

**TAMIL NADU GENERAL**  
**SERVICE**

**EXTRACT OF**

**RULES RELATING TO NCC**

**DEPARTMENT**

## **GROUP A**

### **Deputy Director.**

Governed by Adhoc Rules framed by Government vide G.O.Ms.No.82, Education (R1) Department, dated 18.01.1990:

The General Rules applicable to the holders of the permanent posts in the Tamil Nadu General Service shall apply to the holders of the temporary post of Deputy Director in the National Cadet Corps Directorate (Tamilnadu, Pondicherry and Andaman) subject to the modifications specified in the following rules: -

I Constitution: The post shall constitute a distinct class in the (Tamilnadu General Service) said service.

II Appointment: Appointment to the post shall be made by promotion from among the holders of the post of Assistant Director in the National Cadet Corps Directorate.

III Pay: There shall be paid to the holder of the post a monthly pay calculated in the scale of \*(Rs.1800-110-2900) Rs.10000-325-15200.

IV Preparation of annual list of approved candidates: For the purpose of preparation of annual list of approved candidates for appointment to the post, the crucial date on which the Candidate should be qualified shall be the 1<sup>st</sup> September of every year

## **GROUP "B"**

### **Assistant Director**

Governed by Adhoc Rules framed by Government vide G.O.Ms.No.1004, Education Science & Technology Department, dated 24.05.1982:

The General Rules applicable to the holders of the permanent posts in the Tamil Nadu General Service shall apply to the holders of the temporary post of Assistant Director in the National Cadet Corps Directorate (Tamilnadu, Pondicherry and Andamans) subject to the modifications specified in the following rules: -

2. Constitution: The post shall constitute a distinct class in the said service.

3. Appointment: Appointment to the post shall be made by recruitment by transfer from among the Superintendents in the Tamilnadu Ministerial Service employed in the National Cadet Corps Directorate.

4. Qualification: No person shall be eligible for appointment to the post unless he has put in not less than five years of service as Superintendent.

5. Probation: Every person appointed to the post shall be on probation for a total period of one year on duty within a continuous period of two years.

6. Pay: There shall be paid to the holder of the post a monthly pay in the scale of pay of (750-501350) \*(Rs.2200-75-2800-100-4000) \*\* Rs.8000-275-13500.

**TAMIL NADU MINISTERIAL**

**SERVICE RULES**

**EXTRACT OF**

**RULES RELATING TO NCC**

**DEPARTMENT**

**(Corrected up to 31.03.1999)**

## RULE 1- CONSTITUTION

Category 1  
Superintendent

Category 12  
Assistants

Category 14  
Junior Assistants

Category 17  
Steno Typists

Governed by the relevant provisions of Tamil Nadu Ministerial Service Rules, as under:

## RULE 2 CATEGORIES AND POSTS TO WHICH DIRECT RECRUITMENT MAY BE MADE

Direct recruitment may be made to the following categories, grades and posts: -

Category 14  
Junior Assistants

Category 17

Steno Typists Grade III

## RULE 3 – METHOD OF RECRUITMENT SPECIAL: -

Besides promotion as provided in rule 4: -

(g) Besides direct recruitment as provided in rule 2, appointment to the categories of Junior Assistant, Junior Assistant-cum-Typist and Typist shall be made by recruitment by transfer from other services, subject to the following conditions, namely :-

- (i) Persons in services, other than the Tamil Nadu Ministerial Service, who are in categories having no promotional opportunities or even after more than one promotion in respective service would still be in a category carrying scale of pay lower than that of Junior Assistant or Junior Assistant cum Typists or Typist alone shall be considered for appointment by recruitment by transfer as Junior Assistant or as Junior

Assistant cum Typist or Typist in the Tamil Nadu Ministerial Service, subject to the possession of the prescribed qualifications for direct recruitment.

- (ii) The sphere of appointment by recruitment by transfer shall be limited to the persons in the lower categories in other services within the purview or control of the Unit or Officer concerned.
- (iii) Appointment to the posts of Junior Assistants, Junior Assistant-cum-Typists or Typists from the lower categories shall not exceed twenty percent of the vacancies in each of the categories.
- (iv) A person eligible for appointment as Junior Assistant, Junior Assistant-cum-Typist or Typist should have rendered not less than seven years of service in the lower categories.
- (v) Those who are in possession of the required educational qualification belongs to the Tamil Nadu Basic service shall be given training in clerical work for a period of one year\*\* and that they shall discharge the duties of Record clerk for atleast two hours a day for a period of one year without detriment to their normal work.

