

**THE SPECIAL RULES FOR THE TAMIL BACKWARD CLASSES AND MOST
BACKWARD CLASSES WELFARE SERVICE**

1. Constitution – The Service shall consist of the post of District Backward Classes and Minorities Welfare Officer.

2. Appointment- Appointment to the post shall be made by recruitment by transfer from among the holders of the post of Deputy Collector in the Tamil Nadu Civil Services and from among the holders of the post of Superintendent in the Backward Classes and Minorities Welfare Department and the Most Backward Classes and Denotified Communities Department in the Tamil Nadu Ministerial Service, in the ratio of 2:1 and the cyclic order for such appointment shall be as follows;-

1. Deputy Collector
2. Deputy Collector
3. Superintendent.

3. Qualification No person holding the post of Superintendent in the Backward Classes and Minorities Welfare Department and in the Most Backward Classes and Denotified Communities Department shall be eligible for appointment to the post by recruitment by transfer unless-

- (i) he has passed the Account Test for Subordinate Officers Part I or the Account Test for Executive Officers: and
- (ii) he has served for not less than six years as superintendent.

4. Probation.- Every person appointed to the post shall, from the date on which he joins duty, be on probation for a total period of one year on duty within a continuous period of two years.

5. Preparation of annual list of approved candidates,- For the purpose of drawing up an annual list of approved candidates for appointment to the post, the crucial date on which the candidate should be qualified shall be 1st September of every year.

THE SPECIAL RULES FOR TAMIL NADU HIGHER SECONDARY

BACKWARD CLASSES SERVICE

RULES

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

Class I

Head Masters and Headmistresses in Higher Secondary Schools.

Class II

1. Teachers in Academic Subjects in Higher Secondary Schools
2. Teachers in Languages in Higher Secondary Schools.

Class III

Physical directors and Physical Directresses in Higher Secondary Schools.

2.Appointments:- (a) Appointments to the Classes and 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

1	2
Class and Category	Method of Recruitment
1	2
Class – 1	
1. Headmaster and Headmistress	i) Recruitment by transfer from category 1 of Class-1 of the Tamil Nadu Backward Classes Welfare Subordinate Service (or) ii) Promotion form Class-II of the Service.
Class-II	
Teachers in Academic subject	i) Direct recruitment (or) ii) Recruitment by transfer from the Tamil Nadu Backward Classes Welfare Subordinate Service: (or) iii) If no qualified and suitable candidates are available for appointment by method (ii) above,

2. Teachers in Languages

Class III

Physical Directors and
Physical Directresses

recruitment by transfer from any other service.

- i) Direct recruitment
(or)
- ii) Recruitment by transfer from the Tamil Nadu Backward Classes Welfare Subordinate Service:
(or)
- iii) If no qualified and suitable candidates are available for appointment by method (ii) above, recruitment by transfer from any other service.

i) Direct recruitment
(or)

ii) Recruitment by transfer from category I of Class IV of the Tamil Nadu Backward Classes Welfare Subordinate Service

- (or)
- iii) If no qualified and suitable candidates are available for appointment by method (ii) above, recruitment by transfer from any other service.

b) I) Vacancies arising in Class-I shall be filled up so as to ensure that the proportion of appointment in the said Class by recruitment by transfer and by promotion shall be 2:5

Provided that if no sufficient number of qualified and suitable candidates are available for appointment by a particular method such vacancies shall be filled in by the other methods prescribed.

The cycle for appointment by recruitment by transfer and promotion will be as follows:-

By recruitment by transfer	:
By promotion	:
By recruitment by transfer	:
By promotion	:
By promotion	:
By promotion	:
By promotion	:

iii) Fifty percent of the substantive vacancies in Classes II and III shall be filled by direct recruitment.

c) Promotion to Class – I shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

3. Appointing Authority:- The Director of Most Backward Classes and Denotified Communities, Chennai shall be the appointing authority.

4. Reservation of Appointment:- The rule of reservation of appointment (General Rule 22) shall apply to appointments of direct recruitment to all the posts and each category shall be treated as one unit for this purpose.

(4. A). Unit for purposes of appointment, discharge for want of vacancies, reappointment and confirmation:- For the purpose of appointment, discharge for want of vacancies, reappointment and appointment as full members, all the posts in Class-I every academic subject of category I of Class-II, every language in category 2 of Class-II and all the posts in Class-III shall be treated as separate units.

5. Appointment in institutions and establishments specially provided for women:- a) General Rule 21 shall apply to appointments to the service in an institution and establishment specially provided for women.

b) A vacancy in a category in an institution or establishment specially provided of for women shall be filled by the transfer of any women member of the same category who may be employed, at the time of the vacancy, in an institution or establishment not specially provided for women. When such transfer is not possible, a women shall be appointed by any of the methods provided in sub rule (a) of rule 2 but she will not acquire by reason only of such appointment any right in the matter of seniority or full membership in such category or transfer to a vacancy in such category, in an institution or establishment not specifically for women or promotion, to a higher category.

c) A man appointed under the proviso to General Rule 21 to a category in a vacancy in an institution or establishment specially provided for women shall not by reason only of such appointment acquire any right in the matter of seniority or full membership in such category or promotion to a higher

category and shall be liable to be replaced at the earliest opportunity by a qualified and suitable women.

Explanation:-

There is no bar to appointment women against vacancies in an institution not specially provided for women.

