

**TAMIL NADU GENERAL SERVICE
(CLASSES XII , XII-A, XII-B, XII-B(1), XII- C, XII-D, XII-D(1) & XII-E)**

Corrected upto 11.03.2022

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

CLASS – XII

- | | |
|------------------|---|
| Category – 1 | Deputy Secretaries to Government other than Finance, borne on the Indian Administrative cadre |
| Category – 2 | Under Secretaries to Government |
| Category – 3 | Section Officers |
| Category – 3 A | Section Officers (Translation) |
| Category – 3 (a) | Strictly Confidential Section Officers in the Public (SC) Department Home (SC) Department and in the Governor's Secretariat |
| Category – 4 | Private Secretaries |
| Category – 5 | Accountant in Information and Tourism Department. |
| Category – 6 | Librarian, Secretariat Library |

CLASS - XII-A	Deputy Secretary to Government, Finance Department not borne on the Indian Civil Administrative Cadre.
CLASS - XII-B	Joint Secretary to Government under one unit system not borne on the Indian Civil Administrative Cadre.
CLASS XII-B (1)	Senior Principal Private Secretary under one unit system
CLASS XII-C	Additional Secretary to Government under one unit system not borne on the Indian Administrative cadre.
CLASS XI - D	Joint Secretary to Government (Non IAS) in Finance and Planning, Development and Special Initiative Departments.
CLASS XII-D (1)	Senior Principal Private Secretary in Finance and Planning, Development and Special Initiative Departments.
CLASS XII-E	Director (Tamil Translation) and Assistant Director (Tamil Translation), Official Language (Legislative) Wing, Law Department.

2.Appointment.- (a) 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:

THE TABLE

Category -1-	Method of appointment -2-
1. Deputy Secretary to Government in all Departments other than Law and Finance.	By promotion from category 2 from any Department other than Law and Finance Departments.
Deputy Secretary to Government in Law Department.	(i) By promotion from category 2 in the Law Department; or (ii) for special reasons by recruitment by transfer from any other class or service: Provided that where appointment as Deputy Secretary is made from among the Members of the Tamil Nadu Judicial Service, the Members shall be of the rank of a subordinate Judge; or (iii) for special reasons, by direct recruitment.
2. Under Secretaries to Government in all the Departments other than Law and Finance.	(i) By promotion from category 3 in any Department other than Law and Finance; or (ii) If the Government so direct, by recruitment by transfer from any other service which the Government may specify.
Under Secretary to Government in the Law Department.	(i) By promotion from category 3 in the Law Department; or

- (ii) By promotion from category 3 in any other department of Secretariat;
or
- (iii) If the Government so direct:-
- (a) By recruitment by transfer from the Tamil Nadu Judicial Service;
or
- (b) By direct recruitment.
- Under Secretary to Government in the Finance Department.
- By promotion from among the holders of the post of Section Officer in the Finance Department in the Category 3.
(Vide G.O(Ms)No. 629, Finance (OP.I) Department, dated 22.07.1994)
3. Section Officers in any department other than Law and Finance Departments
- (i) By recruitment by transfer from among the holders of the post of Assistant Section Officer of the Tamil Nadu Secretariat Service in any Department other than Law and Finance;
or
- (ii) If the Government so direct, by recruitment by transfer from any Other service, which the Government may specify.
- Section Officers in the Law Department.
- (i) By recruitment by transfer from among the officers in the Law Department of the Tamil Nadu Secretariat Service;
or
- (ii) By recruitment by transfer from among the Officers in any other Department of the Tamil Nadu Secretariat Service;
or
- (iii) If the Government so direct,
- (a) By recruitment by transfer from any other service;
or
- (b) By direct recruitment.
- Section Officers in the Finance Department.
- Section Officers in the Finance Department.
- 3A Section Officers (Translation)
- By recruitment by transfer from among the holders of the post of Assistant Section Officers (Translation) in the Tamil Development and Culture Department.
(G.O(Ms)No.84,Tamil Development – Culture (OP-2) Department, dated 10.05.1990)