Provided that the vacancies reserved for recruitment by transfer to the posts of Junior Assistant or Junior Assistant-cum-Typist or Typists, the person in lower categories shall be appointed without undergoing the training subject to other requirements being fulfilled in 1994.

Provided further that from 1995 onwards, the posts shall be filled up only after giving training to the persons in the lower categories.

- (vi) For those who are holding posts of the post like Record clerk having clerical duties, there shall be no fresh training for them in clerical work.
- (vii) Such training in clerical duties is not necessary for appointment to the post of Typists;
- (viii) While selecting persons in lower categories for training in clerical work, strict seniority should be adhered to;
- (ix) Number of persons to be given training each year shall not exceed twenty percent of the estimated vacancies in the category of Junior Assistants or Junior Assistant-cum-Typists. Number of persons to be given training shall be decided in the previous year.

Auth: Vide G.O.Ms No.15, P& AR (B) Dept dated 21.02.2002.

\*\*\* One year training is reduced to six months and splitted into two spells, the first spell of the three months training, be with the Record clerk for two hours training a day without detrimental to the normal work. On completion, the next three months be with the Junior Assistant for two hours training a day without detrimental to the normal work.

Vide G.O.Ms. No.39, P& AR (B) Dept dated 01.03.2004 wef 01.03.2004.

RULE 4:

Appointment to any category or grade may be made by promotion from any other category or grade of which the rate of pay or the maximum pay is lower.

RULE 5 PROMOTIONS TO SELECTION POST:

Promotion to the Selection categories and grades specified in Annexure I shall be made only on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal

Provided that for filling up a single vacancy, the claims of the first five qualified persons in the seniority list in a category or grade shall be considered and that the same proportion shall be maintained in making selection for more than a single vacancy.

Provided further that if the first five qualified persons, after consideration of their claims, are found not suitable for the post, the claims of the next five qualified persons shall be considered.

(b) Promotion the post of Assistant and to the posts which carry the scale of pay of Assistant, shall be filled up from qualified Junior Assistants and Typists from the combined inter-seniority list of the holders in these categories recruited in the same year, with reference to the date of regular appointment in the respective category.

Provided that the seniority among the Junior Assistants or the Typists as fixed by the Tamil Nadu Public Service Commission shall not be altered while fixing the inter-se-seniority.

Vide G.O.Ms. No.16 (P& AR) (B) Dept, dated 21.02.2002.

#### RULE 10 APPOINTING AUTHORITY

The appointing authorities for the categories and post specified in Column (1) of Annexure II shall be the authorities specified in the corresponding entry in Column (2) thereof.

Except as otherwise provided in the said Annexure, all powers of first appointment, discharge, suspension or termination of probation re-appointment, promotion, transfer and appointment as full members in respect of the said categories and posts shall be exercised by these authorities.

#### RULE 11 DEPARTMENTAL UNIT-RECRUITMENT:

For the purposes of direct recruitment to the service, a 'departmental unit' shall mean -

- (a) in the City of Madras, each office; and
- (b) outside the city of Madras, each department in each district.

Provided that each office or group of offices specified below shall be a departmental unit.

(xxxiii) National Cadet Corps - All Offices in the City of Madras and outside together.

#### RULE 12 LIST OF APPROVED CANDIDATES - CATEGORIES AND POST CONCERNED:

Xxxx  
Junior Assistants  
Xxxx

Subject to the provisions of rule 31, there shall be one list of approved candidates for appointment by direct Recruitment to each of the marginally Noted posts in each departmental unit for the purpose of rule of reservation and another list of approved candidates for appointment by direct recruitment to the post of Typists including Machinists in the Treasury and Accounts Department. These lists shall be drawn by the Commission separately for each departmental unit in two parts -



- (1) for the Offices and institutions other than those solely managed by or intended for women; and
- (2) for offices and institutions solely managed by or intended for women.

