



**SPECIAL RULES FOR**  
**TAMIL NADU HANDLOOMS AND TEXTILES SERVICE**  
**AND**  
**TAMILNADU HANDLOOMS AND TEXTILES**  
**SUBORDINATE SERVICE**

## INDUSTRIES DEPARTMENT

### SPECIAL RULES FOR TAMILNADU HANDLOOMS AND TEXTILES SERVICE

(G.O. MS. NO.,1140, INDUSTRIES, DATED 9TH AUGUST 1979)

NO.SRO B.146/79: In exercise of the powers conferred by the proviso to Article 309 of the constitution of India, the Governor of Tamilnadu hereby makes the following special rules for the Tamilnadu Handlooms and Textiles Service (which will form Section 34 in volume II of the Madras Services Manual, 1969).

The rules hereby made shall be deemed to have come into force on the 30th April 1971

#### RULES

1. CONSTITUTION: The Service shall consist of the following categories of officers, namely:

Category 1: Joint Directors of Handlooms and Textiles.

Category 2: Deputy Directors of Handlooms and Textiles

Category 3: Assistant Directors of Handlooms and Textiles

2. Appointment: (a) Appointment to the posts specified in column (1) of the Table below shall be made by the methods specified in the corresponding entries in column (2) thereof:

#### THE TABLE

POSTS	METHOD OF APPOINTMENT
<b>Category 1 Joint Director of Handlooms and Textiles</b>	(I) Promotion from among the holders of the post of Deputy Director of Handlooms and Textiles, or (ii) Recruitment by transfer from among the holders of the post of Joint Registrar of Cooperative Societies in the Tamilnadu Cooperative Service or from among the holders of the post of Joint Director of Industries and Commerce in the "Tamilnadu Industries Service" or from the holders of the post of Deputy Director (Cost Accounting) in the Tamilnadu General Service.

<b>Category 2: Deputy Director of Handlooms and Textiles</b>	Promotion from among the holders of the post of Assistant Directors of Handlooms and Textiles.
<b>Category 3: Assistant Director of Handlooms and Textiles</b>	(I) Recruitment by transfer from among the holders of the post of Textile Control Officers and Senior Technical Assistants in the Tamilnadu Handlooms and Textiles Subordinate Service; or (ii) By Direct recruitment provided that the ratio between the posts of Textile Control Officers and Senior Technical Assistants by recruitment by transfer shall be 8 : 1 (G.O.Ms.No.193, Ind. Dated 16.2.1982).

(b) Promotion to the posts of Joint Director of Handlooms and Textiles and Deputy Director of Handlooms and Textiles shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

(c) The proportion of substantive and temporary vacancies in category 3 to be filled by direct recruitment and recruitment by transfer shall be in the ratio of 1:2 in the following cyclical order namely:

1. Direct recruitment
2. Recruitment by transfer
3. Recruitment by transfer  
(G.O.Ms.No.376, Ind. Dept. dt.19.3.1982)

(d) The crucial date on which the candidate shall possess the qualification prescribed for the post by promotion and by recruitment by transfer for the purpose of preparation of the annual list of approved candidates for appointment to the said post shall be first March of every year. (G.O.Ms.No.94, Handlooms, Handicrafts, Textiles and Khadi (E2) Department dated 30.8.85).

**3. QUALIFICATIONS:** (a) No person shall be eligible for appointment to the posts and by the method specified in columns (1) and (2) of the Table below, unless he possesses the qualifications specified in the corresponding entries in column (3) thereof;

**THE TABLE**

<b>POSTS</b> (1)	<b>METHOD OF APPOINTMENT</b> (2)	<b>QUALIFICATION</b> (3)
<b>CATEGORY 1</b> <b>Joint Directors of Handlooms and Textiles</b>	<p>i) Promotion from among the holders of the post of Deputy Director of Handlooms and Textiles</p> <p>ii) Recruitment by transfer from among the holders of the post of Joint Registrar of Cooperative Societies in the Tamilnadu Co-operative Service or from among the holders of the post of Joint Director of Industries and Commerce in the Tamilnadu Industries Service.</p> <p>iii) Recruitment by transfer from among the holders of the post of Deputy Director (Cost Accounting) in the Tamilnadu General Service.</p>	<p>Must have completed two years of Service as Deputy Director of Handlooms and Textiles</p> <p>Experience in work connected with Handlooms or Textiles Industry for a period of not less than one year in the Department of Handlooms and Textiles.</p> <p>Must have completed 5 (five) years of service as Deputy Director (Cost Accounting) in the Department of Handlooms and Textiles.</p>

<b>POSTS</b> (1)	<b>METHOD OF APPOINTMENT</b> (2)	<b>QUALIFICATION</b> (3)
<b>CATEGORY 2:</b> <b>Deputy Director of Handlooms and Textiles</b>	Promotion from among the holders of the posts of Assistant Director of Handlooms and Textiles	1) Must have completed 2 years of Service as Assistant Director of Handlooms and Textiles.
<b>CATEGORY 3:</b> <b>Assistant Director of Handlooms and Textiles</b>	<p>i) Recruitment by transfer from among the holders of the posts of</p> <p>a) Textile Control Officer</p>	Must have completed 2 years of service as Textile Control Officer.

	b) Senior Technical Assistant in the Tamilnadu Handlooms and Textiles Subordinate Service.	Must have completed 3 years of service as Senior Technical Assistant (G.O.Ms.No.193, Ind. Department dated 16.2.1982).
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POSTS (1)	METHOD OF APPOINTMENT (2)	QUALIFICATION (3)
	II) Direct recruitment	I) A degree in Textile Technology; or  ii) A degree in M.Com. or M.A. with Economics as the main subject or M.Sc., with Mathematics as the main subject. Provided that other things being equal, preference shall be given to the holders of Textile Technology degree.

**4. RESERVATION OF APPOINTMENTS:** The rule relating to reservation of appointments (General Rule 22) shall apply to the appointment by direct recruitment to the post of Assistant Director of Handlooms and Textiles.

**5. AGE:** No person shall be eligible for appointment to the post of Assistant Director of Handlooms and Textiles by direct recruitment if he has completed or will complete 30 years of age on the first of July of the year in which the selection for appointment is made. (G.O.Ms.No.259, Handlooms, Handicrafts, Textiles and Khadi (E2) Department dated 16.10.1991)

**6. PROBATION:** Every person appointed to the post of Assistant Director of Handlooms and Textiles by direct recruitment shall, from the date on which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years and in the case of recruitment by transfer, the period of probation shall be one year on duty within a continuous period of two years.

**EXPLANATION:** A probationer in the category of Assistant Director of Handlooms and Textiles shall be entitled to count towards his probation the period of service rendered by him in any institution under foreign service terms under the administrative control of the Department of Handlooms and Textiles, if, but for such service, he would have continued to officiate as Assistant Director of Handlooms and Textiles.

**7. TRAINING:** (a) Every person appointed to the post of Assistant Director of Handlooms and Textiles by direct recruitment shall

(i) undergo a course of theoretical training in Cooperation, Auditing, Banking and Book-Keeping for a period of not less than nine months and course of practical training for a period of not less than three months at Cooperative Training College, Madras, or at the Indian Institute of Handloom Technology, Salem or any other Centre approved by the Government for the purpose;

(ii) be in-charge of a Handloom Officer's Office for a period of not less than six months.

(b) Every probationary Assistant Director of Handlooms and Textiles shall while undergoing the training and while he is in incharge of Handloom Officer's office be entitled to the minimum pay in the time scale of pay applicable to the post. The period of such training and the period for which he is incharge of Handloom Officer's office shall count for increment and probation.(G.O.Ms.No.108, Industries Department, dated 30.1.1984)

**8. TESTS AND EXAMINATIONS:** Every person appointed to the post of Assistant Director of Handlooms and Textiles by direct recruitment, shall, within a period of his probation pass the following tests and examinations if he has not already passed the same in any other capacity, namely:

(i) Account Test for Subordinate Officers Part-I or Account Test for Executive Officers and

(ii) Examination in Cooperation, Auditing, Banking, Book-keeping conducted by the Tamil Nadu Public Service Commission.

**9. SPECIAL PROVISIONS FOR TESTS:** For the purpose of these rules, a person who has passed the examinations specified in column (1) of the table below shall be deemed to have passed the examination conducted by the Tamilnadu Public Service Commission the subjects specified in the corresponding entries in column (2) thereof:

**THE TABLE**

<b>EXAMINATION</b>	<b>CORRESPONDING EXAMINATION OF THE TAMIL NADU PUBLIC SERVICE COMMISSION</b>
(1)	(2)
1. Government Technical Examination:  Book Keeping (Lower Grade)  Banking (Lower Grade)  Accountancy (Lower Grade)	Book Keeping  Banking  Book Keeping
2. B.Com. or B.Com. (Hons.) or M.Com. Degree	Book keeping
3. B.Com. (Hons.) of the Madras or Annamalai University with Cooperation as one of the subjects	Cooperation, Auditing, Banking and Book Keeping
4. M.Com. Degree of the Madras, Madurai or Annamalai University with Cooperation as one of the subjects	Cooperation and Book keeping

<b>EXAMINATION</b>	<b>CORRESPONDING EXAMINATION OF THE TAMIL NADU PUBLIC SERVICE COMMISSION</b>
(1)	(2)
5. A pass in the Accountancy and General Commercial knowledge of the Intermediate examination of the Andhra University	Book keeping

6. A pass in the G.D.A. or R.A. or A.C.A. Diploma Final Examination	Book keeping and Auditing.
7. A pass in the examination of the Certified Associateship of the Indian Institute of Bankers	Banking.
8. A pass in the Elements of Commerce and Accountancy in the Intermediate or pre-University Examination of the Madras University	Book keeping
9. A pass in the Government Technical Examination in Accountancy (Lower Grade)	Book keeping
10. A pass in the Elements of commerce in the Higher Secondary Examination conducted by the Board of Higher Secondary Examination Tamilnadu	Book keeping.

**9(A). POSTINGS AND TRANSFER:** Postings and transfers of Assistant Director of Handlooms and Textiles shall be made by the Director of Handlooms and Textiles.

(G.O.MS.NO.459 INDUSTRIES DEPARTMENT,

DATED: 4.4.84)

**10. SAVINGS:** Nothing contained in these rules shall adversely affect any person holding the post during the period commencing on the 30th April 1971 and ending with the 9th August 1979. (G.O.Ms.No.182, Handlooms, Handicrafts, Textiles and Khadi (E2) Department, dated 17.8.1994).

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/True Copy/

For Commissioner



# SPECIAL RULES FOR TAMIL NADU HANDLOOMS AND TEXTILES

## SUBORDINATE SERVICE

(G.O.MS.NO.1140, INDUSTRIES, dated 9TH AUGUST 1979)

NO. SRO B-417/79- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamilnadu hereby makes the following special rules for the Tamilnadu Handlooms and Textiles Subordinate Service (which will form section 43 in volume III of the Madras Services Manual, 1970)

The rules hereby made shall be deemed to have come into force on the 30th April 1971.

### RULES

1. Constitution: The Service shall consist of the following categories of Officers, namely:

Category 1- Textile Control Officers

Category 2- Handloom Officers

Category 3- Handloom Inspectors

Category 4- Senior Technical Assistants (formerly known as Technical Assistants Textiles and Weavers)

Category 5 – Supervisor (civil)

2. **APPOINTMENTS:** (a) Appointments to the several categories shall be made as follows:

CATEGORY	METHOD OF APPOINTMENT
<b>1. Textile Control Officer</b>	<p>1.(a) Recruitment by transfer from among the holders of the posts of Tahsildar in the Tamilnadu Revenue Subordinate Service; or</p> <p>1.(b) Recruitment by transfer from among the holders of the post of Selection Grade Superintendents / Superintendents working in the Department of Handlooms and Textiles. Provided that the method referred to at (b) above will be in force till 1st January 1974; or</p> <p>ii. Promotion from among the holders of the post of Handloom Officers.</p>

<p><b>2. Handloom Officer</b></p>	<p>I. Promotion from among the holders of the post of Handloom Inspectors;</p> <p style="text-align: center;">Or</p> <p>ii. Recruitment by transfer from among the holders of the post of Cooperative Sub-Registrars in the Tamilnadu Cooperative Subordinate Service;</p> <p>Provided that persons holding the post of Superintendent on regular basis in the Handlooms and Textiles Department in the Tamilnadu Ministerial Service on or before the 1st January 1974 shall be eligible for appointment by recruitment by transfer as Handloom Officers.</p>
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<p><b>CATEGORY</b></p>	<p><b>METHOD OF APPOINTMENT</b></p>
<p><b>3. Handloom Inspectors</b></p>	<p>I. Recruitment by transfer from among the holders of the posts of Junior Assistants, Typists and Steno-Typists in the Tamilnadu Ministerial Service working in the Department of Handlooms and Textiles; or</p> <p>ii. Recruitment by transfer from among the holders of the post of Senior Inspectors of Cooperative Societies in the Tamilnadu Cooperative Subordinate Service; or</p> <p>iii. Direct Recruitment:</p> <p style="padding-left: 40px;">Provided that persons holding the post of Assistants on regular basis in the Handlooms and Textiles Department in the Tamilnadu Ministerial Service on or before the 1st January 1974 shall be eligible for appointment by recruitment by transfer as Handloom Inspectors.</p>
<p><b>4. Senior Technical Assistant</b> (formerly known as Technical Assistant-Textile and Weavers)</p>	<p>I. Recruitment by transfer from among the holders of the posts of Junior Technical Assistants formerly known as Technical Inspectors, Technical Instructors and Technical Assistants (Powerlooms) in the Tamilnadu General Subordinate Service); or</p> <p>ii. Direct recruitment</p>

CATEGORY	METHOD OF APPOINTMENT
5. Supervisor (Civil)	I. Recruitment by transfer from among the holders of the posts of supervisor (Civil) in the Tamilnadu Engineering Subordinate Service; or  ii. Direct recruitment

2(b) Promotion to the posts of Textile Control Officer and Handloom Officers shall be made on the grounds of merit and ability seniority being considered only where merit and ability are approximately equal.

2(c) The proportion of substantive and temporary vacancies in category 3 to be filled by direct recruitment and recruitment by transfer shall be in the ratio of 1:4 in the following cyclical order, namely:

1. Direct recruitment
2. Recruitment by transfer
3. Recruitment by transfer
4. Recruitment by transfer
5. Recruitment by transfer

2(d) The proportion of substantive and temporary vacancies in category 4 to be filled up by direct recruitment and recruitment by transfer shall be in the ratio of 1:2 in the following cyclical order namely:

1. Direct recruitment.
2. Recruitment by transfer.
3. Recruitment by transfer.

(G.O.Ms.No.376, Industries Department. dated 19.3.82)

3. APPOINTING AUTHORITY: The appointing authority for the posts specified in column (1) of the table below shall be the authority specified in the corresponding entries in column (2) thereof:

## THE TABLE

POSTS	APPOINTING AUTHORITY
(1)	(2)
1. Textile Control Officer	Joint Director of Handlooms and Textiles
2. Handloom Officer	Joint Director of Handlooms and Textiles
3. Handloom Inspector	Assistant Director of Handlooms and Textiles

POSTS	APPOINTING AUTHORITY
(1)	(2)
4. Senior Technical Assistant (formerly known as Technical Assistant-Textiles and Weavers)	Joint Director of Handlooms and Textiles
5. Supervisor (Civil)	Joint Director of Handlooms and Textiles

**4. RESERVATION OF APPOINTMENT:** The rules of reservation of appointments (General Rule 22) shall apply separately to the appointment by direct recruitment of each of the posts of Handloom Inspector, Senior Technical Assistant and Supervisor(Civil).

**5. LIST OF APPROVED CANDIDATES:** Appointments by promotion to the categories of Textile Control Officers and Handloom Officers shall be made from the lists of candidates arranged in the order of preference and approved by the Director of Handlooms and Textiles for such appointment and in the order of preference indicated therein.

5. (a). The crucial date on which the candidate shall possess the qualifications prescribed for the post by promotion and by recruitment by transfer for the purpose of preparation of the annual list of approved candidates for appointment to the said post shall be the first March of every year. (G.O.Ms.No.151, Handlooms, Handicrafts, Textiles and Khadi (E2) Department, dated 8.11.85).

6. Unit for appointment, discharge etc.:. For the purpose of appointment, promotion, discharge etc. the entire state shall be deemed as one unit.

**7. AGE:** No person shall be eligible for appointment to any of the posts by direct recruitment if he has completed or will complete 30 years of age on the first day of July of the year in which the selection for appointment is made. (G.O.Ms.No.260, Handlooms, Handicrafts, Textiles and Khadi (E2) Department, dated 16.10.1991).

Provided that the age limit prescribed above shall be increased by five years in respect of persons belonging to Scheduled Castes and Scheduled Tribes who possess a general educational qualification which is not higher than the Minimum General Educational Qualification.

**8. QUALIFICATION:** No person shall be eligible for appointment to the posts and by the methods specified in column(1) and (2) of the Table below unless he possesses the qualification specified in the corresponding entries in column(3) thereof:

THE TABLE

<b>Posts</b> <b>1.</b>	<b>Method of appointment</b> <b>2.</b>	<b>Qualification</b> <b>3.</b>
Category 1:  Textile Control Officer	1. Recruitment by transfer from among the holders of the posts of Selection Grade Superintendents / Superintendents working in the Department of Handlooms and Textiles.  ii. Promotion from among the holders of the posts of Handloom Officers.	Must have worked as Selection Grade Superintendents / Superintendents in the Department of Handlooms and Textiles for a period of not less than two years.  Must have worked as Handloom Officers in the Department of Handlooms and Textiles for a period of not less than two years.

<p>Category 2:</p> <p>Handloom Officer</p>	<p>(i) By recruitment by transfer from among the Superintendents in the Handlooms and Textiles Department holding regular appointment on or before the 1st January 1974.</p> <p>ii. Promotion from among the holders of the post of Handloom Inspectors.</p>	<p>(i) Must possess the Minimum General Educational Qualification specified in Schedule I in part II of the Tamilnadu State Subordinate Service Rules.</p> <p>(ii) Must have passed</p> <p>(a) Account Test for Subordinate Officers Part I</p> <p>(b) District Office Manual Test</p> <p>i) Must possess the Minimum General Educational Qualification specified in Schedule I in part II of the Tamilnadu State and Subordinate Service Rules.</p> <p>ii. Must have passed-</p> <p>a) The Examination in cooperation, Auditing, Banking and Book-Keeping conducted by the Tamil Nadu Public Service Commission.</p>
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	<p>ii. Recruitment by transfer from among the holders of the post of Cooperative Sub-Registrars in the Tamil Nadu Cooperative Sub-ordinate Service.</p>	<p>b) Account Test for Subordinate Officers Part-I; and</p> <p>c) District Office Manual Test.</p> <p>i) Must possess the Minimum General Educational Qualification specified in Schedule I in part II of the Tamil Nadu State Subordinate Service Rules.</p> <p>ii) Must have passed</p> <p>a) The Examination in Cooperation, Auditing, Banking and Book-Keeping conducted by the Central Cooperative Institute or Tamilnadu Public Service Commission.</p> <p>b) Account Test for Subordinate Officers Part-I and</p> <p>c) District Office Manual Test</p> <p>iii) Must have completed two years of service as Co-operative Sub-Registrar.</p>
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<p>Category 3: Handloom Inspector</p>	<p>i. By recruitment by transfer from among the Assistants in the Handlooms and Textiles Department holding regular appointment on or before the 1<sup>st</sup> January 1974.</p> <p>ii. Recruitment by transfer from among the holders of the posts of Junior Assistant, Typist and Steno-Typist</p>	<p>i. Must possess the Minimum General Educational Qualification specified in Schedule I in part II of the Tamilnadu State and Subordinate Service Rules.</p> <p>ii. Must have passed the District Office Manual Test and the Account Test for Subordinate Officers Part-I; and</p> <p>iii. Must have worked as Ministerial Assistant in the Department of Handlooms and Textiles for a period of not less than two years.</p> <p>i.. Must possess the Minimum General Educational Qualification specified in Schedule I in part II of the Tamilnadu State and Subordinate Service Rules.</p>
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	<p>iii. Recruitment by transfer from among the holders of the post of Senior Inspectors of Co-operative Societies in the Tamilnadu Co-operative Sub-ordinate Service</p>	<p>ii. Must have passed the District Office Manual Test/ and Account Test for Subordinate Officers Part-I; and</p> <p>iii. Must have put in a service of not less than three years as Junior Assistant or Typist or Steno-Typist as the case may be in the Tamilnadu Ministerial Service in the Department of Handlooms and Textiles.</p> <p>i. Must possess the Minimum General Educational Qualification specified in Schedule I in part II of the Tamilnadu State Subordinate Service Rules.</p> <p>ii. Must have passed-</p> <p>a) The Examination in Cooperation, Auditing, Banking and Book-Keeping conducted by the Central Cooperative Institute or Tamilnadu Public Service Commission.</p>
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	iv) Direct Recruitment	<p>b) Account Test for Subordinate Officers Part-I; and</p> <p>c) District Office Manual Test.</p> <p>iii. Must have completed two years of service as Senior Inspector of Cooperative Societies.</p> <p>Must possess a diploma in Handloom Technology or Textile Technology or Textile Processing or Manmade Fibre Technology awarded by the State Board of Technical Education and Training in Tamilnadu.</p>
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<p>Category 4:</p> <p>Senior Technical Assistant</p>	<p>i. Recruitment by transfer</p> <p>ii. Direct Recruitment</p>	<p>Must have worked as Junior Technical Assistant for a period of not less than three years in the Department of Handlooms and Textiles.</p> <p>i. Must possess B.Sc. Degree in Textile Technology; or</p> <p>ii. Must possess a first class diploma in Textile or Handloom Technology awarded by the State board of Technical Education and Training Madras and experience in the Spinning or weaving mills or handloom organisation for a period of not less than three years.</p>
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**THE TABLE**

<b>EXAMINATION</b>  (1)	<b>CORRESPONDING EXAMINATION OF THE TAMIL NADU PUBLIC SERVICE COMMISSION</b>  (2)
1. Government Technical Examination: Book-Keeping (Lower-Grade)	Book Keeping
Banking (Lower Grade)	Banking
Accountancy (Lower Grade)	Book-Keeping
2. B.com or B.Com. (Hons.) or M.Com. Degree	Book-Keeping
3. B.com. (Hons.) of the Madras or Annamalai University with Cooperation as one of the subjects	Cooperation, Auditing, Banking and Book-keeping

<b>EXAMINATION</b>  (1)	<b>CORRESPONDING EXAMINATION OF THE TAMIL NADU PUBLIC SERVICE COMMISSION</b>  (2)
4. M.Com Degree of the Madras, Madurai or Annamalai University with Cooperation as one of the subjects	Cooperation and Book-keeping
5. A pass in the Accountancy and General Commercial knowledge of the Intermediate examination of the Andhra University	Book-keeping
6. A pass in the G.D.A. or R.A. or A.C.A Diploma in Final Examination	Book-keeping and Auditing
7. A pass in the examination of the Certified Associate Institute of Banking	Book-keeping

8. A pass in the Elements of Commerce and Accountancy in the Intermediate or Pre-University Examination of the Madras University	Book-keeping
9. A pass in the Elements of commerce in the Higher Secondary Examination conducted by the Board of Higher Secondary Examination Tamilnadu	Book-keeping

**10. PROBATION:** Every person appointed to any category by direct recruitment shall from the date on which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years and that in the case of recruitment by transfer the period of probation shall be one year on duty within a continuous period of two years.

**11. TRAINING:** (a) Every person appointed to the posts specified in Column (1) of the Table below shall undergo the training specified in the corresponding entries in Column(2) thereof:

**THE TABLE**

<b>POSTS (1)</b>	<b>TRAINING (2)</b>
1. Handloom Inspectors and Senior Technical Assistants appointed by direct recruitment	A course of instructions in Cooperation, Auditing, Banking and Book-keeping for a period of not less than 9 months and a course of practical training for a period of not less than three months at the Cooperative Training College, Madras and/or at the Indian Institute of Handloom Technology, Salem or any other centre approved by the Government for the purpose.

<b>POSTS (1)</b>	<b>TRAINING (2)</b>
2. Handloom Inspectors and Senior Technical Assistants appointed by recruitment by transfer.	A course of practical training for period of not less than three months at the Cooperative Training College, Madras and or at the Indian Institute of Handloom Technology, Salem or any other centre approved by the Government for this purpose.

11(b) The pay admissible to probationary Handloom Inspectors and probationary Senior Technical Assistants appointed by direct recruitment while undergoing the prescribed course of instruction and practical training shall be as fixed by the Government from time to time. “ The period of such course of instruction and practical training shall count for probation and increment”. (G.O.Ms.No.108. Ind. Dept. dated 30.1.84)

Provided that in the case of persons appointed by recruitment by transfer to any of the above categories the pay to be drawn during the period of prescribed course of instruction and training shall be the pay they were drawing at the time of appointments by recruitment by transfer to the respective category.

Provided further that they shall be entitled to traveling allowance as on transfer for their journeys to and from the place of training in accordance with the provisions contained in the Tamilnadu Traveling Allowance Rules.

**12. TESTS:** Every person appointed to the post of Handloom Inspectors by direct recruitment shall within the period of probation pass the Account Test for Subordinate Officers Part-I and District Office Manual Test (G.O.Ms.No.653, Ind.Dept.dt.8.6.84).

**13. AGREEMENT:** Every person appointed to the service and who is required to undergo the course of training prescribed in Rule 11 shall before undergoing such course of training, execute an agreement in the prescribed form with two sureties binding himself.

(i) to undergo the entire course of the said training;

(ii) to serve the Department of Handlooms and Textiles for a period of not less than five years after completion of training.

(iii) to refund to the Government, if he fails to comply with these conditions specified in clauses (i) and (ii) or in case his probation is terminated the entire amount drawn by him as pay and allowances, excluding traveling allowances, during the courses of training; and

(iv) agreeing to the recovery of the amount from him or his sureties as if it is an arrear of land revenue, in case of failure to remit the pay and allowances specified in clause(iii) within the time prescribed.

14. Saving: Nothing contained in these rules shall adversely affect any person holding the posts on the date of issue of these rules.

K.P.GEETHAKRISHNAN  
COMMISSIONER AND SECRETARY TO GOVERNMENT.

/True Copy/

For Director.

GOVERNMENT OF TAMIL NADU

ABSTRACT

Public Services - Department of Handlooms and Textiles - Temporary post of Junior Technical Assistant - Revised adhoc rules Issued.

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**DEPARTMENT OF INDUSTRIES**

G.O.Ms.No.1784.

Dated 30.12.1981

Read again:

G.O.Ms.No.383, Industries dated 15.3.1976

G.O.Ms.No.1188, Industries dated 31.8.1976

G.O.Ms.No.46, Industries, dated 17.1.1979

G.O.Ms.No.261, Industries, dated 3.3.1979

Read also:

From the Tamil Nadu Public Service Commission letter No.1143/BAI/79, dated 11.2.1980.

From the Director of Handlooms and Textiles letter Rc.No.9909/80/E2, dated 3.12.1980.

From the Tamil Nadu Public service Commissioner letter No.1143/BAI/79, dated 18.11.1981.

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**ORDER:**

In G.O.Ms.No.383, Ind., dated 15.3.1976, adhoc rules for the temporary posts of Technical Inspectors and Technical Instructors have been issued. In G.O.Ms.No.1188 Ind. dated 31.8.76, adhoc rules for the temporary post of Technical Assistant (Powerlooms) have been issued. In G.O.Ms.No.46, Ind. dt:17.1.79 and G.O.Ms.No.261, Ind. dt.3.3.79, the posts of Technical Inspectors, Technical Instructors and Technical Assistant (Powerlooms) have been redesignated into a single name viz. Junior Technical Assistant with effect from 17.1.77. However both the adhoc rules for the posts of Technical Inspectors / Technical Instructors and Technical Assistant (Powerlooms) still continue to be in existence since neither of them has been cancelled consequent on the redesignation of the posts into a single name. Hence, from 17.1.77 onwards, there are two sets of adhoc rules for the same post viz. Junior Technical Assistant. The Director of Handlooms and Textiles has now sent proposals suggesting that in the place of two sets

of, adhoc rules for the post of Junior Technical Assistant one set of revised adhoc rules may be issued with retrospective effect from 17.1.77 incorporating the qualifications prescribed earlier for the posts of Technical Inspectors and Technical Instructors and Junior Technical Assistant (Powerloom), Government approve the proposals of the Director of Handlooms and Textiles.

2) The following notification will be published in the Tamil Nadu Government Gazette.

### **NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and in supersession of the Industries Department Notification S.R.O.B.148/1976, dated the 15th March 1976, published at pages 154-155 in part II section 1 (b) of the Tamil Nadu Government Gazette dated the 7th April 1976 and the Industries Department Notification S.R.O.B.553/1976, dated the 31st August 1976, published at page 592 in part III - section 1 (b) of the Tamil Nadu Government Gazette, dated 22nd September 1976 the Governor of Tamil Nadu hereby makes the following rules.

2) The rules hereby made shall be deemed to have come into force on the 17th January 1977.

### **RULES**

The General Rules applicable to the holders of the permanent posts in the Tamil Nadu General Subordinate service shall apply to the holders of the temporary posts of Junior Technical Assistants (formerly Technical Inspectors, Technical Instructors and Technical Assistants (Powerlooms)) in the Department of Handlooms and Textiles, subject to the modifications specified in the following rules.

2) Constitution:-

The post shall constitute a distinct Class in the said Service.

3) Appointment:-



Appointment to the post shall be made by direct recruitment or by recruitment by transfer from any other service.

4) Appointing Authority:-

The appointing authority for the post shall be the Assistant Director of Handlooms and Textiles.

5) Age:-

No person shall be eligible for appointment to the post by direct recruitment, if he has completed or will complete the age of 26 years on the first day of July of the year in which selection for appointment is made.

Provided that on and from the 6th October 1979 the age limit for the post by direct recruitment shall be 28 years.

6) Qualifications:-

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

- i) Must possess the minimum general educational qualifications prescribed in the Schedule to the General Rules, and
- ii) Must possess a diploma in Handloom Technology obtained from the Indian Institute of Handloom Technology, Salem or Varanasi from any other recognized Institute of Handloom Technology.

or

Diploma in Textile manufacture obtained from the Technological Diploma Examination Board, Madras or the State Board of Technical Education and Training, Tamil Nadu.

7) Probation:-

Every person appointed to the post by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years.

8) Rule of reservation:

The rule relating to reservation of appointments ( General Rule 2) shall apply for appointment to the post by direct recruitment.

9) Pay:-

There shall be paid to the holders of the posts a monthly pay calculated in the scale of Rs.300-15-420-20-500.

Provided that on and from the 1st April 1978, the monthly pay shall be calculated in the scale of Rs.450-20-500-25-740-30-800.

(BY ORDER OF THE GOVERNOR)

R.SHANMUGAM,  
JOINT SECRETARY TO GOVERNMENT.

/True copy/

for Commissioner

Copy of

Public Services – TamilNadu Industries Service – Temporary post of Additional Director of Sericulture in sericulture Department – Adhoc rules – Issued.

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Handlooms, Handicrafts, Textiles & Khadi (G1) Department.

G.O.Ms.No.346

Dated : 15.12.93

- 1) G.O.Ms.No.29, Handlooms, Handicrafts, Textiles and Khadi Department dated 31.1.92.
- 2) From the Director of Sericulture Lr. No..5281/DSE1/92 dated 1.2.92.
- 3) From the TamilNadu Public Service Commission Lr. No. 6192/B3/93 dated 25.10.93.

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**ORDER :**

In the Government Order first read above, the post of Joint Director of Sericulture under National Sericulture project in the Department of Sericulture was upgraded as Additional Director of Sericulture in the time scale of Rs.4500-150-5700. In his letter second read above, the Director of Sericulture has now sent proposals for framing adhoc rules to the post of Additional Director of Sericulture. After carefully considering two proposals of the Director of Sericulture, the Government have decided to accept the same.

2. The following Notification will be published in the TamilNadu Government Gazette.

**NOTIFICATION**

In exercise of the powers conferred by the provide to Article 309 of the Constitution of India, the Governor of TamilNadu hereby makes the following rules.

2. The rules hereby made shall be deemed to have come into force on the 31<sup>st</sup> January 1992.

**RULES**

The General and the Special Rules applicable to the holders of the permanent posts in the TamilNadu Industries service shall apply to the holder of the temporary post of Additional Director of Sericulture sanctioned in the Department of Sericulture from time to time, subject to the modification specified in the following rules.

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

**3. Appointment :** Appointment to the post shall be made by promotion from among the holders of the post of Joint Director of Sericulture in the TamilNadu Industrial Service.

**4. Qualification :** No person shall be eligible for appoint to the post, unless he possesses the following qualifications namely :-

1. A degree in Botany, Zoology, Chemistry or Agriculture.
2. Service as Joint Director of Sericulture in Category -1 of the TamilNadu Industries Service for a period of not less than two years.
3. Continuous service for a period of not less than ten years in the TamilNadu Industries Service.

**5. Pay :** There shall be paid to the holder of the post a monthly pay, calculated in the scale of Rs.4500-150-7500.

(BY ORDER OF THE GOVERNOR)

T.P.NAGARAJAN  
SECRETARY TO GOVERNMENT

TO  
The Director of Sericulture, Salem-1

/Forwarded by order/

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**Copy of G.O.Ms.No. 1559/ Industries Dept. dt: 1.12.78 Madras-9.**

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**ABSTRACT :** Public Services – TamilNadu Industries Service – Temporary posts of Project Administrator (Sericulture) - sanctioned for intensive Sericulture Development Scheme – Adhoc Rules – issued.  
**Read again :** G.O.Ms.No.1394/Industries Dt :24.12.77.

**Read also :-**

- 1) From DIC Lr.231269/EE1/77 dt:16.11.77 & 27.12.77.
- 2) From DDIC (Seri)D.O.207132/Seri.2/77 Dt: 27.2.78..
- 3) From TNPSC Ir.No. 4656/B1/78, dt:9.10.78.

**ORDER :-**

The following notification will be published in the TamilNadu Government Gazette:-

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article-309 of the Constitution of India, the Governor of TamilNadu hereby makes the following rules:-

The rules hereby made shall come into force on the 1st December 1978.

**RULES**

The General and Special Rules applicable to the holders of the permanent post in Category-1 of the TamilNadu Industries service shall apply to the holders of the temporary post of Project Administrator (Sericulture) sanctioned for the Industries and Commerce Dept, subject to the modifications specified in the following rules.

**2) CONSTITUTION:-** The post shall constitute a separate unit in the said Category of the said service.

**3) APPOINTMENT :-** Appointment to the post shall be made as follows.

- 1) By promotion from among the holders of the post of Deputy Director of Industries and Commerce (Sericulture);
- 2) By recruitment by transfer from any other service.

**4) Selection Category.**

Promotion to the post shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

## **5) QUALIFICATION**

No person shall be eligible for appointment to the post by the methods specified in Column (1) of the Table below, unless he possess the qualification specified in the corresponding entries in col. (2) thereof.