- 3(a) Strictly Confidential Section Officers in the Public (SC) Department, Home (SC) Department and in the Governor's Secretariat.
- (i) By recruitment by transfer from among the Deputy Section Officers in the Public (SC) Department or the Home (SC) Department in the Tamil Nadu Secretariat Service.
- (ii) By transfer from among the Strictly Confidential Section Officers in the Public (SC) Department or the Home (SC) Department in the Tamil Nadu General Service.
(Vide G.O.(Ms) No.205, Public (SC) Department, dated 02.03.2009)
4. Private Secretaries in any Department other than the Finance Department.
- Private Secretaries in the Finance Department.
- By recruitment by transfer from among the Personal Assistants of the Tamil Nadu Secretariat Service in any department other than the Finance Department.
- By recruitment by transfer from among the Personal Assistants of the Tamil Nadu Secretariat Service in the Finance Department.
(Vide G.O(Ms) No.620, Personnel and Administrative Reforms Department (Per.H) Department, dated 24.05.1979)
5. Accountant in Information and Tourism Department
- (i) By recruitment by transfer from among the holders of the post of Accountant-cum-Cashiers in the Information and Tourism Department in the Tamil Nadu Secretariat Service;
or
- (ii) If no qualified and suitable person is available for appointment by the method in items (i) and (ii) above by recruitment by transfer from among the holders of the post of Upper Division Accountant in the Information and Tourism Department or Assistant Section Officer in the Tamil Nadu Secretariat Service;
or
- (iii) By recruitment by transfer from any other service
- (iv) By recruitment by transfer from any other service.
6. Librarian, Secretariat Library
- (i) By recruitment by transfer from among the holders of the post of Assistant Librarian, Secretariat Library in the Tamil Nadu Secretariat Service;
or

- (ii) By direct recruitment;
 - or
 - (iii) By recruitment by transfer from any other service.
- (b) Appointment to the category of Under Secretaries to Government shall be made from the panels approved by the Government from the category of Section Officers shall be approved by the Secretary to Government in-charge of **Human Resources Management Department containing the names of eligible officers of the respective feeder categories.
- (ba) Appointment to the category of Under Secretary to Government, Finance Department in the Service shall be made from the Panels approved by the Government from the Category of Section Officers shall be approved by the Secretary to Government, Finance Department containing the names of eligible officers from the feeder category.
- (bb) Appointment to the category of Private Secretaries shall be made from the panels approved by the Secretary to Government in-charge of the **Human Resources Management Department containing the names of eligible officers of the respective feeder categories.
- (bc) Appointment to the category of Private Secretary in Finance Department shall be made from the panels approved by the Secretary to Government, Finance Department containing the names of eligible officers of the respective feeder categories.
- (c) Selection of names for the panels for appointments to the service shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal
- (d) (i) The panel of Under Secretaries fit for appointment as Deputy Secretaries shall be submitted for the approval of the Government and shall be prepared or revised in the month of April every year;
- (ii) The panel of Section Officers fit for appointment as Under Secretaries shall be submitted for the approval of the Government and shall be prepared or revised in the month of September every year;
- (iii) The panel of Assistant Section Officers fit for appointment as Section Officers shall be submitted for the approval of the Secretary to Government, **Human Resources Management Department and shall be prepared or revised in the month of June every year; and
- (iv) The panel of Personal Assistants fit for appointment, as Private Secretary shall be submitted for the approval of the Secretary to Government, **Human Resources Management Department and shall be prepared or revised in the month of September every year
- (v) The panel of Strictly Confidential Deputy Section Officers fit for appointment as Strictly Confidential Section Officers shall be submitted for the approval of the Secretary to Government, Public Department and shall be prepared or revised in the month of April every year.

(Vide G.O.(Ms)No.205, Public (SC) Department, dated 02.03.2009)

** (G.O.(Ms) No.116, HRM(C) Dept., dated 20.10.2021)

- (e) The following procedure shall be followed in drawing up the panel of Section Officers for appointment as Under Secretaries to Government in Departments other than Law and Finance:-
- (i) Each of the Secretaries to Government in Departments other than Law and Finance shall send to the Secretary to Government in-charge of the **Human Resources Management Department the names of all eligible Section Officers in his Department as on 1st September together with their personal files and his recommendations as to their suitability for appointment as Under Secretary. For the purpose of this rule, Joint Secretary or Deputy Secretary as the case may be in Public Department shall be deemed to be the Secretary of that department, provided that on and from the 6th November 1978 the above work shall be attended to by the **Human Resources Management Department
- (ii) The Secretary to Government in-charge of the **Human Resources Management Department shall scrutinise all the personal files aforesaid and the communications of the Secretaries under clause (i) and forward his recommendations to the Tamil Nadu Public Service Commission. The recommendations of the Secretary to Government in-charge of **Human Resources Management Department shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.
- (iii) The Tamil Nadu Public Service Commission shall forward a list, arrange in the order of merit of Section Officers whom it consider suitable for appointment as Under Secretary and that list approved by the State Government shall be the panel of Section Officers eligible for appointment as Under Secretaries.
- (f) The panel of Section Officers for appointment as Under Secretaries to Government in the Law and Finance Departments shall be drawn up by the Government in consultation with the Tamil Nadu Public Service Commission
- (g) The following procedure shall be followed in drawing up the panel of Assistant Section Officers for appointment as Section Officers in departments other than Law and Finance:-
- (i) Each of the Secretaries to Government in departments other than Law and Finance shall send to the Secretary to Government in-charge of **Human Resources Management Department the names of all eligible Assistant Section Officers in his department together with their personal files and his recommendations as to their suitability for appointment as Section Officers.

