**—(1) Subject to the provisions of sub-rule (2) of rule 8, every person appointed to category 2, Assistant Inspector, by direct recruitment, shall, with effect on and from the date of joining duty, be on probation for a total period of two years on duty within a continuous period of three years.

(2) Every person appointed to category 2, Assistant Inspector by recruitment by transfer from among the Junior Assistants and Steno-Typists or Typists in the Local Fund Audit Department and in the State Trading Schemes Department shall, with effect on and from the date of joining duty, be on probation for a total period of one year on duty within a continuous period of two years.

## SECTION 21—THE TAMIL NADU MEDICAL SUBORDINATE SERVICE.

### Part I

**Constitution.**—The service shall consist of the following branches, namely:-

- Branch I Medical
- Branch II Indigenous Medicine
- Branch III Nursing
- Branch IV General
- Branch V Miscellaneous

### Part II

#### Branch I – Medical

**1. Constitution.**—This branch shall consist of the following classes and categories of officers:-

#### Class I

##### Category-

1. Chief Pharmacists in Government Medical Institutions including Medical Colleges.
2. Pharmacists (including the Pharmacists employed in the Chennai City Police Dispensary, the Cinchona Department, the Department of Certified Schools and Vigilance Services, the Forest Department the Education Department and the Industrial Training Institute.
3. Theatre Assistants.

#### Class II King Institute, Guindy.

##### Category Junior Chemical Assistant.

#### Class III King Institute, Guindy.

##### Category-

1. Junior Assistant, Vaccine Lymph Section.
2. Technical Assistant, Cholera Vaccine Section.

#### Class IV Chemical Examiner's Department.

##### Sub-Assistant to the Chemical Examiner.

**2. Appointment.**—Appointment to the several classes and categories shall be made as follows:-

- (1) Category 1 of class I  
Chief Pharmacist  
Promotion of Pharmacists; or  
Direct recruitment; or  
For special reasons, recruitment by transfer from any other service.
- (2) Category 2 of class I  
Pharmacists  
Promotion of Theatre Assistants; or  
Recruitment by transfer from Nursing Orderlies and Attendants in Mental Hospitals of the Tamil Nadu General Subordinate Service; or  
If no suitable Theatre Assistant, Nursing Orderly or Attendant is available, direct recruitment.
- (3) Category 3 of class I  
Theatre Assistants  
Recruitment by transfer from Nursing Orderlies of the Tamil Nadu General Subordinate Service appointed after the 7<sup>th</sup> May 1930; or  
If no suitable Nursing Orderly is available, direct recruitment.

- |   |   |
|---|---|
| (4) Category 1 of class III<br>Junior Assistant,<br>Vaccine Lymph<br>Section      | Appointment by promotion of Sample-Takers, Technical Assistants or Technicians with not less than two years experience in the Vaccine Lymph Section; or<br><br>If no suitable candidate is available for promotion direct recruitment; or<br><br>For special reasons recruitment by transfer from any other service, class or category thereof. |
| (5) Category 2 of class III<br>Technical Assistant,<br>Cholera Vaccine<br>Section | Appointment by promotion of suitable Technicians in the King Institute, Guindy; or<br><br>If no suitable Technician is available, recruitment by transfer from any other category or class of any other service; or<br><br>Direct recruitment.  |
| (6) Category 1 of class II<br>Junior Chemical<br>Assistant                        | Direct recruitment; or<br><br>For special reasons, transfer from any other category or class; or<br><br>Recruitment by transfer from any other service.   |
| (7) Any other categories in<br>this branch  | Direct recruitment; or<br><br>For special reasons, recruitment by transfer from any other service.  |

**3.Appointing authority.**—The appointing authorities for the classes and categories specified in column (1) of Annexure I to these rules shall be the authorities specified in the corresponding entry in column (2) thereof:-

**3A.Rule of reservation.**—The rule of reservation of appointment (General rule 22) shall apply to the appointments to all the categories under this branch by direct recruitment.

**3B.Annual list of approved candidates for appointment by promotion and by recruitment by transfer.**—Appointment to any post in the service either by promotion or by recruitment by transfer, shall be made from the list of approved candidates prepared annually on the 15<sup>th</sup> March of every year.

**4.Age qualification.**—A candidate for appointment by direct recruitment to any class or category in this branch must not have completed 28 years of age:

Provided that –

- (i) this limit of age shall not apply in the case of any person transferred as Pharmacist from a Local Fund or Municipal Institution in consequence of the transfer of such Institutions to the control of the State Government;
- (ii) a candidate for appointment by direct recruitment as Chief Pharmacist in category 1 of class I must not have completed 30 years of age ;
- (iii) a candidate for appointment by direct recruitment as Pharmacist must not have completed 30 years of age; and
- (iv)The age limit for appointment by direct recruitment for the post of Theatre Assistant shall be increased by five years in the case of candidates belonging to Scheduled Castes and Scheduled Tribes.

**5.Special qualifications.**—No person shall be eligible for appointment to the class and category specified in column (1) of Annexure II to these rules, unless he possesses the qualifications specified in the corresponding entry in column (2) thereof:-

**6.Securities.**—(a) Where the State Government have, by general or special order, directed that the holder of any specified post or category of posts in this branch shall deposit security for the due and faithful performance of his duties, the person concerned shall deposit security of such amount as may be specified in such general or special order within a period of one month from the date of his appointment.

(b) If within a month from the date of his appointment, 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 entitle 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.

**7.Probation.**—Every person appointed to a class or category 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.

**8.Training.**—Every person appointed by direct recruitment as Theatre Assistant shall within the period of his probation undergo the training prescribed for Nursing Orderlies.

**9.**Every person appointed by direct recruitment as Theatre Assistant shall, within the period of his probation pass the examination held at the end of the prescribed training.

**10.Transfers, deputation and postings.**—(a) Postings of Pharmacists in the Raj Bhavan Dispensary shall be made by the Director of Health Services and Family Planning in consultation with the Comptroller, Governor's Household.

(b) Transfers and postings of Pharmacists -

- (i) from one hospital to another in the City of Chennai; or
- (ii) from one hospital to another in the same district; if the appointing authorities are different; or
- (iii) from the City of Chennai to the mufassal and vice versa; or
- (iv) from one district to another shall be made by the Director of Health Services and Family Planning, Director of Medical Education, as the case may be.

(c) All transfers and postings of Chief Pharmacists within an unit shall be made by the appointing authority concerned. The transfers from one unit to another shall be made by the Director of Health Services and Family Planning, Director of Medical Education, as the case may be.

(d) The District Medical Officer of each district may depute Pharmacists for service in the Jail Department within the area of his jurisdiction for a period which may extend to three years. He may recall them for service in the Medical Department on the expiry of the above period or earlier if necessary.

(e) Transfers and postings of Pharmacists in the Jail Department within a district shall be made by the District Medical Officer concerned.

(f) Transfers and postings of Pharmacists from the Medical Department to the Jail Department within a district shall be made by the District Medical Officer concerned.

(g) Transfers and postings of Pharmacists employed in the Forest Dispensaries in the mufassal within a division shall be made by the District Forest Officer and outside the division by the District Medical Officer of the district in which the dispensaries are situated with the prior approval of the District Forest Officer concerned.

(h) Transfers and postings of Pharmacists employed in the dispensaries under the control of the Education Department shall be made by the District Medical Officer of the district concerned in the mufassal and the Dean, Government General Hospital, Chennai in the Chennai City, in consultation with the head of the Educational Institution concerned.

**11. Service counting for leave and pensions.**—(a) 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, shall not be entitled to count his previous service under any local body for pension, unless,-

- (i) such service was rendered in a pensionable post or posts and pensionary contributions were being paid on his behalf by such local body; and
- (ii) such person was subscribing to a provident fund maintained by such local body; and
  - (1) such local body agrees to contribute its share of the pension calculated according to the rule of proportion; and
  - (2) such person agrees to forego the bonus earned by him in respect of his service under the local body.

(b) 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 shall not be entitled to have his leave account credited with the amount of the leave if any, earned by him prior to such appointment, unless the local body or bodies under which he was employed agree to bear the entire leave salary for the period of the leave so earned, calculated on the average pay of such member at the time of his proceeding on leave.

- (c)(i) in the case of a person who has put in over two years of regular service in a post under a District Board or under a Municipal Council, as the case may be, and who has passed the test or undergone the training if any prescribed for the satisfactory completion of probation in the corresponding post under the Government, he shall on absorption in the corresponding post under the Government be treated as an approved probationer with effect on and from the date of absorption;
- (ii) in the case of person who has put in over two years of regular service in a post under a District Board or under a Municipal Council, as the case may be, but who has not passed the test or undergone the training, if any, prescribed for satisfactory completion of probation in the corresponding post under the Government, he shall, after absorption in the corresponding post under the Government, be treated as an approved probationer with effect only from the date of passing the test or with effect from the date of satisfactory completion of the training, as the case may be;
- (iii) in the case of a person who has put in less than two years of regular service in a post under a District Board or under Municipal Council, as the case may be, he shall on absorption in the corresponding post under the Government, be placed on probation for the period falling short of two years. He shall become eligible for declaration of probation only after passing the test or undergoing the training, if any, prescribed for such satisfactory completion of probation;
- (iv) in all cases mentioned in clauses (i) to (iii) above, orders for satisfactory completion of probation shall be issued by the competent authority; and
- (v) in the case of a temporary employee in a District Board or a Municipal Council, he shall, on absorption in a service or post under the Government be treated as probationer from the date of absorption.

**ANNEXURE I**  
(referred to in rule 3)

Class I	Category (1)	Appointing authority (2)
	Category 1 Chief Pharmacists (in Government Medical Institutions including Medical Colleges).	Head of the Institution concerned not below the rank of Civil Surgeon.
	Category 2 Pharmacists-	
	(i) in hospitals in the City of Chennai (including the Tuberculosis Institute, Chennai) in the Government Tuberculosis Sanatorium, Tambaram and in Mental Hospitals in the mofussil.	Head of the Institution concerned.
	(ii) in the District Headquarters Hospitals in the mofussil.	District Medical Officer concerned.
	(iii) in other Medical Institutions in the mofussil.	- do -
	(iv) in the Raj Bhavan Dispensary.	Director of Health Services and Family Planning.
	(v) in the Chennai City Police Dispensary.	Director of Health Services and Family Planning.
	(vi) in the Cinchona Department, the Nilgiris district and the Coimbatore district.	District Medical Officer concerned.
	(vii) in the Forest Department, Coimbatore Divisions.	District Medical Officer concerned, subject to the condition that Pharmacists will be under the administrative control of the District Forest Officer concerned.
	(viii) in the Education Department.	District Medical Officer concerned in the mofussil and the Dean, Government General Hospital in Chennai city.
	(ix) in the Industrial training Institutes.	- do -
	Category 3 Theatre Assistants.	The Superintendent of the hospital concerned subject to the approval of the Director of Health Services and Family Planning.

Class II King Institute, Guindy.

Category

Junior Chemical Assistants.

Director, King Institute, Guindy.

Class III King Institute, Guindy.

Category 1

Junior Assistant,  
Vaccine Lymph Section.

Director, King Institute, Guindy.

Category 2

Technical Assistant,  
Cholera Vaccine Section.

Director, King Institute, Guindy.

Class IV Chemical Examiner's Department.

Category

Sub-Assistant to the Chemical  
Examiner.

Chemical Examiner.

**ANNEXURE II**  
(referred to in rule 5)

	Category (1)	Qualification (2)
Class I		
	Category 1	
	Chief Pharmacist in other Government Medical Institutions, including Medical Colleges.	A diploma in Pharmacy.
	Category 2	
	Pharmacists.	(1) A diploma in Pharmacy. (2) Must have registered with Tamil Nadu Pharmacy Council and must keep the registration alive by renewing it regularly every year.
	Category 3	
	Theatre Assistants.	If recruited by transfer, satisfactory service for a period of not less than five years as a Nursing Orderly and a fair knowledge of English.  If recruited direct, pass in the IV Form in a recognized school maintained by or opened with the sanction of the State Government or to which recognition has been accorded by the Director of Public Instruction, Chennai, under the Tamil Nadu Educational Rules.
Class II King Institute, Guindy.		
	Category	
	Junior Chemical Assistant.	A degree of B.Sc., or B.Sc.(Hons), M.A., or M.Sc., with Chemistry as the main subject or the degree in B.Pharmacy.
Class III King Institute, Guindy.		
	Category 1	
	Junior Assistant, Vaccine Lymph Section.	(1) Must possess the minimum general educational qualification prescribed in the Schedule I to the General rules. (2) Must have obtained the Sanitary Inspector's Certificate granted by the Director of Public

Health, Chennai, as Chairman of the Board of Examiners constituted by the Government in this regard.

Category 2  
Technical Assistant,  
Cholera Vaccine Section.

A certificate of having successfully undergone the Laboratory Technicians Course granted by the Board of Examiners constituted by the Government and also experience as a Technician in a Bacteriological Laboratory for a period of not less than five years.

Class IV Chemical Examiner's Department.

Category

Sub-Assistant to the Chemical Examiner.

- (1) A degree in Chemistry or a degree in Pharmacy; or
- (2) The diploma in Chemistry and Microscopy of Foods, Drugs and Water of the Andhra University or the degree of Master of Science in Chemistry with the special subject Chemistry (including Microscopy) of Foods, Drugs and Water of the said University; or
- (3) The B.Sc., (Hons.) degree of the Andhra University in which are included the courses in Technology (with Sugar or Pharmaceutical and Fine Chemicals as Optional subjects) or the degree of Master of Science in Pharmaceuticals of the said University; or
- (4) The L.T.C. diploma of the Victoria Jubilee Technical Institute, Bombay after undergoing a course of Foods, Drugs and General Analysis of Technical and applied Chemistry.

Branch II – Indigenous Medicine.

**1. Constitution.**—This branch shall consist of the following categories of officers in the College and Hospital of Indigenous Medicine, namely :-

1. Lecturers.
2. Assistant Lecturers.
3. Demonstrators.
4. Herbarium Superintendent and Lecturer in General Science
5. Pharmacy Supervisors.
6. Pharmacist, Indigenous Medicine.
7. Laboratory Attendants,  
Grade I.  
Grade II.
8. Nursing Orderlies,  
Grade I.  
Grade II.
9. Masseur.
10. Pharmacy Attendants.
11. Maternity Assistants.

**2. Appointment.**— Appointment to the several categories shall be made as follows:-

1. Lecturers. Promotion from Assistant Lecturers and Demonstrators; or  
Direct recruitment; or



For special reasons, recruitment by transfer from any other service:

Provided that the holders of the posts of Tutors in Indian Medicine in the college of Indian Medicine shall also be eligible for promotion to the posts of Lecturers.

- |    |                                  |   |
|----|----------------------------------|---|
| 2. | Assistant Lecturers.             | Promotion from Demonstrators ; or<br>Direct recruitment ; or<br><br>For special reasons, recruitment by transfer from any other service:<br>Provided that the holders of the posts of Tutors in Indian Medicine in the college of Indian Medicine shall also be eligible for promotion to the posts of Assistant Lecturers. |
| 5. | Pharmacy Supervisors.            | Promotion from Pharmacist, Indigenous Medicine.   |
| 6. | Pharmacist, Indigenous Medicine. | Promotion from Nursing Orderlies, Masseur and Pharmacy Attendants. or<br>Direct recruitment; or<br><br>For special reasons, recruitment by transfer from any other service.   |
| 7. | Any other categories.            | Direct recruitment ; or<br><br>For special reasons, recruitment by transfer from any other service.   |

**3.Appointing authority.**—The appointing authority for the posts in categories 1 to 6 shall be the Director of Indian Medicine. The appointing authority for the posts in categories 7 to 11 shall be the Head of the Institution concerned.

**4.General qualifications.**—A candidate for appointment by direct recruitment to the categories specified in column (1) of the table below must not have completed or will not complete, as the case may be, the age specified in the corresponding entries in column (2) thereof:-

TABLE

Category (1)	Age (2)
1. Lecturers	Thirty-two years on the first day of July of the year in which the selection is made.
2. Assistant Lecturers	Thirty years on the first day of July of the year in which the selection is made if the candidate possesses the diploma of Licentiate in Indigenous Medicine, granted by the Government Board of Examiners in Indigenous Medicine ; or  Thirty-two years on the first day of July of the year in which the selection is made if he possesses the diploma of High Proficiency test in Indigenous Medicine, granted by the Government Board of Examiners in Indigenous Medicine.

3.	Demonstrators	Thirty years on the first day of July of the year in which the selection is made.
4.	Herbarium Superintendent and Lecturer in General Science	Twenty seven years on the first day of July of the year in which the selection is made.
6.	Pharmacist, Indigenous Medicine	Forty Years on the first day of July of the year in which the selection is made
11.	Maternity Assistants	(1) Thirty-five years if the candidate is a married woman or a widow but must have completed 18 years ; or (2) Twenty years if the candidate is an unmarried woman : Provided that these limits of age shall not apply in the case of appointment to the service of any person employed in a local fund or municipal institution in consequence of the transfer of such institution to the control of the State Government.
	Any other Categories.	Twenty-five years.

**5.Special qualifications.**—No person shall be eligible for appointment to the category specified in column (1) of the Annexure unless he possess the qualifications specified in the corresponding entry in column (2) thereof:-

**5A.Reservation of appointments.**—The rule of reservation of appointments as provided in rule 22 of General rules for the Tamil Nadu State and Subordinate Services shall apply to appointments by direct recruitment.

**6.Temporary appointment.**—Temporary appointment of Lecturers, Assistant Lecturers or Demonstrators in the College of Indigenous Medicine otherwise than in accordance with the General rules and these rules shall be made only if a qualified candidate is not available.

**7.Probation.**— Every person appointed to a category in this branch 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.

But this rule shall not apply to any promotion which has not been declared by a specific order of the State Government with reference to Fundamental Rule 30 as involving the assumption of duties and responsibilities of greater importance than those attaching to the category from which the promotion is made.

**7A.Training.**—Every person selected for appointment to the category of Pharmacy Attendant shall be given training in the Pharmacy techniques for a period of six months in the pharmacy where he is to be appointed and the period of training shall count for probation and increment.

**8.Unit for appointment, discharge, etc.**—For the purposes of appointment, discharge, re-appointment and appointment as full members, every post or group of posts in each of the categories of Lecturers, Assistant Lecturers and Demonstrators for which qualification in a particular subject is prescribed shall be deemed to be a separate category.

**9.Transfer.**—Medical Officers, Pharmacist and Nursing Orderlies employed in the Government Institutions of / Indian system of Medicine are liable for transfer from one such institution to another.

**10. Rent-free quarters.**— Nursing Orderlies in Grade I and II and Maternity Assistants shall be entitled to rent-free quarters.

A Nursing Orderly for whom quarters are not available shall be entitled to a house-rent allowance of Rs.3 a month and a Maternity Assistant for whom quarters are not available shall be entitled to a monthly allowance equal to the rent, if any, actually paid by her subject to the maximum of 10 per cent of her pay.

**11. Uniform and dhobi allowance.**—Maternity Assistants shall, in addition to their pay, be entitled to the following allowance :-

1. A uniform allowance of Rs.22.50 a year ; and
2. A dhobi allowance of Rs.1.75 a month.

**ANNEXURE**  
(referred to in rule 5)

Category (1)	Qualifications (2)
Category 1 Lecturers	(1) Minimum general educational qualification prescribed in the Schedule I to the General rules. (2) Lecturer in Indigenous Medicine – Diploma of High Proficiency Test in Indigenous Medicine granted by the Government Board of Examiners in the Ayurveda Telugu, Ayurveda Tamil, Siddha or Unani system, as the case may be, in respect of which recruitments is necessary.  Lecturer on Modern Medicine – L.M & S. or M.B.B.S degree of a University : Provided that preference shall be given to candidates who possess, in addition to the said degree, the F.I.M or A.I.M diploma granted by the Government Board of Examiners in Indigenous Medicine.
Category 2 Assistant Lecturers  Category 3 Demonstrators	} } Diploma of Licentiate in Indigenous Medicine granted by the Government Board of Examiners in the Ayurveda Telugu, Ayurveda Tamil, Siddha or Unani system, as the case may be, in respect of which recruitments is necessary: Provided that for appointment to category 2 (Assistant Lecturers preference shall be given to candidates who possess the diploma of High Proficiency Test in Indigenous Medicine granted by the Government Board of Examiners in the Ayurveda Telugu, Ayurveda Tamil, Siddha or Unani system, as the case may be.
Category 4 Herbarium Superintendent and Lecturer in General Science	B.Sc. degree in Agriculture of a University.
Category 5 Pharmacy Supervisors	(1) Diploma in Indian System of Medicine; and (2) Experience for a period of not less than five years as Pharmacist Indigenous Medicine.

<p>Category 6 Pharmacist, Indigenous Medicine</p>	<p>Diploma in Indian System of Medicine.</p>
<p>Category 7 Laboratory Attendants, Grade I</p>	<p>Pass in the III Form of a recognized school, i.e., a school maintained by, or opened with the sanction of the State Government or to which recognition has been accorded by the Director of School Education, under the Tamil Nadu Educational Rules.</p>
<p>Grade II</p>	<p>Experience as Laboratory Attendant for a period of not less than one year in a medical Institutions or college.</p>
<p>Category 8 Nursing Orderlies, Grade I</p>	<p>Must have passed the III Form in a recognized school, i.e., a school maintained by, or opened with the sanction of the State Government or to which recognition has been accorded by the Director of School Education under the Tamil Nadu Educational Rules, or must possess the Indian Army Third Class English Certificate. No Nursing Orderly, Grade II, shall be eligible for promotion to Grade I unless he has rendered satisfactory service for a period of not less than five years in Grade II.</p>
<p>Grade II</p>	<p>Must have passed the V Standard in a recognized school i.e., a school maintained by, or opened with the sanction of the State Government or to which recognition has been accorded by the Director of School Education Chennai under the Tamil Nadu Educational Rules, or must possess the Indian Army Third Class English Certificate of Education.</p>
<p>Category 9 Masseur</p>	<p>(1) Must have passed Secondary School Leaving Certificate examination or a qualification equivalent thereto; and (2) Must have passed the one year certificate course in Masseur training conducted by the Government of Tamil Nadu at Arignar Anna Government Hospital of Indian Medicine, Chennai.</p>
<p>Category 10 Pharmacy Attendants</p>	<p>Pass in standard VIII in a recognized school.</p>

- Category 11  
Maternity  
Assistants
- (1)(a) Ability to read and write Tamil;  
(b) Training in an Institution approved by the State Government as a Training Centre for Maternity Assistants under rule 37 of the rules made under sub-section (2) of section 11 of the Tamil Nadu Nurses and Midwives Act, 1926, or preferably –
- (2)(a) Higher educational qualification such as a pass in the middle school or upwards in the case-of an Anglo-Indian and a pass in the IV Form or upwards in the case of Indian ;and  
(b) Advanced course of training in Midwifery at the Government Hospital for Women- and Children, Egmore, or the Kasturba Gandhi Hospital for Women and Children, Triplicane and a pass in an examination in Midwifery.

Branch III – Nursing

**1. Constitution.**—This branch shall consist of the following categories of officers:-

- Category 1 Nursing Superintendent, Grade III.  
Category 2 Nurses.  
Category 3 Maternity Assistants.  
Category 4 Health Visitors.  
Category 5 Hospital Social Workers.  
Category 6 Nuns.  
Category 7 Auxiliary Nurse Midwives.  
Category 8 Physiotherapists, Grade I.  
Category 9 Physiotherapists, Grade II.  
Category 10 Medical Social Worker.  
Category 11 Psychiatric Social Worker.

**2. Appointment.**—(a) Appointment to the several categories shall be made as follows:-

Category (1)	Method (2)
1. Nursing Superintendent Grade III	Promotion of Nurses in this branch; or Direct recruitment; or For special reasons, recruitment by transfer from any other service.
2. Nurses	Direct recruitment; or Promotion of Maternity Assistants in this branch possessing qualification prescribed for appointment as Nurses; or For special reasons, recruitment by transfer from any other service.
2A. Physiotherapists, Grade I	Promotion from physiotherapists, Grade II in this branch; or Direct recruitment.

2B. Physiotherapists, Grade II	Direct recruitment.
3. Auxilliary Nurse Midwives	Direct recruitment; or For special reasons, recruitment by transfer from any other service: Provided that other things being equal, preference shall be given to candidates, who execute a bond to work in hill areas for a period of five years.
4. Medical Social Worker	Direct recruitment.
5. Psychiatric Social Worker	Direct recruitment; or For special reasons by transfer from any other category; or Recruitment by transfer from any other service.
6. Any other category	Direct recruitment; or For special reasons, recruitment by transfer from any other service.

(b)Promotion to the category of Nursing Superintendent, Grade III and Physiotherapists, Grade I shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

**3.Appointing authority.**—The Appointing authorities for the several categories shall be as follows:-

Category (1)	Appointing authority (2)
3. Maternity Assistant.	(i) In the case of the Raj Bhavan Dispensary, the Director of Medical and Rural Health Services. (ii) In the case of other hospitals in the Chennai City and District Headquarters, Erskine Hospital, Madurai, Raja Mirasdar Hospital, Thanjavur and Chengalput Medical College Hospital, Chengalput and in the mufassal, the Superintendent/Dean of the Hospital concerned. (iii) In the case of Taluk Headquarters Hospital in the mufassal, the Joint Director of Health Services concerned. (iv) In the case of other institution in the mufassal, the District Medical Officer concerned.
4. Health Visitors. 5. Hospital Social Workers 6. Nuns.	} Superintendent of the hospital concerned.

7. Auxiliary Nurse Midwives.	Director of Health Services and Family Planning, Director of Medical Education or Deputy Director of Health Services and Family Planning (Family Planning).
8. Medical Social Worker.	Head of Departments concerned.
9. Psychiatric Social Worker.	Head of Medical Institutions not below the rank of Civil Surgeon.
Other categories.	Director of Medical Services.

**3A.Reservation of appointments.**—The rule of reservation of appointments (General rule 22) shall apply to the appointments to all the categories under this branch by direct recruitment.

**3B.Annual list of approved candidates for appointment by promotion and by recruitment by transfer.**—Appointment to any post in the service either by promotion or by recruitment by transfer shall be made from the list of approved candidates prepared annually on the 15<sup>th</sup> March of every year.

**4.General qualifications.**—A candidate for appointment by direct recruitment to the categories specified in column (1) of the table below must, as regards her age, satisfy the conditions specified in the corresponding entries in column (2) thereof:-

TABLE

Category (1)	Age (2)
1. Nursing Superintendent, Grade III.	Must have completed the age of 29 years and must not have completed the age of 35 years.
2. Nurses.	Must not have completed the age of 32 years.
3. Maternity Assistants.	(i) Must have completed the age of 18 years and must not have completed the age of 35 years, if the candidate is a married woman or a widow; (ii) Must have completed the age of 20 years and must not have completed the age of 35 years, if the candidate is a unmarried woman: Provided that these limits of age shall not apply in the case of appointment to the service of any person employed in a Local Fund or Municipal Institution in consequence of the transfer of such institution to the control of the State Government.
4. Health Visitors.	Must not have completed the age of 35 years.

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|--------------------------------|---|
| 5. Hospital Social Workers.    | Must not have completed the age of 35 years:<br>Provided that a candidate belonging to the Scheduled Castes or the Scheduled Tribes shall be eligible for appointment to the post of Hospital Social Workers if she has not completed the age of 40 years.  |
| 6. Nuns.                       | Must have completed the age of 30 years but must not have completed the age of 35 years.  |
| 7. Auxiliary Nurse Midwives.   | Must not have completed the age of 35 years.  |
| 8. Physiotherapists, Grade I.  | Must not have completed the age of 30 years on the 1 <sup>st</sup> day of July of the year in which the selection for appointment is made.  |
| 9. Physiotherapists, Grade II. | Must not have completed the age of 25 years on the 1 <sup>st</sup> day of July of the year in which the selection for appointment is made:<br>Provided that a candidate shall be eligible for appointment, if he has not completed the age of 26 years, if appointed on or after 10 <sup>th</sup> November 1972:<br>Provided further that a candidate shall be eligible for appointment, if he has not completed the age of 28 years, if appointed on or after the 6 <sup>th</sup> October 1979:<br>Provided also that a candidate shall be eligible for appointment, if he/she has not completed the age of thirty years, if appointed on or after the 27 <sup>th</sup> February 1989. |
| 10. Medical Social Worker.     | Must not have completed the age of thirty years.  |
| 11. Psychiatric Social Worker. | Must have completed the age of twenty three years but must not have completed the age of forty years.   |

**5.Special qualifications.**—No person shall be eligible for appointment to the category specified in column (1) of the Annexure to this rules unless he/she possesses the qualifications specified in the corresponding entries in column (2) thereof:-

**6.Probation.**—(a) Every person appointed to the following categories by direct recruitment or by recruitment by transfer 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.

1. Nursing Superintendent, Grade III
2. Nurses
3. Maternity Assistants
4. Health visitors
5. Hospital Social Workers



6. Nuns
7. Auxiliary Nurse Midwives
8. Physiotherapists, Grade I
9. Physiotherapists, Grade II
10. Medical Social Worker
11. Psychiatric Social Worker

(b) The authority competent to declare the satisfactory completion of probation of Nursing Superintendent Grade III and Physiotherapists Grade I and to order the extension of their probation except in cases which involve relaxation of rules shall be the Director of Medical and Rural Health Services.

(c) The authority competent to declare the satisfactory completion of probation of Nurses, Auxiliary Nurse Midwives, Maternity Assistants, Health Visitors, Hospital Social Workers, Nuns and Physiotherapists Grade II shall be the Joint Director of Health Services or the Head of Medical Institutions.

**7. Rent free quarters.**—Nursing Superintendent Grade III, Nurses, Auxiliary Nurse Midwives and Maternity Assistants shall be entitled to rent free quarters.

The Auxiliary Nurse Midwives, Maternity Assistants working in Government Medical Institutions who are not provided with rent free quarters shall be entitled to draw House Rent Allowance at the rates prescribed in G.O.(Ms) No.224, Finance, dated the 8<sup>th</sup> February 1971:

Provided that the Auxiliary Nurse Midwives and Maternity Assistants who are working in the Government Medical Institution in places not mentioned in Annexure to G.O.(Ms) No.224, Finance, dated the 8<sup>th</sup> February 1971 shall continue to be paid allowance at the flat rate of Rs.8/- per mensem:

Provided also that the men Nurses or Nursing Superintendent Grade III who stay outside the quarters shall draw House Rent Allowance at the rates specified in G.O.(Ms) No.224, Finance, dated the 8<sup>th</sup> February 1971. But married women Nurses and married Head Nurses for whom family quarters are available but permitted to stay outside the quarters shall not be entitled to draw the House Rent Allowance. Unmarried Nurses and unmarried Head Nurses permitted to stay outside for want of Government Quarters shall be entitled to draw House Rent Allowance at the rates specified in G.O.(Ms) No.224, Finance, dated the 8<sup>th</sup> February 1971:

Provided further that the unmarried Nurses and Nursing Superintendent Grade III who are working in Government Medical Institutions in places not mentioned in Annexure to G.O.(Ms) No.224, Finance, dated the 8<sup>th</sup> February 1971 and who are not provided with Government Quarters shall continue to be paid an allowance at the flat rate of Rs.8/- per mensem.

**8. Ration, Uniform allowance and Dhoby allowance.**— Members of the service in this branch shall be entitled in addition to their pay to the following allowances:-

Designation (1)	Ration Allowance per mensem (2)	Uniform Allowance per annum (3)	Dhoby Allowance per mensem (4)
(1) Nursing Superintendent	Rs.30/-	Rs. 135/-	Rs. 7/-
(2) Staff Nurse	Rs.30/-	Rs.101.25/-	Rs. 7/-
(3) Maternity Assistant	Rs.Nil	Rs. 67.5/-	Rs. 5/-
(4) Auxiliary Nurse Midwife	Rs.30/-	Rs.101.25/-	Rs. 7/-
(5) Physiotherapist, Grade I	-	Rs. 135/-	Rs.10/-
(6) Physiotherapist, Grade II	-	Rs. 105/-	Rs.10/-

**9. Leave terms.**—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 shall not be entitled to have her leave account credited with the amount of the leave, if any, earned by her prior to such appointment unless the local body or bodies under which she was employed agree to bear the entire leave salary for the period of the leave so earned, calculated, on her average pay at the time of her proceeding on leave.

**10. Transfer and postings.**—(a) Transfer and posting of Nurses and Auxiliary Nurse Midwives within a district may, on public grounds to be recorded in writing, be made by the Joint Director of Health Services concerned, copies of orders being communicated to the Director of Medical and Rural Health Services.

(b) Nuns shall be liable for transfer from one institution to another where posts of Nuns exist. Such transfer to be made by the Director of Medical and Rural Health Services.

(c) Candidates possessing a basic degree in Nursing from any University or Institution, if appointed as Nurse, shall be posted in a District Head Quarters Hospital, a small Mofussil Hospital, a Maternity Hospital and a teaching General Hospital for a total period of two years.

**11. Posting of Nurses in Raj Bhavan Dispensary.**—Postings Nurses, Maternity Assistants and Auxiliary Nurse Midwives in the Raj Bhavan Dispensary shall be made in consultation with the Comptroller, Governor's House hold.

**12. Service for Pension.**—(1) Any person transferred from a Local Fund or Municipal Institutions in consequence of the transfer of such Institution to the control of the State Government shall not be entitled to count her previous service under any local body for pension, unless:-

- (i) (a) such service was rendered in a pensionable post or posts in pensionary contributions being paid on her behalf by such local body; or  
(b) such person was subscribing to a Provident Fund maintained by such local body;
  - (ii) such local body agrees to contribute its share of the pension calculated according to the rule of proportion; and
  - (iii) such person agrees to forego the bonus earned by her in respect of her service under that local body.
- (2) (i) in the case of a person who has put in over two years of regular service in a post under a District Board or under a Municipal Council, as the case may be and who has passed the test or degree, the training, if any, prescribed for the satisfactory completion of probation in the corresponding post under the Government, he shall, on absorption in the corresponding post under the Government be treated as an approved probationer with effect on and from the date of absorption;
- (ii) in the case of a person, who has put in over two years of regular service in a post under a District Board or under a Municipal Council, as the case may be but who has not passed the test or undergone the training, if any, prescribed for satisfactory completion of probation in the corresponding post under the Government, he shall, after absorption in the corresponding post under the Government, be treated as an approved probationer with effect only from the date of passing the test or with effect from the date of satisfactory completion of the training, as the case may be;
- (iii) in the case of person, who has put in less than two years of regular service in a post under a District Board or under a Municipal Council, as the case may be he shall, on absorption in the corresponding post under the Government be placed on probation for the period falling short of two years. He shall become eligible for declaration of probation only after passing the test or undergoing the training, if any prescribed for such satisfactory completion of probation;
- (iv) in all cases mentioned in clauses (i) to (iii) above, orders for satisfactory completion of probation shall be issued by the competent authority; and
- (v) in the case of temporary employee in a District Board or a Municipal Council, he shall on absorption in a service or post under the Government be treated as a probationer on and from the date of absorption.

**13. Concession to the members deputed for military service and recruited from military service.**—Any period of 'field service' rendered by a Member of the Service who is deputed for military service / duty in connection with the National Emergency proclaimed on the 26<sup>th</sup> October 1962 and in September 1965 and December 1971 to January 1977 and the service of those non-service candidates who joined Armed Forces during emergency and who are subsequently recruited to the service against the vacancies reserved for candidates with military service shall for purposes of probation and increments of pay, count as duty in the post borne on the service for twice that period.

### ANNEXURE

(referred to in rule 5)

Category (1)	Qualification (2)
Category 1 and 2 Nursing Superintendent, Grade III and Nurses (Women)	<p>(A) A successful training for a period of not less than three years in general nursing of men and women and for a period of not less than six months in midwifery training in both cases to be undergone in an institution approved by the State Government under rule 37 of the rules made under sub-section (2) of Section 11 of the Tamil Nadu Nurses &amp; Midwives Act 1926 with qualifications prescribed for registration as Nurse and Maternity Assistant under the said Act; or</p> <p>A foreign training which is considered by the Director of Medical and Rural Health Services to be equivalent or superior to the above training or possession of a basic degree in Nursing.</p> <p>(B) A person possessing a basic degree in nursing shall be considered for promotion as Nursing Superintendent, Grade III only if she has served for a total period of two years as Nurse in a district headquarters Hospital, a small mofussil hospital, a Maternity Hospital and a Teaching General Hospital.</p> <p>(C) But for appointment as a Nurse, a person who possesses the above qualifications or only the qualification in general nursing and who has rendered satisfactory military service, shall be preferred:            Provided that, if a person who has undergone training only in general nursing is not willing to undergo the training in Gynaecology and Obstetrics, she shall not be appointed to the service.</p>

- Nursing Superintendent,  
Grade III and Nurses (Men)
- (A) (i) Successful training for a period of not less than three years in general nursing in an Institution approved by the State Government; and
- (ii) Successful completion of training in Psychiatry for a period of six months after successful completion of training in general nursing in the case of candidates admitted for training on or after the 1<sup>st</sup> January 1952.
- (B) Possession of a basic degree in Nursing from a University or Institution.
- (C) A person possessing a basic degree in nursing shall be considered for promotion as Nursing Superintendent, Grade II only if he has served for a total period of two years as Nurse in district head quarters hospital, a small mofussil hospital, a Maternity Hospital and a Teaching General Hospital.
- Category 3  
Maternity Assistants
- (1) Training in an institution approved by the State Government as a training centre for Maternity Assistants under rule 37 of the rules made under sub-section (2) of section 11 of the Tamil Nadu Nurses and Midwives Act 1926; or preferably-
- (2)(a) Higher Educational Qualification such as a pass in the Middle school or upwards in the case of an Anglo-Indian and a pass in the IV Form or upwards in the case of an Indian; and
- (b) Advanced course of training in Midwifery at the Government Hospital for Women and Children, Egmore or the Kasturba Gandhi Hospital for Women and Children, Triplicane, and a pass in an examination in Midwifery:
- Provided that the Multi Purpose Health Workers (Female) training course of 18 months duration conducted by the Training Centres attached to the Government Hospitals and Rural Health Training Centers for Rural Orientation in Tamil Nadu or its equivalent shall be an alternative qualification to the Auxiliary Nurse

		Midwife training course of 2 years duration with effect from 1.12.1981.
Category 4 Health Visitors		A complete Midwifery training preferably with general nursing training together with the Health Visitor's Course, either at Delhi or at the Government Training School for Health Visitors, Chennai.
Category 5 Hospital Social Worker	(1)	Minimum general educational qualification prescribed in the Schedule I to the General rules.
	(2)	Previous experience in Social Work. Preference shall be given to candidates who are conversant with any of the languages of the State other than the regional language.
Category 6 Nuns		Minimum general educational qualification prescribed in the Schedule I to the General rules or any equivalent or higher qualification, with proficiency in a regional language of the State.
Category 7 Auxiliary Nurse Midwives	(1)	Must have studied upto VIII standard in a recognized school where the medium of instruction was Tamil. Training in an Institution approved by the State Government as Training Centre for Auxiliary Nurse Midwives under rule 37 of the rules made under sub-section (2) of section 11 of the Tamil Nadu Nurses and Midwives Act, 1926.
	(2)	Must possess the certificate of registration as Auxiliary Nurse Midwives issued by the Tamil Nadu Nurses and Midwives Council: Provided that the Multi Purpose Health Workers (Female) training course of 18 months duration conducted by the Training Centres attached to the Government Hospitals and Rural Health Training Centre for Rural Orientation in Tamil Nadu or its equivalent shall be an alternative

qualification to the Auxiliary Nurse Midwives Training Course of 2 years duration with effect from 1.12.1981.

<p>Category 8 Physiotherapists, Grade I</p>	<p>(1) A degree in Physiotherapy; and (2) Experience as a Physiotherapist in any Institution for a period of not less than six years.</p>
<p>Category 9 Physiotherapist, Grade II</p>	<p>A degree in Physiotherapy.</p>
<p>Category 10 Medical Social Worker</p>	<p>(i) Must have obtained M.A. degree in Social work with Medical Social work as Special subject; or (ii) A degree obtained from an University in the State of Tamil Nadu recognized by the University Grants Commission with diploma in Social Service Administration with Medical and Psychiatric Social Work as a special branch of study awarded by the Madras School of Social Work.</p>
<p>Category 11 Psychiatric Social Worker</p>	<p>(i) Must have obtained a Master's degree in Social work as the special branch of study of the Madras or Madurai University; or (ii) Must have obtained a diploma in Social Service Administration with Medical and Psychiatric Social work as the Special branch of study, offered by the Madras School of Social Work, along with a degree of a recognized University; or (iii) A diploma in Psychiatric Social work, offered by the All India Institute of Mental Health, Bangalore along with M.A. degree in Sociology, Psychology, or Social work of a recognized University; or (iv) Any other qualifications equivalent to those mentioned above.</p>

## BRANCH IV - General

**1. Constitution.**—This branch shall consist of the following classes and categories of officers:-

## Class I

## Category -

1. Laboratory Supervisor.
2. Librarian, Grade I.
3. Librarian, Grade II.
4. Non-Medical Demonstrator in Bio-chemistry Department.
5. Assistant Editor under Family Welfare Programme.

## Class II

## Category -

1. Chief X-ray Technician.
2. Radiographers.
3. Artist Photographers, Grade I and Grade II.
4. Dark Room Assistants.
5. Instructor (Opticians Course).
6. Orthoptists.
7. Refractionist and Dispensing Optician; and
8. Grinder.

## Class III

## Category -

1. Laboratory Technicians, Grade I.
2. Laboratory Technicians, Grade II.
3. Plaster Technician, Grade II.
4. Electro Cardiogram Technician.

## Class IV

## Category -

1. Electrical Supervisor and Mechanic, General Hospital, Chennai.
2. Mechanics,
  - Grade I (King Institute, Guindy)
  - Grade II.
3. Electrician,
  - Grade I
  - Grade II (General Hospital, Chennai)
  - Grade III (Other Medical Institutions, excepting Tuberculosis Sanatorium, Tambaram).
  - Grade IV (Tuberculosis Sanatorium).
4. Workshop Superintendent.
5. Junior Engineer (Steam Laundry)
6. Gas Mechanics-
  - (a) Government Hospitals, and
  - (b) Medical Colleges.
7. Refrigeration Mechanic, Grade II
8. Instrument Mechanic.

## Class V

## Category -

1. Overseer, King Institute, Guindy.
2. Assistant Overseers, King Institute, Guindy.

## Class VI

## Category -

1. Artist Draughtsman, Grade I.
2. Artist Draughtsman, Grade II.

Class VII Omitted.

Class VIII

Category -

1. Head Overseer, Mental Hospital, Chennai.
2. Deputy Overseers, Mental Hospital, Chennai

Class IX

Category -

1. Engine Drivers,  
Grade I  
Grade II.
2. Assistant Mechanic.
3. Plumbers.
4. Black Smith, Government General Hospital, Chennai.

Class X

Category -

- Weaving Masters,  
Grade I  
Grade II.

Class XI

Category -

- House Keepers,  
Grade I  
Grade II.

Class XII

Category -

- Handicraft Instructors,  
Grade I  
Grade II.

Class XIII

Category –

1. Non-Medical Assistant to the Professor of Bio-chemistry in teaching Medical Institutions.
2. Non-Medical Assistants to the Professor of Bacteriology in Medical Colleges.

Class XIV

Category -

1. Statistician.
2. Statistical Assistants.
3. Cinema Operator.

Class XV

Category -

1. Dental Mechanic.
2. Dental Hygienist.

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

Class I

Category 1

Laboratory Supervisor

- (i) By promotion from among the holders of the post of Laboratory Technician, Grade I in category 1 of class III.
- (ii) If no suitable person is available for appointment under item (i) above, by



promotion from among the holders of the post of Laboratory Technician, Grade II in category 2 of class III.

- (iii) If no suitable person is available for appointment under items (i) and (ii) above, by transfer from any other class or category.
- (iv) If no suitable person is available for the appointment under items (i) (ii) and (iii) above, by recruitment by transfer from any other service.
- (v) If no suitable person is available for the appointment under item (i), (ii), (iii) and (iv) above, by direct recruitment.

Category 2  
Librarian, Grade I

- (i) By recruitment by transfer from among the holders of the posts in any class or category in the Tamil Nadu Ministerial Service in the Medical Department; or
- (ii) By promotion from among the holders of the posts in any class or category in the Tamil Nadu Medical Subordinate Service; or
- (iii) By direct recruitment, if no qualified and suitable candidate is available for appointment for the post by the above methods:

Provided that the ratio for appointment in item (i) and (ii) to above shall be 1 : 1.

Category 3  
Librarian, Grade II

-do-

Category 4  
Non-Medical Demonstrator in  
Bio-Chemistry Department

- (i) By transfer from any other category or class; or
- (ii) If no qualified candidate is available by the above method, by recruitment by transfer from any other service; or
- (iii) If no qualified candidate is available in the above two methods, by direct recruitment.

Category 5  
Assistant Editor under  
Family Welfare Programme.

- (i) By recruitment by transfer from among the holders of the posts of Superintendents or Assistants of the Tamil Nadu Ministerial Service in the Office of the Director of Family Welfare; or
- (ii) By direct recruitment.

Class II  
Category 1  
Chief X-ray Technician

By promotion from Radiographer; or if no qualified Radiographer is available for promotion, by direct recruitment.

Category 2  
Radiographers

By promotion from Dark Room Assistants; or direct recruitment and recruitment by transfer from any other service in the ratio of 3 : 1 : 1.

Category 3 Artist Photographer, Grade I	By Promotion from Grade II; or direct recruitment; or for Special reasons, recruitment by transfer from any other service.
Artist Photographer, Grade II	By direct recruitment; or for special reasons, recruitment by transfer from any other services.
Category 4 Dark Room Assistants	(i) By promotion from the category of x-ray attendant; or (ii) By direct recruitment; or (iii) For special reasons, by recruitment by transfer from any other service.
Category 5 Instructor (Opticians Course)	By direct recruitment; or for special reasons, by transfer from any other category or class; or recruitment by transfer from any other service.
Category 6 Orthoptists	By direct recruitment; or recruitment by transfer from any other service.
Category 7 Refractionist and Dispensing Optician	By direct recruitment; or for special reasons, by recruitment by transfer from any other service.
Category 8 Grinder	By direct recruitment; or recruitment by transfer from any other service.
Class III	
Category 1 Laboratory Technician, Grade I	By promotion of Laboratory Technicians, Grade II; or direct recruitment; or for special reasons, recruitment by transfer from any other service.
Category 2 Laboratory Technician, Grade II	(i) By direct recruitment; or (ii) Recruitment by transfer from the post of Laboratory Assistant (Malaria) in the Tamil Nadu Public Health Subordinate Service.
Category 3 Plaster Technician, Grade II	(i) By promotion from the category of Nursing Assistant, Grade II; or (ii) By direct recruitment if no qualified and suitable candidate is available for appointment by promotion from the category of Nursing Assistant, Grade II,
Category 4 Electro Cardiogram Technician	By direct recruitment; or by transfer from any other class or category; or recruitment by transfer from any other service.

## Class IV

## Category 1

Electrical Supervisor and Mechanic,  
General Hospital, Chennai

By promotion from Mechanics, or shifting change man, General Hospital, Chennai; or direct recruitment; or recruitment by transfer from Junior Engineers or Supervisors (Electrician Grade I) of the Tamil Nadu Electrical Subordinate Service.

## Category 2

Mechanics, Grade I  
(King Institute, Guindy)

By promotion from Grade II; or direct recruitment; or recruitment by transfer from any other service.

Mechanics, Grade II

By direct recruitment; or transfer from any other class or category; or recruitment by transfer from any other service.

## Category 3

Electrician, Grade I

(i) By promotion from Electrician, Grade II; or  
(ii) By transfer from any other class or category; or  
(iii) By recruitment by transfer from any other service; or  
(iv) By direct recruitment, if no qualified and suitable candidate is available for appointment by above three methods.

Electrician, Grade II

By promotion from Grade III; or direct recruitment; or recruitment by transfer from any other service.

Electrician, Grade III  
(Other Medical Institutions,  
excepting Tuberculosis  
Sanatorium, Tambaram)

By promotion from Grade IV; or direct recruitment; or recruitment by transfer from any other service.

Electrician, Grade IV  
(Tuberculosis Sanatorium,  
Tambaram)

By direct recruitment; or recruitment by transfer from any other service.

## Category 4

Workshop Superintendent

(i) By promotion from Refrigeration Mechanic or Mechanics, Grade I or Instrument Mechanic; or  
(ii) By recruitment by transfer from any other service, if no qualified candidate is available by the above method; or  
(iii) By direct recruitment, if no qualified candidate is available by either of the above two methods.

## Category 5

Junior Engineer (Steam Laundry)

(i) By promotion from any other category; or  
(ii) By recruitment by transfer from any other service, if no candidate is available by the above method; or  
(iii) By direct recruitment, if no candidate is available by the above two methods.

## Category 6

Gas Mechanics  
Government Hospitals and Medical  
Colleges.

By direct recruitment; or recruitment by transfer from any other service.

Category 7 Refrigeration Mechanic ,Grade II	(i) By direct recruitment; or (ii) By transfer from any other category or class; or (iii) By recruitment by transfer from any other service.
Category 8 Instrument Mechanic	By direct recruitment; or for special reasons by recruitment by transfer from any other class or service.
Class V Category 1 Overseer, King Institute, Guindy	By promotion from among Assistant Overseers, King Institute, Guindy, or direct recruitment.
Category 2 Assistant Overseers, King Institute, Guindy	By direct recruitment; or for special reasons, recruitment by transfer from any other service.
Class VI Artist Draughtsman, Grade I	By promotion from Grade II; or if no candidate with the prescribed qualification is available in the Grade II, by direct recruitment; or for special reasons, recruitment by transfer from any other service.
Artist Draughtsman, Grade II	By direct recruitment; or for special reasons, recruitment by transfer from any other service.
Class VII Omitted.	-
Class VIII Category 1 Head Overseer, Mental Hospital, Chennai	By promotion from Deputy Overseer, Mental Hospital; or direct recruitment; or for special reasons, recruitment by transfer from any other service.
Category 2 Deputy Overseer, Mental Hospital, Chennai	Direct recruitment; or for special reasons, recruitment by transfer from any other service.
Class IX Category 1 Engine Driver, Grade I	By promotion from Grade II; or direct recruitment; or for special reasons, recruitment by transfer from any other service.
Engine Driver, Grade II	By direct recruitment; or transfer from any other category or class; or for special reasons, recruitment by transfer from any other service.
Category 2 Assistant Mechanic	By direct recruitment; or for special reasons, recruitment by transfer from any other service.
Category 3 Plumbers	By direct recruitment; or for special reasons, recruitment by transfer from any other service.

Category 4 Blacksmith Government General Hospital, Chennai.	(i) By transfer from any other category or by promotion from among the holders of the post of Fitters, (ii) If no qualified and suitable candidate is available for appointment by the above method by recruitment by transfer from any other service. (iii) If no qualified and suitable candidate is available for appointment by the above two methods by direct recruitment.
Class X Weaving Masters, Grade I	By promotion from Grade II; or direct recruitment; or for special reasons, recruitment by transfer from any other service.
Grade II	By direct recruitment; or for special reasons, recruitment by transfer from any other service.
Class XI House Keepers, Grade I	By promotion from Grade II; or  If no qualified and suitable candidate is available, direct recruitment; or recruitment by transfer from any other service.
Grade II	By direct recruitment; or recruitment by transfer from any other service.
Class XII	
Handicraft Instructors, Grade I	By promotion from Grade II; or direct recruitment; or for special reasons, recruitment by transfer from any other service.
Grade II	By direct recruitment; or for special reasons, recruitment by transfer from any other service.
Class XIII Category 1 Non-Medical Assistant to the Professor of Bio-Chemistry in teaching Medical Institutions.	By promotion from among the holders of the posts of Non-Medical Demonstrators in Bio-Chemistry and the Laboratory Supervisors in Government teaching Medical Institutions in the ratio of 1:1. Provided that if no suitable and qualified candidate is available for appointment by promotion, recruitment shall be made by transfer from any other class or category of the service; or recruitment by transfer for special reasons from any other service; or by direct recruitment.
Category 2 Non-Medical Assistant to the Professor of Bacteriology in Medical Colleges.	By direct recruitment; or transfer from any of the class or category of the service or recruitment from any other service.

Class XIV Category 1 Statistician	(i) By recruitment by transfer from among the members of Tamil Nadu Ministerial Service in Medical Department; or (ii) By transfer from any other class or category of members working in the Medical Department; or (iii) If no qualified and suitable person is available, by any of the methods mentioned above, by direct recruitment.
Category 2 Statistical Assistant	By direct recruitment; or for special reasons, by recruitment by transfer from among the members of the Tamil Nadu Ministerial Service working in the Medical Department.
Category 3 Cinema Operator	(i) By transfer from any other class or category; or (ii) By recruitment transfer from any other service; or (iii) By direct recruitment, if no qualified and suitable person is available by any of methods specified above.
Class XV Category 1 Dental Mechanic	By direct recruitment; or transfer from any other class or category; or recruitment by transfer from any other service.
Category 2 Dental Hygienist	By direct recruitment; or transfer from any other class or category; or recruitment by transfer from any other service.

(b) Promotion to the following posts shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal:-

Chief X-Ray Technician.

Technicians, Grade I.

House-keepers, Grades I and II.

Overseer, King Institute, Guindy.

Librarian.

Blacksmith, Government General Hospital, Chennai.

**3. Status of Electrical Supervisor and Mechanic recruited from Tamil Nadu Electrical Subordinate Service.**—(a) An Electrical Supervisor and Mechanic, General Hospital, Chennai (category 1 of class IV), recruited by transfer from Junior Engineers or Supervisors (Electrical), I Grade of the Tamil Nadu Electrical Subordinate Service shall not be regarded as a probationer in this service or shall he be eligible for retention in this service for a period exceeding three years.

(b) He shall have no claim to substantive appointment or to appointment in any subsequent acting or temporary vacancy in this service.

(c) So long as he remains in this service he shall be entitled to such pay as well, from time to time, be admissible to him, if he had continued to be a member of the Tamil Nadu Electrical Subordinate Service.

(d) His leave, leave salary and other conditions of service shall be governed by the rules applicable to him as a member of the Tamil Nadu Electrical Subordinate Service.

**4.Appointing authority.**—The appointing authorities for the classes and categories specified in column (1) of Annexure I of these rules shall be the authorities specified in the corresponding entries in column (2) thereof:-

**4A. Annual list of approved candidates for appointment by promotion or by recruitment by transfer.**—Appointment to any post in the service either by promotion or by recruitment by transfer shall be made from the list of approved candidates prepared annually on 15<sup>th</sup> March every year.

**5.Reservation of appointments.**—The rule of reservation of appointments (General rule 22) shall apply to the appointment to all the categories under this branch by direct recruitment.

**6.Qualification, Age.**—(a) A candidate for appointment by direct recruitment to the class and category specified in column (1) of the table below, must, as regards his or her age, satisfy the conditions specified in the corresponding entries in column (2) thereof:-

TABLE	
Class and category (1)	Age (2)
Class I Category 2 Librarian, Grade I.	Must not have completed the age of 30 years.
Category 3 Librarian, Grade II.	Must not have completed the age of 30 years.
Category 4 Non-Medical Demonstrator in the Bio-Chemistry Department.	Must not have completed the age of 30 years.
Category 5 Assistant Editor under Family Welfare Programme.	Must not have completed the age of 30 years.
Class II Category 1 Chief X-Ray Technician.	Must not have completed the age of 30 years.
Category 2 Radiographer.	Must not have completed the age of 30 years.
Category 4 Dark Room Assistant.	Must not have completed the age of 30 years.

Category 5 Instructor (Opticians Course).	Must not have completed the age of 30 years.
Category 6 Orthoptists.	Must not have completed the age of 30 years.
Category 7 Refractionist and Dispensing Optician.	Must not have completed the age of 28 years.
Category 8 Grinder.	Must not have completed the age of 28 years: Provided that in the case of candidates belonging to SC/ST the age limit shall be 33 years.
Class IV	
Category 1 Electrical Supervisor and Mechanic, General Hospital Chennai.	Must not have completed the age of 35 years.
Category 2 Mechanics, Grade I Grade II	Must not have completed the age of 30 years.
Category 4 Workshop Superintendent, General Hospital, Chennai.	Must not have completed the age of 30 years.
Category 5 Junior Engineer (Steam Laundry).	Must not have completed the age of 30 years.
Category 6 Gas Mechanic.	Must not have completed the age of 30 years.
Category 7 Refrigeration Mechanic, Grade II.	Must not have completed the age of 35 years.
Category 8 Instrument Mechanic.	Must not have completed the age of 25 years.
Class V	
Category 1 Overseer, King Institute, Guindy, Chennai.	Must not have completed the age of 45 years, if the candidate is retired Officer of the Army, the Navy or the Air Force or an Ex-Serviceman with not less than 5 years of recognized service in the grade of Jamedar in the Army or Any equivalent grade in the Navy or the Air Force or in any higher grade in the Army, Navy or Air Force and in other case must not have completed the age of 26 years.
Category 2 Assistant Overseers, King Institute, Guindy.	Must not have completed the age of 45 years, if the candidate is retired Officer of the Army, the Navy or the Force or an Ex-Serviceman with not



less than 5 years of recognized service in the grade of Jamedar in the Army or Any equivalent grade in the Navy or the Air Force or in any higher grade in the Army, Navy or Air Force and in other case must not have completed the age of 26 years.

<p>Class VI Artist Draughtsman, Grades I and II.</p>	<p>Must not have completed the age of 30 years.</p>
<p>Class VII Omitted.</p>	<p>-</p>
<p>Class VIII  Category 1 Head Overseer, Mental Hospital, Chennai.</p>	<p>Must have completed the age of 21 years and must not have completed the age of 25 years, if recruited by direct. But, if the candidate is retired Indian Commissioned Officer of the Army, the Navy, Air Force must not have completed the age of 45 years.</p>
<p>Category 2 Deputy Overseers, Mental Hospital, Chennai.</p>	<p>Must have completed the age of 21 years and must not have completed the age of 25 years, if recruit by direct. But if the candidates retired Indian Commissioned Officer of the Army, the Navy, Air force must not have completed the age of 45 years.</p>
<p>Class IX  Category 4 Blacksmith, Government General Hospital, Chennai.</p>	<p>Must not have completed twenty five years of age and on and from 10<sup>th</sup> November 1972, twenty six years of age on the 1<sup>st</sup> day of July of the year in which selection for appointment is made.</p>
<p>Class XI  House-keepers, Grades I and II</p>	<p>Must have completed the age of 25 years and must not have completed the age of 40 years.</p>
<p>Class XIII  Category 1 Non -Medical Assistant to the Professor of Bio-Chemistry in Teaching Medical Institutions.  Category 2 Non-Medical Assistant to the Professor of Bacteriology in Medical Colleges</p>	<p>Must not have completed 30 years of age on the first day of July of the year in which the selection is made, if recruited direct.  Must not have completed 30 years of age on the first day of July of the year in which the selection is made, if recruited direct.</p>
<p>Class XIV Category 1 Statistician</p>	<p>Must not have completed the age of 30 years: Provided that for the recruitment held in 1973,</p>

		the age limit shall be reckoned with reference to the first day of July 1972.
Category 2	Statistical Assistant	Must not have completed 28 years of age on the first day of July of the year in which recruitment is made: Provided that for the selection made in 1982 the age limit shall be reckoned with reference to the first day of July 1981.
Category 3	Cinema Operator	Must not have completed 35 years of age on the first day of July of the year in which the selection for appointment is made.
Class XV	Dental Mechanic	Must have completed the age of 20 years and must not have completed the age of 45 years.
	Dental Hygienist	Must have completed the age of 20 years and must not have completed the age of 45 years.
	Any other class and category	Must not have completed the age of 25 years.

(b) A candidate for appointment by transfer as Head Overseer, Mental Hospital or as Deputy Overseer of a Mental Hospital must have completed 21 years of Age and must not have completed the age of 30 years.

(c) The age limit for appointment by direct recruitment to the post of Artist Draftsman, Grade I, King Institute, Guindy and Head Overseers, Government Mental Hospital, Chennai shall be increased by five years in the case of candidates belonging to Schedule Castes / Scheduled Tribes.

**7. Other Qualifications.**—No person shall be eligible for appointment to the class and category specified in column(1) of Annexure II to these rules unless he possess the qualifications specified in the corresponding entries in column(2) thereof:-

**8. Laboratory Technician, Grades I and II.**—The Technicians trained under the Government of India Scheme for training of Laboratory Technicians and those who have passed the Certificate Laboratory Technicians' Course shall be absorbed as Laboratory Technicians, Grade I.

Every person trained under the shortened training course for Laboratory Technicians shall be absorbed as Laboratory Technicians, Grade II.

Persons holding the posts of Laboratory Attendants, Grade I, King Institute Guindy and other unqualified Technicians who were in service on the 5<sup>th</sup> January 1959, who have undergone the Certified Laboratory Attendants Course will be absorbed as Laboratory Technicians, Grade I, after they have undergone a Shortened course of 6 months training at the King Institute, Guindy.

Persons holding the posts of Laboratory Attendants, Grade II, King Institute, Guindy and other posts of Laboratory Attendants (Other than the mentioned in the previous paragraphs) who were in service on 5<sup>th</sup> January 1959, will be absorbed as Laboratory Technicians, Grade II after they have undergone training for 2 months at the King Institute or in the nearest Medical College.

Laboratory Technicians, Grade II who have put in a total service of seven years or more either as Laboratory Technician or as Laboratory Attendant or as both will be allowed to undergo the Certified Laboratory Technicians Course to enable them to become eligible for promotion as Laboratory Technicians, Grade I.

If no qualified or suitable candidate is available for appointment as Laboratory Technician, Grade I, a Laboratory Technician, Grade II, who has completed the shortened Technicians' Course may be appointed to the post temporarily, but during the tenure of his temporary

appointment he will be allowed to draw only his usual pay in the scale applicable to Laboratory Technician, Grade II.

Technicians selected for appointment in the Physiology Departments of Medical Colleges shall undergo a course of 2 months training in the Government School of Technology to acquire knowledge of minor mechanical and electrical Engineering.

**9.Probation.**—(1) Every person appointed to a class, category or grade 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.

(2) Every person appointed to the post of Workshop Superintendent 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:

Provided that at the end of the prescribed period of probation or within the extended period of probation, the Head of Government Medical Institutions, not lower than a Civil Surgeon under whom the probationer in the following categories serves at the time, shall consider and declare the probationer is suitable for full membership.

Librarian, Grade I  
 Librarian, Grade II  
 Chief X-ray Technicians  
 Artist Draughtsman, Grade I  
 House Keeper, Grade I  
 Non-Medical Assistant to the Professor of Bacteriology  
 Statistician  
 Statistical Assistants  
 Artist Draughtsman, Grade II  
 Non-Medical Assistant to the Professor of Bio-chemistry

Every person appointed to the posts of instructor (Optician course), Grinder, Orthoptist and Refractionist and Dispensing Opticians by recruitment by transfer from any other service shall be on probation for a total period of one year on duty within a continuous period of two years:

Provided further that in the case of a person who was first appointed as a Librarian or Deputy Librarian on a temporary basis and whose temporary services in that category is regularized subsequently with retrospective effect by an order of the competent authority issued on or after the 22<sup>nd</sup> January 1974, he may be declared to have satisfactorily completed his probation, if he is found otherwise suitable and he shall pass the Account test for subordinate officers, Part I, within a period of two years from the date of the order regularizing his appointment, failing which his increment in the time scale applicable to him shall be stopped without cumulative effect till he has passed the test.

**10.Test.**— Any person appointed as Librarian or Assistant Librarian must pass the Account Test for Subordinate Officers, Part I within the period of probation or within a period of two years from the date of joining duty failing which his increment, shall be stopped without cumulative effect until he passes the test.

**11.Rent free quarters.**—House -Keepers shall, be entitled to Rent free Quarters.

**12.Ration allowance.**—House Keepers shall, in addition to their pay be entitled to ration allowance of Rs.30/- a month.

**13.Training.**—A person appointed to the post of Statistical Assistant (category 2 Under class XIV), who is called upon to undergo a course of Training in the National Tuberculosis Institute, Bangalore, for a period of not less than three months or any other course of training for any period in the interest of the Government work, shall undergo such course or training, as the Government may order from time to time and shall also execute a bond to serve the Government for a period of not less than three years or any such period as may be prescribed by the Government from time to time.

If there is no candidate with experience for a period of not less than six months in the subject of operating and maintaining Electro Cardiogram apparatus, the selected candidates shall be given training in the subject of operating and maintaining Electro Cardiogram apparatus for a period of not less than six months. The Commencement of regular service will be reckoned from the date of completion of such training.

The trainees shall be paid monthly stipend equivalent to the minimum time scale of pay of the ECG Technician subject to the condition that they must execute a bond for serving the Government for a period of not less than three years.

**14.Savings.—** Nothing contained in these rules shall adversely affect the holders of the post of Workshop Superintendent, Government General Hospital, Chennai on the date of publication of these rules in the Tamil Nadu Government Gazette.

**ANNEXURE I**  
(referred to in rule 4)

Category (1)	Appointing authority (2)
Class I	
Category 1 Laboratory Supervisor	Head of the Institution concerned.
Category 2 Librarian, Grade I	Director of Medical Education.
Category 3 Librarian, Grade II	Director of Medical Education.
Category 4 Non-Medical Demonstrator in Bio-Chemistry Department	The Head of the Institution concerned.
Category 5 Assistant Editor under Family Welfare Programme	Director of Family Welfare.
Class II	
Category 1 Chief X-Ray Technician	Director of Medical and Rural Health Services; or Director of Medical Education.
Category 2 Radiographers	Director of Medical Education or Director of Medical and Rural Health Services.
Category 3 Artist Photographer, Grade I	Director of Medical Education.
Artist Photographer, Grade II	The Head of the Institution concerned.
Category 4 Dark Room Assistants	The Head of the Institution concerned.
Category 5 Instructor (Optician Course)	The Director of Medical Education, Chennai.
Category 6 Orthoptists	The Director of Medical Education, Chennai.

Category 7 Refractionist and Dispensing Optician	The Head of the Institution concerned not below the rank of Civil Surgeon.
Category 8 Grinder	The Head of the Institution concerned not below the rank of Civil Surgeon.
Class III	
Category 1 Laboratory Technician, Grade I	The Head of the Institution concerned.
Category 2 Laboratory Technician, Grade II	The Head of the Institution concerned.
Category 3 Plaster Technician, Grade II	The Head of the Institution concerned.
Category 4 Electro Cardio Gram Technician	The Head of the Institution concerned.
Class IV	
Category 1 Electrical Supervisor and Mechanic, General Hospital, Chennai.	Dean, Government General Hospital, Chennai.
Category 2 Mechanic, Grades I and II	The Head of the Institution concerned.
Category 3 Electrician, Grade I	Dean in the case of Government General Hospital, Chennai and in other cases, Superintendent of the Hospital concerned.
Grade II (General Hospital, Chennai)	Dean, General Hospital, Chennai.
Grade III(Other Medical Institutions excepting Tuberculosis Sanatorium, Tambaram)	Superintendent of the Hospital concerned.
Grade IV (Tuberculosis Sanatorium, Tambaram)	Superintendent of Tuberculosis Sanatorium, Tambaram.
Category 4 Workshop Superintendent	The Head of the Institution concerned.
Category 5 Junior Engineer (Steam Laundry)	The Head of the Institution concerned.
Category 6 Gas Mechanics	The Head of the Institution concerned.
Category 7 Refrigeration Mechanic, Grade II	The Head of the Institution concerned.
Category 8 Instrument Mechanic	The Head of the Institution concerned.

Class V		
Category 1	Overseer, King Institute, Guindy.	Director of King Institute, Guindy.
Category 2	Assistant Overseers, King Institute, Guindy.	Director of King Institute, Guindy.
Class VI		
	Artist Draughtsman, Grade I	Director of Medical and Rural Health Services or Director of Medical Education.
	Artist Draughtsman, Grade II	The Head of the Institution concerned.
Class VII	Omitted.	-
Class VIII		
Category 1	Head Overseer, Mental Hospital, Chennai.	Director, Mental Hospital, Chennai.
Category 2	Deputy Overseers, Mental Hospital, Chennai.	The Head of the Institution concerned.
Class IX		
Category 1	Engine Drivers, Grades I and II.	The Dean in the case of the Madras Medical College and the Government General Hospital, Chennai and Superintendent or; Principal of the Institution concerned in other cases.
Category 2	Assistant Mechanic, Stanley Hospital, Chennai.	Superintendent of the Hospital.
Category 3	Plumbers.	Head of the Institution concerned.
Category 4	Blacksmith, Government General Hospital, Chennai.	Dean, Government General Hospital, Chennai.
Class X		
	Weaving Masters, Grades I and II.	Superintendent or Principal of the Institution concerned.
Class XI		
	House-Keepers, Grade I.	Director of Medical and Rural Health Services or Head of the Institution concerned.
	House-Keepers, Grade II.	Dean or the Head of Medical Institution concerned.

Class XII Handicraft Instructors.	Head of the institution concerned.
Class XIII Category 1 Non-Medical Assistant to the Professor of Bio-Chemistry in teaching Medical Institutions.	Director of Medical and Rural Health Services, Chennai or Director of Medical Education, Chennai.
Category 2 Non-Medical Assistant to the Professor of Bacteriology in Medical Colleges.	Director of Medical and Rural Health Services, Chennai or Director of Medical Education, Chennai.
Class XIV Category 1 Statistician.	Director of Medical Education, Chennai.
Category 2 Statistical Assistants.	Director of Medical and Rural Health Services, Chennai.
Category 3 Cinema Operator.	The Head of the Institution concerned not lower in rank than that of Civil Surgeon in the case of Districts and Deputy Director (Administration) in the case of Office of the Director of Medical and Rural Health Services.
Class XV Dental Mechanic.	The Head of the institution concerned.
Dental Hygienist.	The Head of the institution concerned.

**ANNEXURE II**  
(referred to in rule 7 )

Category (1)	Qualifications (2)
Class I Category 1 Laboratory Supervisor.	B.Sc., degree in Chemistry or Bio-Chemistry awarded by any University recognized by University Grants Commission for the purpose of its grants.
Category 2 Librarian, Grade I.	(i) A degree of any university in the State of Tamil Nadu; and (ii) A degree in Library Science.
Category 3 Librarian, Grade II.	(i) A degree of any university in the State of Tamil Nadu; and, (ii) A degree in Library Science.

## Category 4

Non-Medical Demonstrator in  
Bio-Chemistry Department.

B.Sc., degree with Chemistry as main  
subject of a University recognized by the  
University Grants Commission.

## Category 5

Assistant Editor under Family Welfare  
Programme.

Recruitment by transfer-

- (i) A degree; and
- (ii) Experience for a period of not less  
than seven years in the respective  
category:

Provided that other things being  
equal, preference shall be given to a  
person who possesses a Certificate in  
Journalism.

Direct recruitment-

- (i) A degree; and
- (ii) A diploma in Journalism or  
experience for a period of not less  
than three years in Journalism:

Provided that other things being  
equal, preference shall be given to a  
person who has worked for a period  
of not less than three years as  
Assistant Editor of a Tamil Daily or  
Weekly:

Provided further that other things  
being equal, preference shall be  
given to a person who has  
experience in writing articles and  
books and publishing the same.

## Class II

## Category 1

Chief X- Ray Technician.

Pass in the C.R.A. Examination:

Provided that preference shall be given  
to a candidate who in addition possesses a  
degree of B.A., B.Sc., M.Sc., M.A., B.Sc.,  
(Hons) or B.A.,(Hons) with Physics as main  
subject and also workshop knowledge in  
correcting and repairing X-ray and other  
Electrotherapeutic apparatus.

## Category 2

Radiographer.

Pass in the C.R.A. Examination:

Provided that preference shall be given  
to a candidate who in addition possesses a  
degree of B.A., B.Sc., M.Sc., M.A., B.Sc.  
(Hons) or B.A(Hons) with Physics as main  
subject.

## Category 3

Artist Photographer, Grade I.  
Artist Photographer, Grade II.

- (i) Pass in the V Form of a recognized  
school;
- (ii) Certificate of Proficiency in advanced  
photography and artistic work granted  
by a previous employer.



Category 4  
Dark Room Assistants.

By promotion from the category of X-Ray Attendant-

- (i) A pass in Higher Secondary Course with the subjects,
  - (a) Physics, Chemistry, Botany and Zoology; (or)
  - (b) Physics, Chemistry, Biology and any one of the related subjects (viz) Mathematics or Computer Science; and
- (ii) Satisfactory service for a period of not less than ten years as X-ray Attendant in the Radiology Department of teaching or other hospitals, where adequate Specialities exist to learn and understand the Dark Room Procedure and Technique and on the specific recommendation of the Radiologist regarding suitability for the post of Dark Room Assistant.

Provided that the qualification of pass in Higher Secondary Course with Science shall not be applicable to the holders of the post of X-ray Attendants on the 7<sup>th</sup> day of October, 2015.

**Explanation.**— For the purpose, appropriate authority for certifying the availability of adequate Specialities in the Radiology Department shall be the Dean / Superintendent of the city State Hospitals and District Medical Officers of the respective District or Head of the Institution not below the rank of Civil Surgeon.

By direct recruitment or for special reasons, by recruitment by transfer from any other service-

- (i) A pass in Higher Secondary Course with Science subjects,
  - (a) Physics, Chemistry, Botany and Zoology; (or)
  - (b) Physics, Chemistry, Biology and any one of the related subjects (viz) Mathematics or Computer Science; and
- (ii) Certificates of having successfully completed the training course for Dark Room Assistant of any Institution recognized by the State Government (or) Government of India:

Provided that if candidates with the certificates of Dark Room Assistant are not available, then candidates with Certificate of Radiological Assistant of any Institution recognized by the State Government or Government of India shall be appointed:

Provided further that if candidate with the certificate of Radiological Assistant are also not available then candidates with Diploma in Radio Diagnosis or Diploma in Radio Therapy of any Institution recognized by the State Government or Government of India shall be appointed.

Category 5

Instructor (Opticians Course).

Pass in the Pre-University Examination; and A diploma in Optometry from a recognised Institution.

Category 6

Orthoptists.

Must have passed the Pre-University Examination with Physics, Chemistry, Biology or Mathematics; and

Must have successfully completed a course of Orthoptists conducted at the Madurai Medical College, Madurai.

Other things being equal, preference shall be given to candidates with previous experience.

Category 7

Refractionist and Dispensing Optician.

Must have passed Matriculation of Madras or Annamalai University or a pass in S.S.L.C. Examination or any other examination recognized by the Tamil Nadu Public Service Commission as equivalent thereto; and

Must possess an Optician's diploma:

Provided that if a candidate with Optician diploma is not available, a person who has served under any one of the leading Opticians in the Country who is a member of Manufacturing Optician's Association, for a period of not less than five years.

**Explanation.**—“Leading Optician” means, an optical manufacturing and dispensing firm of at least 15 years standing.

Category 8

Grinder.

Must have passed S.S.L.C. Examination or any other examination recognised by the Government of Tamil Nadu as equivalent thereto; and

Must have served under any of the manufacturing opticians in India for a period of not less than three years in Grinding, Surfacing, Edging and Cutting in Optical lenses.

Class III

Category 1

Laboratory Technician, Grade I.

A pass in the diploma or certificate course in Medical Technology conducted by the King Institute of Preventive Medicine, and other

Institution recognised in this behalf by the Government of Tamil Nadu.

Category 2

Laboratory Technician, Grade II.

A diploma in Medical Laboratory Technology course (two years duration conducted by the King Institute of Preventive Medicine or from any other institution recognised by the Government of Tamil Nadu for this purpose):

Provided that, if candidates with the above qualification are not available then candidates with certificate in Medical Laboratory Technology (One year) duration conducted by the institutions recognised by the Government of Tamil Nadu for this purpose shall be appointed.

Category 3

Plaster Technician, Grade II.

By promotion-

- (i) Satisfactory service for a period of not less than five years as Nursing Assistant, Grade II in the Orthopaedic Department; and
- (ii) Experience for a period of not less than two years in plaster application to patients treated in the Orthopedic Department of a Medical Institution.

By direct recruitment-

- (i) A pass in HSC (Academic) Examination with eligibility for university course of study; and
- (ii) Must have passed one year certificate course in Plaster Technician conducted at Tamil Nadu Government Medical Institutions.

Category 4

Electro Cardiogram Technician.

(1) By transfer from any other class or category or by recruitment by transfer from any other service-

- (i) Must have completed S.S.L.C. or a pass in X standard under new regulations.
- (ii) Must have undergone training in Government Institution or in a Private Institution recognized by the Government of Tamil Nadu or Government of India in the subject of operating and maintaining ECG apparatus for a period of not less than six months and should possess a certificate of proficiency in Electro Cardiogram Technique.

(2) By direct recruitment-

- (i) Must have passed PUC under old Regulations; or
- (ii) A pass in plus 2 course with eligibility for University course of study; and
- (iii) Must have undergone training in Government Institution or in a private institution recognized by the Government of India in the subject of operating and

maintaining Electro Cardiogram apparatus for a period of not less than six months and should possess a certificate of proficiency in Electro Cardiogram Technique.

#### Class IV

##### Category I

Electrical Supervisor and Mechanic,  
General Hospital, Chennai.

- (i) Degree in Mechanical Engineering of recognized University which lays down a specified course in Electrical Engineering as one of the subjects for the Mechanical Engineering degree examination; and
- (ii) Experience for a period of not less than three years in an up-to-date work-shop preferably including experience in the running and maintenance of electrical machinery.

##### Category 2

Mechanics, Grades I and II.

- (1) By direct recruitment-
  - (i) Diploma of L.M.E. of the Government School of Technology, Chennai or of the Victoria Jubilee Technical Institute, Bombay or of any other Institution recognized as equivalent thereto; or
  - (ii) Diploma in Craftmanship in the trade of Mechanic (General) issued before February 1959 by the Director-General of Re-settlement and Employment, New Delhi; or,
  - (iii) I.T.I. Certificate with Fitter trade and Boiler Attendant certificate with two years practical experience in Workshops.
- (2) By recruitment by transfer-
  - (i) Must have passed III Form or VIII Standard.
  - (ii) Must have Boiler Attendant Certificate or Engine Driver Certificate.
  - (iii) Must have practical experience in a Workshop/Institution for a period of not less than a five years dealing with Gas Plants, Boiler, etc., with a special knowledge in Refrigeration Plants.

##### Category 3

Electrician, Grade I.

Those who are appointed by promotion-  
Must have worked as Electrician, Grade II for a period of not less than ten years in the Government Medical Institutions.

For others, who have not been appointed by promotion-

- (i) Must possess a diploma in Electrical Engineering of the State Board of Technical Education and Training, Chennai or any other qualification recognized as equivalent thereto in the institutions recognized by the Government of Tamil Nadu;
- (ii) Must have experience for a period of not less than one year in the working of the

Electrical apparatus used in Government Medical Institutions / Workshops or undertakings of the Government of India and Government of Tamil Nadu or reputed firms / workshops.

Electrician, Grades II, III and IV.

- (1) Must possess a pass in the Electrical Wiring Examination of the Central Polytechnic, Chennai; or

Must possess a pass in the Trade Test conducted by Industrial Training Institute in the trade of Electrician or Wireman competency certificate issued by the Electrical Licensing Board, Chennai authorized by the Government of Tamil Nadu under rule 45 (i) of Indian Electricity Rules, 1956.

- (2) Experience for a period of not less than three years as Electrical Wireman.

Category 4

Workshop Superintendent.

- (1) (a) B.E. (Bachelor of Engineering). degree in Mechanical Engineering; or  
 (b) Diploma in Mechanical Engineering of the State Board of Technical Education; and  
 (2) (a) Must have practical experience in an update Workshop for a period of not less than three years in case of degree holders and not less than five years in case of diploma holders for direct recruitment.  
 (b) Must have practical experience in an update Workshop for a period of not less than three years for recruitment by transfer and for promotion.

Category 5

Junior Engineer (Steam Laundry).

- (1) Must possess a diploma in Mechanical Engineering or Electrical Engineering; or  
 (2) Must possess a diploma in Refrigeration and Air Conditioning awarded by the Directorate of Technical Education:

Category 6

Gas Mechanics.

- (1) Pass in the III Form of a recognized school; and  
 (2) I.T.I (Fitter) Certificate issued in the Government General Hospital with experience for a period of two years in the preparation of oil gas and maintenance of Gas plants, in any one of the recognized institutions of the Government.

Category 7

Refrigeration Mechanic, Grade II.

- By direct recruitment-  
 (i) Minimum general educational qualification; and

- (ii) A diploma in Mechanical Engineering or diploma in Electrical Engineering or any other qualification equivalent thereto with Refrigeration or Air-Conditioning as elective subjects.

By transfer from any other category or class or recruitment by transfer from any other service -

- (i) Minimum general educational qualification; and
- (ii) A diploma in Mechanical Engineering or diploma in Electrical Engineering or any other qualification equivalent thereto with Refrigeration or Air-conditioning as elective subject; or
- (iii) A Certificate in Refrigeration or Air-conditioning issued by the State or Central Government or recognized private institutions.

Category 8  
Instrument Mechanic.

- (i) Must possess L.M.E. or L.E.E. or diploma awarded by the Director-General of Employment and Training / The National Council of Training in Vocational Trade; and
- (ii) Must possess two years experience in repairing Electric Meters, Microphones and other instruments and Winding of instrument coil and Electro Medical equipments such as Diathermies; or
- (i) Must have completed the S.S.L.C; and
- (ii) Must possess practical experience for a period of six years in repairing Electric Meters, Microphones and other instruments and winding of instrument coil and Electro-Medical Equipment such as Diathermies.

Class V

Category 1  
Overseer, King Institute, Guindy.

- (1) Must have sat for the S.S.L.C. Examination.  
Preference shall be given to candidates who have secured a high percentage of marks in English and Elementary Mathematics;
- (2) Must be not less than 5 feet, 5 inches in height, must be not less than 31 inches round the chest on full expiration and must have a chest expansion of not less than 2 inches on full inspiration.

Category 2  
Assistant Overseer, King Institute,  
Guindy.

- (1) Must have sat for the S.S.L.C Examination.  
Preference shall be given to candidates who have secured a high percentage of marks in English and Elementary Mathematics;
- (2) Must be not less than 5 feet, 5 inches in height, must be not less than 31 inches round the chest on full expiration and must have a

chest expansion of not less than 2 inches on full inspiration.

Class VI

Artists Draughtsman, Grade I.

- (1) First Class diploma in Painting of the School of Arts and Crafts, Chennai; and
- (2) Certificate of having served as a Photographer for a period of not less than three years in a firm of repute:  
 Provided that the above qualification shall not apply in the case of Artist Draughtsman, Grade II who put in not less than five years service in that post.

Photographer Assistant,  
King Institute, Guindy.

- (1) Minimum general educational qualification prescribed in the Schedule I to the General Rules with Physics or Chemistry as optional subject;
- (2)(a) First Class diploma in Painting of the School of Arts and Crafts, Chennai with a Certificate of having served as a Photographer for a period of not less than three years in a Photographic Studio.
- (b) Practical experience in Photo-Micrography enlargement and colour photography involving the use of panchromatic plates, fitters and lantern slides, provided that preference shall be given to a candidate who has in addition actual experience in the use and setting up of a large zeiss photo microscopic apparatus.

Artist Draughtsman, Grade II.

- If candidates with the above qualifications are not available then candidates with the qualifications specified below may be appointed, namely :-
- (1) Certificate of having passed in the first class in the Government Technical Examination by the Higher Grade or a second class Diploma in Painting of the School of Arts and Crafts, Chennai; and
  - (2) Certificate of having served as a Photographer for a period of not less than three years in a firm of repute.

Class VII

Omitted.

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Class VIII

Category 1

Head Overseer, Mental Hospital,  
Chennai.

- (1) Minimum general educational qualification prescribed in the schedule I to the General rules or a pass in the IAF Educational Test for Re-classification to Leading Aircraftsman:  
 Provided that preference shall be given to persons possessing the minimum general educational qualification; and

- (2) Must be an Ex-Serviceman of the Army, the Navy or the Air Force.

Candidates who fulfill all other conditions and are trained and passed Male Nurses will be preferred.

Category 2  
Deputy Overseer, Mental Hospital,  
Chennai.

- (1) Minimum general educational qualification prescribed in the schedule I to the General rules or a pass in the IAF Educational Test for Re-classification to Leading Aircraftsman:

Provided that preference shall be given to persons possessing the minimum general educational qualification; and

- (2) Must be an Ex-serviceman of the Army, the Navy or the Air force.

Candidates who fulfill all other conditions and are trained and passed Male Nurses will be preferred.

Class IX  
Category 1  
Engine Drivers

A certificate of competency as Boiler Attendant, class III issued by the Chief Inspector of Steam Boiler, Chennai:

Provided that the above qualification shall also be necessary for appointment as Engine Driver, Grade II by transfer of Drivers, Government General Hospital, Chennai in category 6 of class XIX of the Tamil Nadu General Subordinate Service or Attendants attached to mortuary and refrigerator, Government General Hospital, Chennai in Category 9 of the said class and service.

Category 2  
Assistant Mechanic

Experience for a period of not less than four years in a Work Shop approved by the General Superintendent, Public Works Workshop, Chennai.

Category 3  
Plumber

- (1) Pass in the III Form of a recognized School; and  
(2) Pass in the prescribed test for Plumbers after attending a course of two years in the Central Polytechnic, Chennai, during which period the candidate should be an apprentice under any Licensed Plumber, Sanitary Engineer or Sanitary Engineering Contractor; or

Must possess National Trade Certificate or National Apprenticeship Certificate in the trade of Plumber.

Category 4  
Blacksmith, Government General  
Hospital, Chennai.

- (1) By direct recruitment-  
(i) Must have passed III Form or VIII Standard in a recognized school.



- (ii) Must possess a diploma or certificate awarded by the Director-General of Re-settlement and Employment; or

The Trade Certificate awarded by the national council for vocational trades in Blacksmithy.

- (2) By promotion and recruitment by transfer-  
Must possess a diploma or certificate awarded by the Director-General of Re-settlement and Employment; or

The Trade Certificate awarded by the national council for vocational trades in Blacksmithy; or

Must have worked as a Fitter in a workshop for a period of not less than the five years.

**Explanation.**—For the purpose of this rule a recognized school shall mean a school maintained by or opened with sanction of the Government of Tamil Nadu for which recognition has been accorded by the Director of School Education, Chennai under the Tamil Nadu Education Rules.

#### Class X

Weaving Masters,  
Grades I and II

Certificate granted by the Government Textile Institute, Chennai with experience for a period of not less than one year in the Handloom Weaving.

#### Class XI

House-keeper, Grade I

Pass in the IX Standard of a recognized Anglo-Indian High School with Domestic Science as Optional Subject ; or

Pass in the S.S.L.C. Course under the S.S.L.C. Scheme of 1929 with Domestic Science under Group C, with eligibility for University Course; or

Pass in the S.S.L.C. Course with Home Science as special subject under the reorganized scheme of Secondary Education, 1948.

House-keepers, Grade II

Pass in the VII Standard of a recognized Anglo-Indian Middle School with Domestic Science as Optional Subject ; or

Pass in the IV Form of a recognized School other than an Anglo-Indian Middle School under the reorganized scheme of Secondary Education, 1948.

#### Class XII

Handicraft Instructor

Pass in the Government Technical Examination in Needle Work and Dress Making by the Lower Grade.

Class XIII Category 1 Non-Medical Assistant to the Professor of Bio-Chemistry in teaching Medical Institutions.	A degree of M.Sc., by research in Bio-chemistry or Chemistry or a First or Second Class degree in M.Sc, M.A., or B.Sc.(Hons), in Bio-chemistry of the Madras, Andra or Annamalai University: Provided that the aforesaid qualification shall not be necessary in the case of Non-Medical Demonstrators in Bio-Chemistry and Laboratory Supervisors in teaching Medical Institutions who have put in service for a period of not less than five years in the respective post.
Category 2 Non-Medical Assistant to the Professor of Bacteriology in Medical Colleges	A First or Second Class degree of M.A or B.Sc (Hons), in Chemistry of any University recognized by the University Grants Commission.
Class XIV Category 1 Statistician	(i) A degree with Statistics as main subject; or (ii) A degree in Mathematics with Statistics as ancillary subject ; or (iii) A degree in Economics with Statistics as ancillary subject with experience for a period of two years in Medical or Bio-Statistics in a teaching Institution.
Category 2 Statistical Assistant	(i) A degree in Statistics as main subject; or (ii) A degree in Mathematics with Statistics as ancillary subject; or (iii) A degree in Economics with Statistics; or Mathematical Statistics as ancillary subject with experience for a period of not less than two years in the Medical Statistics.
Category 3 Cinema Operator	(i) A pass in the III Form or VIII Standard or its equivalent in a recognized school. (ii) A certificate of having passed the examination conducted by the Government Board of Examination for Cinema Operator.
Class XV Category 1 Dental Mechanics	(i) Must possess a completed S.S.L.C. or equivalent examination; and (ii) Must have successfully completed a course of Dental Mechanic in any recognized Dental Institution in India: Provided that preference shall be given to candidates with previous experience: Provided further that if candidates who have successfully completed the course of Dental Mechanic in any recognised Dental Institution in India are not available, persons who have worked as Dental Mechanic in a private or Government Dental Institutions shall be considered provided that they possess other qualifications.

Category 2  
Dental Hygienist

- (i) Must have completed S.S.L.C. with eligibility for college course of studies; and  
(ii) Must have successfully completed a course of Dental Hygienist in any recognised Dental Institution in India:

Provided that if candidates possessing the qualifications mentioned in clause (ii) are not available, persons possessing previous experience in Dental Hygiene with other prescribed qualification shall be eligible for appointment to the posts.

Branch V — Miscellaneous

**1. Constitution.—** This branch shall consist of the following categories of officers:-

Category -

- 1 Attendants, Grade I in Mental Hospital.
- 1A Attendants, Grade II in Mental Hospital.
- 2 X-ray Attendants.
- 3 Attendants attached to Museum and Giffard School in the Government Hospital for Women and Children, Chennai.
- 4 Attendants attached to Elliot School in the Government Ophthalmic Hospital, Chennai.
- 5 Wireman, Grade I.
- 5 A Wireman, Grade II.
- 6 Engine Drivers, Grade I.
- 6 A Gas House Superintendent, Government General Hospital, Chennai.
- 6 AA Engine Drivers, Grade II.
- 7 Gas Makers, Grade I.
- 7A Gas Makers, Grade II.
- 8 Weighman, Grade I.
- 8 A Weighman, Grade II.
- 9 Attendants, Grade I attached to the Mortuary and Refrigerator, Government General Hospital, Chennai.
- 9A Attendants, Grade II (Mortuary, Lift, Animal, Linen and Belt).
- 10 Telephone Attenders.
- 10A Muchi, King Institute, Guindy.
- 11 Animal Attendant, Grade I.
- 11A Animal Attendant, Grade II.
- 12 Sergeant in the Government Medical Institutions in the State and in the office of the Director of Health Services and Family Planning and the Director of Medical Education.
- 13 Nursing Assistants, Grade I.
- 13A Nursing Assistants, Grade I in the Employees State Insurance Hospitals.
- 13B Nursing Assistants, Grade II.
- 14 Jamedars.
- 15 Drivers.

- 16 Fitters.  
 17 Carpenters in Government Medical Institutions.  
 18 Tailors in Government Medical Institutions.  
 19 Time keepers, Government General Hospital, Chennai.  
 20 Play Teacher in Government General Hospital, Chennai.  
 21 Kusht Nivaran Sevak in Government Medical Institutions.  
 22 Injectors, Grade I in Government Medical Institutions.  
 22A Injectors, Grade II in Government Medical Institutions.  
 23 Motor Cycle Rider.

**2.Appointment.**—Appointment to the several categories shall be made as follows:-

Category 1 Attendants in Mental Hospital, Grade I.	Promotion from Grade II; or  If no Grade II Attendant in Mental Hospital is suitable for promotion, direct recruitment; or For special reasons, recruitment by transfer from any other class or service.
Category 1A Attendants in Mental Hospital, Grade II.	Direct recruitment; or  For special reasons, recruitment by transfer from any other class or service.
Category 4 Attendants attached to the Elliot School in Government Ophthalmic Hospital, Chennai.	Promotion from Nursing Assistants, Grade I; or  Direct recruitment; or  For special reasons recruitment by transfer from any other class or service.
Category 5 Wireman, Grade I	Promotion from Grade II; or  If no Grade II wireman is suitable for promotion, direct recruitment, or  For special reasons recruitment by transfer from any other class or service.
Category 5A Wireman, Grade II.	Direct recruitment; or  For special reasons, recruitment by transfer from any other class or service.
Category 6 Engine Drivers, Grade I.	Promotion from Grade II; or  If no Grade II Driver is suitable for promotion direct recruitment; or  For special reasons, recruitment by transfer from any other class or service.

<p>Category 6 A Gas House Superintendent Government General Hospital, Chennai.</p>	<p>Promotion from category 7 Gas Makers, Grade I; or Direct recruitment; or For special reasons by transfer from any other class or service.</p>
<p>Category 6AA Engine Drivers, Grade II</p>	<p>Direct recruitment; or For special reasons, recruitment by transfer from any other class or service.</p>
<p>Category 7 Gas Makers, Grade I.</p>	<p>Promotion for Grade II; or If no Grade II Gas Maker is suitable for promotion direct recruitment; or For special reasons recruitment by transfer from any other class or service.</p>
<p>Category 7A Gas Makers, Grade II</p>	<p>Direct recruitment; or For special reasons recruitment by transfer from any other class or service.</p>
<p>Category 8 Weighman, Grade I.</p>	<p>Promotion from Grade II; or If no Grade II Weighman is suitable for promotion, direct recruitment; or For special reasons, recruitment by transfer from any other class or service.</p>
<p>Category 8A Weighman, Grade II.</p>	<p>Direct recruitment; or For special reasons, recruitment by transfer from any other class or service.</p>
<p>Category 9 Attendants, Grade I Attached to the Mortuary and Refrigeration, Government General Hospital.</p>	<p>Promotion from Grade II; or If no Grade II Attendant is suitable for promotion, direct recruitment; or For special reasons, recruitment by transfer from any other class or service.</p>
<p>Category 9A Attendants, Grade II (Mortuary, Lift, Animal, Linen and Belt).</p>	<p>Direct recruitment; or For special reasons, recruitment by transfer from any other class or service.</p>
<p>Category 11 Animal Attendant, Grade I.</p>	<p>Promotion from Grade II; or If no Grade II Animal Attendant is suitable for promotion, direct recruitment; or</p>

	For special reasons, recruitment by transfer from any other class or service.
Category 11A Animal Attendant, Grade II	Direct recruitment; or  For special reasons, recruitment by transfer from any other class or service.
Category 13 Nursing Assistants, Grade I	Promotion from Grade II; or  If no Grade II Nursing Assistant is suitable for promotion, direct recruitment; or  For special reasons, recruitment by transfer from any other class or service.
Category 13 A Nursing Assistants, Grade I in the Employees' State Insurance Hospital	(i) Promotion from Nursing Assistant, Grade II. <b>Explanation.—</b> For the purpose of promotion, a combined seniority list consisting of Nursing Assistants, Grade II in the respective Employees' State Insurance Hospitals and in the Employees' State Insurance Dispensaries of Chennai, Madurai and Coimbatore regions respectively, shall be drawn; or (ii) If no suitable Nursing Assistants, Grade II is available for promotion, by direct recruitment; or (iii) For special reasons, by recruitment by transfer from any other service.
Category 13 B Nursing Assistants, Grade II.	Recruitment by transfer from among the Hospital Servants, Lascars, Bearers and Sanitary Workers and the Sanitary Worker must have passed III Form or VIII Standard and put in not less than five years of satisfactory and continuous service. If no suitable person is available for appointment by recruitment by transfer, by direct recruitment.  Preference shall be given to the widows in indigent circumstances the matter of appointment to the category (Nursing Assistant Grade II) by direct recruitment through Employment Exchange and if there are no sufficient candidates available in the Employment Exchange, the widow applicant may be appointed straight-away by the appointing authority.
Category 15 Drivers	Recruitment by transfer; or  Direct recruitment: Provided that, in the case of appointment of Driver in Primary Health Centre under the

control of Director of Public Health and Preventive Medicine, appointment shall be made by recruitment by transfer from among the holders of the posts in the Tamil Nadu Basic Service working in Primary Health Centre under the control of Director of Public Health and Preventive Medicine.

<p>Category 17 Carpenters in Government Medical Institutions</p>	<p>Direct recruitment; or  For special reasons recruitment by transfer from any other class or service.</p>
<p>Category 18 Tailors in Government Medical Institutions</p>	<p>Direct recruitment; or  For special reasons recruitment by transfer from any other class or service.</p>
<p>Category 19 Time Keeper, Government General Hospital, Chennai</p>	<p>Direct recruitment; or  For special reasons recruitment by transfer from any other class or service.</p>
<p>Category 20 Play Teacher in Government General Hospital, Chennai</p>	<p>Direct recruitment; or  Recruitment by transfer from the Tamil Nadu Educational Subordinate Service.</p>
<p>Category 21 Kusht Nivaran Sevak in Government Medical Institutions</p>	<p>Direct recruitment; or  Promotion from Injector, Grade I: Provided that promotion shall be made on grounds of merit and ability seniority being considered only when merit and ability are approximately equal.</p>
<p>Category 22 Injectors, Grade I in Government Medical Institutions</p>	<p>Direct recruitment; or  Promotion from Injectors, Grade II.</p>
<p>Category 22A Injectors, Grade II in Government Medical Institutions.</p>	<p>Direct recruitment.</p>
<p>Category 23 Motor Cycle Rider</p>	<p>(i) Direct recruitment; or (ii) For special reasons by transfer from any other category; or (iii) Recruitment by transfer from any other service.</p>
<p>Any other categories</p>	<p>Direct recruitment; or  For special reasons recruitment by transfer from any other class or service.</p>

**3.Appointing authority.**—The appointing authority for the category specified in column (1) of the table below shall be authority specified in the corresponding entries in column(2) thereof:-

TABLE

Category (1)	Appointing authority (2)
Category 1 Attendants, Grade I in Mental Hospital.	Superintendents of the Mental Hospital concerned.
Category 1A Attendants, Grade II in Mental Hospital.	
Category 2 X-ray Attendants.	Head of Institutions concerned not lower in rank than a Civil Surgeon.
Category 3 Attendants attached to Museum and Giffard School in the Government Hospital for Women and Children, Chennai.	Superintendent of the Government Hospital, for Women and Children, Chennai.
Category 4 Attendants attached to the Elliot School in the Government Ophthalmic Hospital, Chennai.	Superintendent of the Government Ophthalmic Hospital, Chennai.
Category 5 Wireman, Grade I.	Head of the Institution concerned not lower in rank than a Civil Surgeon.
Category 5A Wireman, Grade II.	
Category 6 Engine Driver, Grade I.	Head of the Institution concerned not lower in rank than a Civil Surgeon.
Category 6AA Engine Driver, Grade II.	
Category 6 A Gas House Superintendent, Government General Hospital, Chennai.	Superintendent, Government General Hospital, Chennai.
Category 7 Gas Makers, Grade I.	Head of the Institution concerned not lower in rank than a Civil Surgeon.
Category 7A Gas Makers, Grade II.	
Category 8 Weighman, Grade I.	Head of the Institution concerned not lower in rank than a Civil Surgeon.
Category 8A Weighman, Grade II.	



Category 9 Attendants, Grade I attached to the Mortuary and Refrigerator, Government General Hospital, Chennai	}	Head of the Institution concerned not lower in rank than a Civil Surgeon.
Category 9A Attendants, Grade II (Mortuary, Lift, Animal, Linen and Belt).		
Category 10 Telephone Attenders		Head of the institution concerned not lower in rank than a Civil Surgeon.
Category 10 A Muchi , King Institute, Guindy		Director, King Institute, Guindy.
Category 11 Animal Attendant, Grade I.		Head of the Institution concerned not lower in rank than a Civil Surgeon.
Category 11A Animal Attendant Grade II.		Principal, Medical College, Chennai.
Category 12 Sergeant in the Government Medical Institutions and in the Offices of the Director of Medical Education and the Director of Health Services and Family Planning.		Head of the Medical Institutions concerned not lower in rank than a Civil Surgeon, the Director of Medical Education and the Director of Health Services and Family Planning, as the case may be.
Category 13 Nursing Assistants, Grade I	}	<ol style="list-style-type: none"> <li>(1) In the case of Government Hospital in the city of Chennai, the Superintendent of the Hospital concerned.</li> <li>(2) In the case of Government Hospital in-charge of Civil Surgeon, the Civil Surgeon concerned.</li> <li>(3) In the case of the Government Tuberculosis Sanatorium, Tambaram, the Superintendent, Government Tuberculosis Sanatorium, Tambaram.</li> <li>(4) In the case of the District Head Quarters Hospitals and Government Hospitals other than those mentioned in items (1) to (3) the District Medical Officers concerned.</li> <li>(5) In the case of the Employees State Insurance Hospitals in the City of Chennai and in the Mofussil, the Superintendent of the Hospitals concerned.</li> </ol>
Category 13 A Nursing Assistants, Grade I in the Employees' State Insurance Hospitals.		
Category 13 B Nursing Assistant, Grade II		
Category 14 Jamedars		Head of the Institution concerned not lower in rank than a Civil Surgeon.
Category 15 Drivers		Head of the Institution concerned not lower in rank than a Civil Surgeon.  Deputy Director of Health Services concerned in case of Primary Health Centres in Health

	Unit Districts in Public Health and Preventive Medicine Department.
Category 16 Fitters	Director, King Institute, Guindy.
Category 17 Carpenters in Government Medical Institutions.	Head of the Institution concerned not lower in rank than a Civil Surgeon.
Category 18 Tailors in Government Medical Institutions	Head of the Institution concerned not lower in rank than a Civil Surgeon.
Category 19 Time Keepers, Government General Hospital, Chennai	Superintendent, Government General Hospital, Chennai.
Category 20 Play teacher in Government General Hospital, Chennai	Superintendent, Government General Hospital, Chennai.
Category 21 Kusht Nivaran Sevak in Government Medical Institutions	District Medical Officer concerned or the Head of the Institution concerned not lower in rank than a Civil Surgeon.
Category 22 Injectors, Grade I in Government Medical Institution	} District Medical Officer concerned or the Head of the Institution concerned not lower in rank than a Civil Surgeon.
Category 22 A Injectors, Grade II in Government Medical Institution	
Category 23 Motor Cycle Rider	Head of the Medical Institutions concerned.

**3A. Rule of reservation.**—The rule relating to reservation of appointments (General rule 22) shall apply to the appointments to all the categories under this service by direct recruitment.

**4. Qualification.**—No person shall eligible for appointment to the category specified in column (1) of the Annexure, unless he possesses the qualifications specified in the corresponding entries in column (2) thereof:-

Provided that the age-limits for appointment by direct recruitment to any of the categories specified in the Annexure shall be increased by five years in the case of candidates belonging to scheduled castes or the scheduled Tribes:

Provided further that the educational qualification prescribed for appointment to any of categories specified in Annexure, shall not adversely affect any persons, who on the 29<sup>th</sup> April 1971 holds a post in any category under sub- rule (a) of rule 10 of the General Rules for the Tamil Nadu State and Subordinate Services and who possesses the educational qualification prescribed for appointment to that category prior to the 29th April 1971.

**5. Probation.**—Every person appointed to a category otherwise than by promotion not involving the assumption of duties and responsibilities of greater importance, 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.

**5A. Unit for recruitment, discharge, etc.,**—For the purpose of recruitment discharge for want of vacancies, re-appointment of probationers and approved probationers, appointment of full members and promotion, the jurisdiction of each appointing authority shall be the unit.

**6. Test.**—A person who has rendered War service as Nursing Assistant for more than two years if appointed shall pass the Departmental Examination for Nursing Assistant failing which he shall not be granted increments or be confirmed in the post of Nursing Assistant.

A person who has rendered war service as Nursing Assistant for not less than two years, one half of the period of war service rendered by him shall be taken to account and he should undergo the required portion of training to make good the one year training after his appointment and pass the Departmental Examination for Nursing Assistant failing which he shall not be granted increments or be confirmed in the post of Nursing Assistant.

A widow appointed under the indigent circumstances as Nursing Assistant Grade II shall undergo Departmental Nursing Assistant training for a period of one year and must pass the test prescribed in Annexure I under Appendix XIV of Tamil Nadu Medical Code Volume II within the period of probation.

**7. Service counting for leave and pension.**—(a) Any Nursing Assistant or Wiremen transferred from a local Fund or Municipal Institution in consequence of the transfer of such Institution to the control of the State Government shall not be entitled to count his previous service under any local body for pension unless-

- (i) Such service was rendered in a pensionable post or posts and pensionary contributions were being paid on his behalf by such local body; or
- (ii) Such person was subscribing to a Provident Fund maintained by such local body; and
  1. Such local body agrees to contribute its share of the pension calculated according to the rule of proportion; and
  2. Such person agrees to forego the bonus earned by him in respect of his service under the local body.

(b) Any Nursing Assistant or Wiremen transferred from a local Fund or Municipal Institution in consequence of the transfer of such Institution to the control of the State Government shall not be entitled to have his leave account credited with the amount of the leave, if any, earned by him prior to such appointment, unless the local body or bodies under which he was employed agree to bear the entire leave salary for the period of the leave so earned calculated on the average pay of such member at the time of his proceeding on leave.

#### **ANNEXURE**

(referred to in rule 4)

Category (1)	Qualification (2)
Category 1 Attendants, Grade I in Mental Hospital, Chennai.	<ul style="list-style-type: none"> <li>(i) Must not have completed 26 years of age if recruited direct and of a recognized school.</li> <li>(ii) Must possess a completed Secondary school Leaving certificate of recognized school.</li> </ul> <p style="text-align: center;">No Grade II Attendant in Mental Hospital shall be eligible for promotion to Grade I unless he has rendered satisfactory service for a period of not less than five years in Grade II.</p>

## Category 1A

Attendants, Grade II in Mental Hospital,  
Chennai,

- (i) Must not have completed 26 years of age if recruited direct; and
- (ii) Must have passed the III Form or VIII standard in a recognized school; or must possess the Indian Army Third Class English certificate. But the Superintendent of Mental Hospital, may with the previous sanction of Director of Medical Education appoint persons not possessing the educational qualification, prescribed above if qualified persons are not available.

## Category 2

X-Ray Attendants

- (i) Must not have completed 26 years of age if recruited direct; and
- (ii) Must possess a completed Secondary School Leaving Certificate.  
Preference shall be given to candidates who have passed the practical wiring examination held in the Government School of Technology, Chennai.

## Category 3

Attendants attached to Museum and Giffard School in the Government Hospital for Women and Children ,  
Chennai

- (i) Must not have completed 26 years of age if recruited direct; and
- (ii) Must possess a completed Secondary School Leaving Certificate.  
Preference shall be given to candidates possessing higher qualification.

## Category 4

Attendants attached to the Museum and Elliot school in Government Ophthalmic Hospital, Chennai

- (i) Must not have completed 26 years of age if recruited direct; and
- (ii) Must possess a completed Secondary School Leaving Certificate.  
Preference shall be given to Grade I Nursing Assistants possessing higher qualification. No person shall be eligible for promotion from Grade I Nursing Assistants unless he has rendered satisfactory service for a period of not less than three years as such.  
Preference shall be given to Grade I Nursing Assistants possessing in addition experience in Laboratory work.

## Category 5

Wiremen, Grade I.

## Category 5A

Wiremen, Grade II.



- (i) Must not have completed 26 years of age if recruited direct;
- (ii) Must have passed the III Form or VIII Standard in a recognized school or Must possess the Indian Army Third Class English Certificate.
- (iii) Must have passed the practical Wiring Examination held in the Government school of Technology, Chennai or the diploma in

Category 6  
Engine Driver, Grade I }  
Category 6AA  
Engine Driver, Grade II }

- Wiremen Trade Issued by the Director General of Re-settlement and Employment or the National Trade Certificate in Wiremen Trade issued by National Council for Training in Vocational Traders; and
- (iv) Must possess experience as Assistant Electrical Wiremen for a period of not less than three years.

- (i) Must not have completed 30 years of age if recruited direct;
- (ii) Must have passed the III Form or VIII Standard in a recognised school or must possess Indian Army Third Class Certificate; and
- (iii) Must possess a certificate of competence of engine driver granted by the Board of Examiners constituted on behalf of the State Government.

Category 6 A  
Gas House Superintendent,  
Government General Hospital, Chennai

- (i) Must not have completed 35 years of age if recruited direct; and
- (ii) Must possess a completed Secondary School Leaving Certificate in a recognised school.
- (iii) A period of experience as a fitter for not less than five years and must possess experience in the working of a gas plant distribution system of gas plants.

Preference shall be given to candidates who possesses practical experience to the satisfaction of the General Superintendent of Public Works Workshop, Chennai.

Category 7  
Gas Makers, Grade I. }  
Category 7A  
Gas Makers, Grade II. }

- (i) Must not have completed 26 years of age if recruited direct;
- (ii) Must have passed the III Form or VIII Standard in a recognized school or Must possess the Indian Army Third Class English Certificate; and
- (iii) Must possess experience as fitter in a workshop for a period of not less than two years.

Preference shall be given to those candidates who possess practical experience to the satisfaction of the General Superintendent of the Public Works Workshop, Chennai.

Category 8  
Weighman, Grade I. }  
Category 8A  
Weighman, Grade II. }

- (i) Must not have completed 26 years of age if recruited direct; and,
- (ii) Must possess a completed Secondary School Leaving Certificate.

- Category 9  
Attendants, Grade I attached  
to the Mortuary and Refrigerator,  
Government General Hospital,  
Chennai.
- Category 9A  
Attendants, Grade II (Mortuary, Lift,  
Animal, Linen and Belt).
- Category 10  
Telephone Attenders
- Category 10 A  
Muchi , King Institute
- Category 11  
Animal Attendant, Grade I.
- Category 11A  
Animal Attendant, Grade II.
- Category 12  
Sergeant in the Government Medical  
Institutions in this State and in the  
offices of the Director of Health Services  
and Family Planning and the Director of  
Medical Education.
- Category 13  
Nursing Assistants, Grade I.
- Category 13 A  
Nursing Assistants, Grade I  
in the Employees' State Insurance  
Hospitals.
- (i) Must not have completed 26 years of age if recruited direct;
- (ii) Must possess practical experience to the satisfaction of the General Superintendent, Public Works Workshop; and
- (iii) Must have passed the III Form or VIII Standard in a recognized school or Must possess the Indian Army Third Class English Certificate:  
Provided that the qualification prescribed in item (ii) above shall not apply for appointments to the posts of Attendants (Mortuary, Animal, Linen).
- (i) Must not have completed 26 years of age if recruited direct; and
- (ii) Must possess a completed Secondary School Leaving Certificate if recruited direct.
- (i) Must not have completed 26 years of age if recruited direct; and
- (ii) Must possess a completed Secondary School Leaving Certificate.
- (i) Must not have completed 45 years; and
- (ii) Must possess completed Secondary School Leaving Certificate.  
Preference shall be given to ex-sepoy or demobilized sepoy with knowledge of Tamil.
- (i) Must not have completed 26 years of age if recruited direct:  
Provided that this age limit shall not apply in the case of any person transferred from local head or municipal institution in consequence of the transfer of such institution to the control of the State Government; and
- (ii) Must possess a completed Secondary School Leaving Certificate in recognised school:  
Provided that the educational qualification shall not apply in the case of promotions from the posts of Nursing Assistants Grade II. No Grade II Nursing Assistants shall be eligible for promotion to Grade I, unless he has rendered satisfactory service for a period of not less than five years in Grade II.
- (iii) Must possess the certificate for having successfully completed the training course for Nursing Assistants in any of the Government Medical Institutions in the State:

Provided that a person who has rendered War Service as Nursing Assistant, If appointed shall pass the Departmental Examination for Nursing Assistant failing which he shall not be granted increments.

Category 13B  
Nursing Assistant, Grade II

- (i) Must not have completed 26 years of age if recruited direct:

Provided that this age-limit shall not apply in case 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.

- (ii) Must have passed the III Form or VIII Standard in a recognized school or; Must possess the Indian Army Third Class English Certificate.

- (iii) Must possess the certificate for having successfully completed the training course for Nursing Assistants in any of the Government Medical Institutions in the State:

Provided that a person who has rendered war service as Nursing Assistant if appointed shall pass the Departmental Examination for Nursing Assistant, failing which he shall not be granted increments:

Provided further that this age limit shall not apply in the case of widows appointed under indigent circumstances.

Category 14  
Jamedars

- (i) Must not have completed 45 years of age; and  
(ii) Must possess a completed Secondary School Leaving Certificate.

Preference shall be given to the retired Indian Army Officers of the Rank of Jamedars or Subedars.

Category 15  
Drivers

- (i) Must not have completed 25 years of age if recruited direct;  
(ii) Must possess a license issued by a competent licensing authority of the State government to drive heavy motor transport vehicle.  
(iii) Must possess experience in driving motor vehicles for a period of not less the two years; and  
(iv) Must have passed III Form or VIII Standard in a recognized School or must possess the Indian Army Third Class English Certificate.

Provided that preference shall be given to the cleaners working in the department in which the appointment of Driver is made, if they are otherwise qualified for appointment as Drivers.

Provided further that in the case of appointment of Driver in Primary Health Centres under the control of Directorate of Public Health and Preventive Medicine from among the holders of posts in the Tamil Nadu Basic Service working in Primary Health Centres under the control of Directorate of Public Health and Preventive Medicine, must have undergone 45 days training comprising 20 days in Camp and 25 days local training by a senior Driver in the Office of the Deputy Director of Health Services concerned.

Category 16  
Fitter

- (i) Must not have completed 26 years of age if recruited direct;
- (ii) Must be a competent blacksmith and possess experience as a fitter in a workshop of a period of not less than two years; or the diploma in a fitter Trade issued by the Director General of Resettlement and Employment or the National Trade Certificate in Fitter Trade issued by the National Council for Training in Vocational Traders.

Preference shall be given to those candidates who possess practical experience to the satisfaction of General Superintendent, Public Works Workshop, Chennai, and

- (iii) Must have passed the III Form of VIII Standard in recognized school or; Must possess the Indian Army Third Class English Certificate.

Category 17  
Carpenters in Government  
Medical Institution.

- (i) Must not have completed 30 years of age if recruited direct; and
- (ii) Must have passed the III Form or VIII Standard in a recognized school or must possess the Indian Army Third Class English Certificate.
- (iii) Must possess the diploma in Arts and Crafts (Wood Work) awarded by the Department of Industries and Commerce, Chennai or the diploma in Carpenter Trade issued by the Director General of Re-Settlement and Employment or the National Trade Certificate in Carpenter Trade issued by the National Council for Training in Vocational Trade or such other qualifications as may be considered by the appointing authority as equivalent there to.

Category 18  
Tailors in Government Medical  
Institutions.

- (i) Must not have completed 30 years of age if recruited direct;
- (ii) Must have passed III Form or VIII Standard in a recognized school or Must possess the Indian Army Third Class English Certificate; and



## Category 19

Time keepers in the Government  
General Hospital, Chennai.

- (iii) Must possess practical experience as Tailor for a period of not less than three years or diploma in Cutting and Tailoring issued by the Director General of Re-Settlement and Employment or the National Trade Certificate in Cutting and Tailoring Trade issued by the National Council for Training in Vocational Trade.

- (i) Must not have completed 26 years of age on the first day of July of the year in which the selection for appointment is made:

Provided that in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes, the age limit shall be increased by five years; and

- (ii) Must possess a completed Secondary School Leaving Certificate in a recognized school.

## Category 20

Play Teacher in Government  
General Hospital, Chennai.

- (i) Must not have completed 26 years of age as on the first day of July of the year in which

selection for appointments made if recruited direct;

- (ii) Must have appeared for the Secondary School Leaving Certificate Examination; and
- (iii) Must have passed the basic training School Leaving Certificate examination (Seniors Grade) conducted by Government of Tamil Nadu.

## Category 21

Kusht Nivaran Sevak in  
Government Medical Institutions.

- (i) Must have completed Secondary School Leaving Certificate if recruited direct, and
- (ii) Must have training for a period of not less than six months either at Lady Wellington Leprosy Sanatorium, Chingleput or at the Kasturba Leprosy Home, Malavanthangal, and
- (iii) Must not have completed 26 years of age on the first day of July of the year in which the Selection for appointment is made in the case of direct recruitments.

## Category 22

Injectors, Grade I in Government  
Medical Institutions.

## Category 22A

Injectors, Grade II in Government  
Medical Institutions.

- (i) Must have passed III Form in a recognized school if recruited direct;
- (ii) Must have training for a period of not less than three months either at the Lady Wellington Leprosy, Sanatorium, Chinglepet or at Kasthurba Leprosy Home, Malavanthangal; and
- (iii) Must have had completed 30 years of age on the first day of July of the year in which the selection for appointment is made in the case of direct recruitment.

Category 23  
Motor Cycle Rider

By direct recruitment –

- (i) Must have passed VIII Standard or III Form; and must possess a good physique and current driving licence of a Motor Cycle issued by a competent authority under the Motor Vehicles Act, 1939 (Central Act IV of 1939) with practical experience of driving a Motor Cycle for a period of not less than two years; and
- (ii) Must not have completed 26 years of age on the first day of July of the year in which the selection for appointment is made.

By transfer from any other category or recruitment by transfer from any other service, –

Must have passed VIII standard or III Form; and must have served for a period of not less than three years in any category or service and must possess a current driving license of a Motor Cycle issued by a competent authority under the Motor Vehicles Act 1939 (Central Act of IV of 1939) with practical experience of driving a Motor Cycle for a period of not less than two years.

## SECTION 22 – THE TAMIL NADU MINISTERIAL SERVICE.

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

### Category 1

Non-Gazetted Personal Assistants.

Office Managers,

Research Assistant of Tamil Nadu Archives.

Superintendents.

Assistants.

Store-Superintendent of the Agriculture Department.

Superintendent (Cash) of the Police Department.

Manager (E.S.I), Head Steward, Accountant, Assistant Lay Secretary, Commercial Accountant.	In the Medical services and Family Welfare (Medical Wing) Department.
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Private Secretary to the Director-General of Police.

Grade A Superintendent and Grade B Superintendent of the Tamil Nadu Archives.

Private Secretary to the Commissioner of Land Administration.

Private Secretary to the Commissioner of Revenue Administration.

Category 2 Omitted.

Category 3

Huzur Head Accountants.

Category 4 Omitted.

Category 5

Huzur Second Assistants.

Second Accountants.

Fair Copying Superintendents.

In the  
Collectors'  
offices.

In the Revenue  
Department.

Category 6

Stewards (including the House Steward in the Governor's Household).

Senior Steward.

Category 7

Head Clerks in the Departments other than Revenue Department.

Assistants.

Inspectors, Hindu Religious Charitable Endowments (Administration) Department.

Head Clerks (Education) in the Panchayat Union Offices in the District.

## Category 8

Junior Accountants in the Forest Department.  
 Auditor in the Industries Department.  
 Accounts Assistants in the Industries Department.  
 Auditors in the Training Branch of the Employment and Training Department.  
 Head Accountants in Departments other than the Revenue Department.  
 Commercial Accountants in Departments other than the Medical Services and Family Welfare (Medical Wing) Department.  
 Accountants in Departments other than the Revenue Department.  
 Ledger Verifier.

## Category 9

Cash-Keepers.  
 Cashiers.  
 Treasurers.

## Category 10

Audit Assistants of the Local Fund Audit Department and of the State Trading Schemes Department.

## Category 11

Librarian, Government Oriental Manuscripts Library and Research Centre.  
 Assistant Librarian, Government Oriental Manuscripts Library and Research centre.

## Category 12

Assistants (including Inspectors in the Revenue Settlement Parties).  
 Section Heads, Huzur Treasurers and Accountants in the Treasury and Accounts .  
 Assistant Statistical Investigators in the Statistical Branches of the Animal Husbandry Department.  
 District Inspectors of State aided concerns in the Department of Industries and Commerce.  
 Accountants in Panchayat Union Offices and Rural Welfare Officers, Grade I.  
 Assistant employed as Personal Clerk.  
 Assistant-Cum-Cashier.  
 Personal Assistant in the office of the Commissioner of Revenue Administration.  
 Personal Assistant in the office of the Commissioner of Land Administration.

## Category 12A

Gujarathi knowing Assistant in the Commercial Taxes Department.

## Category 12B

Head Clerks in Town Panchayats including Panchayat Townships.

## Category 12C

Typist, Grade I.

## Category 13 Omitted.

## Category 14

Junior Assistants including Inspectors in the Revenue Settlement Parties and Special Revenue Inspectors in the office of the Director of Harijan Welfare and Comptists in the Treasury and Accounts Department.

Welfare Workers in District Soldiers, Sailors and Airmen Boards.

**Explanation.**—Junior Assistants attached to the Deputy Superintendent Police in the Police Department, the Assistant Director incharge of stores in the Department of Tamil Nadu Forensic Science Laboratory, Chennai, the Deputy Superintendents of Police and the Superintending Engineer in the Directorate of Vigilance and Anti-Corruption, shall be designated as Junior Assistant-cum-Typist.

Rural Welfare Officers, Grade II and Cashiers in Panchayat Union Offices.

Revenue Inspectors and Bill Collectors (Grade I) in Town Panchayats including Panchayat Townships.

## Category 14A

Village Administrative Officer.

## Category 15

Librarians not included in category 11.

Assistant Librarians not included in category 11.

Assistant Stewards (including Assistant House Steward in the Governor's Household).

Junior Stewards.

Telephone Operators.

## Category 16

Store-Keepers.

Packer Clerks in the Jail Department.

## Category 17

Typists and Steno-typist, Grade I, Steno-typist, Grade II and Steno-typist, Grade III including Machinists in the Treasury and Accounts Department and Telex Operator in the Office of the Special Commissioner and Commissioner of Revenue Administration and in the Collectorates.

## Category 18

Linen-Keepers.

Laundry Supervisors.

## Category 19 Omitted.

Category 20

Copyists in the office of the Chief Inspector of Boilers.

Category 21 Omitted.

Category 22

Shroffs in Government Press, Chennai.

Category 23 Omitted.

Category 24

Shroffs, Grades I and II in the Office of the Deputy Transport Commissioner, Chennai and Regional Transport Authority, Chennai.

Category 25 Omitted.

**2. Categories and posts to which direct recruitment may be made.—**Direct recruitment may be made to the following categories, grades and posts:-

Category 1

Commercial Accountant in Medical Education Department if no qualified and suitable candidate is available for appointment by promotion, transfer or by recruitment by transfer.

Category 6

Stewards on Rs.610-20-730-25-955-30-1075.

Senior Steward.

Category 8

Accounts Assistants in the Industries Department.

Commercial Accountant, Grade I and Commercial Accountant, Grade II in the Dairy Development Department.

Accountants in the Fisheries Department.

Category 9

Cash Keepers on Rs.610-20-730-25-955-30-1075.

Cashiers in the Panchayat Union Offices in the Districts.

Category 10

Audit Assistants of the Local Fund Audit Department and of the State Trading Schemes Department.

Category 11

Librarian, Government Oriental Manuscripts Library and Research Centre.

Assistant Librarian, Government Oriental Manuscripts Library and Research Centre.

## Category 12

Assistants, Office of the Commissioner of Revenue Administration  
(One out of every two substantive vacancies).

Assistants, Office of the Commissioner of Land Administration  
(One out of every two substantive vacancies).

Assistants, Office of the Director of Survey and Settlement  
(One out of every two substantive vacancies).

Assistants, Office of the Director of Land Reforms  
(One out of every two substantive vacancies).

Assistants, Office of the Commissioner of Commercial Taxes  
(One out of every two substantive vacancies).

Assistant, Department of Industries and Commerce (40 per cent of the vacancies).

Accountants in the Treasuries and Accounts Department  
(One out of every three substantive vacancies).

Assistants in the Civil Supplies and Consumer Protection Department (Non-technical)  
(One out of every two substantive vacancies).

Assistant Statistical Investigators in the Statistical Branches of the Animal Husbandry  
Department.

District Inspectors of State-aided concerns in the Department of Industries and  
Commerce (two out of every three vacancies).

Assistants in the Office of the Commissioner of Agricultural Income Tax  
(One out of every two substantive vacancies).

Personal Assistant in the Office of the Commissioner of Land Administration.

Assistant in the Prison Department (Non-technical)  
(One out of every two substantive vacancies)

Assistant in the Highways Department (Non-technical)  
(one out of every two substantive vacancies)

Assistant in the Registration Department (Non-technical)  
(one out of every two substantive vacancies)

Assistant in the Medical Department (Non-technical)  
(one out of every two substantive vacancies)

Assistant in the Transport Department (Non-technical)  
(one out of every two substantive vacancies)

Assistant in the National Cadet Corps Department (Non-technical)  
(one out of every two substantive vacancies)

Assistant in the Commercial Taxes Department Divisional Units (Non-technical)  
(One out of every three substantive vacancies)

Assistant in the Hindu Religious and Charitable Endowments Department  
(Non-technical) (50% of the substantive vacancies)

Assistant in the Backward Classes Welfare Department (Non-technical)  
(One out of every three substantive vacancies)

Assistant in the Labour Department (Non-technical)  
(One out of every two substantive vacancies)

Assistant in the Department of Urban Land Ceiling and Urban Land Tax (Non-technical) (Four out of every five substantive vacancies)

Assistant in the Forest Department (Non-technical) (One out of every two substantive vacancies)

Assistant in the Police Department (Non-technical) (One out of every two substantive vacancies)

Assistant in the Fisheries Department (Non-technical) (One out of every two substantive vacancies)

Assistant in the Technical Education Department (Non-technical) (One out of every two substantive vacancies)

Assistant / Accountant / store-keeper in the Training Wing of Employment and Training Department (Non-technical) (One out of every two substantive vacancies)

Assistant in the Tamil Nadu Archives and Historical Research Department (Non-technical) (One out of every two substantive vacancies)

Assistant in Public Health and Preventive Medicine Department (Non-technical) (One out of every two substantive vacancies)

Assistant in the School Education Department (Non-technical) (One out of every two substantive vacancies)

Assistant in the Stationery and Printing Department (Non-technical) (One out of every two substantive vacancies)

Assistant in the Rural Development and Panchayat Raj Department (Non-technical) (One out of every four substantive vacancies)

Assistant in the Social Welfare Department (Non-technical) (One out of every two substantive vacancies)

Assistant in the Directorate of Vigilance and Anti-corruption (Non-technical) (One out of every two substantive vacancies)

#### Category 12A

Gujarathi knowing Assistants in the Commercial Taxes Department:

Provided that direct recruitment to this category shall be made only when no qualified and suitable Assistant, Junior Assistant or Typist is available for appointment or promotion as Gujarathi knowing Assistant.

#### Category 13 Omitted.

#### Category 14

Junior Assistants other than those in the Connemara Public Library but including Inspectors in Revenue Settlement Parties, Welfare Workers in District Soldiers' Sailors' and Airmens' Boards and Comptists in the Treasury and Accounts Department.

In the case of Junior Assistants in the Office of the Commissioner of Revenue Administration, Office of the Commissioner of Land Administration, Office of the Director of Survey and Settlement, Office of the Commissioner of Agriculture Income



Tax, Office of the Commissioner of Commercial Taxes, three out of every four vacancies shall be made:

Provided that in the case of Junior Assistants in the Office of the Commissioner of Revenue Administration, Office of the Commissioner of Land Administration, Office of the Director of Survey and Settlement, Office of the Commissioner of Agriculture Income Tax, Office of the Commissioner of Commercial Taxes, one out of every four vacancies may be filled up by persons from the District Revenue Establishment:

Provided also that in the case of Junior Assistants in the Office of the Commissioner of Commercial Taxes, one out of every four vacancies may be filled up by persons from the subordinate offices of the Commercial Taxes Department.

Junior Assistant, Junior Assistant-cum-Typist, Rural Welfare Officer, Grade II, Cashier and Typist in the Unit of Panchayat Development Offices.