### **TIME TABLE**

<b>METHOD OF APPOINTMENT</b>	<b>QUALIFICATION</b>
1) By promotion from among the holders of the post of Deputy Director of Industries & Commerce (Sericulture)	1) Must possess a Degree in Botany or Zoology or Chemistry or in Agriculture and; 2) Must have served as Deputy Director of Industries & Commerce (Sericulture) in Category 2 of the TamilNadu Industries Service for a period of not less than five years.
2) By recruitment by transfer from any other service	1) Must possess a Master's Degree with first class in Botany or Zoology or Chemistry or a Degree in B.Sc., (Agriculture) with first class. 2) Must possess practical experience for a period of not less than ten years in mulberry cultivation, silkworm rearing and silk reeling and; 3) Must have research experience for a period of not less than five years in the field of finding new methods for improving mulberry cultivation, rearing. Developing and distributing healthy silkworm seeds, reeling and for improving the quality and production of raw silk at the Central Sericultural Research and Training Institute at Mysore or at any Sericultural Research and Extension Centre recognised by any State or Central Government.

## **6) TEST:**

Every person appointed to the post shall within the period of his probation or within a period of two years on duty from the date of joining duty pass the following tests conducted by the TamilNadu Public Service Commission, if he has not already passed the tests:-

- 1) Account Test for Executive Officers of Account Test for Subordinate Officers Part I and;
- 2) District Office Manual Test.

Provided that persons who do not pass the required tests within the stipulated period, shall not be sanctioned increments, but such non-sanction of increments will not have cumulative effect.

**7) PAY**

There shall be paid to the holders of the post a monthly pay calculated in the scale of Rs.1300-50-1600 upto 31.3.78 and in the scale of Rs.1500-75-1800-100-2100 from 1.4.78.

K.P.Geethakrishnan,  
Commissioner and Secretary to Govt

/True Copy /

**GOVERNMENT OF TAMILNADU**  
**Industries Department**

**Memorandum No : 25384/SIG-1/79-3 Dated: 21.7.79.**

**Sub:** Sericulture – Department of Sericulture Change of Momanelature of Officers – Regarding.

**Ref:** 1. From the Director of Sericulture, Salem  
Letter No.2031/B/79 dt:30.3.79.  
2. From the Director of Sericulture.  
Letter 238/DS/79, dated: 25.4.79.

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In the circumstances state by the Director of Sericulture, Salem the Government direct that the under mentioned posts be redesignated as follows:-

<b>Sl. No</b>	<b>Present Designation</b>	<b>Re designation</b>
1	Project Administrator in the cadre of Joint Director of Industries and Commerce (Sericulture)	Joint Director of Sericulture.
2	Deputy Director of Industries and Commerce (Sericulture)	Deputy Director of Sericulture
3	Assistant Director of Industries and Commerce	Assistant Director of Sericulture.

G. RANGA RAO,  
Joint Secretary to Government

/True copy /



Copy of

GOVERNMENT OF TAMILNADU  
ABSTRACT

TamilNadu Industries Service (Sericulture) – Deputy Director of Industries and Commerce (Sericulture) – Promotion – Amendment to Sepcial Rules in regard to education qualification – Issued.

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Handlooms, Handicrafts, Textiles & Khadi (G1) Department.

G.O.Ms.No.239

Dated : 8.9.1987

Read again :

- 4) G.O.Ms.No.4040, Industries, Labour & Housing Department dated 10.12.68.
- 2) G.O.Ms.No.1862, Industries, Labour & Housing Department, Dated 8.5.68.
- 3) G.O.Ms.No.917, Industries Department, dated 19.8.69.

Read also :

- 1) From the Director of Sericulture Letter.No.8118/PA1/84 Dated 7.4.84 and 15.10.84.
- 2) From the TamilNadu Public Service Commission letter No. No.9077/B4/85 dated 2.1.86 & 19.8.87.

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**ORDER :**

The following Notification will be published in the TamilNadu Government Gazette.

**NOTIFICATION**

In exercise of the powers conferred by the proviso of Article 309 of the Constitution of India, the Governor of TamilNadu hereby makes the following amendment to the Special Rules for the TamilNadu Industries Service.

2. The amendment hereby made shall be deemed to have come into force on and from the third September, 1987.

**AMENDMENT**

In the said Special Rules : -

(1) for the expressions “Sericultural Experts” and “Special Officer(Guts) Coonor” wherever they occur, the expression “Assistant Director of Industries and Commerce “Sericulture” shall be substituted,

(2) after having so amended in the annexure referred to in rule 4(b), in Column (3) against the entry “Deputy Director of Industries and Commerce

“Sericulture” in column (1), and against the entry promotion from among the holders of the posts of –

“Assistant Director of Industries and Commerce “Sericulture” in column(2) –

(a) in item 1, at the end, the word “or” shall be added.

(b) after having so amended, after item 1, the following item shall be added namely.

“2(a) Must possess minimum General Educational Qualification prescribed in Shedule-I to the General Rules for the State and Subordinate Services”

And

“(b) Must have practical experience in the Sericulture Department for a period of not less than fifteen years of which he should have served as Assistant Director of Sericulture for a period not less than seven years”

(BY ORDER OF THE GOVERNOR)

M.AHMED.

COMMISSIONER & SECRETARY TO GOVERNMENT

TO

The Director of Sericulture, Salem-1, etc.

/Forwarded by order/

Sd/..

Section Officer

//True Copy//

Copy of

GOVERNMENT OF TAMILNADU  
ABSTRACT

TamilNadu Industries Service – Assistant Director Industries and Commerce  
(Sericulture) – Amendments to Special Rules – Issued.

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INDUSTRIES DEPARTMENT

G.O.Ms.No.1354

Dated : 11.11.1975

Read :-

- 5) G.O.Ms.No.789, Industries, dated 12.5.1972.
- 6) From the Director of Industries and Commerce, letter No.  
Rc.No.27654.Eg.75 dated 9.5.1975.

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The following notification will be published in TamilNadu Government Gazette.

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamilnadu hereby makes the following amendment to the special rules for the TamilNadu Industries services (Section 19 in Volume II of the Madras Services Manual 1969).

The amendment hereby made shall be deemed to have come into force on the 12<sup>th</sup> May 1972.

**AMENDMENT**

In the said special rules.

In the annexure, for the entries in columns (2) and (3) against the item Assistant Director of Industries and Commerce (Sericulture) the following entries shall be substituted, namely.

(2)	(3)
Recruitment by transfer from the holders of the following posts in the TamilNadu Industries Sub-ordinate Services:	(i)(a) A degree in Botany, or Zoology or Agriculture or Chemistry; and (b) practical experience for a period not less than two years as Inspector of Sericulture Technical / Assistant in TamilNadu Industries Sub-ordinate service:
(1) Inspector of Sericulture	(2) (b)

(2) Technical Assistant in the Sericulture Branch in the office of the Director of Industries and Commerce, Madras	Minimum general educational qualification prescribed in the schedule the General Rules: and (b) Practical experience in the sericultural Branch of the Industries and Commerce Department for a period of not less than ten years , of which two years experience as Inspector of Sericulture or Technical Assistant in the TamilNadu Industries Subordinate service.
Direct recruitment	(a) A degree in Botany or Zoology or Agriculture or Chemistry and (b) Practical experience for a period of not less than four years in sericulture.

(BY ORDER OF THE GOVERNOR)

Sd/.....

A. PADMANABHAN  
SECRETARY TO GOVERNMENT

/TRUE COPY/

SECTION – 16 – THE TAMILNADU INDUSTRIES SUBORDINATE SERVICE  
(Corrected upto 31.3.78)

1. CONSTITUTION :

The service shall consist of the following classes and categories of officers namely.

CLASS – I

CATEGORY :

1. Deleted.
2. Technical Assistant for the Supervision of Industrial Cooperatives.
3. (a) Deleted.  
(b) Deleted.
4. Deleted.
5. (a) Deleted  
(b) Deleted.  
(c) Deleted.  
(d) Deleted.
6. (a) Deleted.  
(d) Deleted.  
(c) Deleted.
7. Deleted.
8. Deleted.
9. Deleted.
10. Deleted.
11. Deleted.
12. Deleted.
13. Deleted.
14. Deleted.

CLASS II

Junior Inspector of Coir

Class III

Omitted.

CLASS IV

Omitted.

CLASS V

CATEGORY

1. Designer, Government College of Arts and Crafts, Madras.
2. Instructors, Government College of Arts and Crafts, Madras.
3. Assistant Instructor in General Drawing :
4. Instructors, Craft Section, Government College of Arts and Crafts.
5. Assistant Instructor for Sheet Metal works, Government College of Arts and Crafts, Madras.
6. Assistant Instructors, Craft Section, Government College of Arts and Crafts, Madras.
7. Demonstrators, Craft Section, Government College of Arts and Crafts, Madras.
8. Unskilled Attender, Government College of Arts and Crafts, Madras.
9. Skilled Attenders, Grade II, Government College of Arts and Crafts, Madras.
10. Skilled Attenders, Grade III, Government College of Arts and Crafts, Madras.

CLASS VI

Omitted.

CLASS VII

CATEGORY

1. Inspector of Sericulture.
2. Assistant Inspector of Sericulture.
3. Junior Inspector of Sericulture.
4. Sericulture Demonstrator.(Merged with Junior Inspector of Sericulture vide G.O.Ms.No.310,HHT&K Dept.dt.07.01.87)
5. Omitted (Vide G.O.603, Industries dated 8.5.81)
6. Omitted (Vide G.O.1537, Industries dated 29.11.78)
7. Foreman (Pumpset)

CLASS VIII

CATEGORY

1. Junior Analytical Chemist, Testing Assistant.
2. Foreman, Chemical Testing and Analytical Laboratory, Madras.
3. Gasmen, Chemical Testing and Analytical Laboratory, Madras.
4. Laboratory Attender
5. Demonstrators
6. Librarian, Grade I
7. Skilled Assistant
8. Attenders.

**CLASS IX**

Assistant to the Editor, Indcom Journal

**CLASS X**

**CATEGORY**

1. Deleted
2. Deleted
3. Deleted
4. Deleted

**CLASS XI**

Instructor in Mat Weaving, Office of the Director of Industries and Commerce, Madras.

**CLASS XII**

Display Artist, Office of the Director of Industries and Commerce, Madras.

**CLASS XIII**

1. Senior Assistant and Grinding Assistant	Government Scientific Glass Training Centre, Guindy.
2. Instructor (Glass) Grade II	
3. Gasmen	
4. Electrician, Grade III	

**CLASS XIV**

Packer in the Cottage Industries Sales Emporium, Madras.

**CLASS XV**

Artist-cum-Designer in Training-cum-Production Centre for manufacture of Clay Toys, Dolls, etc., at Perambur, Madras.

**CLASS XVI**

Women Special Officer for the organization of Cooperative Societies for Women in the Madras City.

**CLASS XVII**

Survey and Statistical Inspectors.

- 2. Appointment :** a) Appointment to the several classes and categories shall be as follows :

## CLASS VII

Inspector of Sericulture	Promotion from Asst. Inspector of Sericulture (Vide G.O. 1537 Ind, dated 29.11.70)
Asst. Inspector of Sericulture	<ol style="list-style-type: none"><li>1. Promotion from category 3 (or)</li><li>2. Direct recruitment (or)</li><li>3. For special reasons, recruitment by transfer from any other service.</li></ol>
Junior Inspector of Sericulture.	<ol style="list-style-type: none"><li>1. Promotion from category 4 (or)</li><li>2. Direct recruitment (or)</li><li>3. For special reasons, recruitment by transfer from any other service.</li></ol>
Sericultural Demonstrator	<ol style="list-style-type: none"><li>1. Direct recruitment (or)</li><li>2. For Special reasons, recruitment by transfer from any other service.</li></ol>
Operatives	Omitted vide GO 603 Ind, dated 8.5.81)
Nursery Manager	Omitted (G.O.Ms.No.1537, Ind dated 29.11.78)
Foreman (Pumpset)	<ol style="list-style-type: none"><li>1. Promotion from Mechanics (or)</li><li>2. Direct recruitment (or)</li><li>3. Transfer from any other Class or Category of the said service.</li><li>4. Recruitment by transfer from any other services.</li></ol>

Provided that in the order of priority for regular appointment of Engineer/ Diploma holders / Craftsman by direct recruitment in the Department of Industries and Commerce, first preference shall be given to the persons who have completed one year of apprenticeship under the Government of India scheme or one year of training under the Government of India scheme or one year of training under the State Government apprenticeship scheme sanctioned in G.O.Ms.No.1546, Labour Department dated the 18<sup>th</sup> October 1970.

(b) Promotion to the following posts shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal Superintendent of the Government Industrial School, Madurai, Supervisor of Instructor in the Industrial Training Institutes/Centres. Designer, Instructors, Asst. Instructors in General Drawing Instructors, Craft Section, School of Arts and Crafts, Madras Textile Inspector, Skilled Attenders, Grade II and III in the Government College of Arts and Crafts, Madras.



Research, Demonstrator, Government Textile Institute, Madras Inspector of Sericulture and Assistant Inspector of Sericulture, Librarian, Grade I, Skilled Assistant Attenders, Display Artist, Office of the Director of Industries and Commerce, Madras -5. Packer in Cottage Industries Sales Emporium, Madras, ARTist-cum-Desgner Training-cum-production Centre for the manufacture of clay toys, dolls, statues, etc., Perambur at Madras, Survery and Statistical Inspector.

**3. APPOINTING AUTHORITY :** The appointing authority for the class or category mentioned in Column (1) of the Table below shall be the authority specified in the corresponding entry in column (2) thereof.

### CLASS VII

1. Inspector of Sericulture	Director of Sericulture.
2. Asst. Inspector of Sericulture	Director of Sericulture.
3. Junior Inspector of Sericulture	Asst. Director of Sericulture / Deputy Director of Sericulture as the case may be.
4. Sericulture Demonstrator	Asst. Director of Sericulture / Deputy Director of Sericulture as the case may be.
5. Omitted (Vide G.O.603, Industries dated 8.5.81)	-
6. Nursery Manager	Omitted
7. Foreman (Pumpset)	Assistant Director of Sericulture

**4. Preservation of Appointment :** The rule relating to the reservation for appointments (General Rules 22) shall apply to all appointments by direct recruitment, in the service.

**4. Qualification regarding age :-** No person shall be eligible for appointment by direct recruitment to the posts specified in column 1 of the Table below, if he has completed the age specified in the corresponding entry, in column (2) thereof.

### TABLE

POSTS (1)	AGE (2)
1) Inspector of Sericulture	28 years
2) Asst. Inspector of Sericulture	28 years
3) Junior Inspector of Sericulture	28 years
4) Sericulture Demonstrator	30 years
5) ForeMan (Pumpset)	40 years

Provided that in the case of Junior Analytical chemist, Testing Assistant, Inspector of Sericulture and the senior Inspector of coir, the age limit prescribed for the respective posts shall be reckoned with reference to the first day of July of the year in which the selection is made.

The upper age limits prescribed for direct recruitment to posts for which the minimum general educational qualification or lower qualification has been prescribed shall be increased by Five years in the case of candidates belonging to scheduled cases and Scheduled Tribes.

**6. OTHER QUALIFICATIONS :** No person shall be eligible for appointment to the Class and category mentioned in Col. (1) & (2) of the Annexure to these rules, unless he possess the qualifications specified in the corresponding entry in column (3) thereof. Provided that the degree holders in Engineering recruited on or after the 25<sup>th</sup> March, 1965 to the posts shall be liable to serve for a period of not less than four years (including the period spent on training) in Armed forces or on work relating to defence effort any where in India or abroad so required. The liability to serve in Armed Forces shall be limited to the first ten years of service of a candidate and shall not apply to graduate Engineers above forty years of age.

**7. Discharge, Reappointment and appointment as full member :**

For the purpose of discharge of probationers and approved probationers for want of vacancies their reappointment and their appointments as full members, every posts or group of posts in a category for which qualification in a particular subject is prescribed shall be deemed to be a separate category.

**8. Probation :** (1) Every person appointed to a Class or Category shall from the date on which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years; and

(2) A probationer in the said class of category shall be entitled to count towards his probation, the service rendered by him in a corresponding post in any other body whether incorporated or not, which is wholly or partly owned or controlled by the State Government, if, but for such service, he would have rendered service in the said class or category in TamilNadu Industries Subordinate service counting towards his probation.

**9. Tests :** Senior Inspector of Coir, Inspector of Sericulture and Assistant Inspector of Sericulture shall within the period of probation pass the Account Trust for Subordinate Officers, Part-I.

10(a) Where the State Government by General or Special order direct that the holder of any post specified or Category or posts in this service shall deposit security for the due and faithful performance of this duties only candidates who are able and willing to deposit security of such amount as may be specified in such general or special order, shall be appointed to such posts.

(b) Such of the provisions of these rules and the General Rules as otherwise regulate appointment to the posts referred to in Sub-rule (a) shall mutatis mutandis apply to appointment of candidate referred to in sub-rule(a).

(c) Failure to accept an offer of appointment under sub-rule (a) and (b) shall render a candidate liable to discharge from service.

(d) As when the candidate discharged from the former post to be transferred, he shall until such vacancy arise, be employed in an officiating or temporary capacity in a post which is not of the description referred to in sub-rule (a) in preference to a junior if any, who shall be discharged.

(e) Where appointment to a post of the description referred to in sub-rule(a) has to be made by the promotion of a member of the service, such promotion shall notwithstanding anything contained in the General Rules, be made subject to the condition that the member promoted is able and willing to deposit the security required.

(f) If within three months from the date of his appointment under sub-rules(a) and (c) or of his promotion under sub-rule (d) the person concerned fails to deposit the security required his probation shall be deemed to have been terminated and the appointing authority shall forthwith by order, discharge him from the service or revert him to the post from which he was promoted as the case may be, unless he has already been otherwise discharged or reverted.

Provided that the termination of probation under this sub-rules shall not disentitle a person to promotion to any post in the service which is not of the description referred to in sub-rule (1) and for which he would have been eligible otherwise then by reason of his promotion under sub-rule (e).

(g) When a member who was furnished security taken, leave other than casual leave or is deputed to other duty, the person who is appointed to officiate for him shall be required to furnish the full amount of the Security prescribed for the post. The provision of sub-rules (1) to (b) shall apply to him.

(h) The sub-rule 10(a) to (g) shall apply mutatis mutandis to the existing members of the services who are holding the posts referred to in Sub-Rule(1).

Provided however that they shall be entitled to furnish the security deposit fixed for the posts within three months from the date of receipt of notice directing them to pay deposit.

11. Saving : Nothing contain in these rules shall adversely AFFECT the Technical Assistant for the Supervision of Industrial Cooperative who was in service on the 7<sup>th</sup> July , 1960.

Annexure  
(Referred in Rule 6)

VII	1) Inspector of Sericulture	By promotion from Asst. Inspector of Sericulture with service for a period of not less than 2 years as Asst. Inspector of Sericulture (G.O.Ms.No.127, HHT&K(G) dept. Dt.27.07.2005
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	2) Asst. Inspector of Sericulture	<p>a) By promotion from Junior Inspector of Sericulture.</p> <ol style="list-style-type: none"> <li>1. Minimum General Educational Qualification as specified in schedule I to General Rules for the Tamil Nadu state and subordinate services or the Secondary School Leaving Certificate with declaration of eligibility for college Course study.</li> <li>2. Service for a period of not less than two years as Junior Inspector of Sericulture; and</li> <li>3. Should have passed Account Test for subordinate Officers, Part-I</li> </ol> <p>3b. By Direct recruitment or by recruitment by transfer.</p> <ol style="list-style-type: none"> <li>1. A B.Sc. degree in Botany or zoology or Chemistry; and</li> <li>2a). Practical experience for a period of not less than six months in Sericulture.</li> <li>2b). Successful completion of 6 months training for graduates in Sericulture Training School, Hosur.</li> <li>2c). Post Graduate Diploma in Sericulture awarded by the TNAU, Coimbatore. (G.O.173, HHT&amp;K Dept. Dt.17.06.86)</li> </ol>
3	Junior Inspector of Sericulture	<p>a) <u>By promotion from Sericulture Demonstrators.</u></p> <ol style="list-style-type: none"> <li>1. A pass in V Form or X standard and</li> <li>2. Service for a period of not less than five years as Sericultural Demonstrator.</li> </ol> <p>b) <u>Direct recruitment or by recruitment by Transfer</u></p> <ol style="list-style-type: none"> <li>1. Minimum General Educational Qualification as specified in schedule I to General Rules for Tamil Nadu State and Subordinate Services or the Secondary School Leaving Certificate with declaration</li> </ol>

		<p>of eligibility for College Course study with general science as one of the subjects and</p> <p>2a). Practical Experience for a period of not less than six months in Sericulture.</p> <p>or</p> <p>2b). Successful completion of 6 months training for under graduates in the sericulture Training School. Hosur. (G.O. 173 HHT&amp;K Dept. Dt. 17.06.86)</p>
4	Sericultural Demonstrators	<p><u>a) By promotion from Operatives</u></p> <p>1. A pass in III Form VIII Std. in a recognized school; and</p> <p>2. Service for a period of not less than five years as Operative.</p> <p><u>b) By Direct recruitment or by recruitment by transfer</u></p> <p>1. A pass in V Form or X Std. in a recognized school; and</p> <p>2, Practical experience for a period of not less than six months in Sericulture</p>
5	Operatives	<p><u>By direct recruitment or by recruitment by transfer</u></p> <p>A) a Pass in III Form or VIII Std. in a recognized school; and</p> <p>a) Practical experience for a period of not less than six months in sericulture.</p>
6	Foreman (Pumpset)	<p><u>a) By promotion from Mechanics</u></p> <p>Must have served for a period of not less than 2 years in the post of Mechanics.</p> <p><u>b) By direct recruitment or recruitment by transfer from any other Class or Category or recruitment by transfer from any other service.</u></p> <p>1.) Must possess Indl. School Certificate in Mechanical Engg. or General Mechanics of certificate in Craftsmanship in Motor Mechanic Trade issued by the Government of India or issued by any of the authorities on behalf of the Govt. of</p>

		Tamil Nadu. 2. Must possess practical experience in a factory or workshop for a period of not less than 2 years.
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**Explanation :** Practical experience prescribed should have been accuired after obtaining the educational qualification prescribed for the post concerned.

Copy of

GOVERNMENT OF TAMILNADU  
ABSTRACT

Public Services – TamilNadu Industries Service – Temporary post of Deputy Director of Sericulture (Administration) in the Department of Sericulture– Adhoc rules – Issued.

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Handlooms, Handicrafts, Textiles & Khadi (G1) Department.

G.O.Ms.No.89

Dated : 6.5.1996

Read :

- 7) G.O.Ms.No.237, Handlooms, Handicrafts, Textiles and Khadi (G1) Department dated 18.11.94.
- 8) G.O.Ms.No.32, Handlooms, Handicrafts, Textiles and Khadi (G1) Department dated 30.11.94.

Read also :

- 9) From the Director of Sericulture Letter Rc.No.38040/DSE1/94 Dt. 28.12.94.
- 10) From the Secretary, TamilNadu Public Service Commission Lr.No.5958/RND-B4/95 Dt. 14.12.95 and 16.2.96.

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**ORDER :**

In the G.O. 1<sup>st</sup> read above, based on the recommendations of the OFFICIAL COMMITTEE on improving promotional prospects of Ministerial categories, the Government have upgraded the existing post of Personal Assistant (Non-Technical) to the Director of Sericulture into that of Deputy Director of Sericulture in the scale of pay of Rs.3000-4500, with effect from the date on which the new incumbent joins duty.

2. In the G.O., 2<sup>nd</sup> read above, the Government have appointed Thiru.M.K.Krishnamurthy, Personal Assistant to Director of Sericulture temporarily in the upgraded post of Deputy Director of Sericulture (Administration) in the Directorate of Sericulture, Salem pending framing of adhoc rules to the said upgraded post and he took charge of the post on 1.12.94. The Government now issue the following rules for the post of Deputy Director of Sericulture.

3. The following Notification will be published in the TamilNadu Government Gazette:-

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of TamilNadu hereby makes the following rules.

2. The rules hereby made shall be deemed to have come into force on the 1<sup>st</sup> December 1994.

## **RULES**

The General and the Special Rules applicable to the holders of the permanent posts in the Category 2 of the TamilNadu Industries service shall apply to the holders of the temporary post of Deputy Director of Sericulture in the Department of Sericulture, subject to the modifications specified in the following rules.

**1. Constitution :** The post shall constitute a distinct category in the said service.

**2. Appointment :** Appointment to the post shall be made by recruitment by transfer from among the holders of Administrative Officer in the Department of Sericulture in the TamilNadu Industries Subordinate Service.

**3. Qualification :** No person shall be eligible for appointment to the post, unless he is an approved probationer in the post of Administrative Officer.

**4. Probation:** Every person appointed to the post shall from the date on which he joins duty be on probation for a total period of one year on duty within a continuous period of two years.

**5. Pay :** There shall be paid to the holder of the post a monthly pay, calculated in the scale of Rs.3000-100-3500-125-4500/-.

**6. Savings :** Nothing contained in the rules shall adversely affect any person holding the post on the date of coming into force of these rules.

(BY ORDER OF THE GOVERNOR)

R.SELLAMUTHU  
SECRETARY TO GOVERNMENT

TO  
The Director of Sericulture, Salem-1

/Forwarded by order/

Sd/..  
Section Officer

//True Copy//



Copy of

GOVERNMENT OF TAMILNADU  
ABSTRACT

Public Services – TamilNadu Industries Subordinate Services – Temporary  
post Administrative Officer - Department of Sericulture– Adhoc rules – Issued.

Handlooms, Handicrafts, Textiles & Khadi (G1) Department.

G.O.Ms.No.258

Dated : 6.8.1990

Read again :

11)G.O.Ms.No.150 , Handlooms, Handicrafts, Textiles and Khadi  
Department dated 11.5.88.

Read also :

12)From the Director of Sericulture Letter Rc.No.25145/E1/96-1  
Dated 22.8.88.

13)From the TamilNadu Public Service Commission Lr.No.  
4316/BA-4/89 dated 3.4.90.

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**ORDER :**

In the Government Order first read above, orders were issued upgrading the posts of Managers in the offices of the Assistant Director of Sericulture at Hosur, Coimbatore, Salem, Vaniyambadi and Dindigul as Administrative Officers in the Pre-revised scale of pay of Rs.1160-50-1460-70-1950 in the Department of Sericulture. In the letter second read above, the Director of Sericulture has submitted draft adhoc rules governing the post of Administrative officer for approval by the Government.

2. The following notification will be published in the TamilNadu Government Gazette:-

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of TamilNadu hereby makes the following rules.

2. The rules hereby made shall be deemed to have come into force on the 11<sup>th</sup> May 1988.

**RULES**

The General and the Special Rules applicable to the holders of the permanent posts in the TamilNadu Industries Subordinate service shall apply to the holders of the temporary post of Administrative Officer in the Department of Sericulture, subject to the modifications specified in the following rules.

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

**3. Appointment :** Appointment to the post shall be made by recruitment by transfer from among the holders of the post of Superintendent or Manager or Commercial Accountant in the TamilNadu Ministerial service in the Department of Industries and Commerce and presently employed in the Department of Sericulture.

**4. Appointing Authority :** The Appointing Authority for the post of the Director of Sericulture.

**5. Qualification :** No person shall be eligible for appointment to the post, unless he possess the following qualifications.

i) The minimum General Educational Qualifications as specified in the Schedule –I to the General rules:

ii) Pass in the Accounts test for Subordinate officers Part-I and District Office Manual.

iii) Service for a period of not less than three years in the category from which recruitment is made.

**6. Probation:** Every person appointed to the post shall from the date on which he joins duty be on probation for a total period of two years on duty within a continuous period of three years.

**7. Pay :** There shall be paid to the holder of the post a monthly pay calculated in the scale of Rs.1820-60-2300-75-3200/-.

(BY ORDER OF THE GOVERNOR)

JAGMOHAN SINGH KANG  
SECRETARY TO GOVERNMENT

TO  
The Director of Sericulture, Salem-1, etc.

/Forwarded by order/

Sd/..  
Section Officer

//True Copy//

**GOVERNMENT OF TAMILNADU**  
HANDLOOMS, HANDICRAFTS, TEXTILES AND KHADI (G1) DEPARTMENT

**G.O.Ms.No. 75 dated 27/6/2001.**  
**(Vishu, Aani 13, Thiruvalluvar Aandu 2032)**

**ABSTRACT**

Public Services – Tamilnadu Industries Subordinate Service – temporary post of programmer (Computer) in the Department of Sericulture – Adhoc Rules – Issued.

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**READ:**

- 1) G.O..Ms.No.352, Handlooms, Handicrafts, Textiles and Khadi Department dated: 17.12.1990.
  - 2) From the Director of Sericulture Letter No.46947/DSE2/92 Dated:23.3.1993 and 18.8.2000.
  - 3) Government letter No.6062/G1/93-17 Dated:23.5.1996. 3/10/96 and 13.9.2000.
  - 4) From the Tamilnadu public service commission letter No.5536/RND-C4/96 dated: 16.12.98 and 20.12.2000.
- 

**ORDER :-**

The following modification will be published in the Tamilnadu Government Gazette:-

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamilnadu hereby makes the following rules:-

2. The rules hereby made shall be deemed to have come into force on the 17<sup>th</sup> December 1990.

**RULES**

The General and the Special Rules applicable to the holders of the permanent posts in the Tamilnadu Industries Subordinate Service shall apply to the holder of the temporary post of programmer (Computer) in the Department of Sericulture, sanctioned from time to time, subject to the modifications specified in the following rules:-

**2. Constitution :-** The post shall constitute a separate category in a distinct class in the said service.

**3. Appointment :-** Appointment to the post shall be made by direct recruitment.

**4. Appointing Authority** :- The appointing authority for the post shall be the Director of Sericulture

**5. Qualification :-** (a) **AGE:-** No person shall be eligible for appointment to the post, by direct recruitment, if he has completed or will complete thirty five years of age on the first day of July of the year in which the selection for appointment is made.  
(b) **Other Qualification:-** No person shall be eligible for appointment to the post, unless he possesses the following qualification.

(i) A Master's degree in Computer Applications.

Or

(ii) A Master's degree in Computer Science,

Or

(iii) (a) A Master's degree in physics or Mathematics or Statistics or Operations Research,

Or

(b) A post Graduate Diploma in Computer Application or Experience for a period of not less than three years in Computer programming.

**6. Probation :-** Every person appointed to the post shall, from the date on which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years.

**7. Pay :-** There shall be paid to the holder of the post, a monthly pay calculated in the Scale of Rs.1820-60-2300-75-3200. Provided that with effect from 01.01.1996 the monthly pay shall be calculated in the scale of Rs.5900-200-9900.

( BY ORDER OF THE GOVERNOR)

JAYANTHI  
SECRETARY TO GOVERNMENT

**To**  
The Director of Sericulture, Salem.1.

//Forwarded /by order//

Sd/- xxxxxx  
SECTION OFFICER.

**GOVERNMENT OF TAMILNADU  
ABSTRACT**

Public Services – Tamil Nadu Ministerial Service – Temporary post of  
Commercial Accountant in Sericulture Department – Adhoc Rules – Issued.

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HANDLOOMS, HANDICRAFTS, TEXTILES AND KHADI (G.1) DEPARTMENT

G.O.Ms.No. 70

DATED: 18.03.97

READ:

- 1) From the Director of Sericulture, Letter  
No.33670/E.1/90, Dated: 08.04.1991.
- 2) From the Secretary. Tamil Nadu Public Service  
Commission, Letter No. 2155/RND-D2/96. Dated:02.01.97.

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**ORDER :-**

The Director of Sericulture in his letter read above, has sent proposals for framing of adhoc rules for the temporary post of Commercial Accountant in the Department of Sericulture. The Government after careful consideration accept the proposals of the Director of Sericulture.

2. The following notification will be published in the Tamil Nadu Government Gazette:-

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following rules.

2. The rules hereby made shall be deemed to have come into force on the 30<sup>th</sup> July 1982.

**RULES**

The General and the special Rules applicable to the holders of the permanent posts in category 8 of the Tamil Nadu Ministerial Service shall apply to the holders of the temporary post of Commercial Accountant in the Sericulture Department sanctioned from time to time, subject to the modifications specified in the following rules:-

**2. Constitution:-** The post shall constitute a temporary addition to the said category in the said service.

**3. Appointment :-** Appointment to the post shall be made by promotion from among the holders of the post of Assistant in the Department of Sericulture.

**4. Appointing Authority:-** The appointing authority for the post shall be the Director of Sericulture.

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

- (1) Must have passed the Account Test for Sub-ordinate Officers, Part I and
- (2) A pass in the Government Technical Examination in Book Keeping or Accountancy by Higher Grade: or

A pass in the intermediate examination of the Institute of Cost and Works Accounts of India, Calcutta : or

A pass in the Intermediate examination of the Cost and Works Accountants' Institute, London:

Provided that a candidate possessing the B.Com., degree of the University of Madras or of any other recognised universities approved by the University Grants Commission or its equivalent in Book Keeping or in Accountancy in higher Grade shall not be required to pass the Government Technical Examination in Book keeping or in Accountancy by the Higher Grade; and

- (3) Must have served for a period of not less than one year in the post of Assistant in the Department of Sericulture.

**6. Savings:-** Nothing contained in these rules shall adversely affect any person holding the post on the date of issue of these rules.

**7. Scale of pay :-** There shall be paid to the holders of the post a monthly pay calculated in the scale of pay Rs.1600-50-2300-60-2660.

(BY ORDER OF THE GOVERNOR)

D.PRAKASH,  
SPECIAL SECRETARY TO GOVERNMENT

To

The Director of Sericulture, Salem.

The works Manager, Government Central press. Chennai.79

(for publication in TamilNadu Government Gazette)

The Accountant General. Chennai -18/ By Name.

Copy to: The Secretary. TNPSC Chennai.2

The Personnel & Administrative Reforms Department, Chennai.9

The Handlooms, Handicrafts, Textiles & Khadi(A) Department, Chennai.9

The Regr. TamilNadu Admn. Tribunal, Chennai 104(with covering letter)

// FORWARDED / BY ORDER //

Sd/- xxxxxxx  
SECTION OFFICER.

**Copy of G.O.Ms.No. 797 Department of Industries, Labour and  
Co-operation dated the 8<sup>th</sup> February 1961.**

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**ABSTRACT**

Public Services – Madras Industries Subordinate Service- Temporary posts of Drivers and Cleaners sanctioned in the Industries Department – Common adhoc rules – Issued.

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**Read:** 1. From the Director of Industries and Commerce letters' No.25935/ED5/60, dt:23.9.60.  
2. Memorandum No. 157121/Spl. A.III/60-2 Industries., Labour & Cooperation (Spl.) dt:5.12.60.