6 Qualification

(a) Age:- No person shall be eligible for appointment by direct recruitment to any of the categories specified in column (1) of the Table below, if he / she has completed or will complete the age specified in the corresponding entries column (2) thereof:

THE TABLE

<u>Name of the category</u>	<u>Age</u>
1. Teachers in academic subjects	a) Forty years for teachers employed in any school recognized by the Director of School Education; and b) Thirty five years for others.
2. Teachers n Languages	a) Forty years for teachers employed in any school recognized by the Director of School Education; and b) Thirty five years for others.
3. Physical Directors and Physical Directresses	a) Forty years for teachers employed in any school recognized by the Director of School Education; and b) Thirty five years for others.

Explanation:- The age limit as specified above shall apply with reference to the 1st day of July of the years in which Selection for appointment is made.

6-a) Other qualifications:-

i) No person shall be eligible for appointment to the categories specified in column (1) of the annexure by the method specified in column (2) unless he possesses the qualifications specified in the corresponding entries in column (3) thereof.

ii) No person whose mother tongue is other than Tamil or who as not acquired knowledge of Tamil Language in his / her High School course or

who has not passed the Second Class Language Test in Tamil shall be eligible for appointment to any category of the service.

7. Probation:

a) Every person appointed to any of the posts by direct recruitment shall from the date on which he / she joins duty be on probation for a total period of two years on duty within a continuous period of three years.

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

b) The Director of Most Backward Classes and De-notified Communities, Chennai is the competent authority to declare satisfactory completion of probation of members in Class-I, Class-II and Class-III of the Service.

8) Transfers and Postings:-

Transfer and Postings of Officers of Class-II and III shall be made by the Director of Most Backward Classes and Denotified Communities, Chennai.

9) Pension:- Every person appointed to Class-II and III by direct recruitment from among the teachers employed in any school recognized by the Director of School Education, Chennai shall count for the purpose of superannuation pension in Government Service, the period of service counting for pension in such school recognized , by the Director of School Education, Chennai.

10. Savings:- Not withstanding anything contained in Rules 2 and 6 (a) the Service of those persons who are holding the posts of Headmasters and Headmistresses, Teachers in Academic subjects, Teachers in Languages and Physical Directors and physical Directresses on the date of issue of these rules and who possess the qualification prescribed for such category in the annexure shall be regularized after obtaining the concurrence of the Tamil Nadu Public Service Commission, under the Tamil Nadu Public Service Commission Regulation, 1954 and in respect of those persons who do not possess the qualifications prescribed for such category in the Annexure and who are holding such posts on the date of issue of these rules shall be regularized only after they acquire the said qualifications and after obtaining the concurrence of the Tamil Nadu Public Service Commission under the Tamil Nadu Public Service Commission Regulations, 1954 provided they acquire the said qualification on or before 30 the September 1985.

Provided further that they shall acquire the qualification regarding passing of Account Test within a period of three years from the 19th September 1983.

If they fail to acquire the said qualifications within the specified period, they shall be replaced by qualified and suitable candidates.

11. Preparation of annual list of approved candidates:-

For the purpose of drawing up of the annual list of approved candidates for appointment to the posts in the Service by recruitment by transfer / promotion, the crucial date on which the candidates should be qualified be the 1st March of every year.

ANNEXURE
(See Rule 6 (b) (i))

Name of the Classes / Category 1	Method of Recruitment 2	Qualification 3
Classes-1 Headmasters and Headmistresses or	Recruitment by transfer	<p>i) A Master's Degree of University in the State</p> <p>Master's Degree of equivalent standard or a certificate Issued by the University of Madras for having undergone the certificate course in Science and Humanities for Graduate Teachers in High School.</p> <p>ii) B.T. or B. Ed., Degree of a University in the State or a Teaching Degree of equivalent standards.</p> <p>iii) Experience for a period of not less than ten years as Teacher in Secondary Schools with a Degree in Teaching or Training School or Higher Secondary School or Higher Secondary School recognised by the Director of School Education after obtaining the teaching degree in any one or all of the schools specified above; and.</p> <p>iv) Must have passed the Account Test for Executive Officers or the Account Test for Subordinate Officers, Part-I.</p> <p>Provided that the experience in the category of Headmasters and Headmistresses in a school recognised by the Director of</p>

School Education should be taken into Account for calculating the experience in the category of teachers in Secondary Schools with a degree in Teaching.

By promotion

i) A Master's Degree of a University in the State or a Master's degree of equivalent standard or a certificate issued by the University of Madras for having undergone the Certificate course in Science and Humanities for Graduate Teachers in High Schools.

ii) B.T. or B.Ed., Degree of a University in the State or a Degree of Equivalent Standard.

iii) Experience for a period of not less than ten years as Pandits in Tamil or Teacher or both in Secondary Schools with a Degree in Teaching or Training School recognised by the Director of School Education Subsequent to acquiring a teaching degree in any one or all of the schools specified above; and.

iv) Must have passed the Account Test for Executive Officers or the Account Test for Subordinate Officers (Part-I)

Class-II
Teachers in Academic subjects.

Direct recruitment and recruitment by transfer

i) A Master's Degree of a University in the State or a Master's Degree of equivalent standard in the subject in respect of which recruitment is made;

Provided that other things being equal, preference shall be given to those who have studied in same subject in which he/she has obtained that post Graduate Degree as main subject under Part-III in the Bachelor's Degree level;

Provided further that persons holding the certificate issued by the University of Madras for having undergone the certificate course in Science and Humanities for Graduate teachers in High Schools shall be considered for appointment as teachers in the subject relating to Science and Humanities, Provided also that for appointment to certain subjects in which Master's Degree are not awarded persons possessing Master's in other subjects as may be considered equivalent by the Director of Schools Education shall be considered and.

ii) B.T. or B.Ed., degree of a University in the State or a teaching degree of equivalent standard.