Provided that in the case of Junior Assistant, Junior Assistant-cum-Typist, Rural Welfare Officer, Grade II, Cashier and Typist in each District Unit of the Panchayat Development offices, ten percent of the vacancies, shall be filled up from among the Government side Record Clerks, Office Assistants and Night Watchmen and from among the Panchayat Union side Record Clerks, Office Assistants, Night Watchmen and Rural Women Welfare Organisers (Tailoring Instructress) and another twenty percent of the vacancies shall be filled up from among the Panchayat Assistants in the Village Panchayats, who have put in a regular service for a period of not less than seven years in the post held by them and possess the minimum general educational qualification as prescribed in the Schedule to the General rules for the Tamil Nadu State and Subordinate Services, irrespective of age.

Provided further that in respect of Kanniyakumari District, the Group Clerk-cum-Bill Collectors working in the Village Panchayats and discharging the duties of Panchayat Assistants, shall be treated on par with the Panchayat Assistants in Village Panchayats for the purpose of consideration within the twenty percent of vacancies reserved for filling up from among the Panchayat Assistants in Village Panchayats.

The order of rotation in every cycle of ten vacancies shall be as specified below:

1. Government side Record Clerks, Office Assistants, Night Watchmen and Panchayat Union side Record Clerks, Office Assistants, Night Watchmen and Rural Women Welfare Organisers (Tailoring Instructress)
2. Open Competition
3. Open Competition
4. Open Competition
5. Panchayat Assistants
6. Open Competition
7. Open Competition
8. Open Competition
9. Open Competition
10. Panchayat Assistants

**Explanation.**—The rotation referred to above is only to reserve the vacancies for such candidates and their seniority in the post will however be in the order fixed by the Commission while drawing the list of approved candidates on the results of competitive examination following the rule of reservation of appointments.

Revenue Inspectors and Bill Collectors (Grade I) in Town Panchayats including Panchayat Townships.

Junior Assistant-cum-Typist in the Tamil Nadu Forensic Science Laboratory.

Junior Assistant-cum-Typist in the Directorate of Vigilance and Anti-Corruption.

Category 15

Librarians on Rs.610-20-730-25-955-30-1075.

Assistant Librarian.

Assistant Stewards.

Junior Stewards.

Telephone Operators.

Category 16

Store-Keeper of Medicines in the Medical Services and Family Welfare (Medical Wing) Department of Store-Keepers on Rs.610-20-730-25-955-30-1075 and below in all Departments.

Packer Clerks in the Jail Department.

Store-Keeper, Grade II on Rs.705-20-745-25-845-35-1230 Department of Industries and Commerce (40 per cent of the vacancies).

Store-Keeper on Rs.705-20-745-25-845-35-1230 in the Training Branch of the Employment and Training Department (25 per cent of the vacancies with the first vacancy going to the direct recruit in each cycle of 4 vacancies).

Category 17

Typists and Steno-Typist, Grade III including Machinists in the Treasury and Accounts Department and Telex Operator in the Office of the Special Commissioner and Commissioner of Revenue Administration and in the Collectorate.

Category 18

Linen-keepers on Rs.610-20-730-25-955-30-1075 and below and Laundry Supervisors on Rs.610-20-730-25-955-30-1075 and below.

Category 19 Omitted.

Category 20

Copyists in the Office of the Chief Inspector of Boilers.

Category 21 Omitted.

Category 22

Shroffs in Government Press, Chennai.

Category 23 Omitted.

Category 24

Shroffs, Grade I and II in the Office of the Deputy Transport Commissioner, Chennai and Regional Transport Authority, Chennai.

**3. Method of recruitment-Special.—** (a) Besides promotion as provided in rule 4 –

(i) 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.

(ii) Appointment to the post of Cashier in the Governor's Household shall, for special reasons, be made by transfer from the category of House Steward and vice versa.

(iii) Appointment to the post of Assistant in the Governor's Household shall, for special reasons, be made by transfer from the Category of Assistant House Steward and vice versa.

(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.

(c) Omitted.

(d) Omitted.

(e) (i) Besides by direct recruitment and promotion as provided in the rules 2 and 4, the posts of Assistants, Inspectors and Superintendents in the Tamil Nadu Ministerial Service in the Hindu Religious and Charitable Endowments Department shall be filled up by recruitment by transfer from the Executive Officers Grade I to Grade IV of the Tamil Nadu Hindu Religious and Charitable Endowments Subordinate Service, in the appropriate Grades:

Provided that vacancies in the categories of Superintendents and Inspectors in the Tamil Nadu Ministerial Service both substantive and temporary posts shall be filled up in the proportion specified below:-

- (i) 80% by appointment by promotion from the Tamil Nadu Ministerial Service.
- (ii) 20% by recruitment by transfer from the Hindu Religious and Charitable Endowments Subordinate Service:

Provided further that appointment to the posts of Superintendents and Inspectors in the Tamil Nadu Ministerial Service shall be made in accordance with the above proportion and shall be in the order of rotation specified below in every cycle of ten vacancies.

- (i) By Promotion
- (ii) By Promotion
- (iii) By Promotion
- (iv) By Promotion
- (v) By recruitment by transfer from the Hindu Religious and Charitable Endowments Subordinate Service.
- (vi) By Promotion
- (vii) By Promotion
- (viii) By Promotion
- (ix) By Promotion
- (x) By recruitment by transfer from the Hindu Religious and Charitable Endowments Subordinate Service:

Provided also that the vacancies in the post of Assistant in the Tamil Nadu Ministerial Service both substantive and temporary posts shall be filled up in the proportion and the order of rotation specified below:

- (i) 50% by direct recruitment
- (ii) 25% by promotion from the post of Junior Assistant and Typist

- (iii) 5% by transfer from the post of Steno-typist Grade III and
- (iv) 20% by recruitment by transfer from the post of Executive Officers Grade III in the Tamil Nadu Hindu Religious and Charitable Endowments Subordinate Service.

The appointment to the post of Assistants in the Tamil Nadu Ministerial Service shall be made in accordance with the above proportion and shall be in the order of rotation specified below in every cycle of twenty vacancies.

- (1) By direct recruitment
- (2) By direct recruitment
- (3) By promotion from Junior Assistant and Typist
- (4) By promotion from Junior Assistant and Typist
- (5) By recruitment by transfer from Executive Officers Grade III in the Hindu Religious and Charitable Endowments Subordinate Service
- (6) By direct recruitment
- (7) By direct recruitment
- (8) By direct recruitment
- (9) By promotion from Junior Assistant and Typist
- (10) By recruitment by transfer from Executive Officers Grade III in the Hindu Religious and Charitable Endowments Subordinate Service
- (11) By direct recruitment
- (12) By direct recruitment
- (13) By promotion from Junior Assistant and Typist
- (14) By Promotion from Junior Assistant and Typist
- (15) By recruitment by transfer from Executive Officers Grade III in the Hindu Religious and Charitable Endowments Subordinate Service
- (16) By direct recruitment
- (17) By direct recruitment
- (18) By direct recruitment
- (19) By transfer from Steno Typist Grade III
- (20) By recruitment by transfer from Executive Officers Grade III in the Hindu Religious and Charitable Endowments Subordinate Service

If no qualified and willing candidates are available by recruitment by transfer from Executive Officers Grade-III in the Tamil Nadu Hindu Religious and Charitable Endowments Subordinate Services and by transfer from Steno Typist Grade III in the Tamil Nadu Ministerial Service, the vacancy in the post of Assistant shall be filled by promotion from the post of Junior Assistant and Typist :

Provided further that if no qualified and willing candidates are available for appointment by recruitment by transfer from the Tamil Nadu Hindu Religious and Charitable Endowments Subordinate Service the vacancy shall be filled up by promotion from the lower category from the Tamil Nadu Ministerial Service:

Provided also that if an Executive Officer, Grade I opts to be appointed as Superintendent, he shall be allowed to draw the pay in the time scale of pay of Executive Officer, Grade I.

- (ii) Omitted.

(iii) Appointment to the post of Junior Assistants shall be made in accordance with the above proportion and shall be in the order of rotation specified below in every cycle of ten vacancies.

- (i) By direct recruitment.
- (ii) By direct recruitment.
- (iii) By direct recruitment.
- (iv) By recruitment by transfer from any other service.
- (v) By recruitment by transfer from Executive Officers Grade IV in the Tamil Nadu Hindu Religious and Charitable Endowments Subordinate Service.
- (vi) By direct recruitment.
- (vii) By direct recruitment.
- (viii) By direct recruitment.
- (ix) By recruitment by transfer from any other service.
- (x) By recruitment by transfer from Executive Officers, Grade IV in the Tamil Nadu Hindu Religious and Charitable Endowments Subordinate Service:

Provided that if no qualified and willing candidate is available for appointment by recruitment by transfer from the Tamil Nadu Hindu Religious and Charitable Endowments Subordinate Service, the vacancy shall be filled up by direct recruitment:

Provided further that this sub-rule shall not apply to the Assistants and Upper Division Inspectors who were in service on the 30th September 1951 and who had put in five years' service as Assistants or Inspectors, as the case may be.

(f) Appointment of Superintendents in the Office of the State Port Officer, Chennai and other Port Offices at Out-Ports shall be made by recruitment by transfer from the category of Port Conservators in the Tamil Nadu Port Subordinate Service.

(g) Besides direct recruitment as provided in rule 2, appointment to the categories of Junior Assistant, Junior Assistant-cum-Typist and Typist shall be made by recruitment by transfer from other services, subject to the following conditions, namely:-

(i) Persons in services, other than the Tamil Nadu Ministerial Service, who are in categories having no promotional opportunities or even after more than one promotion in the respective service would still be in a category carrying scale of pay lower than that of Junior Assistant or Junior Assistant cum-Typist or Typist alone shall be considered for appointment by recruitment by transfer as Junior Assistant or Junior Assistant-cum-Typist or Typist in the Tamil Nadu Ministerial Service, subject to the possession of the prescribed qualifications for direct recruitment;

(ii) The sphere of appointment by recruitment by transfer shall be limited to the persons in the lower categories in other services within the purview or control of the Unit or Officer concerned;

(iii) Appointment to the posts of Junior Assistants, Junior Assistant-cum-Typists or Typists from the lower categories shall not exceed twenty percent of the vacancies in each of the categories;

(iv) A person to be eligible for appointment as Junior Assistant, Junior Assistant-cum-Typist or Typist should have rendered not less than seven years of service in the lower categories;

(v) Those who are in possession of the required educational qualification and belong to the Tamil Nadu Basic Service shall be given training in clerical work for a period of six months, out of which for the first three months the training shall be with the Record Clerk and on its completion, the second three months shall be with the Junior Assistant. The above training shall be for two hours a day without detriment to their normal work:

Provided that the vacancies reserved for recruitment by transfer to the posts of Junior Assistant or Junior Assistant-cum-Typist or Typist, the person in lower categories shall be appointed without undergoing the training subject to other requirements being fulfilled in 1994:

Provided further that from 1995 onwards, the posts shall be filled up only after giving training to the persons in the lower categories;

(vi) For those who are holding posts like Record Clerk having clerical duties, there shall be no fresh training for them in clerical work;

(vii) Such training in clerical duties is not necessary for appointment to the post of Typist;

(viii) While selecting persons in lower categories for training in clerical work, strict seniority should be adhered to;

(ix) Number of persons to be given training each year shall not exceed twenty percent of the estimated vacancies in the category of Junior Assistants or Junior Assistant-cum-Typist or Typists. Number of persons to be given training shall be decided in the previous year;

(h) Appointments to any of the categories in the service in the Hindu Religious and Charitable Endowments (Administration) Department shall be made only from among persons professing the Hindu religion in accordance with the provisions of Section 10 of the Tamil Nadu Hindu Religious and Charitable Endowments Act, 1959 (Tamil Nadu Act 22 of 1959);

(i) Appointment to the post of the Office Assistant to the Director of Museums and Associate Librarian, Connemara Public Library, shall be made by promotion from the category of Assistants in the staff of the Government Museum and if no qualified and suitable candidate is available in the staff of the Government Museum, appointment shall be made by recruitment by transfer of a person, possessing the B.A., or B.Sc., Degree of any University recognised by the University Grants Commission for the purpose of its grant from any other Office of the State Government in the City of Chennai; if no suitable candidate is available for such transfer, by direct recruitment;

(j) Besides promotion, as provided in rule 4, appointment to the post of Accountant in the Co-operative Department shall be made by transfer from among Senior Inspectors of Co-operative Societies in the Tamil Nadu Co-operative Subordinate Service;

(k) (i) Appointment to the post of Superintendent, Office of the Director of Government Examinations, shall be made -

(1) by promotion from among Accountants in the Office of the Director of Government Examinations.

(2) by transfer from among the Superintendents in the Office of the Director of Public Instruction.

(ii) Appointment to the posts of Superintendents in the Office of the Director of Government Examinations shall be made by transfer from among Superintendents, in the Office of the Director of Public Instruction, if persons of the requisite calibre are not available in the Office of the Director of Government Examinations for promotion;

(l) Omitted.

(m) Appointment to the post of the Special Revenue Inspector in the Office of the Director of Harijan Welfare shall be made from among the Junior Assistants in that Office or in any other office of the Revenue Department;

(n) (i) Besides promotion, as provided in rule 4, appointment to the post of Superintendent in the Office of the Commissioner of Revenue Administration shall be made by recruitment by transfer from among the Deputy Tahsildars and Tahsildars, if no suitable candidates are available for promotion in his office;

(ii) Besides Promotion, as provided in rule 4 and direct recruitment as provided in rule 2, appointment to the post of Assistant in the Office of the Commissioner of Revenue Administration shall be made by transfer from among the Assistants in the District Revenue Establishments, if no suitable candidates are available for promotion in his office or by direct recruitment;

(iii) Appointment to the post of Junior Assistant in the Office of the Commissioner of Revenue Administration shall be made by transfer from among the Junior Assistants in the District Revenue Establishments upto a limit of 25 percent of the vacancies, permanent or temporary;

(o) Omitted.

(p) Omitted.

(q) (i) Besides promotion, as provided in rule 4, appointment to the post of Assistant in the Office of the Commissioner of Commercial Taxes may be made by transfer from among the persons of the District Establishment of the Commercial Taxes Department upto a limit of 25 per cent of the vacancies, permanent or temporary;

(ii) Appointment of Junior Assistant in the Office of the Commissioner of Commercial Taxes may be made by transfer from among the persons of the District Establishment of the Commercial Taxes Department upto a limit of 25% of the vacancies, permanent or temporary;

(iii) Besides direct recruitment as provided in rule 2, appointment to the post of Gujarathi knowing Assistant in Commercial Taxes Department shall be made by promotion from Junior Assistants and Typists in the Commercial Taxes Department, qualified in the Gujarathi language and by transfer from among Assistants in Commercial Taxes Department, qualified in the Gujarathi Language;

(iv) Appointment to the post of Assistant in any office of the Commercial Taxes Department other than the office of the Commissioner of Commercial Taxes may, for special reasons, be made by transfer from among the Gujarathi knowing Assistants in the Commercial Taxes Department if they are qualified and suitable after completion of probation for such period as the appointing authority considers necessary.

(r) (i) The post of Superintendents and Office Managers, Grade I in the Jail Department shall be inter-changeable and appointment to the posts shall be made by promotion from Office Manager, Grade II of that Department;

(ii) Appointment of Office Managers, Grade II in the Jail Department shall be made by promotion from among Assistants in that Department.

(s) Besides direct recruitment as provided in rule 2 and promotion as provided in rule 4, appointment of Accountants in the Treasuries and Accounts Department shall be made by transfer from the categories of Audit Assistants in the Local Fund Audit Department;

(t) Besides promotion as provided in rule 4, appointment to the post of Superintendent in the Office of the Director of Handlooms may be made by recruitment by transfer from among Senior Inspectors of Co-operative Societies in the Tamil Nadu Co-operative subordinate Service, working in the same Office;

(u) Omitted.

(v) (i) Besides promotion, as provided in rule 4, appointment to the post of Superintendent in the Office of the Commissioner of Land Administration and the Director of Settlements, Chennai, may be made by transfer from among the Deputy Tahsildars and Tahsildars if no suitable candidates are available for promotion, in those offices;

(ii) Besides promotion, as provided in rule 4, appointments to the post of Assistants in the Office of the Commissioner of Land Administration and the Director of Settlements, Chennai,

may be made from among the Assistants of the District Revenue Establishments if no suitable candidates are available for promotion in those offices.

(w) Appointment of Junior Assistants in the Office of the Commissioner of Agricultural Income Tax may be made by transfer from among the Junior Assistants of the District establishment of the Agricultural Income Tax Department upto a limit of 25% of the vacancies, permanent or temporary;

(x) Omitted.

(y) Besides direct recruitment as provided in rule 2, appointment to the post of Store-keeper Grade I in the Agriculture Department may be made by promotion from among Store-keepers, Grade II of the Department;

(z) Besides direct recruitment as provided in rule 2, appointment to the post of Senior Steward in the Agriculture Department may be made by promotion from Junior Stewards, Assistants or by transfer from Superintendents of the Department;

(aa) (i) Besides direct recruitment as provided in rule 2, appointment to the posts of Junior Assistants in the Directorate of Tamil Development shall be made by transfer from the category of Typists in that Directorate or by transfer from any other Department;

(ii) Besides direct recruitment as provided in rule 2, appointment to the posts of Typists and Steno-typist, Grade III in the Directorate of Tamil Development shall be made by transfer from the category of Typists from any other Department.

(bb) Besides promotion as provided in rule 4 and direct recruitment as provided in rule 2, appointment to the posts of District Inspectors of State-aided concerns may be made by transfer from among Assistants in the Department of Industries and Commerce;

(cc) Deleted.

(dd) (i) Appointment to the post of Superintendents, Office of the Director of Correctional Administration shall be made by transfer from Office Managers of Government Approved Schools or by promotion from among Assistants in the Department of Correctional Administration;

(ii) Appointment to the post of Office Managers in Government Approved Schools shall be made by transfer from Superintendents, Office of the Director of Correctional Administration or by promotion from among Assistants in the Department of Correctional Administration.

(ee) Appointment to the post of Manager in the Office of the Director of Animal Husbandry, Chennai, shall be made by promotion from among the holders of the posts of Superintendents in the Animal Husbandry Department;

(ff) (i) Appointment to the post of Superintendent in the Office of District Election Officer, Chennai City shall be made by promotion from among the Assistants borne on the establishment of the Chennai Collector's Office or by recruitment by transfer from among the Deputy Tahsildars in the Tamil Nadu Revenue Subordinate Service in the Chennai Collector's Office;

(ii) Appointment to the posts of Assistants in the Office of the District Election Officer, Chennai City shall be made by transfer from among Assistants in the Chennai Collector's Office or by promotion from among the Junior Assistants in the Chennai Collector's Office or from among the Junior Assistants appointed by direct recruitment in the District Election Office, Chennai City in special circumstances;

(iii) Appointment to the post of Typist in the Office of the District Election Officer, Chennai City shall be made by transfer from among the Typists in the Chennai Collector's Office;

(iv) Besides direct recruitment as provided in rule 2, appointment to the post of Junior Assistant in the Office of the Returning Officer for Parliamentary and Assembly Constituencies,



Chennai City (Commissioner, Corporation of Chennai), may be made by transfer from among the Junior Assistants in the Collector's Office, Chennai.

(gg) Besides direct recruitment as provided in rule 2, and promotion, as provided in rule 4, appointment to the following categories of posts in the Dairy Development Department may be made as under:

(i) Commercial Accountant, Grade I	By transfer from among Superintendents in the Dairy Development Department.
(ii) Commercial Accountant, Grade II	By transfer from among Assistants of similar posts carrying the same scale of pay in the Tamil Nadu Ministerial Service.

(hh) Besides promotion as provided in rule 4, appointment to the posts of Superintendent and Assistants in the Office of the Director of Land Reforms may be made as specified in column (2) of the table below, if no suitable candidates are available for promotion in the office of the Director of Land Reforms:-

TABLE

Posts (1)	Method of appointment (2)
(i) Superintendents	By recruitment by transfer from among Deputy Tahsildars and Tahsildars in the Tamil Nadu Revenue Subordinate Service.
(ii) Assistants	By transfer from among Assistants in the District Revenue Units.

(ii) (i) Appointment to the posts of Superintendents in the Office of the Director of Urban Land Ceiling and Urban Land Tax and in the Offices of the Assistant Commissioners of Urban Land Tax shall be made by transfer from among the Superintendents in the Urban Land Tax Department or in other branches of the Revenue Department or by transfer from among the Superintendents in other branches of the Revenue Department or by recruitment by transfer from among the members of the Tamil Nadu Revenue Subordinate Service;

(ii) Appointment to the post of Superintendents in the Office of the Director of Urban Land Ceiling and Urban Land Tax and in the Offices of the Assistant Commissioner of Urban Land Tax shall be made by promotion from among the Assistants in the Urban Land Tax Department or from among the Assistants of the District Revenue Units or other Branches of the Revenue Department or by recruitment by transfer from among the Deputy Tahsildars of the District Revenue Units or by transfer from among the Superintendents of other branches of the Revenue Department;

(iii) Besides direct recruitment as provided in rule 2, appointment to the post of Assistant in the Urban Land Ceiling and Urban Land Tax Department, shall be made by promotion from among the Junior Assistants in the Urban Land Ceiling and Urban Land Tax Department or by transfer from among the Assistants of the other District Revenue units.

(iii)(a) The vacancies in the post of Assistant in the Urban Land Ceiling and Urban Land Tax Department shall be filled up by direct recruitment and by promotion or by transfer in the ratio of 4:1.

(iv) Besides direct recruitment as provided in rule 2, appointment to the posts of Junior Assistants and Typists in the Office of the Director of Urban Land Ceiling and Urban Land Tax and in the Offices of the Assistant Commissioners of Urban Land Tax shall be made by transfer from among the Junior Assistants and Typists of the District Revenue Unit or from other branches of the Revenue Department, respectively.

(jj) Appointments to the posts of Superintendents in the National Cadet Corps Offices shall be made by promotion from among the Head Clerks in those Offices;

(kk) (i) Besides Promotion as provided in rule 4, appointment to the post of Superintendent in the Office of the Commissioner of Civil Supplies and Consumer Protection inclusive of subordinate offices under its control, may be made by transfer from the category of Deputy Tahsildars and Tahsildars, if no suitable candidate is available and also by transfer from the categories of Godown keepers, Accountants and Assistant Supervisors. The service rendered by persons in the categories of Godown keepers, Accountants and Assistant Supervisors shall be treated as service in the category of Superintendent for all purposes limited to the period of which they would act as Superintendent, but for their appointments as Godown keepers, Accountants and Assistant Supervisors provided they possess during that period the requisite qualifications prescribed for the post of Superintendents;

(ii) Besides promotion as provided in rule 4, direct recruitment as provided in rule 2, appointment to the post of Assistant in the Office of the Commissioner of Civil Supplies may be made by transfer from among the Assistants in the District Revenue Establishments and other Departments, if no suitable candidate is available for promotion in the Office of the Commissioner of Civil Supplies and Consumer Protection inclusive of subordinate offices under its control or by direct recruitment:

Provided that nothing contained in this clause shall apply to the persons of other departments who were appointed as Assistants in the Civil Supplies Department prior to the 2nd July 1975.

(ll) (i) Appointment to the post of Superintendent in the Public Health and Preventive Medicine Department shall be made by promotion from among the holders of the posts of Assistants including Store-keepers in the category of Assistants or by transfer from Accountants in the said Department ;

(ii) Appointment to the post of Accountant in the Public Health and Preventive Medicine Department shall be made by promotion from among the holders of the posts of Assistants including Store-keepers in the category of Assistants or by transfer from Superintendents in the said Department;

(iii) Appointment to the post of Store-keeper/Store-Clerk in the category of Assistant in the Food Analysis and Water Analysis branches may, besides promotion from among the holders of the posts of Junior Assistants/Typist/Steno-typist, Grade III, be made by transfer from among the holders of the post of Assistant in the other branches of the Public Health and Preventive Medicine Department and vice-versa.

(mm) Appointment to the posts of Accountants in the Office of the Commissioner of Labour shall be made by promotion from among the holders of the post of Assistants in the Labour Department, who have put in service of two years as Assistant in the Labour Department;

(nn) Besides direct recruitment as provided in rule 2 and promotion as provided in rule 4, appointment to the posts of Accountants in the Fisheries Department shall be made by transfer from among the Superintendents in that Department;

(oo) Besides promotion as provided in rule 4, appointment to the post of Assistant in the Archaeological Department may be made by transfer from among the Assistant in any other Department;

(pp) Besides promotion as provided in rule 4, appointment to the posts of Superintendents in the Office of the Assistant Director of Ex-servicemen's Welfare in the Districts shall be made by recruitment by transfer from among the holders of the posts of Deputy Tahsildars in the Tamil Nadu Revenue Subordinate Service;

(qq) Besides promotion as provided in rule 4, appointment to the post of Assistants in the Office of the Commissioner of Agricultural Income Tax, Chennai may be made by transfer from

among the qualified Assistants either in the District Establishment of Agricultural Income Tax Department or in the District Revenue Establishment;

(rr) Appointment to the post of Private Secretary to the Director-General of Police, shall be made by transfer from the category of Assistant Managers in the Special Branch, Criminal Investigation Department, Chennai;

(ss) Appointment to the post of Assistant employed as Personal Clerk in the Office of the Director of Survey and Settlement shall be made by transfer from the category of Assistant in that Department;

(tt) Appointment to the post of Assistant employed as Personal Clerk in the Office of the Director of Agriculture shall be made by transfer from among the holders of the post of Assistant or by promotion from among the holders of the post of Typist or Steno-typist, Grade III in that Department;

(uu) Appointment to the post of Assistant employed as Personal Clerk in the Office of the Industries Commissioner and Director of Industries and Commerce shall be made by transfer from among the holders of the post of Assistant or by promotion from among the holders of the post of Junior Assistant or Typist or Steno-typist, Grade III in that Department;

(vv) Appointment to the post of Accountant in the office of the Tamizhagam Guest House, Udagamandalam shall be made—

(i) by promotion from among the holders of the post of Assistants in the Directorate of Information and Public Relations Department; or

(ii) by transfer from among the Accountants in other Departments in the Tamil Nadu Ministerial Service carrying the same scale of pay as that of Accountant in Tamizhagam Guest House, Udagamandalam; or

(iii) by recruitment by transfer from among the Assistants in the Tamil Nadu Secretariat Service;

(ww) Besides promotion as provided in rule 4, appointment to the post of Commercial Accountant in the Medical Education Department shall be made by transfer from any other Category or by recruitment by transfer from any other service;

(xx) (i) Besides promotion, as provided in rule 4, appointment to the post of Superintendent in the Office of the Commissioner of Land Administration shall be made by recruitment by transfer from among the Deputy Tahsildars if no suitable candidates are available for promotion;

(ii) Besides promotion, as provided in rule 4 and direct recruitment as provided in rule 2, appointment to the posts of Assistants in the Office of the Commissioner of Land Administration shall be made by transfer from among the Assistants of the District Revenue Establishments, if no suitable candidates are available for promotion or for direct recruitment;

(ii)(a) Besides promotion, as provided in rule 4 and direct recruitment, as provided in rule 2, appointment to the post of Assistants in the Office of the Director of Survey and Settlement shall be made by transfer from among the Assistants of the District Revenue Establishments, if no suitable candidates are available by promotion or direct recruitment;

(iii) Omitted;

(iv) Besides direct recruitment as provided in rule 2, appointment to the category of Steno-typist, Grade III shall be made by promotion from the post of Typist.

**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:

Provided that the Telephone Operators shall not be eligible for direct promotion as Accountants:

Provided further that all substantive vacancies in the School Education Department existing or that may arise on or after the 2nd November 1978 shall be filled from among the staff of 'A' and 'B' Wings in the ratio of 5:3 as per the combined seniority lists of 'A' and 'B' Wings drawn up as on the 1st November 1978 in the following cycle of 8 :-

A Wing : 1  
 B Wing : 1  
 A Wing : 1  
 B Wing : 1  
 A Wing : 1  
 B Wing : 1  
 A Wing : 1  
 A Wing : 1

**5.Promotion to selection posts.—**(a) Promotion to the selection 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:

Provided that for filling up of a single vacancy, the claims of the first five qualified persons in the seniority list in a category or grade shall be considered and that the same proportion shall be maintained in making selection for more than a single vacancy:

Provided further that if the first five qualified persons, after consideration of their claims; are found not suitable for the post, the claims of the next five qualified persons shall be considered.

(b) Promotion to the post of Assistant and to the posts which carry the scale of pay of Assistant, shall be filled up from qualified Junior Assistants and Typists from the combined inter-se-seniority list of the holders in these categories recruited in the same year, with reference to the date of regular appointment in the respective category:

Provided that the seniority among the Junior Assistants or the Typists as fixed by the Tamil Nadu Public Service Commission shall not be altered while fixing their inter-se-seniority.

**5A. Promotion to Typist, Grade I.—**(a) Promotion to Typist, Grade I shall be made from the category of Typists opting to remain in the Typist line in accordance with the seniority of Typists.

(b) The appointing authority for the post of Typist, Grade I shall be the authority Competent to appoint a Typist.

**5B. Promotion to the categories of Steno-typist, Grade II and Steno-typist, Grade I.—**(i) The fully qualified approved probationers in the category of Steno-typist, Grade III opting to remain in the Steno-typist line alone shall be considered for promotion to the category of Steno-typist, Grade II and on promotion they shall be attached to second level officers only.

(ii) Steno-typist, Grade II shall be considered for promotion to the category of Steno-typist, Grade I and on promotion they shall be attached to the Heads of Departments only.

**5C. Promotion to the post of Superintendent and equivalent post from those who had worked as Steno-typist, Grade I and Steno-typist, Grade II during the period between 1.8.1992 and 21.2.2001.—**

(a) The persons who had worked as Steno-typists, Grade I and Steno-typists, Grade II between the 1<sup>st</sup> August 1992 and the 21<sup>st</sup> February 2001 shall alone be considered for promotion as Superintendent or its equivalent post, subject to the satisfaction of the following qualifications, namely:-

- (i) Qualifications as applicable for such promotion in the department concerned;
- (ii) Must have rendered not less than five years of service in the category of Steno-typist in Grade I and II combined;

- (iii) Must have completed training as Assistant for a period of one year as required by the appointing authority of the department concerned:

Provided that for the panel year 2008 alone, the shortfall of duration of "one year period of training as Assistant" shall be waived in respect of the persons otherwise qualified for promotion as Superintendent;

(b(i)) Five percent of the estimated vacancies in the category of Superintendent or its equivalent posts in the Department concerned shall be allocated for appointment by promotion from the category of Steno-typist, Grade I and Steno-typist, Grade II;

(ii) From the year 2015-2016, every 20<sup>th</sup> vacancy shall be earmarked for Steno-typist, Grade II and Steno-typist, Grade I who had worked as such from 01.08.1992 to 21.02.2001 in a continuous manner, for promotion to the post of Superintendent or its equivalent in the departments concerned. This rule shall be in force until the last such person is considered for promotion to the post of Superintendent or its equivalent.

(c) The Steno-typists, Grade I and Steno-typists, Grade II shall exercise their option at the time of consideration for appointment by promotion as Superintendent or its equivalent post either to continue in the category of Steno-typist, or for promotion as Superintendent or its equivalent post; and such option will be irrevocable, and according to the option exercised, Steno-typist, Grade I and Steno-typist, Grade II shall be considered for appointment as Superintendent or its equivalent post, in the order of seniority in the respective category.

**6(a) 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;
- (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;

**(b) Promotion - Examiner in the Office of the Director of Medical Services and Family Welfare, Chennai.—** Appointment to the post of Examiner, borne on the category of Assistant in the Office of the Director of Medical Services and Family Welfare, Chennai, shall be made by selection from among the Senior Typist in that Office, who have put in not less than twenty years of service in the category of Typists and who possess the minimum general educational qualification. A pass in the Account Test for Subordinate Officers Part I and in the Departmental Test in Tamil Nadu Medical Code shall not be insisted upon as qualification for such promotion.

(c) (i) **Promotion - Accounts Assistants in the Industries Department.—** Appointment to the posts of Accounts Assistants in the Industries Department shall be made by selection from among the members of the service in the post of Commercial Accountants, Auditors and Superintendents of that Department.

(ii) **Promotion - Auditors and Commercial Accountants in the Industries Department.—** The holders of the posts of Assistants in the Industries Department who are appointed by promotion as Auditors and Commercial Accountants in that Department shall be entitled to paper postings as Superintendents, when they get their chance and likewise Assistants who are appointed by recruitment by transfer to the posts of Survey and Statistical Inspectors in the Tamil Nadu Industries Subordinate Service shall be entitled to paper postings as Superintendents, Commercial Accountants and Auditors in the Ministerial Service when they get their chance. Qualified Superintendents may be transferred and posted as Auditors and Commercial Accountants and they will however take their seniority in the category of Commercial Accountants/Auditors from the date of their acquiring the special qualifications prescribed for the post of Auditors/Commercial Accountant.

(d) **Promotion.**—Appointment to the post of Auditor in the Training Branch of the Employment and Training Department shall be made by selection from among the members of the service in the post of Assistants, Store-keepers and Accountants.

(e) **Promotion.—Store-Superintendent in the Agriculture Department.**—Appointment to the post of Store Superintendent in the Agriculture Department shall be made by selection from among the Store-keepers, Grade I of the Department, having experience in Engineering Stores, their maintenance and Accounts.

(f) **Promotion.**— Assistants in the Directorate of Rural Development, Panchayat Union Offices, Panchayat Development Branches in the Collectorates, Divisional Development Offices, Rural Extension Training Centres and Tamil Nadu Local Administration Radio and Television Maintenance Organisation, Accountants in the Panchayat Union Offices and Rural Welfare Officers Grade I. Appointment to the posts of Assistant in the Directorate of Rural Development, Panchayat Union Offices, Panchayat Development Branches in the Collectorates, Divisional Development Offices, Rural Extension Training Centres and Tamil Nadu Local Administration Radio and Television Maintenance Organisation, Accountant in the Panchayat Union Offices and Rural Welfare Officer, Grade I shall be made by promotion from among the Junior Assistants, Typists in the Directorate of Rural Development, Panchayat Union Offices, Panchayat Development Branches in the Collectorates, Divisional Development Offices, Rural Extension Training Centres and Tamil Nadu Local Administration Radio and Telephone Maintenance Organisation and Cashiers in the Panchayat Union Offices and Rural Welfare Officer, Grade II.

7. Omitted.

8. Omitted.

**9. Transfers between categories.**—(a) A Junior Assistant or Telephone Operator shall be eligible for appointment as 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, as the case may be.

(b) A Cashier in the Treasuries and Accounts Department shall be eligible for appointment as Junior Assistant in that Department, if he is qualified and suitable and if he has satisfactorily completed his period of probation as Cashier.

(c) A Telephone Operator or a Telex Operator shall be eligible for appointment as Junior Assistant if he is qualified and suitable and has put in a minimum period of not less than three years of service in the category of Telephone Operator or Telex Operator, as the case may be.

(d) Bill Collector, Grade I in the Town Panchayats and Panchayat Townships shall be eligible for appointment as Junior Assistant and vice-versa:

Provided that nothing contained in this sub-rule shall apply to the Bill Collectors and Record Clerks who were holding the post of Junior Assistant in the Town Panchayat Department as on 4th April 1990.

(e) 20% of the regular vacancies in the category of Junior Assistant in the Revenue Department in a district shall be filled up on transfer from the category of Village Administrative Officer in the respective district having five years of regular service as on the 15th March of the year in which the selection is made.

(f) Five percent of the estimated vacancies, in the category of Assistant in a Department, shall be filled up by transfer from the category of Steno-typist, Grade III, who has put in not less than eight years of service and opts for transfer as Assistant as on the 15<sup>th</sup> March of the year in which the selection is made and the option so exercised is final:

Provided that on and from the 2<sup>nd</sup> September 2005, Steno-typist, Grade III who has put in not less than five years of service shall be considered for appointment as Assistant by transfer.

**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 (2) thereof:-

Except as otherwise provided in the said Annexure, all powers of first appointment, discharge, suspension or termination of probation re-appointment, 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 Chennai, each office; and  
(b) outside the City of Chennai, each department in each District:

Provided that each office or group of offices specified below shall be a departmental unit:-

- |         |  |  |
|---------|--|--|
| (i)     | Agriculture Department.  | All Offices in the City of Chennai and outside together.   |
| (ii)    | Revenue Administration Department.                                     | Office of the Commissioner of Revenue Administration.  |
| (iii)   | Commissioner of Land Administration.                                   | Office of the Commissioner of Land Administration.   |
| (iii A) | Commissioner of Agricultural Income Tax.                               | Office of Commissioner of Agricultural Income Tax.   |
| (iii B) | Director of Survey and Settlement                                      | Office of the Director of Survey and Settlement.   |
| (iv)    | Office of the Commissioner of Commercial Taxes.                        | Commercial Taxes Branch.   |
| (v)     | Commercial Taxes Department  | (i) All Offices in each Commercial Taxes Division other than Chennai (North) and Chennai (South) Divisions.<br><br>(ii) All Offices in Chennai (North) and Chennai (South) Divisions together. |
| (vi)    | Co-operation Department.   | All Offices in the City of Chennai and outside together.   |
| (vii)   | Electrical Inspectorate.   | All Offices of the Electrical Inspectorate in the City of Chennai and outside together.  |
| (viii)  | Fisheries Department.  | All Offices in the City of Chennai and outside together.   |
| (ix)    | Hindu Religious and Charitable Endowments (Administration) Department. | All Offices in the City of Chennai and outside together.   |
| (x)     | Industries Department.   | All Offices in the City of Chennai and outside together excluding Industrial Co-operative and Construction Branches.   |
| (xi)    | Local Administration Department.                                       | Office of the Director of Municipal Administration.  |

(xii)	Local Fund Audit Department.	All Offices in the City of Chennai and outside together.
(xiii)	Medical Services and Family Welfare Department (Medical Wing)including the Department of Indian Medicine, the Medical Education Department, the District Family Planning, Maternity and Child Health Offices and the Primary Health Centres.	All Offices in the City of Chennai and outside together.
(xiv)	Port Department.	All Offices in the City of Chennai and outside together.
(xv)	Revenue Department.	Offices of the Collector of Chennai, the Pay-master, Carnatic Stipends, the Accommodation Controller and the Chennai Taluk Office together.
(xvi)	Animal Husbandry Department.	All Offices in the City of Chennai and outside together.
(xvii)	Transport Department.	All Offices in the City of Chennai and outside together.
(xviii)	Omitted.	
(xix)	Labour Department.	All Offices in the City of Chennai and outside together.
(xx)	Highways and Rural Works Department.	All Offices in the City of Chennai and outside together.
(xxi)	Stationery and Printing Department.	All Offices in the City of Chennai and outside together.
(xxii)	Fire Service Department.	All Offices in the City of Chennai and outside together.
(xxiii)	Omitted.	
(xxiv)	Panchayat Development Department.	<u>Unit I:</u> Office of the Director of Rural Development and Chief Radio Officer and Regional Radio Officer of the Tamil Nadu Local Administration Radio and Television Maintenance Organisation in Chennai.



	<u>Unit II:</u> Panchayat Development branches in the Collectorate, Divisional Development Offices, Panchayat Union Offices, Rural Extension Training Centres and Tamil Nadu Local Administration Radio and Television Maintenance Organisation Offices taken together in each Revenue District.
(xxv) Public Works Department.	All Offices in the City of Chennai and outside together.
(xxvi) Employment and Training Department – Employment Branch. Training Branch.	All Offices in the City of Chennai and outside together. All Offices in the City of Chennai and outside together.
(xxvii) Omitted.	
(xxviii) Treasuries and Accounts Department.	All Offices in the City of Chennai and outside together.
(xxix) Omitted.	
(xxx) Technical Education Department.	All Offices in the City of Chennai and outside together.
(xxxi) Social Welfare Department.	All Offices in the City of Chennai and outside together.
(xxxii) Registration Department.	All Offices in the City of Chennai and outside together.
(xxxiii) National Cadet Corporations.	All Offices in the City of Chennai and outside together.
(xxxiv) Veterinary Education and Research Department.	All Officers in the City of Chennai and outside together.
(xxxv) Omitted.	
(xxxvi) Government Museums.	The Offices of the Government Museums in the City of Chennai and Pudukkottai together.
(xxxvii) Dairy Development Department.	All Offices in the City of Chennai and outside together.
(xxxviii) Public Health Engineering and Municipal Works Department.	<u>Unit I:</u> Office of the Chief Engineer, Public Health Engineering and Municipal Works, Chennai-5. <u>Unit II:</u> Office of the Superintending Engineer, Public Health Engineering and Municipal Works, Chennai-35 and all Offices under his control. <u>Unit III:</u> Office of the Superintending Engineer, Public Health Engineering and Municipal Works, Madurai and all Offices under his control.

Unit IV:

Office of the Superintending Engineer, Investigation and Designs Circle, Chennai-5 and all Offices under his control.

Unit V:

Office of the Superintending Engineer, Investigation and Designs Circle, Madurai and all Offices under his control.

Unit VI:

Office of the Superintending Engineer, Public Health Engineering and Municipal Works, Coimbatore and all Offices under his control.

- |          |  |   |
|----------|--|---|
| (xxxix)  | Department of Correctional Administration.             | All Offices in the City of Chennai and outside together.  |
| (xl)     | Collegiate Education Department.                       | All Offices in the City of Chennai and outside together.  |
| (xli)    | School Education Department.                           | All Offices in the City of Chennai and outside together.  |
| (xlii)   | Department of Legal Studies.                           | All Offices in the City of Chennai and outside together.  |
| (xliii)  | Forest Department.                                     | All Offices in the City of Chennai and outside together.  |
| (xliv)   | Police Department.                                     | All Offices in the City of Chennai and outside together.  |
| (xlv)    | Jail Department.                                       | All Offices in the City of Chennai and outside together.  |
| (xlvi)   | Tamil Nadu Sales Tax Appellate Tribunal.               | All Offices in the City of Chennai and outside together.  |
| (xlvii)  | Town and Country Planning Department.                  | Office of the Director of Town and Country Planning and Offices of the Regional Deputy Directors of Town and Country Planning.      |
| (xlviii) | State Trading Schemes Department.                      | All Offices in the city of Chennai and outside together.  |
| (xlix)   | Survey and Land Records Department.                    | All Offices in the City of Chennai and outside together.  |
| (l)      | Directorate of Tamil Nadu Forensic Science Laboratory. | Tamil Nadu Forensic Science Laboratory at Chennai and the Regional Forensic Science Laboratories in the various Districts together. |
| (li)     | Market Committees.                                     | Each of the Market Committee.   |

(lii)	Public Health and Preventive Medicine Department.	All Offices in the City of Chennai and outside together.
(liii)	Town Panchayats including Panchayat Town-ships.	<u>Unit I:</u> Office of the Director of Town Panchayats  <u>Unit II:</u> All Offices in the Districts as a separate Unit.
(liv)	Directorate of Vigilance and Anti-corruption.	All offices in the city of Chennai and out side together.
(lv)	Department of Economics and Statistics.	All Offices in the City of Chennai and outside together;

## 12. List of approved candidates - categories and posts concerned.—

Stewards.

Cash-keepers.

Rural Welfare Officers, Grade II and Cashiers in the Panchayat Union Offices.

Librarians other than those in the Government Oriental Manuscripts Library and Research Centre and the King Institute, Guindy.

Assistant Librarians other than those in the Government Oriental Manuscripts Library and Research Centre.

Assistant Stewards.

Junior Assistants (including Inspectors in Revenue Settlement Parties) and Comptists in the Treasuries and Accounts Department.

Store-keepers other than Store-keeper of Medicines, Government General Hospital, Chennai and Store-keeper, King Institute, Guindy, in the Health Services and Family Planning (Medical Wing) Department.

Linen-keepers.

Laundry Supervisors

Revenue Inspectors and Bill Collectors, Grade I in Town Panchayats Department.

Commercial Accountant in the Medical Education Department.

Subject to the provisions of rule 31, there shall be one list of approved candidates for appointment by direct recruitment to each of the marginally noted posts in each departmental unit for the purpose of rule of reservation and another list of approved candidates for appointment by direct recruitment to the posts of Typists including Machinists in the Treasuries and Accounts Department. These lists shall be drawn up by the Commission separately for each Departmental Unit in two parts—

(1) for offices and institutions other than those solely managed by or intended for women; and

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

This rule shall not apply to the following posts for appointment to which consultation with the Commission is not necessary:-

(i) Ministerial posts in the office of the Comptroller, Governor's Household.

(ii) Manager and Assistants and Junior Assistants in the Special Branch of the Criminal Investigation Department.

(iii) Any posts of which the monthly pay is--

(a) lower than Rs.555/- a month, if on a fixed rate of pay; or

(b) lower than the scale of Rs.610-20-730-25-955-30-1075 if on a time-scale of pay.

(iv) (a) Any post of Junior Assistant in the Revenue Department, when such posts is filled by appointment of a person who was recruited direct as a probationary Revenue Inspector and whose probation has been terminated for failure to pass the prescribed tests or for failing to complete his training to the satisfaction of the Collector.

(b) Any post of Junior Assistant in the Office of the Commissioner of Revenue Administration, Office of the Commissioner of Land Administration, Office of the Director of Survey and Settlement, Office of the Director of Land Reforms, Office of the Commissioner of Commercial Taxes when filled by the appointment of a person who was recruited direct as an Assistant in that office and whose probation has been terminated for failure to pass the Revenue Test, Parts I, II and III, within the prescribed period of probation.

(c) Any post of Audit Assistant in the Local Fund Audit Department and in the State Trading Schemes Department when filled by the appointment of a person who was recruited direct as an apprentice in the Tamil Nadu Local Fund Audit Subordinate Service and whose probation has been terminated for failure to pass the prescribed tests or for failure to complete his training satisfactorily.

(v) Post of Store-keeper in the Government Industrial Engineering Workshop, Chennai.

(vi) Omitted.

(vii) Gujarathi knowing Assistants in the Commercial Taxes Department.

(viii) Shroffs, Grade I in the Office of the Deputy Transport Commissioner, Chennai and Regional Transport Authority, Chennai.

(ix) Omitted.

(x) Telephone Operators.

**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 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.

**13A. Preparation of annual list of approved candidates.**—The crucial date on which the candidates should possess the prescribed qualifications for purposes of inclusion in the annual list of

approved candidates for appointment to the posts by promotion and recruitment by transfer shall be the 15<sup>th</sup> March of every year.

**14. List of approved candidates - Candidates unallotted.**—When List of approved candidates are prepared by the Commission 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 or any other department if no candidate is available from the list current for the latter departmental unit; 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 Tamil Nadu 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 reappointment 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 reappointment of Assistants shall be made strictly in accordance with seniority and no preferential

claim for retention will accrue to a person by reason only of his being a probationer in the category of Assistants:

Provided further that for the purpose of discharge of probationers and approved probationers for want of vacancies and their re-appointment, the posts of Assistants and above in all the offices of the Fire Service Department shall form one unit and such discharge and reappointment shall be made by the appointing authority concerned in consultation with the Deputy Director of Fire Service, Chennai:

Provided also that for the purpose of discharge of probationers and approved probationers for want of vacancies and their reappointment, the posts of Assistants in the Office of the Director of Correctional Administration and Government Approved Schools for Boys in the Department of Correctional Administration shall form one unit and such discharge and re-appointment shall be made by the appointing authority concerned in consultation with and as directed by the Director of Correctional Administration:

Provided also that for the purpose of discharge of probationers and approved probationers for want of vacancies and their reappointment in the Treasuries and Accounts Department-

(i) the Office of the Director of Treasuries and Accounts, the Pay and Accounts Office (North), the Pay and Accounts Office (South) and the Pay and Accounts Office (East) including the offices of the Regional Deputy Directors of Treasuries and Accounts and the Office of the Assistant Superintendent of Stamps including the Chennai Taluk Treasury in the City of Chennai shall each form a separate unit; and

(ii) in the mufassil, the Treasury Organisation in each revenue district shall be the unit:

Provided also that for the purpose of discharge of probationers and approved probationers for want of vacancies and their reappointment, the Kanyakumari Branch of the Tamil Nadu State Transport Department shall form a separate unit.

**19. Candidates discharged from Survey Parties – Re-appointment.**—Nothing contained in rule 17 shall be deemed to preclude the employment or the reappointment 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:

Provided further that the consent of the Commission may be deemed to have been accorded in the cases of transfer of Probationers and Approved Probationers from one unit to another unit, necessitated consequent on the formation of new district.

(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 the administrative unit of the departmental unit to which he is transferred with reference to the date of his first appointment in the service; and

(ii) that they will forego the travelling 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 those 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, discharged 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 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 scale of pay not less than Rs.610-20-730-25-955-30-1075 or if it is on a fixed rate of pay, not less than Rs.610/- 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 Tamil Nadu Civil Services (Discipline and Appeal) Rules. An approved candidate, a probationer or an approved probationer whose name has been removed from the list of 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 his 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 12) 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) Except in the Government Basic Training Schools for Women at Bodinayakanur and Palayampatti in Madurai Circle and in the Health Services and Family Planning (Medical Wing) 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 woman 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 woman 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 woman 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 of reservation of appointments (General rule 22) shall apply to the first appointments to each departmental unit referred to in rule 11 where the cadre strength of which is more than one, it shall apply separately to each of the posts mentioned in rule 12 where the cadre strength of which is more than one:

Provided that in the case of posts on pay less than Rs.350/- a month if on a fixed rate of pay, or less than the scale of Rs.610-20-730-25-955-30-1075 if on a time scale of pay where the cadre strength of which is more than one, the said rule of reservation of appointments shall apply separately the jurisdiction of each appointing authority being taken as the unit for the purpose:

Provided further that nothing contained in this rule shall apply to appointments to the service in the departments, offices or posts specified below, namely:-

(1) Office of the Comptroller, Governor's Household.

(2) Store-keepers (IV Grade) Linen-Keepers (III Grade) and Laundry Supervisors (III Grade) in the Health Services and Family Planning (Medical Wing) Department.

27. Deleted.

**28. General qualifications as to age.—**

Stewards, Cash-Keepers, Librarians other than those in the Government Oriental Manuscripts Library and Research Centre and the King Institute, Guindy.

Assistant Librarians other than those in the Government Oriental Manuscripts Library and Research Centre.

Assistant Stewards.

Junior Assistants (including Inspectors in Revenue Settlement Parties and Inspectors of the Hindu Religious and Charitable Endowments (Administration) Department and Comptists in the Treasuries and Accounts Department.

Store-keepers.

Linen-Keepers.

Launary Supervisors.

Typists and Steno-typist, Grade III including Machinists in the Treasuries and Accounts Department.

Revenue Inspectors and Bill Collectors, Grade I in Town Panchayat Department.

Rural Welfare Officers, Grade II and Cashiers in the Panchayat Union Offices:

(a) No person shall be eligible for appointment by direct recruitment to the posts specified on the margin, if he has completed / or will complete the age of 30 years on the first day of July of the year in which the selection for appointment is made.

Provided that this rule shall not apply to the persons who have been taken over from the Government of India on the 1st November 1956 and have been working in the Employment and Training Department:

Provided further that this rule shall not apply to persons taken over from the Government of India, on the 1st November 1956, and absorbed in the Industries Department, consequent on the transfer of control over the Industrial Training Institute/Centres from the Government of India to the Industries Department:

Provided also that in respect of selection made to the posts of Store-keeper, Grade I in the Agriculture Department in 1974, the age limit shall be reckoned with reference to the first July 1973:



Provided also that in respect of selection made to the posts of Junior Assistants (Security and Non-Security) Typists and Steno-typists in 1975, the age limit shall be reckoned with reference to the First July 1974.

(b) There shall be no age limit for appointment by direct recruitment to the following posts subject to the conditions, if any specified against them:-

(i) Omitted.

(ii) Store-keepers, Grade III in the Health Services and Family Planning (Medical Wing) Department. Where the person appointed is a pensioned Indian Officer of a rank of Jamadar or Subadar or other military pensioner or soldier who has been retired or discharged; and

(iii) Store-keeper, Grade I, Government Agricultural Engineering Workshop, Chennai.

(1) possesses certificate of education granted by the Presidents of half yearly Garrison Boards and certificate of education awarded under the provision of Educational Training, Indian Army 1925, Chapter VI, Sections 35 to 39; or

(2) possesses certificate of education awarded in accordance with regulation contained in Educational Training, 1923, Chapter VIII, Section 29 and appendices I and II; or

(3) shows that he has been exempted from examination under the provisions of Educational Training, 1923, Section 32, paragraph 5(i), (ii), (iii) and (iv).

(c) A person who is a pensioned Indian Officer of the Army of the rank of Resaldar, Subadar or Jamadar or of the Air Force of the rank of Master Warrant Officer shall be eligible for appointment by direct recruitment as Laundry Supervisor, II Grade in the Government General Hospital, Chennai, if he has not completed 45 years of age.

(d) (i) (1) In the case of appointment by direct recruitment as Store-keeper, King Institute, Guindy, the candidate shall not have completed 32 years of age.

(2) In all other cases, no person shall be eligible for appointment to the service by direct recruitment if he has completed 30 years of age:

Provided that this limit of age 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 institutions to the control of the State Government.

(3) Omitted

(4) In the case of appointment by direct recruitment as Commercial Accountant, Grade I in the Dairy Development Department, the candidates shall not have completed 30 years of age on the first day of the July of the year in which the selection for appointment is made.

(5) In the case of appointment by direct recruitment to the post of Commercial Accountant in the Medical Education Department, the candidate shall not have completed 30 years of age on the first day of July of the year in which the selection for appointment is made.

(ii) In the matter of appointment to the service as Storekeeper, IV Grade, in the Health Service and Family Planning (Medical Wing) Department skilled personnel discharged from any of the defence services namely, the Army, the Navy or the Air Force shall be entitled to deduct the period spent by them in such service in calculating their age for purpose of clause (i).

(iii) The age limit specified in clause (i) shall, in the case of candidates selected by the Commission for appointment to the service by direct recruitment be applied with reference to the first day of July of the year in which the selection for appointment is made.

(iv) The age limit specified in clause (i) shall, in the case of candidates appointed through Employment Exchange, be reckoned from the date of sponsoring of the candidate by the Employment Exchange concerned for appointment to the Service.

**Note.**—A candidate shall be eligible for inclusion of his name in the list of approved candidates drawn up by the Commission on the results of the Competitive examination conducted in February 1952, if he has not attained the prescribed age on the 1st July 1951.

**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 I to the General rules or he has passed the Pre-University Examination of any University recognised by the University Grants Commission for the purpose of its grant, or he has passed the Indian Air Force Educational Test for Re-classification to Leading Aircraftman and where a higher educational qualification is prescribed for such post unless he possesses such higher qualification. This rule does not apply to the following posts namely:-

(i) Omitted

(ii) Store-keepers, Grade III in the Health Services and Family Planning (Medical Wing) Department.

Where the person appointed is a pensioned Indian Officer of the rank of Jamadar or Subadar or other military pensioner or soldier who has been retired or discharged; and

(1) possesses certificate of Education granted by the Presidents of half yearly Garrison Boards and certificate of education awarded under the provisions, Educational Training, Indian Army 1925 Chapter VI, Sections 35 to 39; or

(2) possesses certificate of education awarded in accordance with regulations contained in Educational Training 1923, Chapter VIII, Section 29 and Appendices I and II; or

(3) shows that he has been exempted from examination under the provisions of educational training, 1923, Section 32 paragraph 5(i), (ii), (iii) and (iv).

**Note.**—In the matter of appointment to the service as Store-keeper III or IV Grade, in the Health Services and Family Planning (Medical Wing) Department preference shall be given to skilled personnel discharge from any of the defence services, namely, the Army, Navy or the Air Force, if they are otherwise qualified.

(iii) Packer Clerks in the Jail Department.

(iv) Omitted.

(v) Store-keepers, Grade IV in the Health Services and Family Planning (Medical Wing) Department.

(vi) Store-keepers, Grade II, in the Agriculture Department.

(vii) Laundry Supervisors, Grade II, in the Government General Hospital, Chennai where the person appointed is a pensioned Indian Officer of the Army of the rank of Risaldar, Subadar or Jamadar or of the Air Force of the rank of Master Warrant Officer, Laundry Supervisor, Grade III in the Medical Department, Linen-keeper, Grade III, in the Kasthuriba Gandhi Hospital for Women and Children, Chennai, Copyists in the office of the Chief Inspector of Boilers.

(viii) Store-keeper, Grade I, Government Agricultural Engineering Workshop, Chennai. Preference shall be given to a person possessing practical experience in any of the Engineering Workshops or firms for atleast three years.

(ix) Shroffs in Government Press, Chennai.

(x) Shroffs, Grades I and II in the Office of the Deputy Transport Commissioner, Chennai and Regional Transport Authority, Chennai.

**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-

(i) he appears for the examination of the Secondary School Leaving Certificate Standard conducted by the Commission; and

(ii) 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 Tamil Nadu 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 district and the Deputy Commissioner of Commercial Taxes concerned respectively.

**Note (iv).**—If a person taken over from the Government of India on the 1st November 1956 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 I to the General rules.

**Note (v).**— If a person taken over from the Government of India on the 1st 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 Secondary School Leaving Certificate 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.

**Note (vi).**— Rural Welfare Officers, Grade I and II of the Panchayat Development Department belonging to Political sufferers, Scheduled Tribe and Ex-servicemen with III Form or VIII Standard qualification who were in service as on the 1st June 1979 shall be allowed to continue as such and the above Rural Welfare Officers, Grade II shall also be eligible for promotion as Rural Welfare Officers, Grade I even if they do not possess the minimum general educational qualification.

**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:

Provided that in the Industries and Commerce Department, the personnel recruited under the Training Scheme with reference to G.O.Ms.No.7095, Industries, Labour, Co-operation Department, dated 21-12-61 shall be initially appointed as Junior Assistants and shall be paid in the scale of pay to the post of Junior Assistants during the period of training and on successful completion of the training for a period of one year, they shall be appointed as Assistants without undergoing probation in the post of Junior Assistants. The period of one year will not count for probation, increment and regularisation in the post of Assistants but count for pension purpose.

(b) No member of the service shall be eligible for promotion to any of the posts mentioned 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:

Provided that in special cases a member of the service in the Excise Department or in the Animal Husbandry Department or Veterinary Education and Research Department may be appointed to officiate in or hold temporarily any of the posts in that Department referred to in the said Annexure before passing the tests but such members shall pass the tests within the prescribed period of probation. In case where no probation is prescribed he shall pass the test within two years from the date of such appointment. If he fails to pass the tests within the time limit he shall forthwith be reverted to his substantive appointment:

Provided further that in special cases a member of the service in Industries Department may be appointed to officiate in or hold temporarily the post of Commercial Accountant in the Industrial Engineering Workshop referred to in the said Annexure before passing the tests but such members shall pass the tests within the prescribed period of probation. In case no probation is prescribed he shall pass the tests within two years from the date of such appointment. If he fails to pass the tests within the time-limit he shall forthwith be reverted to his substantive appointment:

Provided also that a member of the service in the Highways and Rural Works Department (including National Highways) -

(a) who has attained the age of 50 years on the 2nd August 1976, shall not be required to pass the special test on Tamil Nadu Government Office Manual;

(b) who has not attained the age of 50 years on the 2nd August 1976, and holding the post of Junior Assistant or the post of Typist including Steno-typist Grade III on the 1st August 1976, may be appointed to officiate in or hold temporarily the post of Assistant in the same office before passing the Special Test in Tamil Nadu Government Office Manual; but if such person fails to pass the said test within three years from the date of such appointment or within the 1st August 1979, whichever is earlier, he shall not be eligible to draw increments in the time scale of pay applicable to the post 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 test:

Provided also that any person who had worked as Assistant in the erstwhile State Broadcasting Department upto the 1st September 1961, and was absorbed in the category of Assistant in the Tamil Nadu Local Administration Radio and Television Maintenance Organisation with effect from the said date, shall not be required to acquire the qualification referred to in sub-rule (b):

Provided also that members of the service in Public Works Department who have attained the age of 40 years on the 14th May 1951 shall not be required to pass the Accounts Test for Public Works Department Officers and Subordinates and that a Junior Assistant in an office in the Public Works Department who has not attained the age of 40 years on that date may be appointed to officiate in or hold temporarily the post of an Assistant in the same office upto the 11th May 1954 before passing the test; but he shall have to pass the test with two years from the date of such appointment or before the 22nd July 1954, whichever is later, failing which he shall forthwith be reverted to the Lower Division:

Provided also that a member of the service in the Public Works Department—

(a) who has attained the age of 50 years on the 16th November 1973, shall not be required to pass the special test on Tamil Nadu Government Office Manual; and

(b) who has not attained the age of 50 years on the 16th November 1973 and holding the post of Junior Assistant or the post of Typist including Steno-typist, Grade III on the 15th November 1973, may be appointed to officiate in or hold temporarily the post of Assistant in the same office before passing the Special Test in Tamil Nadu Government Office Manual; but if such person fails to pass the said test within three years from the date of such appointment or within the 15th November 1976, whichever is earlier, he shall not be eligible to draw increments in the time scale of pay applicable to the post 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 test:

Provided also that a Junior Assistant in the Sanitary Engineering Department who has already passed the Account Test for Subordinate Officers Part I, shall not be required to pass the Account Test for Public Works Department Officers and Subordinates for appointment as an Assistant:

Provided also that a Junior Assistant in the Survey and Land Records Department on the 20th May 1969 may be promoted to officiate as Assistant in that Department, if he is otherwise eligible for such promotion, but for passing the Special Test in Tamil Nadu Government Office Manual, but such person shall pass the said test within the period of probation or within the period of two years from the date of promotion where no probation is prescribed, failing which he shall be reverted to the category of Junior Assistant:

Provided further that a Junior Assistant in the Survey and Land Records Department who had already passed the Revenue Test Part I prior to 20th May 1969, need not pass the Special Test in Tamil Nadu Government Office Manual:

Provided also that a member of the service in the Survey and Land Records Department who has already been promoted as Assistant or Superintendent on the 5th March 1971 and who has not undergone survey training for a period of 28 days, shall be ordered to undergo Survey Training for a period of 28 days within a period of two years from 5th March 1971:

Provided also that a person in the Survey and Land Records Department who has completed the age of 45 years on the 5th March 1971 shall not be required to undergo survey training:

Provided also that the Assistants and Accountants in the Cinchona Department who had attained the age of forty years on the fifth June 1952 shall not be required to pass the Government Technical Examination in Accountancy by the higher grade:

Provided also that in special cases, a Junior Assistant in the Hindu Religious and Charitable Endowments (Administration) Department may be appointed to officiate in or hold temporarily the post of an Assistant before passing the tests prescribed for the post, but such member shall pass the said tests within two years from the date of such appointment failing which he shall forthwith be reverted to the Lower Division; but a member of the service promoted to the post of Junior or Senior Superintendent or Assistant before the 30th September 1951 shall not be required to pass the said tests:

Provided also that for the purpose of promotion as Office Assistant to the Director of Museums and Associate Librarian, Connemara Public Library, necessary exemption from the possession of the degree qualification may be granted in individual cases by the Government to the existing incumbents in the categories of Assistants and Junior Assistants in the Government Museums, who do not possess such qualification, if they are otherwise qualified and suitable for the post:

Provided also that a member of the service in the Medical Services and Family Welfare (Medical Wing) Department—

(a) who has attained the age of 45 years on the 11th January 1971, shall not be required to pass the special test on Tamil Nadu Government Office Manual; and

(b) who has not attained the age of 45 years on the said date and holding the post of Assistant and above may be appointed to officiate in that post, if he is otherwise eligible for such appointment before passing the Special Test in Tamil Nadu Government Office Manual;

but if such person fails to pass the said test within two years from the 11th January 1971, he shall not be eligible to draw increments in the time scale of pay applicable to the post 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 test:

Provided also that a member of the service in the Public Health and Preventive Medicine Department—

(a) who has attained the age of 45 years on the 6th November 1972, shall not be required to pass the Special Test on Tamil Nadu Government Office Manual; and

(b) who has not attained the age of 45 years on the said date and holding the post of Assistant and above may be appointed to officiate in that post, if he is otherwise eligible for such appointment before passing the Special Test in Tamil Nadu Government Office Manual; but if such person fails to pass the said test within two years from the 6th November 1972, he shall not be eligible to draw increments in the time scale of pay applicable to the post 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 test:

Provided also that a Grama Sevak, Grade I shall be allowed to count a period not exceeding six months of his satisfactory service towards the one year's satisfactory service as Assistant prescribed as a qualification to be acquired before promotion as Fair Copying Superintendent in the Collectors' Offices:

Provided also that in special cases, a Junior Assistant or a Typist or a Steno-typist, Grade III in the Stationery and Printing Department, who has passed any one of the two parts of the Stationery and Printing Department Test and is otherwise qualified, may be appointed to hold temporarily the post of an Assistant but such a member shall pass the remaining part of the said test within a period of one year from the date of such appointment, failing which he shall forthwith be reverted to the post of a Junior Assistant or a Typist or a Steno-typist, Grade III, as the case may be. The service of a person who is appointed to the post of an Assistant in the aforesaid manner, shall be regularised with effect from the day following the last day of the examination in which he completes the Departmental Test with reference to ruling (2) under rule 26(a) of the Fundamental Rules. He shall, however, maintain his rank in the list of seniority in the category of Assistants above his juniors, who are fully qualified and regularly appointed as Assistants subsequent to his temporary promotion and before the regularisation of his service in the post of Assistant:

Provided also that a member of the service in the Technical Education Department who has attained the age of 40 years on the 14th October 1957 or who has passed the Account Test for Public Works Department Officers and Subordinates shall not be required to pass the Account Test for Subordinate Officers, Part I:

Provided also that a member of a service in the Department of Correctional Administration may be appointed to officiate in or hold temporarily the post of Assistant in the same Department upto 18th December 1970, without passing the Test in Tamil Nadu Government Office Manual but he shall have to pass the test within two years from the date of such appointment failing which he shall be forthwith reverted to the post which he was holding prior to such promotion:

Provided also that a Junior Assistant, Typist or Steno-typist, Grade III in the Department of Ex-servicemen's Welfare, who is holding the post of Assistant on the 19th September 1968 may be appointed to officiate in that post, if he is otherwise eligible for such appointment, before passing the special test in Tamil Nadu Government Office Manual; but such person shall pass the said test within two years from the 19th September 1968, failing which he shall be reverted to the lower category:

Provided also that a member of the service in the Treasuries and Accounts Department who is holding the post of Accountant during the period from 15th April 1968 to 14th April 1969 may be appointed to officiate in that post, if he is otherwise eligible for such appointment, before passing the Special Test in Tamil Nadu Government Office Manual; but such person if fails to pass the said test within two years from the date of appointment, he shall not be eligible to draw

increments in the time scale of pay applicable to him until he passes the said test; but such ineligibility to draw increments shall not have effect of postponing his future increments after he has passed the test:

Provided also that the persons drafted from the Revenue Department to the Treasuries and Accounts Department who have passed the Revenue Test Part I are exempted from passing the test on Tamil Nadu Government Office Manual:

Provided also that a member of the service in the Employment Wing of the Employment and Training Department holding the post of Assistant who has already passed the Labour and Factories Departmental Test, Part A before the 12th July 1967 shall not be required to pass the test in Tamil Nadu Government Office Manual:

Provided also that a member of the service in the Police Department who is appointed to the post of Assistant during the period on and from the 1st December 1967 and upto the 1st December 1969, may continue in that post, if he is otherwise eligible for such appointment to the post of Assistant but if he fails to pass the special test in Tamil Nadu Government Office Manual within the prescribed period of probation or where no probation is prescribed, within the period of two years from the date of appointment, he shall not be eligible to draw increments in the time scale of pay applicable to the post until he passes the said test; but such ineligibility to draw increments shall not have the effect of postponing the future increments after he passes the said test:

Provided also that an Assistant in the Police Department who has passed the test in Police Standing Orders alone, is not eligible for promotion to the category of Superintendent unless he passes the Account Test for Subordinate Officers, Part I:

Provided also that a member of the service in the Tamil Nadu Forensic Science and Chemical Laboratory in the Police Department, who was holding the post of Assistant either in the State Forensic Science Laboratory or in the Chemical Examiner's Laboratory on the 26th February 1973 may be appointed to officiate in that post if he is otherwise eligible for such appointment, before passing the Departmental Test in Police Standing Orders; but such person if fails to pass the said test within two years from the 26th February 1973 shall not be eligible to draw increments in the time scale of pay applicable to him until he passes the said test. But such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test:

Provided also that a member of the Service in the Hindu Religious and Charitable Endowments (Administration) Department on the 24th August 1967 may be promoted as Assistant in that Department if he is otherwise eligible for promotion but for passing the Special Test in Tamil Nadu Government Office Manual. But such member shall pass the said test within two years from the date of promotion failing which he shall not be eligible to draw increment in the time scale of pay applicable to the post until he passes the said test. Such ineligibility to draw increment shall not have the effect of postponing his future increments after he has passed the said test:

Provided also that a member of the service who has been transferred from the Technical Education Department to the Institute of Film Technology in the Public (Information and Public Relations) Department and who has attained the age of 40 years on the 14th October 1957 or who has passed the Account Test for Public Works Department Officers and Subordinates shall not be required to pass the Account Test for Subordinate Officers, Part I:

Provided also that a member of the service in the Electrical Inspectorate who has attained the age of 50 years on the 15th September 1972, shall not be required to pass the Special Test on Tamil Nadu Government Office Manual:

Provided also that a member of the service in the Office of the Commissioner of Civil Supplies and Consumer Protection inclusive of subordinate offices under its control, who was holding the post of Assistant on the 31st January 1973 may be appointed to officiate in that post, if he is otherwise eligible for such appointment, before passing the Account Test for Subordinate Officers, Part I and Test in Tamil Nadu Government Office Manual; but if he fails to pass the said test within two years from the 31<sup>st</sup> January 1973, he shall be reverted to the lower post:

Provided also that a member of the service in the Training Branch of the Employment and Training Department on the 24th March 1975 may be promoted temporarily to the higher posts in that department if he is otherwise eligible for promotion but for passing the Special Test in Tamil Nadu Government Office Manual. But such member shall pass the said test within two years from the date of promotion failing which he shall be reverted to the lower category:

Provided also that a member of the service in the Training Branch of the Employment and Training Department who is holding the post of Assistant on the 24th March 1975 may be continued in that post; if he is otherwise eligible for such appointment before passing the Special Test in Tamil Nadu Government Office Manual; but if such person fails to pass the said test within two years from the 24th March 1975, he shall not be eligible to draw increments in the time scale of pay applicable to the post 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 test:

Provided further that a member of the service in the Training Branch of the Employment and Training Department who has already passed the Labour and Factories Departmental Test, Part A (Tamil Nadu Government Office Manual) shall not be required to pass the new Tamil Nadu Government Office Manual Test:

Provided also that a member of the service holding the post of Junior Assistant, Typist and Steno-typist, Grade III in the Collegiate Education Department on the 9th April 1979 may be promoted to higher post in that Department, if he is otherwise eligible for promotion but for passing the Special Test in Tamil Nadu Government Office Manual. But such member shall pass the said test within a period of two years from the date of promotion, failing which he shall not be eligible to draw increments in the time scale of pay applicable to the post 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 test:

Provided also that the members who have attained the age of 45 years on the 9th April 1979 are exempted from passing the Tamil Nadu Government Office Manual Test:

Provided also that a member of the service holding the post of Junior Assistant, Typist, Steno-typist, Grade III, Assistant or Accountant in the School Education Department on the 13th October 1978 may be promoted to higher post in that Department if he is otherwise eligible for promotion but for passing the Special Test in Tamil Nadu Government Office Manual. But such member shall pass the said test within two years from the date of promotion, failing which he shall not be eligible to draw the second and subsequent increments in the time scale of pay applicable to the post to which he was promoted 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 test:

Provided also that the members who have attained the age of 45 years on the 13th October 1978 are exempted from passing the Tamil Nadu Government Office Manual Test:

Provided also that persons appointed as Superintendents in the office of the Director of Rehabilitation, Chennai by transfer from other departments during the period between the 2nd January 1969 and the 2nd September 1974, shall pass the Account Test for Subordinate Officers, Parts I and II, Special Test in Tamil Nadu Government Office Manual and Revenue Test Parts I, II and III within two years from the 22nd January 1980. They shall also serve as Revenue Inspector in-charge of a firka for a period of not less than one year, from the date of deputation:

Provided also that persons appointed as Assistants in the Office of the Director of Rehabilitation, Chennai by promotion from the post of Junior Assistants, Typists and Steno-typists, Grade III and by transfer from other Departments during the period between the 2nd January 1969 and the 2nd September 1974, shall pass the Account Test for Subordinate Officers, Parts I and II and Special Test in Tamil Nadu Government Office Manual within two years from the 22nd January 1980:

Provided also that every person holding the post of Junior Assistant, Typist or Steno-typist, Grade III in the Office of Director of Municipal Administration on the 23rd August 1982 may be promoted as Assistant in that Department till the 22nd August 1984 if he is otherwise eligible for promotion but for passing the Special Test in Tamil Nadu Government Office Manual.



But such person shall pass the said test within a period of two years from the date of promotion, failing which he shall not be eligible to draw increments in the time scale of pay applicable to the post 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 test:

Provided also that a member of the service in the Stationery and Printing Department who is holding the post of Assistant on the 3rd September 1983 may continue to officiate in that post, if he is otherwise eligible for such appointment, but for passing the Account Test for Subordinate Officers, Part I, but such member shall pass the test within two years from the 3rd September 1983. If he fails to pass the said test within two years from the 3rd September, 1983, he shall not be eligible to draw increments in the scale of pay applicable to the post until he passes the said test:

Provided also that a member of the service in the Stationery and Printing Department, who is holding the post of Junior Assistant, Typist or Steno-typist, Grade III on the 3rd September 1983 may be appointed to officiate in or hold temporarily the post of Assistant if he is otherwise qualified and suitable for such appointment but for passing the Account Test for Subordinate Officers, Part I; but such member shall pass the test within two years from the date of such appointment. If he fails to pass the said test within two years from the date of such appointment, he shall not be eligible to draw increments in the time scale of pay applicable to the post until he passes the said test:

Provided also that if a member of the service in the Department of Economics and Statistics, but for passing the Special Test in Tamil Nadu Government Office Manual Test and Account Test for Subordinate Officers, Part I, is otherwise found suitable for promotion as Assistant or Superintendent, shall be promoted to the post of Assistant or Superintendent till the 13th June 1987. But such member shall pass the said tests within a period of two years from the date of promotion, failing which he shall not be eligible to draw increments in the time scale of pay applicable to the posts till he passes the said tests. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the said test:

Provided also that no person shall be eligible for promotion as Assistant or Superintendent on and from the 14th June 1987 unless he has passed the Tamil Nadu Government Office Manual Test and Account Test for Subordinate Officers, Part I.

(c) No Typist shall be eligible for promotion as Assistant or to the posts which carry the scale of pay of Assistant in any department unless he has undergone training as Junior Assistant for a period of one year without detrimental to his Typist work;

(d) Typist appointed by transfer as Junior Assistant shall undergo the Foundational Training conducted at Civil Services Training Institute, Bhavanisagar:

Provided that those who have crossed the age of 53 years need not undergo the said Foundational Training.

(e) Every person who has worked as Steno-typist Grade I or Steno-typist Grade II between the period 1.8.1992 and 21.2.2001 and has been appointed as Superintendent by promotion shall undergo the Foundational Training conducted at the Civil Services Training Institute, Bhavanisagar:

Provided that the persons appointed by promotion from the above mentioned categories, who have crossed the age of 53 years at the time of appointment as Superintendent need not undergo the said Foundational Training.

**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 list of candidates 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. This list 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 (a).

(c) Failure to accept an offer of appointment under sub-rules (a) and (b) shall render a candidate's name liable to be removed 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 discharged from the former post can be transferred, he shall, until such 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:

Provided further that, for administrative reasons, wherever exigencies arise a Junior Assistant (Non-Security) in the Treasuries and Accounts Department may be transferred and posted as Junior Assistant (Security) after obtaining Cash security prescribed for the post:

(e) Where appointment to the 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 the 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 his duties 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) (i) 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:

Provided that a Grama Sevak shall be allowed to count a period not exceeding one year of his satisfactory service as Grama Sevak towards the probation of two years prescribed for Junior Assistants under this rule:

Provided also that in the case of persons taken over from the Government of India to the National Employment Department on the 1st November 1956 shall not be required to undergo the prescribed period of probation, if they have rendered satisfactory service for a period of two years on the 1st November 1956 and in the case of others the service rendered by them prior to the 1st November 1956, shall count towards the prescribed period of probation:

Provided also that service rendered in the post of Store-keeper in the grade of Assistant or in the post of Accountant in the grade of Assistant or in any other post in the grade of Assistant in the Tamil Nadu Ministerial Service in the Industries Department shall count towards the period of probation in the post of Assistant in the Industries Department and vice-versa:

Provided also that probationers in the category of Junior Assistants, Typists, Steno-typists, Grade III, Assistants, Accounts Assistants, Superintendents, Managers, Commercial Accountants and Auditors in the Industries Department shall be entitled to count towards probation in the said categories in the Industries Department, the service rendered by them on or after 1st December 1965, in a corresponding post in any other body incorporated or not, which is wholly or substantially owned or controlled by the State Government if, but for such service they would have rendered service in the said categories in the Tamil Nadu Ministerial Service in the Industries Department:

Provided also that the service rendered in the post of Assistant or in the post of Accountant in the Training Branch of the Employment and Training Department shall count towards probation in the post of Store-keeper:

Provided also a person appointed to the post of Commercial Accountant, Grade I by transfer from the category of Superintendent in the Dairy Development Department shall not be required to undergo the probation prescribed by this sub-rule:

Provided also a person appointed to the post of Commercial Accountant, Grade II in the Dairy Development Department by transfer from the category of Assistant or similar posts carrying same scale of pay in the Tamil Nadu Ministerial Service or by promotion from the category of Junior Assistants who has rendered a satisfactory service for a period of not less than three years in Tamil Nadu Ministerial Service, shall not be required to undergo the probation prescribed by this sub-rule:

Provided also that a member of the service appointed to the post of Junior Assistant shall be allowed to count the period of Foundational Training undergone by him, towards the prescribed period of probation:

Provided also that a person appointed to the post of Junior Assistant by recruitment by transfer 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 also that a member of the service appointed to the post of Assistant by direct recruitment shall be allowed to count the period of Foundational Training undergone by him, towards the prescribed period of probation:

(ii) omitted.

**33. Probationers desiring courses of study not connected with probation.—**(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 course of study, be entitled to re-appointment according to the rank and seniority held by him in this category before undergoing the said course of study. He shall also be entitled to count his continuous service immediately before he 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 to 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.

(c) 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.**—(a) 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 or posts specified in column (1) of Annexure V shall pass the tests or undergo the training or acquire the qualification 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 a Grama Sevak, Grade I, shall be allowed to count a period not exceeding six months of his satisfactory service towards the one year's satisfactory service as Assistant prescribed as a qualification to be acquired by persons appointed to the service in the posts of Fair Copying Superintendents in Collectors' Offices:

Provided further that persons (for 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 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, Grade III who has not undergone training in Tamil Typewriting on the standard key-board and who has not attained 35 years of age, on the 9th November 1961, shall undergo such training in Tamil Typewriting 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 9th 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 the Department concerned may with the prior concurrence of the Official Language Committee, Chennai, declare that the stipulated period of one year service as Typist shall not apply to any Typist or Steno-typist, Grade III 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 Typist or Steno-typist, Grade III who has not attained 35 years of age on the 9th November, 1961, fails 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:

Provided also that the Typist and Steno-typist, Grade III of the Treasuries and Accounts Department shall be exempted from undergoing the said training and the service after completion of such training as stipulated above:

Provided also that a person appointed to the post of Assistant employed as Personal Clerk (Camp Clerk) to the Director of Treasuries and Accounts shall pass the Government Technical Examination in Typewriting and Shorthand in Tamil by Lower Grade if he has not already acquired the above qualifications, within a period of two years from the date of appointment to the post. If he fails to acquire the above qualifications, within the said period he shall not be eligible to draw increments in the time scale of pay applicable to him until he passes the said test,

but such ineligibility to draw increments, shall not have the effect of postponing his future increments after he passes the said tests:

Provided also that the orders exempting the Typists and Steno-typists, Grade III of the Treasuries and Accounts Department from undergoing training in Tamil Typewriting and Shorthand shall be in force only upto 31st December 1971:

Provided also that if a person appointed to the post of Typist or Steno-typist, Grade III in the Treasuries and Accounts Department who has not attained 45 years of age on the 1st January 1972, fails to acquire the qualification in Tamil Typewriting at least by Lower Grade within a period of two years from the 1st January 1972, 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:

Provided also that a person appointed to the post of Typist or Steno-typist, Grade III in the Treasuries and Accounts Department, on or after the 1st January 1972, shall acquire the qualification in Tamil Typewriting and/or Tamil Shorthand as the case may be, at least by Lower Grade within the prescribed period of probation:

Provided also that if a person appointed to the post of Steno-typist, Grade III by direct recruitment fails to pass the Tamil Shorthand by the Lower Grade but has passed the Tamil Typewriting by the Lower Grade within the prescribed period of probation or extended period of probation and if he desires, he shall be appointed to the post of Typist and his probation shall be declared in the post of Typist counting the service previously rendered in the post of Steno-typist, Grade III. There shall be no objection to re-appoint such a person to the post of Steno-typist, Grade III after he passes the Tamil Shorthand by the Lower Grade.

(ii) If any member of the service referred to in any of the items specified below fails to acquire the prescribed qualification as required by sub-rule (a), he shall not be eligible to draw increments in the time-scale of pay applicable to him and, in case he is not a full member of the service, for appointment as full member, until he has so qualified himself. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has to qualified himself.

Headings in the said Annexure	Item Number
Commissioner for Government Examinations	4
The Governor's Household	(ii)

(iii) If any member of the service referred to in item 3 to 5 under the heading "Jail Department (including Borstal School)" in the said Annexure fails to pass the Jail Test, Part I, as required by sub-rule (a), he shall not be eligible to draw any increments in the time-scale of pay applicable to him until he passes the said test but such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test.

(iv) A member of the service referred to in items 1 to 3 under the heading Local Fund Audit Department and a member of the service referred to in item 1 under the heading State Trading Schemes Department in the said Annexure shall not be deemed to have satisfactorily completed the prescribed period of his probation and shall not be entitled to appointment as a full member of the service or be eligible for increments in the time-scale of pay applicable to him, unless and until he has passed the prescribed Test or Tests as the case may be. Such ineligibility for increments shall not have the effect of postponing his future increments after he has passed the prescribed test or tests, as the case may be.

If he fails to pass the said test or tests as required by sub-rule (a), the appointing authority shall forthwith by order terminate his probation and (i) discharge him from service if he was appointed by direct recruitment or (ii) revert him to his parent office or department if he was appointed by transfer:

Provided that the Audit Assistant appointed by direct recruitment in the Local Fund Audit Department and State Trading Schemes Department shall be permitted to draw the first increment even though he has not passed the prescribed tests:

Provided further that the Examiner of Local Fund Accounts/the Chief Auditor State Trading Schemes shall, at his discretion, appoint such of the Audit Assistants, who are appointed by direct recruitment in the Local Fund Audit Department, State Trading Schemes Department and who fail to pass the prescribed test or tests, as Junior Assistants and the Junior Assistants so appointed shall take their rank below the last Junior Assistant working at the time of issue of orders of appointment and they shall pass all the four papers of the Local Fund Audit Departmental test or the other prescribed tests in addition to the departmental test, as the case may be, for being promoted as Audit Assistants;

A member of the service referred to in item 4 under the heading "Local Fund Audit Department" and a member of the service referred to in item 2 under the heading "State Trading Schemes Department" in the said Annexure who does not pass the language test within a period of five years from the date of his appointment shall not be eligible for increments in the time scale of pay applicable to him until he passes the test.

Such ineligibility for increments shall not have the effect of postponing his future increments after he has passed the said test.

(v) A member of the service in the category of Junior Assistant whose age on 8th May 1970 did not exceed 45 years shall pass the test in the Tamil Nadu Government Office Manual within the prescribed period of probation. Failure to pass the test within the prescribed period shall not be a bar to the declaration of probation but shall entail the stoppage of the increments accruing after the expiry of the prescribed period without cumulative effect until he passes the test;

(vi) Omitted.

(vii) A person appointed to the service as Assistant in the Department of Correctional Administration by transfer from any other service who fails to pass the Jail Test, Part I, as required by sub-rule (a), shall not be eligible to draw any increments in the time scale of pay applicable to him until he passes the said test but such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test;

(viii) Omitted.

(ix) If any member of the service appointed to the post of the Office Assistant before the 7th September 1956 or to that of Assistant before the 21st June 1956 in the Office of the Director of Harijan Welfare, Chennai, whose age on the said respective dates did not exceed 40 years, fails to pass the Account Test for Subordinate Officers, Part I, as required by sub-rule (a), he shall not be eligible to draw increments in the time-scale of pay applicable to him 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 test.

(x) If any member of the service appointed to any post specified in column (1) under the heading Stationery and Printing Department in Annexure V before the 16th November 1957, whose age on the said date did not exceed 45 years, fails to pass the Stationery and Printing Department Test as required by sub-rule (a) he shall not be eligible to draw increments in the time-scale of pay applicable to him after a period of two years from the 16th November 1957. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test. Those who have already passed the Departmental Test for Accountants in the Stamp and Stationery Office need not pass the Test in the Stationery Manual, Volumes I and II, but they should pass the Test in the Government Press Office Manual. Similarly, those who have already passed the test in the Government Press Office Manual should pass the test in the Stationery Manual only. Likewise, those who have passed the tests for which the Tamil Nadu Government Office Manual is prescribed as a part need not pass the test in it again.

(xi) If any member of the service appointed to the posts of Gujarathi - knowing Assistant in the Commercial Taxes Department before the 27th November 1957 fails to pass the examination and test as required by sub-rule (a), 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 passes the said examination and test; such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the said examination and test.

A probationer in the category of Junior Assistant on the 10th September 1968 who has passed the Departmental Test in Commercial Taxes Acts, Part II in November 1968 or earlier shall be exempted from passing the Tamil Nadu Government Office Manual Test. A probationer on the 10th September 1968 who has passed the Departmental Test in Commercial Taxes Acts, Part II after November, 1968 shall pass the Tamil Nadu Government Office Manual Test within a period of two years from that date, failing which he shall not be eligible to draw increments in the time scale of pay of the post until he passes the said test; but such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test;

(xii) A person appointed to the post of Junior Assistant in the Forest Department on or after the 14th September 1960, fails to pass any one of the three tests, viz., (i) Account Test for Subordinate Officers, Part I (ii) Forest Code and Accounts and (iii) Board's Standing Orders, within a period of five years from the date of appointment, his increment in the time-scale of pay applicable to him after the fifth year shall be stopped and if he fails to pass the other two tests within a period of eight years from the date of appointment, his increments shall not have the effect of postponing his future increments after he has passed the said tests.

(xiii) Omitted.

(xiv) A person appointed to the post of Junior Assistant in the Medical Services and Family Welfare Department prior to the 1st September 1964, who fails to pass the Departmental Test in the Tamil Nadu Medical Code as required by sub-rule (a), shall not be eligible to draw any increments in the time scale of pay applicable to him or for appointment as full member 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 test.

(xv) If a person appointed to the post of Accountant in the Treasuries and Accounts Department by recruitment by transfer or after the 1st April 1962 or a person appointed to the post of Accountant in the Pay and Accounts Office, by direct recruitment or by recruitment by transfer prior to the date and brought under the Treasuries and Accounts Department with effect from that date, fails to pass the Account Test for Subordinate Officers, Parts I and II, as required by sub-rule (a), he shall not be eligible to draw increments in the time scale of pay applicable to him until he passes the said tests. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the said tests.

(xvi) If a person appointed to the posts of Assistant in the Panchayat Radio Maintenance Organisation, other than a person who was working as Assistant in the erstwhile State Broadcasting Department upto the 1st September 1961 and absorbed as such in the Panchayat Radio Maintenance Organisation, fails to pass the test as required by sub-rule (a), he shall not be eligible to draw increments in the time-scale of pay applicable to him 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 test.

(xvii) If any member of the service appointed to the posts of Superintendents and Assistants in the Offices of the Board of Revenue (Settlement and Estates) and the Director of Settlements, Chennai before 26th July 1968 fails to acquire the qualifications as required by sub-rule (a), he shall be reverted to the office or department from which he was originally appointed to the posts in the said offices.

(xviii) A person appointed to the post of Junior Assistant in the Office of the Director of Harijan Welfare prior to the 10th July 1968, who fails to pass the Special Test in Tamil Nadu Government Office Manual, as required by sub-rule (a), shall not be eligible to draw increments in the

time scale of pay applicable to him until he passes the said tests, but such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test.

(xix) If a person who is appointed to the post of Junior Assistant in the Department of Ex-Servicemen's Welfare before the 19th September 1968 and whose age did not exceed 45 years on the said date, fails to pass the special Test in Tamil Nadu Government Office Manual as required by sub-rule (a), he shall not be eligible to draw increments in the time scale of pay of the post until he passes the said test; but such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test.

(xx) A person appointed to the posts of Junior Assistant in the Office of the Director of Harijan Welfare prior to the 10th July 1968, and subsequently transferred to the Director of Backward Classes, who fails to pass the Special Test in Tamil Nadu Government Office Manual, as required by sub-rule (a), shall not be eligible to draw increments in the time scale of pay applicable to him 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 test.

(xxi) A person who is appointed to any one of the categories of posts specified in column (1) of Annexure V under the heading Dairy Development Department before 30th May 1968 and whose age did not exceed 45 years on the said date, shall within a period of two years from that date, pass the Tamil Nadu Government Office Manual Test, failing which he shall not be eligible to draw increments in the time scale of pay of the post until he passes the same; but such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test.

If a person who is appointed to any one of the categories of posts specified in column (1) of Annexure V under the heading Dairy Development Department, in whose case no period of probation in the respective post is necessary, fails to pass the Tamil Nadu Government Office Manual Test within a period of two years from the date of appointment in the respective post, he shall not be eligible to draw increments in the time scale of pay of the post until he passes the test, but such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test.

(xxii) A person appointed to the post of Junior Assistant/Assistant in the Department of Economics and Statistics before the 22nd August 1967, who fails to pass the Tamil Nadu Government Office Manual Test as required by sub-rule (a), shall not be eligible to draw increments in the time scale of pay applicable to him until he passes the said test. But such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the said test.

(xxiii) If any member of the service appointed to the posts of Junior Assistant, Assistant/Accountant in the grade of Assistant and Superintendent in the Social Welfare Department before the 14th April 1977 and whose age did not exceed 50 years on the said date, fails to pass the tests as required by sub-rule (a), he shall not be eligible to draw increments in the time scale of pay of the post until he passes the said tests, but such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the tests.

(xxiv) All persons belonging to 'B' Wing in the School Education Department and whose age did not exceed 45 years on the 2nd November 1978 shall, within a period of three years from the said date, pass all the tests prescribed for the persons holding the corresponding category belonging to 'A' Wing, failing which he shall not be eligible to draw increments in the time scale of pay of the post until he passes the tests; but such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the tests.

(c) (i) If a member of the service who is appointed as an Assistant by direct recruitment in the office of the Commissioner of Revenue Administration, Office of the Commissioner of Land Administration, Office of the Director of Survey and Settlement, Office of the Director of Land Reforms and in the Office of the Commissioner of Commercial Taxes fails to pass the Revenue Test Parts I, II and III as required by sub-rule (a), the appointing authority shall forthwith, by order, terminate his probation and discharge him from the service:



Provided that it shall be in the discretion of the appointing authority to appoint any such person as Junior Assistant in the Office of the Commissioner of Revenue Administration, Office of the Commissioner of Land Administration, Office of the Director of Land Reforms and in the Office of the Commissioner of Commercial Taxes.

(ii) If a member of the service who is appointed to the post of Assistant in the Employment Branch of the Employment and Training Department fails to pass the Departmental Test on National Employment Service Manual for Ministerial Staff, as required by sub-rule (a), he shall not be eligible to draw increment in the time scale of pay applicable to him until he passes the said test, but such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test.

Members of the service taken over from the Government of India and appointed to the posts of Superintendents, Assistants and Junior Assistants on the 1st November 1956 and working in the Employment and Training Department are exempted from passing the Departmental Test on National Employment Service Manual for Ministerial Staff, so long as they hold the posts which they are holding on the 30th November 1960. They shall pass the said test for subsequent promotion to higher posts.

(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 and 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 of equal to the prescribed period of probation and commencing on the date of appointment to the department" were substituted.

(e) A person who, on appointment to the post by direct recruitment, has undergone training shall refund to the State Government the entire money spent on him during the period of training if he does not serve the State Government for a period of not less than five years from the date of completion of the training.

**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 qualification 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 (for 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 tests, subject to the modifications in the following sub-rules or provisos.

(b) Omitted.

(c) If any member of the service promoted to the post of Assistant in the Office of Director of Municipal Administration before the 21st October 1944 or to the post of Assistant in the Survey and Land Records Department before the 7th February 1945 and whose age on the above dates did not exceed 45 years fails to pass the Account Test for Subordinate Officers, Part I, as required by sub-rule (a), he shall not be eligible to draw increments in the time-scale of pay applicable to him until he passes the said test; and in case he is not already a full member of the service in the category of Assistants he shall not be eligible for appointment as full member in that category until he has so qualified himself. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test.

(d) Omitted.

(e) Omitted.

(f) Omitted.

(g) If any member of the service promoted to the post of Assistant, II Grade, in the Office of the Director of Government Examinations before the 3rd November 1951, who was not a full member in that category on the said date, fails to pass the Account Test for Subordinate Officers, Part I, as required by sub-rule (a), he shall not be eligible to draw increments in the time-scale of pay applicable to him and for appointment as full member 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 test.

(h) Omitted.

(i) Omitted.

(j) If any member of the service absorbed from the Government of India on the 1st November 1956, and promoted to the posts of Assistant or Junior Superintendents in the National Employment Department, whose age on the 1st November 1956, did not exceed 45 years, fails to pass the Account Test for Subordinate Officers, Part I and Labour and Factories Department Test, Part A, as required by sub-rule (a), shall not be eligible to draw increments in the time scale of pay applicable to him until he passes the said tests; but such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the said tests.

(k) Omitted.

(l) (i) If any member of the service in the Medical Services and Family Welfare Department (Medical Wing) promoted to the posts specified in column (1) of Annexure VI before the 1st June 1960, whose age on the said date did not exceed 45 years, fails to pass the tests as required by sub-rule (a), he shall not be eligible to draw increments in the time scale of pay applicable to the post until he passes the said test or tests. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test or tests;

(ii) If any member of the service in the Medical Services and Family Welfare (Medical Wing) Department promoted and appointed in any of the posts mentioned in items 1 to 2 in column (1) of Annexure VI before the 11th January 1971 and whose age on the said date did not exceed 45 years, fails to pass the Special Test on Tamil Nadu Government Office Manual as required by sub-rule (a) he shall not be eligible to draw increments in the time scale of pay applicable to the post 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 test.

(m) If any member of the service in the Office of the Director of Harijan Welfare promoted to the post of Assistant before the 10th July 1968, fails to pass the Special Test on Tamil Nadu Government Office Manual, as required by sub-rule (a), he shall not be eligible to draw increments in the time scale of pay applicable to the post until he passes the said test; such ineligibility to draw increments shall not have effect of postponing his future increments after he has passed the test.

(n) If any member of the service in the Department of Ex-servicemen's Welfare to the posts specified in column (1) of Annexure VI before the 19th September 1968, whose age on the said date did not exceed 45 years, fails to pass the Special Test on Tamil Nadu Government Office Manual as required by sub-rule (a), he shall not be eligible to draw increments in the time scale of pay applicable to the post 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 test.

(o) Omitted.

(p) Omitted.

(q) If any person holding the post of Accountant or Assistant in Panchayat Union Offices or the post of Accountant or Assistant in the Panchayat Development Branch of the Collectorate and the Divisional Development Officers' Offices as on 16<sup>th</sup> October 1964 fails to pass the Departmental

Test and Panchayat Development Account Test within the first four chances, their increments shall be postponed without cumulative effect until they pass the said tests.

(r) Such of those persons who were appointed subsequent to 16th October 1964 as Accountant/Assistant in Panchayat Union Offices or as Accountant/Assistant in the Divisional Development Officers and in Panchayat Development Branch in the Collectorates if they do not pass the test before 31st December 1969 shall be reverted:

Provided that persons selected from the Panchayat Union Service by the Screening Committee and appointed as Assistants fail to pass the tests before the 31st December 1969 shall not be reverted to the Panchayat Union Service but their increments shall be postponed without cumulative effect until they pass the test.

(s) A member of the service who has passed in the papers on Community Development Manual (2 parts), A Guide book on Community Development, A Guide Book for Gram Sevaks and Manual for Village Level Workers under the old scheme shall be deemed to have passed the first paper of the Test under the revised scheme.

(t) A person who has passed the Account Test for Subordinate Officers, Part I and II or Account Test for Subordinate Officers, Part I and Account Test for Executive Officers or Account Test for Employees of Local Bodies and Account Test for Executive Officers before or during May 1965 need not pass the Panchayat Development Account Test.

(u) Nothing contained in the Special Rules will apply to persons who held the posts of Accountants/Assistants in Block Development Offices or in the posts of Assistant/Accountant in the Offices of Collectorate in Panchayat Development Branch in the Divisional Development Officers' Offices on 16th October 1964 or in the post of Assistants in the Administrative Branches of the Office of the Director of Rural Development on 12th January 1970 so far as the posts which they held on those dates.

(v) If any person, who was appointed as Assistant or subsequent to 12th January 1970 in the Director of Rural Development's Office fails to pass the Departmental Tests and Panchayat Development Account Test within the first four chances commencing from the examination held in November 1973 shall be reverted.

(w) Notwithstanding anything contained in these special rules, persons recruited to the erstwhile Regional Inspector of Local Boards Unit and continuing in Panchayat Development Unit will get the benefit conferred on persons recruited to such unit.

(x) If any member of the service promoted to the post of Assistant in the Electrical Inspectorate before the 15th September 1972, whose age on the said date did not exceed 50 years, fails to pass the Special Test in Tamil Nadu Government Office Manual as required by sub-rule (a), he shall not be eligible to draw increments in the time scale of pay applicable to him 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 test.

(y) Omitted.

(z) Omitted.

(aa) If any member of the service in the Port Department promoted and appointed to the post of Assistant in the same Department before the 30th October 1976, fails to pass the Special Test in Tamil Nadu Government Office Manual as required under sub-rule (a), he shall not be eligible to draw increments in the time scale of pay applicable to the post of Assistant 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 test.

(ab) Any person appointed by transfer as Assistant from the category of Steno-typist, Grade III and a person promoted as Assistant and to the posts which carry the scale of pay of Assistant from the category of Typist shall successfully undergo the Foundational Training at

Civil Services Training Institute, Bhavanisagar within a period of two years from the date of promotion as Assistant or to the posts which carry the scale of pay of Assistant. If he does not successfully undergo the training within the said period, he shall not be eligible to draw increments in the time scale of pay applicable to the post of Assistant until he successfully undergoes the said training. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he had successfully undergone the said training.

(ac) Every person who has worked as Steno-typist Grade I or Steno-typist Grade II between the period 1.8.1992 and 21.2.2001 and has been appointed as Superintendent by promotion shall undergo the Foundational Training conducted at the Civil Services Training Institute, Bhavanisagar:

Provided that the persons appointed by promotion from the above mentioned categories, who have crossed the age of 53 years at the time of appointment as Superintendent need not undergo the said Foundational Training”.

**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 take appointment as full member.

Notwithstanding anything contained in General rules 31 and 32, probationers and approved probationers in the category of Assistants 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.

Notwithstanding anything contained in rule 32(a) and General rules 27 and 31 Audit Assistants in the Local Fund Audit Department who have not been declared to have completed their probation satisfactorily before the 1st July 1949 for not having passed the departmental test may, with their written consent, be appointed as full members in substantive vacancies of Junior Assistants in that Department.

Notwithstanding anything contained in this sub-rule, the unit of application of the General rules governing determination of suitability for full membership and appointment as full members in the category of Gujarathi - knowing Assistants in the Commercial Taxes Department shall be the entire State.

Notwithstanding anything contained in this sub-rule, the unit of application of General rules governing determination of suitability for full membership and appointment as full member in the categories of Superintendent, Commercial Accountant, Grade I, Commercial Accountant, Grade II, Assistants including Cashiers and Store-keeper on the same Grade, Junior Assistant including Assistant Cashiers, Assistant Store-keepers on the same grade, Typists and Steno-typists, Grade III in the Dairy Development Department, shall be the entire State.

(c)The unit of application of the General rules governing promotion shall be the jurisdiction of each of the authorities which according to Annexure II are competent to make promotion:

Provided that for purposes of promotion of Junior Assistants as Assistants and of Assistants as Superintendent, the Office of the Director of Correctional Administration and Government Approved Schools for Boys in the Department of Correctional Administration shall form one unit:

Provided further that for the purpose of appointment by promotion to the post of Superintendents in Forest Department, the entire Forest Department shall be the unit and appointment by promotion to the said posts shall be made from among the Assistants in the entire Forest Department:

Provided also that for the purpose of appointment by promotion to the post of Junior Accountant or Assistant, the entire Forest Department shall be the unit and that appointment by promotion to the said posts shall be made from among the Junior Assistants, Typists and Steno-typists, Grade III in the entire Forest Department:

Provided also that for the purposes of appointment, promotion and transfer of the members of the service the entire Highways and Rural Works Department shall form one unit:

Provided also that for the purposes of appointment, promotion and transfer to the posts in the Technical Education Department, all the offices in the entire Technical Education Department, shall form one unit:

Provided also that appointment to the post of Superintendents and Assistants/Accountants in the Director of Ex-servicemen's Welfare, Chennai, shall be made by promotion from among the holders of the posts of Assistants/Accountants and Junior Assistants respectively in the Department of Ex-servicemen's Welfare:

Provided also that for the purpose of appointment and promotion to the posts in the Police Department, all the Offices in the entire Police Department shall form one unit:

Provided that for the purpose of promotion of Junior Assistants, including Assistant Store-keeper and Assistant Cashier on the same grade as Assistant or Commercial Accountant, Grade II and of Assistant and Commercial Accountant, Grade II and of Assistant and Commercial Accountant, Grade II as Superintendent or Commercial Accountant, Grade I as the case may be all the offices in the entire Dairy Development Department shall form one unit:

Provided also that for the purposes of appointment, promotion and transfer to the posts in the Medical Services and Family Welfare Department (Medical Wing), all the offices in the entire Medical Services and Family Welfare Department (Medical Wing) including the Department of Indian Medicine, the Medical Education Department, the District Family Planning, Maternity and Child Health offices and the Primary Health Centres shall form one unit:

Provided also that for the purpose of promotion to the post of Assistants, each Commercial Taxes Division shall be a separate unit:

Provided also that for the purposes of appointment, promotion and transfer of the members of the service, the entire Department of Legal Studies in the State shall form one unit:

Provided also that for the purpose of promotion to the posts of Assistants and above in the Fire Service Department, all the offices in the entire Fire Service Department shall be treated as one unit:

Provided also that for the purpose of promotion of the members of the service all the offices in the Jail Department shall be treated as one unit:

Provided also that for purposes of appointment, promotion and transfer of the members of the service, all the offices of Sales Tax Appellate Tribunal in the State shall form one unit:

Provided also that for the purposes of appointment, promotion and transfer to the posts in the Collegiate Education Department, all the offices in the entire Collegiate Education Department, shall form one unit:

Provided also that for the purposes of appointment, promotion and transfer to the posts in the School Education Department, all the offices in the entire School Education Department shall form one unit:

Provided also that for the purpose of appointment, promotion and transfer to the posts in the Public Works Department, all the offices in the entire Public Works Department shall form one unit. Promotions made on a regular basis to the posts in the Public Works Department from the 27th March 1972 without reference to the combined list of seniority list drawn for each category under one unit system, shall be treated as cancelled:

Provided also that all cases of promotions, appointments and transfers made by the Director of School Education, or by the Joint Director of School Education (Personnel), or by the Chief Educational Officers, or by the District Educational Officers, or by the Inspectress of Girls' Schools, as the case may be, during the period between the 6th May 1974, the date of introduction of One Unit System and the 26th August 1976, the date of issue of the amendment to rule, in the School Education Department, shall not be re-opened:

Provided also that all cases of promotion, appointments and transfers made by the Director of Collegiate Education, or by the Joint Director of Collegiate Education (Personnel), or by the Principals of Government Colleges, as the case may be during the period between the 6th May 1974, the date of introduction of One Unit System and the 26th August 1976 the date of issue of the amendment to rule, in the Collegiate Education Department, shall not be re-opened:

Provided also that for the purpose of appointment, promotion and transfer to the posts in the Agriculture Department, all the offices in the entire Agriculture Department, shall form one unit:

Provided also that for the purpose of promotion to the post of Assistant, the entire Survey and Land Records Department shall form one unit:

Provided also that for the purpose of appointment, promotion, postings and transfers to the posts in the Tamil Nadu Forensic Science Laboratory, all the offices in the entire Tamil Nadu Forensic Science Laboratory shall form one unit:

Provided also that for the purpose of appointment to the post of Junior Accountant in the office of the Tamil Nadu Sales Tax Appellate Tribunal including Additional benches and office of the Tamil Nadu Agricultural Income Tax Appellate Tribunal from the post of Assistants, the office of the Sales Tax Appellate Tribunal including Additional benches and office of the Tamil Nadu Agricultural Income Tax Appellate Tribunal, Chennai, Madurai and Coimbatore shall form one unit:

Provided also that for the purpose of appointment, discharge and re-appointment of persons upto the level of Accountants, all the unit offices namely the office of the Director of Treasuries and Accounts including the offices of the Regional Deputy Directors, Madurai, Tiruchirapalli, Vellore, Coimbatore and Chennai; Pay and Accounts Offices, Sub-Pay and Accounts Office, Pension Pay Office, Office of the Assistant Superintendent of Stamps including Chennai Taluk Treasury and Office of the Accounts Officer (Funds) in the Treasuries and Accounts Department in Chennai District shall form one unit:

(d) The principle of seniority (General rule 35) shall apply separately to the unit or the jurisdiction of the authority referred to in sub-rule (a), (b) or (c), as the case may be.

(e) Service rendered in any of the post included in a category as constituted by rule 1 and sub-rule (j) shall count for probation and seniority in such category irrespective of the scales or rates of pay applicable to such posts and irrespective of the department or office in which such service was rendered:

Provided that in the case of a person lent from one department or office to another, the service rendered in any of the higher posts in the new Department or office will count for seniority in the parent department or office only from the date of regular appointment, or promotion to, such higher post in the parent department or office.

(f) Notwithstanding anything contained in this rule or in the General rules, the seniority of the Junior Assistant transferred from a district, so long as he is employed in the office of the Inspector General of Registration, shall be determined by the date of his joining as Junior Assistant in that office:

Provided that when more than one Junior Assistant is transferred from a district at a time, their seniority inter-se shall be determined in the order directing the transfer.

(g) Candidates appointed to the service as Typists or Steno-typists, Grade III on or after the 15th February 1928 shall be appointed as full members of the service in the order in which they complete the prescribed period of their probation or pass the Government Technical Examination in Typewriting by the Higher Grade, whichever is later. Where more than one candidate who has completed the prescribed period of his probation passed such examination on the same date, such candidates shall be appointed to the service in the order in which they completed the prescribed period of their probation.

(h) No person who on the 19th June 1931 was holding a post in any category of the service otherwise than in a substantive capacity shall be entitled to appointment as a full member of the service in such post unless and until he has proved his possession of the qualifications prescribed for first appointment to that post by the rules or orders in force on the said date, or such other qualifications as may have been prescribed in that behalf thereafter.

(i) Omitted.

(j) For the purposes of this rule every post or group of posts within a category bearing a distinct designation shall be deemed to constitute a separate category:

Provided that for the purposes of appointment, probation, seniority, discharge, re-appointment, appointment as full member and promotion, the posts of Junior Assistants, Librarians, Assistant Librarians and Store-keepers in the scale of Rs.200-5-250-10-300 in institutions under the Collegiate Education Department shall together be deemed to constitute a single category:

Provided further that for the purposes of appointment, probation, seniority, discharge, re-appointment, appointment as full member and promotion, the posts of Junior Assistants, Librarians, Assistant Librarians and Store-keepers in the scale of Rs.200-5-250-10-300 in Institutions under the School Education Department shall together be deemed to constitute a single category.

(k) Notwithstanding anything contained in the rule or in rule 35 of the General rules for the Tamil Nadu State and Subordinate Services, the seniority of a person in the category of Junior Assistants in any office or department appointment from the category of Typists shall be determined by the date of his regular appointment as a Junior Assistant in that office or department.

(l) Notwithstanding anything contained in this rule or in the General rules for the Tamil Nadu State and Subordinate Services, the seniority of any Junior Assistant appointed in the Office of the Commissioner of Revenue Administration by transfer from the District Revenue Establishment shall be determined by the date of his first regular appointment as Junior Assistant in the District Revenue Establishment.

(m) Notwithstanding anything contained in this rule or in the General rules for Tamil Nadu State and Subordinate Services the seniority of any Junior Assistant appointed in the office of the Commissioner of Commercial Taxes by transfer from Commercial Taxes District Establishment shall be determined by the date of his first regular appointment as Junior Assistant in the Commercial Taxes District Establishment.

**37. Promotion or transfer as Assistants or Junior Assistants.**—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 Commissioner of Revenue Administration and Office of the Commissioner of Land Administration or in any other Department unless they have passed the competitive examination (full test) held by the Tamil Nadu Public Service Commission for recruitment of Junior Assistants or unless they had been selected as Typists on the results of a competitive examination held before 1942, or unless they have been selected as Typist on the results of Competitive Examination for Group IV Services held in the year 1977 or thereafter.

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

No Typist who has not attained 35 years of the age on the 9th 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 of the completion of the said training:

Provided that the Head of the Department concerned may, with the prior concurrence of the Official Language Committee, Chennai, declare that the one year service as Typist shall not apply to any 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.

**Note(1).**—In respect of persons who are qualified, in Tamil Typewriting before 9th November 1961, the one year period of service as Typist shall be reckoned from the date on which they became so qualified; and

**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 who have not commenced probation as Assistants and Junior Assistants on the 9th November 1961.

**Note(3).**—The Typists of the Treasuries and Accounts Department are exempted from the training in Tamil Typewriting on the standard key-board and from the service as Typist after the date of completion of such training:

Provided further that persons appointed to the post of Typist by recruitment by transfer need not pass the full test conducted by the Tamil Nadu Public Service Commission for promotion as Assistant or for conversion as Junior Assistant, as the case may be.

**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 or Typist or who was selected by the Staff Selection Board or other competent authority before the system of selection through the Commission was introduced.

**38.Special provisions.**—(a) Special Branch of the Criminal Investigation Department

Nothing contained in rules 2 to 37 shall apply to the ministerial establishments of the Special Branch of the C.I.D. These establishments shall be governed by the rules in Annexure VII.

**Note.**—The provisions contained in the above sub-rule, and the rules in Annexure VII, shall apply to the Special Branch Assistants/Junior Assistants working in the 'X' Branch, Criminal Investigation Department, Chennai.

(b) (i) Omitted.

(ii) Appointment, training and condition of service of directly recruited Assistants:-

Notwithstanding anything contained in the foregoing rules, the rules in the following Annexures shall govern the direct recruitment of Assistants in the Departments specified against each Annexures:-

1. Annexure IX Revenue Department
2. Annexure IXA Prison Department
3. Annexure IXB Highways Department
4. Annexure IXC Registration Department
5. Annexure IXD Medical Department
6. Annexure IXE Transport Department
7. Annexure IXF National Cadet Corps Department
8. Annexure IXG Commercial Taxes Department Divisional Units
9. Annexure IXH Hindu Religious and Charitable Endowments Department
10. Annexure IXI Backward Classes Welfare Department
11. Annexure IXJ Labour Department
12. Annexure IXK Urban Land Ceiling and Urban Land Tax Department
13. Annexure IXL Forest Department
14. Annexure IXM Police Department
15. Annexure IXN Fisheries Department
16. Annexure IXO Technical Education Department
17. Annexure IXP
18. Annexure IXQ
19. Annexure IXR Tamil Nadu Archives and Historical Research Department
20. Annexure IXS Public Health and Preventive Medicine Department
21. Annexure IXT School Education Department
22. Annexure IXU Stationery and Printing Department
23. Annexure IXV Office of the Director of Survey and Settlement
24. Annexure IXW Civil Supplies and Consumer Protection Department
25. Annexure IXX Rural Development and Panchayat Raj Department
26. Annexure IXY
27. Annexure IXZ Directorate of Vigilance and Anti-corruption



(iii) Appointment, training and conditions of service of directly recruited Village Administrative Officers:-

Notwithstanding anything contained in the foregoing rules, the rules in Annexure X shall govern the direct recruitment of Village Administrative Officers.

(iv) Appointment and Conditions of Service of Manager, Assistant Manager and Special Assistant:-

Notwithstanding anything contained in the foregoing rules, the rules in Annexure XI shall govern the persons appointed as Manager, Assistant Manager and Special Assistant in the Directorate of Vigilance and Anti-Corruption.

(c) Health Services and Family Planning Department (Medical Wing) including the Department of Indian Medicine, the Medical Education Department, Probation, Seniority, appointment of full members and promotion:-

Notwithstanding anything contained in these rules or in the General rules, all posts on identical scale of pay in the several categories of the service in the Health Services and Family Planning Department (Medical Wing) including the Department of Indian Medicine and the Medical Education Department, the District family Planning, Maternity and Child Health Offices and the Primary Health Centres shall be deemed to constitute a single category for the purposes of such of these rules and of the General rules as relate to probation, seniority, appointment of full members and promotion.

(d) Service counting for leave and pension in respect of persons transferred from a local fund or municipal institution:-

(a) 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 shall not be entitled to count his previous service under any local body for pension, unless-

(i) such service was rendered in a pensionable post or posts and pensionary contributions were being paid on his behalf by such local body; or

(ii) such person was subscribing to a provident fund maintained by such local body; and

(1) such local body agrees to contribute its share of the pension, calculated according to the rule of proportion; and

(2) such person agrees to forego the bonus earned by him in respect of his service under the local body.

(b) 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 shall not be entitled to have his leave account credited with the amount of the leave, if any, earned by his prior to such appointment, unless the local body or bodies under which he was employed agree to bear the entire leave salary for the period of the leave so earned, calculated on the average pay of such member at the time of his proceeding on leave.

(e) Training of Audit Assistants in the Local Fund/Audit Department/State Trading Schemes Department:-

Every person selected for appointment to the category of Audit Assistants in the Local Fund Audit Department before the 1st April 1944 and appointed to that category on or after the said date, and every person appointed to the category of Audit Assistants in the State Trading Schemes Department and every person included in the approved list for appointment to that category or recruited by transfer to that category on or after the said date shall, subject to such conditions and for such period as the State Government may, from time to time, lay down, undergo the course of training or instruction prescribed by them, unless he has been specially exempted by the State Government from undergoing such training or instruction. Any person included in the approved list who undergoes the training or instruction satisfactorily shall, if he is subsequently appointed to that category be allowed to count the period of training or instruction towards his probation.

(f) The periods of service of the staff, who were absorbed from the Government of India 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, prior to the 1st November 1956, shall count for purposes of increment, seniority, confirmation, leave and pension to the extent to which they would have counted had they continued to serve under the Government of India and the pay of the existing incumbents as on the 31st October 1956, shall not be adversely affected by this transfer.

(g) Service counting for probation:-

Service rendered as Special Revenue Inspector in the Office of the Director of Harijan Welfare shall count towards probation the category of Junior Assistant.

(h) Transfer of Junior Assistants, Cashiers, Typists and Steno-typists, Grade III in the Panchayat Development Unit within the Revenue District shall be made by the Personal Assistant (Panchayat Development) to the Collector. Transfer of ministerial staff other than Junior Assistants, Cashiers, Typists and Steno-typists, Grade III in the Panchayat Development Unit within the Revenue District shall be made by the District Collector. Transfer of all ministerial staff in the Panchayat Development Unit from one district to another district within the State shall be made by the Director of Rural Development, Chennai.

**39. Special recruitment in 1952.**—Notwithstanding anything contained in these rules or in the General rules, a person in the Civil Supplies, Textile Control or Settlement of Estates Department or in the Office of the Director of Controlled Commodities, who passes the special examination conducted by the Commission in February or June 1952, shall be eligible for regular appointment as Junior Assistant, Typist or Steno-typist, Grade III or to any other post referred to in rule 2, as the case may be, in this service. Such persons shall be appointed, in their due turns, to the posts for which they have been selected with effect from the dates on which they would have been so appointed but for their absence on other duty. They shall commence probation and acquire seniority from the date of their appointment in the concerned departmental units. After such appointment, they shall be permitted to continue in the posts held by them until such time as their services are required and to count only the last continuous spell of their temporary service for increment in the posts to which they were appointed.

**39A. Special recruitment in 1955.**—Notwithstanding anything contained in these rules or in the General rules, a person in the Department of Civil Supplies or Settlement Estates (including Office of the Commissioner of Land Administration), Office of the Director of Survey and Settlement, Settlement Parties and Office of the Estate Managers but excluding retained ex-estate employees) or Food Production (including the Office of the Engineering Branch) or in the Office of the Late Director of Controlled Commodities and who was specially admitted to the competitive examination conducted by the Tamil Nadu Public Service Commission in October 1955 and who passes the said examination shall be eligible for regular appointment as Junior Assistant, Typist or Steno-typist, Grade III or to any other post referred to in rule 2 as the case may be, in this service. Every such person shall be appointed in his due turn to the post for which he is selected by the Commission. He shall commence probation and acquire seniority from the date of the appointment in the departmental unit concerned. The service rendered by him prior to the date of regular appointment shall not count for probation, seniority or increment.

**39B. Special recruitment in 1957.**—A person who passes the special competitive examination to be conducted by the Tamil Nadu Public Service Commission in January 1957 shall be eligible for appointment to the service as Assistant in the Industries Department. Every such person shall pass the Account Test for Subordinate Officers, Part I, within the prescribed period of probation in the category of Assistants in the Industries Department.

**39C. Special recruitment in October 1957.**—Notwithstanding anything contained in these rules or in the General rules, any person retrenched from the Survey Department who is specially admitted to the competitive examination to be conducted by the Tamil Nadu Public Service Commission in October 1957 and who passes the said examination shall be eligible for regular appointment as a Junior Assistant, Typist or Steno-typist, Grade III or to any other post referred to in rule 2, as the case may be, in the service. Every such person shall be appointed in his due turn to the post for which he is selected by the Commission. He shall commence probation and acquire seniority from the date of such appointment in the departmental unit concerned. The service rendered by him prior to the date of his regular appointment shall not count for probation, seniority or increment.

**39D. Special recruitment in 1959.**— A person, who passes the special competitive examination to be conducted by the Tamil Nadu Public Service Commission in October 1959, shall be eligible for appointment to the service as Assistant or Store-keeper, as the case may be, in the Industries Department, every such person shall pass the Account Test for Subordinate Officers, Part I, within the prescribed period of probation in the category of Assistants or Store-keepers, as the case may be, in the Industries Department.

**39E. Special recruitment in October 1959.**—A person, who passes the special competitive examination conducted by the Tamil Nadu Public Service Commission in October 1959, shall be eligible for appointment to the service as Assistant in the Fisheries Department. Every such person shall pass the Account Test for Subordinate Officers, Part I, within the prescribed period of probation in the category of Assistant in the Fisheries Department.

**39F(1). Special recruitment of temporary Junior Assistants and Settlement Inspectors in the Settlement Department.**—Notwithstanding anything contained in these rules or in the General rules, a temporary Junior Assistant or Settlement Inspector in the Settlement Department who is specially admitted to the competitive examination conducted by the Tamil Nadu Public Service Commission and who passes the said examination, shall be eligible for regular appointment as Junior Assistant, Typist or Steno-typist, Grade III or to any other post referred to in rule 2, as the case may be, in the service. Every such person shall be appointed in his due turn to the post for which he is selected by the Commission. He shall commence probation with effect from the date of his joining duty and acquire seniority with reference to the approved list in the departmental unit concerned. The service rendered by him prior to the date of his regular appointment shall not count for promotion, seniority or increment.

(2) Sub-rule (1) shall cease to have effect after the competitive examination for recruitment to the Tamil Nadu Ministerial Service conducted by the Tamil Nadu Public Service Commission is held in 1971.

**39G. Special recruitment in 1962.**— Notwithstanding anything contained in these rules or in the General rules, a person in the Tamil Nadu Survey and Land Records Subordinate (Temporary) Service, who has passed V Form and has put in not less than two years of service, on the date of submission of application to the Tamil Nadu Public Service Commission, shall be eligible for admission to the competitive examination to be conducted by the Tamil Nadu Public Service Commission in October 1962. Every such person who passes the said examination shall be eligible for regular appointment as a Junior Assistant, Typist or Steno-typist, Grade III or to any other post referred to in rule 2, as the case may be, in the service and shall be appointed in his due turn to the post for which he is selected by the Commission. He shall commence his probation with effect from the date of his joining duty and acquire seniority with reference to the approved list in the departmental unit concerned. The service rendered by him prior to the date of his regular appointment shall not count for probation, seniority or increment.

**39H. Special recruitment of temporary Junior Assistants in the Survey and Land Records Department.**— Notwithstanding anything contained in the rules or in the General rules, a temporary Junior Assistant in the Survey and Land Records Department (including Survey Parties, Range Offices and Central Survey Office) who has put in not less than two years of service, on the date of submission of application to the Tamil Nadu Public Service Commission, shall be eligible for admission to the competitive examination to be conducted by the Tamil Nadu Public Service Commission in October 1962. Every such person who passes the said examination shall be eligible for regular appointment as a Junior Assistant, Typist or Steno-typist, Grade III or to any other post referred to in rule 2, as the case may be, in the service and shall be appointed in his due turn to the post for which he is selected by the Commission. He shall commence his probation with effect from the date of his joining duty and acquire seniority with reference to the approved list in the Departmental Unit concerned. The service rendered by him prior to the date of his regular appointment shall not count for probation, seniority and increment.

**39I. Special Recruitment of temporary Staff in Survey Department Governed by the Survey and Land Records Subordinate (Temporary) Service Rules.**—(1)Notwithstanding anything contained in these rules or in the General rules, a person of the Survey and Land Records Department governed by the Survey and Land Records Subordinate (Temporary) Service Rules who has put in not less than two years of service on the date of submission of his application to the Tamil Nadu Public Service Commission, shall be eligible for admission to the competitive examinations to be conducted by the Tamil Nadu Public Service Commission, in October 1965 and in October in 1966.

(2) Every such person who passes the said examinations shall be eligible for regular appointment as a Junior Assistant, Typist or Steno-Typist, Grade III or to any other post referred to in rule 2 as the case may be, in the service and shall be appointed in his due turn to the post for which he is selected by the Commission.

(3) Such person shall commence his probation with effect from the date of his joining duty and acquire seniority with reference to the approved list in the departmental unit concerned. The service rendered by him prior to the date of his regular appointment shall not count for probation, seniority or increment.

**39J. Special recruitment of temporary Junior Assistants and Typists in the Survey and Land Records Department.**—Notwithstanding anything contained in these rules or in the General rules, a temporary Junior Assistant or Typist in the Survey and Land Records Department (including Survey Parties, Range Offices and Central Survey Office) who has put in not less than two years of service, on the date of submission of application to the Tamil Nadu Public Service Commission shall be eligible for admission to the competitive examination to be conducted by the Tamil Nadu Public Service Commission in December 1965. Every such person who passes the said examination shall be eligible for regular appointment as a Junior Assistant, Typist or Steno-typist, Grade III or to any other post referred to in rule 2, as the case may be in the service and shall be appointed in his due turn to the post for which he is selected by the Commission. He shall commence his probation from the date of his joining duty and acquire seniority with reference to the approved list in the Departmental Unit concerned. The service rendered by him prior to the date of his regular appointment shall not count for probation, seniority or increment.

**39K. Special recruitment of temporary Junior Assistant and Typists in the Survey and Land Records Department.**— Notwithstanding anything contained in these rules or in the General rules, a temporary Junior Assistant or Typist in the Survey and Land Records Department (including Survey Parties, Range Offices and Central Survey Office) who has put in not less than two years of service on the 30th August, 1966, shall be eligible for admission to the competitive examinations to be conducted by the Tamil Nadu Public Service Commission in 1966, 1967 and 1968. Every such person who passes the said examination shall be eligible for regular appointment as a Junior Assistant, Typist or Steno-typist, Grade III or to any other post referred to in rule 2, as the case may be, in the service and shall be appointed in his due turn to the post for which he is selected by the Commission. He shall commence his probation from the date of his joining duty and acquire seniority with reference to the approved list in the Departmental Unit concerned. The service rendered by him prior to the date of his regular appointment shall not count for probation, seniority or increment.

**39L. Special recruitment of temporary Junior Assistants and Typists in the Survey and Land Records Department.**—Notwithstanding anything contained in these rules or in the General rules, a temporary Junior Assistant or Typist in the Survey and Land Records Department who has not put in five years of service as on the 1st January 1969 and who has put in a minimum period of two years of service (which need not necessarily be continuous) on the date of submission of the application to the Tamil Nadu Public Service Commission, shall be eligible for admission to the competitive examination to be conducted by the Tamil Nadu Public Service Commission in 1972 and 1973. Successful candidates shall be allotted by the Commission with reference to their position in the examination list, if their turn is reached, to a departmental unit taking into account the order of preference expressed by them in their applications and in accordance with the order of rotation prescribed in rule 22 of the General rules for the Tamil Nadu State and Subordinate Services. He shall commence his probation from the date of his joining duty and acquire seniority with reference to the approved list in the Departmental Unit concerned. The service rendered by him prior to the date of his regular appointment shall not count for probation, seniority or increment.

**ANNEXURE I**  
(referred to in rule 5)

**Selection Categories and Grades**

**SECTION A - SELECTION CATEGORIES**

**Agriculture Department**

1. Office of the Director of Agriculture-
  - (i) Manager.
  - (ii) Superintendents.
  - (iii) Assistant employed as Personal Clerk.
2. Commercial Accountant, Government Industrial Engineering Workshop, Chennai.
3. Assistants in the Offices of the Agricultural Department.

**Agricultural Income-tax Department**

- Office of the Board of Revenue (Agricultural Income-tax) and its Subordinate Offices -
- (i) Superintendents.
  - (ii) Assistants.

**Animal Husbandry Department**

1. Office of the Director of Animal Husbandry -
  - (i) Manager.
  - (ii) Superintendents.
  - (iii) Assistants.
2. Livestock Research Station, Huzur Cattle Farm -  
Accountant.
3. Office of the Institute of Veterinary Preventive Medicine -
  - (i) Commercial Accountant.
  - (ii) Accountant.
4. Office of the Poultry Development Officer -  
Head Clerk.
5. District Veterinary Offices -  
Head Clerks.
6. Assistant Statistical Investigator in the Statistical Branches of the Animal Husbandry Department.

**Backward Classes Department**

1. Superintendents.
2. Assistants.

**Cinchona Department**

1. Superintendents.
2. Accountants.
3. Assistants.

**Collegiate Education Department**

1. Superintendents.
2. Assistants.
3. Librarian, Government Oriental Manuscript Library and Research Centre.
4. Assistant Librarian, Government Oriental Manuscripts Library and Research Centre.

**Commercial Taxes Department**

1. Office of the Commissioner of Commercial Taxes -
  - (i) Superintendents.
  - (ii) Assistants.
2. Offices of the Deputy Commissioners of Commercial Taxes and Subordinate Offices - Assistants.
3. Office of the Tamil Nadu Sales Tax Appellate Tribunal including additional benches and Tamil Nadu Agricultural Income Tax Appellate Tribunal.
  - (i) Superintendent.
  - (ii) Junior Accountant.
  - (iii) Assistant.

**Director of Government Examinations**

1. Superintendents.
2. Accountant.
3. Assistants.

**Department of Correctional Administration**

1. Superintendent, Office of the Director of Correctional Administration.
2. Office Managers, Government Approved Schools.

