



## ABSTRACT

Personnel - Tamil Nadu Ministerial Service / Tamil Nadu Judicial Ministerial Service - Typist and Steno-Typist Grade-III - Filling up of vacancies temporarily - Rules of Procedure - Approved - Orders - Issued.

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### PERSONNEL AND ADMINISTRATIVE REFORMS (P) DEPARTMENT.

G.O.(Ms)No. 205

Dated:9-11-2006.

Read:-

1. G.O.(Ms)No.147,Personnel & Administrative Reforms(P)Department, Dated 14.9.2006.
  2. From the Commissioner of Technical Education, Chennai-32 Letter No.JDTE/ Typist / Recruitment / 06 Dated 5.10.2006.
- .....

### **ORDER:-**

In the Government Order read above orders have been issued to fill up the vacancies in the post of Typist and Steno-Typist Grade-III in the Tamil Nadu Ministerial Service / Tamil Nadu Judicial Ministerial Service through the Commissioner of Technical Education by formulating a scheme pending amendment to General Rules for the Tamil Nadu State and Subordinate Services and other Special Rules wherever necessary for making temporary appointment to these posts.

2. The Commissioner of Technical Education has furnished necessary draft rules of procedure for recruiting candidates for appointment to the post of Typist and Steno-Typist Grade-III in the Tamil Nadu Ministerial Service / Tamil Nadu Judicial Ministerial Service.

3. The Government after careful consideration have approved the rules of procedure annexed to these orders for recruitment of Typist and Steno-Typist Grade-III temporarily in the Tamil Nadu Ministerial Service / Tamil Nadu Judicial Ministerial Service.

4. The Commissioner of Technical Education is directed to take immediate follow up action to recruit candidates for appointment to the post of Typist and Steno-Typist Grade-III in the Tamil Nadu Ministerial Service / Tamil Nadu Judicial Ministerial Service in accordance with the Rules of procedure mentioned in paragraph 3 above.

(BY ORDER OF THE GOVERNOR)

L.K.TRIPATHY,  
CHIEF SECRETARY TO GOVERNMENT.

To  
All Secretaries to Government, Chennai-9.

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All Departments of Secretariat, Chennai- 9.  
The Tamil Nadu Legislative Assembly Secretariat, Chennai-9.  
All Heads of Departments.  
All Collectors and District Judges/Chief Judicial Magistrates.  
The Personnel and Administrative Reforms Department, Chennai- 9 (All Sections)  
The Secretary, Tamil Nadu Public Service Commission, Chennai -2.( with covering letter)  
The Commissioner of Technical Education, Chennai-32.  
The Registrar, High Court, Chennai -104.( with covering letter)  
The Government Pleader, High Court, Chennai- 104.  
The Accountant General, Chennai- 18.  
The Commissioner of Treasuries and Accounts, Chennai-15.  
The Pay and Accounts Officer (North), Chennai -79.  
The Pay and Accounts Officer (South), Chennai -35.  
The Pay and Accounts Officer (East), Chennai- 5.  
The Pay and Accounts Officer (Secretariat), Chennai -9.  
All Treasury Officers.  
The Chief Minister's Office, Chennai- 9.  
Copy to:  
The Senior Personal Assistant to Minister(Electricity), Chennai-9.  
The Personnel and Administrative Reforms(S) / (B) Department, Chennai- 9.  
Stock file/Spare copy.

/FORWARDED/BY ORDER/

sd/-----  
SECTION OFFICER.

## ANNEXURE

### RULES OF PROCEDURE FOR THE RECRUITMENT OF TYPIST AND STENO-TYPIST GRADE-III IN THE TAMIL NADU MINISTERIAL SERVICE / TAMIL NADU JUDICIAL MINISTERIAL SERVICE.

#### 1. Short title and commencement.

- (a) These rules may be called the “Rules of Procedure for recruitment of Typist and Steno-Typist Grade-III temporarily, in the Tamil Nadu Ministerial Service / Tamil Nadu Judicial Ministerial Service”.
- (b) These rules shall come in to force on the 9<sup>th</sup> November 2006.