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**ORDER :-**

The following notification will be published in the Fort. St. George Gazette :-

**NOTIFICATION . I**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and in super session of the rules published with the Industries. Labour and Cooperation Department Notification (i) No.679 dated the 14<sup>th</sup> September 1955 at page 1405 of part I of the Fort St. George Gazette dated the 5<sup>th</sup> October 1955 (ii) No.540 dated the 3<sup>rd</sup> May 1956 at the pages 646 to 647 of part I of the Fort St. George Gazette dated the 23<sup>rd</sup> may 1956 and (iii) No. 646 dated the 28<sup>th</sup> May 1956 at page 795 of part I of the Fort St. Geroge Cazette dated the 13<sup>th</sup> June 1956, the Governor of Madras hereby makes the following rules:-

The rules hereby made shall be deemed to have come into force on the 4<sup>th</sup> March 1955 and ceased to be in force on the 31<sup>st</sup> May 1960.

**RULES**

The General and Special Rules applicable to the holders of the permanent posts in the Madras Industries Subordinate Service shall be apply to the holders of the temporary posts of Drivers, Grade I, Drivers Grade II, Grade III, Drivers Grade IV and Cleaners sanctioned from time to time in the Industries Department subject, to the modifications specified in the following rules.

**2. Constitutions:-** The posts shall each constitute a distinct category in a distinct Class of the said service.

**3. Appointment :-** Appointment to the posts specified in column (1) of the Table below shall be made by the methods specified in the corresponding entries in column (2) thereof.

### THE TABLE.

<b>Posts</b>	<b>Method of appointment</b>
Drivers Grade I	<ol style="list-style-type: none"><li>1. By promotion from among the holders of the posts of Drivers, Grade II, or</li><li>2. By direct recruitment, or</li><li>3. By transfer from any other class or category, or</li><li>4. By recruitment by transfer from any other service.</li></ol>
Drivers Grade II	<ol style="list-style-type: none"><li>1. By promotion from among the holders of the posts of Drivers, Grade III, or</li><li>2. By direct recruitment, or</li><li>3. By transfer from any other class or category, or</li><li>4. By recruitment by transfer from any other service.</li></ol>
Drivers Grade III	<ol style="list-style-type: none"><li>1. By promotion from among the holders of the posts of Drivers, Grade IV, or</li><li>2. By direct recruitment, or</li><li>3. By transfer from any other class or category, or</li><li>4. By recruitment by transfer from any other service.</li></ol>
Drivers Grade IV	<ol style="list-style-type: none"><li>1. By promotion from among the holders of the posts Cleaners, or</li><li>2. By direct recruitment, or</li><li>3. By transfer from any other class or category, or</li><li>4. By recruitment by transfer from any other service.</li></ol>
Cleaners	<ol style="list-style-type: none"><li>1. By direct recruitment, or</li><li>2. By transfer from any other class or category, or</li><li>3. By recruitment by transfer from any other service.</li></ol>

**4. Reservation of Appointment:-** The rule relating to reservation of appointments (General Rule 22) shall apply to the appointments to the posts by direct recruitment.

**5. Selection Category:-** Promotion to the posts of Drivers Grade I, Grade II, Grade III, and Grade IV shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

**6. Appointing Authorities:-** The appointing authorities for the posts specified in column (1) of the Table below shall be the authorities specified in the corresponding entries in column (2) thereof.



### THE TABLE

Posts	Appointing authorities
Drivers Grade I Drivers Grade II Drivers Grade III Drivers Grade IV ]Cleaners.	Deputy Director of Industries and Commerce (Small Scale Industries) or Assistant Director of Industries and Commerce of the district of the Gazetted head of the Unit or Centre as the case may be.

**7. AGE:** No person shall be eligible for appointment to the posts by direct recruitment, if he has completed or will complete 35 years of age on the first day of the July of the year in which the selection for appointment is made.

**8. Qualification :** No person shall be eligible for appointment to the posts specified in column (1) of the Table below, by any of the methods specified in rule 3, unless he possesses the qualifications specified in the corresponding entries in column (2) thereof.

### THE TABLE.

Posts	Appointing authorities
Drivers Grade I Drivers Grade II .	1. Must possess a licence for driving a heavy transport vehicle with an elementary knowledge of automechanism as is required by a driver, and 2. Practical expeience for a period of not less than two years in running busses or lorries.
Drivers Grade III Drivers Grade IV	1. Must possess a current driving licence with and elementary knowledge of automechanism as is required by a Driver, and 2. Practicial experience for a period of not le2s than one year. <b>Note:</b> Preference shall be given to those who have endorsement on the licence to drive lorries and trunks.
Cleaners	Practical experience for a period of not less than six months as a cleaner or Attendant in a Mechanical or Electrical workshop or a power House.

**9. PAY :-** There shall be paid to the holders of the posts specified in column(1) of the Table below a monthly pay calculated in the scales specified in the corresponding entries in column (2) thereof.

### THE TABLE.

<b>Posts</b>	<b>Scale of pay</b>
Drivers Grade I	Rs. 50-3-80
Drivers Grade II	Rs. 45-3-60
Drivers Grade III	Rs. 40-1-60
Drivers Grade IV	Rs. 35-1-45
Cleaners.	Rs. 15-1-20

### Notification II

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Madras hereby makes the following rules.

The rules hereby made shall be deemed to have come into force on the 1st June 1960.

### RULES

The General and the special Rules applicable to the holders of the permanent posts in the Madras Industries Sub-ordinate service shall apply to the holders of the temporary posts of Drivers heavy vehicles, Drivers – others and Cleaners sanctioned from time to time in the Industries Department, subject to the modifications specified in the following rules.

**2. Constitution:-** The posts shall constitute a distinct category in a distinct Class of the said service.

**3. Appointment :-** Appointment to the posts specified in column (1) of the Table below shall be made by the methods specified in the corresponding entries in column (2) thereof.

### THE TABLE

<b>Posts</b>	<b>Methods of appointment</b>
Drivers – heavy vehicles	1. By promotion from among the holders of the posts of Drivers – others, or 2. By direct recruitment, or 3. By transfer from any other class or category, or 4. By recruitment by transfer from any other service
Drivers – others	1. By promotion from among the holders of the posts of Cleaners. or 2. By direct recruitment, or 3. By transfer from any other class or category, or 4. By recruitment by transfer from any other service
Cleaners	1. By direct recruitment, or 2. By transfer from any other class or category, or 3. By recruitment by transfer from any other service

**4. Selection category :-** Promotion to the posts of Drivers, Heavy vehicles and Drivers – other shall be made on grounds of merit and ability. Seniority, being considered only where merit and ability are approximately equal.

**5. Appointing authorities :-** The appointing authorities for the post shall be the Industrial Engineer, the Deputy Director of Industries and Commerce (Small Scale Industries) the Additional Deputy Director of Industries and Commerce (SSI) the Assistant Director of Industries and Commerce of the district or the Gazetted head of the unit or centre, as the case may be.

**6. AGE :-** No person shall be eligible for appointment to the posts by direct recruitment, if he has completed or will complete 35 years of age on the first day of July of the year in which the selection for appointment is made.

**7. Qualifications :-** No person shall be eligible for appointment to the posts specified in column (1) of the Table below by any of the methods specified in rule 3, unless he possesses the qualifications specified in the corresponding entries in column (2) thereof.

**THE TABLE.**

<b>Posts</b>	<b>Appointing authorities</b>
Drivers – heavy vehicles.	1. Must possess a current licence for driving heavy transport issued by the competent authority under the Government of Madras, and 2. Must possess practical experience in driving bus, lorry or tractor or any other heavy vehicle either in Government Department or in any other private service for a period of not less than two years; and 3. Must possess knowledge in mechanism of all types or heavy vehicles.
Drivers - others	1. Must possess a current driving licence issued by the competent authority under the Government of Madras, and 2. Must possess practical experience in driving either in Government Department or in any other private service for a period of not less than one years; and 3. Must possess elementary knowledge of automechanism as is provided by a Driver.
Cleaners	Practical experience as a Cleaner or Attendant in a Mechanical or Electrical workshop or power House for a period of not less than six monthis

## **8. Reservation of appointment :-**

The rule relating to reservation of appointment (General Rule 22) shall apply to the appointments to the posts by direct recruitment.

**9. PAY :-** There shall be paid to the holders of the posts specified in column (1) of the Table below, a monthly pay calculated in the scales specified in the corresponding entries in column (2) thereof.

### **THE TABLE.**

<b>Posts</b>	<b>Scale of pay</b>
Drivers – heavy vehicles	Rs. 75-1-85
Drivers – others	Rs. 70-1-80
Cleaners.	Rs. 50-1-60

10. This order issues with the concurrence of the Finance Department – vide their U.O. No. 5009/E.II/61-1. dt: 16.1.61.

**Sd/- S.D.Paul,  
Deputy Secretary to Government.**

// True copy //

**GOVERNMENT OF TAMILNADU**  
**ABSTRACT**

Public Service – Tamil Nadu General Subordinate Service – Temporary posts of Record Clerk in Sericulture Department – adhoc rules issued.

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**INDUSTRIES DEPARTMENT**

**G.O.Ms.No. 1394**

**Dated: 14.11.83.**

**Read the following :**

- 1)G.O.Ms.No.238. Ind. Dt:28.2.79.
  - 2) From the Director of Sericulture, Lr.No.9442/DSE1/83  
Dt: 14.8.83.
- 

**ORDER : -**

The following notification will be published in the **Tamil Nadu Government Gazette :-**

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of TamilNadu hereby makes the following Rules.

2. The rules hereby made shall be deemed to have come into force on the 25<sup>th</sup> May 1979.

**RULES**

The General and the Special Rules applicable to the holders of the permanent post of Record Clerk in category I in Class XXII of the Tamil Nadu General Subordinate Service shall apply to the holder of the temporary post of Record Clerk, sanctioned for the Sericulture Department, subject to the modifications specified in the following rules.

**2. Constitution :-** The post shall constitute a separate category in the said class of the said service.

**3. Appointment :** - Appointment to the post shall be made by recruitment by transfer from the Tamil Nadu Basic Service.

Provided that, if no suitable member in the Tamil Nadu Basic Service is available, then the vacancy shall be filled up by direct recruitment.

**4. Appointment authority :-**

The personal Assistant to the Director of Sericulture shall be the appointing authority for the post.

**5. Qualifications :- (a) AGE :** No person shall be eligible for appointment to the post by direct recruitment, if he has completed or will complete 33 years of age in the case of candidates belonging to Schedule Castes/Schedule Tribes and 28 years of age in the case of others on the first day of July of the year in which the selection for appointment is made.

**b) Other qualifications :-** No person shall be eligible for appointment to the post by the method specified in column(1) of the table below, unless he possesses the qualifications, specified in the corresponding entries in column (2) thereof.

**THE TABLE**

<b>Method of recruitment</b>	<b>Qualification</b>
Direct recruitment	Must possess a completed S.S.L.C.,
Recruitment by transfer	i) Must have passed III form or VIIIth Standard in a recognised secondary school or must possess the Indian Army I Class Certificate or education of the Indian Army III Class English Certificate and ii) Must have completed three years of service as Basic Servant.

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

**7. PAY :-** There shall be paid to the holder of the post a monthly pay calculated in the scale of Rs.265-5-325-10-425.

(BY ORDER OF THE GOVERNOR)

M.A.K. TAYAB,  
COMMISSIONER AND SECRETARY TO  
GOVERNMENT.

To  
The Director of Sericulture, Salem.7  
The Director of Stationery and Printing (for publication of notification in the TamilNadu Government Gazette)  
The Accountant General, Madras.18  
The Accountant General. (by neme) Madras.18  
The Secretary. TamilNadu Public Service Commission. Madras-2  
Copy to personnel and Administrative Reforms(per.C)/Finance/ Industries (B) Departments, Madras.9.

// forwarded by order//

Sd/- xxxxxx  
Section Officer

**Copy of G.O.Ms.No. 1858 (Ind) Industries. Labour and Housing Department dt:22.4.66.**

Public Services – Madras Industries Subordinate Service – Temporary posts of Industrial Co-operative Officers, Supervisor of Industrial Co-operatives and Asst. Supervisors of Industrial Co-operatives in the Industrial Co-operative Branch of the Industries and Commerce Department – Adhoc rules – Issued.

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**Read Again :** G.O.Ms. No. 5368/ Industries / dt: 19.11.1980  
G.O.Ms. No. 4379/IIC/ dt: 17/9/1960/

**Read also :** From the D.I .&.C. Lr. No. 196684/60-ICE2, dt: 19.10.61.  
From the D.I .&.C. Lr. No. 196684/60-ICE2, dt: 14.12.61.  
From the D.I .&.C. Lr. No. 196684/60-ICE2, dt: 22.1.62.  
From the D.I .&.C. Lr. No. 196684/60-ICE2, dt: 27.4.62.  
From the D.I .&.C. Lr. No. 196684/60-ICE2, dt: 22.10.62

From the Secretary. Madras public Service Commission  
Lr.No.5262/C2/63-4, dt: 17.12.63.  
From the Joint Director of Ind.; & Com. (IC) Lr.No.  
Lr.No.196624/ICE2/dt: 17.10.65  
From the Socy.Madras public Service Commission  
Lr.No.5262/C2/63-11, dt:18.2.66.

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**ORDER :-**

The Govt. direct that the temporary posts of Industrial Co-operative Officers in the Indl. Co.op Branch of the Department of Industries and Commerce be brought within the purview of the Madras Public Service Commission and Classified as 'Technical' for the purpose of direct recruitment through that body. Necessary amendments to the Madras public Service Commission Regulations will be issued by the Govt. in the Public (Services) Dept. The Govt. also direct that the test and examinations referred to in rule 10 shall be conducted by the Madras public Service Commission. The form of agreement referred to in rule 11 is annexed to these proceedings.

\* Non- Technical (Admnded in G.O.Ms.No.1051/Ind/ Dept. dt:23.6.72.

2. The following Notification will be published in the Fort St. George Gazette.

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the constitution of India and in supersession of the rules published with Industries. Labour and Cooperation Dept. Notification S.R.C. No.A-402' of 1960, dt. The 17<sup>th</sup> Sept.1960 at pages 380-383 of Part V of the Fort St. George Gazate, dt, the 19<sup>th</sup> October 1960, the Governor of Madras hereby makes the following rules.

## RULES

The General and the Special Rules applicable to the holders of the permanent posts in the Madras Industries Subordinate Service shall apply to the holders of the temporary posts of Indl. Co-op. Officers. Supervisor of Indl. Co-ops. and Asst., Supervisor of Indl. Coops, sanctioned for the Indl. Coop. Branch of the Indl. and Com. Dept. subject to the modification specified in the following rules.

### 2. Constitution:

The posts shall each constitute a distinct category in a district class of the said service.

### 3.(a) Appointment:

Appointment to the posts specified in col.(1) of the Table below shall be made by the methods specified in the corresponding entries in column (2) thereof.

#### THE TABLE.

	<b>Posts</b>	<b>Method of appointment</b>
1	Industrial Co-op. Officers	i) By promotion from among the holders of the posts of supervisors of Indl. Co-ops. Or ii) By direct recruitment or iii) For special reasons by recruitment by transfer from any other service.
1	Supervisor of Indl. Co-operatives	i) By promotion from among the holders of the posts of Asst supervisors of Indl. Co-ops. Or ii) By direct recruitment or iii) For special reasons by recruitment by transfer from any other service.
3	Asst. Supervisor of Indl. Coops.	i) Direct recruitment or ii) By recruitment by transfer from among the holders of the posts of Lower Division clerks in the Industries Department or iii) For Special reasons by recruitment by transfer from any other services.

b) The ratio appointments by direct recruitment and the appointment by all the other methods specified taken together shall be 1:4

c) Promotions to the posts of Indl. Coop Officers and Supervisors of Industrial Cooperatives shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.



#### **4. Appointing Authority:-**

The appointing authorities for the posts specified in Column (1) of the Table below shall be authorities specified in the corresponding entries in Col.2 thereof.

#### **THE TABLE.**

	<b>Posts</b>	<b>Appointing Authorities</b>
1	Indl. Coop. Officer.	Joint Director of Indl. and Com. (ICS)
2	Supervisor of Indl. Coops.	Joint Director of Indl. and Com )ICS)

\* Director of Indl. & Com. Madras – Amendment  
G.O.Ms.No. 2533/IIH/Dept. dt:5.7.68.

3. Asst. Supervisor of Indl. Coops. Joint Director of Indl. & Com. (ICS).

**5. Reservation of appointments:** The rule relating to reservation of appointments (General Rule 22), shall separately apply to appointments to the 3 category by direct recruitment.

**6. AGE :** No person shall be eligible for appointment to any of the posts by direct recruitment, if he has completed or will complete twenty seven years of age on the first day of July of the year in which the selection for appointment is made.

G.O.Ms.No.1504/Ind. Dept. dt. 13.10.73. Provided further that for the Purpose of recruitment to the post of Supervisor of Indl. Coops, in the Tamilnadu Industries Subordinate Service held in 1973, the age limit shall be reckoned w.r.to the first July 1972..... 4.

**7) Qualifications :** No person shall be eligible for appointment to the posts specified in Column (1) of the Table below by the methods specified in Column (2) of that Table, unless he possesses the qualifications specified in the Corresponding entries in Column (3) thereof.

#### **THE TABLE.**

<b>Posts</b>	<b>Method</b>	<b>Qualification</b>
<b>1</b>	<b>2</b>	<b>3</b>
Indl.Co-op Officer	By direct recruitment	1. Must possess a degree of B.Com., or B.A., or B.Sc., (other than in a professional subject not being Agriculture) of any university Grants Commission for the purpose of its grant or

	Omitted in G.O.Ms.No. 1287/Ind/IIH/86, dt:26.3.68.	2. Must possess a degree or Diploma in Mechanical Electrical or Automobile Engg. of any University or the University Grants Commission for the purpose of its grant or any recognized Board.
	b. By recruitment by transfer from any other service.	1. Must possess a degree of B.Com., or B.A., or B.Sc., (other than in a professional subject not being Agriculture) of any University Grants Commission for the purpose of its grants.
	Omitted in G.O.Ms.No. 1287/86/Ind./II&H dt:26.2.68.	2. Must possess a degree or diploma in Mechanical, Electrical or Automobile Engg. of any University or Institution Recognised by the University Grants Commission for the purpose of its grant or of any recognized board and
		3. Must be an approved probationer in the post from which he is transferred.
	c. By promotion from among the holders of the posts of S.I.C.	1. Minimum General Education qualification as prescribed in Schedule-I
		2. Must be an approved probationer in the category of Supervisor of Indl. Coops. &
		3. Must have passed the Account Test for Subordinate Officers Part-I.
Supervisor of Indl. Coops.	a) By direct recruitment or by recruitment by transfer from any other service	1. Must possess a degree in B.Com., or B.A., or B.Sc., of any University or Institution recognized by the University Grants Commission for the purpose of its grant or
		2. Must possess a degree of diploma Mechanical, Elec. Or Automobile Engg. of any University or Institution recognised by the University Grants commission for the purpose of its grant or of any recognised Board.
	b) By promotion from among the holders of the posts of A.S.I.C.	1. Minimum General Education Qualification specified in Schedule I to the General Rules and
		2. Must be an approved probation in the Indl. Coops.

Asst. S.I.C	a) By direct recruitment	Must have passed the pre University Exmn. Of a University in the Madras State or an equivalent Exmn. of any University or Inst. recognised by the University Grants Commission for the purpose of its grant.
	b) By recruitment by transfer from the holders of the post of L.D.C. in the Indl. Dept. or by transfer from any other service	1. Must possess the minimum general educational qualification specified in the Schedule-I to the General Rules, and 2. Must have put in a service of not less than two years and must have been declared to have satisfactorily completed his probation in the respective category.

**Explanation:**

A recognised Board shall mean a Board Recognised by the Govt. of India or by any of the State Govts.

**8. Promotion :**

Every person appointed to a category specified in Col.(1) of the table below shall be on probation for the period of specified in the corresponding entry in Col.(2) thereof.

**THE TABLE.**

	<b>CATEGORY</b>	<b>PERIOD OF PROBATION</b>
<b>1</b>	<b>2</b>	<b>3</b>
1	I.C.Os. and Asst. S.I.C.s appointed by any of the methods specified in rule-3	Total period of two years duty with a continuous period of 3 years.
2	Supervisor of Indl. Coops. i) Promoted from the Cat. Of A.S.I.C. ii) Appointed by direct recruitment or by recruitment by transfer.	Total period of one year on duty within a continuous period of three years.  Total period of two years on duty within a continuous period of three years.

**9. Training:**

a) Every person selected for appointment to any of the posts specified in column (1) of the Table below shall undergo the training specified in the corresponding entries in Column (2) thereof, immediately after appointment.

## THE TABLE

<b>POSTS</b>	<b>TRAINING</b>
<b>1</b>	<b>2</b>
Indl. Op-op. Officers and Supervisor of Indl. Coops. appointed by direct recruitment or by transfer from any other service.	A course of Instruction in Co-operation (Genl) Indl. Co-op. Coop. Accounts and Audit including Book-keeping and Secretarial practice and Business Administration including cost Accounting for a period of four months at the Indl. Co-op. Training Institute, Madras and a course of practical training for a period of two months in Govt. Units and Indl. Co-op. Societies of this State,
Asst.S.I.C. appointed by direct recruitment or by transfer.	A course of instruction in Cooperation (Genl.) Indl. Cooperation. Coop. Accounts and Audit including Book keeping and Secretarial practice and Business Admin-including Cost Accounting for a period of Six months (including practical training) in the Indl. Coop. Trg. Institute at Madras.

b) The pay admissible to a probationary Indl. Coop. Officers, Supervisor of Indl. Coop. and Asst, Supervisor of Indl. Coops, while undergoing the prescribed course of instruction and practical training shall be as fixed by the State Government from time to time.

Provided that in the case of those appointed by transfer to any of the categories, the pay to be drawn during the period of prescribed course of instruction and Training will be the pay which they were drawing at the time of appointment by transfer to the respective category.

### **(10) Tests & Examinations:**

Every person appointed to the posts specified the Col(1) of the table below shall pass the tests and Examinations conducted by the Madras Public Service Commission specified in Col.(2) of the Table within the period specified in the corresponding entries in Col.3 thereof.

**THE TABLE.**

<b>Posts</b>	<b>TESTS &amp; EXAMINATIONS</b>	<b>PERIOD</b>
<b>1</b>	<b>2</b>	<b>3</b>
Indl. Coop. Officers appointed by direct recruitment or by recruitment by transfer.	i. Account Test for Sub- Officers part-I ii) Exmn. in co-operation (General) iii) Industrial Co-operation. iv) Co-op. Accounts & Audit including Book-keeping and Secretarial practice & Business Admin. Including cost Accounting.	To be passed within the period of probation.
Supervisor of Indl. Coop.	i) Account Test for subordinate Officers part-I ii) Omitted G.O.Ms.No.2533/IIH dt:15.7.68.	
i) Appointed direct recruitment or recruitment by transfer.	ii) Exmn. In Co-operatives (G) Indl.Co-op. Co-operative Accounts and Audit including Book keeping and Secretarial practice & Business Admn. Including cost Accounting.	To be passed within the period of probation.
ii) Appointed by promotion.	Account Test for Suhordinate officers part-I Examination in Cooperation(G)	Omitted in G.O.Ms.No.2017/Ind. Dept. dt:18.9.70. Omitted in G.O.Ms.No. 2533/IIH dt:15.7.80.
Asst.S.I.C. appointed by direct recruitment of by recruitment of transfer.	Exam. In Co-operation (Genl) Ind.Co-op. Coop. Account and Audit including book-keeping and Secretarial practices, and Business Admn. Including cost accounting.	To be passed within a period of two years after appointment.

**G.O.Ms.No.2017/Ind. Dt:18.9.70 w.e.f. 22.4.66.**

The following proviso shall be added at the end of the table under rule 10 namely.

“Provided that an Asst, S.I.C. who does not pass the Examination in Cooperation (General) Indl. Copo. Co-operation Accounts and Audit including Book-keeping and Secretarial practice and Business administration including cost Accounting as required above, shall not be entitled for appointment as full member of the Service or for promotion as S.I.Cs. unless and until he passes the said examination but this will not operate as a bar against declaration of completion of his probation. His increment shall also be stopped till he passes the said but such stoppage shall not operate to postpone his future increments after he has passed the said examination. The stoppage of increment under this clause shall be subject to the provisions of Fundamental rule 31-A5.

## **II) Agreement:**

Every person appointed to any of the posts of Indl. Coop. Officers or Supervisor of Indl. Coops. or Asst. Supervisor of Indl. Coops, by direct recruitment or by recruitment by transfer from any other service, shall before undergoing the course of training and instructions prescribed in rule 9 execute in agreement in the form annexed to these rules with two sureties binding himself.

- i) to undergo the entire course of training & instructions.
- ii) To serve in the Indl. Dept. Indl. Coop. branch for a period of not less than 3 years after completion of training.
- iii) In case he fails to fulfil either of the two conditions mentioned in clause (i) & (ii) above and in case a candidate's probation is terminated by the Government before two years to refund to the state Government the total amount drawn by him as pay and allowance excluding Travelling allowance during the course of Training and Instructions prescribed in rule 9.
- iv) In case of failure to remit the pay and Allowances as per Clause(iii) within the time prescribed, to agree to the recovery of the amount either from him or his sureties as if it is an arrear of land revenue.

12) Promotion for persons belonging to Madras Co-operative Subordinate Service.

Persons holding the posts of Co-op. sub-Registrars, Senior Inspector of Co-op. Societies and Junior Inspector of Co-operatives societies as full member or approved probationers or probationers in the Madras co-operative subordinate service on the date of issue of these rules and who have opted to remain permanently in the Ind. Dept. shall be deemed to have been appointed as Indl. Co-op. Officers, Supervisors of Indl. Coops. & Asst. Supervisor of Indl. Coops. respectively. Their previous service in the Madras co-op. Subordinate Service shall be taken into account for purpose of Seniority, confirmation and promotion.

13) Exemption from passing tests by persons recruited from Madras co-op. subordinate Service persons who have been drafted from the Co-op. Department who were holding the posts of Coop. Sub-Registrars, Senior Inspectors and Junior Inspectors in the Co-operative Department at the time of Transfer and who have passed the Four Co-op. Departmental Tests, need not pass the Examinations in Co-operation (General) & Co-op. Accounts and Audit Including Book-Keeping and Secretarial practice as required in rule 10. They should, however, pass the examination in Indl. Co-opn, and Business Admn, including cost Accounting conducted by the Tamil Nadu public Service Commission to become eligible for promotion to higher posts.

(Issued in G.O.Ms./No.2017/Ind. Dept. dt:18.9.70)

**14) Pay:** There shall be paid to the holders of the posts specified in Col.(1) of the Table below a monthly pay calculated in the Scales of pay specified in the corresponding entries in Col.(2) thereof.

**THE TABLE.**

	<b>Posts</b>	<b>Scale of pay</b>
1	Indl. Co-op. Officers	Rs. 200-5-250-10-270
2	Supervisor of Indl. Co-ops.	Rs. 125-5-175.
3	Asst.Supervisor of Indl. Co-ops.	Rs.110-3-140.

Provided that with effect on and from the 1st Oct.1961. the monthly pay in respect of the holders of the posts of Supervisor of Indl. Co-ops. Shall be calculated in the scale of Rs.140-5-220.

//True copy//

Sd/- xxxxxxxxxxxx  
For Director of Sericulture.

**Copy of G.O.Ms.No.1769, Industries, Labour and Cooperation  
Department, dated 28<sup>th</sup> April 1959.**

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Public Services – Madras Industries Subordinate Services – Sericultural Section – Scheme for hiring pumpsets to Silkworm Seed Rearers in Hosur Taluk – Temporary posts of Foreman and Mechanics – Revised adhoc rules – Issued.

G.O.Ms.No.2050, Industries, Labour and Cooperation Dated 21.5.1956

G.O.Ms.No.1899, Industries, Labour and Cooperation Dated 19.5.1958.

Read also : From the Director of Industries and Commerce,  
Lr.No.148718/EC1/dt. 6.1.1959.

**ORDER :**

In G.O. Ms.No.2050, Industries, Labour and Cooperation, dt. 21.5.1956 as amended by G.O.Ms.No.1899, Industries, Labour and Cooperation, dt. 19.5.1958 adhoc rules have been issued making the General and Special Rules applicable to the holders of the permanent post of Mechanics (Gr.I and II) in category 5(a) of Class 1 of the Madras Industries Subordinate Service to apply to the temporary posts of Foreman and Mechanics sanctioned for work connected with the scheme of hiring pumpsets to silkworm seed rearers in Hosur taluk subject to certain modifications. The posts of Mechanics included in the Special Rules for the Madras Industries Subordinate service have since been transferred to the Agriculture Department with effect from 1.4.1958 consequent on the transfer of work relating to maintenance of borewell sets from the Industries Department to the Agriculture Department. The Director of Industries and Commerce has proposed that separate adhoc rules may be issued in respect of the temporary posts under reference in super-session of those issued in the G.O's read above. The Government accept the proposal of the Director of Industries and Commerce.

2. The following Notification will be published in the Fort. St. George Gazette:-

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and in supersession of the rules published with the Industries, Labour and Cooperation Department Notification No.605, dated the 21<sup>st</sup> May, 1956 at page 752 of part I of the Fort. St. George Gazette, dated 6<sup>th</sup> June 1956, the Governor of Madras hereby makes the following rules.

The rules hereby made shall be deemed to have come in force on the 1<sup>st</sup> April 1958.



## RULES

The General and Special Rules applicable to the holders of the permanent posts in the Madras Industries Subordinate service shall apply to the holders of the temporary post of Foreman and Mechanics for work connected with the scheme for hiring of pumpsets of silkworm rearers in Hosur Taluk, sanctioned in G.O. Ms.No.1249, Industries, Labour and Cooperation Department dated the 6<sup>th</sup> April, 1959 subject to the modifications in the following rules.

**2. Constitution :** The post shall each constitute a separate category under distinct class of the said service.

**3. Appointment :** Appointment to the post specified in the column 1 of the Table below, shall be made by the method specified in the corresponding entries in column 2 thereof.

THE TABLE

Posts	Method of Appointment
Foreman	1. Promotion from the post of Mechanic 2. Direct recruitment, or 3. Transfer from any other class or category 4. Recruitment by transfer from any other service.
Mechanic	1. Direct recruitment; or 2. Transfer from any other class or category or 3. Recruitment by transfer from any other service.

**4. Selection Category :** Promotion to the post of Foreman be made on grounds of merit and ability, seniority being considered only where merit and ability approximately equal.

**5. Appointing Authority :** The Appointing Authority for the posts specified in Column 1 of the Table below shall be the authority specified in the corresponding entries in Column thereof:-

THE TABLE

Posts	Appointment Authority
Foreman	Joint Director of Industries and Commerce (Engg.) Sericultural Expert, Hosur or Madras; Special Officer (Guts), Coonoor, as the case may be

**6. Age:** No person shall be eligible for appointment to the posts specified in column 1 of the table below by direct recruitment, if he has completed or will complete the age specified in the corresponding entries in Column 2 thereof, on the first day of July of the year, in which the selection of appointment is made.

THE TABLE

Posts	Age
Foreman	40 years
Mechanic	30 years.

**7. Qualification :** No person shall be eligible for appointment to the posts specified in column 1 of the table below, by the method specified in column 2 of the table, unless he possesses the qualifications specified in the corresponding entries in column 3 thereof:-

(1)	(2)	(3)
Foreman	Direct recruitment or transfer from any other Class or Category or recruitment by transfer from any other services	1. Industrial School Certificate in Mechanical Engg. Or General Mechanics or Certificates in Craftsmanship in Motor Mechanic Trade issued by the Government of India or by the Department of Industries and Commerce, Madras and 2. Practical experience in a factory or a workshop for a period of not less than two years.
Mechanic	Direct recruitment or transfer from any other Class or Category or recruitment by transfer from any other services	1. Industrial School Certificate in Mechanical Engg. or General Mechanics or Certificates in Craftsmanship in Motor Mechanic Trade issued by the Government of India or by the Department of Industries and Commerce, Madras and 2. Practical experience for a period of not less than six months in factory or workshop.

**8. Reservation of Appointment :-** The rule relating to reservation of appointment (General Rule 22) shall apply to appointment by direct recruitment to the posts of Mechanic.

**9. Pay :** There shall be paid to the holders of the posts specified in column 1 of the Table below, a monthly pay calculated in the scale of pay specified in the corresponding entries in Column 2 thereof:-

THE TABLE

Posts	Scale of pay
Foreman	Rs.90-3-120 per mensem.
Mechanic	Rs.45-3-75 per mensem

//True Copy//

**Copy of G.O.Ms.No.1080, Industries Department, Dated 12-75.**

- Abstract:** Public Services – TamilNadu Industries  
Subordinate Service – Temporary Post of Wireman  
in the Large Scale Silk Farm, Kolatti – Adhoc  
Rules – Issued.
- Read :** 1. G.O.Ms. No, Industries, Dt:11.1.74.  
2. From the Director of Industries and Commerce,  
Letter No.Rc.292731/EG3/73 dt: 17.6.1975.

**ORDER :**

The following notification will be published in the TamilNadu Government Gazette:-

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of TamilNadu hereby makes the following rules.

The rules hereby made shall be deemed to have come in force on the 11<sup>th</sup> January 1974.

**RULES**

The General and Special Rules applicable to the holders of the permanent posts in the TamilNadu Industries Subordinate service shall apply to the holders of the temporary post of Wireman in Large Scale Silk Farm, Kolatti sanctioned in G.O.Ms.No.44, Industries dated the 11<sup>th</sup> January 1974, subject to the modifications specified in the following rules.

**2. Constitution :** The post shall constitute a separate category in a distinct class of the said service.

**3. Appointment :** Appointment to the post shall be made by direct recruitment (or) by transfer from any other class or category of the said service (or) recruitment by transfer from any other service.

**4. Appointing Authority :** The Appointing Authority to the post shall be the Asst. Director of Industries and Commerce (Sericulture) Kolatti.

**5. Age:** No person shall be eligible for appointment to the post by direct recruitment unless he has completed or will complete 35 years of age on the first day of July of the year in which the selection for appointment is made.

**6. Qualification :** No person shall be eligible for appointment to the post, by any of the methods specified in the rule 3, unless he possesses the following qualifications, namely:-

- (1) Must have studied IV Form in a recognized school, and

(2) Must possess a Certificate in the trade test of "Wireman issued by a recognized Institution or Board

**7. Pay :** There shall be paid / the holders of the post a monthly pay calculated in the scale of Rs.160-5-240/-

//True Copy//

Copy of Govt. Memo No. 66386/SIB3/75-2, Dt. 10.12.75 of Industries Department

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Sub : Public Services – TamilNadu Industries Subordinate Service – Temporary post of Wireman in the Large Scale Silk Farm, Kolatti – Adhoc rules – Amendment Issued.

Ref : 1. G.O.Ms.No. 1080, Industries,dt. 12.9.75  
2. From the Director of Industries and Commerce, Letter NO. 292731.EG3/75 dated 23.10.75.