RULE 13 LIST OF APPROVED CANDIDATES – PREPARATION:-

The lists referred to in rule 12 shall be prepared in accordance with the annual application made to the commission by the appointing authority for the departmental unit concerned or, if there is more than one appointing authority in the unit, by the authority to the nominated for the purpose by the head of department.

RULE 13 A: PREPARATION OF ANNUAL LIST OF APPROVED CANDIDATES:

The crucial date on which the candidates should possess the prescribed qualifications for the purposes of inclusion in the annual list of approved candidates for appointment to the posts by promotion and recruitment by transfer shall be 15<sup>th</sup> March of every year.

RULE 14. LIST OF APPROVED CANDIDATES - CANDIDATES UNALLOTTED:

When lists of approved candidates are prepared by the Commission the names of such of the candidates included in the list previously prepared for a departmental unit as have not been appointed to the service shall, in the order in which they are arranged in that list, be included in and be placed at the top of the fresh list or, if no fresh list is prepared for, that departmental unit, the current list containing only the names of such of the candidates as have not been appointed to the service shall, in the order in which they are arranged therein, be published as a fresh list for that unit.

RULE 15. PERMANENT ALLOTMENT OF CANDIDATES TO DEPARTMENTAL UNIT AND THEIR APPOINTMENT

The candidates included by the Commission in the list for each departmental unit shall be regarded as permanently allotted to the department of which that unit forms part and appointments to the service in each unit shall be made from the list for that unit by the appointing authority for the unit.

Provided that if there is more than one appointing authority in the unit such appointments shall be made in consultation with the authority nominated for the purpose by the head of the department.

16. CANDIDATES ALLOTTED TO BUT NOT ACTUALLY EMPLOYED IN THE DEPARTMENTAL UNIT.

A Candidate included in the list for a departmental unit but not actually employed for the time being in the department of which that unit forms part may, with the consent of the appointing authority for the departmental unit or if there is more than one appointing authority in the unit, with the consent of the authority nominated for the purpose by the head of the department, be appointed temporarily in any office in the corresponding departmental unit or any other department if no candidate is available from the list current for the latter departmental unit; but such temporary appointment shall not count for probation in the service and shall cease if the candidate is required to fill a vacancy in the departments of which the departmental unit in the list for which he has been included forms part.

17. LIST OF PROBATIONERS FOR ADMINISTRATIVE UNITS – SERVICE BOOK.

As soon as a candidate is placed on probation in a department, a Service book shall be opened for him by the appointing authority and his name shall be removed from the list of approved candidates and shall be transferred to the list of probationers in an administrative unit. The latter list shall be maintained separately for each of the administrative units by an officer nominated for the purpose by the head of the Department.

A probationer or an approved probationer may be employed in any of the offices in the department within the administrative unit:

Explanation: For the purpose of this rule, the administrative unit

–

- (a) for the Revenue department shall be Revenue District.
- (b) For other departments shall be unit specified by the head of the department.

RULE 20 TRANSFERS OF PROBATIONERS AND APPROVED PROBATIONERS:

A probationer or an approved probationer may in Special cases and on grounds of administrative necessity be transferred with the mutual consent of the appointing authorities and the authorities nominated by the Head of the department for the purpose of allotment of candidates where there is no more than one appointing authority, in the department unit concerned.

- (i) From one office in a departmental unit to another office in the same department unit.
- (ii) Temporarily from an office in one departmental unit to an office in another departmental unit if both the offices belongs to a department in which full members are ordinarily subject to transfers from one departmental unit to another and,
- (iii) Permanently from an office in one departmental unit to an office in another unit.

RULE 22. FAILURE OF APPROVED CANDIDATES, DISCHARGED PROBATIONERS AND APPROVED PROBATIONERS TO JOIN DUTY WHEN REQUIRED:

When an approved candidates or a probationer or an approved probationer who has been discharged from the service for want of vacancy, fails without adequate reason to take up, when directed to do so by the competent authority, the duties of a post in the service the pay of which is, if it is on a time scale of pay not less than Rs.610-20-730-25-955-30-1075 or if it is on a fixed rate of pay, nor less than Rs.610/- his name shall forthwith be removed from list of approved candidates, or, as the case may be, from the list of probationers by n order of that authority, in the case of an approved probationers, such order shall be passed after observing the procedure prescribed in rule 17 of the Madras Civil Service (Classification, control and Appeal) Rules. An approved candidate, a probationer or an approved probationer whose name has been removed from the list of the approved candidates, or, as the case may be, from the list of probationers or approved probationers by an order so passed by the competent authority, shall not be eligible for appointment again on the basis of the inclusion of his name in the said list.