2.a. Teachers in Languages (Tamil)

Direct recruitment and recruitment by transfer.

i) a. A Bachelor's Degree in

Tamil of a University in the State or a degree with Tamil or its equivalent standard; (The word "or" omitted in G.O.Ms. No.60, BC&MBCW Dept. dt 27/6/91) with effect from 1.7.1978)

b. A Master's Degree in Tamil of a University in the State or a Master's Degree in Tamil of Equivalent standard; and.

c. B.T. (or) B.Ed., degree of a University in the State or a degree of equivalent standard (or)

ii)a. A degree in the subject other than Tamil or a University in the State or a Degree of equivalent standard. (The word "or" omitted in G.O.Ms.No.60, BC&MBCW Dept. dt. 27/6/91 with effect from 1/7/1978)

b. A Master's Degree in Tamil of a University in the State or a Master's Degree of equivalent standard; and.

c. B.T. (or) B.Ed., degree of a University in the State or a degree of equivalent standard.

Provided that for appointment to the post by recruitment by transfer from the post of Tamil Pundits in High Schools, the Pundits training or Secondary Grade Training shall be considered as equivalent qualification to the B.T. or B.Ed., Degree. G.O.Ms.No.60, BC & MBCW Dept. dt. **27-6-91**)

Provided further that other things being equal, preference shall be given to those who possess the qualification specified in item 1 above.

b. Teachers in Languages (other than

Direct recruitment and recruitment by transfer.

i) a. A Bachelor's degree of a University in the State in the languages in respect of which recruitment is made or a degree of equivalent standard.

b. A Master's Degree of a University in the State in the

Language in respect of which recruitment is made or a Master's Degree of equivalent standard; and.

c. B.T., or B.Ed., degree of University in the State (or) a degree of equivalent standard;

(or)

ii) A Bachelor's degree of a University in the State in the subject other than the language in respect of which recruitment is made or a degree of equivalent standard;

B.A Master's Degree of a University in the State in the language in respect of which recruitment is made or a Master's Degree of equivalent standard; and.

c. B.T. (or) B.Ed., degree of a University in the State or a degree of equivalent standard.

Provided that for appointment to the post by recruitment by transfer from the post of Pundits and Munshis in the High schools, the Pundits training or Secondary Grade Training shall be considered as equivalent qualification to the B.T. or B.Ed., Degree

Provided further that other things being equal, preference shall be give to those who possess the qualification specified in item I above.

Class - III

Physical Director/
Directresses
a

Direct recruitment and
recruitment by transfer

i) A M.P.Ed., Degree of a
University in the State or

Degree of equivalent

standard.

or

ii) A diploma equivalent to M.P.Ed., degree.

**THE SPECIAL RULES FOR THE TAMIL NADU BACKWARD CLASSES
WELFARE SUBORDINATE SERVICE**

Constitution;- The service shall consist of the following category of Officers, namely;-

CLASS-1

CATEGORY:

1. Headmasters and Headmistresses of Secondary Schools.
2. Teachers in Secondary Schools with degree in Teaching and Head Master/ Headmistress of Middle Schools with degree in teaching.
(G.O.No.219, BC&MBC dt 26.4.90)
3. Secondary Grade Teachers (Men and Women)
4. Higher elementary Grade Teachers.
5. Lower Elementary Grade Teachers.
6. Pandits in Tamil (G.O.Ms. No.7, Backward Classes, Most Backward Classes and Minorities Welfare Department, dated 26.2.2002 with effect from 15.7.1985)
7. Supervisors of Schools.

CLASS-II

CATEGORY;

1. Tutor-cum-Warden/Tutor cum- Matron (G.O.2182, SWD, dt 14-9-1984)
2. Warden/ Matrons
3. Assistant Wardens/Assistant Matrons

CLASS-III

CATEGORY;

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

CLASS-IV

CATEGORY;

1. Physical Education Teacher (G.O.Ms.No.219, BC&MBC Dept., dt 26-4-90)
2. (a) Senior |Scout Organiser

- (b) Junior Scout Organiser
- 3. Drawing Instructor

CLASS-V

CATEGORY;

1. Supervisors (Works)
2. Special Overseers

CLASS-VI

CATEGORY;

1. Weaving Maistries
 2. Agricultural Maistries
 3. Craft Instructors in Middle Schools (G.O.Ms. No.1047, SWD, dt 7-4-86)
2. Appointment.- Appointment to the categories specified in column (1) of the Table below shall be made by the methods specified in the corresponding entries in column (2) thereof:

* [(a) Omitted in G.O.Ms. No.114, BC,MBC&MW (BC.I) Dept. dt 12.12.2000 w.e.f.2nd May 1969.]

THE TABLE

CATEGORIES

(1)

METHODS OF RECRUITMENT

(2)

CLASS-I

CATEGORY- 1

Headmasters/Headmistresses of Secondary Schools

1. Promotion from Teachers in Secondary Schools with a degree in Teaching and from Tutor-cum- Wardens/Tutor-cum-Matrons in

Classes-II or

2. Recruitment by transfer from any other service.

CATEGORY-2

Teachers in Secondary Schools with degree in Teaching and Head Master/ Headmistress of Middle Schools with degree in Teaching

1. Direct recruitment; or
2. Transfer from Among Tutor-cum-Wardens in Class II; or
3. Recruitment by transfer from any other service.