For the purpose of this rule, the Joint Secretary or Deputy Secretary as the case may be in the Public Department shall be deemed to be the Secretary of that Department;

Provided that whenever a list of Assistant Section Officers in the order of seniority under the one unit scheme in the departments of Secretariat other than Law and Finance is communicated to the Departments for the purpose of preparation of panel, the particulars and recommendations aforesaid shall be furnished by the Secretaries concerned.

- (ii) The panel shall be drawn up and the names therein shall be arranged in the order of preference by the Secretary to Government in-charge of **Human Resources Management Department.

** (G.O.(Ms) No.116, HRM(C) Dept., dated 20.10.2021)

- (iii) The allotment of Section Officers to various departments shall be made by the ****Human Resources Management Department** and after such allotment is made, actual appointment orders shall be issued by the Secretaries to Government in the Departments concerned.
- (gg) The panel of Assistant Section Officers for appointment as Section Officers in the Law and Finance Departments shall be drawn up and the names therein shall be arranged in the order of preference by the respective Secretary to Government.
- (ggg) (1) The following procedure shall be followed in drawing up the panel of Personal Assistants for appointment as Private Secretaries in departments other than Finance:-
 - (i) Each of the Secretaries to Government in the departments other than Finance shall send to the Secretary to Government in-charge of ****Human Resources Management Department** the names of all eligible Personal Assistants in his department together with the Personal files and his recommendations as to their suitability for appointment as Private Secretaries. For the purpose of this rule, the Joint Secretary to Government or Deputy Secretary to Government as the case may be, in the Public Department shall be deemed to be the Secretary of that department.
 - (ii) The panel shall be drawn up and the names therein shall be arranged in the order of preference by the Secretary to Government in-charge of ****Human Resources Management Department**.
 - (iii) The allotment of Private Secretaries to various Departments shall be made by the ****Human Resources Management Department** and after such allotment is made actual appointment orders shall be issued by the Secretaries to Government in the Departments concerned.
- (2) The Joint Secretary to Government in the Finance Department shall prepare the panel of Personal Assistants fit for appointment as Private Secretaries in the Finance Department.
- (h) The strength of permanent and temporary posts of Under Secretaries and Section Officers shall be for each of the cadre as a whole for the entire Secretariat except Law and Finance and posts need not be earmarked for a particular department. The strength of permanent and temporary posts of Private Secretaries shall be for the cadre as a whole for all Departments of Secretariat, except the Finance Department and the posts need not be earmarked for a particular department.
- (i) The cadres shall be administered by the Public Department which will make all postings and transfers. Provided that on and from the 6th November 1978, the above work shall be attended to by the ****Human Resources Management Department**
- 2A. Appointing Authority:-** The appointing authority for the post of Accountant in the Information and Tourism Department shall be the Director of Information and Public Relations.
- 2AA. Appointing Authority:-** The Secretary to Government of the Department concerned shall be the appointing authority in respect of Section Officers and Private Secretaries.

****** (G.O.(Ms) No.116, HRM(C) Dept., dated 20.10.2021)

- 2B. Appointing Authority:-** The appointing authority for the post of Librarian, Secretariat Library shall be the Additional Secretary or Joint Secretary or Deputy Secretary to Government as the case may be, in the Public Department.
- 2C. Appointing Authority:-** The appointing authority for the post of Strictly Confidential Section Officer shall be the Secretary to Government, Public Department.
(Vide G.O.(Ms)No.205, Public (SC) Department, dated 02.03.2009)
- 2D. Appointing Authority:-** The appointing authority for the post of Section Officer (Translation) shall be the Secretary to Government, Tamil Development Department.
3. **Qualification:-** 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), unless he possesses the qualifications specified in the corresponding entry in column (3) thereof.
4. **Probation in any department other than Law:-** Every person appointed to category 3 in any department other than Law by recruitment by transfer and category 3A in the Tamil Development Culture Department 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.
5. **Probation in the Law Department:-** Every person appointed to Category 3 in the Law Department otherwise than by promotion or 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. Every person appointed to Category 1, 2 or 3 by direct recruitment shall from the date on which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years.
- 5-A. Probation for category 4:-** Every person appointed to category 4 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.
- 5-B. Probation for category 5:-** Every person appointed to category 5 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.
- 5-C. Probation for category 6:-** Every person appointed to category 6 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 category 6 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.
- 5-D. Probation for category 3(a):-** Every person appointed to category 3(a) 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.
(Vide G.O.(Ms)No.205, Public (SC) Department, dated 02.03.2009)

6. ❖ **Unit of appointment:- The provisions of Sections 10, 11 and 37 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 (Tamil Nadu Act 14 of 2016) governing the discharge and re-appointment of probationers and approved probationers and appointment of full members shall apply.**

❖ **G.O.(Ms)No.122, Personnel and Administrative Reforms (C) Department, dated 15.09.2017.**