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The following amendment to the Government Order first cited is issued.

For the words "unless he" in rule 5 the words "if" shall be substituted.

2. The Director of Industries and Commerce is informed that the post of Wireman is a solitary one and the question of selecting a candidate by the method of rotation will not therefore arise and hence the rule regarding reservation has omitted in the Government order first cited.

/True copy/

**GOVERNMENT OF TAMILNADU  
ABSTRACT**

Public Services – TamilNadu Industries Subordinate Services – Department  
of Sericulture - Temporary post of Boiler Attendant - Adhoc rules – Issued.

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Handlooms, Handicrafts, Textiles & Khadi (G1) Department.

G.O.Ms.No.166

Dated : 6.7.1987

Read :

From the Director of Sericulture Letter Rc.No.1369/DSE5/86  
Dated 1.10.86, 19.12.86, 5.2.87 & 6.3.87

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**ORDER :**

The following notification will be published in the TamilNadu Government Gazette:-

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of TamilNadu hereby makes the following rules.

2. The rules hereby made shall come into force with effect from 6<sup>th</sup> July 1987.

**RULES**

The General and the Special Rules applicable to the holders of the permanent posts in the TamilNadu Industries Subordinate service shall apply to the holders of the temporary post of Boiler Attendant sanctioned from time to time to the Sericulture Department, subject to the modifications specified in the following rules.

**2. Constitution :** The post shall constitute a separate category in a distinct class of the said service.

**3. Appointment :** Appointment to the post shall be made by direct recruitment.

**4. Appointing Authority :** The Appointing Authority shall be the Joint Director of Sericulture (Headquarters).

**5. Age:** No person shall be eligible for appointment to the post, if he has completed or will complete thirty five years of age on the first day of July of year in which selection for appointment is made.

**6. Qualification :** No person shall be eligible for appointment to the post, unless he possess the following qualifications.

(1) Must have passed III form or VIII Standard in a recognized school and

(2) Must hold a Certificate of competency awarded by the President, Board of Examiners, TamilNadu or any other Certificate considered equivalent thereto awarded by the Chief Inspector of Boilers, TamilNadu regarding his competency to hold direct charge of Boilers, and

(3) Must have practical experience in a recognized workshop for a period of not less than three years.

**7. Pay :** There shall be paid to the holders of the post a monthly pay calculated in the scale of Rs.555-15-625-20-795-25-970/-.

M.AHMED,  
COMMISSIONER & SECRETARY TO  
GOVERNMENT

TO  
The Director of Sericulture, Salem-7

/Forwarded by order/

Sd/..  
Section Officer

Copy of :

GOVERNMENT OF TAMILNADU  
ABSTRACT

Personnel - Sericulture Industries – Formation of Sericulture Department – Inclusion in the Special Rules Governing the Basic Servants in Sericulture Department – orders – Issued.

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INDUSTRIES DEPARTMENT.

G.O.Ms.No.1194

Dated : 23.9.1983

Read the following :

1. G.O.Ms.No.238, Industries, Dated 28.2.1979.
2. From the Director of Sericulture, Lrs. No. 4443/DSE1/83 Dated 14.3.83 and 17.6.83.

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**ORDER :**

In the Government order first read above, Government have ordered the bifurcation of the Sericulture wing of the Director of Industries and Commerce and formed the new Directorate of Sericulture with headquarters at Salem.

2. In the letters read above, the Director of Sericulture, has stated that so far Special Rules governing the posts of Basic Servants in the Industries and Commerce Department are being followed in his Department also, an amendments to the Special Rules Governing the post of Basic Servants in Sericulture Department were not issued and he has requested issue of the following amendments to the Special Rules for TamilNadu Basic Service to provide for inclusion of Sericulture Department in the said rules.

1 In the Annexure (referred to in Rule 2) under heading “Class III, IV & V”, under the sub-heading “Industries Department” in the entry in column 1 under item 3, the word sericulture be deleted.

2. In the said Annexure – Under the heading “Class III, IV & V” after the sub-heading “Rehabilitation Department” the following entries be added.

**Sericulture Department**

Col.1	Col.2
Office of the Director of Sericulture Subordinate offices	Personal Assistant (Administration) to the Director of Sericulture. Gazetted Head of office cont.

3. The Government accept the proposal of the Director of Sericulture referred to in para 2 above.

4. Necessary orders amending the Special Rules for TamilNadu Basic Service will be issued from the personal or Administrative Reforms (Per.F) Department.

(BY ORDER OF THE GOVERNOR)

V.PALANICHAMY  
DEPUTY SECRETARY TO GOVERNMENT

TO  
The Director of Sericulture, Salem-7

/Forwarded by order/

Sd/..  
Section Officer

//True Copy//



**GOVERNMENT OF TAMIL NADU**  
**ABSTRACT**

Public Services – Tamil Nadu Basic Service – Temporary post of practical Sericulturist / Rearer, in the Sericulture Department – Adhoc Rules – Orders Issued.

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Handlooms, Handicrafts, Textiles and Khadi (G.1) Department.

G.O.Ms.No. 294.

Dated: 27.11.1991.

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Read the following:-

1. G.O.Ms.No.436, Industries, Dated: 30.3.84.
2. From the Director of Sericulture, letter No. E5/6278/91, Dated: 7.3.91.

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**ORDER :-**

In the Government Order first read above, orders were issued bringing sixty three posts of practical Sericulturist-cum-Rearer paid form the contingencies in to regular establishment with effect from 1.4.83 in the scale of pay of Rs.200-5-300 in the Department of Sericulture. In the letter second read above, the Director of Sericulture has submitted draft adhoc rules governing the post of pradtical Sericulturist-cum-Rearer for approval of the Government. The Government after careful consideration have decided to approve the said draft adhoc rules submitted by the Director of Sericulture.

2. The following Notification will be published in the TamilNadu Government Gazettee:-

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of TamilNadu hereby makes the following rules.

2. The rules hereby made shall be deemed to have come into force on the 1<sup>st</sup> April 1983.

**RULES**

The General and the Special Rules applicable to the holders of the permanent posts in the TamilNadu Basic Service shall apply to the holder of the temporary post of Practical Sericulturist-cum-Rearer in the Department of Sericulture, subject to the modifications specified in the following rules.

**2. Constitution :** The post shall constitute a separate category in a distinct class of the said service.

**3. Appointment :** Appointment to the post shall be made by direct recruitment.

**4. Appointing Authority :** The Appointing Authority for the post shall be the Assistant Director or Deputy Director of Sericulture concerned.

**5. Qualification :** (a) Age : No person shall be eligible for appointment to the post if he has completed or will complete the age of thirty years on the date of appointment:-

Provided that, no person belonging to Scheduled Caste, or Scheduled Tribe shall be eligible for appointment to the post if he has completed or will complete the age of thirty five years on the date of appointment.

Provided further that the provisions in sub-rule(a) and in the first proviso shall not apply to the contingent staff brought into regular establishment. (b) Other qualification: No person shall be eligible for appointment to the post unless he possess as the following qualifications: namely:-

(1) Must be able to read and write in Tamil:

Provided that notwithstanding anything contained in rule 12-A of the General rules, a candidate to be appointed to the post of Practical Sericulturist-cum-Rearer by direct recruitment shall be deemed to possess an adequate knowledge in Tamil, if he satisfies the appointing authority at the time of interview for selection by reading and copying Tamil Manuscripts and (2) must have experience in mulberry cultivation for a period of not less than six months in Government Silk Farms or units as certified by the Departmental officers not below the rank of an Assistant Director of Sericulture.

**6. Reservation of appointment** – The rule relating to reservation of appointments (General Rule 22) shall apply for appointment to the post.

**7. Probation:** Every person appointed to the post shall, from the date on which he joins duty, be on probation for a total period of two years on duty within a continuous period of two years.

**8. Pay :** There shall be paid to the holder of the post a monthly pay calculated in the scale of Rs.200-5-300;

Provided that with effect on and from the 1<sup>st</sup> October 1981, the monthly pay shall be calculated in the scale of Rs.450-20-590-25-740-30-800.

Provided further that with effect on and from the 1<sup>st</sup> June 1988 the monthly pay shall be calculated in the scale of Rs. 750-12-870-15-945.

**9. Savings :** Nothing contained in these rules shall adversely affect any person holding the post on the date of issue of these rules.

(BY ORDER OF THE GOVERNOR)

P.SHANKAR

SECRETARY TO GOVERNMENT

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TAMIL NADU KHADI AND VILLAGE INDUSTRIES BOARD

KURALAGAM CHENNAI -108.

ABSTRACT

Tamil Nadu Khadi and Village Industries Board - Service Regulation  
- Amendments to Regulations - Orders issued.

Khadi Board Proceedings Ms.No.180, dated 15.7.89.

Read:

G.O.Ms.No.147, Handlooms, Handicrafts, Textiles and Khadi  
(F1) Department, dated 3.6.89.

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ORDER:

Under Sub-section (1) of section of the Tamil Nadu Khadi and Village Industries Board Act, 1959 (Tamilnadu Act 18 of 1959) the Governor of Tamilnadu hereby accords sanction to amend the Tamil Nadu Khadi and Village Industries Board Service Regulations, 1966 by the Tamil Nadu Khadi and Village Industries Board as detailed in the Annexure to this order.

The enclosed notification will be published in the Tamil Nadu Government Gazette.

/ By order of the President/

SHEELA BALAKRISHNAN  
CHIEF EXECUTIVE OFFICER

To

All Regional Deputy Directors  
General Manger, Khadi Kraft, Madras  
Deputy Director (Silk) Kumbakonam  
All Assistant Directors

Copy to: The Director of Stationery and Printing  
Madras -2 for publication of Notification  
in the Tamilnadu Government Gazette.

" The Commissioner and Secretary to Government  
Handlooms, Handicrafts, Textiles and Khadi  
Department, Chennai-9.

" Chief Auditor, S.T.S. Chennai -18.

" E.I/E.II/G.I sections

" Stock file/spare.

/ forwarded by order/

SUPERINTENDENT.

TAMIL NADU KHADI AND VILLAGE INDUSTRIES BOARD  
SERVICE REGULATIONS

In exercise of the powers conferred by clause (a) of sub-section (2) of section 30 of the Tamil Nadu Khadi and Village Industries Board Act, 1959 (Madras Act 18 of 1959), the Tamil Nadu State Khadi and Village Industries Board with the previous sanction of the Government of Tamil Nadu hereby makes the following amendments to the regulations in respect of the Officers and servants of the Tamil Nadu Khadi and Village Industries Board.

#### 1. SHORT TITLE AND COMMENCEMENT:

- a. These regulations may be called " The Tamil Nadu Khadi and Village Industries Board Service Regulation 1966"
- b. They shall be deemed to have come into force on the 15th September 1960.

#### 2. APPLICATION

(1) These Regulations shall apply to the holders of all the posts under the Board ( other than those employed only occasionally or subject to discharge without notice) whether temporary or permanent, except to the extent otherwise expressly provided.

(a) by or under any order for the time being in force.

or

(b) in respect of any member of the Board's service by a contract or agreement subsisting between such member and the Board:

Provided that nothing in these regulations shall, unless a contrary intention is expressly indicated there in, operate to deprive any such person of any right or privilege to which he is entitled by or under any rule or order applicable to him prior to the making of these regulations.

\* Provided further that unless a contrary intention is expressly indicated therein, nothing contained in these Regulations shall adversely effect any person in service under the Khadi and Village Industries Board on the date of issue of these Regulations.

**KHADI BOARD PROCEEDINGS (Ms.) No.608/ DATED 31.7.69**

(2) The Board shall be authority competent to interpret these regulations and the decisions of the Board shall be final and binding.

(3) The Board may be notified, with the previous sanction of the State Government, to exempt wholly or in part, from the operation of these regulations, the holder of any post or the holders of any class or category of posts.

### 3. DEFINITIONS:

In these regulations, unless there is anything repugnant in the subject or context:

- (1) "Board" means the Tamil Nadu State Khadi and Village Industries Board:
- (2) A person is said to be "appointed to the service" when in accordance with these regulations or in accordance with the regulations or adhoc rules applicable at the time, as the case may be, he discharges for the first time the duties of a post borne on the cadre of such service or commences the probation, instruction or training prescribed for members thereof:
- (3) "Approved candidate" means a candidate whose name appears in an authoritative list of candidates approved for appointment to any class or category or grade of the Board's service:
- (4) "Approved probationer" in any class or category in the service means a member of that class or category who has satisfactorily completed his probation and has been declared as such and awaits appointment as a full member of such class and category in the service:
- (5) "Backward Classes" means the communities mentioned as such in Schedule 1 to part 1 of General Rules for the Tamil Nadu State and Subordinate Service as amended from time to time by the Government of Tamil Nadu.
- (6) "Discharge of a Probationer" means, in case the probationer is a full member or an approved probationer in any other class or category reverting him to such class or category and in any other case dispensing with his service;

- (7) A person is said to be ' on duty' as a member of the Board's Service:
- (a) When he is performing the duties of a post borne on the cadre of such service or is undergoing the probation, Instruction or training prescribed by the Board for such service:
  - (b) When he is on joining time: or
  - (c) 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 Board having been on duty immediately before and immediately after such absence.
- (8) "Full Member" of the service means a member of that service who has been appointed substantively to a permanent post borne on the cadre thereof:
- (9) "Member of the service" means a person who has been appointed to the service of the Board and who has not retired or resigned, been removed or dismissed, been substantively transferred or reduced to any other category or class or reverted to Government service or been discharged otherwise than for want of a vacancy. He may be a probationer, an approved probationer or a full member in the Board's service.
- (10) "Military duty" means , the duty declared as such from time to time , by the Government of Tamil Nadu.
- (11) "Minimum general education qualification" means the qualification referred to in schedule I to part II of the General Rules for the Tamil Nadu State and Subordinate Service, as amended from time to time, by the Government of Tamil Nadu.
- (12) "Probationer" in the Board's Service means a member of that service who has not completed it:
- (13) "Promotion" means the appointment of a member of any category or class in the Board's Service to a higher category or class in the said service.

- (14) "Recruited direct" excepting the cases of appointment by transfer or by appointment from the Government Service on deputation or on foreign service terms from any other Board or institute or by appointment on contract, all other appointment directly made shall be deemed to be made by directly recruitment:
- (15) "Scheduled Castes" means the communities mentioned as such in Part A of Schedule II to Part I of the General Rules for the Tamil Nadu State and Subordinate Service as amended from time to time by the Government of Tamil Nadu.
- (16) "Scheduled Tribes" means the communities mentioned as such in Part B of Schedule II to Part I of the General Rules for the Madras State and Subordinate Services as amended from time to time by the Government of Tamil Nadu.
- (17) "Technical posts" means the posts which are specifically declared as "Technical" by the Board.
- (18) "Diploma or degree" --- In cases where the regulations prescribe a degree or diploma as a qualification then a degree or diploma granted by any of the Universities or institutions recognized by the University Grants Commission for the purpose of its grant specified in Schedule II to the General Rules for the Madras State and Subordinate Service as amended from time to time shall be recognized as the qualification.
- (19) "Institution" means any institution run or recognized by the Khadi and Village Industries Commission or any State Khadi Board or by the State Government.

#### 4. CLASSIFICATION (REVISED)

Persons holding posts under the Board shall be classified into the following four groups:

GROUP-A	Persons on Scales of pay the minimum of which is Rs. 1,800/- and above;
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- GROUP-B                      Persons on scales of pay the minimum of which is Rs. 1,045/- and above but less than Rs. 1,800/- ( in the ordinary grades)
- GROUP-C                      Persons on scales of pay minimum of which is Rs. 475/- and above, but less than Rs. 1,045/- in the ordinary grades:
- GROUP-D                      Persons who are not covered by groups A,B and C on scales of pay the minimum of which is below Rs. 475/- the ordinary grades.
- EXPLANATION:              Persons holding posts in Selection/ Special Grade shall come under the respective groups in which the said posts in the ordinary grades are classified:-

#### 5. CADRE:

The Cadre strength of the various classes and categories of the Board Service shall be fixed by the Board. The necessity or other wise for permanent retention of temporary posts will as a rule, be examined by the Board after a period of five years from the date of creation of the posts concerned.

#### 6. SELECTION OF CANDIDATES FOR APPOINTMENT:

(1) The Staff Selection Committee \* concerned constituted by the Board shall make the Selection of candidates by direct recruitment for all (\*\*) the posts (\*\*\*\*) included in A, B, C and D Groups.'

(\* Khadi Board Proceedings Ms.No.134, dated 11.4.88)

(2) In the case of direct recruitment, the vacancies will be notified to the concerned District Employment Exchange and / or the Central Employment Exchange in the State as the case may be, and appointments will be made on the basis of selection Committee from out of the Candidates nominated by the Employment Exchange and / or by the Central Employment Exchange. No other candidate should be appointed unless a non-availability certificate has been



secured from the concerned District and / or the Central Employment Exchange in the State.

(Khadi Board Proceedings Ms.No.135/ dated 4.4.1977)

While making selection under this regulation, preference shall be given to candidates who received award from the President of India for their outstanding role in the scout, movement.

Provided that in giving preference to such candidates, the rights of candidates belonging to Schedules Castes or Scheduled Tribes appearing for recruitment by open competition shall not be affected.

(Khadi Board Proceedings Ms.No.96, dated 27.4.84)

G.O.Ms.No.153, Handlooms, Handicrafts, Textiles and  
Khadi Department, dated 1.9.99  
KBP Ms.No.12 (a), dated 30.3.2000

(1) in regulation 6,-

(i) to sub – regulation (2) the following proviso shall  
shall be added, namely:-

“ Provided that the sub-regulation shall not apply in the case of appointment on compassionate grounds of the wife, husband son or unmarried daughter of a person in the Board’s Service who dies in harness”.

(ii) the proviso to sub-regulation (5) shall be omitted.

(3) In case of posts included in "A" Groups which are to be filled up by transfer or promotion, the panel shall be drawn by the Government. In the case of posts included in B Group the panel shall be drawn by the Chief Executive Officer

(4) Deleted (KBP Ms.No.180/ dated 15.7.89)

(5) In regard to promotion in the category of ( ) to posts included in "C" and "D" Groups the panels shall be drawn by the Chief Executive Officers. ( \*\*\*\*\*)

Provided that sub- Regulation (2) shall not apply in the case of appointment of the wife /husband/ son/ un-married daughter of the Board employee who dies in harness leaving his/her family in indigent circumstances for appointment in the categories of posts carrying the scale of pay identical to that of Basic servants in the Tamil Nadu Basic Servant and to posts carrying the scale less

than that of the Basic Servant in the Tamil Nadu Basic Service, referred to in the Annexure below:

## ANNEXURE

### (9) LIST OF POSTS WHICH CARRY THE SCALE OF PAY IDENTICAL/LESS THEN THAT OF BASIC SERVANT

	Name of the Post 1	Scale of Pay 2
	KAHDI	
1	Boy Attender	Rs.450-10-570-15-720
2	Attender (Gramodyog Sales depot)	-do-
3	Helper	-do-
	POTTERY	
4	Kiln-Attendent-cum Warden	-do-
5	Kin Attendent	-do-
	LEATHER	
6	Weighman	-do-
(a)	Labour Attendant	-do-
	SOAP	
7	Lab Attendant	-do-
8	Watchman-cum-Worker (Soap Unit)	-do-
	BEEKEEPING	
9	Bee-fieldmen (Gr.III)	-do-
10	Bee-Maistry	-do-
11	Bee Boy	-do-
	HAND MADE PAPER	
12	Coucher	-do-
	KURALAGAM MAINTENANCE:	
13	Electrical Cleaner	-do-
14	Assistant Plumber	-do-
15	Chowkidar	-do-
	FIBRE	

16 Organiser -do-

OTHER CATEGORIES:

17 Peon (Basic Servant) -do-

18 Lorry Cleaner -do-

19 Van Cleaner -do-

20 Counter Assistant Gr.II -do-

21 Watchman -do-

22 Masalchi -do-

23 Sweeper -do-

24 Carpenter Gr.I -do-

(1) (2)  
25 Deffadar Rs.450-10-570-15-720

26 Scavenger (Sanitary Worker) -do-

27 packer -do-

28 Watchman -do-

29 Scavangar -do-

30 Sanitary worker -do-

31 Watchman -do-

32 Sweeper -do-

33 Packer -do-

POST ON CONSOLDIATED PAY

1 Electrician0cum0Mechanic Rs.290/- per month

2 Lady instructors Rs,100/-

3 Organsier Fibre Rs.115/-

4 Artisan Rs.90/-

5 Cycle Boy Rs.90/-

6 Cycle Boy Rs.70/-

7 Potter Gr.II Rs.75/-

8 Skilled Worker- Gr.II Rs.75/-

9 Maistry (Leather) Rs.300/-

10 Skilled Worker (V.M.T) Rs.195/-

11 Carpenter Gr.III Rs.215/-

12 Apiary Assistant Rs.120/-

13 Unskilled Workers (V.M.T.) Rs.165/-

14 Senior Salesman Rs.200/-

15 Carpentry cum-Mechanic Rs.140/-

16 Watchman Fibre Rs.70/-

17 Peon Rs.70/-

18 Manager, Model Training Centre Rs.120/-

19 Artisan for Carpenter-cum-Fitter Rs.95/-

20 Machine Operater-Leather Gr.II Rs.225/-

21	Junior Engineer (Degree Holder)	Rs.900/-
22	Junior Engineer (Diploma Holder)	Rs.750/-

@ (Khadi Board Proceedings Ms.No.14/ dated 24.1.86)

**File No.12974/GIV(2)/90 C & D Groups**

**G.O.Ms.No. 198 HHTK (F1) Department, dated 16.6.97**

**KHADI BOARD'S PROC. MS.NO. NO.17, DATED 10.2.98.**

8. **APPOINTING AUTHORITIES:** The Chief Executive Officer shall be the appointing authority for the posts of Assistant Director and below upto the category of Junior Assistant and other categories which carry the identical scale of pay.

For all the other posts below the rank of Junior Assistant, the respective Assistant Director and Officers in the cadres of Assistant Director shall be the appointing authority.'

**DIRECT RECRUITMENT PROCEDURE:**

Deleted

(Khadi Board Proceedings Ms.No.135/ dated 4.4.1977)

**APPOINTING AUTHORITIES:**

The Chief Executive Officer shall be the appointing authority for the posts carrying the scale of pay of Rs.610-20-730-25-955-30-1075 and above. The personal Assistant to the Chief Executive Officer or the respective head of the Officer not below the rank of Assistant Director shall be the appointing authority for posts under his control carrying the scale of pay which is less then the scale of pay of Rs. 610-20-730-25-955-30-1075.

(Khadi Board Proceedings Ms.No.11 / dated 12.1.1986)

**APPOINTMENT BY CONTRACT:**

When in the opinion of the Board, special provisions are required in respect of conditions of service, pay and allowances, pension ' discipline and conduct with reference to any particular post. It shall be open to the Board to make an appointment to such post otherwise than in accordance with these regulations and to provide by agreement with the person so appointed for any of the matters in respect of which, in the opinion of the Board, special provisions are required to be made and to the extent to which such provisions are made in the agreement . Nothing in these regulations shall apply to any person so appointed in respect of any matter for which provision is made in the agreement. It shall be provided in every such agreement, that in respect of any matter for which provision is made in the agreement, the provisions in these regulations shall apply. The authority competent to issue any clarification in regard to the terms and conditions of the said agreement shall be the Board.

A person so appointed under the above said agreement shall not be regarded as a member of the Board's service and shall not be entitled by reason only of such appointment to any preferential claim to regular appointment in that post or in any other post in the service ,

KBP Ms.No.37, dated 7.3.95

G.O. Ms.No.39, Handlooms, Handicrafts, Textiles and Khadi (F1) Department, dated 23.2.95. In the said Regulations, Reg. 10 shall be omitted'.

## **APPOINTMENT OF RETIRED PERSONS:**

Where there is necessity, the Board may re-employ a person, who has retired from service of the Board or Government of Tamil Nadu after his superannuation. But such person shall not be retained in service after the age of (\*\*\*) (SIXTY ONE) years on any account. The Appointment of such person shall be by re-employment only or under special provisions of contract. In respect of the re-employment of Government servants, the prior orders of the Government shall be obtained before making such-re-employment and in respect of Board's Servants, the connected cases shall be circulated to the President of the Tamil Nadu Khadi and Village Industries Board through the Commissioner and Secretary to Government in the Administrative Department

concerned and the Chief Secretary to Government in the Finance Department.

**CONDITIONS TO BE SATISFIED FOR APPOINTMENT:**

No person shall be eligible for appointment unless he satisfied the Board that:-

- i. he is of sound health, active habits and free from bodily defect or Infirmary unfitting him for such service;
- ii. that his character and antecedents are such as to qualify him for such services; and
- iii that such person does not have more than one wife living or if such a person is a woman that she is not married to any person who has a wife living.
- iv the physical fitness certificates to be produced by the candidates recruited direct to the various posts before appointment shall be as specified in Annexure.I

**TEMPORARY APPOINTMENT AND PROMOTION**

(1) where it is necessary in the public interest owing to an emergency which has arisen to fill immediately a vacancy in a post borne on the cadre of the service of the Board and there would be undue delay and administrative inconvenience in making appointment in accordance with these regulations, the appointing authority may appoint or promote temporarily otherwise than in accordance with these regulations any person possessing the qualification prescribed for the post or who does not possess such a qualification until an appointment is made in accordance with these regulations.

(2) A person appointed under sub-clause (1) above shall be replaced as soon as possible by an approved candidate qualified to hold the post under these regulation or by a member of the service who is entitled for promotion under the regulations, as the case may be.

(3) A person appointed or promoted under sub-clause (1) shall not be regarded as a probationer in such category or be entitled by reason only of such appointment or promotion to any claim to future appointment of promotion to such category. The

services of a person appointed under sub-clause (1) shall be liable to be terminated by the appointing authority at any time without notice and without any reason being assigned.

(4) If a person appointed or promoted to a post under sub-clause (1) is appointed or promoted subsequently to the post in accordance with these regulations, he shall commence his probation, if any, from the date of such subsequent appointment or promotion or from such earlier date as the appointing authority may determine. He 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 had not been enabled by relaxation of any rules, 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.

(Khadi Board Proceedings Ms.No.382/ dated 19.6.1973)

(5) There shall be paid to the person appointed or promoted under sub-clause (1) and who does not possess the qualifications if any, prescribed for appointment or promotion to the said post, the highest of the following rates of pay;

- i. his substantive pay; or
- ii. The minimum of the time scale of the post held temporarily under sub-clause (i) ; or
- iii. the officiating pay which he would have drawn from time to time in the post regularly held by him immediately prior to the temporary appointment under sub-clause (i)

Provided that for the purpose of drawing pay under item.

- iv a certificate to the effect that, but for such temporary appointment or promotion, the incumbent would have continued to officiate in the post held by him immediately prior to the temporary appointment or promotion, shall be issued by the appointing authority for the officiating Post. When the incumbent has to be allowed an increment in the time scale of pay applicable to the officiating post, the appointing authority shall again issue a certificate to the effect that, but for his present temporary appointment or promotion, the Board servant would have continued to act

in the officiating post and draw the increments, indicating the date and stage of increment in the ( ) post included in "C" and "D" groups. The (\*\*\*\*) Senior Accounts Officer (Bills will regulate the increment in the officiating (\*\*\*) posts included in "A" and "B" groups on receipt of the Certificate from the Board.

Provided further, that a person fully qualified under the regulations to hold the post borne on the cadre of a class or category who has rendered temporary service for a continuous period of three years and whose pay is regulated under item (ii) of sub clause (5) shall be eligible for the first increment in the scale of pay for the post on completion of a duty period of one year reckoned from the day following the completion of the three years of temporary service and subsequent increments on completion of the requisite period for earning such increments, subject to the conditions that the regulations do not prescribe any special qualification to be acquired as a condition precedent to the drawal of such increments. The increments so drawn shall be adjusted if and when the person is subsequently appointed or promoted in accordance with the Board's Regulations.

EXPLANATION: 1 Continuous temporary service rendered prior to the 26th May 1962, shall also taken into account for the Purpose of this clause.

EXPLANATION; 2 Leave other than extraordinary leave taken on or after the 8th June 1962, shall be treated as service for the purpose of this clause. Leave taken prior to the 8th June 1962. shall be treated as service in accordance with the provisions of Fundamental Rule 26 (b) as it stood prior to the 8th June 1962.

EXPLANATION 3 increment sanctioned under this clause shall not be ordered with effect from a date prior to the 26th May 1962.

(Khadi Board Proceedings Ms.No.395/ dated 25.6.73)

**PROMOTION:**



(1) No member of a class or category in the Board service shall be eligible for promotion unless he has satisfactorily completed his probation in that post.

(2) Promotion to the posts governed under selection categories shall be made on grounds of merit and ability seniority being considered only where merit and ability, are approximately equal. All other promotions shall be made in accordance with the seniority unless:-

(a) the promotion of a member is withheld as a penalty; or

(b) a member is given special promotion for conspicuous merit and ability.

(The posts specified in Annexure II to these regulations shall be treated as selection categories. )

(3) While making appointment to a higher post which has more than one feeder category:

i. If the scales of pay of the feeder categories are similar, for purposes of promotion a percentage for each feeder category may be prescribed, taking in to consideration the cadre of strength of each of feeder categories. A cycle for promotion may also be prescribed.

ii If the scales of pay of the feeder categories are different then persons holding posts carrying a higher scales of pay of the feeder category should be considered first and that, if no qualified and suitable persons are available in that posts the cases of persons holding posts carrying the next higher scale of pay in the feeder category should be considered.

(G.O. Ms.No.1069/ Personal and Administrative Reforms (Per.M) Department dated 13.10.84)

Khadi Board Proceedings Ms.No.25/ dated 29.1.88)

#### 14. REVISION OF ORDERS OF PROMOTION OF SELECTION CATEGORIES:

An order promoting a member of the service to a selection category made by the Staff Selection Committee may be revised

only by the Board either SUO MOTU at any time or on a petition submitted by an aggrieved and member within six months from the date of (\*\*\*) communication of the order and this time limit may be extended by the Board if sufficient cause is shown for the delay in the submission of the petition.

G.O.Ms.No.284, P&AR(S) Department, Dated 1.12.1997

Endt. No.80999/GIV(2)/98 dated 13.1.1998.

### **AMENDMENT**

In the said Rules in Part II in rule 4, in sub-rule (a) , after the first sentence, the following sentence shall be inserted, namely:

“All appointments made by transfer, from one class to another class and from one category to another category, in the same service carrying identical scale of pay shall be made by the appointing authority from a list of approved candidates”.

#### 15. METHOD OF APPOINTMENT:

15 (1) Appointment to the posts in the Board's service shall be made in accordance with the methods and qualification specified against each category Annexure III to these regulations.

(2) Not with standing anything contained in clause (1) member of service shall be eligible for appointment either by transfer by promotion from one category to another category in the service provided, he possesses the prescribed educational qualification and qualifications in regard to passing of prescribed tests.

Provided that in making selection under this clause for appointment to a category, the claims of all eligible persons in a category from to which the selection is made shall be considered and that the selection so made shall be got approved by the Government.

( Khadi Board Proceedings Ms.No.397, dated 19.10.78)

(2) Not with standing anything contained in clause (1) the Board shall be competent to make appointment to the service in different posts under the Board by drafting Government servants from the Departments of the Government on foreign service terms.

(This amendment come into force with effect from 13.9.1966)

(Khadi Board Proceedings Ms.No.67, dated 24.1.1973)

**RESERVATION OF APPOINTMENT:**

The principle of reservation of appointment laid down in rule 22 of the General Rulings for the Tamil Nadu State and Subordinate Services shall apply in the case of direct recruitment to all categories of posts, the cadre strength of which is ten and above. The Selection for appointment to such posts shall be made on the following basis namely:

(1) The unit of selection for appointment, for the purpose of this regulation, shall be fifty, of which NINE shall be reserved for the Scheduled Castes and the Scheduled Tribes and TWENTY FIVE SHALL BE RESERVED for the Backward Classes and the remaining SIXTEEN shall be filled on the basis of merit.

a) Out of the total number of appointment reserved in the categories referred to in clause (a) three percent in each such category shall be reserved for the physically handicapped candidates and the appointment shall be made in turn and in the order of rotation as specified below:-

- (i) in the case of Scheduled Castes and Scheduled Tribes, every second turn shall be reserved in the second, sixth and tenth rotations and there after in the fourteenth, eighteenth twenty second, rotations and so on;
- (ii) in the case of Backward Classes, every thirty fourth turn shall be reserved in the second, third and fourth rotations and there after in the sixth, seventh, eighth rotations and so on; and
- (iii) in the case of appointment of every candidates on the basis of merit, every eighteenth turn shall be reserved in the second, fourth and sixth rotations and there after in the eighth, tenth, twelfth rotations and so on;

Provided that the appointment of physically handicapped candidates, against the reserved turn shall be subject to availability of such candidates;

Provided further that if no qualified and suitable physically handicapped candidate belonging to Scheduled caste or scheduled Tribe is available for Selection for appointment against the reserved turn, such turn shall be filled up by a candidate other than physically handicapped belonging to that category slip for selection

for appointment against the reserved turn, such turn shall be carried forwarded to the next recruitment, as provided in clause (d)

Provided also that in the case of appointment of candidates belonging to Backward Classes or in the case of appointment of candidates on the basis of merit, if no qualified and suitable physically handicapped candidate is available of Selection for appointment against the served turn, such turn shall be filled up by a candidate other than physically handicapped belonging to that category and if no such candidate is available in that category for selection for appointment against the reserved turn, such turn shall be allowed to lapse (G.O. Ms.No.983, Personal and Administrative Reforms (Per.P) Department, dated 7th October 1986).

(b) The claims of members of the Scheduled castes and Scheduled Tribes and the Backward Classes shall also be considered for the existing appointment which shall be filled on the basis of merit; and where a candidate belonging to a Scheduled Caste , Scheduled Tribe or Backward Class is selected on the basis of merit the number of posts reserved for the Scheduled Castes and the Scheduled Tribes or for the Backward Classes, as the case may be shall not in any way be affected.

( C) Selection for appointment under this regulations shall be made in the ORDER OF ROTATION specified below:

- 1.Open Competition
- 2.Schedule Castes and Scheduled Tribes
- 3.Backward Class
- 4.Open Competition
5. Backward Classes
- 6.Open Competition
- 7.Backward Classes
- 8.Schedule Castes and Scheduled Tribes
- 9.Backward Classes.
- 10.Open Competition
- 11.Backward Classes
- 12.Open Competition
- 13.Backward Classes
14. Schedule Castes and Scheduled Tribes
- 15.Backward Classes
- 16.Open Competition
- 17.Backward Classes
- 18.Open Competition
- 19.Backward Classes
20. Schedule Castes and Scheduled Tribes
- 21.Backward Classes

22. Open Competition
23. Backward Classes
24. Open Competition
25. Backward Classes
26. Backward Classes
27. Schedule Castes and Scheduled Tribes
28. Backward Classes
29. Open Competition
30. Backward Classes
31. Open Competition
32. Backward Classes
33. Schedule Castes and Scheduled Tribes
34. Backward Classes
35. Open Competition
36. Backward Classes
37. Open Competition
38. Backward Classes
39. Schedule Castes and Scheduled Tribes
40. Backward Classes
41. Open Competition
42. Backward Classes
43. Open Competition
44. Backward Classes
45. Schedule Castes and Scheduled Tribes
46. Backward Classes
47. Open competition
48. Backward Classes
49. Schedule Castes and Scheduled Tribes
50. Backward Classes.