CATEFORY-3

Secondary Grade Teachers (Men and Women)

1. Direct recruitment; or
2. Recruitment by transfer from any other service; or
3. Promotion from among Higher Elementary Grade Teachers.

CATEGORY-4

Higher Elementary Grade Teachers.

1. Direct recruitment:
or
2. Recruitment by transfer from any other service:
or
3. Promotion from among lower Elementary Grade Teachers.

CATEGORY-5

Lower Elementary Grade Teachers.

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

CATEGORY-6

1. Pandits in Tamil

1. Direct recruitment:
or
2. Transfer from any post in the Service on identical scale of pay;
or
3. Promotion from any post in the Service on a lower scale of pay;
or
4. Recruitment by transfer from any other service.

Provided that 33 1/3 percent of the vacancies shall be filled or reserved to be filled by direct recruitment and 66 2/3 percent by other methods (G.O.Ms. No.7, BC,MBC&MW Dept. dated 26.2.2002).

CATEGORY-7

Supervisors of Schools

1. Direct recruitment;
or
2. Recruitment by transfer from any other service;
or
3. Promotion from any of the following categories namely:-
 - i. Secondary Grade Teachers;
 - ii. Higher Elementary Grade Teachers;
 - iii. Lower Elementary Grade Teachers; and
 - iv. Scout Organisers.

CLASSES II TO VI

All Categories

- a. i.. By direct recruitment;
or
- ii. Recruitment by transfer from any other service;
- iii. By promotion from lower categories wherever there are such lower categories

b. Interchangeability of Wardens and Teachers:

Transfer between the posts specified in each of the following items shall be permissible;-

1. (a) Teachers (men) in Secondary Schools with degree in Teaching (Category-2 Class I) and Tutor-com-Wardens (Category-1, Class –II)

(b) Teachers (Women) in Secondary Schools with Degree in Teaching (Category-2 (Class-1) and Tutor-com-Matrons (Category-1 (Class-II).

- ii. (a) Secondary Grade Teachers (men) (Category-3 Class I) and Warden(Category-2 Class II)

(b) Secondary Grade Teachers (Women) (Category-3 Class I) and Tutor-cum-Matrons with a trained Teachers Certificate of the Secondary Grade (Category-1 Class II) Matrons with a trained teachers certificate of the Secondary Grade (Category-2 Class II).

- iii. Higher Elementary Grade Teachers (Women) (Category-4 Class I) and Assistant Matrons (Category-3 Class II). Note: The post of Tutor-cum-Warden/Tutor-cum-Matron under class II of the Special rules for the Tamil Nadu Backward Classes Welfare be filled up at the ratio of 1:2 i.e., 33 1/3% for direct recruitment and 66 2/3 for recruitment by transfer from other service or by promotion from lower categories. (G.O.Ms. No. 2671, (SWD), dt. 30-12-87)

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

*Provided further that the ratio for appointment by direct recruitment and by recruitment by transfer or promotion for the post of Tutor-cum-Matron under Class II shall be 1:2 The above ratio shall be adopted for each year and shall not be carried over to the succeeding year.

[Added in G.O.Ms.No.114, BC,MBC&MW (BC.I) Dept. dated. 12.12.2000 w.e.f. 1.6.1988]

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

*[Added in G.O.Ms.No.114, BC.MBC&MW (BC.I) Dept. dated 12.12.2000 w.e.f.12.12.2000]

2. Craft Instructors in Middle Schools

1. by Direct Recruitment
- or
2. by recruitment by transfer from any other Service.
3. by promotion from pre-vocational instructors (or) from lower categories.

(G.O. Ms. No 1047/SW Dept., dated 7.4.1986)

3. APPOINTING AUTHORITY:

The appointing authorities for the posts specified in column (1) of the Table below shall be the authorities specified in the corresponding entries in column (2) thereof:

THE TABLE

<u>Posts</u>	<u>Appointing authorities</u>
<u>CLASS-I</u>	
1. Headmaster and Headmasters of Secondary School	<u>All Categories</u>
2. Teachers in Secondary Schools with degree in Teaching and Headmaster / Headmistress of Middle Schools with a degree in Teaching	a) In Kallar Schools in Madurai, Dindigul and Theni Districts; (G.O.Ms.No.7, BC, MBC & MW) Dept. dated 26.2.2002) Special Deputy Collector (KR) Madurai.
3. Secondary Grade Teachers (Men & Women)	b) In Schools in Aziznagar Settlement in South Arcot District, Manager in Aziznagar Settlement.
4. Higher Elementary Grade Teachers	
5. Lower Elementary Grade Teachers.	c) Other Denotified Tribes Schools: District Backward Classes Welfare Officer of the District concerned.
6. Pandits in Tamil Nadu (G.O.Ms.No.7, BC, MBC & MW Dept,) dated 26.02.2002	
7. Supervisors of Schools	
Note; SI no.2 brought within the purview of Tamil Nadu Public Service Commission, vide G.O.Ms.No. 41, SWD, dt 31.1.81 and G.O.Ms. No. 530, SWD dt 25.3.87.	
SI. No 6 Tamil Pandit Grade-I brought within the purview of Tamil Nadu Public Service Commission vide G.O.Ms. No. 530 (SWD) dt 25.3.87	
SI.No 2 and 6 were excluded from the purview of Tamil Nadu Public Service Commission and entrusted to Teacher's Recruitment Board. (G.O.Ms.No.61, BC&MBC Welfare Dept. dt. 14-9-93)	
<u>CLASS-II</u>	
1. Tutor-cum-Warden/ Tutor-cum-Matron	All Categories
	a) In Kallar Hostels in Madurai, Dindigul and Theni Districts (G.O.Ms.No.7, BC, MBC & MW Dept. dt 26.2.2002)

2. Warden / Matrons

3. Assistant Wardens/ Assistant Matrons

Special Deputy Collector, Kallar Reclamation) Madurai. (G.O.2182, SW, dt. 14-9-84)
b) In other Backward Classes and Denotified Tribes Hostels;- District Backward Classes and Minorities Welfare Officer of the District concerned.