**Office of the District Election Officer, Chennai City**

1. Superintendent.
2. Assistant.

**Department of Economics and Statistics**

1. Superintendents.
2. Assistants.

**Dairy Development Department**

- (i) Superintendents.
- (ii) Commercial Accountant , Grade I.
- (iii) Commercial Accountant, Grade II.
- (iv) Assistants including Accountant, Cashier, Store-Keeper in the same grade of Assistant.

**Office of the Commissioner of Civil Supplies**

1. Superintendents.
2. Assistants.

**Department of Legal Studies**

1. Manager.
2. Head Clerk.
3. Assistant.
4. Accountant

**Directorate of Tamil Development**

1. Superintendents.
2. Assistants.

**Directorate of Vigilance and Anti-Corruption**

1. Superintendents.
2. Assistants.

**Electrical Inspectorate**

Office of the Chief Electrical Inspector to Government.—

1. Superintendents.
2. Assistants.

**Employment and Training Department**

Employment Branch-

Assistants.

Training Branch-

1. Superintendents.
2. Office Managers.
3. Auditor.
4. Assistants.
5. Accountants.
6. Store-Keepers in the Scale of Pay of Rs. 705-20-745-25-845-35-1230 and above.

**Fire Service Department**

1. Superintendents in the Office of the Director of Fire Service and Subordinate Offices.
2. Assistants.

**Fisheries Department**

1. Superintendents.
2. Accountants.
3. Assistants.

**Tamil Nadu Forensic Science Laboratory**

1. Superintendent.
2. Assistant including Assistant-Cum-Cashier.

**Forest Department**

1. Superintendents in the Offices of -
  - (i) Principal Chief Conservator of Forests.
  - (ii) Chief Conservator of Forests.
  - (iii) Conservator of Forests.
  - (iv) District Forest Officers.
  - (v) Divisional Forest Officers.
2. Junior Accountants and Assistants in the Forest Department.

**Government Museum and Connemara Public Library**

1. Government Museum, Chennai -
  - (i) Head Clerk.
  - (ii) Store-Keeper.
2. Connemara Public Library -  
Manager.

**Adi Dravidar and Tribal Welfare Department**

1. Superintendents.
2. Assistants.

### **Medical Services and Family Welfare Department**

Medical Wing -

1. Superintendents, Office of the Director of Health Services and Family Planning.
2. Accountants.
3. Assistant Lay Secretaries.
4. Manager, Employees State Insurance Hospital.
5. Assistants other than the Examiner in the Office of the Director of Medical Services and Family Welfare Department (including Cash-keeper and Tour Clerk to the Director of Medical Services and Family Welfare Department).
6. Assistants, Head Clerks, Medical Store-keepers (non-technical Cashiers, Accountants, Linen keepers, Provision Store-keepers, Hospital Stoppages Clerks etc.) in the city and mofussil medical institutions in the scale of Rs.705-20-745-25-845-35-1230.

### **Medical Education Department**

1. Office Superintendents and Assistant Lay Secretaries.
2. Managers.
- 2A. Commercial Accountant.
3. Assistants (including the Tour Clerks to the Director of Medical Education)

### **Motor Vehicles Maintenance Department**

1. Superintendent.
2. Assistants.

### **Highways and Rural Works Department**

1. Managers of the Office of the Superintending Engineer.
2. Superintendents in the Office of the Chief Engineer (Highways and Rural Works) and all other branches of the office of the Superintending Engineers and Divisional Engineers.
3. Assistants in all Offices in the Department.

### **Hindu Religious and Charitable Endowments (Administration) Department**

1. Superintendents.
2. Managers.
3. Inspectors.
4. Assistants.

### **The Governor's Household**

Office of the Comptroller, Governor's Household-

- (i) Superintendent.
- (ii) Cashier.
- (iii) House Steward, Governor's Household.
- (iv) Assistant.
- (v) Assistant House Steward, Governor's Household.

### **Industries Department**

1. Managers in the Offices of -
  - (i) Director of Industries and Commerce.
  - (ii) Chemical Testing and Analytical Laboratory, Chennai.
  - (iii) Subordinate Offices, and
  - (iv) Assistant Director of Industries and Commerce, Dharmapuri.



2. Accounts Assistants.
3. Superintendents
4. Auditor.
5. Commercial Accountants.
6. Head Clerks; Assistants/Accountants and Storekeepers in the scale of Rs.705-20-745-25-845-35-1230.
7. Assistant employed as Personal Clerk.

**Office of the Director of Municipal Administration**

1. Manager.
2. Superintendents.
3. Assistants.
4. Assistant employed as Personal Clerk.

**Jail Department (including Borstal School)**

1. Office Managers, Grade I and Grade II, Superintendents.
2. Office of the Chief Probation Superintendent -  
Superintendent.
3. Central Jail, Coimbatore -  
Store Keepers.
4. Assistants.

**Labour Department**

1. Manager.
2. Superintendents.
3. Accountants.
4. Assistants.

**Tamil Nadu Archives**

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

**National Cadet Corps**

1. Superintendents.
2. Assistants.

**Panchayat Development Department**

1. Office of the Director of Rural Development including Offices of Tamil Nadu Local Administration Radio and Television Maintenance Organisation in Chennai.
2. Panchayat Development Branches in the Collectorate, Divisional Development Offices, Panchayat Union Offices, Rural Extension Training Centres and Tamil Nadu Local Administration Radio and Television Maintenance Organisation Offices taken together in each Revenue District.
  - (i) Assistants and Accountants.
  - (ii) Rural Welfare Officers, Grade I.

**Police Department**

1. Superintendents.
2. Superintendents (Cash).
3. Assistants.

**Port Department**

Office of the State Port Officer, Chennai and other Port Offices at Outports -  
Superintendents.

**Public Health and Preventive Medicine Department**

1. Superintendents.
2. Accountants.
3. Assistants.

**Public Health Engineering and Municipal Works**

1. Office of the Chief Engineer, Public Health Engineering and Municipal Works -
  - (i) Superintendents.
  - (ii) Assistants.
2. Public Health Engineering Circle Offices -
  - (i) Superintendents.
  - (ii) Managers.
  - (iii) Office Assistants.
  - (iv) Assistants.
3. Public Health Engineering Division Offices -  
Assistants.
4. Public Health Engineering Sub-Division Offices -  
Assistants.

**Public Works Department**

1. Office of the Chief Engineers in all branches -
  - (i) Managers.
  - (ii) Superintendents.
  - (iii) Assistants.
2. Offices of the Superintendent Engineers in all branches -
  - (i) Superintendents.
  - (ii) Assistants.
3. Offices of the Executive Engineers and Assistant Executive Engineers in all branches -  
Assistants.
4. Offices of the Chief Inspector of Boilers and Assistant Inspector of Boilers in the Boiler Branch -
  - (i) Superintendents.
  - (ii) Assistants.

**Registration Department**

1. Assistants.
2. Junior Assistants.

**Rehabilitation Department**

1. Superintendents.
2. Assistants.
3. Assistant employed as Personal Clerk.

**Public (Information and Public Relations) Department**

Assistants in the Institute of Film Technology.

**Public Libraries Department**

1. Superintendents.
2. Assistants.

**Revenue Department**

1. Office of the Commissioner of Revenue Administration -
  - (i) Superintendents.
  - (ii) Private Secretary to the Commissioner of Revenue Administration.
  - (iii) Assistants.
  - (iv) Personal Assistant in the Office of the Commissioner of Revenue Administration.
2. Collectorates and Subordinate Offices -
  - (i) Huzur Head Accountants.
  - (ii) Second Accountants in Collectors' Offices and Huzur Second Assistants.
  - (iii) Assistants.
  - (iv) Fair copying Superintendents in Collectors' Offices.

**Explanation.**—The Chennai Collectorate includes besides the Chennai Taluk Office, the Office of the Pay Master, Carnatic Stipends.

**Land Administration Department**

- (i) Superintendents.
- (iA) Private Secretary to the Commissioner of Land Administration.
- (ii) Assistants.
- (iA) Personal Assistants in the Office of the Commissioner of Land Administration.

**Survey and Settlement Department**

- (i) Superintendents; and
- (ii) Assistants.

**Land Reforms Department**

1. Office of the Director of Land Reforms -
  - (i) Superintendents.
  - (ii) Assistants.
2. Office of the Director of Urban Land Ceiling and Urban Land Tax and the Offices of the Assistant Commissioners of Urban Land Tax –
  - (i) Superintendents.
  - (ii) Assistants; and
  - (iii) Assistants employed as Personal Clerk.

**School Education Department**

1. Superintendents.
2. Head Clerks.
3. Assistants.

**Revenue Settlement Parties**

1. Head Clerks.
2. Head Accountants.
3. Assistants.

**Social Welfare Department**

1. Superintendent.
2. Assistant.

**Department of Ex-servicemen's Welfare**

1. Directorate of Ex-servicemen's Welfare -
  - (i) Superintendent.
  - (ii) Accountant.
  - (iii) Assistants.
2. Office of the Assistant Director of Ex-Servicemen's Welfare - Assistants.

**Stationery and Printing Department**

1. Manager, Stationery Office.
2. Superintendents:  
Provided that upto and inclusive of the 10th May 1964 reference to the Superintendents shall be construed as references to Office Assistants.
3. Office Manager, Government Press.
4. Superintendent, Commercial Accounts Section.
5. Store Keeper, Publication Store.
6. Assistants.
7. Chief Cash Keeper.
8. Assistant employed as Personal Clerk.

**Survey and Land Records Department**

1. Superintendents.
2. Assistants.

**Technical Education Department**

1. Office Managers.
2. Superintendents.
3. Accountants.
4. Head Clerks.
5. Assistants.

**Town and Country Planning Department**

1. Superintendent.
2. Assistants.

**Tamizhagam Guest House, Udthagamandalam**

Accountant.

**Tamil Nadu House, New Delhi**

Accountant.

**Town Panchayat Department**

1. Head Clerks.
2. Assistants
3. Revenue Inspectors.

**Transport Department**

1. Office of the Transport Commissioner, Chennai -
  - (i) Superintendent.
  - (ii) Accountant.
  - (iii) Assistants.

2. Regional Transport Offices -

- (i) Superintendent.
- (ii) Head Clerk.
- (iii) Accountants.
- (iv) Assistant.

**Treasuries and Accounts Department**

Accountant.

**Tribunal for Disciplinary Proceedings**

1. Superintendent.

2. Assistants.

**Veterinary Education and Research Department**

Office under the control of the Director of Veterinary Education and Research and Dean, Chennai Veterinary College –

- (i) Superintendents.
- (ii) Accountant.
- (iii) Assistants.

**SECTION B - SELECTION GRADES.**

**Collegiate Education Department**

Superintendents.

**Commercial Taxes Department**

Superintendents in the Office of the Commissioner of Commercial Taxes.

**Commissioner for Government Examinations**

Assistants.

**Adi Dravidar and Tribal Welfare Department**

Superintendent in the Office of the Director of Adi Dravidar and Tribal Welfare.

**Police Department**

Superintendents.

**Revenue Department**

Superintendents in the Office of the Commissioner for Revenue Administration.

Private Secretary to the Commissioner of Revenue Administration.

**School Education Department**

Superintendent.

**Land Administration Department**

Superintendents in the Office of the Commissioner of the Land Administration.

Private Secretary to the Commissioner of Land Administration.

Superintendents in the Office of the Director of Settlement, Chennai.

**Land Reforms Department**

Superintendents in the Office of the Director of Land Reforms.

**ANNEXURE II**  
(referred to in rule 10)

**Appointing Authorities**

Category and Posts (1)	Appointing authority (2)
<b>Agriculture Department</b>	
1. Office of the Director of Agriculture, Chennai —	
	Non-Security
(i) Manager and Superintendents.	Additional Director of Agriculture (Personnel and Planning)
(ii) Assistants.	Additional Director of Agriculture (Personnel and Planning)
(iii) Junior Assistants, Typists and Steno-typists, Grade III.	Senior most Administrative Officer in the Office of the Director of Agriculture.
(iv) Assistant employed as Personal Clerk.	Additional Director of Agriculture (Personnel and Planning)
	Security
(i) Depot Manager, Grade I.	} Additional Director of Agriculture (Personnel and Planning)
(ii) Depot Manager, Grade II.	
2. Other Offices —	
	Non-Security
(i) Superintendents.	Additional Director of Agriculture (Personnel and Planning)/ Deputy Director incharge of region concerned.
(ii) Commercial Accountant.	Additional Director of Agriculture (Personnel and Planning)
(iii) Assistants.	Additional Director of Agriculture (Personnel and Planning) / Deputy Director incharge of region concerned: Provided that the Additional Director of Agriculture (Personnel and Planning)/ Deputy Director incharge of the region concerned shall exercise the power of transfer, posting, declaration of probation within their jurisdiction.
(iv) Junior Assistants Typists and Steno-typists, Grade III.	Head of Offices.
	Security
(i) Depot Manager, Grade I.	Additional Director of Agriculture (Personnel and Planning): Provided that the Unit Officers namely, Deputy Directors of Agriculture/ Programme Director, Thanjavur / Director, Agricultural Experiment Institute, Kudumiamalai and Project Officer, Nilgiris Agricultural Development Project, Ooty, shall exercise the power of transfer, posting, declaration of probation within their jurisdiction.
(ii) Depot Manager, Grade II.	Unit Officers namely, Deputy Directors of Agriculture, Programme Director, Thanjavur, Director, Agricultural Experiment Institute, Kudumiamalai and Project Officer, Nilgiris Agricultural Development Project, Ooty within their respective jurisdiction:

Provided that the appointment shall be made from a list of eligible candidates approved by the Additional Director of Agriculture (Personnel and Planning).

- (iii) Depot Manager, Grade III. Head of Offices from among the list of candidates allotted by the Unit Officer.

#### **Agricultural Income Tax Department**

All members of the Service Commissioner of Agricultural Income-Tax.

#### **Market Committees**

Junior Assistants, Steno-typists, Grade III and Typists. Secretary of the Market Committee concerned.

#### **Animal Husbandry Department**

- 1 Office of the Director of Animal Husbandry—  
All members other than Junior Assistants and Typists. Director of Animal Husbandry.  
Junior Assistants and Typists. Personal Assistant to the Director of Animal Husbandry.
- 2 Institute of Veterinary Preventive Medicine, Ranipet—  
Commercial Accountant and Accountant. Director of Animal Husbandry.  
Junior Assistants, Store-Keeper and Typist. Superintendent of the Institute.
- 3 Office of the Poultry Development Officer, Chennai—  
Head Clerk. Director of Animal Husbandry.  
Junior Assistant and Typist. Poultry Development Officer.
- 4 Office of the Superintendent, Livestock Research Station, Huzur—  
Accountant Director of Animal Husbandry.  
Junior Assistant, Typist and Superintendent, Livestock Research Station, Store-keeper. Huzur.
- 5 District Veterinary Offices—  
Head Clerks. Director of Animal Husbandry.  
Junior Assistants and Typists. District Veterinary Officer concerned:  
Provided that the authority competent to make transfers from the jurisdiction of one appointing authority that of another shall be the Director of Animal Husbandry.
- 6 Office of the Veterinary Disease Investigation Officer, (Cattle), Ranipet—  
Junior Assistant. Veterinary Disease Investigation Officer, (Cattle).
- 7 Office of the Veterinary Disease Investigation Officer (Poultry)—  
Junior Assistant Veterinary Disease Investigation Officer, (Poultry).

- |   |   |   |
|---|---|---|
| 8 | Assistant Statistical Investigators in the Statistical Branch of the Animal Husbandry Department. | Joint Director of Animal Husbandry (Statistics):<br>Provided that transfers shall be made by the Additional Director of Animal Husbandry. |
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**Backward Classes Department**

All members of the Service.	Director of Backward Classes.
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**Archaeological Department**

All members of the Service.	Director of Archaeology.
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**Cinchona Department**

- |    |  |                                |
|----|--|--------------------------------|
| 1. | Office of the Director, Cinchona Department—<br>All members of the Service.  | Director, Cinchona Department. |
| 2. | Subordinate Offices—   |                                |
|    | (i) Superintendent and Assistants  | Director, Cinchona Department. |
|    | (ii) Junior Assistants in the office of the Manufacturing Chemist.   | Manufacturing Chemist.         |
|    | (iii) Junior Assistants and Typists in the Office of the Superintendents of the Cinchona Plantations and in their Subordinate offices. | Superintendent concerned.:     |
|    | (iv) Junior Assistant in the Office of the Sales Manager   | Sales Manager:                 |

Provided that the authority competent to make transfer from the jurisdiction of one appointing authority to that of another shall be the Director, Cinchona Department:

Provided further that for the purpose of appointment as full member or approved probationers in the respective categories of Junior Assistants and Typists, the entire Cinchona Department shall be the unit, and such appointment shall, in all cases, be made by the Director, Cinchona Department.

**Collegiate Education Department**

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|----|---|--|
| 1. | Superintendents, Assistants, in the Department and all other posts in the Office of the Director of Collegiate Education. | Deputy Director of Collegiate Education (Personnel) or Joint Director of Collegiate Education (Personnel), as the case may be: |
|----|---|--|

Provided that during the period from 21st May 1965 to 6<sup>th</sup> August 1967 and from 7th August 1967 to 5th May 1974 the Joint Director of Higher Education or Deputy Director of Higher Education and Joint Director of Collegiate Education or Deputy Director of Collegiate Education shall respectively be construed as appointing authority.

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|----|---|--|
| 2. | Librarian and Assistant Librarian, Government Oriental Manuscripts Library and Research Centre. | Deputy Director of Collegiate Education (Personnel) or Joint Director of Collegiate Education (Personnel), as the case may be: |
|----|---|--|

Provided that for the periods specified in column (1) of the table below, the officers specified in corresponding entries in column (2) shall be construed as appointing authorities.



TABLE

Period (1)	Appointing authority (2)
From 21-5-65 to 19-8-66 (both days inclusive).	Deputy Director of Higher Education or Joint Director of Higher Education.
From 20-8-66 to 3-9-68 (both days inclusive)	Deputy Director of School Education or Joint Director of School Education.
From 4-9-68 to 23-10-69 (both days inclusive)	Deputy Director of Collegiate Education or Joint Director of Collegiate Education.
From 24-10-69 to 31-7-72 (both days inclusive)	Joint Director of School Education.
From 1-8-72 to 8-7-76 (both days inclusive)	Director of Public Libraries.
3. Junior Assistants Typists and Steno-typists, Grade III in Government Oriental Manuscripts Library and Research Centre.	Curator, Government Oriental Manuscripts Library and Research Centre.
4. Junior Assistants, Typists, Steno-typists, Grade III, Store-keepers and Clerical Librarians in Government Colleges.	Principal of the Government College concerned.
5. Junior Assistants, Typist and Steno-typist, Grade III in the Office of the Deputy Director of Collegiate Education of the Regions.	Deputy Director of Collegiate Education of the Region concerned: Provided that on and from the 1st December 1979, the authority competent to transfer Assistants, Junior Assistants, Typists and Steno-typists, Grade III from one College/Office except Directorate to another College/ Office within the Region shall be the Deputy Director of Collegiate Education of the Region concerned.

#### Commercial Taxes Department

1. Office of the Commissioner of Commercial Taxes— All members of the Service	Joint Commissioner I, Office of the Commissioner of Commercial Taxes.
2. Office of Deputy Commissioner of Commercial Taxes— All members of the Service.	(i) Deputy Commissioner of Commercial Taxes concerned except Chennai (North) and Chennai (South) Divisions. (ii) Deputy Commissioner of Commercial Taxes, Chennai (South) in respect of Chennai (North) and Chennai (South) Divisions.
3. Offices of the Appellate Assistant Commissioners of Commercial Taxes— All members of the Service	Appellate Assistant Commissioner of Commercial Taxes concerned.
4. Offices Tax Officers and Subordinate Offices— All members of the Service including Gujarathi Knowing Assistants.	Commercial Tax Officer concerned: Provided that temporary appointment under General rule 10(a)(i) may be made by the Deputy Commercial Tax Officer or the Assistant Commercial Tax Officer concerned:

Provided further that the authority competent to make transfers of Assistants, Junior Assistants, Typists and Steno-typists, Grade III from one Division to another or from a division to the office of the Commissioner of Commercial Taxes and from the office of the Commissioner of Commercial Taxes to the division, shall be Joint Commissioner (Administration), office of the Commissioner of Commercial Taxes:

Provided also that the authority competent to make transfers of Gujarathi-knowing Assistants from one division to another division shall be the Joint Commissioner (Administration), Office of the Commissioner of Commercial Taxes:

Provided also that the authority competent to prepare the annual list of approved candidates for appointment to the post by promotion and by recruitment by transfer shall be the appointing authority or the authority nominated for this purpose by the Head of the Department.

5. Offices of the Tamil Nadu Sales Tax Appellate Tribunal, including Additional Benches—

- |  |  |
|--|--|
| (i) Superintendents/ Junior Accountant and Assistants.         | Chairman, Tamil Nadu Sales Tax Appellate Tribunal.   |
| (ii) Junior Assistants / Steno-typists, Grade III and Typists. | The Secretaries of the respective Branches of the Tamil Nadu Sales Tax Appellate Tribunal: |

Provided that the authority competent to transfer from the offices under the control of one appointing authority to those under the control of another, shall be the Chairman, Tamil Nadu Sales Tax Appellate Tribunal.

6. Office of the Tamil Nadu Agricultural Income Tax Appellate Tribunal—

All members of the Service.	The Secretary of the Tamil Nadu Agricultural Income Tax Appellate Tribunal.
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**Director of Government Examinations**

- |   |  |
|---|--|
| 1. Superintendents, Assistants and Accountants in the Directorate of Government Examinations, Chennai including Regional Offices. | Joint Director of Government Examinations.                                     |
| 2. Junior Assistants and Typists in the Directorate of Government Examinations.   | Secretary to the Director of Government Examinations.                          |
| 3. Junior Assistants and Typists in the Regional Directorate of Government Examinations.  | Regional Deputy Director of Government Examinations of the respective Regions. |

**Office of the District Election Officer, Chennai City**

Superintendents, Assistants, Junior Assistants and Typist.	District Election Officer, Chennai City.
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**Office of the Commissioner of Civil Supplies and Consumer Protection inclusive of Subordinate offices under its control**

All members of the Service.	Deputy Commissioner of Civil Supplies - II.
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### Connemara Public Library

Manager, Assistants / Junior Assistants. Director of Public Libraries.

### Co-operative Department

Junior Assistants and Typists in the Registrar of the Co-operative Societies. Personal Assistant to the Registrar of Co-operative Societies.

Junior Assistants and Typists in the Office of Deputy Registrars. Deputy Registrar of Co-operative Societies concerned:

Provided that –

- (i) for the purpose of appointment of approved probationers in all offices in the Department as full members of the service the provisions of sub-rule (a) of General rule 31 shall apply to the jurisdiction of the Joint Registrar taken as the unit and such appointment shall, in all cases, be made by the Joint Registrar; and
- (ii) transfers from the office of the Registrar to the office of the Deputy Registrar of Co-operative Societies and vice-versa or from the office of the Deputy Registrar of Co-operative Societies to that of another shall be made by the Joint Registrar.

### Department of Correctional Administration

1. Office of the Director of Correctional Administration—  
All members of the Service. Director of Correctional Administration.
2. Government Approved Schools for Boys—
  - (i) Office Managers Director of Correctional Administration.
  - (ii) Other members of the Service Superintendent concerned:

Provided that the Office of the Director of Correctional Administration and Government approved schools for boys in the Department of Correctional Administration shall form one unit for the purpose of application of the General rules governing determination of suitability for full membership and appointment as full members.

### Dairy Development Department

1. Superintendents and Commercial Accountant, Grade I in all offices. Commissioner for Milk Production and Dairy Development, Chennai.
2. Assistants including Accountant, Commercial Accountant, Grade II Store-keeper and Cashier in the same grade of post. Deputy Milk Commissioner (Administration) Office of the Commissioner of Milk Production and Dairy Development, Chennai.
3. Junior Assistants including Assistant Cashiers and Assistant Store Keeper in the same grade, Typists, Steno-typists, Grade III in all offices except the offices of the Deputy Registrar (Dairying) Erode and the Project Officer, Milk Project, Madurai. Deputy Milk Commissioner (Administration) Office of the Commissioner for Milk Production and Dairy Development, Chennai.

4. Junior Assistants including Assistant, Cashiers and Assistant Store-keeper in the same grade, Typists, Steno-typists, Grade III in the Office of the Project Officers, Milk Project, Madurai. Project Officer, Milk Project, Madurai.  
Appointment of full members—  
Deputy Milk Commissioner (Administration), Office of the Commissioner for Milk Production and Dairy Development, Chennai.
5. Junior Assistants including Assistant Cashiers and Assistant Store-keeper on the same grade, Typists, Steno-typists, Grade III, in the office of the Deputy Registrar (Dairying), Erode. Deputy Registrar, (Dairying), Erode.  
Appointment of full members —  
Deputy Milk Commissioner (Administration), Office of the Commissioner for Milk Production and Dairy Development, Chennai:

Provided that the authority competent to make transfers except the members in the category of Superintendents and Commercial Accountant, Grade I from the jurisdiction of one Appointing authority to that of another shall be the Deputy Milk Commissioner (Administration), Office of the Commissioner for Milk Production and Dairy Development, Chennai.

#### **Department of Economics and Statistics**

All members of the Service. Joint Commissioner of Statistics (Personnel):

Provided that the authority competent to declare the completion of probation of the members of the service shall be the District Statistical Officers, the Regional Supervisory Officers, the Special District Statistical Officers, or the Research Officer, Thanjavur, as the case may be, under whose control they are working.

#### **Department of Legal Studies**

All members of the Service. Director of Legal Studies.

#### **Directorate of Tamil Development**

All members of the service. Director of Tamil Development.

#### **Directorate of Vigilance and Anti Corruption**

Superintendents. Deputy Director, Vigilance and Anti- Corruption.  
Assistants, Junior Assistants-cum- Superintendent of Police (Incharge  
Typist and Typist including of Administration), Vigilance and  
Steno-typists, Grade III. Anti-Corruption.

#### **Electrical Inspectorate**

All members of the Service Chief Electrical Inspector to Government.

#### **Employment and Training Department**

##### **Employment Branch**

1. Central Office—
  - (i) Assistant (including Accountant and Telephone Operator) Joint Director of Employment.
  - (ii) Junior Assistant, Typists / Steno-typists, Grade III Assistant Director of Employment (Administration).
2. Subordinate Offices—
  - (i) Assistant (including Accountant and Telephone Operator) Joint Director of Employment.
  - (ii) Junior Assistants, Typists / Steno-typists, Grade III Gazetted Head of the office concerned (Assistant Director of Employment, District Employment Officer or Deputy Chief, as the case may be).

### Training Branch

1. Office of the Director of Employment and Training—
  - (i) Superintendents Director of Employment and training.
  - (ii) Auditors Director of Employment and Training.
  - (iii) Assistants Joint Director (Craftsman, Training).
  - (iv) Junior Assistants, Typists and Steno-typists, Grade III. Gazetted Assistant (Administration):  
Provided that the Joint Director (Craftsman Training) shall be authority competent to make transfers of Superintendents and Auditors.
  
2. Subordinate Offices—
  - (i) Office Managers Director of Employment and Training.
  - (ii) Assistants, Store-keepers and Accountants. Joint Director (Craftsman Training).
  - (iii) Junior Assistant, Assistant Store-Keeper, Typist and Steno-typist, Grade III. Principals of the Government Industrial Training Institutes or Assistant Director of Training or Related Instruction Centres or Regional Deputy Director of Training, as the case may be:  
Provided that the Joint Director (Craftsman Training) shall be the authority competent to make transfer of office Managers.

### Fire Service Department

1. Office of the Director of Fire Service, Chennai—
 

Superintendents	Director of Fire Service.
Assistants, Junior Assistant, Typist and Steno-typist, Grade III.	Administrative Personal Assistant to the Director of Fire Service.
  
2. Office of the Deputy Director of Fire Service, Northern Region (including the State Workshop and State Training School), Office of the Deputy Director of Fire Service, Southern Region and the other Divisional Fire Offices:-
 

Superintendent	Director of Fire Service.
Assistant, Junior Assistant, Typist and Steno-typist, Grade III.	Divisional Fire Officers concerned:

Provided that the inter-regional transfers of all non-gazetted Officers both executive and ministerial shall be made by the Deputy Directors of Fire Service, Northern and Southern Regions, in consultation with each other.

### Fisheries Department

1. Office of the Director of Fisheries-
  - (i) Junior Assistants, Typists, Steno-typists, Grade III and Telephone Operators. Personal Assistant to the Director of Fisheries.
  - (ii) All other posts Director of Fisheries.
  
2. Subordinate Offices—
  - (i) Junior Assistants and Typists and Steno-typists, Grade III. Head of the Office concerned.
  - (ii) All other posts Director of Fisheries.

### Tamil Nadu Forensic Science Laboratory

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Superintendent.</li> <li>2. Assistant including Assistant-cum-Cashier.</li> <li>3. Junior Assistant.</li> <li>4. Junior Assistant-cum Typist.</li> <li>5. Typist including Steno-typist, Grade III.</li> </ol> | }<br>Director of Tamil Nadu Forensic Science Laboratory |
|--|---|

### Forest Department

1. Office of the Principal Chief Conservator of Forests, Chennai—
  - (i) Superintendents.
  - (ii) Private Secretaries and Personal Clerks to the Principal Chief Conservator of Forests.
  - (iii) Assistants and Junior Accountants.
  - (iv) Junior Assistants, Typists including Steno-typists, Grade III

} Principal Chief Conservator of Forests, Chennai.

Personnel Assistant to Principal Chief Conservator of Forests, Chennai.
2. Office of the Chief Conservator of Forests (Social Forestry)—
  - (i) Superintendent and Assistants
  - (ii) Junior Assistants, Typists including Steno-typists, Grade III.

Chief Conservator of Forests, Chennai.

Personal Assistant to the Chief Conservator of Forests (Social Forestry).
3. Office of the Conservator of Forests—
  - (i) Superintendents and Assistants.

Chief Conservator of Forests, Chennai:  
Provided that the authority competent to make transfer within a circle shall be Conservator of Forests concerned and from one circle to another circle shall be the Chief Conservator of Forests.

  - (ii) Junior Assistants, Typists including Steno-typists, Grade III.

Personal Assistant to Conservator of Forests of the circle concerned or the Conservator of Forests of the circle concerned where there is no Personal Assistant to Conservator of Forests.
4. Office of the District Forest Officer—
  - (i) Superintendent, Junior Accountants and Assistants.

Chief Conservator of Forests, Chennai:  
Provided that the authority competent to make transfer within a circle shall be the Conservator of Forests concerned and from one circle to another circle shall be Chief Conservator of Forests.

  - (ii) Junior Assistants, Typists including Steno-typists, Grade III.

District Forest Officer.
5. Office of the Divisional Forest Officer—
  - (i) Superintendent, Junior Accountants and Assistants

Chief Conservator of Forests, Chennai:  
Provided that the authority competent to make transfer within a circle shall be the Conservator of Forests concerned and from one circle to another circle shall be the Chief Conservator of Forests.

  - (ii) Junior Assistants, Typists including Steno-typists, Grade III.

Divisional Forest Officer.
6. Office of the Assistant Conservator of Forests—
  - Junior Assistants, Typists including Steno-typists, Grade III.

Assistant Conservator of Forests:

### Government Museum and Connemara Public Library

Superintendent, Government Museum, Chennai and Associate Librarian, Connemara Public Library, Head Clerk, Junior Assistants and Store-Keepers.

Director of Museums and Associate Librarian, Connemara Public Library.

### Handlooms Department

1. Superintendents. Director of Handlooms
2. Assistants, Junior Assistants and Typists. Assistant Directors (Textiles).

### Adi Dravidar and Tribal Welfare Department

1. Office of the Director of Adi Dravidar and Tribal Welfare—  
Superintendents and Assistants. Director of Adi Dravidar and Tribal Welfare.
  2. Adi Dravidar and Tribal Welfare High Schools and Hostels—  
Junior Assistants in Adi Dravidar and Tribal Welfare High Schools and Hostels and Typist in the Adi Dravidar and Tribal Welfare High Schools. Personal Assistant to the Director of Adi Dravidar and Tribal Welfare.
- District Welfare Offices—
1. Superintendents Director of Adi Dravidar and Tribal Welfare.
  2. Junior Assistants and Typists. Personal Assistant to the Collector concerned or the District Welfare Officer in the Grade of a Divisional Officer, as the case may be.

Kallar Reclamation staff—

Accountants and Junior Assistants. Special Deputy Collector, Kallar Reclamation.

Aziz Nagar Settlement, South Arcot District—

Accountant, Assistant and Junior Assistant. Collector of South Arcot.

### Medical Services and Family Department

- Medical Wing—
1. Office of the Director of Medical Services and Family Welfare—
    - (i) Superintendents Director of Medical Services and Family Welfare.
    - (ii) Assistants including Personal Clerk to Director of Medical Services and Family Welfare, Junior Assistants, Typists and Steno-typists, Grade III and Examiner, Current Section. Deputy Director of Medical Services and Family Welfare (Administration).
  2. Other Offices and Institutes—
    - (i) Posts in the scale of pay of Rs.250-10-300-15-450 Deputy Director of Medical Services and Family Welfare (Administration).
    - (ii) Posts below the scale of Rs.250-10-300-15-450 Head of the Office or Institution concerned not below the rank of Civil Surgeon.

### Medical Education Department

1. Superintendents, Commercial Accountants, Assistants including the Tour Clerk to the Director of Medical Education and Examiner. Current Section and posts in the scale of pay of Rs.705-20-745-25-845-35-1230 and above. Director of Medical Services and Family Welfare:  
Provided that the posting shall be made by the Director of Medical Education, Chennai from the list of candidates appointed to the respective category and allotted by the Director of Medical Services and Family Welfare, Chennai, in the order of preference.
2. Junior Assistants, Typists and Steno-typists, Grade III. Assistant Director of Medical Education (Administration).

3. Posts below the scale of pay of Rs.705-20- 745-25-845-35-1230
- Head of the Office or the Institution concerned not below the rank of a Civil Surgeon:
- Provided that the authority competent to make transfer from the jurisdiction of one appointing authority to that of another under the control of the Director of Medical Services and Family Welfare, shall be the Director of Medical Services and Family Welfare, and under the control of the Directorate of Medical Education shall be the Director of Medical Education.
- Provided further that—
- (i) transfers of the members of all categories of Ministerial Service from the Medical Service and Family Welfare Department to the Medical Education Department and Vice Versa shall be made by the Director of Medical Services and Family Welfare with the concurrence of the Director of Medical Education.
  - (ii) for the purpose of appointment as full members or approved probationers in the respective categories of Junior Assistants, Typists, Steno-typists, Grade III, Assistants, Higher Grade Ministerial staff (viz. Office Superintendents, Managers, Accountants and others), the entire Medical Department (i.e. Medical Services and Family Welfare Department, the Medical Education Department of Indian Medicine) shall be treated as a single unit for each category and such appointments shall in all cases be made by the Director of Medical Services and Family Welfare.

#### **Motor Vehicles Maintenance Department**

Superintendent, Assistant, Junior Assistant, Steno-typist, Grade III and Typist.	Director, Tamil Nadu Motor Vehicles Maintenance Department, Chennai.
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#### **Highways and Rural Works Department**

- |   |   |
|---|---|
| <b>A. Office of the Chief Engineer (Highways) and all other branches—</b> |   |
| (i) Superintendent  | Chief Engineer (Highways and Rural Works) |
| (ii) Assistant  | Chief Engineer (Highways and Rural Works) |
| (iii) Junior Assistant, Typist and Steno-typist, Grade III.               | Deputy Chief Engineer, (Highways).        |
| <b>B. Office of the Superintending Engineers—</b>                         |   |
| (i) Manager   | Chief Engineer (Highways and Rural Works) |
| (ii) Superintendent   | Chief Engineer (Highways and Rural Works) |
| (iii) Assistants  | Chief Engineer (Highways and Rural Works) |
| (iv) Junior Assistants, Typist and Steno-typist, Grade III.               | Superintending Engineer concerned.        |
| <b>C. Division and Sub-Division Offices—</b>                              |   |
| (i) Superintendent  | Chief Engineer (Highways and Rural Works) |
| (ii) Assistants   | Chief Engineer (Highways and Rural Works) |



- (iii) Junior Assistants
- First appointment and transfer within the division –  
Divisional Engineer concerned.
- Appointment of full members, promotion –  
Chief Engineer (Highways and Rural Works)
- (iv) Typists
- First appointment–  
Divisional Engineer concerned.
- Appointment of full member –  
Chief Engineer (Highways and Rural Works)
- Transfer within the division –  
Divisional Engineer concerned.
- Transfer within the circle –  
Superintending Engineer concerned.

### Hindu Religious and Charitable Endowments (Administration)

- |   |   |              |
|---|---|--------------|
| <ol style="list-style-type: none"> <li>1. Superintendents<br/>(including Managers)</li> <li>2. Inspectors</li> <li>3. Assistants (including Accountants)</li> <li>4. Junior Assistants</li> <li>5. Typists and Steno-typists, Grade III.</li> </ol> | } | Commissioner |
|---|---|--------------|

Provided that—

- (i) the authority competent to make and approve the temporary appointments of Junior Assistants, Typists and Steno-typists, Grade III in the office of the Deputy Commissioners under rule 10(a)(i) of the General rules for the Tamil Nadu State and Subordinate Services shall be the Deputy Commissioner concerned;
- (ii) the authority competent to make temporary appointments of Junior Assistants, Typists and Steno-typists, Grade III in the Offices of the Assistant Commissioners under rule 10(a)(i) of the General rules for the Tamil Nadu State and Subordinate Services, shall be the Assistant Commissioners concerned and the authority competent for approving the above temporary appointments in the offices of the Assistant Commissioners shall be the Deputy Commissioner of the division concerned;
- (iii) the authority competent to make the temporary appointments of Junior Assistants, Typists and Steno-typists, Grade III in the office of the Commissioner, Hindu Religious and Charitable Endowments (Administration) Department, Chennai, under rule 10(a)(i) of the General rules for the Tamil Nadu State and Subordinate Services shall be the Deputy Commissioner (Head-quarters) and the Personal Assistant to the Commissioner.

- (iv) the authority competent to make transfers of Inspectors (including Head Clerk), Assistants (including Accountants), Junior Assistants, Typists and Steno-typists, Grade III working in the offices of the Deputy Commissioners and Assistant Commissioners within the Jurisdiction of the Deputy Commissioners shall be the Deputy Commissioner concerned:

Provided further that the authority competent to declare probation in respect of Assistants (including Inspectors and Accountants), Junior Assistants, Typists and Steno-typists, Grade III in the office of the Commissioner shall be the Deputy Commissioner (Head-Quarters) and the Personal Assistant to the Commissioner and in respect of members of the staff in the office of the Deputy Commissioner and in the office of the Assistant Commissioner within the Deputy Commissioner's territorial jurisdiction shall be the Deputy Commissioner concerned. They may also extend upto one year the period of probation in respect of Assistants and Junior Assistants in case of failure to pass the prescribed tests.

#### **The Governor's Household**

Staff in the Office of the Comptroller, Comptroller, Governor's Household.  
Governor's Household.

#### **College of Indigenous Medicine**

Assistants / Junior Assistants / Principal of the College.  
Accountant, Steward, Steward,  
Typists, Store-keeper and Librarian.

**Note.**— The holder of the post of Honorary Director of Indigenous Medicine shall, so long as the said post continues be the appointing authority.

#### **Industries Department**

Office of the Industries Commissioner and Director of Industries and Commerce—

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|----|---|--|
| 1. | All members of the Service in the scale of pay of Rs.705-20-745-25-845-35-1230 and above.                                       | Industries Commissioner and Director of Industries and Commerce.                           |
| 2. | Junior Assistants and Typist including Steno-typists, Grade III in the scale of pay of Rs.610-20-730- 25-955-30-1075 and below. | Personal Assistant to the Industries Commissioner and Director of Industries and Commerce. |

Subordinate Offices—

- |    |   |  |
|----|---|--|
| 1. | All members of the service in the scale of pay of Rs.705-20-745- 25-845-35-1230 and above.  | Industries Commissioner and Director of Industries and Commerce. |
| 2. | Junior Assistants, Typists including Steno-typists, Grade III, Store-keeper in the scale of pay of Rs.610-20-730-25-955- 30-1075 and below. | Gazetted Head of the Office or Institution concerned.            |

**Office of the Director of Municipal Administration**

All members of the Service

Director of Municipal Administration.

**Jail Department (including Borstal School)**

- |       |  |                                      |
|-------|--|--------------------------------------|
| 1.(i) | Superintendents, Office of the Inspector General of Prisons.   | Inspector General of Prisons.        |
| (ii)  | Assistants, Junior Assistants and Typist including Steno-typists, Grade III in the Office of the Inspector General of Prisons. | Deputy Inspector General of Prisons: |

Provided that the Inspector General of Prisons shall be the authority for the preparation of the list of approved candidates for appointment to the post of Assistant from the category of Junior Assistant and Typist including Steno-typist, Grade III by promotion.

- |       |   |   |
|-------|---|---|
| 2.    | Office of the Chief Probation Superintendents—                                |   |
| (i)   | Office Manager, Grade I   | Inspector General of Prisons.   |
| (ii)  | Assistants, Junior Assistants and Typists including Steno-typists, Grade III. | Chief Probation Superintendent.   |
| (iii) | Other members of the service.   | Superintendents of Jails or Borstal Schools, as the case may be.                      |
| 3.    | Office of the Chief Probation Superintendent—                                 |   |
| (i)   | Superintendent  | Chief Probation Superintendent in consultation with the Inspector General of Prisons. |
| (ii)  | Assistants/Junior Assistants and Typists                                      | Chief Probation Superintendent.   |
| 4.    | Other members of the service.   | Superintendents of Jails or Borstal Schools, as the case may be.                      |

**Labour Department**

- |      |  |   |
|------|--|---|
| 1.   | Office of the Commissioner of Labour, Chennai—   |   |
| (i)  | Managers, Superintendents and Accountants.   | Commissioner of Labour.                                       |
| (ii) | Junior Assistants, Typists and Steno-typists, Grade III.   | Assistant Commissioner of Labour (Establishment and General). |
| 2.   | Offices of the Deputy Commissioner of Labour and their Subordinate Offices—<br>Junior Assistants Typists and Steno-typists, Grade III.           | Deputy Commissioners of Labour concerned.                     |
| 3.   | Offices of the Superintending Inspectors of Factories and their Subordinate Offices—<br>Junior Assistants, Typists and Steno-typists, Grade III. | Superintending Inspectors of Factories concerned.             |
| 4.   | All Offices in the Department—<br>Assistants.  | Joint Commissioner of Labour.                                 |

**Local Fund Audit Department**

All members of the Service.

Deputy Examiner of Local Fund Accounts:

Provided that temporary appointments to the posts of Junior Assistants and Typists/Steno-typists, Grade III under General rule 10(a)(i) may be made by the Assistant Examiner of Local Fund Accounts concerned:

Provided further that —

- (i) The Deputy Examiner of Local Fund Accounts shall be the authority competent to make transfers from one jurisdiction of an Assistant Examiner of Local Fund Accounts to that of another and the Assistant Examiner of Local Fund Accounts concerned be the authority competent to make transfers within his jurisdiction; and
- (ii) the authority competent to declare the completion of probation of a member of the service shall be the Assistant Examiner of Local Fund Accounts concerned in whose jurisdiction such member is working when he completes the period of probation.

### **Tamil Nadu Archives**

Grade A Superintendents, Research Assistant, Grade B Superintendents, Assistants, Junior Assistants and Typists.

Director, Tamil Nadu Archives.

### **National Cadet Corps**

1. Superintendents, Assistant in the N.C.C. units and Superintendent, Assistant, Junior Assistant, Typist and Steno-typist, Grade III in the Directorate of N.C.C.
2. Junior Assistants and Typists in the Units and the group Head quarters.

The Deputy Director General, Office of the Director of National Cadet Corps (Tamil Nadu, Pondicherry and Andaman Nicobar), Chennai-600009.

Officers Commanding Units or group Commanders, N.C.C. Head quarters, as the case may be concerned:

Provided that the authority competent to transfer from the office under the control of one appointing authority to another shall be the Director, National Cadet Corps (Tamil Nadu and Pondicherry), Chennai.

### **Panchayat Development Department**

1. Office of the Director of Rural Development including the Office of Tamil Nadu Local Administration Radio and Television Maintenance Organisation in Chennai—
  - (i) Assistants Director of Rural Development.
  - (ii) Junior Assistants, Typists, Steno-typists, Grade III and Telephone Operators Personal Assistant to the Director of Rural Development.
2. Panchayat Development branches in the Collectorate, Divisional Development Offices, Panchayat Union Offices, Rural Extension Training Centres and Tamil Nadu Local Administration Radio and Television Maintenance Organisation Offices in the District—
  - (i) Assistants, Accountants and Rural Welfare Officers, Grade I. Collector
  - (ii) Junior Assistants, Typists, Steno-typists, Grade III, Cashiers and Rural Welfare Officers, Grade II. Personal Assistant to the Collector (Panchayat Development).

### Police Department

1. Office of the Director General of Police—
  - (i) Private Secretary to Director General of Police and Superintendents. Deputy Inspector General of Police (Administration)
  - (ii) Assistants, Junior Assistants, Typists and Steno-typists, Grade III. Assistant Inspector General of Police.
2. Office of the Commissioner of Police including the Office of the Deputy Commissioner of Police, Traffic, Chennai—
  - (i) Superintendents (including Selection Grade and Superintendents (Cash)) Commissioner of Police.
  - (ii) Assistants, Junior Assistants, Typists and Steno-typists, Grade III. Deputy Commissioner of Police, Headquarters.
3. All other Police Offices including Police Radio Office and Tamil Nadu Forensic Science and Chemical Laboratory, Chennai—
  - (i) Superintendents. Deputy Inspector General of Police.
  - (ii) Assistants. Head of the Office concerned.
  - (iii) Junior Assistants, Junior Assistants-cum-typists, Typists and Steno-typists, Grade III. Head of the Office concerned:

Provided that appointment as full member and transfers from one office to another of all members of the service in the Police Department shall be made by the Director General of Police.

### Port Department

All the Ministerial officers of the Port Department. State Port Officer

### Public Health and Preventive Medicine Department

1. Superintendents.
  2. Accountants.
  3. Assistants
  4. Store-keepers in the grade of Assistant
  5. Assistant attached to the Director of Public Health and Preventive Medicine for Stenographic work.
- } An Officer nominated by the Director of Public Health and Preventive Medicine
- a. Directorate—
    - (i) Junior Assistant.
    - (ii) Typist.
    - (iii) Steno-typist, Grade III.

} An Officer nominated by the Director of Public Health and Preventive Medicine
  - b. Offices other than the Directorate—
    - (i) Junior Assistant.
    - (ii) Typist.
    - (iii) Steno-typist, Grade III.
    - (iv) Store-keepers in the grade of Junior Assistants.

} Head of Offices:

Provided that the authority competent to make transfer within the region shall be the Regional Assistant Director and from one Region to another and the Directorate and vice-versa, shall be an officer nominated by the Director of Public Health and Preventive Medicine.

### Public Health Engineering and Municipal Works Department

1. Office of the Chief Engineer, Public Health Engineering and Municipal Works —
  - (i) Superintendents. Chief Engineer Public Health Engineering and Municipal Works.

- (ii) Assistants, Junior Assistants and Typists. Deputy Chief Engineer, Public Health Engineering and Municipal Works:

Provided that transfers of full members from the Chief Engineers Office to a circle and vice-versa may be made by the Chief Engineer.

2. Public Health Engineering Circle Offices—  
Managers, Superintendents, Office Superintending Engineers concerned:  
Assistants, Assistants, Junior Assistants  
and Typists.

Provided that transfers of full members from one circle to another or from a circle to the Chief Engineer's Office and vice-versa may be made by the Chief Engineer.

3. Division and Sub-Division Offices.—

Junior Assistants.	First appointment and transfer within the division	Executive Engineer concerned.
	Appointment of full members promotion and transfer from one division to another	Superintending Engineer concerned.
Typists.	First appointment	Executive Engineer concerned.
	Appointment of full members, promotion and transfer	Superintending Engineer concerned.

#### Public Works Department

1. Offices of the Chief Engineers in all branches—
- (i) Managers and Superintendents Senior Deputy Chief Engineers concerned.
- (ii) Assistants, Junior Assistants, Typists and Steno-typists, Grade III. Senior Deputy Chief Engineer or Deputy Chief Engineer concerned.
2. Offices of the Superintending Engineers in all branches—  
Superintendents, Assistants, Junior Assistants, Typists and Steno-typists, Grade III. Superintending Engineers concerned.
3. Offices of the Executive Engineers, Electrical Engineers, Assistant Executive Engineers and Assistant Engineers in all branches—
- (i) Superintendents and Assistants. Superintending Engineer concerned.
- (ii) Junior Assistants, Typists and Steno-typists, Grade III. Executive Engineer concerned.
4. Offices in the Chief Inspector of Boilers and Inspector of Boilers in the Boiler Branch—  
All members of service Chief Inspector of Steam Boilers:

Provided that the Superintending Engineer concerned shall be the competent authority for transfers and postings of Assistants, Junior Assistants, Typists and Steno-typists, Grade III between Divisional Officers within the Departmental Circle:

Provided further that the Executive Engineer concerned shall be the competent authority for transfers and postings of Assistants, Junior Assistants, Typists and Steno-typists, Grade III between Offices within the Departmental Division:

Provided also that the Chief Engineer, Public Works Department (General) shall be the appellate authority for disposing of appeals on matters of transfers and seniority.

**Public (Information and Public Relations) Department**

Assistants, Junior Assistants and Typist in the Institute of Film Technology.	Director of Information and Public Relations.
Junior Assistant in the Tamil Arasu Office.	Director of Information and Public Relations.

**Public Libraries Department**

All members of the service.	Director of Public Libraries.
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**Registration Department**

Assistant, Junior Assistant, Typist and Steno-typist, Grade III.	Inspector General of Registration:
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Provided that the authority competent to make transfers from one Office of the Sub-Registrar to another Office of the Sub-Registrar or from one Office of the Sub-Registrar to another Office of the Registrar or from one Office of the Registrar to another Office of the Sub-Registrar within the Registration district, shall be made by the respective District Registrars incharge of administration:

Provided further that the transfer from one Registration District to another Registration District within the Zone shall be made by the respective Deputy Inspector General of Registration.

**Explanation.**—Registration district means the district formed under the Registration Act, 1908 (Central Act XVI of 1908).

**Rehabilitation Department**

1. Superintendents.	Director of Rehabilitation.
2. Assistants.	Deputy Director of Rehabilitation.
3. Junior Assistants Typists and Steno-typists, Grade III.	Assistant Director of Rehabilitation.

**Revenue Department**

- 1.(i) Office of the Commissioner of Revenue Administration (Excluding the Settlement of Estate Branch)—  
All members of the service.
- |   |
|---|
| Joint Commissioner I<br>(Revenue Administration): |
|---|
- Provided that transfer of members of the service from the office of the Commissioner of Revenue Administration to a district and vice-versa or from one District to another shall be made by the Commissioner of Revenue Administration.
- (ii) Office of the Commissioner of Revenue Administration (Settlement of Estate Branch)—  
All members of the service.
- |  |
|--|
| Joint Commissioner II (Revenue Administration) |
|--|
2. Collectorates and Subordinate Offices—
    - (i) Posts above the grade of Assistants.
    - (ii) Assistant.
- |                                      |
|--------------------------------------|
| Collectors concerned.                |
| District Revenue Officers concerned: |

Provided that the authority competent to make appointment of Assistants in Chennai and Nilgiris Districts shall be the District Collectors concerned.

- (iii) Junior Assistant, Typist, Steno-typist, Grade-III, Telephone Operator. Personal Assistant (General) to the Collector concerned:

Provided that temporary appointment under General rule 10(a)(i) may be made by the Tahsildar or Revenue Divisional Officer concerned:

Provided further that transfer of members of the service from one district to another district or from a district to the Office of the Commissioner of Revenue Administration and vice-versa shall be made by the Commissioner of Revenue Administration.

**Explanation.—** The Chennai Collectorate includes, besides the Chennai, Taluk Office, the office of the Pay Master, Carnatic Stipend.

#### **Land Administration Department**

1. Office of the Commissioner of Land Administration—  
All members of the service. Joint Commissioner of Land Administration.
2. Office of the Director of Survey and Settlement, Chennai—  
Junior Assistants, Typists and Steno-typists, Grade III. Personal Assistant to the Director of Survey and Settlement.  
Assistants and Superintendents. Director of Survey and Settlement.

#### **Land Reforms Department**

1. Office of the Director Land Reforms—  
All members of the service. Director of Land Reforms.
2. Office of the Director of Urban Land Ceiling and Urban Land Tax and the offices of the Assistant Commissioners of Urban Land Tax—  
All members of the Service. Director of Urban Land Ceiling and Urban Land Tax.

#### **Revenue Settlement Parties**

Head Clerks, Head Accountants, Accountants, Assistants / Junior Assistants and Typists. Special Settlement Officer concerned or Special Assistant Settlement Officer, as the case may be, who is in charge of the party or Additional Special Settlement Officer or Additional Special Assistant Settlement Officer, as the case may be.

#### **Social Welfare Department**

Superintendent. Director of Social Welfare.  
Senior Accountant and Assistant. Joint Director of Social Welfare.  
Junior Assistant, Typist and Steno-typist, Grade III. Administrative Personal Assistant to the Director of Social Welfare.

#### **School Education Department**

1. Superintendents, Head Clerks and Assistants in the School Education Department and Junior Assistants, Typists, Steno-typists, Grade III and Telephone Operators in the Office of the Director of School Education, Chennai. Joint Director of School Education or Deputy Director of School Education, as the case may be, who deals with the personnel matter.



2. Junior Assistants, Typists and Steno-typists, Grade III in the School Education Department except in the Office of the Director of School Education, Chennai. Chief Educational Officers, Inspectress of Girls' Schools, District Educational Officers, Inspectress of Anglo-Indian Schools, Chief Inspector of Physical Education, Women Specialist in Physical Education. Principal, Dr. Navalur V.R. Nedunchezian Model School for Girls, Triplicane, Chennai, as the case may be:  
Provided that the authority competent to transfer, from the offices under the control of one appointing authority to those under the control of another, the Junior Assistants, Typists and Steno-typists, Grade III who are full members of the service, shall be Joint Director of School Education or Deputy Director of School Education, as the case may be, who deals with the personnel matters.
3. Junior Assistants, Typists and Steno-typists, Grade III in the Office of the SCERT. Joint Director (SCERT and Elementary Education).

#### **Department of Ex-Servicemen's Welfare**

- Superintendents, Assistants, Accountants, Junior Assistants, Welfare Workers, Typists and Steno-typists, Grade III. Joint Director of Ex-Servicemen's Welfare.

#### **Stationery and Printing Department**

- All members of the service. Shroffs in Government Press. Controller of Stationery and Printing. Deputy Director of Printing.

#### **State Trading Schemes Department**

- All members of the service. Chief Auditor, State Trading Schemes:  
Provided that the authority competent to declare probation in respect of Audit Assistants, Junior Assistants and Typists in the State Trading Schemes Department shall be the Assistant Chief Auditor, State Trading Schemes. He may also extend upto one year the period of their probation in case they have failed to pass the prescribed tests within the prescribed period of probation.

#### **Survey and Land Records Department**

1. Superintendents. Joint Director of Survey and Land Records:  
Provided that the authority competent to make transfers from one unit office to another unit office within the Region shall be Regional Deputy Directors of Survey and Land Records; from one Region to another Region shall be the Joint Director of Survey and Land Records and from the Survey and Land Records Department to any other Department shall be the Director of Survey and Settlement.

2. Assistants. Joint Director of Survey and Land Records in the case of Assistants in the Joint Director's Office, Deputy Director of Survey and Land Records in the case of Assistants in the Central Survey Office, the Regional Deputy Directors of Survey and Land Records in the case of Assistants in the Regional Offices and the Assistant Director of Survey and Land Records concerned / in the case of Assistants in the District Survey Unit Office including any special office opened for specific purposes and functioning under the Assistant Director of Survey and Land Records.
3. Junior Assistants and Typists. Joint Director of Survey and Land Records in the case of Junior Assistants and Typists in the Joint Director's Office, Deputy Director of Survey and Land Records in the case of Junior Assistants and Typists in the Central Survey Office, the Regional Deputy Directors of Survey and Land Records in the case of Junior Assistants and Typists in the Regional Offices and the Assistant Directors of Survey and Land Records concerned in the case of Junior Assistants and Typists in the District Unit Office including any Special Office opened for specific purposes and functioning under the Assistant Director of Survey and Land Records:
- Provided that the authority competent to make transfers from one office to another within the Zone shall be the Deputy Transport Commissioner (Zone) concerned and from one office to another outside the zone shall be the Joint Transport Commissioner.

#### **Treasuries and Accounts Department**

1. All the Unit Offices in the Treasuries and Accounts including Pay and Accounts Offices in Chennai District—  
 Typist, Steno-typist, Grade III, Junior Assistant and Accountant. Personal Assistant (Administration) to the Director of Treasuries and Accounts.
2. Treasury including Sub-Treasury in each district—  
 All members of the Service. Treasury Officer concerned:  
 Provided that transfers within the districts shall be made by Treasury Officer concerned, transfers outside the district and transfers from mufassil to the City of Chennai offices and vice-versa shall be made by the Director of Treasuries and Accounts.

### Technical Education Department

Superintendents, Assistants, Junior Assistants, Typists and Steno-typists, Grade III in the Office of the Director of Technical Education. Additional Director of Technical Education.

Superintendents / Managers / Assistants / Typists and Steno-typists, Grade III and all other non-gazetted staff in the Subordinate Institutions. Additional Director of Technical Education.

### Town and Country Planning Department

Superintendent Director of Town and Country Planning.  
Assistants, Junior Assistants, Typists and Steno-typists, Grade III. Joint Director of Town and Country Planning.

### Town Panchayat Department

1. Office of the Director of Town Panchayats —  
All members of the service. Director of Town Panchayats.
2. All Offices in the District—  
All members of the service. District Collectors concerned:

Provided that the authority competent to make transfers from one office to another within the Revenue district as an Unit shall be the District Collector concerned and from one district to another district shall be the Director of Town Panchayats.

### Tamizhagam Guest House, Udthagamandalam

Accountant. Additional Secretary to Government, Public Department.  
Junior Assistant and Typist. Deputy Secretary to Government, Public Department.

### Tamil Nadu House, New Delhi

1. Accountant.
  2. Junior Assistant Store-keeper and Telephone Operator
- } Resident Commissioner, Tamil Nadu House, New Delhi

### Tribunal for Disciplinary Proceedings

1. Superintendent.
  2. Assistants.
  3. Steno-typists, Grade III.
- } Commissioner for Disciplinary Proceedings

### Veterinary Education and Research Department

1. Office of the Director of Veterinary Education and Research and Dean, Chennai Veterinary College, Chennai —  
All members of the Service. Director of Veterinary Education and Research and Dean, Chennai Veterinary College, Chennai.
2. Poultry Research Station, Teynampet —
  - (i) All members of the service other than Junior Assistants, Cashier, Typists, Steno-typists, Grade III and Store-keepers. Director of Veterinary Education and Research and Dean, Chennai Veterinary College, Chennai.
  - (ii) Junior Assistants, Cashier, Typists, Steno-typists, Grade III and Store-keepers. Assistant Research Officer, Poultry Research Station, Teynampet, Chennai.

3. Sheep Farm, Kattupakkam —
- (i) All members of the service other than Junior Assistants, Cashier, Typists, Steno-typists, Grade III and Store-keepers. Director of Veterinary Education and Research and Dean, Chennai Veterinary College, Chennai.
  - (ii) Junior Assistants, Cashiers, Typists, Steno-typists, Grade III and Store-keepers. Assistant Research Officer, Sheep Farm, Kattupakkam.
4. Sheep Breeding Research Station, Ootacamund—
- (i) All members of the service other than Junior Assistants, Cashier, Typists, Steno-typists, Grade III and Store-keepers. Director of Veterinary Education and Research and Dean, Chennai Veterinary College, Chennai.
  - (ii) Junior Assistants, Cashier, Typists, Steno-typists, Grade III and Store-keepers. Assistant Research Officer, Sheep Breeding Research Station, Ootacamund.

**All Departments**

- 1. Steno-typist, Grade I.
- 2. Steno-typist, Grade II.



Head of the Departments concerned.

**ANNEXURE III**  
[referred to in rule 30(a)]

**Special Qualifications**

Categories and Posts (1)	Method of recruitment (2)	Qualifications (3)
1. Superintendents in the Office of the Commissioner of Revenue Administration other than those in the Commercial Taxes and Excise Branches.	Recruitment by transfer	(i) Revenue Test, Parts I, II and III. (ii) Revenue Survey Training for a period of not less than four weeks. (iii) Service as Revenue Inspector incharge of a Firka for a period of not less than one year.
1. Private Secretary to the Commissioner of Revenue Administration	By promotion from the post of Personal Assistant in the Office of the Commissioner of Revenue Administration.	(i) Must have passed the Government Technical Examination in Typewriting and Shorthand in English and Tamil both by Higher Grade. (ii) Must have passed the Revenue Test, Parts I, II and III. (iii) Must have rendered service for a total period of not less than ten years as Steno-typist, Grade III and Personal Assistant.
1. Superintendents in the Office of Commissioner of Land Administration.	Recruitment by transfer	(i) Revenue Test, Parts I, II and III. (ii) Revenue Survey Training for a period of not less than four weeks. (iii) Service as Revenue Inspector incharge of a Firka for a period of not less than one year.
1. Private Secretary to the Commissioner of Land Administration	By promotion from the post of Personal Assistant in the Office of the Commissioner of Land Administration.	(i) Must have passed the Government Technical Examination in Typewriting and Shorthand in English and Tamil both by Higher Grade. (ii) Must have passed the Revenue Test, Parts I, II and III. (iii) Must have rendered not less than ten years of total service as Steno-typist, Grade III and Personal Assistant.
1. Superintendents in the Office of the Director of Land Reforms.	Recruitment by transfer	(i) Revenue Test, Parts I, II and III. (ii) Revenue Survey Training for a period of not less than four weeks. (iii) Service as Revenue Inspector incharge of a Firka for a period of not less than one year.

1. Superintendents in the Office of the Commissioner of Civil Supplies and Consumer Protection inclusive of Subordinate Offices under its control.	Recruitment by transfer.	Must have passed the Account Test for Subordinate Officers, Part I and Special Test on Tamil Nadu Government Office Manual.
1. Superintendents in the Office of the Commissioner of Agricultural Income Tax.	Recruitment by transfer or promotion from among the holders of the posts of Assistants in the Office of the Commissioner of Agricultural Income Tax.	(i) Revenue Test, Parts I, II and III. (ii) Revenue Survey Training for a period of not less than four weeks. (iii) Service as Revenue Inspector incharge of a Firka for a period of not less than one year.
1. Superintendents in the Office of the State Port Officer, Chennai and other Port Offices at Out ports.	Recruitment by transfer.	Must have served as Port Conservators or as Assistants in the Office of the State Port Officer, Chennai, for a period of not less than three years, with outport experience as Port Conservator or as Head Clerks (Port Conservators) for a period of not less than two years.
1. Superintendents in the Office of the Director of Handlooms.	Recruitment by transfer or by promotion.	Must have passed the Account Test for Subordinate Officers, Part I.
1. Superintendent in the Tamil Nadu Forensic Science Laboratory.	Recruitment by transfer or by promotion.	(i) Account Test for Subordinate Officers, Part I; (ii) Special Test on Tamil Nadu Government Office Manual; (iii) Service as Assistant including Assistant-cum-Cashier for a period of not less than two years.
1. Store Superintendent of the Agriculture Department.	Recruitment by transfer or by promotion.	(i) Must have three years experience in Engineering Stores, their maintenance and Accounts; and (ii) Must have passed the Account Test for Subordinate Officers, Part I, Agricultural Departmental Test and the Tamil Nadu Government Office Manual Test.
1. Superintendent (Translation) in the Directorate of Tamil Development.	By transfer from the post of Translation Assistants in the Translation Department and from among the Assistants in the Directorate of Tamil Development.	Must have passed the translation test conducted by the Tamil Nadu Public Service Commission.
1. Superintendent in the Directorate of Tamil Development.	By promotion from the post of Assistant in the Directorate of Tamil Development.	Must have passed the Account Test for Subordinate Officers, Part I.

1. Superintendents in the Office of the Director of Urban Land Ceiling and Urban Land Tax and Office of the Assistant Commissioners of Urban Land Tax.	By promotion or by transfer or by recruitment by transfer.	(i) Revenue Tests, Parts I, II and III. (ii) Survey Training for a period of not less than four weeks. (iii) Service as Revenue Inspector in charge of a firka for a period of not less than one year.
1. Superintendent in the Public Libraries Department.	By promotion or by transfer or by recruitment by transfer.	Must have passed the Account Test for Subordinate Officers, Part I, and Special Test on Tamil Nadu Government Office Manual.
1. Superintendent in the Social Welfare Department.	By promotion or by recruitment by transfer.	Must have passed the Tamil Nadu Government Office Manual Test and Account Test for Subordinate Officers, Part I.
1. Superintendent in the Motor Vehicles Maintenance Department.	By promotion from among the post of Assistants in the Motor Vehicles Maintenance Department.	Must have passed the Account Test for Subordinate Officers, Parts I and II and Special Test on Tamil Nadu Government Office Manual: Provided that the holders of the post of Superintendent dealing with cash shall, within a month from the date of appointment, furnish a security for a sum of Rs.500/- (Rupees five hundred only) in any one of the forms prescribed in Article 279 of the Tamil Nadu Financial Code, Volume I.
1. Superintendents in the Tamil Nadu Hindu Religious and Charitable Endowments Department.	By promotion or by recruitment by transfer from Executive Officers, Grade I in the Tamil Nadu Hindu Religious and Charitable Endowments Sub-ordinate Service.	Must have passed Tamil Nadu Government Office Manual Test, Account Test for Subordinate Officers, Part I and Hindu Religious and Charitable Endowments (Administration) Department Test.
1. Superintendent in the Office of the District Adi-Dravidar Welfare Officers.	By recruitment by transfer or by promotion.	Must have passed the Account Test for Subordinate Officers, Part I.
1. Manager, Amrit Nagar Colony, Tuberculosis Sanatorium, Tambaram.	Direct recruitment or recruitment by transfer.	(i) Must not have completed or will not complete the age of 30 years on the 1st day of July of the year in which the selection for appointment is made; (ii) Must hold the degree of B.A. or B.Sc., or B.Com., of any University recognised by the University Grants Commission for the purposes of its grant and must possess practical experience in Accounts and Administration for a period of not less than 5 years; and

		(iii) Must have passed the Account Test for Executive Officers.
	Promotion.	Must have put in satisfactory service of not less than 10 years in the categories of Assistant and/ or Superintendents; and Must have gained practical experience in Hospital administration and work in Government Hospital or Sanatorium of the State.
1. Manager, Department of Legal Studies.	Promotion.	(i) Must have passed the Account Test for Subordinate Officers, Part I. (ii) Must have put in Satisfactory service of not less than 3 years in the category of Head Clerk or 5 years experience as Assistant in the Department of Legal Studies.
1. Office Assistants in the office of the Director of Adi Dravidar and Tribal Welfare.	By transfer.	Must have passed the Account Test for Subordinate Officers, Part I.
6. Senior Steward in the Agriculture Department.	Promotion.	(i) Must have passed the Government Technical Examination in Accountancy by the Higher Grade; (ii) Must have rendered not less than five years service as Assistant in the Agricultural Department; and (iii) Must have passed both the Agriculture Departmental Test and Account Test for Subordinate Officers, Part I.
	Direct recruitment or recruitment by transfer.	Must have passed the Government Technical Examination in Accountancy by the Higher Grade.
7. Inspectors in the Tamil Nadu Hindu Religious and Charitable Endowments Department.	By promotion or by recruitment by transfer from Executive Officers, Grade II in the Tamil Nadu Hindu Religious and Charitable Endowments Subordinate Service.	Must have passed Tamil Nadu Government Office Manual Test, Account Test for Subordinate Officers, Part I and Hindu Religious and Charitable Endowments (Administration) Department Tests.
7. Head Clerk, Department of Legal Studies.	By transfer from the category of Assistant or by promotion from the category of Junior Assistant in the Department of Legal Studies.	Must have passed the Account Test for Subordinate Officers, Part I.
8. Accountant, Department of Legal Studies.	By promotion from category 14 or by transfer from any post in category 12.	Must have passed the Account Test for Subordinate Officers, Part I.



8.Commercial Accountant, Institute of Veterinary Preventive Medicine, Ranipet.	Recruitment by transfer.	<ul style="list-style-type: none"> <li>(i) Must have passed – <ul style="list-style-type: none"> <li>(a) The Government Technical Examination in Accountancy by the Higher Grade or B.Com. degree.</li> <li>(b) the Account Test for Subordinate Officers,Part I.</li> <li>(c) the Departmental Test in the Manual of the Animal Husbandry Department.</li> </ul> </li> <li>(ii) Must possess in the opinion of the appointing authority satisfactory experience in the maintenance of Commercial Accounts.</li> </ul>
8.Commercial Accountant, Office of the Industrial Engineering Workshop, Chennai.	Recruitment by transfer, or by promotion.	<ul style="list-style-type: none"> <li>(i) Must have passed the Government Technical Examination in Accountancy by the Higher Grade;</li> <li>(ii) Must have passed the Account Test for Subordinate Officers, Part I; and</li> <li>(iii) Must have passed Agricultural Departmental Test.</li> </ul>
8.Commercial Accountant, in the Medical Education Department.	Transfer or recruitment by transfer.	<ul style="list-style-type: none"> <li>(i) Must have passed the Government Technical Examination in Accountancy by the Higher Grade;</li> <li>(ii) Must have passed the Account Test for Subordinate Officers, Part I:  Provided that those appointed by recruitment by transfer shall possess in addition experience in the maintenance of Commercial Accounts for a period of not less than one year.</li> </ul>
	Direct recruitment.	<ul style="list-style-type: none"> <li>(i) Must have passed the Government Technical Examination in Accountancy by the Higher Grade;</li> <li>(ii) Must possess experience in the maintenance of Commercial Accounts for a period of not less than one year.</li> </ul>
8. Accounts Assistant in the Industries Department.	Direct recruitment or recruitment by transfer.	<ul style="list-style-type: none"> <li>(i) Must have passed the Intermediate Examination of the Institute of Costs and Works Accountants of India, Calcutta or of the Cost and Works Accountants Institute, London; and</li> <li>(ii) Must possess practical experience in cost or financial accounting for a period of not less than two years in an Industrial concern recognised by the Director of Industries and Commerce or in a State owned undertaking.</li> <li>(iii) In the case of direct recruitment one must not have completed or should not complete the age of 35 years on the first day of July of the year in which the selection for appointment is made.</li> </ul>

	By promotion.	Must have put in a service of not less than two years as Commercial Accountant or Auditor or Superintendent in the Industries Department: Provided that appointment to the post of Accounts Assistant shall be made by promotion from among the holders of the posts of Commercial Accountants / Auditors and Superintendent in the ratio of 1:6.
8.Commercial Accountant,Grade I in all offices in the Dairy Development Department.	Direct recruitment.	(i) Must hold a degree of B.Com.; and (ii) Experience in the maintenance of Commercial accounts in a private concern or in a public undertaking or in the Government commercial departments for a period of not less than three years.
	By promotion.	(i) Must have passed – (a) Government Technical Examination in Accountancy by higher grade. (b) The Account Test for Subordinate Officers, Part I; and (ii) Must possess experience in the maintenance of Commercial Accounts for a period of not less than two years.
	By transfer	(i) Must have passed Government Technical Examination in Accountancy by Higher Grade; and (ii) Must possess experience in Accounts work for a period of not less than two years.
8.Commercial Accountant,Grade I	Direct recruitment	Must hold a degree of B.Com.
	By promotion or transfer.	(i) Must have passed the Government Technical Examination in Accountancy by the Higher Grade. (ii) The Account Test for Subordinate Officers, Part I.
8.Accountant in the Fisheries Department.	By promotion.	(i) Must have passed the Government Technical Examination in Accountancy by Higher Grade; or must hold the B.Com. degree, and (ii) Must have put in five years of service as Assistant.
	By direct recruitment or by transfer.	(i) Must hold the B.Com., degree in First class or B.Com.(Hons.); and (ii) Must hold practical experience in the audit of the accounts of educational or other institutions for a period of not less than two years.

**Explanation.**—Superintendents holding the B.Sc. degree or having passed in Accountancy by the Higher Grade shall be given preference in the matter of appointment to the post of Accountant.

8.Accountant in Tamizhagam Guest House, Udhagamandalam	By promotion from among the holders of the posts of Assistants in the Directorate of Information and Public Relations Department; or By transfer from among the Accountants in other Departments in the Tamil Nadu Ministerial Service carrying the same scale of pay as that of Accountant in Tamizhagam Guest House,Udhagamandalam;or By recruitment by transfer from among the Assistants in the Tamil Nadu Secretariat Service.	<ul style="list-style-type: none"> <li>(i) Must have passed the Account Test for Subordinate Officers, Parts I and II;</li> <li>(ii) Must have passed the Tamil Nadu Government Office Manual Test; and</li> <li>(iii) Must have had experience in the maintenance of Accounts for a period of not less than two years.</li> </ul>
8.Accountant in the Tamil Nadu House, New Delhi.	By recruitment by transfer from among the Assistant Section Officers in the Tamil Nadu Secretariat Service; or By transfer from among the Accountants in other Departments in the Tamil Nadu Ministerial Service.	Account Test for Subordinate Officers, Parts I and II.
10.Audit Assistants,Local Fund Audit Department.	Direct recruitment or recruitment by transfer.  Promotion	Must hold the degree of B.A. or B.Sc. of any University recognised by the University Grants Commission for the purpose of its grant.  Need not possess the above qualification if the candidate is, in the opinion of the Examiner of Local Fund Accounts otherwise suitable for promotion.
10. Audit Assistants, State Trading Schemes Department.	Direct recruitment or recruitment by transfer.  Promotion.	Must hold the degree of B.A., B.Sc., B.Com. or B.Com.(Hons.) of any University recognised by the University Grants Commission.  Need not possess the above qualification if the candidate is in the opinion of the Chief Auditor, State Trading Schemes otherwise suitable for promotion.
11. Librarian and Assistant Librarian, Government Oriental Manuscripts Library and Research Centre.	Direct recruitment or recruitment by transfer.	Must not have completed or will not complete the age of 30 years on the 1st day of July of the year in which the selection is made.  Must hold the degree of M.A. or B.A.(Hons) of any University recognised by the University Grants Commission for the purpose of its grants either in Sanskrit or in Tamil: Provided that if the Librarian holds the degree in Sanskrit, the Assistant Librarian should hold the degree in Tamil and vice-versa.

12. Assistant in the Archaeology Department.	By promotion or by recruitment by transfer.	Must have passed the Tamil Nadu Government Office Manual Test and Account Test for Subordinate Officers, Part I.
12. Assistants, Office of Commissioner of Revenue Administration.	Direct recruitment.	Must hold the degree of B.A. B.Sc., or B.Com.
12. Assistants, Office of the Commissioner of Land Administration.	Direct recruitment.	Must hold the degree of B.A., B.Sc., or B.Com.,
12. Assistant, Office of the Director of Survey and Settlement.	Direct recruitment.	Must hold a degree from any University recognised by the University Grants Commission.
	By transfer or by promotion.	Must have passed the Revenue Tests Parts I, II and III.
12. Assistants, Office of the Commissioner of Commercial Taxes.	Direct recruitment.	Must hold the degree of B.A., B.Sc., or B.Com.,
12. Assistants in the Civil Supplies and Consumer Protection Department	Direct recruitment.	Must hold a degree from any University recognised by the University Grants Commission.
	By promotion or by transfer.	Must have passed the Account Test for Subordinate Officers, Part I and Special Test on Tamil Nadu Government Office Manual.
12. Assistants in the Office of the Commissioner of Agricultural Income Tax	Recruitment by transfer or promotion from among the holders of the posts of Junior Assistants or Typists in the Office of the Commissioner of Agriculture Income Tax.	Revenue Tests Parts I, II and III.
12. Assistant employed as Personal Clerk, Office of the Director of Agriculture.	By transfer or by promotion.	(1) Must have passed the Government Technical Examinations in Typewriting and Shorthand.— (a) in Tamil and English by the Higher Grade; or (b) in Tamil by the Higher Grade and in English by the Lower Grade; or

		(c) in English by the Higher grade and in Tamil by the Lower Grade: Provided that candidates with the qualifications referred to in item (ii) above, shall be appointed only if candidates with the qualifications referred to in item (i) above, are not available:  Provided further that candidates with the qualifications referred to in item (iii) above, shall be appointed only if candidate with the qualifications referred to items (i) and (ii) above are not available.
		(2) Must have passed the Account Test for Subordinate Officers, Part I; (3) Must have passed the Agricultural Department Test, for the members of the Tamil Nadu Ministerial Service in the Agriculture Department; and (4) Must have passed the Tamil Nadu Government Office Manual Test.
12.Assistants, Office of the Director of Land Reforms.	By transfer or by promotion.	Must have passed the Revenue Test, Parts I, II and III.
12.Assistants in the Urban Land Ceiling and Urban Land Tax Department.	By direct recruitment	Must hold any degree from any University recognised by the University Grants Commission.
	By promotion or by transfer.	Must have passed the Revenue Tests Parts I, II and III.
12.Assistants in the Collegiate Education Department.	By promotion or by recruitment by transfer.	Must have passed the Tamil Nadu Government Office Manual Test.
12.Assistants employed as Camp Clerks to the Commissioner in the Office of the Commissioner of Revenue Administration or as Personal Clerk to the Commissioner, Office of the Commissioner of Revenue Administration.	Recruitment by transfer	(i) Must have passed the Revenue Test Parts, I to III.  (ii) Must possess the Technical Qualification in Shorthand and Typewriting prescribed for a Steno-typist, Grade III.

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| 12. Personal Assistant in the Office of the Commissioner of Revenue Administration.  | By promotion from the post of Steno-typist, Grade III in the Office of Commissioner of Revenue Administration | <ul style="list-style-type: none"> <li>(i) Must have passed the Government Technical Examination in Typewriting and Shorthand in English and Tamil both by Higher Grade.</li> <li>(ii) Must have passed the Revenue Test Parts, I, II and III.</li> <li>(iii) Must have rendered service for a total period of not less than five years as Steno-typist, Grade III:</li> </ul> <p style="margin-left: 40px;">Provided that an option shall be obtained from the Steno-typist, Grade III before preparation of the panel for appointment by promotion as Personal Assistant or Assistant or Superintendent regarding the post to which he desires to be appointed. The option once exercised shall be final:</p> <p style="margin-left: 40px;">Provided further that a Steno-typist, Grade III after appointment by promotion as Personal Assistant based on the option exercised by him shall not be eligible for consideration for appointment by promotion as Assistant or Superintendent.</p> |
| 12. Assistants employed as Camp Clerks to the Commissioner of Land Reforms or Personal Clerk to the Commissioner of Land Reforms Department. | By recruitment by transfer.   | <ul style="list-style-type: none"> <li>(i) Must have passed the Revenue Test Parts, I, II and III.</li> <li>(ii) Must possess the Technical Qualification in Shorthand and Typewriting prescribed for a Steno-typist, Grade III.</li> </ul>  |
| 12. Assistants employed as Personal Clerk to the Director of Survey and Settlement.  | By transfer.  | <ul style="list-style-type: none"> <li>(i) Must have passed the Revenue Test Parts, I, II and III.</li> <li>(ii) Must possess the Technical Qualifications in Shorthand and Typewriting prescribed for the post of Steno-typist, Grade III.</li> </ul>   |
| 12. Personal Assistant in the Office of the Commissioner of Land Administration.   | By promotion from the post of Steno-typist, Grade III   | <ul style="list-style-type: none"> <li>(i) Must have passed the Government Technical Examination in Typewriting and Shorthand in English and Tamil both by the Higher Grade.</li> <li>(ii) Must have passed the Revenue Test Parts I, II and III.</li> <li>(iii) Must have rendered not less than 5 years of service as Steno-typist, Grade III.</li> </ul>  |

12. Assistants employed as Camp Clerks to the Commissioner in the Office of the Commissioner of Commercial Taxes or as Record Clerk to the Commissioner Office of the Commissioner of Commercial Taxes.	By recruitment by transfer.	(i) Must have passed the Revenue Test Parts I, II and III. (ii) Must possess the Technical Qualification in Shorthand and Typewriting prescribed for a Steno-typist, Grade III.
12. Assistants, Electrical Engineer's Division.	Recruitment by transfer.	Must have passed the Account Test for Subordinate Officers, Part I.
12. Assistants employed as Camp Clerk to the Director of Fisheries.	By transfer.	(i) Must have passed the Account Test for Subordinate Officers, Part I. (ii) Must have passed the Fisheries Departmental Test I; and (iii) Must possess the Technical qualification in Shorthand and Type-writing prescribed for a Steno-typist, Grade III.
12. Assistant employed as Personal Clerk to the Director of Handlooms.	By transfer or by promotion.	(i) Must have passed the Account Test for Subordinate Officers, Part I. (ii) Must possess the Technical Qualification in Shorthand and Typewriting prescribed for a Steno-typist, Grade III.
12. Assistants in the Tamil Nadu Hindu Religious and Charitable Endowments Department.	By promotion or by recruitment by transfer from Executive Officer, Grade III in the Tamil Nadu Hindu Religious and Charitable Endowments Subordinate Service.	Must have passed Tamil Nadu Government Office Manual Test, Account Test for Subordinate Officers, Part I and Hindu Religious and Charitable Endowments (Administration) Department Test.
12. Assistant, Office of the Director of Adi Dravidar and Tribal Welfare.	By transfer	Must have passed the Account Test for Subordinate Officers, Part I.
12. Assistants, Office of the Director of Backward Classes.	By transfer	Must have passed the Account Test for the Subordinate Officers, Part I and Tamil Nadu Government Office Manual Test.
12. Accountant, Treasuries and Accounts Department.	Direct recruitment	Must hold the degree of B.A., B.Sc., or B.Com. Preference shall be given to a person who holds a degree in Commerce.
	Recruitment by transfer	(i) Must have passed the Account Test for Subordinate Officers, Parts I and II; (ii) Must have passed the Test on Tamil Nadu Government Office Manual.

12. Assistant including Assistant-cum-Cashier, Tamil Nadu Forensic Science Laboratory.	Recruitment by transfer or by promotion.	(i) Must have passed the Account Test for Subordinate Officers, Part I. (ii) Must have passed the Special Test on Tamil Nadu Government Office Manual.
12. Assistant employed as Personal Clerk (Camp Clerk) to the Director of Treasuries and Accounts.	By transfer from Accountant in the Treasuries and Accounts Department.	Must have passed the Government Technical Examinations in Shorthand and Typewriting by the Higher Grade (English): Provided that if no Accountant possessing the qualifications in Typewriting and Shorthand by the Higher Grade in English is available, a candidate possessing the qualifications in Typewriting and Shorthand by the Lower Grade in English may be appointed.
12. Assistant employed as Personal Clerk to the Director of Municipal Administration.	By promotion from among the holders of the post of Steno-typist, Grade III in the Office of the Director of Municipal Administration Chennai, or in any other departments or by recruitment by transfer from among the holders of the post of Steno-typist, Grade III in any other service.	(i) Must have passed the Government Technical Examinations in Typewriting and Shorthand— (a) by the Higher Grade in Tamil and English; or (b) by the Higher Grade in Tamil and Lower Grade in English; or (c) by the Higher Grade in English and Lower Grade in Tamil.  (ii) Must have passed the Account Test for Subordinate Officers, Part I and the Tamil Nadu Government Office Manual Test.
12. Personal Clerk to the Examiner of Local Fund Accounts in the Cadre of Assistants.	By transfer	(i) Must have passed the Account Test for Subordinate Officers, Part I; and (ii) Must have passed the Government Technical Examination in Short-hand and in Typewriting by the Higher Grade: Provided that if person possessing the above qualification is not available, a person who has passed the above examinations by lower grade may be appointed.
12. Assistant employed as Personal Clerk to the Director of Backward Classes.	By transfer	(i) Must have passed the Account Test for Subordinate Officers, Part I and Tamil Nadu Government Office Manual Test. (ii) Must possess the technical qualifications in Shorthand and Typewriting prescribed for Steno-typist, Grade III.



12. Assistants, Department of Legal Studies.	By promotion from the category of Junior Assistants in the Department of Legal Studies or transfer from any other categories in the service or by recruitment by transfer from any other service.	Must have passed the Account Test for Subordinate Officers, Part I.
12. Assistant employed as Camp Clerk / Personal Clerk to the Director of Adi Dravidar and Tribal Welfare.	Recruitment by transfer or promotion.	(i) Must have passed the Account Test for Subordinate Officers Part I; and (ii) Must possess the Technical qualification in Shorthand and Type-writing prescribed for a Steno-typist, Grade III.
12. Assistant, Department of Industries and Commerce.	Direct recruitment.	Must possess a degree of B.A., B.Sc., B.Com., B.A.,(Hons.), B.Com.(Hons.) M.A., M.Sc., or M.Com., of any University recognised by the University Grants Commission for the purpose of its grants; or  Must have completed the training conducted by the Industries Department for a period of six months and must have completed service of six months as Junior Assistant against the post of Assistant.
12. Assistant in the Motor Vehicles Maintenance Department.	By promotion from among the holders of the post of Junior Assistant, and Typist in the Motor Vehicles Maintenance Department.	Must have passed Account Test for Subordinate Officers, Part I and Special Test on Tamil Nadu Government Office Manual.
12. Assistant employed as Personal Clerks to the Industries Commissioner and Director of Industries and Commerce and to the Additional Director of Industries and Commerce.	By transfer or by promotion	(i) Must have passed the Government Technical Examinations in Typewriting and Shorthand— (a) by the Higher Grade in Tamil and English; or (b) by the Higher Grade in Tamil and Lower Grade in English; or (c) by the Higher Grade in English and Lower Grade in Tamil: Provided that the candidates with the qualifications referred to in item (b) above shall be recruited only if candidates with the qualifications referred to in item (a) above are not available: Provided further that the candidates with the qualifications referred to in item (c) above shall be recruited only if candidates with the qualifications referred to in item (a) and (b) above are not available. (ii) Must have passed Account Test for the Subordinate Officers, Part I; and

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|  |  | (iii) | Must have passed the Tamil Nadu Government Office Manual Test.  |
| 12. Assistant employed as Personal Clerk to the Director of Survey and Settlements.          | Transfer from the category of Assistant in the Office of the Director of Survey and Settlements.                               | (i)   | Must have passed the Revenue Tests, Parts I, II and III;  |
|  |  | (ii)  | Must have passed—   |
|  |  | (a)   | the Government Technical Examination in Tamil Typewriting and Shorthand by the Higher Grade; or   |
|  |  | (b)   | the Government Technical Examination in English Typewriting by the Higher Grade and Shorthand by the Higher Grade or Intermediate Grade:  |
|  |  |       | Provided that if candidates with the qualifications referred to in item (ii) above are not available, candidates who have passed the Government Technical Examinations by the Lower Grade may be appointed:                               |
|  |  |       | Provided further that on and from the 1st April 1982 must have passed the Government Technical Examination -  |
|  |  | (a)   | in Tamil and English Typewriting and Shorthand both by the Higher Grade; or   |
|  |  | (b)   | in Tamil Typewriting and Shorthand both by the Higher Grade and in English Typewriting and Shorthand both by the Lower Grade; or  |
|  |  | (c)   | in English Typewriting and Shorthand both by the Higher Grade and in Tamil Typewriting and Shorthand both by the Lower Grade.   |
| 12. Assistant employed as Personal Clerk to the Registrar of Co-operative Societies.         | By transfer or by promotion.   |       | Must have passed the Government Technical Examinations in Shorthand and Typewriting prescribed for a Steno-typist, Grade III.   |
| 12. Assistant employed as Tour Clerk to the Director of Health Services and Family Planning. | By promotion from among Junior Assistants in the office of the Director of Health Services and Family Planning (Medical Wing). |       | Must have passed the Departmental Test in the Tamil Nadu Medical Code, the Account Test for Subordinate Officers, Part I and the Government Technical Examinations in Shorthand and Typewriting prescribed for a Steno-typist, Grade III. |

12. Assistant employed as Personal Clerk / Camp Clerk to the Chief Conservator of Forests.	By transfer or by promotion.	<ul style="list-style-type: none"> <li>(i) Must have passed the Account Test for Subordinate Officers, Part I;</li> <li>(ii) Must have passed the Departmental Test in Tamil Nadu Forest Department Code; and</li> <li>(iii) Must possess the Technical Qualifications in Shorthand and Typewriting by the Higher Grade.</li> </ul>
12. Assistant Statistical Investigator in the Statistical Branches of the Animal Husbandry Department.	Direct recruitment or by recruitment by transfer.	<ul style="list-style-type: none"> <li>(i) Must have passed the Government Technical Examination in Typewriting by the Higher Grade; and</li> <li>(ii) Must possess sufficient experience in operating the calculating machine and computing work.</li> </ul>
12. Assistants in the Public Libraries Department.	By promotion or by transfer or by recruitment by transfer.	Must have passed the Account Test for Subordinate Officers, Part I and Special Test on Tamil Nadu Government Office Manual.
12. Assistants in the Directorate of Rural Development, Panchayat Union Offices, Panchayat Development Branches in the Collectorates, Divisional Development Offices, Rural Extension Training Centre and Tamil Nadu Local Administration Radio and Television Maintenance Organisation, Accountants in the Panchayat Union Office and Rural Welfare Officers, Grade I.	By promotion.	<ul style="list-style-type: none"> <li>(i) Must have passed the Test for Officers of Panchayat Development Department and Panchayat Development Account Test;</li> <li>(ii) Must have served as Rural Welfare Officer, Grade II and Junior Assistant including Cashier for a period of not less than one year each after satisfactory completion of Training prescribed:  <ul style="list-style-type: none"> <li>Provided that the above service qualification shall not be insisted for a period of five year from the date of publication of the amendments in the Gazette:</li> <li>Provided further that the qualification mentioned in item (ii) above shall not be applicable in the case of Junior Assistants and Typists including Steno-typists, Grade III in the Offices of the Director of Rural Development and Tamil Nadu Local Administration Radio and Television Maintenance Organisation in Chennai.</li> </ul> </li> </ul>

12. Assistants in the Directorate of Tamil Development.	(a) By promotion from the holders of the post of Junior Assistant, or Typist in the Directorate of Tamil Development or from the holders of the post of Junior Assistant in any other Department.	Must have passed the Account Test for Subordinate Officers, Part I.
	(b) By transfer from any other Department.	Must have passed the Account Test for Subordinate Officers, Part I.
12.or14. Assistant or Junior Assistant employed as Tour Clerk in the Office of the Chief Inspector of Factories.	Assistant - Recruitment by transfer Junior Assistant - Recruitment by transfer or direct recruitment.	Must have passed the Government Technical Examination in – (a) Shorthand by the Higher Grade; and (b) Typewriting by the Lower Grade at an examination held after the 1st January 1933.
12. Assistant employed as Personal Clerk to the Director of Social Welfare.	By transfer or by promotion	Must have passed - (i) The Government Technical Examination in Type-writing by Higher Grade (both English and Tamil); (ii) the Government Technical Examination in Shorthand by Higher Grade (English) or Intermediate Grade (English); and (iii) the Government Technical Examination in Shorthand by Lower Grade (Tamil). Preference shall be given to a person who have passed the Government Technical Examination in Shorthand by Higher Grade (Tamil).
12. Assistants and Accountants in the Grade of Assistants in the Training Branch of the Employment and Training Department.	Recruitment by transfer.	Must have passed the Special Test on Tamil Nadu Government Office Manual.
12. Assistants / Accountant in the Social Welfare Department.	By promotion or by recruitment by transfer.	Must have passed the Tamil Nadu Government Office Manual Test and Account Test for Subordinate Officers, Part I.
12.A. Gujarathi knowing Assistants in the Commercial Taxes Department.	1. Direct recruitment.	(i) Must hold the degree of B.A., B.Sc., or B.Com. and (ii) Must possess knowledge in Gujarathi Language equivalent to Secondary School Leaving Certificate Standard.

2.By promotion from Junior Assistants in Commercial Taxes Department	<ul style="list-style-type: none"> <li>(i) Must have passed the Language Test for the members of the Commercial Taxes Department in the Gujarathi language;</li> <li>(ii) Must have passed the Departmental Test in Commercial Taxes Acts Parts I, II and III and Accountancy; and</li> <li>(iii) Must have passed the Tamil Nadu Government Office Manual Test.</li> </ul>	
3.By promotion from Typists in the Commercial Taxes Department	<ul style="list-style-type: none"> <li>(i) Must have passed the language test for the members of the Commercial Taxes Department in the Gujarathi language;</li> <li>(ii) Must have passed the Departmental Test in Commercial Taxes Acts, Parts I, II and III and Accountancy, and</li> <li>(iii) Must have passed the Tamil Nadu Government Office Manual Test.</li> </ul>	
4.By transfer from Assistants in the Commercial Taxes Department.	<ul style="list-style-type: none"> <li>(i) Must have passed the language test for the members of the Commercial Taxes Department in the Gujarathi Language.</li> <li>(ii) Must have passed the Departmental Test in Commercial Taxes Part III and Book-keeping.</li> </ul>	
12.Assistant employed as Steno-typist, Grade III to the Commissioner for Milk Production and Dairy Development, Chennai.	By transfer or by promotion.	<p>Must have passed -</p> <ul style="list-style-type: none"> <li>(i) The Government Technical Examination in Typewriting by Higher Grade (English); and</li> <li>(ii) The Government Technical Examination in Shorthand by Higher Grade (English):</li> </ul> <p>Provided that if no Assistant possessing the qualifications in Typewriting and Shorthand by Higher Grade in English is available, a candidate possessing qualifications in Typewriting and Shorthand by Lower Grade, in English may be appointed.</p>
12.District Inspectors of State aided concerns in the Department of Industries and Commerce.	Direct recruitment or by transfer.	Must hold a degree of B.Com., or a degree of B.A. (Corporate Secretaryship) awarded by any University recognised by the University Grants Commission.
	By promotion.	<p>A pass in Account Test for Subordinate Officers, Part I.</p> <p>Preference shall be given to candidates who have passed the Government Technical Examination in Accountancy by Lower Grade or a degree of B.Com., or a degree of B.A.(Corporate Secretary ship) awarded by any University recognised by the University Grants Commission.</p>

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| <p>12 or 14 (Registration Department)<br/>Assistant or Junior Assistant employed as Tour Clerk in the Office of the Inspector General of Registration.</p> | <p>Assistant - Recruitment by transfer.<br/><br/>Junior Assistant - Recruitment by transfer or direct recruitment.</p> | <p>} Must have passed by the Higher Grade the Government Technical Examinations in Shorthand and Typewriting.</p>   |
| <p>12. Assistant employed as Personal Clerk to Director of Rehabilitation.</p>   | <p>By transfer or by promotion.</p>  | <p>(i) Must have passed the Account Test for Subordinate Officers, Parts I and II.<br/><br/>(ii) Must have passed the Special Test in Tamil Nadu Government Office Manual:<br/>Provided that the Persons who have passed the Revenue Test, Part I, shall be exempted from passing the Special Test in Tamil Nadu Government Office Manual; and<br/><br/>(iii) Must have passed the Government Technical Examinations in Type-writing and Shorthand in English or Tamil by the Higher Grade:<br/><br/>Provided that if candidates who have passed the Government Technical Examination in Typewriting and Shorthand in Tamil or Typewriting and Shorthand in English by Higher Grade are not available, those who have passed the Examinations by lower grade may also be appointed.</p> |
| <p>12. Assistant employed as Personal Clerk to the Director of Stationery and Printing.</p>  | <p>By transfer from the category of Assistants in the Stationery and Printing Department.</p>                          | <p>(i) Must have passed Stationery and Printing Department Test-<br/>(a) Part A – Stationery Manual, Volumes I and II.<br/>(b) Part B - Government Press Office Manual.<br/><br/>(ii) Must have passed the Tamil Nadu Government Office Manual Test.<br/><br/>(iii) Must have passed the Account Test for Subordinate Officers, Part I.<br/><br/>(iv) Must have passed the Government Technical Examinations in Type-writing and Shorthand-<br/>(a) by the Higher Grade in Tamil and English; or<br/>(b) by the Higher Grade in Tamil and Lower Grade in English; or<br/>(c) by the Higher Grade in English and Lower Grade in Tamil:</p>   |

Provided that a candidate with the qualifications referred to in item (b) above shall be appointed only if, candidates with the qualification referred to in item (a) above are not available.

Provided further that a candidate with the qualifications referred to in item (c) above shall be appointed only if candidates with the qualifications referred to in item (a) and (b) above are not available.

12 or 14 Assistant or Junior Assistant employed as Personal Clerk in the Agricultural Income-tax Department.	By transfer	Must possess the Technical Qualification in Shorthand and Typewriting prescribed for a Steno-typist, Grade III in addition to the qualification prescribed for the post.
14. Junior Assistants in the Registration Department.	Direct recruitment or recruitment by transfer.	In addition to an adequate knowledge of Tamil, the candidate concerned, if so required by the appointing authority, must possess an adequate knowledge of one of the languages specified below, namely:- Telugu, Malayalam, Kannada, Urdu and Hindi.
14. Junior Assistants in the Office of the Comptroller, Governor's Household.	Direct recruitment or recruitment by transfer.	Must have passed the Government Technical Examination in Typewriting by the Lower Grade.
14. Junior Assistants in the Office of Translators to Government.	Direct recruitment or recruitment by transfer.	The candidate's language in examination for the selection of candidates for recruitment to the service must be the language of the section in which he is to be appointed. In the case of appointment in the Tamil or Telugu Section, the candidate must also have passed the Government Technical Examination in Typewriting by the Lower Grade.
14. Junior Assistant employed as Camp Clerk of the Director of Animal Husbandry.	Direct recruitment or recruitment by transfer.	Must possess the Technical qualification in Shorthand and Typewriting prescribed for a Steno-typist, Grade III.
14. Junior Assistant employed as Camp Clerk under the Officers of the Fisheries Department	Direct recruitment or recruitment by transfer.	Must possess the Technical qualification in Shorthand and Typewriting prescribed for a Steno-typist, Grade III.

14. Junior Assistant Employed as Camp Clerks of the Chief Engineers Public Works Department, except the Chief Engineer for Irrigation.	Direct recruitment or recruitment by transfer.	Must have passed by the Higher Grade the Government Technical Examination in Shorthand and Typewriting.
14. Junior Assistants (redesignated as Junior Assistant-cum-typist) employed as Camp Clerks of the Sub-Divisional Officers of the Police Department.	Direct recruitment or recruitment by transfer.	Must have passed the Government Technical Examination in Typewriting by the Lower Grade.
14. Junior Assistant-cum-Typist attached to the Assistant Director incharge of Stores, Tamil Nadu Forensic Science Laboratory.	Direct recruitment or recruitment by transfer.	Must have passed the Government Technical Examination in English Typewriting by the Higher Grade and in Tamil Typewriting by the Lower Grade.
14. Junior Assistant-cum-Typist in the Directorate of Vigilance and Anti-Corruption.	Direct recruitment or recruitment by transfer	Must have passed the Government Technical Examination in Typewriting by lower Grade.
14. Revenue Inspector- (1) in the Nilgiris, Kodaikanal Taluk of the Madurai district and the Shevaroy of the Salem District.	By transfer.	<ul style="list-style-type: none"> <li>(i) Revenue Test, Parts I, II and III</li> <li>(ii) Revenue Survey Training for a period of not less than four weeks.</li> <li>(iii) Course in the use of circumferentor and intraverse computation for a period of not less than six weeks.</li> <li>(iv) Must have served as a Junior Assistant in a Taluk Office for a minimum period of one year:            Provided that in the case of Settlement Inspectors and Junior Assistants in the Settlement Department and of Junior Assistant / Assistant deputed for Revenue Inspectors Training from the Secretariat or from Offices of the Board of Revenue or from the Office of the Director of Settlement, Chennai, such Service in a Taluk Office shall not be required.</li> </ul>
		<p><b>Note.</b>—Service rendered as Junior Assistants and / or Special Revenue Inspector in the Agricultural Income-tax Department or service rendered by Junior Assistant in the following offices/ departments shall be</p>



deemed as service in a Taluk Office for the purpose mentioned in item (iv) above:-

- (a) The Chennai Collectorate.
- (b) The Offices of the Deputy Tahsildars and of Estate Managers (managed by Deputy Tahsildars and Tahsildars).
- (c) The Block Development Offices.
- (d) Inam settlement office, Pudukottai.
- (e) The Offices of the Special Deputy Tahsildars and Special Tahsildars (Zamin Abolition).
- (f) Special Tahsildars' Offices (Loans, Land Acquisition and Assignment).
- (g) Offices of the authorised Offices (Land Ceiling)

(2) Else-where

Transfer.

- (i) Revenue Test, Parts I, II and III.
- (ii) Revenue Survey Training for a period of not less than four weeks.
- (iii) Must have served as Junior Assistant in a Taluk Office for a minimum period of one year:

Provided that in the case of Settlement Inspectors, and Junior Assistants in the Settlement Department and or Assistants / Junior Assistants deputed for Revenue Inspector's training from the Secretariat or from Offices of the Board of Revenue or from the Office of the Director of Settlement, Chennai such service in a Taluk Office shall not be required.

**Note.**—Service rendered as Junior Assistant and / or Special Revenue Inspector in the Agricultural Income-Tax Department or service rendered by Junior Assistants in the following Offices / Departments shall be deemed as service in a Taluk Office for the purpose mentioned in item (iii) above:-

- (a) The Chennai Collectorate.
- (b) The Offices of the Deputy Tahsildars and of the Estate Managers (Managed by Deputy Tahsildars and Tahsildars).
- (c) The Block Development Officers.
- (d) Inam settlement office, Pudukottai.

- (e) The Offices of the Special Deputy Tahsildars and Special Tahsildars (Zamin Abolition).
- (f) Special Tahsildars' offices (Loans, Land Acquisition and Assignment).
- (g) Offices of the Authorised Officers (Land Ceiling):

Provided that in the case of Junior Assistants of the Survey and Land Records Department, allotted to the Revenue Department with reference to G.O.Ms.No.3420, Revenue, dated the 4<sup>th</sup> November 1955 and sent for Revenue Inspectors' Training, such service in a Taluk Office shall not be required if they have put in a three years service as such Junior Assistants:

Provided further that the above said qualifications shall not be insisted on for appointment as Revenue Inspector as a temporary measure and for a period not exceeding six months on each occasion but a person so appointed shall be replaced as soon as possible by another who possesses the prescribed qualifications:

Provided also that a pass in the Revenue Test, Parts I, II, shall not be insisted on upto the 9th April, 1956 for appointment as Revenue Inspector in the Nilgiris District of a Junior Assistant otherwise suitable for such appointment if there are no Junior Assistants in the districts concerned who possess the qualification and are suitable for appointment. Service rendered as such after the 15th September 1955 shall not be taken into account for computing the total period of service as Revenue Inspector prescribed for purposes of promotion.

14. Comptists in the Treasuries and Accounts Department.	Direct recruitment or recruitment by transfer.	Must possess knowledge of operating the comptometer.
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<p>14. Junior Assistants employed as Stenographers in the Offices of the Director of Health Services and Family Planning and Director of Medical Education, Chennai.</p>	<p>Direct recruitment or recruitment by transfer.</p>	<p>Must possess the technical qualification in Shorthand and Typewriting prescribed for a Steno-typist, Grade III.</p>
<p>14. Junior Assistants employed as Personal Clerk in the Office of the Commissioner of Agricultural Income Tax.</p>	<p>Direct recruitment or recruitment by transfer.</p>	<p>Must possess the Technical qualification in Shorthand and Typewriting prescribed for a Steno-typist, Grade III.</p>
<p>14. Junior Assistants in the Tamil Nadu Hindu Religious and Charitable Endowments Department.</p>	<p>By recruitment by transfer from Executive Officers, Grade IV in the Tamil Nadu Hindu Religious and Charitable Endowments Subordinate Service.</p>	<p>Tamil Nadu Government Office Manual Test, Account Test for Subordinate Officers, Part I and Hindu Religious and Charitable Endowments (Administration) Department Test.</p>
<p>14. Junior Assistants Medical Department in the following branches:-</p>	<p>Direct recruitment or recruitment by transfer.</p>	<p>Must have passed the Government Technical Examination in Typewriting by the Higher Grade at an Examination held after the 1st January 1933:</p>
<p>1. Accounts and General Section, Government General Hospital, Chennai.</p>		<p>Provided that if candidates qualified in Typewriting by the Higher Grade are not available, candidates with Typewriting qualification by the Lower Grade passed at an examination held after the 1<sup>st</sup> January 1933 may be appointed.</p>
<p>2. Dental Department, Government General Hospital, Chennai.</p>		
<p>3. Institute of Obstetrics and Gynaecology, Government Hospital for Women and Children, Chennai.</p>		
<p>4. College Library, Chennai Medical College, Chennai; and</p>		
<p>5. Government Ranees Hospital, Pudukottai.</p>		
<p>6. Bernard Institute of Radiology, Government General Hospital, Chennai.</p>	<p>Direct recruitment or recruitment by transfer.</p>	<p>Must have passed the Government Technical Examination in Typewriting and Shorthand by the Higher Grade:</p>
		<p>Provided that where candidates with the Higher Grade qualification in Typewriting and Shorthand are not available, candidates with the Lower Grade qualification in Typewriting and Shorthand may be appointed.</p>

7. Government Stanley Hospital, Chennai.	Direct Recruitment or recruitment by transfer.	<p>Must have passed the Government Technical Examination in Typewriting and Shorthand by the Higher Grade:</p> <p>Provided that where candidates with the Higher Grade qualification in Typewriting and Shorthand are not available, candidates with the Lower Grade qualification in Typewriting and Shorthand may be appointed.</p>
14. Junior Assistant in the Motor Vehicles Maintenance Department.	Direct recruitment or recruitment by transfer or transfer.	--
15. Librarian, King Institute, Guindy.	Direct recruitment or recruitment by transfer.	<p>(i) Must possess a certificate in Librarianship or the Diploma in Librarianship; and</p> <p>(ii) Must have passed the Account Test for Subordinate Officers, Part I.</p> <p>Preference shall be given to a person who in addition to the qualifications specified above possess an adequate knowledge of French and German.</p>
15. Junior Steward.	Direct recruitment.	<p>(i) Must have passed either the Government Technical Examination in Accountancy by Lower Grade conducted by the Commissioner for Government Technical Examinations or the Examination in Book-keeping conducted by the Tamil Nadu State Co-operative Union and must also be conversant with banking Accounts; and</p> <p>(ii) Must have not less than two years experience in maintaining Accounts:</p> <p>Provided that preference shall be given to the candidates who have undergone training in a Co-operative Institute recognised by the Government and passed the examination in Book-keeping and Banking conducted by the Tamil Nadu State Co-operative Union.</p>
	Promotion.	<p>(i) Must have rendered not less than five years of service as Junior Assistant in the Agriculture Department;</p> <p>(ii) Must have passed both the departmental test and Account Test for Subordinate Officers, Part I; and</p> <p>(iii) Must have not less than two years experience in maintaining Accounts:</p> <p>Provided that preference shall be given to the candidates who possess the knowledge of Accountancy and Commercial Accounts.</p>

15.Telephone Operator.	Direct recruitment or by transfer or by recruitment by transfer.	Must possess a Certificate issued by the Telephone Department or from the Principal of a Telephone Institute recognised by the Government for having undergone necessary course of Training in the operation of a Telephone Board.
16.Store-keeper of Medicines in the Government General Hospital, Chennai.	Direct recruitment or recruitment by transfer.	Must possess Chemists' and Druggists' diploma.
16.Store-keeper, Grade II on Rs.705-20-745-25-845-35-1230 in the Department of Industries and Commerce.	Direct recruitment.	Must have passed the Pre-University or Higher Secondary Examination.
16.Store-keeper on Rs.705-20-745-25-845-35-1230 in the Training Branch of the Employment and Training Department.	Direct recruitment	Must have passed the Intermediate or Pre-University Examination of any University or the Higher Secondary Examination (XII Standard).
	Recruitment by transfer.	Must have passed the Special Test on Tamil Nadu Government Office Manual.
16.Store-keeper, King Institute, Guindy.	Direct recruitment or recruitment by transfer.	Must possess Chemists' and Druggists' diploma or the diploma in Pharmacy. Preference shall be given to candidates who in addition possess a knowledge of accounts, a good working knowledge of scientific apparatus and experience in Government Medical Store or chemical manufacturing concern as Store-keeper for a period of not less than three years.
16.Store-keepers, I Grade in the Agriculture Department.	Direct recruitment or by promotion.	Practical experience in keeping Engineering Stores for a period of not less than six months or knowledge of the Engineering activities of the Agriculture Department for a period of not less than one year. <b>Explanation.</b> —The practical experience prescribed for the post shall be obtained after the possession of the educational qualification prescribed for the post.
16.Store-keepers, II Grade in the Agriculture Department.	Direct recruitment or recruitment by transfer.	Must have passed the III Form in a recognised School.
16.Store-keepers, IV Grade in the Health Services and Family Welfare (Medical Wing) Department.	Direct recruitment or recruitment by transfer.	Must have passed the III Form in a recognised School: Provided that in making selections preference shall be given to a candidate who possesses the minimum general educational qualification prescribed in the Schedule I to the General rules.

17. Typists including Machinists in the Treasuries and Accounts Department.	Direct recruitment or recruitment by transfer.	<p>Must have passed the Government Technical Examination in Typewriting--</p> <p>(a) by the Higher Grade in Tamil and English; or</p> <p>(b) by the Higher Grade in Tamil and Lower Grade in English; or</p> <p>(c) by the Higher Grade in English and Lower Grade in Tamil:</p> <p>Provided that candidates with the qualifications referred to in item (b) above, shall be recruited only if candidates with the qualifications referred to in item (a) above, are not available:</p> <p>Provided further that candidates with the qualifications referred to in item (c) above, shall be recruited only if candidates with the qualifications referred to in items (a) and (b) above, are not available.</p>
17. Steno-typists, Grade III.	Direct recruitment or recruitment by transfer	<p>Must have passed the Government Technical Examinations in Typewriting and Shorthand.</p> <p>(a) by the Higher Grade in Tamil and English; or</p> <p>(b) by the Higher Grade in Tamil and Lower Grade in English; or</p> <p>(c) by the Higher Grade in English and Lower Grade in Tamil:</p> <p>Provided that candidates with the qualifications referred to in item (b) above, shall be recruited only if candidates with the qualifications referred to in item (a) above, are not available:</p> <p>Provided further that candidates with the qualifications referred to in item (c) above, shall be recruited only if candidates with the qualifications referred to in item (a) and (b) above, are not available.</p>
17. Telex Operator in the Office of the Special Commissioner and Commissioner of Revenue Administration and in the Collectorates.	Direct recruitment or by transfer; or By recruitment by transfer.	<p>Must have passed the Government Technical Examination in Typewriting by the Higher Grade in English and Tamil; and</p> <p>Must possess a certificate for having undergone training in operating a Telex Machine for a minimum period of not less than 25 days in any one of the Institutions recognised by the Government.</p>

18. Linen-keeper, III Grade, Kasturiba Gandhi Hospital for Women and Children, Chennai.	Direct recruitment or recruitment by transfer.	Must have passed the III Form in a recognised School: Provided that in making selection preference shall be given to a candidate who possesses the minimum general educational qualification prescribed in the Schedule I to the General rules.
18. Laundry Supervisors, III Grade.	Direct recruitment or recruitment by transfer.	Must have passed the III Form in a recognised School: Provided that in making selection preference shall be given to a candidate who possesses the minimum general educational qualification prescribed in the Schedule I to the General rules.
22. Shroffs in Government Press, Chennai.	Direct recruitment or recruitment by transfer.	Must have passed III Form in a recognised 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, Chennai under the Tamil Nadu Educational Rules.
24. Shroffs, Grade II in the Office of the Deputy Transport Commissioner Chennai and Regional Transport Authority, Chennai.	Direct recruitment or recruitment by transfer.	Must have completed Secondary School Leaving Certificate.
24. Shroffs, Grade I in the Office of Deputy Transport Commissioner Chennai and Regional Transport Commissioner Chennai.	Direct recruitment or recruitment by transfer.	Must have completed Secondary School Leaving Certificate

**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)
<b>Agriculture Department</b>	
1.(a) Manager, Office of the Director of Agriculture. (b) Superintendents.	} Account Test for Subordinate Officers, Part I and Agricultural Departmental Test.
2. Assistants	
3. Commercial Accountant, Office of the Industrial Engineering Workshop, Chennai.	(i) Government Technical Examination in Accountancy by the Higher Grade. (ii) Account Test for Subordinate Officers, Part I. (iii) Agricultural Departmental Test.
4. Store Superintendent of the Agriculture Department.	Account Test for Subordinate Officers, Part I, Agricultural Departmental Test and Tamil Nadu Government Office Manual Test.
5. Assistant employed as Personal Clerk, Office the Director of Agriculture.	(i) Account Test for Subordinate Officers, Part I; (ii) Agricultural Department Test for the members of the Tamil Nadu Ministerial Service in the Agriculture Department; (iii) Special Test on Tamil Nadu Government Office Manual.
<b>Archaeology Department</b>	
Assistant	(i) Tamil Nadu Government Office Manual Test. (ii) Account Test for Subordinate Officers, Part I.
<b>Animal Husbandry Department</b>	
Managers, Superintendents, Assistants, Head Clerks and Accountants.	Account Test for Subordinate Officers, Part I and the Departmental Test in the Manual of the Animal Husbandry Department.
<b>Backward Classes Department</b>	
1. Superintendents	Account Test for Subordinate Officers, Part I.
2. Assistants	(i) Account Test for Subordinate Officers, Part I. (ii) The Tamil Nadu Government Office Manual Test.
<b>Cinchona Department</b>	
1. Superintendents	(i) Account Test for Subordinate Officers, Part I. (ii) Accountancy (Higher Grade).
2. Accountants	(i) Account Test for Subordinate Officers, Part I. (ii) Accountancy (Lower Grade)
3. Assistants	Account Test for Subordinate Officers, Part I.



### Commercial Taxes Department

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| 1. Superintendents in the Office of the Commissioner of Commercial Taxes and in the Office of the Tamil Nadu Sales Tax Appellate Tribunal including Additional Benches.   | Account Test for Subordinate Officers, Part I, Departmental Test in Commercial Taxes Acts, Parts I, II and III and Special Test on Tamil Nadu Government Office Manual.  |
| 2. Head Clerks in the Office of the Commissioner of Commercial Taxes and other Subordinate Offices.   | Account Test for Subordinate Officers, Part I, Departmental Test in Commercial Taxes Acts, Parts I, II and III and Special Test on Tamil Nadu Government Office Manual.  |
| 3. Assistants in the Department including the Office of the Commissioner of Commercial Taxes.   | Departmental Test in Commercial Taxes Acts, Parts I and II and Special Test on Tamil Nadu Government Office Manual.  |
| 4. Assistants in the Office of the Tamil Nadu Sales Taxes Appellate Tribunal including Additional Benches and Tamil Nadu Agricultural Income Tax Appellate Tribunal.      | Departmental Test in Commercial Taxes Acts, Parts I and II; and Special Test on Tamil Nadu Government Office Manual:<br>Provided that a person who has passed the Departmental Test in Commercial Taxes, Part II at the examination held in November 1968 or earlier or who has passed the Revenue Test, Part I at the examination held in November 1969 or earlier shall not be required to pass the Special Test on Tamil Nadu Government Office Manual. |
| 5. Junior Accountant in the Office of the Tamil Nadu Sales Tax Appellate Tribunal including Additional benches and Tamil Nadu Agricultural Income Tax Appellate Tribunal. | (i) Departmental Test in Commercial Taxes Acts, Parts I, II & III;<br>(ii) Tamil Nadu Government Office Manual;<br>(iii) Account Test for Subordinate Part I; and<br>(iv) Commercial Book Keeping (Lower) or any equivalent Examinations.  |

### Director of Government Examination

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|---------------------|---|---|
| 1. Superintendents. | } | Account Test for Subordinate Officers, Part I |
| 2. Accountant.      |   |   |
| 3. Assistants.      |   |   |

### Office of the Commissioner of Civil Supplies and Consumer Protection inclusive of Subordinate Offices under its Control

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| Assistants. | (1) Account Test for Subordinate Officers, Part I; and<br>(2) Special Test on Tamil Nadu Government Office Manual. |
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### Collegiate Education Department

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| 1. Superintendents.  | (i) Deputy Inspector's Test.<br>(ii) Account Test for Subordinate Officers, Part I.                      |
| 2. Assistants.   | (i) Account Test for Subordinate Officers, Part I; and<br>(ii) Tamil Nadu Government Office Manual Test. |
| 3. Librarian and Assistant Librarian, Government Oriental Manuscripts Library and Research Centre. | Account Test for Subordinate Officers, Part I.   |

### Dairy Development Department

Superintendents, Commercial Accountant, The Account Test for Subordinate Officers, Grade I, Assistants (including Accountants, Part I. Cashier, Store-keeper on the same Grade), Commercial Accountant, Grade II.

### Department of Correctional Administration

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| 1. Superintendent, Office of the Director of Correctional Administration. | (i) Jail Test, Part I.<br>(ii) Account Test for Subordinate Officers, Part I.   |
| 2. Office Managers, Government Approved Schools.                          | (i) Jail Test, Part I.<br>(ii) Account Test for Subordinate Officers, Part I.   |
| 3. Assistants   | (i) Jail Test, Part I.<br>(ii) Account Test for Subordinate Officers, Part I.<br>(iii) Test on Tamil Nadu Government Office Manual. |

### Department of Legal Studies

Manager, Head Clerk, Assistant and Accountant. Account Test for Subordinate Officers, Part I.

### Directorate of Vigilance and Anti-Corruption

Assistants (i) Departmental Test for Junior Assistants in the Police Department;  
(ii) Account Test for Subordinate Officers, Part I; and  
(iii) Tamil Nadu Government Office Manual Test.

### Office of the Chief Electrical Inspector to Government

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|--------------------|---|
| 1. Superintendents | Account Test for Subordinate Officers, Part I.  |
| 2. Assistants      | (i) Account Test for Subordinate Officers, Part I; and<br>(ii) Special Test on Tamil Nadu Government Office Manual. |

### Employment and Training Department

Employment Branch—

Assistants (i) Account Test for Subordinate Officers, Part I.  
(ii) National Employment Service Manual for Ministerial Staff or National Employment Service Manual Test for Officers.  
(iii) Tamil Nadu Government Office Manual.

Training Branch—

1. Superintendent 2. Office Manager	}	Account Test for Subordinate Officers, Part I.
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## 3. Auditor

- (i) Account Test for Subordinate Officers, Part I.
- (ii) A pass in the Government Technical Examination in Accountancy by Higher Grade:

Provided that the candidates who are holders of the B.Com., degree of the Madras University shall not be required to pass the Government Technical Examination in Accountancy by the Higher Grade.

## 1. Assistants, Accountants Store-keepers in the scale of Rs.705-20-745-25-845-35-1230.

- (i) Account Test for Subordinate Officers, Part I.
- (ii) Tamil Nadu Government Office Manual Test.

**Fire Service Department**

## Accountants and Assistants

Departmental Test in the Tamil Nadu Fire Service Manual and the Account Test for Subordinate Officers, Part I.

**Fisheries Department**

## Superintendents, Accountants and Assistants.

- (i) Account Test for Subordinate Officers, Part I.
- (ii) Fisheries Department Test I.

**Tamil Nadu Forensic Science Laboratory**

## Superintendent

- (i) Account Test for Subordinate Officers, Part I;
- (ii) Special Test on Tamil Nadu Government Office Manual.

## Assistant including Assistant-cum-Cashier

- (i) Account Test for Subordinate Officers, Part I.
- (ii) Special Test on Tamil Nadu Government Office Manual.

**Forest Department**

## 1. Managers, Superintendents in the Office of the Chief Conservator of Forests.

## 2. Managers and Senior Accountants of Conservator's Office.

## 3. Head Clerks in Divisional Forest Offices and Forest Utilization Office and the Tamil Nadu Forest Head Clerk in State Sylviculturists office

- (i) Account Test for Subordinate Officers, Part I; and
- (ii) Departmental Test prescribed in section 28 of the Tamil Nadu Forest Department Code.

## 4. Assistants and Accountants in the grade of Assistants.

- (i) Account Test for Subordinate Officers Part I; and
- (ii) Departmental Test prescribed in section 28 of the Tamil Nadu Forest Department Code; and
- (iii) Special Test on Tamil Nadu Government Office Manual.

**Government Museums and Connemara Public Library**

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|---|---|--|
| <p>1. Office Assistant to the Director of Museums and Associate Librarian, Connemara Public Library.</p> <p>2. Head Clerk, Office of the Government Museum, Chennai</p> | } | <p>B.A. or B.Sc., degree of any University recognised by the University Grants Commission for the purpose of its grants.</p> |
| <p>1. Store-keeper, Government Museum Chennai</p> <p>2. Manager, Connemara Public Library</p>   | } | <p>Account Test for Subordinate Officers, Part I.</p>  |

**Handlooms Department**

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|-------------------|---|
| <p>Assistants</p> | <p>(i) Account Test for Subordinate Officers, Part I; and</p> <p>(ii) Tamil Nadu Government Office Manual Test.</p> |
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**Adi Dravidar and Tribal Welfare Department**

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| <p>1. Superintendents and Assistants in the Office of the Director of Adi Dravidar and Tribal Welfare and Superintendents in the Office of the District Adi-Dravidar Welfare Officers.</p> | <p>Account Test for Subordinate Officers, Part I.</p>        |
| <p>2.(i) Assistants in the Office of the Manager Aziznagar Settlement.</p>   | <p>Account Test for Subordinate Officers, Part I.</p>        |
| <p>(ii) Accountant in the Office of the Manager Aziznagar Settlement.</p>  | <p>Account Test for Subordinate Officers, Part I and II.</p> |

**Medical Services and Family Welfare Department**

Medical Wing—

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| <p>1. Superintendents, Office of the Director of Health Services and Family Planning (Medical Wing), Head Stewards, Managers, Office Superintendents, Accountants and Assistants, Lay Secretaries in the City and Mofussil Medical Institutions in the scale of Rs.905-45-1445-50-1545.</p>  | <p>(i) Account Test for Subordinate Officers Part I; and</p> <p>(ii) Departmental Test in Tamil Nadu Medical Code.</p> |
| <p>2. Assistants other than the Examiner in the Office of the Director of Health Services and Family Planning (Medical Wing) (including Cash-keeper and tour clerk to the Director of Health Services and Family Planning), Medical Store-Keepers (Non-Technical), Cashiers, Accountants, Head Stewards, Head Clerks, Linen Keepers, Provision Store-keepers, Hospital Stoppage Clerks, etc. in the City and Mofussil Medical Institutions in the scale of pay of Rs.705-20-745-25-845-35-1230).</p> | <p>Special Test on Tamil Nadu Government Office Manual.</p>  |

### Medical Education Department

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|---|--|
| 1. Superintendents, Managers, Assistant Lay Secretaries, Head Stewards, Office Superintendents and Accountants.   | (i) Account Test for Subordinate Officers, Part I;<br>(ii) Departmental Test in Tamil Nadu Medical Code; and<br>(iii) Special Test on Tamil Nadu Government Office Manual. |
| 1 A. Commercial Accountant  | (i) Government Technical Examination in Accountancy by the Higher Grade;<br>(ii) Account Test for Subordinate Officers, Part I.  |
| 2. Assistants, Head Clerks, Store-keepers (Non-Technical) Linen keepers, Head Stewards, Provision Store-keepers, Cashiers, Hospital Stoppage Clerks, Tour Clerks to the Director, Cash Keeper other than the Examiners. | (i) Account Test for Subordinate Officers, Part I;<br>(ii) Departmental Test in Tamil Nadu Medical Code; and<br>(iii) Special Test on Tamil Nadu Government Office Manual. |
| 3. Junior Assistants, Store-keepers, Typists and Steno-typists, Grade III.  | (i) Account Test for Subordinate Officers, Part I;<br>(ii) Departmental Test in Tamil Nadu Medical Code; and<br>(iii) Special Test on Tamil Nadu Government Office Manual. |

### Motor Vehicles Maintenance Department

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|-------------------|---|
| 1. Superintendent | (i) Account Test for Subordinate Officers, Part I and II; and<br>(ii) Tamil Nadu Government Office Manual Test. |
| 2. Assistant      | (i) Account Test for Subordinate Officers, Part I; and<br>(ii) Tamil Nadu Government Office Manual Test.        |

### Hindu Religious and Charitable Endowments (Administration) Department

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| Managers | (i) Tamil Nadu Government Office Manual Test<br>(ii) Account Test for Subordinate Officers, Part I; and<br>(iii) The Hindu Religious and Charitable Endowments (Administration) Department Test. |
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### The Governor's Household

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| 1. Office of the Comptroller , Governor's Household— |  |
| (a) Superintendent                                   | (i) Government Technical Examination in English Typewriting (Higher Grade); and<br>(ii) Account Test for Subordinate Officers, Part I. |
| (b) Cashier  | Account Test for Subordinate Officers Part I.  |
| (c) Assistant  | Government Technical Examination in English Typewriting (Higher Grade); and in English Shorthand by the Lower Grade.                   |

### Highways and Rural Works Department

- Assistants
- (i) Account Test for Highways and Rural Works Department Officers and Subordinate.  
**Note.**— A member of the service who has passed the Account Test for Public Works Department Officers and Subordinates prior to May 1962 shall also be eligible for promotion as Assistant.
  - (ii) Special Test on Tamil Nadu Government Office Manual.

### College of Indigenous Medicine and Hospital

- Steward and Accountant
- Account Test for Subordinate Officers, Part I.

### Industries Department

1. Managers in the Offices of Industries Commissioner; and
- (i) Director of Industries and Commerce.
  - (ii) Chemical Testing and Analytical Laboratory, Chennai.
  - (iii) Subordinate Offices; and
  - (iv) Assistant Director of Industries and Commerce, Dharmapuri.
2. Accounts Assistants in the Industries Department.
3. Superintendent
4. Auditors in the Office of the Industries Commissioner and Director of Industries and Commerce, Chennai, and Commercial Accountants in the Department of Industries and Commerce.
- Account Test for Subordinate Officers, Part I.
  - (i) Account Test for Subordinate Officers, Part I.
  - (ii) A pass in the Government Technical Examination in Accountancy by Higher Grade; or  
 A pass in the Intermediate Examination of the Institute of Costs and Works Accountants of India, Calcutta; or  
 A pass in the Intermediate Examination of the Costs and Works Accountants Institute, London; or  
 A degree of B.Com., or  
 A degree of B.A. (Corporate Secretaryship) awarded by any University recognised by the University Grants Commission.
  - Account Test for Subordinate Officers, Part I.
  - Account Test for Subordinate Officers, Part I.
  - A pass in the Government Technical Examination in Accountancy by Higher Grade; or

A pass in the Intermediate Examination of the Institute of Costs and Works Accountants of India, Calcutta; or

A pass in the Intermediate Examination of the Cost and Works Accountants Institute, London; or

A degree of B.Com., or

A degree of B.A. (Corporate Secretaryship) awarded by any University recognised by the University Grants Commission.

5. Head Clerks, Assistants Accountant and Store-keepers in the scale of pay of Rs.705-20-745-25-845-35-1230.

(i) Account Test for Subordinate Officers, Part I.

(ii) Special Test on Tamil Nadu Government Office Manual.

**Note.**—The persons who are holding the posts of Assistants, Accountants, Store-keepers and District Inspectors (State Aid) etc. prior to 6th May, 1974 need not pass the Special Test on Tamil Nadu Government Office Manual.

6. Assistant employed as Personal Clerk to the Industries Commissioner and Director of Industries and Commerce and the Additional Director of Industries and Commerce.

(i) Account Test for Subordinate Officers, Part I.