- (1) to categories 1, 2 and 3 (except in Law and Finance) all departments of the Secretariat being treated as a single unit for this purpose; and
- (2) to categories 1, 2 and 3 in the Law Department and categories 2 and 3 in the Finance Department and category 3A in Tamil Development Culture Department, each Department being treated as a single unit for this purpose;

Provided that for the purpose of appointment to category 3 in the departments of the Secretariat other than Law and Finance, reversion for want of vacancies, re-appointment of probationers and approved probationers and appointment of full members therein the Government shall, notwithstanding any-thing contained in these rules or in the

❖ **Tamil Nadu Government Servants (Conditions of Service) Act, 2016 (Tamil Nadu Act 14 of 2016) have power to determine in such manner as they deem fit the seniority in the category of Section Officer.**

❖ **G.O. (Ms) No.122, Personnel and Administrative Reforms (C) Department, dated 15.09.2017.**

- (i) Assistants promoted on or after the 9th June, 1964 as Superintendents in the Tamil Nadu Secretariat Service in the departments of the Secretariat other than Law and

Finance irrespective of the period of service rendered by them as such Superintendents (re-designated as Section Officers) with effect on and from the 13th June, 1973.

- (ii) Assistants promoted before the 9th June, 1964 as Superintendents in the departments (other than Law and Finance) of the Secretariat, if the total period of service rendered by them as Superintendents (re-designated as Section Officers with effect on and from the 13th June, 1973) is on the 17th October 1968 less than one year.

- (2-A) to category 3(a) in the Public (SC) Department, Home (SC) Department and in Governor's Secretariat.

(Vide G.O.(Ms)No.205, Public (SC) Department, dated 02.03.2009)

- (3) In respect of category 4 all Departments of Secretariat, except the Finance Department being treated as a Single Unit and the Finance Department being treated as a separate unit for this purpose.

7. **Tenure of appointment of Deputy Secretary in Law Department or Under Secretary or Section Officers of any department (including Law Department recruited by transfer from any service other than the Tamil Nadu Secretariat Service).-**

- (1) Appointment of a Member of any service other than the Tamil Nadu Secretariat Service to categories 1, 2 and 3 in the Law Department or to category 2 or category 3 in any other Department shall be for such a period as the Government may consider necessary.

(2) A member of any service other than the Tamil Nadu Secretariat Service appointed to any of the categories 1, 2 and 3 in the Law Department or to category 2 or category 3 in any other department shall not, by reasons only of such appointment cease to be a member of the service from which he was appointed nor shall such appointment confer on him any claim to substantive appointment as Deputy Secretary or an Under Secretary or a Section Officer in the Law Department or as an Under Secretary or a Section Officer in any other department or appointment thereto in any subsequent acting or temporary vacancy.

8. ❖ **Non-applicability of certain Provisions of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016:-** For appointment to category 1 in the Law Department, **Sections 8 and 9 of the Act shall not apply.**

❖ **G.O. (Ms) No.122, Personnel and Administrative Reforms (C) Department, dated 15.09.2017 (w.e.f. 15.09.2016).**

9. **Savings:-** (1) Nothing contained in these rules shall adversely affect any person who was appointed to category 3 in the departments of the Secretariat including Law and Finance before the date of publication of these rules of the rights and privileges to which he was entitled under any rules or orders applicable to him before that date including probation and right to re-appointment or confirmation.

(2) All appointments made and all matters done, disposed of or orders issued thereto in respect of category 3 from the 13th June 1973 up to the date of publication of these rules in the Tamil Nadu Government Gazette shall be deemed to have been made, done disposed of or issued by the competent authority in accordance with the provisions of these rules.

ANNEXURE

(Referred to in rule 3)

Category	Method of appointment	Qualification
(1)	(2)	(3)
1. Deputy Secretary in any Department other than Law and Finance	Promotion	(i) Must have been on duty for not less than 2 years in the category of Under Secretary in one or more of the Departments of the Secretariat other than Law and Finance; ➤ (ii) Must have undergone the Compulsory Class-room and City Offices Training for a period of not less than 3 months (13 weeks) in the category of Under Secretary to Government:

Provided that those who have undergone Compulsory District Training in the category of Under Secretary to Government prior to 1st October 2018 shall be eligible for promotion as Deputy Secretary to Government:

Provided further that those who do not have a left over service of two years before his retirement shall not undergo the Compulsory Class-room and City Offices Training;

➤ vide G.O.(Ms) No.78, P&AR (C) Department, dated 26.06.2019 (w.e.f. 1st October 2018.)

- (iii) Must have an outstanding record and ability to work as Deputy Secretary even in a department other than that in which he had been working, prior to his inclusion in the panel.

