

Service Rule of Sports Development Authority of Tamil Nadu

In exercise of the powers conferred by Bye-Law 9(a) and 9(b) of the Bye-Laws of the Sports Development Authority of Tamilnadu, the Sports Development Authority of Tamilnadu hereby makes the following rules which will be applicable to the officers and employees of the Authority.

1. SHORT TITLE AND COMMENCEMENT

- a) These rules shall be called Sports Development Authority of Tamilnadu Service Rules 1998.
- b) These rules shall come into force with effect from 14.10.1992.

2. EXTENT OF APPLICATION

- a) These rules have been framed by the Sports Development Authority of Tamilnadu to define and regulate the service conditions of the officers and employees of the Sports Development Authority of Tamilnadu.
- b) Except where it is otherwise expressed or implied, these rules with such amendments as may be effected by the Authority from time to time, shall apply to all the officers and employees who have opted for service under the Authority and to employees recruited by the Authority.
- c) These rules, however shall not be applicable to the persons employed on part-time, on fixed pay, on honorary, ex-officio or casual basis and persons employed on special contracts or deputations from the State Government on foreign service to the extent that the terms and conditions of such contract or deputation are inconsistent with these rules.

3. DEFINITIONS

- a) "Authority" means the Sports Development Authority of Tamilnadu.
- b) "Bye-Laws" means the Bye-Laws of the Sports Development Authority of Tamilnadu.
- c) "President" means the President of the Sports Development Authority of Tamilnadu.
- d) "Vice President" means Vice-Presidents of the Sports Development Authority of Tamilnadu.
- e) "Member Secretary" means Member-Secretary of the Sports Development Authority of Tamilnadu.
- f) "Executive Committee" means the Executive Committee of the Sports Development Authority of Tamilnadu.
- g) "Government" means the Govt. of Tamilnadu.
- h) "Approved Probationer in a class, category or post" means an employee of the Authority who has satisfactorily completed his / her probation.
- i) "Deputation" means the temporary transfer / loan of services of an employee from the Authority of any Office outside the Authority and vice versa.
- j) Duty: A person is said to be on duty :
 - i) When he is performing the duties of a post borne on the cadre to, such service or is undergoing the probation, instruction or training prescribed for such post.
 - ii) When he is absent from duty during vacation or on authorized holidays or on casual leave taken in accordance with the instructions regulating such leave issued by the Authority having been on duty immediately before and immediately after such absence.
- k) "Member of Service" means a person who has been appointed whole time under these rules and who has not retired or resigned, been removed or dismissed otherwise than for want of a vacancy. He may be a probationer or an approved probationer or a full member, but does not include those who have been employed on contract basis or on daily wages, or on fixed pay.
- l) "Probationer" means an employee who has not completed his / her probation.

- m) "Promotion" means the appointment of a member of any category or grade or class to a higher category or grade on a higher scale of pay.
- n) "Full Member" means an employee of the Sports Development Authority of Tamilnadu who has been appointed substantively to a permanent post.
- o) "Initial Recruitment" means the first recruitment and appointment made to any post after the commencement of these rules.
- p) "Recruited Direct" a candidate is said to be recruited direct to the service when, at the time of his first appointment, he is neither a full member nor an approved probationer in the service of the Authority.
- q) "Post" means a post under the Sports Development Authority of Tamilnadu carrying a definite scale of pay and includes posts specified in the schedule to these rules.
- r) "Schedule" means the schedules appended to these rules.
- s) "Scheduled Caste" or "Scheduled Tribe" or "Backward Class" or "Most Backward Class" means the communities declared as such by the Govt. of Tamilnadu from time to time.

4. COMPOSITION AND CONDITIONS OF SERVICE OF THE AUTHORITY

- i) There shall be in the Authority such number of posts as are specified in the Schedule-I appended to these rules and shall include the posts created from time to time.
- ii) The posts in the service of the Authority shall be either a "permanent post" that is a post carrying a definite scale of pay sanctioned without any limit of time or a temporary post that is a post carrying a definite scale of pay sanctioned for a limited time.
- iii) When a post is created as a temporary addition to the cadre in any class or category, the rules applicable to the holder of the posts borne on the said cadre shall apply to the holder of the said temporary post.

5. CONSTITUTION

The service shall consist of classes and categories of officers and other members of staff given in the Schedule-II appended and shall include the posts created from time to time.

6. CLASSIFICATION OF POSTS

Persons holding posts under the Sports Development Authority of Tamil Nadu shall be classified under the following seven class specifications:-

Existing Provision			
Class	Category No.	Post	Minimum of the scale of pay attached to the post or as may be determined by the Authority from time to time
I	1	Member Secretary	On deputation as decided by the Govt.
II	1	General Manager	Rs.12,000/- and above
	2	Deputy General Manager	Rs.10,000/- and above
III	1	Senior Manager / Regional Senior Manager	Rs.8,000/- to Rs.13,500/-
	2	Accounts Officer	
	3	Inspection Officer (Administrative Officer)	
	4	Assistant Executive Engineer	
IV	1	District Sports Officer/ Warden / Sports Hostel / Stadia Officers / Manager	Rs.5,900/- to Rs.9,900/-
	2	Senior Coach	
	3	Senior Console Operator	
	4	Assistant Engineer (Civil)	
	5	Assistant Engineer (Elec.)	
	6	Horticultural Officer	
V	1	Superintendent	Rs.5,700/- to Rs.9,200/-
	2	Commercial Accountant	Rs.5,500/- to Rs.9,000/-
	3	Steno-Typist-Grade-I	Rs.5,300/- to Rs.8,300/-
	4	Steno-Typist-Grade-II	Rs.5,000/- to Rs.8,000/-
	5	Steno-Typist-Grade-III	Rs.4,000/- to Rs.6,000/-
	6	Assistant	Rs.4,000/- to Rs.6,000/-
	7	Coaches / Sports Officer	Rs.5,300/- to Rs.8,300/-
	8	Yoga Instructor	Rs.5,000/- to Rs.8,000/-
	9	Junior Engineer	Rs.5,500/- to Rs.9,000/-
	10	Security Officer	Rs.5,500/- to Rs.9,000/-
V	11	Draughtsman	Rs.5,000/- to Rs.8,000/-
	12	H.T. Operator	Rs.5,000/- to Rs.8,000/-
	13	Console Operator	Rs.5,300/- to Rs.8,300/-
	14	Works Inspector	Rs.4,000/- to Rs.6,000/-
	15	Projectionist	Rs.4,000/- to Rs.6,000/-
	16	A.C. Plant Operator	Rs.4,000/- to Rs.6,000/-

Class	Category No.	Post	Minimum of the scale of pay attached to the post or as may be determined by the Authority from time to time
VI	1	Junior Assistant-cum-Typist	Rs.3,200/- to Rs.4,900/-
	2	Typist	Rs.3,200/- to Rs.4,900/-
	3	Junior Assistant-cum-Computer Operator	Rs.3,200/- to Rs.4,900/-
	4	Care Taker	Rs.3,200/- to Rs.4,900/-
	5	Driver	Rs.3,200/- to Rs.4,900/-
	6	Electrician	Rs.3,050/- to Rs.4,590/-
	7	Wireman	Rs.3,050/- to Rs.4,590/-
	8	Plumber	Rs.3,050/- to Rs.4,590/-
	9	Conservancy Sergeant	Rs.2,650/- to Rs.4,000/-
	10	Skilled Assistant	Rs.2,650/- to Rs.4,000/-
	11	Record Clerk/Roneo Operator	Rs.2,650/- to Rs.4,000/-
VII	1	Office Assistant	Rs.2,550/- to Rs.3,200/-
	2	Office Assistant-cum-Driver	
	3	Marker	
	4	Cook	
	5	Table Attendant	
	6	Lifeguard	
	7	Pump Operator	
	8	Watchman / Office Assistant- cum-Watchman / Watchman- cum-Scavenger	
	9	Gardener / Office Assistant-cum-Gardener	
	10	Mazdoor	
	11	Sweeper / Sweeper-cum-Scavenger (Sanitary Worker)	

7. CADRE STRENGTH

The cadre strength of each class or category included in different service shall be fixed by the Authority from time to time, but not more than once in a calendar year.

8. INSTRUCTIONS AND DIRECTIONS TO THE EMPLOYEES

The Authority is empowered to issue such instructions or directions to any or all employees as may be necessary to give effect to carry out the provisions of these rules and in order to secure efficient control over the employees employed in the Authority and to achieve the aims of the Authority.

9. CREATION OF POSTS AND APPOINTING AUTHORITIES

The powers to create various posts shall be as in Table below, provided that for posts carrying minimum scale of pay of Rs.12,000/- or more, the concurrence of Government should be obtained.

Class of posts	Preparation of panel	Approval of panel and appointing authority
(1)	(2)	(3)
I	Government	Government
II	Authority	Member Secretary
III	Executive Committee	Member Secretary
IV	Executive Committee	Member Secretary
V	Executive Committee	Member Secretary
VI	Executive Committee	Member Secretary
VII	Executive Committee	Member Secretary

10. CREATION AND FILLING UP OF TEMPORARY POSTS

Whenever the Authority creates a temporary post for a period of 1 or 2 years which is not one of the categories included in the Schedule-III appended to these rules, the authority may prescribe adhoc rules to govern recruitment, qualification, scale of pay for such posts, in each case.

Provided further, the prior approval of the Executive Committee for absorption in the Authority's service of such posts shall be obtained in each case.

11. METHOD OF RECRUITMENT

Appointment to posts under the Authority shall be made in one of the following methods :

- i) Direct recruitment
- ii) Promotion from a category lower in that service
- iii) Transfer from any other service of the Authority
- i) Permanent absorption of persons on deputation to the service of the Authority on such terms and conditions, as may be decided upon by the Authority; and
- v) By deputation of employees from the Central or the State-Government or Central or State Public Sector undertakings or Sports Authority of India or other institutions for such periods as may be decided upon by the Authority.

12. PROMOTION AND ORDER OF FILLING UP OF VACANCIES

Where the normal method of recruitment to any category of a service is both by direct recruitment and by promotion or by transfer, as the case may be, vacancies shall be filled up by direct recruitment and by promotion or by transfer, in that order, in the ratio, to be determined by the Executive Committee depending on the need and suitability for the post in view.

Explanation:

The Executive Committee shall have the power to keep in abeyance any mode of recruitment for a specified period for reasons to be recorded in writing.

13. SELECTION COMMITTEE

All first appointments to any category in the Authority whether by direct recruitment or by promotion or by transfer from one class to another shall be made by the Selection Committee duly constituted for the purpose.

The Selection Committee shall be constituted with the following members:

Sl. No	Category	Composition of the Selection Committee	Competent authority to approve the recommendations of the Selection Committee
1.	All posts in the scale of pay, the minimum of which is Rs. 5,300/-	i) General Manager	Member Secretary
		ii) An Officer of SDAT below nominated by Member Secretary.	
2.	All posts in the scale of pay, the minimum of which is below Rs. 8,000/- but of the Rs. 5,300/- and above	i) General Manager ii) One Executive Member of the Authority	Member Secretary
3.	All posts in the scale of pay the minimum of which is below Rs.8,000/- and above but below Rs.12,000/-	i) Member Secretary ii) An expert in the field of Sports to be co-opted iii) Another Executive Committee Member of the Authority	Executive Committee

14. GENERAL CONDITIONS RELATING TO APPOINTMENT

a) Eligibility

Every person eligible for appointment in the Authority:

- i) Shall be a citizen of India
- ii) Shall have such character and antecedents as in the opinion of the Authority are not objectionable and
- iii) Shall not have more than one spouse living or if such person is a woman, shall not be married to any person who has another wife living.

b) Knowledge in Tamil

Every person recruited direct shall possess an adequate knowledge of the official language of the State namely "Tamil".

Explanation

A person with an adequate knowledge of Tamil shall mean a person (i) who has acquired knowledge in Tamil in the High School course; or (ii) who whether his mother tongue is Tamil or not, is able to speak, read and write Tamil to the satisfaction of the appointing authority; or (iii) who has passed the Government Second Class Language Test in Tamil prescribed by the State Government from time to time.

Provided that in the case of appointment to technical service, if no qualified and suitable candidates possessing an adequate knowledge of Tamil are available, recruitment may be made from among persons who do not possess an adequate knowledge of Tamil subject to the condition that such persons shall pass the Second Class Language Test in Tamil conducted by the Tamilnadu Public Service Commission within the period of their probation. The period of his probation may be extended to four years from the date of appointment in order to enable him to pass the Second Class Language Test in Tamil. Such persons shall notwithstanding anything contained in the rules, be granted increments, if but for his failure to pass the said language test, he would have been declared to have satisfactorily completed his probation. If he fails to pass the said language test within the said period of four years he shall be discharged from service.

C) Age Limit

i) The age of a person at the time of his first appointment under the Authority by direct recruitment shall not be less than 18 or more than 45 years. Subject to the above minimum and maximum limits, the age limits in respect of each category of posts may be specified by the Authority.

