

TAMIL NADU SECRETARIAT SERVICE RULES

(Corrected up to 27th December 2021)

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SECTION 29 - THE TAMIL NADU SECRETARIAT SERVICE

1. Definitions.— In these rules, unless the context otherwise requires:-

(a) "Department" means a Department of the Secretariat other than Legislative Assembly Secretariat; and

(b) "the Governor's Secretariat" shall be deemed to be a Department of the Secretariat.

2. Constitution.— The service shall consist of the following categories, namely:-

- Category 1(a) Assistant Section Officers in the Departments of Secretariat other than Law and Finance Departments and the Governor's Secretariat.
- Category 1(b) Assistant Section Officers in the Law Department.
- Category 1(c) Assistant Section Officers in the Governor's Secretariat.
- Category 1(d) Assistant Section Officers in the Finance Department.
- Category 1A Assistant Section Officers (Translation).
- Category 1B Assistant Reception Officer in Tamil Nadu House, New Delhi.
- Category 2A Personal Assistants in the Departments of Secretariat other than Finance Department.
- Category 2B Personal Assistants in Finance Department.
- Category 2C Senior Personal Clerks in the Departments of Secretariat other than Finance Department.
- Category 2D Senior Personal Clerks in Finance Department.
- Category 2E Senior Typists in the Departments of Secretariat other than Finance Department.
- Category 2F Senior Typists in the Finance Department.
- Category 3(a) Assistants in the Departments of Secretariat other than Law and Finance Departments and the Governor's Secretariat.
- Category 3(b) Assistants in the Law Department.
- Category 3(c) Assistants in the Governor's Secretariat.
- Category 3(d) Assistants in the Finance Department.
- Category 3A Assistants (Translation).
- Category 4A Personal Clerks in the Departments of Secretariat other than Finance Department.
- Category 4B Personal Clerks in Finance Department.
- Category 5(a) Typists in the Departments of Secretariat other than Finance Department.
- Category 5(aa) Typists in the Finance Department.
- Category 5(b) Telex Operators in the Public Department.
- Category 6 Telephone Operators in the Secretariat Exchange (Public Department) and the Governor's Secretariat.

3. Appointing authority.—The appointing authority shall be -

- (i) in the case of Governor's Secretariat, the Secretary to Governor;
- (ii) in the case of Departments of Secretariat other than Law and Finance including Planning, Development and Special Initiatives Departments, the Deputy Secretary or Joint Secretary to Government, as the case may be, who is in charge of establishment:

Provided that in Law and Finance including Planning and Development Departments the Secretary to Government shall be the appointing authority for the categories of Assistant Section Officers and Personal Assistants. For all other categories Deputy Secretary or Joint Secretary to Government in charge of establishment shall be the appointing authority:

Provided further that in the Tamil Development & Culture, the Secretary to Government, Tamil Development & Culture Department shall be the appointing authority for the categories of Assistant Section Officers (Translations) and Assistants (Translations):

Provided also that in the case of Assistant Reception Officer in the Tamil Nadu House, New Delhi, the Deputy Secretary or Joint Secretary to Government, Public Department, as the case may be, who is in charge of establishment shall be the appointing authority.

4.(a) Selection and allotment.—The selection and allotment of candidates for appointment to the categories 1 to 5 as constituted in rule 2, by promotion or by recruitment by transfer or by direct recruitment in the Departments of Secretariat other than Finance including Planning and Development and Law Departments shall be made by the Deputy Secretary or Joint Secretary to Government, as the case may be, who is in charge of establishment in consultation with **Φ Human Resources Management** Department.

(b) The selection and allotment of candidates for appointment to the categories 1 to 5 as constituted in rule 2 by promotion or recruitment by transfer or by direct recruitment in Finance including Planning and Development Departments and Law Department shall be made by the Secretary to Government in the case of Assistant Section Officers and Personal Assistants. To all other categories, the selection and allotment shall be made by the Deputy Secretary /Joint Secretary to Government of that Department as the case may be, who is in charge of establishment, in consultation with **Φ Human Resources Management** Department.

(c) The selection and allotment of candidates for appointment to categories 1A and 3A constituted in rule 2, by direct recruitment or transfer from any other category or recruitment by transfer from any other service in the Tamil Development and Culture (Translations) Department shall be made by the Secretary to Government, Tamil Development and Culture Department.

**(Φ G.O.(Ms)No.150, Human Resources Management (D) Department,
dated 27.12.2021)**

5. Appointments.—Appointment to the category specified in column (1) of the Table below shall be made by the methods specified in the corresponding entries in column (2) thereof:-

TABLE

Category (1)	Method of appointment (2)
1(a) Assistant Officers in the Departments of Secretariat other than the Law and Finance Departments and the Governor's Secretariat.	(i) by promotion from among the categories of Assistants in the Departments of Secretariat other than Law and Finance Departments and the Governor's Secretariat, Senior Personal Clerks in the Departments of Secretariat other than Finance Department and Senior Typists in the Departments of Secretariat other than Finance Department in the ratio of 4:1:1; or (ii) Omitted (iii) by direct recruitment; or

- (iv) by recruitment by transfer from the category of Assistants in Tamil Nadu Ministerial Service or the Tamil Nadu Judicial Ministerial Service.
- 1(b) Assistant Section Officers in the Law Department. (i) by promotion from the category of Assistants in the Law Department; or (ii) by transfer from other Departments of Secretariat; or (iii) by direct recruitment
- 1(c) Assistant Section Officers in the Governor's Secretariat. (i) by promotion from the category of Assistant or Personal Clerks in the Governor's Secretariat; or (ii) by transfer from the category of Assistant Section Officers of the Departments of Secretariat; or (iii) by transfer from the category of Personal Assistants in the Governor's Secretariat.
- 1(d) Assistant Section Officers in the Finance Department. (i) by promotion from among the categories of Assistants, Senior Personal Clerks and Senior Typists in the Finance Department in the ratio of 4:1:1; or (ii) Omitted. (iii) by direct recruitment; or (iv) by recruitment by transfer from the category of Assistants in Tamil Nadu Ministerial Service or in the Tamil Nadu Judicial Ministerial Service.
- 1A Assistant Section Officers (Translation). by direct recruitment or transfer from any other category or recruitment by transfer from any other service.
- 1B Assistant Reception Officer, Tamil Nadu House, New Delhi. (i) by direct recruitment; or (ii) by transfer from Assistant Section Officers; or (iii) by promotion from among the Steno-Typists in Tamil Nadu House, New Delhi; or (iv) by recruitment by transfer from the holders of the post of Receptionist or House Keeper in the Tamil Nadu General Subordinate Service or from the post of Junior Assistant, Telephone Operator, Store-Keeper or Typist in Tamil Nadu House, New Delhi in the Tamil Nadu Ministerial Service or from any other service;
- 2A Personal Assistants in the Departments of Secretariat other than Finance Department. (i) by promotion from the category of Senior Personal Clerks; or (ii) by promotion from the category of Personal Clerks; if no qualified candidates are available by the above method; or (iii) for special reasons recruitment by transfer from any other service.
- 2B Personal Assistants in Finance Department. (i) by promotion from the category of Senior Personal Clerks in Finance Department; or (ii) by promotion from the category of Personal Clerks, if no qualified candidates are available by the above method; or (iii) for special reasons recruitment by transfer from any other service.
- 2C Senior Personal Clerks in the Departments of Secretariat other than Finance Department. by promotion from the category of Personal Clerks.