## RULE 23 COMPETENT AUTHORITY

For the purpose of rule 22 the competent authority shall be the officer nominated by the head of the department to maintain the list of probationer for the administrative unit.

## RULE 26 RESERVATION OF APPOINTMENT (P 46 TNMS RULES)

The rule of reservation of appointments (General Rule 22) shall apply to the first appointments to each departmental unit referred to in rule 11 where the cadre strength of which is 10 and above, it shall apply separately to each of the posts mentioned in rule 12 where the cadre strength of which is ten and above.

## RULE 28. GENERAL QUALIFICATIONS AS TO AGE:-

xxxx

Junior Assistants (including Inspectors  
In Revenue Settlement parties and  
Inspectors of the Hindu Religious  
the  
And Charitable Endowments  
margin  
Department and Comptists  
In the Treasury and accounts  
years  
Department  
the

(a) No person shall be  
eligible for appointment  
by direct recruitment to  
  
posts specified on the  
  
if he has completed/or will  
complete the age of 30  
  
on the first day of July of  
  
Year in which selection for  
Appointment is made.

Typists including Mechinists  
in the Treasury and Account  
Department.

## 29. MINIMUM GENERAL EDUCATIONAL QUALIFICATION:

No person shall be eligible for appointment to the service in any post either by direct recruitment or by transfer or by promotion unless he possesses the minimum general educational qualification prescribed in the Schedule to the General Rules or he has passed the Pre University Examination of any University recognised by the University Grants Commission for the purpose of its grant, or he has passed the Indian Air Force Educational Test for Re-classification to Leading Aircraftsman and where a higher educational qualification is prescribed for such higher qualification. This rule does not apply to the following posts namely:-

xxxxxx

xxxxxx

RULE 34 SPECIAL TESTS TO BE PASSED OR TRAINING TO BE UNDERGONE OR OTHER QUALIFICATIONS TO BE ACQUIRED BY PERSONS APPOINTED TO THE SERVICES:

Persons appointed to the service, whether by direct recruitment or by recruitment by transfer from another service, as the case may be, in the categories or posts specified in column (1) of Annexure V shall pass the tests or undergo the training or acquire the qualification specified in the corresponding entry in column (2) within the period stated in or as otherwise required by the corresponding entry in column (3) thereof.

ANNEXURE – I  
(Referred to in rule 5)

SELECTION CATEGORIES AND GRADES

Section A – Selection categories.

National Cadet Corps

1. Superintendents
2. Assistants.

ANNEXURE – II

(Referred to in rule 10)

APPOINTING AUTHORITY

1. Superintendents, Assistants in the N.C.C. units and : Director, (Now Deputy Director General), National Cadet Corps

Superintendent, Assistant, Junior Assistant, Typist and Steno typist in the Directorate of N.C.C. (Tamil Nadu and Pondicherry) Madras.

2. Junior Assistants and typists in the Units and NCC Group Head quarters. be : Officers Commanding Units or Group Commanders, NCC Head quarters as the case may Concerned.

Provided that the authority Competent to transfer from the Office under the control of one Appointing authority to another Shall be the Director (Now Deputy Director General)

National

Cadet Corps (Tamil Nadu and Pondicherry) Madras.

## ANNEXURE V

(Referred to in rule 34)

TEST TO BE PASSED, TRAINING TO BE UNDERGONE OR OTHER  
QUALIFICATIONS TO BE ACQUIRED BY PERSONS APPOINTED TO  
THE SERVICE

S No.	Member of the service	Tests, Training Or qualification	Period
8A.	Junior Assistant or Junior Assistant cum Typist appointed by recruitment by transfer	Foundational Training for a period of Two months.	Within one year from the date appointment to the post

Provided that on and from the 15<sup>th</sup> October, 1999 the Junior Assistant appointed by recruitment by transfer after completion of 53 years of age need not undergo the above Foundational Training.



