

SECTION 26 — THE TAMILNADU STATIONERY AND PRINTING SERVICE

1. **Constitution.**— The service shall consist of the following categories of Officers :—

Category

1. General Manager.
2. Works Manager.
3. Deputy Works Manager.
4. Assistant Works Manager.
- 4A. Deputy Director.
5. Assistant Director / Personal Assistant to Director.

2. **Appointment.**— (a) Appointments to the posts specified in column (1) of the table below shall be made by the methods specified in column (2) thereof:—

| TABLE | |
|----------------------------|--|
| Posts (1) | Methods of appointment (2) |
| 1. General Manager | (i) By promotion from the post of Works Manager ; or (ii) By direct recruitment. |
| 2. Works Manager | (i) By promotion from the post of Deputy Works Manager; or (ii) By direct recruitment; or (iii) For special reasons, by recruitment by transfer from any other service |
| 3. Deputy Works Manager | (i) By promotion from the post of Assistant Works Manager; or (ii) By direct recruitment; or (iii) For special reasons, by reruitment by transfer from any other service |
| 4. Assistant Works Manager | (i) By direct recruitment; and |

| | |
|--|---|
| | (ii) By recruitment by transfer from the category of Overseer in the Tamil Nadu Government Press Subordinate Service. |
| 4A. Deputy Director | By promotion from the post of the Assistant Director or Personal Assistant to the Director in the Stationery and Printing Department. |
| 5. Assistant Director / Personal Assistant to Director | By recruitment by transfer from the post of Superintendent or any other post on identical scale of pay in the Stationery and Printing Department in the Tamil Nadu Ministerial Service. |

(b) Promotions to the Posts of General Manager, Works Manager and Deputy Works Manager and Deputy Director shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

(c) Notwithstanding anything contained in General Rule 6 for the Tamil Nadu State and Subordinate Services, appointment to the post of Assistant Works Manager shall be made by direct recruitment against temporary vacancies also.

(d) Appointment to the post of Assistant Works Manager shall be made by direct recruitment and by recruitment by transfer in the ratio of 1:2 on cadre strength.

(e) The employees borne on the Tamil Nadu Government Press Subordinate Services are exempted from the operation of clause (14) of rule 2 of the Tamil Nadu State and Subordinate Services Rules for direct recruitment to the post of Assistant Works Manager.

3. Reservation of appointment.— The rule relating to the reservation of appointments (General rule 22) shall apply to the appointment by direct recruitment to the post of Assistant Works Manager of which the cadre strength is more than ten.

4. Preparation of annual list of approved candidates.— For the purpose of preparation of annual list of approved candidates for appointment to the posts in the service by promotion or recruitment by transfer or by transfer, the crucial date on which the candidates shall be qualified shall be the 15th November of every year.

5. Qualification.— No person shall be eligible for appointment to the categories specified in column (1) of the table below unless he possesses the qualifications specified in the corresponding entry in column (2) thereof:—

Provided that other things being equal, first preference shall be given to a candidate who possesses all the following four qualifications; second preference to a candidate who possesses any three of the four qualifications; third preference to a candidate who possesses any two of the four qualifications; and fourth preference to a candidate who possesses any one of the four qualifications:

- (1) A pass in the examination in typography or lithography conducted by the City and Guild Institute, London;
- (2) A pass in the examination in costing by any institute, recognised by the Government of Tamil Nadu or by the Government of India;
- (3) Completion of one year of apprenticeship in the Printing Technology either under Government of India Scheme or under the Government of Tamil Nadu apprenticeship scheme.
- (4) A degree from any University recognised by the University Grants Commission for the purpose of awarding its grants:

Provided further that in the case of all the candidates possessing only one of the preferential qualifications, preference shall be given to those who possess the qualifications in the order specified.

TABLE

| Category (1) | Qualification (2) |
|--------------------|---|
| 1. General Manager | <p>1. Promotion— Must have served as Works Manager for a period of not less than one year.</p> <p>2. Direct recruitment—</p> <p>(i) Must possess a degree or Diploma in Printing Technology;</p> <p>(ii) Must possess experience for a period not less than 15 years in Letter Press and Lithographic printing in a reputed printing press of which five years service should be in a senior Managerial position;</p> <p>(iii) Must possess a Post Graduate Degree/ Diploma in Business Administration or must have attended Management courses in reputed Institution like the Administrative Staff College of India, Institute of Public Administration, National Productivity Council, etc., and</p> |

- (iv) Must not have completed or shall not complete forty five years of age on the first day of July of the year in which selection for appointment is made.

2. Works Manager

1. Promotion—

- (i) Must have served as Deputy Works Manager for a period of not less than three years;
- (ii) Must have passed the Account Test for Executive Officers;
- (iii) Must have passed the Departmental Test for Government Press Officers.

2. Direct recruitment—

- (i) Must possess a minimum general educational qualification as prescribed in the Schedule to Part II of the Tamil Nadu State and Subordinate Services Rules;
- (ii) Must possess experience in printing for a minimum period of fifteen years out of which ten years must be in supervisory cadre with administrative and managerial function;
- (iii) Must possess Diploma in Printing Technology (Letter Press or Offset);
- (iv) Must not have completed forty years of age on the 1st day of July of that year in which selection for appointment is made.