Explanation.-The Services rendered by an Under Secretary on foreign service, or on deputation, or on other duty shall count for reckoning the qualifying period of two years of service as Under Secretary, subject to the condition that only such period or periods during which he would have held the post of Under Secretary in the Secretariat, but for his being away in another establishment shall be taken into account for purposes of calculating the required period of service.

Deputy Secretary in Law Department.

Promotion or recruitment by transfer or direct recruitment.

- (i) Must hold a degree in Law of any University recognised by the University Grants Commission for the purpose of its grant;
- (ii) Must have passed the Apprentices Examination of the Madras High Court or the Examination in Law of Practice and Procedure conducted by the Tamil Nadu Bar Council; and
- (iii) If recruited direct must not have completed 40 years of age on the first day of July of the year in which the selection for appointment is made;

Provided that for promotion and for recruitment by transfer must have an outstanding record and ability to work as Deputy Secretary in the Law Department.

2. Under Secretary in any Department other than in Law and Finance Promotion

- (i) Must hold a Bachelor's Degree of any University recognized by the University Grants Commission for the purpose of its grant;
- (i-a) Must have rendered service for a period of not less than two years in the category of Section Officers in the Departments of Secretariat other than Law and Finance.

(Vide G.O.(Ms) No.92, P&AR(C) Department, dated 20.06.2012)

- ❖ (ii) Must have undergone the Compulsory Heads of Department and District Training for a period of 6 months (26 weeks) in the category of Section Officer.

Provided that those who have undergone Compulsory District Training in the category of Section Officer for a period of six months (26 weeks) prior to 1st October 2018 shall be eligible for promotion as Under Secretary to Government:

Provided further that, those who do not have a left over service of three years before his retirement shall not undergo the Compulsory Heads of Department and District Training.

- ❖ vide G.O.(Ms) No.78, P&AR (C) Department, dated 26.06.2019 (w.e.f. 1st October 2018.)

Recruitment by transfer

- (i) Must hold a Bachelor's Degree of any University recognised by the University Grants Commission for the purpose of its grant;
- (ii) Must have had previous experience in dealing with some of the subjects with which he will deal as Under Secretary.

(Vide G.O.(Ms)No.92, P&AR(C) Department, dated 20.06.2012)

Under Secretary in Finance Department

Promotion from among the holders of the post of Section Officer in the Finance Department in Category 3.

- * (i) **Must hold a Bachelor's degree or Master's degree in Commerce or Economics or Statistics of any University recognised by the University Grants Commission;**
 Provided that nothing contained in this Clause shall adversely affect the persons in service in Finance Department including Planning, Development and Special Initiatives Department, holding any degree recognised by the University Grants Commission as on the 21st May 2014;
- (ii) **Must have worked as Section Officer in the Sections dealing with matters relating to Budget for a period of not less than one Budget Session; and**
- (iii) **Must have undergone district training for a period of six months.**

- * G.O. (Ms) No.123, P&AR (C) Department, dated 27.11.2014 (w.e.f.21st may 2014)

Under Secretary in Law Department	Promotion or recruitment by transfer or direct recruitment.	(i) Must hold a degree in Law of any University recognized by the University Grants Commission for the purpose of its grant; and
3. Section Officers in any Department other than Law	Recruitment by transfer from the Assistant Section Officer in the Tamil Nadu Secretariat Service in any Department other than Law and Finance.	(i) Must hold a Bachelor's Degree of any University recognized by the University Grants Commission for the purpose of its grant; (ii) Must have rendered service for a period of not less than six years in the category of Assistant Section Officer in the Departments of Secretariat other than Law and Finance.

G.O. (Ms) No.88, P&AR (C) Department, dated 15.06.2012. (w.e.f. 16th December 2011)

Recruitment by transfer from any other service other than the Tamil Nadu Secretariat Service

- (i) Must hold a Bachelor's Degree of any University recognized by the University Grants Commission for the purpose of its grant;
- (ii) Must have had previous drafting experience for not less than seven years in the service in which he is working; and
- (iii) Must have had previous experience in dealing with some of the subjects with which he will deal as Section Officer.

Provided that for appointment in Revenue department, should possess the following qualifications also, namely:-
 - (a) Must have passed Revenue Test Parts I,II and III or the Old Revenue Test;
 - (b) Must have undergone the Survey Training prescribed for Revenue Inspector; and
 - (c) Must have rendered service for not less than one year as a Revenue Inspector in-charge of a firka or with a settlement party.