CLASS-III

1. Combined Carpentry and Black-Smithy Instructor

Manager, Aziznagar Settlement.

2. Weaving Instructor

3. Sewing Mistres

1) Special Deputy Collector, (Kallar Reclamation) Madurai in respect of Kallar Schools in Madurai, Dindigul and Theni Districts (G. O. Ms. No.7, BC,MBC&MW Dept. Dt. 26.2.2002)

2) Manager, Aziznagar Settlement in respect of Schools in Aziznagar Settlement.

3) District Backward Classes and Minorities Welfare Officer in the District concerned in respect of other Denotified Tribes Schools.

CLASS-IV

1. Physical Education Teachers ;

All Categories
In Kallar Schools In Madurai, Dindigul and Theni Districts;

2. a) Senior Scout Organiser
b) Junior Scout Organiser

Special Deputy Collector, Kallar Reclamation, Madurai. G.O.Ms. No.7, BC.MBC&MW Dept. Dt. 26.2.2002)

3. Drawing Instructors

In Schools in Aziznagar Settlement,
Manager. Aziznagar Settlement.

In other Denotified Tribes Schools.
District Backward Classes Welfare officers of the District concerned.

CLASS-V

1. Supervisors (Works)
2. Special Overseers

District Backward Classes and Minorities Welfare Officer of the District concerned and Special Deputy Collector (KR) Madurai in respect of Kallar

Reclamation Schemes in Madurai
Dindigul and Theni District.
(G.O.Ms.No.7, BC,MBC & MW Dept. dt
26.2.2002)

CLASS-VI

1. Weaving Maistries
2. Agriculture Maistries

Manager, Aziznagar Settlement

3. Craft Instructor In Middle School.
(Vide G.O.Ms. No 1047/SW Dept.,
dated 7.4. 86)

1. In Kallar Schools in Madurai, Dindigul
and Theni Districts; Special Deputy
Collector (Kallar Reclamation)
Madurai. (G.O.Ms.No7, BC,MBC & MW
Dept. dt 26.2.2002)

2. District Backward Classes and
Minorities welfare Officers in the District
concerned in respect of other Denotified
Communities Schools other than
Madurai. Dindigul and Theni Districts.
(G.O.Ms.No.7, BC,MBC &MW Dept. dt
26.2.2002)

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

5. Age.- (a) No person shall be eligible for appointment to the following posts by direct recruitment, if he has completed or will complete 35 years of age as a 1st day of July of the year in which the selection for appointment is made.-
(G.O.Ms.No.923, SWD. dt 27-11-80)-

1. Teachers in secondary Schools with degree in Teaching
(Category 2, Class-I)
2. Secondary Grade Teachers (Men and Women)
(Category 3, Class-I)
3. Higher Elementary Grade Teachers
(Category 4, Class-I)
4. Pandits in Tamil (Category 6, Class-I) G.O.Ms. No.7,
BC,MBC & MW Dept. dt 26.2.2002)
5. Supervisors of Schools (Category 7, Class-I)
6. Tutor-cum-Wardens (Category 1, Class-II)
7. Tutor-cum- Matrons (Category 1, Class-II)
8. Wardens (Category 2, Class-II)
9. Matrons (Category 2, Class-II)
10. Assistant Wardens/Assistant Matrons (Category 3, Class-II)
11. Scout Organisers (Junior and Senior) (Category 2, Class-IV)
(Vide G.O.Ms.No. 89/BC, CMNMP & SW (BC III) Dept., dated 4.10.88)

Provided that the maximum age limit specified in this rule in respect of the posts to which the minimum General Educational * Qualification or any lower Qualification has been prescribed shall be increased by five years in the case of candidate belonging to the Scheduled Casts and Scheduled Tribes.

There is no age limit for other categories.

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

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

EXPLANATION.- For purposes of this rule, eligible communities shall mean the communities referred to in Schedules i and ii to Part-I of the Tamil Nadu State and Subordinate Service Rules.

(G.O.Ms.No.2064, SWD, dt. 14-10-85)

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

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

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

8. Appointment of untrained Teachers:- When a duly qualified candidate who is a member of any of the eligible communities referred to in rule 5 is not available for appointment as Secondary Grade Teacher, a candidate belonging to an eligible community who holds a Secondary School Leaving Certificate but who has not acquired the Secondary School Leaving Certificate but who has not

acquired the Secondary Grade Teachers Training may be appointed with the sanction of the Collector of the District concerned. Every person so appointed shall acquire the prescribed qualification within the period of probation.

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

9. Reservation of appointment:- The rule relating to reservation of appointments (General Rule 22) shall apply for appointment to each post separately by Direct Recruitment.

(G.O. Ms.No.2064, SWD, Dt:14-10-85)

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

Provided that there shall be no probation for those appointed to any of the category or class by promotion.

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

(G.O.Ms.No.2064, SWD, Dt: 14.10.85)

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

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

(c) When a member, who has furnished security takes leave other than casual leave or is deputed to other duty the person, who is appointed to officiate for him shall be required to furnish the full amount of security prescribed for the post and the provisions of sub-rules (a) and (b) shall apply to him thereof.