(d) If a qualified and suitable candidate belonging to any of the Scheduled castes and scheduled Tribes or Backward Classes is not available for selection for appointment in the turn allotted for them in the cycle, the turn so allotted to the Backward Classes shall lapse and the vacancy shall be filled by the next turn in the order of rotation but the turn so reserved for Scheduled Castes and Scheduled Tribes shall, however, not lapse and the number of candidates to be selected in that recruitment shall be reduced by the number of schedule castes and Scheduled Tribes candidates not available for selection against the turn reserved for them, the unfilled vacancies reserved for scheduled castes and scheduled tribes shall be carried over to the next recruitment and selection for appointment to that post in the next recruitment shall be made first for the carried over turns and then the normal rotation shall be followed. If qualified Schedule Castes and Scheduled Tribes candidates are not available even then, the carried over turns shall

lapse and the vacancy shall be filled by the next turn in the order of rotation.

(Khadi Board Proceedings Ms.No.113/ dated 22.4.1983)

G.O.Ms.No.153, Handlooms, Handicrafts, Textiles and  
Khadi Department, dated 1.9.99.  
KBP Ms.No. 12 (a) dated 30.3.2000.

(2) in regulation 16, after clause (d) the following proviso shall be added, namely:-

“ provided that the reservation of appointment shall not apply in the case of appointment on compassionate grounds of the wife, husband son or unmarried daughter of a person in the Board’s service, who dies in harness”.

## 17. QUALIFICATION

(a) Age: No person shall be eligible for appointment by direct recruitment to the posts specified in column (1) of the table if he has completed or will complete the age limit specified in the corresponding entries in column (2) thereof on the 1st day July of the year in which selection for appointment is made.

POSTS	AGE
MINSITERIAL	With the age of 28 years
NON-TECHNICAL	With the age of 30 years
TECHNICAL	Within the age of 35 years.

Provided that in special circumstances the age limit may be relaxed if sufficiently experienced and otherwise qualified candidates are available for appointment.

(2) (a) The age limit shall not apply to the appointment of candidate belonging to the Scheduled Castes , Scheduled Tribes or Backward classes to a post for which a qualification lower than a Degree is prescribed, If such candidate possesses a general educational qualification which is higher than the minimum General educational Qualification and is otherwise qualified for appointment.

(b) The age limit shall not apply to the apply to the appointment to a post included in the service, of a candidate belonging to the Scheduled Castes, Scheduled Tribes or Backward Classes, who holds a degree which is not lower than the degree prescribed to such post and if he is otherwise qualified for appointment.

(c) In the case of a candidate who has rendered war service, the period of his service shall be excluded in computing this age for appointment, Such person shall, if invalidated from war service, be entitled to deduct from his age, the period from the Time when he was invalidated upto 1st April 1946.

(d) In the case of Scheduled Castes and Scheduled Tribes candidates, the age limit shall be increased by five years if the qualifications prescribed for the post is minimum general educational qualification or lower and the candidate possesses the said qualifications.

(e) In the case of political sufferers, the age limit may be relaxed as and when necessary.

(f) A physically handicapped person shall be eligible for an age concession up to ten years over and above the age-limits prescribed for the appointment to a post by direct recruitment only, provided the applicant is otherwise fully qualified and the handicap is not such as would render him incapable of efficiently discharging the duties of the post for which he is selected.

(3) Deleted.

(4) (a) Subject to the provisions of this Regulation no person shall be eligible for appointment to any post by direct recruitment unless he has an adequate knowledge of the official language of the State namely: Tamil.

#### AMENDMENT

G.O.Ms.No.153, Handlooms, Handicrafts, Textiles and  
Khadi Department, dated 1.9.99.  
KBP Ms.No. 12 (a) dated 30.3.2000.

(3) in regulation 17, in sub- regulation (2) after clause (f) the following clause shall be added, namely:-

“(g) The maximum age limit in the case of appointment on compassionate grounds of a widow or widower of a person in the Board’s service who dies in harness shall be fifty years”.

EXPLANATION

For the purpose of this Clause, a person with an adequate knowledge of Tamil shall mean a person.

(i) Who had taken Tamil as a language for his SSLC Public Examination or had studied all the non-language subjects in SSLC Public Examination in Tamil Medium; or

(ii) who has passed the second class language test in Tamil.

(b) Notwithstanding anything contained in sub-clause (a) a person, who being otherwise qualified for appointment to the post to which recruitment is to be made, may apply for recruitment to the post, despite the fact that, at the time of such application he does not possess as adequate knowledge of Tamil.

( c )Every such candidates as is referred to in sub-clause.(b)

shall, if selected, for appointment, pass the second class language test in Tamil conducted by the Tamil Nadu Public Service Commission with in the period of his probation and notwithstanding any things contained in Regulation 19, 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 person shall notwithstanding anything contained in the Fundamental Rules, be granted increments if, but for his failure to pass the said language test, he would have been declared to have satisfactory completed his probation. If he fails to pass the said language test with in the said period of four years, he shall be discharged from service.

(d) (i) Notwithstanding anything contained in sub-clauses (a) and ( c ) persons appointed to the post of Attenders ( Record Clerks) by direct recruitment who do not possess adequate knowledge in Tamil shall be deemed to possess an adequate, knowledge in Tamil if they have passed the following tests conducted by the appointing authority concerned, namely:-

a) Dictation in Tamil for 10 minutes	----- 60 marks
b) Reading a passage in Tamil	----- 40 marks
	-----
Total	100 marks
	-----



Provided that the tests conducted shall be of the standard of III Form or VIII Standard.

(ii) A candidate shall be deemed to have passed the tests prescribed in item (i) above, if he obtain 50 percent or more marks in the aggregate. He should pass the said tests within the period of his probation failing which he shall be discharged from service . Notwithstanding anything contained in Regulation 19 the period of his probation may be extended to four years from the date of appointment in order to enable him to pass the said tests.

(Khadi Board Proceedings Ms.No.17, dated 2.2.1980)

@ (5) (a) A language test of the Standard for VIII standard shall be prescribed for those whose educational qualification is above VIII Standard but below SSLC and for those who do not possess an adequate knowledge of the official language of the State of Tamilnadu as specified below:

Item of syllabus	Maximum marks	Minimum marks for a pass	Aggregate marks for an pass	Duration of test
PART -I	60	24	50	10 minutes

Dictation of  
half a page  
typed  
matter

PART II  
Reading            40                    16

(b) An oral test of the Standard for IV Standard shall be prescribed those, whose educational Qualification is below VIII standard and to those who do not possess an adequate knowledge of Tamil to find whether a person is able to converse freely and fluently in Tamil.

( c ) The above test shall be conducted by the appointing authorities.

(Khadi Board Proceedings Ms.No.90, dated 28.3.1983)

## 18.SENIORITY

(a) The seniority of a person in any class, Category or grade shall, unless he has been reduced to lower rank by punishment, be determined by the rank obtained by him in the list of approved candidates drawn by the Staff Selection Committee of the Board or other appointing authority, as the case may be, 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.

(aa) The seniority of a person in a service, class, category or grade shall, where the normal method of recruitment to that service, class, category or grade is not solely by direct recruitment or by recruitment by transfer or by promotion, but by direct recruitment, recruitment by transfer and by promotion 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 grade;

Provided that where the junior appointed by a particular method of recruitment happens to be appointed to a service, class, category or grade 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 grade on the same day on which the junior was so appointed.

Provided further that the benefit of the above proviso shall be available to the seniors only for the purpose of fixing 'interse seniority.

Provided also that where persons appointed by more than one method of recruitment are appointed or deemed to have been appointed to the class category ; or grade in the same day their interse seniority shall be decided with reference to their age.

(Khadi Board Proceedings MsNo.283/ dated 22.11.1984)

(b) If any portion of the service of any person does not count towards probation, his seniority shall be determined by the date of the commencement of his service which counts towards probation.

( c) The appointing authority may , at the time of passing an order appointing two or more persons simultaneously fix either for the purposes of satisfying the regulation relating to reservation of appointment or for any other reason, the order of preference among them and where such order has been fixed , seniority is to be determined in accordance with it.

(d) The transfer of a person from one class or category to another class or category same scale of pay is not to be, treat as a fresh appointment to the later for the purpose of seniority.

(e) If any member of class category or grade is reduced to a lower class, category or grade he shall, in the absence of special order to the contrary, take the first rank among the members in the later.

#### 19. PROBATION:

+ (1) (a) Every person appointed by direct recruitment shall from the date on which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years.

(b) every person appointed by promotion to a post under groups A and B shall from the date on which he joins duty' be on probation for a total period of one year on duty within a continuous period of two years.

( c ) Every person appointed by promotion to the first immediately higher category after first appointment ( under (\*\*\*) groups C and D ) in the Board shall, from the date on which he joins duty, be on probation for a total period of one year on duty within a continuance period of two years.

(Khadi Board proceedings Ms.No.35/ dated 25.1.77)

(1) (A) Notwithstanding anything contained in clause (1) every person appointed to a category, carrying the scale of pay which is less than the scale of pay of Rs.505-10-555-15-615-20-795-25-845 either by promotion or by direct recruitment, shall from the date on which he joins duty, be a probation for a total period of one year on duty within a continuous period of two years.

(2) (i) At the end of the prescribed or extended period of probation; as the case may be, the authority competent to declare the probation, shall consider the probationer's suitability for full membership of the service and if the competent 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 period of probation. If no such order is issued within six months from the date on which he is eligible for such declaration on, the probationer shall be deemed to have satisfactorily completed 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.

(ii) The authority competent to declare the satisfactory completion of probation in respect of all Officers in Group A and B in the Board shall be the Chief Executive Officer (KBP Ms.No.349, dated 20.9.78)

**EXPLANATION:**

For the purpose of calculating the period of probation of a probationer, complete calendar months, irrespective of the number of days in each month, shall first be calculated and then the add number of days calculated subsequently. Periods of leave if any taken during the period of probation shall be excluded while calculating the period of probation.

(3) At the end of the prescribed or extended period of probation the Chief Executive Officer, Tamil Nadu Khadi and Village Industries Board may recommended to the Board in the case of any of the Officers as in group A and B whose probation they are competent to declare that

(a) The probation of the Officer may be terminated because he has failed to acquire the prescribed qualification even though extension of the prescribed period of probation by one year was given to him; or

(b) The probation of the Officer may be further extended having regard to the special circumstances to enable him to acquire the prescribed qualification.

(c) The work of the Officer has to be watched and the period may be extended beyond the prescribed period of probation; or

( d) that the Officer is not suitable for the post and his probation has to be terminated.

All such cases shall be examined by the Board on merits and the Board shall issue final orders.

(i) The competent authority to declare suspend, terminate or to deal with all matters relating to probation of the persons shall be the appointing authority .

(ii) The competent authority to declare, suspend, termination to deal with all the matters relating to probation in respect of person whose scale of pay is less than the scale of pay of Rs. 610-20-730-25-955-35-1075 shall be the concerned appointing authority.

(5) A probationer can be discharged from service only giving him a reasonable opportunity of showing cause against proposed termination of probation;

Provided that where a probationer has been given a reason opportunity of showing cause against proposed termination of probation.

Provided that where a probationer has been given a reason opportunity of showing cause against the imposition of special punishment of reduction to lower rank in the seniority list or to a lower post or time scale or compulsory retirement or removal or dismissed and at the conclusion of the disciplinary proceedings, alternative conclusion is arrived at for termination of probation, a further opportunity of showing cause especially against the termination probation is not necessary.

#### EXPLANATION:

An opportunity to show cause maybe given after the appointing authority arrives at a provisional conclusion of the suitability of other wise of the probationer for full membership of the service either such authority himself or by a subordinate authority who is superior rank to the probationer.

(6) In case where the probation of a probationer is extended a condition shall unless there are special reasons to the contrary attached to the order of extension of probation, that the probationer increment shall be stopped until he is declared to have satisfied completed his probation. Such stoppage of increment shall not be treated as a penalty but only as a condition of extension of probationer and shall not have the effect of postponing future increments after has passed the prescribed test or examination or after he is declared have satisfactorily completed his probation.

(7) (i) A probationer who is discharged from service on the termination of his probation shall be entitled to appeal against the order of discharge passed by the competent authority to the authority to which and within the period of limitation within which an appeal would lie against an order of dismissal passed by the competent authority against a full member of that category.

(ii) The competent authority enter to an appeal under sub-clause (i) either SUOMOTU or otherwise may revise any order discharging a probationer within one year from the date of such order;

(iii) When an order discharging a probationer is set aside on an appeal under sub clause (1) or on revision under sub-clause (ii) and the probationer is restored to the service the period on and from the date of discharge to the date of such restoration may, with the previous sanction of the Board, be treated as on duty except for purposes of probation. The period of probation undergone by such probationer at the time of his discharge shall however count towards the period of probation prescribed by the regulation applicable to him.

(iv) Such probationer may, during the period on and from the date of his charge to the date of his restoration, be paid such pay and allowances not exceeding the pay and allowances to which he would have been entitled if he had not been discharged as the authority passing the order may, with the previous sanction of the Board, determine.

(8) (i) A probationer in any category shall be eligible to count for probation, his services, if any, performed otherwise than in a substantive capacity on regular appointment to a higher category. Nothing contained in his clause shall be construed as authorizing the promotion of a probationer in a category to a higher category in contravention of regulation 13.

(ii) Probationers and approved probationers shall be discharged for want of vacancies in the following orders:-

First the probationers in the order of seniority and second the approved probationers in the order of juniority.

(iii) Approved probationers and probationers who have been discharged for want of vacancies shall be reappointed as and when vacancies arise, in the inverse of the order laid down in sub-clause above.

(iv) The order or discharge of reappointment prescribed in sub-clause (ii) and (iii) may be departed from in cases where its observance would involve exceptional

administrative inconvenience but without affecting the relative seniority of the officers concerned.

(v) A vacancy in any category in any class of the service shall not be filled up by the appointment of a person who has not yet commenced his probation therein when an approved probationer a probationer therein is available for such appointment.

(vi) (a) Wherever a continuous period of duty is prescribed as probation leave other than casual leave taken by a probationer constitutes a break in the continuity of probation;

(b) The period of joining time availed of by a probationer on return from leave should be counted towards the prescribed period of probation if, but for his leave, he would have continued to officiate in the post to which he was appointed.

(vii) A probationer who does not hold a permanent post shall draw:

(a) While undergoing a course of instruction or training the pay specified in the regulations governing the conditions for such course of instruction or training; and

(b) After the completion of the course of instruction or training or where there is no prescribed course of instruction or training, the pay of the lowest grade or the minimum pay in the time scale of pay as the case may be, applicable to the post subject to such orders as the Board may, from time to time, issue.

(c) If an approved probationer or a full member in any one of the posts in the service of the Board is appointed as a probationer in any other post, he will draw the minimum pay of the officiating post, if it is higher than his substantive pay, but if such minimum pay is lower than his substantive pay, the stage at which his pay should be fixed in the time scale of pay in the officiating post will be determined by the Board.

(viii) (a) Probationers whose period of probation is two years and whose increment is annual, whether he is a direct recruit or transferee or promotee shall be entitled to draw the first increment after putting in service necessary to earn the increment, exclusive of the period during which he was undergoing a course of instruction or training, if any, applicable to the post he holds; his next increment shall, however, be drawn only with effect from the date of satisfactory completion of probation but the period of service from the date of first increment shall count for subsequent increments.

(b) Probationers whose period of probation is one year and whose increment is annual shall be entitled to draw increments only with effect from the date of satisfactory completion of probation.

**EXPLANATION:**

A probationer whose period of probation is extended shall not be eligible to draw his pay refixed under the regulations. He shall, however, be entitled to draw his substantive pay if any, ( if at any that happens to exceed the officiating pay otherwise admissible under the provisions mentioned above.)

(ix) (a) A special register of probationers should be maintained by all the appointing authorities or such lower authorities to whom the power to declare probation has been delegated. These registers should be in the form prescribed in Annexure ( V ) and should be maintained separately for each category of posts. Entries should be made in this register as soon as regular appointments are made. The Register should be examined every month and all cases of probationers whose probable date of completion of probation falls in the next month should be extracted and action pursued with a view to passing orders on completion of probation. As soon as a person is regularly appointed to a post a probation sheet also should be opened in the form specified in Annexure (VI) by the above authorities and entries made in columns (1) to (6) . The probation sheet should be maintained or sent to the head of the office in which the probationer is working and further entries in it should be made by the heads of offices in which the probationer works. The probation sheet be sent along with Last Pay Certificate and the service book when the probationer is transferred from one office to another.

(b) Any delay in the part of the competent authority to declare the completion of probation should not monetarily affect the probationers and that arrears of increments should be allowed from the date of completion of probation as a matter of course subject to the following conditions;-

- (1) The probation should have been declared satisfactorily completed from the date ordered even if the question of declaration of probation had been taken up earlier.
- (2) The declaration of satisfactory completion of probation was delayed by factors, which would not in any case change the date such completion.
- (3) The person whose probation is declared to have satisfactorily completed was qualified as on the date ordered.
- (4) Declaration of the satisfactory completion of probation was not the result of any relaxation of regulation or rules.



- (5) In all cases coming under items (1) to (4) above, orders issued declaring the probation or relaxing statutory rules or regulations, should include a specific provision in regard to drawals of arrears increments

## **20. APPOINTMENT OF FULL MEMBER:**

An approved probationer shall be appointed to be a full member of the service in the category for which he was selected at the earliest opportunity in any substantive vacancy which may arise in the permanent cadre of such category and if such vacancy existed from a date prior to the issue of order of appointment he may be so appointed with retrospective effect from such date, or as the case maybe, from any subsequent date from which he was continuously on duty as a member of the service in such category or in a higher category or class or Groups:

Provided that where more than one approved probationer is available for such appointment as full member, the Senior most approved probationer shall be appointed.

### **EXPLANATION:**

For the purpose of this regulation an approved probationer who has been on have during the period of his probation or after such period shall be deemed to be on duty as a member of the service in the category concerned, if he would have been on duty in such category, or in a higher category but for his absence on leave.

## **21. MEMBERS ABSENT FROM DUTY:**

The absence of a member of the Board's service from duty whether on leave on foreign service or on deputation or for any other reason, whether his lie in a post borne in the cadre of the service is suspended or not, shall not, if he is otherwise fit, render him in eligible in his turn:-

(a) for re-appointment to a substantive or officiating vacancy in the post in which he may be a probationer or approved probationer; or

(b) for promotion from a lower to higher category in the service; or

(c) for appointment to any substantive or officiating vacancy in another post 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.

(d) Where a Board Servant does not resume duty after remaining. On leave for a continuous period of one year or where a Board servant after the expiry of the leave remains absent from duty otherwise than on foreign service or on account of suspension, for any period which, together with the period of the leave granted to him exceeds (X) one year, he shall, unless the President of the Board, in view of the exceptional circumstances of the case, otherwise determines be REMOVED from service following the procedure laid down in Regulations 28 to 34 of the Tamil Nadu Khadi and Village Industries Board's Service Regulations.

Provided that this regulation shall not apply to a case where a Board Servant is restrained from resuming duty by an order placing him under suspension.

(KBP Ms.No.240/ dated 5.11.85)

## 22. REDUCTION F FULL MEMBER:

(a) If the full member of any category is substantively, reduced to a lower category he shall be deemed to be a full member of the latter and the permanent cadre thereof shall, if there is no vacancy in which he would be absorbed, be deemed to be increase by one;

Provided that against every such addition an officiating or temporary vacancy, if any in such lower category shall be kept unfilled and such addition shall be absorbed in the first permanent vacancy that subsequently arises in such lower category.

## (b ) APPOINTMENT IN THE PLACE OF MEMEBRS DISMISSED REMOVED OR REDUCED.

Where a person has been dismissed, removed or substantively reduced from any category no vacancy shall be substantively filled to the prejudice of such person until the expiry of a period of one year from the date of such dismissal, caused thereby or arising subsequently in such category removal, compulsory retirement or reduction or untitled the appeal, if any, preferred by him against

such dismissal, removal, compulsory retirement or reduction is decided, whichever is latter.

### 23. CONSEQUENCES OF RESIGNATION:

A member of the 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 Board. The re-appointment of such person under the Board shall be treated in the same way as a first appointment to the service by direct recruitment and all regulations governing such appointment shall apply; and on such reappointment he shall not be entitled to count any portion of his previous service for any benefit or concession admissible under any regulation or order:

@ Provided that a member of the service who has resigned his appointment and contested in Public Election either as a party candidate or as an independent candidate shall not be eligible for reappointment.

(KBP Ms.No.183/ dated 9.6.83)

### 24. RELIQUISHMENT OF RIGHT BY MEMBERS:

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

### 25. POWERS TO RELAX REGULATIONS:

Notwithstanding anything contained in these regulations, the President of the Board with the specific prior approval of Government shall have power to deal with the case of any person or class or persons serving under the Board or any candidate or class of candidates for appointment to the service in such manner as may appear to him to be just and equitable.

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

## 26. SECURITIES:

(a) Where the Board has by general or Special orders, directed that the holder of any specified post or category of post shall deposit security for the due and faithful performance of his duties, the person concerned shall deposit such amount as security deposit as may be specified in such general or special orders.

(b) (i) The promotees shall deposit the prescribed amount security deposit in 5 continuous monthly equal instalments commencing from the date of their appointment by promotion. In other cases the security shall be deposited in one lumpsum immediately before joining duty.

(ii) If, within the period specified from the date of his appointment a promotee referred to in sub-Clause (b) (i) above fails to deposit the amount of security deposit required, his probation shall be deemed to have been terminated and the appointing authority shall revert the person to the post, from which he was promoted, unless he has already been otherwise reverted.

Provided that the termination of probation under this clause shall not disentitle a person for promotion to any post in the service which is not of the description referred to in clause (a) and for which he is qualified.

KBP Ms.No.197/ dated 7.7.1987)

## **27. TESTS AND TRAINING.**

The Board may by a general or special order direct a member of the service to undergo training or to pass such tests 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 and such member should undergo such training or pass such test or tests as may be specified by the Board.

## **28. DISCIPLINARY CONTROL PENALTIES AND APPEAL:**

The following penalties may, for good and sufficient reason, and as hereinafter provided, be imposed upon members of the Boards

service, namely:-

- (i) Censure;
- (ii) Fine ( in the case of persons for whom such penalty is permissible under these regulations);
- (iii) withholding of increment of promotion;
- (iv) Reduction to a lower rank in the seniority list or to a lower post or time scale or to a lower stage in a time scale;
- (v) (a) Recovery from pay of the whole or part of any pecuniary loss caused to the Board by negligence or breach of orders; or  
  
(b) Recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld, where such are order cannot be given effect to reduction to a lower stage in a time-scale ordered where such an order cannot be given effect to;  
  
( c ) Recovery from pay to the extent necessary of the monetary value equivalent to the amount of reduction to a lower stage in a time-scale ordered where such an order cannot be given effect to and

#### EXPLANATION:

In cases of stoppage of increment with cumulative effect the monetary value equivalent to three times the amount of increments ordered to be withheld may be recovered.

- (vi) Compulsory retirement otherwise than on grounds of inefficiency or in pursuance of a policy decision of the Board;
- (vii) Removal from the service of the Board;
- (viii) Dismissal from the Service of the Board.
- (ix) Suspension when a person has already been suspended ( In connection with an enquiry into grave charges against him or when a complaint against him on a criminal offence is under investigation or trial) to the extent considered necessary by the authority imposing the Penalty).

The penalties specified in items (i) to (iii) (v) and (ix) shall be deemed to be minor penalties and those in (iv) (vi) to (viii) as major penalties.

(KBP Ms.No.553/ dated 28.7.76)

The penalties mentioned in items (vi), (vii) or (viii) as the case may be, shall be imposed on a Board Employee for the violation of rule 19 of the Tamil Nadu Government Servant's Conduct Rules, 1973.

#### EXPLANATION -1

The discharge.

(a) of a person appointed probation before the expiry or at the end of the prescribed or extended period of probation; or

(b) of a person engaged under contract in accordance with the terms of his contract; or

(c) of a person appointed otherwise than under contract to hold a temporary appointment on the expiration of the period of the appointment does not amount to removal or dismissal within the meaning of these regulations.

(d) the following shall not amount to a penalty within the meaning of this regulation, namely:-

(i) with-holding of increment or pay of a member of the service for his failure to pass any departmental test in accordance with the regulations or orders governing the class to which he belongs post which he holds or the terms of his appointment.

(ii) Non-promotion of a member of the service whether in a substantive or officiating capacity after consideration of his case to a post for promotion to which he is eligible.

(iii) Reversion of a member of the service, officiating in a higher Post on the ground that he is considered to be unsuitable for such higher post on any administrative ground unconnected with his conduct.

(iv) Reversion of member of the service. appointed on Probation to any other post to his permanent post during or at the end of the period of probation in accordance with the terms of his appointment of the regulations and orders governing such probations.

(v) Replacement of the service of an employee whose service had been borrowed from a State Government or the Central Government or an authority under the control of a State Government or the Central Government or from any Company, Corporation, autonomous Board or other authority at the disposal of the State or the Central Government or the authority from which the services of such employee had been borrowed.

(vi) Compulsory retirement of a member of the Service in accordance with the provisions relating to his superannuation or retirement.

KBP Ms.No.553/ dated 28.7.76)

#### EXPLANATION: II

The removal of a person from the service of the Board shall not disqualify him from future employment but the dismissal of a person from the Service of the Board shall ordinarily disqualify him from future employment.

#### 29. AUTHORITY COMPETENT TO IMPOSE PENALTIES OF GROUP A OR B OFFICERS.

1. Deleted

2. The Commissioner and Secretary to Government in the Administrative Department concerned may impose any of the penalties specified in items (i) and (iii) so far as it relates to withholding of promotion and items (iv) (vi) (vii) and (viii) of regulation 28 on any of the Officers in Group A and B and.

3. The authority which may impose any of the penalties specified in items (i) and (iii) so far as it relates to withholding of increment and (v) and (ix) of Regulation 28 on any of the Officers in Groups A or B shall be the Chief Executive Officer.

G.O. Ms.No.134, HHTK (F1) Department, dated 6.6.97.  
KBP Ms.No.120, dated 28.10.97.

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#### AMENDMENT

In the said Regulations:-

(1) in regulation 29, in clause (2), for the expression "The Commissioner and Secretary to Government in the administrative department concerned", the expression "The Government" shall be substituted;

### **30.PENALTY OF FINE.**

The penalty of fine as such may be imposed only on the holders of the posts Basic servants and below;

### **31.SUSPENSION:**

(a) A member of the service may be placed under suspension from Service where.

(i) an enquiry into grave charges against him is contemplated or is pending or

(ii) a complaint against him of any criminal offence is under investigation or trial and if such suspension is necessary in the public interests.

(b) A Board servant who is detained in custody whether on a criminal charge or otherwise for a period longer than 48 hours, shall be deemed to have been suspended under the regulation.

(c) Where a penalty of dismissal removal or compulsory retirement from service imposed upon a Board Employee under suspension is set aside in appeal or on review under the regulation and the case is remitted for further inquiry or action or with any other directions the order of his suspensions shall be deemed to have continued in Force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

(d) Where a penalty of dismissal removal or compulsory retirement A Service imposed upon a Board Employee is set aside or declared or rendered void in consequence of or by a decision of a Court of law and the disciplinary authority, on a consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the Board employee shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

(e) An order of suspension under (a) may be revoked at anytime by the authority making the order or by an authority to which it is subordinate.



(f) The competent authority to pass an order of suspension under this provision in the case of Officers in Groups A & B shall be the Chief Executive Officer of the Board.

(g) Where a member of the service is suspended or is deemed to have been suspended (Whether in connection with any disciplinary proceedings or otherwise) and any other disciplinary proceedings is commenced against him during the continuance of that suspension, the authority competent to place him under suspension, may for reason to be recorded by him in writing, direct that the member of the service shall continue to be under suspension until the termination of all or any of such proceedings.

(KBP Ms.No.553, dated 28.7.76)

(iii) The competent authority to pass an order of suspension under this provision in the case of Officers in Group "C" or "D" shall be the Assistant Director concerned or any higher authority.

### 32. AUTHORITIES COMPETENT TO IMPOSE PENALITIES:

(a) The authority which may impose the penalties of (i) Censure (ii) Fine (iii) withholding of increments, and (iv) (a) recovery from pay of the whole or part of any pecuniary loss caused to the Board by negligence or breach of orders; or (b) recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect to or (c) recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect to or (v) suspension on any of the officers in Group C and D shall be the respective appointing authority or any higher authority .

(b) The authority which may impose the penalties (i) of withholding of promotion, (ii) reduction to a lower rank in the seniority list or to a lower post or time scale or to a lower stage in a time scale, (iii) compulsory retirement otherwise than on grounds of in-efficiency or in pursuance of a policy decision of the Board.

(iv) removal from the Board service (v) dismissal from the Board service on any of the Staff in Group "C" or "D" shall be respective appointing authority or any higher authority:-

Provided that in the case of persons appointed to the Board service by any authority higher than the appointing authority, the penalties mentioned in this clause shall not be imposed by the authority subordinate to such higher authority.

(c) Where in any case a higher authority has imposed or declined to impose a penalty under this regulation, a lower authority shall have no jurisdiction to proceed under this regulation in respect of the same case.

(d) The fact that a lower authority has imposed or declined to impose a penalty in any case shall not debar a higher authority from exercising his jurisdiction under this regulation in respect of the same case.

(c) The order of a higher authority imposing or declining to impose in any case a penalty under this regulation shall supercede any order passed by a lower authority in respect of the same case.

(f) The fact that the lower authority has dropped a charge against a person as not proved shall not debar a higher authority from reviving it for reasons to be recorded in writing and taking suitable action on the charge so revived.

(g) (i) The Government or ANY OTHER AUTHORITY IMPOWERED BY than by general or special orders may

(a) institute disciplinary proceedings against any Board servant;

(b) direct a disciplinary authority to institute disciplinary proceedings against any Board servant on whom that disciplinary authority is competent to impose under these regulations any of the penalties specified in regulation 28.

(ii) The authority competent under these regulations to impose any of the penalties specified in items (i) to (iii) and v) of regulation 28 may institute disciplinary proceedings against any member of the service for the imposition of any of the penalties specified in item (iv) and (vi) to (viii) of regulation 28 notwithstanding the fact that such authority is not competent under these regulations to impose any of the latter mentioned penalties.

(KBP Ms.No.553/ dated 28.7.76)

### 33. PENALITIES ON PERSONS LENT TO OTHER DEPARTMENTS:

Where a person to be punished has been lent to the punishing authority:-

(1) The power to impose the penalty of compulsory retirement or removal or, dismissal shall not lie with any authority other than the lending authority, the borrowing authority shall in a case where it considers that the punishment of compulsory retirement, removal or dismissal should be imposed, complete the inquiry and revert the person concerned to the lending authority for such action as that authority may consider necessary, and,

(2) Unless in any case it be otherwise provided by specific orders by the Board, the punishing authority shall consult the lending authority before imposing any lesser penalty and in the case of suspension shall report forthwith to the lending authority the circumstances leading to the imposition of that penalty.

(3) Where a Government Servant whose services are placed at the disposal of the Board has, at any time before his services were so placed committed any act or omission which renders him liable to any minor or major penalty, the lending authority competent to impose any such penalty on such person shall alone be competent to institute disciplinary proceedings against him and to impose on him such penalty as it thinks fit and the borrowing authority under whom he is serving at the time of the institution of such proceedings, shall be bound to render all reasonable facilities to such competent authority instituting and conducting such proceedings.

(KBP Ms.No.553, dated 28.7.76)

4) Where an order of suspension is made or a disciplinary proceedings is conducted against an employee whose services have been borrowed from any Company, Corporation, autonomous Boards or other authority, the authority lending his service ( hereinafter in his Regulation referred to as the lending authority) shall forthwith be informed of the circumstances leading to the order of the suspension of the employee or of the commencement of the disciplinary proceedings, as the case may be.

5) In the light of the findings of the disciplinary proceedings conducted against the employee if the disciplinary authority is of the opinion that any of the penalties specified in item (i) to (iii) , (v) and (ix) of regulation 28 should be imposed on him, it may after consultation with the lending authority pass such orders on the case as it any also deem necessary Provided that -

(i) In the event of difference of opinion between the borrowing authority and the lending authority, the services of the employee shall be replaced at the disposal of the lending authority.

(ii) if the borrowing authority is of the opinion that any of the penalties specified in items (iv) and (vi) to (viii) of regulation 28 should be imposed on the employee, it shall replace the services of such employee at the disposal of the lending authority and transmit to it the proceedings of the enquiry for such action as it may deem necessary.

(KBP Ms.No.553/ dated 28.7.76)

#### 34. PROCEDURE FOR ENQUIRY:

(a) In every case where it is proposed to impose on a member of the service any of the penalties specified in items (1) (ii), (iii), (v) and (ix) in regulation 28 he shall be given a reasonable opportunity of making any representation that he may desire to make and such representation, if any shall be taken into consideration before the order imposing the order penalty is passed.

Provided that the requirement of this clause shall not apply where it is proposed to impose on a member of a service any of the penalties mentioned in regulation 28 on the basis of facts which have lead to his conviction by a Court Martial or where the Officer concerned has absconded or where it is for other reason impracticable to communicate with him.

Provided further that, in every case where it is proposed, after considering the representation, if any, made by a member of the service to withhold increments of pay and such withholding of increments is likely to affect adversely the amount of pension payable to a member of the service or to withhold increments of pay without cumulative effect for a period exceeding three years or to withhold increment of pay with cumulative effect for any period making any order imposing on a member of the Service any such penalty.

(KBP Ms.No.74/ dated 22.3.84)

9b) (i) In every case where it is proposed to impose on a member of the service any of the penalties specified in items (iv) (vi), (vii) and (viii) in regulation 28, the grounds on which it is proposed to take action shall be reduced to the form of definite charge or charges which shall be communicated to the person charged together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case, He shall be required within a reasonable time to put in a written statement of his defence and to state whether he desires an oral enquiry or to be heard in person or both. An oral inquiry shall be held if such an enquiry is desired by the person charged or is directed by the authority concerned. Even if a person charged has waived an oral enquiry, such inquiry shall be held by the authority concerned in respect of

charges which are not admitted by the person charged and which can be proved only through the evidence of witnesses.

(At the enquiry oral evidence shall be heard as to such of the allegations as are not admitted and the person charged shall be entitled to cross - examine the witnesses, to give evidence in person and to have such witnesses called, as he may wish, provided that the Officer conducting the inquiry may, for special and sufficient reasons to be recorded in writing, refuse to call a witness.)