- Section Officer in the Finance Department
- Recruitment by transfer from among the holders of the Post of Assistant (now Assistant Section Officer with effect from the 30th November 1984) in the Finance Department in the Tamil Nadu Secretariat Service.
- ❖ (i) **Must hold a Bachelor's degree or Master's degree in Commerce or Economics or Statistics of any University recognised by the University Grants Commission;**
- Provided that nothing contained in this clause shall adversely affect the persons in service in Finance Department including Planning, Development and Special Initiatives Department, holding any degree recognised by the University Grants Commission as on the 21st May 2014.
- (ii) **Must have worked as Assistant (now Assistant Section Officer with effect from the 30th November 1984) in the sections dealing with matters relating to Budget for a period of not less than one budget session.**

❖ **G.O. (Ms) No.123, P&AR (C) Department, dated 27.11.2014 (w.e.f. 21st may 2014)**

- Section Officers in the Law Department
- Recruitment by transfer or direct recruitment
- (i) Must hold a degree in Law of any University recognized by the University Grants Commission for the purpose of its grant;
- (ii) Must have passed the Civil and Criminal Judicial Test for members of the Judicial Department parts I and II:
- Provided that person who have passed the Apprentices Examination of the Madras High Court or the Examination in the Law of practice and procedure of the Tamil Nadu Bar Council or the B.L. degree examination with procedural codes as subjects need not pass the two tests referred to above:
- Provided further that nothing contained in this clause shall adversely affect any person holding the post of Section Officer in the Law Department on the 29th March 1976;
- (iii) for direct recruitment 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:

Provided that a candidate for appointment by recruitment by transfer from the category of Assistant Section Officer in the Tamil Nadu Secretariat Service in any department other than Law must have had previous experience in dealing with some of the subjects with which he will deal as Section Officer.

- 3A Section Officer (Translation) Recruitment by transfer from among the holders of the post of Assistant Section Officers (Translation in the Tamil Development and Culture Department) Must have passed Tamil as language in Part II or Part III of College course. (G.O(Ms)No.84, Tamil Development - Culture (OP-2) Department, dated 10.05.1990)
- 3(a) Strictly Confidential Section Officers in Public (SC) Department, Home (SC) Department and in Governor's Secretariat. Recruitment by transfer from among the holders of the post of Strictly Confidential Deputy Section Officer in Public (SC) and Home (SC) Departments in the Tamil Nadu Secretariat Service. ❖ (i) **Must hold a Bachelor's Degree of any University recognized by the University Grants Commission for the purpose of its grant and** (ii) **Must have rendered service for a period of not less than two years in the category of strictly confidential Deputy Section Officer in Public (SC) or Home (SC) Departments, as the case may be.**
- ❖ **Vide G.O. (Ms) No.10, P&AR (C) Department, dated 22.01.2015 (w.e.f. 19th December 2013)**
4. Private Secretaries in any Department other than the Finance Department. Recruitment by transfer from Tamil Nadu Secretariat Service. ❖ (i) **Must have passed the Government Technical Examination in Tamil and English Typewriting by Higher Grade:** (ii) **Must have passed the Government Technical Examination in Tamil and English Shorthand both by the Higher Grade:** (iii) **Must have rendered service for a period of not less than five years as Personal Assistant in the Tamil Nadu Secretariat Service: and** (iv) **Must have passed the Secretariat Departmental Tests Parts I and II: or must have undergone the Foundational Training for a period of two months and passed the examination at the end of such Training conducted by ^{**}Human Resources Management Department.**

❖ **Vide G.O. (Ms) No.15, P&AR (C) Department, dated 31.01.2017 (w.e.f. 1st December 2014)**

^{**}(G.O.(Ms) No.116. HRM(C) Dept., dated 20.10.2021)

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| Private Secretaries in the Finance Department | By recruitment by transfer from the Tamil Nadu Secretariat Service. | <p>❖ (i) Must have passed the Government Technical Examination in Tamil and English Typewriting by Higher Grade:</p> <p>(ii) Must have passed the Government Technical Examination in Tamil and English Shorthand both by the Higher Grade:</p> <p>(iii) Must have rendered service for a period of not less than five years as Personal Assistant in the Tamil Nadu Secretariat Service: and</p> <p>(iv) Must have passed the Secretariat Departmental Tests Parts I and II: or must have undergone the Foundational Training for a period of two months and passed the examination at the end of such Training conducted by **Human Resources Management Department.</p> |
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❖ **Vide G.O. (Ms.) No.16, P&AR (C) Department, dated 31.01.2017 (w.e.f. 4th February 2016)**

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| 5. Accountant in Information and Tourism Department | Recruitment by transfer from the Tamil Nadu Secretariat Service or any other service. | <p>(i) Must have passed Account Test for Subordinate Officers, Parts I and II;</p> <p>(ii) Must have had experience in accounts work for a period of not less than five years in a Government department or local bodies or Quasi-Governmental organizations.</p> <p>Must have rendered service for a period of not less than four years in the category of Assistant Librarian, Secretariat Library in the Public Department.</p> |
| 6. Librarian, Secretariat Library | Recruitment by transfer from among the holders of the post of Assistant Librarian, Secretariat Library in the Tamil Nadu Secretariat Service. Direct recruitment or recruitment by transfer from any other service | <p>(i) A degree:</p> <p>(ii) A degree in Library and Information Science;</p> <p>(iii) Must have had previous experience for a period of not less than five years in maintenance and up-keeping of a Library.</p> <p>(iv) For direct recruitment 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> |

CLASS XII-A

DEPUTY SECRETARY TO GOVERNMENT, FINANCE DEPARTMENT NOT BORNE ON THE INDIAN CIVIL ADMINISTRATIVE CADRE.