2D	Senior Personal Clerks in Finance Department.		by promotion from the category of Personal Clerks in Finance Department.
2E	Senior Typists in the Departments of Secretariat other than Finance Department.		by promotion from the category of Typists.
2F	Senior Typists in Finance Department.		by promotion from the category of Typists in Finance Department.
3(a)	Assistants in the Departments of Secretariat other than Law and Finance Departments and the Governor's Secretariat.	(i) (ii) (iii) (iv) (v)	by direct recruitment; or by recruitment by transfer from among the holders of the posts of Junior Assistants and Assistant in the Tamil Nadu Ministerial Service and the Tamil Nadu Judicial Ministerial Service; or by promotion from the category of Typists or Telephone Operator in the Tamil Nadu Secretariat Service; or by recruitment by transfer from the posts of Record Clerks, Drivers, Office Assistants, Motor Cycle Messengers and Van Cleaners who are graduates working in Secretariat; or by recruitment by transfer from the posts of Record Clerk and Typist who are not graduates working in Secretariat:
			Provided that fifty percent of the vacancies shall be filled up by direct recruitment and the remaining fifty percent of the vacancies shall be filled up by other methods as follows:-
		(i)	Junior Assistants and Assistants in the Tamil Nadu Ministerial service and the Tamil Nadu Judicial Ministerial Service. 15%
		(ii)	Record Clerks, Typists, Telephone Operators, Drivers and Motor Cycle Messengers who are graduates working in Secretariat. 25%
		(iii)	Record Clerks and Typists who are not graduates working in Secretariat. 5%
		(iv)	Office Assistants and Van Cleaners who are graduates working in Secretariat: 5%
			Provided further that if sufficient number of qualified and suitable persons are not available for appointment by any one of the four methods mentioned above, the unfilled vacancies may be filled up by the remaining three methods, subject to availability from time to time.
3(b)	Assistants in the Law Department.	(i) (ii)	by direct recruitment; or by transfer from other Departments of Secretariat.
3(c)	Assistants in the Governor's Secretariat.	(i) (ii)	by transfer from the category of Assistants from the Departments of Secretariat; or by recruitment by transfer from any other service.
3(d)	Assistants in the Finance Department.	(i)	By direct recruitment; or

- (ii) by promotion from the category of Typists in the Finance Department or if no qualified person is available from the Finance Department from any other Department of the Secretariat; or
- (iii) by recruitment by transfer from the category of Junior Assistant or Assistant in the Tamil Nadu Ministerial Service or in the Tamil Nadu Judicial Ministerial Service; or by recruitment by transfer from the category of Record Assistant or Record Clerk in the Tamil Nadu General Subordinate Service in the Finance Department and Office Assistant in the Tamil Nadu Basic Service in the Finance Department or if no qualified person is available from the Finance Department from any other Department of the Secretariat.

Provided that fifty percent of the vacancies shall be filled up by direct recruitment and the remaining fifty percent of the vacancies shall be filled up by the other methods as follows:-

- (i) by promotion from the category of Typists in Finance Department or if no qualified person is available from the Finance Department, from any other Department of Secretariat. 25%
- (ii) by recruitment by transfer from the category of, -
 - (a) Junior Assistant and Assistant in the Tamil Nadu Ministerial Service or the Tamil Nadu Judicial Ministerial Service. 15%
 - (b) Record Assistants, Record Clerks, Office Assistants in Finance Department or if no qualified person is available from the Finance Department, from any other Department of the Secretariat. 10%

Provided further that if sufficient number of qualified and suitable persons are not available for appointment by any one of the three methods mentioned above, the unfilled vacancies may be filled up by the remaining two methods, subject to availability from time to time.

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| 3A | Assistants (Translations). | by direct recruitment or transfer from any other category or recruitment by transfer from any other service. |
| 4A | Personal Clerks in the Departments of Secretariat other than Finance Department. | <ul style="list-style-type: none">(i) by direct recruitment ;or(ii) by promotion from the category of Typists; or(iii) for special reasons, recruitment by transfer from any other service. |
| 4B | Personal Clerks in Finance Department. | <ul style="list-style-type: none">(i) by direct recruitment ;or(ii) by promotion from the category of Typists in Finance Department; or(iii) for special reasons, recruitment by transfer from any other service. |

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|-------|---|--------------------------|--|
| 5(a) | Typists in the Departments of Secretariat other than Finance Department. | (i)
(ii) | by direct recruitment; or
for special reasons, recruitment by transfer from any other service. |
| 5(aa) | Typists in the Finance Department. | (i)
(ii) | by direct recruitment; or
for special reasons, recruitment by transfer from any other service. |
| 5(b) | Telex Operators in the Public Department. | | by transfer from the category of Typists in the Departments of Secretariat. |
| 6 | Telephone Operators in the Secretariat Exchange (Public Department) and the Governor's Secretariat. | (i)
(ii)

(iii) | by direct recruitment; or
by transfer from the category of Typists in the Departments of Secretariat other than Finance and Planning Development and Special Initiatives Departments in the Tamil Nadu Secretariat Service. If qualified and suitable Typists are not available in the Departments of Secretariat, by transfer from the category of Telephone Operator in the State Guest House, who are approved probationers; or
for special reasons, recruitment by transfer from any other service.. |

6. Preparation of annual list of approved candidates.— A list of approved candidates for appointment to the posts by promotion, by transfer and by recruitment by transfer shall be prepared annually and the crucial date on which the candidates should have acquired the prescribed qualifications shall be the 1st August of every year:

Provided that in the case of candidates for selection as Assistant in the Departments of Secretariat other than Law and Finance Departments and the Governor's Secretariat by recruitment by transfer for the year 1999, the date on which the candidates should possess the educational and technical qualifications shall be the 23rd August 1999, namely, the date of Notification of the Tamil Nadu Public Service Commission inviting applications for appointment to the said post.