**TAMIL NADU STATE AND**  
**SUBORDINATE SERVICE**  
**RULES (PART I & II)**

**EXTRACT OF**

**RULES RELATING TO NCC**

**DEPARTMENT**

(Corrected up to 30<sup>th</sup> September, 2002)

**AEROMODELLING INSTRUCTOR CUM STORE KEEPER AND  
SHIP MODELLING INSTRUCTOR CUM STORE KEEPR -**

Proposals have been taken up with the Government to bring these posts under Tamil Nadu General Subordinate Service, and the same is pending with Government and at present the post is Governed by Adhoc Rules framed by Government vide G.O.Ms.No.127, Education & Public Heath department, dated 04.02.1964:

The General Rules applicable to holders of the permanent posts in the Madras General Subordinate Service shall apply to the holders of the temporary posts of Aeromodelling/Shipmodelling Instructor-cum-Store Keeper in the N.C.C Units subject to the modifications indicated below.

2. CONSTITUTION: The posts shall constitute a separate class in the Madras General Subordinate Service.

3. APPOINTMENT: Appointment to the posts shall be made by direct recruitment or in special circumstances, by transfer from any other class, category or service.

4. APPOINTING AUTHORITY: The appointing authority for the posts shall be Officer Commanding the unit of the Senior Division National Cadet Corps concerned which shall be subject to the approval of the Director, National Cadet Corps Madras and Pondicherry.

5. QUALIFICATIONS: No person shall be eligible for appointment to the post s unless he possesses the following qualifications, namely:-

- (a) Must have passed the S.S.L.C. and
- (b) Must have a minimum experience of 3 years in the construction of Aeromodels/Shipmodels in a N.C.C. Unit or in the Regular Armed Forces or in a reputed firm manufacturing Aeromodelling/ Shipmodelling goods.

NOTE:- Preference shall however be given to those who have

- (a) Previous experience as Store Keeper;
- (b) a degree in Arts or Science awarded by any University, recognised by the University Grants Commission for the purpose of its financial grants, and with a 'B' or 'C' Certificate awarded by the National Cadet Corps Authorities.

6. SECURITY DEPOSIT: The incumbents to the posts shall furnish security, either as cash or as a fidelity bond to the value of Rs.500/- (Rupees Five hundred only). \*

\* Revised as Rs.2000/- vide G.O.Ms No.162 Fin (PC) Dept, dated 13.04.1998.

7. AGE: No person shall be eligible for appointment to the post by direct recruitment if he has completed 30 years of age, on the first day of July of the year in which recruitment is made.

Provided that the upper age limit shall be increased by five years in the case of candidates belonging to the Scheduled Castes and Scheduled Tribes and by ten years in the case of ex-servicemen.

8. PROBATION: Every person appointed to the posts shall from the date on which he joins duty, be on probation for the total period of two years on duty within a continuous period of three years.

9. PAY SCALES: There shall be paid to the holders of the posts a pay calculated in the scale of R.200-10-300 per mensem respectively. \*\*

\*\* - revised as 5300-150-8300 vide G.O. Ms. No. 162 Finance (PC) dated 13 Apr 1998.

## **(B)**

### **DRIVER AND STORE ATTENDANTS:**

Governed by the relevant provisions of Tamil Nadu General Subordinate Service, as given below:

Section 13 (Class XLVI – Education Department)

1. Constitution – This class shall consist of Lascars and Drivers in the N.C.C. Senior Division and Junior division units.

2. Appointment – Appointment to the post specified in column (1) of the table below shall be made the method specified in the corresponding entry in column (2) thereof.

**Table**

Post	Method of recruitment
(1)	(2)
Lascar	1. By Direct recruitment; or 2. By recruitment by transfer of peons working in the NCC Units.
Driver	By direct recruitment

3. Appointing authority – The appointing authority for the posts shall be the Officers Commanding of the units of the Senior Division of the National Cadet Corps concerned.

4. Qualification – No person shall be eligible for appointment to the post specified in column (1) of the table below unless he possesses the qualifications specified in the corresponding entry in column (2) thereof.