(ii) Special Test on Tamil Nadu Government Office Manual.

#### Office of the Director of Municipal Administration

1. Superintendents.  
2. Assistants.

}

Account Test for Subordinate Officers, Part I.

#### Jail Department (including Borstal School)

Assistants

(i) Jail Test, Part I;

(ii) Account Test for Subordinate Officers, Part I:

Provided that, other things being equal, preference shall be given to a person who, in addition to the qualifications specified above, has passed the Departmental Test for Officers of the Probation Department for promotion in the Office of the Chief Probation Superintendents.

#### Labour Department

1. Manager or Superintendent

(i) Labour and Factories Departmental Tests, Parts A and B.

2. Assistants or Accountants

(ii) Account Test for Subordinate Officers, Part I.

(iii) Special Test on Tamil Nadu Government Office Manual:

Provided that the holders of the posts of Junior Assistants / Assistants / Accountants in Labour Department even if they have not passed

the Labour and Factories Departmental Tests, Parts A and B; Account Test for Subordinate Officers, Part I and Special Test on Tamil Nadu Government Office Manual shall be eligible for promotion as Assistants / Accountants / Superintendents and Managers for a period of two years from the 17th November 1984. They should, however, pass these tests within two years from the 17th November 1984, failing which they shall be reverted back to the original lower posts.

**Note.**—The question of grant of exemption from passing the above tests shall be considered in special circumstances:

Provided the individuals who got such exemption and were promoted to the next higher post shall pass the tests within a period of two years from the date of their promotion to the posts, failing which they shall be reverted back to their lower posts and relaxation of rules of passing the test shall not be considered again in their favour.

#### Local Fund Audit Department

Audit Assistants

- (i) Local Fund Audit Department Test;
- (ii) Account Test for Subordinate Officers, Part I; and
- (iii) Tamil Nadu Government Office Manual Test.

**Explanation.**—Candidates who are holders of the degree of B.Com. or B.Com.(Hons.) of any University recognised by the University Grants Commission for the purpose of its grant and candidates who have passed the Government Technical Certificate Course Examination in Accountancy by the Higher Grade shall not be required to pass the Commercial Book-keeping included in the Local Fund Audit Department Test.

#### Tamil Nadu Archives

- 1. Grade A Superintendent. }
- 2. Assistant. }

Account Test for Subordinate Officers, Part I.

#### National Cadet Corps

Head Clerks and Assistants

- (i) Account test for Subordinate Officers, Part I; and
- (ii) Departmental Test conducted by the Deputy Director General, National Cadet Corps.

#### Police Department

Assistants in all Police Offices including Office of the Tamil Nadu Forensic and Chemical Laboratory, Chennai, Director General of Police and Commissioner of Police, Chennai.

- (i) Departmental Test in Police Orders and Practice;
- (ii) Account Test for Subordinate Officers, Part I; and
- (iii) Tamil Nadu Government Office Manual Test.



**Port Department**

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| 1. Superintendent in the Office of the State Port Officer, Chennai and other Port Offices at Outports. | (i) Account Test for Subordinate Officers, Part I, and<br>(ii) Departmental Test held prior to 1938; or Departmental Test by the Higher Grade. |
| 2. Member of the Service in the scale of pay of Rs.705-20-745-25-845-35-1230 and above.                | (i) Account Test for Subordinate Officers, Part I; and<br>(ii) Special Test on Tamil Nadu Government Office Manual.                            |

**Public Health and Preventive Medicine Department**

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|---|---|---|
| 1. Superintendents                          | } | (i) Account Test for Subordinate Officers, Part I;  |
| 2. Accountant                               |   | (ii) Special Test on Tamil Nadu Government Office Manual;   |
| 3. Assistants                               |   | (iii) Special Test on Tamil Nadu Public Health Code; and  |
| 4. Store-keepers in the grade of Assistants |   | (iv) Special Test on Tamil Nadu Medical Code:<br>Provided that the passing of Special Tests in the Tamil Nadu Public Health Code and Tamil Nadu Medical Code shall take effect from the 1st January 1982. |

Assistant attached to the Director of Public Health and Preventive Medicine for Stenographic work.

- (i) Special Test on Tamil Nadu Government Office Manual; and
- (ii) Special Test on Tamil Nadu Public Health Code; and
- (iii) Special Test on Tamil Nadu Medical Code.

**Public Works Department**

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|--|---|
| 1. All Assistants in the Offices of the Chief Engineers, Superintending Engineers, Executive Engineers, Assistant Executive Engineers, Electrical Engineers and Boiler Branch. | (i) Account Test for Public Works Department Officers and Subordinates;<br>(ii) Special Test on Tamil Nadu Government Office Manual.  |
| 2. Assistants employed as Camp Clerks to all Chief Engineers in all Branches.  | (i) Account Test for Public Works Department Officers and Subordinates;<br>(ii) Government Technical Examinations in Shorthand and Typewriting by the Higher Grade; and<br>(iii) Special Test on Tamil Nadu Government Office Manual. |

**Public Health Engineering and Municipal Works Department**

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|--|---|
| 1. All Assistants  | Account Test for Public Works Department Officers and Subordinates.   |
| 2. Assistants employed as Camp Clerk to the Chief Engineer, Public Health Engineering and Municipal Works. | Must have passed -<br>(i) The Account Test for Public Works Department Officers and Subordinates; and<br>(ii) The Government Technical Examinations in Shorthand and Typewriting by the Higher Grade. |

**Public (Information and Public Relations) Department**

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| Assistants in the Institute of Film Technology and Tamil Nadu Film Division. | (i) Account test for Subordinate Officers, Part I.<br>(ii) Tamil Nadu Government Office Manual Test. |
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**Public Libraries Department**

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| Superintendents | } | (i) Account Test for Subordinate Officers, Part I.        |
| Assistants      |   | (ii) Special Test on Tamil Nadu Government Office Manual. |

**Registration Department**

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| Assistants | (i) Registration Test;<br>(ii) Account Test for Subordinate Officers, Part I; and<br>(iii) Tamil Nadu Government Office Manual Test. |
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**Revenue Department**

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|---|--|
| 1. Superintendents in the Office of the Commissioner of Revenue Administration other than those in the Commercial Taxes Branch. | (i) Revenue Test, Parts I, II and III;<br>(ii) Revenue Survey Training for a period of not less than four weeks; and<br>(iii) Service as Revenue Inspector in-charge of a firka for a period of not less than one year.  |
| 2. Huzur Second Assistants  | (i) Revenue Test, Parts I, II and III;<br>(ii) Revenue Survey Training for a period of not less than four weeks;<br>(iii) Service as Revenue Inspector in-charge of a firka for a period of not less than two years;<br>(iv) Satisfactory service as Assistant for a period of not less than one year.   |
| 3. Second Accountants in Collector's Office   | (i) Revenue Test, Parts I, II and III;<br>(ii) Account Test for Subordinate Officers, Parts I and II;<br>(iii) Revenue Survey Training for a period of not less than four weeks;<br>(iv) Service as Revenue Inspector in-charge of a firka for a period of not less than two years; and<br>(v) Satisfactory service as Assistant for a period of not less than one year.   |
| 4. Huzur Head Accountants   | (i) Revenue Test, Parts I, II and III;<br>(ii) Account Test for Subordinate Officers, Parts I and II;<br>(iii) Revenue Survey Training for a period of not less than four weeks;<br>(iv) Service as Revenue Inspector in-charge of a firka for a period of not less than two years;<br>(v) Satisfactory service as Assistant for a period of not less than one year; and<br>(vi) Satisfactory completion of training in the pay bill section and loans section of the Collector's Office for a period of not less than four weeks. |

5. Assistants in the Office of the Commissioner of Revenue Administration other than those in the Commercial Taxes Branch. Revenue Test, Parts I, II and III.
6. Other Assistants in the Department (excluding the Office of the Commissioner of Revenue Administration and Revenue Settlement Parties).  
 (i) Revenue Test, Parts I, II and III;  
 (ii) Revenue Survey Training for a period of not less than four weeks; and  
 (iii) Settlement training for a period of not less than one week.
7. Fair Copy Superintendent.  
 (i) Revenue Test, Parts I, II and III;  
 (ii) Revenue Survey Training for a period of not less than four weeks; and  
 (iii) Service as Revenue Inspector in-charge of a firka for a period of not less than two years; and  
 (iv) Satisfactory service as Assistant for a period of not less than one year.
8. Superintendents in the Office of Director of Settlements, Chennai. Revenue Test, Parts I, II and III;  
 Revenue Survey Training for a period of not less than four weeks; and  
 Service as Revenue Inspector in-charge of a firka for a period of not less than one year.
9. Assistants in the Office of the Director of Settlements, Chennai. Revenue Tests, Parts I, II and III.

**Explanations.—**

- (a) The Office of the Collector of Chennai shall include the Chennai Taluk Office and the Office of the Pay Master Carnatic Stipends;
- (b) An Accountant or Huzur Head Accountant who has satisfactorily completed the special training prescribed in paragraph 2 of G.O. (P) No.2172, Revenue, dated the 15th July 1955 shall not be required to undergone the prescribed training in the pay bill section and loans section of the Collectorate;
- (c) A candidate who after undergoing survey training has discharged the duties of Firka Supply Officer, or a Special Revenue Inspector, or both, shall be entitled to count his service in each such post, for a period not exceeding six months towards duty as Revenue Inspector in-charge of a firka;
- (d) A candidate who after undergoing survey training, has discharged the duties of a Settlement Inspector doing field work including classification of soil and irrigation sources and miscellaneous enquiries under the Tamil Nadu Estates (Abolition and Conversion into Ryotwari) Act, 1948 (Tamil Nadu Act XXVI of 1948), or of an Estate Revenue Inspector, shall be entitled to count his service in such post towards duty as Revenue Inspector in-charge of a firka;

- (e) A Settlement Inspector employed on items of miscellaneous work, such as advance compensation work, preliminary enquiries under sections 11, 15 and other provisions of the Tamil Nadu Estates (Abolition and Conversion into Ryotwari) Act, 1948 (Tamil Nadu Act XXVI of 1948), and correlation of the old village land registers with the new survey land registers including registry, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in-charge of a firka;
- (f) A candidate who after undergoing survey training has served as Settlement Inspector assisting Settlement Deputy Tahsildars doing field work, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in-charge of a firka;
- (g) A candidate, who after undergoing survey training has served as a Chatram Revenue Inspector in Thanjavur district redesignated as Special Revenue Inspector (Chatrams), shall be entitled to count his service in such post for a period not exceeding six months towards duty as Revenue Inspector in-charge of a firka;
- (h) A candidate, who after undergoing survey training has served as a Special Revenue Inspector for Betterment levy, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in-charge of a firka;
- (i) A candidate, who after undergoing survey training has discharged the duties of a Settlement Inspector doing field work and miscellaneous enquiries under the Tamil Nadu Inam Estates (Abolition and Conversion into Ryotwari) Act, 1963 (Tamil Nadu Act 26 of 1963), the Tamil Nadu Lease holds (Abolition and conversion into Ryotwari) Act, 1963 (Tamil Nadu Act 27 of 1963), the Tamil Nadu Minor Inams (Abolition and Conversion into Ryotwari) Act, 1963 (Tamil Nadu Act 30 of 1963), the Tamil Nadu (Transferred Territory) Ryotwari Settlement Act, 1964 (Tamil Nadu Act 30 of 1964), and the Kanniyakumari Sreepandaravaka Lands (Abolition and Conversion into Ryotwari) Act, 1964 (Tamil Nadu Act 31 of 1964), shall be entitled to count his service in such post towards duty as Revenue Inspector in-charge of a firka and Settlement Inspector attending to the miscellaneous work under the said Acts, the Tamil Nadu (Transferred Territory) Thiruppavanam.

Payment Abolition Act, 1964 (Tamil Nadu Act 32 of 1964), and the Tamil Nadu (Transferred Territory) Jenmikaram Payment Abolition Act, 1964 (Tamil Nadu Act 39 of 1964), and in the revenue follow up work in the area coming up for resurvey, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in-charge of a firka ; and

Payment Abolition Act, 1964 (Tamil Nadu Act 32 of 1964), and the Tamil Nadu (Transferred Territory) Jenmikaram Payment Abolition Act, 1964 (Tamil Nadu Act 39 of 1964), and in the revenue follow up work in the area coming up for resurvey, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in-charge of a firka ; and

- (j) A candidate, who after undergoing survey training has discharged the duties of a Special Revenue Inspector in the Jenmam Estate Gudalur shall be entitled to count his service in such post towards duty as Revenue Inspector incharge of a firka.

10. Superintendents in the Office of the Commissioner of Agricultural Income Tax.

- (i) Revenue Tests, Parts I, II and III;  
(ii) Revenue Survey Training for a period of not less than four weeks; and  
(iii) Service as Revenue Inspector incharge of a firka for a period of not less than one year.

11. Assistants in the Office of the Commissioner of Agricultural Income Tax.

Revenue Tests, Parts I, II and III.

#### **Land Administration Department**

1. Superintendents in the Office of the Commissioner of Land Administration.

- (i) Revenue Tests, Parts I, II and III;  
(ii) Revenue Survey Training for a period of not less than four weeks; and  
(iii) Service as Revenue Inspector incharge of a firka for a period of not less than one year.

2. Assistants in the Office of the Commissioner of Land Administration.

Revenue Test, Parts I, II and III.

#### **Survey and Settlement Department**

1. Superintendents in the Office of the Director of Survey and Settlements, Chennai.

Revenue Test, Parts I, II and III;  
Revenue Survey Training for a period of not less than four weeks; and  
Service as Revenue Inspector incharge of a Firka for a period of not less than one year.

2. Assistants in the Office of the Director of Survey and Settlements, Chennai.

Revenue Tests, Parts I, II and III.

#### ***Explanations—***

- (i) The Office of the Collector of Chennai shall include the Chennai Taluk Office and the Office of the Pay Master Carnatic Stipends;  
(ii) An Accountant or Huzur Head Accountant who has satisfactorily completed the special training prescribed in paragraph 2 of G.O. (P) No.2172, Revenue, dated the 15th July 1955 shall not be required to undergo the prescribed training in the pay bill section and loans section of the Collectorate;  
(iii) A candidate who after undergoing survey training has discharged the duties of Firka Supply Officer, or a Special Revenue Inspector, or both, shall be entitled to count his service in each such post, for a period not exceeding six months towards duty as Revenue Inspector in-charge of a firka;

- (iv) A candidate who after undergoing survey training, has discharged the duties of a Settlement Inspector doing field work including classification of soil and irrigation sources and miscellaneous enquiries under the Tamil Nadu Estates (Abolition and Conversion into Ryotwari) Act, 1948 (Tamil Nadu Act XXVI of 1948), or of an Estate Revenue Inspector, shall be entitled to count his service in such post towards duty as Revenue Inspector in-charge of a firka;
- (v) A Settlement Inspector employed on items of miscellaneous work, such as advance compensation work, preliminary enquiries under sections 11, 15 and other provisions of the Tamil Nadu Estates (Abolition and Conversion into Ryotwari) Act, 1948 (Tamil Nadu Act XXVI of 1948), and correlation of the old village land registers with the new survey land registers including registry, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in-charge of a firka;
- (vi) A candidate who after undergoing survey training has served as Settlement Inspector assisting Settlement Deputy Tahsildars doing field work, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in-charge of a firka.
- (vii) A candidate, who after undergoing survey training has served as a Chatram Revenue Inspector in Thanjavur district redesignated as Special Revenue Inspector (Chatrams), shall be entitled to count his service in such post for a period not exceeding six months towards duty as Revenue Inspector incharge of a firka.
- (viii) A candidate, who after undergoing survey training has served as a Special Revenue Inspector for Betterment levy, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector incharge of a firka;
- (ix) A candidate, who after undergoing survey training has discharged the duties of a Settlement Inspector doing field work and miscellaneous enquiries under the Tamil Nadu Inam Estates (Abolition and Conversion into Ryotwari) Act, 1963 (Tamil Nadu Act 26 of 1963), the Tamil Nadu Lease holds (Abolition and Conversion into Ryotwari) Act, 1963 (Tamil Nadu Act 27 of 1963), the Tamil Nadu Lease holds (Abolition and conversion into Ryotwari) Act, 1963 (Tamil Nadu Act 27 of 1963), the Tamil Nadu Minor Inams (Abolition and Conversion into Ryotwari) Act, 1963 (Tamil Nadu Act 30 of 1963), the Tamil Nadu (Transferred Territory) Ryotwari Settlement Act, 1964 (Tamil Nadu Act 30 of 1964), and the Kanniyakumari Sreepandaravaka Lands (Abolitions and Conversion into Ryotwari) Act, 1964 (Tamil Nadu Act 31 of 1964), shall be entitled to count his service in such post towards duty as Revenue Inspector in-charge of a firka and Settlement

Inspector attending to the miscellaneous work under the said Acts, the Tamil Nadu (Transferred Territory) Thiruppavanam Payment Abolition Act, 1964 (Tamil Nadu Act 32 of 1964), and the Tamil Nadu (Transferred Territory) Jenmikaram Payment Abolition Act, 1964 (Tamil Nadu Act 39 of 1964), and in the revenue follow up work in the area coming and the Tamil Nadu (Transferred Territory) Jenmikaram Payment Abolition Act, 1964 (Tamil Nadu Act 39 of 1964), and in the revenue follow up work in the area coming up for resurvey, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in-charge of a firka;

- (x) A candidate, who after undergoing survey training has discharged the duties of a Special Revenue Inspector in the Jenmam Estate Gudalur shall be entitled to count his service in such post towards duty as Revenue Inspector in-charge of a firka.

#### **Land Reforms Department**

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| 1. Superintendents in the Office of the Director of Land Reforms. | (i) Revenue Test, Parts I, II and III;<br>(ii) Revenue Survey Training for a period of not less than four weeks; and<br>(iii) Service as Revenue Inspector incharge of a firka for a period of not less than one year. |
| 2. Assistants in the Office of the Director of Land Reforms       | Revenue Test, Parts I, II and III.   |

#### **Revenue Settlement Parties**

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|---------------------|---|
| 1. Head Accountants | Account Test for Subordinate Officers, Part I.                  |
| 2. Head Clerks      | Account Test for Subordinate Officers, Part I and Revenue Test. |

#### **School Education Department**

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| Superintendents, Head Clerks, Accountants and Assistants. | (i) Deputy Inspector's Test;<br>(ii) Account Test for Subordinate Officers, Part I; and<br>(iii) Tamil Nadu Government Office Manual Test. |
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#### **Social Welfare Department**

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| 1. Superintendent                                   | (i) Tamil Nadu Government Office Manual Test;<br>(ii) Account Test for Subordinate Officers, Parts I and II. |
| 2. Assistants/Accountant in the Grade of Assistant. | (i) Tamil Nadu Government Office Manual Test;<br>(ii) Account Test for Subordinate Officers, Part I.         |

**Department of Economics and Statistics**

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| 1. Superintendents<br>2. Assistant. | } | (i) Tamil Nadu Government Office Manual Test; and<br>(ii) Account Test for Subordinate Officers, Part I. |
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**State Trading Schemes Department**

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|------------------|---|
| Audit Assistants | (i) Local Fund Audit Department Test;<br>(ii) Account Test for Subordinate Officers, Part I; and<br>(iii) Tamil Nadu Government Office Manual Test. |
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**Explanation.**—Candidates who are holder of the degree of B.Com. or B.Com.(Hons.) and candidates who have passed the Government Technical Certificate Course Examination in Accountancy by the Higher Grade shall not be required to pass the subject "Commercial Book-keeping" included in the Local Fund Audit Department Test.

**Survey and Land Records Department**

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| Assistants | (i) Account Test for Subordinate Officers, Part I;<br>(ii) Special Test on Tamil Nadu Government Office Manual;<br>(iii) Training in Survey for 28 days; and<br>(iv) Service as Junior Assistant for a period of not less than one year for those who were appointed by recruitment by transfer. |
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**Technical Education Department**

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| Accountants, Head Clerks and Assistants. | Account Test for Subordinate Officers, Part I. |
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**Town and Country Planning Department**

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|--------------------------------|--|
| Superintendent and Assistants. | (i) Account Test for Subordinate Officers, Part I.<br>(ii) Tamil Nadu Government Office Manual Test. |
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**Town Panchayat Department**

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|---------------------------|---|---|
| Head Clerks<br>Assistants | } | (i) Tamil Nadu Government Office Manual Test.<br>(ii) Panchayat Development Account Test: |
|---------------------------|---|---|

Provided that the holders of the posts of Head Clerks as on 4th April 1990 shall pass the tests within two years from 4th April 1990 failing which they shall not be eligible to draw subsequent increments in the time scale of pay applicable to the post until they pass the said tests. Such ineligibility to draw subsequent increments shall not have the effect of postponing the future increments after they have passed.



**Treasuries and Accounts Department**

- Accountants
- (i) Account Test for Subordinate Officers, Parts I and II.
  - (ii) Test on Tamil Nadu Government Office Manual.

**Transport Department**

- Superintendents
- (i) Account Test for Subordinate Officers, Part I;
  - (ii) Departmental Test on the Motor Vehicles Act, 1939 (Central Act IV of 1939), the Tamil Nadu Motor Vehicles Taxation Act, 1974 (Tamil Nadu Act 13 of 1974) and the rules and Notifications made thereunder;
  - (iii) Service for a period of not less than-
    - (a) two years as Assistant in the Offices of the State Transport Authority or State Transport Appellate Tribunal or Joint Transport Commissioner or Deputy Transport Commissioner or Assistant Accounts Officer (Internal Audit Wing); and
    - (b) one year as Accountant in any of the Offices of Regional Transport Officer of the Transport Department.

**Tribunal for Disciplinary Proceedings**

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|---------------------|---|--|
| 1. Superintendents. | } | Account Test for Subordinate Officers, Part I. |
| 2. Assistant.       |   |  |

**Veterinary Education and Research Department**

- |                |   |  |
|----------------|---|--|
| 1. Accountants | } | (i) Account Test for Subordinate Officers, Part I.   |
| 2. Assistant.  |   |  |
|                |   |  |
|                |   | (iii) Account Test for Subordinate Officers, Part I. |

**Department of Ex-servicemen's Welfare**

- (i) Directorate of Ex-Servicemen's Welfare—
- |                          |   |
|--------------------------|---|
| Superintendents          | Account Test for Subordinate Officers, Part I.  |
| Assistants / Accountants | (i) Account Test for Subordinate Officers, Part I; and<br>(ii) Special Test on Tamil Nadu Government Office Manual. |

(ii) Office of the Assistant Director of  
Ex-Servicemen's Welfare in the Districts—

Superintendents

Account Test for Subordinate Officers, Part I.

Assistants

- (i) Account Test for Subordinate Officers, Part I; and
- (ii) Special Test on Tamil Nadu Government Office Manual.

**Stationery and Printing Department**

1. Manager, Stationery Office.

- (i) Account Test for Subordinate Officers, Part I;

2. Office Manager, Government Press

- (ii) Stationery and Printing Department Test;
  - (a) Part A - Stationery Manual, Volumes I and II;
  - (b) Part B - Government Press Office Manual;

3. Superintendents.

- (iii) Tamil Nadu Government Office Manual Test.

4. Assistants

- (i) Stationery and Printing Department Test -
  - (a) Part A - Stationery Manual, Volumes I and II;
  - (b) Part B - Government Press Office Manual;
- (ii) Tamil Nadu Government Office Manual Test; and
- (iii) Account Test for Subordinate Officers, Part I;

5. Superintendent, Commercial Accounts Section.

- (i) Account Test for Subordinate Officers, Part I;
- (ii) Stationery and Printing Department Test.
  - (a) Part A - Stationery Manual, Volumes I and II;
  - (b) Part B - Government Press Office Manual;
- (iii) Tamil Nadu Government Office Manual Test.
- (iv) Accountancy (Lower Grade).

**ANNEXURE V**  
(referred to in rule 34)

**Tests to be passed, training to be undergone or other qualifications to be acquired by persons appointed to the service:**

Member of the Service (1)	Test, training or qualification (2)	Period (3)
<b>All Departments</b>		
1. A member of the service included in a list drawn up for a particular district by the Commission before the 1st day of July, 1934, who was an approved probationer in the service on the 15th July 1936, who does not possess an adequate knowledge of the language or of one of the languages of the districts and whom the Commission does not find it possible to transfer to the list of a district the languages of which he possesses 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 or before raising 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 the 15th July, 1936, if such stage is higher than the minimum stage.
<p><b>Explanation.</b>—A member of the service shall be deemed to possess an adequate knowledge of a language within the meaning of item 1-</p> <p>(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;</p> <p>(ii) if he has obtained a pass in such language in an examination which is accepted by the Commission to be equivalent to, or higher than, the Secondary School Leaving Certificate Examination; or</p> <p>(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</p> <p>(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 a general or special order.</p>		
2. Omitted.		
3. A member appointed as Typist or Steno-typist, Grade III who has not passed the Government Technical Examination in Typewriting by the Higher Grade either in English or in Tamil.	Government Technical Examination in Typewriting by the Higher Grade either in English or in Tamil.	Before appointment as full member of the service or before raising above the minimum stage of the time scale of pay sanctioned for the post he is holding.

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|---|--|---|
| 4. A member appointed as Typist or Steno-typist, Grade III (Tamil) on or after the 9 <sup>th</sup> November 1961, who has not passed the Government Technical Examination in Typewriting 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, as the case may be. |
| 5. A member appointed as Typist or Steno-typist, Grade III (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. | Government Technical Examination in Typewriting in Tamil by the Lower Grade.   | Within the prescribed period of probation or within two years from the date of appointment to the post, as the case may be. |
| 5A. A member appointed as Typist or Steno-typist, Grade III on or after the 22 <sup>nd</sup> July 2008.   | A pass in the "Certificate Course in Computer on Office Automation" awarded by the Technical Education Department of Government of Tamil Nadu. | Within the prescribed period of probation or within two years from the date of appointment to the post, as the case may be: |

Provided that the Typist or Steno-typist, Grade III who possess degree or diploma in Computer Science or Computer Engineering as one of the subjects approved by the University Grants Commission or All India Council for Technical Education or Directorate of Technical Education or an equivalent body, shall not be required to acquire the said qualification:

Provided further that the existing employees who are in service as on 22<sup>nd</sup> July 2008 shall be exempted from passing the Certificate Course in Computer on Office Automation.

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|---|---|---|
| 6. A member appointed as Steno-typist, Grade III (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. | Government Technical Examination in Shorthand (English) by the Lower Grade. | Within the prescribed period of probation if recruited direct or within two years from the date of appointment to the post. |
| 7. A member appointed as Steno-typist, Grade III (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 Shorthand (Tamil) by the Lower Grade.   | Within the prescribed period of probation if recruited direct or within two years from the date of appointment to the post. |
| 8. Junior Assistants appointed by direct recruitment on or after the 3rd July 1974.   | Foundational Training for a period of two months:                           | Within the prescribed period of probation.  |

Provided that the Junior Assistants who came out successful in the Special Qualifying Test conducted by the Tamil Nadu Public Service Commission in December 1977, and in 1981 shall undergo a Refresher Course for a period of 28 working days instead of the regular two months Foundational Training:

Provided further that the Junior Assistants whose services have been regularised as per G.O.Ms.No.996, Personnel and Administrative Reforms Department, dated the 22nd September 1984 shall undergo the condensed Foundational Training, (similar to the training imparted by the Civil Services Training Institute, Bhavanisagar) at various Centres in the State for a duration of twenty working days instead of two months Foundational Training and pass the examinations conducted at

the end of the said training. Those Junior Assistants who have undergone the condensed training course and passed the test at the end of the training subsequent to their regularisation of services as per the above Government Order, appointed as Junior Assistant/Assistant by direct recruitment, consequent on their appearance and election through the Tamil Nadu Public Service Commission need not undergo the Foundational Training Course for two months at the Civil Services Training Institute, Bhavanisagar.

8A. Junior Assistant or Junior Assistant-cum-Typist appointed by recruitment by transfer.	Foundational training for a period of two months.	Within one year from the date of appointment to the post.
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Provided that on and from the 15th October 1999 the Junior Assistant appointed by recruitment by transfer, after completion of 53 years need not undergo the above Foundational Training.

8B. Junior Assistant appointed by transfer from the post of Telephone Operator and Telex operator and Typist appointed by transfer as Junior Assistant.	Foundational training For a period of two months.	Within one year from the date of appointment to the post:
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Provided that on and from the 15th October 1999, the Junior Assistant appointed by transfer from the post of Telephone Operator or Telex Operator or Typist after completion of 53 years of age need not undergo the above Foundational Training.

9. Assistants appointed by direct recruitment on or after the first October 1978	Foundational Training for a period of two months at the Civil Services Training Institute, Bhavanisagar.	Within the prescribed period of probation.
9A. Accountants appointed by direct recruitment in Treasuries and Accounts Department on or after the first June 1979	Foundational Training for a period of two months at the Civil Service Training Institute, Bhavanisagar.	Within the prescribed period of probation

#### **Adi Dravidar and Tribal Welfare Department**

1. Omitted.		
2. Assistants in the Office of the Manager, Aziz Nagar Settlement.	Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
3. Assistants in the Adi Dravidar and Tribal Welfare Section of the Collectorates.	Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
4. Accountant in the Office of the Manager, Aziz Nagar Settlement.	Account Test for Subordinate Officers, Parts I and II.	Within two years from the date of appointment to the post.

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| 5. Junior Assistants in the Office of the Director of Adi-Dravidar and Tribal Welfare. | Special Test on Tamil Nadu Government Office Manual. | Within the prescribed period of probation or within two years from the date of appointment to the post, as the case may be: |
|--|--|---|

Provided that the persons who have passed the Revenue Test, Part I need not pass the Special Test on Tamil Nadu Government Office Manual.

#### **Agriculture Department**

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|--|---|---|--|
| 1. Manager, Office of the Director of Agriculture. | } | Account Test for Subordinate Officers, Part I and Agricultural Departmental Test.   | Within two years from the date of appointment to the post. |
| 2. Superintendents.                                |   | Account Test for Subordinate Officers, Part I and Agricultural Departmental Test and Special Test on Tamil Nadu Government Office Manual. | Within two years from the date of appointment to the post. |
| 3. Assistants                                      |   |   |  |

#### **Market Committees**

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|-------------------|---|---------------------------------|
| Junior Assistants | Departmental Test for Agricultural Marketing Department Employees and Tamil Nadu Government Office Manual Test. | Within the period of probation. |
|-------------------|---|---------------------------------|

#### **Animal Husbandry Department**

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|--|--|--|
| 1. Superintendents and Assistants in the Office of the Director of Animal Husbandry, Chennai.          | Account Test for Subordinate Officers, Part I, and the Departmental Test in the Manual of the Animal Husbandry Department. | Within two years from the date of appointment to the post.   |
| 2. Junior Assistants dealing with Accounts in the Office of the Director of Animal Husbandry, Chennai. | Account Test for Subordinate Officers, Part I, and the Departmental Test in the Manual of the Animal Husbandry Department. | Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be. |

3. Commercial Accountant in the Institute of Veterinary Preventive Medicine, Ranipet.	Account Test for Subordinate Officers, Part I, and the Departmental Test in the Manual of the Animal Husbandry Department.	Within two years from the date of appointment to the post.
4. Head Clerk in the Office of the Poultry Development Officer and the Accountant in the Office of the Superintendent, Poultry Research Station, Hosur.	Account Test for Subordinate Officers, Part I, and the Departmental Test in the Manual of the Animal Husbandry Department.	Within two years from the date of appointment to the post.
5. Head Clerks in the District Veterinary Offices.	Account Test for Subordinate Officers, Part I, and the Departmental Test in the Manual of the Animal Husbandry Department.	Within two years from the date of appointment to the post.

#### **Backward Classes Department**

1. Assistants in the Kallar Reclamation Section of the Madurai Collectorate.	Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
2. Junior Assistants	Tamil Nadu Government Office Manual Test.	Within the prescribed period of probation or within two years from the date of appointment to the post.

#### **Cinchona Department**

Accountants and Assistants.	Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
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#### **Collegiate Education Department**

1. Assistants and Managers.	Deputy Inspector's Test and Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
2. Librarian and Assistant Librarian, Government Oriental Manuscripts Library and Research Centre	Account Test for Subordinate Officers, Part I.	Within the prescribed period of probation or within two years from the date of appointment to the post.
3. Junior Assistant	Tamil Nadu Government Office Manual Test.	Within the prescribed period of probation.

### Commercial Taxes Department

1. Assistants (Direct recruitment) in the Office of the Commissioner of Commercial Taxes.	Departmental Tests in Commercial Taxes Acts, Parts I and II and Special Test in Tamil Nadu Government Office Manual.	Within the prescribed period of probation.
2. Gujarathi Knowing Assistants. (Direct recruitment)	Departmental Test in Commercial Taxes Acts, Parts I and II, Government Technical Examination in Accountancy by the Lower Grade or any other equivalent examination, and Special Test on Tamil Nadu Government Office Manual.	Within the prescribed period of probation.
3. Junior Assistants in the Department including the Offices of the Commissioner of Commercial Taxes and the Tamil Nadu Sales Tax Appellate Tribunal including Additional Benches and Tamil Nadu Agricultural Income Tax Appellate Tribunal.	Special Test on Tamil Nadu Government Office Manual.	Within the prescribed period of probation or within two years from the date of appointment to the post, as the case may be:

Provided that a person who has passed the Departmental Test in Commercial Taxes, Part II at the examination held in November 1965, or earlier or who has passed the Revenue Test, Part I at the Examination held in November 1969 or earlier shall not be required to pass the Special Test in Tamil Nadu Government Office Manual.

### Director of Government Examinations

1. Superintendents	}	Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
2. Accountant		Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
3. Assistants		Account Test for Subordinate Officers, Part I.	Within a period of two years from 3 <sup>rd</sup> November 1951.



### Co-operative Department

Accountant in the Office of the Registrar of Co-operative Societies whose age did not exceed 45 years on the 18 <sup>th</sup> April 1956.	Examinations in Co-operation, Auditing, Banking and Book-keeping conducted by the Central Co-operative Institute and Account Test for Subordinate Officers, Part I.	Within a period of two years from the 18th April 1956.
Junior Assistant who deal with Accounts.	Account Test for Subordinate Officers, Part I.	Within the prescribed period of probation or within two years from the date of appointment to the post, as the case may be.

### Office of the Commissioner of Civil Supplies and Consumer Protection inclusive of Subordinate Offices under its control

Assistants	Account Test for Subordinate Officers, Part I and Special Test on Tamil Nadu Government Office Manual.	Within the prescribed period of probation
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### Department of Correctional Administration

Assistants	Jail Test, Part I.	Within a period of two years from the date of appointment as full member.
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### Dairy Development Department

1. Commercial Accountant, Grade I and Commercial Accountant, Grade II appointed by direct recruitment.	Account Test for Subordinate Officers, Part I; and Tamil Nadu Government Office Manual Test.	Within the prescribed period of probation.
2. Junior Assistants appointed by Direct recruitment.	Tamil Nadu Government Office Manual Test.	Within the prescribed period of probation.
3. Superintendents, Commercial Accountant, Grade I, Assistants, Accountant and Commercial Accountant, Grade II and Junior Assistants appointed otherwise than by direct recruitment.	Tamil Nadu Government Office Manual Test.	Within the prescribed period of probation or within a period of two years from the date of appointment where no probation is necessary.

### Electrical Inspectorate

Office of the Chief Electrical Inspector to Government—

Superintendents, Assistants.	Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
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### Employment and Training Department

Employment Branch—

Assistants	Account Test for Subordinate Officers, Part I; and Departmental Test on National Employment Service Manual for Ministerial Staff.	Within two years from the date of appointment to the post or within two years from the 5th November 1963 in case of persons who are holding the post on the 30th November 1960 and within two years from the date of appointment to the post in other cases.
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Training Branch—

Superintendent	Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
Auditor	Account Test for Subordinate Officers, Part I; and Government Technical Examination in Accountancy by Higher Grade.	Within two years from the date of appointment to the post:

Provided that the candidates who are holders of B.Com., degree of the Madras University shall not be required to pass the Government Technical Examination in Accountancy by the Higher Grade.

Assistants and Accountants in the scale of pay of Rs.705-20-745-25-845-35-1230.	Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
Store-keepers in the grade of Assistants.	Account Test for Subordinate Officers, Part I; and Tamil Nadu Government Office Manual Test.	Within the prescribed period of probation.

### Fire Service Department

Accountants and Assistants.	Departmental Test in the Tamil Nadu Fire Service Manual and the Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
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**Fisheries Department**

Accountants and Assistants	Account Test for Subordinate Officers, Part I; and Fisheries Departmental Test, Part I.	Within the prescribed period of probation or within two years from the date of appointment to the post, as the case may be.
Junior Assistants	Fisheries Departmental Test, Part I.	Within the prescribed period of probation or within a period of two years from the date of appointment to the post as the case may be, if appointed on and from the 31st July 1976: Provided that Junior Assistants whose probation had been declared prior to the 31st July 1976 and who had not passed the Fisheries Departmental Test Part I, should pass the test within a period of two years from the 31st July 1976.

**Forest Department**

1. Manager, Superintendent, Commercial Accountant and Assistants in the Office of the Chief Conservator of Forests. 2. Managers and Senior Accountants of Conservators' Offices. 3. Head Clerks and Junior Accountants in District Forest Offices, Forest Utilisation Office and Head Clerk in State Sylviculturist's Offices.	Account Test for Subordinate Officers, Part I and Departmental Test prescribed in Section 33 of the Tamil Nadu Forest Department and Account Code, Volume I.	Within two years from the date of Appointment to the post.
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**Government Museums and Connemara Public Library**

1. Head Clerks of the Government Museum, Chennai.	Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
2. Store-keeper of the Government Museum, Chennai.	Account Test for Subordinate Officers, Part I.	Within the prescribed period of probation or within a period of two years from the date of appointment to the post, as the case may be.
3. Manager, Connemara Public Library.	Account Test for Subordinate Officers, Part I.	Within two years from date of appointment to the post.

4. Junior Assistants, Government Museums.	Tamil Nadu Government Office Manual Test.	Within a prescribed period of probation or within a period of two years from the date of appointment to the post, as the case may be.
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#### **Handlooms Department**

Junior Assistant	Tamil Nadu Government Office Manual Test.	Within the prescribed period of probation or within two years from the date of appointment to the post, as the case may be.
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#### **Medical Services and Family Welfare Department**

##### Medical Wing

1. Superintendents, Office of the Director of Health Services and Family Planning; Managers and Accountant, Office of the Director, King Institute, Guindy and Assistant Lay Secretaries in the scale of pay of Rs.905-45-1445-50-1545.	Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
2. Stewards, Grades I, II and III.	Account Test for Subordinate Officers, Part I.	Within the prescribed period of probation or within two years from the date of appointment to the post, as the case may be.
3. Assistants and Head Clerks, Accountants under the control of the Director of Health Services and Family Planning other than the King Institute, Guindy, Store-keeper of provisions, Government General Hospital, Linen Keepers in the scale of pay of Rs.705-20-745-25-845-35-1230.	Account Test for Subordinate Officers, Part I.	Within the prescribed period of probation or within two years from the date of appointment to the post, as the case may be.
4. Junior Assistants	Departmental Test in Tamil Nadu Medical Code.	Within two years from the 1st September 1964 if appointed before that date and within the prescribed period of probation or within two years from the date of appointment to the post, as the case may be in other cases.

### Medical Education Department

1. Commercial Accountant	Account Test for Subordinate Officers, Part I.	Within the prescribed period of probation.
2. Junior Assistants, Store-keepers, Typists and Steno-typists, Grade III.	Tamil Nadu Medical Code.	Within the prescribed period of probation.

### Hindu Religious and Charitable Endowments (Administration) Department

1. Superintendents	Account Test for Subordinate Officers, Part I and Hindu Religious and charitable Endowments (Administration) Department Test.	Within two years from the date of appointment to the post.
2. Managers		
3. Inspectors		
4. Assistants		
5. Junior Assistant	Tamil Nadu Government Office Manual Test.	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.

### The Governor's Household

Cashier, Office of the Comptroller, Governor's Household.	Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
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### College of Indigenous Medicine and Hospital

Steward and Accountant	Account Test for Subordinate Officer, Part I.	Within the prescribed period of probation or within two years from the date of appointment to the post, as the case may be.
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### Industries Department

I. Managers in the Offices of-		
(i) Industries Commissioner and Director of Industries and Commerce.	Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
(ii) Chemical Testing and Analytical Laboratory, Chennai.	Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
(iii) Subordinate Offices; and	Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.

(iv)Assistant Director of Industries and Commerce, Dharmapuri.	Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
2.Accounts Assistant in the Industries Department.	Account Test for Subordinate Officers, Part I.	Within the prescribed period of probation or within two years from the date of appointment to the post, as the case may be.
3. Superintendents	Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
4. Auditors in the Office of the Industries Commissioner and Director of Industries and Commerce, Chennai and Commercial Accountants in the Department of Industries and Commerce.	Account Test for Subordinate Officers, Part I; and a pass in the Government Technical Examination in Book-keeping or Accountancy by Higher Grade; or A pass in the Intermediate Examination of the cost and works Accountants of India, Calcutta; or A pass in the Intermediate Examination of the Cost and Works Accountants Institute, London or a degree of B.Com or a degree of BA (Corporate Secretaryship) awarded by any University recognised by the University Grants Commission.	Within two years from the date of appointment to the post.
5. Head Clerks, Assistants, Accountants, Store-keepers and District Inspectors of State-aided concerns.	Account Test for Subordinate Officers, Part I.	Within the prescribed period of probation or within two years from the date of appointment to the post, as the case may be.
	Special Test on Tamil Nadu Government Office Manual.	Within the prescribed period of probation or within two years from the date of appointment to the post, as the case may be:

Provided that every person appointed to the post of District Inspectors of State Aided concerns shall undergo training for a period of two weeks before he is posted in a station on the following subjects, namely:-

- (1) A study of the provisions of The Tamil Nadu State-Aid to Industries Act and the Tamil Nadu Small and Cottage Industries Loans and Subsidy Rules, 1956.
- (2) Elementary principles of Accountancy and their applicability to the accounts of the State aided concerns.
- (3) Scope of audit of the accounts of the State-aided concerns by the District Inspectors.
- (4) Inspection Questionnaire to be filled up by the District Inspectors - Instructions to fill in.
- (5) Instructions for the submission of tour programme, diaries and progress reports; etc.
- (6) Duties and responsibilities of the District Inspectors.

The period of training shall count for probation.

#### **Jail Department (including Borstal School)**

Junior Assistants	Special Test on Tamil Nadu Government Office Manual.	Within the prescribed period of probation.
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#### **Labour Department**

Junior Assistants	Special Test on Tamil Nadu Government Office Manual.	Within the prescribed period of probation or within two years from the date of appointment, as the case may be.
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#### **Local Fund Audit Department**

1. A member of the service who held the post of Audit Assistant on the 3rd February 1958 and who had rendered service for a period of not less than two years in that post on the said date.	Departmental Test (Local Fund Audit Department Test)	Within a period of three years from the 3rd February 1958.
2. A member of the service who held the post of Audit Assistant on the 3rd February 1958 and who had rendered service for a period of less than two years in that post on the said date.	Departmental Test (Local Fund Audit Department Test)	Within a period of five years from the date of appointment as Audit Assistant after the completion of training referred to in rule 38(e).
3. Audit Assistants	Local Fund Audit Departmental Test, Account Test for Subordinate Officers, Part I and Tamil Nadu Government Office Manual Test.	Within a period of five years from the date of appointment as Audit Assistant after the completion of the training referred to in rule 38(e).

**Note.—**

- (1) No Audit Assistant shall be eligible for appearing for the Subordinate Account Service Examination unless he has passed the Local Fund Audit Department Test.
- (2) Audit Assistants who are holders of the B.Com. or B.Com(Hons.) of any University recognised by the University Grants Commission for the purpose of its grants shall not be required to pass in the following subjects, namely, Commercial Book-keeping, included in the Local Audit Fund Department Test.

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| 4.(i) Audit Assistants appointed on the results of the Competitive examination held by the Commission after 6th June 1942 who had an adequate knowledge of Urdu but not of one of the three languages, namely, Tamil, Malayalam, and Kannada, at the time of recruitment.           | Third Class Language Test (Parts B and D) only in one of the three languages, namely, Tamil, Malayalam and Kannada. | Within a period of five years from the date of appointment.  |
| (ii) Audit Assistants appointed on the results of the Competitive examination held by the Commission after the 6 <sup>th</sup> June 1942, who did not possess an adequate knowledge of one of the three languages namely, Tamil, Malayalam and Kannada, at the time of recruitment. | Third Class Language Test (Parts B and D) only in two of the three languages, namely, Tamil, Malayalam and Kannada. | Test in one language within a period of 5 years from the date of appointment and in the other languages before confirmation. |

### Tamil Nadu Archives

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| 1. Superintendent<br>2. Assistants | } | Account Test for Subordinate Officers, Part I. | Within two years from the date of appointment to the post. |
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### Panchayat Development Department

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|--|--|---|
| 1. Junior Assistants, Typists and Steno-typists, Grade III in the Directorate of Rural Development, Office of the Chief Radio Officer and Office of the Regional Radio Officer at Chennai in Unit I. | Departmental Test for Officers of Panchayat Development Department and Panchayat Development Account Test.                                   | Within the period of probation.   |
| 2. Junior Assistants, Rural Welfare Officers, Grade II, Cashiers, Typists and Steno-typists, Grade III in Unit II.   | (a) Test for Officers of Panchayat Development Department and Panchayat Development Account Test<br><br>(b) Rural Welfare Officer, Training. | Within the period of probation.<br><br>At any time, after appointment:<br>Provided that every person selected for appointment as Junior Assistant, Rural Welfare Officer, Grade II, Typist and Steno-typist, Grade III before undergoing prescribed training, execute an indemnity bond in such form and for such amounts with two sureties as may be prescribed by the State Government from time to time, binding himself:- |



- (i) to undergo the entire course of training;
- (ii) to serve the State Government for a period of not less than three years after the successful completion of the training;
- (iii) to abide by any other condition that may be stipulated, from time to time, by the Director of Rural Development; and
- (iv) in case he fails to fulfil any of the conditions mentioned above to forfeit all claims for the payment of further stipends and/or pay and allowances, as the case may be, and to refund to the State Government the whole or such part of the amount drawn by him as pay and allowances and/or stipend, as may be prescribed.

#### **Police Department**

Assistants in all Police Offices including the Offices of the Director General of Police and the Commissioner of Police, Chennai.

Departmental Test in Police Orders and Practice; Account Test for Subordinate Officers, Part I; and Tamil Nadu Government Office Manual Test.

Within two years from the date of appointment to the post.

#### **Port Department**

1. Superintendent in the Office of the State Port Officer, Chennai and other Port Offices at Out-Ports.

Account Test for Subordinate Officers, Part I and Departmental Test held prior to 1938 or Departmental Test by the Higher Grade.

Within two years from the date of appointment to the post.

2. Members of the Service in the scale of pay of Rs.705- 20-745-25-845-35-1230 and above.

Account Test for Subordinate Officers, Part I; and Special Test on Tamil Nadu Government Office Manual.

Within two years from the date of appointment to the post.

### Revenue Department

1. Huzur Second Assistant	Revenue Test, Parts I, II and III.	Within two years from the date of appointment to the post.
2. Huzur Head Accountants	Account Test for Subordinate Officers, Parts I and II; and the Revenue Test, Parts I, II and III.	Within two years from the date of appointment to the post.
3. Second Accountants in the Collector's Office, the Nilgiris.	Account Test for Subordinate Officers, Parts I and II.	Within two years from the date of appointment to the post.

**Note.**—(i) A candidate, who, after undergoing Survey Training, has discharged the duties of a Firka Supply Officer, or a Special Revenue Inspector, or both, shall be entitled to count his service in each such post, for a period not exceeding six months towards duty as Revenue Inspector in charge of Firka.

(ii) A candidate, who, after undergoing Survey Training, has discharged the duties of a Settlement Inspector doing field work including classification of soil and irrigation sources and miscellaneous enquiries under the Tamil Nadu Estates (Abolition and Conversion into Ryotwari) Act, 1948, or of an Estate Revenue Inspector, shall be entitled to count his service in such post towards duty as Revenue Inspector in charge of a Firka.

(iii) A Settlement Inspector employed on items of miscellaneous work, such as advance compensation work, preliminary enquiries under section 11, 15 and other provisions of the Tamil Nadu Estates (Abolition and Conversion/Ryotwari) Act 1948, and correlation of the old village land registers with the new survey land registers including registry etc., shall be entitled to count his service in such post or a period not exceeding one year towards duty as Revenue Inspector in charge of a Firka.

(iv) A candidate, who, after undergoing Survey Training, has served as a Settlement Inspector assisting Settlement Deputy Tahsildars doing field work, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in charge of a Firka.

(v) A candidate, who, after undergoing Survey Training, has served as a Chatram Revenue Inspector in Thanjavur District redesignated as Special Revenue Inspector (Chatrams), shall be entitled to count his service in such post for a period not exceeding six months towards duty as Revenue Inspector in charge of a Firka.

(vi) A candidate, who, after undergoing Survey Training, has served as a Special Revenue Inspector for Betterment levy, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in charge of a Firka.

(vii) A candidate, who, after undergoing Survey Training, has discharged the duties of a Settlement Inspector doing field work and miscellaneous enquiries under the Tamil Nadu Inam Estates (Abolition and Conversion into Ryotwari) Act, 1963, the Tamil Nadu Lease-Holds (Abolition and Conversion into Ryotwari) Act, 1963, the Tamil Nadu Minor Inams (Abolition and Conversion into Ryotwari) Act, 1963 the Tamil Nadu (Transferred Territory) Ryotwari Settlement Act, 1964, and the Kanyakumari Sreepandaravaka Lands (Abolition and Conversion into Ryotwari) Act, 1964, shall be entitled to count his service in such post towards duty as Revenue Inspector in charge of a Firka and a Settlement Inspector attending to the miscellaneous work under the said Acts, the Tamil Nadu (Transferred Territory) Thiruppuvaram Payment Abolition Act, 1964, and the Tamil Nadu (Transferred Territory) Jenmikaram Payment Abolition Act, 1964, and in the revenue follow up work in the areas coming up for resurvey, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in charge of a Firka.

4. Assistants in the Office of the Commissioner of Revenue Administration, other than those in the Commercial Taxes Branch.	Revenue Test, Parts I, II and III.	Within the prescribed period of probation or within two years from the date of appointment to the post, as the case may be.
5. Assistants in the Department (excluding the Office of the Commissioner of Revenue Administration and the Revenue Settlement Parties).	1. Revenue Test Parts I, II and III; 2. Revenue Survey Training for a period of not less than four weeks; and 3. Service as Revenue Inspector in charge of a firka for a period of not less than two years.	Within the prescribed period of probation or within two years from the date of appointment to the post, as the case may be.

**Note.**—(i) A candidate, who, after undergoing Survey Training, has discharged the duties of a Firka Supply Officer, or a Special Revenue Inspector, or both, shall be entitled to count his service in each such post, for a period not exceeding six months towards duty as Revenue Inspector in charge of a Firka.

(ii) A candidate, who, after undergoing Survey Training, has discharged the duties of a Settlement Inspector doing field work including classification of soil and irrigation sources and miscellaneous enquiries under the Tamil Nadu Estates (Abolition and Conversion into Ryotwari) Act, 1948, or of an Estate Revenue Inspector, shall be entitled to count his service in such post towards duty as Revenue Inspector in charge of a Firka.

(iii) A Settlement Inspector employed on item of miscellaneous work, such as advance compensation work, preliminary enquiries under Section 11, 15 and other provisions of the Tamil Nadu Estates (Abolition and Conversion into Ryotwari) Act, 1948, and correlation of the old village land registers with the new Survey land registers including registry, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in charge of a Firka.

(iv) A candidate, who, after undergoing Survey Training, has served as a Settlement Inspector assisting Settlement Deputy Tahsildars doing field work, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in charge of a Firka.

(v) A candidate, who, after undergoing Survey Training, has served as a Chatram Revenue Inspector in Thanjavur District redesignated as Special Revenue Inspector (Chatrams), shall be entitled to count his service in such post for a period of not exceeding six months towards duty as Revenue Inspector in charge of a Firka.

(vi) A candidate, who, after undergoing Survey Training has served as a Special Revenue Inspector for Betterment Levy, shall be entitled to count his service in such post for a period, not exceeding one year, towards duty as Revenue Inspector in charge of a Firka.

(vii) A candidate, who, after undergoing Survey training has discharged the duties of a Settlement Inspector doing Field Work and miscellaneous enquiries under the Tamil Nadu Inam Estates (Abolition and Conversion into Ryotwari) Act, 1963, the Tamil Nadu Lease-holds (Abolition and Conversion into Ryotwari) Act, 1963, the Tamil Nadu Minor Inams (Abolition and Conversion into Ryotwari) Act, 1963. The Tamil Nadu Transferred Territory Ryotwari Settlement Act, 1964 and the Kanyakumari Sreepandaravaka Lands (Abolition and Conversion into Ryotwari) Act, 1964, shall be entitled to count his service in such post towards duty as Revenue Inspector in charge of a Firka and a Settlement Inspector attending to the miscellaneous work under the said Acts, the Tamil Nadu (Transferred Territory) Thiruppuvanam, Payment Abolition Act, 1964, and the Tamil Nadu (Transferred Territory) Janmikaram payment Abolition Act, 1964 and in the Revenue follow up work in the areas coming up for resurvey, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in charge of a Firka.

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| 6. Fair copying Superintendents in Collectors' Offices. | <ul style="list-style-type: none"> <li>(i) Revenue Test, Parts I, II and III;</li> <li>(ii) Revenue Survey training for a period of not less than four weeks;</li> <li>(iii) Service as Revenue Inspector incharge for a Firka for not less than two years; and</li> <li>(iv) One year satisfactory service as Assistant.</li> </ul> | } | Within two years from the date of appointment in the post. |
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**Note.**—(i) A candidate, who, after undergoing Survey Training, has discharged the duties of a Firka Supply Officer, or a Special Revenue Inspector, or both, shall be entitled to count his service in such post, for the period not exceeding six months towards duty as Revenue Inspector in charge of a Firka.

(ii) A candidate, who, after undergoing Survey Training, has discharged the duties of a Settlement Inspector doing field work including classification of soil and irrigation sources and miscellaneous enquiries under the Tamil Nadu Estates (Abolition and Conversion into Ryotwari) Act, 1948, or of an Estate Revenue Inspector, shall be entitled to count his service in such post towards duty as Revenue Inspector in charge of a Firka.

(iii) A Settlement Inspector employed on item of miscellaneous work, such as advance compensation work, preliminary enquiries under Section 11, 15 and other provisions of the Tamil Nadu Estates (Abolition and Conversion into Ryotwari) Act, 1948, and correlation of the old village land registers with the new Survey land registers including registry etc., shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in charge of a Firka.

(iv) A candidate, who, after undergoing Survey Training, has served as a Settlement Inspector assisting Settlement Deputy Tahsildars doing field work, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in charge of a Firka.

(v) A candidate, who, after undergoing Survey Training, has served as a Chatram Revenue Inspector in Thanjavur District redesignated as Special Revenue Inspector (Chatrams), shall be entitled to count his service in such post for a period of not exceeding six months towards duty as Revenue Inspector in charge of a Firka.

(vi) A candidate, who, after undergoing Survey Training has served as a Special Revenue Inspector for Betterment Levy, shall be entitled to count his service in such post for a period, not exceeding one year, towards duty as Revenue Inspector in charge of a Firka.

(vii) A candidate, who, after undergoing Survey training has discharged the duties of a Settlement Inspector doing Field Work and miscellaneous enquiries under the Tamil Nadu Inam Estates (Abolition and Conversion into Ryotwari) Act, 1963, the Tamil Nadu Lease-holds (Abolition and Conversion into Ryotwari) Act, 1963, the Tamil Nadu Inams (Abolition and Conversion into Ryotwari) Act, 1963. The Tamil Nadu Transferred Territory Ryotwari Settlement Act, 1964 and the Kanyakumari Sreepandaravaka Lands (Abolition and Conversion into Ryotwari) Act, 1964, shall be entitled to count his service in such post towards duty as Revenue Inspector incharge of a Firka and Settlement Inspector attending to the miscellaneous work under the said Acts, the Tamil Nadu (Transferred Territory) Thiruppuvanam, Payment Abolition Act, 1964, and the Tamil Nadu (Transferred Territory) Janmikaram payment Abolition Act, 1964 and in the Revenue follow up work in the areas coming up for resurvey, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector incharge of a Firka.

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| 7.(a) Superintendents in the Office of the Commissioner of Revenue Administration and Revenue Settlement Parties | (i) Revenue Test Parts I, II and III;<br>(ii) Revenue Survey Training for a period of not less than four weeks; and<br>(iii) Service as Revenue Inspector in-charge of a Firka for not less than one year. | Within three years from 26th July, 1968.            |
| (b) Assistants in the Office of the Commissioner of Revenue Administration and Revenue Settlement Parties.       | Revenue Test, Parts I, II and III.   | Within three years from 26th July 1968.             |
| 8.(a) Superintendents  | (i) Revenue Test Parts I, II and III.<br>(ii) Revenue Survey Training for a period of not less than four weeks.<br>(iii) Service as Revenue Inspector in-charge of a Firka not less than one year.         | Within three years from 26 <sup>th</sup> July 1968. |
| (b) Assistants in the Office of the Director of Settlements, Chennai.  | Revenue Test, Parts I, II and III.   | Within three years from 26th July, 1968             |
| 9. Assistants in the Office of the Commissioner of Agricultural Income Tax.                                      | Revenue Test Parts I, II and III.  | Within the prescribed period of probation.          |

#### Land Administration Department

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|---|--|---|
| 1. Assistants in the Office of the Commissioner of Land Administration.         | Revenue Test, Parts I, II and III.   | Within the prescribed period of probation or within two years from the date of appointment to the post, as the case may be. |
| 2.(a) Superintendents in the Office of the Commissioner of Land Administration. | (i) Revenue Test, Parts I, II and III.<br>(ii) Revenue Survey Training for a period of not less than four weeks.<br>(iii) Service as Revenue Inspector incharge of a Firka for not less than one year. | Within three years from the 26th July 1968 or within three years from the date of appointment, as the case may be.          |
| (b) Assistants in the Office of the Commissioner of Land Administration.        | Revenue Test, Parts I, II and III.   | Within three years from 26th July 1968 or within three years from the date of appointment, as the case may be.              |

### Survey and Settlement Department

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|---|--|---|
| 1. Superintendents in the Office of the Director of Survey and Settlement, Chennai. | (i) Revenue Test, Parts I, II and III.<br>(ii) Revenue Survey Training for a period of not less than four weeks.<br>(iii) Service as Revenue Inspector incharge of a Firka for not less than one year. | Within three years from the 26th July 1968 or within three years from the date of appointment, as the case may be.          |
| 2. Assistants in the Office of the Director of Survey and Settlement, Chennai.      | Revenue Test, Parts I, II and III.   | Within the prescribed period of probation or within two years from the date of appointment to the post, as the case may be. |

### Land Reforms Department

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|---|------------------------------------|---|
| Assistants in the Office of the Director of Land Reforms. | Revenue Test, Parts I, II and III. | Within the prescribed period of probation or within two years from the date of appointment to the post, as the case may be. |
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### Revenue Settlement Parties

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|---------------------|--|--|
| 1. Head Accountants | Account Test for Subordinate Officers, Part I.                                       | Within two years from the date of appointment to the post. |
| 2. Head Clerks      | Account Test for Subordinate Officers, Part I and Revenue Test, Parts I, II and III. | Within two years from the date of appointment to the post. |

### Rehabilitation Department

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|-------------------|--|---|
| Junior Assistants | Special Test on Tamil Nadu Government Office Manual. | Within the prescribed period of probation or within two years from the date of appointment, as the case may be. |
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### School Education Department

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|--------------------------------|--|--|
| (i) Head Clerks and Assistants | Deputy Inspector's Test and Account Test for Subordinate Officers, Part I. | Within two years from the date of appointment to the post. |
| (ii) Junior Assistant          | Tamil Nadu Government Office Manual Test.                                  | Within the prescribed period of probation.                 |

**Social Welfare Department**

Superintendent	Tamil Nadu Government Office Manual Test and Account Test for Subordinate Officers, Parts I and II.	Within three years from the 14th April 1977, if appointed before that date.
Assistant/Accountant in the Grade of Assistant	Tamil Nadu Government Office Manual Test and Account Test for Subordinate Officers, Part I.	Within three years from the 14th April 1977, if appointed before that date.
Junior Assistant	Tamil Nadu Government Office Manual Test	With the prescribed period of probation or within two years from the date of appointment to the post, as the case may be or within three years from 14 <sup>th</sup> April 1977, if appointed before that date.

**Department of Ex-Servicemen's Welfare**

1. Junior Assistant	Special Test on Tamil Nadu Government Office Manual	Within a period of two years from the 19 <sup>th</sup> September 1968, if appointed before that date and within the prescribed period of probation or within two years from the date of appointment to the post, as the case may be in other cases.
2. Welfare Workers	Special Test on Tamil Nadu Government Office Manual	With the prescribed period of probation or within two years from the date of appointment to the post, as the case may be.

### Stationery and Printing Department

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| 1. Manager, Stationery Office.                 | 1.Account Test for Subordinate Officers, Part I.<br>2.Stationery and Printing Department Test—<br>(i) Part A – Stationery Manual Volumes I and II.  | Within two years from the date of appointment to the post.  |
|  | (ii) PartB–Government Press Office Manual   | Within a period of two years from the 16 <sup>th</sup> November 1957, if appointed before that date and within two years from the date of appointment to the post in other cases. |
| 2. Superintendent, Commercial Accounts Section | 1.Account Test for Subordinate Officers, Part I<br>2.Accountancy (Lower Grade)  | Within two years from the date of appointment to the post.  |
|  | 3.Stationery and Printing Department Test—<br>(i)Part A – Stationery Manual Volumes I and II<br>(ii)Part B – Government Press Office Manual   | Within a period of two years from the 16 <sup>th</sup> November 1957, if appointed before that date and within two years from the date of appointment to the post in other cases. |
| 3. Office Manager, Government Press            | 1.Account Test for Subordinate Officers, Part I<br>2.Stationery and Printing Department Test.—<br>(i)Part A – Stationery Manual Volumes I and II<br>(ii)Part B – Government Press Office Manual | Within a period of two years from the 16 <sup>th</sup> November 1957, if appointed before that date and within two years from the date of appointment to the post in other cases. |
| 4. Assistants                                  | Stationery and Printing Department Test—<br>(i) Part A – Stationery Manual Volumes I and II<br>(ii) Part B – Government Press Office Manual   | Within a period of two years from the 16 <sup>th</sup> November 1957, if appointed before that date and within two years from the date of appointment to the post in other cases. |



## 5. Superintendents

- 1.Account Test for Subordinate Officers, Part I
- 2.Stationery and Printing Department Test—
  - (i) Part A – Stationery Manual Volumes I and II
  - (ii) Part B – Government Press Office Manual

Within a period of two years from the 16<sup>th</sup> March 1965, if appointed before that date and within two years from the date of appointment to the post in other cases.

**State Trading Schemes Department**

## Audit Assistants

- 1.Local Fund Audit Department Test.
- 2.Account Test for Subordinate Officers, Part I.
- 3.Tamil Nadu Government Office Manual Test.

Within a period of five years from the date of appointment as Audit Assistants after the completion of the training referred to in rule 38(c).

**Explanation.—(1)** No Audit Assistant shall be eligible for appearing for the Subordinate Account Service Examination unless he has passed the Local Fund Audit Department Test.

**Explanation.—(2)** Audit Assistants who are holders of the degree of B.Com.or B.Com.(Hons) shall not be required to pass the subject "Commercial Book-keeping" included in the Local Fund Audit Department Test.

**Department of Economics and Statistics**

## Assistants and Junior Assistants

Tamil Nadu Government Office Manual Test.

Within the prescribed period of probation if appointed on or after the 22<sup>nd</sup> August 1967 and within two years from the date of appointment to the post where no probation is prescribed, and within two years from the 22nd August 1967, if they are probationers on that date.

**Transport Department**

Superintendents including Selection Grade and Assistants in the Office of the Transport Commissioner, Chennai.

Superintendents, Head Clerks and Assistants in the Regional Transport Offices.

Accountants.

Account Test for Subordinate Officers, Part I and Departmental Test on the Motor Vehicles Act, 1939 (Central Act IV of 1939), The Tamil Nadu Motor Vehicles Taxation Act, 1974 (T.N.Act 13 of 1974) and the Rules and Notifications made there under.

At one of the four examinations held after the 15th July 1954, if they were appointed before that date and at one of the four examinations held after the appointment in other cases.

**Treasuries and Accounts Department**

Accountants

1. Account Test for Subordinate Officers, Parts I and II;
2. Test on Tamil Nadu Government Office Manual.

Within the prescribed period of probation or within two years from the date of appointment to the post, as the case may be.

**Veterinary Education and Research Department**

Assistants and Accountant in the Veterinary Education Department.

Account Test for Subordinate Officers, Part I, and the Departmental Test in the Manual of the Animal Husbandry Department.

Within two years from the date of appointment to the post.

**ANNEXURE VI**  
(referred to in rule 35)

**Tests to be passed, training to be undergone or other qualification to be acquired by persons after promotion**

Members of the Service (1)	Tests, Training or Qualification (2)	Period (3)
<b>Adi Dravidar and Tribal Welfare Department</b>		
Assistants in the Office of the Director of Adi Dravidar and Tribal Welfare appointed on or before the 10 <sup>th</sup> July 1968.	Special Test on Tamil Nadu Government Office Manual.	Within the period of two years from, the 10th July 1968: Provided that the person who have passed the Revenue Test, Part I need not pass the Special Test on Tamil Nadu Government Office Manual.
<b>Agriculture Department</b>		
Assistants who have to deal with accounts in the several offices in the Agriculture Department and to whom the provisions of Annexure IV do not apply.	Account Test for Subordinate Officers, Part I, Agriculture Departmental Test and Special Test on Tamil Nadu Government Office Manual.	Within two years from the date of appointment to the post.
<b>Director of Government Examinations</b>		
Assistants who were not full members in that category on the 3rd November 1951.	Account Test for Subordinate Officers, Part I.	Within a period of two years from the 3rd November 1951.
<b>Office of the Commissioner of Civil Supplies and Consumer Protection inclusive of Subordinate Offices under its control</b>		
Assistants	Account Test for Subordinate Officers, Part I and Special Test on Tamil Nadu Government Office Manual.	Within a period of two years from the 31st January 1973, if appointed before that date.
<b>Electrical Inspectorate</b>		
Office of the Chief Electrical Inspector to Government-		
Assistants	Special Test on Tamil Nadu Government Office Manual.	On or before 30 <sup>th</sup> November 1975, if appointed before the 15th September 1972
<b>Fisheries Department</b>		
Assistants	Fisheries Department Test, Part I.	Within the period of two years from the 31st July 1976, if appointed before that date.

**Medical Services and Family Welfare Department**

Medical Wing

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| <p>1. Superintendents, Head Stewards, Managers, Office Superintendents, Accountants and Assistant Lay Secretaries, etc., in the Office of the Director of Medical Services and Family Planning and in the city and mofussil Medical Institutions in the scale of pay of Rs.350-15-425-25-600.</p>   | <p>Departmental Test on Tamil Nadu Medical Code.</p>        | <p>Within the period of 4 years from the first June 1960, if appointed before that date and in the other cases within the prescribed period of probation and in cases where no probation is prescribed within two years from the date of appointment, as the case may be.</p> |
|   | <p>Special Test on Tamil Nadu Government Office Manual.</p> | <p>Within the period of two years from the 11th January 1971, if appointed before that date and in other cases within the prescribed period of probation and where no probation is prescribed within two years from the date of appointment, as the case may be.</p>          |
| <p>2. Assistants including Cash Keeper, Tour Clerk to the Director of Medical Services and Family Welfare and Examiner, Head Clerks, Medical Store-Keepers (Non-Technical), Linen Keeper, Provision Store-Keepers, Hospital Stoppages Clerks, etc., in the Office of the Director of Medical Services and Family Welfare in the City and Mofussil Medical Institutions in the scale of pay of Rs.250-10-300-15-450.</p> | <p>Departmental Test on Tamil Nadu Medical Code.</p>        | <p>Within the period of 4 years from the first June 1960, if appointed before that date and in the other cases within the prescribed period of probation and in cases where no probation is prescribed within two years from the date of appointment, as the case may be.</p> |
|   | <p>Special Test on Tamil Nadu Government Office Manual.</p> | <p>Within the period of two years from the 11th January 1971, if appointed before that date and in other cases within the prescribed period of probation and where no probation is prescribed within two years from the date of appointment, as the case may be.</p>          |

**Medical Education Department**

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| 1. Superintendents, Managers, Assistants, Lay Secretaries, Accountants and Head Stewards.   | Departmental Test in Tamil Nadu Medical Code.        | Within the period of 4 years from the first June 1960, if appointed before that date and in other cases within the prescribed period of probation and in cases where no probation is prescribed within two years from the date of appointment, as the case may be. |
|   | Special Test on Tamil Nadu Government Office Manual. | Within the period of two years from the 11th January 1971, if appointed before that date and in other cases within the prescribed period of probation and where no probation is prescribed within two years from the date of appointment, as the case may be.      |
| 2. Assistants, Head Clerks, Medical Store-keepers (Non-technical) Linen Keepers, Cashiers, Head Stewards, Clerks, Provision Store-keepers, Tour Clerks to the Directors and Cash Keepers other than the Examiner. | Departmental Test in Tamil Nadu Medical Code.        | Within the period of 4 years from the first June 1960, if appointed before that date and in other cases within the prescribed period of probation and in cases where no probation is prescribed within two years from the date of appointment, as the case may be. |
|   | Special Test on Tamil Nadu Government Office Manual. | Within a period of two years from the 11th January 1971, if appointed before that date and in other cases within the prescribed period of probation and where no probation is prescribed within two years from the date of appointment, as the case may be.        |

**Jail Department (including Borstal School)**

Managers, Grade I and II.  
Superintendents, Accountant,  
Assistants, Store- keepers.

Special Test on Tamil Nadu  
Government Office Manual.

Within the prescribed period of probation or within two years from the date of appointment to the post, as the case may be:

Provided that probationers on the 31st July 1968 in all the posts are exempted from passing the said test.

**Local Fund Audit Department**

1. Audit Assistants appointed before 1st July 1949.

Local Fund Audit Department Test in all subjects except those passed before promotion as Audit Assistants.

Within the prescribed period of probation.

2.(i) Audit Assistant appointed on or after the first July 1949 and who had an adequate knowledge of Urdu but not one of the three languages namely, Tamil, Malayalam and Kannada at the time of promotion as Audit Assistants.

Third Class Language Test (Parts B and D only) in one of the three languages namely, Tamil, Malayalam and Kannada.

Within a period of five years from the date of appointment as Audit Assistant.

(ii) Audit Assistants appointed on or after the 1st July 1949 and who did not possess an adequate knowledge of one of the three languages, namely, Tamil, Malayalam and Kannada at the time of promotion as Audit Assistants.

Third Class Language Test (Parts B and D only) in two of the three languages namely, Tamil, Malayalam and Kannada.

Test in one language within a period of five years from the date of appointment as Audit Assistant and in the other languages before confirmation.

**Port Department**

Assistants

Special Test on Tamil Nadu  
Government Office Manual.

Within two years from the 30<sup>th</sup> October 1976, if appointed before that date.

**Revenue Department**

Assistants in the Departments (excluding the Office of the Commissioner of Revenue Administration and Revenue Settlement Parties)

Service as Assistant in a Taluk Office for a period of not less than one year.

Before deputing as Firka Revenue Inspector.

**Social Welfare Department**

Superintendent

Tamil Nadu Government Office Manual Test and Account Test for Subordinate Officers, Parts I and II.

Within three years from the 14<sup>th</sup> April 1977, if appointed before that date.

Assistants/Accountants in the grade of Assistant.	Tamil Nadu Government Office Manual Test and Account Test for Subordinate Officers, Part I.	Within three years from the 14 <sup>th</sup> April 1977, if appointed before that date.
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**Department of Ex-Servicemen's Welfare**

Superintendent/Accountant and Assistants.	Special Test on Tamil Nadu Government Office Manual.	Within a period of two years from the 19th September 1968, if appointed before that date.
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**Department of Economics and Statistics**

Superintendents and Assistants, whose age did not exceed 45 years on the 1 <sup>st</sup> April, 1956.	Account Test for Subordinate Officers, Part I.	At one of the examinations to be held before the 1 <sup>st</sup> December 1957, if appointed before 1 <sup>st</sup> April 1956 and in other cases within the prescribed period of probation and where probation is not required to be undergone, within two years from the date of appointment, as the case may be.
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Assistants	Tamil Nadu Government Office Manual Test.	Within the prescribed period of probation, if appointed on or after the 22nd August 1967 and within two years from the date of appointment to the post where no probation is prescribed, and within two years from the 22nd August 1967, if they are probationers on that date.
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**Survey and Land Records Department**

Assistants whose age did not exceed 45 years on the 7 <sup>th</sup> February 1945 and who had not passed the old Account Test Higher or Lower or the General Account Test.	Account Test for Subordinate Officers, Part I.	At one of the first three examinations held after the 7 <sup>th</sup> February 1945.
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**Transport Department**

<p>Superintendents and Assistants in the Office of the Transport Commissioner, Chennai and Superintendents, Head Clerk and Assistants in the Regional Transport Offices, whose age did not exceed 51 years on the 21st January 1952.</p>	<p>Departmental Test on the Motor Vehicles Act, 1939 (Central Act IV of 1939), the Tamil Nadu Motor Vehicles Taxation Act, 1974 (Tamil Nadu Act 13 of 1974) and the rules and Notifications made there under.</p>	<p>Before the 31<sup>st</sup> December 1953.</p>
<p>Superintendents and Assistants in the Office of the Transport Commissioner Chennai, and Superintendents, Head Clerks and Assistants in the Regional Transport Offices, whose age did not exceed 51 years on the 13<sup>th</sup> March 1952.</p>	<p>Account Test for Subordinate Officers, Part I.</p>	<p>Before the 31<sup>st</sup> December 1953.</p>



**ANNEXURE VII**  
[referred to in rule 38(a)]

**Ministerial Establishment of the Special Branch of the Criminal Investigation Department and the Intelligence Section of the Office of the Commissioner of Police.**

1. (a) Appointment in the Special Branch of the Criminal Investigation Department and the Intelligence Section of the Office of the Commissioner of Police, shall--

(1) in the case of the Manager, Special Branch of the Criminal Investigation Department, be made by promotion from the category of Assistant Managers in the Special Branch, Criminal Investigation Department and in the case of the Assistant Manager, Special Branch of the Criminal Investigation Department, be made by promotion from the category of Assistant in the Special Branch, Criminal Investigation Department;

(2) in the case of Assistant Manager in the Intelligence Section of the Office of the Commissioner of Police, be made by promotion from the category of Special Branch Assistant in the said Intelligence Section of the Office of the Commissioner of Police;

(3) in the case of Special Branch Junior Assistants/Assistants both in the Special Branch of the Criminal Investigation Department and the Intelligence Section of the Office of the Commissioner of Police be made by direct recruitment or by transfer from the category of Junior Assistant and Assistants of the Police Department.

(b) The appointing authority in respect of the said posts of Manager, Assistant Managers and Assistants in the Special Branch of the Criminal Investigation Department shall be the Deputy Inspector General of Police, Criminal Investigation Department and in respect of the posts of Assistant Manager and Special Branch Assistants in the Intelligence Section of the Office of the Commissioner of Police, the Commissioner of Police.

(c) (i) no person shall be eligible for appointment by direct recruitment in the said posts of Assistants unless he is a graduate of a University of the State; and

(ii) in the case of appointment by transfer, only Junior Assistants/Assistants of the Police Department and the Directorate of Vigilance and Anti-Corruption possessing the minimum general educational qualification prescribed in the Schedule to the General rules who have shown outstanding ability, intelligence and character and have put in a service of not less than 7 years shall be eligible for appointment.

(iii) in the cases referred to in (i) and (ii) above, preference will be given to those who have passed the Government Technical Education in Typewriting and Shorthand at least by the Lower Grade.

(iv) No person shall be--

(1) entitled to the inclusion of his name in the list prepared by the competent authority, of candidates approved for appointment by direct recruitment, if on the first day of July of the year in which the examination on the result of which the list is prepared is held, he has completed or will complete the age of thirty years:

Provided that the age limit aforesaid shall be increased by five years in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes; or

(2) eligible for appointment by transfer if, on the first day of July of the year in which the appointment is made, he has completed or will complete the age of forty years.

(v) the vacancies in the posts of Assistants in the Special Branch of the Criminal Investigation Department and in the Intelligence Section of the Office of the Commissioner of Police shall be filled in the following proportion:-

75 percent by direct recruitment and 25 percent by transfer:

Provided that the post of Assistants in the Special Branch of the Criminal Investigation Department and in the Intelligence Section of the Office of the Commissioner of Police, for appointment, by direct recruitment, shall be filled up only by selection from candidates sponsored by the concerned Employment Exchange.

(vi) the relative seniority of the Assistants who are transferred to the Special Branch of the Criminal Investigation Department and to the Intelligence Section of the Office of the Commissioner of Police as Special Branch Assistants shall be determined by the date of their first appointment in the Special Branch of the Criminal Investigation Department or the intelligence Section of the Office of the Commissioner of Police, as the case may be.

(d) There shall be paid to a probationer appointed by direct recruitment during the first six months of his probation or until he is declared to be fit for work in the Special Branch of the Criminal Investigation Department or as the case may be, the Intelligence Section of the Office of the Commissioner of Police, whichever is later a pay calculated at the minimum of the time-scale applicable to the post.

(e) (i) A person appointed to the post by direct recruitment, shall pass the Government Technical Examination in Typewriting by the Higher Grade within the prescribed period of his probation, unless he has already passed the said examination.

(ii) A person appointed to the post by transfer, shall pass the Government Technical Examination in Typewriting by the Higher Grade within the period of two years from the date of his appointment unless he has already passed the said examination failing which his increment will be postponed without cumulative effect until he passes the said test.

(f) For the purposes of promotion of Assistants to the posts of Assistant Manager and for the purpose of promotion of Assistant Managers to the post of Manager in the Special Branch of the Criminal Investigation Department and for the purpose of promotion of Special Branch Assistant to the post of Assistant Manager in the Intelligence Section of the Office of the Commissioner of Police, the posts of Manager and Assistant Managers shall be treated as Selection Categories.

(g) A person appointed as Special Branch Assistant by direct recruitment shall from the date of which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years.

2. Where a probationer or an approved probationer appointed by direct recruitment in the post of Assistant in the Special Branch of the Criminal Investigation Department or Intelligence Section of the Office of the Commissioner of Police has to be discharged for want of a vacancy, the Director General of Police or the Commissioner of Police, as the case may be, may notwithstanding anything contained in these rules or the General rules, appoint him to hold the post of Assistant in any other branch of the Police Department. He shall, while holding the latter post, be paid a monthly pay calculated in the scale of pay applicable to such posts.

3. Every person appointed by direct recruitment to the service as Special Branch Assistant, in the Special Branch, Criminal Investigation Department, Chennai, and in the Intelligence Section, Chennai City Police shall, at the time of joining service, execute a bond in the form prescribed by the Government, binding himself to serve in the Special Branch, Criminal Investigation Department, Chennai/Intelligence Section, Chennai City Police for a period of not less than five years failing which he shall repay to the Government a sum of Rs.1,000/- (Rupees One thousand only) or such smaller sum as may have been received in the aggregate by way of emoluments, by him during the period of his employment.

**ANNEXURE VIII**

Omitted.

**ANNEXURE IX**  
[referred to in rule 38(b)(ii)]

**Appointment, training and conditions of service of directly recruited Assistants**

1. Appointment to the service may be made in the category of Assistant in the Revenue Department by direct recruitment for employment in the districts.

2.(a) The number of vacancies in any district filled up under Rule 1 shall not exceed in any year one third of the total number of vacancies arising in such district in that year.

(b) subject to sub-rule (a) -

(I) atleast one vacancy shall be filled up by appointment under rule 1--

(i) in each of the districts of Kanyakumari and the Nilgiris every year; and

(ii) in the City of Chennai, once in two years; and

(II) atleast two vacancies, shall be filled up as aforesaid in each of the other districts, in every year.

(c) while arriving at the estimate of vacancies in each district temporary vacancies also relating to posts which have been in existence for more than five years shall be taken into account.

3. The Collector of the district concerned shall be the appointing authority.

4. The rule of reservation of appointments (General rule 22) shall apply to such appointments separately in each district.

5. No person shall be eligible for appointment as Assistant by direct recruitment if he has completed or will complete the age of 26 years on the first day of July of the year in which the selection for appointment is made.

6. No person shall be eligible for appointment as Assistant by direct recruitment unless he possesses a B.A. or B.Sc., degree (other than in professional subject) or B.Com., degree.

7. Every person appointed as Assistant shall be on probation for a total period of two years on duty within a continuous periods of three years.

8. Every person appointed as Assistant by direct recruitment shall be imparted the training as prescribed below:-

Period (1)	Items of training (2)	
(i) First three months	1. With Firka Revenue Inspector	One Week
	2. Revenue Divisional Officer's Office	One Week
	3. Collector's Office	Two Weeks
	4. Foundational Training at the Civil Services Training Institute, Bhavanisagar.	Two months
(ii) Next one year	In Taluk Office as Assistant dealing with Revenue subjects.	
(iii) Next four weeks	In training in Revenue Survey and maintenance of land records:	
	Provided they have passed the Revenue Tests, Parts I to III.	
(iv) Next two years	Firka Revenue Inspectors.	
(v) Next one year and eight months.	In Collector's Office as Assistant.	

9. The Inter-se seniority of the directly recruited Assistants in the districts shall be fixed in the following cyclical order irrespective of the date of their joining duty.

- |                                 |  |
|---------------------------------|--|
| (a) First two vacancies         | Persons appointed by promotion.          |
| (b) Third vacancy               | Persons appointed by direct recruitment. |
| (c) Fourth and fifth vacancies. | Persons appointed by promotion.          |
| (d) Sixth vacancy               | Persons appointed by direct recruitment. |

10. Consistent with his seniority, a directly recruited Assistant shall be eligible for promotion to any selection category posts provided he has put in one year service in the Collector's Office after he has completed the period of training as Firka Revenue Inspector and has also passed the tests, prescribed.

11. For every such person, there shall be reserved a substantive vacancy arising in the permanent cadre of the category of Assistants in the Revenue Department in the District concerned after his appointment. His appointment to a substantive vacancy shall not however, confer on him any preferential claims to promotion.

12. The directly recruited Assistant shall be allowed straight away to draw the minimum of the time scale of pay applicable to Assistants. The training period shall be allowed to count for increment of pay and for promotion.

13. Omitted.

14. Every person appointed as Assistant by direct recruitment shall, execute an agreement in proper form with two sureties binding himself--

- (i) to serve in the Revenue Department for a period of not less than two years; and
- (ii) in case he fails to serve as aforesaid, to refund to the State Government the total amount drawn by him as pay and allowances.

**ANNEXURE IXA.**  
[referred to in rule 38(b)(ii)]

**Appointment, training and conditions of service of directly recruited Assistants in the Prison Department (Non-technical).**

1.Appointment to the service may be made in the category of Assistant in the Prison Department (Non-technical) by direct recruitment for employment in the State.

2.The number of vacancies in the State filled up under rule 1 shall not exceed in any year 50% of the total number of vacancies arising in the post of Assistant in the State in that year.

3.The Inspector - General of Prisons shall be the appointing authority.

4.The rule of reservation of appointments (General rule 22) shall apply to such appointments in the State.

5.No person shall be eligible for appointment as Assistant by direct recruitment, if he has completed or will complete the age of 30 years on the first day of July of the year in which the selection for appointment is made.

6.No person shall be eligible for appointment as Assistant by direct recruitment unless he possesses a degree from any University recognised by the University Grants Commission.

7.Every person appointed as Assistant by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years.

8 (a) Every person appointed as Assistant by direct recruitment shall within the period of probation complete the Foundational Training for a period of two months at Civil Services Training Institute, Bhavanisagar.

(b)Every person appointed to the post of Assistant by direct recruitment, shall within the period of probation, pass the following tests, namely:-

(i) Jail Test, Part I;

(ii) Account Test for Subordinate Officers, Part I;

(iii) Tamil Nadu Government Office Manual Test.

9.The inter-se-seniority between the directly recruited Assistants and the rank promotee Assistants shall be as per the provisions laid down in rule 35(aa) of the General rules for Tamil Nadu State and Subordinate Services.

10.Consistent with his seniority, a directly recruited Assistant shall be eligible for promotion to any selection category posts, provided he has successfully completed his probation and has also passed the tests, prescribed.

11.For every such person, there shall be reserved a substantive vacancy arising in the permanent cadre of the category of Assistants in the Prison Department after his appointment. His appointment to a substantive vacancy shall not however confer on him any preferential claim to promotion.

12. The directly recruited Assistant shall be allowed straightaway to draw the minimum of the time scale of pay applicable to the post of Assistant. The training period shall be allowed to count for increment and for probation.

13. Every person appointed as Assistant by direct recruitment shall execute an agreement in proper Form with two sureties binding himself—

(i) to serve in the Prison Department for a period of not less than five years; and

(ii) in case, he fails to serve as aforesaid, to refund to the State Government the total amount drawn by him as pay and allowances during the period of training.

**ANNEXURE IXB.**  
[referred to in rule 38(b)(ii)]

**Appointment, training and conditions of service of directly recruited Assistants  
(Non-technical) in the Highways Department .**

1. Appointment to the service may be made in the category of Assistant (Non-technical) in the Highways Department by direct recruitment for employment in the State.

2. The number of vacancies in the State filled up under rule 1 shall not exceed in any year 50% of the total number of vacancies arising in the post of Assistant in the State in that year.

3. The Chief Engineer (General), Highways Department shall be the appointing authority.

4. The rule of reservation of appointments (General rule 22) shall apply to such appointments.

5. No person shall be eligible for appointment as Assistant by direct recruitment, if he has completed or will complete the age of 30 years on the first day of July of the year in which the selection for appointment is made.

6. No person shall be eligible for appointment as Assistant by direct recruitment unless he possesses a degree from any University recognized by the University Grants Commission.

7. Every person appointed as Assistant by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years.

8. Every person appointed as Assistant by direct recruitment shall within the period of probation-

(a) Complete the Foundational Training for a period of two months at Civil Services Training Institute, Bhavanisagar; and

(b) Pass the following tests, namely:-

(i) Account Test for Highways Officers and Subordinate Officers;

(ii) Tamil Nadu Government Office Manual Test.

9. The inter-se-seniority between the directly recruited Assistants and the Assistants appointed by promotion shall be as per the provisions laid down in rule 35(aa) of the General rules for the Tamil Nadu State and Subordinate Services.

10. Consistent with his seniority, a directly recruited Assistant shall be eligible for promotion to any selection category posts, provided he has successfully completed his probation and has also passed the prescribed tests.

11. For every such person, there shall be reserved a substantive vacancy arising in the permanent cadre of the category of Assistants in the Highways Department after his appointment. His appointment to a substantive vacancy shall not however confer on him any preferential claim to promotion.

12. The directly recruited Assistant shall be allowed straightaway to draw the minimum of the time scale of pay applicable to the post of Assistant. The training period shall be allowed to count for increment and for probation.

13. Every person appointed as Assistant by direct recruitment shall execute a bond in proper Form with two sureties binding himself—

(i) agreeing to serve in the Highways Department for a period of not less than five years; and

(ii) in case, he fails to serve as aforesaid, to refund to the State Government the total amount drawn by him as pay and allowances during the period of training.

**ANNEXURE IXC.**  
[referred to in rule 38(b)(ii)]

**Appointment, training and conditions of service of directly recruited Assistants  
(Non-technical) in the Registration Department.**

1. Appointment to the service may be made in the category of Assistant (Non-technical) in the Registration Department by direct recruitment for employment in the State.

2. The number of vacancies in the State filled up under rule 1 shall not exceed in any year 50% of the total number of vacancies arising in the post of Assistant in the State in that year.

3. The Inspector-General of Registration shall be the appointing authority.

4. The rule of reservation of appointments (General rule 22) shall apply to such appointments.

5. No person shall be eligible for appointment as Assistant by direct recruitment, if he has completed or will complete the age of 30 years on the first day of July of the year in which the selection for appointment is made.

6. No person shall be eligible for appointment as Assistant by direct recruitment unless he possesses a degree from any University recognised by the University Grants Commission.

7. Every person appointed as Assistant by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years.

8(a). Every person appointed as Assistant by direct recruitment shall be imparted training for a total period of six months as specified below:-

Sl.No.	Period of training (for 6 months within the period of 2 years of probation)	Item of Training	Subject of Training
(1)	(2)	(3)	(4)
1.	3 months	Training in Sub-Registrar Offices.	1. Scanning 2. Indexing 3. Encumbrance Certificate (Including Single Search) 4. Marriage Registration 5. Public Relations (answering to the queries regarding Guideline Value, procedure for Marriage Registration, Encumbrance Certificate Copies, Jurisdiction of Office, etc.,)
2.	One week	Administrative Training at the Office of the Inspector General of Registration / Deputy Inspector General of Registration / District Registrar (Administration) and District Registrar (Audit)	1. Maintenance of Personal Register 2. Dealing with files 3. Basic Principles of Audit. 4. Societies Registration Act 5. Chit Funds Act 6. Basic Principles of Guideline Value.



3.	Three weeks	Training at Registration Training Institute, Chennai.	1. Basics of Various Acts/Rules, Circulars and Orders. 2. Office Procedures 3. Computer Practical Training 4. Soft Skill and Administration 5. Yoga
4.	2 months	Civil Services Training Institute, Bhavani Sagar	Foundational Training

(b) Every person appointed to the post of Assistant by direct recruitment, shall within the period of probation, pass the following tests, namely:-

- (i) Registration Tests;
- (ii) Account Test for Subordinate Officers, Part I;
- (iii) Tamil Nadu Government Office Manual Test.

9. The inter-se-seniority between the directly recruited Assistants and the Assistants appointed by promotion shall be as per the provisions laid down in rule 35(aa) of the General rules for the Tamil Nadu State and Subordinate Services.

10. Consistent with his seniority, a directly recruited Assistant shall be eligible for promotion to any selection category posts, provided he has successfully completed his probation and has also passed the prescribed tests.

11. For every such person, there shall be reserved a substantive vacancy arising in the permanent cadre of the category of Assistants in the Registration Department after his appointment. His appointment to a substantive vacancy shall not however confer on him any preferential claim to promotion.

12. The directly recruited Assistant shall be allowed straightaway to draw the minimum of the time scale of pay applicable to the post of Assistant. The training period shall be allowed to count for increment and for probation.

13. Every person appointed as Assistant by direct recruitment shall execute a bond in proper Form with two sureties binding himself—

- (i) agreeing to serve in the Registration Department for a period of not less than five years; and
- (ii) in case, he fails to serve as aforesaid, to refund to the State Government the total amount drawn by him as pay and allowances during the period of training.

**ANNEXURE IXD.**  
[referred to in rule 38(b)(ii)]

**Appointment, training and conditions of service of directly recruited Assistants  
(Non-technical) in the Medical Department.**

1. Appointment to the service may be made in the category of Assistant (Non-technical) in the Medical Department by direct recruitment for employment in the State.

2. The number of vacancies in the State filled up under rule 1 shall not exceed in any year 50% of the total number of vacancies arising in the post of Assistant in the State in that year.

3. The Director of Medical and Rural Health Services shall be the appointing authority.

4. The rule of reservation of appointments (General rule 22) shall apply to such appointments.

5. No person shall be eligible for appointment as Assistant by direct recruitment, if he has completed or will complete the age of 30 years on the first day of July of the year in which the selection for appointment is made.

6. No person shall be eligible for appointment as Assistant by direct recruitment unless he possesses a degree from any University recognized by the University Grants Commission.

7. Every person appointed as Assistant by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years.

8(a) Every person appointed as Assistant by direct recruitment shall within the period of probation complete the Foundational Training for a period of two months at Civil Services Training Institute, Bhavanisagar.

(b) Every person appointed to the post of Assistant by direct recruitment, shall within the period of probation, pass the following tests, namely:-

(i) Tamil Nadu Medical Code;

(ii) Account Test for Subordinate Officers, Part I;

(iii) Tamil Nadu Government Office Manual Test.

9. The inter-se-seniority between the directly recruited Assistants and the Assistants appointed by promotion shall be as per the provisions laid down in rule 35(aa) of the General rules for Tamil Nadu State and Subordinate Services.

10. Consistent with his seniority, a directly recruited Assistant shall be eligible for promotion to any selection category posts, provided he has successfully completed his probation and has also passed the tests prescribed.

11. For every such person, there shall be reserved a substantive vacancy arising in the permanent cadre of the category of Assistants in the Medical Department after his appointment. His appointment to a substantive vacancy shall not however confer on him any preferential claim to promotion.

12. The directly recruited Assistant shall be allowed straightaway to draw the minimum of the time scale of pay applicable to the post of Assistant. The training period shall be allowed to count for increment and for probation.

13. Every person appointed as Assistant by direct recruitment shall execute an agreement in proper Form with two sureties binding himself-

(i) to serve in the Medical Department for a period of not less than five years; and

(ii) In case, he fails to serve as aforesaid, to refund to the State Government the total amount drawn by him as pay and allowances during the period of training.

**ANNEXURE IXE.**  
[referred to in rule 38(b)(ii)]

**Appointment, training and conditions of service of directly recruited Assistants  
(Non-technical) in the Transport Department.**

1. Appointment to the service may be made in the category of Assistant (Non-technical) in the Transport Department by direct recruitment for employment in the State.

2. The number of vacancies in the State filled up under rule 1 shall not exceed in any year 50% of the total number of vacancies arising in the post of Assistant in the State in that year.

3. The Transport Commissioner shall be the appointing authority.

4. The rule of reservation of appointments (General rule 22) shall apply to such appointments.

5. No person shall be eligible for appointment as Assistant by direct recruitment, if he has completed or will complete the age of 30 years on the first day of July of the year in which the selection for appointment is made.

6. No person shall be eligible for appointment as Assistant by direct recruitment unless he possesses a degree (other than a degree in professional subjects) from any University recognized by the University Grants Commission.

7. Every person appointed as Assistant by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years.

8. Every person appointed as Assistant by direct recruitment shall within the period of probation,-

(a) Complete the Foundational Training for a period of two months at Civil Services Training Institute, Bhavanisagar; and

(b) Pass the following tests, namely:-

(i) Tamil Nadu Government Office Manual Test

(ii) Account Test for Subordinate Officers, Part I;

(iii) Department Test on Motor Vehicles Acts and Rules.

9. The inter-se-seniority between the directly recruited Assistants and the Assistants appointed by promotion shall be as per the provisions laid down in rule 35(aa) of the General rules for the Tamil Nadu State and Subordinate Services.

10. Consistent with his seniority, a directly recruited Assistant shall be eligible for promotion to any selection category posts, provided he has successfully completed his probation and has also passed the prescribed tests.

11. For every such person, there shall be reserved a substantive vacancy arising in the permanent cadre of the category of Assistants in the Transport Department after his appointment. His appointment to a substantive vacancy shall not however confer on him any preferential claim to promotion.

12. The directly recruited Assistant shall be allowed straightaway to draw the minimum of the time scale of pay applicable to the post of Assistant. The training period shall be allowed to count for increment and for probation.

13. Every person appointed as Assistant by direct recruitment shall execute a bond in proper Form with two sureties binding himself—

(i) agreeing to serve in the Transport Department for a period of not less than five years; and

(ii) in case, he fails to serve as aforesaid, to refund to the State Government the total amount drawn by him as pay and allowances during the period of training.

**ANNEXURE IXF.**  
[referred to in rule 38(b)(ii)].

**Appointment, training and conditions of service of directly recruited Assistants  
(Non-technical) in the National Cadet Corps Department.**

1.Appointment to the service may be made in the category of Assistant (Non–technical) in the National Cadet Corps Department by direct recruitment for employment in the State.

2.The number of vacancies in the State filled up under rule 1 shall not exceed in any year 50% of the total number of vacancies arising in the post of Assistant in the State in that year.

3.The Deputy Director General, Office of the Director of National Cadet Corps (Tamil Nadu, Pondicherry and Andaman Nicobar), Chennai-600 009, shall be the appointing authority.

4.The rule of reservation of appointments (General rule 22) shall apply to such appointments in the State.

5.No person shall be eligible for appointment as Assistant by direct recruitment, if he has completed or will complete the age of 30 years on the first day of July of the year in which the selection for appointment is made.

6.No person shall be eligible for appointment as Assistant by direct recruitment unless he possesses any degree from any University recognised by the University Grants Commission.

7.Every person appointed as Assistant by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years.

8.Every person appointed as Assistant by direct recruitment shall within the period of probation,-

(a)Complete the Foundational Training for a period of two months at Civil Services Training Institute, Bhavanisagar; and

(b)Pass the following tests, namely:-

(i) Account Test for Subordinate Officers, Part I,

(ii)Departmental Test conducted by the Deputy Director General, National Cadet Corps.

9.The inter-se-seniority between the directly recruited Assistants and the Assistants appointed by promotion shall be as per the provisions laid down under rule 35(aa) of the General rules for the Tamil Nadu State and Subordinate Services.

10. Consistent with his seniority, a directly recruited Assistant shall be eligible for promotion to any selection category posts, provided he has successfully completed his probation and has also passed the prescribed tests.

11. For every such person, there shall be reserved a substantive vacancy arising in the permanent cadre of the category of Assistant in the National Cadet Corps Department after his appointment. His appointment to a substantive vacancy shall not however confer on him any preferential claim to promotion.

12.The directly recruited Assistant shall be allowed straightaway to draw the minimum of the time scale of pay applicable to the post of Assistant. The training period shall be allowed to count for increment and for probation.

13.Every person appointed as Assistant by direct recruitment shall execute a bond in proper Form with two sureties binding himself—

(i)agreeing to serve in the National Cadet Corps Department for a period of not less than five years; and

(ii)in case, he fails to serve as aforesaid, to refund to the State Government the total amount drawn by him as pay and allowances during the period of training.

**ANNEXURE IXG.**  
[referred to in rule 38(b)(ii)]

**Appointment, training and conditions of service of directly recruited Assistants  
(Non-technical) in the Commercial Taxes Department Divisional Units.**

1.Appointment to the service may be made in the category of Assistant (Non-technical) in the Commercial Taxes Department Divisional Units by direct recruitment.

2.The number of vacancies in each Commercial Taxes Divisional Units filled up under rule 1 shall not exceed in any year  $\frac{1}{3}^{\text{rd}}$  of the total number of vacancies arising out of substantive vacancies in the post of Assistant in the each Commercial Taxes Divisional Units in that year.

3.The Joint Commissioner (Commercial Taxes) of the respective Commercial Taxes Department Divisional Units shall be the appointing authority.

4. The rule of reservation of appointments (General rule 22) shall apply to such appointments.

5.No person shall be eligible for appointment as Assistant by direct recruitment if he has completed or will complete the age of 30 years on the first day of the July of the year in which the selection for appointment is made.

6.No person shall be eligible for appointment as Assistant by direct recruitment unless he possesses a degree from any University recognized by the University Grants Commission.

7.Every person appointed as Assistant by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years.

8.Every person appointed as Assistant by direct recruitment shall within the period of probation,-

(a)Complete the Foundational Training for a period of two months at Civil Services Training Institute, Bhavanisagar; and

(b) Pass the following departmental tests, namely:-

(i)Commercial Taxes Act, Part I,

(ii)Commercial Taxes Act, Part II,

(iii)Commercial Taxes Act, Part III,

(iv)Tamil Nadu Government Office Manual Test.

9.The inter-se-seniority between the directly recruited Assistants and the Assistants appointed by promotion shall be as per the provisions laid down under rule 35(aa) of the General rules for the Tamil Nadu State and Subordinate Services.

10.Consistent with his seniority, a directly recruited Assistant shall be eligible for promotion to any selection category post provided he has successfully completed his probation and has also passed the prescribed tests.

11.For every such person, there shall be reserved a substantive vacancy arising in the permanent cadre of the category of Assistant in the Commercial Taxes Department Divisional units, after his appointment. His appointment to a substantive vacancy shall not however confer on him any preferential claim to promotion.

12.The directly recruited Assistant shall be allowed straight away to draw the minimum of the time scale of pay applicable to the post of Assistant. The training period shall be allowed to count for increment and for probation.

13.Every person appointed as Assistant by direct recruitment shall execute a bond in proper Form with two sureties binding himself—

(i) agreeing to serve in the Commercial Taxes Department for a period of not less than five years;

(ii)in case, he fails to serve as aforesaid, to refund to the State Government the total amount drawn by him as pay and allowances during the period of training.

**ANNEXURE IXH.**

[referred to in rule 38(b)(ii)]

**Appointment, training and conditions of service of directly recruited Assistants (Non-technical) in the Hindu Religious and Charitable Endowments Department.**

1. Appointment to the service may be made in the category of Assistant (Non-technical) in the Hindu Religious and Charitable Endowments Department by direct recruitment for employment in the State.

2. The number of vacancies in the State filled up under rule 1 shall not exceed in any year 50% of the substantive vacancies arising in the post of Assistant in the State in that year.

3. The Commissioner, Hindu Religious and Charitable Endowments Department shall be the appointing authority.

4. The rule of reservation of appointments (General rule 22) shall apply to such appointments in the State.

5. No person shall be eligible for appointment as Assistant by direct recruitment, if he has completed or will complete the age of 30 years on the first day of the July of the year in which the selection for appointment is made.

6. No person shall be eligible for appointment as Assistant by direct recruitment, unless he possesses a degree from any University recognized by the University Grants Commission.

7. Every person appointed as Assistant by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years.

8. Every person appointed as Assistant by direct recruitment shall, within the period of probation,-

(a) complete the Foundational Training for a period of two months at Civil Services Training Institute, Bhavanisagar; and

(b) pass the following tests, namely:-

(i) Tamil Nadu Government Office Manual Test;

(ii) Account Test for Subordinate Officers, Part I;

(iii) Departmental Test conducted by the Hindu Religious and Charitable Endowments (Administration) Department.

9. The inter-se-seniority between the directly recruited Assistants and the Assistants appointed by promotion, recruitment by transfer and by transfer shall be as per the provisions laid down in rule 35(aa) of the General Rule for the Tamil Nadu State and Subordinate Services.

10. Consistent with his seniority, a directly recruited Assistant shall be eligible for promotion to any of the selection category posts, provided he has successfully completed his probation and has also passed the prescribed tests.

11. For every such person, so appointed, there shall be reserved a substantive vacancy arising in the permanent cadre of the category of Assistant in the Hindu Religious and Charitable Endowments Department after his appointment. His appointment to a substantive vacancy shall not however confer on him any preferential claim to promotion.

12. The directly recruited Assistant shall be allowed straight away to draw the minimum of the time scale of pay applicable to the post of Assistant. The training period shall be allowed to count for increment and for probation.

13. Every person appointed as Assistant by direct recruitment shall execute a bond in proper Form with two sureties binding himself,—

(i) agreeing to serve in the Hindu Religious and Charitable Endowments Department for a period of not less than five years; and

(ii) in case, he fails to serve as aforesaid, to refund to the State Government, the total amount drawn by him as pay and allowances during the period of training.

14. Every person appointed as Assistant by Direct Recruitment in the Hindu Religious and Charitable Endowments Department shall profess Hindu Religion as stipulated in section 10 of the Tamil Nadu Hindu Religious and Charitable Endowments Act, 1959 (Tamil Nadu Act 22 of 1959).

**ANNEXURE IXI.**  
[referred to in rule 38(b)(ii)]

**Appointment, training and conditions of service of directly recruited Assistants  
(Non-technical) in the Backward Classes Welfare Department.**

1. Appointment to the service may be made in the category of Assistant (Non-technical) in the Backward Classes Welfare Department by direct recruitment for employment in the State.
2. The number of vacancies in the State filled up under rule 1 shall not exceed in any year one third of the total number of vacancies arising out of substantive vacancies in the post of Assistant in the State in that year.
3. The Director of Backward Classes Welfare shall be the appointing authority.
4. The rule of reservation of appointments (General rule 22) shall apply to such appointments in the State.
5. No person shall be eligible for appointment as Assistant by direct recruitment, if he has completed or will complete the age of 30 years on the first day of the July of the year in which the selection for appointment is made.
6. No person shall be eligible for appointment as Assistant by direct recruitment unless he possesses a degree from any University recognised by the University Grants Commission.
7. Every person appointed as Assistant by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years.
8. Every person appointed as Assistant by direct recruitment shall, within the period of probation,-
  - (a) complete the Foundation Training for a period of two months at Civil Services Training Institute, Bhavanisagar, and
  - (b) Pass the following tests, namely:-
    - (i) Tamil Nadu Government Office Manual Test; and
    - (ii) Account Test for Subordinate Officers, Part I.
9. The inter-se-seniority between the directly recruited Assistants and the Assistants appointed by promotion shall be as per the provisions laid down in rule 35(aa) of the General Rules for the Tamil Nadu State and Subordinate Services.
10. Consistent with his seniority, a directly recruited Assistant shall be eligible for promotion to any selection category post, provided he has successfully completed his probation and has also passed the prescribed tests.
11. For every such person so appointed, there shall be reserved a substantive vacancy arising in the permanent cadre of the category of Assistant in the Backward Classes Welfare Department. His appointment to a substantive vacancy shall not, however, confer on him any preferential claim to promotion.
12. The directly recruited Assistant shall be allowed straightaway to draw the minimum of the time scale of pay applicable to the post of Assistant. The training period shall be allowed to count for increment and for probation.
13. Every person appointed as Assistant by direct recruitment shall execute a bond in proper Form with two sureties binding himself—
  - (i) agreeing to serve in the Backward Classes Welfare Department for a period of not less than five years; and
  - (ii) in case, he fails to serve as aforesaid, to refund to the State Government the total amount drawn by him as pay and allowances during the period of training.

**ANNEXURE IXJ.**  
[referred to in rule 38(b)(ii)]

**Appointment, training and conditions of service of directly recruited Assistants  
(Non-technical) in the Labour Department.**

1. Appointment to the service may be made in the category of Assistant (Non-technical) in the Labour Department by direct recruitment for employment in the State.

2. The number of vacancies in the State filled up under rule 1 shall not exceed in any year 50% of the total number of vacancies arising out of the substantive vacancies in the post of Assistant in the State in that year.

3. The Joint Commissioner of Labour (Administration) shall be the appointing authority.

4. The rule of reservation of appointments (General rule 22) shall apply to such appointments.

5. No person shall be eligible for appointment as Assistant by direct recruitment, if he has completed or will complete the age of 30 years on the first day of July of the year in which the selection for appointment is made.

6. No person shall be eligible for appointment as Assistant by direct recruitment unless he possesses a degree from any University recognised by the University Grants Commission.

7. Every person appointed as Assistant by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years.

8. Every person appointed as Assistant by direct recruitment shall, within the period of probation,-

(a) complete the Foundational Training for a period of two months at Civil Services Training Institute, Bhavanisagar, and

(b) Pass the following tests, namely:-

(i) Account Test for Subordinate Officers, Part I.

(ii) Tamil Nadu Government Office Manual Test,

(iii) Labour and Factories Departmental Test, Part A and Part B.

9. The inter-se-seniority between the directly recruited Assistants and the Assistants appointed by promotion shall be as per the provisions laid down in rule 35(aa) of the General rules for the Tamil Nadu State and Subordinate Services.

10. Consistent with his seniority, a directly recruited Assistant shall be eligible for promotion to any selection category post, provided he has successfully completed his probation and has also passed the prescribed tests.

11. For every such person so appointed, there shall be reserved a substantive vacancy arising in the permanent cadre of the category of Assistant in the Labour Department. His appointment to a substantive vacancy shall not, however, confer on him any preferential claim to promotion.

12. The directly recruited Assistant shall be allowed straightaway to draw the minimum of the time scale of pay applicable to the post of Assistant. The training period shall be allowed to count for increment and for probation.

13. Every person appointed as Assistant by direct recruitment shall execute a bond in proper Form with two sureties binding himself—

(i) agreeing to serve in the Labour Department for a period of not less than five years; and

(ii) in case, he fails to serve as aforesaid, to refund to the State Government the total amount drawn by him as pay and allowances during the period of training.



**ANNEXURE IXK.**

[referred to in rule 38(b)(ii)]

**Appointment, Training and Conditions of Service of Directly Recruited Assistants (Non-technical) in the Urban Land Ceiling and Urban Land Tax Department:-**

1. Appointment to the service may be made in the category of Assistants (Non-technical) in the Urban Land Ceiling and Urban Land Tax Department by direct recruitment for employment in the State.

2. The number of vacancies in the State filled up under rule 1 shall not exceed in any year 80% of the total number of vacancies arising out of the substantive vacancies in the post of Assistant in the State in that year.

3. The Commissioner of Urban Land Ceiling and Urban Land Tax shall be the appointing authority.

4. The rule of reservation of appointments (General rule 22) shall apply to such appointments.

5. No person shall be eligible for appointment as Assistant by direct recruitment, if he has completed or will complete the age of 30 years on the first day of the July of the year in which the selection for appointment is made.

6. No person shall be eligible for appointment as Assistant by direct recruitment, unless he possesses a degree from any University recognized by the University Grants Commission.

7. Every person appointed as Assistant by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years.

8. Every person appointed as Assistant by direct recruitment shall, within the period of probation,-

- (a) complete the Foundational Training for a period of two months at Civil Services Training Institute, Bhavani Sagar; and
- (b) pass the following tests, namely:-
  - (i) Tamil Nadu Government Office Manual Test.
  - (ii) Account Test for Subordinate Officers, Part-I
  - (iii) Revenue Tests Part I, II and III.

9. The inter-se-seniority between the directly recruited Assistants and the Assistants appointed by promotion or by transfer shall be as per the provisions laid down in rule 35(aa) of the General rule for the Tamil Nadu State and Subordinate Services.

10. Consistent with his seniority, a directly recruited Assistant shall be eligible for promotion to any selection category posts, provided he has successfully completed the probation and has also passed the prescribed tests.

11. For every such person so appointed, there shall be reserved a substantive vacancy arising in the permanent cadre of the category of Assistant in the Urban Land Ceiling and Urban Land Tax Department. His appointment to a substantive vacancy shall not, however, confer on him any preferential claim to promotion.

12. The directly recruited Assistant shall be allowed straightaway to draw the minimum of the time scale of pay applicable to the post of Assistant. The training period shall be allowed to count for increment and for probation.

13. Every person appointed as Assistant by direct recruitment shall execute a bond in proper form with two sureties binding himself—

- (i) agreeing to serve in the Urban Land Ceiling and Urban Land Tax Department for a period of not less than five years; and
- (ii) in case, he fails to serve as aforesaid, to refund to the State Government the total amount drawn by him as pay and allowances during the period of training”.

**ANNEXURE IXL.**  
[referred to in Rule 38(b)(ii)]

**Appointment, training and conditions of service of directly recruited Assistants  
(Non-technical) in the Forest Department.**

1.Appointment to the service may be made in the category of Assistant (Non – technical) in the Forest Department by direct recruitment for employment in the state.

2.The number of vacancies in the State filled up under rule 1 shall not exceed in any year 50% of the total number of vacancies arising in the post of Assistant in the State in that year.

3.The Principal Chief Conservator of Forests shall be the appointing authority.

4 The rule of reservation of appointments (General rule 22) shall apply to such appointments in the State.

5.No person shall be eligible for appointment as Assistant by direct recruitment, if he has completed or will complete the age of 30 years on the first day of the July of the year in which the selection for appointment is made.

6.No person shall be eligible for appointment as Assistant by direct recruitment unless he possesses a Degree from any University recognised by the University Grants Commission.

7.Every person appointed as Assistant by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years.

8.Every person appointed as Assistant by direct recruitment shall, within the period of probation,-

(a) Complete the Foundational Training for a period of two months at Civil Services Training Institute, Bhavanisagar; and

(b)Pass the following tests, namely:-

(i)Account Test for Subordinate Officers, Part I,

(ii)Tamil Nadu Government Office Manual Test,

(iii)Departmental of Test prescribed in Section 28 of the Tamil Nadu Forest Department code.

9.The inter-se-seniority between the directly recruited Assistants and the Assistants appointed by promotion shall be as per the provisions laid down in rule 35(aa) of the General Rules for the Tamil Nadu State and Subordinate Services.

10.Consistent with his seniority, a directly recruited Assistant shall be eligible for promotion to any selection category posts, provided he has successfully completed the probation and has also passed the prescribed tests.

11.For every such person so appointed, there shall be reserved a substantive vacancy arising in the permanent cadre of the category of Assistant in the Forest Department. His appointment to a substantive vacancy shall not, however, confer on him any preferential claim to promotion.

12.The directly recruited Assistant shall be allowed straightaway to draw the minimum of the time scale of pay applicable to the post of Assistant. The training period shall be allowed to count for increment and for probation.

13. Every person appointed as Assistant by direct recruitment shall execute an agreement in proper form with two sureties binding himself—

(i) agreeing to serve in the Forest Department for a period of not less than five years; and

(ii) in case, he fails to serve as aforesaid, to refund to the State Government the total amount drawn by him as pay and allowances during the period of training.

**ANNEXURE IXM.**  
[referred to in rule 38(b)(ii)]

**Appointment, training and conditions of service of directly recruited Assistants  
(Non-technical) in the Police Department.**

1. Appointment to the service may be made in the category of Assistant (Non – technical) in the Police Department by direct recruitment for employment in the State.

2. The number of vacancies in the State filled up under rule 1 shall not exceed in any year 50% of the total number of vacancies arising in the post of Assistant in the State in that year.

3. The appointing authority for the post shall be as follows:-

Office	Appointing Authority
Office of the Director General of Police, Chennai.	Assistant Inspector General of Police.
Office of Commissioner of Police, Chennai, Madurai and Coimbatore Cities.	Deputy Commissioner of Police, Headquarters.
Other offices including special units.	Head of the Office concerned.

4. The rule of reservation of appointments (General rule 22) shall apply to such appointments in the State.

5. No person shall be eligible for appointment as Assistant by direct recruitment, if he has completed or will complete the age of 30 years on the first day of the July of the year in which the selection for appointment is made.

6. No person shall be eligible for appointment as Assistant by direct recruitment unless he possesses a Degree from any University recognised by the University Grants Commission.

7. Every person appointed as Assistant by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years.

8. (a) Every person appointed as Assistant by direct recruitment shall be imparted training for a total period of six months within the period of probation as specified below:-

Sl.No.	Period	Training
1.	First four months	In a District Police Office/ Office of the Commissioner of Police or a Tamil Nadu Special Police Battalion.
2.	Two months	Foundation Training at the Civil Services Training Institute, Bhavanisagar.

(b) Every person appointed to the post of Assistant by direct recruitment, shall within the period of probation, pass the following tests, namely:-

- (i) Departmental Test in Police orders and practice
- (ii) Account Test for Subordinate Officers, Part I
- (iii) Tamil Nadu Government Office Manual Test.

9. The inter-se-seniority between the directly recruited Assistants and the Assistants appointed by promotion shall be as per the provisions laid down in rule 35(aa) of the General rules for the Tamil Nadu State and Subordinate Services.

10. Consistent with his seniority, a directly recruited Assistant shall be eligible for promotion to any selection category posts, provided he has successfully completed the probation and has also passed the tests prescribed.

11. For every such person, so appointed, there shall be reserved a substantive vacancy arising in the permanent cadre of the category of Assistant in the Police Department. His appointment to a substantive vacancy shall not, however, confer on him any preferential claim to promotion.

12. The directly recruited Assistant shall be allowed straightaway to draw the minimum of the time scale of pay applicable to the post of Assistant. The training period shall be allowed to count for increment and for probation.

13. Every person appointed as Assistant by direct recruitment shall execute an agreement in proper form with two sureties binding himself—

- (i) to serve in the police department for a period of not less than five years; and
- (ii) in case, he fails to serve as aforesaid, to refund to the State Government the total amount drawn by him as pay and allowances during the period of training.

**ANNEXURE IXN.**  
[referred to in rule 38(b)(ii)]

**Appointment, training and conditions of service of directly recruited Assistants  
(Non-technical) in the Fisheries Department.**

1. Appointment to the service may be made in the category of Assistant (Non-technical) in the Fisheries Department by direct recruitment for employment in the State.

2. The number of vacancies in the State filled up under rule 1 shall not exceed in any year 50% of the substantive vacancies arising in the post of Assistant in the State in that year.

3. The Director of Fisheries shall be the appointing authority.

4. The rule of reservation of appointments (General rule 22) shall apply to such appointments in the State.

5. No person shall be eligible for appointment as Assistant by direct recruitment, if he has completed or will complete the age of 30 years on the first day of July of the year in which the selection for appointment is made.

6. No person shall be eligible for appointment as Assistant by direct recruitment unless he possesses a Degree from any University recognised by the University Grants Commission.

7. Every person appointed as Assistant by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years.

8. Every person appointed as Assistant by direct recruitment shall, within the period of probation,-

- (a) complete the Foundational Training for a period of two months at Civil Services Training Institute, Bhavanisagar; and
- (b) pass the following tests, namely:-
  - (i) Tamil Nadu Government Office Manual Test.
  - (ii) Account Test for Subordinate Officers, Part I.
  - (iii) Fisheries Departmental Test Part I.

9. The inter-se-seniority between the directly recruited Assistants and the Assistants appointed by promotion and by transfer shall be as per the provisions laid down in rule 35(aa) of the General Rule for the Tamil Nadu State and Subordinate Services.

10. Consistent with his seniority, a directly recruited Assistant shall be eligible for promotion to any selection category posts, provided he has successfully completed the probation and has also passed the prescribed tests.

11. For every such person so appointed, there shall be reserved a substantive vacancy arising in the permanent cadre of the category of Assistant in the Fisheries Department. His appointment to a substantive vacancy shall not, however, confer on him any preferential claim to promotion.

12. The directly recruited Assistant shall be allowed straightaway to draw the minimum of the time scale of pay applicable to the post of Assistant. The training period shall be allowed to count for increment and for probation.

13. Every person appointed as Assistant by direct recruitment shall execute a bond in proper form with two sureties binding himself—

- (i) agreeing to serve in the Fisheries Department for a period of not less than five years; and
- (ii) in case, he fails to serve as aforesaid, to refund to the State Government the total amount drawn by him as pay and allowances during the period of training.

**ANNEXURE IXO.**  
[referred to in rule 38(b)(ii)]

**Appointment, training and conditions of service of directly recruited Assistants  
(Non-technical) in the Technical Education Department.**

1. Appointment to the service may be made in the category of Assistant (Non-technical) in the Technical Education Department by direct recruitment for employment in the State.

2. The number of vacancies in the State filled up under rule 1 shall not exceed in any year 50% of the total number of vacancies arising out of the substantive vacancies in the post of Assistant in the State in that year.

3. The Commissioner of Technical Education shall be the appointing authority.

4. The rule of reservation of appointments (General rule 22) shall apply to such appointments in the State.

5. No person shall be eligible for appointment as Assistant by direct recruitment, if he has completed or will complete the age of 30 years on the first day of the July of the year in which the selection for appointment is made.

6. No person shall be eligible for appointment as Assistant by direct recruitment, unless he possesses a degree from any University recognized by the University Grants Commission.

7. Every person appointed as Assistant by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years.

8. Every person appointed as Assistant by direct recruitment shall, within the period of probation,-

- (a) complete the Foundational Training for a period of two months at Civil Services Training Institute, Bhavanisagar; and
- (b) pass the Account Test for Subordinate Officers, Part I and Tamil Nadu Government Office Manual Test.

9. The inter-se-seniority between the directly recruited Assistants and the Assistants appointed by promotion shall be as per the provisions laid down in rule 35(aa) of the General rule for the Tamil Nadu State and Subordinate Services.

10. Consistent with his seniority, a directly recruited Assistant shall be eligible for promotion to any selection category posts provided he has successfully completed his probation and has also passed the prescribed tests.

11. For every such person, so appointed, there shall be reserved a substantive vacancy arising in the permanent cadre of the category of Assistants in the Technical Education Department. His appointment to a substantive vacancy shall not, however, confer on him any preferential claim to promotion.

12. The directly recruited Assistant shall be allowed straightaway to draw the minimum of the time scale of pay applicable to the post of Assistant. The training period shall be allowed to count for increment and for probation.

13. Every person appointed as Assistant by direct recruitment shall execute a bond in proper form with two sureties binding himself—

- (i) agreeing to serve in the Technical Education department for a period of not less than five years; and
- (ii) in case, he fails to serve as aforesaid, to refund to the State Government the total amount drawn by him as pay and allowances during the period of training.

**ANNEXURE IXP.**  
(referred to in rule 38(b)(ii))

**ANNEXURE IXQ.**  
(referred to in rule 38(b)(ii))

**ANNEXURE IXR.**  
(referred to in rule 38(b)(ii))

**Appointment, training and conditions of service of directly recruited Assistants  
(Non-technical) in the Tamil Nadu Archives Department.**

1. Appointment to the service may be made in the category of Assistant (Non-technical) in the Tamil Nadu Archives Department by direct recruitment for employment in the State.

2. The number of vacancies in the State filled up under rule 1 shall not exceed in any year, 50% of the substantive vacancies arising out of substantive vacancies in the post of Assistant in the State in that year.

3. The Director of Archives shall be the appointing authority.

4. The rule of reservation of appointments (General rule 22) shall apply to such appointments in the state.

5. No person shall be eligible for appointment as Assistant by direct recruitment, if he has completed or will complete the age of 30 years on the first day of the July of the year in which the selection for appointment is made.

6. No person shall be eligible for appointment as Assistant by direct recruitment, unless he possesses a degree from any University recognized by the University Grants Commission.

7. Every person appointed as Assistant by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years.

8. Every person appointed as Assistant by direct recruitment shall, within the period of probation,-

- (a) complete the Foundational Training for a period of two months at Civil Services Training Institute, Bhavanisagar; and
- (b) pass the following tests, namely:-
  - (i) Tamil Nadu Government Office Manual Test.
  - (ii) Account Test for Subordinate Officers, Part I.

9. The inter-se-seniority between the directly recruited Assistants and the Assistants appointed by promotion shall be as per the provisions laid down in rule 35(aa) of the General rules for the Tamil Nadu State and Subordinate Services.

10. Consistent with his seniority, a directly recruited Assistant shall be eligible for promotion to any selection category posts provided he has successfully completed his probation and has also passed the prescribed test.

11. For every such person, so appointed, there shall be reserved a substantive vacancy arising in the permanent cadre of the category of Assistants in the Tamil Nadu Archives and Historical Research Department after his appointment. His appointment to a substantive vacancy shall not, however, confer on him any preferential claim to promotion.

12. The directly recruited Assistant shall be allowed straightaway to draw the minimum of the time scale of pay applicable to the post of Assistant. The training period shall be allowed to count for increment and for probation.

13. Every person appointed as Assistant by direct recruitment shall execute a bond in proper Form with two sureties binding himself—

- (i) agreeing to serve in the Tamil Nadu Archives and Historical Research Department for a period of not less than five years; and
- (ii) in case, he fails to serve as aforesaid, to refund to the State Government the total amount drawn by him as pay and allowances during the period of training.



**ANNEXURE IXS.**

[referred to in rule 38(b)(ii)]

**Appointment, training and conditions of service of directly recruited Assistants (Non-technical) in the Public Health and Preventive Medicine Department.**

1. Appointment to the service may be made in the category of Assistant (Non-technical) in the Public Health and Preventive Medicine Department by direct recruitment for employment in the State.

2. The number of vacancies in the State filled up under rule 1 shall not exceed in any year 50% of the substantive vacancies arising in the post of Assistant in that year.

3. The Director of Public Health and Preventive Medicine shall be the appointing authority.

4. The rule of reservation of appointments (General rule 22) shall apply to such appointment.

5. No person shall be eligible for appointment as Assistant by direct recruitment, if he has completed or will complete the age of 30 years on the first day of July of the year in which the selection for appointment is made.

6. No person shall be eligible for appointment as Assistant by direct recruitment unless he possesses a degree from any University recognised by the University Grants Commission.

7. Every person appointed as Assistant by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years.

8. Every person appointed as Assistant by direct recruitment shall within the period of probation,-

- (a) complete the Foundational Training for a period of two months at Civil Services Training Institute at Bhavanisagar; and
- (b) pass the following departmental tests, namely,-
  - (i) Tamil Nadu Medical Code;
  - (ii) Account Test for Subordinate Officers Part I; and
  - (iii) Tamil Nadu Government Office Manual Test.

9. The inter-se-seniority between the directly recruited Assistants and the Assistants appointed by promotion shall be as per the provisions laid down in rule 35(aa) of the General rule for Tamil Nadu State and Subordinate Services.

10. Consistent with his seniority, a directly recruited Assistant shall be eligible for promotion to any selection category post, provided he has successfully completed his probation and has also passed the prescribed tests.

11. For every such person, there shall be reserved a substantive vacancy arising in the permanent cadre of the category of Assistant in the Public Health and Preventive Medicine Department, after his appointment. His appointment to a substantive vacancy shall not however confer on him any preferential claim to promotion.

12. The directly recruited Assistant shall be allowed straightaway to draw the minimum of the time scale of pay applicable to the post of Assistant. The training period shall be allowed to count for increment and for probation.

13. Every person appointed as Assistant by direct recruitment shall execute an agreement in proper form with two sureties binding himself—

- (i) agreeing to serve in the Public Health and Preventive Medicine Department for a period of not less than five years; and
- (ii) in case, he fails to serve as aforesaid, to refund to the State Government the total amount drawn by him as pay and allowances during the period of training.

**ANNEXURE IXT.**  
[referred to in rule 38(b)(ii)]

**Appointment, training and conditions of service of directly recruited Assistants  
(Non-technical) in the School Education Department.**

1. Appointment to the service may be made in the category of Assistant (Non-technical) in the School Education Department by direct recruitment for employment in the State.

2. The number of vacancies in the State filled up under rule 1 shall not exceed in any year 50% of the substantive vacancies arising in the post of Assistant in the State in that year.

3. The Director of School Education shall be the appointing authority.

4. The rule of reservation of appointments (General rule 22) shall apply to such appointments in the State.

5. No person shall be eligible for appointment as Assistant by direct recruitment, if he has completed or will complete the age of 30 years on the first day of the July of the year in which the selection for appointment is made.

6. No person shall be eligible for appointment as Assistant by direct recruitment unless he possesses any degree from any University recognised by the University Grants Commission.

7. Every person appointed as Assistant by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years.

8. Every person appointed as Assistant by direct recruitment shall, within the period of probation,-

- (a) complete the Foundational Training for a period of two months at Civil Services Training Institute, Bhavanisagar; and
- (b) pass the following tests, namely:-
  - (i) Deputy Inspectors Test (3 papers);
  - (ii) Account Test for Subordinate Officers Part I; and
  - (iii) Tamil Nadu Government Office Manual Test.

9. The inter-se-seniority between the directly recruited Assistants and the Assistants appointed by promotion shall be as per the provisions laid down in rule 35(aa) of the General Rule for the Tamil Nadu State and Subordinate Services.

10. Consistent with his seniority, a directly recruited Assistant shall be eligible for promotion to any selection category post provided he has successfully completed his probation and has also passed the prescribed test.

11. For every such person so appointed, there shall be reserved a substantive vacancy arising in the permanent cadre of the category of Assistant in the School Education Department after his appointment. His appointment to a substantive vacancy shall not however confer on him any preferential claim to promotion.

12. The directly recruited Assistant shall be allowed straightaway to draw the minimum of the time scale of pay applicable to the post of Assistant. The training period shall be allowed to count for increment and for probation.

13. Every person appointed as Assistant by direct recruitment shall execute a bond in proper form with two sureties binding himself—

- (i) agreeing to serve in the School Education Department for a period of not less than five years; and
- (ii) in case, he fails to serve as aforesaid, to refund to the State Government the total amount drawn by him as pay and allowances during the period of training.

**ANNEXURE IXU.**

[referred to in rule 38(b)(ii)]

**Appointment, training and conditions of service of directly recruited Assistants (Non-technical) in the Stationery and Printing Department.**

1. Appointment to the service may be made in the category of Assistant (Non-technical) in the Stationery and Printing Department by direct recruitment for employment in the State.