After the enquiry has been completed the person charges shall be entitled to put in, if he so desires, any further written statement of his defence. Whether or not the person charged desired or had an oral enquiry, he shall be heard in person at any stage, if he desires, before passing of final orders. A report of the enquiry or personal hearing as the case may be shall be prepared by the authority holding the inquiry or personal hearing whether or not such a authority is competent to impose the Penalty. Such report shall contain a sufficient record the evidence, if any, and a statement of the findings and the grounds thereof.

Where-ever any inquiring authority, after having heard and recorded the whole or any part of the evidence in an inquiry ceases to exercise jurisdiction therein, and is succeeded by another inquiring authority which has, and which exercises, such jurisdiction, the inquiring authority so succeeding may act on the evidence so recorded by its predecessor; or partly recorded by its predecessor; and partly recorded by itself;

Provided that if the succeeding inquiring authority is of the opinion that further examination of any of the witnesses whose evidence has already been recorded is necessary in the interest of justice, it may recall, examine, cross - examine and re-examine any such witnesses as herein before provided.

(ii) After the inquiry or personal hearing referred to in sub clause (i) has been completed, and if the authority competent to impose the penalty mentioned in that sub-clause, is of the opinion, on the basis of the evidence adduced during the inquiry, that any of the penalties specified therein should be imposed on a member of the service, it shall make an order imposing such penalty and it shall not be necessary to give the person charged any opportunity of making representation on the penalty proposed to be imposed.

Provided that in case of a person appointed to a post temporarily by transfer from any other class of service, the competent authority may, at any time before the appointment of the said person as a full member to the said post, revert him to such other class or service either for want of vacancy or in the event of his becoming surplus to requirements or if the competent authority is satisfied that he has not got the necessary aptitude for work in the said post, without observing the formalities prescribed in this clause.

(KBP Ms.No.74/ dated 22.3.84

G.O.Ms.No.98, Handlooms, Handicrafts, Textiles and  
Khadi (F1) Department, dated 24.04.97.

KBP Ms.No.43, dated 15.5.97.

In the said Regulations, in regulation 34, after Clause  
(b) the following clause shall be added, namely:-

( C) The Board shall not appoint any outside Agency as an Enquiry Officer in disciplinary cases including Directorate of Vigilance and Anti-Corruption cases, and the Enquiry Officer so appointed shall only be an Officer of the Board holding a higher post than the Officer being enquired upon.

(iii) The requirements of clause ( a) and (b) shall not apply where it is proposed to impose on a member of the service any of the penalties mentioned in regulation 28 on the basis of facts which have led to his conviction in a criminal court whether or not he has been sentenced at once by such court to any punishment or by a Court martial or where the officer concerned has absconded or where it is for other reasons impracticable to communicate with him, but he shall be given reasonable opportunity of making any representation, that he may desire to make and such representation if any shall be taken into consideration before the order imposing the penalty is passed.

(iv) All or any of the provisions of clauses (a) and (b) may, in exceptional cases, for special and sufficient reasons to be recorded in writing, be waived where there is difficulty in observing exactly the requirements of the said clauses and those requirements can be waived without injustice to the person charged.

(v) If any question arises whether it is reasonably practicable to follow the procedure prescribed in clause (b) (i) and (ii) the decision thereon of the authority empowered to dismiss or removal such person or reduce him in rank, as the case may be, shall be final.

(vi) The procedure prescribed in clause (b) shall be followed also in the case of persons appointed under regulation 12 (1) or promoted under regulation 12 (1) and those paid from contingencies provided the termination of appointment is made as a measure of punishment.

### **35.RECORDS TO BE MAINTAINED.**

(a) The authority imposing any penalty under these regulation shall maintain a record showing-

(1) the allegations upon which action was taken against the person punished.

(2) the charges framed, if any

(3) the person's representation, if any and the evidence taken if any, and

(4) the findings and the grounds thereof, if any.

(b) All orders of punishment shall also state the grounds on which they are based and shall be communicated in writing to the person against whom they are passed.

(c) Every order, notice and other process made or issued under these regulations shall be served in person on the member of the service concerned or sent to him by registered post acknowledgement due or if such person is not found, by leaving it at his last known place of residence or by giving or tendering it to an audit member of his family or if none of the means aforesaid is available, by affixing it in some conspicuous part of his last known place or residence.

(Khadi Board Proceedings Ms.No.553/ dated 22.7.76)

### **36.APPEAL**

Every member of the service shall be entitled to appeal as here in after provided, from an order passed by an authority.

(a) imposing upon him any of the penalties specified in regulation 28.

(b) discharging him in accordance with the terms of his conditions if he has been engaged on a contract, for a fixed or for an period and has rendered under either from of contact continuous service for a period exceeding five years at the time of his services are terminated; and

(c) reducing or withholding the maximum pension admissible from under the regulations governing pensions.

G.O. Ms.No.134, HHTK Department, dated 6.6.97

(2) in regulation 37, the clause (a) , the following clause shall be substituted, namely:-

" (a) A member of the service belonging to a category in Group A or a shall be entitled to appeal to the Government against any order passed by the Chief Executive Officer under clause (3) of regulation 29 within a period of two months from the date on which the order was communicated to him.

**37. APPEALS IN RESPECT OF OFFICERS IN GROUP " A " or "B'**

(a) A member of a service belonging to a category in Group "A" or "B" shall be entitled to appeal to the Government to submit within a period of two months from the date on which the order was communicated to him a petition to the Government for review of the order passed by them on against any order passed by the Chief Executive Officer.

A member of a service belonging to a category in Group A or B may be entitled to appeal:

(i) to the Government against any order passed by the Commissioner and Secretary to Government in the Administrative Department under Regulation 29 (2) and

(ii) to the Commissioner and Secretary to Government in the Administrative Department concerned against any order passed by the Chief Executive Officer under Regulation 29 (3) within a period of two months from the date on which the order was communicated to him.

(Khadi Board Proceedings Ms.No.349/ dated 20.9.78)

G.O.Ms.No.134, HHTK Department, dated 6.6.97

KBP Ms.No.120, dated 28.10.97.

(1) in regulation 37, the clause (a) the following clause shall be substituted namely:-

"(a) A member of the service belonging to a category in Group A or B shall be entitled to appeal to the Government against any



order passed by the Chief Executive Officer under clause (3) of regulation 29 within a period of two months from the date on which the order was communicated to him”.

(b) Every member of the service belonging to a category in GROUP "A" OR 'B' shall be entitled to appeal to the Government against any order passed by the Board or a subordinate authority which -

(i) alters to his disadvantage his conditions of service, pay, allowances or pension as regulated in these regulations or in a contract of service, or

(ii) interprets to his disadvantages the provision of any regulation, or contract of service, where by his conditions of service, may allowances or pension, are regulated.

### **38.APPEALS IN RESPECT OF CATEGORIES IN GROUP 'C' & 'D'**

A member of the service belonging to any of the categories in GROUP 'C' or "D" shall be entitled to appeal from an order imposing on him any of the penalties specified in regulation 28 if such an order was passed by the competent authority to the next higher authority to whom the competent authority is administratively subordinate and if such an order was passed by the Chief Executive Officer, to the Commission and Secretary to Government in the Department dealing with the subject "Khadi and Village Industries."

(Khadi Board Proceedings Ms.No.349/ dated 20.9.78)

### **39. PROCEDURE FOR APPEALS:**

(1) In the case of an appeal against an order imposing any penalty specified in Regulation 28 the appellate authority shall consider:-

- (a) Whether the facts on which the orders were based have been established.
- (b) Whether facts established afforded sufficient ground for taking action and
- (c) Whether the penalty is excessive, adequate or inadequate and pass order -

(i) confirming, enhancing, reducing or setting aside the penalty; or

(ii) remitting the case to the authority which imposed the penalty or to any other authority with such direction as it may deem fit in the circumstances of case;

Provided that -

(i) if the enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in clauses (iv) (v) (vi), (vii), and (viii) or regulation 28 and an inquiry under clause (b) of regulation 34 has not already been held in the case, the appellate authority shall, subject to the provisions of clause (a) of regulation 34, itself hold such inquiry or direct that such inquiry be held in accordance with the provisions of clause (a) of regulation 34, itself hold such inquiry or direct that such inquiry be held in accordance with the provisions of clause (b) or regulation 34 and there after on a consideration of the proceedings of such inquiry make such orders as it may deem fit.

(ii) if the enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in clauses (iv) , (v), (vi), (vii) and (viii) of regulation 28 and an inquiry under clause (b) of regulation 34 has already been held in the case, the authority shall, after giving the appellant / reasonable opportunity of making representation against the penalty proposed on the basis of the evidence adduced during the enquiry make such orders as it may deem, fit: and

(iii) no order imposing an enhanced penalty shall be made in any other case unless the appellant has been given a reasonable opportunity, as far as may be in accordance with the provisions of clause (b) of Regulation 34 of making representation against such enhanced penalty.

(2) Any error or defect in the procedure followed in imposing a penalty may be disregarded by the appellate authority if such authority considers, for reasons to be recorded in writing that the error defect was not material and has neither caused in justice to the person concerned nor affected the decisions of the case.

40. In the case of an appeal against an order under regulation 37, the appellate authority shall pass such order as appears to it just and equitable, having regard to all the circumstances of the case.

#### 41. PROCEDURE FOR PREFERING APPEALS:

Every person preferring an appeal shall do so separately in the own name.

42. Every appeal preferred under these regulations shall contain all material statements and arguments relied on by the appellant shall contain no disrespectful or improper language and shall be complete in itself. Every such appeal shall be addressed to the authority to whom the appeal is preferred and shall be submitted through the head of the office to which the appellant belongs or belong and through the authority from whose order the appeal is preferred and in the case of member of the service belonging to any one of the categories in Group "C" or "D" through the usual official Chennai.

#### 43. WITH HOLDING OF APPEALS:

An appeal may be withheld by an authority not lower than the authority from whose order it is preferred, if -

(i) it is an appeal in a case in which under these regulations no appeal lies, or

(ii) it does not comply with the provisions of regulation 41.

(iii) It is not preferred within two months after the date on which the appellant was informed of the orders appealed against and no reasonable cause is shown for the delay, or

(iv) it is repetition of a previous appeal and is made to the same appellate authority by which such appeal has been decided and no new fact or circumstances are adduced which afford grounds for a reconsideration of the case, or

(v) it is addressed to an authority to which no appeal lies under these regulations:

Provided that in every case in which an appeal is withheld the appellant shall be informed of the fact and the reasons for it;

Provided further that an appeal withheld on account of failure to comply with the provisions of regulation 41 may be resubmitted at anytime within one month of the date on which the appellant has been informed of the withholding of the appeal and if, resubmitted in a form which complies with those provisions, shall not be withheld.

44. No appeal shall lie against the withholding of an appeal by a competent authority.

#### 45. ALTERNATION OF PENALTIES:

The authority by whom an order imposing a penalty, specified in regulation 28 may be reversed or altered in cases in which no appeal is preferred shall be the appellate authority prescribed in the regulations or any higher authority.

#### **46. FORWARDED APPEALS:**

(a) Every appeal which is not withheld under these regulations shall be forwarded to the appellate authority by the authority from whose order the appeal is preferred without an expression of opinion.

(b) A list of appeals withheld under regulation 42 with the reasons for withholding them shall be Forwarded half - yearly by the withholding authority to the appellate authority.

#### **47. POWER TO CALL FOR APPEALS WITHHELD**

An appellate authority may call for any appeal admissible under these regulations which has been withheld by a subordinate authority and may pass such orders thereon as it considers fit.

#### **47. A. (1) Notwithstanding anything contained in these regulations.**

(i) the Government or

(ii) any other authority specified in this behalf by the Government by a general or special order, and within such time as may be prescribed in such general or special order may at anytime, either on its own motion or otherwise call for the records of any inquiry and review any order made under these regulations any may.

(a) confirm, modify or set aside the order; or

(b) confirm reduce, enhance or set aside the penalty imposed by the order or impose any penalty where no penalty has been imposed or.

(c) remit the case to the authority which made the order to any other authority directing such authority to make such further inquiry as it may consider proper in the circumstances of the case; or

(d) pass such other orders as it may deem fit,

Provided that no order imposing or enhancing any penalty shall be made by any viewing authority unless the member of the service concerned has been given a reasonable opportunity of making representation against the penalty proposed and where it is proposed to impose any of the penalties specified in clauses (iv), (v) (vi), (vii) and (viii) of regulation 28 or to enhance the penalty imposed by the order sought to be reviewed to any of the penalties as specified in those clauses no such penalty shall be imposed except after an inquiry in the manner laid down in clause (b) of regulation 34.

(2) No proceedings for review shall be commenced until after

(i) the expiry of the period of limitation for an appeal; or

(ii) the disposal of the appeal where any such appeal has been preferred.

(3) An application for review shall be rejected if it is not preferred within six months from the date of service of the order sought to be reviewed.

(4) There shall be only one review and any subsequent application for review shall be summarily rejected.

(5) An application for review shall be dealt within the same manner as if it were an appeal under these regulations

(Khadi Board Proceedings Ms.No.74/ dated 22.3.84)

#### **48. PAY, ALLOWANCES, LEAVE, LEAVE SALARY, PENSION AND OTHER CONDITIONS OF SERVICE.**

The General Rules for the State and Subordinate services Fundamental Rules, the Tamil Nadu Leave Rules, the Manual of Special pay and Allowances and the Tamil Nadu Travelling Allowances Rules and the pension Rules and amended from time to time in so far as they may be applicable and except to the extent expressly provided in those regulations, shall MUTATIS MUTANDIS. apply to the members of the Board service in the matter of their pay, allowances, Travelling allowances, Leave, Leave Salary and other conditions of service.

#### **49. APPLICATION OF TAMILNADU GOVERNMENT SERVANTS CONDUCT RULES.**

The Tamil Nadu Government Servants Conduct Rules as amended from time to time so far as they may be applicable shall apply MUTATIS MUTANDIS to the members of the Board service also.

Every employee of the Board shall wear Khadi while on duty

(KBP Ms.No.328/ dated 9.11.79)

#### 51. APPROVAL OF GOVERNMENT BEFORE ISSUING THE 'NO OBJECTION CERTIFICATE.

The Board shall obtain the prior approval of the Government before the issue of "No Objection Certificate " to its employees who apply for passport.'

KBP Ms.No.252/ dated 16.10.84)

#### 52. APPLICATION OF THE TAMIL NADUCIVIL SERVICES (DISCIPLINARY PROCEEDINGS TRIBUNAL)RULES 1955.

The Tamil Nadu Civil Services (Disciplinary proceedings Tribunal ) Rules 1955 as amended from time to time 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 Board Service.

KBP Ms.No.12/ dated 28.1.85)

#### 53. **COMPULSORY RETIREMENTS**

- (1) Not with standing anything contained in these regulations on the recommendation of the Review Committee the Board may in the Public interest retire any member of the service by giving him notice of not less than three months in writing or on payment of Pay and allowances in lieu of such three months notice at any time after he has attained the age of fifty years or fifty five years in the case of Basic Servants as the case may be or after he has completed thirty years of qualifying service whichever is earlier.
- (2) The Review Committee of the Board shall consist of the following members, namely:-

The Commissioner and Secretary to Government,  
Handlooms, Handicrafts, Textiles and Khadi  
Department  
Chairman

:

1. The Chief Executive Officer  
Tamil Nadu Khadi and Village  
Industries Board :  
Member
  
2. The Joint Secretary or the Deputy Secretary  
to Government, Handlooms, Textiles and  
Khadi Department ;  
Member

The Review committee shall follow the guidelines prescribed by the Government under Fundamental Rule 56 for reviewing the case of a member of the service, and

3. Any member of the service may represent against the orders of compulsory retirement to the High Level Standing Committee, Personal and Administrative Reforms Department, Madras – 600 009 through the appropriate authority within one month from the date of issue of such impugned order.

(KBP Ms.NO.229/18.8.88)

G.O.Ms.No.214, HHTK/3.8.88.

#### ANNEXURE-1

(Referred to Regulation 11.)

Physical Standards.

(1) REGULATIONS for the MEDICAL EXAMINATION of candidates for appointment to the posts in the Madras State Khadi and Village Industries Board.

(These Regulations are intended merely for the Guidance of MEDICAL EXAMINATIONS and are not meant to restrict their discretion in any way)

(1) To passed as fit for appointment to an executive posts a candidate must be in good mental and bodily and health. he must not only be free from any physical defect which would be a disqualification for the post but his physical condition must be such as would enable him to perform efficiently the active duties of executive service.

(2) The candidate's chest will be measured as follows:-

He will be made to stand erect with his feet together and to raise his arms over his head. The tape will be so objected round the chest that its upper edge touches the inferior angles of the should blades behind and its lower edge the upper part of the nipples in front. The arms will then be lowered to hang loosely by the side and care be taken that the shoulders are not thrown upwards or backwards so as to displace the tape.

The candidate will then to directed to take a deep inspiration several times and the maximum expansion of the chest will be carefully noted.

The minimum and maximum will then be recorded in inches, e.g. 33 to 35 inches 34 to 36 inches, etc.

In recording the measurements, fractions of less than half inch should not be noted.

The chest expansion should not be less than 2 inches.

(3) The candidate's height will be measured as follows:-

He will remove his shoes and be placed against the standard with his feet together, and the weight thrown on the heels and not on the toes or outer side of the feet. He will stand erect without rigidity and with the heel calves, buttocks and shoulders touching the standard, and chin will be depressed to bring the vertes of the head level under the horizontal bar and the height will be recorded in inches and parts of an inch to quarters.

(4 ) The candidate will also be weighed, and his weight recorded in pounds, Fractions of a pound should not be noted.

The following proportion, between height and weight should be taken as a guide in the examination of candidate:-

Height in inches X Chest measurement on full inspiration in inches.

A margin of about 10 percent above or below might be allowed.

(5) The examination for determing the acuteness of vision includes to test; one for distant, the other for near vision Snellen's tests; one for distant, the other for near vision Snellen's test types will be used for the distant, without glasses at a



distance of 20 feet, and for the test for near vision without glasses, at any distance selected by the candidates. The standards in the examination of the candidate are detailed below:-

Standard I

(1)	(2)
Right eye	Left eye
Distant vision- V <sub>z</sub> 6/6	V= 6/6
Near vision - Read 0.6	Reads 0.6

Standard. II

(1)	(2)
Better eye	Worse eye
Distant vision - V-6/6	V. without glasses not below 6/60 and after correction with glasses not below 6/24
Near vision - reads 6.6	Reads 1

Standard. III

(1)	(2)
Better eye	Worse eye
Distant vision - V without Glasses Not below 6/60	V. without glasses not below 6/60 and after correction with glasses not below 6/12
Near vision - reads 0.8	Reads 1

Asquint or any morbid condition of the eyes or of the lids (Trachoma-like) of either eye will disqualify.

Each eye must have a full field of vision.

Inability to distinguish the principal colours will not be regarded as a cause of rejection but the fact may be noted in the certificate. If the nature of duty of the post in which the candidate seeks employment requires normal colour vision, the candidate will be rejected for employment in that particular Post.

The usual acuity of each candidates in each eye -

(i) without glasses;

(ii) With candidate's own glasses will be entered in the certificate.

Refractive error allowed will be subject to a limit of 7.D myopia or 6D by perimetropia in either ye. Further examination is necessary in cases of high refractive erros.

If the certifying surgeon has any doubt about the visual acuity or of any disease in the eyes of a candidate the case should be referred to an ophthomic specialist.

#### EXPLANTION:1

For recognition of Medical officers as eye specialists for the purpose of granting special eye certificates to candidates applying to the Board.

(i) The Medical Officer must possess in addition to his medical qualification a special diploma inophthamology ,or.

(2) Must have undergone one year's post graduate training in a recognized ophthalmic hospital, department or clinic attached to the Government Medical institutions or have been on the staff of such a hospital, department or clinic for at least two years provide they practice ophthalmology as a specialty . The concessions of granting certificates will be restricted to Government medical surgeons and physicians and Honorary Assistant Medical officers appointed to Government Medical Institutions.

(6) Candidates with no vision or defective vision in one eye, for appointment to the Board should be judged on the merits of each case and a decision taken by a competent Medical Board after carefully considering the following points-

(a) The functioning or useful eyes should be narmal in every respect and should possess.

Distant vision -- 6.6 --- Near vision --- 0.5 an ( without glasses). The field and adnex should also be normal.

(d) A candidate with adequate vision in one ye alone may be passed as fit only if the duties to discharged by him such as could be performed satisfactorily with the assistance of his functioning

eye without entailing any risk to the individual concerned or to the public.

(e) The condition which led to the loss of vision in one eye and the possibility of the other eye being affected later should be taken into account.

(7) The urine (Based in presence of the examiner) should be examined and the result recorded.

(8) As moles may disappear, it is preferable that the personal marks should be not moles, but some scar or other indelible mark.

(9) The following additional points should be observed --

(a) That the candidate's hearing in each ear is good and that there is no sign / or distresses of the ear;

(b) That his speech is without impediment; and

(c) That he does not suffering from any innervate skin diseases.

Non- Infective leprosy can only be considered an inveterate skin disease on two scores --

(1) If there is deformity which cannot be remedied and is likely to increase.

(2) If the type or noural leprosy is such that the patient may become a lapromatous case in later years.

Candidates with non-infective leprosy can be regarded as fit, if they are examined by a recognized Government leprologist of not less five years' standing and produce a certificate than from him in the following form --

I. Dr..... do hereby certify that I have examined ..... a candidate for employment as a ..... in the ..... service and found that he/she is suffering from noural leprosy which is not infective and is of no danger to the public. He /she would undergo treatment in a recognized laprosy treatment center and should subject himself / herself for periodical medical examination once in three / six months by a competent authority and produce a certificate of non - infectively.

He / She deformity and I am to opinion that this deformity is likely not likely to interfere with the proper discharge of his / her duties.

Signature:

Designations:-

Nature of definite should be specified.

This should be scored out if there is no deformity, and initiated. Strike out whichever is not applicable.

(d) That he is not ruptured:

(e) That he does not suffer from hydrosol, a service degree of varicocele, varicose veins or piles;

(f) That there is no congenital malformation or defect; and

(g) That he does not bear traces of acute or chronic diseases pointing to an impaired constitution.

(Ex-tuberculosis patients can be regarded as fit for entry into Board if after treatment, they are certified by a recognized tuberculosis specialist at non infective and fit for duty and are certified to be otherwise physically fit by an appropriate Medical authority for the post for which they are candidates.)

A tuberculosis specialist for the purposes of this note shall be -  
-

(1) A civil surgeon or an Honorary Surgeon who is in-charge of a Government Tuberculosis Clinic Sanatorium or Institution with facilities for X- ray and laboratory examination. or

(2) A Medical Officer who has worked in an institution specified in item (1) above in the capacity of an Assistant Surgeon or an Honorary Assistant Surgeon for a period of five years; or

(3) A Professor or Assistant Professor of Medicine in one or the Government Medical Colleges in this State, who has had special training in Tuberculosis and has served in the said posts for a period of five years after his training in Tuberculosis.

Certificate of physical fitness for Executive posts.

This form is to be used by every candidate who is required by the Board to produce a certificate of physical fitness. It must be signed by a Commissioner of Medical Officer or a Civil Medical Officer or rank not lower than of Civil Surgeon or a District Medical Officer employed under Madras Government.

A candidate who resides outside the Madras State and who is unable to produce the certificate from a Medical Officer employed in the Madras State may produce it from a Medical Officer of corresponding rank outside the Madras State.

Such certificate should contain the following particulars:-

(i) The State under which the Medical Officer is employed and the name of the institution in which he is employed and his rank

(ii) Register number of the certifying Medical Officer in the register in which his name has been registered.

(iii) The official stamp or seal of the institution in which the certifying Medical Officer is employed.

The certificate so produced will be subject to acceptance after scrutiny by the Director of Medical Services, Madras.

Name and rank of Officer granting the certificate.

I do hereby certify that I have examined ( full name ) a candidate for employment under the State Khadi and Village Industries Board as and cannot discover that he has any disease communicable or otherwise, constitutional affection or bodily infirmity except that his weight in excess / below the standard prescribed, or except I do / do not consider this a disqualification for the employment he seeks.

I do further certify that in my opinion his general physical condition is such as to enable him to perform efficiently the active duties of executive service.

His age is according to his own statement years and by appearance about years.

I also certify that he has marks of smallpox / vaccination, chest measurement in inches on full inspiration / full expiration / difference ( expansion) inches --

Height --- Feet ---

Weight in 1b ---

His vision is normal --

hypermetropic ( ) Here enter the degree of defect and strength of correction glasses.

Myopio ( ) Here enter the degree of defect and the strength of correction glasses.

Astigmatic (simple ) or (mixed ) ( ) Here enter the degree of defect and the strength of correction glasses.

Hearing is normal, defective ( much or slight)

Urine -- Does chemical examination show --

(i) albumen --

(ii) Sugar --

State specific gravity --

Personal marks ( at least two should be mentioned)

Station:

Date

Signature

Rank

Designation

(Candidate's Statement and declaration)

The candidate must make the statement required below prior to his medical examination and must sign the declaration appended thereto. His attention is specifically directed to the warning contained in the note below:-

1.State your name in full ( in Block letters)

2.State your age and place of birth

3. (a) Have you ever had smallpox, intermittent or any other fever, enlargement or suppuration of glands, spitting of blood, asthma, heart disease, lung disease, fainting attacks, rheumatism appendicitis?

OR

(b) Any other disease or accident requiring conferment to bed and medical or surgical treatment.

4. When were you last vaccinated?

5. Have your or any of your near relations been afflicted with consumption, scrofula gout, asthma, fits, opilosity or insanity
6. Have you suffered from any form of nervousness due to over work or any other cause?
7. Have you been examined and declared unfit for Government service by a Medical Officer / Medical Board within the last three years.
8. Furnish the following particulars concerning your family.
  - (1) Father's age, if living, and state of health-
  - (2) Father's age at death and cause of death -
  - (3) Number of brothers living, their ages and state of health
  - (4) Number of brothers, dead, their ages death and cause of death-
  - (5) Mother's age, if living and state of health -
  - (6) Mother's age at death, and cause of death -
  - (7) Number of sisters their ages, and state of health -
  - (8) Number of sisters death their ages at the death, and cause of death -

I declare all the above answers to be, to the best of my belief , true and correct

I also solemnly affirm that I have not received a disability certificate / pension on account of any disease at other condition. Signed in my presence.

Signature of Medical Officer.

Candidates Signature.

CERTIFIED OF PHYSICAL FITNESS

( for posts other than Executive posts)

( This form is to be used by every candidate who is required by the Madras State Khadi and Village Industries Board to produce a certificate of physical fitness it must be signed by a Medical Officer of rank not lower than that of an Assistant Surgeon, employed under the Madras Government or by a Honorary Assistant surgeon,

and physician appointed by the Madras Government to the Government Medical Institution.)

A candidate who resides outside the Madras State and who is able to produce the certificate from a Medical Officer employed in the Madras State may produce it from a Medical Officer of corresponding rank outside the Madras State, Such certificate should contain the following particulars.

(i) The State under which the Medical Officer is employed and the name of the institution in which he is employed and his rank.

(ii) Register number of the certifying Medical Officer in the Register in which his name has been registered.

(iii) The official stamp or seal of the institution in which the certifying Medical Officer is employed. The certificate so produced will be subject to acceptance after scrutiny by the Director of Medical Services, Madras.

Name and rank of officer granting the certificate:

I do hereby certify, that I have examined ( Full name) a candidate for employment under the Madras State Khadi and Village Industries Board in the service as \_\_\_\_\_ and cannot discover that he has any disease communicable or otherwise constitutional affection or bodily infirmity except that the his weight is ( in excess of/ below) the standard prescribed or except ..... ) I do/do not consider this a disqualification for the employment he seeks.

His age is according to his own statement \_\_\_\_\_ years and by appearance about \_\_\_\_\_ years.

I also certify that he has marks of small pox / vaccination.

Chest measurement in inches -- on full inspiration / on full expiration / difference ( expansion).

Height -- \_\_\_\_\_ Feet \_\_\_\_\_ inches.

Weight is pounds -- \_\_\_\_\_

His visions normal -- \_\_\_\_\_

By permotropic -- \_\_\_\_\_



(Here enter the degree of defect and the strength of correction glasses) --

(Here enter the degree of defect and the strength of correction glasses)--

Astigmatic (simple or mixed) --

(Here enter the degree of defect and the strength of correction glasses)--

Hearing is normal / defective ( much or slight) --

Urine -- Does chemical examination show --

- i. Albumen.
- ii. Sugar

State specific gravity.

Personal marks ( atleast two should be mentioned) --

Station: Signature.

Date: Rank

Designation.

Candidate's statement and declaration.

The candidate must make the statement required below prior to his Medical Examination and must sign the declaration appended thereto. His attention is specially directed to the warning contained in the note below:-

(1) State your name in full ( in block letters)

(2) State your age and place of birth

(3) (a) Have you ever had smallpox, intermittent or any other fever , enlargement or suppuration of glands, spitting of blood, asthma heart disease, lung disease, fainting attacks rheumatism, appendicitis?

OR

(b) Any other disease or accident requiring containment to bed and medical or surgical treatment?

( c ) Suffered from any illness, wound or injuries sustained while on active service, during the war of 1939 -46?

(4) When were you last vaccinated?

(5) Have you or any of your near relations been afflicted with consumption, scrofula, gout, asthma, fits, epilepsy or insanity.

(6 ) Have you suffered from any form of nervousness due to over work or any other case.

(7) Have you been examined and declared unfit for Government service by a Medical Officer / Medical Board, within the last three years.

(8) Furnish the following particulars concerning your family:-

1. Father's age if living, and State of health --
2. Father's age at death, and cause of death --
4. Number of brothers living, their ages and state of health --
5. Number of brothers dead, their age at death, and cause of death --
5. Mother's age, if living and state of health -
6. Mother's age at death, and cause of death -
7. Number of sisters their ages, and state of health -
8. Number of sisters death their ages at the death, and cause of death -

1. I declare all the above answers to be, to the best of my belief, true and correct.

2. I also solemnly affirm that I have not received a disability certificate / pension on account of any disease or other condition.

Signed in my presence.

Signature of Medical Officer.

Candidates Signature.

**TAMIL NADU KHADI AND VILLAGE INDUSTRIES BOARD  
SERVICE REGULATIONS ( REVISED)**

## **ANNEXURE -II**

**(Referred to in Regulation 13 )**

### **SELECTION CATEGORIES.**

I. All posts coming under Group "A" and "B"

II. Post of Superintendents (Ministerial) Commercial - Accountants, Village Industries Co-operative Officers, Selection Grade Assistants, Supervisor, (Village - Industrial Co-operatives) Chief - Cashier Assistants (Ministerial), Accountants Assistant Supervisor of Village Industrial Co-operatives.

III. Other Technical and Non- Technical Executive Post in the Village Industries.

### **BEE-KEEPING INDUSTRY**

1. Apiarist, Grade I
2. Apiarist, Grade II
3. Apiarist, Grade III
4. Bee-fieldman , Grade I
5. Bee-fieldman Grade II.

### **CARPENTRY AND BLACKSMITHY INDUSTRY**

6. Chargeman, Grade -I
7. Chargeman, Grade -II
8. Chargeman, Grade-III

### **COTTAGE INDUSTRIES**

9. District Inspector of Cottage Industries - Grade -I
10. District Inspector of Cottage Industries - Grade-II

### **FIBRE INDUSTRY**

11. Supervisor, Grade -I
12. Supervisor Grade -II

### **GRAMODYOG SALES DEPOTS**

13. Khadi Assistant Grade -I
14. Junior Assistant

## **GUR AND KHANDASARI**

15. Gur Inspector
16. Gur Mechanic
17. Gur Demonstrator

## **HANDMADE PAPER INDUSTRY**

18. Superintendent
20. Supervisor , Grade -I
21. Supervisor, Grade -II
22. Supervisor, Grade -III
23. Work Assistant, Grade -I
24. Work Assitant, Grade-II

## **LEATHER INDUSTRY**

25. Supervisor , Grade -I
26. Supervisor, Grade -II
27. Supervisor, Grade -III
28. Supervisor, Grade - IV

## **PALMGUR INDUSTRY**

29. Palmgur Organiser, Grade -I
30. Palmgur Organiser , Grade- II
31. Palmgur Organiser, Grade -III

## **POTTERY INDSTRY**

32. Pottery Officer, Grade -I
33. Pottery Officer, Grade -II
34. Instructor (Pottery) Grade I
35. Instructor (Pottery ) Grade-II

## **SOAP INDUSTRY**

36. Technician, Grade I
37. Technician , Grade II
38. Supervisor, Grade I
39. Supervisor, Grade II
40. Supervisor, Grade III

## **VILLAGE OIL INDUSTRY**

41. Supervisor (Oil and Handpounding)

## **SOLITARY POSTS**

42. Mechanic (Rural Textile Centre)
43. Supervisor (Polyvastra)
44. Chief Chemist (Honey and Eucalyptus)
45. Supervisor (Galnut)

### **a. OTHER TECHNICAL AND NON TECHNICAL EXECUTIVE POST IN KHADI INDUSTRY**

1. Assistant Khadi Officer
2. Khadi Inspector
3. Designer, Grade I
4. Designer, Grade II
5. Khadi Assistant, Grade-I
6. Computer
7. Artist

## **DYEING BLEACHING AND PRINTING UNIT**

8. Manager (Khadi)
9. Laboratory Assistant
10. Assistant Manger (Khadi)
11. Assistant (Khadi)
12. Screen Cutter

## **KHADI GRAMODYOG VIDYALAYAS**

13. Assistant Lecturer
14. Instructor (Khadi Gramodyog Vidyalaya)

## **TAILORING**

15. Master Tailor, Grade-I
16. Manager
17. Master- Tailor Grade II

## **GENERAL BRANCH**

(Vide under Regulation -4)

Category :A

- A;1 Chief Executive Officer
- A:2 Additional Director (K &VI)
- A;3 Financial Adviser and Chief Accounts Officer
- A:4 Joint Director (K &VI)
- A:5 Deputy Director (K &VI)
- A:6 Personal Assistant to the Chief Executive Officer
- A:7 Special Officer ( Enquiries)
- A:8 Assistant Director (K &VI)

## **KHADI - BRANCH**

**Category:B**

- B;! i. Development Officer (Khadi)  
ii. Development Officer (Khadi / DBP)
  
- B:2 i. Khadi Officer  
ii. Assistant Development Officer (Khadi /DBP)  
iii. Principal (K.G.V)  
iv. Senior Master Tailor
  
- B:3 i. Assistant Khadi Officer  
ii. Manager (DBP)  
iii. Supervisor (Polyvastra)  
iv. Master Tailor Gr.I  
v. Laboratory Assistant (DBP)  
vi. Mechanic (R.T.C).
  