**THE TABLE – Cont**

Post	Qualification
(1)	(2)
1. Lascar	(i) Must have passed the III Form or VIII Standard in a recognised school (ii) Must not have completed 25 years of age on the first day of July of the year in which the selection for the appointment is made. Provided that peons working in N.C.C. units appointed as Lascars on transfer need not possess the educational qualification prescribed above, if they are otherwise qualified for discharging the duties of Lascars.
II. Drivers	(i) Must have passed the III Form or VIII Standard in a recognised school. (ii) Must not have completed 30 years of age on the first day of Jul of the year in which the selection for appointment is made. (iii) Must possess a current driving licence of a motor vehicle issued by a competent authority under the Motor Vehicles Act, 1939, with practical experience of driving a motor vehicle for a period of not less than three years. Drivers who are required to drive heavy motor vehicles should possess a heavy transport endorsement.

**(C)**

**RECORD CLERK/RECORD ASSISTANT**

Governed by the relevant provisions of Tamil Nadu General Subordinate Service, as given below: (G.O.Ms No.43 P&AR (Per-B Department dated 15 Feb 1994).

Extract taken from Section 13 Class XXII of Tamil Nadu General Subordinate Service.

4. Qualification: No person shall be eligible for appointment to the category specified in column (1) of the Table below unless he possesses the qualifications specified in the corresponding entry in Column (3) thereof:

Category	Method of Appointment	Qualification
1. Record clerk	Direct recruitment	(i) Must not have completed 35 years of age in the case of candidates belonging to SC or ST and 30 years of age in the case of others and (ii) Must possess a completed SSLC
	Recruitment by transfer	(i) Must have passed the III Form in a recognized secondary school or must possess the Indian Army I Class certificate or Education of the Indian Army III Class English Certificate. (ii) Must have completed three years of service as Basis Govt Servant. (G.O.Ms.No.706 (P&AR) Dept dated 16.06.79)

**TAMIL NADU BASIC SERVICE**

**EXTRACT OF**

**RULES RELATING TO NCC**

**DEPARTMENT**

**(Corrected upto 31.08.1995)**

## **GROUP D**

The service shall consist of the following classes and categories of Government servant, namely

- Class II  
Category 2 – Chowkidar
- Class III  
Category 5 – Office Assistant
- Class IV  
Category 12 – Sweepers

Class V : Any other persons who is in basic service defined in subsidiary definition (iii) under Fundamental Rule 9 and who has not been included in any other service. F.R. 9 (iii) reads as follows:

Basis service included all services in the following appointments unless declared by Government to be superior:-

- (a) Service as Office Assistant, Head Office Assistant, Chobdar, or Duffadar.
  - (b) Service in posts the pay of which does not exceed Rs.750/-
- Any other service is superior.

Explanation: The classification of the posts in the manner indicated above shall not preclude the incumbent of the posts from drawing pay in the scales which are applicable to them prior to coming into force of the Special Rules.

### **RULE 2 APPOINTING AUTHORITY:**

The appointing authority for the classes and categories of posts in the departments and offices mentioned in column (1) of the Annexure shall be the authority specified in the corresponding entry in column (2) thereof.

### **RULE 3 APPOINTMENT:**

(a) Appointment to the several classes and categories shall be made as follows:

## Class II – Category II Chowkidar

Sl. No.	Name of the posts & Office	Appointing authority
1.	Chowkidar in NCC Unit Office	Commanding Officer / Officer Commanding of the Unit
2.	Chowkidar in NCC Group Headquarters	Group Commander

## Class III – All Categories

Direct recruitment or Recruitment by transfer from any other service

# or Transfer from Class IV.

(# Added vide G.O.Ms No.215 P&AR (F) Dept dt 27.6.1995 with effect from 01.12.1987.

## **Class IV and V – All categories**

Direct recruitment or Recruitment by transfer from any other service; or Transfer from any other category in Class IV and V.

### RULE 3A RESERVATION IN APPOINTMENTS:

The rule of reservation of appointments (General Rule 22) shall apply to the appointments by direct recruitment to any of the post.