7. Selection categories and grades.— Promotion to the categories of Assistant Section Officers and Personal Assistants shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

8. Pattern of appointment of Assistant Section Officers in the Departments of Secretariat other than the Law Department, Tamil Development, Culture and Religious Endowments Department (Translations) and Governor's Secretariat.— Subject to the expression the provisions contained in section 11 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 (Tamil Nadu Act 14 of 2016), out of every eight vacancies in the category of Assistant Section Officer in the Departments of Secretariat other than the Law Department, Tamil Development, Culture and Religious Endowments Department (Translations) and the Governor's Secretariat, appointment shall be made in the following order of rotation:-

1. by direct recruitment;
2. by promotion from the category of Assistants;
3. by promotion from the category of Assistants;
4. by promotion from the category of Assistants;
5. by promotion from the category of Assistants:
Provided that the 20th rotation shall be filled up by the non-graduate Assistants and that if no suitable and qualified non-graduate Assistant is available, then the said rotation shall be filled up from among the holders of the post of Assistant;
6. by promotion from the category of Senior Personal Clerks;
7. by promotion from the category of Senior Typists; and
8. by recruitment by transfer from the category of Assistants in the Tamil Nadu Ministerial Service or the Tamil Nadu Judicial Ministerial Service:

Provided that direct recruitment or / and recruitment by transfer for filling the vacancies may be kept in abeyance by the Government and such vacancies shall be treated as lapsed:

Provided further that every Senior Personal Clerk and Senior Typist shall, at the time of preparation of the list of persons eligible for appointment as Assistant Section Officers exercise an option as to the line in which he desires to continue and such option once exercised shall be final.

9. Substantive appointment in Governor's Secretariat.—No full member or approved probationer transferred to the Governor's Secretariat from any other Departments of Secretariat shall be eligible for substantive appointment in the Governor's Secretariat unless and until he has rendered service for a period of not less than six months in that category.

10. Reservation of appointments.— The principle of reservation of appointments as provided in section 27 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 (Tamil Nadu Act 14 of 2016) shall apply to all the posts in which the cadre strength is more than one under the jurisdiction of each appointing authority by direct recruitment and the said rule of reservation of appointments shall apply to each unit of appointment separately:

Provided that the rule of reservation of appointment shall also apply separately for appointment as Assistant in the Tamil Nadu Secretariat Service by recruitment by transfer through the Tamil Nadu Public Service Commission on and from the 9th February 1990.

Provided further that the rule of reservation of appointment shall also apply separately for appointment as Assistant Section Officer in the Tamil Nadu Secretariat Service by recruitment by transfer through the Tamil Nadu Public Service Commission.

11. Unit of operation of rules.—(1) Unit of operation, for the purposes of appointment to the service, promotion, discharge for want of vacancy, re-appointment of probationers and approved probationers and appointment of full members to the category specified in column (1) of the table below, shall be as specified in the corresponding entries in column (2) thereof:-

TABLE		Unit of Operation
Category		
(1)		(2)
1(i)	Assistants (Assistant Section Officers with effect from 30.11.1984) in all the Departments of Secretariat other than Finance Department, Law Department and Governor's Secretariat.	One unit
(ii)	Assistants (Assistant Section Officers with effect from 30.11.1984) in Finance Department.	Finance unit
(iii)	Assistants (Assistant Section Officers with effect from 30.11.1984) in Law Department.	Law unit
(iv)	Assistants (Assistant Section Officers with effect from 30.11.1984) in Governor's Secretariat.	Governor's Secretariat unit
2(i)	Steno-Typists (Confidential) (Personal Assistants with effect from 16.12.1976) in all the Departments of Secretariat other than Finance Department and Governor's Secretariat.	One unit
(ii)	Steno-Typists (Confidential) (Personal Assistants with effect from 16.12.1976) in Finance Department.	Finance unit
(iii)	Steno-Typists (Confidential) (Personal Assistants with effect from 16.12.1976) in Governor's Secretariat.	Governor's Secretariat unit
(iv)	Senior Personal Clerks in the Department of Secretariat other than Finance Department.	One unit
(v)	Senior Personal Clerks in Finance Department.	Finance unit.

(vi)	Senior Typists in the Departments of Secretariat other than Finance Department.	One unit
(vii)	Senior Typists in Finance Department.	Finance unit.
3(i)	Junior Assistants (Assistants with effect from 30.11.1984) in all the Departments of Secretariat other than Finance Department, Law Department and Governor's Secretariat.	One unit
(ii)	Junior Assistants (Assistants with effect from 30.11.1984) in Finance Department.	Finance unit.
(iii)	Junior Assistants (Assistants with effect from 30.11.1984) in Law Department.	Law unit
(iv)	Junior Assistants (Assistants with effect from 30.11.1984) in Governor's Secretariat.	Governor's Secretariat unit
4(i)	Steno-Typists (Personal Clerks with effect from 31.10.1978) in all the Departments of Secretariat other than Finance Department and Governor's Secretariat.	One unit
(ii)	Steno-Typists (Personal Clerks with effect from 31.10.1978) in Finance Department.	Finance unit
(iii)	Steno-Typist (Personal Clerks with effect from 31.10.1978) in Governor's Secretariat.	Governor's Secretariat unit
5(i)	Typists in all the Departments of Secretariat other than Finance Department and Governor's Secretariat.	One unit
(ii)	Typist in Finance Department.	Finance unit.
(iii)	Typist in Governor's Secretariat.	Governor's Secretariat unit
6	Telephone Operators in the Secretariat Exchange (Public Department) and Governor's Secretariat.	Separate unit

Explanation.—(1) In these rules, the term "Finance Department" shall also include Planning, Development and Special Initiatives Department with effect on and from the 5th October 1980.

(2) Unless otherwise specifically provided for in these rules, a member belonging to "One unit" is not eligible for appointment in "Another unit" by any methods.

(3) Notwithstanding anything contained in section 40 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 (Tamil Nadu Act 14 of 2016), the seniority of a person in the category of Assistants appointed by promotion from the category of Typists and in the category of Assistant Section Officers appointed by promotion from the categories of Assistants, Senior Personal Clerks and Senior Typists shall be determined with reference to the rank obtained by them in the list of approved candidates drawn by the competent authority.

11A. Saving clause.— Nothing contained in rule 11 shall adversely affect the persons in service in the Finance Department including the Planning, Development and Special Initiatives Department or the Law Department as the case may be, as on 28.1.1994 who were allotted or re-allotted, to the Finance Department including Planning, Development and Special Initiatives Department or the Law Department from the One unit, on and from the 5th June 1970 and the persons in service in one unit as on 28.1.1994 shall have no claim for allotment or re-allotment to Finance unit or Law unit.

12. Method of direct recruitment.— Appointment by direct recruitment to the categories shall be made in the manner prescribed in Annexure I to these rules.