(2) In Part II, after the rules relating to Class XII, the following heading and rules shall be inserted, namely:-

"Class XII-A Deputy Secretary to Government, Finance Department not borne on the Indian Administrative Cadre".

** (G.O.(Ms) No.116, HRM(C) Dept., dated 20.10.2021)

Constitution:- This class shall consist of the Deputy Secretary to Government, Finance Department not borne on the Indian Administrative Cadre.

(i) **Appointment:-** Appointment to the post shall be by promotion from among the Under Secretaries to Government in the Finance Department.

(ii) **Must have undergone the Compulsory Class-room and City Offices Training for a period of not less than three months (thirteen weeks) in the category of Under Secretary to Government:**

Provided that those who have undergone Compulsory District Training in the category of Under Secretary to Government prior to 1st October, 2018 shall be eligible for promotion as Deputy Secretary to Government.

#(Vide G.O.(Ms)No.11, P&AR(C) Department, dated 03.02.2021. W.e.f. 1st October, 2018)

Promotion:- Promotion to the post shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

Probation:- Every person appointed to this 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.

(G.O.(Ms)No.144, Finance (OP) Department, dated 29.01.1955 with effect from 01.11.1953)

CLASS XII-B

JOINT SECRETARY TO GOVERNMENT, (NON-IAS) IN THE DEPARTMENTS OF SECRETARIAT OTHER THAN LAW AND FINANCE, INCLUDING PLANNING AND DEVELOPMENT DEPARTMENT NOT BORNE ON THE INDIAN CIVIL ADMINISTRATIVE CADRE.

Constitution: This class shall consist of the Joint Secretary to Government (Non-IAS) in the Departments of Secretariat other than Law and Finance, including Planning and Development Department.

Appointment: Appointment to the post shall be made by promotion from among the Deputy Secretaries to Government (Non-IAS) in the Departments of Secretariat other than Law and Finance, including Planning and Development Department.

Promotion: Promotion to the post shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

Preparation of Approved List: The crucial date for preparation of approved list for the post is first September of every year.

(Vide G.O.(Ms)No.153, P&AR(C) Department, dated 19.09.2006)

CLASS XII-B (1)

SENIOR PRINCIPAL PRIVATE SECRETARY IN THE DEPARTMENTS OF SECRETARIAT OTHER THAN FINANCE INCLUDING PLANNING, DEVELOPMENT AND SPECIAL INITIATIVES DEPARTMENTS.--

Constitution.-- This class shall consist of the Senior Principal Private Secretary in the Departments of Secretariat other than Finance and Planning, Development and Special Initiatives Department.

Appointment.-- Appointment to the post shall be made by promotion from among the Principal Private Secretary in the Departments of Secretariat other than Finance and Planning, Development and

Special Initiatives Department.

Promotion-- Promotion to the post shall be made on grounds of merit and ability, seniority being considered where merit and ability are approximately equal.

Preparation of Approved List-- The crucial date for preparation of approved list for the post is first January of every year.

Unit of Appointment-- All Departments of Secretariat except Finance and Planning, Development and Special Initiatives Departments, shall be treated as a single unit, for this purpose.

(G.O.(Ms)No. 154, P&AR(C) Department, dated 01.11.2012)

CLASS XII-C

ADDITIONAL SECRETARY TO GOVERNMENT, (NON-IAS) IN THE DEPARTMENTS OF SECRETARIAT OTHER THAN LAW AND FINANCE, INCLUDING PLANNING AND DEVELOPMENT DEPARTMENT NOT BORNE ON THE INDIAN CIVIL ADMINISTRATIVE CADRE.

Constitution: This class shall consist of the Additional Secretary to Government (Non-IAS) in the Departments of Secretariat other than Law and Finance, including Planning and Development Department.

Appointment: Appointment to the post shall be made by promotion from among the Joint Secretaries to Government (Non-IAS) in the Departments of Secretariat other than Law and Finance, including Planning and Development Department.

Promotion: Promotion to the post shall be made on grounds of merit and ability, seniority being considered where merit and ability are approximately equal.

Preparation of Approved List: The crucial date for preparation of approved list for the post is first September of every year.

(Vide G.O.(Ms)No. 153, P&AR(C) Department, dated 19.09.2006)

CLASS XII – D

JOINT SECRETARY TO GOVERNMENT (NON-IAS) IN FINANCE AND PLANNING, DEVELOPMENT AND SPECIAL INITIATIVES DEPARTMENTS.