Provided that the age limit may be relaxed in specific cases by the Authority in the interest of the Authority.

Provided further that the age will be calculated as on 1st day of July of the year in which the list of names for the regular appointment is prepared by the competent authority.

ii) The age limit prescribed in the rules Schedule-III appended to these rules shall not apply to the appointment of a candidate belonging to any of the Scheduled Castes, Scheduled Tribes or Most Backward Classes or Backward Classes to a post included in a service for which the rules prescribe a qualification lower than a degree of any university if the candidate possesses a general educational qualification;

iii) For the purpose of these rules, age shall be computed from the date of birth, evidence of which shall be produced by the candidate at the time of selection for appointment;

iv) When both the year and the month of birth are known but not the exact date, the 16th of the month should be treated as the date of birth;

v) If the year of birth of candidate is known but not the month and date, the 1st July should be treated as the date and month of birth; and

vi) In the case of all those who opt to serve the Authority the date of birth as entered in the Service Register of the Parent Department will be taken as the date of birth of the employees.

d) Minimum Qualification

The Authority shall prescribe the educational, technical and other qualifications as well as previous experience necessary in respect of each new post or category at the time of sanction.

In respect of the categories, which are in existence as on the date of formation of . SDAT, the educational, technical and other qualifications including age-limit, etc., is given in Schedule-III appended to these rules.

e) Disqualification for appointment

- i) No person shall be eligible for appointment to any post under the Authority if he had been previously dismissed or removed from the service of the Authority or from a department of the central or State Government or from any other Central or State Public Sector undertaking.
- ii) No person who has been convicted by a Court of Law for any offence involving moral turpitude or any other offences shall be eligible for appointment under the Authority.
- iii) If it is brought to the notice of the appointing authority that a person appointed is ineligible for such appointment vide rule (e) at any time after such appointment, that person shall be discharged forthwith.

f) Medical Examination on first appointment:

No person shall be appointed by direct recruitment to Class-II and to other classes mentioned in rule 6 of these rules unless he has been certified by a Civil Surgeon or by a Civil Assistant Surgeon, respectively in a Government Hospital to be medically fit to discharge his duties. The Standards of medical fitness shall be those prescribed for similar appointments under the State Government.

g) Entrance Tests

The Authority may devise and administer through the appointing authority such entrance tests or such interviews as may be necessary with reference to the type of post to which recruitment is made by direct recruitment or by transfer.

15. APPOINTING AUTHORITY

The Authority is competent to make appointments to the various posts as indicated in the Schedule-III appended to these rules. Appointments to various posts in the Authority shall be made by the competent authority in accordance with the powers delegated to them by the Authority from time to time. All first appointments shall be made from a list of approved candidates prepared in the manner prescribed in rule 16 of these rules and in the Schedule-III appended.

16. DIRECT RECRUITMENT

a) Employment Exchange to be notified:

Vacancies for direct recruitment shall be filled up only through requisition of names from the local Employment Exchange. Direct applications may be considered only when suitable and qualified candidates are certified to be not available from the Employment Exchange and in such cases, the vacancies shall be advertised in at least one leading English newspaper and atleast one Tamil newspaper having largest circulation.

b) Procedure for direct recruitment:

The Authority competent to prepare a panel as specified in rule 9 of these rules shall draw a panel of names of candidates fulfilling the requirements prescribed for the post from among the applicants or list furnished by the Employment Exchange and furnish the panel to the appointing authority with recommendations after assessing or scrutinising the eligibility of the candidates on the basis of an interview and such written or practical test as may be considered by it to be necessary. The appointing authority shall ordinarily make appointments in accordance with the recommendations of the competent authority. In any case where the appointing authority does not agree with the above recommendations, the matter shall be referred to the Executive Committee or Authority as the case may be for a decision, which shall be final.

c) Subject to the rule of reservation or other regulation, if any, or priorities, the candidates selected by the appointing authority shall be listed in order of their merit and appointment made. Appointments shall be made from the approved list strictly in the order of seniority therein.

d) The approved list of candidates for direct recruitment shall be valid till the next selection is notified.

e) Where the name of a candidate has been included in the list of approved candidates for more than one class, category of service, the appointing authority who proposes to appoint such candidate shall require him to select one category or service to which he opts. On such selection, the name of the candidate shall be removed from the list of approved candidates for the remaining class, category or service. The option once exercised shall be final.

17. RESERVATION OF APPOINTMENT

The Authority shall ensure adequate representation while making appointments by direct recruitment for Backward Classes, Most Backward Classes, Scheduled Caste, Scheduled Tribes, Physically Handicapped, Ex-servicemen, Women, Destitute Widows, etc., in accordance with the orders of the State Government in force from time to time in the matter of concessions and reservation of appointment.

18. PROMOTION

Promotion from one category to another shall be regulated as under ;

- a) No employee will be promoted to a post unless he possesses all the qualifications prescribed for the post.
- b) No employee shall be considered for promotion unless he is an approved probationer in the post which he holds.
- c) All promotions shall be made by the appointing authority: and
- d) Promotion to any higher category in grade in the service shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

Note - I

Merit and ability will be assessed on the basis of ratings in the annual performance assessment report of the members. A specimen form of Performance Assessment report is appended as Schedule-IV to these rules. In case wherever the required qualifying service is more than 3 years, the appointing authority / selection committee should see the record with particular reference to the confidential reports for the years equal to the required qualifying service.

Note - II

The appointing authority should not be merely guided by the overall grading, if any, that may be recorded in the confidential reports but it should make its assessment on the basis of the grading under various parameters or attributes in the confidential reports. If the reviewing authority has overruled the reporting officer or the scrutinizing officer, as the case may be, the remarks of the latter authority should be taken as the final remarks for the purposes of assessment, provided it is apparent from the relevant entries where the higher authority has come to a different assessment consciously after due application of mind.

The appointing authority should take into account whether the officer has been awarded any minor and major penalty or whether any adverse remarks of any superior officer or authority has been conveyed to him as reflected in the confidential reports.

e) Preparation of Panel for Promotion

All first appointments to a class or category by promotion in the Authority shall be made by the appointing authority from a panel of approved candidates. The panel shall be prepared annually against the estimated number of vacancies expected to arise during the course of the year. The panel should be communicated to all persons concerned whose names are found in it as well as to persons senior to the junior most person included in the panel. The estimate of vacancies shall be prepared as per the latest guidelines issued by the Government for Government servants. The panel so prepared shall be in force for a period of one year only and shall lapse at the end of the year. For filling up a single vacancy, the claims of the first five qualified candidates in the seniority list in a class or category shall be considered and that the same proportion shall be maintained in making selection for more than a single vacancy. The period of one year validity for the panel of approved candidates shall be reckoned from the date of approval of the panel by the competent authority. Only one panel can be prepared in a year.

f) Crucial Date

The Crucial Date for the preparation of panel for promotion to every category of post in the Authority shall be 1st April of every year.

g) Consideration of pending charges for promotion

While deciding inclusion in the panel, the name of a person against whom charges or vigilance case are pending, the following criteria should be adopted:

If on the crucial date of the panel, a charge has been framed and served on the individual for a serious lapse which may invariably end up in a major punishment or if a criminal case has been filed in a court of law against the individual, in such cases the individual's name should not be considered for inclusion in the panel until the charge / criminal case is disposed off. There is no bar to consider the names of the individuals for inclusion in the panel who have been charged for minor lapses and which, in the opinion of the appointing authority, may end up in a minor punishment only. Here again, the appointing authority should use his discretion very judiciously before coming to a conclusion.

19. TEMPORARY APPOINTMENTS AND PROMOTIONS

- i) The appointing authority may appoint any person temporarily or promote any person temporarily, in order to fill up a vacancy which has arisen in any category or class of a service immediately in the public interest and where there will be undue delay in making an appointment in accordance with the rules.
- ii) A person appointed or promoted temporarily under sub-regulation (i) shall not be regarded as a probationer in such service, class or category. The services of such a person shall be liable to be terminated by the appointing authority at any time without notice and without any reason being assigned; and
- iii) A person appointed or promoted temporarily under sub-regulation (i) shall be paid his substantive pay or the minimum of the time scale of pay applicable to the post, whichever is higher.

20. APPOINTMENT BY DEPUTATION

The appointing authority shall be the authority to decide whether the services of any person should be obtained or continued on deputation to fill up a post in the Authority. The terms and conditions for deputation shall be mutually agreed upon between the lending Department and the Authority.

The Authority may obtain the services of any member of a service of the Central or State Government or Statutory Organization or Local Bodies on deputation for appointment under the Authority and the terms of deputation of such member shall be as may be agreed upon by the Authority in each case, and except to the extent such members are governed by the terms of their deputation, they shall be governed by the provisions of these rules.

The Authority reserves the right to depute any employee of the Authority to any other organisation on terms not inferior to those enjoyed by the employee in the Authority.

A member of a service in the Authority wherever selected by direct recruitment for appointment in any other service or Board or Corporation of Government or Quasi-Government Organisations can be sent on deputation subject to the terms and conditions to be determined in each case.

21. ABSORPTION OF THE DEPUTATIONISTS

Notwithstanding anything contained in these rules any person serving in the Authority on deputation from the Central or State Government, Central or State Government undertakings or from any corporate body who has completed not less than 2 years of continuous service (probation) under the Authority may be absorbed with the concurrence of the lending authority (if he is otherwise found suitable) and if he is willing, as a regular employee of the Authority, against a substantive vacancy.

22. APPOINTMENT BY AGREEMENT OR CONTRACT

It shall be open to the Authority to make an appointment to any post otherwise than in accordance with these rules, provided by agreement or to enter into contract with a person in any other matters in respect of which in the opinion of the Authority special provisions are required to be made and to the extent to which such provisions are made in the agreement / contract nothing in these rules shall apply to any person so appointed in respect of any matter for which provision is made in the agreement / contract.

Provided that in every agreement / contract made in exercise of the powers conferred by these rules it shall further be provided that in respect of any matter in respect of which no provision has been made in the agreement / contract the provision of these rules shall apply.

A person for appointment under the above rules shall not be regarded as an employee of the Authority (Member of Service) and shall not be entitled by reason only of such appointment to any preferential claim to any other appointment in the Authority.

23. PROBATION

- a) Every person appointed to any category of service, otherwise than on foreign service terms, shall be on probation for a period of two years on duty within a continuous period of three years. Provided that for the persons appointed to any categories included in Class-VII of these rules, the period of probation shall be one year on duty within a continuous period of two years. Provided further that it shall not be necessary for persons promoted from the posts in the lower category to the posts in the next higher category of the same service to undergo probation, except in cases where supervisory functions are attached to the posts for which the person shall be on probation for a total period of one year within a continuous period of two years.
- b) Any delay in passing orders of completion of probation shall not monetarily affect probationers and arrears of increments shall be allowed from the date of completion of probation, as a matter of course, subject to the following conditions, namely :
- i) that the probation would have been declared to have been satisfactorily completed on the date specified, even if the question of declaration of probation had been taken up later;
 - ii) that the declaration of satisfactory completion of probation was delayed by factors which would not, in any case, change the date of such completion;
 - iii) that the person whose probation is declared to have satisfactorily completed is qualified as on the specified date;
 - iv) that declaration of satisfactory completion of probation was not the result of any relaxation of regulations; and
 - v) in all cases coming under items (i) to (iv) above, orders issued declaring the probation or relaxing regulations shall include a specific provision in regard to drawl of arrears of increments.

c) Termination of probation:

If the appointing authority does not then consider the probationer to be suitable for such membership, it shall, unless the period of probation is extended, by order, discharge him from the service after giving him a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

A probationer who is discharged otherwise than for want of a vacancy shall be entitled to appeal to the appellate authority against the order of discharge as if it were an order of dismissal.

d) Extension of Probation:

In the case of any probationer, the appointing authority may extend his probation to enable him to acquire the special qualifications or pass the prescribed tests, as the case may be, to enable the appointing authority to decide whether the probationer is suitable for full membership or not, Such extended period of probation shall terminate at the latest when the probationer has, after the date of expiry of the period of probation prescribed for a category in which he is on probation, completed one more year of duty in such category. In cases where the probation of a probationer is extended, a condition shall, unless there are special reasons to the contrary, be attached to the order of extension of probation that the probationer's increment shall be stopped until he is declared to have satisfactorily completed his probation. If, however, the probationer has already drawn an increment, his next increment shall be postponed until he is declared to have satisfactorily completed his probation and by the period of which his probation is extended. Such stoppage of increment shall not be treated as a penalty but only as a condition of extension of probation and shall not have the effect of postponing future increments after he has passed the prescribed tests or examinations or after he is declared to have satisfactorily completed his probation.

e) Discharge of probationers and approved probationers for want of vacancies and their re-appointment: .