13. Qualifications – Age.—No person shall be eligible for appointment to the category of Assistant Section Officers, Assistant Section Officers (Translation), Assistant Reception Officers, Tamil Nadu House, New Delhi, Assistants in the Departments of Secretariat including Law and Finance, Assistants (Translation), Personal Clerks, Typists or Telephone Operators by direct recruitment or to the category of Assistant by recruitment by transfer from the category of Junior Assistants or Assistants in the Tamil Nadu Ministerial Service or in the Tamil Nadu Judicial Ministerial Service, if he has completed or will complete the age of thirty years on the 1st day of July of the year in which the selection for appointment is made:

Provided that a person who has been practicing as an advocate of the Madras High Court for a period of not less than five years shall be eligible for appointment to the category of Assistant Section Officers by direct recruitment in the Law Department, if he has not completed or will not complete 30 years of age on the 1st day of July of the year in which the selection for appointment is made:

Provided further that the maximum age limit for appointment to the post of Assistant Section Officer by recruitment by transfer from among the holders of the post of Assistant in the Tamil Nadu Ministerial Service or Tamil Nadu Judicial Ministerial Service shall be 35 years.

Provided also that the maximum age limit for appointment to the post of Assistant Section Officer by recruitment by transfer for the Scheduled Caste and Scheduled Tribe candidates shall be 40 years.

Provided also that the candidates belonging to Scheduled Castes and Scheduled Tribes shall be eligible for appointment as Assistants by recruitment by transfer, if they have not completed or will not complete 35 years of age on the 1st day of July of the year in which the selection for appointment is made.

14. Other qualifications.— No person shall be eligible for appointment to the category specified in column (1) of the table below by the method specified in the corresponding entry in column (2) unless he possesses the qualifications specified in the corresponding entries in column (3) thereof: -

TABLE

Category 1.	Method of appointment 2.	Qualifications 3.
Category 1(a) Assistant Section Officer in the Departments of Secretariat other than the Law and Finance Departments and the Governor's Secretariat.	Direct recruitment	(i) A Master's degree; or (ii) A Bachelor's degree and a Bachelor of General Law (B.G.L) degree; or (iii) A Bachelor's degree with I class in any one of the parts: Provided that in the case of a candidate belonging to the Scheduled Castes, Scheduled Tribes, or Backward Classes, it shall be sufficient if he holds a Bachelor's degree.
	Recruitment by transfer	(i) A Bachelor's degree; and (ii) Drafting experience for a period of not less than five years in the post of Junior Assistant or Assistant or in both the posts taken together.

Promotion or transfer

(i) Minimum general educational qualification prescribed in Schedule-III to the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 (Tamil Nadu Act 14 of 2016) or its equivalent qualifications.

(ii)(a) **^Omitted**

(b) **^Omitted**

Provided that Senior Personnel Clerks, Senior Typists and Non-graduate Assistants must have put in a service for a period of not less than five years in that category:

Provided further that for calculating the service qualification of Senior Personal Clerks and Senior Typists, the service rendered in the categories of Personal Clerks and Typists, respectively, shall also be taken into account:

Provided also that Senior Personal Clerks, Senior Typists must have passed the competitive examination held by the Tamil Nadu Public Service Commission by full test prescribed for the Group IV Services as constituted by the State Government for such examination in which the Junior Assistants of the Tamil Nadu Ministerial Service are included:

Provided also that persons appointed by recruitment by transfer to the post of Typists or Personal Clerks need not pass such full test conducted by the Tamil Nadu Public Service Commission:

Provided also that graduates promoted to the category of Assistants from the category of Typists must have put in service for a period of not less than one year in the category of Assistants:

^Omitted

Category 1(b)
Assistant Section Officers
in the Law Department.

Direct recruitment

B.L. degree awarded by any University recognised by the University Grants Commission.

	Promotion; or transfer	(i)	B.L. degree awarded by any University recognized by the University Grants Commission.
		(ii)	^Omitted.
Category 1(c) Assistant Section Officers in the Governor's Secretariat	Transfer	(i)	A Bachelor's degree;
		(ii)	A pass in the Government Technical Examination in Typewriting and Shorthand in English and Tamil or English only by the Higher Grade: Provided that if a candidate with the qualifications specified above is not available, candidate who has passed the Government Technical Examinations in Typewriting and Shorthand in English and Tamil or English only by the Lower Grade may be appointed.
	Promotion		^A Personal Clerk in the Governor's Secretariat must have put in a service for a period of not less than five years in that category.
Category 1(d) Assistant Section Officers in the Finance Department	Direct recruitment		A Master's degree in Commerce or Economics or Statistics of any University or Institution recognized by the University Grants Commission; or a degree of B.Com., or B.A. (Economics) or B.Sc. (Statistics) of any University or Institution recognized by the University Grants Commission with a pass in the final examination of the Institute of Cost and Works Accountants of India.
	Recruitment by transfer from the category of Assistants in the Tamil Nadu Ministerial Service or the Tamil Nadu Judicial Ministerial Service.	(i)	A Bachelor's Degree in Commerce or Economics or Statistics of any University or Institution recognized by the University Grants Commission;
		(ii)	ΔService for a period of not less than five years in the category of Assistant, inclusive of the services rendered in the post of Junior Assistant, in the Tamil Nadu Ministerial Service or in the Tamil Nadu Judicial Ministerial Service.

Promotion from the categories of Assistants, Senior Personal Clerks and Senior Typists in the Finance Department.

(i) Minimum general educational qualification prescribed in Schedule-III to the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 (Tamil Nadu Act 14 of 2016) or its equivalent qualification.

(ii)(a) **^Omitted**

(b) **^Omitted**

Provided that Senior Personal Clerk, Senior Typist and Non-graduate Assistant must have put in a service for a period of not less than five years in that category in Finance Department:

Provided further that for calculating the service qualification of Senior Personal Clerk and Senior Typist, the service rendered in the categories of Personal Clerk and Typist, respectively, shall also be taken into account:

Provided also that Senior Personal Clerk, Senior Typist must have passed the competitive examination held by the Tamil Nadu Public Service Commission by full test prescribed for the Group IV Services as constituted by the State Government for such examination in which the Junior Assistants of the Tamil Nadu Ministerial Service are included:

Provided also that persons appointed by recruitment by transfer to the post of Typist or Personal Clerk need not pass such full test conducted by the Tamil Nadu Public Service Commission.

Category 1A
Assistant Section Officers
(Translations)

Direct recruitment or transfer from any other category or recruitment by transfer from any other service.