Constitution:- This Class shall consist of the joint Secretary to Government (Non- IAS) in the Finance and Planning, Development and Special Initiatives Departments.

Appointment:- Appointment to the post shall be made by promotion from among the holders of the post of Deputy Secretary to Government (Non-IAS) in the Finance Department and Planning, Development and Special Initiatives Departments.

Promotion:- Promotion the post shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

Preparation of Approved List:- The crucial date of preparation of approved list for the post is first January of every Year”.

(Vide G.O.(Ms)No. 549, Finance (OP-I) Department, dated 23.12.2008)

CLASS XII – D (1)

SENIOR PRINCIPAL PRIVATE SECRETARY IN FINANCE AND PLANNING, DEVELOPMENT AND SPECIAL INITIATIVES DEPARTMENTS.—

Constitution:- This class shall consist of the Senior Principal Private Secretary in Finance and Planning, Development and Special Initiatives Departments.

Appointment:- Appointment to the post shall be made by promotion from among the holders of the post of Principal Private Secretary in Finance and Planning, Development and Special Initiatives Departments.

Promotion:- Promotion to the post shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

Preparation of Approved List:- The crucial date for preparation of approved list for the post is first January of every year.

Unit of Appointment:- The Finance and Planning, Development and Special Initiatives Departments in the Secretariat, shall be treated as Single unit, for this purpose.

(Vide G.O.(Ms)No.154, P&AR(C) Department, dated 01.11.2012)

CLASS XII-E

❖ **DIRECTOR (TAMIL TRANSLATION) AND ASSISTANT DIRECTOR (TAMIL TRANSLATION), OFFICIAL LANGUAGE (LEGISLATIVE) WING, LAW DEPARTMENT. –**

1. **Constitution**.— *This Class shall consist of the following categories, namely:-*

Category 1 – Director (Tamil Translation)

Category 2 – Assistant Director (Tamil Translation)

2. **Appointment**.- *Appointment to the post in 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:-*

THE TABLE

<u>Category</u> (1)	<u>Method of appointment</u> (2)
1. Director (Tamil Translation)	(i) By transfer from among the holders of the post of Deputy Secretary to Government, Law Department; or (ii) By promotion from among the holders of the post of Assistant Director (Tamil Translation), OL(L)W or from among the holders of the post of Under Secretary to Government, Law Department; or (iii) By recruitment by transfer from any other service; or

	(iv) By direct recruitment for special reasons.
2. Assistant Director (Tamil Translation)	(i) By transfer from among the holders of the post of Under Secretaries to Government, Law Department; or (ii) By recruitment by transfer from among the holders of the post of Translation Officer, OL(L)W; or (iii) By promotion from among the holders of the post of Section Officer, Law Department; or (iv) By recruitment by transfer from any other service; or (v) By direct recruitment for special reasons.

3. Qualifications. – (a) Special qualification with reference to age and experience at Bar in the case of appointment to the post by direct recruitment.

No person shall be eligible for appointment to the posts by direct recruitment, unless he,-

- (i) (a) has been an advocate of the High Court of Madras for not less than four years for the post of Director (Tamil Translation) and three years for the post of Assistant Director (Tamil Translation); or
- (b) has been an advocate of a District Court of this State for not less than five years;
- (ii) has not completed or will not complete thirty-two years of age on the first day of July of the year in which the selection for appointment is made; and
- (iii) possesses the general qualifications specified in sub-rule (b).

(b) General qualifications in the case of appointment to the posts by any of the methods specified in rule 2.

No person shall be eligible for appointment to the posts by any of the methods specified in rule 2 unless he possesses the following qualifications:-

- (i) B.L. degree (3 year course or 5 year course) or its equivalent;
- (ii) Experience for a period of not less than two years in preparing or settling Legislative Bills or rules or; notifications or Orders; or
Experience for a period of not less than three years in translation of Acts, Rules, Deeds or Agreements from English to Tamil; and

(iii) Proficiency in Tamil.

4. **Appointing Authority**.- The appointing authority for the post in the categories shall be the Government.

5. **Probation**.- Every person appointed to the post in 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:-

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.

6. **Pay**.- There shall be paid to the holders of the post specified in column (1) of the Table below, a monthly pay calculated in the pay band with Grade pay specified in column (2) thereof:-

THE TABLE

<u>POSTS</u> (1)	<u>PAY</u> (2)
Director (Tamil Translation)	Rs.15,600-39100+Grade Pay Rs.7,600/-
Assistant Director (Tamil Translation)	Rs.15,600-39100+Grade Pay Rs.6,600/-

7. **Preparation of approved list**.- The crucial date for preparation of approved list for the post in the categories is first July of every year.

❖ Vide G.O. (Ms) No.500, Law (OP-III) Department, dated 28.10.2016. (w.e.f. 11th February 2014)