### RULE 4: SELECTION OF DIRECT RECRUITS:

- (a) Selection of candidates to any of the categories by direct recruitment shall be made in the manner indicated below:

The appointing authority shall call for a panel of names from the Employment Exchange concerned, informing that office of the anticipated vacancies of the posts and the qualifications prescribed for such posts. A Selection shall be made only from out of the candidates included in the panel sent by the Employment exchange concerned. If the appointing authority finds that none of the candidates in the panel sent by the Employment exchange is suitable for appointment, he shall send the requisition to the employment exchange for forward a second list or necessary further list of candidates and to make selection from out of such list or



lists. Appointment of persons nominated by the Employment Exchange concerned may be made only when the Employment exchange concerned is unable to sponsor qualified candidates, and in such cases of appointment both the Employment exchange concerned and the immediate superior officer of the appointing authority should be informed of the appointment and the circumstances in which such appointments had to be made . \* In respect of reserved vacancies of Ex-servicemen such vacancies shall be notified to the Director/Deputy director/Assistant Director of Ex-servicemen's welfare who are the competent sponsoring authorities. Such vacancies shall also be notified simultaneously, to the local Employment Exchange).

\* Added vide GO Ms No.323, P&AR (Per.F) Dept dated 31.05.88 wef 9.6.82).

Provided that this sub rule shall not apply in case of appointment of any persons transferred from a local fund or municipal institution in consequence of the transfer of such institution to the control of the State Government, or to any other person, who has been appointed through the Employment Exchange to a post paid from contingencies.

Provided further that this sub rule shall not apply in the case of appointment of the wife/husband/son/unmarried daughter of Government servant who dies in harness leaving his family in indigent circumstances and who is retired from service on medical invalidation under Article 441 read with Article 452 and 454 of Civil Service Regulations.

\* Provided further that for recruitment for recruitment to the post of residential Office Assistants to the eligible Officers, the appointing authority may call for from the Employment Exchange a list of candidates residing in and around the places or locality of residence of the eligible officers.

\* (Added vide G.O.Ms No.265 P&AR (Per.F) Department dated 24.07.91 wef 1.12.1986).

\* Provided also that the appointing authority may call for from the Employment Exchange a list of candidates who have previous experience in driving light motor vehicles for not less than three years; and who possess a valid driving licence.

\* (Added vide G.O.Ms No.265 P&AR (Per.F) Department dated 24.07.91 wef 1.12.1986).

(b) to (d) Omitted vide G.O.Ms No.215 P&AR (F) Dept dated 27.06.1995 wef 27.06.95)

(e) Ten percent of the vacancies shall be reserved for ex-servicemen, who have been demobilised from the Army, Navy and Air-Force.

RULE 5 : QUALIFICATION:

(1) Age: Candidates for appointment by direct recruitment to any of the posts other than those in classes I and II must not have completed 30 years of age on the date of appointment.

Explanation: For the purpose of the sub-rule, the age limit, in the case of candidates appointed through Employment exchange, be reckoned from the date of sponsoring of the candidate by the Employment Exchange concerned for appointment to the post.

Provided that a candidate belonging to the Scheduled caste or the Scheduled Tribe shall be eligible for appointment to the above classes if he has not completed 35 years of age on the date of appointment.

Provided further that the age limit aforesaid shall not apply to the appointment of Ex-servicemen to any category.

\* Provided also that the age limit shall not apply to the appointment made to this service from among the employees borne on the contingent establishment in the same department brought into regular establishment on completion of five years of service.

\* Inserted vide G.O.Ms No.677 P&AR (Per.F) Department dated 1.7.85.

Provided also that the age limit shall not apply to appointment by direct recruitment from among Process serves and Process Amins of the Revenue department.

Provided also that the age limit aforesaid shall not apply in the case of appointment of any person transferred from a local fund or municipal institution in consequence of the transfer of such institution to the control of the State Government.

^ Provided also that the age limit aforesaid shall not apply in the case of appointment of Widows to the posts of Ayahs, Sweepers, Sanitary workers, Hospital Servants, Cooks, Kitchen Attendants, and water women in Medical Institutions.

