

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) Varsity 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 (2) By promotion— (i) From Section Despatcher; 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. Must possess a diploma in Printing Technology.

(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.

(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 at least for the period of one year preceeding the date of promotion.
(6) Compositor	(1) By direct recruitment	(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 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 qualification;
 - (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 calander 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)

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|--------------------------|---|--|
| (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)

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| (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. |
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- (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 outturn atleast during the preceding period of twelve months.

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| (4) Mono Operator | (1) By direct recruitment; or | <p>(1) Must have passed the S.S.L.C examination or its equivalent;</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 prescribed minimum period of Apprenticeship under the Apprenticeship Act, 1961 (Central Act LII of 1961); and</p> <p>(3) Must have a minimum setting speed of not less than 4500 corrected en's per hour both in English and Tamil.</p> |
| | (2) By promotion from Imposers and Compositors in Group (A) in Class II, Composing. | <p>(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</p> <p>(2) Must have a minimum setting speed of not less than 4500 corrected en's per hour both in English and Tamil.</p> |
| (5) Vari Type Operator | (1) By direct recruitment; or | <p>(1) Must have passed the S.S.L.C. examination or its equivalent; and</p> <p>Must have passed the Government Technical Examination in Typewriting (English) by Higher Grade.</p> |
| | (2) By promotion from any category in the Government Press Subordinate Service; or | <p>Must have passed the Government Technical Examination in Typewriting (English) by Higher Grade.</p> |

	(2) 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 outturn for the preceding twelve months.
(7) Adler Type Operator	(1) By direct recruitment; or (2) By promotion; or (3) By recruitment by transfer from the members of the Tamil Nadu Ministerial Service employed as Typists in the Stationery and Printing Department, Chennai.	(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. Must have passed the Government Technical Examination in Typewriting (English) by Higher Grade. 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	By promotion.— (1) from the category of Machine Maistry in Class III; (2) from the category of Junior Foreman in Class III;	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) from the category of Computer (Machine) in Class III:

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.

(3) Junior Foreman

(1) By transfer from the category of Machine Operator; or

Must have served for a period of not less than two years in the post of Machine Operator.

(2) By promotion from any category other than section Despatchers in Group (A) in Class II:

Must possess a Diploma or Licentiate in Printing Technology; or

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

Must possess the Group Certificate in Letter Press Printing issued by a recognized Institute or Board.

(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 or 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 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 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 post.

(ii) Must possess Diploma or Licentiate in Printing Technology or must possess the Group Certificate in Letter Press Printing issued by any Institute or Board recognized and approved by the Government.

(ii) From any category other than Section Despatcher in Group (A) in Class II: Must possess a diploma in Printing Technology.

Provided that promotion from the 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;

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| (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
(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
(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): |

Provided that other things being equal, preference shall be given in the following order:—

- (i) Candidates who have worked as apprentices in Government Press and possess the requisite educational and technical qualifications;

- (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		

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|-------------------|--|--|
| (5) Junior Reader | By promotion from the category of Copy Holder. | <ul style="list-style-type: none"> (i) Must have passed the Government Technical Examination in Proof Reader work by Higher Grade; and (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 | <ul style="list-style-type: none"> (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 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
Plate Making

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|-------------------------|--|---|
| (1) Supervisor | By direct recruitment transfer from the category of Top Senior Foreman (Composing Section).

Explanation.- Composing Section include the Supervising staff of all departments and sections excluding machine, binding and casting branches. | (1) Minimum general educational qualification prescribed in the schedule to the General Rules;

(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 Apprentices 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.

(10) Assistant Plate Grainer	(1) By direct recruitment; or	(1) Must have passed the S.S.L.C. examination or its equivalent; and
	(2) By promotion	(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). 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) By promotion	(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). 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

(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 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 worked 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 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 Government Press and who possess requisite educational and technical qualifications.

- (3) 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.
 Provided that appointment to the post by direct recruitment and recruitment by transfer shall be made in the ratio of 4:1.
- (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 (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 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 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;

(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:
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.
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 (A) – Electrical

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|-----------------------------|---|--|
| (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

(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

(2) By promotion | (1) Must have passed the S.S.L.C. examination or its equivalent; and

(2) Must possess Technical Trade Certificate (ITI) in Plumbership.

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

(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 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.

(3) 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.

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 (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 on the combined seniority of the three posts.	Must have served for a period of not less than two years in the post of Fitter, Turner and Blacksmith.
(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	(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 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 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.

(3) 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 (C) - Lino Department

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|----------------------------|---|---|
| (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 | (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 Apprentice 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 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;

(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.

(3) 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 (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	}	By promotion from the category of Senior Carpenter or Junior Moulder.	Must have served for a period of not less than two years in the post of Senior Carpenter or Junior Moulder.
(2) Senior 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	(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 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 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:

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.

Provided that appointment to the post by direct recruitment and recruitment by transfer shall be 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: 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.

Provided that appointment to the post by direct recruitment and recruitment by transfer shall be made in the ratio of 4:1.

CLASS X
Stores

<p>(1) Paper Store Keeper (2) Senior Warehouse Clerk</p>	}	<p>By promotion from the category of Warehouse Clerk.</p>	<p>Must have served for a period of not less than three years in the post of Warehouse Clerk.</p>
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<p>(3) Warehouse Clerk</p>	<p>By promotion from the Category of Warehouseman (press).</p>	<p>(1) Must have served for a period of not less than two years in the post of Warehouseman (Press); and (2) Must have passed the Government Technical Examination in Printer's Warehouse Work (Lower).</p>
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<p>(4) Warehouseman (Press)</p>	<p>(1) By direct recruitment; or</p>	<p>Must have passed the S.S.L.C. examination or its equivalent:</p>
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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: Must have served for a period of not less than three years in the post of Mazdoor in Government Press.

Provided that appointment to the post by direct recruitment and recruitment by transfer shall be made in the ratio of 4:1.

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:
		<p>Provided that other things being equal, preference shall be given to Junior National Cadet Corps or National Social Service Certificate holders.</p>
	(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 in Government Press.
	<p style="text-align: center;">Provided that appointment to the post by direct recruitment and recruitment by transfer shall be made in the ratio of 4:1.</p>	

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 Apprentice 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 Examination 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).