2. The number of vacancies in the State filled up under rule 1 shall not exceed in any year 50% of the substantive vacancies arising in the post of Assistant in the State in that year.

3. The Joint Director of Stationery and Printing shall be the appointing authority.

4. The rule of reservation of appointments (General rule 22) shall apply to such appointment in the State.

5. No person shall be eligible for appointment as Assistant by direct recruitment, if he has completed or will complete the age of 30 years on the first day of the July of the year in which the selection for appointment is made.

6. No person shall be eligible for appointment as Assistant by direct recruitment, unless he possesses a degree from any University recognised by the University Grants Commission.

7. Every person appointed as Assistant by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years.

8. Every person appointed as Assistant by direct recruitment shall, within the period of probation,-

(a) complete the Foundational Training for a period of two months at Civil Services Training Institute, Bhavanisagar; and

(b) pass the following tests, namely:-

(1) Tamil Nadu Government District Office Manual Test;

(2) Account Test for Subordinate Officers, Part I;

(3) Stationery and Printing Department Test.

(i) Part A - Stationery Manual, Volumes I&II.

(ii) Part B - Government Press Office Manual.

9. The inter-se-seniority between the directly recruited Assistants and the Assistants appointed by promotion shall be as per the provisions laid down in rule 35(aa) of the General rule for the Tamil Nadu State and Subordinate Services.

10. Consistent with his seniority, a directly recruited Assistant shall be eligible for promotion to any of the selection category posts, provided he has successfully completed his probation and has also passed the prescribed tests.

11. For every such person, so appointed, there shall be reserved a substantive vacancy arising in the permanent cadre of the category of Assistant in the Stationery and Printing Department. His appointment to a substantive vacancy shall not, however, confer on him any preferential claim to promotion.

12. The directly recruited Assistant shall be allowed straight away to draw the minimum of the time scale of pay applicable to the post of Assistant. The training period shall be allowed to count for increment and for probation.

13. Every person appointed as Assistant by direct recruitment shall execute a bond in proper form with two sureties binding himself —

(i) agreeing to serve in the Stationery and Printing Department for a period of not less than five years; and

(ii) in case, he fails to serve as aforesaid, to refund to the State Government, the total amount drawn by him as pay and allowances during the period of training.

**ANNEXURE IXV.**

[referred to in rule 38(b)(ii)]

**Appointment, training and conditions of service of directly recruited Assistants (Non-technical) in the Office of the Director of Survey and Settlement.**

1. Appointment to the service may be made in the category of Assistant (Non-technical) in the Office of the Director of Survey and Settlement by direct recruitment.
2. The number of vacancies filled up under rule 1 shall not exceed in any year 50% of the total number of vacancies arising out of the substantive vacancies in the post of Assistant in the office of the Director of Survey and Settlement in that year.
3. The Director of Survey and Settlement shall be the appointing authority.
4. The rule of reservation of appointments (General rule 22) shall apply to such appointments.
5. No person shall be eligible for appointment as Assistant by direct recruitment, if he has completed or will complete the age of 30 years on the first day of July of the year in which the selection for appointment is made.
6. No person shall be eligible for appointment as Assistant by direct recruitment, unless he possesses a degree from any University recognised by the University Grants Commission.
7. Every person appointed as Assistant by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years.
8. Every person appointed as Assistant by direct recruitment shall, within the period of probation -
  - (a) complete the Foundational Training for a period of two months at Civil Services Training Institute, Bhavanisagar; and
  - (b) Pass the following tests, namely:-
    - (i) Tamil Nadu Government Office Manual Test.
    - (ii) Revenue Test, Parts I, II and III.
    - (iii) Account Test for Subordinate Officers, Part I.
9. The inter-se-seniority between the directly recruited Assistants and the Assistants appointed by promotion and by transfer shall be as per the provisions laid down in rule 35(aa) of the General rule for the Tamil Nadu State and Subordinate Services.
10. Consistent with his seniority, a directly recruited Assistant shall be eligible for promotion to any selection category post, provided he has successfully completed his probation and has also passed the prescribed tests.
11. For every such person, so appointed, there shall be reserved a substantive vacancy arising in the permanent cadre of the category of Assistant in the Office of the Director of Survey and Settlement. His appointment to a substantive vacancy shall not, however, confer on him any preferential claim to promotion.
12. The directly recruited Assistant shall be allowed straight away to draw the minimum of the time scale of pay applicable to the post of Assistant. The training period shall be allowed to count for increment and for probation.
13. Every person appointed as Assistant by direct recruitment shall execute an agreement in proper form with two sureties binding himself—
  - (i) to serve in the Office of the Director of Survey and Settlement for a period of not less than five years; and
  - (ii) in case, he fails to serve as aforesaid, to refund to the State Government the total amount drawn by him as pay and allowances during the period of training.

**ANNEXURE IXW.**

[referred to in rule 38(b)(ii)]

**Appointment, training and conditions of service of directly recruited Assistants (Non-technical) in the Civil Supplies and Consumer Protection Department.**

1. Appointment to the service may be made in the category of Assistant (Non-technical) in the Civil Supplies and Consumer Protection Department by direct recruitment for employment in the State.

2. The number of vacancies in the State filled up under rule 1 shall not exceed in any year 50% of the total number of vacancies arising out of the substantive vacancies in the post of Assistant in the State in that year.

3. The Deputy Commissioner of Civil Supplies and Consumer Protection shall be the appointing authority.

4. The rule of reservation of appointments (General rule 22) shall apply to such appointments in the state.

5. No person shall be eligible for appointment as Assistant by direct recruitment, if he has completed or will complete the age of 30 years on the first day of the July of the year in which the selection for appointment is made.

6. No person shall be eligible for appointment as Assistant by direct recruitment, unless he possesses a degree from any University recognized by the University Grants Commission.

7. Every person appointed as Assistant by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years.

8. Every person appointed as Assistant by direct recruitment shall, within the period of probation,-

- (a) complete the Foundational Training for a period of two months at Civil Services Training Institute, Bhavani Sagar; and
- (b) pass the following Tests, namely:-
  - (i) Account Test for Subordinate Officers, Part-I; and
  - (ii) Tamil Nadu Government Office Manual.

9. The inter-se-seniority between the directly recruited Assistants and the Assistants appointed by promotion or by transfer shall be as per the provisions laid down in rule 35(aa) of the General rule for the Tamil Nadu State and Subordinate Services.

10. Consistent with his seniority, a directly recruited Assistant shall be eligible for promotion to any selection category post provided he has successfully completed his probation and has also passed the prescribed tests.

11. For every such person, so appointed, there shall be reserved a substantive vacancy arising in the permanent cadre of the category of Assistant in the Civil Supplies and Consumer Protection Department. His appointment to a substantive vacancy shall not, however, confer on him any preferential claim to promotion.

12. The directly recruited Assistant shall be allowed straight away to draw the minimum of the time scale of pay applicable to the post of Assistant. The training period shall be allowed to count for increment and for probation.

13. Every person appointed as Assistant by direct recruitment shall execute a bond in proper form with two sureties binding himself—

- (i) agreeing to serve in the Civil Supplies and Consumer Protection Department for a period of not less than five years; and
- (ii) in case, he fails to serve as aforesaid, to refund to the State Government the total amount drawn by him as pay and allowances during the period of training.

**ANNEXURE IX**

[referred to in rule 38(b)(ii)]

**Appointment, Training and Conditions of Service of Directly Recruited Assistants (Non-technical) in the Rural Development and Panchayat Raj Department.**

1.Appointment to the service may be made in the category of Assistant (Non-technical) in the Rural Development and Panchayat Raj Department by direct recruitment for employment in the State.

2.The number of vacancies in the State filled up under rule 1 shall not exceed in any year 25% of the substantive vacancies arising in the post of Assistant in the State in that year.

3.The Director of Rural Development and Panchayat Raj shall be the appointing authority.

4. The rule of reservation of appointments (General rule 22) shall apply to such appointments in the State.

5.No person shall be eligible for appointment as Assistant by direct recruitment, if he has completed or will complete the age of 30 years on the first day of the July of the year in which the selection for appointment is made.

6.No person shall be eligible for appointment as Assistant by direct recruitment, unless he possesses a degree from any University recognized by the University Grants Commission.

7. Every person appointed as Assistant by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years.

8. Every person appointed as Assistant by direct recruitment shall, within the period of probation,-

- (a) complete the Foundation Training for a period of two months at Civil Services Training Institute, Bhavanisagar; and
- (b) Pass the following Tests, namely:-
  - (i)Tamil Nadu Government Office Manual Test.
  - (ii)Departmental Test for Officers of Panchayat Development Department and Panchayat Development Account Test.
  - (iii)Account Test for Subordinate Officers, Part-I.

9.The inter-se-seniority between the directly recruited Assistants and the Assistants appointed by promotion shall be as per the provisions laid down in rule 35(aa) of the General rule for Tamil Nadu State and Subordinate Services.

10. Consistent with his seniority, a directly recruited Assistant shall be eligible for promotion to any selection category posts provided he has successfully completed his probation and has also passed the prescribed tests.

11.For every such person, so appointed, there shall be reserved a substantive vacancy arising in the permanent cadre of the category of Assistants in the Rural Development and Panchayat Raj Department. His appointment to a substantive vacancy shall not, however, confer on him any preferential claim to promotion.

12.The directly recruited Assistant shall be allowed straight away to draw the minimum of the scale of pay applicable to the post of Assistant. The training period shall be allowed to count for increment and for probation.

13. Every person appointed as Assistant by direct recruitment shall execute a bond in proper form with two sureties binding himself—

- (i) agreeing to serve in the Rural Development and Panchayat Raj Department for a period of not less than five years; and
- (ii) in case, he fails to serve as aforesaid, to refund to the State Government the total amount drawn by him as pay and allowances during the period of training.

**ANNEXURE IXY**

[referred to in rule 38(b)(ii)]

**ANNEXURE IXZ**

[referred to in rule 38(b)(ii)]

**Appointment, Training and Conditions of Service of Directly Recruited Assistants (Non-technical) in the Directorate of Vigilance and Anti-corruption.**

1. Appointment to the service may be made in the category of Assistant (Non-technical) in the Directorate of Vigilance and Anti-corruption by direct recruitment for employment in the State.

2. The number of vacancies in the State filled up under rule 1 shall not exceed in any year 50% of the total number of vacancies arising out of the substantive vacancies in the post of Assistant in the State in that year.

3. The Superintendent of Police, Central Range shall be the appointing authority.

4. The rule of reservation of appointments (General rule 22) shall apply to such appointments in the State.

5. No person shall be eligible for appointment as Assistant by direct recruitment, if he has completed or will complete the age of 30 years on the first day of the July of the year in which the selection for appointment is made.

6. No person shall be eligible for appointment as Assistant by direct recruitment unless he possesses a Degree from any University recognised by the University Grants Commission.

7. Every person appointed as Assistant by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years.

8. (a) Every person appointed as Assistant by direct recruitment shall be imparted training for a total period of six months within the period of probation as specified below:-

- |                 |  |
|-----------------|--|
| (1) Four months | Training to be imparted by the Directorate of Vigilance and Anti-corruption to all the candidates at Directorate of Vigilance and Anti-corruption. |
| (2) Two months  | Foundation Training at the Civil Services Training Institute, Bhavanisagar.  |

(b) Every person appointed to the post as Assistant by direct recruitment shall within the period of probation, pass the following Tests, namely:-

- (1) Departmental Test in Police Orders and Practice;
- (2) Account Test for Subordinate Officers, Part I;
- (3) Tamil Nadu Government Office Manual Test.

9. The inter-se-seniority between the directly recruited Assistants and the Assistants appointed by promotion or by transfer shall be as per the provisions laid down in rule 35(aa) of the General Rule for the Tamil Nadu State and Subordinate Services.

10. Consistent with his seniority, a directly recruited Assistant shall be eligible for promotion to any selection category post, provided he has successfully completed his probation and has also passed the prescribed tests.

11. For every such person, so appointed, there shall be reserved a substantive vacancy arising in the permanent cadre of the category of Assistant in the Directorate of Vigilance and Anti-corruption. His appointment to a substantive vacancy shall not, however, confer on him any preferential claim to promotion.

12. The directly recruited Assistant shall be allowed straightaway to draw the minimum of the time scale of pay applicable to the post of Assistant. The training period shall be allowed to count for increment and for probation.

13. Every person appointed as Assistant by direct recruitment shall execute a bond in proper form with two sureties binding himself,—

- (i) agreeing to serve in the Directorate of Vigilance and Anti-corruption for a period of not less than five years; and
- (ii) in case, he fails to serve as aforesaid, to refund to the State Government, the total amount drawn by him as pay and allowances during the period of training.



**ANNEXURE X**  
[referred to in rule 38(b)(iii)]

**Appointment, training and conditions of service of directly recruited  
Village Administrative Officers.**

1. Appointment to the service in the category of Village Administrative Officer in the Revenue Department shall be made by direct recruitment.

2. The appointing authority for the post shall be the Revenue Divisional Officer having jurisdiction over the concerned Village.

**Explanation.**—For the purpose of this rule, "Revenue Divisional Officer" includes Personal Assistant (General) to the Collector of Chennai.

3. The rule of reservation of appointments (General rule 22) shall apply for appointment to the post by direct recruitment treating each district as a separate unit.

4.(a) No person shall be eligible for appointment to the post by direct recruitment, —

(i) unless he has completed 21 years of age on the first day of July of the year in which the selection for appointment is made; and

(ii) if he has completed or will complete 30 years of age on the first day of July of the year in which the selection for appointment is made:

Provided that in the case of a person belonging to a Backward Class or a Scheduled Caste and Scheduled Tribe, the upper age limit shall be 40 years:

Provided further that the above age limit shall not apply for appointment as Village Administrative Officers by direct recruitment from among the Ex-Village Officers through State Level Screening Committee or to the Ex-Village Officers who have already been absorbed as Village Administrative Officers as per the decisions of the High Court, Madras.

(b) No person shall be eligible for appointment to the post by direct recruitment unless he possesses the minimum general educational qualification prescribed in rule 12(a)(i) and Schedule I in Part II of the Tamil Nadu State and Subordinate Services Rules.

5.(a) Every person appointed to the post shall furnish a cash security of Rs.2,000/- (Rupees two thousand only) within a period of one month from the date on which he joins duty:

Provided that a person belonging to a Backward Class shall furnish a cash security of Rs.1,000/- (Rupees one thousand only) within a period of one month from the date on which he joins duty:

Provided further that a person belonging to a Scheduled Caste or Scheduled Tribe shall not furnish a cash security;

(aa) The cash security shall be deposited in the Post Office Savings Bank pledged to the Collector of the District concerned:

Provided that the Pledge of the security deposit in the Post Office Savings Bank account shall be released to him by the Collector in the event of his resignation, retirement, transfer from the category of Village Administrative Officer, dismissal or removal from service and to his legal heirs, in the case of his death, after deducting the Government dues, if any.

(b) Failure to furnish such cash security as contemplated in the above sub-rules shall render a person liable to be discharged from service.

6. 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.(a) Every person appointed to the post shall—

(i) undergo training for a period of not less than one month in Survey at Government cost and pass the test in Survey conducted by the Survey Department of the Government of Tamil Nadu at the end of the training. If he fails to pass the test in the first attempt, he shall undergo the training for the second time by availing himself of leave without pay and allowances and pass the test at the end of the training. If he fails to pass the test for the second time also, he shall undergo the training for the third time by availing himself of leave without pay and allowances and pass the test at the end of the training. If he fails to pass the test in the third attempt also, he shall be discharged from service forthwith;

(ii) undergo training for a period of not less than six weeks in Village Administration at Government cost after he passes the test in Survey mentioned in clause (i) and pass the test in Village Administration at the end of the training. If he fails to pass the test in the first attempt, he shall undergo the training for the second and the third time subject to the same conditions mentioned in clause (i). If he fails to pass the test in the third attempt also, he shall be discharged from service forthwith;

(b) Every person appointed to the post shall undergo the training in Survey and Village Administration for the period specified.

(c) Every person appointed to the posts shall be paid the minimum of the time-scale of pay for the post and the eligible allowances including House Rent Allowance during the period of training for the first attempt mentioned in clause (i) and (ii) of Sub-rule (a). The period of training shall count for probation and increment.

(d) Every person appointed to the post shall execute a bond agreeing to reimburse to the Government the pay and allowances drawn by him during the period of training and the cost of such training if he is eventually discharged for not passing the tests at the end of the trainings mentioned in sub-rule (a). If he fails to reimburse the pay and allowances drawn by him during the period of training and the cost of the training, such pay, allowances and cost of the training shall be recovered as an arrear of land revenue under the provisions of the Tamil Nadu Revenue Recovery Act, 1864 (Tamil Nadu Act II of 1864).

8.(a) Every person appointed to the post shall, within the period of probation, pass the following special tests, namely:-

- (i) Powers and duties of Village Administrative Officers;
- (ii) Village sanitation; and
- (iii) Manual of Village Accounts.

(b) If such person fails to pass the said tests within the period of probation, he shall be discharged from service forthwith.

9. Every person appointed to the post shall be liable to be transferred to any place—

- (i) within the division by the Revenue Divisional Officer;
- (ii) within the district by the District Collector; and
- (iii) on administrative reasons, outside the district by the Commissioner of Revenue Administration.

10. Every person appointed to the post shall reside in the village under his charge and shall continue to reside in the said village so long as he holds the post.

**ANNEXURE XI**

[referred to in rule 38(b)(iv)]

**Appointment and conditions of service of Manager, Assistant Manager and Special Assistant in the Directorate of Vigilance and Anti-Corruption.**

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

TABLE	
Posts (1)	Method of recruitment (2)
1. Manager	Promotion from the category of Assistant Managers in the Confidential Branch of the Directorate of Vigilance and Anti-Corruption.
2. Assistant Manager	Promotion from the category of Special Assistants in the Confidential Branch of the Directorate of Vigilance and Anti-Corruption.
3. Special Assistant	<ul style="list-style-type: none"> <li>(i) Promotion from the category of Assistants in the Administrative Branch of the Directorate of Vigilance and Anti-Corruption; or</li> <li>(ii) Promotion from the category of Assistants in the Police Department; or</li> <li>(iii) Transfer from the category of Superintendents in the Administrative Branch of the Directorate of Vigilance and Anti-Corruption; or</li> <li>(iv) Transfer from the category of Superintendents in the Police Department; or</li> <li>(v) Direct recruitment:</li> </ul>

Provided that the Assistants in the Police Department referred to in item (ii) above shall be appointed only if qualified Assistants in the Administrative Branch of the Directorate of Vigilance and Anti-Corruption referred to in item (i) above are not available :

Provided further that Superintendents in the Administrative Branch of the Directorate of Vigilance and Anti-Corruption referred to in item (iii) above, shall be appointed only if qualified Assistants referred to in items (i) and (ii) above are not available :

Provided also that Superintendents in Police Department referred to in item (iv) above shall be appointed only if qualified Assistants and Superintendents referred to in items (i), (ii) and (iii) above are not available :

Provided also that vacancies in the post of Special Assistant shall be filled by direct recruitment and by other methods in the ratio of 1 : 1.

2. The appointing authority in respect of the category of Special Assistant shall be the Deputy Director of Vigilance and Anti-Corruption and in respect of the categories of Assistant Manager and Manager shall be the Director of Vigilance and Anti-Corruption.

3. No person shall be eligible for appointment to the post of Special Assistant unless he possesses the following qualifications, namely:-

(a) in the case of appointment by promotion-

- (i) Must have served for a period of not less than four years in the category of Assistant.

- (ii) Must not have completed the age of forty years on the 15th March of the year in which the selection for appointment is made;
- (iii) Must possess the Minimum General Educational Qualification as prescribed in Schedule I to Part II of the Tamil Nadu State and Subordinate Services Rules;
- (iv) Must have passed the Government Technical Examinations in Tamil and English Typewriting both by the Higher Grade:

Provided that, other things being equal, preference shall be given to persons who, in addition, have passed the Government Technical Examinations in Shorthand.

(b) In the case of appointment by transfer:--

- (i) Must not have completed the age of forty eight years on the 15th March of the year in which the selection for appointment is made; and
- (ii) Must possess the minimum general educational qualification as prescribed in Schedule I to Part II of the Tamil Nadu State and Subordinate Services Rules.

(c) in the case of appointment by direct recruitment -

- (i) Must possess a degree;
- (ii) Must have passed the Government Technical Examinations in Typewriting, both in English and Tamil, by the Higher Grade ;
- (iii) Must not have completed the age of 30 years on the 1st July of the year in which the selection for appointment is made.

4. The categories of Special Assistant, Assistant Manager and Manager shall be considered as Selection categories and appointment by promotion to these categories shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

5. The rule of reservation of appointments (General rule 22) shall apply for appointment to the post of Special Assistant by direct recruitment.

6. Every person appointed to the post of Special Assistant 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.

**SECTION 22 A —THE TAMIL NADU MINISTERIAL SERVICE ('B' WING)  
OF SCHOOL EDUCATION DEPARTMENT.**

**1. Constitution.**—The service shall consist of the following categories, namely:—

1. Superintendents.
2. Assistants.
3. Junior Assistants.
4. Librarians.
5. Typists and Steno-typists.

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

TABLE

Posts (1)	Method of appointment (2)
Category	
1. Superintendents	Promotion from among the holders of the posts of Assistants 'B' Wing in the State as a unit.
2. Assistants	Promotion from among the holders of the posts of Junior Assistants and Typist and Steno-typists belonging to 'B' Wing Service in the School Education Department.
3. Junior Assistants	Recruitment by transfer from any other Service belonging to 'B' Wing service in Education Department.
4. Librarians	Recruitment by transfer from any other service belonging to 'B' Wing service in the Education Department.
5. Typists and Steno-typist	Recruitment by transfer from any other service belonging to 'B' Wing Service in the Education Department.

**Explanation.**—Such of the regular vacancies as could not be filled as above and the new posts created on or after 1<sup>st</sup> April 1970 shall be treated as 'A' Wing posts and they shall be governed by the service rules applicable to similar posts in 'A' Wing in the School Education Department.

**3. Promotion to selection posts.**—Promotion to the following posts in the service shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal:—

1. Superintendents.
2. Assistants.

**4. Appointing authorities.**—The appointing authority for the posts specified in column (1) of the table below shall be the authorities specified in the corresponding entries in column (2) thereof:—

TABLE

Posts (1)	Appointing authorities (2)
Superintendent	Joint Director of School Education (Secondary).
Assistants, Junior Assistants, Librarians, Typists and Steno-typists.	Chief Educational Officers concerned.

**5. Unit for appointment, discharge, seniority, probation, etc.**—For the purpose of appointment and promotion to the posts other than Superintendents each Revenue District shall be a unit and for the post of Superintendents the entire State shall be the unit.

**6. Transfer and postings.**—Transfers and postings of the members of the service shall be made by the respective appointing authorities within their jurisdiction and outside their jurisdiction if both the appointing authorities mutually agree, by the Director of School Education and he is also competent to transfer any person outside the Revenue District for administrative reasons.

**7. Qualifications.**—No person shall be eligible for appointment to the posts unless the possesses the requisite general qualifications prescribed for similar posts in the special rules for the Tamil Nadu Ministerial Service.

**8. Tests.**—No number of the service shall be eligible for appointment by promotion to the posts specified in column (1) of the table below unless he has passed the special tests specified in the corresponding entries in column (2) thereof:-

TABLE

Posts (1)	Tests (2)
Superintendent	Account Test for Subordinate Officers, Part I.
Assistant	Account Test for Subordinate Officers, Part I.

Provided that every member of the service who had already passed the Account Test for Local body employees conducted by the Commissioner for Government Examinations (Now Director of Government Examinations) need not pass the said tests:

Provided further that every member of the service who have attained the age of 45 on the date of promotion need not pass the said tests.

**SECTION 23 – THE TAMIL NADU MINOR IRRIGATION SUBORDINATE  
SERVICE.**

*(Deleted)*

**SECTION 23 A – THE TAMIL NADU MUNICIPAL ENGINEERING SUBORDINATE SERVICE.**

*(Deleted)*



## **SECTION 23 B – THE TAMIL NADU MUNICIPAL COMMISSIONERS SUBORDINATE SERVICE.**

**1. Constitution.**—The service shall consist of the Municipal Commissioner, Grade II.

**2. Appointment.**—Appointment to the service shall be made -

(a) By direct recruitment from among the categories of Municipal Employees in class I or class IA of the Tamil Nadu Municipal General Service and the candidates to be appointed shall be selected based on seniority and assessment by a Selection Committee consisting of the following officials:-

The Director/Commissioner of Municipal Administration.	Chairman.
The second level officer of the Directorate/ Commissionerate of Municipal Administration in-charge of the Municipal Commissioners' establishment.	Member Secretary.
An officer nominated by the Secretary to Government, Municipal Administration and Water Supply Department.	Member.

Provided that the appointment shall be made by the Government with the concurrence of the Tamil Nadu Public Service Commission:

Provided further that the guidelines followed in respect of selection through Departmental Promotion Committee be followed by the Selection Committee; or

(b) From Open market; and

(c) By recruitment by transfer from among the holders of the post of -

- (i) Executive Officer (Selection Grade Town Panchayats) in the Tamil Nadu Town Panchayats Subordinate Service;
- (ii) Assistant Section Officer from the Tamil Nadu Secretariat Service who has served as Assistant Section Officer for a period of not less than five years in the departments of Secretariat under one unit system out of which two years working knowledge in Municipal Administration and Water Supply Department; and
- (iii) Superintendent from the Directorate of Municipal Administration in the Tamil Nadu Ministerial Service in the ratio of 6 : 5 : 9 in the following cycle:-

- |     |                   |  |
|-----|-------------------|--|
| (1) | First vacancy     | Municipal employee in the prescribed categories.                 |
| (2) | Second<br>vacancy | Graduate in Open Market.   |
| (3) | Third vacancy     | Executive Officer (Selection Grade Town Panchayats).             |
| (4) | Fourth vacancy    | Assistant Section Officer of Secretariat.                        |
| (5) | Fifth vacancy     | Superintendent from the Directorate of Municipal Administration. |
| (6) | Sixth vacancy     | Municipal employee in the prescribed categories.                 |

(7)	Seventh vacancy	Graduate in Open Market.
(8)	Eighth vacancy	Municipal employee in the prescribed categories.
(9)	Nineth vacancy	Assistant Section Officer of Secretariat.
(10)	Tenth vacancy	Superintendent from the Directorate of Municipal Administration.
(11)	Eleventh vacancy	Municipal employee in the prescribed categories.
(12)	Twelfth vacancy	Graduate in Open Market.
(13)	Thirteenth vacancy	Executive Officer (Selection Grade Town Panchayats).
(14)	Fourteenth vacancy	Assistant Section Officer of Secretariat.
(15)	Fifteenth vacancy	Municipal employee in the prescribed categories.
(16)	Sixteenth vacancy	Graduate in Open Market.
(17)	Seventeenth vacancy	Superintendent from the Directorate of Municipal Administration.
(18)	Eighteenth vacancy	Assistant Section Officer of Secretariat.
(19)	Nineteenth vacancy	Graduate in Open Market.
(20)	Twentieth vacancy	Municipal employee in the prescribed categories:

Provided that where for any such turn an Officer of the required category is not available, the turn will lapse and the vacancy shall be filled in by an incumbent from the other category.

**3.Reservation of appointments.**—The rule of reservation of appointments (General rule 22) shall apply to the appointment of Municipal Commissioner, Grade II by direct recruitment.

**4.Qualification.**—No person shall be eligible for appointment as Municipal Commissioner, Grade II 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:-

TABLE

Method of appointment (1)	Qualification (2)
(a) By direct recruitment from the categories of Municipal Employees in class I or class I A of the Tamil Nadu Municipal General Service.	Shall possess the minimum general educational qualification specified in Schedule I to the General rules for the Tamil Nadu State and Subordinate Services.

- (b) By direct recruitment from open market. (1) Shall hold a degree; and  
(2) Shall not have completed thirty years of age on the 1<sup>st</sup> day of July of the year in which the selection for appointment is made.

**5.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 in the service by recruitment by transfer, the crucial date on which the candidates should possess the prescribed qualifications shall be 15<sup>th</sup> March of every year for the purpose of recruiting Municipal Employees as Municipal Commissioner, Grade II by direct recruitment through a Selection Committee specifically constituted for the purpose, the crucial date on which the Municipal Employees should possess the prescribed qualification shall be 15<sup>th</sup> March of every year.

**6.Test.**—Every person appointed as Municipal Commissioner, Grade II by direct recruitment from Open Market or from among Municipal Employees shall, within the period of probation, pass the Account Test for Subordinate Officers, Part I, Tamil Nadu Government Office Manual Test and Departmental Tests, Parts I and II for Municipal Commissioners in the Municipal Administration Department.

**7.Probation.**—Every person appointed to the service by direct recruitment from Open Market or from among Municipal Employees shall, from the date on which he joins duty as Municipal Commissioner, Grade II, be on probation for a total period of two years on duty within a continuous period of three years.

The declaration of satisfactory completion of probation shall be ordered by the Director of Municipal Administration.

**8.Training.**—Every person appointed to the service by direct recruitment from Open Market shall undergo an intensive induction training for a period of twelve weeks as specified below and the period of training shall count both for probation and increment:-

- |  |              |
|--|--------------|
| (a) In the Directorate of Municipal Administration, Chennai              | - One week   |
| (b) In the Tamil Nadu Institute of Urban Studies, Coimbatore             | - Four weeks |
| (c) In any Selection or Special Grade Municipalities                     | - Four weeks |
| (d) In any office of the Regional Deputy Examiner of Local Fund Accounts | - One week   |
| (e) In the Office of Regional Director of Municipal Administration       | - One week   |
| (f) Again, in the Directorate of Municipal Administration, Chennai       | - One week   |

The money spent on direct recruits during the training period shall be recovered, in case they do not serve this State Government for at least five years.

**9.Postings and transfers.**—Postings and transfers of Municipal Commissioner, Grade II shall be made by the Director of Municipal Administration.

**10.Savings.**—Nothing contained in these rules shall adversely affect any person holding the post on the 11th August 1999.

**SECTION 24 – THE TAMIL NADU PANCHAYAT DEVELOPMENT  
SUBORDINATE SERVICE.**

*(Deleted)*

## SECTION 25 —THE TAMIL NADU PORT SUBORDINATE SERVICE.

**1.Constitution.**—The service shall consists of the following classes and categories of officers, namely:-

### Class I

Port conservancy staff

Category 1	Port Conservators.
Category 2	Assistant Port Conservator.

### Class II

Lighting and signaling staff

Category 1	Morse Signallers.
Category 2	Assistant Light keepers.

### Class III

Pilot staff

Category 1	Pilots, Grade I.
Category 2	Pilots, Grade II.

### Class IV

Boat staff

Category 1	Tindals.
Category 2	Boatman.

### Class V

Port engineering subordinate staff.

Category 1	Draughtsman, Grade II (civil).
Category 2	Draughtsman, Grade III (civil).
Category 3	Draughtsman, Grade III (Mechanical).
Category 4	Work Inspector.
Category 5	Tide Gauge Attendant.

### Class VI

Floating crafts, workshop, watch and ward staff, etc

Category 1	Dredger Operator.
Category 2	Launch Drivers.
Category 3	Serangs.
Category 4	Fireman.
Category 5	Greasers.
Category 6	Seaman.
Category 7	Marine Foreman.
Category 8	Mechanics.
Category 9	Fitters.
Category 10	Store Attender.
Category 11	Turner.
Category 12	Blacksmith.
Category 13	Hammer man.
Category 14	Head Security Staff.
Category 15	Security Staff.
Category 16	Electrician.
Category 17	Mobile Crane Drivers.
Category 18	Wireman.
Category 19	Motor Mechanic.
Category 20	Jeep Drivers.
Category 21	Lascar Attendant.

**2.Appointment.—**(a) Appointment to the several categories shall be made as follows :—

Category (1)	Method of recruitment (2)
Class I Port conservancy staff 1.Port Conservators	1.By promotion from Assistant Port Conservators. 2.By recruitment by transfer from the members of the Tamil Nadu Ministerial Service employed in the Tamil Nadu Port Department: Provided that the appointment by promotion and by the recruitment by transfer shall be made in the ratio of 1:3.
2. Assistant Port Conservator	1.By direct recruitment ; or 2.By appointment by promotion from the categories under class II: Provided that promotion to the post of Assistant port Conservator shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.
Class II Lighting and signaling staff 1. Morse Signallers	(i)By promotion from categories 2; or (ii)By direct recruitment; or (iii)By recruitment by transfer from any other service: Provided that promotion to the post of Morse Signaller shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.
2.Assistant Light Keepers	(i) By direct recruitment ; or (ii)By recruitment by transfer from any other service: Provided that promotion to the post of Assistant Light keeper shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.
Class III Pilot staff Pilots, Grade I	(i) By direct recruitment; or (ii)By promotion from Pilots, Grade II
Pilots, Grade II	(i)By direct recruitment. (ii)By recruitment by transfer from any other
Class IV Boat staff 1.Tindals	(i)By promotion from category 2; or (ii)By direct recruitment, if no suitable member in category 2 is available for promotion.
2.Boatman	By direct recruitment.

## Class V

Port engineering  
subordinate staff

1. Draughtsman,  
Grade II (Civil)

- (i) By direct recruitment; or  
(ii) By promotion from the category of  
Draughtsman, Grade III:

Provided that promotion to this post shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

2. Draughtsman,  
Grade III (Civil)

- (i) By direct recruitment; or  
(ii) By promotion from any other lower category; or  
(iii) For special reasons by recruitment by transfer from any other services.

3. Draughtsman,  
Grade III (Mechanical)

- (i) By direct recruitment; or  
(ii) By promotion from any other lower category; or  
(iii) For special reasons by recruitment by transfer from any other services.

4. Work Inspector

- (i) By direct recruitment; or  
(ii) By promotion from any other lower category ; or  
(iii) For special reasons by recruitment by transfer from any other services.

5. Tide Gauge Attendant

By direct recruitment.

## Class VI

Floating crafts, workshop, watch and ward staff etc

1. Dredger Operator
2. Launch Drivers
3. Serangs
4. Fireman
5. Greasers
6. Seaman
7. Marine Foreman
8. Mechanics
9. Fitters
10. Store Attender
11. Turner
12. Blacksmith
13. Hammerman
14. Head Security Staff
15. Security Staff
16. Electrician
17. Mobile Crane Drivers
18. Wireman
19. Motor Mechanic
20. Jeep Drivers
21. Lascar Attendant

- (i) By direct recruitment: or  
(ii) By promotion from any lower category; or  
(iii) By transfer from any other class; or  
(iv) For special reasons by recruitment by transfer from any other service:

Provided that promotion to category 1 shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

**2A. Preparation of annual list of approved candidates.**—For the purpose of preparation of the annual list of approved candidates for appointment to the posts by promotion or by transfer or by recruitment by transfer, the crucial date on which the candidates should be qualified shall be the 15<sup>th</sup> March of every year.

**3.Appointing authority.**—The appointing authority for the posts specified in column (1) of the table below shall be the authority specified in the corresponding entries in column (2) thereof:-

Posts (1)	Appointing authority (2)
Boatman Serangs Fireman Greasers Seaman Store Attender Security Staff Lascar Attendant	Port Officers concerned.
All other posts	State Port Officer, Chennai.

**4.Reservation of appointments.**—The rule of reservation of appointments(General rule 22) shall apply for direct recruitment separately to each post in the service except to those in class III.

**5.Qualifications—(a) Age.**—A candidate for appointment by direct recruitment to the category specified in column (1) of the table below must satisfy the conditions specified in the corresponding entries in column (2) thereof. The age limit shall be reckoned with reference to first July of the year in which the selection for appointment is made.

Class and Category (1)	Age (2)
Class I Port Conservancy Staff Category 2 Assistant Port Conservator	Must have completed 21 years and must not have completed 28 years of age.
Class II Lighting and Signaling Staff Category 1 Morse Signallers Category 2 Assistant Light Keepers	Must not have completed 28 years age  Must not have completed 28 years age
Class III Pilot staff Pilots, Grade I Pilots, Grade II	Must have completed 21 years of age and must not have completed 28 years of age.
Class IV Boat staff Category 1 Tindals Category 2 Boat man	Must not have completed 28 years of age Must not have completed 28 years of age.



## Class V

Port engineering subordinate staff

Category 1	
Draughtsman, Grade II (Civil)	Must not have completed 28 years of age.
Category 2	
Draughtsman, Grade III (Civil)	Must not have completed 28 years of age.
Category 3	
Draughtsman, Grade III (Mechanical)	Must not have completed 28 years of age.
Category 4	
Works Inspector	Must not have completed 28 years of age.
Category 5	
Tide Gauge Attendant	Must not have completed 28 years of age.

## Class VI

Floating craft workshop, watch &amp; ward staff; etc.

Category 1	
Dredger Operators	Must not have completed 30 years of age.
Category 2	
Launch Drivers	Must not have completed 30 years of age.
Category 3	
Serangs	Must not have completed 30 years of age.
Category 4	
Fireman	Must not have completed 30 years of age.
Category 5	
Greasers	Must not have completed 30 years of age.
Category 6	
Seaman	Must not have completed 30 years of age.
Category 7	
Marine Foreman	Must not have completed 30 years of age.
Category 8	
Mechanics	Must not have completed 30 years of age.
Category 9	
Fitters	Must not have completed 30 years of age.
Category 10	
Store Attender	Must not have completed 28 years of age.
Category 11	
Turner	Must not have completed 30 years of age.
Category 12	
Blacksmith	Must not have completed 30 years of age.
Category 13	
Hammerman	Must not have completed 30 years of age.
Category 14	
Head Security Staff	Must not have completed 35 years of age.
Category 15	
Security Staff	Must not have completed 30 years of age.
Category 16	
Electrician	Must not have completed 30 years of age.
Category 17	
Mobile Crane Drivers	Must not have completed 30 years of age.
Category 18	
Wireman	Must not have completed 30 years of age.
Category 19	
Motor Mechanic	Must not have completed 30 years of age.
Category 20	
Jeep Drivers	Must not have completed 28 years of age.
Category 21	
Lascar Attendant	Must not have completed 30 years of age.

Provided that the maximum age limit prescribed above shall be increased by five years in the case of scheduled castes and scheduled tribes who possess a general educational qualification which is higher than minimum general educational qualification.

(b) **Other qualifications.**—No person shall be eligible for appointment to the categories specified in column (1) of the Annexure to these rules by the methods specified in column (2) thereof unless he possess the qualification specified in the corresponding entries in column (3) thereof:

Provided other things being equal, preference shall be given to those having experience in military for appointment to the categories of Assistant Port Conservators, Morse Signalers, Mechanics, Turners, Blacksmiths, Security Staff, Electrician, Wireman, Mobile Crane Drivers and Jeep Drivers.

**6.Security.**—No person shall be eligible for appointment as Port Conservator unless he deposits cash security as specified below. Failure to deposit such security within a month from the date of such appointment shall render him liable to be reverted to his permanent post.

(1) Port Conservators posted for duty as Head Clerk of Port Offices at Out Ports ;	.....	Rs.500
(2) Port Conservators placed in-Charge of Port ; and	.....	Rs.500
(3) Port Conservator (Leave Reserve)	.....	Rs.500

**7. Visual test.**—(a) No person shall be eligible for appointment to any of the categories in classes I to IV unless he possess the visual standard specified below:-

	Right eye	Left eye
(1) Distant vision	V-6/6	V-6/6
Near vision	reads 0.6	0.6
(2) Each eye must have a full field of vision.		
(3) Squint or any morbid condition of the eyes or the eye lids (e.g. Trachoma) of either eye shall be deemed to be disqualification; and		

(b) in any of the following posts :-  
Morse Signallers ;  
Assistant Light keeper ;  
Pilots.

Unless the person appointed possesses ability to distinguish the principal colours and he possesses the visual standards specified in sub-rule (a).

**8.Probation.**—Every person appointed to the service 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 period of probation for those appointed by recruitment by transfer shall be one year on duty within a continuous period of two years.

**8A.Test.**—Every person appointed to the posts of Assistant Port Conservator by direct recruitment shall within a period of two years from the date of his appointment, pass the Port Departmental Test (Lower).

**9.Unit for recruitment, discharge, seniority, probation etc.**—For the purposes of recruitment, seniority, probation, discharge for want of vacancies and re-appointment of probationers,

approved probationers, appointment of full members and promotion the jurisdiction of each Port shall be the unit in respect of categories other than 1 and 7 class VI and that the appointing authority in respect of category 1 and 7 under class VI.

**10. Postings and transfers.**—All postings and transfers shall be made by the State Port Officer, Chennai.

**ANNEXURE**

[see rule 5(b)]

Category	Method of appointment	Qualifications
(1)	(2)	(3)
Class 1 Port Conservancy Staff		
1. Port Conservator	(a) Recruitment by transfer	(i) Must have served for not less than five years in the Tamil Nadu Ministerial Service in the Tamil Nadu Port Department and must have served as Assistant for a period of not less than two years. (ii) Must possess the minimum general educational qualifications prescribed in Schedule I to the General rules. (iii) Must have passed Account Test for Subordinate Officers part I and the Port Departmental Test by the Higher Grade and the Tamil Nadu Government Office Manual Test. (iv) Must know Swimming. (v) Must be able to proceed to the ships anchored in open roadstead ports in Launches or Boats and climb the rope ladder and gangway to enter into ships; and (vi) In token of having acquired the qualifications mentioned in items (iv) &(v) above, he/she should get a certificate from one of the Port Officer or the State Port Officer.
	(b) By promotion	(i) Must possess the minimum general educational qualifications prescribed in the Schedule I to the General rules. (ii) Must have passed the Departmental test by Higher Grade, the Account Test for Subordinate Officers Part I and the Tamil Nadu Government Office Manual Test. (iii) Must have served as an Assistant Port Conservator for a period not less than five years. (iv) Must know swimming. (v) Must be able to proceed to the ships anchored in open roadstead ports in Launches or Boats and climb the rope ladder and gangway to enter into ships; and

		(vi)	In token of having acquired the qualifications mentioned in items (iv) &(v) above, he/she should get a certificate from one of the Port Officer or the State Port Officer.
2. Assistant Port Conservator	(a)By direct recruitment	(i)	Must possess the minimum general educational qualification prescribed in Schedule I to the General rules.
		(ii)	Must be able to regulate boat traffic, and to deal with Tindals and Boatman
		(iii)	Candidates selected to the post of Assistant Port Conservator by director recruitment shall be on training in port work for a period of three months under Port Officer and Port Conservator, Pamban. They shall be paid the minimum of the time scale of pay with usual allowance during the period of training. The period of training shall count for probation and increment; and
		(iv)	Must have experience for a period of not less than one year as Assistant Port Conservator before being placed on independent charge of a port, as Assistant Port Conservator.
	(b)By appointment by promotion from the categories under class II	(i)-	As mentioned in items(i) to (iv) above
		(iv)	
		(v)	Must have passed the Port Department Test by Lower Grade.
<b>Class II</b>			
Lighting and signaling staff			
1.Morse Signallers	By promotion or by direct recruitment or by recruitment by transfer from any other service.	(i)	Must be a completed S.S.L.C. holder; and
		(ii)	Must be proficient in Morse Signaling and International Code of Signaling.
2. Assistant Light Keeper	By direct recruitment or by recruitment by transfer from any other service.	(i)	Must have completed S.S.L.C: Provided that the qualification prescribed is not necessary in the case of those who were appointed to the post prior to the 14 <sup>th</sup> October 1985.
		(ii)	Candidate selected for appointment to the post of Assistant Light Keeper by direct recruitment or by recruitment by transfer from any other service shall undergo training for a period of not less than six weeks in the duties of Assistant Light Keeper in the port light house and for a period of not less than six weeks in the upkeep of "Aga" and "Acetylene" lights in Government of India Lighthouse Workshop, Chennai. They shall be paid in the time scale of pay applicable to this post with usual allowances during the time of training. The period of training shall count for probation and increment.

Class III  
Pilot staffs

Pilots	By promotion or by direct recruitment	<ul style="list-style-type: none"> <li>(i) Must have served as a Boatman or Seaman at the Port of Pamban or Keelakarai as the case may be and its channels for a period of not less than four consecutive years during the last two years of which the candidates should have been instructed in the duties of a Pilot by one or other of the permanent Pilots ; and</li> <li>(ii) Must be able to read and write Tamil.</li> </ul>
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Class IV  
Boat staff

1.Tindals	By promotion or by direct recruitment	Must have an intimate knowledge of the currents, tides, creeks, channels and bar of the port at which he is employed in addition to the qualification required for Boatman.
2.Boatman	By direct recruitment	Must have experience for a period of not less than three months in the handling of boats, minor repairs thereto, rigging sails and other normal duties of Boatmen and Fishermen.

Class V  
Port engineering subordinate staff

1.Draftsman, Grade II (Civil)	By direct recruitment or by promotion from the category of Draftsman Grade III (Civil)	<ul style="list-style-type: none"> <li>(i) Must possess - L.C.E. or D.C.E diploma awarded by the State Board of Technical Education and Training; or</li> <li>(ii) Diploma of Draftsman, (Civil) Trade awarded by the Director General of Resettlement and Employment (now Director General of Employment and Training):  <p style="margin-left: 2em;">Provided that the qualifications specified above shall not be necessary for the appointment as Draftsman, Grade II by promotion from the category of Draftsman, Grade III (Civil) who has put in a service of not less than eight years in Tamil Nadu Port Department.</p> </li> </ul>
2.Draughtsman, Grade III (Civil)	By direct recruitment or by promotion from any other lower category or recruitment by transfer from any other service.	<ul style="list-style-type: none"> <li>(i) The L.C.E / D.C.E diploma awarded by the State Board of Technical Education and Training, Chennai or any other Institution or Board recognized by the Government of India or by any of the State Governments; or</li> <li>(ii) The Lower Subordinate Diploma of the college of Engineering, Guindy; or</li> <li>(iii) A pass in the examination prescribed for the Engineering Subordinates of the Overseer class or the Draughtsman class in the college of Engineering, Guindy ; or</li> <li>(iv) The new Overseer Diploma ; or</li> <li>(v) Diploma of Draughtsman (Civil) or Trade awarded by the Director General of Re-settlement and Employment. (Now Directorate General of Employment and Training, New Delhi) or National Trade</li> </ul>

		<p>Certificate in Draughtsmanship (Civil) issued by the Department of Industries and Commerce or by the Department of Employment and Training, Chennai ; or</p> <p>(vi) A pass in the Special examination for Group Certificate in the building, drawing prescribed for Draughtsman in the Government Technical Examination; or</p> <p>(vii) A pass in the Special examination for Group Certificate in Civil Engineering in the Government Technical Examination:</p> <p>Provided that for appointment as Draughtsman by direct recruitment, a person shall in addition possess practical experience as Draughtsman in drawing and designs for a period of not less than five years preferably in any department of the Government of Tamil Nadu:</p> <p>Provided that the qualification specified above shall not be necessary for appointment as Draughtsman in the case of Tracers with not less than ten years experience as Tracers in any department of the Government of Tamil Nadu.</p>
3. Draughtsman Grade III (Mechanical)	By direct recruitment or by promotion from any lower category or by recruitment by transfer from any other service.	<p>(i) A diploma in Mechanical Engineering (LME/DME) awarded by the State Board of Technical Education, Chennai ; or</p> <p>(ii) Diploma of Draughtsman (Mechanical) issued by the Directorate General of Re-settlement and Employment (now Director General of Employment and Training, New Delhi) or National Trade Certificate in Draughtsmanship (Mechanical) issued by the Department of Industries and Commerce or by the Department of Employment and Training, Chennai:</p> <p>Provided that for appointment as Draughtsman by direct recruitment a person shall in addition possess practical experience as Draughtsman in Mechanical Engineering, drawing and designs for a period of not less than five years, preferably in any department of the Government of Tamil Nadu:</p> <p>Provided further that the qualification specified above shall not be necessary for appointment as Draughtsman in the case of Tracer with not less than ten years of experience as Tracer in any Mechanical Engineering, Department of the Government of Tamil Nadu.</p>
4. Works Inspector	By direct recruitment or by promotion from any lower category or recruitment by	<p>(i) Must possess a pass by the Lower Grade in the Government Technical Examination in—</p> <ol style="list-style-type: none"> <li>1. Surveying and Leveling;</li> <li>2. Building, drawing and estimating</li> <li>3. Mensuration ; and</li> <li>4. Applied Mechanics ; or</li> </ol>

	transfer from any other service.	(ii) Must be a completed S.S.L.C holder and must possess practical experience as Maistry on building works for a period of not less than two years: Provided that the qualification specified in clause (i) and (ii) shall not apply to candidates recruited before the 26 <sup>th</sup> April, 1952.
5. Tide Gauge Attendant	By direct recruitment	Must possess minimum general educational qualification.
Class VI Floating craft workshop, watch and ward staff.		
1. Dredger Operators	By direct recruitment or by transfer from any other class or for special reasons by recruitment by transfer from any other service.	A diploma in Mechanical Engineering awarded by State Board of Technical Education and Training with practical experience in Mechanical Engineering works for a period of not less than two years.
	By promotion	(i) Must have practical experience in the works of dredging for a period of not less than five years in a supervisory capacity with ability to control the staff on dredgers ; and (ii) Must have passed Secondary School leaving Certificate.
2. Launch Drivers	By direct recruitment or by promotion from any lower grade or category or by transfer from any other class or for special reasons by recruitment by transfer from any other service.	(i) Must possess such certificate of competency as Driver as may be considered suitable by the appointing authority ; (ii) Must have passed standard VIII in a recognized school.
3. Serang	By direct recruitment or by promotion from any lower grade or category or by transfer from any other class or for special reasons by recruitment by transfer from any other service.	(i) Must possess a certificate of competency or service as Serang issued under the Tamil Nadu Minor Ports Harbour Craft Rules, 1953: Provided that in the case of non-mechanically propelled vessels, the Serang shall be a person registered as a Tindal under rule 10 of the said rules or have served for a period of not less than ten years as Lascar on non-propelled vessels. (ii) Must have passed Standard VIII in a recognized school.
4. Fireman	By direct recruitment or by promotion from any lower grade	(i) Must have previous engine room experience for a period of not less than one year. (ii) Must have passed Standard VIII in recognized school.

	or category or by transfer from any other class or for special reasons by recruitment by transfer from any other service.	
5. Greaser	By direct recruitment or by promotion from any lower grade or category or by transfer from any other class or for special reasons by recruitment by transfer from any other service.	<ul style="list-style-type: none"> <li>(i) Must have previous engine room experience for a period of not less than one year.</li> <li>(ii) Must have passed Standard VIII in a recognized school.</li> </ul>
6. Seaman	By direct recruitment or by promotion from any lower grade or category or by transfer from any other class or for special reasons by recruitment by transfer from any other service.	<ul style="list-style-type: none"> <li>(i) Must have experience for a period of not less than three months in the handling of boats minor repairs thereto rigging of sails and other normal duties of boatmen and fishermen</li> <li>(ii) Must have passed Standard VIII in a recognized school..</li> </ul>
7. Marine Foreman	By direct recruitment or by promotion from any lower grade or category or by transfer from any other class or for special reasons by recruitment by transfer from any other service.	<ul style="list-style-type: none"> <li>(i) Must possess a diploma in Mechanical Engineering of the State Board of Technical Education and Training, Government of Tamil Nadu, Chennai.</li> <li>(ii) Must possess previous experience as Chargeman for a period of not less than three years in an Engineering Workshop doing Structural and General Machine Repairs.</li> </ul>
8. Mechanics	By direct recruitment or by promotion from any lower grade or category or by transfer from any other class or for special reasons by recruitment by transfer from any other service.	<ul style="list-style-type: none"> <li>(i) Must possess a Certificate of General Mechanics from the Government Trades School or practical experience in welding in a Structural Workshop doing structural and miscellaneous work.</li> <li>(ii) Must have previous experience as Fitter for not less than four years.</li> <li>(iii) Must have passed standard VIII in a recognized school.</li> </ul>
9. Fitter	By direct recruitment or by promotion from any lower category or by	<ul style="list-style-type: none"> <li>(i) Must have practical experience for a period of not less than four years as a machine Fitter in a big workshop and be good at bracing and case hardening all metals; and</li> </ul>



	transfer from any other class or for special reasons by recruitment by transfer from any other service.	(ii) Must have passed standard VIII in a recognized school.
10.Store Attender	By direct recruitment or by promotion from any lower grade or category or by transfer from any other class or for special reasons by recruitment by transfer from any other service.	Must have completed Secondary School Leaving Certificate in a recognized school.
11. Turner	By direct recruitment or by promotion from any lower grade or category or by transfer from any other class or for special reasons by recruitment by transfer from any other service.	(i) Must have practical experience as a Turner in a large machine shop for a period of not less than four years ; and (ii) Must have passed Standard VIII in recognized school.
12. Blacksmith	By direct recruitment or by promotion from any lower grade or category or by transfer from any other class or for special reasons by recruitment by transfer from any other service.	(i) Must have practical experience as a Blacksmith in a big workshop or Dock-yards for a period of not less than four years and have good knowledge of bending plates, angles etc., (ii) Must have passed standard VIII in a recognized school.
13. Hammerman	By direct recruitment or by promotion from any lower grade or category or by transfer from any other class or for special reasons by recruitment by transfer from any other service.	(i) Must have worked as a Hammerman in a workshop for a period of not less than one year and should be able to use riveting and sledge hammers. (ii) Must have passed standard VIII in a recognized school.
14.Head Security Staff	By direct recruitment or by promotion from any lower grade or category or by	Must have completed Secondary School Leaving Certificate in a recognized school.

	transfer from any other class or for special reasons by recruitment by transfer from any other service.	
15. Security Staff	By direct recruitment or by promotion from any lower grade or category or by transfer from any other class or for special reasons by recruitment by transfer from any other service.	Must have completed Secondary School Leaving Certificate in a recognized school.
16. Electrician	By direct recruitment or by promotion from any lower grade or category or by transfer from any other class or for special reasons by recruitment by transfer from any other service.	<ul style="list-style-type: none"> <li>(i) Must possess a competency certificate in practical wiring issued by the State Polytechnic and Practical experience in an electrical firm or institution as recognized by the appointing authority for a period of not less than two years.</li> <li>(ii) Must possess a valid Wireman Licence;</li> <li>(iii) Must have passed standard VIII in a recognized school.</li> </ul>
17. Mobile Crane Driver	By direct recruitment or by promotion from any lower grade or category or by transfer from any other class or for special reasons by recruitment by transfer from any other service.	<ul style="list-style-type: none"> <li>(i) Must have practical experience in driving heavy vehicles for not less than one year and Valid Licence therefor.</li> <li>(ii) Must have passed standard VIII in a recognized school.</li> </ul>
18. Wireman	By direct recruitment or by promotion from any lower category or by transfer from any other class or for special reasons by recruitment by transfer from any other service.	<ul style="list-style-type: none"> <li>(i) Diploma in Craftsmanship in Wireman issued by the Directorate General of Employment and Training, New Delhi or National Trade Certificate / National Apprenticeship Certificate in Wireman issued by the National Council for Training in Vocational Trades, New Delhi.</li> <li>(ii) Must possess practical experience for a period of not less than three years in operation and maintenance of large electric motors, switch gears, distribution lines and house wiring and lighting ; and</li> <li>(iii) Must hold a valid Wireman Licence.</li> </ul>
19. Motor Mechanic	By direct recruitment or by promotion from	(i) Diploma in Craftsmanship in Mechanic (Motor Vehicles) issued by the Directorate General of Employment and Training, New Delhi or

	any lower category or by transfer from any other class or for special reasons by recruitment by transfer from any other service.	<p>National Apprenticeship Certificate in Mechanic (Motor Vehicles) issued by the National Council for Training in vocational Trades, New Delhi ; and</p> <p>(ii) Must have practical experience for not less than two years as a Motor Mechanic in a reputed Workshop ;</p> <p>(iii) Must have studied upto X standard in a recognized school and have undergone Training for a period of not less than four years on Internal Combustion Engines and have been regular employment on General Combustion for a period of not less than two years, both in Reputed Workshops.</p>
20. Jeep Drivers	By direct recruitment or by promotion from any lower category or by transfer from any other class or for special reasons by recruitment by transfer from any other service.	<p>(i) Must have studied upto III Form or Standard VIII.</p> <p>(ii) Must possess a current driving licence issued by a Competent authority under Motor Vehicles Act, 1939 and the rules made thereunder;</p> <p>(iii) Must possess experience of driving motor vehicles for a period of not less than two years.</p> <p>(iv) Must possess a good physique and normal eye sight.</p>
21.Lascar Attendant	By direct recruitment or by transfer from any other class or category or service or by promotion from any lower grade or category.	<p>(i) Must be able to read and write English and Tamil.</p> <p>(ii) Must be able to swim and handle boats.</p> <p>(iii) Must have knowledge in Painting and Carpentry.</p>

**Explanation.**—For the purpose of this rule, a recognized school shall mean a Primary or a Secondary School as the case may be maintained by or opened with the sanction of State Government or to which recognition has been accorded by the Director of School Education, Chennai under the Educational Rules.

## SECTION 26 — THE TAMIL NADU PUBLIC HEALTH SUBORDINATE SERVICE.

**1. Constitution.**—The service shall consist of the following classes and categories of officers, namely:-

### Class I

#### Category -

- 1 Statistical Assistants.
- 2 Entomological Assistants.
- 3(a) Selection Grade Health Inspectors.
- (b) Health Inspectors.
- 4 Laboratory Technician, Grade III.
- 5 Field Assistants.
- 6 Laboratory Attendants (Research).
- 7 Draughtsman.
- 8 Artist and Photographer.
- 9 Technician, Propaganda Section.
- 10 Chemical Assistant.
- 11 Laboratory Assistants (Nutrition).
- 12 Laboratory Attendants (Nutrition).
- 13 Maternity and Child Health Staff -
  - (i) Health Visitors.
  - (ii) Maternity Assistants.
- 14 Vaccinators.
- 15 Fitters.
- 16 Public Health Midwives.
- 17 Health Assistants.
- 18 Sanitary Inspectors.
- 19 Wireman.
- 20 Mason-cum- Masteries.
- 21 Pump House Operator.
- 22 Sub Editor.
- 23 Home Science Assistant.
- 24 Silk Screen Technician.
- 25 Duplicating Technician.
- 26 Craftsman.
- 27 Cinema Operator.
- 28 Artist.
- 29 Librarian.
- 30 Driver.
- 31 Auxiliary Nurse Midwife (Primary Health Centres).
- 32 Laboratory Technician (Institute of Public Health, Rural Health Centre, Poonamallee).
- 33 Health Educator (Institute of Public Health, Rural Health Centre).
- 34 Social worker.

### Class II

#### Category -

- 1 Junior Water Analyst.
- 2 Junior Analyst.
- 3 Technical Assistant (Government Analyst Branch).
- 4 Technician, Grade I.
- 5 Technician, Grade II.
- 6 Laboratory Attendant, Grade IV.

**2.Appointment.—**(a) Appointment to the several categories shall be made as follows:-

## Class I

- |   |                                       |  |
|---|---------------------------------------|--|
| 1 | Statistical Assistant                 | <ul style="list-style-type: none"> <li>(i) Promotion from among the holders of the posts of Computer, Computer cum-Vaccine-Store keeper and Input and Output Assistant in the Public Health and Preventive Medicine Department; or</li> <li>(ii) Recruitment by transfer from the Tamilnadu Ministerial Service in the Department of Public Health and Preventive Medicine; or</li> <li>(iii) Direct recruitment, if no qualified and suitable candidates are available by the above two methods.</li> </ul>   |
| 2 | Entomological Assistant               | <ul style="list-style-type: none"> <li>(1) <ul style="list-style-type: none"> <li>(i) Promotion from among the holders of the post of Health Inspector, Grade I; or</li> <li>(ii) Promotion from among the holders of the post of Health Inspector, Grade II if no qualified persons are available for appointment by the method under item (i) ; or</li> <li>(iii) Promotion from among the holders of the post of Laboratory Assistant if no qualified persons are available for appointment by the methods under items (i) and (ii); or</li> </ul> </li> <li>(2) Direct recruitment, if no qualified persons are available for appointment by promotion.</li> </ul> |
| 3 | (a) Selection Grade Health Inspectors | Promotion from Health Inspectors.  |
|   | (b) Health Inspectors                 | <ul style="list-style-type: none"> <li>(1) Promotion from Laboratory Assistants, (Malaria) – Field Assistants, Technician, Propaganda Section and Health Visitors; or</li> <li>(2) Direct recruitment of persons in the order of preference noted below :-<br/>Without prejudice to the rule relating to reservation of appointments-</li> </ul>   |

		(i) Persons who are approved probationers or are holding substantive appointments under local boards and municipal councils (other than the Corporation of Chennai) as Sanitary Inspectors, Health Assistants and License Inspectors; and (ii) other persons.
4	Laboratory Technician, Grade III	(i) Direct recruitment; or (ii) Promotion from Field Assistants.
5	Field Assistants	Direct recruitment; or Recruitment by transfer from among the holder of the posts of Malaria Mazdoors in the National Malaria Eradication Programme and Mazdoors and Head Mazdoors in the National Filaria Control Programme.
6	Laboratory Attendant (Research)	(i) Transfer from Record Clerk in class XXII of the Tamil Nadu General Subordinate Service employed in the Office of the Director of Public Health and Preventive Medicine, Chennai; or (ii) Direct recruitment.
7	Draughtsman	Direct recruitment.
8	Artist and Photographer	(i) Promotion from among the holders of the post of Audio Visual Assistant in the Department of Public Health and Preventive Medicine in the Tamil Nadu Public Health Subordinate Service; or (ii) If no qualified and suitable persons are available for appointment by promotion, direct recruitment.
9	Technician, Propaganda Section	Direct recruitment.
10	Chemical Assistant	(i) Direct recruitment; or (ii) Recruitment by transfer.

11	Laboratory Assistant (Nutrition)	<ul style="list-style-type: none"> <li>(i) Promotion from among the holder of the posts of Laboratory Attendant (Nutrition); or</li> <li>(ii) Recruitment by transfer from the Record Clerks in the Tamil Nadu General Subordinate Service among with Laboratory experienced employee in the Office of the Director of Public Health and Preventive Medicine Department; or</li> <li>(iii) Direct recruitment</li> </ul>
12	Laboratory Attendants (Nutrition)	Direct recruitment
13	Maternity and Child Health Staff – (i) Health Visitors	<ul style="list-style-type: none"> <li>(1) Promotion from Maternity Assistants or Auxiliary Nurse Midwives in Government Service.</li> <li>(2) Direct recruitment of the following persons, namely:- <ul style="list-style-type: none"> <li>(i) Persons who are approved probationers or are holding substantive appointments under local bodies (other than the Corporation of Chennai) as Maternity Assistants and Auxiliary Nurse, Midwives; and</li> <li>(ii) Other persons.</li> </ul> </li> </ul>
	(ii) Maternity Assistants	Promotion from among the holders of the post of Village Health Nurse; or Direct recruitment.
14	Vaccinators	Direct recruitment.
15	Fitters	Direct recruitment.
16	Public Health Midwives	Direct recruitment.
17	Health Assistants	Direct recruitment.
18	Sanitary Inspectors	<ul style="list-style-type: none"> <li>(i) Promotion from among the holders of the post of Health Assistants; or</li> <li>(ii) Direct recruitment.</li> </ul>
19	Wireman	<ul style="list-style-type: none"> <li>(i) Direct recruitment; or</li> <li>(ii) Recruitment by transfer from any other Service.</li> </ul>
20	Mason-cum-Maistries	Direct recruitment.

- |    |                        |  |
|----|------------------------|--|
| 21 | Pump House Operators   | <ul style="list-style-type: none"> <li>(i) Direct recruitment; or</li> <li>(ii) Recruitment by transfer from any other service.</li> </ul>   |
| 22 | Sub Editor             | <ul style="list-style-type: none"> <li>(i) Promotion from among the holders of the posts in the Tamil Nadu Public Health Subordinate Services; or</li> <li>(ii) Recruitment by transfer from among the holders of the posts in the Tamil Nadu Ministerial Service in Public Health and Preventive Medicine Department; or</li> <li>(iii) Direct recruitment</li> </ul>   |
| 23 | Home Science Assistant | Direct recruitment.  |
| 24 | Silk Screen Technician | Direct recruitment.  |
| 25 | Duplicating Technician | Direct recruitment.  |
| 26 | Craftsman              | Direct recruitment.  |
| 27 | Cinema Operator        | <ul style="list-style-type: none"> <li>(i) Promotion from among the holders of the post of Helper to Assist Puppeteer in the Department of Public Health and Preventive Medicine; or</li> <li>(ii) Recruitment by transfer from among the holders of the post of Office Assistant in the Department of Public Health and Preventive Medicine in the Tamil Nadu Basic Service; or</li> <li>(iii) Direct recruitment, if no suitable and qualified persons are available for appointment by methods specified under items (i) and (ii).</li> </ul> |
| 28 | Artist                 | Direct recruitment.  |
| 29 | Librarian              | <ul style="list-style-type: none"> <li>(i) Recruitment by transfer from among the members of the Tamil Nadu Ministerial service in the Office of the Director of Public Health and Preventive Medicine; or</li> <li>(ii) Recruitment by transfer from any other service; or</li> <li>(iii) If no suitable and qualified candidates are available, by transfer or recruitment by transfer, or by direct recruitment.</li> </ul>   |



- 30 Driver
- (i) Promotion from among the holders of the post of Van Cleaner; or
  - (ii) Recruitment by transfer from among the holders of the posts of Office Assistant and Cleaner / Van Cleaner and Watchman in the Tamil Nadu Basic Service in the Department of Public Health and Preventive Medicine and in the Department of Tamil Nadu State Health Transport; or
  - (iii) Direct recruitment, if no suitable candidate is available by the above methods.
- 31 Auxiliary Nurse  
Midwife (Primary Health Centres)
- (i) Direct recruitment; or
  - (ii) For special reasons by recruitment by transfer from any other service.
- 32 Laboratory Technician (Institute of Public Health)
- (i) Promotion from Laboratory Attendants or Laboratory Assistants attached to the Office of the Director of Public Health and Preventive Medicine.
  - (ii) If no suitable and qualified candidates are available for appointment by promotion, direct recruitment.
- 33 Health Educator  
(Institute of Public Health Rural Health Centre)
- (i) Promotion from among the holders of the posts of Mass Interviewer.
  - (ii) If no suitable and qualified candidates are available for appointment by promotion, direct recruitment.
- 34 Social Worker
- Direct recruitment.
- Class II
- 1. Junior Water Analyst
  - 2. Junior Analyst
- }
- (i) Promotion from Technician Grade I in category 4, Laboratory Technician (Cholera Control Programme), Laboratory Technician Epidemiological Unit), Laboratory Technician (Nutrition) and Laboratory Technician, Institute of Public Health and Preventive Medicine, Poonamallee; or

- |   |  |       |   |
|---|--|-------|---|
|   |  | (ii)  | Recruitment by transfer from among the holders of the posts in the Tamil Nadu Ministerial Service in the Department of Public Health and Preventive Medicine, if no qualified and suitable persons are available for appointment by the method specified under item (i); or |
|   |  | (iii) | Direct recruitment if no qualified and suitable persons are available for appointment by the methods specified under items (i) and (ii) above.  |
| 3 | Technical Assistant<br>(Government Analyst Branch) |       | Appointment by promotion from Technician in category 5.   |
| 4 | Technician, Grade I                                | (i)   | Promotion from Technician, Grade II; or   |
|   |  | (ii)  | Direct recruitment.   |
| 5 | Technician, Grade II                               | (i)   | Promotion from Laboratory Attendant, Grade IV; or   |
|   |  | (ii)  | Recruitment by transfer from Record Clerks in the Tamil Nadu General Subordinate service or Office Assistants in the Tamil Nadu Basic Service with experience for a period of not less than five years in the Laboratories of the respective branches; or                   |
|   |  | (iii) | If no suitable candidates are available for appointment by the above methods, by direct recruitment.  |
| 6 | Laboratory Attendant,<br>Grade IV                  | (i)   | Recruitment by transfer from Office Assistants or Laboratory Peons in the Food Analysis and Water Analysis Branch in the Laboratory concerned; or   |
|   |  | (ii)  | Direct recruitment.   |

(b) Promotion as Selection Grade Health Inspectors, Health Inspectors and Health Visitors shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

(c) For the purpose of drawing up of the annual list approved candidates for appointment by recruitment by transfer / promotion to all the posts, the crucial date on which the candidates should be qualified shall be the 1<sup>st</sup> July of every year.

**3.Appointing authority.—**(1) The appointing authority for the different categories of posts shall be an Officer or Officers in the grade of Assistant Director of Public Health (now Assistant Director of Health Services and Family Planning) nominated by the Director of Public Health (now Additional Director of Health Services and Family Planning) in that behalf.

(2) The appointing authority for the post of Drivers shall be the respective Heads of offices under the Department of Public Health and Preventive Medicine who shall be not below the rank of Health Officer in Moffusil Offices and the Joint Director (Admn.) in the Office of the Director of Public Health and Preventive Medicine, in Head Quarters and the Director, Tamil Nadu State Health Transport Department in respect of the offices coming under the control of Tamil Nadu State Health Transport Department.

(3) The appointing authority for the post of Auxiliary Nurse Midwife (Primary Health Centres) shall be the District Health Officers concerned.

(4) The appointing authority for the post of Cinema Operator shall be the Director of Public Health and Preventive Medicine, Chennai or the Officer nominated by him in this behalf.

**4.Reservation of appointments.—**The rule relating to reservation of appointments (General rule 22) shall apply separately to appointments of Entomological Assistants, Health Inspectors, Laboratory Technician, Grade III, Field Assistant, Health Visitors, Maternity Assistants, Health Assistants, Statistical Assistants, Vaccinators, Driver, Junior Water Analyst, Junior Analyst, Technician, Grade I and Technician, Grade II by direct recruitment.

**5.Qualifications.—**(a)A candidate shall be eligible for appointment by direct recruitment to the post mentioned in column (1) of the table below if he has not completed the age specified in the corresponding entries in column (2) thereof, when only the maximum age-limit is prescribed and has completed the minimum and has not completed the maximum age limits specified in column (2) thereof where both minimum and maximum age limits are prescribed.

TABLE

	Category (1)	Age (2)
Class I		
1.	Statistical Assistant	30 years.
2.	Entomological Assistant	32 years. But should have completed the age of 18 years.
3.	(a) Selection Grade Health Inspectors (b) Health Inspectors	---
		1. In the case of a candidate in local board or municipal service – 35 years: Provided that the age limit in the case of any such candidate who has put in a minimum service of five years shall be 45.
		2. 25 years in the case of any other candidate. The age-limit prescribed for appointment by direct recruitment to the posts of Inspectors shall apply with reference to the first day of July of the year in which the selection is made.

4.	Laboratory Technician, Grade III	30 years.
5.	Field Assistants	30 years.
6.	Laboratory Attendant (Research)	30 years.
7.	Draughtsman	35 years.
8.	Artist and Photographer	30 years.
9.	Technician, Propaganda Section	30 years.
10.	Chemical Assistant	30 years.
11.	Laboratory Assistants (Nutrition)	30 years.
12.	Laboratory Attendants (Nutrition)	30 years.
13.	Maternity and Child Health staff – (i) Health Visitors	38 years: Provided that the age limit shall not apply to candidates appointed by promotion from Maternity Assistants or Auxiliary Nurse Midwives in Government Service.
	(ii) Maternity Assistants	40 years.
14.	Vaccinators	30 years.
15.	Fitters	30 years.
16.	Public Health Midwife	Must be not less than 21 years or more than 40 years of age.
17.	Health Assistants	30 years.
18.	Sanitary Inspectors	30 years.

**Note.**— The age limits prescribed for the posts in categories 4, 5, 6, 11 & 12 above will be increased by 5 years in the case of members of the Scheduled Castes and Scheduled Tribes.

19.	Wireman	Must have completed 18 years of age and must not have completed 30 years of age on the 1st day of July of the year in which the selection for appointment is made.
20.	Mason cum Maistries	35 years, but should have completed 18 years.
21.	Pump House Operator	30 years, but should have completed 18 years.

22.	Sub-Editor	30 years, but should have completed 25 years.
23.	Home Science Assistant	30 years, but should have completed 20 years.
24.	Silk Screen Technician	30 years, but should have completed 25 years.
25.	Duplicating Technician	30 years, but should have completed 18 years.
26.	Craftsman	30 years, but should have completed 20 years.
27.	Cinema Operator	35 years, but should have completed 20 years.
28.	Artist	32 years, but should have completed 18 years.
29.	Librarian	35 years.
30.	Drivers	30 years : Provided that the age limit shall be increased by five years for members of Scheduled Castes and Scheduled Tribes: Provided further that the age limit prescribed in this rule shall not adversely affect any person who holds the post of Driver on 25th November 1974.
31.	Auxiliary Nurse Midwife (Primary Health Centres)	Must not have completed the age of 35 years on the first day of July of the year in which the selection for appointment is made.
32.	Laboratory Technician (Institute of Public Health)	30 years.
33.	Health Educator (Institute of Public Health, Rural Health Centre)	30 years.
34.	Social worker	35 years, but should have completed 21 years.
Class II		
1	Junior Water Analyst	30 years.
2	Junior Analyst	30 years.
3	Technical Assistant	30 years.
4	Technician, Grade I	The age limit of 30 years prescribed for Technician, Grade I and Grade II shall apply to direct recruitment only.

5	Technician, Grade II	30 years.
6	Laboratory Attendant, Grade IV	30 years.

(aa) For the purpose of sub-rule (a), the age-limit for direct recruitment to the post shall be reckoned with reference to the 1<sup>st</sup> day of July of the year in which selection for appointment is made.

(b) No person shall be eligible for appointment to the category mentioned in column (1) of the Annexure unless he possess the qualifications prescribed in corresponding entries in column (2) thereof :-

**6.Probation.**—Every person appointed to a category except categories 13(i) and 13 (ii) under class I 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 person appointed to a category by promotion or 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.

**7.Training.**— Deleted

**8.Private Practice.**—Health Inspectors, Vaccinators, Public Health Midwives, Health Assistants and Fitters shall not engage in private practice.

**9. Postings and transfers.**—(a) Postings and transfers of Health Inspectors from one range to another within a district shall be made by the District Health Officers concerned.

(b) Transfers of Laboratory Technician, Grade III and Field Assistants from the jurisdiction of one Health Officer, Class I or Regional Malarialogist to another shall be made by the Director of Public Health (now Additional Director of Health Services and Family Planning).

(c) Posting and transfer of Drivers within the District shall be made by the respective Deputy Director of Health Services of the District and inter district transfers shall be made by the Director of Public Health and Preventive Medicine and by the Director, Tamil Nadu State Health Transport Department, in respect of the offices coming under the control of Tamil Nadu State Health Transport Department.

(d) Postings and transfers of Auxiliary Nurse Midwife from a Primary Health Centre to another within a district shall be made by the District Health Officer concerned and from one district to another shall be made by the Assistant Director of Public Health and Preventive Medicine ('Primary Health Centre).

(e) The holders of the post of Cinema Operator in the Department of Public Health and Preventive Medicine shall be liable for transfer as per rule 40 of the Tamil Nadu State and Subordinate Services Rules.

**10.Preparation of annual list of approved candidates.**—The crucial date on which the candidates should possess the prescribed qualifications for purposes of inclusion in the annual list of approved candidates for appointment to the posts by promotion and by recruitment by transfer shall be the 15<sup>th</sup> March of every year.

**11.Pension.**—The Health Inspectors of local bodies who were initially recruited through the Tamil Nadu Public Service Commission and who retired on or after the 1<sup>st</sup> July 1960 be allowed to count for purposes of pension under the Tamil Nadu Liberalized Pension Rules, 1960 the services rendered under the local body concerned subject to the following conditions:-

(a) Only the period of service under the local body during which they contributed to the Provident Fund should be allowed to count for pension.

(b) The bonus, if any, paid by the local body is surrendered or repaid to Government.

### ANNEXURE

[referred to in rule 5 (b)]

#### Class I

	Category (1)		Qualification (2)
1	Statistical Assistant	(i)	For appointment by promotion and recruitment by transfer - A degree in Statistics or Mathematics with Statistics as a special subject.
		(ii)	For appointment by direct recruitment – A post graduate degree in Statistics or Mathematics with Statistics as a special subject.
2	Entomological Assistant	(i)	For appointment by promotion – Degree in Zoology with five years experience in the feeder category.
		(ii)	For appointment by direct recruitment – Master's degree in Zoology or Master's degree in Medical Entomology.
3	(a) Selection Grade Health Inspectors	(i)	A Sanitary Inspector's certificate granted by the Director of Public Health, Madras as the Chairman of the Board of Examiners constituted in this behalf by the State Government .
	(b) Health Inspectors		
4	Laboratory Technician, Grade III	(1)	
		(i)	For appointment by direct recruitment - Must have passed Plus two Examination;
		(ii)	Must possess Certificate in Medical Laboratory Technology (one year duration course) undergone in any institution recognized by the Director of Medical Education; and
		(iii)	Must have a good physique, good vision and capacity to do outdoor work.
		(2)	
		(i)	For appointment by promotion – Must have rendered five years of service in the post of Field Assistant; and
		(ii)	Must have a good physique, good vision and capacity to do outdoor work.
5	Field Assistants	(1)	
		(i)	For appointment by direct recruitment – Must have passed Plus-two Examination;
		(ii)	Must possess certificate in Medical Laboratory Technology (one year duration course) undergone in any

- institution recognized by the Director of Medical Education; and
- (iii) Must have a good physique, good vision and capacity to do outdoor work
- (2) For appointment by recruitment by transfer -
- (i) A pass in SSLC;
- (ii) Must have served as Field Worker for a period of not less than five years formerly (Mazdoors / Head Mazdoors) under the National Anti Malaria Programme and National Filaria Control Programme;
- (iii) Must have successfully undergone the six months Field cum Laboratory Assistant Training course conducted by the Director of Public Health and Preventive Medicine; and
- (iv) Must have a good physique, good vision and capacity to do outdoor work.
- 6 Laboratory Attendant (Research)
- (i) Must have passed III form in a recognized school i.e. a school maintained by or opened with the sanction of the State Government or to which recognition has been accorded by the Director of School Education, Chennai under the Tamil Nadu Education Rules; or
- (ii) Must have passed the Indian Air Force Educational Test for reclassification to leading a Aircraftsman :  
Provided that preference will be given to persons possessing the educational qualifications mentioned in classes (i); and
- (iii) Must have a good physique, Good vision and Capacity for outdoor work.
- 7 Draughtsman
- (i) A pass in the special examination for Group certificate in Civil Engineering In the Government Technical Examinations comprising the following subjects:-
- | Subject<br>(1)                          | Grade<br>(2) |
|---|--------------|
| 1. Building Materials and construction: | Lower        |
| 2. Earth work and Road making           | Lower        |
| 3. Building, drawing and estimating     | Higher       |
| 4. Hydraulics and irrigation            | Higher       |
| 5. Surveying and levelling              | Lower        |
| 6. Applied Mechanics                    | Higher       |
| 7. Geometrical Drawing                  | Lower; or    |
- (ii) A pass in the diploma course of L.C.E.
- 8 Artist and Photographer
- (i) A pass by the advanced grade in the Government Technical Examination in Free-hand outline and Model drawing



- and Painting or the Diploma of the Government School of Arts and Crafts, Chennai in those subject; and
- (ii) A certificate of proficiency in photography granted by a reputed photographic firm under whom he has worked for a period of not less than two years; or  
Diploma in Film Technology awarded by the Institute of Film Technology, Chennai.
- 9 Technician, Propaganda Section.
- (i) Working knowledge of English;
- (ii) Capacity to read out descriptions of magic lanternslides or making brief announcements to the public in one of the regional languages;
- (iii) Possession of a certificate of competency from any recognized firm or institution of Radio Engineers; and
- (iv) Possession of a certificate of proficiency in operating a cinema projector; granted by a cinema house.
- 10 Chemical Assistant
- Must be a graduate of a University in the State with Chemistry or Home Science as a main subject:  
Provided that in the case of Chemistry graduates preference will be given to those who have undergone training in the Nutrition Research Laboratories at Coonoor.
- 11 Laboratory Assistants (Nutrition)
- Direct recruits must possess a completed S.S.L.C. and must have a good physique, good vision and capacity for outdoor work.
- 12 Laboratory Attendants (Nutrition)
- (i) Must have passed Ill form in a recognized secondary school i.e. a school maintained by or opened with the sanction of the State Government or to which recognition has been accorded by the Director of School Education, Chennai under the Tamil Nadu Education Rules; and
- (ii) Must have a good physique, good vision and capacity for outdoor work.
- 13 Maternity and Child Health Staff –  
(i) Health Visitors
- (i) Government Diploma in Health Visiting granted by the Board of Examiners, Madras or a Diploma in Health Visiting granted by the Lady Reading Health School, Delhi or by the Calcutta School for Training Social Health Workers or other Institutions recognized by the Indian Nurses Council, New Delhi; or

- (ii) A diploma in General Sick Nursing and Midwifery issued by an institution recognized by the State Government:  
 Provided that preference shall be given to a candidate who possess in addition a Sanitary Inspector's certificate granted by the Director of Public Health (now Additional Director of Health Services and Family Planning), Madras as Chairman Board of Examiners Constituted by the State Government.
- (ii) Maternity Assistants
- A diploma in Midwifery issued by an institution recognized by the State Government and must be a registered Midwife under the Tamil Nadu Nurses and Midwives Act. 1926:  
 Provided that preference shall be given to candidates trained as Government stipendiaries for appointment to the post of Maternity Assistants.
- 14 Vaccinators
- (i) A Sanitary Inspector's Certificate granted by the Director of Public Health, Madras as Chairman, Board of Examiners constituted in this behalf by the State Government ; and  
 (ii) Physical Fitness for camp life.
- 15 Fitters
- (i) Possess practical experience for a period of not less than two years as mechanic Fitter in a workshops; or  
 (ii) Possess a diploma / certificate of Director General of Employment and Training / National Council of Training in Vocational Trade in the trade of Fitter.
- 16 Public Health Midwives
- A Midwifery diploma and must be a registered Midwife under the Tamil Nadu Nurses and Midwives Act 1926 (Tamil Nadu Act III of 1926).
- 17 Health Assistants
- (i) A Sanitary Inspector's Certificate granted by the Director of Public Health , Madras as Chairman, Board of Examiners constituted in this behalf by the State Government; and  
 (ii) Physical fitness for camp life.
- 18 Sanitary Inspectors
- (i) A Sanitary Inspector's certificate of the Board of Examiners constituted in this behalf by the State Government; or  
 A Health Inspector Certificate granted by the Director of Public Health (now Additional Director of Health Services and Family Planning), Chennai as the Chairman of the Board of Examiners

- constituted in this behalf by the State Government; or  
 A Sanitary Inspector's certificate granted on behalf of the National Council for Rural Higher Education, New Delhi at the end of the course of the Rural Institute, Gandhigram, Tamil Nadu; and
- (ii) Physical fitness for camp life.
- 19 Wireman
- (i) Must have passed VIII Standard.  
 (ii) Must possess a Craftsmanship Certificate in the trade of Wireman issued by the Ministry of Labour and Employment, Government of India, or by the Government of Tamil Nadu or should have been trained in Industrial Training Institute with practical experience in electrical operations and maintenance for a period of not less than one year; and  
 (iii) Must possess a Wireman's competency certificate issued by the Electrical Wireman, Supervisors and Contractors Licensing Board, Chennai in Form 'B' on behalf of the Government of Tamil Nadu.
- 20 Mason-cum-Maistries
- (i) Must have passed III Standard;  
 (ii) Must have previous experience of not less than one year as a skilled Mason in the manufacturer of cement mould of latrine parts and construction of latrines.
- 21 Pump House Operator
- (i) Must have passed VIII Standard.  
 (ii) Must possess experience in the repair and maintenance of pump sets of oil engines for a period of not less than two years:  
 Provided that preference shall be given to candidates who have a knowledge of plumbing; and  
 (iii) Must have a good physique.
- 22 Sub-Editor
- (i) A degree of B.A or B.Sc. obtained through a study in Tamil Medium:  
 Provided that in the absence of such qualified candidates, candidates who have studied in English medium shall be considered for appointment:  
 Provided further that in respect of candidates of linguistic minorities Government will relax the rules regarding qualification in Tamil Medium; and  
 (ii) Must have taken the degree in Tamil under Part I or must have completed his intermediate or pre-University courses with Tamil as Part II:

			<p>Provided that preference shall be given to those who hold a diploma in journalism or who had experience for a period of not less than one year as a journalist in a Tamil or English periodical.</p>
23	Home Science Assistant		A degree of B.Sc. in Home Science.
24	Silk Screen Technician	(i)	S.S.L.C. with eligibility for college course of study.
		(ii)	A diploma in drawing and painting or a diploma in Fine Arts of the College of Arts and Crafts, Chennai or the School of Arts and Crafts, Kumbakonam.
		(iii)	A Certificate of proficiency in printing by Silk Screen and by photo mechanical process granted by a reputed firm under whom he worked for period of not less than one year.
25	Duplicating Technician	(i)	Must have passed III form in a recognized Secondary School; and
		(ii)	Certificate of proficiency in operating the duplicator, granted by a reputed firm under whom he worked for a period of not less than six months.
			<b>Explanation.—</b> A recognized Secondary School shall mean a Secondary School maintained by or opened with the sanction of the State Government or to which recognition has been accorded by the Director of School Education, Chennai, under the Tamil Nadu Educational rules..
26	Craftsman	(i)	Must have passed IV Form or VIII Standard in a recognized Secondary School.
		(ii)	Must have undergone one year course of training in the woods section of a recognized Institution
		(iii)	Must have worked for a period of not less than one year as a skilled machine operator in a recognized institution; and
		(iv)	A certificate of proficiency as a Craftsman or Modeller granted by a reputed firm under whom he worked for a period of not less than one year.
			<b>Explanation.—</b>
		(a)	Recognized Institution shall mean an Institution recognized by the Government of India or by any of the State Government
		(b)	A recognized secondary School shall mean a school maintained or opened with the sanction of State Government or to which recognition has been accorded by the Director of School Education, Chennai as under Tamil Nadu Educational Rules.

- (c) A reputed firm is one wherein wood work or wooden models are produced and sold and which had established itself for 5 years and above.
- 27 Cinema Operator
- (i) A pass in III form in a recognized Secondary School; and
  - (ii) A Certificate of having passed the examinations Conducted by the Government Board of Examinations for cinema operator.
- 28 Artist
- (i) Must have appeared for the S.S.L.C. examination; and
  - (ii) Must possess a diploma of the Government School of Arts and Crafts or a pass by the Advanced Grade in the Government Technical Examination in Free Hand Outline and Model Drawing:  
 Provided that preference shall be given to diploma holders in Fine Arts of Government College of Arts and Crafts, Chennai or of the School of Arts and Crafts, Kumbakonam.
- 29 Librarian
- (i) Must possess B.A. or B.Sc., Degree of a University or Institution recognized by the University Grants Commission for the purpose of its grants;
  - (ii) Must possess a diploma in Librarianship or a diploma in one or more of the European languages:  
 Provided that preference shall be given to those who possess diploma in Librarianship.
- 30 Drivers
- (i) Must possess a current license issued by a competent Licensing authority of the State Government to drive heavy motor transport vehicles;
  - (ii) (a) In the case of appointment by promotion or by recruitment by transfer must have undergone 45 days training comprising 20 days in camp and 25 days local training by a senior driver of the same Office.  
 (b) In the case of direct recruitment must possess experience in driving motor vehicles for a period of not less than two years; and
  - (iii) Must have passed III form or VIII Standard in a recognized school or must possess the Indian Army Third Class English Certificate.  
**Explanation.**—A recognized school shall mean 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, Chennai under the Tamil Nadu Educational Rules:

Provided that the qualification prescribed in this rule shall not adversely affect any person who holds the post of Driver on 25<sup>th</sup> November 1974.

- |     |   |  |
|-----|---|--|
| 31  | Auxiliary Nurse Midwife<br>(Primary Health Centres)                     | <ul style="list-style-type: none"> <li>(i) Must have undergone training in an Institution approved by the State Government as a Training Centre for Auxiliary Nurse Midwives under rule 37 of the rules made under sub-section (2) of Section 11 of the Tamil Nadu Nurses and Midwives Act, 1926 (Tamil Nadu Act III of 1926); and</li> <li>(ii) Must possess a certificate of registration as Auxiliary Nurse Midwife granted by the Tamil Nadu Nurses and Midwives Council.</li> </ul>   |
| 32. | Laboratory Technician<br>(Institute of Public Health)                   | <ul style="list-style-type: none"> <li>(i) Minimum general educational qualification prescribed in the schedule to the General rules.</li> <li>(ii) A certificate of training as Laboratory Technician conducted by the Director of Medical Education, Chennai.</li> </ul>   |
| 33. | Health Educator<br>(Institute of Public Health,<br>Rural Health Centre) | <ul style="list-style-type: none"> <li>(i)               <ul style="list-style-type: none"> <li>(a) A diploma in Health Education given by the All Indian Institute of Hygiene and P.H. Calcutta (Calcutta University or Madurai Kamaraj University) other equivalent Universities granting diploma in Health Education.</li> <li>(b) A degree of B.A. in Sociology, Psychology and Journalism or B.Sc. in Chemistry of any University in Tamil Nadu or of any other University or Institute recognised by the University Grants Commission for the purpose of its grant with experience not less than two and Welfare work; or</li> </ul> </li> <li>(ii) M.A. degree in Sociology.</li> </ul> |
| 34  | Social Worker   | <ul style="list-style-type: none"> <li>(i) Post Graduate degree in first class in Social work; and</li> <li>(ii) Experience in Social work for a period of not less than one year in any Social Welfare Organisation registered under the Tamil Nadu Societies Registration Act 1975.</li> </ul>   |

Class II		
1	Junior Water Analyst	<p>(i) Promotion or recruitment by transfer - B.Sc., B.Sc., (Hons.), M.A or M.Sc., degree with Botany, Zoology or Chemistry as the main subject; and</p> <p>(ii) Direct recruitment – M.Sc., degree with Botany, Zoology or Chemistry subject as the main subject.</p>
2	Junior Analyst to the Government Analyst	<p>(i) Promotion or recruitment by transfer- B.Sc., B.Sc.,(Hons.) M.A., or M.Sc., degree with Chemistry as the main subject.</p> <p>(ii) Direct recruitment – M.Sc., degree with Chemistry as the main subject.</p>
3	Technical Assistant	<p>(i) A certificate of having successfully undergone the Laboratory Technician course granted by the Board of Examiners constituted by the Government</p> <p>(ii) A minimum of three years of service as a Technician or Laboratory Attendant, Grade I.</p>
4	Technician, Grade I	<p>(i) For appointment by promotion from Technician Grade II – Must possess Laboratory Technician Grade I, certificate in Food and Water Analysis, issued by the Director of Public Health and Preventive Medicine, Chennai.</p> <p>(ii) For appointment by direct recruitment – (a) Must have passed pre-University Course or Higher Secondary School Course or its equivalent; and (b) Must possess Laboratory Technician, Grade I certificate in Food and Water Analysis, issued by the Director of Public Health and Preventive Medicine, Chennai.</p>
5	Technician, Grade II	Must have passed the S.S.L.C. with eligibility for college course (it shall apply only in the case of direct recruitment).
6	Laboratory Attendant, Grade IV	<p>(i) Must have served for a period of not less than three years as Office Assistants or Laboratory Attendants for appointment by recruitment by transfer; and</p> <p>(ii) Must possess S.S.L.C. for appointment by direct recruitment.</p>

**SECTION 26A – THE TAMIL NADU PUBLIC HEALTH AND MUNICIPAL  
ENGINEERING SUBORDINATE SERVICE.**

*(Deleted)*



## SECTION 27 — THE TAMILNADU REGISTRATION SUBORDINATE SERVICE.

**1. Constitution.**—The service shall consist of the following categories, namely :-

Category 1

Sub-Registrar, I Grade.

Sub-Registrar, II Grade.

Category 2

Car Driver in the Office of the Inspector-General of  
Registration, Chennai.

**2. Appointment.**— (a) Appointment to the two grades of Sub-Registrars shall be made as follows :-

(i) Sub-Registrar, I Grade                      Promotion from Sub-Registrar, II Grade.

(ii) Sub-Registrar, II Grade                      Direct recruitment; or Recruitment by transfer from among the holders of the post of Assistant in the Registration department including the Office of the Registrar-General of Births, Deaths and Marriages, the Registrar of Chits and the Registrar of Firms.

(b) Promotion to the post of Sub-Registrar, I Grade, shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

A person appointed as Sub-Registrar, II Grade by direct recruitment may, at any time during the period of probation, be posted to act temporarily as Sub-Registrar, II Grade on grounds of administrative convenience.

(c) The proportion of substantive vacancies among Sub-Registrar, II Grade to be filled or reserved to be filled by recruitment by transfer and by direct recruitment shall be in the ratio of 2:1 of which the first vacancy that arises shall be filled up by direct recruitment and the next two vacancies by recruitment by transfer:

Provided that the number of substantive vacancies among the Sub-Registrar, II Grade to be filled or reserved to be filled by direct recruitment, shall not exceed one third of the total permanent cadre strength.

(d) The Inspector General of Registration shall prepare and publish in the Tamil Nadu Government Gazette and the Registration Gazette every year in June, a list of candidates approved for appointment by recruitment by transfer as Sub-Registrar, II Grade.

(e) Any person-

(1) who has not been included in the list of approved candidates but who is qualified for such inclusion and who is senior in the category from which selection has been made, to any person whose name the Inspector General has included in the list; or

(2) who is aggrieved by the rank assigned to him by the Inspector- General of Registration in the list shall be entitled to an appeal to the Government.

(f) The appeal shall lie within one month from the date of the publication in the Tamil Nadu Government Gazette of the list prepared by the Inspector- General of Registration.

(g) After all the appeals are disposed of, the Government shall assign suitable ranks in the list prepared by the Inspector-General of Registration to those persons whose names the Government have ordered to be included in the list on such appeals. The Inspector-General of Registration shall then finalise the list originally prepared by him.

(h) The lists so finalised shall be published in the Tamil Nadu Government Gazette and regular appointments shall be made therefrom according to the rank fixed therein.

(i) Any person who has a right of appeal under sub-rule (e) and who is aggrieved by the orders of the Government shall be entitled to prefer to the Government a review petition within one month from the date of the publication in the Tamil Nadu Government Gazette of the list finalised by the Inspector-General of Registration.

(j) **Car Driver.**—Appointment to the post shall be made by direct recruitment or for special reasons by transfer from any other class or by recruitment by transfer from any other service.

**3.Appointing authority.**—(a) The appointing authority for the posts of Sub-Registrar, I Grade and Sub-Registrar, II Grade shall be the Inspector- General of Registration.

(b)Temporary appointments under General rule 10(a) to vacancies among Sub-Registrars occurring elsewhere than in the office of the Inspector General of Registration (including the office of the Registrar General of Births, Deaths and Marriages, Chennai and of the Director of Chits, Chennai) may be made by the District Registrars concerned.

(c)The appointing authority for the post of Car Drivers in the Office of the Inspector-General of Registration shall be the Personal Assistant to the Inspector General of Registration.

**4.Qualifications (a) Age.**—(i) No person shall be eligible for appointment as Sub-Registrar, II Grade by direct recruitment, if he has not completed or will not complete twenty years of age or if he has completed or will complete thirty years of age on the first day of July of the year in which the selection for appointment is made.

(ii) No person shall be eligible for appointment to the post of Car Driver in the Office of the Inspector General of Registration by direct recruitment, if he has completed or will complete thirty 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 specified in column (1) of the table below by the method of recruitment specified in the corresponding entries in column(2) thereof, unless he possesses the qualifications specified in the corresponding entries in column(3) thereof :-

TABLE

Post (1)	Method of recruitment (2)	Qualification (3)
Sub-Registrars, II Grade	Recruitment by transfer	(i) Must have served as Assistant in the Registration Department, including the Office of the Registrar General of Births and Deaths and Marriages, the Registrars of Chits and the Registrars of Firms for a period not less than two years on duty; (ii) Must have passed the following Tests - (a) Registration Test; (b) Tamil Nadu Government Office Manual Test; (c) Account test for Subordinate Officers, Part I; (iii) Must possess the minimum general educational qualification prescribed in Schedule I to the General Rules for the Tamil Nadu State and Subordinate Services:

Provided that a person who was serving in connection with the affairs of the former State of Travancore - Cochin and allotted to the State of Tamil Nadu under Section 116 of the State Re-organization Act, 1956 (Central Act 37 of 1956) shall, if he possesses the minimum general educational qualification prescribed by the former Travancore - Cochin State, be deemed to possess the minimum general educational qualification for purposes of recruitment by transfer as Sub-Registrar, II Grade.

Sub-Registrars, II Grade	Direct recruitment	Must possess a Bachelor's Degree: Provided that, others things being equal, preference shall be given to persons who, in addition to the qualifications specified above, possess a B.L., Degree.
Car Driver in the Office of the Inspector- General of Registration, Chennai.	Direct recruitment; recruitment by transfer; and by transfer.	(i) Must have passed III Form or VIII Standard in a recognized school; and (ii) Must possess a current driving licence of a motor vehicle issued by competent authority under the Motor Vehicles Act with practical experience of driving a motor vehicle for a period of not less than two years. <b>Explanation.</b> —For the purpose of this rule, the expression “a recognized school”, shall mean 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, Chennai, under the Tamil Nadu Educational Rules.

**5.Reservation of appointments.**—The rule of reservation of appointments (General rule 22) shall apply separately to appointments to the post of Sub-Registrar, II Grade by recruitment by transfer and by direct recruitment.

**6.Probation.**—(a) Every person appointed as Sub-Registrar, II Grade 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.

(b) Every person appointed to the post of Car Driver in the Office of the Inspector General of Registration, 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.Tests.**—Every person appointed to the post of Sub-Registrar, II Grade by direct recruitment shall within the period of his probation, pass the following tests, namely :--

(1) Third Class Language Test (Full Test) in any one of the following languages as may be prescribed by the Inspector General of Registration:--

Telugu, Malayalam, Kannada, Urudu and Hindi:

Provided that a person who has taken one of the above languages for his School, University or other public examinations need not generally be required to pass the Third Class Language Test in that Language:

Provided further that the Inspector General of Registration may for special reasons, require a candidate to pass the Third Class Language Test in a particular language, notwithstanding

the fact that the candidate already possesses an adequate knowledge of Tamil and has also taken one of the above languages for the Secondary School Leaving Certificate, University or other Public Examinations.

- (2) Registration Test;
- (3) The Tamil Nadu Government Office Manual Test; and
- (4) The Account Test for Subordinate Officers, Part I.

**8.Training.**—A person appointed as Sub-Registrar, II Grade by direct recruitment shall, during the period of probation -

- (a) be attached to a District Registrar; and
- (b) undergo a course of training in such theoretical and practical subject as may be prescribed from time to time by the Inspector General of Registration:

Provided that a person appointed as Sub-Registrar, II Grade by direct recruitment shall be paid during the period of his/her training, a pay calculated in the minimum of the scale of pay applicable to that category and that the period of training shall be counted both for probation and increment.

**9.Agreement.**—Every person selected for appointment as Sub-Registrar, II Grade by direct recruitment shall, before undergoing training prescribed in sub-rule(b) of rule 8, execute an agreement in the prescribed form with two sureties binding himself -

- (i) to undergo in full the training prescribed in sub-rule(b) of rule 8;
- (ii) to serve as Sub-Registrar, II Grade in the Registration Department for a period of not less than three years after the date of completion of probation; and
- (iii) to refund to the State Government the entire amount drawn by him as pay and allowances during the period of training, if he fails to fulfill the conditions contained in clauses (i) and (ii).

**10.Refund of pay and allowances drawn during training.**— Whenever a person appointed as Sub-Registrar, II Grade by direct recruitment is selected for appointment to any higher post in State Government or Central Government before fulfilling the conditions contained in clause (i) and (ii) of rule 9, he shall not be required to refund the amount drawn by him as pay and allowances during the period of training.

## SECTION 28—THE TAMIL NADU REVENUE SUBORDINATE SERVICE.

**1. Constitution.**— This service shall consist of the following categories of officers :-

Category 1	Tahsildars.
Category 2	Deputy Tahsildars.

**2. Definitions.**—(a) "Tahsildars" shall mean and include Taluk Tahsildars, Huzur Sarishtadars, Tahsildars on Settlement Duty or Settlement Training, Sarishtadars and Final Settlement Enquiry Tahsildars in Settlement Parties, Tahsildars on special duties, District Welfare Officers, Block Development Officers and Agricultural Income Tax-Officers in the category of Tahsildars .

(b) "Deputy Tahsildars" shall mean and include Taluk Deputy Tahsildars, Assistant Tahsildars, Huzur Head Clerks, Special Deputy Tahsildars on Settlement Duty, Assistant Agricultural Income-Tax officers in the category of Deputy Tahsildars and Deputy Tahsildars on other Special duties.

**Explanation.**—"Taluk Deputy Tahsildars" means a Deputy Tahsildar in-charge of a taluk or sub-taluk and " Taluk Tahsildars " a Tahsildar in-charge of a taluk.

(c) "District List" shall mean the list of approved candidates from a revenue district, prepared by the selecting authority, for appointment as Tahsildars or Deputy Tahsildars, as the case may be:

Provided that in respect of Salem and Dharmapuri districts, 'district list' shall mean the combined list of approved candidates for the said districts, prepared by the selecting authority, for appointment as Tahsildars or Deputy Tahsildars, as the case may be.

(d) "City List" shall mean the list of approved candidates from the Secretariat and Offices of the Board of Revenue (Land Revenue), Board of Revenue (Food Production), Board of Revenue (Settlement of Estates), the Commissioner of Civil Supplies, the Director of Survey and Settlements, the Director of Harijan and Tribal Welfare, the Director of Backward Classes, the Director of Rehabilitation, the Commissioner of Agricultural Income-Tax-cum-Board of Revenue (Agricultural Income-Tax ), the Director of Urban Land Ceiling and Urban Land Tax-cum-Board of Revenue (Urban Land Ceiling and Urban Land Tax) and the Board of Revenue (Land Reforms), prepared by the selecting authority for appointment as Deputy Tahsildars.

(e) "Board of Revenue" shall mean the Board of Revenue (Land Revenue).

**3. Appointment.**—(a) Appointment to the categories in the service shall be made as follows: –

Category 1	Tahsildars
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Promotion from Deputy Tahsildars or by deputation from among Section Officers in the Secretariat and Superintendents in the offices of the Board of Revenue (Land Revenue), Board of Revenue (Food Production ), Board of Revenue (Settlement of Estates), the Commissioner of Civil Supplies, the Director of Survey and Settlements, the Director of Harijan and Tribal Welfare, the Director of Backward Classes, the Director of Rehabilitation, the Commissioner of Agricultural Income Tax-cum-Board of Revenue (Agricultural Income-Tax), the Director of Urban Land Ceiling and Urban Land Tax-cum-Board of Revenue (Urban Land Ceiling and Urban Land Tax) and the Board of Revenue (Land Reforms) who had rendered satisfactory service as such for two years and who are otherwise qualified for appointment as Tahsildars to this service for a period of two years for training in the districts. The maximum number of candidate to be deputed in any particular year shall not exceed ten.

Category 2	Deputy Tahsildars
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Recruitment by transfer from the members of the Tamil Nadu Secretariat Service or from the members of the Tamil Nadu Ministerial Service employed in the Revenue Department including the offices of the Board of Revenue (Land Revenue), the Board of Revenue (Food Production),

Board of Revenue (Settlement of Estates), the Commissioner of Civil Supplies, the Director of Survey and Settlements, the Director of Harijan and Tribal Welfare, the Director of Backward Classes, the Director of Rehabilitation, the Commissioner of Agricultural Income Tax-cum-Board of Revenue (Agricultural Income Tax), the Director of Urban Land Ceiling and Urban Land Tax-cum-Board of Revenue (Urban Land Ceiling and Urban Land Tax), the Board of Revenue (Land Reforms) and the Revenue Settlement Parties.

(b) The maximum number of appointments to be made in any particular year by recruitment by transfer from the members of the Tamil Nadu Secretariat Service or / and the member of the Tamil Nadu Ministerial Service employed in the offices of the Board of Revenue (Land Revenue), Board of Revenue (Food Production), Board of Revenue (Settlement of Estates), the Commissioner of Civil Supplies, the Director of Survey and Settlements, the Director of Harijan and Tribal Welfare, the Director of Backward Classes, the Director of Rehabilitation, the Commissioner of Agricultural Income - Tax - cum - Board of Revenue (Agricultural Income-Tax), the Director of Urban Land Ceiling and Urban Land Tax-cum-Board of Revenue (Urban Land Ceiling and Urban Land Tax), the Board of Revenue (Land Reforms) and the Revenue Settlement Parties as Deputy Tahsildars, shall not exceed twelve .

**4. Appointing authority.**—The appointing authority for the posts shall be the Collector of the district concerned. Appointment to the posts shall be made from the lists of approved candidates prepared by the selecting authority.

**5.(a) Selecting authority.**—The District list of Tahsildars for each of the districts separately and the City Lists of Tahsildars and Deputy Tahsildars shall be prepared by the Board of Revenue, which shall be the selecting authority in respect of such lists. The District list of Deputy Tahsildars shall be prepared by the Collector of the district concerned, who shall be the selecting authority, in respect of such list:

Provided that the Board of Revenue shall be the Selecting authority in respect of all matters relating to the lists of Deputy Tahsildars for the year 1965 and earlier, which were prepared by the Board of Revenue in accordance with the rules then in force:

Provided further that in respect of Salem and Dharmapuri Districts, the district list of Deputy Tahsildars shall be prepared by the Collectors of the said districts in consultation with each other at a joint sitting, and where the Collectors are not able to agree on any particular candidate, the matter shall be referred to the Board of Revenue whose orders shall be final.

(b) No additions to or removals from any of the lists of approved candidates shall be made without the approval of the selecting authority concerned.

(c) No transfers from any of the lists of approved candidates of a district to that of another shall be made without the approval of the Board of Revenue.

(d) The Board of Revenue shall be competent to allot candidates from the City List to particular districts in the order specified in rule 6 as if it applied to the State as a Unit.

(e) Junior Assistants and Assistants drafted from the Mofussil and employed in the office of the Board of Revenue (Land Revenue) or in the office of the Board of Revenue (Food Production) or in the office of the Board of Revenue (Settlement of Estates) or in the office of the Board of Revenue (Land Reforms) or in the offices of the Director of Survey and Settlement or in the office of the Commissioner of Civil Supplies or in the office of the Commissioner of Agricultural Income-Tax-cum-Board of Revenue (Agricultural Income Tax) or in the office of the Director of Urban Land Ceiling and Urban Land Tax-cum-Board of Revenue (Urban Land Ceiling and Urban Land Tax) or in the offices of the Director of Harijan and Tribal Welfare or in the office of the Director of Backward Classes or in the office of the Director of Rehabilitation or in the Secretariat, will be considered only for the list of Deputy Tahsildars of the respective districts from which they have been drafted, till they are confirmed in the respective City office in which they are appointed.

(f) Proposals for inclusion of names in the list of approved candidates for appointment as Tahsildar shall reach the Board of Revenue from the Collectors and the City offices concerned, not later than the dates specified in Annexure I. The Board of Revenue shall prepare the lists not later than the dates specified in Annexure II. The Board of Revenue and Collectors of the districts concerned shall prepare the lists of approved candidates for appointment as Deputy Tahsildars for City and Districts respectively, not later than 15<sup>th</sup> November of each year.

Before preparing the lists of Tahsildars for any year, the Board of Revenue shall estimate the number of persons who are likely to be promoted to that category between the 1st July of that year and the 30th June of next year on the basis of the permanent posts, the number of temporary posts in existence, anticipated sanction of new posts, requirement of leave reserve, anticipated vacancies due to promotion, retirement and sanction of new posts. The Board of Revenue shall deduct from the estimated number of posts, the number of persons who are acting in regular capacity and also the number of persons who have already acted in regular capacity and are on reversion for want of vacancy and thus arrive at the number of persons to be included in the list for the year.

Before preparing the list of Deputy Tahsildars for any year, the Collector of the district concerned, shall estimate the number of persons who are likely to be appointed to that category between the 15th September of that year and the 14th September of next year in the manner aforesaid and get the approval of the Board of Revenue, which shall have the power to alter the number of vacancies estimated by the Collector concerned.

When preparing a list, the selecting authority shall arrange the names of the persons selected by it for appointment as Tahsildar or Deputy Tahsildar, as the case may be, in the order of the preference decided by it, which shall be based on merits, ability and seniority subject to the conditions that any probationary Revenue Inspector included in the list of Deputy Tahsildars shall be placed first in the district list.

The inclusion or non-inclusion of an eligible candidate shall be communicated to the candidate concerned by the selecting authority and the list of selected candidates shall also be published in the District Gazette. Such list shall also be displayed on the notice board of the Collector's Office concerned in the case of Deputy Tahsildars and of the office of the Board of Revenue (Land Revenue), Chennai, in the case of Tahsildars. The City list of Deputy Tahsildars and Tahsildars shall be displayed on the notice board of the Board of Revenue (Land Revenue).

While making appointments from the lists of Deputy Tahsildars, a person included in the City list and allotted to the district by the Board of Revenue shall, in the order of preference decided by the Board, be appointed to the first vacancy that arises after providing for the probationary Revenue Inspectors if any who have been included in the list. Appointments of the candidates from the list shall be temporary till the list is finalised under sub-rule (h):

Provided that the regularisation of services of persons included in the lists shall be done on the basis of the provisional lists drawn and published by the selecting authority, subject to the orders of the appellate authority in appeal.

**(g) Appellate authority.**—Where the Collector of the district is the selecting authority, the appellate authority shall be the Commissioner of Revenue Administration and where the Commissioner of Revenue Administration is the selecting authority, the appellate authority shall be the Government. Any person who is qualified for inclusion in the list of approved candidates and who is senior in the category from which selection has been made, to any person whose name has been included in the list or who is aggrieved by the rank assigned to him by the selecting authority, shall be entitled to an appeal to the authority prescribed in this sub-rule. The appeal shall be made within two months from the date of communication regarding inclusion or non-inclusion under sub-rule (f).

(h) After all the appeals are disposed of, the appellate authority shall assign suitable ranks in the list prepared by the selecting authority to those persons whose names the appellate authority has ordered to be included in it. The selecting authority shall then finalise the list prepared by it. In finalising the District list of Deputy Tahsildar, the Collector shall include therein, such of the persons

included in the list prepared by him under sub-rule (f) and arrange the names of all persons in the following orders :-

- (1) Probationary Revenue Inspectors, in the order of preference decided by the Collector or by the Board of Revenue on appeal.
- (2) Persons included in the City list and allotted to the District by the Board of Revenue in the order of preference decided by the Board, or by Government on appeal.
- (3) Other candidates of the district in the order of preference decided by the Collector, or by the Board of Revenue on appeal.

The lists so finalised shall be published in the District Gazette. Such list shall also be displayed on the notice board of the Collector's office concerned, in the case of Deputy Tahsildars and on the notice board of the Collectors office concerned and the office of the Board of Revenue (Land Revenue), Chennai in the case of Tahsildars. The City list of Deputy Tahsildars and Tahsildars shall be displayed on the notice board of the Board of Revenue (Land Revenue). A copy of the order of the appellate authority on the appeal shall also be communicated to the candidates concerned. Regular appointments shall be made according to the rank fixed in the list finalised under this sub-rule. Appointments shall be made from the list of a particular year, only after all the persons in the previous years list have been approved. The list of approved candidates shall be valid for a period of one year and shall lapse at the end of that year. The period of one year shall be reckoned from the date of approval of the panel by the competent authority. The candidates whose names have been included in the list relating to the previous year but are not appointed shall be considered, if eligible, for inclusion in the list for the next year, along with their seniors if any, whose names have not been included in the list relating to the previous year because they are not found suitable or because they are not technically qualified at the time of drawal of the said list and who have subsequently become eligible. While preparing the lists, it shall be sufficient to consider the claims of all the candidates, senior to the junior most candidate proposed for inclusion in the list instead of considering the claims of all the technically qualified candidates in the feeder category.

(i) Any person who has a right of appeal under sub-rule(g) and who is aggrieved by the orders of the appellate authority, shall also be entitled to prefer to the Government a revision petition where the appellate authority is the Board of Revenue within one month from the date of communication of the order of the appellate authority under sub-rule (g):

Provided that in respect of lists prepared prior to 1974 such persons shall be entitled to prefer to the Government a revision petition within one month from the date of publication of the list in the Tamil Nadu Government Gazette.

(j) The Government shall assign suitable rank to the person whose name is ordered to be included in the list finalised by the selecting authority while disposing of the revision or review, as the case may be.

**6.Reservation of appointments.**—Subject to the provisions of rule 5(d), the rule of reservation of appointments (General rule 22) shall apply to the category of Deputy Tahsildars in each district at the time of selection for inclusion in the list:

Provided that this rule shall not apply to the appointment to the said category of Deputy Tahsildars of any person who was recruited to the Tamil Nadu Ministerial Service as an Upper Division Clerk in the Revenue Department for employment as Probationary Revenue Inspector.

#### **6A. Omitted.**

**7.Qualifications.**—(a) No person shall be eligible to have his name included in the list of approved candidates for appointment as Deputy Tahsildar unless he possesses the qualifications specified in Annexure III on the 15<sup>th</sup> September of the year to which the list relates.

(b) No Deputy Tahsildar shall be eligible to have his name included in the list of approved candidates for appointment as Tahsildars if he has not completed police training for two months and



exercised the magisterial powers for a period of four months to the satisfaction of the District Magistrate concerned on the first day of July of the year to which the list relates:

Provided that the Deputy Tahsildars who are already undergoing training on the 18th day of June 2002 shall continue to undergo the Police training for six weeks and exercise magisterial powers for a period of six months:

Provided further that nothing contained in this sub-rule shall make a Deputy Tahsildar ineligible to get his name included in the list of approved candidates for appointment as Tahsildar, if he has completed police training for a period of two months but has not exercised the magisterial powers for a period of four months, due to administrative reasons. However, the Tahsildar so appointed shall not be eligible to get posting as 'Taluk Tahsildar' or function as 'Taluk Executive Magistrate' unless he has exercised the magisterial powers for a period of four months.

**8.Probation.—**(a)(i) Every person appointed as Deputy Tahsildar 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 .

(ii) to (viii) Omitted.

(b) Omitted.

(c) Omitted.

(d) If an officer whose probation as a Deputy Tahsildar has been terminated, is again appointed as a Deputy Tahsildar, the magisterial service rendered by him or the training in magisterial work undergone by him, as the case may be prior to the termination of his probation, shall count towards the magisterial work or magisterial training, as the case may be contemplated in sub-rule (b) of rule 7, unless such termination of probation was due to unsatisfactory magisterial work.

(e) An officer in the approved list of Deputy Tahsildars shall count his service as Deputy Tahsildar in a settlement party or in Urban Land Tax Department or as Superintendent in Urban Land Tax Department for probation in the cadre of Deputy Tahsildar in the regular line, provided that his immediate junior in the Revenue Department is already acting in a post, the service in which counts for purpose of probation as Deputy Tahsildars.

(f) Any officer who has discharged the duties of an ordinary grade Superintendent in the office of the Commissioner of Agricultural Income-Tax for any period during which he would have held the post of Deputy Tahsildar but for his appointment as ordinary grade Superintendent shall count his service as ordinary grade Superintendent towards probation in the category of Deputy Tahsildar for such period.

(g) Any officer who has discharged the duties of an Assistant Agricultural Income-Tax Officer for any period during which he would have held the post of Deputy Tahsildar, but for his appointment as Assistant Agricultural Income-Tax Officer shall count his service as Assistant Agricultural Income-Tax Officer towards probation in the category of Deputy Tahsildar for such periods.

(h)(i) An officer in the approved list of Deputy Tahsildar shall count the service rendered by him in the Tamil Nadu Slum Clearance Board as Superintendent or Deputy Tahsildar, as the case may be towards probation in the cadre of Deputy Tahsildar to the extent to which he would have held the post of Deputy Tahsildar in regular line but for his deputation to the Tamil Nadu Slum Clearance Board.

(ii) A probationer in the category of Deputy Tahsildar who has been deputed to foreign service shall be entitled to count towards his probation in the said category, the period of duty performed by him under foreign service during which he would have held the post of Deputy Tahsildar in the parent department provided the scale of pay applicable to the post in foreign service is either equal or higher than that applicable to the post in the parent department and that duties and responsibilities of the posts are comparable.

**9. Unit of appointment, discharge, re-appointment, seniority, appointment of full members and promotions.**—For purposes of appointment to the service, discharge for want of vacancy, re-appointment, seniority and appointment as full member and promotion, the Revenue District shall be the unit.

**10. Postings and transfers.**—Postings and transfers of Tahsildars and Deputy Tahsildars from one district to another shall be made by the Board of Revenue:

Provided that a member of the service transferred from one district to another district on his own request, shall forego all claims in the district from which he is transferred and shall take his rank last in the existing list of Tahsildar or Deputy Tahsildar, as the case may be in the district to which he is transferred on the basis of the date of joining and shall not be eligible for travelling allowance for his journey.

**10A.** Notwithstanding anything contained in these rules, the Government may at any time suo-moto or on representation from any aggrieved person for review of the Government order on the basis of the discovery of new points or for any other sufficient reason which after the exercise of due diligence were not within his knowledge, when the Government made the order, review any order passed by them and pass such further orders as they may be deem fit and necessary in the circumstances of the case.

11. Omitted.

12. Omitted.

13. Omitted.

**ANNEXURE I**  
[referred in rule 5(f)]

(Date on which the proposals are due in the Office of the Special Commissioner and Commissioner for Revenue Administration)

Name of the district	Date on which the proposals are due
Chennai district, Tirunelveli, South Arcot and North Arcot.	15 <sup>th</sup> August.
Thanjavur , Ramanathapuram , Madurai and Chingleput	15 <sup>th</sup> September.
Coimbatore, The Nilgiris, Pudukottai and Kanyakumari	15 <sup>th</sup> October.
Tiruchirapalli, Salem, Periyar and Dharmapuri.	15 <sup>th</sup> November.
Proposals in respect of Chennai City offices	1 <sup>st</sup> April.

**ANNEXURE II**  
[referred in rule 5(f) ]

(Date on which the Special Commissioner and Commissioner of Revenue Administration should prepare the lists)

Name of the district.	Date on which the list should be prepared
Chennai district, Tirunelveli, South Arcot and North Arcot.	15 <sup>th</sup> September.

Thanjavur, Ramanathapuram, Madurai and Chingleput	15 <sup>th</sup> October.
Coimbatore, The Nilgiris, Pudukottai and Kanyakumari	15 <sup>th</sup> November.
Tiruchirapalli, Salem, Periyar and Dharmapuri.	15 <sup>th</sup> December.
Proposals in respect of Chennai City offices	1 <sup>st</sup> May.

**ANNEXURE III**  
[referred in rule 7(a)]

Category	Qualifications
Deputy Tahsildar	<p>(A) Before the inclusion of his name in the list of approved candidates, the candidate -</p> <p>(i) must have passed the following tests:-</p> <ol style="list-style-type: none"> <li>1.The Revenue Tests Parts I, II and III ;</li> <li>2.The Criminal Judicial Test ; and</li> <li>3.The Account Test for Subordinate Officers, parts I and II :</li> </ol> <p style="padding-left: 40px;">Provided that out of the persons transferred from the former Travancore-Cochin State those who have actually acted as Deputy Tahsildars for a period of three years continuously prior to 1<sup>st</sup> November 1956, need not pass the Criminal Judicial Test and others including those who were promoted after 1<sup>st</sup> November 1956, must pass the examination before 29<sup>th</sup> May 1960; and</p> <p>(ii) must have served either as Typist or as Steno-typist or as Junior Assistant and above for a period of not less than eight years of which two years shall be on duty as an Assistant and another two years as Revenue Inspector as prescribed in clause (iii) below:</p> <p style="padding-left: 40px;">Provided that the services rendered as Assistant Grade Firka Revenue Inspector, Special Revenue Inspector and as Assistant Grade Revenue Inspector for Land Acquisition, for Agricultural Income Tax and for Land Ceiling shall be counted towards service as Assistant for the purpose of inclusion in the list of Deputy Tahsildar to the extent the candidate would have continued to act as Assistant in the regular line but for his appointment as Assistant Grade Firka Revenue Inspector, Special Revenue Inspector and Assistant Grade Revenue Inspector for Land Acquisition, for Agricultural Income-Tax and for Land Ceiling, as the case may be.</p>

Provided further that with effect on and from the 25th day of May 1978 service rendered as Assistant Grade Firka Revenue Inspector, Special Revenue Inspector and as Assistant Grade Revenue Inspector for Land Acquisition, for Agricultural Income-Tax and for Land Ceiling in excess of two years, shall count as service in the post of Assistant referred to in this clause, for a maximum period of one year on duty to the extent he would have acted as Assistant in the regular line but for his appointment as Assistant Grade Firka Revenue Inspector or as Special Revenue Inspector or as Assistant Grade Revenue Inspector for Land Acquisition, for Agricultural Income-Tax and for Land Ceiling :

Provided also that an Assistant appointed by direct recruitment in the offices of the erstwhile Board of Revenue, who has completed a total service of five years, passed all the tests prescribed and undergone training as Firka Revenue Inspector for a period of two years successfully shall be eligible for inclusion of his name in the approved list of Deputy Tahsildars for Chennai City, above his seniors appointed other than by direct recruitment or for re-fixation of his seniority over such seniority, if his name has already been included in the list of Deputy Tahsildars. The consideration of his claim shall be against the first vacancy that follows the carried over vacancies:

Provided also that an Assistant appointed by direct recruitment in the District Revenue Unit, who has completed a total period of five years, passed all the tests prescribed and undergone training as Firka Revenue Inspector for a period of two years successfully, shall be eligible for inclusion of his name in the approved list of Deputy Tahsildars in the district above his seniors appointed other than by direct recruitment or for re-fixation of his seniority over such seniors, if his name has already been included in the list of Deputy Tahsildars. The consideration of his claim shall be against the first vacancy that follows the carried over vacancies.

- (iii) Must have rendered satisfactory service for a period of not less than two years on duty as Revenue Inspector in-charge of a Firka and must have passed the examination in the maintenance of revenue records and registration:

Provided that a candidate who has, with reference to the instructions contained in G.O. Ms.No.2206, Revenue dated 7<sup>th</sup> November 1944, rendered satisfactory service for not less than one year on duty as Revenue Inspector in-charge of a Firka prior to 10<sup>th</sup> April 1948 need not serve as Revenue Inspector again to complete two years referred to in clause (iii) above:

Provided further that a candidate who has, after undergoing Survey training discharged the duties of Firka Supply Officer or a Special Revenue Inspector or both shall be entitled to count his service in such post for a period of not exceeding six months, towards duty as Revenue Inspector in-charge of a Firka:

Provided also that a candidate who has, after undergoing Survey Training discharged the duties of a Settlement Inspector doing Field Work (including classification of soil and irrigation sources, and miscellaneous enquiries under the Tamilnadu Estates (Abolition and Conversion into Ryotwari) Act, 1948 of an Estate Revenue Inspector shall be entitled to count his service in such post towards duty as Revenue Inspector in-charge of a Firka:

Provided also that a Settlement Inspector employed on items of miscellaneous work like advance compensation work, preliminary enquiries under section 11,15, etc; of the Tamilnadu Estates (Abolition and Conversion into Ryotwari) Act,1948 and correlation of the old village land registers with the new survey land register including registry, etc., shall be entitled to count his service in such a post up to a maximum of one year towards duty as Revenue Inspector in-charge of Firka:

Provided also that a Special Revenue Inspector in the Jenman Estate shall be entitled to count his service in such post towards duty as a Revenue Inspector in-charge of a Firka.

(B) If the candidate is a member of the Tamil Nadu Secretariat Service or a member of the Tamil Nadu Ministerial Service employed in the offices referred to in sub-rule (d) of rule 2, he must, in addition to the qualification specified in item (A) above, have satisfactorily completed probation, if any, in the post of Assistant.

(C) No member of the Tamil Nadu Ministerial Service who does not possess the minimum general educational qualification prescribed or who is not deemed to possess such qualification with reference to rule 12(a) of the General rules, shall be eligible for appointment as a Deputy Tahsildar unless a specific order of exemption is passed in his case enabling him to hold the post of Deputy Tahsildar.

**Explanation (i).**—A candidate shall be deemed to have passed the Criminal Judicial Test, if he has obtained a degree in law.

**Explanation (ii).**—A settlement Inspector who does purely office work is not entitled to count such service towards duty as a Revenue Inspector in-charge of a Firka.

## **SECTION 29 —THE TAMIL NADU SECRETARIAT SERVICE.**

**1. Definitions.—** In these rules, unless the context otherwise requires:-

- (a) "Department" means a department of the Secretariat other than Legislative Assembly Secretariat; and
- (b) "the Governor's Secretariat" shall be deemed to be a department of the Secretariat.

**2. Constitution.—** The service shall consist of the following categories, namely:-

- Category 1(a) Assistant Section Officers in the departments of Secretariat other than Law and Finance Departments and the Governor's Secretariat.
- Category 1(b) Assistant Section Officers in the Law Department.
- Category 1(c) Assistant Section Officers in the Governor's Secretariat.
- Category 1(d) Assistant Section Officers in the Finance Department.
- Category 1A Assistant Section Officers ( Translation).
- Category 1B Assistant Reception Officer in Tamil Nadu House, New Delhi.
- Category 2A Personal Assistants in the departments of Secretariat other than Finance Department.
- Category 2B Personal Assistants in Finance Department.
- Category 2C Senior Personal Clerks in the departments of Secretariat other than Finance Department.
- Category 2D Senior Personal Clerks in Finance Department.
- Category 2E Senior Typists in the departments of Secretariat other than Finance Department.
- Category 2F Senior Typists in the Finance Department.
- Category 3(a) Assistants in the departments of Secretariat other than Law and Finance Departments and the Governor's Secretariat .
- Category 3(b) Assistants in the Law Department.
- Category 3(c) Assistants in the Governor's Secretariat.
- Category 3(d) Assistants in the Finance Department.
- Category 3A Assistants (Translation).
- Category 4A Personal Clerks in the departments of Secretariat other than Finance Department.
- Category 4B Personal Clerks in Finance Department.

Category 5(a)	Typists in the departments of Secretariat other than Finance Department.
Category 5(aa)	Typists in the Finance Department.
Category 5(b)	Telex Operators in the Public Department.
Category 6	Telephone Operators in the Secretariat Exchange (Public Department) and the Governor's Secretariat.

**3.Appointing authority.—**The appointing authority shall be -

- (i) in the case of Governor's Secretariat, the Secretary to Governor;
- (ii) in the case of departments of Secretariat other than Law and Finance including Planning, Development and Special Initiatives Departments, the Deputy Secretary or Joint Secretary to Government, as the case may be, who is in charge of establishment:

Provided that in Law and Finance including Planning and Development Departments the Secretary to Government shall be the appointing authority for the categories of Assistant Section Officers and Personal Assistants. For all other categories Deputy Secretary or Joint Secretary to Government in charge of establishment shall be the appointing authority:

Provided further that in the Tamil Development & Culture, the Secretary to Government, Tamil Development & Culture Department shall be the appointing authority for the categories of Assistant Section Officers (Translations) and Assistants (Translations):

Provided also that in the case of Assistant Reception Officer in the Tamil Nadu House, New Delhi, the Deputy Secretary or Joint Secretary to Government, Public Department, as the case may be, who is in charge of establishment shall be the appointing authority.

**4.(a) Selection and allotment.—**The selection and allotment of candidates for appointment to the categories 1 to 5 as constituted in rule 2, by promotion or by recruitment by transfer or by direct recruitment in the departments of Secretariat other than Finance including Planning and Development and Law Departments shall be made by the Deputy Secretary or Joint Secretary to Government, as the case may be, who is in charge of establishment in consultation with Personnel and Administrative Reforms Department.