#### 2. Application.

- (a) These rules shall apply to the temporary appointment of the following categories of posts in the Tamil Nadu Ministerial Service / Tamil Nadu Judicial Ministerial Service.
  - (i) Typist
  - (ii) Steno-Typist Grade-III
- (b) The appointment under these rules shall be purely temporary and shall be liable to be terminated by the appointing authority at any time without notice and without any reason, being assigned;
- (c) A Person appointed under these rules shall be replaced as soon as possible by a member of a service or an approved candidate qualified to hold the post under the rules, and in any case, he shall not be continued for a period of more than one year from the date of his temporary appointment.

(ii)

### **3. Vacancies.**

The District wise vacancy position in respect of each such category of post shall be obtained by the Commissioner of Technical Education from the respective appointing authorities or the authorities nominated for this purpose by Head of Departments as the case may be. Further, when forwarding estimate to the Commissioner of Technical Education the appointing authorities, should in addition to giving information as to the number of candidates to be selected, send to the Commissioner of Technical Education their roster relating to reservation of appointments for the Scheduled Castes/ Scheduled Tribes/ Backward Classes, Most Backward Classes and Denotified communities and the appointments filled by open competition (General Turn), showing all the appointments made to the service up-to-date.

### **4. Qualifications.**

#### **(A )Age As on 1.7.2006**

- (i) SCs. ,STs and Destitute Widows of all Castes - Below 35 years
- (ii) MBC /DC and B.Cs - Below 32 years
- (iii) Other than SCs/STs.,M.BCs/DCs and BCs - Below 30 years

#### **Notes**

- (i) No minimum age -limit for this recruitment
- (ii) No age limit for candidates belonging to SCs., STs, MBCs/DCs., B.Cs and Destitute Widows of all castes, who possess a general educational qualification which is higher than the Minimum General Educational Qualification (i.e who have passed PUC/ HSC/ Diploma/ Degree).
- (iii) The relaxation of five years for entry into Government service by direct recruitment ordered in G.O.(Ms).No.98, P&A.R.(S) Dept., dt. 17.7.2006 and in G.O.(Ms)No.152, P&A.R.(S) Dept.,dt. 18.9.2006 are applicable.

(iii)

**(B) 1.Educational Qualification.**

As on the date of calling of names from the Employment Exchange concerned, the candidate should possess the following or its equivalent or higher qualification.

Must possess Minimum General Educational Qualification viz., must have passed the SSLC. Public Examination with eligibility for admission to Higher Secondary Courses of studies (or) to College courses of studies.

**2. Technical Qualification.**

**For Typist:**

Must have passed the Government Technical Examination in Typewriting:-

- (i) by Higher/Senior Grade in Tamil and English(or)
- (ii) by Higher /Senior Grade in Tamil and Lower /Junior Grade in English (or)
- (iii) by Higher/ Senior Grade in English and Lower / Junior Grade in Tamil.

**For Steno-Typist grade III:**

Must have passed the Government Technical Examination both in Typewriting and in shorthand.

- (i) By Higher/ Senior Grade in Tamil and English (or)
- (ii) By Higher / Senior Grade in Tamil and by Junior Grade in English (or)
- (iii) By Higher / Senior Grade in English and by Junior Grade in Tamil

**NOTE:**

For both Typist and Steno-Typist, grade-III candidates with the Technical Qualifications referred to in item 2(ii) above under each category will be considered for recruitment only if candidates with technical qualification referred to in item 2(i) are not available and candidates with the Technical qualification referred to in item 2(iii) will be considered for recruitment only if candidates with technical qualifications referred to in items 2(i) and 2(ii) are not available.

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**(C) Knowledge of Tamil.**

The candidates should possess adequate knowledge of Tamil i.e.

- (i) Should have taken Tamil as Language in the SSLC Public Examination (or)
- (ii) Should have studied all the non-language subjects in the SSLC. Public Examination in Tamil Medium (or)
- (iii) Should have passed the Second Class Language Test (Full Test) in Tamil, conducted by the Tamil Nadu Public Service Commission.

**NOTE:**

Candidates who do not possess adequate knowledge in Tamil may also apply. If selected, they should pass the Second Class Language Test (Full Test) in Tamil conducted by the TNPSC.