- 1) Probationers and approved probationers shall be discharged for want of vacancies in the following order :
 - i) First, the probationers in order to juniority; and
 - ii) Second, the approved probationers in order of juniority.
- 2) Approved probationers and probationers who have been discharged for want of vacancies shall be re-appointed as and when vacancies arise, in the inverse of the order laid down in clause (i) or (ii) of sub-rule (1).
- 3) A vacancy in any category or post in the service shall not be filled by the appointment of person who has not yet commenced his probation therein when an approved probationer or a probationer therein is available for such appointment.

f) Date of commencement of probation of persons first appointed temporarily :

If a person appointed temporarily otherwise than in accordance with the rules governing appointment there-to, is subsequently appointed to the service of the Authority in accordance with the rules he shall commence his probation, if any, in such category either from the date of his first temporary appointment or from such subsequent date as the appointing authority may determine.

Provided that the date so determined by the appointing authority to commence probation in this Clause shall not be earlier than the date of commencement of probation of the junior most person already in the service of the Authority. A person who commences probation under Clause (i) shall also be eligible to draw increments in the time scale of pay applicable to him from the date of commencement of his probation. Where commencement of probation is ordered from a date earlier than the date of the order and if this has not been enabled by relaxation of any rule he shall draw increments including arrears in the time scale of pay applicable to him from such earlier date. The appointing authority shall include a provision to this effect while issuing orders in all such cases.

g) Probationer's suitability for full membership

- i) At the end of prescribed or extended period of probation, as the case may be, the appointing authority shall consider the probationer's suitability for full membership of the service, class or category for which he was selected.
- ii) If the appointing authority decides that a probationer is suitable for such membership, it shall, as soon as possible, issue an order declaring the probationer to have satisfactorily completed his probation. If no such order is issued within six months from the date on which he is eligible for such declaration, the probationer shall be deemed to have satisfactorily completed his probation on the date of expiry of the prescribed or extended period of probation. A formal order declaring the completion of probation shall, however, be issued by the competent authority. In all cases in which serious charges are pending, and therefore, probation cannot be declared, an order to the effect that the question of declaration of probation cannot be considered till the charges are disposed of, shall be issued by the competent authority within six months from the due date for completion of probation and the final order on probation shall be passed as early as possible and in any case within one month after the disposal of the charges or six months after the due date for completion of probation, whichever is later.
- iii) If the appointing authority decides that the probationer is not suitable for such membership, it shall, unless the period of probation is extended by order, discharge him from the service after giving him a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

Provided that where a probationer has been given a reasonable opportunity of showing cause against the imposition on him of any of the penalties specified in rules and at the conclusion of the disciplinary proceedings, a tentative conclusion is arrived as to discharge him from the services, a further opportunity of showing cause specifically against such discharge need not be given to him.

Explanation-I

The decision of the appointing authority that the probationer is not suitable for full membership may be based also on his work and conduct till the date of the decision inclusive of the period subsequent to the prescribed or extended period of probation.

Explanation-II

An opportunity to show cause may be given after the appointing authority arrives at a provisional conclusion on the suitability or otherwise of the probationer for full membership of the service, either by such authority himself or by a subordinate authority who is superior in rank to the probationer.

Explanation-III

Where the competent authority proposed to terminate the probation of a member of a service for general unsatisfactory work or incapacity without the need for enquiry into specific charges, he shall do so under the rule, as the case may be. In cases where he proposes to terminate the probation of such a member for specific charges in addition to, or distinct from general inefficiency or incapacity, he shall frame specific charges and follow the detailed procedure laid down in the rules.

24. SENIORITY

- i) The seniority of a member of the service, class, category or post unless he has been reduced to lower rank as a punishment, be determined by the rank obtained by him in the list of approved candidates drawn by the Selection Committee and approved by the appointing authority, subject to the rule of reservation where it applies. The date of commencement of his probation shall be the date on which he joins duty irrespective of his seniority.
- ii) The seniority of a member of the service, class, category or post shall, where the normal method of recruitment to service, class, category or post is by more than one method of recruitment, unless the individual has been reduced to a lower rank as a punishment, be determined with reference to the date on which he is appointed to the service, class, category or post.

Provided that where the junior appointed by a particular method of recruitment happens to be appointed to the service, class, category or post earlier than the senior appointed by the same method of recruitment, the senior shall be deemed to have been appointed to the service, class, category or post on the same day on which the junior was appointed.

Provided further that the benefit of the above provision shall be available to the senior only for the purpose of fixing inter-se-seniority.

Provided also that where persons appointed by more than one method of recruitment are appointed or deemed to have been appointed to the service, class, category or post on the same day, their inter-se-seniority shall be declared with reference to their age.

- iii) The transfer of a person from one category or post to another category or post carrying the same pay or scale of pay shall not be treated as first appointment to the latter for purpose of seniority and the seniority of a person so transferred shall be determined with reference to the rank in the category or post from which he was transferred. Where any difficulty or doubt arises in applying this sub-rule, seniority shall be determined by the appointing authority.
- iv) Where a member of the service, class, category or post is reduced to a lower grade category or post, he shall be placed at the top of the latter unless the authority ordering such reduction directs that he shall take rank in such lower class, category or post next below any specified member thereof.

25. RELATIVE SENIORITY

The permanent employees of each grade shall be ranked senior to persons who are officiating (approved probationers) in that grade.

a) Direct recruits:

The relative seniority of all direct recruits shall be determined by the order of merit and rule of reservation applicable from time to time, in which they are selected by the Selection Committee or other selecting authority, persons appointed as a result of an earlier selection being senior to those appointed as a result of subsequent selection.

b) Promotees :

- i) The relative seniority of persons promoted from one category to another or recruited by transfer from one class to another shall be determined in the order of their selection for such promotion / transfer.
- ii) Where promotions to grade are made from more than one grade the eligible persons shall be arranged in separate lists in the order of their relative seniority in their respective grades. Thereafter the Selection Committee shall select persons for promotion from each list upto the prescribed quota and arrange all candidates selected from different lists in a consolidated order of merit which will determine the seniority of the persons on promotion to the higher grade.
- iii) Where posts in the feeder grades are in different scales of pay or even in the identical or equivalent scales of pay the candidates upto the number of vacancies for each feeder grade as per the quota may be selected and interpolated in a combined select list.

c) Relative seniority of direct recruits and promotees

The relative seniority of direct recruits and of promotees / recruitment by transfer shall be determined according to the rotation of vacancies between direct recruits and promotees which shall be based on the Rule 24.

d) Where a person is appointed by deputation providing for such deputation in the recruitment rules in the event of non-availability of a suitable candidate by direct recruitment or promotion or recruitment by transfer, such deputations shall be grouped with direct recruits or promotees, as the case may be. He shall be ranked below all direct recruits or promotees as the case may be, selected on the same occasion.

e) In the case of a person who is initially taken on deputation and absorbed later, his seniority in the grade in which he is absorbed will normally be counted from the date of his absorption, If he has, however, been holding already (on the date of absorption) the same or equivalent grade on regular basis in his parent department such regular service in the grade shall also be taken into account in fixing his seniority subject to the condition that he will be given seniority from the date he has been holding the post on deputation or the date from which he has been appointed on a regular basis to the same or equivalent grade in his parent department whichever is later.

f) Inter-se-seniority on account of merger :

The seniority of any person in a service or post of the merged Directorate of Sports and Youth Services and the Tamilnadu State Sports Development Corporation, who stands absorbed in a service or post under the newly formed Sports Development Authority of Tamilnadu on the date of its formation, viz., 14.10.1992, shall be determined as follows

i) If he is absorbed in a post similar to that which he was formerly holding in the service of the merged organisations viz., Directorate of Sports and Youth Services or the Tamilnadu State Sports Development Corporation, his seniority shall be determined by the date from which he was holding the former post in the Directorate of Sports and Youth Services or the Tamilnadu State Sports Development Corporation, continuously.

ii) If he is absorbed in a post of a higher cadre carrying a higher scale of pay than that which he was formerly holding in the service of the merged organisations viz., Directorate of Sports and Youth Services, or the Tamilnadu State Sports Development Corporation, his seniority shall be determined by the date on which he joined the higher post under the Sports Development Authority of Tamilnadu ; and

iii) If he is absorbed in a post other than those specified in Clause (i) and (ii) above which does not improve his cadre and scale of pay in the service of the erstwhile Directorate of Sports and Youth Services and the Tamilnadu State Sports Development Corporation prior to their merger, his seniority shall be determined on the basis of merit.

g) The seniority of a person who joins a service or post of the newly formed Sports Development Authority of Tamilnadu after its formation on 14.10.1992, shall be determined by the date from which he joins the cadre in the newly formed Authority.

26. MEMBERS ABSENT FROM DUTY

The absence of an employee from duty, whether on leave or on deputation or for any other reason shall not, if he is otherwise fit render him ineligible in his turn,

a) for promotion from a lower to higher category in such service; and

b) for appointment to any vacancy for which he may be an approved candidate, in the same manner as if he had not been absent. He shall be entitled to all the privileges in respect of appointment, seniority, probation and appointment as full member which he would have enjoyed but for his absence subject to his completing satisfactorily the period of probation on his return.

Provided that a member of a service of the Authority who has been deputed to another Corporation or Undertaking shall not be permitted to hold his lien in the Authority beyond five years, if he is to be considered for promotion or recruitment by transfer to a higher post in the Authority, eventhough he is otherwise qualified under the rules for such promotion or appointment unless he puts in a fresh service for a minimum period of one year in the Authority on reversion from deputation.

Provided further that a member of a service who has been on leave for a period of 3 years for any reason shall not be considered for appointment to a higher category by promotion or recruitment by transfer unless he has completed service for a period of one year from the date on which he joins duty in the Authority on return from leave.

27. ACQUIRING ADDITIONAL QUALIFICATION AND UNDERGOING TRAINING

The Authority may by a general or special order direct an employee of the Authority to undergo pre-entry or in-service training or to acquire such additional technical or professional qualification or pass any special test as may be deemed necessary for carrying out the duties pertaining to a particular post or to enable him to be promoted to a higher category or class and such employee should undergo such pre-entry or in-service training or to acquire such technical, professional qualifications or pass any special test as may be specified by the Authority.

28. SECURITIES

i) When a holder of a post is required to furnish any security for the due and faithful performance of his duties, appointment to the post shall be made only after the required security is furnished to the satisfaction of the appointing authority.

ii) When a person who has furnished security goes on leave other than casual leave or is deputed to other duty, the person who is appointed to the post to officiate shall be required to furnish the full security prescribed for the post. Store Keepers shall furnish such security as may be prescribed by the Authority.

- iii) Junior Assistants and Assistants when appointed to the posts where the holder of the posts have to deal with cash shall furnish such security as may be prescribed by the Authority from time to time.

29. RESIGNATION

A member of the service against whom no disciplinary action is contemplated or pending may resign his appointment in writing addressed to the appointing authority under his signature, and shall on acceptance of the resignation by the appointing authority, forfeit his entire service under the Authority. The re-appointment of such member to any service shall be treated in the same way as a first appointment to such service by direct recruitment.

No employee shall be permitted to resign from the Authority except by giving one calendar month's notice or by agreeing to pay an amount equivalent to his pay and allowances for the period by which his actual notice falls short of a calendar month. However, the appointing authority may for special reasons waive the notice.

The resignation of a member of a service shall not be accepted, if it has been withdrawn by him, before orders accepting the resignation are actually issued.

The resignation of a member of a service may be accepted prospectively by the authority competent to accept the resignation.

Explanation:

A member of a service shall, if he resigns his appointment, forfeit not only the service rendered by him in the particular post held by him at the time of resignation but all his previous service under the Authority and also any gratuity or any other benefits for which he would otherwise have been entitled to.

30. RETIREMENT:

a) Retirement on attaining the age of superannuation :

- i) The age of retirement on account of superannuation of the employees of the Authority other than those in Basic Service shall be 58 years.
- ii) The age of retirement on account of superannuation of those in the Basic Service shall be 60 years.

The employees of the Authority retiring on superannuation will retire from service on the last day of the month in which they attain their age of superannuation. Those who are born on the first day of a month shall retire on the last day of the previous month.

b) Voluntary retirement:

Any employee of the Authority may be by giving notice of not less than 3 months in writing to the appointing authority retire from service after he attains the age of 50 years or put in 20 years of qualifying service.

c) Compulsory retirement:

Notwithstanding anything contained in these rules, the appointing authority shall, if it is of the opinion that it is in the public interest so to do, have the absolute right to retire any employee of the Authority by giving him notice of not less than 3 months in writing or 3 months pay and allowances in lieu of such notice, after he has attained the age of 50 years or after he has completed 25 years of qualifying service.

Explanation-I :

For the purpose of this rule the three months notice may be given before the employee of the Authority attains the age of fifty years, provided that the retirement takes place after he has attained that age.

Explanation-II:

In computing the notice period of three months, the date of service of the notice shall be included.

d) Compulsory retirement on medical invalidation:

Notwithstanding the aforesaid rules, the competent authority has the right to retire an employee without notice or pay in lieu thereof on his being certified by a Medical Officer nominated for the purpose by such authority as being incapacitated for a further period of continuous service due to any illness or injury suffered in an accident.