(b)The selection and allotment of candidates for appointment to the categories 1 to 5 as constituted in rule 2 by promotion or recruitment by transfer or by direct recruitment in Finance including Planning and Development Departments and Law Department shall be made by the Secretary to Government in the case of Assistant Section Officers and Personal Assistants. To all other categories, the selection and allotment shall be made by the Deputy Secretary /Joint Secretary to Government of that department as the case may be, who is in charge of establishment, in consultation with Personnel and Administrative Reforms Department

(c) The selection and allotment of candidates for appointment to categories 1A and 3A constituted in rule 2, by direct recruitment or transfer from any other category or recruitment by transfer from any other service in the Tamil Development and Culture (Translations) Department shall be made by the Secretary to Government, Tamil Development and Culture Department.

**5.Appointment.—**Appointment to the category specified in column (1) of the Table below shall be made by the methods specified in the corresponding entries in column (2) thereof:-

## TABLE

	Category (1)	Method of appointment (2)
1(a)	Assistant Section Officers in the departments of Secretariat other than the Law and Finance Departments and the Governor's Secretariat.	(i) by promotion from among the categories of Assistants in the departments of Secretariat other than Law and Finance Departments and the Governor's Secretariat, Senior Personal Clerks in the departments of Secretariat other than Finance Department and Senior Typists in the departments of Secretariat other than Finance Department in the ratio of 4:1:1; or (ii) Omitted (iii) by direct recruitment; or (iv) by recruitment by transfer from the category of Assistants in Tamil Nadu Ministerial Service or the Tamil Nadu Judicial Ministerial Service.
1(b)	Assistant Section Officers in the Law Department.	(i) by promotion from the category of Assistants in the Law Department; or (ii) by transfer from other departments of Secretariat; or (iii) by direct recruitment.
1(c)	Assistant Section Officers in the Governor's Secretariat.	(i) by promotion from the category of Assistant or Personal Clerks in the Governor's Secretariat; or (ii) by transfer from the category of Assistant Section Officers of the departments of Secretariat; or (iii) by transfer from the category of Personal Assistants in the Governor's Secretariat.
1(d)	Assistant Section Officers in the Finance Department.	(i) by promotion from among the categories of Assistants, Senior Personal Clerks and Senior Typists in the Finance Department in the ratio of 4:1:1; or (ii) Omitted. (iii) by direct recruitment; or (iv) by recruitment by transfer from the category of Assistants in Tamil Nadu Ministerial Service or in the Tamil Nadu Judicial Ministerial Service.
1A	Assistant Section Officers (Translation).	by direct recruitment or transfer from any other category or recruitment by transfer from any other service.
1B	Assistant Reception Officer, Tamil Nadu House, New Delhi.	(i) by direct recruitment; or (ii) by transfer from Assistant Section Officers; or (iii) by promotion from among the Steno-Typists in Tamil Nadu House, New Delhi; or (iv) by recruitment by transfer from the holders of the post of Receptionist or House Keeper in the Tamil Nadu General Subordinate Service or from the post of Junior Assistant, Telephone Operator, Store-Keeper or Typist in Tamil Nadu House, New Delhi



			in the Tamil Nadu Ministerial Service or from any other service;
2A	Personal Assistants in the departments of Secretariat other than Finance Department.	(i)	by promotion from the category of Senior Personal Clerks; or
		(ii)	by promotion from the category of Personal Clerks; if no qualified candidates are available by the above method; or
		(iii)	for special reasons recruitment by transfer from any other service.
2B	Personal Assistants in Finance Department.	(i)	by promotion from the category of Senior Personal Clerks in Finance Department; or
		(ii)	by promotion from the category of Personal Clerks, if no qualified candidates are available by the above method; or
		(iii)	for special reasons recruitment by transfer from any other service.
2C	Senior Personal Clerks in the departments of Secretariat other than Finance Department.		by promotion from the category of Personal Clerks.
2D	Senior Personal Clerks in Finance Department.		by promotion from the category of Personal Clerks in Finance Department.
2E	Senior Typists in the departments of Secretariat other than Finance Department.		by promotion from the category of Typists.
2F	Senior Typists in Finance Department.		by promotion from the category of Typists in Finance Department.
3(a)	Assistants in the departments of Secretariat other than Law and Finance Departments and the Governor's Secretariat.	(i)	by direct recruitment; or
		(ii)	by recruitment by transfer from among the holders of the posts of Junior Assistants and Assistant in the Tamil Nadu Ministerial Service and the Tamil Nadu Judicial Ministerial Service; or
		(iii)	by promotion from the category of Typists or Telephone Operator in the Tamil Nadu Secretariat Service; or
		(iv)	by recruitment by transfer from the posts of Record Clerks, Drivers, Office Assistants, Motor Cycle Messengers and Van Cleaners who are graduates working in Secretariat; or
		(v)	by recruitment by transfer from the posts of Record Clerk and Typist who are not graduates working in Secretariat:
			Provided that fifty percent of the vacancies shall be filled up by direct recruitment and the remaining fifty percent of the vacancies shall be filled up by other methods as follows:-
		(i)	Junior Assistants and Assistants in the Tamil Nadu Ministerial service and the Tamil Nadu Judicial Ministerial Service. 15%
		(ii)	Record Clerks, Typists, Telephone Operators, Drivers 25%

			and Motor Cycle Messengers who are graduates working in Secretariat.
		(iii)	Record Clerks and Typists who are not graduates working in Secretariat. 5%
		(iv)	Office Assistants and Van Cleaners who are graduates working in Secretariat: 5%
			Provided further that if sufficient number of qualified and suitable persons are not available for appointment by any one of the four methods mentioned above, the unfilled vacancies may be filled up by the remaining three methods, subject to availability from time to time.
3(b)	Assistants in the Law Department.	(i) (ii)	by direct recruitment; or by transfer from other departments of Secretariat.
3(c)	Assistants in the Governor's Secretariat.	(i) (ii)	by transfer from the category of Assistants from the departments of Secretariat; or by recruitment by transfer from any other service.
3(d)	Assistants in the Finance Department.	(i) (ii)  (iii)	By direct recruitment; or by promotion from the category of Typists in the Finance Department or if no qualified person is available from the Finance Department from any other department of the Secretariat; or by recruitment by transfer from the category of Junior Assistant or Assistant in the Tamil Nadu Ministerial Service or in the Tamil Nadu Judicial Ministerial Service; or by recruitment by transfer from the category of Record Assistant or Record Clerk in the Tamil Nadu General Subordinate Service in the Finance Department and Office Assistant in the Tamil Nadu Basic Service in the Finance Department or if no qualified person is available from the Finance Department from any other department of the Secretariat.
3A	Assistants (Translations).		by direct recruitment or transfer from any other category or recruitment by transfer from any other service.
4A	Personal Clerks in the departments of Secretariat other than Finance Department	(i) (ii) (iii)	by direct recruitment ;or by promotion from the category of Typists; or for special reasons, recruitment by transfer from any other service.
4B	Personal Clerks in Finance Department.	(i) (ii)	by direct recruitment ;or by promotion from the category of Typists in Finance Department; or



7. by promotion from the category of Senior Typists; and
8. by recruitment by transfer from the category of Assistants in the Tamil Nadu Ministerial Service or the Tamil Nadu Judicial Ministerial Service:

Provided that direct recruitment or / and recruitment by transfer for filling the vacancies may be kept in abeyance by the Government and such vacancies shall be treated as lapsed:

Provided further that every Senior Personal Clerk and Senior Typist shall, at the time of preparation of the list of persons eligible for appointment as Assistant Section Officers exercise an option as to the line in which he desires to continue and such option once exercised shall be final.

**9.Substantive appointment in Governor's Secretariat.**—No full member or approved probationer transferred to the Governor's Secretariat from any other departments of Secretariat shall be eligible for substantive appointment in the Governor's Secretariat unless and until he has rendered service for a period of not less than six months in that category.

**10.Reservation of appointments.**—The rule of reservation of appointments (General rule 22) shall apply to all categories of posts by direct recruitment and the said rule of reservation of appointments shall apply to each unit of appointment separately:

Provided that the rule of reservation of appointment shall also apply separately for appointment as Assistant in the Tamil Nadu Secretariat Service by recruitment by transfer through the Tamil Nadu Public Service Commission on and from the 9th February 1990.

**11.Unit of operation of rules.**—(1) Unit of operation, for the purposes of appointment to the service, promotion, discharge for want of vacancy, re-appointment of probationers and approved probationers and appointment of full members to the category specified in column (1) of the table below, shall be as specified in the corresponding entries in column (2) thereof:-

TABLE

Category (1)	Unit of Operation (2)
1(i) Assistants (Assistant Section Officers with effect from 30.11.1984) in all the departments of Secretariat other than Finance Department, Law Department and Governor's Secretariat.	One unit
(ii) Assistants (Assistant Section Officers with effect from 30.11.1984) in Finance Department.	Finance unit
(iii) Assistants (Assistant Section Officers with effect from 30.11.1984) in Law Department.	Law unit
(iv) Assistants (Assistant Section Officers with effect from 30.11.1984) in Governor's Secretariat.	Governor's Secretariat unit
2 (i) Steno-typists (Confidential) (Personal Assistants with effect from 16.12.1976) in all the departments of Secretariat other than Finance Department and Governor's Secretariat.	One unit
(ii) Steno-typists (Confidential) (Personal Assistants with effect from 16.12.1976) in Finance Department.	Finance unit
(iii) Steno-typists (Confidential) (Personal Assistants with effect from 16.12.1976) in Governor's Secretariat.	Governor's Secretariat unit

(iv)	Senior Personal Clerks in the department of Secretariat other than Finance Department.	One unit
(v)	Senior Personal Clerks in Finance Department.	Finance unit.
(vi)	Senior Typists in the departments of Secretariat other than Finance Department.	One unit
(vii)	Senior Typists in Finance Department.	Finance unit.
3(i)	Junior Assistants (Assistants with effect from 30.11.1984) in all the departments of Secretariat other than Finance Department, Law Department and Governor's Secretariat.	One unit
(ii)	Junior Assistants (Assistants with effect from 30.11.1984) in Finance Department.	Finance unit.
(iii)	Junior Assistants (Assistants with effect from 30.11.1984) in Law Department.	Law unit
(iv)	Junior Assistants (Assistants with effect from 30.11.1984) in Governor's Secretariat.	Governor's Secretariat unit
4(i)	Steno-Typists (Personal Clerks with effect from 31.10.1978) in all the departments of Secretariat other than Finance Department and Governor's Secretariat.	One unit
(ii)	Steno-Typists (Personal Clerks with effect from 31.10.1978) in Finance Department.	Finance unit
(iii)	Steno-Typists (Personal Clerks with effect from 31.10.1978) in Governor's Secretariat.	Governor's Secretariat unit
5(i)	Typists in all the departments of Secretariat other than Finance Department and Governor's Secretariat.	One unit
(ii)	Typist in Finance Department.	Finance unit.
(iii)	Typist in Governor's Secretariat.	Governor's Secretariat unit
6	Telephone Operators in the Secretariat Exchange (Public Department) and Governor's Secretariat.	Separate unit

**Explanation.**—(1) In these rules, the term "Finance Department" shall also include Planning, Development and Special Initiatives Department with effect on and from the 5th October 1980.

(2) Unless otherwise specifically provided for in these rules, a member belonging to "One unit" is not eligible for appointment in "Another unit" by any methods.

(3) Notwithstanding anything contained in rule 35 of the General rules, the seniority of a person in the category of Assistants appointed by promotion from the category of Typists and in the category of Assistant Section Officers appointed by promotion from the categories of Assistants, Senior Personal Clerks and Senior Typists shall be determined with reference to the rank obtained by them in the list of approved candidates drawn by the competent authority.

**11A.Saving clause.**—Nothing contained in rule 11 shall adversely affect the persons in service in the Finance Department including the Planning, Development and Special Initiatives Department or the Law Department as the case may be, as on 28.1.1994 who

were allotted or re-allotted, to the Finance Department including Planning, Development and Special Initiatives Department or the Law Department from the One unit, on and from the 5th June 1970 and the persons in service in one unit as on 28.1.1994 shall have no claim for allotment or re-allotment to Finance unit or Law unit.

**12. Method of direct recruitment.**—Appointment by direct recruitment to the categories shall be made in the manner prescribed in Annexure I to these rules.

**13. Qualification, Age.**—No person shall be eligible for appointment to the category of Assistant Section Officers, Assistant Section Officers (Translation), Assistant Reception Officers, Tamil Nadu House, New Delhi, Assistants in the departments of Secretariat including Law and Finance, Assistants (Translation), Personal Clerks, Typists or Telephone Operators by direct recruitment or to the category of Assistant by recruitment by transfer from the category of Junior Assistants or Assistants in the Tamil Nadu Ministerial Service or in the Tamil Nadu Judicial Ministerial Service, if he has completed or will complete the age of thirty years on the 1st day of July of the year in which the selection for appointment is made:

Provided that a person who has been practicing as an advocate of the Madras High Court for a period of not less than five years shall be eligible for appointment to the category of Assistant Section Officers by direct recruitment in the Law Department, if he has not completed or will not complete 30 years of age on the 1st day of July of the year in which the selection for appointment is made:

Provided further that the candidates belonging to Scheduled Castes and Scheduled Tribes shall be eligible for appointment as Assistants by recruitment by transfer, if they have not completed or will not complete 35 years of age on the 1st day of July of the year in which the selection for appointment is made.

**14. Other qualifications.**—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 entry in column (2) unless he possesses the qualifications specified in the corresponding entries in column (3) thereof :-

TABLE

Category 1	Method of appointment 2	Qualifications 3
Category 1(a) Assistant Section Officer in the departments of Secretariat other than the Law and Finance Departments and the Governor's Secretariat	Direct recruitment	(i) A Master's degree; or (ii) A Bachelor's degree and a Bachelor of General Law(B.G.L) degree; or (iii) A Bachelor's degree with I class in any one of the parts: Provided that in the case of a candidate belonging to the Scheduled Castes, Scheduled Tribes, or Backward Classes, it shall be sufficient if he holds a Bachelor's degree.
	Recruitment by transfer	(i) A Bachelor's degree; and (ii) Drafting experience for a period of not less than five years in the service from which the person is appointed by recruitment by transfer.

Promotion or  
transfer

- (i) Minimum general educational qualification prescribed in Schedule I to the General rules in Part II of the Tamil Nadu State and Subordinate Service rules or its equivalent qualifications.
- (ii)(a) A pass in the departmental tests for appointment as Assistant Section Officer in the Tamil Nadu Secretariat Service; or
- (b) Foundational Training for a period of two months and a pass in the examinations at the end of the training conducted by the Personnel and Administrative Reforms(Training) Department:  
 Provided that Senior Personnel Clerks, Senior Typists and Non-graduate Assistants must have put in a service for a period of not less than five years in that category:  
 Provided further that for calculating the service qualification of Senior Personal Clerks and Senior Typists, the service rendered in the categories of Personal Clerks and Typists, respectively, shall also be taken into account:  
 Provided also that Senior Personal Clerks, Senior Typists must have passed the competitive examination held by the Tamil Nadu Public Service Commission by full test prescribed for the Group IV Services as constituted by the State Government for such examination in which the Junior Assistants of the Tamil Nadu Ministerial Service are included:  
 Provided also that persons appointed by recruitment by transfer to the post of Typists or Personal Clerks need not pass such full test conducted by the Tamil Nadu Public Service Commission:  
 Provided also that graduates promoted to the category of Assistants from the category of Typists must have put in service for a period of not less than one year in the category of Assistants:

Provided also that the persons who have undergone the 42<sup>nd</sup> batch to 47<sup>th</sup> batch of condensed course of Foundational Training for a period of fifteen days conducted by the Personnel and Administrative Reforms (Training) Department and passed the examinations at the end of such training shall be deemed to have undergone the Foundational Training for a period of two months and passed the examinations conducted by Personnel and Administrative Reforms (Training) Department at the end of such training.

Category 1(b)

Assistant Section Officers in the Law Department.

Direct recruitment

B.L. degree awarded by any University recognised by the University Grants Commission.

Promotion; or transfer

(i) B.L. degree awarded by any University recognised by the University Grants Commission.

(ii)(a) A pass in the Departmental tests for appointment as Assistant Section Officer in the Tamil Nadu Secretariat Service; or

(b) Foundational Training for a period of two months and a pass in the examinations at the end of the training conducted by the Personnel and Administrative Reforms (Training) Department:

Provided that the persons who have undergone the 42<sup>nd</sup> batch to 47<sup>th</sup> batch of the condensed course of Foundational Training for a period of fifteen days conducted by the Personnel and Administrative Reforms (Training) Department and passed the examinations at the end of such training shall be deemed to have undergone the Foundational Training for a period of two months and passed the examinations conducted by Personnel and Administrative Reforms (Training) Department at the end of such training.



Category 1(c)	Assistant Section Officers in the Governor's Secretariat,	Transfer	<ul style="list-style-type: none"> <li>(i) A Bachelor's degree;</li> <li>(ii) A pass in the Government Technical Examination in Typewriting and Shorthand in English and Tamil or English only by the Higher Grade:</li> </ul>
			<p>Provided that if a candidate with the qualifications specified above is not available, candidate who has passed the Government Technical Examinations in Typewriting and Shorthand in English and Tamil or English only by the Lower Grade may be appointed.</p>
		Promotion	<ul style="list-style-type: none"> <li>(i) A pass in the departmental tests for appointment as Assistant Section Officer in the Tamil Nadu Secretariat Service; or</li> <li>(ii) Foundational Training for a period of two months and a pass in the examinations at the end of the training conducted by the Personnel and Administrative Reforms (Training) Department.</li> <li>(iii) A Personal Clerk in the Governor's Secretariat must have put in a service for a period of not less than five years in that category:</li> </ul>
			<p>Provided that the persons who have undergone the 42<sup>nd</sup> batch to 47<sup>th</sup> batch of the condensed course of Foundational Training for a period of fifteen days conducted by the Personnel and Administrative Reforms (Training) Department and passed the examinations at the end of such training shall be deemed to have undergone the Foundational Training for a period of two months and passed the examinations conducted by Personnel and Administrative Reforms (Training) Department at the end of such training.</p>

## Category 1(d)

Assistant Section  
Officers in the  
Finance  
Department

Direct recruitment

A Master's degree in Commerce or Economics or Statistics of any University or Institution recognized by the University Grants Commission; or a degree of B.Com., or B.A.(Economics) or B.Sc. (Statistics) of any University or Institution recognized by the University Grants Commission with a pass in the final examination of the Institute of Cost and Works Accountants of India.

Recruitment by transfer from the category of Assistants in the Tamil Nadu Ministerial Service or the Tamil Nadu Judicial Ministerial Service.

- (i) A Bachelor's degree of any University or Institution recognized by the University Grants Commission ;
- (ii) Drafting experience for a period of not less than five years in the Tamil Nadu Ministerial Service or in the Tamil Nadu Judicial Ministerial Service.

Promotion from the categories of Assistants, Senior Personal Clerks and Senior Typists in the Finance Department.

- (i) Minimum general educational qualification prescribed in Schedule I to the General rules in Part II of the Tamil Nadu State and Subordinate Services Rules or its equivalent qualification.
- (ii)(a) A pass in the Departmental tests for appointment as Assistant Section Officer in the Tamil Nadu Secretariat Service; or
- (b) Foundational Training for a period of two months and a pass in the examinations at the end of the training conducted by the Personnel and Administrative Reforms (Training) Department:  
 Provided that Senior Personal Clerk, Senior Typist and Non-graduate Assistant must have put in a service for a period of not less than five years in that category in Finance Department:  
 Provided further that for calculating the service qualification of Senior Personal Clerk and Senior Typist, the service rendered in the categories of Personal Clerk and Typist, respectively, shall also be taken into account:

Provided also that Senior Personal Clerk, Senior Typist must have passed the competitive examination held by the Tamil Nadu Public Service Commission by full test prescribed for the Group IV Services as constituted by the State Government for such examination in which the Junior Assistants of the Tamil Nadu Ministerial Service are included:

Provided also that persons appointed by recruitment by transfer to the post of Typist or Personal Clerk need not pass such full test conducted by the Tamil Nadu Public Service Commission.

Category 1A

Assistant Section Officers (Translations) Direct recruitment or transfer from any other category or recruitment by transfer from any other service.

(i) Any degree of any University with Tamil in Part II or Telugu or Malayalam or Hindi as the case may be in Part I:

Provided that other things being equal, preference shall be given to the candidates possessing Bachelor's degree in Tamil in Part III or M.A. degree in Tamil;

(ii) Tamil or Telugu or Malayalam or Hindi, as the case may be in Part II or Part III.

Category 1B

Assistant Reception Officer in Tamil Nadu House, New Delhi. Direct recruitment

(i) A Post-graduate degree in Arts or Science or Commerce and an experience for a period of not less than one year in the management of motor vehicles in the institutions recognised by the Government; or

(ii) A degree in Arts or Science or Commerce with a degree in Law; and an experience for a period of not less than one year in the management of motor vehicles in the institutions recognized by the Government:

Provided that other things being equal preference shall be given to the candidate who possesses knowledge in Hindi to speak, read and write.

Transfer, promotion and recruitment by transfer.

(i) A degree in Arts or Science or Commerce; and

(ii) A pass in the Account Test for Subordinate Officers, Part I.

## Category 2A

Personal Assistants in the departments of Secretariat other than Finance Department.

Recruitment by transfer

- (i) Minimum general educational qualification prescribed in Schedule I to the General rules in Part II of the Tamil Nadu State and Subordinate Services Rules or its equivalent qualifications;
- (ii) A pass in the Government Technical Examinations in Typewriting in Tamil and English both by the Higher Grade;
- (iii) A pass in the Government Technical Examinations in Shorthand in Tamil and English both by the Higher Grade:

Provided that if candidates with the qualification referred to in items (ii) and (iii) above are not available candidates who have passed the following examinations in the order of preference indicated below may be appointed, namely:

Provided that if candidates with the qualifications referred to items (ii) and (iii) above are not available, candidates who have passed the following examinations in the order of preference indicated below may be appointed, namely:-

(a) Government Technical Examinations in Typewriting and Shorthand in Tamil both by the Higher Grade and Typewriting and Shorthand in English both by the Lower Grade.

(b) Government Technical Examinations in Typewriting and Shorthand in English both by the Higher Grade and Typewriting and Shorthand in Tamil both by the Lower Grade.

Promotion

- (a) Minimum general educational qualification;
- (b) A pass in the Departmental Tests, Parts I and II ; or Foundational training for a period of two months and a pass in the examinations at

the end of the training conducted by the Personnel and Administrative Reforms (Training) Department:

Provided also that the persons who have undergone the 42<sup>nd</sup> batch to 47<sup>th</sup> batch of the condensed course of Foundational Training for a period of fifteen days conducted by the Personnel and Administrative Reforms (Training) Department and passed the examinations at the end of such training shall be deemed to have undergone the Foundational Training for a period of two months and passed the examinations conducted by Personnel and Administrative Reforms (Training) Department at the end of such training.

- (c) Service for a period of not less than five years as Personal Clerk / Senior Personal Clerk.

Category 2B  
Personal  
Assistants in  
Finance  
Department.

Promotion or  
recruitment by  
transfer.

- (i) A Bachelor's degree in Commerce or Economics or Statistics;
- (ii) A pass in the Government Technical Examinations in Typewriting in Tamil and English both by the Higher Grade;
- (iii) A pass in the Government Technical Examinations in Shorthand in Tamil and English, both by the Higher Grade:

Provided that if candidates with the qualifications referred to items (ii) and (iii) above are not available, candidates who have passed the following examinations in the order of preference indicated below may be appointed, namely:-

(a) Government Technical Examination in Typewriting and Shorthand in Tamil, both by the Higher Grade and Typewriting and Shorthand in English, both by the Lower Grade;

(b) Government Technical Examination in Typewriting and Shorthand in English, both by the Higher Grade and Typewriting and Shorthand in Tamil, both by the Lower Grade.

<p>Category 2C Senior Personal Clerks in the departments of Secretariat other than Finance Department.</p>	Promotion	<ul style="list-style-type: none"> <li>(i) A Bachelor's degree;</li> <li>(ii) A pass in the Departmental Tests, Parts I and II ; or</li> <li>(iii) Foundational Training for a period of two months and a pass in the examinations at the end of the training conducted by the Personnel and Administrative Reforms (Training) Department: Provided that those appointed as Personal Clerks on or before the 11<sup>th</sup> July 1993 and who do not possess the qualification prescribed in item (i) above shall be eligible for appointment as Senior Personal Clerks.</li> </ul>
<p>Category 2D Senior Personal Clerks in the Finance Department.</p>	Promotion	<ul style="list-style-type: none"> <li>(i) A Bachelor's degree in Commerce or Economics or Statistics;</li> <li>(ii) A pass in the Departmental Tests, Parts-I and II ; or</li> <li>(iii) Foundational Training for a period of two months and a pass in the examinations at the end of the training conducted by the Personnel and Administrative Reforms (Training) Department: Provided that the Personal Clerks who are to be recruited through Combined Subordinate Services Examination-I conducted by the Tamil Nadu Public Service Commission vide its Notification No.115/2007 dated 30.06.2007 and who do not possess the qualification prescribed in item (i) above shall also be eligible for appointment as Senior Personal Clerk.</li> </ul>
<p>Category 2E Senior Typists in the departments of Secretariat other than Finance Department.</p>	Promotion	<ul style="list-style-type: none"> <li>(i) Minimum general educational qualification prescribed in Schedule I to the General rules in Part II of the Tamil Nadu State and Subordinate Services Rules or its equivalent qualification;</li> <li>(ii) A pass in the Departmental Tests, Parts I and II ; or</li> <li>(iii) Foundational Training for a period of two months and a pass in the examinations at the end of the training conducted by the Personnel and Administrative Reforms (Training) Department.</li> </ul>

<p>Category 2F Senior Typists in Finance Department.</p>	<p>Promotion</p>	<p>(i) Minimum general educational qualification prescribed in Schedule I to the General rules in Part II of the Tamil Nadu State and Subordinate Services Rules or its equivalent qualification;</p> <p>(ii) A pass in the Departmental Tests, Parts I and II ; or</p> <p>(iii) Foundational Training for a period of two months and a pass in the examinations at the end of the training conducted by the Personnel and Administrative Reforms (Training) Department.</p>
<p>Category 3(a) Assistants in the departments of Secretariat other than the Law, and the Finance Departments and the Governor's Secretariat.</p>	<p>(i) Direct recruitment</p>	<p>A Bachelor's degree.</p>
	<p>(ii) Recruitment by transfer from among the holders of the posts of Assistants and Junior Assistants in Tamil Nadu Ministerial Service and the Tamil Nadu Judicial Ministerial Service.</p>	<p>(i) A Bachelor's degree;</p> <p>(ii) Service for a period of not less than five years either in the category of Junior Assistant or in the category of Assistant or in both the categories put together, in the Tamil Nadu Ministerial Service or in the Tamil Nadu Judicial Ministerial Service on the first day of August of the year in which the notification inviting applications for appointment is issued.</p>
	<p>(iii)Promotion from the category of Typists in the Tamil Nadu Secretariat Service.</p>	<p>(i) Minimum general educational qualification prescribed in Schedule I to the General rules in Part II of the Tamil Nadu State and Subordinate Services Rules;</p> <p>(ii) Service for a period of not less than four years as Typist: Provided that a Typist irrespective of the method of appointment by which he has been appointed as such who holds a degree shall be eligible for appointment as Assistant only after satisfactory completion of his probation and possessing two years of service, either before or after acquiring a degree.</p>

- (iv)(a) Recruitment by transfer from Record Clerks in the Secretariat.
- (i) Minimum general educational qualification prescribed in Schedule I to the General rules in part II of the Tamil Nadu State and Subordinate Services Rules;
- (ii) Service for a period of not less than five years as Record Clerk in the Secretariat:  
 Provided that a Record Clerk irrespective of the method of appointment by which he has been appointed as such who holds a degree shall be eligible for appointment as Assistant only after satisfactory completion of his probation and possessing three years of service, either before or after acquired a degree.
- (iv)(b) Recruitment by transfer from Office Assistants in the Secretariat
- (i) A Bachelor's degree;
- (ii) Service for a period of not less than five years as Office Assistant in the Secretariat.
- (iv)(c) Promotion from the post of Telephone Operators in the Secretariat.
- (i) A Bachelor's degree;
- (ii) Service for a period of not less than five years as Telephone Operator in the Secretariat.
- (iv)(d) Recruitment by transfer from the post of Drivers in the Secretariat.
- (i) A Bachelor's degree;
- (ii) Service for a period of not less than five years as Driver in the Secretariat.
- (iv)(e) Recruitment by transfer from the post of Motor Cycle Messengers in the Secretariat.
- (i) A Bachelor's degree;
- (ii) Service for a period of not less than five years as Motor Cycle Messenger in the Secretariat.
- (iv)(f) Recruitment by transfer from the post of Van Cleaners in the Secretariat.
- (i) Bachelor's degree;
- (ii) Service for a period of not less than five years as Van Cleaners in the Secretariat.

## Category 3(b)

Assistants in the Law Department Direct recruitment or transfer.

B.L. degree awarded by any University recognised by the University Grants Commission.



## Category 3(c)

Assistants in the  
Governor's  
Secretariat

Transfer from the  
Assistants and  
Personal Clerks  
eligible for  
appointment as  
Assistant in the  
departments of  
Secretariat or  
recruitment by  
transfer from any  
other service.

(i)  
(ii)

A Bachelor's degree;  
A pass in the Government  
Technical Examinations in  
Typewriting and Shorthand in  
English and Tamil or English only  
by Higher Grade:

Provided that if candidate  
with qualification specified in item  
(ii) above is not available,  
candidate who has passed the  
Government Technical  
Examinations in Typewriting and  
Shorthand in English and Tamil or  
English only by the Lower Grade  
or the Government Technical  
Examinations in Typewriting in  
English and Tamil or English only  
by the Higher Grade may be  
appointed, if he is otherwise found  
suitable:

Provided further that non-  
graduate Assistant who has put in  
service for a period of not less  
than five years and passed the  
Government Technical  
Examinations in Typewriting and  
Shorthand in English and Tamil or  
English only by the Higher Grade  
or the Government Technical  
Examinations in Typewriting in  
English and Tamil or English only  
by the Higher Grade or a non-  
graduate Personal Clerk eligible  
for appointment as Assistant and  
who has put in service for a  
period of not less than five years  
may be appointed, if graduate  
Assistant is not available.

## Category 3(d)

Assistants in  
Finance  
Department.

Direct recruitment.

A Bachelor's degree in  
Commerce or Economics or  
Statistics of any University or  
Institution recognized by the  
University Grants Commission.

Promotion from the  
category of Typists

A Bachelor's degree in  
Commerce, or Economics or  
Statistics.

Recruitment by transfer from the post of Junior Assistants or Assistants in the Tamil Nadu Ministerial Service or Tamil Nadu Judicial Ministerial Service.	(i) (ii)	A Bachelor's degree in Commerce or Economics or Statistics. Service for a period of not less than five years either in the category of Junior Assistant or in the category of Assistant or in both the categories put together, in the Tamil Nadu Ministerial Service or in the Tamil Nadu Judicial Ministerial Service on the 1st day of August of the year in which the notification inviting applications for appointment is issued.
Recruitment by transfer from the post of Record Assistant or Record Clerk in the Tamil Nadu General Subordinate Service or Office Assistant in the Tamil Nadu Basic Service.	(i) (ii)	A Bachelor's degree in Commerce or Economics or Statistics: Provided that a Record Assistant, Record Clerk or Office Assistant already in service in Finance Department or any other Departments of the Secretariat who has not acquired the above qualifications on the date of Notification of this rule, shall also be eligible for appointment as Assistant in the Finance Department. Service for a period of not less than five years either in the category of Record Assistant or Record Clerk or Office Assistant in the Finance Department or any other department of the Secretariat or in all the categories put together.
Category 3A Assistants (Translations).	Direct recruitment or transfer from any other category or recruitment by transfer from any other service.	(i) Minimum general educational qualification prescribed in the Schedule I to General rules in Part II of the Tamil Nadu State and Subordinate Services Rules; and (ii) A pass in the Government Technical Examination in proof reading by the higher grade.
Category 4A Personal Clerks in the Departments of Secretariat other than Finance Department.	Direct recruitment or Promotion or recruitment by transfer	(i) A Bachelor's degree; (ii) A pass in the Government Technical Examinations in Typewriting in Tamil and English both by the Higher Grade; (iii) A pass in the Government Technical Examinations in Shorthand in Tamil and English both by the Higher Grade:

Provided that if candidates with the qualifications referred to items (ii) and (iii) above are not available, candidates who have passed the following examinations in the order of preference indicated below may be appointed, namely:-

(a) Government Technical Examination in Typewriting and Shorthand in Tamil both by the Higher Grade and Typewriting and Shorthand in English both by the Lower Grade.

(b) Government Technical Examination in Typewriting and Shorthand in English both by the Higher Grade and Typewriting and Shorthand in Tamil both by the Lower Grade:

Provided that a Record Clerk or Office Assistant in the Secretariat must have put in a minimum period of five years service in the respective posts for appointment to the post of Personal Clerk.

Category 4B

Personal Clerks in Finance Department. Direct recruitment or promotion

(i) A Bachelor's degree in Commerce, or Economics or Statistics;

(ii) A pass in the Government Technical Examinations in Typewriting in Tamil and English, both by the Higher Grade.

(iii) A pass in the Government Technical Examinations in Shorthand in Tamil and English, both by the Higher Grade:

Provided that if candidates with the qualifications referred to in item (ii) and (iii) above are not available, candidates who have passed the following examinations in the order of preference indicated below may be appointed, namely:-

(a) Government Technical Examination in Typewriting and Shorthand in Tamil, both by the Higher Grade and Typewriting and Shorthand in English, both by the Lower Grade.

(b) Government Technical Examination in Typewriting and Shorthand in English, both by the Higher Grade and Typewriting and Shorthand in Tamil both by the Lower Grade:

Provided that the Personal Clerks who are to be recruited through Combined Sub-ordinate Services Examination – I conducted by Tamil Nadu Public Service Commission vide its Notification No.115/2007 dated 30.06.2007 and who do not possess the qualification prescribed in item (i) above shall also be eligible for appointment as Senior Personal Clerk.

Recruitment by transfer

(i) A Bachelor's degree in Commerce, or Economics or Statistics;

(ii) A pass in the Government Technical Examinations in Typewriting in Tamil and in English both by the Higher Grade;

(iii) A pass in the Government Technical Examinations in Shorthand in Tamil and English, both by the Higher Grade:

Provided that if candidates with the qualifications referred to in item (ii) and (iii) above are not available, candidates who have passed the following examinations in the order of preference indicated below may be appointed, namely:-

(a) Government Technical Examination in Typewriting and Shorthand in Tamil, both by the Higher Grade and Typewriting and Shorthand in English, both by the Lower Grade.

(b) Government Technical Examination in Typewriting and Shorthand in English, both by the Higher Grade and Typewriting and Shorthand in Tamil both by the Lower Grade; and

- (iv) Must have served for a period of not less than five years in the present post:  
 Provided that those who are in service in Tamil Nadu Secretariat on or before 04.12.2008 and who possess a Bachelor's degree other than in Commerce or Economics or Statistics shall also be eligible for appointment as Personal Clerks in Finance Department:
- Category 5 (a)  
 Typists in the departments of Secretariat other than Finance Department
- Direct recruitment or recruitment by transfer
- (i) Minimum general educational qualification prescribed in Schedule I to the General rules in Part II of the Tamil Nadu State and Subordinate Services Rules or its equivalent qualification;
- (ii) A pass in the Government Technical Examinations in Typewriting in Tamil and in English both by the Higher Grade:  
 Provided that if candidates with the qualifications referred to in item (ii) above are not available, candidates who have passed the following examinations in the order of preference indicated below, may be appointed, namely:-
- (a) Government Technical Examination in Typewriting in Tamil by the Higher Grade and in English by the Lower Grade.
- (b) Government Technical Examination in Typewriting in English by the Higher Grade and in Tamil by the Lower Grade:  
 Provided that a Record Clerk or Office Assistant in the Secretariat must have put in a minimum period of five years service in the respective post for appointment to the post of Typist.
- Category 5 (aa)  
 Typists in the Finance Department
- Direct recruitment or recruitment by transfer from any other service
- (i) Minimum general educational qualification prescribed in Schedule I to the General rules in Part II of the Tamil Nadu State and Subordinate Service Rules or its equivalent qualification.

- (ii) A pass in the Government Technical Examination in Typewriting in Tamil and English both by Higher Grade:

Provided that a Record Clerk or Office Assistant in the Finance Department must have put in not less than five years service in the respective post.

Category 5 (b)

Telex-Operators in the Public Department

By transfer from the category of typist in the departments of Secretariat

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Category 6

Telephone Operators in the Secretariat exchange (Public Department) and the Governor's Secretariat

Direct recruitment or recruitment by transfer

- (i) Minimum general educational qualification prescribed in Schedule I to the General rules in Part II of the Tamil Nadu State and Subordinate Services Rules or its equivalent qualifications;
- (ii) A certificate from the Telephone Department or from the Principal of a Telephone Institute recognised by the Government that he/she has undergone the necessary course of training for the operation of a telephone exchange:

Provided that other things being equal, preference shall be given to physically handicapped persons who are medically declared to be fit for discharging the duties of Telephone Operator.

**15.Probation.**—Every person appointed to a category 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 every person appointed to a category by recruitment by transfer shall, from the date on which he joins duty, be on probation for a period of one year on duty within a continuous period of two years:

Provided further that every person appointed to the post of Assistants by promotion from the post of Telephone Operator, shall, from the date on which he joins duty be on probation for a period of one year on duty within a continuous period of two years.

**16.Tests.**—(1)(i) Every person appointed to the category of Assistant Section Officers by direct recruitment shall undergo the Foundational Training for a period of two months and pass the examination conducted at the end of such training within the period of his probation:

Provided also that the persons who have undergone the 42<sup>nd</sup> batch to 47<sup>th</sup> batch of the condensed course of Foundational Training for a period of fifteen days conducted by the Personnel and Administrative Reforms (Training) Department and passed the examinations at the end of such training shall be deemed to have undergone the Foundational Training for a period of two months and passed the examinations conducted by Personnel and Administrative Reforms (Training) Department at the end of such training;

(ii) Every person appointed to the category of Assistant Section Officer by recruitment by transfer shall undergo the Foundational Training for a period of two months and pass the examination conducted at the end of such training within the period of his probation:

Provided also that the persons who have undergone the 42<sup>nd</sup> batch to 47<sup>th</sup> batch of the condensed course of Foundational Training for a period of fifteen days conducted by the Personnel and Administrative Reforms (Training) Department and passed the examinations at the end of such training shall be deemed to have undergone the Foundational Training for a period of two months and passed the examinations conducted by Personnel and Administrative Reforms (Training) Department at the end of such training.

(iii) Every person appointed to the category of Assistant Section Officers in the Finance Department shall pass the Account Test for Subordinate Officers, Part I within the period of his probation:

Provided that if the person so appointed is not required to undergo a period of probation, he shall pass the Account Test for Subordinate Officers, Part-I within two years from the date of his appointment;

(iii)(a) Every person appointed to the category of Personal Assistant by recruitment by transfer shall undergo the Foundational Training for a period of two months and pass in the examination at the end of such training within the period of his probation:

Provided also that the persons who have undergone the 42<sup>nd</sup> batch to 47<sup>th</sup> batch of the condensed course of Foundational Training for a period of fifteen days conducted by the Personnel and Administrative Reforms (Training) Department and passed the examinations at the end of such training shall be deemed to have undergone the Foundational Training for a period of two months and passed the examinations conducted by Personnel and Administrative Reforms (Training) Department at the end of such training;

(iii) (b) Every person appointed to the category of Assistant in departments of Secretariat other than Law Department by recruitment by transfer shall pass the examination conducted at the end of the Foundational Training Course within three continuous chances. Failure to pass the test within such period shall result in being reverted to their parent department. The service rights of the selected candidates in their parent department shall be protected upto one year from the date of appointment in the Tamil Nadu Secretariat Service or till they pass the examination within three continuous chances whichever is later;

(iii) (c) Every person appointed to the category of Assistant Reception Officer in Tamil Nadu House, New Delhi by direct recruitment shall within the period of his probation pass the Account Test for Subordinate Officers, Part-I;

(iv) Every person appointed to the category of Typist on or after the 4<sup>th</sup> February 1967 but prior to the 6<sup>th</sup> August 1980 shall pass the Government Technical Examination in Typewriting in Tamil by the Lower Grade within the period of his probation. Every person appointed to the category of Personal Clerk on or after the 4<sup>th</sup> February 1967 but prior to the 6<sup>th</sup> August 1980 shall pass the Government Technical Examinations in Typewriting and Shorthand in Tamil by the Lower Grade within the period of his probation:

Provided that if the person so appointed is not required to undergo probation, he shall pass the examination referred to in this clause within two years from the date of his appointment;

(2) The penalty for failure to undergo the training and to pass the test or examination specified in clauses (i) to (iv) of sub-rule (1) within the prescribed period shall be stoppage of increment without cumulative effect;

(3) A Probationary Assistant Section Officer (Translations) in the Tamil Development Culture Department including those appointed by transfer and by recruitment by transfer shall, within the period of his probation pass the special test in Translation conducted by the Tamil Nadu Public Service Commission in the language of the section in which he has been appointed.

**17. Special provisions for Strictly Confidential staff.**—Nothing contained in rules 2 to 16 shall apply to the Strictly Confidential Establishment in the Public and Home Departments and in the Governor's Secretariat. They shall be governed by the rules in Annexure II.

**ANNEXURE I**  
(referred to in rule 12)

**METHOD OF APPOINTMENT TO THE SERVICE BY DIRECT RECRUITMENT**

1. Direct recruitment to the categories of Assistant Section Officers, Assistant Section Officers (Translation), Assistants in the departments of Secretariat other than Law and Finance Departments, Assistants in Law Department, Assistants in Finance Department, Assistants (Translation), Personal Clerks and Typists shall be made from the list of approved candidates drawn up by the Tamil Nadu Public Service Commission. The list for each of the categories of Assistant Section Officers, Assistant Section Officers (Translation), Assistants in the departments of Secretariat other than Law and Finance Departments, Assistants in Law Department, Assistants in Finance Department, Assistants (Translation), Personal Clerks and Typists shall be drawn up separately for each unit specified in rule 11 in accordance with the General rule 22. Each such list shall be in force until the publication of a fresh list. The names of such of the candidates included in any of the lists as have not been appointed to the service before the publication of a fresh list, shall in the order in which they are arranged in the former list, be included in, and be placed at the top of the appropriate part of the fresh list.

2. The Deputy Secretary to Government or Joint Secretary to Government or Additional Secretary to Government, Personnel and Administrative Reforms Department who is in charge of establishment shall be the authority competent to allot and re-allot candidates to the departments coming under the one unit:

Provided that in cases where it is not possible to absorb or continue a candidate in the Department to which he is allotted for want of vacancy the fact shall be reported to the Deputy Secretary to Government or Joint Secretary to Government or Additional Secretary to Government, Personnel and Administrative Reforms Department who is in charge of establishment, who may, if necessary, re-allot him to some other Department where there is a vacancy:

Provided further that an Assistant Section Officers or a Personal Assistants or an Assistants or a Personal Clerks or a Typists transferred from one department to another department shall carry with him the right of original seniority.

**ANNEXURE II**  
(referred to in rule 17)

**STRICTLY CONFIDENTIAL ESTABLISHMENT OF THE PUBLIC DEPARTMENT, HOME DEPARTMENT AND THE GOVERNOR'S SECRETARIAT.**

**1. Constitution.**—The Strictly Confidential Establishment in the Public Department, Home Department and the Governor's Secretariat shall consist of the following categories namely:-

- |            |   |
|------------|---|
| Category 1 | Strictly Confidential Deputy Section Officers.    |
| Category 2 | Strictly Confidential Assistant Section Officers. |

**2. Appointment.**—(i) 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:-

TABLE

	Category (1)	Method of appointment (2)
1.	Strictly Confidential Deputy Section Officers.	Promotion from the category of strictly Confidential Assistant Section Officers.



2. Strictly Confidential Assistant Section Officers. Recruitment by transfer from the category of Special Branch Assistants and Special Assistants in the Tamil Nadu Ministerial Service.

(ii) Promotion to the category of Strictly Confidential Deputy Section Officer shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal:

Provided that appointments by promotion to the category of Strictly Confidential Deputy Section Officer and by recruitment by transfer to the category of Strictly Confidential Assistant Section Officers shall be made from the lists of approved candidates prepared annually on the 1st April of every year taking into consideration the probable number of vacancies that may occur within a period of one year:

Provided further that for appointments to the category of Strictly Confidential Assistant Section Officers by recruitment by transfer from the category of Special Branch Assistants and Special Assistants in Tamil Nadu Ministerial Service, the candidates shall possess technical qualification in Typewriting both Tamil and English by the Higher Grade and Shorthand in English by the Lower Grade.

**3.Appointing authority.—**The appointing authority shall be-

- (a) in the case of Governor's Secretariat, the Governor,
- (b) in the case of Public and Home Departments, the Deputy Secretary to Government /Joint Secretary to Government, Public Department:

Provided that selection for appointment to the categories in the Governor's Secretariat shall be made by the Deputy Secretary to Government/Joint Secretary to Government, Public Department as the case may be who is incharge of the establishment and that appointment to the categories in the Home Department shall be made in consultation with the Secretary, Home Department.

**SECTION 29A- THE TAMILNADU STATE TRANSPORT SUBORDINATE  
SERVICE.**

*(Deleted)*

**SECTION 29B—THE TAMIL NADU STATIONERY AND PRINTING  
SUBORDINATE SERVICE.**

**1.Short title.**—These rules may be called as the Tamil Nadu Stationery and Printing Subordinate Service Rules.

**2.Constitution.**—The service shall consist of the following classes and categories of officers, namely:-

Class I

Category—

- (1) Warehouseman, Grade I (Stationery).
- (2) Warehouseman, Grade II (Stationery).

Class II

Category—

- (1) Carpenter (Stationery).
- (2) Tinker (Stationery).

Class III

Category—

- (1) Senior Typewriter Mechanic.
- (2) Junior Typewriter Mechanic.

Class IV

Category—

- (1) Lorry Driver.
- (2) Lorry Cleaner.

Class V

Category

First-Aid Attendant.

Class VI

Category—

- (1) Counter.
- (2) Packing Attendant.
- (3) Junior Despatching Attendant.

Class VII

Category—

- (1) Gate Sergeant (Press).
- (2) Gate Keeper (Publication Depot).

**3.Appointment.**—Appointment to the several classes, categories and grades shall be made, as follows:—

TABLE

Class, category and grade. (1)	Method of recruitment. (2)
Class I	
Category 1 Warehouseman, Grade I (Stationery)	Promotion from Warehouseman, Grade II.

<p>Category 2 Warehouseman, Grade II (Stationery)</p>	<p>Promotion from the posts of Tinker, Carpenter and Lorry Cleaner; or recruitment by transfer from the members of the Basic Service in the Stationery and Printing Department; or if no qualified and suitable candidate is available for such promotion or recruitment by transfer, direct recruitment.</p>
<p>Class II</p>	
<p>Category 1 Carpenter (Stationery)</p>	<p>Direct recruitment; or recruitment by transfer from the members of the Basic Service in the Stationery and Printing Department; or promotion from any other post in the service.</p>
<p>Category 2 Tinker (Stationery)</p>	<p>Direct recruitment; or for special reasons, promotion from a lower post in the service; or recruitment by transfer from the members of the Basic service in the Stationery and Printing Department.</p>
<p>Class III</p>	
<p>Category 1 Senior Typewriter Mechanic</p>	<p>Promotion from Junior Typewriter Mechanic; or direct recruitment.</p>
<p>Category 2 Junior Typewriter Mechanic</p>	<p>Promotion from Typewriter Cleaner; or direct recruitment; or for special reasons, recruitment by transfer from any other service; or promotion from a lower post in the service.</p>
<p>Class IV</p>	
<p>Category 1 Lorry Driver</p>	<p>Direct recruitment; or promotion from the post of Lorry Cleaner; or for special reasons, recruitment by transfer from any other service.</p>
<p>Category 2 Lorry Cleaner</p>	<p>Direct recruitment; or recruitment by transfer from any other service.</p>
<p>Class V</p>	
<p>Category First-Aid Attendant</p>	<p>Direct recruitment; or recruitment by transfer from any other service.</p>

## Class VI

Category 1  
Counter

Promotion from the post of Junior Despatching Attendant; or by transfer from the post of Packing Attendant.

Category 2  
Packing Attendant

Promotion from the post of Junior Despatching Attendant; or by transfer from the post of Counter.

Category 3  
Junior Despatching Attendant

Recruitment by transfer from the categories of posts in the Basic Service in the Stationery and Printing Department, based on their combined seniority:

Provided that promotion to and reversion from the posts of Counter and Packing Attendant shall be made on grounds of merit and ability and in the order of seniority in the post of Junior Despatching Attendant.

## Class VII

Category 1  
Gate Sergeant (Press)

Direct recruitment from retired Military Officials.

Category 2  
Gate Keeper  
(Publication Depot)

By direct recruitment; or recruitment by transfer from among the watchmen in the Stationery and Printing Department.

**4.Appointing authority.**—The appointing authority for the classes, category and grades of posts in the Stationery, Stores and the Central Press including its branches at Chennai shall be the Joint Director of Printing, Chennai. In respect of the posts in the Branch and the Regional Presses at Pudukkottai, Tiruchirappalli, Vridhachalam and Salem, the appointing authority shall be the Assistant Works Manager (the officer-in-charge) concerned:

Provided that in the event of opening of Unit Presses in the City of Chennai or in the Moffusal and each of the existing Branch Presses constituting a separate Unit, the appointing authority in respect of such Unit shall be the Assistant Works Manager (officer-in charge) concerned.

**5.Qualification.**—No person shall be eligible for appointment to the post mentioned in column (1) of the table below, unless he possesses the qualifications mentioned in the corresponding entries in column (2) thereof:-

## TABLE

Class I	Category (1)	Qualifications (2)
	Category 1 Warehouseman, Grade I (Stationery)	Must have served for atleast ten years as Warehouseman, Grade II (Stationery): Provided that when no person with the above qualification is available, appointment shall be made from Warehouseman, Grade II who have appeared for the S.S.L.C. Examination.
	Category 2 Warehouseman, Grade II	(1) Must have passed atleast III Form or VIII Standard in a recognised school; (2) For recruitment by transfer — Must have also put in a total service of not less than three years.
Class II		
	Category 1 Carpenter (Stationery)	(1) Must have practical experience in Carpentry for a minimum period of two years; (2) Must be able to read and write Tamil. Preference shall be given to those who have passed the Certificate Course in Carpentry conducted by the Industrial Training Institutes.
	Category 2 Tinker (Stationery)	(1) Must have practical experience in Tinker's Work for a minimum period of two years; (2) Must be able to read and write Tamil. Preference shall be given to those who have passed the certificate course in Tinker's Work or Allied Trade conducted by the Industrial Training Institutes.
Class III		
	Category 1 Senior Typewriter Mechanic	(1) Must have appeared for the S.S.L.C. Examination; (2) Must have served as Typewriter Mechanic for a period of not less than five years in the typewriter firms approved by the Director of Stationery and Printing, Chennai from time to time for purposes of entrusting the repair of typewriters owned by the Government of which a continuous period of not less than three years shall be in any of such typewriter firms.

Category 2 Junior Typewriter Mechanic	(1) Must have appeared for the S.S.L.C. Examination; (2) Must have served as a Typewriter Mechanic for a period of not less than three years in the typewriter firms approved by the Director of Stationery and Printing, Chennai from time to time for purposes of entrusting the repair of typewriters owned by the Government of which a continuous period of not less than two years shall be in any one of such typewriter firms.
Class IV	
Category 1 Lorry Driver	(1) For direct recruitment— Must have passed atleast III Form or VIII Standard in a recognised school; For promotion or recruitment by transfer— Must have put in a total service of not less than three years; (2) Must possess driving license for heavy vehicle and two years experience in driving heavy vehicles, either Military or Civilian.
Category 2 Lorry Cleaner	(1) Must have passed atleast III Form or VIII Standard in a recognised school; (2) Must have one year experience in a mechanical or automobile workshop out of two years experience in work connected with cleaning, greasing and oiling of motor vehicles.
Class V	
Category First-Aid Attendant	(1) Must have passed atleast III Form or VIII Standard in a recognised school; (2) Must have attended a course of instruction of the St. John Ambulance Association in First Aid to the injured and passed the examination in that course.
Class VI	
Category 1 Counter	Must have served as Junior Despatching Attendant for atleast three years.
Category 2 Packing Attendant	Must have served as Junior Despatching Attendant for atleast three years.
Category 3 Junior Despatching Attendant	Must have passed atleast III Form or VIII Standard in a recognised school.
Class VII	
Category 1 Gate Sergeant	Must have been not lower in rank than Havildar.

## Category 2

Gate Keeper (Publication Depot) Must have passed atleast III Form or VIII Standard in a recognised school.

**Note.**— A recognised school shall mean 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 Education Rules of the State.

**6.Age.**—(a) No person shall be eligible for appointment by direct recruitment to any of the posts in the service, except the posts of Senior Typewriter Mechanic and Gate Sergeant, if he has completed or will complete twenty five years of age on the first day of July of the year in which the selection for appointment is made.

(b) No person shall be eligible for appointment by direct recruitment to the post of Senior Typewriter Mechanic if he has completed or will complete thirty years of age on the first day of July of the year in which the selection for appointment is made.

**7.Probation.**— Every person appointed to a post in the service either by direct recruitment or by recruitment by transfer from another service to a post in the service carrying responsibilities distinctly of a higher order, shall, from the date of 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 a member of the service promoted to a post in the service need not undergo probation in such post, if he has already satisfactorily completed the period of probation of two years on duty within a continuous period of three years in any of the lower posts in the service.

**8.Retirement.**—The Gate Sergeant in the service shall retire from service on completion of sixty years of age.



**SECTION 30—THE TAMIL NADU SUBORDINATE MAGISTERIAL  
SERVICE.**

*(Deleted)*

**SECTION 31 —THE TAMIL NADU SURVEY AND LAND RECORDS  
SUBORDINATE SERVICE.**

**1.Constitution.**—The service shall consist of the following classes, categories and grades of officers, namely:-

Class I

Category -

1. Inspector of Survey and Land Records.
2. Deputy Inspector of Survey and Land Records.
3. Sub-Inspector of Survey and Land Records including Sub-Inspector of Survey and Land Records (Town Survey) and Sub-Inspector of Survey and Land Records(Panchayat Survey).
4. Field Surveyor.

Class II

Category -

1. Technical Officer, Central Survey Office.
2. Manager (Technical).
3. Head Draftsman.
4. Head Typographer, Central Survey Office.
5. Typographer , Grade I, Central Survey Office.
6. Senior Draftsman.
7. Draftsman.
8. Typographer, Grade II.

Class III

Category -

1. Mechanic, Central Survey Office.
2. Assistant Mechanic, Central Survey Office.

Class IV

(Photo zinco press, Central Survey Office.)

Category -

1. Assistant Manager, Reproduction and Assistant Manager, Zinco Printing.
2. Technical Assistant -
  - (i) Negative Section
  - (ii) Machine Printing
  - (iii) Proving and Drawing Section
  - (iv) Technical Office
3. Reproduction Personnel -
  - (a) Wet Plate Negative Operation -
    - Grade I
    - Grade II
    - Grade III
  - (b) Printing down to Metal and Paper Prints -
    - Grade I
    - Grade II
    - Grade III
  - (c) Proving and transferring -
    - Grade I
    - Grade II
    - Grade III

- (d) Machine Printing -
    - Grade I
    - Grade II
    - Grade III
  - (e) General Branch -
    - Grade I
    - Grade II
    - Grade III
  - (f) Photo Zinco Draftsman (Negative Engraving and Retouching and Zinco Drawing and Corrections) -
    - Grade I
    - Grade II
    - Grade III
4. Reproduction Assistants.  
 5. Apprentices.  
 6. Map Mounters.

**2.Appointment.**—The appointment to the several classes, categories and grades shall be made, as follows :-

Class, category and grade (1)	Method (2)
Class I	
Category 1 Inspector of Survey and Land Records.	<ol style="list-style-type: none"> <li>1. Promotion from Deputy Inspector of Survey and Land Records; or</li> <li>2. Recruitment by transfer from among the members of the Tamil Nadu Ministerial Service in the Survey and Land Records Department; or</li> <li>3. If no qualified and suitable candidate is available for such promotion or recruitment by transfer, direct recruitment up to the limit determined by the Head of the Department.</li> </ol>
Category 2 Deputy Inspector of Survey and Land Records	<ol style="list-style-type: none"> <li>1. Promotion from -           <ul style="list-style-type: none"> <li>(a) Sub-Inspector of Survey and Land Records,</li> <li>(b) Sub-Inspector of Survey and Land Records (Town Survey)</li> <li>(c) Sub-Inspector of Survey and Land Records (Panchayat Survey); or</li> </ul> </li> <li>2. Recruitment by transfer from among the members of the Tamil Nadu Ministerial Service in the Survey and Land Records Department or the Revenue Department; or</li> <li>3. If no qualified and suitable candidate is available for such promotion or recruitment by transfer, direct recruitment.</li> </ol>
Category 3 Sub-Inspector of Survey and Land Records including Sub-Inspector of Survey and Land Records (Town Survey) and Sub-Inspector of Survey	<ol style="list-style-type: none"> <li>1. Promotion from category 4 in class I; or</li> <li>2. If no qualified and suitable candidate is available for such promotion, direct recruitment, preference being given to candidates demobilised from any of the Defence services.</li> </ol>

and Land  
Records(Panchayat  
Survey).

Category 4  
Field Surveyors

1. Direct recruitment , or
2. Transfer from category 7 of class II, or
3. Promotion from category 8 of class II,or
4. Recruitment by transfer from the post of Field Assistant in class III of the TamilNadu Basic service:

Provided that 50% (fifty percent) of the vacancies shall be filled up by the methods (1), (2), and (3) above and the remaining 50% (fifty percent) shall be filled by the method (4) above:

Provided further that every Draftsman (category 7 in class II) or Typographer Grade II (category 8 in class II) shall at the time of preparation of list of persons eligible for appointment as Field Surveyor, exercise an option as to the line in which he desires to continue and that the option once exercised shall be final.

Class II

Category 1  
Technical officer,  
Central Survey  
Office.

Promotion from category 2 in class II.

Category 2  
Manager  
(Technical).

1. Promotion from category 3 in class II; or
2. Transfer or promotion from other classes of the service or recruitment by transfer from among the members of the TamilNadu Ministerial Service in the Survey and Land Records Department; or
3. If no qualified and suitable candidate is available for appointment by the above methods, direct recruitment.

Category 3  
Head Draftsman

1. Promotion from category 6 in class II; or
2. Transfer from other classes of the service or recruitment by transfer from among the members of the Tamil Nadu Ministerial Service in the Survey and Land Records Department; or
3. If no qualified and suitable candidate is available for appointment by the above methods, direct recruitment.

Category 4  
Head Typographer,  
Central Survey  
Office.

1. Promotion from category 5 in class II; or
2. If no qualified and suitable candidate is available for such promotion, direct recruitment.

Category 5  
Typographer ,  
Grade I,  
Central Survey  
Office.

1. Promotion from category 8 in class II; or
2. If no qualified and suitable candidate is available for such promotion, direct recruitment.

Category 6 Senior Draftsman	Promotion from category 7 in class II
Category 7 Draftsman	<ol style="list-style-type: none"> <li>1. Promotion from Typographer, Grade II ; or</li> <li>2. If no qualified and suitable candidate is available for such promotion, direct recruitment.</li> </ol>
Category 8 Typographer, Grade II	<ol style="list-style-type: none"> <li>1. Recruitment by transfer from the category of Attenders in the Tamil Nadu General Subordinate Service of the Tamilnadu Survey and Land Records Department, provided they possess practical knowledge in composing work, for at least one year; or</li> <li>2. If no suitable candidate is available for recruitment by transfer, direct recruitment.</li> </ol>
Class III	
Category 1 Mechanic, Central Survey Office.	<ol style="list-style-type: none"> <li>1. Promotion from Assistant Mechanic; or</li> <li>2. If no qualified and suitable candidate is available for such promotion, direct recruitment.</li> </ol>
Category 2 Assistant Mechanic, Central Survey Office.	Direct recruitment, preference being given to Ex-Servicemen.
Class IV	
Category 1 and 2 Assistant Managers and Technical Assistants.	<ol style="list-style-type: none"> <li>1. Promotion from any lower category in class IV; or</li> <li>2. If no qualified and suitable candidate is available for such promotion, direct recruitment.</li> </ol>
Category 3 Reproduction Personnel, Grade I Grade II	<p>Promotion from any lower grade.</p> <p>Promotion from Grade III, every alternate substantive vacancy being filled up from among the persons possessing the minimum general educational qualification when available.</p>
Grade III	Promotion from categories 4 and 5 in class IV, every alternate substantive vacancy being filled up from among the Apprentices who have been declared to have completed the full course of the training prescribed in sub-rule (a) of rule 11 of these rules to the satisfaction of the appointing authority when such Apprentices are available.
Category 4 Reproduction Assistants.	Direct recruitment.
Category 5 Apprentices.	<p>Direct recruitment.</p> <p>Preference shall be given to candidates possessing at least one of the following additional qualifications, namely:-</p>

The successful completion of All India Certificate Course in Camera Operation or Lithographic Printing in any one of the Regional Schools of Printing Technology or the Licentiate Course in Printing Technology in any one of the recognised Polytechnics.

Category 6  
Map Mounters.

Recruitment by transfer from the category of peons in the Tamil Nadu Basic Service working in the Survey and Land Records Department and if no suitable candidate is available for such appointment by direct recruitment.

**3.Promotion.—**(a) Promotion to the following posts shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal :-

1. Inspectors of Survey and Land Records .
2. Deputy Inspector of Survey and Land Records .
3. Technical Officer, Central Survey Office.
4. Manager (Technical).
5. Head Draftsman .
6. Assistant Managers, Reproduction and Zinco Printing.

Provided that for filling up of a single vacancy, the claims of the first five qualified persons in the seniority list in a class or category shall be considered and that the same proportion shall be maintained in making selection for more than a single vacancy:

Provided further that if the first five qualified persons, after consideration of their claims, are found not suitable for the post, the claims of the next five qualified persons shall be considered.

(b) **Unit for the purpose of promotion.—**The units for the purpose of promotion shall be as specified in the table below: -

TABLE

Class	Category and post. (1)	Unit for promotion (2)
Class I	Category 1 Inspectors of Survey and Land Records	The State shall be the unit. The Deputy Director of Survey and Land Records shall prepare a list of suitable persons from the members of the service. The Director of Settlement shall be the selecting authority who shall arrange the names of the persons approved by him for appointment as Inspectors of Survey and Land Records in the order of preference. The list so prepared shall be published each year, before the end of September in the Tamil Nadu Government Gazette. An appeal will lie to the Board of Revenue (S.E) against such a list approved by the Director of Settlements.

## Category 2

Deputy Inspector of Survey and  
Land Records

The State shall be the unit. The Deputy Director of Survey and Land Records shall maintain a list of the members of the service who are qualified and suitable for promotion arranged in the order of merit, and publish the list each year before the end of September in the Notice Board of the office of the appointing authority. An appeal will lie to the Director of Settlements against such a list approved by the Deputy Director of Survey and Land Records.

## Category 3

Sub-Inspector of Survey and  
Land Records including Sub-  
Inspector of Survey and Land  
Records (Town Survey) and Sub-  
Inspector of Survey and Land  
Records (Panchayat Survey).

The district shall be the unit. The Assistant Director of Survey and Land Records in-charge of the unit shall maintain a seniority list of suitable Field Surveyors in the district for promotion.

## Class II

## Category 1

Technical Officer,  
Central Survey Office

The Central Survey Office, Chennai shall be the unit. The Deputy Director of Survey and Land Records shall prepare a list of suitable persons from the members of the service.

## Category 2

Manager (Technical)

The State shall be the unit. The Deputy Director of Survey and Land Records shall maintain a list of Head Draftsmen who are qualified and suitable for promotion arranged in the order of merit and publish the list each year before the end of September in the Tamil Nadu Government Gazettee.

## Category 3

Head Draftsman

The State shall be the unit. The Deputy Director of Survey and Land Records shall maintain a seniority list of suitable and qualified Senior Draftsman arranged in the orders of merit and publish the list each year before the end of September in the Notice Board of the office of the appointing authority

## Category 6

Senior Draftsman

The district shall be the unit. The Central Survey Office shall be considered as a separate unit for this purpose. The Assistant Director of Survey and Land Records in-charge of the unit shall maintain a seniority list of all persons fit for promotion

## Category 7

Draftsman

The District shall be the unit. The Central Survey Office shall be considered as a separate unit for this purpose.

(c)**Unit of appointment.**—For the purpose of recruitment, discharge for want of vacancies and reappointment of probationers and approved probationers and appointment of full members in the category of Field Surveyor, all the offices of the Department in the State under the jurisdiction of the Additional Director of Survey and Land Records shall be one unit.

**3A.Preparation of annual list of approved candidates.**—For the purpose of drawing up of the annual list of approved candidates for appointment to any of the posts in the service otherwise than by direct recruitment, the crucial date on which the candidate should possess the prescribed qualifications shall be the 25<sup>th</sup> April.

**4.Appointing authority.**—The appointing authority for the classes, categories and posts specified in column (1) of the table below shall be the authority specified in the corresponding entries in column (2) thereof:-

TABLE

Category and post (1)	Appointing authority (2)
<b>Class I</b>	
Category I Inspector of Survey and Land Records.	Deputy Director of Survey and Land Records.The Deputy Director of Survey and Land Records shall appoint the approved candidates in the list in the order of preference, as decided by the Director of Settlements.
Category 2 Deputy Inspector of Survey and Land Records.	Deputy Director of Survey and Land Records.
Category 3 Sub-Inspector of Survey and Land Records including Sub-Inspector of Survey and Land Records (Town Survey) and Sub-Inspector of Survey and Land Records (Panchayat Survey).	Assistant Director of Survey and Land Records in-charge of the unit.
Category 4 Field Surveyor	The Assistant Director of Survey and Land Records concerned.
<b>Class II</b>	
Category 1 Technical Officer, Central Survey Office	The Deputy Director of Survey and Land Records shall appoint the approved candidates in the list in the order of preference.
Category 2 Manager (Technical)	Deputy Director of Survey and Land Records.
Category 3 Head Draftsman	Deputy Director of Survey and Land Records.



Category 4 Head Typographer, Central Survey Office.	}	Assistant Director of Survey and Land Records of the Central Survey Office.
Category 5 Typographer, Grade I		
Category 6 Senior Draftsman		Assistant Director of Survey and Land Records of the unit.
Category 7 Draftsman		Assistant Director of Survey and Land Records of the unit.
Category 8 Typographer, Grade II		Assistant Director of Survey and Land Records of the unit.
Class III		
Category 1 Mechanic, Central Survey Office	}	Assistant Director of Survey and Land Records of the Central Survey Office.
Category 2 Assistant Mechanic, Central Survey Office.		
Class IV		
Category 1 Assistant Managers		Deputy Director of Survey and Land Records.
Category 2 Technical Assistants.		Assistant Director of Survey and Land Records of the Central Survey Office, Chennai.
Category 3 Reproduction Personnel.	}	Assistant Director of Survey and Land Records of the Central Survey Office, Chennai.
Category 4 Reproduction Assistants.		
Category 5 Apprentices.		
Category 6 Map Mounters.		

**5.Age.—** No person shall be eligible for appointment by direct recruitment –

(a) to any of the following posts, if he has not completed 18 years of age or has completed 28 years of age on the first day of July of the year in which the selection for appointment is made.

- (i) Mechanic, Central Survey Office.
- (ii) Assistant Mechanic, Central Survey Office.
- (iii) Assistant Managers.
- (iv) Technical Assistants.

- (v) Reproduction Assistants.
- (vi) Apprentices.

(b) to any other post, if he has completed 28 years of age, on the first day of July of the year in which the selection for appointment is made:

Provided that the maximum age limit in respect of the post referred to in clauses (a) and (b) above and to which the minimum general educational qualification or lower qualifications has been prescribed shall be increased by five years in the case of candidates belonging to the Scheduled Castes and Scheduled Tribes.

**Explanation.**—For the purpose of this rule, a candidate demobilized from any of the Defence Services, shall be entitled to deduct from his age the period spent by him in such service:

Provided further that the age limit in respect of candidates who are trained in Survey in the Industrial Training Institute, Ambattur for the appointment to the posts of Surveyor and Draftsman shall be thirty-five years on the first day of July of the year in which the selection for appointment is made.

**6. Educational qualification.**—(a) No person shall be eligible for appointment to the posts of Inspector of Survey and Land Records-

1. By direct recruitment, if he does not possess a degree in Arts or Science obtained through a study in Tamil medium:

Provided that in the absence of such qualified candidates, candidates who have studied in English medium shall be considered for appointment:

Provided further that in respect of candidates belonging to Linguistics minorities, the Government shall relax wherever necessary and feasible the rules regarding qualifications in Tamil medium.

2. By promotion or recruitment by transfer, if he does not possess the minimum general educational qualification specified in the schedule I to the General rules.

(b) No person who does not possess the minimum general educational qualification specified in the schedule I to the General rules shall be eligible for appointment by direct recruitment or by recruitment by transfer to any of the following posts, namely:-

1. Deputy Inspector of Survey and Land Records
2. Manager (Technical)
3. Head Draftsman
4. Assistant Manager (Reproduction)
5. Assistant Manager (Zinco Printing)
6. Technical Assistant (Technical Office)
7. Technical Assistant (Machine Printing)
8. Technical Assistant (Negative Section)
9. Sub-Inspector of Survey and Land Records including Sub-Inspector of Survey and Land Records (Town Survey) and Sub-Inspector of Survey and Land Records (Panchayat Survey).
10. Field Surveyors
11. Senior Draftsman
12. Draftsman
13. Head Typographer
14. Typographer, Grade I
15. Typographer, Grade II

Provided that in respect of the posts of Assistant Manager, Reproduction and Assistant Manager, Zinco Printing and Technical Assistants, this shall not apply to persons who were members of the service on the 22<sup>nd</sup> January 1946:

Provided further that in respect of appointment direct recruitment, to the posts of Field Surveyor other things being equal, preference shall be given to-

- (i) candidates with Industrial Training Institute qualification in survey;
- (ii) demobilized person from any of the defence services.

Provided also that in respect of the incumbent in categories (14),(15) and (16) who were members of the service on the 1<sup>st</sup> April 1984 this rule shall not apply.

(c)No person shall be eligible for promotion to the post of Technical Officer, Central Survey Office, if he does not possess the minimum general educational qualification.

(d)No person shall be eligible for appointment to the post of Apprentice if he does not possess the minimum general educational qualification:

Provided that in the case of candidates for appointment as Apprentices if any certificate was obtained under the scheme of Secondary Education introduced in G.O. No. 1394, Education, dated the 29<sup>th</sup> May 1948 such certificate must show that the candidate has taken academic course or "Engineering" under the Pre-Technological Course of general science under Part II of Aesthetic and Domestic Course.

**7.Qualification.**—No persons shall be eligible for appointment to the posts specified in column (1) of the Table below by the methods specified in column (2) unless he possesses the qualifications or has passed the test specified in the corresponding entries in column (3) thereof:-

TABLE

Posts (1)	Methods (2)	Qualification or tests (3)
Class I Category 1 Inspector of Survey and Land Records	Promotion	Account test for Executive Officer.
Category 2 Deputy Inspector of Survey and Land Records	Promotion	Head Surveyor's and Sub-Assistant's Tests.
Category 3 Sub-Inspector of Survey and Land Records including Sub-Inspector of Survey and Land Records (Town Survey) and Sub- Inspector of Survey and Land Records (Panchayat Survey)	Promotion	Deputy Surveyor's Test.

<p>Category 4 Field Surveyors</p>	<p>Recruitment by transfer</p>	<p>(i) Must not have completed 45 years of age as on the 1<sup>st</sup> July of the year of appointment; and (ii) Must have put in five years of service In the category of Field Assistant in class III of the Tamil Nadu Basic Service (On the crucial date for the preparation of annual list of approved candidates)</p>
<p>Class II</p>		
<p>Category 1 Technical Officer Central Survey Office</p>	<p>Promotion</p>	<p>Account Test for Executive Officers.  <b>Explanation.</b>—A Technical Officer, Central Survey Office who has passed the Account Test for Subordinate Officers need not pass the Account Test for Executive Officers.</p>
<p>Category 2 Manager (Technical)</p>	<p>Promotion</p>	<p>Revenue Draftsman's Test and Computation Test.</p>
<p>Category 3 Head Draftsman</p>	<p>Promotion</p>	<p>Revenue Draftsman's Test and Computation Test.</p>
<p>Category 6 Senior Draftsman</p>	<p>Promotion</p>	<p>Revenue Draftsman's Test and Computation Test and training in survey for twenty eight days: Provided that the persons who have completed forty-five years of age on the date of promotion are exempt from undergoing the above survey training: Provided further that the persons who have worked as Field Surveyors in the Tamil Nadu Survey and Land Records Department for at least six months are exempt from undergoing the above survey training for promotion as Senior Draftsman: Provided also that persons who were appointed as Surveyor-Draftsman on consolidated pay and absorbed in the time scale of pay in the post of Draftsman after 10<sup>th</sup> August 1983 and have undergone integrated survey training are exempted from undergoing the above survey training.</p>
<p>Class IV</p>		
<p>Category 1 Assistant Manager</p>	<p>Promotion or direct recruitment</p>	<p>Practical experience with technical knowledge of the work to be performed in the posts to the satisfaction of the appointing authority.</p>
<p>Category 2 Technical Assistant</p>	<p>Promotion or direct recruitment</p>	
<p>Category 3 Reproduction Personnel</p>	<p>Promotion</p>	<p>Practical experience with technical knowledge of the work to be performed in the posts to the satisfaction of the appointing authority.</p>

Provided that the persons holding the posts shall not be eligible to draw increments beyond the first increment till they pass the tests prescribed for the respective category. Such ineligibility to draw increments shall not have the effect of postponing their future increments after they passed the said tests.

**8.Tests.—** (a) Every person appointed to the posts specified in column (1) of the table below shall pass the tests specified in the corresponding entries in column (2) thereof, either within the period of his probation or within a period of two years on duty in the post for which no probation is prescribed, as the case may be.

TABLE

Posts (1)	Tests (2)
Class I	
Category I	
Inspector of Survey and Land Records (Recruited direct or by recruitment by transfer)	1. Head Surveyor's and Sub-Assistant's Test 2. Account Test for Executive Officers
Category 2	
Deputy Inspector of Survey and Land Records (Recruited direct )	Head Surveyor's and Sub-Assistant's Test
Category 3	
Sub-Inspector of Survey and Land Records including Sub-Inspector of Survey and Land Records (Town Survey) and Sub-Inspector of Survey and Land Records (Panchayat Survey). (Recruited direct )	Deputy Surveyor's Test.
Category 4	
Field Surveyor	Field Surveyor's Test.
Class II	
Category 2	
Manager (Technical) (Recruited direct)	Revenue Draftsman's Test and Computation Test.
Category 3	
Head Draftsman (Recruited direct)	Revenue Draftsman's Test and Computation Test.
Category 6	
Senior Draftsman	Revenue Draftsman's Test and Computation Test, if not passed earlier while in Draftsman category.
Category 7	
Draftsman (Recruited direct)	Revenue Draftsman's Test or Computation Test, as the case may be.

Provided that the persons holding the posts in categories 2 and 3 under class I and categories 2, 3 and 7 under class II, shall not be eligible to draw increments beyond the first Increment till they pass the Tests prescribed for the respective categories. Such ineligibility to draw increments shall not have the effect of postponing their future increments after they passed the said Tests.

(b) If a person appointed to a category for which no probation is prescribed, fails to pass the test within the stipulated period his increments shall be stopped till he passes the test. Such stoppage of increment shall not have the effect of postponing his future increments after he has passed the test.

**8A.**Omitted.

**9.Reservation of appointment.**—The rule of reservation of appointments (General rule 22) shall apply to appointment by direct recruitment or recruitment by transfer to the service in all categories and classes. The rule shall operate separately within the jurisdiction of each of the appointing authorities where there is more than one such appointing authority in a category.

**10.Probation.**—Every person appointed to a category otherwise than as an Apprentice by direct recruitment or by recruitment by transfer 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 a person appointed as Head Draftsman shall be on probation for a total period of one year on duty within a continuous period of two years:

Provided further that every person appointed as an Apprentice shall, from the date on which he joins duty, be on probation for a total period of four years on duty within a continuous period of six years;

**11.Special provisions for Apprentices (Category 5 of Class IV).**—(a)An Apprentice shall undergo such training as may be prescribed, from time to time, by the Photographic and Printing Expert.

(b) If an Apprentice has completed the full course of training satisfactorily, he shall be appointed as Reproduction Personnel, Grade III (category 3 of class IV). If no vacancy, officiating or substantive, exists, he shall until such time as a vacancy arises, continue as an Apprentice.

(c) Every person appointed as an Apprentice shall before joining duty execute an agreement binding himself-

- (i) to undergo the entire course of training;
- (ii) to serve in the Photo Zinco Press, Central Survey Office, Chennai for a period of not less than four years thereafter ; and
- (iii) in case he fails to fulfill either of the conditions (i) and (ii) mentioned above, to refund to the State Government, the total amount drawn by him as pay and allowances until his default or so much as the Board of Revenue may determine to be appropriate.

**12.Transfers and postings.**—Transfers and postings of members of the service mentioned below from one post to another or from one place to another in the district or within the Central Survey Office, shall be made as follows:-

(1)	TABLE	(2)
Any member of the service in the District Unit.		Assistant Director of Survey and Land Records of the unit in his capacity as Personal Assistant to the Collector or the District Revenue Officer of the district.
Senior Draftsman (Central Survey Office). Draftsman (Central Survey Office). Mechanic (Central Survey Office) Assistant Mechanic (Central Survey Office) Technical Assistants (Central Survey Office) Reproduction Personnel Reproduction Assistants Apprentices and Map Mounters (Central Survey Office). Head Typographer (Central Survey Office) Typographer, Grade I and Typographer, Grade II (Central Survey Office).	}	Assistant Director of Survey and Land Records of the Central Survey Office.
All other cases		Deputy Director of Survey and Land Records.

## SECTION 31A —THE TAMIL NADU TREASURIES AND ACCOUNTS SUBORDINATE SERVICE.

**1.Short title.—** Omitted.

**2.Constitution.—**The service shall consist of the following categories and grades of posts, namely:-

Category 1	Omitted.
Category 2	Senior Superintendents and Assistant Treasury Officers.
Category 3	Omitted.
Category 4	Sub Treasury Officer and Superintendents.

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

TABLE

Category (1)	Method of appointment. (2)
Category 1	Omitted.
Category 2	Promotion from among the holders of posts in category 4.
Category 3	Omitted.
Category 4	Recruitment by transfer from among the Accountants in the Department of Treasuries and Accounts in Tamil Nadu Ministerial Service.

(b)Promotion to the post in any category shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

(c)Appointment to the post in any category specified in the table under sub-rule (a) shall be made from the list of approved candidates drawn up by the appointing authority for that category from among the eligible candidates as on the 1<sup>st</sup> April of every year, consistent with the number of vacancies existing or anticipated in the one year period from that date and ending on the 31<sup>st</sup> March of the following year.

**4.Appointing authority.—**The Director of Treasuries and Accounts shall be appointing authority for the posts.

**5.Qualifications.—** No person shall be eligible for appointment to any of the categories of posts specified in column (1) of the table below by the methods specified in the corresponding entries in column (2) of the table unless he is an approved probationer in the category from which appointment is made and possess the qualifications specified in the corresponding entries in column (3) thereof:-

TABLE

Category (1)	Method of appointment (2)	Qualification (3)
Category 1	Omitted.	
Category 2	Promotion from among the holders of posts in category 4.	(1) Must be an approved probationer in category 4; and (2) Must have worked as Sub-Treasury Officer in a Sub-Treasury for a period of one year.
Category 3	Omitted.	
Category 4	Recruitment by transfer from among the Accountants in the	(1) Must possess the minimum general educational qualification;

- |   |  |
|---|--|
| Department of Treasuries and Accounts in TamilNadu Ministerial Service. | (2) Must have passed the Account Test for Subordinate Officers, Parts I and II; and                        |
|   | (3) Must have passed the Departmental Test for Subordinate Officers in Treasuries and Accounts Department. |

**6.Probation.**—Every person appointed to a post in category 4 shall be on probation for a total period of one year on duty within a continuous period of two years:

Provided that probationers in the category of Sub-Treasury Officers / Superintendent in the Treasuries and Pay and Accounts Offices shall be entitled to count towards their probation, the services rendered by them under Foreign Service terms or in other departments of Government on deputation, if but for such service they would have rendered service as Sub-Treasury Officers and Superintendent as the case may be counting towards their probation.

**7.Training.**—(1) Every person appointed to the post by recruitment by transfer shall undergo training for such period as the Government may direct:

Provided that the training may be waived by the Government in the case of persons appointed from among the personnel in the Directorate of Treasuries and Accounts, the Pay and Accounts Office and the Treasuries and Sub-Treasuries.

(2) Every person undergoing training shall, during the period of training draw pay in accordance with the provisions of the Fundamental Rules.

(3) The period of training shall not count for increment in the case of a person who is appointed to a post by recruitment by transfer; if the post to which he is appointed is higher than that which held in his parent department:

Provided that the period of training shall count for increment in the post he held in his parent department.

**8.Unit of appointment, discharge, re-appointment, seniority, appointment as full member and promotion.**—For purposes of appointment to the service, discharge for want of vacancy, re-appointment, seniority and appointment as full member, the state shall be the unit.

9.(a) Omitted.

(b)(i) Omitted.

(ii) For the purpose of appointment to the post in category 4, the inter-se-seniority shall be fixed with reference to the date of commencement of probation in the case of directly recruited Assistants and the date of regular appointment as Assistant in the case of promotees from the category of Junior Assistants. Where the date of regularization of a senior person in the category of Assistant in the Treasuries and Accounts Department is later than that of his junior, the seniority of the senior shall be reckoned notionally with reference to the date of regularization of the junior.



**SECTION 32 —THE TAMIL NADU TOWN AND COUNTRY PLANNING  
SUBORDINATE SERVICE.**

**1. Constitution.**—The service shall consist of the following categories and grades, namely:-

- Category 1 Architectural Assistant / Planning Assistant;
- Category 2 Supervisor/Draughtsman, Grade II ;
- Category 3 Draughtsman, Grade III;
- Category 4 Surveyor-cum-Assistant Draughtsman;
- Category 5 Blue Printer; and
- Category 6 Field Assistant.

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

TABLE

Category (1)	Method of appointment (2)
1. Architectural Assistant / Planning Assistant	Direct recruitment and by promotion from categories 2 and 3 in the ratio of 1:2 Provided that out of every 3 vacancies, the first vacancy shall be filled by direct recruitment and the second and third vacancies shall be filled by promotion from the categories 2 and 3: Provided further that promotion from the category 3 shall be considered only when suitable candidates are not available for promotion from category 2.
2. Supervisor/Draughtsman, Grade II	Promotion from category 3.
3. Draughtsman, Grade III	Direct recruitment and by promotion from category 4 in the ratio of 1:3 Provided that the first vacancy shall be filled up by direct recruitment and the remaining three vacancies shall be filled up by promotion from category 4 : Provided further that promotion for the existing incumbents in category 4, who were working in old category of 3(a) Surveyor and category 3(b) Assistant Draughtsman, (which was in existence prior to 25.10.85) shall be in the ratio of 3:2 irrespective of diploma or non-diploma qualification: Provided also that the cycle of their promotion shall be A, B, A, B, A in each unit.

**Explanation.**—'A' represents the old category of Surveyor and 'B' represents the old category of Assistant Draughtsman:

Provided also that the ratio of 1:3 for appointment by direct recruitment and by promotion from category 4 shall be operative, only after exhausting the existing incumbents in the old category of Surveyor-cum-Assistant Draughtsman, in accordance with the second proviso.

4. Surveyor-cum-Assistant  
Draughtsman

Direct recruitment and by promotion from categories 5 and 6 in the ratio of 4:1

Provided that the first four vacancies shall be filled up by direct recruitment and the fifth vacancy shall be filled up by promotion from categories 5 and 6:

Provided further that when no qualified candidate is available in category 5, qualified candidates from category 6 shall be considered for promotion:

Provided also that when no qualified candidate is available for promotion, that vacancy shall be filled up by direct recruitment.

## 5. Blue Printer

Promotion from category 6.

## 6. Field Assistant

Direct recruitment.

**3. Appointing authority.**—The appointing authority in respect of all the categories in this service shall be the Director of Town and Country Planning.

**4. Qualification (a) Age.**—No person shall be eligible for appointment to any category by direct recruitment, if he has completed or will complete thirty years of age on the 1st day of July of the year in which the recruitment is notified:

Provided that in case of persons belonging to the Scheduled Castes, Scheduled Tribes, Most Backward Classes/ Denotified Communities or Backward Classes, the upper age limit shall be 35 years.

(b) **Other Qualifications.**—No person shall be eligible for appointment to the categories specified in column (1) of the table below, by the method specified in column (2) unless he possesses the qualifications specified in the corresponding entries in column (3) thereof:-

TABLE

Categories (1)	Method of appointment (2)	Qualifications (3)
1. Architectural Assistant / Planning Assistant	Direct recruitment	Must possess a degree of Master of Town Planning or its equivalent; or Associate Membership of the Institute of Town Planners of India or Institute of Architects of India; or A degree in Civil Engineering; or A degree in Architecture; or An AMIE (Civil) i.e Associate Member of the Institute of Engineers (India).
	Promotion	(i) Must possess a degree of Master of Town Planning or its equivalent; or Associate Membership of the Institute of Town Planners of India or Institute of Architects of India; or A degree in Civil Engineering; or A degree in Architecture; or An AMIE (Civil) i.e Associate Member of the Institute of Engineers (India).

		(ii) Two years of minimum service either as Draughtsman, Grade III or Supervisor / Draughtsman, Grade II or in both, either before or after acquiring any one of the qualifications mentioned in item (i) above.
2. Supervisor / Draughtsman, Grade II	Promotion	Must have put in service for a minimum period of five years in the post of Draughtsman, Grade III.
3. Draughtsman, Grade III	Direct recruitment	(i) Must possess a post diploma in Town and Country Planning awarded by the Government of Tamil Nadu; or (ii) Must possess a diploma in Civil Engineering or diploma in Architectural Assistantship awarded by the State Board of Technical Education and Training or its equivalent with experience in Civil Engineering field for a period of not less than three years.
	Promotion	Must have served as Surveyor-cum-Assistant Draughtsman for a period of not less than five years.
4. Surveyor-cum-Assistant Draughtsman	Direct recruitment	(i) A pass in the Draughtsman ship (Civil) course under the revised syllabus introduced from July 1952, conducted by the Government of India, Ministry of Labour; or (ii) A certificate in Army Trade Draughtsman (Field) issued by the President, Technical Testing Board, Chennai Engineering Group and Centre; or (iii) A certificate in Draughtsman (Civil) issued by the Craftsman Training Centre; or (iv) The National Trade Certificate of Draughtsman (Civil) Trade or Surveyor Trade awarded by the National Council for training in Vocational Trades, Government of India through Industrial Training Institute and completion of successful training in apprenticeship under the Apprentices Act, 1961.
	Promotion	(i) A pass in Draughtsmanship (Civil) course under the revised syllabus introduced from July 1952, conducted by the Government of India, Ministry of Labour; or (ii) A certificate in Army Trade Draughtsman (Field) issued by the President, Technical Testing Board, Chennai Engineering Group and Centre; or (iii) A certificate in Draughtsman (Civil) issued by the Craftsman Training Centre; or

		(iv) The National Trade Certificate of Draughtsman (Civil) Trade or Surveyor Trade awarded by the National Council for training in Vocational Trades, Government of India through Industrial Training Institute and completion of successful training in apprenticeship under the Apprentices Act, 1961; or
		(v) A pass in the certificate course of Training conducted by the Industrial Training Institute in the Trade of Draughtsman (Civil) in the scheme of evening classes for industrial workers.
5. Blue Printer	Promotion	(i) A pass in VIII standard;
		(ii) Practical experience in blue printing work for a period of not less than one year in Town and Country Planning Department; and
		(iii) An approved probationer in category 6.
6. Field Assistant	Direct recruitment	(i) A pass in VIII standard; and
		(ii) Must be able to ride bi-cycle.

**5.Probation.**—Every person appointed to any 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.

**6.Reservation of appointments.**—The rule relating to reservation of appointments (General rule 22) shall apply for appointment to each of the post by direct recruitment.

**7.Preparation of annual list of approved candidates.**—For the purpose of drawing up of annual list of approved candidates for appointment to the post by promotion, the crucial date on which the candidate should be qualified shall be first September of every year.

**SECTION 33 — THE TAMIL NADU JUDICIAL MINISTERIAL SERVICE.**

**SECTION 34 — THE TAMIL NADU POLICE SUBORDINATE SERVICE.**

**SECTION 35 —THE MALABAR SPECIAL POLICE SUBORDINATE SERVICE.**

*(Deleted)*

**SECTION 36 — THE TAMIL NADU STATE FORENSIC SCIENCE LABORATORY  
SUBORDINATE SERVICE.**

*(Deleted)*



**SECTION 36A —THE TAMIL NADU APPROVED SCHOOLS AND VIGILANCE  
SUBORDINATE SERVICE.**

*(Deleted)*

**SECTION 37 —THE TAMIL NADU SPECIAL ARMED POLICE  
SUBORDINATE SERVICE.**

*(Deleted)*

**SECTION 38 — THE TAMIL NADU CHEMICAL EXAMINERS LABORATORY  
SUBORDINATE SERVICE.**

*(Deleted)*

**SECTION 39 — THE TAMIL NADU MOTOR VEHICLES MAINTENANCE  
SUBORDINATE SERVICE.**

**1. Constitution.**—The service shall consist of the following categories, namely:-

1. Foreman.
2. Mechanic, Grade I.
3. Time Keeper.
4. Mechanic, Grade II.
5. Electrician, Grade I.
6. Fitter.
7. Electrician, Grade II.
8. Bench Fitter.
9. Tinker.
10. Welder.
11. Carpenter.
12. Painter.
13. Blacksmith.
14. Turner.
15. Hammerman.

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

TABLE

Post (1)	Method of appointment (2)
1. Foreman	(i) By direct recruitment; or (ii) By promotion from the category of Mechanic, Grade I or Timekeeper; or (iii) By recruitment by transfer from any other service.
2. Mechanic, Grade I	By promotion from the category of Mechanic, Grade II.
3. Time Keeper	(i) By direct recruitment; or (ii) By promotion from the category of Mechanic, Grade II or any other equivalent category.
4. Mechanic, Grade II	By promotion from the category of Fitter.
5. Electrician, Grade I	By promotion from the category of Electrician, Grade II.
6. Fitter	By direct recruitment.
7. Electrician, Grade II	By direct recruitment.
8. Bench Fitter	By direct recruitment.
9. Tinker	By direct recruitment.
10. Welder	By direct recruitment.
11. Carpenter	By direct recruitment.
12. Painter	By direct recruitment.
13. Blacksmith	(i) By direct recruitment; or (ii) By promotion from the category of Hammerman.

14. Turner By direct recruitment.
15. Hammerman By direct recruitment.

**3.Appointing authority.**—The Director, Motor Vehicles Maintenance Department shall be the appointing authority for all the posts.

**4.Qualification (a) Age.**—No person shall be eligible for appointment to any post if he has completed or will complete the age of 30 years, on 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 posts specified in column (1) of the table below by the method of appointment specified in column (2) unless he possesses the qualifications specified in the corresponding entries in column (3) thereof:-

TABLE

Post (1)	Method of appointment (2)	Qualifications (3)
1 Foreman	(i) By direct recruitment.	(a)Must possess diploma in Mechanical Engineering with Automobile Engineering as elective; or diploma in Automobile Engineering issued by the State Board of Technical Education, Tamil Nadu or of any recognized Institution or Board; (b)Must have practical experience in an Automobile Workshop for a period not less than three years; and (c)Must possess a valid driving license to drive light Motor Vehicles.
	(ii) By promotion from the category of Mechanic, Grade I, Timekeeper or from any other category.	(a)Must possess diploma in Mechanical Engineering with Automobile Engineering as elective, or diploma in Automobile Engineering issued by the State Board of Technical Education, Tamil Nadu or of any recognized Institution or Board; or National Trade of Mechanic (Motor Vehicles) and National Apprenticeship Certificate issued by the National Council for Training in Vocational Trades, Government of India. (b)Must have served in the respective category from which one is promoted for a period of two years in the case of diploma holders and three years in the case of trade certificate holders; and (c) Must possess a valid driving license to drive heavy transport vehicles; Provided that the ratio between the category of Mechanic, Grade I and other categories shall be 1:1.

2	Timekeeper	(i) By direct recruitment.	(a) Must possess a diploma in Mechanical Engineering with Automobile Engineering as elective; or diploma in Automobile Engineering issued by the State Board of Technical Education, Tamil Nadu; or of any recognized Institution or Board; and (b) Must have completed Apprenticeship training in the designated trade as contemplated under the Apprentices Act, 1961 (Central Act 52 of 1961).
		(ii) By transfer from any other category	(a) Must possess minimum general educational qualification; and (b) Must possess National Trade Certificate in the trade of Mechanic (Motor Vehicles) and National Apprenticeship Certificate issued by the National Council for Training in Vocational Trades; Government of India.
3	Electrician, Grade II	By direct recruitment.	Must possess Industrial Training Institute Certificate; or National Trade Certificate in the trade of "Auto Electrician" or "Electrician" or Wireman and National Apprentice Certificate issued by the National Council for Training in Vocational Trades, Government of India.
4	Bench Fitter	By direct recruitment.	Must possess Industrial Training Institute certificate; or National Trade Certificate in the trade of Machinist and National Apprentice Certificate issued by the National Council for Training in Vocational Trades, Government of India.
5	Fitter	By direct recruitment.	Must possess Industrial Training Institute certificate; or National Trade Certificate in the trade of Mechanic (Motor Vehicles); and National Apprentice Certificate issued by the National Council for Training in Vocational Trades, Government of India.
6	Tinker	By direct recruitment.	(a) Must possess Industrial Training Institute Certificate; or (b) Must possess National Trade Certificate in the trade of "Sheet Metal Worker" and National Apprenticeship Certificate issued by the National Council for Training in Vocational Trades, Government of India.

7	Welder	By direct recruitment.	Must possess Industrial Training Institute Certificate; or National Trade Certificate in the trade of Welder and National Apprenticeship Certificate issued by the National Council for Training in Vocational Trades, Government of India.
8	Carpenter	By direct recruitment.	Must possess Industrial Training Institute Certificate; or National Trade Certificate in the trade of Carpenter and National Apprenticeship Certificate issued by the National Council for Training in Vocational Trades, Government of India.
9	Painter	By direct recruitment.	(a) Must possess Industrial Training Institute Certificate; and (b) Must have practical experience in painting and letter writing for a period of not less than two years.
10	Blacksmith	(i) By direct recruitment.  (ii) By promotion from any other category.	Must possess Industrial Training Institute Certificate; or National Trade Certificate in the trade of "Blacksmith" and National Apprenticeship Certificate issued by the National Council for Training in Vocational Trades, Government of India.
11	Turner	By direct recruitment.	Must possess Industrial Training Institute Certificate; or National Trade Certificate in the trade of "Turner" and National Apprenticeship Certificate issued by the National Council for Training in Vocational Trade, Government of India.
12	Hammerman	By direct recruitment.	Must possess National Trade Certificate in the trade of "Blacksmith" and National Apprenticeship Certificate issued by the National Council for Training in Vocational Trades, Government of India.

**5. Rule of reservation.**—The General rule 22 of the Tamil Nadu State and Subordinate Services Rules relating to reservation of appointment shall apply for appointment to all categories by the method of direct recruitment wherever the sanctioned strength is more than ten in each category.

**6. Probation.**—(i) Every person appointed to any of 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.

(ii) Every person appointed to any of the posts by recruitment by transfer from any other service 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.

**7.Endorsement to drive heavy transport vehicles.**—Every person appointed to the post of Foreman by direct recruitment shall obtain endorsement to drive heavy transport vehicles within the period of probation. For failure to acquire such qualification, his future increment shall be postponed till he acquires the above said qualification. If he has not acquired the qualification within the period of five years from the date of appointment his services shall be terminated.

**8.Unit for recruitment, discharge, seniority.**—For the purpose of recruitment, seniority, discharge for want of vacancies and re-appointment of probationers and approved probationers, appointment of full members, the entire Motor Vehicles Maintenance Department shall be the Unit.

**9.Training.**—Every person appointed to the posts of Tinker, Welder, Electrician Grade II, Painter, Bench Fitter, Blacksmith, Turner and Hammerman, shall undergo training for a period of one year and they shall be paid the minimum of the scale of pay applicable for the post with admissible allowances. The period of training shall count for probation and increment. The Director of Tamil Nadu Motor Vehicles Maintenance Department shall sanction the required number of posts in the above categories to impart training to the candidates appointed.



## SECTION 40 – THE TAMIL NADU LABOUR SUBORDINATE SERVICE.

**1. Constitution.**—This service shall consist of Assistant Inspectors of Labour, Statistical Inspectors and Stamping Inspectors under the Labour and Factories Department.

**2. Definition.**—(i) Deleted.

(ii) the expression “temporary vacancy” shall mean a vacancy caused on account of the creation of a temporary post which is likely to be made permanent and shall not include a temporary post sanctioned for a special work for a limited period, a leave vacancy, a vacancy arising out of deputation for training, deputation to another department or deputation to foreign service and a vacancy arising out of paper promotion or suspension.

**3. Appointment.**—(a) Appointment to this service shall be made by direct recruitment or by recruitment by transfer from the category of Assistants in the Tamil Nadu Ministerial Service in the Labour Department, who opt in writing for appointment to the post of Assistant Inspector of Labour and to higher posts in the Tamil Nadu Labour Service and/or by recruitment by transfer from the Assistant Section officers in the Secretariat who are approved probationers in that category or any other feeder category and have passed the Account Test for Subordinate Officers Part I and Labour and Factories Departmental Tests, Parts A and B:

Provided that out of every five vacancies, the first vacancy shall be filled or reserved to be filled by direct recruitment and the next four vacancies shall be filled or reserved to be filled by the personnel of the Labour Department, including Assistant Section Officers in the Secretariat in the Government of Tamil Nadu.

(b) The option once exercised by an Assistant of the Labour Department shall be final and no person shall be permitted to change the option thereafter. The option exercised will be kept as a permanent record.

(c) Persons already appointed as Assistant Inspectors of Labour or as Statistical Inspectors prior to the 17<sup>th</sup> November 1973 and who were actually serving in such posts on the said date shall be eligible for promotion only to higher posts in the Tamil Nadu Labour Subordinate Service and the Tamil Nadu Labour Service:

Provided that sub-rule (c) shall not apply to those persons already appointed as Assistant Inspectors of Labour or as Statistical Inspectors prior to the 17<sup>th</sup> November 1973 and who have already exercised their option to revert to ministerial line.

**4. Appointing authority.**—The appointing authority shall be the Commissioner of Labour.

**5. Qualifications.**—(1) A candidate for appointment to any of the posts, if he is to be recruited direct -

- (a) Must possess a degree in Arts, Commerce, Science or Engineering of a University.  
Other things being equal, preference shall be given to a candidate-
- i. who possesses the M.A. degree in Social work; or
  - ii. who is a graduate of a University and who possess the diploma awarded by the Madras School of Social work; or
  - iii. who possesses the M.A. degree in Applied Psychology of the Sagar University; or
  - iv. who has undergone the diploma Course of two years duration of the Institute of Labour Welfare Workers, Bombay or the Xavier Labour Relations Institute, Bihar; or
  - v. who has undergone the diploma Course of P.S.G.School of Social Work, Coimbatore on Labour Specialisation or the Post Graduate diploma Course in Social Services conducted by the Institute of Social Science, Loyola College, Chennai under the direction of Indian Institute of Social Order, Poona; or

- vi. who possesses the Master's degree in Social work (MSW) of the University of Baroda ; or
- vii. who possesses a post graduate diploma in Labour Administration awarded by the Tamil Nadu Institute of Labour Studies ; or
- viii. who possesses a post graduate diploma in Personnel Management, Industrial Relations and Labour Welfare awarded by the Madras Productivity Council; and

(b) Must not have completed or will complete 30 years of age on the first day of July of the year in which the selection for appointment is made.

(2) In making appointment by direct recruitment other things being equal preference shall be given to political sufferers and members of their families.

(3) A candidate if he is to be appointed to any of the posts by recruitment by transfer-

- (i) Must have served for not less than one year as Superintendent or Accountant (in the Labour Wing) of Labour Department, or Superintendent in the Factories Wing of Labour Department or for not less than two years as Assistant in the Labour sections of the Labour Department in the Secretariat; or

Must have served for not less than eight years as Junior Assistant and/or as Assistant in the Labour Department :

Provided that the Typists including Steno-Typists to become eligible for appointment by transfer to any of the posts must have served for not less than eight years as Typist including Steno-Typist and Assistant, out of which they should have served as Assistant in the Labour Department at-least for four years.

- (ii) Must have been included in the list of persons approved by the appointing authority as suitable for such transfer as on first July of the year of selection.

(iii) Must have passed the following tests:-

- (a) The Account Test for Subordinate Officers, Part I ;
- (b) The Labour and Factories Departmental Test, Parts A and B ; and
- (c) The TamilNadu Government District Office Manual Test.

**Explanation.**—Any period or periods spent on leave during the period of eight years which will count for increments (in the post of Junior Assistant or Assistant as the case may be shall be treated as duty for purpose of this clause).

**6.Probation.**—A person appointed to any of the posts 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.Tests.**—Every person appointed to the service by direct recruitment, except those appointed by recruitment by transfer from the Assistant Section Officers in the Secretariat shall within the period of his probation, pass the following Tests:-

- (i) The Account Test for Subordinate Officers, Part I or the Account Test for Executive Officers.
- (ii) The Labour and Factories Departmental Test, Parts A and B; and
- (iii) The TamilNadu Government Office Manual Test:

Provided that the personnel of the erstwhile Weights and Measures Department who are appointed to this service and who have not completed the age of 45 years shall pass the Tamil Nadu Government Office Manual Test within a period of two years from the 8<sup>th</sup> May, 1970 failing which their second and subsequent increments shall be stopped without cumulative effect until they pass the tests:

Provided further that the personnel of the erstwhile Weights and Measures Department, absorbed as Assistant Inspectors of Labour in the Labour Department irrespective of the fact whether they now hold the post of Assistant Inspector of Labour or Deputy Inspector of Labour and who have not completed the age of 45 years on 3<sup>rd</sup> April 1976 shall pass the Labour and Factories Department Test, Parts A and B within a period of two years from 3<sup>rd</sup> April 1976 failing which they shall not be entitled to subsequent increments until they pass the tests.

**8.Training.—**(i) Every person appointed to the post by direct recruitment on appointment shall undergo training for a period of 12 weeks as detailed below:

1 <sup>st</sup> Week	Inspector of Labour's Office. Studying office routine, maintenance and review of records in the office ;
2 <sup>nd</sup> Week	Outdoor work with Inspector of Labour. Inspector of Labour should take him for check inspection, night inspection, weights and measures inspection, etc;
3 <sup>rd</sup> Week	With Deputy Inspector of Labour. Accompany the Deputy Inspector of Labour in outdoor inspection. Assist Deputy Inspector of Labour in preparing cases, etc;
4 <sup>th</sup> to 7 <sup>th</sup> Week (4 Weeks)	Assistant Inspector of Labour's Office. Training in office work, outdoor inspection work in all Acts including Weights and Measures Act. Training in preparation of charge sheets, attending courts, etc;
8 <sup>th</sup> Week	Labour Officer's office. Getting acquainted with conciliation, appeal work, etc;
9 <sup>th</sup> Week	With Deputy Inspector of Labour (Weights and Measures) in Deputy Commissioner of Labour (Inspection)'s office.
10 <sup>th</sup> and 11 <sup>th</sup> Week	In independent charge of the post of Assistant Inspector of Labour (under the guidance of the local Assistant Inspector of Labour).
12 <sup>th</sup> Week	In independent charge of Assistant (Head Clerk) in Inspector of Labour's Office.

The period of training shall count for probation and increment. During the period of training, a person shall draw the minimum in the time scale of pay applicable to the post.

(ii) Every person appointed to the post by recruitment by transfer on appointment shall undergo training for a period of six weeks as detailed below:

1 <sup>st</sup> Week	With Inspector of Labour and Deputy Inspector of Labour. The Inspector of Labour and Deputy Inspector of Labour shall take him for check inspection, night Inspection, Weights and Measures Inspection, etc; The trainee shall also assist the Deputy inspector of Labour in preparing cases, etc;
2 <sup>nd</sup> Week	With Assistant Inspectors of Labour. Training in Office work, outdoor inspection work in all Acts including preparation of Charge sheets, Court work, etc;
3 <sup>rd</sup> Week and 4 <sup>th</sup> Week	With Stamping Inspectors.  Training in verification and stamping of Weights and Measures articles.
5 <sup>th</sup> Week	With Deputy Inspector of Labour (Head Quarters) in the office of the Commissioner of Labour, Chennai.

6<sup>th</sup> Week                      In independent charge of Assistant Inspector of Labour's post (under the guidance of the local Assistant Inspector of Labour).

The period of training shall count for probation and increment.

**9.Postings and transfers.**—Postings and transfer of the holders of the posts shall be made by the Deputy Commissioner of Labour.

**10.Reservation of appointments.**—General rule 22 of the Tamil Nadu State and Subordinate Services Rules shall apply to the appointments to the posts by direct recruitment.

**11.Tenure.**—Assistant Section Officers of the Secretariat Departments who are deputed for training as Assistant Inspectors of Labour for a total period of two years, shall be reverted to the Secretariat on completion of the said period of two years. The total number of Assistant Section Officers from the Secretariat who are to be so deputed as Assistant Inspectors of Labour for training shall at no time exceed seven.

The total number of Assistants from the Secretariat who are appointed as Assistant Inspectors of Labour shall, at no time exceed seven, excluding those already appointed as Assistant Inspector of Labour, prior to the 17<sup>th</sup> November 1973.

**SECTION 41 —THE TAMIL NADU WOMEN'S WELFARE SUBORDINATE  
SERVICE.**

*(Deleted)*

## SECTION 42—THE TAMIL NADU TRANSPORT SUBORDINATE SERVICE.

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

- Category 1 Motor Vehicles Inspectors, Grade I.
- Category 2 Motor Vehicles Inspectors, Grade II.

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

TABLE

Category (1)	Method of recruitment (2)
1. Motor Vehicles Inspectors, Grade I	Promotion from Motor Vehicles Inspectors, Grade II
2. Motor Vehicles Inspectors, Grade II	Direct recruitment.

(b) Promotion to category 1 shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

(c) Omitted.

**3. Reservation of appointments.**—The rule of reservation of appointments (General rule 22) shall apply to appointment to category 2 by direct recruitment.

**4. Appointing authority.**—The appointing authority for the categories shall be the Joint Transport Commissioner.

**5. Qualification (a) Age.**—(i) No person shall be eligible for appointment to category 2 by direct recruitment, unless he possesses the qualifications specified below, namely:-

- (1) Must have completed 21 years of age;
- (2) Must not have completed 32 years of age:

Provided that a person belonging to a Scheduled Castes / Scheduled Tribes shall be eligible for appointment by direct recruitment to category 2 if he has not completed 37 years of age.

Provided further that the minimum age limit of 21 years prescribed above shall apply also to the candidates belonging to Scheduled Castes/ Scheduled Tribes and Backward Classes.

(ii) The age limit prescribed in this rule shall be reckoned so far as direct recruits are concerned 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 category specified in column (1) by the method specified in column (2) of the table below unless he possesses the qualifications specified in the corresponding entries in the column (3) thereof :-

TABLE

Category (1)	Method (2)	Qualifications (3)
1. Motor Vehicles Inspectors, Grade I.	Promotion	(i) Must be an approved probationer in the post specified in category 2; and

- (ii) Must have served for a total period of not less than four years in the post specified in category 2, out of which not less than one year should be in the flying squad or in the checking squad:

Provided that this rule shall not apply to appointments by promotion made prior to the 1<sup>st</sup> January 1988.

2. Motor Vehicles Inspectors, Grade II. Direct recruitment

- (i) Minimum general educational qualification;  
 (ii) A diploma in Automobile Engineering (3 years' course) or a diploma in mechanical Engineering (3 years' course) awarded by the State Board of Technical Education and Training, Tamil Nadu;  
 (iii) Experience of having worked for a period of not less than one year both on vehicles fitted with petrol engines and vehicles fitted with diesel engines on a full time basis in an Automobile Workshop which undertakes repairs of light motor vehicles, heavy goods vehicles and heavy passenger motor vehicles;  
 (iv) Must hold a driving licence authorising him to drive motor cycle, heavy goods vehicles and heavy passenger motor vehicle and must have experience in driving heavy transport vehicles for a period of not less than six months:

Provided that other things being equal, preference shall be given to those who possess post diploma in Automobile Engineering awarded by the State Board of Technical Education and Training, Tamil Nadu.

**Explanation.**—“Automobile Workshop” for the purpose of entry (iii) above means -

- (a) an automobile workshop owned by the Government or the State Transport Corporation; or  
 (b) an automobile workshop recognized or approved or certified by the Transport Commissioner or the Director, Motor Vehicles Maintenance Department for carrying out all kinds of repairs.

**6. Probation.**—Every person appointed by direct recruitment to category 2 shall be on probation for a total period of two years on duty within a continuous period of three years.

**7. Training.**—A candidate appointed by direct recruitment for the category of Motor Vehicles Inspectors, Grade II, shall undergo a course of training for a period of three months as per programme that may be laid down by the Transport Commissioner. During the period of training he shall be allowed minimum of the time scale of pay applicable to the category concerned. The period of training shall count both for probation and increment.

Every such person shall, on completion of the training, serve the Government for a period of not less than 5 years failing which he shall repay to the Government the amount spent on him during the training.

**8. Tests.**—Every person appointed to the category of Motor Vehicles Inspector, Grade II shall pass within the period of probation, the following tests conducted by the Tamil Nadu Public Service Commission, namely :-

- (i) Departmental Test on the Motor Vehicles Act, 1988 (Central Act 59 of 1988), the Central Motor Vehicles Rules, 1989 and the notification made thereunder, the Tamil Nadu Motor Vehicles Rules, 1989 and the notifications made thereunder, the Tamil Nadu Motor Vehicles Taxation Act, 1974 (Tamil Nadu Act 13 of 1974) the rules and the notifications made thereunder and the Road Traffic Code, 1940, Volume IV;
- (ii) Departmental Test on the Code of Criminal Procedure, 1973 (Central Act 2 of 1974) covering Chapters I to VI, XII to XXI, XXIII to XXVII and XXXII;
- (iii) The Tamil Nadu Government Office Manual Test ; and
- (iv) The Account Test for Executive Officers.

**9. Preparation of annual list of approved candidates.**—For the purpose of the preparation of the annual list of approved candidates, for the appointment by promotion, the crucial date on which the candidates shall be qualified shall be the 15<sup>th</sup> March of every year.



**SECTION 43 — THE TAMIL NADU HANDLOOMS AND TEXTILES  
SUBORDINATE SERVICE.**

**1. Constitution.**—The service shall consist of the following categories of officers, namely.—

- Category 1 Textile Control Officers
- Category 2 Handloom Officers
- Category 3 Handloom Inspectors
- Category 4 Senior Technical Assistants
- Category 5 Supervisor (Civil)

**2. Appointment.**—(a) Appointments to the several categories shall be made as follows:-

Category (1)	Method of appointment (2)
1. Textile Control Officer	(i)(a) Recruitment by transfer from among the holders of the posts of Tahsildar in the Tamil Nadu Revenue Subordinate Service; or (b) Recruitment by transfer from among the holders of the post of Selection Grade Superintendents/Superintendents working in the Department of Handlooms and Textiles: Provided that the method referred to at (b) above will be in force till 1st January 1974; or (ii) Promotion from among the holders of the post of Handloom Officers.
2. Handloom Officer	(i) Promotion from among the holders of the post of Handloom Inspectors; or (ii) Recruitment by transfer from among the holders of the post of Co-operative Sub-Registrars in the Tamil Nadu Co-operative Subordinate Service: Provided that persons holding the post of Superintendent on regular basis in the Handlooms and Textiles Department in the Tamil Nadu Ministerial Service on or before the 1st January 1974 shall be eligible for appointment by recruitment by transfer as Handloom Officers.
3. Handloom Inspectors	(i) Recruitment by transfer from among the holders of the posts of Junior Assistants, Typists and Steno-Typists in the Tamil Nadu Ministerial Service working in the Department of Handlooms and Textiles; or (ii) Recruitment by transfer from among the holders of the post of Senior Inspectors of Co-operative Societies in the Tamil Nadu Co-operative Subordinate Service; or (iii) Direct recruitment: Provided that persons holding the post of Assistants on regular basis in the Handlooms and Textiles Department in the Tamil Nadu Ministerial Service on or before the 1st January 1974 shall be eligible for appointment by recruitment by transfer as Handloom Inspectors.
4. Senior Technical Assistant	(i) Recruitment by transfer from among the holders of the posts of Junior Technical Assistants formerly known as Technical Inspectors, Technical Instructors and Technical Assistants (Powerlooms) in the Tamil Nadu General Subordinate Service); or (ii) Direct recruitment.

5. Supervisor (Civil) (i) Recruitment by transfer from among the holders of the posts of Supervisor (Civil) in the Tamil Nadu Engineering Subordinate Service; or  
(ii) Direct recruitment.

(b) Promotion to the posts of Textile Control Officer and Handloom Officers shall be made on the grounds of merit and ability seniority being considered only where merit and ability are approximately equal.

(c) The proportion of substantive and temporary vacancies in category 3 to be filled by direct recruitment and recruitment by transfer shall be in the ratio of 1:4 in the following cyclical order, namely:-

1. Direct recruitment
2. Recruitment by transfer
3. Recruitment by transfer
4. Recruitment by transfer
5. Recruitment by transfer

(d) The proportion of substantive and temporary vacancies in category 4 to be filled up by direct recruitment and recruitment by transfer shall be in the ratio of 1:2 in the following cyclical order, namely:-

1. Direct recruitment.
2. Recruitment by transfer.
3. Recruitment by transfer.

**3. Appointing authority.**—The appointing authority for the posts specified in column (1) of the table below shall be the authority specified in the corresponding entries in column (2) thereof:-

TABLE

Posts (1)	Appointing authority (2)
1. Textile Control Officer	Joint Director of Handlooms and Textiles
2. Handloom Officer	Joint Director of Handlooms and Textiles
3. Handloom Inspector	Assistant Director of Handlooms and Textiles
4. Senior Technical Assistant	Joint Director of Handlooms and Textiles
5. Supervisor (Civil)	Joint Director of Handlooms and Textiles

**4. Reservation of appointments.**—The rule of reservation of appointments (General rule 22) shall apply separately to the appointment by direct recruitment of each of the posts of Handloom Inspector, Senior Technical Assistant and Supervisor (Civil).

**5. List of approved candidates.**—(a) Appointments by promotion to the categories of Textile Control Officers and Handloom Officers shall be made from the lists of candidates arranged in the order of preference and approved by the Director of Handlooms and Textiles for such appointment and in the order of preference indicated therein.

(b) The crucial date on which the candidate shall possess the qualifications prescribed for the post by promotion and by recruitment by transfer for the purpose of preparation of the annual list of approved candidates for appointment to the said post shall be the first March of every year.

**6. Unit for appointment, discharge etc.**—For the purpose of appointment, promotion, discharge etc. the entire state shall be deemed as one unit.

**7.Age.—**No person shall be eligible for appointment to any of the posts by direct recruitment if he has completed or will complete 30 years of age on the first day of July of the year in which the selection for appointment is made:

Provided that the age limit prescribed above shall be increased by five years in respect of persons belonging to Scheduled Castes and Scheduled Tribes who possess a general educational qualification which is not higher than the minimum general educational qualification.

**8.Qualification.—**No person shall be eligible for appointment to the posts and by the methods specified in column(1) and (2) of the table below unless he possesses the qualification specified in the corresponding entries in column(3) thereof :-

Posts (1)	Method of appointment (2)	Qualification (3)
TABLE		
Category 1		
Textile Control Officer.	(i) Recruitment by transfer from among the holders of the posts of Selection Grade Superintendents/ Superintendents working in the Department of Handlooms and Textiles.	Must have worked as Selection Grade Superintendents / Superintendents in the Department of Handlooms and Textiles for a period of not less than two years.
	(ii) Promotion from among the holders of the posts of Handloom Officers.	Must have worked as Handloom Officers in the Department of Handlooms and Textiles for a period of not less than two years.
Category 2		
Handloom Officer	(i) By recruitment by transfer from among the Superintendents in the Handlooms and Textiles Department holding regular appointment on or before the 1st January 1974.	(i) Must possess the minimum general educational qualification specified in Schedule I in part II of the Tamil Nadu State and Subordinate Services Rules. (ii) Must have passed- (a) Account Test for Subordinate Officers, Part I (b) Tamil Nadu Government Office Manual Test.
	(ii) Promotion from among the holders of the post of Handloom Inspectors.	(i) Must possess the minimum general educational qualification specified in Schedule I in part II of the Tamil Nadu State and Subordinate Services Rules. (ii) Must have passed- (a) The Examination in Co-operation, Auditing, Banking and Book Keeping conducted by the Tamil Nadu Public Service Commission. (b) Account Test for Subordinate Officers, Part I; and (c) Tamil Nadu Government Office Manual Test.

(iii) Recruitment by transfer from among the holders of the post of Co-operative Sub-Registrars in the Tamil Nadu Co-operative Sub-ordinate Service.

(i) Must possess the minimum general educational qualification specified in Schedule I in part II of the Tamil Nadu State and Subordinate Services Rules.

(ii) Must have passed-

(a) The Examination in Co-operation, Auditing, Banking and Book Keeping conducted by the Central Co-operative Institute or Tamil Nadu Public Service Commission.

(b) Account Test for Subordinate Officers, Part I; and

(c) Tamil Nadu Government Office Manual Test

(iii) Must have completed two years of service as Co-operative Sub-Registrar.

Category 3  
Handloom  
Inspector

(i) By recruitment by transfer from among the Assistants in the Handlooms and Textiles Department holding regular appointment on or before the 1<sup>st</sup> January 1974

(i) Must possess the minimum general educational qualification specified in Schedule I in part II of the Tamil Nadu State and Subordinate Services Rules.

(ii) Must have passed the Tamil Nadu Government Office Manual Test and the Account Test for Subordinate Officers, Part I; and

(iii) Must have worked as Ministerial Assistant in the Department of Handlooms and Textiles for a period of not less than two years.

(ii) Recruitment by transfer from among the holders of the posts of Junior Assistant, Typist and Steno-typist

(i) Must possess the minimum general educational qualification specified in Schedule I in part II of the Tamil Nadu State and Subordinate Services Rules.

(ii) Must have passed the Tamil Nadu Government Office Manual Test / and Account Test for Subordinate Officers, Part I; and

(iii) Must have put in a service of not less than three years as Junior Assistant or Typist or Steno-Typist, as the case may be, in the Tamilnadu Ministerial Service in the Department of Handlooms and Textiles.

(iii) Recruitment by transfer from among the holders of the post of Senior Inspectors of Co-operative Societies in the Tamil Nadu Co-operative Sub-ordinate Service.	<p>(i) Must possess the minimum general educational qualification specified in Schedule I in Part II of the Tamil Nadu State and Subordinate Services Rules.</p> <p>(ii) Must have passed -</p> <p>(a) The Examination in Co-operation, Auditing, Banking and Book Keeping conducted by the Central Co-operative Institute or TamilNadu Public Service Commission.</p> <p>(b) Account Test for Subordinate Officers Part I; and</p> <p>(c) Tamil Nadu Government Office Manual Test.</p> <p>(iii) Must have completed two years of service as Senior Inspector of Co-operative Societies.</p>
(iv) Direct recruitment	<p>(i) Must possess a degree in B.A., or B.Sc., or B.Com of any University recognized by the University Grants Commission; or</p> <p>(ii) Must possess a diploma in Handloom Technology or Textile Technology or Textile Processing or Man Made Fiber Technology awarded by the State Board of Technical Education and Training, Tamil Nadu.</p>
Category 4 Senior Technical Assistant	<p>(i) Recruitment by transfer</p> <p>Must have worked as Junior Technical Assistant for a period of not less than three years in the Department of Handlooms and Textiles.</p> <p>(ii) Direct recruitment</p> <p>(i) Must possess B.Sc. degree in Textile Technology; or</p> <p>(ii) Must possess a first class diploma in Textile or Handloom Technology awarded by the State Board of Technical Education and Training, Chennai and experience in the Spinning or Weaving Mills or Handloom Organisation for a period of not less than three years.</p>

## Category 5

Supervisor (Civil) (i) Recruitment by transfer

- (i) Must possess a degree in Civil Engineering; or
- (ii) Must possess a diploma in Civil Engineering awarded by the State Board of Technical Education and Training, Chennai.
- (iii) Must have passed in Sections A and B of the A.M.I.E. (India) Examinations with Civil as a subject.

(ii) Direct recruitment

- (i) Must possess a degree in Civil Engineering; or
- (ii) Must possess a diploma in Civil Engineering awarded by the Technological Diploma Examinations Board, Chennai; or
- (iii) Must have passed in Sections A and B of the A.M.I.E. (India) Examinations (Since re-named as Institutional Examination) with Civil as a subject.

**9.Special provision for tests.**—For the purpose of these rules a person who has passed the examinations specified in column (1) of the table below shall be deemed to have passed the examination conducted by the TamilNadu Public Service Commission for the members of the staff of the Co-operative Department in the subjects specified in the corresponding entries in column (2) thereof:-

TABLE	
Examination (1)	Corresponding examination of the Tamil Nadu Public Service Commission (2)
1. Government Technical Examination- Book-Keeping (Lower Grade) Banking (Lower Grade) Accountancy (Lower Grade)	Book Keeping Banking Book Keeping
2. B.Com or B.Com. (Hons.) or M.Com. degree	Book Keeping
3. B.Com. (Hons.) of the Madras or Annamalai University with Co-operation as one of the subjects	Co-operation, Auditing, Banking and Book keeping
4. M.Com degree of the Madras, Madurai or Annamalai University with Co-operation as one of the subjects	Co-operation and Book keeping
5. A pass in the Accountancy and General Commercial knowledge of the Intermediate examination of the Andhra University	Book keeping
6. A pass in the Government Diploma in Accountancy or Registered Accountants or Associate Chartered Accountants Diploma Final Examination	Book keeping and Auditing

7.A pass in the examination of the Certified Associate Institute of Banking	Book keeping
8.A pass in the Elements of Commerce and Accountancy in the Intermediate or Pre-University Examination of the Madras University	Book keeping
9. A pass in the Elements of Commerce in the Higher Secondary Examination conducted by the Board of Higher Secondary Examination, Tamil Nadu	Book keeping

**10.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 two years on duty within a continuous period of three years and that in the case of recruitment by transfer, the period of probation shall be one year on duty within a continuous period of two years.

**11.Training.**—(a) Every person appointed to the posts specified in column (1) of the table below shall undergo the training specified in the corresponding entries in column(2) thereof :-

TABLE

Posts (1)	Training (2)
1. Handloom Inspectors and Senior Technical Assistants appointed by direct recruitment	A course of instructions in Co-operation, Auditing, Banking and Book keeping for a period of not less than 9 months and a course of practical training for a period of not less than three months at the Co-operative Training College, Chennai and/or at the Indian Institute of Handloom Technology, Salem or any other centre approved by the Government for the purpose.
2. Handloom Inspectors and Senior Technical Assistants appointed by recruitment by transfer.	A course of practical training for a period of not less than three months at the Co-operative Training College, Chennai and or at the Indian Institute of Handloom Technology, Salem or any other centre approved by the Government for this purpose.

(b)The pay admissible to probationary Handloom Inspectors and probationary Senior Technical Assistants appointed by direct recruitment while undergoing the prescribed course of instruction and practical training shall be as fixed by the Government from time to time. The period of such course of instruction and practical training shall count for probation and increment:

Provided that in the case of persons appointed by recruitment by transfer to any of the above categories the pay to be drawn during the period of prescribed course of instruction and training shall be the pay they were drawing at the time of appointments by recruitment by transfer to the respective category:

Provided further that they shall be entitled to travelling allowance as on transfer for their journeys to and from the place of training in accordance with the provisions contained in the TamilNadu Travelling Allowance Rules.

**12.Tests.**—Every person appointed to the post of Handloom Inspectors by direct recruitment shall within the period of probation pass the Account Test for Subordinate Officers, Part I and TamilNadu Government Office Manual Test.

**13. Agreement.—** Every person appointed to the service and who is required to undergo the course of training prescribed in rule 11 shall before undergoing such course of training, execute an agreement in the prescribed form with two sureties binding himself-

- (i) to undergo the entire course of the said training;
- (ii) to serve the Department of Handlooms and Textiles for a period of not less than five years after completion of training.
- (iii) to refund to the Government, if he fails to comply with these conditions specified in clauses (i) and (ii) or in case his probation is terminated the entire amount drawn by him as pay and allowances, excluding traveling allowances, during the courses of training; and
- (iv) agreeing to the recovery of the amount from him or his sureties as if it is an arrear of land revenue, in case of failure to remit pay and allowances specified in clause (iii) within the time prescribed.

**14. Savings.—** Nothing contained in these rules shall adversely affect any person holding the posts on the date of issue of these rules.



## SECTION 44 – THE TAMIL NADU SPECIAL POLICE SUBORDINATE SERVICE.

**1.Short title.**—These rules shall be called the Tamil Nadu Special Police Subordinate Service Rules, 1978.

**1A.Eligibility.**—Only male candidates are eligible for appointment to this service.

**2.Definitions.**— In these rules, unless there is anything repugnant to the subject or context—

(a) – (c) Omitted.

(d) 'Commandant' means a Commandant of a Tamil Nadu Special Police Battalion.

(e) – (p) Omitted.

**3.Constitution.**—The service shall consist of the following personnel of the Tamil Nadu Special Police Force, namely:-

Category (1)	Posts of Specialists (2)
1. Inspectors and Inspectors-Adjutant.	Signal Officer (Inspectors).
2. Sub-Inspectors.	(a) Rebrowning Sub-Inspector. (b) Assistant Transport Officer (Sub-Inspector). (c) Assistant Signal Officer (Sub-Inspector). (d) Armourer Sub-Inspector. (e) Band Sub-Inspector.
3. Omitted.	
4. Havildars including Battalion Quarter Master, Havildars-Company Quarter Master, Havildars and Company Havildar Clerks.	(a) Armourer Havildars. (b) Rebrowning Havildars. (c) Mechanic Havildars in Motor Transport and Havildar Driver. (d) Radio Havildars in Radio Telegraphy. (e) Band Havildars. (f) Web equipment Repairer Havildar.
5. Naiks	(a) Band Naiks. (b) Radio Naiks.
6. Constables	(a) Constables of Radio Group. (b) Band Constables. (c) Police Constable Drivers. (d) Police Constable Cobbler. (e) Police Constable Tailor. (f) Police Constable Carpenter. (g) Armourer Re-browning Constables.

**Explanation.**—For purposes of promotions, appointments, reversions, transfers, seniority and postings, etc., from the rank of Sub-Inspectors to Inspectors and from Inspectors to Inspectors-Adjutant, the existing Tamil Nadu Special Police Units (Former Special Armed Police I, II and IV and Malabar Special Police I and II Battalions) shall be treated as one unit.

4.Omitted.

5.Omitted.

6.Omitted.