**5. Reservation of Appointments.**

(i) The selection will be made on the basis of Employment Exchange seniority and following the rule of reservation of appointments for Scheduled Castes, Schedule Tribes, Most Backward Classes / Denotified Communities, Backward Classes and General Turns. 30% reservation of vacancies for women and 3% for physically handicapped candidates.

(ii) 10 Percent of vacancies out of 30 percent vacancies set apart for women shall be set apart for Destitute Widows. If no qualified and suitable Destitute Widow is available the turns so set apart for Destitute Widow shall go to the women (other than Destitute Widows) belonging to the respective Communal category.

Explanation: “ Destitute Widow” shall mean a widow, whose total monthly income from all sources, shall not be more than Rs.4,000/- (Rupees four thousand only) per month including any family pension or other receipts including income from private practice in the case of professionals but shall not include a divorcee and that every candidate claiming to be a “Destitute Widow” shall produce a Certificate in the

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prescribed format obtained from the Revenue Divisional Officer or the Assistant Collector or the Sub-Collector concerned.

(iii) If no qualified and suitable women candidates are available for selection, those vacancies will be filled by male candidates belonging to the respective communal category.

(iv) If no qualified and suitable PH candidates are available for selection against 3% reservation, the vacancies will be filled by the candidates who are not physically handicapped belonging to the respective communal category.

#### **6. Apex Committee.**

An Apex Committee consisting of the following shall be constituted in each District. The decision of the Committee shall be made final and binding.

- |   |                    |
|---|--------------------|
| (i) Collector of the District concerned                             | ..Chairman         |
| (ii) A nominee of Commissioner of technical Education               | ..Member Secretary |
| (iii) Personal Asst.(GI) to the Collector of the District concerned | ..Member           |
| (iv) District employment Officer of the District concerned          | ..Member           |

#### **7. Calling of list of eligible candidates from the District Employment Exchange concerned.**

The Collector of the District concerned after collecting the District wise vacancy position from the Commissioner of Technical Education get the list of eligible candidates from the Employment Exchange concerned in the ratio of 1:2.

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**8. Selection of candidates.**

(i) The Apex Committee will prepare the list of the eligible candidates based on the qualification , employment exchange seniority and by following the rule of reservation.

(ii) The candidates will be called for verification of original certificates on a specified date and each candidate will be given a proforma sheet prescribed by Commissioner of Technical Education which includes a column for exercising the priority of Departments to which one has to be considered for the temporary appointment to be filled by themselves on the spot and paste a stamp size photograph on the proforma sheet. The proforma sheet will be checked along with the original certificates and the list of eligible candidates prepared.

(iii) Allotment of a candidate to a Department will be with reference to the availability of vacancy, Employment Exchange seniority, rule of reservation taking into account the option of the candidate.

(iv) The cases of candidates who do not appear for certificates verification on the date time and place specified shall be summarily rejected.

(v) The Collector will allot the candidates as per the requirements of the different indenting officers in the District under intimation to the Commissioner of Technical Education, Chennai.

**9. Certificate of Physical Fitness.**

A candidate selected for appointment to a post will be required to produce a certificate of physical fitness in the form prescribed for posts in the Tamil Nadu



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Ministerial Service / Tamil Nadu Judicial Ministerial Service. The Standard of Vision prescribed for the post is standard III or better.

**10. Deletion of names.**

(a) If it is brought to the notice of the authority at any time that any information furnished by the approved candidate is incorrect or false, his/her name shall be deleted from the approved list without any further notice.

(b) In case, a candidate in the approved list who was given posting by the appointing authority and had not joined duty even after three months from the date of receipt of order of appointment, his/ her name shall automatically be deleted from the approved list on the recommendation of the Head of Office.

**11. Retention of proforma sheets.**

The proforma sheets of all the candidates appeared for certificate verification shall be preserved for three years from the date of certificate verification.

**12. Interpretations.**

In the event of any doubt about the interpretation of these rules, the decision of the Commissioner of Technical Education shall be final and binding.

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SECTION OFFICER.