31. RE-EMPLOYMENT OF RETIRED PERSONS

The Authority may re-employ for a period of not exceeding one year at a time persons who have retired from the service of the Authority in any category of service or from Central or State Government Departments or other Public Undertakings. The re-employment of such a person in any category of service shall not be regarded as a first appointment to that class of service. On such re-employment the pay of the person in the new post shall be so fixed that the pay plus his pension and the pension equivalent of the gratuity drawn does not exceed the pay last drawn by him before retirement.

32. TRANSFER

The Member-Secretary will be competent to effect any inter-department or inter-office transfer of the employees from one station to another without giving notice whatsoever.

33. HOLDING OF ADDITIONAL CHARGE AND PAYMENT OF CHARGE ALLOWANCE

The Member-Secretary can at his discretion appoint an employee to hold full additional charge or discharge current duties on one or more independent posts at one time as a temporary measure and grant additional pay subject to the following limits :

- i) Additional pay for holding full additional charge shall be granted at a uniform rate of 20% of the pay of the regular post or half the minimum pay of the additional post whichever is less than 39 days. In computing the period of additional charge, holidays and casual leave should also be included. The charge allowances will not be admissible for holding the post beyond five months.
- ii) An employee who is appointed to discharge only the current duties of one or more posts may be granted additional pay in respect of each post of which he discharges only current duties not exceeding one tenth of the pay actually drawn in the regular post.
- iii) No charge allowance shall be granted beyond five months as the post held on additional charge will be deemed to have been kept in abeyance / abolished beyond five months.

iv) In addition to additional pay the employee shall also be permitted to draw in case of full additional charge of one or more posts :

- a) The compensatory allowance in full, if it is attached to only one of the posts including his own; or
- b) The highest of the compensatory allowance if it is attached to more than one of the posts including his own.
- c) Holding charge of a post temporarily will not confer on the employee any claim to the post.
- d) Notwithstanding the aforesaid rules, the Authority will have the discretion to keep any post vacant without making any incharge arrangements.

34. RELINQUISHMENT OF RIGHTS BY MEMBERS

Any person may in writing relinquish any right or privilege to which he may be entitled to under these rules, if in the opinion of the appointing authority such relinquishment is not against the interests of the Authority and nothing contained in these rules shall be deemed to require the recognition of any right or privilege to the extent to which it has been so relinquished.

Relinquishment of a right or privilege for a temporary period shall be accepted if it is made for a period of not less than 3 years subject to the condition that after the expiry of the said period the claim of his right or privilege relinquished will be with reference to the state of affairs that exist on the date of expiry of the period of relinquishment and without restoration of the original seniority. If any right and privilege is permanently relinquished and such relinquishment is accepted, any subsequent withdrawal of the relinquished rights or privileges shall not be entertained.

35. COMMENCEMENT AND CESSATION OF SERVICE

- a) An employee shall be entitled to draw the emoluments applicable to the post from the date he assumes charge of the post, if the charge is assumed in the forenoon, and on the following day, if the charge is assumed in the afternoon. He shall cease to draw the emoluments from the day he relinquishes charge, if the charge is relinquished in the forenoon and from the following day, if the charge is relinquished in the afternoon.

b) Provided that in the case of an employee who dies while on service, pay shall cease to be payable with effect from the day subsequent to that on which the death occurs.

36. CERTIFICATE OF SERVICE

Every permanent employee shall be entitled to a service certificate at the time of his discharge, retirement or resignation from service.

37. APPLICATION FOR OUTSIDE EMPLOYMENT

An employee seeking employment elsewhere shall forward his application through the Authority which reserves the right to withhold any such application without assigning any reason whatsoever.

38. TAKING UP EMPLOYMENT ABROAD BY THE EMPLOYEES OF THE AUTHORITY

- i) Employees of the Sports Development Authority of Tamilnadu, who have put in five years of service in the Sports Development Authority of Tamilnadu desirous of seeking jobs abroad, irrespective of categories to which they belong technical, non - technical or clerical be permitted to apply and secure employment abroad after obtaining the permission of the Member-Secretary. However, such of those scarce categories of staff/ officers whose services are considered essential to the Authority shall not be permitted to secure jobs abroad. A list of such scarce categories shall be prepared and maintained after approval by the Authority.
- ii) The period of absence during employment abroad will be treated as Extra-ordinary leave without allowances but such period of absence will not be construed as a break in service. However, it will not be counted for service benefits such as increment, pay, leave, etc. If contribution towards pension is paid by the foreign employer or employee such period will count for pension. The pay of such of those employees will be determined with reference to their actual period of duty.

- iii) The period of employment abroad on extra-ordinary leave shall, normally be three years, which can be extended for a further period of two years.
- iv) On return from abroad such officials shall not claim any preference over others in the Authority for promotion or higher pay by virtue of the experience gained through foreign employment nor shall they claim exemption from working experience or other qualifications required under the rules.

39. EMPLOYEES TO BE WHOLE-TIME SERVANTS

Unless otherwise distinctly provided the whole time of an employee of the Authority shall be at the disposal of the Authority and he may be employed in any manner required by the competent authority of the Authority without claim for additional remuneration.

40. EMPLOYEES TO NOTIFY CHANGE OF ADDRESS

An employee shall at the time of entering service furnish his permanent address and shall notify any change in that address to the management. Any communication sent by the management to the permanent address so given by the employee shall be regarded as sufficient compliance for the purpose of giving any notice.

41. SERVICE BOOKS

Service Books in the prescribed form adopted by the Government Department shall be maintained for all employees of the Authority.

42. RECORD OF SERVICE

A record of the services of each employee of the Authority shall be maintained in the same format as those maintained for Government Servants. Copies of all orders regarding reduction, dismissal or suspension shall be filed with the Service Book.

43. RECORD OF AGE

The age of employees shall be recorded based on the Matriculation Certificate or Secondary School Leaving Certificate in case of those who are at least matriculates and transfer certificate issued by a school or a birth certificate issued by the competent authority in the case of others.

44. ALTERATION OF DATE OF BIRTH

After a person has entered service, an application to alter the date of his birth as entered in the official records shall be entertained only if such an application is made within five years of such entry into service. Such an application shall be made to the authority competent to make an appointment to the post held by the applicant at the time of his application and shall be disposed off in accordance with the procedure laid down in the following sub-rule :

i) Any application received after five years entry into service, or any application which is not supported by entries in Secondary School Leaving Certificate, School, College or University records, birth extract from records of local bodies or military discharge certificates shall be summarily rejected.

ii) In considering the question of permitting an alteration of the date of birth as entered in the official records even when such entry is proved to have been due to a bonafide mistake, the appointing authority shall take into consideration the circumstance whether the applicant would normally be eligible for appointment to the post at the time of entry into service had his age been correctly stated and what would have been its effect on his service and the service conditions of other officers in the service and may permit the alteration subject to such conditions as they or it may deem fit to impose.

45. CORRECTION OF DATE OF BIRTH

After a person has entered service, if it is found that the date of his birth entered in his service register is different from that entered in the Secondary School Leaving Certificate or Military Discharge Certificate, which may be due to some clerical error or otherwise wrong entries, application for correction of such clerical error or wrong entries shall be made to the appointing authority. Such corrections in the Service Register shall be made straightaway by the appointing authority. If the date of birth in the Service Register was entered on the basis of the Secondary School

Leaving Certificate / correction of clerical error or wrong entries shall be made only with reference to the Secondary School Leaving Certificate and if the date of birth in the Service Register was entered on the basis of the Military Discharge Certificate, correction of clerical error or wrong entries shall be made only with reference to the Military Discharge Certificate. Where the Secondary School Leaving Certificate and the Military Discharge Certificate contain different dates of birth, the date of birth entered in the Secondary School Leave Certificates shall be accepted. But the date of birth entered in the Military Discharge Certificate shall be accepted in the absence of Secondary School Leaving Certificate.

46. NOMINATION TO RECEIVE PROVIDENT FUND ACCUMULATION / TERMINAL BENEFITS

Every employee shall nominate a person or persons and communicate the same to the Authority with a view to receive any amount due to him in the event of his being incapacitated to act for himself by reason of death, insanity as to the change of nomination, the original nomination will hold good for all purposes as far as the Authority is concerned.

47. PERFORMANCE APPRAISAL

Personal files containing performance appraisal reports are important documents affecting the promotion prospects of every employee. Personal files should be maintained in respect of employees in Classes-II to IV and Junior Engineer, Commercial Accountant, Superintendent, Yoga Instructor and Coaches in Class-V in the format in Schedule-IV. The report should ordinarily be prepared for the year ending 31st December. For others in Class-V and those in Classes-VI and VII, a defaulter sheet should be maintained in the format in Schedule.

48. COMMUNICATION OF ADVERSE REMARKS

i) All adverse entries made in the personal files of the Authority's employees by reporting officers are to be confirmed by scrutinizing officers and normally communicated to the employee concerned. The decision not to communicate any such remarks should be taken only by the scrutinizing officers after recording a specific order to that effect in the personal files.

ii) Adverse remarks relating to a period of three years or more prior to the date when the matter is noticed or brought to notice and which were not communicated at all to the officer concerned will be wholly ignored in the context of the promotion, confirmation, or selection. They need not be communicated at all at that later stage.

iii) Adverse remarks over one year old (i.e.,) from the date of acceptance by the scrutinizing officer but less than three years old need not be communicated, if the latter officer (after consulting the present reporting officer, if need be) considers that the defects no longer exist. In that case he may record a note to that effect in their personal files.

iv) Where adverse remarks have been communicated and have not been modified or expunged in response to representations, it shall be the duty of the reporting officer and the scrutinizing officer to specifically consider and state in the confidential report for the following year whether the defects have been rectified or not. Silence on the part of the reporting or reviewing or countersigning officer will be construed to mean that the defects have been rectified.

v) Representations for expunging or modifying adverse remarks should be submitted within three months of the date of receipt of the remarks. Belated representations are liable to be rejected summarily. The representation should be finally disposed off within six months of their receipt, failing which the defects should not be held against the officer for promotion, etc.

vi) A duplicate copy of the memorandum of communication of adverse remarks with acknowledgement endorsed thereon, should be kept in the personal file of the individual concerned.

vii) Representation should be against the remarks made in the Personal File. Representation against adverse remarks should be made to the scrutinising authorities, if the adverse remarks were made by the reporting authorities. If the remarks were made by the scrutinising authority himself, the representation is to be made to the next higher authority.

Representation for expunging or modifying adverse remarks submitted within three months of the date of receipt of the remarks by the officer reported upon should be finally disposed off within six months of their receipt. If the remarks have to be ignored due to delay in disposal or representation or due to delay in communication, then separate order should be issued to the officers concerned to the effect that the adverse remarks should be ignored for purposes of promotion, confirmation, etc., or the defect noticed should not be held against the officer concerned. A copy of the order should be added to the personal file of the officer concerned.

It is enough if a copy of the final order against adverse remarks issued is added to the Personal File. It is not necessary to add the entire representation given for expunging the adverse remarks.

Time limit for offering remarks by the reporting / scrutinizing authorities

Reporting / scrutinizing authorities should offer their remarks on the representations made by the officials against whom adverse remarks were written by them within one month. Failure to offer their remarks within the above time limit will have to be viewed seriously and they will be held liable for disciplinary action.

49. ALLOCATION OF DUTIES AND RESPONSIBILITIES

The allocation of duties and responsibilities to the employees of the Authority shall be made by the Member Secretary.

50. WORKING HOURS

The employees shall observe the working timings fixed from time to time by the Authority.

51. HOLIDAYS

The employees shall observe the weekly holidays as notified by the Authority from time to time. The other public holidays shall be as notified by the Authority every year based on those declared by the Government.

52. SCALE OF PAY

The scales of pay applicable to various posts including the selection and special grade posts in the Authority shall be decided by the Authority from time to time.

53. ALLOWANCES

The Officers and Employees shall be paid in addition to the basic pay in the time scale of pay admissible to them, the following allowances, special pay, etc., as prescribed by the Authority from time to time.

- i) Dearness Allowance
- ii) House Rent Allowance
- iii) City Compensatory Allowance
- iv) Security Compensatory Allowance
- v) Washing Allowances admissible to persons, who are supplied with Uniforms.
- vi) Special Pay for possessing technical qualifications like Typewriting, Shorthand, etc.

54. MEDICAL BENEFITS

a) Employees are entitled to medical benefits for themselves and their families as per the rules governing the reimbursement of medical expenses applicable to Government servants. These rules are liable to be amended by the Authority without giving any notice whatsoever to employees and they will be bound by the rules as amended from time to time.

b) The expenditure incurred on the medical treatment of the employees and their families will be reimbursed subject to a monetary ceiling of an amount equivalent to one month's basic pay plus dearness allowance (as on 1st April) per annum.