3. Recruitement by transfer from any other service—

- (i) Must possess a minimum general educational qualification as prescribed in the schedule to Part II of the Tamil Nadu State and Subordinate Services Rules;

- (ii) Must possess a Diploma in Printing Technology (Letter Press or Offset);
- (iii) Must possess experience in Printing for a minimum period of fifteen years out of which ten years must be in supervisory cadre with administrative and managerial function.

3. Deputy Works Manager

1. Promotion—

- (i) Must have served as Assistant Works Manager for a period of not less than three years;
- (ii) Must have experience as Assistant Works Manager in the Regional or Branch Press in Mofussil for a period not less than two years;
- (iii) Must have passed the Account Test for Executive Officers;
- (iv) Must have passed the Departmental Test for Government Press Officers.

Others things being equal Preference shall be given to a person who already managed an independent press unit as Branch Manager, either in City Unit or Mofussil.

2. Direct recruitment—

- (i) Must possess a minimum general educational qualification as prescribed in the Schedule to Part II of the Tamil Nadu State and Subordinate Services Rules;
- (ii) Must possess a Diploma in Printing Technology (Letter Press or Offset);

(iii) Must possess experience in Printing for a minimum period of twelve years out of which seven years must be in supervisory cadre with administrative and managerial functions;

(iv) Must not have completed forty years of age on the 1st July of that year in which selection for appointment is made.

3. Recruitment by transfer from any other service, for special reasons—

(i) Must possess a minimum general educational qualification as prescribed in the Schedule to Part II of the TamilNadu State and Subordinate Services Rules;

(ii) Must possess a diploma in printing technology (Letter Press or Offset);

(iii) Must possess experience in Printing for a minimum period of twelve years, out of which seven years must be in supervisory cadre with administrative and managerial function.

4. Assistant Works Manager

1. Recruitment by transfer from Overseer in the Tamil Nadu Government Press Subordinate Service—

(i) Must possess minimum general educational qualification as prescribed in the Schedule to Part II of the Tamil Nadu State and Subordinate Services Rules;

(ii) Must possess a diploma in Printing Technology (Letter Press or Offset);

- (iii) Must have passed the Departmental test for Government Press Officers;
- (iv) Must have passed the Account Test for Executive Officers; and
- (v) Must have practical experience for not less than five years in the different branches of printing.

2. Direct recruitment—

- (i) Must possess a B.E. Degree in Printing Technology from a recognised University; or
- (ii) Must possess minimum general educational qualification as prescribed in the Schedule to Part II of the Tamil Nadu State and Subordinate Services Rules and a Diploma in Printing Technology (Letter Press or Offset) with practical experience in Letter Press or Offset printing in a reputed printing press for not less than five years, out of which two years must be in a supervisory capacity; and
- (iii) Must not have completed thirty years of age on the 1st day of July of that year in which selection for appointment is made. But this age limit shall not apply to persons who are already employed in the Stationery and Printing Department.

4A. Deputy Director

Must have served as Assistant Director or Personal Assistant to the Director in the Stationery and Printing Department or both put together for a period of not less than one year.

5. Assistant Director /
Personal Assistant to
Director

(i) Must have passed Account Test
for Subordinate Officers, Part I;

(ii) (a) Must have passed the
Stationery and Printing
Department Test, Parts A
and B; and

(b) Tamilnadu Government
Office Manual Test or
erstwhile Part 'C' of
Stationery and Printing
Department Test.

(iii) Must have put in a total service
for a period of three years as
Superintendent or any other
post on identical scale of pay in
the Stationery and Printing
Department in the Tamil Nadu
Ministerial Service.

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

(b) Every person appointed to any category in the service 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.

(c) The authority competent to declare the satisfactory completion of probation in respect of the following categories shall be the Director of Stationery and Printing:—

- (1) Assistant Works Manager;
- (2) Assistant Director / Personal Assistant to Director.

7. Training.— (i) The candidates recruited direct to the post of Assistant Works Manager shall undergo in service training in various technical Management and modern method of management in the Stationery and Printing Department for a period of six months from the date of joining duty.

(ii) The period of in-service training shall count for probation.

(iii) During the training period the candidates shall be paid the minimum of the scale admissible for the post.

(iv) The period of in-service training shall count for increment.

8. Test.— (a) (i) Every person appointed to the posts of Works Manager, Deputy Works Manager and Assistant Works Manager by direct recruitment or by recruitment by transfer shall pass the departmental Test for Government Press Officers within a period of two years from the date of appointment.

(ii) Every person appointed to the posts of Works Manager and Deputy Works Manager by direct recruitment or by recruitment by transfer and every person appointed to the post of Assistant Works Manager by direct recruitment shall pass the Account Test for Executive Officers within a period of two years from the date of appointment, if he has not already passed the said test.

(b) If a person fails to pass either of the above two tests within the prescribed period, his second and further increments shall be liable to be stopped until he passes the said tests; but such stoppage of increments shall not operate to postpone his future increments.

9. Postings and transfers.— Postings and transfers of member of the service shall be made by the Director of Stationery and Printing.