(i) Any degree of any University with Tamil in Part II or Telugu or Malayalam or Hindi as the case may be in Part I:

Provided that other things being equal, preference shall be given to the candidates possessing Bachelor's degree in Tamil in Part III or M.A. degree in Tamil;

Category 1B Assistant Reception Officer in Tamil Nadu House, New Delhi.	Direct recruitment	(ii) Tamil or Telugu or Malayalam or Hindi, as the case may be in Part II or Part III. (i) A Post-graduate degree in Arts or Science or Commerce and an experience for a period of not less than one year in the management of motor vehicles in the institutions recognised by the Government; or (ii) A degree in Arts or Science or Commerce with a degree in Law; and an experience for a period of not less than one year in the management of motor vehicles in the institutions recognized by the Government:
	Transfer, promotion and recruitment by transfer.	Provided that other things being equal preference shall be given to the candidate who possesses knowledge in Hindi to speak, read and write. (i) A degree in Arts or Science or Commerce; and (ii) A pass in the Account Test for Subordinate Officers, Part I.
Category 2A Personal Assistants in the Departments of Secretariat other than Finance Department.	Recruitment by transfer	(i) A Bachelor's Degree; (ii) A pass in the Government Technical Examinations in Typewriting in Tamil and English both by the Higher Grade; (iii) A pass in the Government Technical Examinations in Shorthand in Tamil and English both by the Higher Grade: Provided that if candidates with the qualification referred to in items (ii) and (iii) above are not available candidates who have passed the following examinations in the order of preference indicated below may be appointed, namely:
		Provided that if candidates with the qualifications referred to items (ii) and (iii) above are not available, candidates who have passed the following examinations in the order of preference indicated below may be appointed, namely:-

		<p>(a) Government Technical Examinations in Typewriting and Shorthand in Tamil both by the Higher Grade and Typewriting and Shorthand in English both by the Lower Grade.</p> <p>(b) Government Technical Examinations in Typewriting and Shorthand in English both by the Higher Grade and Typewriting and Shorthand in Tamil both by the Lower Grade.</p>
	Promotion	<p>(a) A Bachelor's Degree;</p> <p>(b) ^Omitted</p> <p>(c) Service for a period of not less than three years as Personal Clerk / Senior Personal Clerk.</p>
Category 2B Personal Assistants in Finance Department.	Promotion or recruitment by transfer.	<p>(i) A Bachelor's degree in Commerce or Economics or Statistics;</p> <p>(ii) A pass in the Government Technical Examinations in Typewriting in Tamil and English both by the Higher Grade;</p> <p>(iii) A pass in the Government Technical Examinations in Shorthand in Tamil and English, both by the Higher Grade;</p> <p>(iv) Must have rendered service for a period of not less than three years as Senior Personal Clerk / Personal Clerk.</p> <p>Provided that if candidates with the qualifications referred to items (ii) and (iii) above are not available, candidates who have passed the following examinations in the order of preference indicated below may be appointed, namely:-</p> <p>(a) Government Technical Examination in Typewriting and Shorthand in Tamil, both by the Higher Grade and Typewriting and Shorthand in English, both by the Lower Grade;</p> <p>(b) Government Technical Examination in Typewriting and Shorthand in English, both by the Higher Grade and Typewriting and Shorthand in Tamil, both by the Lower Grade.</p>

Category 2C Senior Personal Clerks in the Departments of Secretariat other than Finance Department.	Promotion	(i) A Bachelor's degree; (ii) ^Omitted (iii) ^Omitted	Provided that those appointed as Personal Clerks on or before the 11 th July 1993 and who do not possess the qualification prescribed in item (i) above shall be eligible for appointment as Senior Personal Clerks.
Category 2D Senior Personal Clerks in the Finance Department.	Promotion	(i) A Bachelor's degree in Commerce or Economics or Statistics; (ii) ^Omitted (iii) ^Omitted	Provided that the Personal Clerks who are to be recruited through Combined Subordinate Services Examination-I conducted by the Tamil Nadu Public Service Commission vide its Notification No.115/2007 dated 30.06.2007 and who do not possess the qualification prescribed in item (i) above shall also be eligible for appointment as Senior Personal Clerk.
Category 2E Senior Typists in the Departments of Secretariat other than Finance Department.	Promotion	(i) Minimum General Educational Qualification prescribed in Schedule-III to the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 (Tamil Nadu Act 14 of 2016) or its equivalent qualification; (ii) ^Omitted (iii) ^Omitted	
Category 2F Senior Typists in Finance Department.	Promotion	(i) Minimum general educational qualification prescribed in Schedule -III to the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 (Tamil Nadu Act 14 of 2016) or its equivalent qualification; (ii) ^Omitted (iii) ^Omitted	

Category 3(a)
Assistants in the
Departments of Secretariat
other than the Law, and the
Finance Departments and
the Governor's Secretariat.

(i) Direct
recruitment

(ii) Recruitment by
transfer from
among the holders
of the posts
of Assistants and
Junior Assistants
in Tamil Nadu
Ministerial Service
and the Tamil Nadu
Judicial Ministerial
Service.

(iii) Promotion from
the category of
Typists in the Tamil
Nadu Secretariat
Service.

(iv)(a) Recruitment
by transfer from
Record Clerks in
the Secretariat.

A Bachelor's degree.

(i) A Bachelor's degree;
(ii) Service for a period of not less
than three years after acquiring
Bachelor's Degree, in the
category of Junior Assistant or
in the category of Assistant or
in both the categories put
together, in the Tamil Nadu
Ministerial Service or in the
Tamil Nadu Judicial Ministerial
Service on the first day
of August of the year in
which the notification inviting
applications for appointment is
issued.

(i) Minimum general educational
qualification prescribed
in Schedule-III to the
Tamil Nadu Government
Servants (Conditions of
Service) Act, 2016 (Tamil Nadu
Act 14 of 2016);

(ii) Service for a period of not less
than four years as Typist:

Provided that a Typist
irrespective of the method of
appointment by which he has
been appointed as such who
holds a degree shall be eligible
for appointment as Assistant
only after satisfactory
completion of his probation and
possessing two years of
service, either before or after
acquiring a degree.

(i) Minimum general educational
qualification prescribed in
Schedule-III to the Tamil Nadu
Government Servants
(Conditions of Service) Act,
2016 (Tamil Nadu Act 14 of
2016);

(ii) Service for a period of not less
than five years as Record Clerk
in the Secretariat:

Provided that a Record
Clerk irrespective of the
method of appointment by
which he has been appointed
as such who holds a degree
shall be eligible for appointment
as Assistant only after
satisfactory completion of his
probation and possessing three

			years of service, either before or after acquired a degree.
	(iv)(b) Recruitment by transfer from Office Assistants in the Secretariat	(i) (ii)	(i) A Bachelor's degree; (ii) Service for a period of not less than five years as Office Assistant in the Secretariat.
	(iv)(c) Promotion from the post of Telephone Operators in the Secretariat.	(i) (ii)	(i) A Bachelor's degree; (ii) Service for a period of not less than five years as Telephone Operator in the Secretariat.
	(iv)(d) Recruitment by transfer from the post of Drivers in the Secretariat.	(i) (ii)	(i) A Bachelor's degree; (ii) Service for a period of not less than five years as Driver in the Secretariat.
	(iv)(e) Recruitment by transfer from the post of Motor Cycle Messengers in the Secretariat.	(i) (ii)	(i) A Bachelor's degree; (ii) Service for a period of not less than five years as Motor Cycle Messenger in the Secretariat.
	(iv)(f) Recruitment by transfer from the post of Van Cleaners in the Secretariat.	(i) (ii)	(i) A Bachelor's degree; (ii) Service for a period of not less than five years as Van Cleaners in the Secretariat.
Category 3(b) Assistants in the Law Department	Direct recruitment or transfer.		B.L. degree awarded by any University recognised by the University Grants Commission.
Category 3(c) Assistants in the Governor's Secretariat	Transfer from the Assistants and Personal Clerks eligible for appointment as Assistant in the Departments of Secretariat or recruitment by transfer from any other service.	(i) (ii)	(i) A Bachelor's degree; (ii) A pass in the Government Technical Examinations in Typewriting and Shorthand in English and Tamil or English only by Higher Grade: Provided that if candidate with qualification specified in item (ii) above is not available, candidate who has passed the Government Technical Examinations in Typewriting and Shorthand in English and Tamil or English only by the Lower Grade or the Government Technical Examinations in Typewriting in English and Tamil or English only by the Higher Grade may be appointed, if he is otherwise found suitable:

Category 3(d)
Assistants in Finance
Department.

Direct recruitment.

Provided further that non-graduate Assistant who has put in service for a period of not less than five years and passed the Government Technical Examinations in Typewriting and Shorthand in English and Tamil or English only by the Higher Grade or the Government Technical Examinations in Typewriting in English and Tamil or English only by the Higher Grade or a non-graduate Personal Clerk eligible for appointment as Assistant and who has put in service for a period of not less than five years may be appointed, if graduate Assistant is not available.

A Bachelor's degree in Commerce or Economics or Statistics of any University or Institution recognized by the University Grants Commission.

Promotion from the category of Typists

A Bachelor's degree in Commerce or Economics or Statistics.

Recruitment by transfer from the post of Junior Assistants or Assistants in the Tamil Nadu Ministerial Service or Tamil Nadu Judicial Ministerial Service.

- (i) A Bachelor's degree in Commerce or Economics or Statistics.
- (ii) Service for a period of not less than three years either in the category of Junior Assistant or in the category of Assistant or in both the categories put together, in the Tamil Nadu Ministerial Service or in the Tamil Nadu Judicial Ministerial Service on the 1st day of August of the year in which the notification inviting applications for appointment is issued.

Recruitment by transfer from the post of Record Assistant or Record Clerk in the Tamil Nadu General Subordinate Service or Office Assistant in the Tamil Nadu Basic Service.

- (i) A Bachelor's degree in Commerce or Economics or Statistics:

Provided that a Record Assistant, Record Clerk or Office Assistant already in service in Finance Department or any other Departments of the Secretariat who has not acquired the above qualifications on the date of Notification of this rule, shall also be eligible for appointment

		as Assistant in the Finance Department.
		(ii) Service for a period of not less than five years either in the category of Record Assistant or Record Clerk or Office Assistant in the Finance Department or any other Department of the Secretariat or in all the categories put together.
Category 3A Assistants (Translations).	Direct recruitment or transfer from any other category or recruitment by transfer from any other service.	(i) A Bachelor's Degree with Tamil as one of the subjects: Provided that preference shall be given to a candidate who is able to read and write in Hindi or Malayalam or Telugu language; and (ii) A pass in the Government Technical Examination in proof reading by the higher grade.
Category 4A Personal Clerks. in the Departments of Secretariat other than Finance Department.	Direct recruitment or Promotion or recruitment by transfer	(i) A Bachelor's degree; (ii) A pass in the Government Technical Examinations in Typewriting in Tamil and English both by the Higher Grade; (iii) A pass in the Government Technical Examinations in Shorthand in Tamil and English both by the Higher Grade: Provided that if candidates with the qualifications referred to items (ii) and (iii) above are not available, candidates who have passed the following examinations in the order of preference indicated below may be appointed, namely:- (a) Government Technical Examination in Typewriting and Shorthand in Tamil both by the Higher Grade and Typewriting and Shorthand in English both by the Lower Grade. (b) Government Technical Examination in Typewriting and Shorthand in English both by the Higher Grade and Typewriting and Shorthand in Tamil both by the Lower Grade: Provided that a Record Clerk or Office Assistant in the Secretariat must have put in a

Category 4B
Personal Clerks in Finance
Department.

Direct recruitment
or promotion

- minimum period of five years service in the respective posts for appointment to the post of Personal Clerk.
- (i) A Bachelor's degree in Commerce, or Economics or Statistics;
 - (ii) A pass in the Government Technical Examinations in Typewriting in Tamil and English, both by the Higher Grade.
 - (iii) A pass in the Government Technical Examinations in Shorthand in Tamil and English, both by the Higher Grade:

Provided that if candidates with the qualifications referred to in item (ii) and (iii) above are not available, candidates who have passed the following examinations in the order of preference indicated below may be appointed, namely:-

(a) Government Technical Examination in Typewriting and Shorthand in Tamil, both by the Higher Grade and Typewriting and Shorthand in English, both by the Lower Grade.

(b) Government Technical Examination in Typewriting and Shorthand in English, both by the Higher Grade and Typewriting and Shorthand in Tamil both by the Lower Grade:

Provided that the Personal Clerks who are to be recruited through Combined Sub-ordinate Services Examination – I conducted by Tamil Nadu Public Service Commission vide its Notification No.115/2007 dated 30.06.2007 and who do not possess the qualification prescribed in item (i) above shall also be eligible for appointment as Personal Clerk.

Recruitment by
transfer

- (i) A Bachelor's degree in Commerce, or Economics or Statistics;

- (ii) A pass in the Government Technical Examinations in Typewriting in Tamil and in English both by the Higher Grade;
- (iii) A pass in the Government Technical Examinations in Shorthand in Tamil and English, both by the Higher Grade:

Provided that if candidates with the qualifications referred to in item (ii) and (iii) above are not available, candidates who have passed the following examinations in the order of preference indicated below may be appointed, namely:-

(a) Government Technical Examination in Typewriting and Shorthand in Tamil, both by the Higher Grade and Typewriting and Shorthand in English, both by the Lower Grade.

(b) Government Technical Examination in Typewriting and Shorthand in English, both by the Higher Grade and Typewriting and Shorthand in Tamil both by the Lower Grade; and

- (iv) Must have served for a period of not less than five years in the present post:

Provided that those who are in service in Tamil Nadu Secretariat on or before 04.12.2008 and who possess a Bachelor's degree other than in Commerce or Economics or Statistics shall also be eligible for appointment as Personal Clerks in Finance Department.