55. TRAVELLING ALLOWANCES

Travelling allowances shall be admissible to employees of the Authority requested to proceed to tour in connection with their official duties at the rates sanctioned by the Authority from time to time. These rules are liable to be amended at any time by the Authority keeping in view the instructions of the Government without giving any notice whatsoever to employees and the rules as amended from time to time will be applicable to them.

56. LEAVE TRAVEL CONCESSION

The employees of the Authority will be eligible to avail themselves of the Leave Travel Concession as in force for the employees of the Government of Tamilnadu from time to time.

57. FUNDAMENTAL RULES AND TAMIL NADU LEAVE RULES TO APPLY

The Fundamental Rules of the Tamilnadu Government, the Tamilnadu Leave Rules 1933 and any orders of the Government in respect of these rules issued from time to time in so far as they may be applicable and except to the extent expressly provided in these regulations shall mutatis mutandis apply to the members of the Sports Development Authority of Tamilnadu Service in the matter of their pay, allowances, leave, leave salary and other conditions of service provided in these rules.

The powers conferred to a head of the Department under the Fundamental Rule shall be exercised by the Member-Secretary of the Authority.

The Member-Secretary shall be the competent authority to sanction any kind of leave admissible under the provisions of Fundamental Rule and Tamilnadu Leave Rules 1933 to all the members of staff in Sports Development Authority of Tamilnadu Service.

Provided that the powers conferred with the Government under Fundamental Rule and Tamilnadu Leave Rules 1933, such powers will be exercised by the Authority.

Provided that the Member-Secretary may delegate the leave sanctioning powers to his subordinate officers at his discretion.

58. CONDUCT RULES OF THE EMPLOYEES OF THE SPORTS DEVELOPMENT AUTHORITY OF TAMILNADU

The Tamilnadu Government Servants Conduct Rules 1973 as amended from time to time shall apply mutatis mutandis to the employees of the Sports Development Authority of Tamilnadu, subject to the following modifications:

a) Orders and Directions to be obeyed

Every staff / officer shall conform to and abide by these rules and shall observe, comply with and obey all orders and directions both informal and in writing which may from time to time be given to him by the Authority under whose jurisdictions / supervision or control he may be placed.

b) Employees to promote the Interest of the Authority

Every staff / officer shall serve the Authority honestly and faithfully and shall use his utmost endeavour to promote the interest of the Authority.

c) Employees subject to the jurisdiction of the State Vigilance Commission / Directorate of Vigilance and Anti-corruption

The conduct and functioning of all employees of the Sports Development Authority of Tamilnadu shall be subject to the jurisdiction of the State Vigilance Commission and the Directorate of Vigilance and Anti-corruption constituted by the Government of Tamilnadu. The Member-Secretary, Sports Development Authority of Tamilnadu, shall be the authority to make requests for a preliminary enquiry and order a detailed enquiry by the Director of Vigilance and Anti-corruption in respect of all Classes except Classes-I and II.

In respect of Classes-I and II employees, no preliminary enquiry shall be made by the Director of Vigilance and Anti-Corruption without the specific sanction of the Government or the Authority, as the case may be.

d) Using his position

- i) No employee shall use his position either directly or indirectly to secure employment under the Authority or a contract for the supply of stores and services of any kind for relative of his.
- ii) No employee shall use his position either directly or indirectly to secure a position or membership or to get elected to any of the post of Office Bearers in any of the National Federation or State or District Sports and Games Association.

e) Misconduct

Without prejudice to the general meaning of the term 'Misconduct', the Member-Secretary is competent to treat any acts or omissions on the part of an employee as misconduct.

59. DISCIPLINES, CONTROL AND APPEAL RULES OF THE SPORTS DEVELOPMENT AUTHORITY OF TAMILNADU

The Tamilnadu Civil Services (Classification, Control and Appeal) Rules, 1973 as amended from time to time shall apply mutatis mutandis to the employees of the Sports Development Authority of Tamilnadu, subject to the following modifications :

- i) This rule shall apply to all employees of the Sports Development Authority of Tamilnadu except those who have been appointed under Contract or Agreement.
- ii) For contravention of any of the rules of the Authority or negligence, inefficiency, indolence, in subordination, or failure to show due diligence and attention in the discharge of his duties or failure to conform to the instructions written as well as oral of his superiors or any irregularities in the discharge of his duties or for the acts of misconduct mentioned in the Conduct Rules of the employees of the Sports Development Authority of Tamilnadu or the criminal offences involving moral turpitude and for good and sufficient reasons the penalties, (including suspension) can be imposed on every employee of the Authority.
- iii) The immediate superior officer shall have the power to impose any of the minor penalties referred in Rule 17(a) including the suspension referred to under rule 17(a) of Tamilnadu Civil Services (Classification, Control and Appeal) Rules, 1973.

Provided that in the case of suspension of any employee covered, the Member-Secretary shall be informed within 48 hours indicating the circumstances leading to the suspension of employee concerned.

iv) The appointing authorities concerned shall have the powers to impose any of the major penalties referred to in Rule 17(b) of Tamilnadu Civil Services (Classification Control and Appeal) Rules, 1973.

Provided the Member Secretary shall have the power to impose any of the penalties referred to in Rule 17(a) and 17(b) of Tamil Nadu Civil Services (Classification, Control and Appeal) Rules, 1973 in respect of posts for which the Executive Committee shall be the appointing authority.

v) Every employee shall have the right of appeal to the appellate authority specified below against any order passed imposing upon him any penalties;

Appointing Authority	Disciplinary Authority	Appellate Authority
Member Secretary	Member Secretary	Executive Committee
Executive Committee	Member Secretary	Executive Committee

60. APPEALS

The Executive Committee or the Authority as the case may be, shall be the appellate authority in all service matters in which the Member-Secretary or the Executive Committee respectively has been designated as the Appointing Authority.

61. AMENDMENT TO THE RULES AND POWER TO RELAX

These rules can be amended or relaxed by way of addition, alteration or deletion under the authority of a resolution of the Authority. In case of any difference in the interpretation of the rules, the decision of the Authority shall be final and binding. Any law enacted by the State Legislature to cover any or all the employees by these rules shall prevail over these rules.

62. POWER OF AUTHORITY

i) The Authority may delegate any of its powers under these rules to the Member-Secretary, Committee of officers or any officer in the Sports Development Authority of Tamilnadu.

ii) Notwithstanding anything contained in these rules, the Authority shall have power to deal with the cases of any person or class of persons serving the Authority or of any person who has or of any class of persons who have served aforesaid or any candidate for appointment to the service of the Authority as may appear to it to be just and equitable.

Provided that where any such rule is applicable to the case of any person or class of persons, his case shall not be dealt with in any manner less favourable to him or them than that provided by that rule.

- iii) The Authority shall have powers to revise or alter the seniority already in existence of a member of service, class, category or post in the erstwhile Directorate of Sports and Youth Services and the Tamilnadu State Sports Development Corporation, consequent on their merger into the Sports Development Authority of Tamilnadu based on the ruling given in Rules 25 of these rules.

63. REMOVAL OF DIFFICULTY

If any difficulty arises in giving effect to any of the provisions of these rules, the Authority may by an order in writing do what appears to it to be necessary for the purpose of removing the difficulty.

64. REVIEW

Notwithstanding anything contained in these rules, the Member-Secretary, Executive Committee or the Authority may at any time, either on its own motion or otherwise, review any order passed by an officer of the Authority or the Member-Secretary or the Executive Committee under these rules in any service matters and pass orders as it deems fit.

65. OFFICE PROCEDURE

The standard of financial propriety including Stores Management, Works, etc., as prescribed in Tamilnadu Financial Code and Office Procedure outlined in District Office Manual and other executive instructions issued by the Government from time to time in so far as they may be applicable, shall be followed in Sports Development Authority of Tamilnadu.

66. SAVINGS

Unless a contrary intention is expressly indicated, nothing contained in these rules governing the service conditions, qualifications, etc., shall adversely affect any person, who was a member of such service on the date of coming into force of these rules.

**SCHEDULE-I
STAFF STRENGTH**

(Posts available at SDAT at the time of its formation)

Sl. No.	Post	Directorate	Corporation	Total
1.	General Manager	0	1	1
2.	Deputy Director	1	0	1
3.	Assistant Director	6	0	6
4.	District Sports Officer / Manager	21	3	24
5.	Warden	4	0	4
6.	Accounts Officer	1	1	2
7.	Editor	1	0	1
8.	Assistant Engineer	0	1	1
9.	Junior Engineer	0	2	2
10.	Work Inspector	0	1	1
11.	University Coach	14	0	14
12.	Coach	8	138	146
13.	Sports Officer	0	1	1
14.	Yoga Instructor	0	1	1
15.	Care Taker	0	1	1
16.	Superintendent	3	3	6
17.	Commercial Accountant	0	2	2
18.	Assistant	11	25	36
19.	Junior Assistant / Junior Assistant-cum-Typist	1	28	29
20.	Junior Assistant-cum-Computer Operator	0	1	1
21.	Steno-Typist	3	2	5
22.	Typist	2	2	4
23.	Record Clerk / Roneo Operator	2	1	3
24.	Projectionist	1	0	1
25.	Skilled Assistant	1	0	1
26.	Driver	2	1	3
27.	Cook	4	0	4
28.	Table Attendant	4	0	4
29.	Office Assistant	7	3	10
30.	Office Assistant-cum-Driver	0	2	2
31.	Office Assistant-cum-Watchman	0	4	4
32.	Office Assistant-cum-Gardener	0	1	1
33.	Markers	0	75	75
34.	Watchman	1	9	10
35.	Watchman-cum-Scavanger	0	1	1
36.	Mazdoor	0	4	4
37.	Gardener	0	1	1
38.	Sweeper / Sweeper-cum-Scavanger	0	3	3
TOTAL		98	318	416
NATIONAL SERVICE SCHEME		0	0	0
39.	Liaison Officer	1	0	1
40.	Statistical Inspector	1	0	1
41.	Accountant	1	0	1
42.	Assistant	2	0	2
43.	Junior Assistant	2	0	2
44.	Steno-Typist	1	0	1
45.	Office Assistant	1	0	1
GRAND TOTAL		107	318	425

STAFF ON CONSOLIDATED PAY AND DAILY WAGES

Sl. No.		Head Office	District	Total
1.	Contingent Staff	0	2	21

Swimming Pool Staff

Sl. No.	Name of the post	Anna Swimming Pool	Shenoynagar Swimming Pool	Rajaji Swimming Pool, Dharmapuri	Kundavai Swimming Pool Thanjavur	Total
1.	Pump Operator	2	2	2	0	6
2.	Lifeguards	8	5	2	1	16
3.	Helper	2	0	0	0	2
4.	Sweeper	1	1	1	1	4
5.	Watchman	1	0	1	1	3
TOTAL		14	8	6	3	31

SCHEDULE-I-A
NEW CATEGORIES CREATED AFTER THE FORMATION OF SDAT

Sl. No.	Post created	No. of posts Sanctioned	Scale of pay Rs.
I.	Post created in G.O.Ms.No.23, EST, dated: 10-1-1994		
1.	Assistant Engineer (Elec.)	1	2000 – 3500
2.	Horticultural Officer	1	2000 – 3500
3.	Security Officer	1	1640 – 2660
4.	A.C. Plant Operator	1	1200 – 2040
5.	Electrician	2	950 – 1500
6.	Wiremen	2	950 – 1500
7.	Plumber	2	950 – 1500
8.	Conservancy Sargeant	1	800 – 1150
II.	Post created in Executive Committee Meeting held on 10-12-1994		
9.	Stadium Administrative Officer	1	1820 – 3200
10.	Inspection Officer	1	2200 – 4000
11.	Assistant Executive Engineer	1	2200 – 4000
12.	Draughtsman	1	1640 – 2900
13.	Senior Console Operator	1	1820 – 3200
14.	Console Operator	1	1600 – 2660
15.	Pump Operator	4	750 – 945
16.	Lifeguard	1	750 - 945
III.	Post created in G.O.Ms.No.3, EST, dated: 2-1-1997		
17.	H.T. Operator		1640 - 2900
IV	Post created in Executive Committee Meeting held on 31-3-1997		
18.	Deputy General Manager	1	3000 – 4500

