

SECTION 29B—THE TAMIL NADU STATIONERY AND PRINTING SUBORDINATE SERVICE

1. Short title.— These rules may be called as the Tamil Nadu Stationery and Printing Subordinate Service Rules.

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

Class I

Category—

- (1) Warehouseman, Grade I (Stationery).
- (2) Warehouseman, Grade II (Stationery).

Class II

Category—

- (1) Carpenter (Stationery).
- (2) Tinker (Stationery).

Class III

Category—

- (1) Senior Typewriter Mechanic.
- (2) Junior Typewriter Mechanic.

Class IV

Category—

- (1) Lorry Driver.
- (2) Lorry Cleaner.

Class V

Category

First-Aid Attendant.

Class VI

Category—

- (1) Counter.
- (2) Packing Attendant.
- (3) Junior Despatching Attendant.

Class VII

Category—

- (1) Gate Sergeant (Press).
- (2) Gate Keeper (Publication Depot).

3. Appointment.— Appointment to the several classes, categories and grades shall be made as follows:—

TABLE

<i>Class, category and grade.</i> (1)	<i>Method of recruitment.</i> (2)
Class I	
<i>Category 1</i> Warehouseman, Grade I (Stationery)	Promotion from Warehouseman, Grade II.
<i>Category 2</i> Warehouseman, Grade II (Stationery)	Promotion from the posts of Tinker, Carpenter and Lorry Cleaner; or Recruitment by transfer from the members of the Basic Service in the Stationery and Printing Department; or if no qualified and suitable candidate is available for such promotion or transfer, Direct recruitment.
Class II	
<i>Category 1</i> Carpenter (Stationery)	Direct recruitment; or Recruitment by transfer from the members of the Basic Service in the Stationery and Printing Department; or Promotion from any other post in the service.
<i>Category 2</i> Tinker (Stationery)	Direct recruitment; or for special reasons, promotion from a lower post in the service; or Recruitment by transfer from the members of the Basic service in the Stationery and Printing Department.
Class III	
<i>Category 1</i> Senior Typewriter Mechanic	Promotion from Junior Typewriter Mechanic; or Direct recruitment.
<i>Category 2</i> Junior Typewriter Mechanic	Promotion from Typewriter Cleaner; or Direct recruitment; or for special reasons— Recruitment by transfer from any other service; or promotion from a lower post in the service.

Class IV

Category 1
Lorry Driver

Direct recruitment; or
Promotion from the post of Lorry
Cleaner; or for special reasons,
Recruitment by transfer from any other
service.

Category 2
Lorry Cleaner

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

Class V

Category
First-Aid Attendant

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

Class VI

Category 1
Counter

Promotion from the post of Junior
Despatching Attendant; or
by transfer from the post of Packing
Attendant.

Category 2
Packing Attendant

Promotion from the post of Junior
Despatching Attendant; or
by transfer from the post of Counter.

Category 3
Junior Despatching Attendant

Recruitment by transfer from the
categories of posts in the Basic Service
in the Stationery and Printing
Department, based on their combined
seniority:

Provided that promotion to and reversion from the posts of Counter and
Packing Attendant shall be made on grounds of merit and ability and the order of
seniority in the post of Junior Despatching Attendant.

Class VII

Category 1
Gate Sergeant (Press)

Direct recruitment from retired Military
Officials.

Category 2
Gate Keeper
(Publication Depot)

By direct recruitment; or Recruitment by
transfer from among the watchmen in
the Stationery and Printing Department.

4. Appointing authority.— The appointing authority for the classes, category and grades of posts in the Stationery, Stores and the Central Press including its branches at Chennai shall be the Joint Director of Printing, Chennai. In respect of the posts in the Branch and the Regional Presses at Pudukkottai, Tiruchirappalli, Vridhachalam and Salem, the appointing authority shall be the Assistant Works Manager (the officer-in-charge) concerned:

Provided that in the event of opening of Unit Presses in the City of Chennai or in the Moffusal and each of the existing Branch Presses constituting a separate Unit, the appointing authority in respect of such Unit shall be the Assistant Works Manager (officer-in charge) concerned.