- B:4 i. Khadi Inspector  
ii. Designer Grade I  
iii. Assistant Manager (DBP)  
iv. Assistant Lecturer (K.G.V.)  
v. Manager (Tailoring Unit)
  
- B:5 i. Khadi Assistant Grade-I  
ii. Khadi Assistant Grade -I (Designer Gr.II)  
iii. Khadi Assistant Grade I (Computer)  
iv. Khadi Assistant Grade I (Artist)  
v. Assistant (DBP)  
vi. Screen Cutter (DBP)  
vii. Instructor (KGV)

- viii. Master Tailor Grade.II
- B:6
  - i. Khadi Assistant Grade.II
  - ii. Boiler Attendant (DBP)
  - iii. Craft Teacher (KGV)
  - iv. Cutter (Tailoring)
- B;7
  - i. Assistant Cutter (Tailoring)
  - ii. Tailoring Assistant
  - iii. Khadi Assistant Grade-III
  - iv. Helper Grade II

#### VILLAGE INDUSTRIES - BRANCH

### Category : C.1 "Bee Keeping

- C:1
  - i. Beekeeping Development Officer
  - ii. Apiarist Grade I
  - iii. Chief Chemist (Honey & Eucalyptus)
  - iv. Apiarist Grade II
  - v. Apiarist Grade III
  - vi. Bee-Fieldman Grade I
  - vii. Bee-Fieldman Grade II
  - viii. Bee-Fieldman Grade III

### Category c.2 "Carpentry and Blacksmithy"

- C:2
  - i. Development Officer (C &B)
  - ii. Assistant Development Officer (C&B)
  - iii. Chargeman Gr.I (C &B)
  - iv. Chargeman Grade II (C & B)
  - v. Chargeman Grade III (C &B)
  - vi. Helper Grade II (C &B)

### Category C.3 - "District Cottage Industries:

- C;3
  - i. District Inspector of Cottage Industries Grade -I
  - ii. District Inspector of Cottage Industries Grade -II

### Category C.4 "Fibre"

- C:4    i        Organiser Grade I (Fibre)  
      ii        Organsier Grade II ( Fibre)  
      iii        Organsier Grade -III (Fibre)

**Category C.5 - "Fruit Preservation"**

- C;5    i        Assistant Development Officer (F.P)  
      ii        Helper Grade -I

**Category C -6 - " Gramodyog Sales Depot"**

- C:6    i        Khadi Assistant Grade I (GSD)  
      ii        Junior Assistant (GSD)  
      iii        Helper Grad II

**Category c.7 - "Gur and Khandasari"**

- C;7    i        Assistant Director (G&K)  
      ii        Gur Inspector  
      iii        Gur Meahanic  
      iv        Gur Demostrator  
      v        Gur Guide

**Category C.8 - "Hand Made Paper"**

- C;8    i        Development Officer (HMP)  
      ii        Assistant Development Officer (HMP)  
      iii        Superintendent (HMP)  
      iv        Supervisor Grade I (HMP)  
      v        Supervisor Grade II (HMP)  
      vi        Supervisor Grade III (HMP)  
      vii        Work Assistant Grade I (HMP)  
      viii        Work Assistant Grade II  
      ix        Work Assistant Grade III (HMP)  
      x        Work Assistant Grade IV/ helper Grade II (HMP)



### **Category C.9 - "Leather "**

C;9	i	Development Officer (Leather)
	ii	Assistant Development Officer (Leather) (Tanning) (Instructor)
	iii	Senior Supervisor (Leather)
	iv	Supervisor Grade II (Leather)
	v	Supervisor Grade III (leather)
	vi	Supervisor Grade IV (Leather)
	vii	Helper Grade I (Leather)
	vii	Helper Grade Ii (Leather)

### **Category C.10 - "Palmgur"**

C;10	i	Special Officer (Palmgur) up graded as Joint Director.
	ii	Palmgur Organsier Grade I
	iii.	Palmgur Organiser Grade II
	iv	Palmgur Organser Grade III

### **Category C.11 - "Pottery'**

C;10	i	Seniority Pottery Organsier
	ii	Pottery Organiser Grade I
	iii	Pottery Organiser Grade II
	iv	Instructor Grade I
	v	Instructor Grade II
	vi	Helper Grade I (Pottery)
	vii	Helper Grade Ii ( Pottery)

### **Category C.12 "Soap"**

C;12	i	Chief Analyst
	ii	Development Officer (Soap)
	iii	Assistant Development Officer (Soap)
	iv	Technician Grade I (Soap)
	v	Technician Grade Ii (Soap)
	vi	Chemist Grade I (Soap)
	vii	Chemist Grade II (Soap)
	viii	Chemist Grade III (Soap)
	ix	Helper Grade II(Soap)

### **Category .c .13 - "Oil"**

- |      |    |                                     |
|------|----|-------------------------------------|
| C;10 | i  | Assistant Development Officer (Oil) |
|      | ii | Supervisor (Oil and Hand Pounding)  |

### **Category C.14 - "Solitary Posts"**

- |      |     |                     |
|------|-----|---------------------|
| C;14 | i   | Supervisor (Galnut) |
|      | ii  | Tahsildar           |
|      | iii | Revenue Inspector   |
|      | iv  | Surveyor            |

#### **CO-OPERATIVE - BRANCH**

### **Category . C.15 - Village Industrial Co-operatives"**

- |      |     |  |
|------|-----|--|
| C;15 | i   | Village Industrial Co-operative Officer                  |
|      | ii  | Supervisor of Village Industrial Co-operatives           |
|      | iii | Assistant Supervisor of Village Industrial Co-operatives |
|      | iv  | Junior Inspector of Village Industrial Co-operatives     |

#### **MINISTERIAL - BRANCH**

### **Category : D1 - Ministerial**

- |     |      |  |
|-----|------|--|
| D;1 | i    | Selection Grade Superintendent                             |
|     | ii   | Superintendent (Ministerial / Assistant Board Secretariat) |
|     | iii  | Private Secretary to Chief Executive Officer               |
|     | iv   | Chief Cashier (Khadi Kraft)                                |
|     | v    | Assistant (Ministerial)                                    |
|     | vi   | Assistant Grade Stenographer                               |
|     | vii  | Junior Assistant   |
|     | viii | Telephone Operator   |
|     | ix   | Steno Typist / Typist                                      |
|     | x    | Record Assistant   |
|     | xi   | Record Clerk   |
|     | xii  | Driver   |
|     | xiii | Vehicle Cleaner  |

**Category: D.2 - "Accounts"**

- |     |     |                         |
|-----|-----|-------------------------|
| D;2 | i   | Senior Accounts Officer |
|     | ii  | Junior Accounts Officer |
|     | iii | Commercial Accountant   |

**MAINTENANCE BRANCH**

**Category . e- "Maintenance"**

- |   |      |   |
|---|------|---|
| E | i    | Executive Engineer                                  |
|   | ii   | Maintenance Engineer / Assistant Executive Engineer |
|   | iii  | Assistant Engineer /Junior Engineer                 |
|   | iv   | Divisional Accountant                               |
|   | v    | Supervisor (Maintenance )                           |
|   | vi   | Draughting Officer                                  |
|   | vii  | Junior Draughting Officer                           |
|   | viii | Assistant Draughtman                                |
|   | ix   | Head Wireman  |
|   | x    | Electrician   |
|   | xi   | Plumber   |
|   | xii  | Lift Operator                                       |
|   | xiii | Assistant Plumber                                   |
|   | xiv  | Electrical Cleaner                                  |
|   | xv   | Masalchis   |

**LAST GRADE SERVANTS**

- |    |    |                      |
|----|----|----------------------|
| F: | i  | Office Assistant     |
|    | ii | Watchman / Chowkidar |

/ true copy/

Sd/-----

SECTION OFFICER

## ANNEXURE - III

(Vide Regulation : 15 & 17)

Name of the post category No. 1	Method appointment and Qualification. 2
Category :A	
A-1: Chief Executive Officer	Appointment made by the Government from I.A.S. cadre.
A-2: Additional Director (K &VI)	By Promotion From the Category of Joint Director (K &VI) Must have put in not less than one year of service in the post of Joint Director (K &VI)
A-3: Financial Adviser and Chief Accounts Officer	Appointment made by the State Government from among the holders of the post of Deputy Secretary to Government, Finance Department.
A-4: Joint Director (K &VI)	By Promotion From the Category of Deputy Director (K &VI)  Must have put in not less than 2 years of service in the post of Deputy Director (K &VI)
A-5: Deputy Director (K &VI)	By Promotion From the Category of Assistant Director (K &VI)  Must have put in not less than 5 years of service in the post of Assistant Director .
A-6: Personal Assistant to the Chief Executive Officer	Appointment made by the State Government from among the holders of the post of

Deputy Collectors.

G.O.Ms.No.26, HHTK Department, dated 8.2.2000  
KBP Ms.No.16, dated 17.5.2000.

**AMENDEMENT**

“ In the said Regulation, in Annexure-III for the entry in column (2) against the entry “A.6 Personnal Assistant to the Chief Executive Officer” in Column (1) thereof: the following entry shall be substituted: “Appointment made by the State Government from among the holders of the post of Deputy Collectors or from among the holders of the Assistant Director (Khadi and Village Industries)

A-7: Special Officer  
(Enquiries)

Appointment made by the State Government from among the holders of the post of Deputy Collectors.

A-8: Assistant Director

By Transfer

From the Category of  
Development Officers in Khadi  
and Village Industries branch.

From the Category of:

- By Promotion
- 1 Khadi Officer
  - 2 Principal(K &VI)
  - 3 Assistant Development Officer (K)
  - 4 Senior Master Tailor
  - 5 Assistant Development Officer (Fruit canning)
  - 6 Assistant Development Officer (Leather)
  - 7 Assistant Development Officer (Tanning)
  - 8 Assistant Development Officer (Tanning Instructor)
  - 9 Assistant Development Officer (Oil)
  - 10 Assistant Development Officer (Soap)
  - 11 Assistant Development Officer ( Paper)
  - 12 Assistant Development Officer ( C &B)
  - 13 Selection Grade Superintendent
  - 14 Junior Accounts Officer.

Must have put in not less than 5 years of

service in the above said post.

OR

- 1 Assistant Khadi Officer
- 2 Manager (Khadi) (DBP)
- 3 Master Tailor Grade I
- 4 Assistant Propaganda Officer
- 5 Publication Assistant
- 6 Lab Assistant (DBP)
- 7 Superintendent (HMP)
- 8 Chief Pottery Officer
- 9 Apiarist Grade I
- 10 Supervisor Grade I (Leather)
- 11 Senior Pottery Officer
- 12 Organsier (Fibre)
- 13 District Inspector of Cottage Industries  
Grade I
  
- 14 Charge Man Grade I
- 15 Chief Chemist ( Honey & Equicalptus)
- 16 Palmgur Organiser
- 17 Mechanic (RTC)
- 18 Technician Grade I (Soap)
- 19 Superintendent Ministerial
- 20 Private Secretary to Chief Executive Officer
- 21 Village Industrial CO-operative Officer (CSR)

Must have put in not less than Seven Years of  
service in the above said post.

G.O.Ms.No.96, Handlooms, Handicrafts, Textiles and Khadi  
Department,

dated 15.3.1990.

KBP Ms.No.78

Dated 5.4.90.

### **NOTIFICATION**

In exercise of the powers conferred by Clause (a) of sub-section (2) of section 30 of the Tamil Nadu Khadi and Village Industries Board Act, 1959 (Tamil Nadu Act 18 1959), the Tamil Nadu and Village Industries Board, with the previous sanction of the Government of Tamil Nadu hereby makes the following Adhoc Regulations for the post of Public Relation Officer.

### **Regulation**

The Tamil Nadu Khadi and Village Industries Board, service Regulation 1966 applicable to the holders of the post of Assistant Directors, Tamil Nadu Khadi and Village Industries Board, under category A,A:8 Assistant Director (Khadi and Village Industries Board, under category A, A:B Assistant Director (Khadi and Village Industries ) shall apply to the holder of the temporary posts of public Relation Officer.

### **2. Constitution**

The post shall form temporary addition to the cadre of Assistant Director (Khadi and Village Industries) in the said service.

G.O.Ms.No.306, HHTK Department, dated 22.12.98  
KBP Ms.No.3, dated 8.1.99.

### **AMENDMENT**

In the said Regulations, in Annexure III, in Category: A for the category :A: B: Assistant Director " in column (1) and the entries relating thereto in column (2) thereof, the following category and entries shall, respectively by substituted namely:-  
"A-B Assistant Director " BY TRANSFER

from among the holders  
of the post of:-

1. KHADI WING:  
Development Officer, (Khadi)
2. MINISTERIAL WING:  
Senior Accounts Officer  
(Accounts/Bills/Costing)  
Personal Assistant to the  
Chief Executive Officer.
3. VILLAGE INDUSTRIES WING:  
Chief Analyst, Development Officer  
(Soap/Carpentry/Blacksmithy/paper/  
{pottery/Leather

BY PROMOTION

From the following  
categories of posts

namely:-

a) KHADI WING

1. Khadi Officer
2. Assistant Khadi Officer
3. Mechanic (Rural Textiles Centre)
4. Assistant Manager (DBP)
5. Lab Assistant (DB)
6. Master Tailor Gr.I
7. Shift Supervisor (Polyvastra)
8. Supervisor (Textiles Polyester)

b) MINISTERIAL WING

1. Junior Accounts Officer
2. Superintendent
3. Commercial Accountant
4. PS to Chief Executive Officer
5. Chief Cashier
6. Marketing Assistant

c) VILLAGE INDUSTRIES WING:

1. Assistant Development Officer (C &B)
2. Chief Organiser (Fibre)
3. Assistant Development Officer (HMP)
4. ADO (Leather) Tanning/(Tanning Instructor)
5. Assistant Development Officer (Soap)
6. Assistant Development Officer (Oil)
7. Village Industries Co-operative Officer



8. Apiarist Gr.I
9. Chargeman, Gr.I (C&B)
10. District Inspector of Cottage Industries Gr.I
11. Superintendent (HMP)
12. Senior Supervisor (Leather)
13. Senior Pottery Organiser
14. Assistant Manger (Central Leather Marketing Depot)

i) Must have rendered not less than 12 years of service in Tamil Nadu Khadi and Village Industries Board.

ii) Must have put in, not less than five years of service in the above said post.

iii) The ratio among the above three wings shall be based on the cadre strength of the categories of posts available as on the crucial date of the preparation of panel for the post of Assistant Director every Year.

### **KHADI BRANCH**

Category : B

B-1(i) Development  
Officer (Khadi)

**By Direct Recruitment**

1. Must possess a degree of B.Sc Textile and
2. Must have practical experience for a period of not less than two years in cotton mills.

**By Transfer**

From among the holders of the post of Assistant Director (K &VI) with not less than three years of experience in Khadi Field.

(ii) Development  
Officer

**By Direct Recruitment**

(Khadi/DBP)

Must possess a degree of B.Sc (Tex) with not less than two years experience in wet processing in both cotton polyester.

OR

Must possess a degree of M.SC (Tex).

**By Transfer**

From the category of Assistant Director (K &VI) with not less than three years of experience in Khadi field.

**BY PROMOTION**

From the category of Assistant Development Officer (Khadi / DBP)

Must have put in not less than 3 years of service in the post of Assistant Development Officer. (Khadi DBP)

B-2 Khadi officer  
(i)

BY PROMOTION

From the Category of Assistant Khadi officer.

Must have put in not less than 3 years of service in the post of Assistant Khadi officer.

OR

Must have worked in the post of Mechanic (R.T.C.) for a period of not less than 6 years.

ii) Assistant  
Development  
Officer

BY DIRECTOR RECRUITMENT

Must possess a diploma in Textile processing issued by a recognized institution; and

Must have experience in wet processing in both cotton and processing in both cotton and polyester for a period of not less than Two years.

**BY PROMOTION**

From the category of Manager (DBO) /  
Lab Assistant (DBP)

Must have put in not less THREE years of  
service in the post of Manager, (DBP) /  
Lab. Assistant (DBP)

OR

Must have put in not less than SIX years  
of service in the post of Supervisor  
(Polyvastra)

iii Principal  
(K.G.V.)

**BY DIRECT RECRUITMENT**

Must possess a degree of a University  
recognized by the Central University  
Grants Commission or a diploma in Textile  
Technology: and

Must have undergone training in a  
Vidyalaya run by the K &VIC or in any  
institution recognized by the Commission  
or by the State Board and

Must have practical and Teaching  
experience in Khadi for a period of not  
less than FIVE years.

**BY PROMOTION**

From the Category of Assistant Lecturer

Must have put in not less than FIVE  
years of service in the post of Assistant  
Lecturer.

iv Senior Master  
Tailor

**BY PROMOTION**

From the Category of Master Tailor  
Grade I.

Must have put in not less than THREE years of service in the post of Master Tailor Grade-I

B:3 Assistant Khadi  
(1) Officer

**BY DIRECT RECRUITMENT.**

Must possess a diploma in Textile Technology.

Preference will be given to those who have practical experience for a period of not less than ONE year in spinning / weaving and Dyeing Designing.

**BY PROMOTION**

From the category of Khadi Inspector or Assistant Manger (Khadi) or Assistant Lecturer (K.G.V) or Manager, Tailoring Unit or Designer Grade-I.

Must have put in not less than THREE years of service in the above said post.

**RATIO**

The ratio between Direct Recruitment and Promotion , shall be 1:2

ii) Manager (DBP

**BY TRANSFER**

From the category of Assistant Khadi Officer.

**BY PROMOTION**

From the category of Assistant Manager , (DBP Unit)

Must have put in not less than TWO years

of service in the post of Assistant Manger (DBP)

iii Supervisor  
(Polyvastra)

**BY DIRECTOR RECRUITMENT**

Must possess a diploma in textile processing issued by a recognized Institution ; and

Must have practical experience in the field for a period of not less than ONE YEAR.

iv Master Tailor  
Grade I

**By Promotion**

From the category of Manager, Tailoring Unit or ( Promoted from the category of Master Tailor Gr. II)

Must have put in not less than FIVE years service in the post of Master Tailor Grade II or Must have put in not less than TWO years service in the post of Manger, Tailoring Unit.

**G.O.Ms.No.85, dated 22.5.2000**  
**KBP Ms.No.55 dated 28.9.2000**

**SUPERVISOR TEXTILE POLYESTER (TEMPORARY)**  
**REGULATION**

The Tamil Nadu Khadi and Village Industries Board Service Regulation, 1966 applicable to the holders of the permanent post of supervisor (Polyvastra) in Tamil Nadu Khadi and Village Industries

Board Service shall apply to the holders of the temporary post of Supervisor Textiles (Polyester) subject to the modifications as specified in the following regulation.

**CONSTITTUION:** The post shall form a temporary addition to the said post of the said service.

v Laboratory  
Assistant (DBP)

**BY DIRECT RECRUITMENT**

- Must have a diploma in textile Technology,  
and  
Must have an experience of not less than  
THREE years in any one of the Textile  
testing Laboratories.
- vi            Mechanic  
                  (R.T.C.)
- BY DIRECTOR RECRUITMENT**
- Must possess a diploma in Mechanical  
Engineering and
- Must have practical experience in Textile  
process or Textile Engineering in firm  
engaged in the manufacture of Textile  
for a period of not less than ONE YEAR.
- B:4 i)        Khadi Inspector
- BY PROMOTION**
- From the category of Khadi Assistant  
Grade I.
- Must have put in not less than THREE  
years service in the Post of Khadi  
Assistant Grade.I
- ii)            Designer  
                  Grade I
- BY PROMOTION**
- From the category of Designer Grade II
- Must have put in not less than THREE  
years service in the Post of Designer  
Grade II.
- iii            Assistant  
                  Manger (DBP)
- BY DIRECT RECRUITMENT**
- Must possess a diploma in textile  
processing issued by a recognized  
institution; and
- Must have practical experience as Dye /  
Processor for a period of not less than  
TWO years.
- OR
- Must have undergone training in

Bleaching and printing in any one of the Vidyalayas run by the K &VIOC or any Institution recognized by the Commission or by the State Board.

**BY PROMOTION**

From the category of Assistant (DBP)

Must have put in not less than THREE years of service in the post of Assistant DBP.

iv Assistant Lecturer (K.G.V.)

**BY PROMOTION**

From the category of Instructor (K.G.V.)

Must have put in not less than THREE years of service in the post of Instructor (K.G.V.)

v Manager (Tailoring Unit)

**BY PROMOTION**

From the category of Master Tailor Grade I

Must have put in not less than THREE years of service in the post of Master Tailor Grade II.

B:5 Khadi Assistant Grade I  
i.

**BY DIRECTOR RECRUITMENT**

Must have possess a diploma in Textile Technology ( 3 years course) or Diploma in Textile Technology sandwich 3 1/2 years course or Diploma in man made Fibre Technology ( 3 years course ) and

Must have experience for a period of not less than ONE year in the field of Textile Industry

**BY PROMOTION**

From the Category of Khadi Assistant Grade II

Must have put in not less than THREE years of service in the post of Khadi Assistant Grade Gr II.

### **Ratio**

The ratio between direct Recruitment and promotion shall be 1 : 5

ii Khadi Assistant Grade I (Designer Grade II)

**BY DIRECT RECRUITMENT**

Must have passed S.S.L.C. and

Must possess a diploma in Textile designing and weaving ( THREE year course)

iii Khadi Assistant Grade I (Computer

**BY DIRECT RECRUITMENT**

Must have a degree Economics or Mathematics with Statistic) as Main subject

G.O.Ms.No.186, HHTK (F1) Department, dated 30.10.96.

KBP Ms.No.142, dated 25.11.96.

### **REGULATIONS**

The Tamil Nadu Khadi and Village Industries Board Service Regulations, 1966 applicable to the permanent post in category of the Tamil Nadu Khadi and Village Industries Board shall apply to the holder of the post of Computer/Operator Cum Assistant (input/Output) subject to the modifications specified in the regulations.

iv Khadi Assistant Grade I (Artist)

**BY DIRECT RECRUITMENT**

Must have passed S.S.L.C. and



Must have passed the Government Technical Examination in Freehand outline drawing and printing by the Higher Grade.

OR

Must possess a diploma of the Government School of Arts and crafts or any other recognized institution in freehand outline drawing and painting.

v Assistant (DBP)

**BY DIRECTOR RECRUITMENT**

Must pass a diploma in Textile processing with practical experience for a period of not less than ONE year.

OR

Must have undergone practical training in Bleaching and Printing in any one of the Vidyalayas run by the K &VIC or from any institution recognized by the Commission or by the State Board.

vi Screen Cutter (DBP)

**BY DIRECT RECRUITMENT**

Must possess a diploma in free hand drawing and Commercial Arts issued by a recognized institution; and

Must have practical experience in screen cutting for a period of not less than ONE year in a reputed firm or Institution; or

Must have passed S.S.L.C and

Must have practical knowledge of commercial Arts and screen cutting for a period of not less than FIVE years.

vii Instructor (KGV)

**BY DIRECT RECRUITMENT**

Must have a diploma in Textile Technology issued by a recognized

Institution; and

Must have practical knowledge in Khadi and Village Industries Schemes and teaching experience for a period of not less than TWO years.

**BY TRANSFER**

From the category of Khadi Assistant Grade I with experience for a period of not less than THREE years in the field.

viii Master Tailor  
Grade II

**BY PROMOTION**

From the category of Cutter or Assistant Cutter or Tailoring Assistant.

Must have put in not less than THREE years /FOUR years / FIVE years in the above said post respectively.

B:6 Khadi Assistant  
i. Grade II

**BY DIRECTOR RECRUITMENT**

Must have passed SSLC.

Preference will be given to those who possess hand weaving trade certificate issued by the Director General of Employment and Training / National Council of Tanning in vocational Trade.

**BY PROMOTION**

From the category of Khadi Assistant Grade III

Must have put in not less than THREE years of service in the post of Khadi Assistant Grade III.

**RATIO**

The ratio between direct recruitment and promotion shall be 2:1

- ii            Boiler Attendant (DBP)
- BY DIRECT RECRUITMENT**
- Must have experience for a period of not less than TWO years in maintaining and working of Boiler in any reputed firm/ factory etc.
- OR
- Must possess National Apprenticeship Certificate or National Trade Certificate in the respective Trade issued by the Director of Employment and Training and
- Must have a certificate issued by the Chief Inspector of Steam Boilers.
- iii            Craft Teacher (KGV)
- BY DIRECT RECRUITMENT**
- Must possess a diploma issued by the School or College of Arts and Crafts, Madras or any other equivalent qualification; and
- Must have practical experience in the craft concerned for a period of not less than ONE year.
- iv            Cutter (Tailoring)
- BY DIRECT RECRUITMENT**
- Must have passed the Government Technical Examination in Tailoring OR
- Must have undergone the training in Tailoring in the Industrial Training Institute or training in the Industrial training Centre; AND
- Must have supervised the work of tailors in a reputed tailoring company for a period of not less than TWO years. OR
- Must have worked as Assistant cutter in a reputed tailoring firm or tailoring company for a period of not less than TWO years :

OR

Must possess national apprentice ship certificate or National trade certificate in the respective trade

**BY PROMOTION**

From the category of Assistant Cutter or tailoring Assistant

Must have put in not less than THREE years / FIVE years in the above said post respectively.

B;7  
i. Assistant  
(Cutter  
Tailoring)

**BY DIRECT RECRUITMENT**

Must have passed the Government Technical examination in Tailoring or must have undergone the training in the industrial Training Centre; AND

Must have supervised the work of tailors in a reputed tailoring firm or tailoring company for a period of not less than two years;

OR

Must have worked as Assistant cutter in a reputed tailoring firm or tailoring company for a period of not less than TWO years.

OR

Must possess National Apprenticeship certificate or National Trade Certificate in the respective trade

**BY PROMOTION**

From the category of Tailoring Assistant.

Must have put in not less than THREE years of service in the post of tailoring

assistant in any one of the Boards tailoring unit.

B:8 Tailoring  
i. Assistant

**BY DIRECTOR RECRUITMENT**

Must have worked as Tailor for a period of not less than THREE years in a reputed tailoring firm or tailoring company

OR

Must possess National Apprenticeship certificate or National Trade Certificate in the respective trade.

B:9 Khadi Assistant  
i. Grade III

**BY DIRECT RECRUITMENT**

Must have passed S.S.L.C.

**BY PROMOTION**

From the category of Helper Grade II

Must have put in not less than three years of service in the post of Helper Grade II.

**RATIO**

The ratio between Direct Recruitment and promotion shall be 1 : 3

B:10 Helper Grade II  
i.

**DIRECT RECRUITMENT**

Must have passed SSLC

Preference will be given to those who have experience of working in a Textile shop / Khadi Kraft.

**VILLAGE INDUSTRIES - BRANCH**

Category : : 1: BEEKEEPING

C:1 Beekeeping  
i. Development  
Officer

**BY DIRECT RECRUITMENT**

Must possess a degree of a University recognized by the Central University Grants Commission with subjects agriculture, Botany, Zoology, Entomology, Biology, AND

Must have undergone training for six months in Beekeeping at Mahabaliswar Beekeeping Centre of K &VIC.

OR

Must have undergone a diploma course in Beekeeping conducted by any University recognised by the University grants Commission: AND

Must have experience in Beekeeping Industry for a period of not less than TWO years.

**BY TRANSFER**

From the category of Assistant Director ( Khadi and Village Industries)

**BY PROMOTION**

From the category of Apiarist Grade I and Must have put in not less than FIVE years or service in the post of Apiarist Grade I.

OR

Must have put in not less than SIX years of service in the post Chief Chemist (Honey & Eucalyptus.)

ii. Apiarist Grade I

**BY PROMOTION**

From the category of Apiarist Grade II

- Must have put in not less than THREE years of service in the post of Apiarist Grade II.
- iii Chief Chemist (Honey & Eucalyptus) **BY DIRECT RECRUITMENT**
- Must possess or B.Sc degree with Chemistry as Main subject; and
- Must possess analytical license issued for testing Manufacturing of Honey / Eucalyptus issued by the State Drug Controller.
- iv Apiarist Grade II **BY DIRECT RECRUITMENT**
- Must possess a degree of B.Sc with Zoology as a subject : Botany, Entomology, Biology, or a diploma in Horticulture or Beekeeping; and
- Must have practical experience in Beekeeping and in collection of honey in any of the Vidyalayas run by the K &VIC or State Government or State Board.
- BY PROMOTION**
- From the Category of Apiarist Grade III or Bee fieldman Grade I
- Must have put in not less than TWO years/ Five years / of service in the above said posts respectively.
- v) Apiarist Grade III **BY PROMOTION**
- From the Category of Bee-fieldman Grade I Must have put in not less than THREE Years of service in the post of Bee fieldman Grade I
- vi) Bee0Fieldman Grade I **BY DIRECT RECRUITMENT**
- Must have passed SSLC and

Must have passed the Bee-fieldman Training course conducted by the K &VIC.

Preference will be given to those who have practical experience in Beekeeping for a period of not less than ONE year.

**BY PROMOTION**

From the category of Bee-fieldman Grade II / Bee-fieldman Grade III

Must have put in not less than THREE years / Four years of service in the above said post respectively

**RATIO**

The ratio between Direct Recruitment and promotion shall be 2 : 1

vii) Bee-Fieldman Grade II

**BY PROMOTION**

From the category of Bee fieldman Grade III

Must have put in not less than THREE years of service in the post of Bee-Fieldman grade III.

viii) Bee fieldman Grade III

**BY DIRECT RECRUITMENT**

Must have passed SSLC AND

Must have passed the Bee-fieldman Training course conducted by the K &VIC or any other institution recognized by the Commission or by the State Board.



CATEGORY C.2 ' CARPENTRY AND BLACKSMITHY'

C:2 Development  
i) Officer ( C &B)

**By Transfer**

From among the holders of the post of Assistant Director (K &VI)

**By Promotion**

From the category of Assistant Development Officer ( C &B)

Must have put in not less than THREE years of service in the post of Assistant Development Officer ( C&B)

ii) Assistant  
Development  
Officer ( C &B)

**By Promotion**

From the category of Chageman Grade I

Must have put in not less than THREE years of service in the post of Chageman Grade I.

iii) Chageman  
Grade I ( C &B)

**By Director Recruitment**

Must have passed S.S.L.C. AND

Must have practical experience as a skilled worker in Carpentry or Cabinet making for a period of not less than THREE years and must be able to operate and maintain wood working and other machines connected with the Carpentry and Balcksmithy works.

OR

Must possess " National Apprenticeship Certificate or National Trade Certificate in the trade of Carpentry and Blacksmithy.

Preference will be given to those who have practical experience in skilled work OR Cabinet making for a period of not less than THREE years.

**By Promotion**

From the Category Chargeman Grade II (C & B)

Must have put in not less than THREE years of service in the post of Chargeman Grade II.

### **RATIO**

The ratio between direct recruitment and promotion shall be 1 : 4

iv Chargeman  
Grade II  
( C & B)

### **BY DIRECT RECRUITMENT**

Must have passed S.S.L.C. AND

Must have practical experience as a skilled worker in carpentry or cabinet making for a period of not less than three years and must be able to operate and maintain wood working and other machines connected with the Carpentry and Blacksmithy works.

OR

Must possess a certificate in Carpentry of in Cabinet making issued by the Industrial Training Institute or other Training Centres run by the Tamil Nadu Government or Institutions recognized by the K &VIC or Tamil Nadu Government or State Board.

OR

Must possess "National Apprenticeship" certificate or "National Trade" Certificate in the trade of carpentry and Blacksmithy.

Preference will be given to those who have practical experience in skilled work in Carpentry and cabinet making for a period of not less than TWO years.

### **BY PROMOTION**

From the category of chargeman

Grade III (C &B) Must have put in not less than THREE years of service in the post of Chargeman Grade III.

v. Chargeman  
Grade III  
( C & B)

**BY PROMOTION**

From the category of Carpenter (Packer / Helper Grade II)

Must have put in not less than THREE years of service in the above said post.

vi. Helper Grade II  
( C & B)

**BY DIRECT RECRUITMENT**

Must have passed S.S.L.C. AND Must have practical knowledge in Carpentry work.

OR

Must possess National Apprenticeship Certificate or National Trade Certificate in the respective trade.

**CATEGORY : C.3 "DISTRICT COTTAGE INDUSTRIES"**

C.3 District  
(i) Inspector of  
Cottage  
Industries  
Grade I

**BY PROMOTION**

From the category of District Inspector or Cottage Industries Grade II.

Must have put in not less than THREE years of service in the post of District Inspector of Cottage Industries Grade II.

C: ii) District  
Inspector of  
Cottage  
Industries  
Grade II.

**BY PROMOTION**

From the following categories:

a. Apiarist Grade III

- b. Supervisor Grade III (HMP)
- c. Foreman Grade VI Leather
- d. Palmgur Organsier, Grade III
- e. Chemist Grade II Soap

**AND**

Must have put in not less than THREE years of Service in any one of the above said post.

**CATEGORY C:4 "FIBRE**

- C.4      Organiser  
(i)      Grade I (Fibre)

**BY PROMOTION**

From the category of Organiser Grade II Fibre AND

Must have put in not less than THREE years of service in the post of Organiser Grade II (Fibre)

- ii)      Organsier  
Grade II (Fibre)

**BY DIRECT RECRUITMENT**

Must have passed SSLC AND

Must have undergone training in the Fibre Industry in any institution run by the K &VIC or by the Board.

**BY PROMOTION**

From the Category of Organsier Grade III (Fibre) Must have put in not less than SEVEN years of service in the post of Organiser Grade III (Fibre)

- iii)      Organiser  
Grade III  
(Fibre)

**DIRECT RECRUITMENT**

Must have passed SSLC AND

Must have undergone training in Fibre

Industry in any Institution run by the Khadi and Village Industries Commission or by State Board.

CATEGORY : C ' FRUIT PRESERVATION;

C:5 Assistant  
(i) Development  
Officer ( Fruit  
Preservation)

**BY DIRECT RECRUITMENT**

Must possess a diploma in Food technology issued by the Government of Tamil Nadu OR any other recognized institutions AND

Must have practical experience in canning of fruits vegetables etc. for a period of not less than THREE years.

ii Helper Grade I  
(Fruit  
Preservation)

**BY DIRECT RECRUITMENT**

Must have passed SSLC AND

Must have experience in fruit canning for a period of not less TWO years.

**BY PROMOTION**

From the category of Helper Grade II

Must have put in not less than THREE years of service in the post of Helper Grade II.

Preference will be given to those who have practical knowledge in Fruit canning.

**CATEGORY - C.6 'GRAMODYOG SALES DEPOT'**

C:6 Khadi Assistant  
(i) Grade I  
(G.S.D.)

**BY TRANSFER**

From the Category of Khadi Assistant Grade I.

**BY PROMOTION**

From the category of Accounts Clerk/ Junior Assistant

Must have put in not less than THREE years of service in the above said, post.

ii) Junior Assistant  
(G.S.D.)

**BY DIRECTRECRUITMENT**

**M**ust have passed SSLC

**BY PROMOTION**

From the category of Khadi Assistant Grade III/

Helper Grade I. OR Helper Grade II

Must have put in not less than THREE years of service in the post of Khadi Assistant Grade III / Helper Grade I or

Five years in the post of Helper Grade II.