(^ Inserted vide GO Ms No.1232 P&AR (Per F) Department dated 31.12.1982 wef 10.07.81)

## 2. EDUCATIONAL QUALIFICATION:

(a) No person shall be eligible for appointment by direct recruitment to any category of the service in Class I, II and III unless he has passed the III Form or the VIII standard \*(or the E.S.L.C.) of a recognised School i.e. a school maintained by or opened with the sanction of the Government of Tamilnadu or to which recognition has been accorded by the Director of School Education under the Educational Rules of the State.

\*(Inserted vide GO MS No.374 P&AR (Per.F) Department dated 22.10.1993 wef 05.03.92)

Explanation: The above educational qualification shall come into force with effect from the 6<sup>th</sup> November, 1968.

# Provided that those who have passed III Form or VIII Standard or E.S.L.C. and completed probation in Class IV or served in the said class for not less than one year shall be eligible for appointment on transfer from the categories in Class IV to the categories in class III of the said Services.

# Inserted in GO MS No.374, P&AR (Per.F) Dept dated 22.02.93 wef 1.12.87)

\*(aa) Candidates for appointment by direct recruitment to any of the categories in class IV must be able to read and writ in Tamil.

\*(Added in G.O.Ms No.33 (P&AR) (Per.F) Dept dated 11.1.84 wef 31.3.82)

(b) Notwithstanding the provisions in clause (a) ex-servicemen shall be eligible for appointment to the service, if they are able to read and write in Tamil.

(c) Notwithstanding the provisions contained in clause (aa) appointment to the categories of posts in Class IV in all Directorates and Medical institutions under the administrative control of the Health and Family Welfare Department and the Tamil Nadu Secretariat may be made out of persons who do not possess ability to read and write Tamil, if qualified persons are not available at the time of appointment.

(d) to (m) omitted vide G O Ms No.215 P&AR (F) Department, dated 27.06.1995 wef 31.3.1982).

(3) SPECIAL QUALIFICATIONS:

(a) A candidate for appointment as a Table attendant in the State Guest house must have experience for a period of two years in a catering establishment which in the opinion of the appointing authority is well managed.

(b) A candidate for appointment by direct recruitment as Office Assistant in an office to which a bicycle is supplied by the Government must be able to ride a bicycle.

© A Candidate for appointment by direct recruitment to a category of Assistant Sergeant in the Secretariat shall be an Ex-serviceman.

(d) No person other than an Ex-serviceman shall be eligible for appointment as Chowkidar (category 2 of Class II) by direct recruitment.

(e) A candidate for appointment by direct recruitment as Gardner in the Social welfare Department must have had experience for a period of not less than two years in maintaining gardens.

(f) A candidate for appointment by direct recruitment as cook and Assistant cook in the Social Welfare Department must have had experience for a period of not less than two years in cooking in a Hostel or Hotel.

(g) Office Assistant who possess a driving licence shall be nominated as Office Assistant cum drivers to act as standby drivers to relieve the regular drivers when the later are over worked or on leave, at the rate of one for every three vehicles or part thereof subject to a minimum of one of each office to which vehicle have been allotted.

RULE 10 APPOINTMENT OF FULL MEMBERS:

(a) General Rule 31 shall apply separately to the jurisdiction of each appointing authority.

(b) In the case of Office Assistants in the Office of the Judicial Magistrates, General Rule 31 shall apply separately to each Revenue District.

© The period of service of the absorbed personnel as Office Assistants in the National Employment Department under the Government of India upto the 1<sup>st</sup> November, 1956 shall count for the purpose of confirmation to the extent of which they would have counted, if they would have continued in service under the Government of India.

(d) The periods of service of the staff, who were absorbed from the Government of India, in the Industries Department, consequent on the transfer of control over the Industrial Training institute/Centres from the Government of India, to the Industries Department, prior to the 1<sup>st</sup> November, 1956 shall count for the purpose of confirmation to the extent to which they would have counted, if they, would have continued in service under the Government of India.

**BOAT LASCAR**  
**AND BOAT KEEPER**

For the posts of Boat Lascar (under Tamil Nadu Subordinate service) and Boat keeper (under Tamil Nadu Basic Service) draft Adhoc Rules have been sent to Government vide this Directorate letter No.1317/1/SC/2964 dated 14.12.1993 for approval. The same is pending with Government.