SCHEDULE-II
CLASSES AND CATEGORIES OF OFFICERS AND STAFF MEMBERS

Class	Category No.	Post	Scale of pay	Service to which it belongs	Remarks
I	1	Member Secretary	--	General Service	On Deputation
II	1	General Manager	3700 – 5700	-do-	
	2	Deputy General Manager	3000 – 4500	-do-	
III	1	Senior Manager / Regional Senior Manager	2200 – 4000	-do-	Assistant Director is re-designation
	2.	Accounts Officer	2200 – 4000	-do-	
	3.	Administrative Officer	2200 – 4000	-do-	
	4.	Assistant Executive Engineer	2200 – 4000	-do-	
IV	1.	District Sports Officer / Warden, Sports Hostel / Manager / Stadia Officer	1820 – 3200	-do-	Combined category
	2.	Senior Coach	1820 – 3200	Technical Service	University Coach is re-designation
	3.	Senior Console Operator	1820 – 3200	-do-	
	4.	Assistant Engineer (Civil)	2000 – 3500	-do-	
	5.	Assistant Engineer (Elec.)	2000 – 3500	-do-	
	6.	Horticultural Officer	2000 – 3500	-do-	
V	1.	Superintendent	1600 – 2660	Ministerial Service	
	2.	Commercial Accountant	1600 – 2660	-do-	
	3.	Steno-Typist-Grade-I	1600 – 2660	-do-	
	4.	Steno-Typist-Grade-II	1400 – 2600	-do-	
	5.	Steno-Typist-Grade-III	1200 – 2040	-do-	
	6.	Assistant	1200 – 2040	-do-	
	7.	Coaches / Sports Officer	1600 – 2660	Technical Service	Both the posts are combined category
	8.	Yoga Instructor	1400 – 2600	-do-	
	9.	Junior Engineer	1640 – 2660	-do-	
	10.	Security Officer	1640 – 2660	General Service	
	11.	Draughtsman	1640 – 2900	Technical Service	
	12.	H.T. Operator	1640 – 2900	-do-	
	13.	Console Operator	1200 – 2040	-do-	
	14.	Work Inspector	1200 – 2040	-do-	
	15.	Projectionist	1200 – 2040	-do-	
	16.	AC Plant Operator	1200 – 2040	-do-	
VI	1.	Junior Assistant-cum-Typist	975 – 1660	Ministerial Service	Post of Junior Assistant is combined with this category
	2.	Typist	975 – 1660	-do-	
	3.	Junior Assistant-cum-Computer Operator	975 – 1660	-do-	
	4.	Care Taker	975 – 1660	-do-	

Class	Category No.	Post	Scale of pay	Service to which it belongs	Remarks
	5.	Driver	975 – 1660	Technical Service	
	6.	Electrician	950 – 1500	-do-	
	7.	Wiremen	950 – 1500	-do-	
	8.	Plumber	950 – 1500	-do-	
	9.	Conservancy Sargeant	800 – 1150	General Service	
	10.	Skilled Assistant	800 – 1150	Technical Service	
	11.	Record Clerk / Roneo Operator	775 – 1150	Ministerial Service	
VII	1.	Office Assistant	750 – 945	Last Grade Service	
	2.	Office Assistant-cum-Driver	750 – 945	-do-	
	3.	Marker	750 – 945	-do-	
	4.	Cook	750 – 945	-do-	
	5.	Table Attendant	750 – 945	-do-	
	6.	Lifeguard	750 – 945	-do-	
	7.	Pump Operator	750 – 945	-do-	
	8.	Watchman / Office Assistant-cum-Watchman / Watchman – cum-Scavanger	750 – 945	Last Grade Service	Combined category
	9.	Gardener / Office Assistant-cum-Gardener	750 – 945	-do-	-do-
	10.	Gardener / Office Assistant – cum-Gardener	750 – 945	-do-	
	11.	Sweeper / Sweeper-cum-Scavanger	750 – 945	-do-	Combined category

SCHEDULE – III

Class and Category	Name of the post And scale of pay	Method of appointment		Qualification and Experience	Age	Appointing Authority	
(1)	(2)	(3)		(4)	(5)	(6)	
CLASS-I Category-1	Member Secretary			On deputation as directed by Government			
CLASS-II Category-1	General Manager (Rs.12000-375-16500)	1	By promotion from the category of Deputy General Manager or from an equivalent post in SDAT	<u>Academic and Professional Qualifications:-</u>	Not applicable	Executive Committee	
				i)			Any Bachelor's Degree of not less than 3 years duration
				AND			
				ii)			A Diploma / Certificate in coaching with not less than 10 months duration issued by the National Institute of Sports, Sports Authority of India.
		iii)	Atleast a minimum of five years of experience in coaching activities and 10 years in administration.				
		2	On deputation	<u>Academic and Professional Qualifications:-</u>			Not applicable
i)	Any Bachelor's Degree of not less than 3 years duration						
AND							
ii)	A Diploma / Certificate in coaching with not less than 10 months duration issued by the National Institute of Sports, Sports Authority of India.						
iii)	Atleast a minimum of five years of experience in coaching activities and 10 years in administration.						
		<u>Experience</u> Must have been holding a post not less than that of a Joint Director of equivalent position in Govt. Department or a Govt. Undertaking or a University or Local Body for not less than 3 years.					
	Saving Clause	A Diploma / Certificate in coaching awarded by the National Institute of Sports need not be insisted upon in respect of the existing incumbents who are holding the posts of Senior Manager / District Sports Officers as on the date of issue of these rules.					

Class and Category	Name of the post And scale of pay	Method of appointment		Qualification and Experience		Age	Appointing Authority	
(1)	(2)	(3)		(4)		(5)	(6)	
CLASS-II Category-2	Dy. General Manager (Rs.10000-325-15200)	1.	By Promotion from the category of Senior Manager / Regional Senior Manager in Class-III	<u>Academic and Professional Qualifications:-</u>		Not applicable	Executive Committee	
				i)	Any Bachelor's Degree of not less than 3 years duration			
	ii)			A Diploma / Certificate in coaching with not less than 10 months duration issued by the National Institute of Sports, Sports Authority of India.				
		(Rules shall take effect from 31-3-1997- Refer Schedule-I-A)			iii)	Atleast a minimum of five years of experience in coaching activities and 10 years in administration.		
	2.		On deputation from any Department of Tamil Nadu or Undertaking of Govt. of Tamil Nadu	<u>Academic and Professional Qualifications:-</u>		Not applicable	Executive Committee	
		i)		Any Bachelor's Degree of not less than 3 years duration				
ii)		A Diploma / Certificate in coaching with not less than 10 months duration issued by the National Institute of Sports, Sports Authority of India.						
			iii)	Atleast a minimum of five years of experience in coaching activities and 10 years in administration.				
			Saving Clause	A Diploma / Certificate in coaching awarded by National Institute of Sports need not be insisted upon in respect of the existing incumbents who are holding the posts of Senior Manager / District Sports Officers as on the date of issue of these rules.				
CLASS-III Category-I	Senior Manager / Regional Senior Manager (Rs.8000-275-13500)	1	By direct recruitment	i)	Any Bachelor's Degree of not less than 3 years duration	Not applicable	Executive Committee	
				ii)	A Diploma / Certificate in coaching with not less than 10 months duration issued by the National Institute of Sports, Sports Authority of India.			
				iii)	Atleast a minimum of five years of experience in coaching activities and 10 years in administration; and			
				iv)	A pass in Account Test for Executive Officers conducted by the TNPSC (to be acquired within 2 years of appointment			

Class and Category	Name of the post And scale of pay	Method of appointment	Qualification and Experience	Age	Appointing Authority
(1)	(2)	(3)	(4)	(5)	(6)
			<p>Provided that for persons recruited by direct recruitment in respect of the post of Senior Manager / Regional Senior Manager, the possession of a Diploma / Certificate in coaching awarded by National Institute of Sports and experience in coaching activities and in sports administration need not be insisted upon if he / she is a participation in any of the following International Sports Meets.</p> <p>(i) Olympics, (ii) Asian Games, (iii) Commonwealth Games (iv) World Championship</p>		
		2	<p>By promotion from the feeder category of District Sports Officer / Warden, Sports Hostels / Manager / Stadia Officer in Class-IV</p> <p><u>Experience</u> A minimum of 6 years experience in the feeder category out of which 3 years in administration</p>	Not applicable	Executive Committee
		3.	<p>On Deputation</p> <p><u>Academic and Professional Qualifications:-</u></p> <p>i) Any Bachelor's Degree of not less than 3 years duration</p> <p>ii) A Diploma / Certificate in coaching with not less than 10 months duration issued by the National Institute of Sports, Sports Authority of India.</p> <p>iii) <u>Experience</u> A minimum of five years of experience in coaching activities and 10 years in administration; and</p> <p>iv) A pass in Account Test for Executive Officers conducted by the TNPSC</p>	Not applicable	Executive Committee

Class and Category	Name of the post And scale of pay	Method of appointment	Qualification and Experience		Age	Appointing Authority
(1)	(2)	(3)	(4)		(5)	(6)
		Saving Clause-I	A Diploma / Certificate in coaching awarded by the National Institute of Sports need not be insisted upon in respect of the existing incumbents who are holding the posts of Senior Manager / District Sports Officers as on the date of issue of these rules.			
CLASS-III Category-2	Accounts Officer (Rs.8000-275-13500)	On deputation from the post of Accounts Officer in the Tamil Nadu Treasuries and Accounts Service from the Finance Department in Secretariat	Must hold an equivalent post in the Tamil Nadu Treasuries and Accounts Service or in Finance Department in Secretary		Not applicable	Executive Committee
CLASS-III Category-3	Administrative Officer (Rs.8000-275-13500)	By Promotion from the category of Superintendents in Class-V based on seniority and merit	i)	Must have rendered five years of service as Superintendent in SDAT	Not applicable	Executive Committee
(Rules shall take effect from 10-12-1994-Refer Schedule-I-A)			ii)	Must have passed Account Test for Exe. Officers		
CLASS-III Category-4	Assistant Executive Engineer (Rs.8000-275-13500)	On deputation from Public Works Department	Must have been working as Assistant Executive Engineer (Civil or Elec., as required) in any of the branches of the PWD for a period of not less than 1 year		Not applicable	Executive Committee
(Rules shall take effect from 10-12-1994 – Refer Schedule-I-A)						

Class and Category	Name of the post And scale of pay	Method of appointment		Qualification and Experience	Age	Appointing Authority			
(1)	(2)	(3)		(4)	(5)	(6)			
CLASS-IV Category-1	District sports Officer / Warden, Sports Hostel / Manager / Stadia Officer	i)	By direct recruitment	<u>Academic & Professional Qualification:-</u>		35 years	Member Secretary		
				i)	Any Bachelor's Degree of not less than 3 years duration				
				ii)	A Diploma / Certificate in coaching with not less than 10 months duration issued by the National Institute of Sports, Sports Authority of India.				
				iii)	Must be an outstanding sportsman in any discipline participated in National level meets				
				iv)	Account Test for Executive Officers conducted by TNPSC (to be acquired during the period of probation)				
		2.	By promotion from the category of Coach / Sports Officer in Class-V			<u>Academic & Professional Qualification:-</u>		Not applicable	Member Secretary
						i)	Any Bachelor's Degree of not less than 3 years duration		
						ii)	A Diploma / Certificate in coaching with not less than 10 months duration issued by the National Institute of Sports, Sports Authority of India.		
						iii)	<u>Experience</u> Not less than 5 years in coaching activities in SDAT		
						iv)	Must have passed Account Test for Executive Officers conducted by TNPSC (to be acquired during the period of probation)		

Class and Category	Name of the post And scale of pay	Method of appointment		Qualification and Experience	Age	Appointing Authority
(1)	(2)	(3)		(4)	(5)	(6)
CLASS-IV Category-1	District sports Officer / Warden, Sports Hostel / Manager / Stadia Officer		Saving Clause-1	Existing incumbents as on the date of issue of these rules should pass the Account Test for Executive Officers within the period of their probation or within two years from the date of issue of these rules whichever is later.		
			Saving Clause-2	A Diploma / Certificate in coaching awarded by National Institute of Sports need not be insisted upon for existing incumbents who do not possess these qualifications.		
			NOTE	The posts of District Sports Officers, Managers, Wardens of Sports Hostels and Stadia Officers shall constitute a single category and shall be inter-transferable.		
CLASS-IV Category-2	Senior Coach (Rs.5900-200-9900)	By Promotion from the category of Coach in Class-V		Must have 10 years experience in coaching activities in SDAT	Not applicable	Member Secretary
CLASS-IV Category-3	Senior Console Operator (Rs.5900-200-9900)	1	By Promotion from Console Operator	Experience of not less than five years in the post of Console Operator	Not applicable	Member Secretary
(Rules shall take effect from 10-12-1994 – Refer Schedule-I-A)						
		2	On deputation from any other Govt. Department or Undertakings	Must have been working as Senior Console Operator in any other Govt. Department or Govt. Undertakings for a period of not less than one year	Not applicable	Member Secretary
		3.	By direct recruitment	i) Passed M.Sc. (Computer Science) or MCA of any University	35 years	Member Secretary
				ii) Must have experience in Computer Programming Software Development, etc. for more than 5 years in any reputed private company or Govt. Undertaking.		
CLASS-IV Category-4	Asst. Engineer (Civil) Rs.6500-200-11100	On deputation from Public Works Department		Must have been working as Assistant Engineer in any of the branches of PWD for a period of not less than one year.	Not applicable	Member Secretary.