Category 5 (a)
Typists in the Departments
of Secretariat other than
Finance Department.

Direct recruitment
or recruitment by
transfer

- (i) Minimum general educational qualification prescribed in Schedule-III to the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 (Tamil Nadu Act 14 of 2016) or its equivalent qualification;
- (ii) A pass in the Government Technical Examinations in Typewriting in Tamil and in English both by the Higher Grade:

Provided that if candidates with the qualifications referred to in item (ii) above are not available, candidates who have passed the following examinations in the order of preference indicated below, may be appointed, namely:-

(a) Government Technical Examination in Typewriting in Tamil by the Higher Grade and in English by the Lower Grade.

(b) Government Technical Examination in Typewriting in English by the Higher Grade and in Tamil by the Lower Grade:

Provided that a Record Clerk or Office Assistant in the Secretariat must have put in a minimum period of five years service in the respective post for appointment to the post of Typist.

Category 5 (aa)
Typists in the Finance
Department

Direct recruitment
or recruitment by
transfer from any
other service

- (i) Minimum general educational qualification prescribed in Schedule-III to the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 (Tamil Nadu Act 14 of 2016) or its equivalent qualification.
- (ii) A pass in the Government Technical Examination in Typewriting in Tamil and English both by Higher Grade:

Provided that a Record Clerk or Office Assistant in the Finance Department must have put in not less than five years service in the respective post.

Category 5 (b)
Telex-Operators in the
Public Department

By transfer from the
category of typist in
the Departments of
Secretariat

Category 6
Telephone Operators in the
Secretariat exchange
(Public Department) and
the Governor's Secretariat

Direct recruitment
or recruitment by
transfer

- (i) Minimum general educational qualification prescribed in Schedule-III to the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 (Tamil Nadu Act 14 of 2016) or its equivalent qualifications;

- (ii) A certificate from the Telephone Department or from the Principal of a Telephone Institute recognised by the Government that he/she has undergone the necessary course of training for the operation of a telephone exchange:

Provided that other things being equal, preference shall be given to physically handicapped persons who are medically declared to be fit for discharging the duties of Telephone Operator.

(^ G.O.(Ms)No.90, Human Resources Management (D) Department, dated 13.09.2021)

(Δ G.O.(Ms)No.148, Human Resources Management (D) Department, dated 23.12.2021)

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

Provided that every person appointed to a category by recruitment by transfer shall, from the date on which he joins duty, be on probation for a period of one year on duty within a continuous period of two years:

Provided further that every person appointed to the post of Assistants by promotion from the post of Telephone Operator, shall, from the date on which he joins duty be on probation for a period of one year on duty within a continuous period of two years.

16.Tests.— (1)(i) Every person appointed to the category of Assistant Section Officers by direct recruitment shall undergo the Foundational Training for a period of two months and pass the examination conducted at the end of such training within the period of his probation:

Provided also that the persons who have undergone the 42nd batch to 47th batch of the condensed course of Foundational Training for a period of fifteen days conducted by the **Φ Human Resources Management** Department and passed the examinations at the end of such training shall be deemed to have undergone the Foundational Training for a period of two months and passed the examinations conducted by **Φ Human Resources Management** Department at the end of such training;

(ii) Every person appointed to the category of Assistant Section Officer by recruitment by transfer shall undergo the Foundational Training for a period of two months and pass the examination conducted at the end of such training within the period of his probation. Failure to pass the test within such period shall result in being reverted to their parent Department.

Provided also that the persons who have undergone the 42nd batch to 47th batch of the condensed course of Foundational Training for a period of fifteen days conducted by the **Φ Human Resources Management** Department and passed the examinations at the end of such training shall be deemed to have undergone the Foundational Training for a period of two months and passed the examinations conducted by **Φ Human Resources Management** Department at the end of such training.

(iii) Every person appointed to the category of Assistant Section Officers in the Finance Department shall pass the Account Test for Subordinate Officers, Part I within the period of his probation:

Provided that if the person so appointed is not required to undergo a period of probation, he shall pass the Account Test for Subordinate Officers, Part-I within two years from the date of his appointment;

(iii) (a) Every person appointed to the category of Personal Assistant by recruitment by transfer shall undergo the Foundational Training for a period of two months and pass in the examination at the end of such training within the period of his probation:

Provided also that the persons who have undergone the 42nd batch to 47th batch of the condensed course of Foundational Training for a period of fifteen days conducted by the **Φ Human Resources Management** Department and passed the examinations at the end of such training shall be deemed to have undergone the Foundational Training for a period of two months and passed the examinations conducted by **Φ Human Resources Management** Department at the end of such training;

^(iii)(aa) Every person appointed to the category of Assistant by direct recruitment shall undergo the Foundational Training for a period of two months (sixty working days) and pass the examinations conducted by the Φ Human Resources Management Department at the end of such training, within the period of his probation:

Provided that the Assistants appointed by direct recruitment prior to 7th January 2020 need not undergo the above training and pass the examinations within the period of their probation. However, they shall undergo the said training and pass the examinations for promotion to the next higher category;

^(iii)(b) Every person appointed to the category of Assistant in the Departments of Secretariat other than Law Department by recruitment by transfer shall pass the examination conducted by the Φ Human Resources Management Department at the end of the Foundational Training Course within the period of his probation. Failure to pass the test within such period shall result in being reverted to the post from which he was appointed. The service rights of the selected candidates in the post from which he was appointed shall be protected upto one year from the date of appointment in the Tamil Nadu Secretariat Service;

(iii) (c) Every person appointed to the category of Assistant Reception Officer in Tamil Nadu House, New Delhi by direct recruitment shall within the period of his probation pass the Account Test for Subordinate Officers, Part-I;

(iv) Every person appointed to the category of Typist on or after the 4th February 1967 but prior to the 6th August 1980 shall pass the Government Technical Examination in Typewriting in Tamil by the Lower Grade within the period of his probation. Every person appointed to the category of Personal Clerk on or after the 4th February 1967 but prior to the 6th August 1980 shall pass the Government Technical Examinations in Typewriting and Shorthand in Tamil by the Lower Grade within the period of his probation:

Provided that if the person so appointed is not required to undergo probation, he shall pass the examination referred to in this clause within two years from the date of his appointment;

^(iv)(a) Every person appointed to the category of Personal Clerk and Typist shall undergo the Foundational Training for a period of two months (sixty working days) and pass the examinations conducted by the Φ Human Resources Management Department at the end of such training within the period of his probation:

Provided that the Personal Clerks and Typists appointed by direct recruitment and by recruitment by transfer prior to 7th January 2020 need not undergo the above training and pass the examinations within the period of their probation. However, they shall undergo the said training and pass the examinations for promotion to the next higher category;

(v) Every person appointed to the category of Typist and Personal Clerk shall pass the "Certificate Course in Computer on Office Automation" awarded by the Directorate of Technical Education within the period of his probation. Otherwise he will be dealt with as per the provision under rule 27 of the General Rules for the Tamil Nadu State and Subordinate Services:

Provided that those who possess a Degree (or) Diploma in Computer Science (or) Computer Engineering as one of the subjects approved by the University Grants Commission (or) All India Council for Technical Education (or) Directorate of Technical Education (or) an equivalent body shall be exempted from passing the "Certificate Course in computer on Office Automation" conducted by the Directorate of Technical Education.

