



ABSTRACT

Public Services – Typists and Steno-Typists Grade-III appointed temporarily in Tamil Nadu Ministerial Service / Tamil Nadu Secretariat Service – Conducting of Special Competitive Examination at Group-IV level – Orders – Issued.

Personnel and Administrative Reforms (P) Department

G.O.(Ms).No.61

Dated : 22.05.2009

வைகாசி 8,
திருவள்ளூர் ஆண்டு 2040.

Read:-

1. GO.Ms.No.212, Personnel and Administrative Reforms (P) Department, dated 29.11.2001.
2. GO.Ms.No.14, Personnel and Administrative Reforms (P) Department, dated 07.02.2006.
3. GO.Ms.No.147, Personnel and Administrative Reforms (P) Department, dated 14.09.2006.
4. GO.Ms.No.205, Personnel and Administrative Reforms (P) Department, dated 09.11.2006.
5. GO.Ms.No.102, Personnel and Administrative Reforms (P) Department, dated 29.01.2007.
6. Government Letter (Ms).No.119, Personnel and Administrative Reforms (P) Department, dated 01.07.2008.

ORDER:

After lifting of ban for direct recruitment, the Government decided in the interest of administration to fill up temporarily the vacant posts of Typist and Steno-Typist Grade-III in the Tamil Nadu Ministerial Service / Tamil Nadu Judicial Ministerial Service till such time regular candidates are recruited through Tamil Nadu Public Service Commission. Accordingly, orders were issued in Government Order 3rd read

above 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 formulation of a scheme exclusively for the above purpose pending issue of amendment to the rules concerned.

2. Consequently, orders were issued in the Government Order 4th read above framing rules of procedure for filling up of vacancies in the post of Typist and Steno-typist Grade-III temporarily through Employment Exchange. In the Government Order 5th read above, orders were issued exempting the Tamil Nadu Judicial Ministerial Service from the above mode of recruitment.

3. As per the Rules of Procedure framed in the Government Order 4th read above, action had been taken to fill up the vacancies in the post of Typist and Steno-typist Grade-III in Tamil Nadu Ministerial Service / Tamil Nadu Secretariat Service through the Employment Exchange. The number of persons appointed temporarily in the post of Typist and Steno-typists Grade-III by the authorities concerned are given below:-

Sl. No.	Designation	No. of persons appointed		
		Tamil Nadu Ministerial Service	Tamil Nadu Secretariat Service	
			One Unit	Finance
1.	Typist	2258	180	10
2.	Steno-Typist Gr.-III	260	--	--
	Total	2518	180	10

4. Among the rules framed in the Government Order 4th read above, rules 2(b) and 2(c) provides as follows:-

2 (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;

2 (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.

5. The appointing authorities concerned were instructed to terminate the services of all these temporary Typists and Steno-typists Grade-III on 2nd July 2008 A.N irrespective of the date on which they were appointed in the respective posts and to reappoint them on 4th, July 2008 F.N as per rule 2(c) of the Rules of Procedure ordered in the Government Order 4th read above.

6. The Tamil Nadu Public Service Commission has published the results of the Competitive Examination conducted for Group-IV Services including the posts of Typist and Steno-typist Grade-III on 07.11.2008. Consequently, a situation has emerged to terminate the services of all the temporary Typists and Steno-typists Grade-III and to appoint the persons who have been selected by the Tamil Nadu Public Service Commission in the Group-IV Examination in their places.

7. The Associations formed for the welfare of the temporary Typists and Steno-typists Grade-III have requested the Government to absorb all the temporary Typists and Steno-typists Grade-III permanently into Government Service. In the mean time, the Secretary, Tamil Nadu Public Service Commission has informed the Government that the vacancy position received from the Heads of Department for the post of Typists and Steno-typists Grade-III is 1378 and 218 respectively.

8. Taking into consideration the requests made by the Associations of temporary Typists and Steno Typists Grade-III and also in view of the fact that large number of vacancies still exist, the Government after careful examination have decided to request the Secretary, Tamil Nadu Public Service Commission to conduct a Special Competitive Examination at Group-IV level for the temporary Typists and Steno-typists Grade-III for the vacancies indicated in para 7 above and also for the vacancies that would be intimated by the Heads of Department thereafter.

9. Accordingly, the Government direct that

- (i) the persons who have been appointed temporarily as Typists and Steno-typists Grade-III in the Tamil Nadu Ministerial Service / Tamil Nadu Judicial Ministerial Service / Tamil Nadu Secretariat Service as per the Government Order 4th read above alone are eligible to appear for the proposed Special Competitive Examination to be held at Group-IV level.
- (ii) The vacancies earmarked for the above Special Competitive Examination may be filled up according to the rank obtained by the candidates who have passed in the said competitive examination.

- (iii) The select list shall be prepared on the basis of rank obtained by the candidates as per rule 30(a) in Annexure-III of the Special Rules for Tamil Nadu Ministerial Service as indicated below and as per the guidelines being followed by the Tamil Nadu Public Service Commission.

Technical Qualification for selection to the post of Typist /
Steno-typist Grade-III

Item	Typist	Steno-Typist
a.	Higher Grade in Tamil and English Type-Writing. Or	Higher Grade in Tamil and English Type-Writing / Shorthand Or
b.	Higher Grade in Tamil Type-Writing and Lower Grade in English Type-Writing Or	Higher Grade in Tamil Type-Writing / Shorthand and Lower Grade in English Type-Writing / Shorthand Or
c.	Higher Grade in English Type-Writing and Lower Grade in Tamil Type-Writing	Higher Grade in English Type-Writing / Shorthand and Lower Grade in Tamil Type-Writing / Shorthand.

- (1) The candidates who possess the qualifications indicated in item (a) above will be selected first.
- (2) The candidates who possess the qualifications indicated in item (b) above will be selected if candidates possessing qualifications indicated in the item (a) above are not available.
- (3) The candidates who possess the qualifications indicated in item (c) above will be selected if candidates possessing qualifications indicated in items (a) and (b) above are not available and
- (4) The candidates who are in possession of the qualifications indicated in items (b) and (c) above if selected should acquire the qualifications indicated in item (a) above before declaration of satisfactory completion of their probation.

- (iv) The candidates whose names are included in the select list and who do not reach their turn for appointment for want of vacancies, will be appointed in the future vacancies that will be intimated to the Tamil Nadu Public Service Commission by the Heads of Department.
- (v) The candidates who fail in the said Special Competitive Examination will be discharged from service.

10. The Secretary, Tamil Nadu Public Service Commission is requested to conduct a Special Competitive Examination at Group-IV level at the earliest for persons who have been appointed temporarily as Typist / Steno-typist Grade-III as per orders issued in GO.Ms.No.205, Personnel and Administrative Reforms (P) Department, dated 09.11.2006 and continuing in various Government Departments.

(BY ORDER OF THE GOVERNOR)

K.N.VENKATARAMANAN
SECRETARY TO GOVERNMENT

To

All Secretaries to Government, Chennai-9.
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-25.
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 Director of Employment and Training, Chennai-32.
The Pay and Accounts Officer (North), Chennai-79.
The Pay and Accounts Officer (South), Chennai-35.
The Pay and Accounts Officer (East), Chennai-05.
The Pay and Accounts Officer (Secretariat), Chennai-9.
All Treasury Officers.
The Chief Minister's Office, Chennai-9.

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