Class and Category	Name of the post And scale of pay	Method of appointment	Qualification and Experience		Age	Appointing Authority	
(1)	(2)	(3)	(4)		(5)	(6)	
CLASS-IV Category-5	Asst. Engineer (Electrical) Rs.6500-200-11100	On deputation from Public Works Department	Must have been working as Assistant Engineer (Elec.) in any of the branches of PWD for a period of not less than one year.		Not applicable	Member Secretary.	
(Rules shall take effect from 10-1-1994 – Refer Schedule-I-A)							
CLASS-IV, Category-6	Horticultural Officer Rs.6500-200-11100	On deputation from the Department of Horticulture	Must have been working as Horticultural Officer in the Department of Horticulture for a period of not less than 1 year.		Not applicable	Member Secretary.	
(Rules shall take effect from 10-1-1994 – Refer Schedule-I-A)							
CLASS-V Category-1	Superintendent (Rs.5700-175-9200)	By Promotion	i)	According to the Seniority and merit from the list of approved probationers in the category of Assistants in SDAT	Not applicable	Member Secretary.	
CLASS-V Category-2	Commercial Accountant (Rs.5700-175-9200)	1)	By direct recruitment	i)	A degree in Commerce from any University; and	30 years	Member Secretary
				ii)	Must have worked in a Govt. Department / Public Sector Undertakings / a large reputed private company as Accountant for not less than 3 years		
		2)	By promotion from the category of Assistants in SDAT	i)	A degree in Commerce from any University or a pass in Accountancy (higher) conducted by the Department of Technical Education; and	Not appli- cable	Member Secretary.
				ii)	Must have worked as Assistant in the SDAT for not less than 5 years.		
Saving Clause		A Degree in Commerce will not be insisted upon in the case of existing incumbents, who do not possess the Degree in Commerce. They will have to however, pass the Accountancy (Higher) examination conducted by the Department of Technical Education within a period of two years from the date of orders for the implementation of these rules are issued.					

Class and Category	Name of the post And scale of pay	Method of appointment		Qualification and Experience		Age	Appointing Authority
(1)	(2)	(3)		(4)		(5)	(6)
CLASS-V Category-3	Steno-Typist Grade-I (Rs.5300-150-8300)	1)	By promotion from the category of Steno-Typist Grade-II	i)	Must have passed the SSLC examination	Not appli- cable	Member Secretary
				ii)	Must have passed Typewriting English & Tamil Higher Grade and Shorthand English & Tamil Higher		
				iii)	Must have a minimum of 5 years of experience as Steno-Typist in SDAT.		
		2)	On deputation from other Department of the Govt. / Public Undertakings	i)	Must have passed the SSLC examination	Not appli- cable	Member Secretary
				ii)	Must have passed Typewriting English & Tamil Higher Grade and Shorthand English & Tamil Higher		
				iii)	Must have a minimum of five years experience as Steno-Typist.		
CLASS-V Category-4	Steno-Typist Grade-II (Rs.5000-150-8000)	1)	By direct recruitment	i)	A pass in SSLC examination; and	30 Years	Member Secretary
				ii)	A pass Typewriting English & Tamil Higher Grade and Shorthand English & Tamil Higher Grade		
		2)	By promotion from the category of Steno-Typist Grade-III	i)	Must have passed the SSLC examination; and	Not appli- cable	Member Secretary
				ii)	A pass Typewriting English & Tamil Higher Grade and Shorthand English & Tamil Higher Grade or Shorthand Tamil Higher Grade, Shorthand English Lower Grade or vice versa		
				iii)	Must have a minimum of five years experience as Steno-Typist Grade-III in SDAT.		
		CLASS-V Category-5	Steno-Typist Grade-III (Rs.4000-100-6000)	1)	By direct recruitment	i)	A pass in SSLC examination; and
ii)	A pass Typewriting English & Tamil Higher Grade and Shorthand English & Tamil Higher Grade or Shorthand Tamil Higher Grade, Shorthand English Lower Grade or vice versa						
2)	By promotion from Typist in Class-VI			i)	A pass in SSLC examination; and	Not appli- cable	Member Secretary
				ii)	A pass Typewriting English & Tamil Higher Grade and Shorthand English & Tamil Higher Grade or Shorthand Tamil Higher Grade, Shorthand English Lower Grade or vice versa		

Class and Category	Name of the post And scale of pay	Method of appointment		Qualification and Experience		Age	Appointing Authority	
(1)	(2)	(3)		(4)		(5)	(6)	
CLASS-V Category-6	Assistant (Rs.4000-100-6000)	1)	By promotion from the post of Junior Assistant / Junior Assistant-cum-Typist	i)	Must have passed the SSLC examination	Not applicable	Member Secretary	
				ii)	Must have a minimum of 5 years experience as Junior Assistant / Junior Assistant-cum-Typist			
iii)	Must have passed Account Test for Subordinate Officer Part-I and District Office Manual Test conducted by TNPSC							
		2)	By transfer from the post of Steno-Typist-Grade-III	On completion of five years service, the Steno-Typist Grade-III may opt for transfer as Assistant, provided the individual must have passed Account Test for Subordinate Officer Part-I and District Office Manual Test conducted by TNPSC The appointing authority at his discretion may consider and include his name for appointment as Assistant in the next panel.		Not applicable	Member Secretary	
CLASS-V Category-7	Coach / Sports Officer (Rs.5300-150-8300)	By direct recruitment		<u>Education & Professional Qualification</u>		30 years	Member Secretary	
				i)	Any Bachelor's Degree of not less than 3 years duration from any University; and			
				ii)	A Diploma / Certificate in coaching of not less than 10 months duration issued by National Institute of Sports, Sports Authority of India.			
				iii)	Must have represented the Tamil Nadu State in National School Games Federation competitions or National Championships / Competitions at Junior level or Senior level organized by the respective National Federations or National Games or represented ay University in Tamil Nadu in the Inter-University National level competitions			
		Saving Clause		A University Degree and Diploma / Certificate in Coaching issued by National Institute of Sports need not be insisted upon for the existing incumbents who do not possess these qualification.				

Class and Category	Name of the post And scale of pay	Method of appointment	Qualification and Experience		Age	Appointing Authority
(1)	(2)	(3)	(4)		(5)	(6)
CLASS-V Category-8	Yoga Instructor (Rs.5000-150-8000)	By direct recruitment	i)	A pass in SSLC examination; and	30 years	Member Secretary
			ii)	Must have undergone training in Yoga of not less than 6 months duration in a reputed Institution imparting training in Yoga		
		NOTE	No new recruitment shall be made to this post. The post will continue till the existing incumbents relinquish the post or retire.			
CLASS-V Category-9	Junior Engineer (Rs.5500-175-9000)	On deputation from Public Works Department	Must have been working as Junior Engineer (Civil or Elec. As required) in any of the branches of PWD for a period of not less than one year		Not applicable	Member Secretary
CLASS-V Category-10	Security Officer (Rs.5500-175-9000)	By Direct Recruitment	Must be an Ex-Servicemen in the Defence Services not below rank of Captain		45 years	Member Secretary
(Rules shall take effect from 10-1-1994 – Refer Schedule-I-A)						
CLASS-V Category-11	Draughtsman (Rs.5500-175-9000)	On deputation from Public Works Department	Must have been working as Draughtsman in any branches of PWD for a period of not less than one year		Not applicable	Member Secretary
(Rules shall take effect from 10-1-1994 – Refer Schedule-I-A)						
CLASS-V Category-12	H.T. Operator (Rs.5000-150-8000)	1) By direct recruitment	i)	A pass in SSLC examination	30 years	Member Secretary
			ii)	Must possess a Diploma in Electrical Engineer / Electrical & Electronic Engineering awarded by the Technical Education Department		
			iii)	Must possess “SCC” certificate issued by Electrical Licensing Board, Chennai.		
			iv)	Must have a minimum of 5 years experience in operation and maintenance of High Tension Installation and Large lighting equipments		

Class and Category	Name of the post And scale of pay	Method of appointment		Qualification and Experience		Age	Appointing Authority
(1)	(2)	(3)		(4)		(5)	(6)
CLASS-V Category-12	H.T. Operator (Rs.5000-150-8000)	2)	By promotion from the category of AC Plant Operator or Electrician or Wiremen in SDAT	i)	A pass in SSLC examination	Not applicable	Member Secretary
				ii)	Must possess a Diploma in Electrical Engineer / Electrical & Electronic Engineering awarded by the Technical Education Department		
iii)	Must possess "SCC" certificate issued by Electrical Licensing Board, Chennai.						
iv)	Must have a minimum of 5 years experience in operation and maintenance of High Tension Installation and Large lighting equipments						
(Rules shall take effect from 10-1-1994 – Refer Schedule-I-A)		3.	On deputation from PWD or any other Govt. Department or Undertakings	Must have been working as H.T. Operator in any of the branches of PWD or Govt. Department or Govt. Undertakings for a period of not less than one year		Not applicable	Member Secretary
CLASS-V Category-13	Console Operator (Rs.5300-150-8300)	1)	On deputation from any Govt. Department or Undertakings	i)	Passed B.Sc. (Computer Science) or equivalent qualification	Not applicable	Member Secretary
				ii)	Experience of not less than 3 years in the computer operations and Software Development		
(Rules shall take effect from 10-12-1994 – Refer Schedule-I-A)		2)	By direct recruitment	i)	Passed B.Sc. (Computer Science) or equivalent qualification	30 years	Member Secretary
				ii)	Experience of not less than 5 years in the computer operations and Software Development in a reputed private company or Govt. Undertakings		
CLASS-V Category-14	Work Inspector (Rs.4000-100-6000)	1)	By direct recruitment	i)	Must have passed the SSLC examination with bifurcated Engineering course; and	30 years	Member Secretary
				ii)	Must have practical experience in building or design work for a period of not less than 3 years		
		2)	On deputation from PWD	Must have been working as Work Inspector if any of the branches of PWD for a period of not less than one year.			

Class and Category	Name of the post And scale of pay	Method of appointment		Qualification and Experience		Age	Appointing Authority
(1)	(2)	(3)		(4)		(5)	(6)
CLASS-V Category-14	Work Inspector (Rs.4000-100-600)	Saving Clause		The above rules shall not apply to the existing incumbents			
		NOTE		No new recruitment shall be made to this post. The post will continue till the existing incumbent relinquish the post or retire.			
CLASS-V Category-15	Projectionist (Rs.4000-100-6000)	1)	By direct recruitment	i)	A pass in SSLC examination	30 years	Member Secretary
				ii)	A competency certificate in Cinema operation course issued by the Govt. of Tamil Nadu; and		
				iii)	Practical experience for a period of not less than 5 years in a cinema theatre as an independent cinema operator.		
		2)	By promotion from the category of Skilled Assistant	i)	A pass in SSLC examination	Not applicable	Member Secretary
				ii)	A competency certificate in Cinema operation course issued by the Govt. of Tamil Nadu; and		
				iii)	Practical experience for a period of not less than 5 years in a cinema theatre as an independent cinema operator.		
		3)	By deputation from any other Department / Govt. Undertakings	i)	A pass in SSLC examination	Not applicable	Member Secretary
				ii)	A competency certificate in Cinema operation course issued by the Govt. of Tamil Nadu; and		
				iii)	Practical experience for a period of not less than 5 years in a cinema theatre as an independent cinema operator.		
CLASS-V Category-15	A.C. Plant Operator (Rs.4000-100-6000)	1)	By Direct recruitment	i)	A pass in SSLC examination	30 years	Member Secretary
				ii)	Must possess a National Trade Certificate in Refrigeration and air conditioning issued by NCVT, New Delhi		
				iii)	Must be a holder of "C" certificate by issued by Electrical Licensing Board		
				iv)	Must have a minimum of 5 years of experience in maintaining AC Plant, having a capacity of not less than 500 tons in a reputed private company or Govt. Undertaking		

Class and Category	Name of the post And scale of pay	Method of appointment		Qualification and Experience		Age	Appointing Authority
(1)	(2)	(3)		(4)		(5)	(6)
(Rules shall take effect from 10-1-1994 – Refer Schedule-I-A)		2	On deputation from PWD or any other Govt. Department or Undertakings	Must have been working as AC Plant Operator in any of the branches of PWD or Govt. Department or Undertakings for a period of not less than one year.		Not applicable	Member Secretary
CLASS-VI Category-1	Junior Assistant-cum-Typist (Rs.3200-85-4900)	1)	By direct recruitment	i)	Must have passed the SSLC examination; and	30 years	Member Secretary
				ii)	Must have passed Typewriting English Higher Grade and Typewriting Tamil Lower Grade or vice versa		
		2)	By promotion from the category of Record Clerk / Roneo Operator in Class-VI	i)	Must have passed the SSLC examination; and	Not applicable	Member Secretary
				ii)	Must have passed Typewriting English Higher Grade and Typewriting Tamil Lower Grade or vice versa		
				iii)	Must have experience of five years in the category of Record Clerk / Roneo Operator and any other posts in basic service.		
		3.	By promotion from the category of Office Assistant, Markers or any other posts in Basic Service	i)	Must have passed the SSLC examination; and		
				ii)	Must have passed Typewriting English Higher Grade and Typewriting Tamil Lower Grade or vice versa		
iii)	Must have experience of five years in the category of Record Clerk / Roneo Operator and any other posts in basic service.						
	NOTE	The promotion to the post of Junior Assistant-cum-Typist shall be restricted to 40% of the estimated vacancy in each year.					
CLASS-VI Category-2	Typist (Rs.3200-85-4900 + Spl. Pay)	By direct recruitment	i)	Must have passed the SSLC examination; and	30 years	Member Secretary	
			ii)	Must have passed Typewriting English Higher Grade and Typewriting Tamil Lower Grade or vice versa			
			iii)	Previous experience as Typist in Govt. office or Commercial / Public Sector Undertakings			
			NOTE	No new recruitment shall be made to the post of Typist. The post will continue till the existing incumbents relinquish the posts or retire			