Provided further that the existing employees, who are in service as on 22nd July, 2008 shall be exempted from passing the "Certificate Course in Computer on Office Automation".

(2) The penalty for failure to undergo the training and to pass the test or examination specified in **^clauses (i) to (iv)(a)** of sub-rule (1) within the prescribed period shall be stoppage of increment without cumulative effect;

(3) A Probationary Assistant Section Officer (Translations) in the Tamil Development Culture Department including those appointed by transfer and by recruitment by transfer shall, within the period of his probation pass the special test in Translation conducted by the Tamil Nadu Public Service Commission in the language of the section in which he has been appointed.

**(^ G.O.(Ms)No.90, Human Resources Management (D) Department,
dated 13.09.2021)**

**(Φ G.O.(Ms)No.150, Human Resources Management (D) Department,
dated 27.12.2021)**

17. Special provisions for Strictly Confidential staff.— Nothing contained in rules 2 to 16 shall apply to the Strictly Confidential Establishment in the Public and Home Departments and in the Governor's Secretariat. They shall be governed by the rules in Annexure II.

ANNEXURE I

(referred to in rule 12)

METHOD OF APPOINTMENT TO THE SERVICE BY DIRECT RECRUITMENT

1. Direct recruitment to the categories of Assistant Section Officers, Assistant Section Officers (Translation), Assistants in the Departments of Secretariat other than Law and Finance Departments, Assistants in Law Department, Assistants in Finance Department, Assistants (Translation), Personal Clerks and Typists shall be made from the list of approved candidates drawn up by the Tamil Nadu Public Service Commission. The list for each of the categories of Assistant Section Officers, Assistant Section Officers (Translation), Assistants in the Departments of Secretariat other than Law and Finance Departments, Assistants in Law Department, Assistants in Finance Department, Assistants (Translation), Personal Clerks and Typists shall be drawn up separately for each unit specified in rule 11 in accordance with the provisions contained in section 27 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 (Tamil Nadu Act 14 of 2016). Each such list shall be in force until the publication of a fresh list. The names of such of the candidates included in any of the lists as have not been appointed to the service before the publication of a fresh list, shall in the order in which they are arranged in the former list, be included in, and be placed at the top of the appropriate part of the fresh list.

2. The Deputy Secretary to Government or Joint Secretary to Government or Additional Secretary to Government, **Φ Human Resources Management** Department who is in charge of establishment shall be the authority competent to allot and re-allot candidates to the Departments coming under the one unit:

Provided that in cases where it is not possible to absorb or continue a candidate in the Department to which he is allotted for want of vacancy the fact shall be reported to the Deputy Secretary to Government or Joint Secretary to Government or Additional Secretary to Government, **Φ Human Resources Management** Department who is in charge of establishment, who may, if necessary, re-allot him to some other Department where there is a vacancy:

Provided further that an Assistant Section Officers or a Personal Assistants or an Assistants or a Personal Clerks or a Typists transferred from one Department to another Department shall carry with him the right of original seniority.

**(Φ G.O.(Ms)No.150, Human Resources Management (D) Department,
dated 27.12.2021)**

ANNEXURE II

(referred to in rule 17)

STRICTLY CONFIDENTIAL ESTABLISHMENT OF THE PUBLIC DEPARTMENT,
HOME DEPARTMENT AND THE GOVERNOR'S SECRETARIAT.

1. Constitution.— The Strictly Confidential Establishment in the Public Department, Home Department and the Governor's Secretariat shall consist of the following categories namely:-

Category 1	Strictly Confidential Deputy Section Officers.
Category 2	Strictly Confidential Assistant Section Officers.

2. Appointments.— (i) Appointment to the categories specified in column (1) of the table below shall be made by the methods specified in the corresponding entry in column (2) thereof:-

TABLE

Category (1)	Method of appointment (2)
1. Strictly Confidential Deputy Section Officers.	Promotion from the category of strictly Confidential Assistant Section Officers.
2. Strictly Confidential Assistant Section Officers.	Ω(i) By promotion from the category of Assistant Section Officers in the Departments of Secretariat other than Law and Finance Departments and the Governor's Secretariat. (ii) By recruitment by transfer from the category of Special Branch Assistants and Special Assistants in the Tamil Nadu Ministerial Service.

(ii) Promotion to the category of Strictly Confidential Deputy Section Officer shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal:

Provided that appointments by promotion to the category of Strictly Confidential Deputy Section Officer and by recruitment by transfer to the category of Strictly Confidential Assistant Section Officers shall be made from the lists of approved candidates prepared annually on the 1st April of every year taking into consideration the probable number of vacancies that may occur within a period of one year:

Ω Provided further that the ratio for making appointment to the category of Strictly Confidential Assistant Section Officers by promotion from the category of Assistant Section Officers in the Departments of Secretariat other than Law and Finance Departments and the Governor's Secretariat in the Tamil Nadu Secretariat Service and by recruitment by transfer from the category of Special Branch Assistants and Special Assistants in the Tamil Nadu Ministerial Service shall be 8:1.

3. Appointing authority.— The appointing authority shall be-

- in the case of Governor's Secretariat, the Governor,
- in the case of Public and Home Departments, the Deputy Secretary to Government /Joint Secretary to Government, Public Department:

Provided that selection for appointment to the categories in the Governor's Secretariat shall be made by the Deputy Secretary to Government/Joint Secretary to Government, Public Department as the case may be who is incharge of the establishment and that

appointment to the categories in the Home Department shall be made in consultation with the Secretary, Home Department.

Ω 4. Qualifications.— No person shall be eligible for appointment to the category of Strictly Confidential Assistant Section Officers by the methods specified in column (1) of the Table below unless he possesses the qualifications specified in the corresponding entries in column (2) thereof:-

TABLE	
Method of Appointment (1)	Qualifications (2)
By promotion. By recruitment by transfer.	(i) A Bachelor's Degree; (ii)(a) A pass in the Government Technical Examinations in Typewriting in Tamil and English both by the Higher Grade. (b) Basic Knowledge on Computer with capability to use key board.

**(Ω G.O.(Ms)No.105, Human Resources Management (D) Department,
dated 04.10.2021)**