12. Preparation of Annual List of Approved Candidates;-

(The amendment here by made shall be deemed to have come into force on the 1st March 1993-vide G.O.Ms. No.1, BC & MBCW Dept, Dt: 31.1.94.)

For the purpose of drawing up of the annual list of approved candidates for appointment to the posts in the service by the recruitment by Transfer or

by promotion, the crucial date on which the candidate should be qualified, shall be the 1st March of the year to which the 1st March of the year to which the list relates.

(G.O.Ms.No.8, BC&MBCW Dept., dt: 9.3.1993)

ANNEXURE
(Referred to in Rule 6)

Sl.No.	Posts	Qualifications
1.	(a) Headmaster / Headmistress appointed by direct recruitment	i) A degree in Arts / Science of the Madras or Madurai Kamaraj or Annamalai or Bharathiyar or Bharathidasan University; and ii) A degree of L.T. or B.T., or B.Ed., of the Madras or Madurai Kamaraj or Annamalai or Bharathiyar or Bharathidasan University.
	(b) Headmaster / Headmistress appointed by promotion or transfer.	i) A degree in Arts / Science of the Madras or Madurai Kamaraj or Annamalai or Bharathiyar or Bharathidasan University ii) A degree of L.T. or B.T. or B.Ed., of the Madras or Madurai-Kamaraj or Annamalai or Bharathiyar University or Bharathidasan University. iii) A pass in the Accounts Test for Subordinate Officers, Part-1.

Provided that those who were promoted as Headmasters / Headmistresses prior to the 21st October 1976, shall pass the Account Test for Subordinate Officers, Part-I within a period of two years from 30th May 1977, failing which their further

increments will be stopped until they pass the test and such stoppage shall not have the effect of posting their further increments.

- | | | |
|----|--|--|
| 2. | Teachers of Secondary Schools with a degree in Teaching and Headmaster / Headmistress of Middle Schools with a degree in teaching. | i) A degree in Arts / Science of the Madras or Madurai Kamaraj or Annamalai or Bharathiyar or Bharathidasan University; and
ii) A degree of L.T. or B.T., or B.Ed., of the Madras or Madurai or Annamalai or Bharathiyar or Bharathidasan University. |
| 3. | Secondary Grade Teacher (Men)

Secondary Grade Teachers (Women) | i) The Minimum General Educational Qualification prescribed in Schedule 1 to the General Rules and
ii) A Trained Teachers Certificate of the Secondary Grade. |
| 4. | Higher Elementary Grade Teachers | A Trained Teachers Certificate of Higher Elementary Grade |
| 5. | Lower Elementary Grade Teachers. | A Trained Teachers Certificate of Lower Elementary Grade. |
| 6. | Pandits in Tamil | (1) (a) A degree in Tamil language or
(b) (i) Minimum general educational qualification as defined in Schedule-II to the General Rules for the Tamil Nadu State and Subordinate Services; and
(ii) Title of oriental learning in Tamil language conferred by any University in the State or pass in Pulavar Pandit examination held by Madurai Tamil Sangam; and
(2) (a) B.T. or B.Ed., degree; or
(b) Trained Teachers (Certificate of the Secondary Grade or Teachers Certificate or |

		senior Basic Grade Trained Teachers Certificate or successful completion of the Pundits Training course or Diploma in Teaching awarded by any University in the State. (G.O.Ms.No.7, BC, MBC & MW Dept. dt;26.2.2002)
7.	(a) Supervisors appointed by Direct Recruitment	i) The Minimum General Educational Qualification prescribed in the Schedule to the General Rules; and ii) A Trained Teacher's Certificate of the Secondary Grade. (G.O.Ms.No.2064, SWD, Dt: 14.10.88)
	(b) Supervisors appointed by promotion or transfer.	i) The Minimum General Educational Qualification prescribed in the Schedule to the General Rules. ii) A Trained Teacher's Certificate of the Secondary Grade; and A pass in the Account Test for subordinate Officers, Part-I iii) Provided that Supervisors appointed by promotion or transfer prior to the 21 st October 1976, shall pass the Account Test for Subordinate Officers, Part-I, within a period of two years from the 30 th May 1977, failing which their further increments will be stopped until they pass the said test and such stoppage shall not have the effect of postponing their future increments.
CLASS-II	Tutor-cum-Warden	A degree of L.T. or B.T. of the Madras University or the B.Ed. degree of the Annamalai or Madurai University.
	Tutor-cum-Matron	i) Minimum General Educational Qualification prescribed in the Schedule

ii) to the General Rules; and
 a) A Trained Teachers' Certificate of the Secondary Grade in the case of the Tutor-cum-Matrons on a scale of pay of Rs.210-5-242-10-325 (The Scale of pay prior to 2nd October 1970 is Rs.90-4-110-3-140)

b) A degree in teaching through a study in Tamil medium in the scale of pay Tutor-cum-Matrons in a scale of pay prior to 2nd October 1970 is Rs.140-5-280-10-250).

Warden

Qualification prescribed for Secondary Grade Teachers (Men)

Matron

A trained Teachers' Certificate of Secondary Grade.

Assistant Matron / Warden

A trained Teachers' Certificate of the Higher Elementary Grade and Capacity to exercise efficient control over the inmates of the hostels.

CLASS-III

Combined carpentry and Blacksmith Instructor

Industrial Training School Leaving Certificate granted by the Inspector of Industrial Schools, Madras with an adequate practical knowledge of Blacksmith work to teach the making and repairs of ordinary agricultural implements and vehicles.