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

Category. (1)	TABLE Qualifications. (2)
<i>Class I</i>	
<p><i>Category 1</i> Warehouseman, Grade I (Stationery)</p>	<p>Must have served for atleast ten years as Warehouseman, Grade II (Stationery):</p> <p style="text-align: center;">Provided that when no person with the above qualification is available, appointment shall be made from Warehouseman, Grade II who have appeared for the S.S.L.C. Examination.</p>
<p><i>Category 2</i> Warehouseman, Grade II</p>	<p>(1) Must have passed atleast III Form or VIII Standard in a recognised school;</p> <p>(2) <i>For recruitment by transfer</i>— Must have also put in a total service of not less than three years.</p>
<i>Class II</i>	
<p><i>Category 1</i> Carpenter (Stationery)</p>	<p>(1) Must have practical experience in Carpentry for a minimum period of two years;</p>

- (2) Must be able to read and write Tamil.

Preference shall be given to those who have passed the Certificate Course in Carpentry conducted by the Industrial Training Institutes.

Category 2
Tinker (Stationery)

- (1) Must have practical experience in Tinker's Work for a minimum period of two years;
- (2) Must be able to read and write Tamil.

Preference shall be given to those who have passed the Certificate course in Tinker's Work or Allied Trade conducted by the Industrial Training Institute.

Class III

Category 1
Senior Typewriter Mechanic

- (1) Must have appeared for the S.S.L.C. Examination;
- (2) Must have served as Typewriter Mechanic for a period of not less than five years in the typewriter firms approved by the Director of Stationery and Printing, Chennai from time to time for purposes of entrusting the repair of typewriters owned by the Government of which a continuous period of not less than three years shall be in any of such typewriter firms.

Category 2
Junior Typewriter Mechanic

- (1) Must have appeared for the S.S.L.C. Examination;
- (2) Must have served as a Typewriter Mechanic for a period of not less than three years in the typewriter firms approved by the Director of Stationery and Printing, Chennai from time to time for purposes of entrusting the repair of typewriters owned by the Government of which a continuous period of not less than two years shall be in any one of such typewriter firms.

Class IV

Category 1
Lorry Driver

(1) *For Direct recruitment—*
Must have passed atleast III Form or VIII Standard in a recognised school;

For promotion or recruitment by transfer—

Must have put in a total service of not less than three years;
(2) Must possess driving licence for heavy vehicle and two years experience in driving heavy vehicles, either Military or Civilian.

Category 2
Lorry Cleaner

(1) Must have passed atleast III Form or VIII Standard in a recognised school;
(2) Must have one year experience in a mechanical or automobile workshop out of two years experience in work connected with cleaning, greasing and oiling of motor vehicles.

Class V

Category
First-Aid Attendant

(1) Must have passed atleast III Form or VIII Standard in a recognised school;
(2) Must have attended a course of instruction of the St.John Ambulance Association in First Aid to the injured and passed the Examination in that course.

Class VI

Category 1
Counter

Must have served as Junior Despatching Attendant for atleast three years.

Category 2
Packing Attendant

Must have served as Junior Despatching Attendant for atleast three years.

Category 3
Junior Despatching
Attendant

Must have passed atleast III Form or VIII
Standard in a recognised school.

Class VII

Category 1
Gate Sergeant

Must have been not lower in rank than
Havildar.

Category 2
Gate Keeper (Publication Depot)

Must have passed atleast III Form or VIII
Standard in a recognised school.

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

6. Age.— (a) No person shall be eligible for appointment by direct recruitment to any of the posts in the service, except the posts of Senior Typewriter Mechanic and Gate Sergeant, if he has completed or will complete twenty five years of age on the first day of July of the year in which the selection for appointment is made.

(b) No person shall be eligible for appointment by direct recruitment to the post of Senior Typewriter Mechanic if he has completed or will complete thirty years of age on the first day of July of the year in which the selection for appointment is made.

7. Probation.— Every person appointed to a post in the service either by direct recruitment or by recruitment by transfer from another service to a post in the service carrying responsibilities distinctly of a higher order, shall, from the date of which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years:

Provided that a member of the service promoted to a post in the service need not undergo probation in such post if he has already satisfactorily completed the period of probation of two years on duty within a continuous period of three years in any of the lower posts in the service.

8. Retirement.— The Gate Sergeant in the Service shall retire from service on completion of sixty years of age.