**7.Appointments other than temporary appointments, that is regular appointments.—(a)**  
 Appointments to the posts specified in column (1) of the table below shall be made in accordance with the method specified in the corresponding entries in column (2) thereof:-

TABLE

Name of post (1)	Method (2)
1. (a) Inspector-Adjutant	(1) Promotion from Inspectors; or (2) If no qualified and suitable Inspector is available, direct recruitment or recruitment by transfer from any other service.
(b) Inspectors	(1) Promotion from Sub-Inspectors, General category (Regular Line); or (2) If no qualified and suitable Sub-Inspector is available, direct recruitment or recruitment by transfer from any other service.
(c) Inspectors (Radio)	Promotion from Sub-Inspector from Radio group.
(d) Motor Transport Inspector	Promotion from Assistant Motor Transport Officer (Sub-Inspector) or Sub-Inspectors in regular line who have undergone Motor Transport Training at the Central School of Motor Transport, Sagar or by transfer of Inspectors in the regular line who have undergone the above training.
2. (a) Sub-Inspectors	(1) Promotion from Havildars; or (2) Direct recruitment: <p data-bbox="719 1144 1406 1229">Provided that proportion in which vacancies shall be filled up by the methods specified in items(1) and (2) above shall be 40:60 percent of the cadre:</p> <p data-bbox="719 1234 1406 1444">Provided further that not more than 20 percent of vacancies of direct recruitment quota shall be filled up from among the member of the Service in categories 4, 5 and 6 and also from the members in categories 7 and 8 in class I of the Tamil Nadu Police Subordinate Service, who are graduates and have put in five years of service in their respective categories:</p> <p data-bbox="719 1449 1406 1597">Provided also that 10 percent of vacancies in direct recruitment quota shall be filled up from the dependents of serving police personnel including ministerial staff of Police Department and wards or dependents of retired, or deceased or medically invalidated police personnel:</p> <p data-bbox="719 1601 1406 1718">Provided also that 10 percent of the above said 10 percent quota shall be filled up from among the dependents serving ministerial staff of Police Department:</p> <p data-bbox="719 1722 1406 1839">Provided also that if no such suitable outstanding person is available to fill up 10 percent vacancies reserved for outstanding persons in sports, then such vacancies shall be filled up from the general pool:</p> <p data-bbox="719 1843 1406 2024">Provided also that if departmental candidates are not available to fill up the 20 percent of direct recruitment quota for post of Sub-Inspector of Police from the category of Police Constables and Head Constables, then such vacancies shall be filled up by the candidates from open market:</p>

Provided also that the total percent under sports quota and quota for the dependents of serving police personnel including ministerial staff shall not exceed 20 percent.

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| (b)Sub-Inspectors<br>Armourer /<br>Rebrowning. | Promotion from Armourer / Rebrowning Havildar.         |
| (c)Sub-Inspector<br>(Transport Group).         | Promotion from Havildar Mechanic and Havildar Drivers. |
| (d)Sub-Inspector<br>Radio Group.               | Promotion from Havildar Radio Group.                   |
- 3.Omitted.
- |  |   |
|--|---|
| 4.(a)Havildars (Other than those specified in (b) to (e) below). | (1) Promotion from Naiks; or<br>(2) If no qualified and suitable Naik is available, direct recruitment or recruitment by transfer from any other service.   |
| (b)Armourer Havildar /<br>Rebrowning Havildar.                   | Promotion from Armourer Police Constables.  |
| (c) Mechanic Havildar /<br>Havildar Driver                       | (1) Promotion from Naik Drivers; or<br>(2) If no suitable and qualified Naik Drivers are available, promotion from Constable Drivers or Constable Cleaner-cum-Driver or if no qualified and suitable Constable driver is available, direct recruitment or recruitment by transfer from any other service. |
| (d)Havildar Radio<br>Group                                       | Promotion from Radio Naiks  |
| (e) Band Havildar  | (1) Promotion from Band Naiks / Band Police Constable; or<br>(2) If no qualified and suitable Band Naik / Band Police Constable is available, direct recruitment or recruitment by transfer from any other service.   |
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| 5.(a)Naiks (other than those mentioned in (b) and (c) below). | (1) By Promotion from Police Constables; or<br>(2) By recruitment by transfer from any other service; or<br>(3) By direct recruitment:<br>Provided that the method of recruitment by transfer or direct recruitment is resorted to only when no suitable candidate in Police Constable is available for Promotion. |
| (b) Radio Naiks   | (1) By Promotion from Police Constables of Radio group; or<br>(2) By recruitment by transfer; or<br>(3) By direct recruitment:<br>Provided that the method of recruitment by transfer or direct recruitment is resorted to only when no suitable Police constable of Radio group is available for Promotion.       |
| (c) Band Naik   | (1) By Promotion from Band Police Constables; or<br>(2) By recruitment by transfer from any other service; or<br>(3) By direct recruitment:<br>Provided that the method of recruitment by transfer or direct recruitment is resorted to only when no   |

suitable Band Police Constable is available for Promotion.

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| 6.(a) Constables (other than those mentioned in (b) to (h) below) | <p>(1) By absorption of members of the Tamil Nadu Special Police Youth Brigade who have successfully qualified in the common state-level written examination conducted by the Tamil Nadu Uniformed Services Recruitment Board under rule 6 of the Tamil Nadu Special Police Youth Brigade Rules, 2013 based on merits and availability of vacancies subject to communal reservation;</p> <p>(1A) If no suitable candidate is available for appointment by the above method, by direct recruitment; or</p> <p>(2) By recruitment by transfer from any other service:<br/>         Provided that 10 percent of vacancies in direct recruitment shall be filled up from the dependents of the serving Police Personnel including ministerial staff of Police Department and the wards or dependents of retired, deceased and medically invalidated police personnel:<br/>         Provided further that 10 percent of the above said 10 percent quota shall be filled up from among the dependents of the serving ministerial staff of Police Department:<br/>         Provided also that if no suitable outstanding person is available to fill up 10 percent vacancies reserved for outstanding persons in sports, then such vacancies shall be filled up from the general pool:<br/>         Provided also that the total percent under sports quota and quota for dependents of serving Police Personnel including ministerial staff shall not exceed 20 percent.</p> |
| (b) Constable Tailor  | <p>(1) By promotion from Police Constables; or</p> <p>(2) By direct recruitment.</p>   |
| (c) Constable Carpenter   | <p>(1) By transfer from Police Constables; or</p> <p>(2) By direct recruitment.</p>  |
| (d) Constable Armourer, Rebrowning                                | By transfer from Police Constables.  |
| (e) Constable of Radio Group                                      | By transfer from Police Constables.  |
| (f) Constable Cobbler   | <p>(1) By transfer from Police Constables; or</p> <p>(2) By direct recruitment.</p>  |
| (g) Constable Driver  | By transfer from Police Constables.  |
| (h) Band Constable  | <p>(1) By transfer from Police Constables; or</p> <p>(2) By direct recruitment.</p>  |

**Explanation.**—The rule relating to reservation of appointments (General rule 22) shall be followed at the time of direct recruitment to all posts when the cadre strength is more than one under the jurisdiction of each appointing authority.

- (aa)(i) Where the posts are outside the purview of the Tamil Nadu Public Service Commission, recruitment shall be made only by calling for names of eligible candidates from the Employment Exchange. In respect of specialised posts for which candidates are not available with the Employment Exchange, the appointing authority shall obtain a certificate of non-availability from the

Employment Exchange and call for application from eligible candidates by advertising the posts in prominent daily newspapers giving the number of vacancies and indicating the qualification and others.

- (ii) The candidates to be appointed shall be selected on the basis of merit by the appointing authority or by an Officer designated by the appointing authority or by a Committee of Officers not exceeding three duly constituted by the appointing authority, subject to the rule of reservation of posts wherever applicable on an oral interview, and if necessary, a short written test, which can be evaluated in a short time.

(aaa) The recruitment for ten percent of vacancies under sports quota shall be made by the Tamil Nadu Uniformed Services Recruitment Board in accordance with rule 22 of Part II General rules of the Tamil Nadu State and Subordinate Services Rules.

- (b)(i) Promotion to the posts of Inspectors – Adjutant, Inspectors, and Sub-Inspector shall be made on grounds of merit and ability, seniority being considered only where merits and ability are approximately equal.

- (ii) Such promotion shall be made from a list of qualified candidates suitable for promotion prepared by a Promotion Board consisting of the Commandants of all Tamil Nadu Special Police Battalions and such list shall, except in the case of Inspectors-Adjutant and Inspectors, be approved by the Deputy Inspector- General of Police, Railways and Armed Police, Chennai, and in the case of Inspectors-Adjutant and Inspectors, such list shall be submitted through the Deputy Inspector-General of Police, Railways and Armed Police, for approval by the Inspector-General of Police where candidates in such lists are arranged in the order of preference, promotion shall be made in that order.

- (iia) The approved list of candidates selected for a appointment by promotion or by recruitment by transfer as per the above clauses shall be prepared annually against the estimated number of vacancies expected to arise during the course of a year, taking into account the total permanent and temporary posts in a category, the anticipated sanction of new posts in the next year, the requirement of leave reserves, the anticipated vacancies arising due to retirement, promotion and others. The list of approved candidates so prepared shall be in force for a period of one year only. Any candidate whose name was included in the previous list but was not promoted shall be considered, if eligible, for inclusion in the list of the next year along with the name of any senior whose name was not included in the list for the previous year either because he was not suitable or because he was not technically qualified when the previous list was prepared. For preparing the list, it shall be sufficient to consider the claims of the all candidates, senior to the junior most candidates proposed to be included in the list, instead of considering the claims of all the technically qualified candidates in the feeder category. The crucial date for drawal of the approved list for various categories for appointment by promotion and by recruitment by transfer shall be as follows:-

- (i) Date on which a candidate shall possess the prescribed qualification required for appointment to the post according to rule 14 of the special rules shall be the 31<sup>st</sup> December.
- (ii) Date of preparation of estimate of vacancies and calling for recommendation rolls from the subordinates shall be the 5<sup>th</sup> January of the succeeding year.
- (iii) Date for receipt of recommendation rolls by the Chairman, Range Promotion Board, shall be the 15<sup>th</sup> January.
- (iv) The date on which the approved list shall be communicated shall be the 18<sup>th</sup> March:

Provided that for all other promotions, seniority will be considered only where the merit and ability are approximately equal.

- (iii) **Temporary promotion.**—(a) (i) Where it is necessary in public interest owing to an emergency that has arisen to fill up immediately a vacancy in a post borne on the cadre of a higher category in a service or class by promotion from a lower category and where there would be undue delay in making such promotion in accordance with the rules, the appointing authority may promote a member, otherwise than in accordance with the rules, temporarily, until a member of the service is promoted in accordance with the rules.
- (ii) No member of the service who does not possess the qualifications, if any, prescribed for the said service, class or category shall ordinarily be promoted under item (i).
- (b) Where it is necessary to fill up a short vacancy in a post borne on the cadre of a higher category in a service or class by promotion from a lower category and the appointment of the member who is entitled to such promotion under the rules would involve excessive expenditure on travelling allowance or exceptional administrative inconvenience, the appointing authority may promote any other member who possesses the qualifications, if any, prescribed for the higher category.
- (c) A member temporarily promoted under item (i) of sub-clause (a) shall, whether or not he possesses the qualifications prescribed for the service, class or category to which he is promoted, be replaced as soon as possible, by the member of the service who is entitled to the promotion under these rules, if available.
- (d) Where it is necessary to promote an officer against whom an enquiry into allegations of corruption or misconduct is pending, the appointing authority may promote him temporarily pending enquiry into the charges against him. The competent authority shall have discretion to make regular promotions in suitable cases.
- (e) A member promoted under sub-clause (a), (b) or (d) shall not be regarded as a probationer in the higher category or be entitled by that reason of such promotion to any preferential claim on future promotion to such higher category. The services of member promoted under sub-clause (a), (b) or (d) shall be liable to be terminated by the appointing authority at any time without notice and without any reason being assigned.
- (f) If such a person is subsequently promoted to the higher category in accordance with the rules, he shall commence his probation, if any, in such category from the date of such subsequent promotions or from such earlier date as the appointing authority may determine. He shall also be eligible to draw increments in the time scale of pay applicable to him from the date of commencement of his probation, but shall not be entitled to arrears of pay unless otherwise ordered by the State Government.
- (g) Subject to the provisions of FR 30, there shall be paid to a member promoted under sub-clause (a), (b) or (d) either his substantive pay or the pay of the lowest grade or the minimum pay in the scale of pay, as the case may be, applicable to the higher category whichever is higher.
- (h) A Probationer in a category carrying a lower scale of pay who is promoted temporarily under sub-clause (a) or (b) to a category carrying a higher scale of pay in the service shall be entitled to count towards his probation in the former category the period of duty performed by him in the latter category during which he would have held a post in the former category but for such temporary promotion.

(c) Promotion in all categories up to Havildar shall be treated as unit wise and combined seniority on the Range basis for promotion from Havildar and upwards. In respect of temporary battalions, all promotions ordered in the temporary battalions up to Havildar in respect of the personnel on other duty from permanent battalion may be regularized by the permanent unit, only if the individual is due for such promotion had he continued in the parent unit. Otherwise, his promotions in the temporary battalions will be purely on temporary basis.

(d) The posts of specialists mentioned in rule 3 shall constitute separate categories from those of non-specialists, and promotion to the former shall be made independently in each category, subject to the provisions of sub-rules (b) and (c).

Radio Telegraphy Groups: Appointments to the posts of Police Constables to the Radio Group shall be made in the order fixed on the basis of the results of the examination referred to in rule 16(3) by transfer from the general category of Police Constables who have put in a total service of not less than two years, and appointment for other posts in the groups shall be made by promotion from a lower to higher category from among the qualified operators in the Signal Branch. Constables may be selected for appointment by transfer from general category. It shall however be open to the competent authority to retransfer any person at any time on administrative grounds from the Signal Branch to the respective company from where he was selected for appointment by transfer.

(e) Any person who is outstanding in sports and other extra curricular activities may be appointed by accelerated promotion as follows:-

- (a) Securing the first two ranks in three meets either in the State or in the Country, consecutively.
- (b) Being selected to represent the Country in international meets. He may be considered for immediate accelerated promotion:

Provided that accelerated promotion shall be made by the Government.

**8.Revision of orders of promotions to selection posts.**—An order promoting a member of the service or class to a selection category or grade therein, made by a competent authority, may be revised by an authority to which an appeal shall lie against an order of dismissal passed on a full member of the service, class, category or grade, as the case may be. Such revision may be made by the appellate authority aforesaid either suo-moto at any time or on a petition submitted by any aggrieved member within six months from the date of passing such order:

Provided that the said period of six months may be extended by the appellate authority if sufficient cause is shown for the delay in the submission of revision petition.

**9.Revision of list of approved candidates for appointment or promotion.**—Notwithstanding anything contained in these rules, the State Government, shall have the power to revise in any manner they consider suitable, any list of approved candidates, for appointment or promotion to any category or class of service, prepared by the Head of the Department, in exercise of the powers conferred on him by these rules.

**9A.Selection for direct recruitment.**—The selection for appointment of Sub-Inspectors and Constables by direct recruitment shall be made by the Tamil Nadu Uniformed Services Recruitment Board on state wise basis.

**9B.Common recruitment to certain posts.**—The Tamil Nadu Uniformed Services Recruitment Board shall conduct a common recruitment to the posts of Police Constable, Warders Grade II in Jail Subordinate Service and Fireman in Fire and Rescue Subordinate Service by following the norms prescribed for Police Constables. The candidate shall be required to give his first, second and third preference for the three categories, namely, Police Constable, Warders Grade II in Jail Subordinate Service and Fireman in Fire and Rescue Subordinate Service, and the allotment of a candidate selected through the common recruitment among the above three categories shall be made taking into account his preference and depending on his rank and the availability of vacancies in the particular category and subject to rule of reservation and communal rotation:

Provided that if any person opts only for one post, and if his turn is not reached for that category, he shall lose his chance even though he is eligible as per merit list for the other categories.

**10. Appointing authority.**—The appointing authority for the post of Inspector-Adjutant, Inspector and Sub-Inspector shall be the Deputy Inspector-General of Police, Railways and for the Armed Police and others, the Commandant of the Force concerned.

**11. Members absent from duty.**—(a) The absence of a member of the service from duty in the service, whether on leave, on foreign service or on deputation or for any other reason and whether his lien in a post borne on the cadre of the service is suspended or not, shall not, if he is otherwise fit, render him ineligible on his return —

- (i) for re-appointment to a substantive or officiating vacancy in the category of the service in which he may be a probationer or an approved probationer;
- (ii) for promotion from a lower to a higher category in the service; or
- (iii) for appointment to any substantive or officiating vacancy in any other service for which he may be an approved candidate, as the case may be, in the same manner as if he had not been absent. He shall be entitled to all the privileges in respect of appointment, seniority, probation and confirmation, which he would have enjoyed but for his absence subject, in the case of a probationer, to his completing satisfactorily the period of probation on his return-

(b) This rule shall apply mutatis mutandis to a member of any other service who may be an approved candidate for appointment to this service.

**12. Right to be a probationer or an approved probationer in two or more services.**—A member of service who has been appointed to another service and is a probationer or an approved probationer in a latter service shall not be appointed to any other service for which he may be an approved candidate, unless he relinquishes his right in the latter service:

Provided that such relinquishment shall not be necessary, if appointment to the service for which he is an approved candidate shall, according to the special rules governing that service, be made specially from either of the two services by the method of recruitment by transfer and he is actually recruited thereto by that method.

**13. Qualification of domicile.**—A candidate for appointment to a post under these rules must be-

- (a) a citizen of India; or
- (b) a subject of Sikkim; or
- (c) a subject of Nepal; or
- (d) a subject of Bhutan; or
- (e) a Tibetan refugee who came over to India before 1<sup>st</sup> January, 1962, with the intention of permanently settling in India; or
- (f) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African countries of Kenya, Uganda or the United Republic of Tanzania (formerly Tanganyika and Zanzibar) with the intention of permanently setting in India:

Provided that candidate belonging to categories (c), (d), (e) and (f) shall be a person in whose favour a certificate of eligibility has been given by the State Government.

**14. Qualifications.**—(a) Candidates for appointment to the posts specified in column (1) of the table below shall possess the qualifications specified in column (2) thereof:-



## TABLE

Name of posts (1)	Qualification (2)
Category 2	<p>Must have completed 20 years of age but must not have completed 28 years of age as on 1<sup>st</sup> July of the year in which the selection for appointment is made:</p> <p>Provided that for the appointment of a candidate who is a member of the Scheduled Castes or Scheduled Tribes, the upper age limit shall be 33 years of age:</p> <p>Provided further that for the appointment of a candidate who is a member of Backward Classes / Most Backward Classes / Denotified Communities, the upper age limit shall be 30 years of age:</p> <p>Provided also that for appointment of a candidate belonging to Ex-servicemen and the ex-personnel of Central Para-Military Forces like Central Reserve Police Force, Central Industrial Security Force, Border Security Force and Indo-Tibetan Border Police the upper age limit shall be 45 years and must have not passed more than three years from the date of discharge:</p> <p>Provided also that the age limit specified above shall be reckoned with reference to the first day of January, 1994, in respect of the recruitment to the post of Sub-Inspector of Police by direct recruitment for the year 1994.</p>
Category 4, 5 and 6	<p>If recruited direct or by transfer from any other service must have completed 18 years but must not have completed 24 years of age as on 1<sup>st</sup> July of the year in which the selection for appointment is made:</p> <p>Provided that for appointment of a candidate who is a member of the Scheduled Castes / Scheduled Tribes, the upper age limit shall be 29 years:</p> <p>Provided further that for appointment of a candidate who is a member of Backward Classes or Most Backward Classes or Denotified communities, the upper age limit shall be 26 years:</p> <p>Provided also that for appointment of candidate belonging to Ex-servicemen and the ex-personnel of Central Para-Military Forces like Central Reserve Police Force, Central Industrial Security Force, Border Security Force and Indo-Tibetan Border Police the upper age limit shall be 45 years and must have not passed more than three years from the date of discharge.</p>
Category 2, 4, 5 & 6	<p>In respect of every candidates, the height shall not be less than 170 centimetres and the Chest measurement must not be less than 81 Centimetres on normal condition (on expiration) and must not be less than 86 Centimetres round the chest on full inspiration with a minimum expansion of 5 Centimetres:</p> <p>Provided that in case of candidate belonging to the Scheduled Castes/Scheduled Tribes, the height shall not be less than 167 centimetres:</p>

Provided further that all the physical measurement shall be rounded off to the nearest centimeter or the nearest 0.5 centimeter, as the case may be.

**Explanation I.**—The candidates selected for appointment to the posts in the service by direct recruitment shall produce to the appointing authority a certificate of physical fitness in the form prescribed in Annexure VI to the said rules.

**Explanation II.**—A strict adherence of the physical standard prescribed above will not apply to candidates who apply for enlistment as Band Constable in the Regimental Centre Band, Avadi. Candidates who are certified as being Class II Musicians by the State Police Band Master and who are of lesser physical standards than prescribed for Police Constables may be appointed as Band Constables in the Regimental Centre Band, Avadi.

**Explanation III.**—Must satisfy the requirements laid down in Annexure I in regard to his general physical fitness and eye sight:

Provided that the Director-General of Police may for reasons to be recorded in writing, exempt deserving candidates not possessing the qualifications in regard to physical requirements prescribed above for appointment as Constables.

**Explanation IV.**—No member of the service or class of the service shall be eligible for promotion from the category in which he was appointed to the service unless he has satisfactorily completed his probation in that category:

Provided that a member of the service or class of the service who having satisfactorily completed his probation in the category in which he was appointed to the service has been promoted to the next higher category shall, notwithstanding that he has not been declared to have satisfactorily completed his probation in such higher category, be eligible for promotion from such higher category:

Provided further that a candidate who is a member of the Scheduled Castes or Scheduled Tribes shall not have completed or shall not complete 35 years of age on the first day of July of the year in which the selection for appointment is made.

Inspectors-Adjutant  
including Inspectors  
and Sub-Inspectors.

- (1) Must possess minimum general educational qualification prescribed in the Schedule to Part II of the General rules for the Tamil Nadu State and Subordinate Services with a sound knowledge of speaking, reading and writing in Tamil.
- (2) Must be Indian of good social status, character and appearance:

Provided also that for the appointment to the post of Sub-Inspector by direct recruitment or by recruitment by transfer from any other service, the candidate must possess a degree obtained from any University or institution recognized by the University Grants Commission and also a sound knowledge to speak, read and write in Tamil.

Categories 4 to 6

Must have passed X Std or S.S.L.C. of the old pattern.

Additional qualifications for promotion —

(i) Sub-Inspector from  
Havildar

- (1) Must be an approved probationer in the category of Havildar.
- (2) Must be suitable and efficient.
- (3) Anyone who, notwithstanding his age, is physically not fit, reports sick often, and takes medical leave frequently shall be regarded as unsuitable and should be disqualified.

- (4) Anyone who has a punishment (Black mark or above) in the two years preceding the year of consideration or is currently under suspension, reduction or postponement of increment or who has two or more minor punishments in one year preceding the year of consideration must normally be regarded as not fit to be promoted as a Sub-Inspector and must be disqualified. However, it shall be open to the Commandant to waive this condition if he is satisfied that the gravity of the punishment is not such as to affect the individual's suitability for promotion.
- (5) Anyone who has come to notice for undesirable or subversive activities or indiscipline shall be regarded as not fit for promotion.
- (6) Omitted.

Cases of all persons who finally qualify shall be considered and decided by the Promotion Board referred to in rule 7(b) (ii).

- (ii) Havildar from Naik
  - (1) Must be an approved probationer in the category of Naik.
  - (2) Must be suitable and efficient.
  - (3) Anyone who, notwithstanding his age, is physically not fit, reports medical leave frequently must be regarded as unsuitable and should be disqualified.
  - (4) Any one who has a punishment (Black mark or above) in the two years preceding the year of consideration, or is currently under suspension, reduction or postponement of increment or who has two or more minor punishment in the one year preceding the year of consideration must normally be regarded as not fit to be a Havildar and must be disqualified. However, it shall be open to the Commandant to waive this condition if he is satisfied that the gravity of the punishment is not such as to affect the individual's suitability for promotion.
  - (5) Anyone who has come to notice for undesirable or subversive activities or indiscipline shall be regarded as not fit for promotion.
  - (6) Those who are not disqualified on the grounds prescribed above and who appear for the test shall obtain 50 percent or more marks individually and on the aggregate in a test comprising the following.

Minimum Marks

Turnout, bearing and personality	10
Map reading	10
Simple Arithmetic	10
Message writing	10
Commanding a Platoon in Drill	10
Total	50

- (iii) Naiks from Police Constable
  - (a) Must have completed two years of service in the category of Police Constable.
  - (b) Anyone who, notwithstanding his age, is physically not fit, reports sick often and takes medical leave frequently must be regarded as not fit to be promoted as a Naik and should be disqualified.

- (c) Anyone who has a punishment (Black Mark or above) in the five years preceding the year of consideration, or is currently under suspension, reduction or postponement of increment or who has two or more minor punishments in the one year preceding the year of consideration must normally be regarded as not fit to be promoted as a Naik and must be disqualified. However, it shall be open to the Commandant to waive this condition, if he is satisfied that the gravity of the punishment is not such as to affect the individual's suitability for promotion.
- (iv) Havildar Mechanic from Driver Police Constables.
- (i) Must possess a current driving license for heavy vehicles and a good record of service. Good record of service means service without accidents.
  - (ii) Must pass a special driving test wherein he will be required to drive through zig-zag road and reverse a three ton lorry or prison van and also a cross-country driving test under adverse road conditions.
  - (iii) Should pass a written test paper on vehicle maintenance work, procedure for dealing with accident reports, first aid, road signals, changing of fan belt, etc.
  - (iv) Must pass a practical test in rectifying a major defect including adjusting engine tuning and rectifying major defects to the electric transmission system.
  - (v) Inspection of a vehicle and preparation of inspection diaries and reports on defects.

**Note.**—The test will be conducted by the Commandant. The practical test can be got done by an Automobile Engineer of a Polytechnic / Regional Workshop, Automobile Engineer, Police Transport Workshop-cum-Training School, Avadi.

**Special Category / Radio Telegraphy Qualifications.—**

Inspectors	One year's experience as Sub-Inspector in the Radio Telegraphy Branch.
Sub-Inspectors	One year's experience as Havildar operator and adequate knowledge of English.
Havildars	(1) One year's experience as Naik Radio Telegraphy Operators and adequate knowledge of English. (2) Pass in First Class Operator's Test.
Naiks	(1) Two year's experience as Police Constables or Radio Telegraphy operators and adequate knowledge of English with a good handwriting. (2) Pass in First Class Operator's Test.
Constable	(1) Must have passed X Std or S.S.L.C. of old pattern; and (2) Must possess good conduct and character.

Provided that the Inspector-General of Police may, for reason to be recorded in writing, exempt during the period during which the proclamation of emergency issued under Clause (1) of Article 352 of the Constitution of India is in operation, persons from possessing the qualifications in regard to physical requirements prescribed above for appointment as constables and also persons who are also to speak and read Tamil but do not possess proficiency in writing Tamil for appointment as Constables.

Provided further that the Inspector-General of Police may exempt the Indians who have returned until the end of December 1968 from Burma and who are in possession of documentary evidence such as passports or other travels documents of certificate of identity or letter issued by the All Burma Indian Congress, Rangoon, or its branches, if the letters are countersigned by the All Burma Indian Congress, Rangoon, from possessing the qualification in regard to age and educational qualifications prescribed above, for appointment as Constables.

(b) No person shall be eligible for appointment to the service by direct recruitment unless he satisfies the appointing authority—

(i) that he is of sound health, active habits and free from any bodily defect or infirmity unfitting him for such service;

(ii) that his character and antecedents are such as to qualify him for such service;

(iii) that such a person does not have more than one wife living; and

(iv) that he has not involved in any criminal case before police verification.

**Explanation I.**—A person who is acquitted or discharged on benefit of doubt or due to the fact that the complainant turned hostile shall be treated as a person involved in a criminal case.

**Explanation II.**—A person involved in a criminal case at the time of police verification and the case yet to be disposed of and subsequently ended in honourable acquittal or treated as a mistake of fact shall be treated as not involved in a criminal case and he can claim right for appointment only by participating in the next recruitment.

(c) All candidates for appointment to any category lower than that of Inspectors including Inspectors- Adjutant and Sub-Inspectors must be inspected and passed by the Commandants.

(d) In the case of a candidate who has rendered war service, the period of his war service shall be excluded in computing his age for appointment. Such person shall, if invalidated from war service, be entitled to deduct from his age the period from the time when he was invalidated up to the 1<sup>st</sup> April.

(e) In the case of extra temporary employees already discharged or facing retrenchment from the census organization in Tamil Nadu, a period of three years shall be excluded in computing their age for appointment if they have rendered a temporary service of at least six months in the census organization in Tamil Nadu:

Provided that persons availing themselves of the concessions under this sub rules shall be eligible for only one chance to appear for the test or examination conducted by the authorities for making selection.

(f) No person shall be eligible for appointment by direct recruitment to the post specified in column (1) of the table below, unless he possesses the other qualifications specified in the corresponding entries in column (2) thereof :-

TABLE

Category and post (1)	Other qualification (2)
Category 2 Sub-Inspectors	(1) (i) Must have the ability to read and write any one of following languages, namely Tamil, Telugu, Malayalam, Kannada and Hindustani; (ii) Must possess a degree obtained from any University or an Institution recognized by the University Grant Commission and also sound knowledge to speak, read and write in Tamil.

- (2) Every candidate for appointment to the post shall attend the written test first and the selected candidates will be subjected to physical measurement test and the persons qualified in the physical measurement test alone shall be permitted to undergo the endurance test, that is, running 1500 metres in 7 minutes. The candidates who succeeded in the endurance test shall have to undergo the Physical efficiency test, which shall consist of five events specified in the table below. Out of the said five events, a candidate shall participate in one jump event, one running event and the rope climbing event and shall qualify in all the three events with at least one star standard:

Provided that persons directly recruited from among the members in categories 4, 5 and 6 of the service shall possess—

- a degree from any University or institution recognized by the University Grant Commission;
- Five years of service in their respective categories; and
- Clean record of service without any punishments other than minor punishments of black mark, reprimand.

TABLE

Sl.No.	Event	One Star Standard 1*=2 marks	Two star Standard 2*=5 marks
(1)	(2)	(3)	(4)
(1)	High Jump	1.20 metres	1.40 metres
(2)	Long Jump	3.80 metres	4.50 metres
(3)	100 metres	15.0 seconds	13.50 seconds
(4)	400 metres	80.00 seconds	70.00 seconds
(5)	Rope Climbing	5 metres	6 metres

## OPEN QUOTA

The subjects of written test and the scheme of marks for the open quota candidates shall be as follows:-

- |   |          |
|---|----------|
| (i) Written Test –  | 70 marks |
| (a) General Knowledge   | 40 marks |
| (b) Logical Analysis, Numerical Analysis,<br>Psychology Test, Communication Skills<br>and information handling ability<br>[Objective Type Questions – 140 Questions]<br>The duration of the Written Test will be 2 ½ hours. | 30 marks |

The minimum qualifying marks in the Written Test shall be 25 marks out of 70 marks.

- |   |          |
|---|----------|
| (ii) Physical Efficiency Test.  | 15 marks |
| (iii) Extra Qualification – National Service<br>Scheme/National Cadet Corps/ Sports/Games | 05 marks |
| (iv) Viva-voce  | 10 marks |

## DEPARTMENTAL QUOTA

For the departmental quota candidates, there will be only Physical Endurance test and no Physical Efficiency Test and Physical Measurement Test. The subjects of written test and the scheme of marks for departmental quota candidates shall be as follows:

- (i) Written Test 85 marks
- (a) General Knowledge 15 marks
- (b) Communication Skills, Numerical skills, 70 marks  
 Logical Analysis, Information handing ability,  
 Test on Indian Penal code, Criminal Procedure  
 Code, Indian Evidence Act, Police Standing  
 Orders and Police Administration

[Objective Type Questions – 170 Questions]  
 The duration of the Written Test will be 3.00 hours.

The minimum qualifying marks in the written test shall be 30 marks out of 85 marks.

- (ii) Winning of Medals in the National Police 05 marks  
 Duty Meet (Gold – 5 marks, Silver – 3 marks,  
 Bronze – 2 marks)
- (iii) Viva-voce 10 marks

Category 6  
 Constables

- (1) Must have the ability to read and write one of following languages namely, Tamil, Telugu, Malayalam, Kannada and Hindustani.
- (2) (i) Must have passed X Std or S.S.L.C. old pattern and also have sound knowledge to speak, read and write in Tamil.
- (ii) Every candidate for appointment to the post shall attend the written test first and the selected candidates will be subjected to physical measurement test and the persons qualified in the physical measurement test alone shall be permitted to undergo the endurance test, that is, running 1500 metres in 7 minutes. The candidates who succeeded in the endurance test shall have to undergo the Physical efficiency test, which shall consist of five events specified in the table below. Out of the said five events, a candidate shall participate in one jump event, one running event and the rope climbing event and shall qualify in all the three events with at least one star standard.

TABLE

Sl.No.	Event	One Star Standard 1*=2 marks	Two star Standard 2*=5 marks
(1)	(2)	(3)	(4)
(1)	High Jump	1.20 metres	1.40 metres
(2)	Long Jump	3.80 metres	4.50 metres
(3)	100 metres	15.0 seconds	13.50 seconds
(4)	400 metres	80.00 seconds	70.00 seconds
(5)	Rope Climbing	5 metres	6 metres

There shall be a written test consisting of general knowledge and psychology test and marks for extra qualification for NSS/NCC/Sports/Games as follows:-

Subject	Marks
General Knowledge	50
Psychology	30
Extra Qualifications for NSS/NCC/Sports/Games	05
Total	85

The minimum qualifying marks in the written test shall be 28 marks out of 80 marks.

**Explanation.**—This rule shall not apply to appointment to the post by absorption of members of the Tamil Nadu Special Police Youth Brigade.

**15.Probation.**—(a) Every person appointed to the post of Inspector, Havildar, Naik and Police Constable 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:

Provided that there shall be no period of probation for any person appointed to the post of Inspector appointed as Inspector-Adjutant by promotion.

(b) Every person appointed to the post of Sub-Inspector shall, from the date on which he joins duty, be on probation for a total period of one year and three months on duty within a continuous period of two years and three months.

**16.Training.**—(1) Every person appointed to the posts of Inspector, Havildar and Naik appointed otherwise than by promotion shall, within a prescribed period of his probation, undergo training in Tamil Nadu Special Police work for a period of not less than ten months to the satisfaction of the Commandant. The aforesaid period of training in respect of the post of constable shall be seven months of basic institutional training followed by one month practical training:

Provided that during the period during which the proclamation of emergency issued under clause (1) of Article 352 of the Constitution of India is in operation, the period of training shall be limited to four months:

Provided further that a person appointed as constable by absorption of the members of the Tamil Nadu Special Police Youth Brigade shall undergo six months of basic institutional training followed by one month practical training.

(2) Every person appointed to the posts of Inspector, Havildar, Naik and Constable who has not had the opportunity to undergo or complete the said training within the prescribed period of probation, shall not be deemed to have satisfactorily completed his probation until he has undergone the said training to the satisfaction of the Commandant.

(2A) Every person appointed to the post of Sub-Inspector by direct recruitment shall, within the prescribed period of his probation, undergo—

- (i) training for a period of not less than one year in the Police Training College or in any other Police Training Institution notified for the purpose by the Government and pass the examination in the subjects prescribed for the training course by the Government from time to time:

Provided that during the period when proclamation of Emergency issued under clause (1) of Article 352 of the Constitution of India is in operation, the period of training shall be limited to four months;

- (ii) three months practical training.

(2B) A Sub-Inspector who has not had the opportunity to undergo or complete the training prescribed in sub rule (2A) within the prescribed period of probation shall not be deemed to have satisfactorily completed the period of probation until he has undergone the said training to the satisfaction of the appointing authority.

**(3)Radio Telegraphy Training.**—(i) A person selected for appointment in the signal branch shall undergo a course of training at the Signal School, Tamil Nadu, at Avadi for a period of not less than six months and shall, during the period of training, be attached to the company to which the incumbent belongs. On completion of the training, he must qualify himself with class III test for operator prescribed in Annexure V. The Commandant of the Armed Police Battalions may, however, at his discretion, permit a candidate who has failed in class III test in the first attempt to sit for the subsequent examination in the same test after undergoing a course for a further period of two months.



A candidate who fails in the second examination shall be reverted to the respective company from where he was selected for appointment.

(ii) Omitted.

(iii) A Naik must, in addition to the Class II Test, pass Class I test prescribed in Annexure III.

**16A.** Every person selected for appointment to the post of Sub-Inspector by direct recruitment shall before he is admitted to the training, execute a bond in the Form specified in Annexure VII to these rules.

**16B.** Every person selected for appointment by direct recruitment shall draw pay in the minimum of the time scale of pay admissible under the order in force, during the period of training in Police Recruits School.

**17. Probation, suspension, termination or extension.—**(a) At any time, before the expiry of the prescribed period of probation, the appointing authority may—

- (i) Suspend the probation of a probationer and discharge him for want of a vacancy; and
- (ii) At its discretion, by order, either extend the period of probation of the probationer, in case the probation has not been extended under rule 19, or terminate his probation and discharge him from service after giving him a reasonable opportunity of showing cause against the proposed termination of probation:

Provided that where a probationer has been given a reasonable opportunity of showing cause against the imposition on him of any of the penalties specified in clauses (d), (g), (h), (i) and (j) of rule (2) of the Tamil Nadu Police Subordinate Service (Discipline and Appeal) Rules, 1955, and at the conclusion of the disciplinary proceedings, a tentative conclusion is arrived at, to terminate his probation, a further opportunity of showing cause specifically against termination of his probation need not be given to him.

**Explanation.—**An opportunity to show cause may be given after the appointing authority arrives at a provisional conclusion on the suitability or otherwise of the probationer for full membership of the service, either by such authority himself or by a Subordinate authority who is superior in rank to the probationer.

(b) **Completion of Probation.—**(i) At the end of the prescribed or extended period of probation, as the case may be, the appointing authority shall consider the probationer's suitability for full membership of the service in the category for which he was selected.

(ii) If the appointing authority decides that a probationer is suitable for full membership, it shall as soon as possible issue an order declaring the probationer to have satisfactorily completed his probation. On the issue of such order, the probationer shall be deemed to have satisfactorily completed his probation on the date of the expiry of the prescribed period of probation.

(iii) If the appointing authority decides that the probationer is not suitable for such membership, it shall, unless the period of probation is extended under rule 19, by order, discharge him after giving him a reasonable opportunity of showing cause against the action proposed to be taken in this regard to him.

Any delay in passing orders of completion of probation shall not monetarily affect probationers, and arrears of increments shall be allowed from the date of completion of probation as a matter of course, subject to the following conditions, namely:-

- (1) that the probation would have been declared to have been satisfactorily completed from the date ordered, even if the question of declaration of probation had been taken up earlier;
- (2) that the declaration of satisfactory completion of probation was delayed by factors which would not in any case change the date of such completion;
- (3) that the person whose probation is declared to have been satisfactorily completed was qualified on the date ordered;
- (4) that the declaration of satisfactory completion of probation was not the result of any relaxation of rules. In all cases under items (1) to (4) above, orders issued declaring probation or relaxing the statutory rules shall include a provision in regard to the drawal of arrears of increments.

In all cases under items (1) to (4) above, orders issued declaring probation or relaxing the statutory rules shall include a provision in regard to the drawal of arrears of increments:

Provided that where a probationer has been given a reasonable opportunity of showing cause against the imposition on him of any of the penalties specified in clauses (d), (g), (h), (i) and (j) of rule (2) of the Tamil Nadu Police Subordinate Service (Discipline and Appeal) Rules, 1955 and at the conclusion of the disciplinary proceedings, a tentative conclusion is arrived at to discharge him from the service, a further opportunity of showing cause specifically against such discharge need not be given to him.

**Explanation I.**— The decision of the appointing authority that the probationer is not suitable for full membership may be based also on his work and conduct till the date of the decision, inclusive of the period subsequent to the prescribed or extended period of probation.

**Explanation II.**— An opportunity to show cause may be given after the appointing authority arrives at a provisional conclusion on the suitability of otherwise of the probationer for full membership of the service, either by such authority himself or by a subordinate authority who is superior in rank to the probationer.

**Explanation III.**— Where the competent authority proposes to terminate the probation of a member of the service for general unsatisfactory work or incapacity without the need for enquiry into specific charges, he shall do so under sub-rule (a). In cases, where he proposes to terminate the probation of such a member for specific charges in addition to or distinct from general inefficiency or incapacity, he shall frame specific charges and follow the detailed procedure laid down in rule 3 (b) of the Tamil Nadu Police Subordinate Service (Discipline and Appeal) Rules, as such termination of probation by way of penalty will attract the provisions of Article 311(2) of the Constitution of India.

**18. Completion of Probation in certain cases.**—Notwithstanding anything contained in rule 17, except in cases where serious charges are pending, all officers appointed by direct recruitment or by promotion or by transfer before 1<sup>st</sup> January, 1957 and whose probation has not yet been declared shall, under this rule and without further examination of their individual cases, be declared to have completed their probation from the date on which they were eligible for such a declaration. Among those appointed on or after 1<sup>st</sup> January 1957 officers appointed on promotion or transfer shall also be declared to have completed their probation satisfactorily, if on the 8<sup>th</sup> of January, 1962, they were eligible for such declaration and if no serious charges were pending against them. The cases of direct recruits appointed after 1<sup>st</sup> January, 1957, shall be examined individually and orders passed by the competent authority within six months from 8<sup>th</sup> January, 1962, and if no orders are passed within this period of six months, they shall be deemed to have satisfactorily completed their probation on the date of the expiry of the prescribed or extended period of probation. In the case of all officers appointed by direct recruitment or by promotion or by transfer, whose due date of completion of probation is on or after 1<sup>st</sup> January, 1962, but before 8th January, 1962, the orders on their probation shall be issue within six months from the date on which they are eligible for such declaration; and if no order is passed by the competent authority within this period, the officers shall be deemed to have completed their probation:

Provided that in all cases of completion of probation under this rule, formal orders declaring the completion of probation shall be issued by the competent authority.

**19.Extension of probation.**—In the case of any probationer falling under rules 15,16 or 17, the appointing authority may extend his probation to enable him to complete satisfactorily the prescribed training or, as the case may be, to enable the appointing authority to decide whether the probationer is suitable for full membership or not. Such extended period of probation or probation as extended under rule 17 (a) (ii) shall terminate at the latest when the probationer has after the date of expiry of the period of probation prescribed for the category in which he is on probation, completed three years of duty in such category.

In cases where the probation is extended or postponed to one who is drawing a pay on a time scale, a condition shall, unless there are special reasons to the contrary, be attached to the order of extension of probation that the probationer's increment shall be stopped until he is declared to have satisfactorily completed his probation. Such stoppage or postponement of increment shall not be treated as a penalty but only as a condition of extension of probation and shall not have the effect of postponing future increments after he is declared to have satisfactorily completed his probation.

**20.Exercise of certain powers of appointing authority by higher authorities.**—The powers conferred on the appointing authority other than the State Government may be exercised also by any other authority to whom the appointing authority is administratively subordinate, whether directly or indirectly, in the following cases:-

- (1) Termination of probation of a probationer under rule 17 (a) (ii).
- (2) Discharge of a probationer under rule 17(b) (iii).
- (3) Extension of probation under rule 17 (a) (ii) or rule 19.

**21. Pay of probationers and approved probationers.**—There shall be paid to a probationer or an approved probationer on duty, the pay which would be admissible to him if he were a full member of the service in the category in which he is holding a post, as modified by the operation of Fundamental Rules 22 and 31.

**22.Discharge and reappointment of probationers and approved probationers.**—(a) (i) Probationers and approved probationers who were recruited direct shall not be discharged for want of vacancies. Other probationers and approved probationers shall be discharged for want of vacancies in the following order:-

First, the probationers in order of Juniority, and second, the approved probationers in order of Juniority.

(ii) the order of discharge laid down in clause (i) may be departed from in cases where such order would involve excessive expenditure on travelling allowance or exceptional administrative inconvenience.

(b) Approved probationers and probationers who have been discharged for want of vacancies shall be re-appointed as vacancies occur in the inverse of the order laid down in clause (i) of sub rule (a). But the said order may be departed from in cases where such order would involve excessive expenditure on travelling allowance or exceptional administrative inconvenience.

**23.Appointment of full members.**—(a) All appointments of approved probationers as full members of the service shall be made by the appointing authority:

Provided that the posts of specialists mentioned in rule 2 shall constitute separate categories from those of non-specialists and appointments of approved probationers as full members in their cases shall be made independently in each such category.

(b) Subject to the provisions of rule 12, an approved probationer shall be appointed to be a full member of the service in the category for which he was selected, at the earliest possible opportunity, in any substantive vacancy which may exist or arise in the permanent cadre of such category, and if such vacancy existed from a date previous to the issue of the order of appointment,

he may be so appointed with retrospective effect from such date or, as the case may be, from such subsequent date from which he was continuously on duty as a member of the service in such category or in a higher category:

Provided that where more than one approved probationer is available for such appointment as full member, the senior most approved probationer on the date of the vacancy shall be appointed.

**Explanation.**—For the purposes of this sub rule, an approved probationer on leave shall be deemed to be on duty as a member of the service in the category concerned if he would have been on duty in such category or in a higher category but for his absence on leave.

(bi) Any substantive vacancy which may exist or arise in the permanent cadre of a class or category and which is to be filled up by an approved probationer against whom serious charges are pending shall be reserved for such person till final orders are issued on the proceedings against him or where such person is reduced in rank for a specified period, till he is actually restored to his original rank.

(c) Where appointment to any class or category of the service is both by direct recruitment (including recruitment by transfer) and by promotion, vacancies against which persons have been recruited direct and by transfer shall be regarded as a distinct group, while all other vacancies shall be regarded as another distinct group and appointment of full members in accordance with this rule shall be made separately in each of these groups.

(d) No person shall at the same time be a full member of this service and any other service.

A full member of another service, who is appointed to be a full member of this service shall cease to be a member of the former service.

**Explanation.**—In computing the continuous period, if any, within which a probationer is required by these rules to undergo his probation, the period of absence on deputation, during which he would have held a post in the category but for such absence, shall be excluded.

**24.Seniority.**—(a) The seniority of a person in a category shall, unless he has been reduced to a lower rank as a punishment, be determined by the rank obtained by him in the list of approved candidates drawn up by the appointing authority subject to the rule of reservation where it applies. The date of commencement of his probation shall be the date on which he joins duty irrespective of his seniority:

Provided that the seniority of a person recruited direct to the category of Sub-Inspector shall be determined on the basis of the marks obtained by him in the final examination held at the end of the training:

Provided further that the seniority of the Sub-Inspectors directly recruited from among the members of this service and the members in the Tamil Nadu Police Subordinate Service shall be fixed above the direct recruits selected from open market in the same year.

(b) The transfer of a person from one category to another category carrying the same pay or scale of pay shall not be treated as first appointment to the latter for the purpose of seniority, and the seniority of a person so transferred shall be determined with reference to the rank in the category from which he was transferred. Where any difficulty or doubt arises in applying this sub rule, seniority shall be determined by the appointing authority.

(c) Where a member of the service is reduced to a lower category, he shall be placed at the top of the latter, unless the authority ordering such reduction directs that he shall take rank in such lower category next below any specified member thereof.

(d) The seniority of Police Constables who are appointed on or after 01.07.1977 according to rule of reservation shall be determined with reference to the marks obtained by them in the final

examination conducted at the Recruits Schools. In the case of those who secured same marks, seniority shall be decided with reference to their date of birth.

(e) The Inter-se-seniority of those appointed by more than one method of recruitment, and if their date of appointment to the category happens to be one and the same, shall be decided with reference to their age.

(f) Any person serving in any post in specialist category (other than regular line) may opt for transfer to general category (regular line). On transfer to the general category, such person shall take his seniority immediately above his junior serving in any posts in general category, if he is otherwise qualified to hold the post. For determining the seniority for this purpose, the seniority at the time of entry into the Tamil Nadu Special Police Subordinate Service shall be taken in to account. A person in the specialist category shall not have any advantage in the general category by virtue of the promotion, if any, earned by him in the specialist category in the event of his transfer or reversion from specialist category to general category either at his option or otherwise.

(g) The inter-se-seniority between the accelerated promotees and the general promotees in the promoted category shall be in the order of seniority in the feeder category (lower category) and the accelerated promotion will not confer any consequential seniority on such accelerated promotees either in the feeder category or in the promoted category.

**25. Travelling allowance concessions.—**(i) Havildar, Naik and Constable whose home is more than 80 Kilometres from his headquarters shall, when proceeding on leave including casual leave or compensation leave, be entitled to travelling allowance specified below, namely:-

(a) Actual second class railway fare to home and back once a year, provided that not more than 30 percent of the sanctioned strength shall be granted this concession in any year.

(b) When brought on the married strength:

- |   |  |
|---|--|
| (1) To bring his family to headquarters | Actual second class railway fare for family from his home to Headquarters.                                       |
| (2) To take his family home and back    | Actual second class railway fare, provided that this concession shall be granted to him only once in four years. |

(ii) Every member of the service shall, on transfer, be entitled to travelling allowance on the scale and at the rate admissible under the Tamil Nadu Travelling Allowance Rules to a member of the Tamil Nadu Police Subordinate Service drawing the same pay.

(iii) Every Sub-Inspector, Havildar, Naik or Police Constable shall, on retirement, on retiring, pension, superannuation pension, invalid or compensation pension, be eligible for travelling allowance, as per the Tamil Nadu Travelling Allowance Rules for himself and also for the members of the family.

(iv) While serving in other States, all members of the service, irrespective of rank, shall, on discharge, resignation, retirement, removal, invalidation, cessation of probation or suspension be eligible for Railway warrant as admissible to them as on tour according to the Travelling Allowance Rules to their homes or to the headquarters of the Battalion in the State, whichever is beneficial to them.

**26. Batta.—**It shall be admissible to the members of the service while serving away from headquarters daily allowance at the rate prescribed in the Tamil Nadu Travelling Allowance Rules for the members of the Tamil Nadu Police Subordinate Service drawing the same pay. If any additions to the rates prescribed in the Tamil Nadu Travelling Allowance Rules have been sanctioned for particular localities, such additions may also be drawn. Mileage shall not be admissible for marches of over 32 kilometres, but free transport shall be provided for members of the service and their baggage.

When rations are supplied, the members of the service shall be required to contribute towards the cost up to the amount of their daily allowance.

**27.Quarters.—** Members of the service shall be entitled to rent-free quarters.

**28.Leave.—**

Section I – Full members.

(i) Earned leave.—(1) A full member of the service shall earn leave at the rate of one eleventh of the period spent on duty:

Provided that he shall cease to earn leave while he has to his credit such leave amounting to 180 days.

(2) The amount of leave due shall be the amount of earned leave diminished by (a) the amount of earned leave which he has taken and (b) one half of the amount of special disability leave taken on full pay under the Fundamental Rule 83 (7) (b).

(3) A full member of the service may, at any time, be granted the whole or any part of the leave due to him, provided that not more than 180 days shall be taken at any one time. This leave may be combined with other kinds of leave.

(4) The personnel are permitted to encash the earned leave at credit on date of superannuation subject to a maximum of 180 days by the authority sanctioning the pension. They shall be paid leave salary, less pension and pension equivalent to Death-cum-Retirement Gratuity.

(ii) Unearned leave.—(1) Leave on private affairs.—A full member of the service may be granted leave on private affairs for a total period of six months in all and up to a maximum of three months at any one time. Leave on private affairs may be combined with other kinds of leave.

(2) Leave on medical certificate.—(A) Leave on medical certificate may be granted to a full member of the service of one year in all. Such leave shall be given only on production of a certificate from such medical authority as the State Government may by general or special order prescribed and for a period not exceeding the amount of leave recommended in the certificate. It may be combined with special disability leave.

(B) When the period of one year prescribed in sub-clause (A) has been exhausted, further leave on certificate for a period not exceeding six months in all may be granted in exceptional cases on the recommendation of the medical authority referred to in the sub-clause.

(3) Extra-ordinary leave.—Extra-ordinary leave may be granted to a full member of the service in exceptional circumstances:

(A) When no other leave is admissible under these rules; or

(B) When any other leave being admissible, the member concerned applies in writing for the grant of extra ordinary leave.

(iii) Hospital leave.—Hospital leave shall be admissible to Sub-Inspectors, Havildars, Naiks and Constables only.

The grant of hospital leave shall be regulated by rule 101 of the Fundamental Rules and the subsidiary rules there under issued under the authority of the Government of Tamil Nadu. This leave may be combined with other kinds of leave.

(iv) Special disability leave.—The grant of special disability leave to full members of the service shall be regulated by rule 83 of the Fundamental Rules issued under the authority of the Government of Tamil Nadu.

(v) Leave Salary.—A member of the service—

- (1) While on earned leave, shall be entitled to leave salary equal to his pay.
- (2) While on earned leave on private affairs or on leave on medical certificate, shall be entitled to leave salary equal to one-half of his pay; and
- (3) While on extra ordinary leave, shall be entitled to no leave salary.

Section II – Members other than full members.

(a) (i) Earned leave.—(1) A member earns leave at the rate of one, twenty second of the period spent on duty, provided that he shall cease to earn leave while he has at his credit such leave amounting to 30 days.

(2) The amount of leave due shall be the amount of leave earned diminished by (a) the amount of leave which he has taken and (b) one half of the amount of special disability leave taken of full pay under Fundamental Rule 83 (7) (b).

(ii) A member may be granted the whole or any part of the leave due to him, provided that not more than two months leave shall be taken at any one time. He may also be granted extraordinary leave up to a limit of two months at any one time.

(iii) If an interruption of duty other than leave occurs in the service of a member, the earned leave to his credit shall lapse.

(iv) If a probationer or an approved probationer is appointed as a full member of the service, his leave account shall be credited with the amount of earned leave, which would have been admissible to him if he had been a full member of the service in respect of his previous duty, diminished by the amount of earned leave which has been taken and one half of the special disability leave taken on full pay under Fundamental Rule 83 (7) (b).

(v) Hospital leave.—(a) The terms of hospital leave applicable to full members shall also apply to members other than full members of the service.

(b) The leave terms applicable to members of the service other than those referred to in sub-rule (a) shall be as follows:-

(i) Leave account, maximum and total leave—

(1) A leave account shall be maintained for each member of the service in terms of leave on full pay. In leave account shall be credited two elevenths of the period spent by him on duty. The account shall be debited with the actual period of leave on full pay (but excluding special disability leave) and half the period of leave on full pay (other than special disability leave) or of leave on quarter full pay or of special disability leave on half pay taken by the member. Hospital leave, whether on full or half pay, shall not be debited to the leave account.

(2) The maximum amount of leave on full pay that a member of the service may be eligible for shall be one eleventh of the period spent on duty in the whole service, and if he takes leave on medical certificate, an additional year in his whole service.

(3) The total amount of leave that may be granted to any one member shall be one eleventh of the period spent on duty plus one and two-third years in terms of leave on full pay.

(4) After a continuous absence from duty on leave for a period of 28 months, a member may be granted an extension of leave on quarter full pay.

(ii) Leave on full pay.—Leave on full pay may be granted to a member of the service up to one eleventh of the period spent by him on duty, provided that not more than two months leave is

taken at one time. This leave shall not be combined with other kinds of leave, but it may be followed by leave on medical certificate, hospital leave or special disability leave.

(iii) Hospital Leave.—Hospital leave shall be admissible to Sub-Inspectors, Havildars, Naiks and Constables only.

The grant of hospital leave shall be regulated by rule 101 of the Fundamental Rule and the subsidiary rules thereunder issued under the authority of the Government of Tamil Nadu. This leave may be combined with leave on medical certificate, hospital leave or special disability leave.

(iv) Leave on medical certificates.—Leave on medical certificate may be granted to members of the service on duty, and it may be combined with special disability leave.

(v) Leave on urgent private affairs.—A member of the service may be granted leave on urgent private affairs after he has completed ten years of service, provided that if there is no leave to his credit in the leave account, he may be granted during his service such leave for a total period of six months on half full pay. Leave on urgent private affairs shall not be combined with other kinds of leave, but it may be followed by leave on medical certificate, hospital leave or special disability leave.

(vi) Special disability leave.—The grant of special disability leave to the members of the service shall be regulated by rule 83 of the Fundamental Rules issued under the authority of the Government of Tamil Nadu.

(vii) Extra-ordinary leave.—In special circumstances and when no other leave is admissible, extra-ordinary leave up to two months may be granted to the members of service. Such leave shall not consume other leave that the member may be eligible for, nor shall be eligible for any leave salary during such leave. Extra-ordinary leave may be combined with other kinds of leave.

(viii) Leave not due may not be granted to the members of the service.

(c) No leave except leave on medical certificate, hospital leave and special disability leave shall be granted to any member of the service unless he can be spared.

(d) The Fundamental Rules relating to leave as issued and amended from time to time under the authority of the Government of Tamil Nadu and the subsidiary rules made under them by the said Government and the Tamil Nadu Leave Rules as issued and amended from time to time shall apply mutatis mutandis to the service in so far as they are not repugnant to the provisions of these rules in respect of matters not dealt with in these rules.

(e) Every full member of the service to whom the provisions of sub-rule (a) apply and every member of the service to whom the provisions of sub-rule (b) apply shall, on transfer to on Armed Reserve in accordance with rule 32, be allowed credit for unexpended leave, but he shall come under the ordinary leave rules from the date of his transfer without reference to his service in this force.

**29. Military Service.**—Subject to the provisions of Article 356 and 357(c), the Civil Service Regulations, service rendered in any of the defence forces, namely Indian Army, Navy or Air Force, shall count for pension and gratuity in the case of any member of the service—

- (i) Who is invalidated at any age; or
- (ii) Who is entitled to a pension for service in the force; or
- (iii) Who, after transfer to the ordinary Police, retired there from.

**30. Transfer to Armed Reserve.**—On recruitment, a Police Constable shall join in an Armed Police Battalion. He shall be imparted a rigorous training, which will suit the needs of both the Armed Police out-door duties and the contrasting duties of Taluk Police. The emphasis shall be on good public relations. He shall be specially trained in responding to the needs of the common men as detailed below:-

- (a) to impart knowledge of law with special emphasis on constitutional rights of citizens.
- (b) to give both the critical and practical knowledge about the functioning of Police units, especially Police Station and out-posts.



- (c) to teach the scientific methods of investigation.
- (d) to bring about qualitative change in the outlook of Police Constables to maintain good Police – Public relationship.
- (e) to develop their leadership qualities to command and control any unit under their charge.
- (f) to improve their talents in sports and other extra-curricular activities.
- (g) to mould them into first rate citizens and models for others to emulate.

After such training, the Police Constables shall serve in the Tamil Nadu Special Police Battalion for the first three years. The senior and willing Police Constables up to required number shall be retained in Battalion itself after obtaining in writing either temporary relinquishment or permanent relinquishment or the right for transfer from the Battalion. Temporary relinquishment shall be for a period of not less than three years and without restoration of original seniority. If relinquishment is made permanently, the subsequent claim of the Constables shall not be entrained. The Constables who have completed three years of service and who are willing to be recruited by transfer to the post of Constables (Armed Reserve) in Tamil Nadu Police Subordinate Service may be appointed to the Armed Reserve of the Districts or Cities of the said service, subject to their seniority and availability of vacancies in the post of Constable in the said service:

Provided that there shall be no currency of punishment / no disciplinary proceedings or criminal case pending against them.

Havildars including Company quarter master Havildars and Naiks shall also be eligible for such transfer, subject to the following conditions namely:-

- (a) that they shall have served for not less than 10 years in the force (counting towards this period any previous military service to the extent allowed)
- (b) that they shall have rendered satisfactory service for at least two years in the category from which they are transferred; and
- (c) that their general record in the force is good.

For purpose of assessing corresponding rank for fixing seniority of the personnel in and below the rank of Sub-Inspector transferred from the Tamil Nadu Special Police to the Armed Reserve, the similarity of duties and responsibilities of the various ranks will be taken as the basis and the same is indicated below:-

Rank in Armed Police (1)	Rank in Armed Reserve (2)
1. Sub-Inspector	Reserve Sub-Inspector
2. Havildar	Head Constable
3. Naik	Naik
4. Police Constable	Police Constable

**31. Transfer of Motor Transport Drivers to the Criminal Investigation Department, Tamil Nadu, and to the Office of the Inspector-General of Police, Tamil Nadu.**—(a) Motor Transport drivers (both Police Constable and Naiks, Havildar) shall with the approval of the Inspector-General of Police, be eligible for transfer as Motor Transport Driver, Police Constables or Naiks, Havildar respectively, in the Criminal Investigation Department, Tamil Nadu, and the office of the Inspector-General of Police, Tamil Nadu:

Provided that they have served as Motor Transport Drivers in Tamil Nadu Special Police Unit for a minimum period of three years and are in possession of a valid driving license:

Provided further that their general record in the force is good.

(b) Radio Telegraphy Operators (Police Constables and Naiks) shall, with the approval of the Inspector-General of Police, Tamil Nadu, be eligible for transfer to the category of Police Constables, Naiks and Head Constables respectably in the Police Telecommunications Branch, Tamil Nadu:

Provided that —

- (i) they have served as Radio Telegraphy Operators in Tamil Nadu Special Police Unit for a minimum period of three years.
- (ii) they have passed III class, II class and I class Operator's Tests in the case of Police Constable, Naiks and Head Constables, respectively;
- (iii) they have studied up to secondary school leaving certificate and possess a working knowledge in English; and
- (iv) their general record in the force is good.

(c) Police Constable and Naik of Tamil Nadu Special Police Battalions who are approved probationers and who possess good record of service shall be eligible for transfer to any of the special units, namely Police Computer Wing, Prohibition Enforcement Wing, Chennai, non-technical posts in the Special Branch C.I.D., Crime Branch C.I.D., Commercial Crime Investigation Wing, CID, Security C.I.D. and Police Radio Branch. Such transferred personnel shall continue to hold their lien and seniority in their respective battalions. In the case of personnel transferred to Police Radio Branch, their lien and seniority shall be maintained in the Tamil Nadu Special Police Battalions till they are absorbed in the Police Radio Branch. They may be reverted to battalions concerned for want of vacancies or on public grounds without assigning any reason.

**32. Transfer of full members and approved probationers on less pay.**—A full member or an approved probationer of the service shall not be transferred to another service, class or category carrying less pay than his relative position in the cadre of service or category to which he belongs would justify except as a punishment or except with his written consent for transfer to the District Armed Reserve to the similar rank as indicated in rule 30.

**33. Uniform.**—Every member of the service shall, on enlistment, be given a free supply of uniform as specified in Annexure II to these rules.

**34. Pension and gratuity.**—Subject to the provisions of rule 29 the grant of pension and gratuity to the members of the service shall be regulated as follows, namely:-

- (a) Pension and gratuity shall be granted only for approved service.
- (b) Service qualifying for pension or gratuity shall be reckoned in accordance with rules in the Civil Service Regulations / Tamil Nadu Liberalized Pension Rules, 1960, as the case may be.
- (c) No gratuity or pension shall be paid to the members of the service who voluntarily resign the service.
- (d) Members of the service shall be eligible for invalid gratuity, retiring and invalid pensions at the rates and on the conditions laid down in the Civil Service Regulations or the Tamil Nadu Liberalized Pension Rules, 1960, of Tamil Nadu Government Family Pension Rules, 1964, as the case may be, according to the option exercised by the members concerned in this regard:

Provided that—

(i) retirement without medical certificate shall be permissible in the case of all ranks on completion of 25 years of qualifying service.

**Explanation.**—A member of the service who comes under the category of personnel who were appointed to the service on or after 20<sup>th</sup> June, 1952, but before 28<sup>th</sup> July, 1965, and who opted to come under the Tamil Nadu Government Servants Family Pension Rules, 1964, may retire from service at any time after completing twenty five years of qualifying service, provided that he shall give in this behalf, a notice in writing to the appropriate authority at least three months before the date on which he wishes to retire. The Government may also require such Government Servants to retire at any time after he has completed 25 years of qualifying service provided that the appropriate authority shall give in this behalf, a notice in writing to the Government Servant at least three months before the date on which he is required to retire.

(ii) Retirement shall, in all cases, be compulsory on attaining the age of 48 years except the cases mentioned in clause (iii) below, provided that in the case of a member who has not completed 25 years of qualifying service on attaining on the age of 48 but who is considered efficient and physically fit for the service, the Inspector-General of Police, on the recommendation of the Commandant, Tamil Nadu Special Police, and the Deputy Inspector-General of Police, Railways, and Armed Police may, at his discretion, permit him to continue in service for such period as is necessary but in any case not beyond 50 years of service so as to enable him to put in 25 years of service to qualify for full pension.

The provisions of sub-rules (c) and (d) shall be applicable only to the new entrants who were appointed to the service on or after the date of issue of G.O.Ms.No.2221, Home dated: 20<sup>th</sup> June, 1952. In the cases of the officers and men of the Tamil Nadu Special Police who joined the force prior to the issue of the above Government order, they will be given the option to elect to come under the provisions to these sub-rules or to continue to stay on under the terms and conditions prescribed in the old rule that existed prior to the date of the said Government order. The option once exercised in this regard shall be final.

(iii) Retirement shall, in all cases of members of service who were appointed on or after the 28<sup>th</sup> July, 1965, be compulsory on attaining the age of 58 years:

Provided that same as otherwise expressly provided under clause (ii) above, retirement shall be compulsory on attaining the age of 58 years for those members of service who were appointed to the service prior to 26<sup>th</sup> July, 1965, if they have exercised their option to remain in service even after attaining the age of 48 years.

(iv) All service rendered after attaining the age of 18 years shall count in the case of all ranks for invalid pension and gratuity and retiring pension.

**Explanation.**—For the purpose of this clause, 'Service' shall include service in the Tamil Nadu Police prior to joining the Tamil Nadu Special Police.

(e) The grant of pensions and gratuities on account of wounds, injuries and illness caused by field service and pension for families of members who are killed or who die of wounds, or disease on service shall be regulated by the provisions of the Civil Service Regulations or the Tamil Nadu Liberalized Pension Rules, 1960, as the case may be:

Provided that the State Government may, in special circumstances such as quelling armed disorder of a serious and widespread character, by special order, sanction family and wound pensions on the scale laid down in the Army Regulation.

**Explanation.**—For the purpose of this clause, 'Family' shall include only wife, a legitimate child, father or mother depending upon the deceased for support.

(f) In all matters not specifically provided for in these rules, the Pension rules in the Civil Service Regulations or the Tamil Nadu Liberalized Pension Rules, 1960, as the case may be, shall apply.

**35. Condonation of service and other conditions.**—No member of the service shall be entitled to any condonation of deficiency in qualifying service under Article 423 of the Civil Service Regulation:

Provided that the State Government may, on the recommendation of the Inspector-General of Police, grant to any member of the service any concession to which he is not entitled under these rules.

**36. Resignation.**—(a) A member of the service may resign the force at any time:

Provided that—

- (i) the battalion is not on active service; and
- (ii) the acceptance of the resignation will not reduce the sanctioned strength of the service by more than 10 percent.

(b) A member of the service shall, if he resigns his appointment, forfeit not only the service rendered by him in the particular post held by him at the time of resignation but all his previous service under the Central or State Government.

The re-appointment of such a person to the service shall be treated in the same way as a first appointment to the service by direct recruitment, and all rules governing such appointments shall apply, and on such re-appointment, he shall not be entitled to count any portion of his previous service for any benefit or concession admissible under any rule or order:

Provided that nothing contained in this rule shall affect the operation of clause (b) of Article 418 or Article 422 of the Civil Service Regulations:

Provided further that a member of a service who has resigned his appointment and contested in the General Election to Parliament or State Legislature or in the Elections to local bodies either as a party candidate or as an independent candidate shall not be eligible for re-appointment to any service.

**36A. Acceptance of resignation.**—(a) A member of the service may resign his appointment by giving advance notice of not less than three months in writing direct to the appointing authority, with a copy marked to his immediate superior officer. The period of three months' notice shall be reckoned from the date of receipt of such notice by the appointing authority.

(b) The member of the service may withdraw the notice of his resignation before its acceptance. Withdrawal of resignation shall not be permitted after its acceptance by the appointing authority.

(c) The appointing authority shall issue orders on the notice of resignation before the date of expiry of notice, either accepting the resignation from a date not later than the date of expiry of the notice or rejecting the same, giving reasons therefore. If no such order is passed, the resignation shall be deemed to have been accepted on the expiry of the period of notice.

(d) Notice of resignation given by the member of the service shall be accepted by the appointing authority, subject to the conditions —

- (i) that no disciplinary proceeding is contemplated or pending against the member of the service concerned under sub rule (b) of rule 3 of the Tamil Nadu Police Subordinate Service (Discipline and appeal) Rules;
- (ii) that a report from the Director of Vigilance and Anti-Corruption has been obtained to the effect that no enquiry is contemplated or pending against the member of the service concerned;
- (iii) that no dues are pending to be recovered from the member of the service concerned;
- (iv) that there is no contractual obligation of any kind including contractual obligation to serve the Government during the period in which the member of the service concerned seeks to resign;

(e) Notwithstanding anything contained in clauses (i) and (ii) of sub rule (d) above, where a member of the service, under suspension or against whom disciplinary or criminal action or Vigilance enquiry is pending, seeks to resign, the appointing authority shall examine the nature and gravity of the case and may accept the resignation, if the case is not such, as would warrant rejection of the notice of resignation.

**37. Area of service.**—A member of the service shall be liable to serve in any part of the State of Tamil Nadu or when so ordered by the State Government in any part of India, outside the said State:

Provided that nothing contained in the rule shall affect the operation of the provisions of Chapter XII in part VII of the Fundamental Rules in regard to the transfer of officers to foreign service.

**38.Re-employment of pensioners.**—Nothing in these rules shall be construed to limit or abridge the powers of the Government and or subordinate authorities to re-employ in the categories to which they belonged at the time of retirement, persons who have retired on a Civil Pension or gratuity in accordance with the provisions contained in Chapter XXI of the Civil Service Regulations and the delegations made there under. The re-employment of such a person shall not be regarded as a first appointment to the service. The person re-appointed shall be given the minimum pay of the post to which he is re-appointed, the difference between such pay and the pay he was drawing at the time of his retirement being made up from his pension. The balance of his pension, if any, shall be held in abeyance during the period of re-employment. If, however, his pay at the time of retirement was more than the total of his pension and of the minimum pay of the post to which he is re-appointed, he shall be given a personal pay equivalent to the difference.

**39.Relinquishment of rights or privileges.**—Any member of the service may, in writing, relinquish any right or privilege to which he may be entitled under these rules, if in the opinion of the appointing authority such relinquishment is not opposed to public interest and nothing contained in this rules shall be deemed to require the recognition of any right or privilege to the extent to which it has been so relinquished.

**40.Relaxation of rules in individual cases.**—Any of these rules may, for reasons to be recorded in writing, be relaxed in individual cases in which the State Government are satisfied that strict application of the rule would cause hardship to the individual concerned.

**41.Alteration of date of birth.**—(a) If, at the time of appointment a candidate claims that his date of birth is different from that entered in his Secondary School Leaving Certificate or Matriculating Register or School Records, he shall make an application to the appointing authority stating the evidence on which he relies and explaining how the mistake occurred. The application shall be forwarded to the Board of Revenue for report after investigation by an officer not below the rank of a Deputy Collector, and on receipt of the report, the appointing authority shall decide whether the alteration of date of birth may be permitted or the application may be rejected:

Provided that in the case of a candidate who was born outside Tamil Nadu, the investigation through the Board of Revenue shall be dispensed with and the Tamil Nadu Public Service Commission, the appointing authority shall examine and scrutinize the records that may be produced by the candidate and shall decide whether the alteration of date of birth may be permitted or the application may be rejected.

(b) After a person has entered service, an application to correct the date of birth as entered in the official records shall be entertained only if such an application is made within five years of such entry into service. Such an application shall be made to the authority competent to make an appointment to the post held by the applicant at the time of his application and shall be disposed of in accordance with the procedure laid down in sub-rule (a).

(c) Any application received after five years after entry into service shall be summarily rejected.

(cc) Every person shall check up and attest his date of birth as entered in his service roll at the time of completion of his probation.

(d) In considering the question of permitting an alteration in the date of birth as entered in the official records even when such entry is proved to have been due to a bonafide mistake, the Government or the appointing authority shall take into consideration the circumstances whether the applicant would normally be eligible for appointment to the post at the time of entry into service had his age been correctly stated and what would have been its effect on his service conditions of other officers in the service and may permit the alteration subject to such conditions as they or it may deem fit to impose.

(e)The procedure laid down in sub-rule (a) shall be followed in all cases where alteration of date of birth is proposed suo-moto by the Head of office on the basis of medical opinion, in the absence or any other authoritative records.

**Explanation.**—For the purpose of the sub-rule, authoritative records are the Secondary School Leave Certificate or University, College or School records.

(f)The decision of the appointing authority or the Government, as the case may be, shall be final.

**42.Savings.**—(1)(a) Nothing in these rules shall adversely affect any person who was a member of the Malabar Special Police Subordinate Service in the post specified in column (1) of the table below on the date specified in the corresponding entries in column (2) thereof:-

TABLE

Post	Date
Inspector	2 <sup>nd</sup> March 1942
Battalion Quarter Master, Inspector	1 <sup>st</sup> March 1942
Any other post	1 <sup>st</sup> April 1942

(b) Where these rules would in respect of any matters, adversely affect a person who was a member of the Malabar Special Police Subordinate Service in a post before the respective date specified against it in sub-rule (a), he shall, in respect of such matter, be governed by the rules and orders, if any, which were applicable to him immediately prior to such date.

(c) If before 26<sup>th</sup> April, 1934, a person had been exempted under the orders then in force from the possession of any qualification and the possession of such qualification is prescribed by these rules, they shall not apply to such person to the extent and in respect of the category, grade or post, specially covered by the order of exemption.

(2)Notwithstanding anything contained in these rules, the provisions of rules 5, 7, 9, 10 and 12 (a) of the Tamil Nadu Special Armed Police Subordinate Service rules shall not adversely affect the existing incumbents on the date of introduction of the Tamil Nadu Special Armed Police Subordinate Service Rules, namely 1<sup>st</sup> April, 1954.

(3)Notwithstanding anything contained in these rules, the orders issued in respect of service matters during the period from the 20<sup>th</sup> October, 1971, to the 21<sup>st</sup> August, 1978, with reference to the Malabar Special Police Subordinate Service or the Special Armed Police Subordinate Service shall not adversely affect any member of the force.

**43.Application of General rules.**—The provisions of the General rules in Part II of the Tamil Nadu State and Subordinate Services Rules shall apply to the members of service except to the extent expressly provided in these rules.

**ANNEXURE I**

(See rule 14 (a), Explanation III).

Hearing good and no signs of ear disease.

Speech without impediment.

No glandular swellings.

Chest well formed and heart and lungs sound.

No rupture in any degree or form.

Limbs well formed and fully developed.

Free and perfect movement of all joints.

Feet and toes well formed and no tendency to flat feet.

No congenital malformation or defects.

No traces of previous acute or chronic disease pointing to impaired constitution.

Teeth sound and sufficient for mastication.

Vision without glasses good with each eye and upto the standard indicated below:-

Directions for using the Test dot card.

1. Place the recruit with his back to the light and hold the test card perfectly upright in front of him at a measured distance of exactly three meters. The light should fall fully on the card.
2. Examine each eye separately. The eye not under trial should shaded by the hand of an assistant, who will take care not to press on the eye ball.
3. Expose some of the 'dots' not more than seven or eight at a time and desire the recruit to name their number and positions, vary the groups frequently to provide against deception.

**ANNEXURE II**

(See rule 33)

Inspector Adjutants, Inspectors and Sub-Inspectors

- |   |   |             |
|---|---|-------------|
| <ol style="list-style-type: none"> <li>1. One badge cap</li> <li>2. One pair of badges of rank</li> <li>3. One pair of badges shoulder<br/>T.S.P. Block letters 1.11 (Cm)</li> <li>4. One belt sambrown</li> <li>5. Four buttons T.S.P. medium to Inspectors<br/>and Inspector - Adjutants and Sub-Inspectors</li> <li>6. Six buttons T.S.P. Small</li> <li>7. Whistle</li> </ol> | } | As required |
|---|---|-------------|

8. Two pairs of shoes brown leather	}	Annually
9. Cloth, khaki. drill for one Jacket (coat ) and three pairs of shorts.		
10. Cloth, Khaki drill for four shirts		
11. Omitted		
12. Omitted		
13. Three pairs of socks Woollen Khaki.		
14. Two ties khaki silk		
15. One peak cap		
16. Two beret caps		
17. Rings brass at the rate of one for each button.		
18. One jersey	}	Triennially
19. One set of water proof cap and hood		
20. One ground sheet water proof		Quinquennially.
21. One kit bag		Decinially.
22. One Tin Polish brown		Monthly
23. One Dhurry		Triennially
24. One blanket woollen		Once in 5 years
25. One Mosquito net	}	Once in 4 years
26. One fibre glass helmet		

**Explanation.**—(1) Newly recruited Sub-Inspectors are entitled to the supply of two pairs of black ammunition boots and one pair of brown leather boots during their training. Only one pair of black ammunition boots one pair of brown leather boots shall be issued in the first instants. The second pair of black ammunition boots shall be issued only after the first pair becomes absolutely unserviceable and shall be withdrawn at the end of the period of training and issued to the succeeding batch of trainees or other members of the force if the boots are in a serviceable condition.

(2) A second set of buttons will be issued to be kept in reserve stock to meet loss or damages;

(3) Cloth for two jackets will be issued on joining the posts.

Havildars, Naiks and Constables

1. One pair of badges shoulder TSP block letter 1.11 Cm.	}	Once in five years
2. One belt leather		
3. One ground sheet water proof		
4. One whistle to non-commissioned Officers and Lance Naiks only.		
5. Cane with thong		
6. Lathi with thong.		
6(a) Bades wireless sleeves far wireless staff		
7. One tin polish black		Monthly
8. One tin polish brown		Quarterly



- |   |   |                |   |             |
|---|---|----------------|---|-------------|
| 9. Two banians  | } | Annually       |   |             |
| 10. Two pairs of hosetops   |   |                |   |             |
| 11. Two pairs putties short woolen khaki  |   |                |   |             |
| 12. Threes shirts Khaki twill   |   |                |   |             |
| 13. Three shirts khaki drill  |   |                |   |             |
| 14. Two slouch hat K.D. quilted   |   |                |   |             |
| 14(a) One slouch hat for R/T operators, Drivers and Armourers                                     |   |                |   |             |
| 15. Three pairs of socks, woollen white   |   |                |   |             |
| 16. Two pairs boots, black ammunition except to Radio operators, drivers, cleaners and Armourers. |   |                |   |             |
| 17. One pairs of boots black ammunition to drivers cleaners and Armourers.                        |   |                |   |             |
| 18. One pairs of boots black ammunition to radio operators.                                       |   |                |   |             |
| 19. Two pairs of canvas shoes to radio operators and drivers.                                     |   |                |   |             |
| 20. One overall blue khadi to M.T. Staff  |   |                |   |             |
| 21. Two overall blue khadhi to rebrowning is staff  |   |                |   |             |
| 22. Two chevron cloth maroon triple to Havildars  |   |                |   |             |
| 23. Two Chevron Cloth maroon double to naiks  |   |                |   |             |
| 24. Two Chevron cloth maroon single to Lance  |   |                |   |             |
| 25. One pair on canvas shoe   |   |                |   |             |
| 26. Two flashes for slouch hat.   |   |                |   |             |
| 27. Two overall Blue Khadi for Havildar Motor Transport Mechanics.                                |   |                |   |             |
| 28. One pair State emblem for company Havildar.   |   |                | } | Biennially  |
| 29. One shirt khaki twill (in addition to the regular annual supply)                              |   |                |   |             |
| 30. Mug aluminium.  |   |                |   |             |
| 31. Plate aluminium.  |   |                | } | Triennially |
| 32. One dhurry  |   |                |   |             |
| 33. One Jersey  |   |                |   |             |
| 34. One water proof cap   |   |                |   |             |
| 35. One water proof hood  |   |                |   |             |
| 36. One blanket army pattern  | } | Quinquennially |   |             |
| 37. One sash worsted red to Havildars   |   |                |   |             |
| 38. One kit bag   | } | Decennially    |   |             |
| 39. Steel helmet for Havildar, Naik and Police Constables.  |   |                |   |             |

**Explanation.**—One pair of spare lace will be issued when new black ammunition boots are issued.

**ANNEXURE III**  
[See rule 16(3)(iii)]

I Class Qualification – Sheet for Naiks

**1.Knowledge of Electricity.**—Must have knowledge of units of electricity, conductor insulators, series and parallel connections, current Ohms Law, magnetism, electro-magnetism, elementary A.C. theory and simple wireless sets.

**2.Sending and Receiving.**— Must be able to pass 13 messages with 100 letters each message if in plain language and 75 letters each message if in five figures or letters of cipher and code message in 75 minutes and receive such 13 messages in 15 minutes with his interference of different note from R.1 to R4. Accuracy for pass is 99 per cent.

**3.Knowledge of W/T procedure.**—Must have a detailed working knowledge of the standard Police procedure including operating signals. Must be able to keep wireless log and register messages for transmission or those received for delivery.

**4. Knowledge of wireless sets.**—Must be able to operate all sets in use in the State and set up for operating a transportable station and locate external faults, change valves and simple parts not requiring use of tools.

**5. Netting.**—Must be able to net as on out or control station and give necessary instructions to outstations for netting.

**6. Knowledge of wave meter.**—Must be able to use practically the type of wave meter in use in the State for setting up transmitter and receiver on a given frequency.

**7. Knowledge of batteries.**—Must be able to connect up both primary and secondary batteries in series and parallel for given voltages. Must be able to take general care and maintenance of batteries and testing batteries for voltage and stage of charge.

**8. Knowledge of charging engines in use and battery charging.**—Must be able to connect up and charge batteries from petrol electric charging engine and A.C. or D.C. mains.

**9. Aerials.**—Must be able to direct the erection of all aerial masts up to 22.8 metres. Must have practical knowledge of end feet vertical, whyndom and half wave dipole aerials, be able to cut to a given frequency and make up complete with lead-in or feeder.

**10. Servicing.**—Must be able to carry out on the spot minor repairs to wireless and associated apparatus.

**11.** Service required to pass this I class shall be for a period not less than two years.

#### ANNEXURE IV

Omitted

#### ANNEXURE V

[See rule 16 (3)(i)]

#### III Class Qualification – Sheet to Police Constables

**1. Knowledge of Electricity** — Must have knowledge of unit of electricity, conductor insulators, series and parallel connection, current flow and Ohms Law.

**2. Sending and Receiving** — Must be able to pass 7 messages with 100 letters each message if in plain language and 75 letters each message if in five figures or letters of cipher and code message in 15 minutes and receive such 7 messages in 15 minutes with his interference of R1 to R4. Accuracy for pass is 98.5 per cent.

**3. Knowledge of Wireless procedure** — Must have a detailed working knowledge of the standard Police procedure including operating signals. Must be able to keep wireless log and register messages for transmission or those received for delivery.

**4. Knowledge of wireless sets** — Must be able to tune and operate any one set in use in the State.

**5. Netting** — Must be able to net as on outstation on to a group.

**6. Knowledge of wave meter** — Must be able to use practically the type of wave meter in use in the state for setting up transmitter and received on a given frequency.

**7. Knowledge of batteries** — Must be able to connect up both primary and secondary batteries in series and parallel for given voltages. Must be able to take general care and maintenance of batteries and to test batteries for voltage and stage of charge.

**8. Knowledge of charging engines in use battery charging** — Must be able to connect up and charge batteries from small petrol electric charging engines under supervision.

**9.Aerials** — Must be able to erect aerial masts up to 22.8 metres under supervision in a team.

**10.**Service required to pass this III class shall be for a period of not less than six months, i.e., on completion of training.

**ANNEXURE VI**

(See rule 14(a); Explanation I)

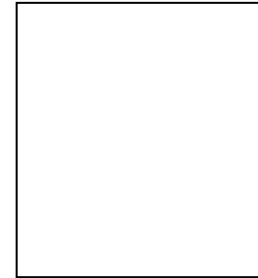
Certificate of Physical Fitness for executive posts in Police Department

We, the undersigned, do hereby certify that we have medically examined Thiru ..... son of Thiru. .... (Sl.No./District Code No ..... ) a candidate for employment under the Government of Tamil Nadu as Sub-Inspector / Constable in the Tamil Nadu Police Department.

His age, according to his own statement, is .....years, and by appearance about ..... years. His weight is about ..... Kgs. His chest measurement is about ..... Cms on full inspiration and ..... Cms on full expiration (for men only). His/Her personal identification marks are noted below:

(i)

(ii)



The Certificate of his medical examination is as below:

Physical Examination: General

General Development:	Good	Fair
Nutrition:	Thin	Average
Skin:		
Any obvious disease:		
Any other disease or other		
Observations:		

Ophthalmic:

Night blindness  
 Defect in Colour vision:  
 Field of vision  
 Visual Acuity  
 Fungus  
 Any morbid condition of the eyes or  
 lids of either eye:

Acuity of vision

Naked eye

Right eye  
 Left eye  
 Near Vision  
 Right eye  
 Left eye  
 Distant vision  
 Any other disease or other observations

Directions for using the Test Dot Card

- Place the recruit with his back to the light and hold the Snellen's chart or Lendelt's Ring at a measured distance of 6 metres or 20 feet perfectly upright in front of him.

The light should fall fully on the card without any shadow.

- Examine each eye separately. The eye under cover should be covered with a card board and must be fully excluded.

3. He should read the 6/6 or 20/20 line without any visual aid at 33 cm with each eye.
4. Near vision J1 or Sn 0.5 chart should be read without any visual aid at 33 cm with each eye.
5. The recruit should not be a colour blind. Colour vision is tested by Ishihara chart.
6. (i) Must be certified to possess the visual standard specified below without glasses.

	Right eye	Left eye
a. Distant Vision (Snellen)	6/6	6/6
b. Near Vision (Snellen)	0.5	0.5

(ii) Each eye must have a full field of vision.

(iii) Colour blindness, squint or any morbid condition of the eyes or lids of either eye shall be deemed to be a disqualification.

(iv) Lasik / Laser surgery / Excimer Laser Surgery in either of the eye shall be deemed to be a disqualification.

E.N.T.

Ears:

Inspection:

Hearing	Right ear	Left ear
---------	-----------	----------

Speech:

Stammering

Stuttering

Conditions of teeth

Any other disease or other observations:

Physician:

Respiratory system: Does physical examination reveal any abnormality in the respiratory organs? If yes, explain fully:

Shortness of breath:

Asthma, Chronic Cough like Tuberculosis, etc.,

Circulatory System:

(a) Heart: Organ lesions after hopping 25 times or minutes after hopping;

Rate: standing

(b) Blood Pressure

Systolic:

Diastolic

Leprosy

Mumps

Glands – Thyroid and others

Lymph Glands

Insanity / Epilepsy

Venereal Diseases

Infectious Diseases

## Nervous System:

Indications of nervous or mental Disabilities:

## Surgeon:

Abdomen  
Cirth  
Tenderness  
Hernia

## Palpable:

Liver  
Spleen  
Kidneys  
Tumours Benign / Malignant  
Haemorrhoids  
Fistula  
Appendicitis  
Gall Stone Jaundice  
Varicose Veins

## Genitourinary system:

Any evidence of Hydrocele, varicocele, etc.,

Any other disease or other observations:

## ORTHO:

Any deformity in body, hands, fingers,  
legs, ankles or lakeness, spine, etc.,

Whether the candidate has knock knees,  
Bow legs, Flat Foot, etc.,

## Locomotor System

Any abnormality like painful shoulder, etc.,

Is there anything in the Health of the candidate  
likely to tender him/her unfit for the efficient discharge  
of his / her duties in the service for which  
he / she is a candidate?

## Rheumatoid Arthritis

## Stiffness of any Joint

Any other diseases or other observations

In view of the medical examinations conducted, as above, it is certified as below (delete  
whichever is not applicable)

(i) The candidate is of sound health and is free from any bodily defect, infirmity or incurable disease rendering him unfit for service in the Police Department. His general condition is such as to enable him to perform efficiently the active duties of the said post. The above decision does not include laboratory findings adverse at later stage.

(ii) The candidate is suffering from the following physical defects, infirmities or incurable disease, etc., which makes him liable to be rejected on medical grounds (Observations should be recorded below by the Medical Officer)

(iii) The candidate is free from any permanent infirmity or incurable disease, but is suffering from the following infirmity/curable disease, which can possibly be treated and cured within three months. Hence, he shall re-appear before this Board for a second medical opinion at the end of the third month or earlier; (Observation should be recorded below by the Medical Officer.)

Member  
Designation

Member  
Designation

Member  
Designation

Member  
Designation

Member  
Designation

Member  
Designation

Place:  
Date:  
Office seal:

Chairman  
Designation

#### Lab Investigation Results

I, the undersigned, do hereby certify that the medical investigation done on Thiru .....S/o. Thiru ..... (Sl.No. District Code No. ....) a candidate for employment under the Government of Tamil Nadu as Sub-Inspector / Constable in the Tamil Nadu Police Department, have revealed as follows:

#### I. URINE:

- a. Physical appearance:
- b. Specific Gravity:
- c. Albumin:
- d. Sugar:
- e. Casts:
- f. Cells

#### II. RADIOGRAPHY:

- a. Report of screening / X-ray Examination of chest or MMR:
- b. any other like ECG, ECHO, etc.,

#### III. BLOOD

VDRL

#### IV. Any other investigation:

He is, therefore, found

1. Fit for the Government Employment under Tamil Nadu Government
2. Unfit on account of  
(Remarks should be quoted in Capital letters)
3. Temporarily Unfit on account of  
(Remarks should be quoted in Capital letters)

Place:

Chairman,

Date:

Designation

Candidate's Statement and Declaration

The candidate must make the statement required below prior to his medical examination and must sign declaration appended thereto. His attention is specially directed to the warning contained in the note below:

- (i) State your name in full (in Block letters)
- (ii) State your age, place of birth
- (iii) (a) Have you ever had small pox, intermittent or any other fever, enlargement or suppuration of glands, lung disease, spiting of blood, heart disease, fainting attacks, rheumatism, and appendicitis?  
 (b) Any other disease or accident requiring confinement to bed and medical or surgical treatment?
- (iv) When were you last vaccinated?
- (v) Have you or any of your near relation been affected with consumption, scrofula, gout, asthma, fits, epilepsy or insanity?
- (vi) Have you suffered from any form of nervousness due to overwork or any other cause?
- (vii) Have you been examined and declared unfit for Government Service by a Medical Officer / Medical Board within the last three years?
- (viii) Furnish the following particulars concerning of your family:

Father's age if living and State of health	Father's age at death and cause of death	No. of brothers living, their ages and state of health	No. of brothers dead, their ages at death, and cause of death
(1)	(2)	(3)	(4)
Mother's age if living and State of health	Mother's age at death and cause of death	No. of sisters living, their ages and state of health	No. of sisters dead, their ages at death, and cause of death
(5)	(6)	(7)	(8)

I declare all the above answers to be, to the best of my belief, true and correct.

2. I also solemnly affirm that I have not received a disability certificate / pension on account of any disease or other condition.

Signed in my presence:

Candidate's Signature

Signature of Chairman  
Designation

**Note.**—The candidate will be held responsible for the above statement. By wilfully suppressing any information, he will incur the risk of losing the appointment and, if appointed, of forfeiting all claims to superannuation allowance or gratuity.

**ANNEXURE VII**  
(See rule 16A)

KNOW ALL MEN BY THESE PRESENTS that we ..... (here enter the name of the candidate) (herein after called the candidate, which expression shall unless inconsistent with or repugnant to the subject or context, including his successors, heirs executors, administrators, legal representatives and assigns) and ..... (here enter the full name and address of the first surety) and ..... (here enter the full name and address of the second surety herein after called 'the sureties'. Which expression shall unless inconsistent with or repugnant to the subject or context, include their respective successors, heirs executors administrators legal representatives and assigns) are held and firmly bound up to the Governor of Tamil Nadu the sum of Rupees equal to the pay and other allowances to be drawn by the candidate during the period of training to be paid to the Government of Tamil Nadu (herein after called the 'the Government') their successor or assigns or their certain attorney or attorneys for which payment to be well and truly made as set out hereunder:

WHEREAS the candidate has been selected for the post of Tamil Nadu Special Police Sub-Inspector to undergo a course of training in the Regimental Centre, Avadi / Tamil Nadu Special Police Battalion Training Centre for a period as prescribed in the Special Rules for Tamil Nadu Special Police Subordinate Service for the time being in force on the terms and conditions herein after appearing and the candidate and on the sureties have agreed to the said terms and conditions.

Now therefore, in consideration of the selection of the candidate for the said course of training and payment to him per mensem in the time scale of pay applicable to the post from time to time during the period of training and dearness allowance and other allowance admissible under the rule, it is agreed to by us as follows;

1. The candidate shall diligently pursue the course of training, abide by the rules and regulations, for the time being in force regulating the training and conduct of trainee and shall appear for the prescribed examination / test.

2. On completion of the course of training, the candidate shall serve the Government in the Police Department in the capacity of Tamil Nadu Special Police Sub-Inspector or in any other capacity in the said department or in any other department, Corporation or Board etc., for a period of not less than five years from the date of completion of the training.

3. While in service in accordance with Clause 2 the candidate shall faithfully, diligently and with skill and ability perform his duties and observe the rules and regulations for the time being in force made by the Government for the conduct of its servants and his pay and allowances and other conditions of service shall be regulated by the rules, regulations and orders for the time being in force framed and issued by the Government.

4. If for any reason whatsoever (including illness or any, bodily infirmity) the candidate leaves the regimental Centre / Tamil Nadu Special Police Battalion Training centre without previous permission in writing, in that behalf of the principal, or any other person in charge of the institution, before appearing for the prescribed examination / test or is in the course of his training discharges or dismissed from he institution for misconduct or for any other reason or fails to pass the prescribed examination / test within the prescribed period of within further time granted for that purpose or refuses to serve as requires under clause 2 or resigns or is dismissed form service for misconduct while in service in terms of clause 2, we shall jointly and severally pay the Government on demand by way of liquidated damages such sum not exceeding the amount to be drawn by the candidate as pay and other allowances during the period of training or as the Government may demand. The decision of the Government as to the Commission of breach by the candidate and also the amount payable by the candidate and or by sureties under this clause shall be final and binding on us.

5. Any sim or sums are found due to the Government under this bond without prejudice to any other mode of recovery maybe recovered from us jointly and severally as arrears of land revenue under the provision of the law for the time being in force for the recovery of land revenue.



6. The Government shall have the fullest liberty without affecting the liability of the sureties to postpone for any time and from time to time any of the powers exercisable by them against the candidate and either to enforce or forebear any of the conditions and terms referred to in clause 4 above and the sureties shall not be released of their liability with reference to the matters aforesaid or by reason of time being allowed to the candidate or any forbearance, act or omission on the part of the Government or any indulgence by the Government to the candidate or by any other matter or a thing whatsoever which under law relating to the sureties might but for this provisions have the effect of so releasing the sureties from their liability hereunder.

7. If any dispute shall arise in respect of this bond or of the provisions herein contained or anything arising hereunder except in respect of the matters on which the decision on the Government is hereunder declared to be final, the same shall be referred to the arbitration of the Secretary to Government in the Department of Home, whose decision shall be final and binding on us.

IN WITNESS WHERE OF to the above written bond and the conditions therefore we (1) ..... and (2)..... and (3).....have hereunto set out hands this.....day of.....

Signed by  
(Name of the Candidate)

Signature of Candidate

Signed by  
(Name and address of the first surety)

Signature of first surety

Signed by  
(Name and address of the second surety)

Signature of second surety

In the presence of witness:

1.  
(Name and address of the first witness)

1.  
(Signature of the first witness)

2.  
(Name and address of the second witness)

2.  
(Signature of the second witness)

Accepted by.....for and on behalf of and by the order and direction of the Governor of Tamil Nadu in the presence of Witness:

1. Signature  
2.

(Signed for and on behalf  
of and by the order and  
direction of the Government of Tamil Nadu)

## SECTION 45 – THE TAMIL NADU TECHNICAL EDUCATIONAL SUBORDINATE SERVICE.

**1. Constitution.**—The service shall consist of the following classes and categories of posts, namely:-

### Class I

Posts in Engineering Colleges –

Category –

- 1 Foreman Instructor.
- 2 Instructor (Workshop).
- 3 Signal Instructor; Telegraph Mechanic.
- 4 Chief Pump house Operator.
- 5 Radio Mechanic; Maisteries; Engine Drivers; Armature Winder.

### Class II

Posts in Polytechnics including Women Polytechnics and Special Institutions—

Category –

- 1 Omitted.
- 2 Omitted.
- 3 Foreman (Automobile), Tamil Nadu Polytechnic, Madurai.
- 4 Boiler Foreman.
- 5 Electrical Foreman.
- 6 Workshop Instructor;  
Instructor in Sports Goods (Institute of Leather Technology);  
Senior Instructor and Operative (Institute of Leather Technology);  
Demonstrator (Footwear, Leather Goods, Travel Goods, Fancy Goods and Sports Goods), (Institute of Leather Technology);  
Demonstrator (Bakery and Confectionary);  
Park Superintendent.
- 7 Tannery Operative, Grade I (Institute of Leather Technology);  
Instructor and Operative (Institute of Leather Technology);  
Machine Operative, Grade I (Institute of Leather Technology).
- 8 Assistant Draughtsman (Central Polytechnic).
- 9 Pump Room Mechanic (Central Polytechnic);  
Mechanic / Fitter (Automobile) (Tamil Nadu Polytechnic, Madurai).
- 10 Machine Operative, Grade II  
Footwear Instructor;  
Tannery Operative, Grade II.
- 11 Blue Printer;  
Helper (Automobile), (Tamil Nadu Polytechnic, Madurai).
- 12 Laboratory Helper.

### Class III

Posts in Special Institutions—

Category—

- 1 Omitted.
- 2 Foreman Instructor.

### Class IV

Posts of common categories in Engineering Colleges, Polytechnics, Special Institutions and the Directorate of Technical Education—

Category –

- 1 Junior Draughting Officer / Draughtsman Grade III.
- 2 Sanitary Inspector.
- 3 Physical Training Instructor.

- 4 Artisan, Grade I;  
Instructor Repairer, Grade I.
- 5 Driver.
- 6 Boiler Attender/Attendant, Grade I.
- 7 Typewriter Mechanic;  
Artisan, Grade II;  
Mechanic, Grade II;  
Fitter, Grade II /Foreman Fitter, Grade II;  
Foreman Carpenter;  
Instrument Repairer/ Mechanic, Grade II;  
Electrician, Grade II;  
Plumber;  
Pump house Operator / Pump Operator;  
Laboratory / Skilled Assistant.
- 8 Boiler Attender, Grade II.
- 9 Sergeant.
- 10 Gasman, Grade I (Institute of Leather Technology);  
Mazdoor, Grade I.
- 11 Unskilled Attender / Unskilled Assistant;  
Gasman, Grade II;  
Cleaner;  
Cleaner - cum - Conductor.
- 12 Male Nursing Assistant;  
Mazdoor, Grade II.

**2.Appointment.**—(a) Appointment to the several classes and categories of posts in the service shall be made as follows :-

Class I Category	Method of recruitment
1 Foreman Instructor	(i)Promotion from category 2 in the class;or (ii)Direct recruitment; or (iii)Transfer from any other category or class in the Service.
2 Instructor (Workshop)	(i) Promotion from Artisan, Grade I in the Engineering Colleges in category 4 of class IV in the service; or (ii)Direct recruitment.
3 Signal Instructor Telegraph Mechanic	(i) Promotion from any post in the service on a lower scale of pay; or (ii) Direct recruitment; or (iii) Recruitment by transfer from any other service.
4 Chief Pump house Operator	(i) Promotion from any post in the service on a lower scale of pay; or (ii) Direct recruitment; or (iii) Recruitment by transfer from any other service.
5 Radio Mechanic; Maistries; Engine Drivers; Armature Winder.	(i)Promotion from any post in the service on a lower scale of pay; or (ii)Direct recruitment; or (iii)Recruitment by transfer from any other service.

## Class II

## Category –

1.Omitted.

2.Omitted.

3.Foreman (Automobile),  
Tamil Nadu Polytechnic, Madurai.

- (i) Promotion from Workshop Instructor in category 6 in class II and Junior Draughting Officer / Draughtsman, Grade III in class IV category 1 in the Polytechnics and Special Institutions; or

- (ii) Direct recruitment.

4.Boiler Foreman

- (i) Promotion from any post in the service on a lower scale of pay; or

- (ii) Direct recruitment; or

- (iii) Recruitment by transfer from any other service.

5.Electrical Foreman

- (i) Promotion from any post in the service on a lower scale of pay; or

- (ii) Direct recruitment; or

- (iii) Recruitment by transfer from any other service.

6.Workshop Instructor;  
Instructor in Sports Goods  
(Institute of Leather Technology);  
Senior Instructor and Operative  
(Institute of Leather Technology);  
Demonstrator  
(Footwear Leather  
Goods / Travel Goods,  
Fancy Goods and  
Sports Goods)  
(Institute of Leather  
Technology).

- (i) Promotion from any post in the service on a lower scale of pay; or

- (ii) Direct recruitment; or

- (iii) Recruitment by transfer from any other service.

Demonstrator (Bakery and  
Confectionary).

- (i) Promotion from the post of Baker ; or

- (ii) Recruitment by transfer from any other service; or

- (iii) Direct recruitment.

Park Superintendent.

- (i) Direct recruitment; or

- (ii) Recruitment by transfer from any other service.

7.Tannery Operative, Grade I  
(Institute of Leather Technology);  
Instructor and Operative  
(Institute of Leather Technology);  
Machine Operative, Grade I  
(Institute of Leather Technology).

- (i) Promotion from any post in the service on a lower scale of pay; or

- (ii) Direct recruitment; or

- (iii) Recruitment by transfer from any other service.

8.Assistant Draughtsman  
(Central Polytechnic).

- (i) Direct recruitment; or

- (ii) Recruitment by transfer from any other service.

9.Pump Room Mechanic (Central Polytechnic); Mechanic/Fitter (Automobiles) (Tamil Nadu Polytechnic, Madurai).	(i)Promotion from any post in the service on a lower scale of pay; or (ii)Direct recruitment; or (iii)Recruitment by transfer from any other service.
10.Machine Operative, Grade II (Institute of Leather Technology); Footwear Instructor; Tannery Operative, Grade II.	(i) Promotion from any post in the service on a lower scale of pay; or (ii)Direct recruitment; or (iii)Recruitment by transfer from any other service.
11.Blue Printer; Helper (Automobile), (Tamil Nadu Polytechnic, Madurai).	(i) Direct recruitment; or (ii) Recruitment by transfer from any other service.
12.Laboratory Helper.	(i)Direct recruitment; or (ii)Recruitment by transfer from any other service.
Class III Category –	
1.Omitted.	
2.Foreman Instructor.	(i) Promotion from Workshop Instructor in category 6 in class II of the service; or (ii) Direct recruitment.
Class IV Category –	
1.Junior Draughting Officer / Draughtsman, Grade III.	(i) Promotion from any post in the service on a lower scale of pay; or (ii) Direct recruitment; or (iii) Recruitment by transfer from any other service.
2.Sanitary Inspector.	(i) Direct recruitment; or (ii) Recruitment by transfer from any other service.
3.Physical Training Instructor.	(i) Direct recruitment; or (ii) Recruitment by transfer from any other service.
4.Artisan Grade I; Instrument Repairer, Grade I.	(i) Promotion from any post in the service on a lower scale of pay; or (ii) Direct recruitment; or (iii) Recruitment by transfer from any other service.
5.Driver	(i) Promotion from any post in the service on a lower scale of pay; or (ii) Direct recruitment; or (iii) Recruitment by transfer from any other service.
6.Boiler Attender /Attendant, Grade I	(i) Promotion from any post in the service on a lower scale of pay; or (ii) Direct recruitment; or

- (iii) Recruitment by transfer from any other service.
7. Typewriter Mechanic
- (i) Promotion from any post in the service on a lower scale of pay; or  
(ii) Direct recruitment.
- Artisan, Grade II;  
Mechanic Grade II;  
Fitter Grade II /  
Foreman Fitter, Grade II;  
Foreman Carpenter;  
Instrument Repairer / Mechanic,  
Grade II;  
Electrician, Grade II;  
Plumber;  
Pump house Operator / Pump  
Operator;  
Laboratory / Skilled Assistant.
- (i) Promotion from any post in the service on a lower scale of pay; or  
(ii) Direct recruitment; or  
(iii) Recruitment by transfer from any other service.
8. Boiler Attender, Grade II
- (i) Promotion from any post in the service on a lower scale of pay; or  
(ii) Direct recruitment; or  
(iii) Recruitment by transfer from any other service.
9. Sergeant
- (i) Direct recruitment; or  
(ii) Recruitment by transfer from any other service.
10. Gasman, Grade I  
(Institute of Leather Technology);  
Mazdoor, Grade I
- (i) Promotion from any post in the service on a lower scale of pay; or  
(ii) Direct recruitment; or  
(iii) Recruitment by transfer from any other service.
11. Unskilled Attender / Unskilled  
Assistant; Gasman, Grade II;  
Cleaner.
- (i) Promotion from any post in the service on a lower scale of pay; or  
(ii) Direct recruitment; or  
(iii) Recruitment by transfer from any other service.
- Cleaner-cum-Conductor.
- (i) Promotion ; or  
(ii) Direct recruitment ; or  
(iii) Transfer from any other category or class in the service ; or  
(iv) Recruitment by transfer from any other service.
12. Male Nursing Assistant .
- (i) Direct recruitment; or  
(ii) Recruitment by transfer from Medical Services Department.
- Mazdoor, Grade II.
- (i) Direct recruitment; or  
(ii) Recruitment by transfer from any other service.

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

**3.Appointing authority.**—The Appointing authority for the categories specified below shall be the Additional Director of Technical Education (Polytechnics) and in respect of all other categories in the service, the Principals of the respective Institution, namely :-

- (i) Categories 1 to 3 in class I
- (ii) Categories 3 to 6 in class II
- (iii) Categories 2 in class III
- (iv) Category 1 in class IV and the following posts in the Directorate of Technical Education, namely :-

- 1. Driver.
- 2. Sergeant.

**4.Reservation of appointments.**—The rule of reservation of appointments (General rule 22) shall apply to appointments to the service by direct recruitment within the jurisdiction of each of the appointing authorities in each of the categories.

**5.Appointments in Institutions or Establishments specially provided for Women.**—(a) General rule 21 shall apply to appointments to the service in Institutions and establishments specially provided for Women.

(b) A vacancy in a grade or category in an Institution or establishment specially provided for women shall be filled by the transfer of any Women members of the same grade or category who may be employed at the time of the vacancy in an Institutions or establishment not specially provided for Women. When such transfer is not possible, a Women may be appointed by any method admissible under sub-rule (a) of rule 2 but she will not acquire by reason only of such appointment any right in the matter of seniority or full membership in such grade or category or transfer to a vacancy in such grade or category in an Institution or establishment not specially provided for Women or promotion to a higher grade or category.

(c) A man appointed under the provision to General rule 21 to a grade or category in a vacancy in an Institution or establishment specially provided for Women shall not by reason only of such appointment acquire any right in the mater of seniority or full membership in such grade or category or promotion to a higher Grade or category and shall be replaced at the earliest opportunity by a qualified and suitable Women.

**6.Qualification (a) Age.**—No person shall be eligible for appointment by direct recruitment to any post in the service if he has completed 36 years of age on the first July of the year in which the selection for appointment is made:

Provided that no age limit shall apply to persons falling under rule 2 (b) of these rules:

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

(b) **Other qualifications.**— No person shall be eligible for appointment to the service in any class, category or post specified in columns (1) and (2) of the Annexure to these rules by any of the methods of recruitment specified in column (3) unless he possesses the qualifications specified in corresponding entries in column (4) thereof :-

Provided that in the case of appointment by direct recruitment, the practical experience or teaching experience wherever prescribed should have been acquired after obtaining the prescribed educational/technical qualification unless otherwise specified:

Provided further that Armed Forces Trade Certificates in the relevant trades equated to National Council for Training in Vocational Trades or National Apprenticeship

Certificate shall also be treated as equivalent to Industrial Training Institute Certificate or National Trade Certificate or National Apprenticeship Certificate for the purpose of appointment to the posts in the Service.

**Explanations.—** In these rules, unless the context otherwise requires--

(i) "Diploma" means a diploma awarded by the State Board of Technical Education and Training, Tamil Nadu;

(ii) "I.T.I. Certificate" means a trade certificate awarded by the Department of Industries and Commerce or the Director of Employment and Training, Chennai;

(iii) "National Training Certificate / National Apprenticeship Training Certificate" means trade Certificate awarded by the National Apprenticeship Board of Training, Ministry of Labour and Employment, Government of India or the State Government of Tamil Nadu ;

(iv) A "recognized school" means a school maintained by or opened with the sanction of the Government of Tamil Nadu or a school to which recognition has been accorded by the Director of School Education, Chennai, under the Tamil Nadu Educational Rules or rules relating to elementary education. "Minimum general educational qualification" means the minimum general educational qualification prescribed in Schedule I to the Tamil Nadu State and Subordinate Services Rules.

(v) "A Recognized Workshop or Factory" means a Workshop or Factory satisfying the definition of Factory in section 2 (m) of the Factories Act, 1948 (Central Act LXIII of 1948) and includes a Workshop or Laboratory attached to a Technical Educational Institution.

**7.Probation.—**(a) Every person appointed by direct recruitment to a category in a class of the service 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.

(b) Every person appointed by recruitment by transfer to a category in a class of the service 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.

(c) The Principals of the Government Colleges of Engineering and Technology, Polytechnics and other Diploma Institutions shall be the authority competent to declare the completion of probation of the persons holding the posts concerned for whom the Additional Director of Technical Education is the appointing authority.

**8.Unit for discharge, re-appointment and appointment as full members.—**(a) For purposes of discharge for want of vacancies, re-appointment and appointment as full members, every post or group of post in a category for which qualification in a particular subject or language or experience in a particular line is prescribed in these rules shall be deemed to be a separate unit.

(b) For the purposes of promotion, each College/ Institution shall be considered as the unit in respect of appointments made by Principals.

**9.Transfer and postings.—**All transfers and postings in the service except those made by Principals of the Institutions within their respective jurisdiction, shall be made by the Additional Director of Technical Education:

Provided that if and when necessity arises, the Additional Director of Technical Education (Polytechnics) is also empowered to effect transfer and posting to all categories of posts in the service from one institution / office to another.

**10. Preparation of annual list of approved candidates.—**For purpose of drawing up the annual list of approved candidates for appointment to the posts in the service by recruitment by transfer/ promotion, the crucial date on which the candidate should be qualified shall be the 1<sup>st</sup> September of every year.



**11.Training.**—A person who on appointment to the post by direct recruitment has undergone training shall refund the entire money spent on him during the training to the Government if he does not serve the Government, for a period of not less than five years from the date of completion of such training.

**12.Savings.**—Nothing contained in these rules shall adversely affect the persons already holding the posts in the categories in the service as on the date of publication of these rules in the Tamil Nadu Government Gazette.

**ANNEXURE**  
[referred to in rule 6 (b)]

Class (1)	Category (2)	Method of recruitment (3)	Qualification (4)
I	1. Foreman Instructor	Promotion, direct recruitment and transfer	(i) A diploma in Mechanical Engineering and practical experience for a period of not less than three years in a recognized Engineering Workshop; or (ii)(a) An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate; and (b) Practical experience for a period of not less than seven years in a recognized Engineering Workshop / Mechanical Laboratory: Provided that the experience referred to above should have been gained in one or more of the following trades, namely:- (a) Carpentry or pattern making; (b) Fitting; (c) Smithy; (d) Foundry; (e) Machinist; (f) Welding; (g) Tool-Maker; and (h) Turner.
	2. Instructor (Workshop)	Promotion and direct recruitment	(i) A diploma in Mechanical Engineering; or (ii) (a) An ITI Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate trade; and

- (b) Practical experience in the appropriate trade for a period of not less than three years in a recognized workshop / Mechanical Laboratory:

Provided that the experience referred to above should have been gained in one or more of the following trades, namely:-

- (1) Smithy;
- (2) Welding (Gas or Arc);
- (3) Foundry;
- (4) Carpentry;
- (5) Fitting;
- (6) Sheet Metal Work;
- (7) Instrument Mechanic;
- (8) Turner;
- (9) Tool Maker.

3. Signal Instructor Promotion, direct recruitment and recruitment by transfer

- (i) Pass in S.S.L.C;
- (ii) A Second Class Radio Telegraphist Certificate of the Government of India; and
- (iii) Practical experience in the appropriate field for a period of not less than two years:

Provided that a person who does not possess item (ii) above, shall be eligible for appointment if he possesses experience in the Signal branch of the Army, the Navy or the Air Force for a period of not less than two years. But such a person shall acquire item (ii) above at his own cost within a period of two years from the date of his appointment. If the person so appointed does not acquire the said qualification within the said period, his service shall forthwith be dispensed with or he shall be reverted to his permanent appointment, as the case may be.

Telegraph Mechanic	Promotion, direct recruitment and recruitment by transfer	<ul style="list-style-type: none"> <li>(i) Pass in S.S.L.C;</li> <li>(ii) Ability to read and understand engineering drawings and electrical circuit diagrams;</li> <li>(iii) Five years experience in any Electrical Workshop of which not less than three years shall be in repair or maintaining manual and automatic telegraphic apparatus. The Practical experience shall not be insisted in the case of those appointed by promotion provided they had worked atleast for two years as Instrument Repairers in Telecommunication Laboratory and are thoroughly familiar with all types of telegraphic apparatus their construction and uses; and Thorough knowledge of precision Workshop methods.</li> <li>(iv) Other things being equal preference shall be given to those who have knowledge of Electronics and Radio and Telephone Communications apparatus.</li> </ul>
4. Chief Pump House Operator	Promotion, direct recruitment and recruitment by transfer	<ul style="list-style-type: none"> <li>(i) An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in Plumbing; and</li> <li>(ii) Experience for a period of not less than two years in the overhauling operations and maintenance of different types of Pumps with knowledge of the maintenance of water supply, sewage system and also plumbing work.</li> </ul>
5. Radio Mechanic	Promotion, direct recruitment and recruitment by transfer	An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate trade.

Maistries —			
Electrical Maistry Fitter Maistry Carpenter Maistry Blacksmith Maistry Machine Maistry Foundry Maistry	Promotion, direct recruitment and recruitment by transfer		An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate trade.
Engine Drivers —			
Steam Engine Driver	Promotion, direct recruitment and recruitment by transfer	(i)	An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate trade; or
		(ii)	(a) Pass in Secondary School Leaving Certificate; and (b) Second Class Certificate from the Inspector of Boilers declaring his competency to operate steam boilers and steam Engines.
Oil Engine Driver	Promotion, direct recruitment and recruitment by transfer		An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate trade.
Armature Winder	-do-		An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate trade.
II	1. Omitted.		
	2. Omitted.		
	3. Foreman (Automobile) (Tamil Nadu Polytechnic, Madurai)	Promotion and direct recruitment	(i) (a) A diploma in Automobile (b) Engineering; and Experience in a recognized Automobile Workshop for a period of not less than one year; or

- |    |                |   |       |     |   |
|----|----------------|---|-------|-----|---|
|    |                |   | (ii)  | (a) | An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate trade; and                              |
|    |                |   |       | (b) | Experience for a period of not less than five years in a recognized Automobile Workshop.  |
| 4. | Boiler Foreman | Promotion, direct recruitment and recruitment by transfer | (i)   | (a) | A diploma in Mechanical   |
|    |                |   |       | (b) | Engineering; and<br>A first class Boiler Competency Certificate awarded by the Chief Inspector of Boilers, Tamil Nadu; or   |
|    |                |   | (ii)  | (a) | Pass in S.S.L.C;  |
|    |                |   |       | (b) | Must possess a first class Boiler Competency Certificate awarded by the Chief Inspector of Boilers, Tamil Nadu; and   |
|    |                |   |       | (c) | Must possess practical experience in Boiler House as Boiler Attendant for a period of not less than three years after acquiring the qualification referred to in item (b) above; or |
|    |                |   | (iii) | (a) | Pass in S.S.L.C;  |
|    |                |   |       | (b) | Must possess a second class Boiler Competency Certificate awarded by the Chief Inspector of Boilers, Tamil Nadu; and  |
|    |                |   |       | (c) | Must possess practical experience in a Boiler house as Boiler Attendant for a period of not less than five years after acquiring the qualification referred to in item (b) above.   |

- |    |  |   |  |
|----|--|---|--|
| 5. | Electrical Foreman (Central Polytechnic) | Promotion, direct recruitment and recruitment by transfer | <ol style="list-style-type: none"> <li>1.           <ol style="list-style-type: none"> <li>(i) A diploma in Electrical and Electronics Engineering; or</li> <li>(ii) A competency certificate in Electrical Wiring;</li> <li>(iii) An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate trade; and</li> </ol> </li> <li>2. Practical experience in the erection and maintenance of transformers and other Electrical equipments, including experience in Electrical wiring for a period of not less than one year in the case of diploma holders and five years in the case of others.</li> </ol>   |
| 6. | Workshop Instructor                      | Promotion, direct recruitment and recruitment by transfer | <ol style="list-style-type: none"> <li>(i) A diploma in Mechanical or Electrical and Electronics Engineering or Electrical Engineering; or</li> <li>(ii)           <ol style="list-style-type: none"> <li>(a) An Industrial Training Institute Certificate / National Trade Certificate, National Apprenticeship Training Certificate in Mechanical / Electrical subjects;</li> <li>(b) Practical experience for a period of not less than three years in a recognized Mechanical / Electrical workshop not below the rank of Skilled Operative / Assistant:<br/>Provided that appointment shall be made to the post from among the holders of -               <ol style="list-style-type: none"> <li>(i) Diploma qualification; and</li> <li>(ii) Non-diploma qualification mentioned above in the ratio of 1:4 subject to the availability of adequate number of diploma holders.</li> </ol> </li> </ol> </li> </ol> |

Instructor in Sports Goods (Institute of Leather Technology)	Promotion, direct recruitment and recruitment by transfer	<ul style="list-style-type: none"> <li>(i) A diploma in Leather Technology; other things being equal, preference shall be given to candidates, who in addition, have had practical experience in a sports goods manufacturing concern or teaching experience; or</li> <li>(ii) <ul style="list-style-type: none"> <li>(a) An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate trade; and</li> <li>(b) Practical experience in any Sports Goods Manufacturing concern or experience in instructing students in a recognized Institute in the manufacture of Sports Goods for a period of not less than three years.</li> </ul> </li> </ul>
Senior Instructor and Operative (Institute of Leather Technology)	Promotion, direct recruitment and recruitment by transfer	<ul style="list-style-type: none"> <li>(i) A diploma in Leather Technology; or</li> <li>(ii) <ul style="list-style-type: none"> <li>(a) An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate trade; and</li> <li>(b) Practical experience for a period of not less than three years as an Operative in a modern tannery.</li> </ul> </li> </ul>
Demonstrator (Footwear, Leather goods, Travel goods, Fancy goods and Sports goods) (Institute of Leather Technology)	Promotion, direct recruitment and recruitment by transfer	<ul style="list-style-type: none"> <li>(i) A diploma in Leather Technology; other things being equal preference shall be given to candidates, who in addition, have had practical experience in a modern Leather goods, Footwear or Sports goods manufacturing concern or teaching experience;</li> <li>(ii) <ul style="list-style-type: none"> <li>(a) An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in Leather goods manufacturing; and</li> </ul> </li> </ul>

			(b) Practical experience for a period of not less than three years in the manufacture of Sports goods, Travel goods, Footwear or Leather goods, as the case may be.
Demonstrator in Bakery and Confectionary	Promotion, recruitment by transfer and direct recruitment.	(i)	A bachelor's degree in Home Science; or
		(ii)	A diploma in Hotel Management and Catering Technology awarded by the State Board of Technical Education, Tamil Nadu / National Council for Hotel Management and Catering Technology or equivalent diploma recognized by the State Board of Technical Education and Training, Tamil Nadu; or
		(iii)	(a) A First Class certificate in Bakery and Confectionary awarded by the State Board of Technical Education and Training, Tamil Nadu; and
			(b) Teaching or Practical experience for a period of not less than two years in Bakery and / or Confectionery establishment employing not less than ten workers.
Park Superintendent	Direct recruitment and recruitment by transfer.	(1)	(i) Pass in certificate course for Head Gardener conducted by the State Board of Technical Education and Training Tamil Nadu; and
			(ii) Practical experience for a period of not less than two years in gardening in any estate or horticultural nursery; or
		(2)	(i) A pass in Secondary School Leaving Certificate (Bifurcated course) taking Agriculture as a special subject of study; and



- (ii) Practical experience for a period of not less than three years in gardening in any estate or horticultural nursery.
7. Tannery Operative, Grade I (Institute of Leather Technology) Promotion, direct recruitment and recruitment by transfer
- (i) An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate trade; or
- (ii) (a) Pass in S.S.L.C; and  
(b) Practical experience for a period of not less than two years as a Workman or Operative in a modern tannery.
- Instructor and Operative (Institute of Leather Technology) Promotion, direct recruitment and recruitment by transfer
- (i) An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in Leather goods manufacturing; or
- (ii) (a) Pass in S.S.L.C; and  
(b) Practical experience for a period of not less than two years in a modern Leather goods manufacturing concern.
- Machine Operative, Grade I (Institute of Leather Technology) Promotion, direct recruitment and recruitment by transfer
- (i) An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate trade; or
- (ii) (a) Pass in S.S.L.C; and  
(b) Certificate in leather machines awarded by a recognized Institute and Practical experience for a period of not less than one year in operating leather embossing and Printing machines:  
Provided that the candidates for appointments in the Leather goods manufacturing section must have gained experience in the operation of Footwear and Leather goods manufacturing machines for a period of not less than one year.

8.	Assistant Draughtsman (Central Polytechnic)	Direct recruitment and recruitment by transfer		An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in Civil Engineering Draughtsmanship.
9.	Pump Room Mechanic (Central Polytechnic)	Promotion, direct recruitment and recruitment by transfer	(i)	An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate trade; or
			(ii)	(a) Pass in S.S.L.C; and (b) Practical experience in the repair and maintenance of Pump sets and Oil Engines for a period not less than two years.
	Mechanic / Fitter (Automobiles) (Tamil Nadu Polytechnic, Madurai)	Promotion, direct recruitment and recruitment by transfer		An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in Motor Mechanism.
10.	Machine Operative, Grade II	Promotion, direct recruitment and recruitment by transfer	(i) (ii)	Pass in S.S.L.C; and Practical experience for a period of not less than two year in a modern leather concern.
	Tannery Operative, (Grade II)	Promotion, direct recruitment and recruitment by transfer	(i) (ii)	Failed in S.S.L.C; and Practical experience for a period of not less than one year in a tannery.
	Footwear Instructor	Promotion, direct recruitment and recruitment by transfer	(i) (ii)	Failed in S.S.L.C; and Practical experience for a period of not less than one year in the manufacture of all kinds of leather goods from money purses to suitcases.
11.	Blue Printer	Direct recruitment and recruitment by transfer		Failed in S.S.L.C; Preference shall be given to those who possess experience in Blue Printing work.
	Helper (Automobile) (Tamil Nadu Polytechnic, Madurai)	Direct recruitment and recruitment by transfer		Failed in Secondary School Leaving Certificate: Preference shall be given to those who possess experience as Helper in any Automobile workshop.

	12.	Laboratory Helper	Direct recruitment and recruitment by transfer	(i)	Must have passed VIII standard in a recognized school; or
				(ii)	Must have passed E.S.S.L.C; examination conducted by the Directorate of Government Examinations, Chennai
III	1.	Omitted			
	2.	Foreman Instructor—			
		(i) Leather Goods Manufacture	Promotion and direct recruitment	(i)	(a) A diploma in Leather Technology; and (b) Practical or teaching experience for a period of not less than one year in leather goods manufacture.
				(ii)	(a) An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate relating to leather goods manufacturing / Making (b) Practical or teaching experience for a period of not less than five years in leather goods manufacture
		(ii) Chemical Technology	Promotion and direct recruitment	(i)	(a) A diploma in Mechanical Engineering; and (b) Practical experience for a period of not less than one year in a recognized workshop; or
				(ii)	(a) An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in any workshop trade; and (b) Practical experience for a period of not less than five years in a recognized workshop
		(iii) Leather Technology	Promotion and direct recruitment	(i)	(a) A diploma in Mechanical Engineering; and

			(b) Practical experience in the operation and maintenance of power driven tannery and leather goods manufacturing machines for a period of not less than one year; or
			(ii) (a) An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in General Mechanics Trade; and
			(b) Practical experience in the operation and maintenance of power driven tannery and leather goods manufacturing machines for a period of not less than five years.
IV	1. Junior Draughting Officer/ Draughtsman, Grade III (Civil / Mechanical / Electrical)	Promotion, direct recruitment and recruitment by transfer	(i) A diploma in Civil or Mechanical or Electrical and Electronics Engineering as the case may be; or (ii) (a) An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in Civil or Mechanical or Electrical Engineering Draughtsman – ship, as the case may be; and (b) Practical experience in the preparation of drawing for a period of not less than three years in a drawing office or department.
	2. Sanitary Inspector	Direct recruitment and recruitment by transfer	Sanitary Inspector's Certificate awarded by the Director of Public Health and Preventive Medicine, Chennai or the Gandhigram Rural Institute, Gandhigram. Other things being equal, preference shall be given to candidates who possess practical

			experience in the supervision of general sanitation work and public health practices in a Town Panchayat Union Council, Municipality or a Corporation.
3.	Physical Training Instructor	Direct recruitment and recruitment by transfer	<p>(i) State Government Teachers' Certificate in Physical Education (Higher Grade); or</p> <p>(ii) State Government Teachers' Certificate in Physical Education awarded to Ex-servicemen (Higher Grade).</p>
4.	Artisan, Grade I	Promotion, direct recruitment and recruitment by transfer	<p>(i) A Certificate after completion of a course in an Industrial Training Institute / National Trade / National Apprenticeship Training in the appropriate workshop trade; and</p> <p>(ii) Practical experience in a recognized workshop for a period of not less than two years.</p>
	Instrument Repairer, Grade I	Promotion, direct recruitment and recruitment by transfer	<p>(i) A Certificate after completion of a course in an Industrial Training Institute / National Trade / National Apprenticeship Training in the appropriate trade; and</p> <p>(ii) Practical experience for a period of not less than two years, in the repair and maintenance of precision instruments.</p>
5.	Driver	Promotion, direct recruitment and recruitment by transfer	<p>(i) (a) A pass in VIII standard from a recognized school; or</p> <p>(b) Must have passed E.S.S.L.C. examination conducted by the Directorate of Government Examinations, Chennai; and</p> <p>(ii) Must possess a valid license for driving a heavy transport vehicle issued by the Regional Transport Department of this state with an elementary knowledge of auto mechanism;</p>

- (iii) Must possess a First Aid Certificate ; and
- (iv) Must possess practical experience in driving either in Government Department or in any other service for a period of not less than one year:

Provided that other things being equal, preference shall be given to persons working as Cleaner-cum-Conductor:

Provided further that other things being equal, preference shall be given to the persons demobilised from the Indian Armed Forces.

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|----|--------------------------------------|---|--|
| 6. | Boiler Attendar / Attendant, Grade I | Promotion, direct recruitment and recruitment by transfer | (i) Pass in S.S.L.C; and<br>(ii) A second class Boiler Competency Certificate awarded by the Chief Inspector of Boilers, Chennai.  |
| 7. | Typewriter Mechanic                  | Promotion, direct recruitment and recruitment by transfer | (i) Pass in S.S.L.C; and<br>(ii) Experience in Typewriter Mechanism for a period of not less than one year in Government Polytechnics / Special Institutions or in the Typewriting firms approved by the State Government or Technical Institutions, approved by the Chairman, Board of Examinations, Chennai. |

Artisan,  
Grade II  
Mechanic,  
Grade II  
Fitter,  
Grade II  
Foremen Fitter,  
Grade II  
Foreman  
Carpenter,  
Instrument  
Repairer/  
Mechanic,  
Grade II,  
Plumber,  
Pump house  
Operator /  
Pump Operator

Promotion, direct recruitment and recruitment by transfer

An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate trade.