Weaving Instructor

A supervisor's Certificate granted by the Government Textile institute, Madras.

Sewing Mistress

Government Technical Teachers Certificate of the Lower Grade in Needlework and Dressmaking.

CLASS-IV

	Physical Education Teachers	<ul style="list-style-type: none"> i) Elementary School Leaving Certificate of the VIII Standard or the Transfer Certificate issued by the Head Master of a Secondary School declaring the holder thereof eligible for promotion to form IV and ii) The Art Master's Certificate in wood work of the Teachers College Saidapet (in the case of Manual Training Instructors) or Government Teacher's Certificate in Physical Education Lower Grade (in the case of Drill Instructors)
	Scout Organizer Junior / Senior/Women	<ul style="list-style-type: none"> i) Minimum General Educational Qualification prescribed in the Schedule to the General Rules. ii) A trained Teachers Certificate of Secondary Grade. iii) Must have completed the Scout Masters Training. A pass in the Government Technical Examination in drawing by the Higher Grade.
	Drawing Instructors / Masters	<ul style="list-style-type: none"> iii) Must have completed the Scout Masters Training. A pass in the Government Technical Examination in drawing by the Higher Grade.
CLASS-V	Supervisors (Works)	<ul style="list-style-type: none"> iii) The upper subordinate of L.C.E. Diploma of the College of Engineering, Guindy or the L.C.E. Diploma awarded by the Technological Diploma Examinations Board, Madras or the L.C.E. Diploma award by State Board of Technical Education and Training, Tamil Nadu.
Special Overseers		<ul style="list-style-type: none"> A Pass in the Government Technical Examination by the Lower Grade in the following Groups of Subjects namely. <ul style="list-style-type: none"> i) Building, Drawing and Estimation.

**CLASS –
V
Weaving
Maistries**

**Agricultural
Maistries**

Craft Instructors in Middle Schools. (Vide in G.O.Ms. 1047 W Dept., dt 7.4.86)

- ii) Building materials and Construction.
- iii) Earthwork and Road making.

- A Supervisor's Certificate granted by the Government Textile Institute, Madras.
- 1. A Pass in the VIII Standard or IIIrd Form in a recognized School; and
 - 2. Practical Knowledge of Agriculture.
- a) Those who passed VIII Std. and passed Technical Examination with Technical Training Certificate in Cotton Weaving or Handloom Weaving. (or) Those who Possess Technical Qualification in the approved Craft with Technical Training Certificate, but who do not possess the minimum General Educational Qualification.
- Those who passed VIII Std. and in possession of Technical Qualifications (or) (Proficient) but not Technical Training Certificate; (or) Those who possess the Technical Qualifications Minimum General Educational Qualifications.
- Explanation.- A recognized School shall mean a School maintained by or opened with the sanction of the State Government or to which recognition has been accorded under the Tamil Nadu Educational Rules.

Adhoc Rules for Cooks / Servant cum Watchman

GOVERNMENT OF TAMIL NADU

ABSTRACT

Public Services – Welfare of Backward Classes – Directorate of Backward Classes, Madras – Contingent Staff working in Hostels maintained by Backward Classes Department i.e. Head Cooks, Cooks, Assistant, Cooks and Watchman-cum-servant / Servant – main – Adhoc Rules – Issued.

SPECIAL WELFARE DEPARTMENT

G.O.Ms.No.106

Dated : 17.1.86

Thai 4, Kurothana, Thiruvalluvar Andu 2016

Read:-

1. G.O.Ms.No.52, Finance (F.R.II), Dt: 14.1.77.
2. G.O.Ms.No.674, Social Welfare Department, Dt: 29.8.80
3. G.O.Ms.No.29, Social Welfare Department, Dt: 21.1.81.
4. G.O.Ms.No.613, Social Welfare Department, Dt: 20.8.81.
5. G.O.Ms.No.1828, Social Welfare Department, Dt: 4.7.84.

Read also:-

6. From the Director of Backward Classes, Lr.No.B2/12041/81, Dated : 14.4.81 and even No. dt: 11.11.81.
7. From the Director of Backward Classes, Lr.No.B1/12041/81, Dated : 5.4.82 and even No. dt: 1.2.1985.

ORDER :-

According to the orders issued in the Government Order first read above, the Director of Backward Classes submitted proposals for the creation of posts of full time Watchman-cum-Servant in the Backward Classes Hostels for bringing to regular establishment of those who have completed more than five years of service as on 1.7.1977 in the scale of pay of Rs.250-5-330-10-400. In the Government Orders second and fourth read above, orders were issued for the creation of 91 posts of Watchman / Watchman-cum-servant, three posts of Scavenger and Two posts of Sweeper, in the scale of pay of Rs.200-5-300. In the Government Order third read above, Cooks and Assistant Cooks, who are working in the Government hostels attached to Backward Classes and Adi Dravidar and Welfare Department were allowed time scale of pay of Rs.150-5-200-10-300. The conditions of service relating to posts of Head cooks, Cooks, Assistant cooks and Watchman-cum-servant / Servant maid shall be as laid down in the following Notification:-

The following notification will be published in the Tamil Nadu Government Gazette:-

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following rules:-

The rules hereby made shall be deemed to have come into force on the 21st January 1981 for the posts of Head Cooks, Cooks and Assistant Cooks and on the 31st March 1982, for the posts of Watchman-cum-Servant / Servant-maid.