Class and Category	Name of the post And scale of pay	Method of appointment		Qualification and Experience		Age	Appointing Authority	
(1)	(2)	(3)		(4)		(5)	(6)	
CLASS-VI Category-3	Junior Assistant-cum-Computer Operator (Rs.3200-85-4900)	By direct recruitment		i)	Must have passed the SSLC examination; and	30 years	Member Secretary	
				ii)	Must possess a Diploma in Computer Application			
				iii)	Must have three years experience as Computer Operator in a reputed private company or Govt. Undertaking			
		Saving Clause		The existing incumbent of the post as on the date for formation of SDAT need not possess the above qualification				
NOTE		No new recruitment shall be made to the post of Junior Assistant-cum-Computer Operator. The post will continue till the existing incumbents relinquishes the post or retires						
CLASS-VI Category-4	Care Taker (Rs.3200-85-4900)	By direct recruitment		i)	A pass in SSLC examination; and	30 years	Member Secretary	
				ii)	Typewriting Lower Grade (in English and Tamil) passed			
				iii)	Knowledge of maintaining accounts			
		NOTE		1)	The incumbent selected for the post should remit a Security Deposit of Rs.1000/- as he will be incharge of several valuable sports goods			
				2)	No new recruitment shall be made to this post . The post will continue relinquishes the post or retires.			
CLASS-VI Category-5	Driver (Rs.3200-85-4900)	1)	By direct recruitment		i)	Must have passed VIII Std. from a recognized school	30 years	Member Secretary
					ii)	Must possess working knowledge of Tamil; and		
					iii)	Must possess a current licence issued by a competent authority of the Govt. of Tamil Nadu to drive a motor vehicle both light and heavy		
					iv)	Must have experience of three years in driving heavy or light vehicles.		

Class and Category	Name of the post And scale of pay	Method of appointment		Qualification and Experience		Age	Appointing Authority
(1)	(2)	(3)		(4)		(5)	(6)
CLASS-VI Category-5	Driver (Rs.3200-85-4900)	2)	By recruitment by transfer from Office Assistant-cum-Driver in Class-VII	i)	Must have passed VIII Std. from a recognized school	Not applicable	Member Secretary
				ii)	Must possess working knowledge of Tamil. and		
				iii)	Must possess a current licence issued by a competent authority of the Govt. of Tamil Nadu to drive a motor vehicle both light and heavy; and		
				iv)	Must have worked as Office Assistant-cum-Driver in the SDAT for not less than 3 years		
		3)	On deputation from any other Govt. Department / Undertaking	i)	Must have passed VIII Std. from a recognized school	Not applicable	Member Secretary
				ii)	Must possess working knowledge of Tamil. and		
				iii)	Must possess a current licence issued by a competent authority of the Govt. of Tamil Nadu to drive a motor vehicle both light and heavy; and		
				iv)	Must have experience of driving a light or heavy motor vehicle in a Govt. Department / Undertaking for not less than 3 years		
CLASS-VI Category-6	Electrician (Rs.3050-75-3950-80-4590)	1)	By direct recruitment	i)	A pass in SSLC examination	30 years	Member Secretary
				ii)	Must possess a National Trade Certificate in Electrician issued by NCVT, New Delhi		
				iii)	Must possess "B" certificate issued by the Electrical Licensing Board, Chennai		
				iv)	Must have a minimum experience of five years of electrician in any reputed company or Govt. Undertaking		
(Rules shall take effect from 10-1-1994 – Refer Schedule-I-A)		2)	On deputation from PWD or any other Govt. Department or Govt. Undertaking	Must have been working as Electrician in any of the branches of PWD or Govt. Department or Govt. Undertakings for a period of not less than one year.		Not applicable	Member Secretary

Class and Category	Name of the post And scale of pay	Method of appointment		Qualification and Experience		Age	Appointing Authority
(1)	(2)	(3)		(4)		(5)	(6)
CLASS-VI Category-7	Wiremen (Rs.3050-75-3950-80-4590)	1.	By direct recruitment	i)	A pass in SSLC examination	30 years	Member Secretary
(Rules shall take effect from 10-1-1994 – Refer Schedule-I-A)				ii)	Must possess a National Trade Certificate in Wiremen issued by NCVT, New Delhi		
				iii)	Must possess "H" certificate issued by the Electrical Licensing Board, Chennai.		
				iv)	Must have a minimum experience of five years as Wiremen in any reputed company or Govt. Undertaking.		
		2.	On Deputation	Must have been working as Wiremen in any of the branches of PWD or Govt. Department or Govt. Undertakings for a period of not less than one year		Not applicable	Member Secretary.
CLASS-VI Category-8	Plumber (Rs.3050-75-3950-80-4590)	1.	By direct recruitment	i)	A pass in SSLC examination	30 years	Member Secretary
(Rules shall take effect from 10-1-1994 – Refer Schedule-I-A)				ii)	Must possess a National Trade Certificate in Plumber issued by NCVT, New Delhi		
				iii)	Must have a minimum experience of five years as Plumber in any reputed company or Govt. Undertaking.		
				2.	On deputation from PWD or any other Govt. Department or Undertakings		
CLASS-VI Category-9	Conservancy Sargeant (Rs.2650-65-3300-70-4000)	By direct recruitment		i)	Must pass in SSLC examination	45 Years	Member Secretary
(Rules shall take effect from 10-1-1994 – Refer Schedule-I-A)				ii)	Must be an Ex-Serviceman in the rank of NCO / Junior Commissioned Officer		

Class and Category	Name of the post And scale of pay	Method of appointment		Qualification and Experience		Age	Appointing Authority
(1)	(2)	(3)		(4)		(5)	(6)
CLASS-VI Category-10	Skilled Assistant (Rs.2650-65-3300-70-4000)	1)	By direct recruitment	i)	A pass in VIII Std. from any recognized school; and	30 years	Member Secretary.
				ii)	Practical experience for a period of not less than 3 years in assisting a Cameraman or Projectionist		
		2)	By deputation from any other Govt. / Undertaking	i)	A pass in VIII Std. from any recognized school; and	Not applicable	Member Secretary.
				ii)	Practical experience for a period of not less than 3 years in assisting a Cameraman or Projectionist		
		3)	By transfer from any other service / post in SDAT	i)	A pass in VIII Std. from any recognized school; and	Not applicable	Member Secretary.
ii)	Practical experience for a period of not less than 3 years in assisting a Cameraman or Projectionist						
NOTE		No new recruitment shall be made to this post. The post will continue till the existing incumbent relinquishes the post or retires.					
CLASS-VI Category-11	Record Clerk / Roneo Operator (Rs.2610-60-3150-65-3549)	By promotion from the category of Office Assistant, Marker or any other posts in Basic Service		i)	Must have passed VIII Std. of a recognized school	Not applicable	Member Secretary.
				ii)	Must possess working knowledge in Tamil; and		
				iii)	Must have knowledge in office procedure		
CLASS-VII Category-1	Office Assistant (Rs.2550-55-2660-60-3200)	By direct recruitment		i)	Must have passed VIII Std. of a recognized school	Not applicable	Member Secretary.
				ii)	Must possess working knowledge in Tamil; and		
				iii)	Must know cycling		
CLASS-VII Category-2	Office Assistant-cum-Driver (Rs.2550-55-2660-60-3200)	1)	By direct recruitment	i)	Must have passed VIII Std. of a recognized school	30 years	Member Secretary.
				ii)	Must possess working knowledge in Tamil; and		
				iii)	Must know cycling		
				iv)	Must possess a current licence issued by a competent authority or the Govt. of Tamil Nadu to drive a motor vehicle both light and heavy; and		
				v)	Must have experience of not less than three years in driving light or heavy motor vehicles		

Class and Category	Name of the post And scale of pay	Method of appointment		Qualification and Experience		Age	Appointing Authority
(1)	(2)	(3)		(4)		(5)	(6)
CLASS-VII Category-2	Office Assistant-cum-Driver (Rs.2550-55-2660-60-3200)	2)	By recruitment by transfer from the post of Office Assistant, Marker or any other post in Basic Service	i)	Must have passed VIII Std. of a recognized school	Not applicable	Member Secretary.
				ii)	Must possess working knowledge in Tamil; and		
				iii)	Must know cycling		
				iv)	Must possess a current licence issued by a competent authority or the Govt. of Tamil Nadu to drive a motor vehicle both light and heavy.		
		3)	On deputation from any other Govt. Departments / Undertaking	i)	Must have passed VIII Std. of a recognized school	Not applicable	Member Secretary.
				ii)	Must possess working knowledge in Tamil; and		
				iii)	Must know cycling		
				iv)	Must possess a current licence issued by a competent authority or the Govt. of Tamil Nadu to drive a motor vehicle both light and heavy.		
CLASS-VI Category-3	Marker (Rs.2550-55-2660-60-3200)	By direct recruitment		i)	Must have passed VIII Std. of a recognized school	30 Years	Member Secretary
				ii)	Must possess working knowledge in Tamil; and		
				iii)	Must know cycling; and		
				iv)	Must have knowledge of marking the grounds		
CLASS-VI Category-4	Cook (Rs.2550-55-2660-60-3200)	1)	By direct recruitment	i)	Must be able to read and write in Tamil; and	30 Years	Member Secretary
				ii)	Must have worked as Cook or Assistant Cook in a reputed hotel or a cooking hostel for not less than 3 years		
		2)	By transfer from the post Table Attendant	i)	Must be able to read and write in Tamil; and	Not applicable	Member Secretary.
				ii)	Must have worked as Cook or Assistant Cook in a reputed hotel or a cooking hostel for not less than 3 years		
CLASS-VII Category-5	Table Attendant (Rs.2550-55-2660-60-3200)	By direct recruitment		i)	Must be able to read and write in Tamil; and	30 Years	Member Secretary
				ii)	Must have knowledge of cooking		

Class and Category	Name of the post And scale of pay	Method of appointment	Qualification and Experience		Age	Appointing Authority
(1)	(2)	(3)	(4)		(5)	(6)
CLASS-VII Category-6	Lifeguard (Rs.2550-55-2660-60-3200)	By direct recruitment	i)	Must have passed VIII Std. of a recognized school	30 Years	Member Secretary
			ii)	Must be able to read and write in Tamil.		
			iii)	Must know cycling		
			iv)	Must know Swimming		
			v)	Must have knowledge of life saving tactics		
			vi)	Must have worked as Lifeguard in any reputed company or agency like Coast Guard, Navy, Armed Forces, Fire Service, etc.		
(Rules shall take effect from 10-12-1994 – Refer Schedule-I-A)						
CLASS-VII Category-7	Pump Operator (Rs.2550-55-2660-60-3200)	By direct recruitment	i)	Must have passed VIII Std. of a recognized school	30 Years	Member Secretary
			ii)	Must have a minimum experience of 5 years in plumbing work in reputed company		
			iii)	Must know cycling and swimming		
(Rules shall take effect from 10-12-1994 – Refer Schedule-I-A)						
CLASS-VII Category-8	Watchman	By direct recruitment	i)	Must have passed V Std. of a recognized school	30 Years	Member Secretary
			ii)	Must possess working knowledge of Tamil; and		
			iii)	Must have good physique.		
CLASS-VII Category-9	Gardener	By direct recruitment	i)	Must have passed V Std. of a recognized school	30 Years	Member Secretary
			ii)	Must possess working knowledge of Tamil; and		
			iii)	Must have experience in Gardening work		
CLASS-VII Category-9	Marker	By direct recruitment	i)	Must have passed V Std. of a recognized school	30 Years	Member Secretary
			ii)	Must possess working knowledge of Tamil		
			iii)	Must have good physique.		
CLASS-VII Category-10	Sweeper / Sweeper-cum-Scavenger	By direct recruitment	Must be able to read and write in Tamil		30 Years	Member Secretary
		Common Saving Clause	Nothing contained in these rules prescribed qualifications to the various posts under Class-VII shall adversely affect the existing incumbents of the various posts.			