Laboratory Assistant / Skilled Assistant	Promotion, direct recruitment and recruitment by transfer	An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate trade:
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Provided that for the purpose of appointment to the posts of Laboratory Assistants in the Laboratories noted hereunder, the trades mentioned against them shall also be considered.

Laboratory	Trade
1. Survey Lab.	Surveyor Trade
2. Textile Lab.	1. Weaver Trade 2. Knitter (Hoisery Trade) 3. Mechanic Maintenance (Textile Machinery Trade)
3. Applied Mechanics; Hydraulics; Strength of Materials; Chemistry and Physics Laboratories	1. Fitter Trade 2. General Mechanics Trade
4. Heat Engines Laboratories	1. Mechanic (Diesel) 2. Mechanic (Tractor) 3. I C Engine Trade 4. Automobile Trade 5. Mechanic (M.V.) Trade

Electrician, Grade II	Promotion, direct recruitment and recruitment by transfer	(i) An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in Electrician or Wireman Trade; or
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- (ii) (a) Electrician or Wireman Competency Certificate issued by the State Government; and
- (b) Practical experience for a period of not less than two years in a work or works recognized by the appointing authority.

**Explanation.**—The Competency Certificate mentioned under item (ii)(a) above should be one issued by the Tamil Nadu Electricity Board, or Chief Electrical Inspectorate or by Directorate of Employment and Training.

8.	Boiler Attender, Grade II	Promotion, direct recruitment and recruitment by transfer	(i) (ii)	Failed in S.S.L.C; and A third class Boiler Competency Certificate awarded by the Chief Inspector of Boilers, Chennai
9.	Sergeant	(1) Direct recruitment  (2) Recruitment by transfer		Must have served as an Officer in the rank of Jamedar and Subedar in the Indian Army or equivalent rank in other Defence Forces of India.  Must have served as Office Assistant, in the Department of Technical Education for a period of not less than ten years and must have ability to control a large number of staff of menials.
10.	Gasman, Grade I	Promotion, direct recruitment and recruitment by transfer	(i) (ii)	Failed in S.S.L.C; and Practical experience for a period of not less than one year in operating a gas plant.
	Mazdoor, Grade I	Promotion, direct recruitment and recruitment by transfer	(i) (ii)	Failed in S.S.L.C; and Practical experience in a workshop for a period of not less than one year.
11.	Unskilled Attender / Unskilled Assistant	Promotion, direct recruitment and recruitment by transfer		Failed in S.S.L.C. Other things being equal, preference shall be given to those who possess practical experience in a workshop or laboratory relating to the post concerned, to the satisfaction of the appointing authority.
	Gasman, Grade II	Promotion, direct recruitment and recruitment by transfer		Failed in S.S.L.C. Other things being equal, preference shall be given to those who possess practical experience in operating a gas plant.



	Cleaner	Promotion, direct recruitment and recruitment by transfer		Failed S.S.L.C.
	Cleaner-cum-Conductor	Promotion, direct recruitment and recruitment by transfer	(i) (ii) (iii) (iv)	Failed S.S.L.C; Must possess a Conductor's badge and license; Must possess First Aid Certificate; Must furnish a security deposit of Rs.100/
12.	Male Nursing Assistant	Direct recruitment and recruitment by transfer	(i) (ii)	A pass in V standard in a recognized School; and Training in a Government hospital for a period of not less than one year.
	Mazdoor, Grade II	Direct recruitment and recruitment by transfer	(i) (ii)	Must have passed VIII standard in a recognized School; or Must have passed E.S.S.L.C examination conducted by the Director of Government Examination, Chennai: Provided that for purpose of appointment as Mazdoor in the Institute of Printing Technology, Chennai, the candidates must possess practical experience in the concerned type of work for a period of not less than one year.

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

**1.Constitution.**—The service shall consist of the following classes and categories of officers, namely :-

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

**2.Definition.**—(a)"Tutors" shall include Tutor in English and Tutor in Statistics in Medical Colleges.

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

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

Class and categories (1)	Method of recruitment (2)
Class I 2.Resident Tutor	Direct recruitment.
Class II Physical Training Instructors and Instructresses.	(a) Direct recruitment ; or (b) Promotion from any post on a lower scale of pay ; or (c) Recruitment by transfer from any other service.
Class III 1.Manual Training Expert	(i) Direct recruitment ; or (ii) Transfer from any post in the service on an identical scale of pay ; or (iii) Recruitment by transfer from any other service.
2.Craft Instructors in College of Education.	(i) Direct recruitment ; or (ii) Recruitment by transfer from any other service.
3.Secondary Grade Assistants 4. Drawing Teachers	} (i) Direct recruitment ; or (ii) Transfer from any post in the service on an identical scale of pay ; or (iii) Recruitment by transfer from any other service.

5. Instructors and Instructresses  
other than Commercial  
Instructors -  
Grade I

- (i) Promotion from Grade II of this category;
- (ii) If no qualified and suitable candidate is available for appointment by method (i) above —
  - (a) Direct recruitment ; or
  - (b) Transfer from any post in the service on an identical scale of pay ; or
  - (c) Recruitment by transfer from any other service.

Grade II Including Sewing  
Teacher

- (a) Direct recruitment ; or
- (b) Transfer from any post in the service on an identical scale of pay ; or
- (c) Recruitment by transfer from any other service.

6. Music Teachers }  
7. Higher Elementary }  
Grade Teachers. }

- (a) Direct recruitment ; or
- (b) Transfer from any post in the service on an identical scale of pay ; or
- (c) Recruitment by transfer from any other service.

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

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

**4.Appointing authority.**—Appointment to the classes and categories specified in column (1) of Annexure I of these rules shall be made by the authorities specified in the corresponding entries in column (2) thereof:-

**5.Reservation of appointments.**—The rule of reservation of appointments (General rule 22) shall apply separately to selection for appointments to the service by direct recruitment within the jurisdiction of appointing authorities in each of the categories.

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

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

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

**Explanation.**— There is no bar to appoint women against the vacancies in the institutions not specially provided for women.

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

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

**Explanation.**—The age limits specified above shall apply with reference to the 1<sup>st</sup> day of July of the year in which selection for appointment is made.

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

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

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

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

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

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

Trained Teachers' Certificate, Secondary Grade, Senior Grade Basic Trained Teachers' Certificate, Junior Grade Basic Trained Teachers' Certificate and Technical Teachers' Certificate:

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

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

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

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

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

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

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

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

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

**9.Tests.**—(a) Every person appointed by direct recruitment to the category specified in column (1) of the table below shall, within the prescribed period of probation, pass the test prescribed in the corresponding entries in column (2) thereof :-

TABLE

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

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

**10.Unit for discharge, reappointment and appointment as full members.**—For the purpose s or category for which qualification in a particular subject or language is prescribed shall be deemed to be a separate category.

**11. Transfers and postings.**—All transfers and postings excluding those which may be made by the appointing authorities within their respective jurisdiction shall be made by the Director of Collegiate Education.

**12. Preparation of annual list of approved candidates.**—For the purpose of drawing up of the annual list of approved candidates for appointment to the posts in the service by recruitment by transfer / promotion, the crucial date on which the candidate should be qualified shall be the 1<sup>st</sup> March of every year.

**ANNEXURE I**  
(referred to in rule 4)

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

**ANNEXURE II**  
(referred to in rule 7)

Name of category (1)	Method of recruitment (2)	Qualifications (3)
Resident Tutor	Direct recruitment	A degree of a University in the State with such subjects or languages taken under the different parts as may be considered necessary by the Director of Collegiate Education and also a degree in teaching of a University in the State.
Physical Training Instructors and Instructresses.	Direct recruitment, promotion and recruitment by transfer	1.A pass in first year B.A. or its equivalent degree; or 2. Intermediate; or 3. T.S.L.C or Secondary; or 4. Senior Basic Grade; and Government Teachers' Certificate of Higher Grade in Physical Education.
Manual Training Experts	Direct recruitment, transfer and recruitment by transfer	1. (a) A first class diploma in Manual Training issued by the Teachers' College, Saidapet, Chennai; or (b) A first class diploma in Manual Training issued by the City and Guilds of London; or (c) A craft Instructor's course certificate in Wood Work or in Weaving issued by the Teachers College, Saidapet, Chennai; or

		(d) A Weaving Instructor's course certificate issued by the Government Textiles Institute, Chennai; or
		(e) A certificate of having passed the Tamil Nadu Government Technical Examination in Handloom Weaving, Higher Grade; and the Technical Teachers Certificate in Weaving issued by the Additional Secretary to the Director of Government Examinations, Chennai.
Craft Instructors in Colleges of Education.	Direct recruitment and recruitment by transfer.	(a) Minimum general educational qualifications as defined in Schedule I referred to in rule 12(a) of the General rules for the Tamil Nadu State - and - Subordinate Services; and
		(b) A technical examination certificate in the subject or subjects concerned; and
		(c) Technical Teachers' Certificate in the respective subject.
Secondary Grade Assistants	Direct recruitment, transfer and recruitment by transfer.	S.S.L.C. or T.S.L.C. or Secondary Grade or its equivalent.
Drawing Teachers	Direct recruitment, transfer and recruitment by transfer.	1.(a) Degree with drawing and painting under Part III of a University in the State or its equivalent; or diploma in painting or diploma in Drawing of the Annamalai University; or
		(b) (i) S.S.L.C. completed; and
		(ii) A diploma in Painting; or Commercial Arts or Modeling of the Government College of Arts and Crafts; or Government Technical Examinations (Higher Grade) in Free Hand Outline and Model Drawing; or Government Diploma in Drawing or a Certificate issued by the Tamil Nadu Institute of Architecture and Sculpture, Mamallapuram; and

2. Technical Teachers Certificate.

Instructors and Instructresses other than Commercial Instructors, Woodwork Instructors, Grade I and II

Direct recruitment, transfer and recruitment by transfer.

1. S.S.L.C. Completed ; and
2. Industrial School Certificate: or Certificate course in Elementary wood working (Old regulations) issued by the College of Arts and Crafts. Chennai ; or
3. Diploma Course in Wood Work issued by the College of Arts and Crafts (New Regulations) Chennai, and Technical Teachers Certificate, or Craft Instructors Course Certificate or Teachers College, Saidapet; and
4. National Trade Certificate in the Trade of Carpentry, one year course(with) one year paid (untrained) teaching experience or one year (paid) work experience on a Standard Wood Work Factory or Institution; and
5. National Apprentice Certificate issued by the National Council for Training in Vocational Trades (Woodwork).

Weaving Instructors, Grade I and II

Direct recruitment, transfer and recruitment by transfer.

1. S.S.L.C. Completed ; and
2. Artisan course or Instructor's course Certificate of the Government Textile Institute, Chennai; or Government Technical Examination (Certificate Lower Grade); or Bunayee or Khadi pravisaka course (one year) of the All India Spinner's Association, Tiruppur; or three years course certificate in Handloom or Powerloom Weaving issued by the S.M.R.V. Technical Institute, Nagercoil awarded prior to 1961; or Twelve months Craftsman certificate in Weaving of S.M.R.V. Technical Institute, Nagarcoil; or National Trade Certificate awarded by the 3 National Council for Training in Vocational Trades, Government of India, the Directorate General of Resettlement and Employment in Handloom Weaving Trade; or Diploma in Handloom Technology awarded by the Indian Institute of Handloom Technology, All India Handloom Board, Salem; and
3. Technical Teachers' Certificate; or Craft Instructors course, certificate of Teachers College, Saidapet.



Sewing Teachers	Direct recruitment, transfer and recruitment by transfer.	Completed S.S.L.C. and a Group Certificate in Needle work and dress making and TTC or a diploma in Costume designing and dressmaking issued by the Board of Technical Education and Training, Chennai or Industrial School Certificate and Technical Teachers Certificate.
Music Teachers	Direct recruitment, transfer and recruitment by transfer.	<ol style="list-style-type: none"> <li>1. Degree with Music under Part III; or Completed S.S.L.C.; and Sangeetha Bhushana of Annamalai University ; or Sangeetha Vidwan title in Music awarded by the Director of Government Examination, Chennai; or Sangeetha Siromani of the Madras University ; or diploma in Music of the Madras or Madurai Kamaraj University; and Technical Teachers Certificate; or</li> <li>2. S.S.L.C. completed ; and Government Technical Examination Certificate (higher grade) in Music ; and Technical Teachers Certificate ; or</li> <li>3. S.S.L.C. completed with forty percent of marks in Music (Theory and Practical separately under the Diversified Course) and Technical Teachers Certificate; or diploma in Music Teaching awarded by the Director of Government Examination; or</li> <li>4. Teachers Certificate in Indian Music issued by the Director of Government Examinations.</li> </ol>
Higher Elementary Grade Teachers.	Direct recruitment, transfer and recruitment by transfer.	<p>E.S.L.C. or its equivalent; and Trained Teachers Certificate of Elementary grade or its equivalent :</p> <p>Provided that the Teachers who have passed the Nursery, Montessori and Kindergarden School Leaving Certificate Examinations of Secondary Grade shall be employed to handle standards I and II only.</p>

**SECTION 47—THE TAMIL NADU PANCHAYAT DEVELOPMENT  
SUBORDINATE SERVICE.**

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

Category 1      Block Development Officer.

Category 2-

- (a) Deputy Block Development Officer (Administration);
- (b) Deputy Block Development Officer (Schemes);
- (c) Deputy Block Development Officer (Noon Meal Programme);
- (d) Deputy Block Development Officer (Small Savings and Public Relations);
- (e) Deputy Block Development Officer (Panchayats);
- (f) Deputy Block Development Officer (Adi Dravidar Welfare);
- (g) Deputy Block Development Officer (Accounts);
- (h) Deputy Block Development Officer (Audit);
- (i) Deputy Block Development Officer (National Rural Employment Guarantee Schemes).

All the above posts are commonly herein after referred to as Deputy Block Development Officer.

**Explanation.**—“Block Development Officer” shall mean and include Panchayat Sarishtadar and the Block Development Officer (Accounts) in the Directorate of Rural Development and Panchayat Raj.

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

Post (1)	TABLE	Methods of appointments (2)
Block Development Officer	(a)	By promotion from category 2;
	(b)	Deleted;
	(c)	By appointment on tenure basis from among the holders of the post of Section Officer of the Secretariat in the Tamil Nadu General Service: Provided that the appointment on tenure basis shall be only for a period of two years and there shall not be more than two Section Officers acting as Block Development Officers at a time.
Deputy Block Development Officer		By recruitment by transfer from among the holders of the following posts in the Tamil Nadu Ministerial Service, namely :- (i) Rural Welfare Officer, Grade I; or (ii) Accountant or Assistant in the Directorate of Rural Development and Panchayat Raj; or (iii) Accountant or Assistant in the Panchayat Development branches of the Collectorate and Panchayat Union Office.

(b) Promotions shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

**3. Qualification.**—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 entries in column (2) unless he possesses the qualifications specified in the corresponding entries in column (3) thereof:-

TABLE

Posts (1)	Methods of appointment (2)	Qualification (3)
Block Development Officer	By promotion and by recruitment by transfer	<p>(1) Must possess the minimum general educational qualification specified in Schedule I to the General rules to the Tamil Nadu State and Subordinate Services;</p> <p>(2) Must have passed the Departmental Test for Officers of Panchayat Development Department and the Panchayat Development Account Test conducted by the Tamil Nadu Public Service Commission.</p> <p>(3) Must have served as Deputy Block Development Officer (Panchayats) independently for a period of not less than one year:            Provided that the Deputy Block Development Officer in the office of the Directorate of Rural Development and Panchayat Raj Department shall not be eligible for promotion as Block Development Officer, unless they possess one year work experience as independent Deputy Block Development Officer (Panchayats) in the District to which they are allotted.</p> <p>(4) Must have completed an integrated training for Deputy Block Development Officer (Panchayats) for a period of 15 days and the training for Deputy Block Development Officers other than Deputy Block Development Officer (Panchayats) for a period of 15 days:            Provided that the training mentioned in item (4) above shall not be insisted for the Assistant in the Office of the Director of Rural Development and Panchayat Raj.</p>
	By appointment on tenure basis	<p>(1) Must possess the minimum general educational qualification specified in Schedule I to the General rules to the Tamil Nadu State and Subordinate Services;</p> <p>(2) Must have passed the Departmental Test for Officers of Panchayat Development Department and the Panchayat Development Account Test conducted by the Tamil Nadu Public Service Commission; and</p>

		(3) Must have served as Section Officer in the Secretariat for a period of not less than two years.
Deputy Block Development Officer	By recruitment by transfer	(1) Must possess the minimum general educational qualification specified in Schedule I to the General rules to the Tamil Nadu State and Subordinate Services; (2) Must have passed the Departmental Test for Officers of Panchayat Development Department and Panchayat Development Account Test conducted by the Tamil Nadu Public Service Commission; and (3) Must have served as Rural Welfare Officer, Grade I and Assistant or Accountant for a period of not less than one year in each post.

**4.Appointing authority.**—(a) The Commissioner of Rural Development and Panchayat Raj (now Director of Rural Development and Panchayat Raj) shall be the appointing authority for all posts including the post of Block Development Officer in Chennai district unit.

(b)The Collector of the revenue district concerned shall be the appointing authority in respect of all posts including the post of Block Development Officer in the respective revenue districts.

**5.Probation.**—(a)Every person appointed to category 2 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.

(b)The Director of Rural Development and Panchayat Raj shall be the authority competent to declare the satisfactory completion of probation in respect of all the posts in the Chennai district unit and the post of Block Development Officer.

(c)The Collector of the revenue district concerned shall be the authority competent to declare the satisfactory completion of probation in respect of all the posts other than the post of Block Development Officer in the district units.

**6.Unit for appointment, reversion, discharge, etc.,**—(a)For the purpose of appointment, reversion or discharge for want of vacancy and re-appointment of probationers and approved probationers as Block Development Officer, each revenue district shall be the unit;

(b)For the purpose of appointment as full member as Block Development Officer, the State shall be the unit.

(c)For the purpose of appointment, reversion or discharge for want of vacancy and re-appointment of probationer and approved probationer and appointment as a full member to the posts other than the post of Block Development Officer, each revenue district shall be the unit:

Provided that the Deputy Block Development Officer (Administration), Deputy Block Development Officer (Accounts) in the Directorate of Rural Development and Panchayat Raj shall constitute the Chennai district unit.

**7.Postings and transfers.**—(a)Postings and transfers within the district shall be made by the District Collector and from one district to another district by the Director of Rural Development and Panchayat Raj, Chennai.

(b) In cases of transfer by mutual consent or at request, from one district to another district, the person shall take his rank last in the list of probationers or approved probationers or full members, as the case may be, in that category.

8.Omitted.

**9.Preparation of panel.**—A list of approved candidates shall be prepared taking into consideration the claims of all persons who have become qualified and eligible by the first March of the year in which the list is prepared and shall be published in the office notice board of the appointing authority on the same or the very next day of its approval by the appointing authority.

## SECTION 48 — THE TAMIL NADU SCHOOL EDUCATIONAL SUBORDINATE SERVICE.

**1. Constitution.**—The service shall consist of the following classes and categories of officers, namely:-

Class I	
Category 1	Deputy Inspector of Schools and School Assistants
Category 2	Junior Deputy Inspector of Schools
Class II	
Pandits in Tamil	
Class III	
Category 1	Pandits and Munshis (other than Tamil), Grade I
Category 2	Pandits Munshis (other than Tamil) including Arabic Munshis in Kanyakumari District and Shencottah Taluk of Tirunelveli District, Grade
Class IV	
Category 1	Secondary Grade Teachers
Category 2	Higher Elementary Grade Teachers
Class V	
Category 1	Craft Instructors, Grade I and Grade II
Category 2	Art Masters in Secondary and Training Schools
Category 3	Art Masters in Basic Training Schools
Category 4	Music Teachers
Class VI	
Category 1	Regional Inspectors of Physical Education and Physical Directors
Category 2	Physical Education Teachers

**2. Definition.**—School Assistants, Pandits in Tamil, Pandits and Munshis (other than Tamil), Grade I and II shall include the post of the same designation in the Model High Schools attached to the Government Colleges of Education under the Collegiate Education Department.

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

Class and category (1)	Method of appointment (2)
I. (1) Deputy Inspector of Schools and School Assistants	(i) Direct recruitment; or (ii) Promotion from any post in the service on a lower scale of pay; or (iii) Transfer from any class or category in the service on an identical scale of pay; or (iv) If no qualified and suitable candidates are available for appointment by methods (ii) to (iv) above, recruitment by transfer from any other service: Provided that fifty percent of the substantive vacancies shall be filled by direct recruitment and out of this, ten percent shall be filled or reserved to be filled from the among qualified Secondary Grade Teachers and other Teachers with secondary grade scale of pay, working in recognised Higher Secondary Schools, High Schools, Middle Schools and Elementary Schools under the local bodies (Corporation or Municipal) and all Aided Managements.

- (2) Junior Deputy Inspectors of Schools
- (i) Promotion from any lower post in the service; or  
(ii) Recruitment by transfer from any post in the Tamil Nadu Collegiate Educational Subordinate Service on a lower scale of pay.
- II. Pandits in Tamil
- (i) Direct recruitment; or  
(ii) Transfer from any post in the service on an identical scale of pay; or  
(iii) Promotion from any post in the service on a lower scale of pay; or  
(iv) Recruitment by transfer from any other service :  
Provided that 33 $\frac{1}{3}$  percent of the vacancies shall be filled or reserved to be filled by direct recruitment and 66 $\frac{2}{3}$  percent by other methods.
- III.(1) Pandits and Munshis (other than Tamil), Grade I
- (i) Direct recruitment; or  
(ii) Promotion from Grade II of this category;  
(a) Transfer from any post in the service on an identical scale of pay; or  
(b) Promotion from any post in the service on a lower scale of pay;  
(c) Recruitment by transfer from any other service:  
Provided that 33 $\frac{1}{3}$  percent of the vacancies shall be filled or reserved to be filled by direct recruitment and 66 $\frac{2}{3}$  percent by other methods.
- (2) Pandits and Munshis (other than Tamil) including Arabic Munshis in Kanyakumari District and Shencottah Taluk of Tirunelveli District, Grade II
- (i) Direct recruitment; or  
(ii) Transfer from any post in the service on an identical scale of pay; or  
(iii) Promotion from any post in the service on a lower scale of pay; or  
(iv) Recruitment by transfer from any other service.
- IV. All categories mentioned under this class in rule 1
- (i) Direct recruitment; or  
(ii) Promotion from any post in the service on a lower scale of pay; or  
(iii) Transfer from any post in the service on an identical scale of pay; or  
(iv) Recruitment by transfer from any other service.  
**Explanation.**—All vacancies that may arise in the category of Higher Elementary Grade Teachers on or after 01.09.79 due to retirement, etc; shall be filled in only by persons who possess qualifications prescribed for secondary grade teachers and these Higher Elementary Grade posts shall be deemed to have been upgraded as Secondary Grade posts.
- V.(1) Craft Instructors, Grade I
- (i) Promotion from Grade II of this category;  
(ii) If no qualified and suitable candidate is available for appointment by method (i) above -  
(a) Direct recruitment; or  
(b) Promotion from any post in the service on a lower scale of pay; or

	(c) Transfer from any post in the service on an identical scale of pay; or
	(d) Recruitment by transfer from any other service.
Craft Instructors, Grade II	(i) Direct recruitment; or (ii) Promotion from any post in the service on a lower scale of pay; or (iii) Transfer from any post in the service on an identical scale of pay; or (iv) Recruitment by transfer from any other service.
(2) Art Masters in Secondary and Training Schools	(i) Direct recruitment; or (ii) Promotion from any post in the service on a lower scale of pay; or (iii) Transfer from any post in the service on an identical scale of pay; or (iv) Recruitment by transfer from any other service.
(3) Art Masters in Basic Training Schools	-do-
(4) Music Teachers	-do-
VI.(1) Regional Instructors of Physical Education and Physical Directors	(i) Promotion form among the Physical Education Teachers; or (ii) Transfer from any post in the service on an identical scale of pay; or (iii) Promotion from any post in the service on a lower scale of pay; or (iv) Recruitment by transfer from any other service; (v) If no qualified and suitable candidate is available for appointment by method (i) to (iv) above by direct recruitment.
(2) Physical Education Teachers	(i) Direct recruitment; or (ii) Promotion from any post in the service on a lower scale of pay; or (iii) Transfer from any post in the service on an identical scale of pay; or (iv) Recruitment by transfer from any other service.

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

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

**4.Mode of promotion to the post of teaching staff.**—All vacancies existing or that may arise on and from the 2nd November, 1978 in all categories of teaching staff which are to be filled up by promotion shall be filled or reserved to be filled from among the holders of the specified posts both in the A and B Wings of the School Education Department as per the combined Seniority lists of A and B Wings drawn up as on the 1<sup>st</sup> November, 1978 in the ratio 2:3.



**Explanation.**—For the purpose of preparation of combined seniority list of A and B Wings, the cycle of 5 (2:3) in respect of all categories of teaching staff shall be followed as indicated below:

A wing	1
B wing	1
A wing	1
B wing	1
B wing	1
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	5
	----

**5.Appointing authority.**—Appointment to the classes and categories specified in column(1) of Annexure I of these rules shall be made by the authorities specified in the corresponding entries in column (2) thereof :-

**6.Reservation of appointments.**—The rule of reservation of appointments (General rule 22) shall apply separately to selection for appointments to the service by direct recruitment within the jurisdiction of each of the appointing authorities in each of the categories.

**7.Appointment in institutions and establishments specially provided for women.**—(a) General rule 21 shall apply to appointments to the service in institutions and establishments specially provided for women.

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

**Explanation.**—There is no bar to appoint women against the vacancies in the institutions not specially provided for women.

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

**8.Qualification as to age.**—No person shall be eligible for appointment by direct recruitment to category 1 of class I if he or she has completed 28 years of age and to any other category if he or she has completed 35 years of age:

Provided that for direct recruitment to the categories specified in column (1) of the table below, the age limit specified in column (2) thereof shall apply if the condition or conditions specified in column (3) of the said table are satisfied:-

TABLE

Category (1)	Age (2)	Conditions (3)
Category 1 of class I	35 years	If the candidates possess the B.T. or B.Ed. degree of any University in the State.
	40 years	If the candidates possess the B.T. or B.Ed. degree of any University in the State and are teachers employed in primary and middle schools including middle sections of

high school under the control of local bodies or aided agencies, provided they have served as teachers in recognised schools for a period of not less than five years.

Pandits in Tamil in class II 40 years

If the candidates possess the requisite qualification and are employed in primary and middle schools including middle sections of high schools under the control of local bodies or aided agencies, provided they have served as teachers in recognised schools for a period of not less than five years.

**Explanation.**—With effect on and from the 23<sup>rd</sup> September 1975, the period of service of five years shall be calculated up to the date of application or up to the end of previous academic year. The period of service may either be continuous or with breaks:

Provided that for appointment to the post for which the minimum general educational qualification as defined in Schedule I to the General rules for the Tamil Nadu State and Subordinate services or any lower qualification has been prescribed the upper age limit in respect of candidates belonging to Scheduled Castes and Scheduled Tribes shall be increased by five years.

**Explanation.**—1. The age limits specified above shall apply with reference to the 1<sup>st</sup> July of the year in which selection for appointment is made.

2. 'Recognised school' or 'Recognised Institution' means schools or institutions imparting education and recognised by the Government of Tamil Nadu under the Educational Rules of the State Government.

3. 'Academic year' means the period between the date of reopening of the school after the last summer vacation to the date of closure of the school for the next summer vacation.

**9. Other qualifications.**—(a) No person shall be eligible for appointment to the posts specified in column (1) of Annexure II of these rules by the method specified in column (2) against each unless he possesses the qualifications specified in the corresponding entry in column (3) thereof:-

Provided that a candidate possessing the degree of B.O.L or B.O.L (Honours) of any University in the State shall be eligible for appointment to any post in the service for which such degree is prescribed, as a qualification unless, he possesses, in addition, the minimum general educational qualification as defined in Schedule I to the General rules for the Tamil Nadu State and Subordinate Services:

Provided further that the degree of B.O.L of the University of Madras in the First or Second Class in Parts II or III awarded under the Old or Transitory Regulations shall be deemed to be equivalent to the First or Second class degree of B.O.L (Honours) of the Madras University:

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

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

Teachers Training Certificate of the Secondary Grade.  
Senior Grade Basic Teachers Training Certificate.  
Junior Grade Basic Teachers Training Certificate.  
Technical Teachers Certificate.

(b) No person who does not possess the B.T. or B.Ed. degree of any University in the State shall be appointed by any method to category 1 of class I:

Provided that if no suitable candidate with B.T. or B.Ed. degree is available for appointment by direct recruitment to category 1 of class I, candidate who does not possess the said qualification shall be selected for appointment. But after selection he shall acquire the said qualification as prescribed in rule 10.

(c) No person who has not studied Tamil in his degree course shall be eligible for appointment to the posts of School Assistants in the Tamil Language group in category 1 of class I:

Provided that for purpose of appointment by promotion to the posts of School Assistants in category 1 of class I against the vacancies in the Tamil Language group, the departmental candidates who have studied in Tamil Medium in SSLC course and who are handling Tamil Medium classes as Secondary Grade Teachers shall be considered such candidates shall, however, pass the Advanced Language Test in Tamil within the period of their probation in the case of probationers and within the period of two years for others. Failure to pass the Advanced Language Test within that period shall entail extension of probation, or stoppage of increment, as the case may be.

(d) No person who has not studied the respective language in his degree course shall be eligible for appointment to the language groups (ie.) Telugu, Urdu, Malayalam, etc., for which appointment is made in category 1 of class I.

(e) If, in the opinion of the appointing authority a candidate or candidates with an adequate knowledge of a particular language or languages other than Tamil is or are necessary for holding a specified post or posts in any class or category, It may declare that such posts or posts specified in the declaration is or are reserved for candidate with such knowledge. When such a declaration has been made the required number of qualified candidates who possess such knowledge shall be selected in preference to those who do not possess it notwithstanding anything contained in these rules but without prejudice to the rule of reservation of appointments to any such post shall be filled only by a member of the service or an approved candidate who possesses such knowledge.

**10. Training.—**(a) A person who has been selected for appointment by direct recruitment to category 1 of class I shall after selection and before appointment successfully undergo the prescribed course of teachers' training in training college and at the end of such training, obtain the B.T./B.Ed., degree of any University in the State. While undergoing the aforesaid course before appointment, the candidate shall be paid the minimum of the time scale applicable to the post for which the person has been selected with the allowances admissible under the rules or orders in force.

(b) Every person selected for appointment by direct recruitment to category 1 of class I shall, before commencing to undergo the courses prescribed in sub rule (a) execute an agreement in proper form with two sureties binding himself (1) to undergo successfully the course aforesaid in full and to obtain the degree mentioned in the said sub-rule at the end of the prescribed course of teachers training in a college of Education (2) to serve in the education department for a period of not less than five years and (3) to refund to State Government the entire amount drawn by him as stipend, if he fails to fulfil either of the above conditions (1) and (2).

**11. Temporary appointment of direct recruitment.—**A Person who has been selected for appointment by direct to category 1 of class I and who do not possess the B.T. or B.Ed. degree of any University in the State or a degree of equivalent standard at the time of selection may be appointed temporarily under rule 10(a) (i) of the General rules for the Tamil Nadu State and Subordinate Services until he obtain the said degree. No such person shall on account of such temporary appointment be adversely affect in the matter of seniority which should be determined on the basis of the order of preferences assigned by the Tamil Nadu Public Service Commission.

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

Provided that no fresh probation is necessary in respect of a person who has been appointed by direct recruitment or transfer, if he has already completed probation in any one of the categories of the service.

(b) Probationer in any category in the service deputed to the N.C.C. in regular commissioned officer to the N.C.C. units shall be entitled to count towards his probation in the category concerned the period of duty performed by him in the N.C.C. units to the extent he would have actually held the post in the category concerned but for such deputation.

**13. Tests.—**(a) (i) Every person appointed by direct recruitment to the category specified in column (1) of the table below shall, within the prescribed period of probation, pass the tests prescribed in the corresponding entries in column (2) thereof:-

TABLE

Category (1)	Test (2)
(1) category 1 of class I	(i) Deputy Inspectors Test; and (ii) Account Test for Subordinate Officers, Part I
(2) category 2 of class VI.	Account Test for Subordinate Officers, Part I

**Explanation.—**(1) The persons appointed as School Assistants to the combined category of School Assistants and Deputy Inspector of Schools need not be required to pass the Account Test for Subordinate Officers, Part I and Deputy Inspectors Test for satisfactory completion of their probation.

**Explanation.—**(2) Such of the persons working in the combined cadres of Deputy Inspector of Schools and School Assistants who have passed the Deputy Inspector's and Account Test for Subordinate Officers, Part I alone shall be given posting as Deputy Inspectors of Schools.

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

(iii) A person appointed to the category 1 of class I who possesses at the time of selection, a degree of a University which he has not studied Tamil shall, within a period of four year from the date of appointment to the post as the case may be pass the Advanced Language Test in Tamil conducted by the Tamil Nadu Public Service Commission, Chennai. A pass in this test shall not be necessary in the case of those who possess, at the time of selection, a degree of a University in the State in which language Course has been prescribed.

(b) All persons belonging to 'B' Wing who have not completed 45 years of age on the 2<sup>nd</sup> November 1978 shall within a period of five years from the 2<sup>nd</sup> November 1978, pass all the tests prescribed for similar categories of persons in 'A' wing.

Those persons, who have not passed the said tests, shall not be eligible to draw increments in the time scale of pay of the post until he passes the said tests but such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the said tests.

**Explanation.—**(1) 'A' wing represents those initially appointment in Government Service and also includes those appointed on or after 1<sup>st</sup> April 1970 in the 'B' Wing schools (Erstwhile District Board High Schools).

**Explanation.—**(2) 'B' Wing represents the staff who were appointed till 31.3.1970 in the erstwhile district Board High Schools and absorbed as Government Servants and also placed in a separate wing in the respective service rules.

**Explanation.—**(3) School Assistants shall be appointed as Deputy Inspector of Schools only if they have passed the tests prescribed in sub-rule (a) i. above.

**14.Seniority.—**A person who, during the period from 1936 to 1946 (both years inclusive) was recruited direct as Special Assistant, Grade II, or promoted otherwise than through the category of Deputy Inspectors of Schools (Junior Scale) or recruited by transfer, as School Assistant, Headmaster, Headmistress, Deputy Inspectors of School (Senior Scale) or Sub-Assistant Inspectors, Grade II shall for purpose of promotion to grade I, to be treated as if he or she had been appointed as a Deputy Inspectors of Schools (Junior scale) on the date of his or her appointment to Grade II and he or she shall be promoted or deemed to have been promoted, from such date as will be fixed by the Director of School Education.

**15.Unit for discharge, reappointment and appointment as full member.—**For the purpose of discharge and reappointment and appointment of full members every post or group of posts in any class or category for which qualification in a particular subject or language is prescribed shall be deemed to be a separate category.

**16.Transfers and postings.—**(a) Transfers and postings of the personnel in the following categories shall be made by the Chief Educational Officers within their respective jurisdictions and also outside their respective jurisdictions if both the Chief Educational Officers mutually agree:

- (i) Deputy Inspectors of Schools and School Assistants in class I.
- (ii) Pandits in Tamil in class II and Pandits and Munshis (other than Tamil), Grade I and II in class III.
- (iii) Regional Inspectors of Physical Education and Physical Directors in class VI.

(b) All other transfers and postings excluding those which may be made by the appointing authorities within their respective jurisdictions shall be made by the Joint Director of School Education or by the Deputy Director of School Education who deals with the subject relating to appointment of personnel.

**17.Preparation of annual list of approved candidates.—**For the purpose of drawing up of the annual list of approved candidates for appointment to the posts in the service by recruitment by transfer or promotion the crucial date on which the candidates should be qualified shall be the 1<sup>st</sup> January of every year.

**ANNEXURE I**  
(referred to in rule 5)

Class and category (1)	Appointing authority (2)
I. (1) Deputy Inspector of Schools and School Assistants. (2) Junior Deputy Inspector of Schools	} Joint Director of School Education or Deputy Director of School Education who deals with the subject relating to the appointment of personnel.
II. Pandits in Tamil	Joint Director of School Education or Deputy Director of School Education who deals with the subject relating to the appointment of personnel.
III. (1) Pandits and Munshis (other than Tamil), Grade I	Joint Director of School Education or Deputy Director of School Education who deals with the subject relating to the appointment of personnel.

(2) Pandits and Munshis (other than Tamil) including Arabic Munshis in Kanyakumari District and Shencottah Taluk of Tirunelveli District, Grade II	Chief Educational Officers or Inspectresses of Girls Schools, as the case may be.
IV.(1) Secondary Grade Teachers	Chief Educational Officers or Inspectresses of Girls Schools, as the case may be.
(2) Higher Elementary Grade Teachers	District Educational Officers or Inspectresses of Girls Schools, as the case may be.
V.(1) Craft Instructors, Grade I and II (2) Art Masters in Secondary and Training Schools. (3) Art Masters in Basic Training Schools; and (4) Music Teachers.	} Chief Educational Officers or Inspectresses of Girls Schools, as the case may be.
VI.(1) Regional Inspector of Physical Education and Physical Directors.	Joint Director of School Education or Deputy Director of School who deals with the subject personnel.
(2) Physical Education Teachers.	Chief Educational Officers or Inspectresses of Girls Schools, as the case may be.

**ANNEXURE II**  
(referred to in rule 9)

Name of the category (1)	Method of appointment (2)	Qualification (3)
Deputy Inspectors of Schools and School Assistants.	Direct recruitment	A degree of a University in the State or degree of equivalent standard with such subjects or language taken under the different parts as may be considered necessary by the Director of School Education: Provided that degree of the Madras, Annamalai or Madurai Kamaraj University with Geology as the Main subject shall be considered as sufficient qualification only if the candidate possess the B.T. or B.Ed., degree of a University in the State.
	Promotion, recruitment by transfer and transfer	(i) A degree of University in the State or degree of equivalent standard with such subjects or language taken under the different parts as may be considered necessary by the Director of School Education: Provided that degree of the Madras, Annamalai or Madurai Kamaraj University with Geology as the Main subject shall be considered as sufficient qualification only if the candidate possess the B.T. or B.Ed., degree of a University in the State. Provided further that for purpose of promotion, a degree of University in the

		State in any subject shall be sufficient instead, and
		(ii) Must have passed Deputy Inspectors Test and Account Test for Subordinate Officers, Part I: Provided that for purpose of promotion to the Tamil Language Group, persons, who have not studied Tamil in the degree course must have passed the Advanced language test in Tamil.
Junior Deputy Inspector of Schools	Promotion and recruitment by transfer	(i) Minimum general educational qualification as defined in schedule I to the General rules for the Tamil Nadu State and Subordinate Services; and (ii) Trained Teacher's Certificate of the Secondary or a Senior Grade Basic Trained Teachers' Certificate.
Pandits and Munshis (other than those in Hindi), Grade I including Pandits in Tamil	Direct recruitment, transfer, promotion and recruitment by transfer	(i) A degree of University in the State in the language in respect of which recruitment is necessary; or Minimum general educational qualification as defined in Schedule I to the General rules for the Tamil Nadu State and Subordinate Services, and title of Oriental Learning conferred by any University in the State in the Language in respect of which recruitment is necessary: Provided that for purposes of appointments as Munshi in Urdu persons possessing the Oriental Title of Munshi I – Fazil of the University of Madras shall be eligible besides persons possessing the oriental title of Adib-a-Fazil of the said University: Provided further that a person who possess a minimum general educational qualification as defined in Schedule I to the General rules for the Tamil Nadu State and Subordinate Services and who have passed the Pulavar / Pandit examination held by the Madurai Tamil Sangam up to April 1977 shall be eligible for appointment to the post of Pandits in Tamil; and (ii) B.T. or B.Ed., degree of a University in the State or a Trained Teachers Certificate of the Secondary Grade or a Senior Basic Grade Trained Teacher Certificate or Teacher's Certificate or successful completion of the pundits training course or Diploma Teaching Awarded by any University in the State: Provided that Pandits Grade II in other Language excepting Hindi, who do not possess the minimum general educational qualification as defined in Schedule I to the General rules for the Tamil Nadu State and Subordinate

Services, shall be considered for appointment on or after the 1<sup>st</sup> April 1974 or the 1<sup>st</sup> April 1975 as the case may be if they have completed ten years of continuous service as Pandits.

Pandits and Munshis (other than those in Hindi), Grade II including Pandits in Tamil	Direct recruitment, transfer, promotion and recruitment by transfer	<p>(i) A title of Oriental Learning conferred by the Madras, Annamalai or Madurai Kamaraj University in the Language in respect of which recruitment in necessary:          Provided that for purposes of appointments as Munshi in Urdu persons possessing the Oriental Title of Munshi I – Fazil of the University of Madras awarded prior to 1939 shall be eligible besides persons possessing the oriental title of Adib-a-Fazil of the said University; and</p> <p>(ii) A Trained Teacher's Certificate of the Secondary / Senior Basic or successful completion of the Pandits training course or diploma in Teaching awarded by the Annamalai University.</p>
Pandits in Hindi, Grade I	Direct recruitment, transfer, promotion and recruitment by transfer	<p>A.(i) A degree in Hindi of a University in the State or a degree of equivalent standard:          Provided that holders of the degree of B.A. of the Madras or Annamalai University shall be eligible only if they have taken Hindi under part III; and</p> <p>(ii) The B.A. degree or the B.Ed. degree of a University in the State.</p> <p>B.(i) Minimum general educational qualification as defined in Schedule I to the General rules for the Tamil Nadu State and Subordinate Services: and</p> <p>(ii)(a) The Pracharak diploma or the Pracharak Training Certificate of the Dekshina Bharat Hindi Prachar Sabha, Chennai, or Persons possessing the Original Title of Munshis Fazil of the University of Madras awarded prior to 1989 shall be eligible besides persons possessing the oriental Title of Adib-a-Fazil of the said University; and</p> <p>(b) A trained teachers certificate of the Secondary / Senior Basic Grade or successful completion of the Pandit Training courses or diploma in Teaching awarded by the Annamalai University:          Provided that Pandits in Hindi, Grade II who do not possess the minimum general educational qualification as defined in schedule I to the General rules for the Tamil Nadu State and Subordinate Services, shall be considered for</p>



appointment on or after the 1<sup>st</sup> April 1975 if they have completed ten years of continuous services as Pandits.

Pandits in Hindi, Grade II	Direct recruitment, transfer, promotion and recruitment by transfer	<p>(i) The Prachark diploma or the Pracharak Training Certificate of the Dakshina Bharat Hindi Prachar Sabha, Madras and</p> <p>(ii) A pass in the third form of a Secondary School or its equivalent: Provided that if persons satisfying the qualifications specified above are not available for appointment as Pandits and Munshis in Hindi other persons may be appointed subject to such condition as may be prescribed by the State Government.</p>
Arabic Munshis, Grade II	Direct recruitment, transfer, promotion and recruitment by transfer	<p>(i) Minimum general educational qualification as defined in Schedule I to the General rules for the Tamil Nadu State and Subordinate Services or Malayalam Higher or Tamil Higher or Vernacular Lower Examinations of the Travancore Cochin State; and</p> <p>(ii) Arabic Munshis Examination in Lower Grade.</p>
Secondary Grade Teachers	Direct recruitment, transfer, promotion and recruitment by transfer	Minimum general educational qualification as defined in Schedule I to the General rules for the Tamil Nadu State and Subordinate Services and Training School Leaving Certificate of Secondary Grade or its equivalent.
Higher Elementary Grade Teachers	Direct recruitment, transfer, promotion and recruitment by transfer	Elementary School Leaving Certificate or its equivalent and Training Teachers Certificate of Elementary Grade or its equivalent. Teachers who have passed the Nursery Montessory and Kinder Garden School Leaving Certificate Examination of Secondary Grade shall be employed to handle standards I to II only.
Craft Instructor, Wood work Grade I	Direct recruitment, transfer, promotion and recruitment by transfer	<p>(i) Minimum general educational qualification as defined in schedule I to the General rules for the Tamil Nadu State and Subordinate Services; and</p> <p>(ii) Industrial School Certificate; or Certificate Course in Elementary wood working (old regulations) issued by the College of Arts and Crafts Chennai, diploma course in wood work issued by the College of Arts and Crafts (New regulations) Chennai; and</p> <p>(iii) Technical Teachers Certificate; or Crafts Instructors Course Certificate of College of Education, Saidapet; and</p> <p>(iv) National Trade Certificates in the Trade of Carpentry one year course (with one</p>

Craft Instructor, Wood work Grade II	Direct recruitment, transfer, promotion and recruitment by transfer	<p>year paid untrained) Teaching experience for one year (paid) work experience on a standard wood work factory or Institutions; and</p> <p>(v) National Apprentice Certificate issued by the National Council for Training in Vocational Trades (wood work)</p> <p>(i) Minimum general educational qualification as defined in Schedule I to the General rules for the Tamil Nadu State and Subordinate Services; and</p> <p>(ii) Industrial School Certificate; or Certificate course in Elementary wood working (old regulations) issued by the College of Arts and Crafts Chennai; or Diploma course in wood work issued by the College of Arts and Crafts (New regulations) Chennai; and</p> <p>(iii) Technical Teachers Certificate; or Crafts Instructors course certificate of College of Education, Saidapet; and</p> <p>(iv) National Trade Certificates in the Trade of Carpentry one year course (with one year paid untrained) Teaching experience; or One year (paid) work experience on a standard wood work factory or Institutions; and</p> <p>(v) National Apprentice Certificate issued by the National Council for Training in Vocational Trades (wood work)</p>
Craft Instructor, Grade II in the following crafts:- Weaving	Direct recruitment, transfer, promotion and recruitment by transfer	<p>(i) Minimum general educational qualification as defined in Schedule I to the General rules for the Tamil Nadu State and Subordinate Services; and</p> <p>(ii) Artisan course or Instructor's course certificate of the Government Textile Institute Chennai; or Government Technical Examination Certificate (Lower Grade); or Bunayee or Khadi Pravisaka course (one year) of the All India Spinners Association, Tiruppur; or Three years course certificate in Handloom and Powerloom weaving issued by the SMRV Technical Institute, Nagarcoil awarded prior to 1961; or Twelve months Craft man Certificate in Handloom Weaving SMRV Technical Institute, Nagarcoil; or National Trade Certificate awarded by the National Council for Training in Vocational Trades, Government of India, the Directorate General of Resettlement and Employment in Hand Weaving Trade; Diploma in</p>

		Handloom Technology awarded by the Indian Institute of Handloom Technology, All India Handloom Board, Salem; and
		(iii) Technical Teacher's Certificate; or Craft Instructor's Course Certificate of College of Education, Saidapet.
Sewing	Promotion, direct recruitment, transfer and recruitment by transfer.	A Certificate in Needle work and Dress making (Higher Grade) and Embroidery (Higher Grade) and Technical Teacher's Certificate or a diploma in Costume Designing and Dress makings issued by the Board of Technical Education and Training, Chennai or Industrial School Certificate and Technical Teachers Certificate.
Rattan Work	Promotion, direct recruitment, transfer and recruitment by transfer.	Any Course of training in Rattan Work approved by the Director of School Education.
Tailoring	Promotion, direct recruitment, transfer and recruitment by transfer.	A Certificate in Tailoring (Higher Grade) with a Technical Teachers Certificate.
Agriculture	Promotion, direct recruitment, transfer and recruitment by transfer.	(i) Minimum general educational qualification as defined in Schedule I to the General rules for the Tamil Nadu State and Subordinate Services or its equivalent; and Government Technical Examination Certificate (Lower Grade) and Technical Teachers Certificate; or (ii) Minimum general educational qualification as defined in Schedule I to the General rules for the Tamil Nadu State and Subordinate Services with thirty five percent in Agriculture (Theory and Practical separately) under the Diversified Course: and Technical Teachers Certificate; or (iii) A Certificate issued to candidates who underwent the two years certificate course in Agricultural Science, Gandhigram or by the Ramakrishna Vidyalaya Perianaickan Palayam and Technical Teachers Certificate.
Art Masters in Secondary and Training School	Direct recruitment, transfer, promotion and recruitment by transfer	(i) (a) Degree with drawing and painting under part II of a University in the State or its equivalent; or Diploma in painting or diploma in drawing of the Annamalai University; or (b) Minimum general educational qualification as defined in Schedule I to the General rules for the Tamil Nadu State and Subordinate Services; and (ii) A diploma in Paintings or Commercial Arts or Modelling of the Government College of Arts and Crafts; or Government Technical Examinations (Higher Grade) in free hand outline and model drawing; or Government diploma in drawing or a

		<p>Certificate issued by the Tamilnadu Institute of Architecture and Sculpture Mamallapuram; and</p> <p>(iii) Technical Teachers Certificate;</p> <p>(iv) A diploma in Fine Arts, awarded by the Director of Technical Education or a degree in Fine Arts awarded by the Madras University or Bharathiyar University.</p>
Art Masters in Basic Training School	Direct recruitment, transfer, promotion and recruitment by transfer	<p>(i) A pass in III Form of a Secondary School recognised by the Director of School Education or a pass in the VIII Standard public Examination conducted by the Director of Government Examinations; and</p> <p>(ii)(a) A group Certificate in drawing and painting and design Higher Grade; or</p> <p>(b) Art Masters Certificate in designing and painting; or</p> <p>(c) A diploma in drawing and painting of the Government School of Arts and Crafts, Chennai any other similar certificate accepted equivalent thereto by the Director of School Education:          Provided that other things being equal preference shall be given to a person who, in addition possesses-</p> <p>(i) A general educational qualification higher than that prescribed in (a) above; or</p> <p>(ii) The Teachers Training Certificate or the Technical Teachers Certificate awarded by the Education Department.</p>
Music Teachers	Direct recruitment, transfer, promotion and recruitment by transfer	<p>(i) Degree with Music under Part II; or          Minimum general educational qualification as defined in Schedule I to the General rules for the Tamil Nadu State and Subordinate Services; and Sangeetha Bhushana of Annamalai University; or          Sangeetha Vidwan title in Music awarded by the Director of Government Examinations, Chennai; or          Sangeetha Siromani of the Madras University; or          Diploma in Music of the Madras University or Madurai University ; and Technical Teachers Certificate ;or</p> <p>(ii) Minimum general educational qualification as defined in Schedule I to the General rules for the Tamil Nadu State and Subordinate Services; and Government Technical Examination Certificate (Higher Grade) in Music; and Technical Teachers Certificate;</p> <p>(iii) Minimum general educational qualification as defined in Schedule I to the General rules for the Tamil Nadu State and</p>

		Subordinate Services with forty percent in Music (Theory and Practical) separately under the diversified course; and Technical Teacher's Certificate; or Diploma in Music Teaching awarded by the Director of Government Examinations;
		(iv) Teachers Certificate in Indian Music issued by the Director of Government Examination.
Regional Inspectors of Physical Education and Physical Directors.	Direct recruitment	A degree in Physical Education of any University in the State or a degree of equivalent standard.
	Promotion, Transfer and Recruitment by transfer.	(i) A degree in Physical Education of any University in the State or a degree of equivalent standard; and (ii) Must have passed Account Test for Subordinate Officers, Part I
Physical Education Teachers.	Direct recruitment, transfer, promotion and recruitment by transfer	(i)(a) Pass in Pre-University; or Higher Secondary; or Teachers School Leaving Certificate (Secondary Grade or Senior Basic); and (b) Government Teachers Certificate of Higher Grade in Physical Education; or (ii)(a) Pass in Secondary School Leaving Certificate (S.S.L.C.); and (b) Government Teachers Certificate of Lower Grade in Physical Education; or (iii) A Bachelor degree in Physical Education (B.P.Ed); or (iv) A Bachelor degree in Physical Education and Sports (B.P.E.S) offered by YMCA College of Physical Education, Chennai or a qualification equivalent thereto ; or (v) A Master degree in Physical Education and Sports offered by Annamalai University directly acquired M.P.E.S without the degree of B.P.E.S ; or (vi) A Bachelor degree in Mobility Science for the Disabled (B.M.S) offered by YMCA College of Physical Education, Chennai and other similar Colleges Teaching Physical Education; or (vii) A Master degree in Physical Education (M.P.Ed) whether acquired through regular course or directly acquiring a Bachelor degree in Physical Education (B.P.Ed).

**Explanation.**—The persons appointed as Physical Education Teachers with qualifications mentioned in items (iii) to (vii) above are not eligible for incentive increments for such qualifications.

**SECTION 48A—THE TAMIL NADU ELEMENTARY EDUCATIONAL  
SUBORDINATE SERVICE.**

**1. Constitution.—** The service shall consist of the following classes and categories, namely :-

Class (1)	Category (2)
I	1. Assistant Elementary Educational Officer. 2. Headmasters/Headmistresses of Middle Schools (B.Ed., Grade). 3. Language Pandits (Tamil) and Language Pandits (other than Tamil).
II	Headmasters / Headmistresses of Middle Schools (Secondary Grade).
III	1. Headmasters / Headmistresses of Primary Schools (Secondary Grade). 2. Secondary Grade Teachers.
IV	Higher Grade Teachers.
V	Physical Education Teachers.
VI	Pre-Vocational Instructors (Full Time).

**2. Appointments.—** Appointments to various classes and categories shall be made, as follows:-

Class (1)	Category (2)	Method of appointment (3)
I	1. Assistant Elementary Educational Officer. 2. Headmasters / Headmistresses of Middle Schools (B.Ed., Grade).	By transfer from Headmaster or Headmistress of Panchayat Union or Municipal or Government Middle Schools.  (i) By promotion from class II of the Service; or class III of the service. (ii) By transfer from category 3 Language Pandit, Grade I of class I of the service: Provided that if no B.Ed., or Language Pandit, Grade I Teacher is available for appointment to the category within the unit, such vacancy shall be filled by B.Ed., Teacher or Language Pandit, Grade I by transfer from other units. (iii) When no qualified and suitable candidate is available by any of the methods specified in item (i) and (ii) above, by direct recruitment.
	3. Language Pandits (Tamil) and Language Pandits (Other than Tamil).	(i) By Promotion from Headmasters / Headmistresses of class II or class III of the Service; (ii) By transfer of qualified personnel from any other unit; (iii) By direct recruitment: Provided that for appointment to substantive vacancies in the posts of Language Pandits 1/3 shall be filled by direct recruitment and 2/3 by Promotion.
II	Headmasters/ Headmistresses of Middle Schools (Secondary Grade).	By promotion form class III of the service.

III	1. Headmasters/ Headmistresses of Primary Schools.	By transfer from category 2.
	2. Secondary Grade Teachers.	(i) By direct recruitment ; or (ii) By promotion from any post in the service on a lower scale of pay : Provided that fifty percent of the substantive vacancies arising in the category shall be filled by direct recruitment.
IV	Higher Grade Teachers.	By direct recruitment.
V	Physical Education Teachers.	(i) By direct recruitment; or (ii) By transfer of qualified persons from any other unit
VI	Pre-vocational Instructors.	By direct recruitment.

**3.Appointing authority.**—The Director of Elementary Education shall be the appointing authority for the post of Assistant Elementary Educational Officer.

The District Elementary Educational Officer of the Educational district concerned shall be the appointing authority for all the remaining classes and categories specified in these rules.

**4.Reservation of appointments.**—The rule of reservation of appointments (General rule 22) shall apply separately to appointment to the service by direct recruitment within the jurisdiction of each of the appointing authorities in each of the categories.

**5.Appointments in Institutions for minority languages.**—A vacancy in the post of Headmaster/Headmistress in a Middle or Primary school, especially provided for linguistic minority shall be filled up by transfer of any member of the same grade who is in possession of the respective language qualification and who may be employed at the time of the vacancy in an institution not specially provided for linguistic minority. When such transfer is not possible, a member who is in possession of the respective language qualification may be appointed by any method admissible under rule 2 above, but he shall not acquire by reason only of such appointment any right in the matter of seniority or full membership in such grade or transfer to a vacancy, in such grade in an institution or establishment, not specially provided for linguistic establishment, not specially provided for linguistic minority or promotion, to a higher grade or category.

**6.Qualifications (a) Age.**—No person shall be eligible for appointment by direct recruitment to any of the categories specified in the rules if he or she has completed thirty five years of age on the first day of July of the year in which selection for appointment is made :

Provided that for appointment to posts for which the minimum general educational qualification referred to in sub-rule (2) of rule 12 of the General rules for the Tamil Nadu State and Sub-ordinate Services or a lower qualification has been prescribed, the upper age limit in respect of candidates belonging to Scheduled Castes / Scheduled Tribes shall be higher by five years:

Provided further that persons who have completed fifty seven years of age on the actual date of appointment shall not be eligible for appointment to the post of Assistant Elementary Educational Officer.

(b) **Other qualifications.**—(i) No person shall be eligible for appointment to the service in the post specified in column (2) of Annexure, unless he possesses the minimum qualifications specified in the corresponding entries in column (4) thereof:-

(ii) No person whose mother tongue is other than Tamil or who has not acquired knowledge of Tamil Language in his High School Course or who has not passed the Second Class Language Test in Tamil shall be eligible for appointment to any category in the service.

(iii) No person in the category of Language Pandit, Grade I (other than Tamil) namely Telugu, Urdu, Malayalam and Kannada shall be eligible for appointment to the post of Headmaster/Headmistress in the Middle Schools imparting instruction in Tamil. If the medium of instructions in the school is other than Tamil, i.e. Telugu, Urdu, Malayalam and Kannada, Language Pandit Grade I qualified in that Languages may be appointed as Headmaster in that particular School.

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

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

(c)The Assistant Educational Officer or the Assistant Elementary Educational Officer concerned, as the case may be within the Jurisdiction is the authority competent to issue order declaring satisfactory completion of probation in respect of the members of all other categories of the service.

**8.Preparation of annual list of approved candidates.**—For the purpose of drawing up of the annual list of approved candidates for appointment to that post in the service by promotion, the crucial date on which the candidates should be qualified shall be the 1<sup>st</sup> January of every year.

**9.Unit for appointment, discharge or re-appointment.**—(a)For the purpose of appointment as full member, reappointment or discharge in all categories, each Panchayat Union shall be a unit for Panchayat Union and Government Middle School Teachers.

(b) In respect of Kanyakumari District, the revenue district shall be the unit.

(c) Each Municipality shall be a separate unit for Municipal school teachers who were appointed on or after 1<sup>st</sup> June 1986.

**10.Transfer and postings.**—(a)Transfer and posting in category I of class I shall be made by the Director of Elementary Education.

(b)Transfer and posting of all other categories in the service within and inter-Revenue district shall be made by the District Elementary Educational Officer concerned.

(c)Notwithstanding anything contained in sub-rules (a) and (b), the Director of Elementary Education shall be competent to transfer any officer in the Service within or outside Revenue district on public grounds.



**ANNEXURE**

[referred to in rule 6(b)(i)]

Class (1)	Name of category (2)	Method of appointment (3)	Qualification (4)
I	1. Assistant Elementary Educational Officer.	By transfer from Headmasters or Headmistresses of Panchayat Union/ Municipal / Government Middle Schools.	A degree of any University in the State or its equivalent and B.T., or B.Ed., degree in any University in the State or its equivalent.
	2. Headmasters/ Headmistresses of Middle Schools (B.Ed., grade).	By promotion and transfer.	(1)A degree of any University in the State or a degree of equivalent standard and B.T., or B.Ed., degree of any University in the State; or (2)(a)A degree in Tamil of any University in the State; or (b)Minimum general educational qualification as defined in Schedule I to the General rules for the Tamil Nadu State and Subordinate Services and title of Oriental Learning concerned by any University in the State in the language: Provided that persons appointed as Tamil Pandit in any school prior to 1 <sup>st</sup> April 1976 shall be eligible for appointment in any other school even after 1 <sup>st</sup> April 1976; and (3)B.T., or B.Ed., degree of any University in the State or a Trained Teachers Certificate of the Secondary Grade or a Senior Basic Grade Trained Teachers Certificate on successful completion of the Pandit Training Course or diploma in Teaching awarded by any University in the State.
		By direct recruitment.	(1)A degree of any University in the State or a degree of equivalent standards and B.T., or B.Ed., degree of any University in the State; or

- (2)(a) A degree in Tamil of any University in the State;
- (b) Minimum general educational qualification as defined in Schedule I to the General rules for the Tamil Nadu State and Subordinate services and title of Oriental Learning conferred by any University in the State in the language; and
- (c) B.T., or B.Ed., degree of any University in the State or a Trained Teachers Certificate of the Secondary Grade or a Senior Basic Grade Trained Teachers certificate on successful completion of the Pandit Training Course or diploma in Teaching awarded by any University in the State.

3. Language Pandits (Tamil) and Language Pandits (other than Tamil) By direct recruitment, promotion and transfer.

- (1) B.Lit. degree of the Madras University or its equivalent in any University in the State in the language in respect of which recruitment is necessary and Teacher Training of Madras University or any other Universities; or Minimum general educational qualifications as defined in Schedule I to the General rules for the Tamil Nadu State and Subordinate Services and title of Oriental Learning conferred by any University in the State in the language in respect of which recruitment is necessary.
- (2) B.T., or B.Ed., degree of any University in the State or Trained Teachers Certificate of the Secondary Grade or Senior Basic Grade Trained Teachers Certificate on successful completion of the Pandits Training Course or diploma in Teaching awarded by any University in the State.

II Headmasters / Headmistresses of Middle School By promotion.

A Trained Teacher's Certificate of the Secondary Grade or a Senior Grade Basic Trained

	(Secondary Grade).		Teachers Certificate awarded by Government of Tamil Nadu or its equivalent.
III	(1) Headmasters / Headmistresses of Primary Schools (Secondary Grade).	By transfer	A Trained Teacher's Certificate of the Secondary Grade or a Senior Grade Basic Trained Teachers Certificate awarded by Government of Tamil Nadu or its equivalent.
	(2) Secondary Grade Teacher	By direct recruitment, transfer and promotion.	A Trained Teacher's Certificate of the Secondary Grade or a Senior Grade Basic Trained Teachers Certificate awarded by Government of Tamil Nadu or its equivalent.
IV	Higher Grade Teachers.	By direct recruitment.	A Trained Teacher's Certificate of the Higher Grade or a Junior Basic Grade Trained Teacher's Certificate issued by the Secretary to the Director of Government Examinations, Chennai.
V	Physical Education Teacher.	By direct recruitment, promotion and transfer.	Higher Secondary or Pre-University Course and Government Teacher's Certificate of Higher Grade in Physical Education.
VI	Pre-vocational Instructors (Full Time).	By direct recruitment.	Pass in III Form or E.S.L.C. and diploma in the subject and Technical Teacher's Certificate.

**SECTION 49 —THE TAMIL NADU FORENSIC SCIENCE  
SUBORDINATE SERVICE.**

**1.Constitution.**—The service shall consist of following classes and categories, namely:-

Class I –

- Category 1 Scientific Officer.
- Category 2 Scientific Assistant (Photography).
- Category 3 Technical Stores Superintendent; and
- Category 4 Junior Scientific Officer.

Class II –

- Category 1 Photographer; and
- Category 2 Store Keeper.

Class III–

- Category 1 Technical Assistant (Air conditioning);
- Category 2 Technical Assistant (Gas Plant); and
- Category 3 Technician.

Class IV            Laboratory Assistant.

**2.Appointment and qualification.**—No person shall be eligible for appointment to the classes and categories specified in column (1) of the table below by the methods specified in the corresponding entries in column (2) thereof unless he possesses the qualifications specified in the corresponding entries in column (3) thereof:-

TABLE

Class and category (1)	Methods of appointment (2)	Qualifications (3)
Class I – Category 1 Scientific Officer.	By promotion from among the holders of the post of Junior Scientific Officer.	Experience as Junior Scientific Officer for a period not less than three years in the group as shown in the annexure, to which he is promoted.
Category 2 Scientific Assistant (photography)	By promotion from among the holders of the post of Photographer.	Experience as Photographer for a period not less than three years.
Category 3 Junior Scientific Officer.	By promotion from among the holders of the post of Store Keeper.	Experience as Store Keeper for a period of not less than three years.

<p>Category 4 Scientific Assistant, Grade II</p>	<p>By direct recruitment</p>	<p>M.Sc. (Forensic Science) degree and a degree in the subject, for the group as shown in the annexure below to which he is appointed; or M.Sc., degree in the subject for the group as shown in the Annexure, to which he is appointed: Provided that other things being equal, preference shall be given to a person who holds a degree in M.Sc.,(Forensic Science).</p>
<p>Class II - Category 1 Photographer</p>	<p>(i) By promotion from among the holders of the post of Technician; or  (ii) By direct recruitment, if no suitable candidates are available for appointment by promotion</p>	<p>Experience for a period of not less than three years in the Photography division of Tamil Nadu Forensic Science Subordinate Service.  (1)A degree in Physics or Chemistry ; and (2)A diploma in Photography awarded by the National Institute of Criminology and Forensic Science, Ministry of Home Affairs, New Delhi ; or A diploma in Cinematography or Processing Technology awarded by the Film Institute of Technology, Government of Tamil Nadu.</p>
<p>Category 2 Store keeper</p>	<p>By direct recruitment</p>	<p>(1)A degree in Physics or Chemistry; and (2)Experience for a period of not less than three years as Store Keeper in a reputed Firm or a Government Institution.</p>
<p>Class III - Category 1 Technical Assistant (Air conditioning)</p>	<p>By direct recruitment</p>	<p>(1)A diploma in Mechanical Engineering awarded by the Department of Technical Education of the Government of Tamil Nadu with Refrigeration and Air-conditioning as an Elective subject; and (2) Experience for a period of not less than two years in</p>

the maintenance of Air-conditioning and Cold Storage Plant in a reputed firm or a Government Institution.

Category 2 Technical Assistant (Gas Plant)	By direct recruitment	(1) A diploma in Mechanical Engineering awarded by Department of Technical Education of the Government of Tamil Nadu; and (2) Experience for a period of not less than two years in the maintenance of Fuel Gas Plant, in a reputed firm or a Government Institution.
Category 3 Technician	By promotion from among the holders of the post of Laboratory Assistant	Experience as Laboratory Assistant for a period not less than three years.
Class IV Laboratory Assistant	By direct recruitment	A Pass in Higher Secondary Examination.

**3.Appointing authority.**—The appointing authority for the classes specified in column (1) of the table below shall be the authority specified in the corresponding entries in column (2) thereof:-

TABLE

Class (1)	Appointing authority (2)
Classes I, II, III and IV	Director of Forensic Science, Chennai.

**4.Age.**—No person shall be eligible for appointment to any post by direct recruitment, if he has completed or will complete the age of thirty years on the first day of July of the year in which the selection for appointment is made.

**5.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.

**6.Reservation of appointments.**—The rule of reservation of appointments (rule 22 of the General rules for the Tamil Nadu State and Subordinate Services) shall apply to the appointments by direct recruitment to the posts of Junior Scientific Officer and Laboratory Assistant.

**7.Training.**—(1) Every person promoted as Scientific Officer and posted in the Documents division or in the Ballistics division shall undergo training for a period of not less than six months in the respective division.

(2) The period of training shall count for probation and increment.

**8.Crucial date for preparation of annual list of approved candidates.**—The crucial date on which a candidate shall be qualified for the purpose of drawing up of the annual list of approved candidates for appointment to the posts by promotion or by direct recruitment shall be the 15<sup>th</sup> day of October of every year.

**9.Saving clause.**—Nothing contained in these rules shall adversely affect the holders of the posts on the date of coming into force of these rules.

**ANNEXURE**

( referred to in the table under rule 2 )

SL.No (1)	Group (2)	Division (3)	Subject (4)
(1)	Biology	(i) Anthropology (ii) Biology (iii) Serology	Zoology or Anthropology (Physical)/Bio-Chemistry or Micro Biology or Botany
(2)	Chemistry	(i) Chemistry (ii) Documents (iii) Toxicology (iv) Photography (v) Prohibition (vi) Excise (vii) Explosives (viii) Narcotics	Chemistry ( General or Organic or Inorganic or Analytical or Physical).
(3)	Physics	(i) Ballistics (ii) Documents (iii) Photography (iv) Physics	Physics or Physical Chemistry.

**Note 1.**—A person with Bio-Chemistry as his subject in the degree is eligible for appointment only in the Biology and Serology divisions in the Biology group and in the Toxicology division in Chemistry group.

**Note 2.**—A person appointed in the documents and Photography division will take his seniority either in the Chemistry or Physics group according to his subject in the degree.

**Note 3.**—The services rendered in the Research and Development and Reception divisions and Mobile Forensic Science Laboratories will be counted for experience in the respective group according to their subject in the degree.

**Note 4.**—A person with Botany as his subject on the degree is eligible for appointment only in the Biology division in the Biology group.

**SECTION 50 —THE TAMIL NADU CINCHONA SUBORDINATE SERVICE.**

*(Deleted)*



**SECTION 51— THE TAMIL NADU AGRICULTURAL MARKETING  
SUBORDINATE SERVICE.**

**1.Constitution.**—The service shall consist of the following categories of posts, namely:-

- Category 1-  
     (i) Superintendent of Market.  
     (ii) Inspector of Licensed Premises.  
     (iii) Manager.
- Category 2     Engineering Supervisor.
- Category 3     Supervisor.
- Category 4-  
     (i) Propaganda Inspector.  
     (ii) Vigilance Inspector.
- Category 5     Driver (Light Vehicle).
- Category 6     Market Maistry.

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

TABLE

Category (1)	Method of appointment (2)
Category 1- (i) Superintendent of Market. (ii) Inspector of Licensed premises. (iii) Manager.	} by promotion from category 3.
Category 2 Engineering Supervisor.	(i) by recruitment by transfer from the holders of the posts of Overseers in Market Committees; or (ii) if no qualified suitable person is available for appointment to the post by the method (i) above, by recruitment by transfer from any other service; or (iii) by direct recruitment.
Category 3 Supervisor	(i) by recruitment by transfer from the holders of the posts of Junior Assistant, Typist and Steno-typist in Market Committees; or (ii) by promotion from category 4; or (iii) by direct recruitment.
Category 4 - (i) Propaganda Inspector. (ii) Vigilance Inspector.	(i) by promotion from category 6; or (ii) by direct recruitment.

Category 5	Driver (Light vehicle).	(i) by recruitment by transfer from any other service; or (ii) by direct recruitment.
Category 6	Market Maistry.	(i) by recruitment by transfer from the holders of the post of Record Clerks in Market Committees; or (ii) if no qualified and suitable person is available for appointment to the post by the method (i) above, by recruitment by transfer from the holders of the post of Office Assistant, Watchman, Sweeper, Gardner and Attender Boys in Market Committees; or (iii) by direct recruitment.

(b) The posts of Superintendent of Market, Inspector of Licensed Premises and Manager in category 1 are inter-changeable.

(c) The proportion of number of persons to be appointed to the posts between direct recruitment and other methods shall be in the order of rotation, as indicated below:-

Category 2

- (i) direct recruitment.
- (ii) recruitment by transfer.
- (iii) recruitment by transfer.
- (iv) recruitment by transfer.
- (v) recruitment by transfer.
- (vi) recruitment by transfer.

Category 3

- (i) direct recruitment.
- (ii) recruitment by transfer.
- (iii) recruitment by transfer.
- (iv) promotion.
- (v) recruitment by transfer.
- (vi) recruitment by transfer.

Category 4

- (i) direct recruitment.
- (ii) promotion.
- (iii) promotion.
- (iv) promotion.
- (v) promotion.
- (vi) promotion.

Category 5

- (i) direct recruitment.
- (ii) recruitment by transfer.
- (iii) recruitment by transfer.
- (iv) recruitment by transfer.
- (v) recruitment by transfer.
- (vi) recruitment by transfer.

Category 6

- (i) direct recruitment.
- (ii) recruitment by transfer.
- (iii) recruitment by transfer.
- (iv) recruitment by transfer.
- (v) recruitment by transfer.
- (vi) recruitment by transfer.

Provided that if no qualified candidate is available by recruitment by transfer or by promotion in the order of rotation indicated above, that vacancy shall be filled up by the next method.

(d) Promotion to category 1 shall be made on the grounds of merit and ability, seniority being considered where merit and ability are approximately equal.

(e) Promotion to category 1 shall be made from the combined seniority list of all the persons in the posts in category 3 based on the date of their regular appointment in each post.

**3.Appointing and transferring authority.**—The appointing and transferring authority for all the categories of posts shall be the Director of Agricultural Marketing:

Provided that in respect of the posts in categories 4,5 and 6 in a Market Committee, transfers within that Market Committee shall be made by the Secretary of the Market Committee.

**4.Qualification (a) Age.**—No person shall be eligible for appointment to the posts by direct recruitment, if he has completed or will complete twenty eight years of age on 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 posts specified in column(1) of the table below by the methods specified in column(2) thereof, unless he possesses the qualifications specified in the corresponding entries in column (3) thereof:-

TABLE		
Posts (1)	Method of appointment (2)	Qualification (3)
Category 1		
(i) Superintendent of Market.	} By promotion from category 3	(i) Must have put in service for a period of not less than five years in the post of Supervisor in category 3: Provided that the Head Accountant and the Senior Clerk should have worked as Supervisor for a period of not less than one year on duty and the Supervisor should have worked as Head Accountant or Senior Clerk or both for a period of not less than one year on duty out of a total period of five years;
(ii) Inspector of Licensed Premises.		
(iii) Manager.		
Category 2		
Engineering Supervisor.	By recruitment by transfer from the holders of the post of Overseer in Market Committees.	(i) Must possess a diploma in Civil Engineering awarded by the State Board of Technical Education and Training, Chennai; (ii) Must have put in service for a period of not less than five years as Overseer in Market Committees; and

		(iii) Must have passed the following tests, namely:- (a) Departmental Test for Agricultural Marketing Department Employees; and (b) Account Test for the Public Works Department Officers and Subordinates.
	By direct recruitment or by recruitment by transfer from any other service	(i) Must possess a diploma in Civil Engineering awarded by the State Board of Technical Education and Training, Chennai; and (ii) Must possess practical experience in engineering works for a period of not less than five years after acquiring a diploma.
Category 3 Supervisor	By recruitment by transfer from Junior Assistant, Typist and Steno-typist in Market Committees	(i) Must possess the minimum general educational qualification prescribed in Schedule I to Part II of the General rules for the Tamil Nadu State and Subordinate Services; (ii) Must have put in service for a period of not less than five years in any one or more of the posts of Junior Assistant, Typist, Steno-typist in Market Committees; and (iii) Must have passed the Account Test for Subordinate Officers, Part I.
	By promotion from category 4	(i) Must have put in service for a period of not less than five years in any one or both of the posts of Propaganda Inspector and Vigilance Inspector in Market Committees; (ii) Must have passed the Account Test for Subordinate Officers, Part I; and (iii) Must possess the minimum general educational qualification prescribed in Schedule I to Part II of the General rules for the Tamil Nadu State and Subordinate Services.
	By direct recruitment	Must possess a degree. Other things being equal, preference shall be given to those who have passed the Government Technical Examination in Book-Keeping by Higher Grade.
Category 4 (i) Propaganda Inspector. (ii) Vigilance Inspector.	By promotion from category 6	(i) Must possess the minimum general educational qualification prescribed in Schedule I to Part II of the General rules for the Tamil Nadu State and Subordinate Services; (ii) Must have put in service for a period of not less than five years as Market Maistry; and (iii) Must have passed the Departmental Test for Agricultural Marketing Department Employees.

	By direct recruitment		Must possess the minimum general educational qualification prescribed in Schedule I to Part II of the General rules for the Tamil Nadu State and Subordinate Services.
Category 5 Driver (Light Vehicles).	By recruitment by transfer from any other service or by direct recruitment	(i) Must have passed III Form or VIII <sup>th</sup> Standard in a recognised school; and (ii) Must possess a driving licence to drive light motor vehicles and practical experience for a period of not less than two years in driving a motor vehicle.	Other things being equal, preference shall be given to those who possess experience in driving a van or jeep. <b>Explanation.</b> —Recognised School shall mean a school imparting education and recognised by the Government of Tamil Nadu under the Educational Rules of the State Government.
Category 6 Market Maistry.	By recruitment by transfer from Record Clerks in Market Committees	(i) Must have passed Secondary School Leaving Certificate Examination; and (ii) Must have put in service for a period of not less than three years as Record Clerk in Market Committees.	
	By recruitment by transfer from the holders of the posts of Office Assistant, Watchman, Sweeper, Gardner and Attender Boys in Market Committees	(i) Must have passed Secondary School Leaving Certificate Examination; and (ii) Must have put in service for a period of not less than five years in any one or more of the posts of Office Assistant, Watchman, Sweeper, Gardner and Attender Boys in Market Committees.	
	By direct recruitment		Must have passed Secondary School Leaving Certificate Examination. Other things being equal, preference shall be given to those who possess a certificate of Special Training in Agriculture and in one or more subjects in rural reconstruction or allied subjects or a pass in the Government Technical Examination in Agriculture.

**5.Probation.**—(a) Every person appointed to a 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.

(b) Every person appointed to a 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.Tests.**—(a) Every person appointed to the post mentioned in column (i) of the Annexure to these rules by the method specified in column(2), shall within the period of probation pass the tests specified in column (3) thereof:-

(b) If any person fails to pass the tests within the period of probation, his increments shall be stopped until he passes the tests; but such stoppage of increment shall not have the effect of postponing his future increments after he passed the tests.

**7.Preparation of annual list of approved candidates.**—For the purpose of drawing up of the annual list of approved candidates for appointment to posts specified in this service by recruitment by transfer or by promotion, the crucial date on which the candidates should be qualified shall be the 1<sup>st</sup> April of every year to which the list relates.

**8.Reservation of appointments.**—The rule relating to reservation of appointments (General rule 22) shall apply for appointment to each post separately by direct recruitment.

**9.Unit of appointment.**—For the purpose of appointment to the service, seniority, discharge of probationers for want of vacancy, re-appointment of probationers, approved probationers, appointment of full members and promotion in all the Market Committees in the State of Tamil Nadu shall be a single Unit.

**10.Savings.**—Nothing contained in these rules shall adversely affect any appointments, promotions made under the provisions of the Tamil Nadu Agricultural Produce Markets Rules, 1962 on and from the 17<sup>th</sup> November 1981 till the 4<sup>th</sup> July 1989.

#### ANNEXURE

(see rule 6)

Details of tests to be passed within the period of probation.

Post (1)	Method of appointment (2)	Tests to be passed (3)
1. Engineering Supervisor	Direct recruitment; or by recruitment by transfer from any other service	1. Departmental Test for Agricultural Marketing Department Employees; 2. Account Test for Public Works Department Officers and Subordinates.
2. Supervisors	Recruitment by transfer	1. Tamil Nadu Government Office Manual Test; 2. Departmental Test for Agricultural Marketing Department Employees.
	Direct recruitment	1. Tamil Nadu Government Office Manual Test; 2. Departmental Test for Agricultural Marketing Department Employees; 3. Account Test for Subordinate Officers, Part I.
3.(i) Propaganda Inspector (ii) Vigilance Inspector	Direct recruitment	1. Departmental Test for Agricultural Marketing Department Employees; 2. Tamil Nadu Government Office Manual Test.
4. Market Maistry	Direct recruitment or recruitment by transfer	1. Departmental Test for Agricultural Marketing Department Employees; 2. Tamil Nadu Government Office Manual Test.

**SECTION 52 – THE TAMIL NADU TOWN PANCHAYATS  
SUBORDINATE SERVICE.**

**1. Constitution.**—The service shall consist of the following classes of officers, namely:-

- Category 1 Executive Officer, Special Grade (Town Panchayats);  
Executive Officer, Special Grade Administration).
- Category 2 Executive Officer, Selection Grade (Town Panchayats);  
Executive Officer, Town Panchayats;  
Executive Officer, Selection Grade (Administration).
- Category 3 Executive Officer, Grade I;  
Executive Officer (Accounts) in the Directorate of Town Panchayats;  
Executive Officers (Accounts) in the offices of the Assistant  
Director of Town Panchayats.
- Category 4 Executive Officer, Grade II

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

TABLE

Category (1)	Method of appointment (2)
1. Executive Officer, Special Grade (Town Panchayats); Executive Officer, Special Grade (Administration).	(a) Transfer from the other post of Executive Officer in category 1; or (b) Promotion from Executive Officer, Selection Grade (Town Panchayats); Executive Officer, Town Panchayats and Executive Officer, Selection Grade (Administration) in category 2.
2. Executive Officer, Selection Grade Town Panchayats; Executive Officer, Town Panchayats; and Executive Officer, Selection Grade (Administration).	(a) Transfer from the other posts of Executive Officers in category 2; or (b) Promotion from among the holders of the post of Executive Officer, Grade I or Executive Officer (Accounts) in the Directorate of Town Panchayats and offices of the Assistant Director of Town Panchayats in the category 3.
3. Executive Officer Grade I; Executive Officer, (Accounts) in the Directorate of Town Panchayats and in offices of the Assistant Director of Town Panchayats.	(a) Transfer from the other Executive Officer in category 3; or (b) Promotion from among the holders of the post of Executive Officer, Grade II in category 4; or (c) Recruitment by transfer from among the holders of the posts of Head Clerks of Town Panchayats in the Tamil Nadu Ministerial Service or Assistant in offices of Assistant Director of Town Panchayats and Directorate of Town Panchayats in the Tamil Nadu Ministerial Service: Provided that appointment to the post of Executive Officer, Grade I and Executive Officer (Accounts), by methods other than by transfer, shall be made from a combined seniority list prepared from among the posts of Executive Officer Grade II, Head Clerk and Assistants:

Provided further that nothing contained in the above proviso shall adversely affect any person holding the posts on 18.04.2012.

- 4.Executive Officer, Grade II
- (a) Direct recruitment; or  
(b)Recruitment by transfer from among the holders of the post of Junior Assistant, Revenue Inspector, Typist and Steno-typists of Town Panchayats Department in the Tamil Nadu Ministerial Service.
- Note.**—The ratio between direct recruitment by the Tamil Nadu Public Service Commission and by recruitment by transfer shall be in the ratio of 1:3.

(b) Appointment by promotion to the posts in category 1,2 and 3 shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

**3.Qualification.**—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 entries in column (2) unless he possesses the qualifications specified in the corresponding entries in column (3) thereof:-

TABLE

Posts (1)	Method of appointment (2)	Qualification (3)
1.Executive Officer, Special Grade (Town Panchayats); and Executive Officer, Special Grade (Administration).	Promotion	Must have served for a period of not less than two years as Executive Officer in category 2.
2.Executive Officer, Selection Grade (Town Panchayats); Executive Officer, Town Panchayats; and Executive Officer Selection Grade (Administration).	Promotion	Must have served for a period of not less than two years as Executive Officer, Grade I or Executive Officer (Accounts) in the Directorate of Town Panchayats and / or office of the Assistant Director of Town Panchayats.
3.Executive Officer Grade I; Executive Officer (Accounts) in the Directorate of Town Panchayats and in the offices of the Assistant Director of Town Panchayats	Promotion Recruitment by transfer	Must have served as Executive Officer, Grade II for not less than two years. (a)Must possess the minimum general educational qualification; (b)Must have served as Head Clerk or Assistant in the Directorate of Town Panchayats or Offices of the Assistant Director of Town Panchayats for a period of not less than two years; (c)Must have passed the Departmental tests for officers of the Panchayat Development, Panchayat Development Account Test and Tamil Nadu Government Office Manual Test.



4. Executive Officer Grade II	Direct recruitment	(a) A degree; (b) Must not have completed or will not complete the age of thirty years on the first day of July of the year in which selection for appointment to the post is made.
	Recruitment by transfer	Must have served as Junior Assistant, Bill Collector, Typist or Steno-typist in the Town Panchayats Department for a period of not less than two years; Must have passed the Departmental tests for officers of the Panchayat Development Department, Panchayat Development Account test and Tamil Nadu Government Office Manual Test.

**4.Appointing authority.**—The Director of Town Panchayats shall be the appointing authority for all the categories.

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

**6.Unit for appointment, reversion, discharge of probationers, approved probationers and full members.**—For the purpose of appointment, reversion or discharge for want of vacancies and reappointment of probationers and approved probationers and appointment as full members, the State shall be the unit for all the categories.

**7.Tests.**—Every person appointed to the posts by direct recruitment shall within the period of probation pass the Departmental Tests for Officers of Panchayat Development Department, Panchayat Development Account Test and TamilNadu Government Office Manual Test, if he has not already passed those tests:

Provided that a person who has already commenced his probation before the issue of these rules in any of the posts of which the test qualification has been prescribed in these rules should pass the test within a period of two years from the date of issue of these rules. Failure to pass the test within the above period will entail stoppage of increment until he passes tests. However, the stoppage of increment will not have the effect of postponing his future increments after he has passed the tests.

**8.Postings and transfers.**—Postings and transfers within the district shall be made by the District Collector and from one district to another district by the Director of Town Panchayats.

**9.Preparation of annual list of approved candidates.**—For the purpose of preparation of annual list of approved candidates for appointment to the post, the crucial date on which the candidate should possess the qualifications shall be the 1st March of every year. The Director of Town Panchayats shall be the approving authority for the panels for all the posts from Executive Officer, Grade II.

**10.Saving clause.**—Nothing contained in these rules shall adversely affect the persons holding any of the posts referred to in these rules on the date of issue of these rules.

## **SECTION 53 —THE TAMIL NADU VILLAGE ASSISTANTS SERVICE.**

**1.Constitution.**—The service shall consists of the post of Village Assistants in the State of Tamil Nadu.

**2.Appointment.**—Appointment to the post shall be made by direct recruitment through the employment exchange concerned.

**3.Appointing authority.**—The appointing authority for the post shall be the Taluk Tahsildar having Jurisdiction over the village concerned.

**4.Reservation appointments.**—The rule of reservation of appointments as laid down in rule 22 of the General rules for the Tamil Nadu State and Subordinate Services, shall apply for appointment to the post by direct recruitment treating each taluk as a separate unit.

**5.Age.**—No person shall be eligible for appointment to the post by direct recruitment unless he has completed or will complete the age of twenty one years or if he has completed or will complete the age of thirty years on the date of sponsoring by the employment exchange:

Provided that in case of persons belonging to any of the Backward Classes or Most Backward Classes and Denotified Communities or Schedule Castes or Schedule Tribes, the upper age limit shall be thirty five years.

**6.Educational qualification.**—No person shall be eligible for appointment to the post unless he has passed V standard in a recognized school namely , 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 Tamil Nadu Educational Rules with sufficient knowledge to read and write Tamil.

**7.Other qualifications.**—(a)No person shall be eligible for appointment to the post unless –

- (i) he is able to ride a bicycle
- (ii) he satisfies the appointing authority that the character and antecedents are such as to qualify him for the post; and
- (iii) produces a certificate regarding his physical fitness for the post in the Form prescribed under rule 10 of the Fundamental Rules.

(b)No person shall be eligible for appointment to the post if he has more than one spouse living or if such a person has entered into or contracted a marriage with a person having a spouse living.

(c)The person appointed to the post shall belong to the village to which he is appointed or the adjoining village if no suitable candidate is available from that village.

**8.Conversion of Part - time Village Assistants.**—Part - time village Servants, appointed-

- (i) Under the Tamil Nadu proprietary Estates Village Service Act, 1864 (Tamil Nadu Act II of 1894) or the Tamil Nadu Hereditary Village Offices Act, 1895 (Tamil Nadu Act III of 1895) and who continue to held office by virtue of sub-section (3) of Section of the Tamil Nadu Proprietary Estates' Village Service and the Tamil Nadu Hereditary Village Offices (Repeal) Act, 1968 (Tamil Nadu Act, 20 of 1968); or
- (ii) Under the Tamil Nadu Village Officers Service Rules 1970, on the date of coming into force of these rules; or
- (iii) Under the Tamil Nadu village Officers (Appointed under the Revenue Standing Orders) Service Rules, 1978; or
- (iv) Under the Tamil Nadu Village Servants Service Rules, 1980.

And called Vetti, Nirgandi Thalayari and who were working as such on the 1<sup>st</sup> day of June 1995 shall be deemed to have been appointed as Village Assistants under these rules on that day and nothing contained in these rules shall adversely affect any such persons.

**9. Probation.**—Every person appointed to the post shall from the date on which he joins duty be on probation for a total period of one year on duty with in a continuous period of two years.

**10. Residence.**—Every person appointed to the post shall reside in the village to which he is appointed.

**11. Transfer and postings.**—Every person appointed to the post shall be liable to be transferred to any place—

- (i) within the Taluk by the Taluk Tahsildar;
- (ii) within the Revenue Division by the Revenue Divisional Officer;
- (iii) within the district by the District Collector; and
- (iv) on administrative grounds, outside the district by the Commissioner of Revenue Administration.

**12. Unit for recruitment, discharge and re-appointment.**—For the purpose of recruitment, discharge and re-appointment, the jurisdiction of the appointing authority shall be the unit.

## SECTION 54 – THE TAMIL NADU GEOLOGY AND MINING SUBORDINATE SERVICE.

**1. Constitution.**—The service shall consist of the following classes and categories of posts, namely:-

Class I -		
Category 1	Assistant Geologist	
Category 2	Chemist	
Category 3	Drilling Assistant	
Class II	Drilling Operator	
Class III -		
Category 1	Mechanic	
Category 2	Librarian, Grade II	
Class IV -		
Category 1	Tracer	
Category 2	Surveyor	
Class V -		
Category 1	Tractor Driver	
Category 2	Micro Section Cutter	
Class VI	Field man	
Class VII -		
Category 1	Label Writer	
Category 2	Laboratory Attender	

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

TABLE

	Post (1)		Method of appointment (2)
Class I -			
Category 1	Assistant Geologist	(i)	By direct recruitment; or
		(ii)	By transfer from any other class or category; or
		(iii)	By recruitment by transfer from any other service.
Category 2	Chemist	(i)	By direct recruitment; or
		(ii)	By transfer from any other class or category; or
		(iii)	Recruitment by transfer from any other service; or
		(iv)	Promotion from among the holders of the post of Junior Chemist.
Category 3	Drilling 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; or

		(iv)	By promotion from among the holders of the post of Drilling Operator.
Class II	Drilling Operator	(i)	By direct recruitment; or
		(ii)	By transfer from any other class or category; or
		(iii)	By recruitment by transfer from any other service; or
		(iv)	By promotion from among the holders of the post of Drill Helpers.
Class III -			
Category 1	Mechanic	(i)	By direct recruitment; or
		(ii)	By transfer from any other class or category; or
		(iii)	By recruitment by transfer from any other service.
Category 2	Librarian, Grade II	(i)	Omitted
		(ii)	By transfer from any other class or category; or
		(iii)	By recruitment by transfer from any other service.
Class IV -			
Category 1	Tracer	(i)	By direct recruitment; or
		(ii)	By transfer from any other class or category; or
		(iii)	By recruitment by transfer from any other service.
Category 2	Surveyor	(i)	By direct recruitment; or
		(ii)	By transfer from any other class or category; or
		(iii)	By recruitment by transfer from any other service.
Class V -			
Category 1	Tractor Driver	(i)	By direct recruitment; or
		(ii)	By transfer from any other class or category; or
		(iii)	By recruitment by transfer from any other service.
Category 2	Micro Section Cutter	(i)	By direct recruitment; or
		(ii)	By transfer from any other class or category; or
		(iii)	By recruitment by transfer from any other service.
Class VI	Fieldman	(i)	By direct recruitment; or
		(ii)	By recruitment by transfer from any other service.
Class VII -			
Category 1	Label Writer	(i)	By direct recruitment; or
		(ii)	By transfer from any other class or category; or

		(iii)	By recruitment by transfer from any other service.
Category 2	Laboratory Attender	(i)	By direct recruitment; or
		(ii)	By promotion or transfer from any other class or category; or
		(iii)	For special reasons, recruitment by transfer from any other service.

(b) Promotion to the following posts shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal:-

1. Chemist
2. Drilling Assistant
3. Drilling Operator
4. Librarian, Grade II

**3.Appointing authority.**—The appointing authority for all the posts in this service shall be the Director of Geology and Mining.

**4.Reservation of appointments.**—The rule relating to reservation of appointments (General rule 22) shall apply to all appointments made by direct recruitment to all categories of posts included in the service, the cadre strength of which is more than one.

**5.Qualification.**—(a) No person shall be eligible for appointment by direct recruitment to the posts specified in column (1) of the table below, if he has completed or will complete the age specified in the corresponding entries in column (2) thereof, on the first day of July of the year in which the selection for appointment is made:-

TABLE

	Posts (1)	Age (2)
1.	Assistant Geologist	28 years
2.	Chemist	30 years
3.	Drilling Assistant	30 years
4.	Drilling Operator	40 years
5.	Mechanic	28 years
6.	Omitted	
7.	Tracer	28 years
8.	Surveyor	28 years
9.	Tractor Driver	28 years
10.	Micro Section Cutter	28 years
11.	Fieldman	28 years
12.	Label Writer	28 years
13.	Laboratory Attender	28 years

Provided that on and from the 27th February 1999, the age limit shall be 30 years in respect of the posts mentioned against serial numbers 1 and 5 to 13 above.

(b) No person shall be eligible for appointment to the post and by the methods specified in columns (2), (3) of the Annexure unless he possesses the qualification specified in the corresponding entries in column (4) thereof:-

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

**7.Preparation of annual list of approved candidates.**—For the purpose of drawing up of annual list of approved candidates for appointment to the posts in the service by recruitment by

transfer or by promotion or transfer the crucial date on which the candidates should possess the qualifications prescribed shall be the 15th April of every year.

**8. Unit for appointment, discharge, etc.,**—For purpose of appointment, promotion, discharge, etc., the entire state shall be deemed as one unit.

**9. Postings and transfers.**—Postings and transfers shall be made by the Director of Geology and Mining.

**10. Saving clause.**—Nothing contained in these rules shall adversely affect any person holding the post on the date of issue of these rules.

**ANNEXURE**  
[referred to in rule 5(b)]

Sl. No (1)	Category (2)	Method of appointment (3)	Qualification (4)
1	Assistant Geologist	(i) By direct recruitment; or (ii) By transfer from any other class or category; or (iii) By recruitment by transfer from any other service.	Must possess B.Sc. or M.Sc. degree in Geology of any University: Provided that other things being equal, preference shall be given to those who possess practical experience in field work.
2	Chemist	1. By direct recruitment; or by transfer from any other class or category; or by recruitment by transfer from any other service.	(i) (a) A first or second class degree of M.Sc. or B.Sc (Hons.) in Chemistry or in the Chemical Technology or in Industrial Chemistry or a first or second class degree in B.Sc in Chemistry or in Chemical Technology or in Industrial Chemistry or a diploma in Chemical Technology or in Chemical Engineering issued by any recognized Institution or Board; and (b) Experience in research in Pure or Applied Chemistry or Analytical Chemistry for a period of not less than two years; or (ii) (a) A degree of B.Sc., in Domestic Science or in Food Technology; and (b) Research and practical experience in the analysis of Food and Food products for a period of not less than one year; or (iii) (a) A diploma in Food Technology issued by any recognized Institution or Board; and

- (b) Research and practical experience in the analysis of Food and Food products for a period of not less than five years.
2. Promotion from among the holders of the post of Junior Chemist
- (i) A degree of B.Sc., Chemistry or diploma in Chemical Technology or in Chemical Engineering issued by any recognized Institution or Board; and
- (ii) Service as Junior Chemist for a period of not less than two years.
3. Drilling Assistant
1. By direct recruitment or by transfer from any other class or category or by recruitment by transfer from any other service.
- (i) (a) Must possess a degree or diploma in Mechanical Engineering or a degree in Science in Geology or a degree or diploma in Mining Engineering;
- (b) A diploma in Mechanical or Mining Engineering of the State Board of Technical Education and Training, Chennai or any recognized institution or Board; and
- (ii) Must possess practical experience for a period of not less than one year in Diamond Drilling in different formation with various types of Drilling Machines with different core diameters:  
 Provided that if persons with the experience referred to above are not available, the persons without practical experience prescribed above will be eligible for appointment to the post.  
 Other things being equal preference will be given to persons who have completed one year of apprenticeship under the Government of India Scheme or one year of training under the State Government Apprenticeship Scheme.



2. By promotion from among the holders of the post of Drilling Operator.
- (i) Must possess the minimum general educational qualification or its equivalent; and
  - (ii) Must possess practical experience as Drilling Operator for a period of not less than five years.
4. Drilling Operator
1. By direct recruitment or by transfer from any other class or category or by recruitment by transfer from any other service.
- (i)
    - (a) Must possess a certificate in the trade of Machinist issued by any recognized Institution or Board; and
    - (b) Must possess practical experience for a period of not less than two years in doing core drilling in various formations with atleast 2000 to 3000 feet of drill; and
    - (c) Must have knowledge in the maintenance of drill pump engines and must be able to keep records of drills and bore hole logs independently; or
  - (ii)
    - (a) Must have studied upto S.S.L.C., or equivalent in a recognized school ; and
    - (b) Must possess practical experience for a period of not less than five years in diamond core drilling with at least 2000 to 3000 feet of drilling on various formations; and
    - (c) Must have knowledge in the maintenance of drills, pumps and engines and must be able to keep records of drills and bore hole logs independently.
2. By promotion from among the holders of the post of Drill Helpers.
- (i) Must have studied upto S.S.L.C or Matriculation; and
  - (ii) Must have served as Drill Helper for a period of not less than five years.

- |    |                        |   |   |
|----|------------------------|---|---|
| 5. | Mechanic               | By direct recruitment or by transfer from any other class or category or by recruitment by transfer from any other service  | <ul style="list-style-type: none"> <li>(i) Must have undergone training in the Industrial or Engineering concerns of the Government of Tamil Nadu or in any concern recognized by the Government of India or by the Technical Diploma Examination Board, Chennai; and</li> <li>(ii) Must possess practical experience in repairing diamond drills, calyx drills motors, diesel engines for a period of not less than one year.</li> </ul>   |
| 6. | Librarian,<br>Grade II | <ul style="list-style-type: none"> <li>1. Omitted</li> <li>2. By transfer from any other class or category or by recruitment by transfer from any other service.</li> </ul> | <ul style="list-style-type: none"> <li>(i) Minimum general educational qualification prescribed in Schedule I to the General rules for the Tamil Nadu State and Subordinate Services; and</li> <li>(ii) Must possess a Certificate in Librarianship awarded by any recognized University, Institution or Board; and</li> <li>(iii) Must possess practical experience in a Library connected with any recognized Educational or Scientific or Industrial concern for a period of not less than three years.</li> </ul> <p style="margin-left: 40px;"><b>Explanation.—A</b><br/>"recognized educational or Scientific or Industrial concern" means any Educational or Scientific or Industrial concern recognized by the Government of India or by any of the State Government or by the State Board or Technical Education, Chennai.</p> |
| 7. | Tracer                 | By direct recruitment or by transfer from any other class or category or by recruitment by transfer from any other service.   | Must have passed the Government Technical Examination by the Lower Grade in the Geometric drawing, building drawing and estimating and frook and sulling and model drawing.   |

8.	Surveyor	By direct recruitment or by transfer from any other class or category or by recruitment by transfer from any other service.	<ul style="list-style-type: none"> <li>(i) Must have passed S.S.L.C. public examination and must have been declared eligible for college course; and</li> <li>(ii) Must have passed the Government surveying and levelling certificate examination.</li> </ul>
9.	Tractor Driver	By direct recruitment or by transfer from any other class or category or by recruitment by transfer from any other service.	<ul style="list-style-type: none"> <li>(i) Must possess a current licence for driving heavy transport issued by the competent authority under the Government of Tamil Nadu; and</li> <li>(ii) Must possess practical experience in driving bus, lorry or tractor or any other heavy vehicle either in Government Department or in any other private service for a period of not less than two years; and</li> <li>(iii) Must possess knowledge in mechanism of all types of vehicles.</li> </ul>
10.	Micro Section Cutter	By direct recruitment or by transfer from any other class or category or by recruitment by transfer from any other service.	<ul style="list-style-type: none"> <li>(i) Must have studied upto and inclusive of VI Form in a recognized school; and</li> <li>(ii) Must possess experience in Micro section cutting of rocks and minerals for a period of not less than six months in a Government Geological Department.</li> </ul>
11.	Fieldman	By direct recruitment or by recruitment by transfer from any other service.	<ul style="list-style-type: none"> <li>(i) A pass in III Form or VIII Standard in a recognized school; and</li> <li>(ii) Good physique and ability to stand out-door work. Preference shall be given to those who have a knowledge of minerals, rock section cutting, drawing and surveying.</li> </ul>
12.	Label Writer	By direct recruitment or by transfer from any other class or category or by recruitment by transfer from any other service.	<ul style="list-style-type: none"> <li>(i) Must have passed III Form or VIII Standard in a recognized school.</li> <li>(ii) Must be conversent with numbering and labelling of rocks and mineral specimens, display of minerals and preparation of charts, banners for exhibition purposes for a period of not less than one year in a State or Central Government</li> </ul>

Department or Geological  
Department of University /  
College.

13. Laboratory Attender
- By direct recruitment or by promotion or by transfer from any other class or category or for special reasons, by recruitment by transfer from any other service
- (i) A pass in the III Form or VIII Standard in a recognized school; and
  - (ii) Practical experience in a Science or Chemical Laboratory for a period of not less than two years.

**Explanation.—A**

“recognized Institution or Board” shall mean an Institution or Board recognized by the Government of India or by any of the State Governments.

**SECTION 55 —THE TAMIL NADU BASIC SERVICE.  
(MUNICIPAL AND TOWNSHIP SCHOOLS)**

**1.Constitution.**— The service shall consist of the following classes and categories, namely:-

Classes (1)	Categories (2)
I	Duffadar.
II	Office Assistant.
III -	(1) Waterman. (2) Gardener. (3) Watchman. (4) Sweeper. (5) Sanitary Worker. (6) Conductress. (7) Lascar.

**2.Appointment.**—Appointment to the classes specified in column (1) and the categories specified in column (2) of the table below shall be made by the method specified in the corresponding entries in column (3) thereof:-

TABLE

Class (1)	Categories (2)	Method of appointment (3)
I	Duffadar	Promotion from the category of Office Assistant in the service: Provided that promotion shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.
II	Office Assistant	Transfer from a category in class III in the service: Provided that for the purpose of appointment by transfer from class III to class II, they should have completed probation in a category in class III or should have completed service of not less than one year in a category in class III of the service.
III -	(1) Watchman (2) Gardener (3) Waterman (4) Sweeper (5) Sanitary Worker (6) Conductress (7) Lascars	Transfer from any other category in the same service carrying an identical scale of pay.

**3.Appointing authority.**—(a)The District Educational Officer of the district concerned shall be the appointing authority for all the classes and categories in the service.

(b) For the purpose of appointment, transfer, discharge and reappointment, appointment as full member and promotion, each municipality or township, as the case may be shall be treated as a separate unit.

(c)(i) For appointment of full member, General rule 31 shall apply separately to the jurisdiction of each 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.

(ii) All the transfers and postings from the jurisdiction of one appointing authority to that of another within the same revenue district shall be made by the Chief Educational Officers concerned.

(iii) All other transfers and postings excluding those mentioned above shall be made by the Joint Director of School Education (Personnel).

(iv) Transfer outside the jurisdiction of one unit to another unit shall be made from the jurisdiction of one appointing authority to another at the request of the individual and he shall be treated as a transferee to the service and the individual shall be treated as the junior most in the unit to which he is transferred.

**4. Qualifications.**—No person shall be eligible for appointment to the class and category in the service unless he possesses the qualifications specified in the table below:-

TABLE

Class and Category (1)	Qualification (2)
I Duffadar.	A pass in VIII Standard, or III Form with knowledge in cycling.
II Office Assistant.	
III Watchman, Waterman, Gardener, Sweeper, Conductress, Sanitary Worker, Lascar.	Able to read and write in Tamil

**5. Probation.**—Every person appointed to any of the categories 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. Preparation of annual list.**—For the preparation of annual list, for appointment to the categories in the service by promotion or transfer, the crucial date shall be the 15<sup>th</sup> March of every year.

**SECTION 56 —THE TAMIL NADU PANCHAYAT DEVELOPMENT  
ENGINEERING SUBORDINATE SERVICE.**

**1.Constitution.**—The service shall consist of the following categories of posts, namely:-

Category 1	Overseer
Category 2	Road Inspector, Grade I
Category 3	Road Inspector, Grade II

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

TABLE

Category (1)	Methods of appointments (2)
Overseer	(a) Direct recruitment; or (b) Promotion from the category 2.
Road Inspector, Grade I	Promotion from category 3.
Road Inspector, Grade II	Direct recruitment.

**3.Preparation of annual list of approved candidates.**—For the purpose of drawing up of the annual list of approved candidates for appointment to the posts in the service by direct recruitment or by promotion, the crucial date on which the candidates should have acquired the prescribed qualification shall be the 1<sup>st</sup> April of the year.

**4.Qualification (a) Age.**—Notwithstanding anything contained in rule 12(d) of General rules, no person shall be eligible for appointment to the post of Overseer or Road Inspector, Grade II by direct recruitment, if he has completed the age of 35 years on the first day of July of the year in which the selection for appointment to the posts is made.

(b) **Other qualifications.**—No person shall be eligible for appointment to the category specified in column (1) of the table below by the methods specified in the corresponding entries in column (2) thereof, unless he possesses the qualifications specified in the corresponding entries in column (3) thereof :-

TABLE

Category (1)	Method of appointment (2)	Qualification (3)
Overseer	Direct recruitment	Must possess a diploma in Civil Engineering.
	Promotion	(1)Must possess a diploma in Civil Engineering; and (2)Must have rendered service as Road Inspector, Grade I for a period of not less than five years: Provided that persons appointed by promotion, must have passed the following tests:- (a)The Account Test for Public Works Department Officers and Subordinates;

(b) Paper IV of the Departmental test for Officers of the Panchayat Development Department; viz Tamil Nadu Panchayats Act, 1994 and the rules and orders issued thereunder.

The ratio for appointment to the category of Overseer by promotion and by direct recruitment shall be 1:3 and the following rotation shall be followed, while making appointment to the vacancies arising in that category:-

- (1) Promotion
- (2) Direct recruitment
- (3) Direct recruitment
- (4) Direct recruitment

Road Inspector,  
Grade I                      Promotion

- (1) Must possess an Industrial Training Institute Certificate in Civil Draughtsmanship from a Government recognized Institute; and
- (2) Must have rendered service as Road Inspector, Grade II for a period of not less than five years.

Road Inspector,  
Grade II                      Direct recruitment

Must possess an Industrial Training Institute Certificate in Civil Draughtsmanship in a Government recognized Institute.

**5.Appointing authority.—**(a) The Collector of the district concerned shall be the appointing authority for the categories in the respective district units.

(b) The direct recruitment to the posts shall be made by calling for candidates from Employment Exchanges in the District as and when vacancy arises and selection by Selection Committee which shall follow the prescribed selection procedure issued by Government from time to time and the committee shall be constituted by the District Collector concerned.

**6.Probation.—**Every person appointed to any of the categories 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.Tests.—**(a) Every person appointed to the post of Overseer by direct recruitment shall, within the period of his probation, pass the Account Test for Public Work Department Officers and Subordinates and Paper IV of the Departmental Test for Officers of the Panchayat Development Department, viz. Tamil Nadu Panchayats Act, 1994 with the rules and orders issued thereunder conducted by the Tamil Nadu Public Service Commission.

(b) If the person appointed by direct recruitment as Overseer has failed to pass the above tests within the period of probation, further increments shall be stopped without cumulative effect to a maximum of five years within which the person has to pass the above tests, failing which the person shall be terminated from service.

**8.Unit for appointment, reversion, discharge, etc.—**For the purpose of appointment, reversion or discharge for want of vacancy and re-appointment of probationers and approved



probationers and appointment of full member as Overseer or Road Inspector, Grade I or Road Inspector, Grade II, as the case may be, each revenue district shall be the unit.

**9.Postings and transfers.**—(a)Postings and transfers within the district shall be made by the District Collector.

(b)Transfer by mutual consent or on request from one district to another district, shall be made by the Director of Rural Development and the person shall take his rank last in the list of probationers or approved probationers or full members, as the case may be in that category in the District transferred.

**10.Reservation of appointments.**—The rule of reservation of appointments (General rule 22) shall apply in the case of direct recruitment to the posts of Overseer and Road Inspector, Grade II.

**11.Savings.**—Nothing contained in these rules shall adversely affect any person holding any of the posts referred to in these rules on the date of issue of these rules.

## SECTION 57—THE TAMILNADU ZOO SUBORDINATE SERVICE.

**1. Constitution.**—The service shall consist of the following classes and categories, namely:-

Class I	
Category 1	Electrician, Grade II.
Category 2	Plumber.
Class II	
Category	Pump Operator.
Class III	
Category 1	Animal Keeper.
Category 2	Gardener.
Category 3	Mali.
Category 4	Sweeper-cum-Scavenger.
Category 5	Feed Distribution Helper.
Category 6	Security Watchman.
Category 7	Night Watchman.
Category 8	Assistant to Electrician.

**Explanation 1.**—category 2, Plumber in class I covers holders of the category carrying the scale of pay of Rs.825-15-900-20-1200 and Rs.750-12-870-15-945.

**Explanation 2.**—category, Pump Operator in class II covers holders of the category carrying the scale of Pay of Rs.800-15-1010-20-1150 and Rs. 750-12-870-15-945.

**2. Appointing authority.**—The Deputy Director, Arignar Anna Zoological park, Vandalur, Chennai shall be the appointing authority for all the classes and categories.

**3. Appointment.**—Appointment to all categories in classes I to III shall be by direct recruitment.

**4. Reservation of appointments.**—The rule of reservation of appointments (General rule 22) shall apply to the appointments by direct recruitment to all categories in classes I to III.

**5. Selection of direct recruitment.**—(a) Selection of candidates to any of the categories in classes I to III by direct recruitment shall be made in the manner indicated below:-

The appointing authority shall call for a panel of names including vacancies reserved for Ex-Servicemen 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 the Employment Exchange for forwarding a second list or further list of candidates and make his selection from out of such list or lists. Appointment of persons not nominated by the Employment Exchange concerned, may be made only when 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.

(b) Ten percent of the vacancies shall be reserved for Ex-servicemen who have been demobilized from the Army, Navy and Air Force. In respect of reserved vacancies for Ex-Servicemen, such vacancies shall be notified to the Director, Deputy Director or Assistant Director of Ex-Servicemen's Welfare, who are the competent sponsoring authorities. Such vacancies shall also be notified simultaneously to the local Employment Exchange.

**6. Qualification (a) Age.**—A candidate for appointment by direct recruitment to any of the categories in classes I to III must not have completed 30 years of age on the date of appointment:

Provided that a candidate belonging to the Scheduled Castes or the Scheduled Tribes shall be eligible for appointment to the above classes, if he has not completed 35 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 age limit aforesaid will not apply to widows appointed as Sweeper-cum-Scavenger.

**Explanation.**—For the purpose of this sub-rule, the age limit, in the case of a 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.

(b)**Other qualifications.**—No person shall be eligible for appointment to a category specified in column (1) of the table below by direct recruitment, unless he possesses the qualifications specified in the corresponding entries in column (2) thereof:-

TABLE

Class and category (1)	Qualification (2)
Class I Category 1 Electrician, Grade II	(i) Must possess minimum general educational qualification. (ii) ITI certificate in the respective trade.
Category 2 Plumber	(i) Must possess minimum general educational qualification. (ii) ITI certificate in the respective trade.
Class II Category Pump Operator	(i) Must possess minimum general educational qualification. (ii) ITI certificate in the respective trade.
Class III Category 1 Animal Keeper Category 2 Gardener Category 3 Mali Category 4 Sweeper-cum-Scavenger Category 5 Feed Distribution Helper Category 6 Security Watchman Category 7 Night Watchman Category 8 Assistant to Electrician	A pass in VIII Standard in a recognized school, namely, 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 of Tamil Nadu.

Provided that for any category in classes I to III, Ex-servicemen shall be eligible for re-appointment to the service, if they possess equivalent educational and technical qualifications in military service.

**7.Probation.**—Every person appointed to any of the categories in class I and II 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 and every person appointed to any categories in class III by direct recruitment 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.

**8.Pay.**—The holders of the categories mentioned in column (1) of the table below, shall draw a monthly pay in the scale of pay mentioned in column (2) thereof :-

Provided that on and from the 1st August 1992, the holders of category 1 in class I mentioned in column (1) of the table below, shall draw a monthly pay in the scale of Pay of Rs.950-20-1150-25-1500:

Provided further that on and from the 1st January 1996, the holders of the categories in classes I to III mentioned in column (1) of the table below, shall draw a monthly pay in the scale of pay mentioned in column (3) thereof:

Provided also that on and from the date of issue of these rules, the holders of category 2 in class I and the category in class II mentioned in column (1) of the table below, shall draw a monthly pay in the scale of pay mentioned in column (4) thereof:-

TABLE

Class and category (1)	Scale of Pay (2) Rs.	Scale of Pay (3) Rs.	Scale of Pay (4) Rs.
Class I			
Category 1	825-15-900-20-1200	3050-75-3950-80-4950	
Category 2	(i) 825-15-900-20-1200 (ii) 750-12-870-15-945	2750-70-3800-75-4400 2550-55-2660-60-3200	} 3050-75-3950-80-4950
Class II			
Category	(i) 800-15-1010-20-1150 (ii) 750-12-870-15-945	2650-65-3300-70-4000 2550-55-2660-60-3200	} 3050-75-3950-80-4590
Class III			
Category 1	450-10-570-15-720	} 2550-55-2660-60-3200	
Category 2	750-12-870-15-945		
Category 3	750-12-870-15-945		
Category 4	750-12-870-15-945		
Category 5	750-12-870-15-945		
Category 6	750-12-870-15-945		
Category 7	750-12-870-15-945		
Category 8	2550-55-2660-60-3200		

**9.Savings.**—Nothing contained in these rules shall adversely affect the incumbents holding the respective categories in classes I to III on the date of issue of these rules.

**SECTION 58 —THE TAMIL NADU LEGAL EDUCATIONAL SUBORDINATE SERVICE.**

**1.Constitution.**— The service shall consist of the following categories, namely:--

- (1) Sergeant; and
- (2) Electrician.

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

TABLE

Posts (1)	Methods of appointment (2)
(1) Sergeant	(a) By direct recruitment; or (b) By recruitment by transfer from the holders of the post of Record Clerk in the Tamil Nadu General Subordinate Service.
(2) Electrician	(a) By direct recruitment ; or (b) By recruitment by transfer from any other service.

**3.Appointing authority.**—The appointing authority for the post of Electrician shall be the Director of Legal Studies and in respect of Sergeant, the Principal of the respective Law College.

**4.Qualifications (a) Age.**—No person shall be eligible for appointment to the post specified in column (1) of the table below by the methods specified in column (2), if he has completed or will complete the age specified in the corresponding entries in column (3) thereof, on the 1<sup>st</sup> day of July of the year in which the selection for appointment is made.

TABLE

Posts (1)	Methods of appointment (2)	Age (3)
(1) Sergeant	(a) Recruitment by transfer from the holders of the post of Record Clerk in the Tamil Nadu General Subordinate Service (b) Direct recruitment	Forty five years.  Thirty years.
(2) Electrician	Direct recruitment	Thirty years.

**(b)Other qualifications.**—No person shall be eligible for appointment to the post specified in column (1) of the table below, unless he possesses the qualification specified in the corresponding entries in column (2) thereof:-

TABLE

Posts (1)	Qualification (2)
(1) Sergeant	Must have completed S.S.L.C.
(2) Electrician	Must possess minimum general educational qualification; (a)Must have obtained a certificate in craftsmanship in electric wiring issued by the

Department of Industries and Commerce; or a Wireman's Competency Certificate granted by the Government; and

(b) Must possess practical experience as an Electrician for a period of not less than five years.

**5.Probation.—**(a) 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.

(b) 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.

## SECTION 59 – THE TAMIL NADU FISHERIES ENGINEERING SUBORDINATE SERVICE.

**1. Constitution.**—Each of the following posts shall constitute a separate category in a distinct class of the said service, namely:-

Category 1	Senior Draughting Officer.
Category 2	Junior Engineer.
Category 3	Draughting Officer.
Category 4	Junior Draughting Officer.
Category 5	Assistant Draughtsman.
Category 6	Technical Assistant.
Category 7	Work Inspector.
Category 8	Head Mazdoor.

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

TABLE

Categories of posts (1)	Method of appointment (2)
Category 1 Senior Draughting Officer	By promotion from the category 3, Draughting Officer.
Category 2 Junior Engineer	(i) By direct recruitment; or (ii) By promotion from the category 6, Technical Assistant.
Category 3 Draughting Officer	(i) By direct recruitment; or (ii) By promotion from the category 4, Junior Draughting Officer.
Category 4 Junior Draughting Officer	(i) By direct recruitment; or (ii) By promotion from the category 5, Assistant Draughtsman.
Category 5 Assistant Draughtsman	(i) By direct recruitment; or (ii) By promotion from the category 8, Head Mazdoor.
Category 6 Technical Assistant	(i) By direct recruitment; or (ii) By promotion from the category 7, Work Inspector.
Category 7 Work Inspector	(i) By direct recruitment; or (ii) By promotion from the category 8, Head Mazdoor.
Category 8 Head Mazdoor	By direct recruitment.

Provided that if no qualified and suitable candidates are available by promotion to the categories of posts 2 to 7, then such vacancies shall be filled up by direct recruitment.

(b) Appointment to the post of Junior Draughting Officer, Assistant Draughtsman, Technical Assistant, Work Inspector and Head Mazdoor by direct recruitment, shall be made on selection, based on seniority-cum-roster by calling the list of eligible candidates from the Employment Exchange. Appointment to the post of Junior Engineer by direct recruitment shall be made through Tamil Nadu Public Service Commission.

**3.Preparation of annual list of approved candidates.—** For the purpose of drawing up of annual list of approved candidates for appointment to the posts in the service by promotion, the crucial date on which the candidate should have acquired the prescribed qualification shall be the first May of every year.

**4.Appointing authority.—**The authority specified in column (2) of the table below, shall be the appointing authority for the corresponding categories of posts specified in column (1) thereof:-

TABLE

Categories of posts (1)	Appointing authority (2)
1. Senior Draughting Officer	Director of Fisheries
2. Junior Engineer	Director of Fisheries
3. Draughting Officer	Director of Fisheries
4. Junior Draughting Officer	Superintending Engineer, Fishing Harbour Project Circle
5. Assistant Draughtsman	Superintending Engineer, Fishing Harbour Project Circle
6. Technical Assistant	Superintending Engineer, Fishing Harbour Project Circle
7. Work Inspector	Superintending Engineer, Fishing Harbour Project Circle
8. Head Mazdoor	Superintending Engineer, Fishing Harbour Project Circle

**5.Reservation of appointments.—**The General rule 22 of the Tamil Nadu State and Subordinate Services relating to the reservation of appointments shall apply to all appointments by direct recruitment, to all categories of posts in the service.

**6.Qualifications (a) Age.—** No person shall be eligible for appointment by direct recruitment, if he has completed or will complete thirty years of age on 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 category specified in column (1) of the table below by the methods of appointment specified in column (2), unless he possesses the qualifications specified in the corresponding entries in column (3) thereof:-



## TABLE

Categories of posts (1)	Method of appointment (2)	Qualifications (3)
1.Senior Draughting Officer	By promotion	(i) Must possess a diploma in Civil Engineering; or  An Industrial Training Institute Certificate in Civil Draughtsman from a Institute recognized by the Government: Provided that the persons possessing the qualification of Industrial Training Institute Certificate in Civil Draughtsman from a Institute recognized by the Government shall be considered for appointment only when suitable candidates possessing diploma in Civil Engineering are not available for such appointment ; and  (ii) Must have rendered service for a period of not less than four years as Draughting Officer.
2.Junior Engineer	(i) By direct recruitment  (ii) By promotion	Must possess a diploma in Civil Engineering.  (i) Must Possess a diploma in Civil Engineering; and (ii) Must have rendered service for a period of not less than five years as Technical Assistant: Provided that other things being equal, preference shall be given to those who have undergone apprenticeship training for a period of not less than one year under the Government of India Schemes or State Government apprenticeship training scheme.
3. Draughting Officer	(i) By direct recruitment  (ii) By promotion	Must possess a diploma in Civil Engineering.  (i) Must possess a diploma in Civil Engineering; or An Industrial Training Institute Certificate in Civil Draughtsman from a Institute recognized by the Government; and  (ii) Must have rendered service for a period of not less than five years as Junior Draughting Officer.

4. Junior Draughting Officer	(i)	By direct recruitment	Must possess a diploma in Civil Engineering; or  An Industrial Training Institute Certificate in Civil Draughtsman from a Institute recognized by the Government.
	(ii)	By promotion	(i) Must possess a diploma in Civil Engineering; or  An Industrial Training Institute Certificate in Civil Draughtsman from a Institute recognized by the Government; and  (ii) Must have rendered service for a period of not less than five years as Assistant Draughtsman.
5. Assistant Draughtsman	(i)	By direct recruitment	Must possess an Industrial Training Institute Certificate in Civil Draughtsman from a Institute recognized by the Government.
	(ii)	By promotion	(i) Must possess an Industrial Training Institute Certificate in Civil Draughtsman from a Institute recognized by the Government; or  A pass in the Higher Secondary School Examination with the subject "Engineering and Technology" under vocational stream Area 1; and  (ii) Must have rendered service for a period of not less than five years as Head Mazdoor: Provided that the preference shall be given to those who have undergone apprenticeship training under the Government of India schemes or State Government apprenticeship training scheme for a period of not less than one year.
6. Technical Assistant	(i)	By direct recruitment	Must possess a diploma in Civil Engineering.
	(ii)	By promotion	(i) Must possess a diploma in Civil Engineering; and  (ii) Must have put in five years of service as Work Inspector; or  (i) Must possess Industrial Training Institute Certificate in Civil Draughtsman from a Institute recognized by the Government; and

		(ii)	Must have put in seven years of service as Work Inspector: Provided that the persons possessing the qualification of Industrial Training Institute Certificate in Civil Draughtsman from a Institute recognized by the Government shall be considered for appointment by promotion when suitable candidates possessing diploma in Civil Engineering are not available for such appointment; and
		(iii)	Must pass the Account Test for Public Works Department Officers and Subordinates Part I and Part II.
7. Work Inspector	(i)	By direct recruitment	Must possess a diploma in Civil Engineering.
	(ii)	By promotion	(i) Must possess an Industrial Training Institute Certificate in Civil Draughtsman from a Institute recognized by the Government; or  A pass in the Higher Secondary School Examination with the subject "Engineering and Technology" under vocational stream Area1;  (ii) Must have rendered service, for a period of not less than five years as Head Mazdoor.
8. Head Mazdoor		By direct recruitment	Must possess an Industrial Training Institute Certificate in Civil Draughtsman from a Institute recognized by the Government; or  A pass in the Higher Secondary School Examination with the subject "Engineering and Technology" under vocational stream Area 1 and practical experience in building or design works for a period of not less than two years.

**7.Seniority.**—Statewide seniority shall be maintained for all categories.

**8.Probation.**— Every person appointed to a category, 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.

**9.Tests.**—Every person appointed to the category 2 and 6 by direct recruitment shall within the period of his probation, pass the Account test for Public Works Department Officers and

Subordinates officers Part I and Part II failing which the second and subsequent increments shall be stopped without cumulative effect till he passes the said test.

**10.Postings and transfers.**—The Director of Fisheries shall be the competent authority for posting and transfer of the Senior Draughting Officer, Draughting Officer and Junior Engineer and the Superintending Engineer shall be the competent authority for posting and transfer of Junior Draughting Officers, Technical Assistants, Work Inspectors, Assistant Draughtsmen and Head Mazdoors.

**11.Pay.**—The category of posts specified in column (1) of the table below shall be in the scale of pay specified in the corresponding entries in column (2) thereof:-

TABLE

Categories of posts (1)	Scale of pay (2)
1. Senior Draughting Officer	Rs.15600-39100+GP 5100
2. Junior Engineer	Rs.9300-34800+GP4400
3. Draughting Officer	Rs.9300-34800+GP4400
4. Junior Draughting Officer	Rs.9300-34800+GP4200
5. Assistant Draughtsman	Rs.5200-20200+GP2400
6. Technical Assistant	Rs.9300-34800+GP 4200
7. Work Inspector	Rs.5200-20200+GP 1900
8. Head Mazdoor	Rs.4800-10000+GP 1650

**12.Savings.**—Nothing contained in these rules shall adversely affect the interests of the persons holding the posts on the date of issue of these rules.

## SECTION 60 —THE TAMIL NADU HORTICULTURAL SUBORDINATE SERVICE.

**1. Constitution.**—The service shall consist of the following classes of posts, namely:-

- Class I Deputy Horticulture Officer.  
Class II Assistant Horticulture Officer.

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

TABLE	
Posts (1)	Method of Appointment (2)
(1) Deputy Horticulture Officer	By promotion from among the holders of the post of Assistant Horticulture Officer.
(2) Assistant Horticulture Officer	By direct recruitment.

**3. Appointing authority.**—The appointing authority for the posts shall be the Director of Horticulture and Plantation Crops.

**4. Reservation of appointments.**—The rule relating to reservation of appointments (General rule 22) shall apply to appointments made by direct recruitment to the post in class II in the service.

**5. Qualifications.**—(a) **Age.**—No person shall be eligible for appointment by direct recruitment to the post of Assistant Horticulture Officer, if he has completed or will complete the age of thirty years on the first day of July of the Year in which the selection for appointment is made.

(b) **Other qualifications.**—(i) No person shall be eligible for appointment to the posts specified in column (1) of the Annexure to these rules by the methods specified in the corresponding entries in column (2) thereof, unless he possesses the qualifications specified in the corresponding entries in column (3) thereof:-

(ii) Wherever service for any specific period has been prescribed in these rules as one of the qualifications for appointment, it shall mean only the service rendered in a regular capacity in the Tamil Nadu Horticulture Department:

Provided that the Government may permit the service rendered in any post outside the department to be reckoned as service for the purpose of this sub-rule, if the duties and responsibilities of the post held are comparable to those of the corresponding post in the Horticulture Department and the nature of work done in pre-dominantly in Horticulture.

**6. Probation.**—(a) Every person appointed to the post of Assistant Horticulture Officer 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.

(b) The Deputy Director of Horticulture of the region shall be the authority competent to declare the satisfactory completion of probation of the holders of the post of Assistant Horticulture Officers.

**7. Test.**—(a) Every person appointed to the post of Assistant Horticulture Officer shall within a period of two years from the date of his appointment, pass the Account Test for Subordinate Officers Part I, Tamil Nadu Government Office Manual Test and the Department Test for Technical Officers of the Tamil Nadu Horticulture Department.

(b) If a person appointed to the post of Assistant Horticulture Officer does not pass the tests within the period of his probation, he shall not be allowed to draw his second and subsequent increments until he passes the tests. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the tests.

**8.Postings and transfers.**—Postings and transfers to the post of Deputy Horticulture Officer / Assistant Horticulture Officer shall be made by.—

(1) the Director of Horticulture and Plantation Crops for the transfer from one region to another; and

(2) the Joint Director of Horticulture or Deputy Director of Horticulture in-charge of the region for transfer within the region.

**9.Preparation of annual list of approved candidates.**—For the purpose of preparation of the annual list of approved candidates for appointment to the post in the service by promotion, the crucial date on which the candidates should have acquired the prescribed qualification shall be the 1<sup>st</sup> April of every year.

**10.Saving clause.**—Nothing contained in these rules shall adversely affect any person holding the post of Deputy Horticulture Officer or Assistant Horticulture Officer on the date of issue of these rules.

**ANNEXURE**  
(see rule 5(b))

Classes of Post (1)	Method of appointment (2)	Qualifications (3)
1. Class I Deputy Horticulture Officer.	By promotion from among the holders of the post of Assistant Horticulture Officer	Must have rendered a service for a period of not less than ten years as Assistant Horticulture Officer.
2. Class II Assistant Horticulture Officer.	By direct recruitment.	A pass in Higher Secondary Examination and a pass in the two years diploma course in Horticulture in the Institutions approved by Tamil Nadu Agricultural University / Gandhigram Rural University / Director of Horticulture and Plantation Crops .