RULES

The General 1 and Special Rules applicable to the holders of the permanent posts of Agricultural Maistries in Category 2 in Class VI of the Tamil Nadu Backward Classes Welfare Subordinate Service shall apply to the holders of the temporary posts of Head Cooks, Cooks, Assistant Cooks and Watchman-cum-servant / Servant maid in the Backward Classes Department sanctioned from time to time subject to the modification specified in the following rules.

2. Constitution:- The posts shall each constitute a separate category in the said

Class of the said service.

3. Appointment :- Appointment to the posts specified in column (1) of the Table below shall be made by the method specified in the corresponding entry in column thereto:-

THE TABLE

(1)	(2)
1. Head Cook	Direct recruitment; or

	By promotion from Cook
2. Cook and Assistant Cook	Direct recruitment
3. Watchman-cum-servant / Servant maid.	Direct recruitment or By promotion from Cook

4. Appointing Authority :- The appointing authority for the posts shall be, -(i) in respect of the posts in Hostels under the direct control of the Director of Backward Classes, Madras, the Personal Assistant to Director of Backward Classes, Madras; (ii) in respect of the posts in Denotified Communities Hostels maintained in Madurai and Anna Districts, the Special Deputy Collector (Kallar Reclamation) Madurai; and (iii) in respect of the posts in Denotified Communities Hostels in other Districts and Backward Classes hostels, the District Backward Classes Welfare Officers concerned.

5. Qualification:-

(a) Age:- No person shall be eligible for appointment by direct recruitment to any of the Posts, if he has completed or will complete 28 years of age or the 1st day of July of the year in which the selection for appointment is made:

Provided that the age limit shall not apply to those who were brought to regular establishment from contingent establishment and who are already appointed temporarily.

(b) Other qualifications :- No person shall be eligible for appointment to the posts specified in column (1) of the Table below by the method specified in the corresponding entry in column (2) thereof unless he possesses the qualification specified in the corresponding entry in column (3) thereof:-

THE TABLE

Post	Method of appointment	Qualifications
1. Head Cooks.	By direct recruitment Or By promotion	(1) Ability to read and write Tamil; and (2) Practical experience in cooking.
2. Cooks and Assistant Cooks.	By direct recruitment	(1) Ability to read and write Tamil ; and (2) Sufficient practical experience in cooking.
3. Watchman-cum-servant / Servant-maid.	Direct recruitment Or By promotion.	Ability to read and write Tamil.

6. Probation : - Every person appointed to the posts by direct recruitment shall, (from the date on which he joins duty) be on probation for a total period of one year on duty within a continuous period of two years.

7. Pay :- There shall be paid to the holder of the post specified in column (1) of the Table below a monthly pay calculated in the scale of pay specified in the corresponding entry in column (2) thereof:-

THE TABLE

POST	PAY
(1)	(2)
1. Head Cook	Rs.265-5-325-10-425
2. Cook and Assistant Cook	Rs.150-5-200-10-300 Besides free meals.
3. Watchman-cum-servant / Servant maid.	Rs.200-5-300

-4-

Provided that on and from the 1st October 1984 the holder of the post specified in column (1) of the Table below shall be paid a monthly pay calculated in the scale of pay specified in the corresponding entry in column (2) thereof:-

THE TABLE

(1)	(2)
1. Head Cook	Rs.475-10-555-15-615-20-775
2. Cook and Assistant Cook	Rs.350-10-550 Besides free meals.
3. Watchman-cum-servant / Servant maid.	Rs.450-10-570-15-720.

(BY ORDER OF THE GOVERNOR)

C. THANGARAJU,
COMMISSIONER AND SECRETARY
TO GOVERNMENT

To

The Director of Backward Classes, Madras-5
The Director of Stationery and Printing, Madras-2
(for publication in the Tamil Nadu Government Gazette)
All District Backward Classes Welfare Officers at Collectorate.
The Accountant-General, Madras -18
The Accountant-General, Madras -18 (By name)

The Special 1 Deputy Collector (Kallar Reclamation),
Madurai.

Copy to:

The Personnel and Administrative Reforms / Employment Services / Law /
Finance Department, Madras -9.
Social Welfare (BCIII) / ADW.IV) (B.C.II) Department, Madras-9.

// Forwarded by order //

Section Officer

Copy of

ABSTRACT

Public Services – Welfare of Backward Classes – Education Hostels – Adhoc
Rules framed for the posts of Cook and Watchman-cum-servant / Servant-maid
working in Government Hostels run by the Backward Classes Department –
Amendment – Orders – Issued.

SOCIAL WELFARE DEPARTMEN

G.O.Ms.NO.1772
Aani 26, Atchaya,

Dated : 10.7.86
Thiruvalluvar Andu 2017

Read:-

1. G.O.Ms.No.264, Social Welfare Department, Dt: 26.4.78
2. G.O.Ms.No.106, Social Welfare Department, Dt: 17.1.86

READALSO :-

3. From the Director of Backward Classes, Madras, Lr.No.B1/6174/85,
Dt: 20.12.85.

ORDER:-

The following Notification will be published in the Tamil Nadu Government Gazette:-

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India the Governor of Tamil Nadu hereby makes the following amendment to the adhoc rules issued with Social Welfare Department Notification SRO No.B-52/86, Dt: the 17th January 1986.

AMENDMENT

In the said Rules, after rule 7, the following rule shall be added, namely:-

“ 8. Superannuation :- The age of Superannuation to the holders of the posts of Cook and Watchman-cum-Servant / Servant-maid shall be sixty years “

(BY ORDER OF THE GOVERNOR)

C. THANGARAJU,
COMMISSIONER AND SECRETARY TO
GOVERNMENT