#### RATIO

The ratio between direct recruitment and promotion shall be 1 : 1.

iii Helper Grade II  
(G.S.D.)

#### **BY DIRECT RECRUITMENT**

Must have passed SSLC

#### CATEGIRT c:7 " CUR AND KHANDASARI

c:7 Assistant  
(i) Director (Gur  
and  
Khandasari)

#### **BY TRANSFER**

From the holders of the post of Assistant  
Director (K &VI)

ii) Gur Inspector

#### **BY PROMOTION**

From the category of Gur mechanic, or  
Gur Demonstrator

Must have put in not less than FIVE years  
of service in the above said post.

iii) Gur Mechanic

#### **BY DIRECT RECRUITMENT**

Must have passed SSLC AND

Must have practical experience in the  
manufacture of Jaggery for a period or  
one year or must have undergone  
training of the Gur Demonstrator  
conducted by the K &VIC or any other  
institution recognized by the said  
Commission or by the State Board.

iv) Gur  
Demonstrator

#### **BY PROMOTION**

From the category of Gur guide.

Must have put in not less than THREE  
YEARS of service in the post of Gur Guide.

iv) Gur Guide

**BY DIRECTOR RECRUITMENT**

Must have passed S.S.L.C. AND

Must have experience in the manufacture of Jaggery for SIX months OR must have Undergone training as Gur Guide in Gur and Khandasari conducted by the K &VIC or by the State Board.

**CATEGORY C.8 - HAND MADE PAPER**

c:8 Development  
( i ) Officer (HMP)

**BY TRANSFER**

From among the holders of the post Assistant Director (K &VI)

**BY PROMOTION**

From the category of Assistant Development Officer (HMP)

Must have put in not less than THREE Years of service in the post Assistant Development Officer (HMP)

ii) Assistant  
Development  
Officer (HMP)

**BY PROMOTION**

From the category of Superintendent (HMP)

Must have put in not less than THREE Years of service in the post of Superintendent (HMP)

iii) Superintendent  
(HMP)

**BY PROMOTION**

From the category of Supervisor Grade I (HMP) OR Supervisor Grade II (HMP)

Must have put in not less than TWO years in the post of Supervisor Grade I (HMP) or THREE years in the post of Supervisor Grade II (HMP)



iv) Supervisor  
Grade I ( HMP)

**BY PROMOTION**

From the category of Supervisor Grade II (HMP)

Must have put in not less than THREE years of service in the post of Supervisor Grade II (HMP)

iv) Supervisor  
Grade II (HMP)

**BY DIRECT RECRUITMENT**

Must have passed SSLC AND

Must have undergone Supervisory / Operative post in handmade paper conducted by the K &VIC

**BY PROMOTION**

From the category of Supervisor Grade III (HMP)

Must have put in not less than THREE years of service in the post of Supervisor Grade III (HMP)

**RATIO**

The ratio between Director Recruitment and promotion shall be 4: 1

vi) Supervisor  
Grade III (HMP)

**BY PROMOTION**

From the category of work Assistant Grade I (HMP)

Must have put in not less than THREE years of service in the post of work Assistant Grade I, (HMP)

vii) Work Assistant  
Grade I (HMP)

**BY PROMOTION**

From the category of work Assistant Grade II (HMP)

- Must have put in not less than THREE years of service in post of work Assistant Grade II (HMP)
- viii Work Assistant Grade II (HMP) **BY PROMOTION**
- From the category of work Assistant Grade III
- Must have put in not less than THREE years of service in the post of work Assistant Grade III (HMP) / Helper Grade (HMP)
- ix Work Assistant Grade III (HMP)/ Helper Grade I (HMP) **BY DIRECT RECRUITMENT**
- Must have passed VIII Standard and
- Must have practical experience for a period of not less than ONE year in the respective work in Hand Made Paper Unit run by the K &VIC or by the State Board.
- BY PROMOTION**
- From the category of Work Assistant Grade IV (HMP) or Helper Grade II (HMP)
- Must have put in not less than THREE years of service in the above said post.
- x) Work Assistant Grade IV Helper Grade II (HMP) **BY DIRECT RECRUITMENT**
- Must be above to read and write Tamil.
- Must have practical experience in the Hand Made Paper Unit or must have undergone artisan course in hand made paper conducted by the KVIC.

CATEGORY : C -9 'LEATHER'

- C;9 Development  
( i) Officer (leather)

**BY TRANSFER**

From among the holders of the post Assistant Director

**BY PROMOTION**

From the category of Assistant Development Officer (Leather) / Assistant Development Officer Tanning / Development Officer (Tanning Instructor)

Must have put in not less than THREE years of service in any one of the post.

- ii) Assistant Development Officer (Leather/ Tanning / Tanning instructor

**BY PROMOTION**

From the category of Senior Supervisor (Leather or supervisor Grade II (leather)

Must have put in not less than THREE years of service in the post of Senior Supervisor (Leather) or FOUR years as Supervisor Grade I (Leather)

- iii) Senior Supervisor (Leather)

**BY DIRECT RECRUITMENT**

Must possess diploma in Leather Technology or any other equivalent diploma issued by a recognized institutions;

**OR**

Must have undergone training in Central Footwear training Centre for 8 months or 1 year training in Foot Wear and Leather Goods manufacturing Course conducted by the Gandhi Niketan Ashram at T. Kallupatti.

**BY PROMOTION**

From the category of Supervisor Grade II (Leather)

Must have put in not less than THREE years of service in the post of Supervisor Grade II (Leather)

- iv) Supervisor Grade II

**BY PROMOTION**

- (Leather)
- From the category of Supervisor Grade III (Leather)
- Must have put in not less than THREE years of service in the post of Supervisor Grade III (Leather)
- v Supervisor Grade III (Leather)
- BY PROMOTION**
- From the category of Supervisor Grade IV (Leather)
- Must have put in not less than THREE years of service in the post of Supervisor Grade IV (Leather)
- vi Supervisor Grade IV (Leather)
- BY DIRECT RECRUITMENT**
- Must have passed SSLC AND
- Must have a diploma in Leather Technology / Leather goods manufacturing issued by a recognized institutions.
- OR**
- Must have completed 18 months advanced course in Foot Wear in Central Footwear Training Centre, Madras or Training cum - Production Centre Leather at Gandhi Niketan Ashram, T. Kallupatti or any Institutions run by the K &VIC or by the State Board.
- BY PROMOTION**
- From the category of Helper Grade I (Leather) of Helper Grade II (Leather)
- Must have put in not less than THREE years of service in the post of Helper Grade I (Leather) of FOUR years in the post of Helper Grade II Leather
- RATIO**
- The ratio between Direct Recruitment and promotion shall be 4 : 1

vii) Helper Grade II  
(Leather)

**BY PROMOTION**

From the category of Helper Grade II  
(Leather)

Must have put in not less than THREE  
years in the post of Helper Grade II  
(Leather)

viii) Helper Grade II  
(Leather)

**BY DIRECT RECRUITMENT**

Must have passed VIII Std, and must have  
practical experience in Leather  
Manufacturing concern for a period of not  
less than TWO years.

CATEGORY : C: 10 ' PALMGUR'

C:10 Special Officer  
( i) (Palmgur)

**BY TRANSFER**

From the category of Joint Director  
(K &VI)

ii) Palmgur  
Organiser  
Grade Gr,I

**BY PROMOTION**

From the category of Palmgur Organiser  
Grade II

Must have put in not less than THREE  
years of service in the post of Organiser  
Grade II.

iii) Palmgur  
Organsier  
Grade II

**BY PROMOTION**

From the category of Palmgur Organiser  
Grade III

Must have put in not less than THREE  
years of service in the post of Palmgur  
Organiser Grade III.

iv) Palmgur  
Organsier  
Grade III

**BY DIRECT RECRUITMENT**

Must have passed SSLC AND

Grade III

Must have practical experience in correct Method of tapping for a period of not less than THREE years..

**OR**

Must have undergone Artisan training conducted by the Regional Palm Products training center OR in any institutions recognised by the K &VIC .

From the category of Gur Demonstrator Must have worked not less than 2 years of service in the post of Gur Demonstrator.

**RATIO**

The ratio between direct recruitment and promotion shall be 2:1

CATEGORY C. 11 'POTTERY'

C. 11 Senior Pottery  
(I) Organiser

**BY PROMOTION**

From the category of Pottery Organiser Grade I.

Must have put in not less than THREE years of service in the post of Pottery Organiser Grade I

ii) Pottery  
Organiser  
Grade I

**BY DIRECT RECRUITMENT**

Must possess a diploma in Ceramics issued by a reorganized institutions. AND

Must have practical experience in a ceramic factory for a period of not less than TWO years OR

Must have Undergone training in the Manufacture of Ceramic Articles conducted by the K &VIC.

**BY PROMOTION**

From the category of Pottery Organiser Grade II.

Must have put in not less than THREE

years of service in the post of Pottery Organiser Grade II.

iii) Pottery  
Organiser Gr. II

**BY PROMOTION**

From the Category of Instructor Grade I (Pottery)

Must have put in not less than THREE year of service in the post of Instructor Grade I (Pottery)

iv. Instructor  
Grade I

**BY DIRECT RECRUITMENT**

Must have passed SSLC AND

Must have undergone training in Pottery Industry conducted by the K &VIC.

Preference will be given to those who have previous practical experience in Ceramic for a period of not less than ONE year.

**BY PROMOTION**

From the category of Instructor Grade II (Pottery )

Must have put in not less than THREE years of service in the category of Instructor Grade II ( Pottery)

v) Instructor  
Grade II  
( Pottery)

**BY PROMOTION**

From the category of Helper Grade I (Pottery) or Helper Grade II (Pottery)

Must have put in not less than THREE years of service in the post of Helper Grade I (Pottery) or FIVE years in the post of Helper Grade II (Pottery)

vi Helper Grade I  
(Pottery)

**BY DIRECT RECRUITMENT**

Must have passed VIII Std. AND

Must have undergone training in Pottery Industry conducted by the K &VIC.

vii Helper Grade II  
(Pottery)

**BY DIRECT RECRUITMENT**

Must have passed VIII std. AND

Must have practical experience in the field of Pottery for a period of not less than ONE year with knowledge of wheel work in ceramic Factory of Pottery Unit run by the K &VIC or State Board.

e) The order of a higher authority imposing or declining to impose in any case a penalty under this regulation shall supercede any order passed by a lower authority in respect of the same case.

f) The fact that the lower authority has dropped a charge against a person as not proved shall not debar a higher authority from reviving it for reasons to be recorded in writing and taking suitable action on the charge so revived.

\*\* g) (i) The Government or ANY OTHER AUTHORITY IMPOWERED BY them by general or special orders may

a. institute disciplinary proceedings against any Board servant.

b. direct a disciplinary authority to institute disciplinary proceedings against any Board servant on whom that disciplinary authority is competent to impose under these regulations any of the penalties specified in regulation 28.

ii) The authority competent under these regulations to impose any of the penalties specified in items (i) to (iii) and (v) of regulation 28 may institute disciplinary proceedings against any member of the service for the imposition of any of the penalties specified in item (iv) and (vi) to (viii) of regulation 28 not - with



standing the fact that such authority is not competent under these regulations to impose any of the latter mentioned penalties.

\*\* KBP Ms.No. 553/ dated 28.7.76.

### 33. PENALTIES ON PERSONS LENT TO OTHER DEPARTMENTS"

Where a person to be punished has been lent to the punishing authority:-

(1) The power to impose the penalty of compulsory retirement or removal or, removal or, dismissal shall not lie with any authority other than the lending authority, the borrowing authority shall in a case where it considers that the punishment of compulsory retirement removal or dismissal should be imposed, complete the inquiry and revert the person concerned to the lending authority for such action as that authority may consider necessary, and

(2) Unless in any case it be otherwise provided by specific orders by the Board, the punishing authority shall consult the lending authority before imposing any lesser penalty and in the case of suspension shall report forthwith to the lending authority the circumstances leading to the imposition of that penalty.

(3) Where a Government Servant whose services are placed at the disposal of the Board has, at any time before his services were so placed committed any act or omission which renders him liable to any minor or major Penalty, the lending authority competent to impose any such penalty of such person shall alone be competent to institute disciplinary proceedings against him and to impose on him such penalty as it thinks fit and the borrowing authority under whom he is serving at the time of the institution of such proceedings, shall be bound to render all reasonable facilities to such competent authority instituting and conducting such proceedings.

Khadi Board Proceedings Ms.No.553/ dated 28.7.76)

4) Where an order of suspension is made or a disciplinary proceedings is conducted against an employee whose services have been borrowed from any Company, Corporation, autonomous Boards or other authority, the authority lending his services

(hereinafter in his Regulation referred to as the lending authority) shall forthwith be informed of the circumstances leading to the order of the suspension of the employee or of the commencement of the disciplinary proceedings, as the case may be.

5) In the light of the finding of the disciplinary proceedings conducted against the employee if the disciplinary authority is of the opinion that any of the penalties specified in item (i) to (iii) (v) and (ix) of regulation 28 should be imposed on him, it may after consultation with the lending authority pass such orders on the case as it may also deem necessary Provided that -

i) in the event of difference of opinion between the borrowing authority and the lending authority, the services of the employee shall be replaced at the disposal of the lending authority;

ii) If the borrowing authority is of the opinion that any of the penalties specified in items (iv) and (vi) to (viii) of regulation 28 should be imposed on the employee, it shall replace the services of such employee at the disposal of the lending authority and transmit to it the proceedings of the enquiry for such action as it may deem necessary.

K . B.P. Ms.No.553/ dated 28.7.76)

#### **PROCEDURE FOR ENQUIRY:**

a) In every case where it is proposed to impose on a member of the service any of the penalties specified in items (i) , (ii) , (iii) (v) and (ix) in regulation 28 he shall be given a reasonable opportunity of making any representation that he may desire to make and such representation, if any shall be taken into consideration before the order imposing the order penalty is passed;

Provided that the requirement of this clause shall not apply where it is proposed to impose on a member of a service any of the penalties mentioned in regulation 28 on the basis of facts which have led to his conviction by a Court Martial or where the Officer concerned has absconded or where it is for other reason impracticable to communicate with him;

Provided further that, in every case where it is proposed, after considering the representation, if any, made by a member of the service to withhold increments of pay and such withholding of increments is likely to affect adversely the amount of Pension payable to a member of the service or to withhold increments of

pay without cumulative effect for a period exceeding three years or to withhold increment of pay with cumulative for any period the procedure laid down in clause (b) shall be followed before making any order imposing on a member of the Services any such penalty.

( K. B.P. Ms.No.74/ dated 22.3.84)

(b) (i) In every case where it is proposed to impose on a member of the service any of the penalties specified in items (iv) (vi) (vii) and (viii) to regulation 28, the grounds on which it is proposed to take action shall be reduced to the form of definite charge or charges which shall be communicated to the person charged together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case. He shall be required within a reasonable time to put in a written statement of his defense and to state whether he desires an oral enquiry or to be heard in person or both. An oral enquiry or to be heard in person or both. An oral inquiry shall be held if such an enquiry is desired by the person charged or is directed by the authority (\*\*\*) concerned. Even if a person charged has waived an oral enquiry, such inquiry shall be held by the authority concerned in respect of charges which are not admitted by the person charged and which can be proved only through the evidence of witnesses.

( At the enquiry oral evidence shall be heard as to such of the allegations as are not admitted and the person charged shall be entitled to cross-examine the witnesses, to give evidence in person and to have such witnesses called, as he may wish, provided that the Officer, conducting the inquiry may, for special and sufficient reasons to be recorded in writing, refuse to call a witness.)

After the enquiry has been completed the person charged shall be entitled to put in, if he do desires, any further written statement of his defence. Whether or not the person charged desired or had an oral enquiry, he shall be heard in person at any stage, if he desires, before passing of final orders. A report of the enquiry or personal hearing as the case may be shall be prepared by the authority holding the inquiry or personal hearing whether or not such a authority is competent to impose the Penalty. Such report shall contain a sufficient record of the evidence, if any, and a statement of the findings and the grounds there of.

Where-ever any inquiring authority, after having heard and recorded the whole or any part of the evidence in an inquiry ceases to exercise jurisdiction therein, and is succeeded by another inquiring authority which has, and which exercises, such jurisdiction, the

- ii Tahsildar From among the Holders of the post of Tahsildar in Revenue Department.
- iii Revenue Inspector From among the holders of the post of Revenue Inspector in Revenue Department.
- iv) Surveyor From among the holders of the post of Surveyors in Survey Department.

## **CO-OPERATIVE - BRANCH**

### **CATEGORY C:15 'VILLAGE INDUSTRIAL CO-OPERATIVES'**

C:15 Village  
(i) Industrial Co-operative  
Officer

#### **BY PROMOTION**

From the category of Supervisor of Village Industrial Co-operative Officer

Must have put in not less than THREE years of Service in the post of Supervisor of Village Industrial Co-operative Officer.

ii) Supervisor of  
Village  
Industrial Co-operatives

#### **BY DIRECTOR RECRUITMENT**

Must have a degree, and

Must have successfully undergone Higher Diploma Training on Industrial Co-operatives Conducted by the Natesan Co-operative Training College at Madras or Similar Training conducted by the Tamil Nadu Co-operative Union or any other Institutions recognized by the

Government.

**BY PROMOTION**

From the category of Assistant Supervisor of Village Industrial Co-operatives or Junior Supervisor of Village Industrial Co-operatives.

Must have put in not less than two years of service in the post of Assistant Supervisor of Industrial Co-operatives of THREE years of service in the post of Junior Supervisor of Village Industrial Co-operatives.

iii Assistant Supervisor or Village Industrial Co-operatives.

**BY DIRECTOR RECRUITMENT**

Must have passed SSLC and

Must have successfully undergone Higher Diploma Training in Industrial Co-operatives Conducted by the Natesan Co-operative Training College or similar Training conducted by the Tamil Nadu Co-operative Union or any other recognised Institution.

**BY PROMOTION**

From the category of Junior Inspector of Village Industrial Co-operatives.

Must have put in not less than THREE years of service in the post of Junior Inspector of Village Industrial Co-operatives.

iv Junior Inspector of Village Industrial Co-operatives

**BY DIRECT RECRUITMENT**

Must have passed SSLC

G.O.Ms.No.85, HHTK (F1) Department, dated 22.5.2000  
KBP Ms.No.55, dated 28.9.2000  
Regulations

The Tamil Nadu Khadi and Village Industries Board Service Regulations, 1966 applicable to the holders of the permanent post in the Tamil Nadu Khadi and Village Industries Board Service shall apply to the holder of the temporary post of Foreman (Aluminium Utensils), subject to the modification specified in the following regulations:-

2.ONSTITUTION: The post shall constitute a separate category in the said service under Village Industries Branch Category C:14 Solitary Posts 14 (V) Foreman (Aluminium Utensils)

3.APPOINTING AUTHORITY: The appointing authority to the post shall be specified under Regulation 8 of the Board's Service Regulations, 1966.

4.METHOD OF APPOINTMENT AND QUALIFICATION: Appointment to the post of Foreman (Aluminium Utensils) shall be made by the methods of qualifications specified to the corresponding entries as follows:-

C.14 (v) Foreman  
Aluminium Utensils)

**BY DIRECT RECRUITMENT**

Must possess a diploma in Technical Engineering (Diploma Engineering) with two years. Practical experience preferably in making Aluminium Utensils. Or SSLC passed with I.T.I. Certificate OR National Apprenticeship certificate OR National Trade Certificate in molding with 3 years practical experience preferably in making Aluminium Utensils.

**BY PROMOTION:** From the category of Chageman Gr.II (C &D) and other identical scale of pay of other post under Village Industries wing with required Technical knowledge. Must have put in not less than 5 years of

service in the above said post.

**OTHER EQUIVALENT POST**  
(rS.4000-100-6000)

1. Chargeman Gr.Ii
2. Apiarist Gr.II
3. District Inspector of Cottage Industries Gr.II
4. Organsier (Fibre Gr.II
5. Supervisor Gr.II (Hand Made Paper)
6. Supervisor (Leather) Gr.III
7. Pottery Organsier Gr.I
8. Chemist (Soap) Gr.I

**BY TRANSFER:** From the category of posts carrying identical scale of pay under Village Industries Branch with required Technical qualifications.

**Post Carrying identical scale of pay:-**

(Rs.5000-150-8000)

1. Chief Chemist (Honey and Eucalyptus)
2. Supervisor Gr.I (Hand Made Paper)
3. Supervisor Gr.II (Leather)
4. Supervisor (Oil and Hand pounding)
5. Supervisor (Gallnut)
6. Foreman
7. Supervisor of Village Industrial co-operatives

**5. PAY:** There shall be paid to the holder of the post of Foreman (aluminium Utensils) a monthly pay calculated in the scale of pay of Rs.5000-150-8000 with usual allowances and as revised from time to time.

**6. SAVINGS:** Nothing contained in these regulations shall adversely affect any person who holds the post of Foreman (Aluminum Utensils) on the date of issue of these regulations.

**MINISTERIAL - BRANCH**

CATEGORY D: 1 "MINSITERIAL"

D:1	Selection Grade Superintendent	BY PROMOTION
(i)		From the category of Assistant Board Secretariat on Superintendent (Ministerial) Must have put in not less than Five years of service in the post of Assistant Board Secretariat or Superintendent (Ministerial)
ii)	Superintendent (Ministerial )/ Assistant Board Secretariat	BY PROMOTION  From the category of Chief Cashier (Khadi Kraft / Assistant (Ministerial) Must have put in not less than Five years of service in the post of Assistant (Minsiterial)  BY TRANSFER  From among the holders of the post of Assistant Board Secretariat now redesignated as Selection Grade Assistant.
iii)	Private Secretary to the Chief Executive Officer	BY PROMOTION  From the category of U.D. Steno / Assistant Grade Steno Typist.  Must have put in not less than Five years of service in the post of U.D. Steno/ Assistant Grade Steno Typist.
iv	Chief Cashier (Khadi Kraft)	BY PROMOTION  From the category of Assistant / Accountant  Must have put in not less than THREE years of service in the post of Assistant / Accountant.  Preference will be given to those who have passed Accountant / Book Keeping examination in Lower Grade.



- v            Assistant  
(Ministerial)            BY PROMOTION
- From the category of Junior Assistant or Steno- Typist / Typist in the ratio of 4:1
- Must have put in not less than TWO years of service in the above said post.
- vi            Assistant Grade  
Steno -Graper            BY PROMOTION
- From the category of Steno-typist Must have put in not less than Three years of service in the post of Steno Typist.
- vii           Junior Assistant            BY DIRECT RECRUITMENT
- Must have passed SSLC
- BY PROMOTION
- From the category of post carrying the pay scale BELOW : Rs. 610-1075 put in not less than Ten years of service in the post and must have passed SSLC
- RATIO: The ratio between direct recruitment and promotion shall be 3 : 1
- viii           Telephone  
Operator            BY DIRECT RECRUITMENT
- Must have passed SSLC AND'
- Must have passed the Telephone Operators course conducted by a recognized Institution.
- ix)           Steno Typist /  
Typist            BY DIRECT RECRUITMENT
- A Steno-Typist**
- Must have passed SSLC and
- Must have passed any one of the following Government Technical

Examination in Typewriting and Shorthand.

- a. English and Tamil Higher Grade ; OR
- b. English Lower and Tamil Higher : OR
- c. English Higher and Tamil Lower

**B. Typist**

Must have passed SSLC AND

Must have passed any one of the following Government Technical Examination in Typewriting

- a. English and Tamil Higher Grade ; OR
- b. English Lower and Tamil Higher : OR
- c. English Higher and Tamil Lower

x) Record Assistant

**BY PROMOTION**

From the category of Record Clerk . Must have put in not less than FIVE years of service in the post of record clerk.

xi) Record Clerk

**BY DIRECT RECRUITMENT**

Must have passed SSLC

**BY PROMOTION**

From the category of Office Assistant Must have passed VIII Std. AND Must have put in not less than FIVE years of service in the post of Office Assistant.

**RATIO**

The ratio between Direct Recruitment and promotion shall be 1:3

xii) Driver

**BY DIRECT RECRUITMENT AND BY PROMOTION**

Must be able to read and write Tamil; and

Must possess a current driving license of Motor vehicle issued by the competent authority under the Motor Vehicles Act 1939 (with practical experience of Driving Heavy Motor Vehicles for a period of not

less TWO years OR (ii) with practical experience of Driving a Light Motor Vehicles for a period of not less than TWO years .

In the case of promoteEs in addition to above qualification they must have completed not less than TWO years of service in the post from with promotion is made.

The ratio between Direct recruitment and promotion shall be 1:3

xii) Vehicle Cleaner

**BY DIRECT RECRUITMENT / BY TRANSFER**

Must be able to read and write Tamil; and Must possess good physique and

Must possess Experience in cleaning. Greasing and Oiling of Motor Vehicles for a period of not less than SIX months

(F1) G.O.Ms.No.185, Handlooms, Handicrafts, Textiles and Khadi

Department, dated 23.8.95

KBP Ms.No.127, dated 1.9.95.

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#### AMENDMENT

In the said Regulations, in ANNEXURE-III, UNDER THE HEADING " MINISTERIAL – BRANCH' for the entry in Column (2) against the entry (V) Assistant (Ministerial) in Volume (1) the following entry shall be substituted, namely:-

'BY PROMOTION

From the category of Junior Assistant or Typist Must have served for a period of not less than two years of service in the said post.

15628,/.2000/E1(2)

பணிகள் – தமிழ்நாடு அமைச்சுப் பணி – இளநிலை உதவியாளர் உடன் தட்டச்சர் என்று ஒருங்கிணைக்கப்பட்ட பதவியினை மீண்டும் தனித்தனியாக பிரித்தல் – ஆணை வெளியிடப்படுகிறது.

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வாரிய நடவடிக்கை (பல்வகை) எண்.56

நாள் 28.9.2000

பார்வை: 1.அரசு ஆணை எண்.50 பணியாளர் மற்றும் நிர்வாக சீர்திருத்தத் துறை (ஜெ) துறை , நாள் 14.2.95.  
2.அரசு ஆணை எண்.174, பணியாளர் மற்றும் நிர்வாக சீர்திருத்தத் (பி) துறை , நாள் 8.9.2000.

CATEGORY :D - 2 Accounts

D-2 Senior Accounts  
i) Officer

BY TRANSFER

Appointment from Senior Accounts Officer of the Treasury and Accounts service, or from Assistant Examiner of Local Fund Accounts or from Auditor of accountant General's Office.

BY PROMOTION

From the category of Junior Accounts Officer. Must have put in not less than FIVE years of service in the post of Junior accounts Officer

ii) Junior Accounts  
Officer

BY PROMOTION

From the category of Commercial Accountant/ Superintendent / Auditors/ Inspectors OR Private Secretary to Chief Executive Officers/ Accountants in Regional Deputy Directors Offices/ Assistant Directors Offices and must have put in not less than Three years of service in any one of the above said post.

Must have passed Accountancy examination in Higher grade conducted by a reorganized institutions or B.Com. examination of a university reorganized by

a University Grant Commission.

iii Commercial  
Accountant

BY TRANSFER

From among the holders of Superintendent who has passed Accountant / book keeping in Higher Grade OR must have passed equivalent examination conducted by a recognized institution .

BY PROMOTION

From the category of Assistant who have passed Accountancy/ Book keeping Lower Grade or any their equivalent examination conducted by a recognized institution. Must have put in not less than Five years of service in the post of Assistant.

#### MAINTENANCE - BRANCH

CATEOGRY :E ' Maintenance"

E:1 Executive  
(1) Engineer

From among the holders of the post of Executive Engineer in Public Works Department.

BY PROMOTION

From the category of Maintenance Engineer in the Board.

Must have put in not less than FIVE years of service in the post of Maintenance Engineer of the Board.

ii) Maintenance  
Engineer/  
Assistant  
Engineer

BY DIRECTO RECRUITMENT

Must have B.E. degree or diploma in Civil Engineering AND

Must have practical experience in State Government service or Public enterpises or in a reputed building construction firm for a period not less than THREE years in respect of degree holders or for a period

of not less than FIVE years in respect of diploma holders.

BY PROMOTION

From the category of Supervisor (Mechanical) OR Supervisor (Civil)

Must have put in not less than SEVEN years of service in the above said post.

BY TRASFER

From among the holders of the post of Assistant Executive Engineer in Public Works Department .

iii) Assistant Engineer / Junior Engineer From among the holders of the post of Assistant Engineer/ Junior Engineer in Public Works Department.

iv) Divisional - Accountant From among the holders of the of Divisional Accountant in Public Works Department.

v) Supervisor (Maintenance)

BY DIRECTO RECRUITMENT

A. Must possess a degree or diploma in Engineering (Mechanical or Civil) . if civil, should have THREE years experience in building construction and Public Health Works.

OR

B. Must posses a degree in Electrical Engineering or Diploma in Electrical Engineering with not less than THREE years of experience.

BY TRANSFER

From among the holders of the post of Supervisor (Electrical ) from Public Works Department or from Electricity Board.

- |      |                           |  |
|------|---------------------------|--|
| vi.  | Draughting Officer        | From among the holders of the post of Draughting Officer in Public Works Department.   |
| vii. | Junior Draughting Officer | From among the holders of the post of Junior Draughting Officer in Public Works Department.  |
| viii | Assistant Draughtsman     | From among the holders of the post of Assistant Draughtsman in Public Works Department.  |
| ix   | Head Wireman              | <p>BY PROMOTION</p> <p>From the category of Electrician</p> <p>Must have put in not less than THREE years of service in the post of Electrician.</p>   |
| x    | Electrician               | <p>BY PROMOTION</p> <p>From the category of Lift Operators (Direct Recruits only) OR Electrical Cleaner.</p> <p>Must have put in not less than THREE years of service in the post or Lift Operator (Director Recruits) OR FIVE years of service in the post of Electrical Cleaner.</p> |
| xi.  | Plumber                   | <p>From the category of Assistant Plumber</p> <p>Must have put in not less than THREE years of service in the post of Assistant Plumber.</p>   |
| xii. | Lift Operator             | <p>BY DIRECT RECRUITMENT</p> <p>Must have passed the wireman test OR</p> <p>Must possess Industrial Training Institute Certificate with practical experience as Lift</p>   |

Operator.

BY PROMOTION

From the category of Office Assistant OR  
Electrical Clearer.

Must have put in not less than TWO years  
of service in the above said post.

xiii Assistant  
Plumber

BY DIRECT RECRUITMENT

Must have passed VIII Std, AND

Must have previous Experience in  
Plumbing firm or under a Sanitary  
Engineer / Contractor for a period of not  
less than THREE years.

OR

Must possess National Apprenticeship  
Certificate OR National Trade Certificate in  
the respective trade.

xiv Electrical  
Cleaner

BY DIRECT RECRUITMENT

A. Must have practical experience in  
Electrical works for a period of not less  
than THREE years AND must possess :B:  
license, AND

Must have experience for a period of not  
less than THREE years OR

B. Must possess National Apprenticeship  
Certificate OR National Trade Certificate

xv Masalchis

BY DIRECT RECRUITMENT

Must be able to read and write Tamil.

LAST GRADE - SERVANT

F: ( i) Office Assistant

BY DIRECTOR RECRUITMENT



Must have passed VIII Std, AND

Must be able to Ride Bicycle.

ii) Chowkidar /  
Watchman

BY DIRECT RECRUITMENT  
Must have passed VIII Std. AND  
Must be able to Ride Bicycle.

OR

Must be an - Ex serviceman if  
appointment is made to the post of  
Chowkidar.

The age limit prescribed shall not be  
insisted on Ex-serviceman.

## **ANNEXURE-V.**

### **Register of Probationer (Vide Regulations 19(8) (IX)**

1. Category.
2. Name of the Probationer.
3. Date of appointment to the category.
4. Period of probation prescribed, years on duty within a continuous period of years.
5. Probable date of completion of probation
6. Test, if any, to be passed during Probation
7. Test Passed.
  - (1) Test
  - (2) Date of Passing
  - (3) Particulars of the notification regarding passing
8. **Period of service in succ class of category or in the higher category which counts for probation in the category in question.**

- (1) Name of the Office
  - (2) Post held
  - (3) From -
  - (4) To -
  - (5) Period -  
Years -  
Months -  
Days -
  - (6) Running total -  
Years -  
Months -  
Days -
9. Particulars of orders passed regarding completion of probation.

## **ANNEXURE-VI.**

### **(Vide Regulations 19 (8) (IX))**

1. Category.
2. Date of the Probationer.
3. Date of appointment to the category.
4. Period of probation prescribed years on duty within a continuous period of years.
5. Probable the date of completion of probation.
6. Test, if any, to be passed during Probation.

(Signature of Head of the Office)

(Designation)

7. Test Passed.

(1) Test

(2) Date of Passing

(3) Particulars of the notification regarding passing

8. Period of service in such category or in the higher category which counts for probation in the category in question.

(1) Name of the Office

(2) Post held

(3) From -

(4) To -

(5) Period -

Years -

Months -

Days -

(6) Running total -

Years -

Months -

Days -

9. Particulars of orders passed regarding completion of probation.

**Tamilnadu Khadi and Village Industries Board  
Kuralagam Buildings Madras-108.**

**MemoRc.No.109463/P2/88, dated 7.8.89.**

Sub:

Service Regulation – Tamilnadu Khadi and Village Industries Board  
– Amendments to Boards Services Regulations – Comprehensive  
Service Regulation – issued – Clarification – Regarding.

Ref: 1.

G.O.Ms.No.2053/R.D. & L.A. Dept, dt. 24-8-86.

2.

K.B.P.Ms.No.434, dt. 12-9-66.

3.

Board's letter No.109463/SR/88, dt. 3.11.88.

4.

G.O.Ms.No.147, Handlooms, Handicrafts, Textiles and Khadi  
Department dt. 13-6-89.

5

Khadi Board Proceedings Ms.No.180, dated 15.7.89.

The Board Service Regulations in respect of the Board employees then in vogue were approved by the Government as early as in 1966 in the reference first cited and issued in K.B.P. second cited. Subsequently about 69 amendments have been issued to the above said Regulation. The Assignment of incorporating these amendments, and upto dating the Board service Regulations, on par with the service condition of the Tamil Nadu Government servant were taken up, in the light of the orders issued by the Tamil Nadu Government. Series of discussions were held with the officers of various levels in the Board, so as to remove the bottle neck positions persisted in the avenue of promotions, method of appointments, qualifications etc., prescribed. Further the posts carrying similar scale of pay and posts for which duties and responsibilities fixed are more or less similar were grouped in to a single post and in the comprehensive Service Regulation these posts were brought under a common as well as specific nomenclature the nomenclature of certain post existed in the then service Regulation were also changed, to suit to the nature of work in a particular industry. The details of such changes proposed, were approved by the Board and then by Government.

A list of posts which were included in to one and the new nomenclature approved by the Government is enclosed./ in the annexure. Separate and revised cadre numbers are also assigned to each post and they should be quoted along with the respective posts wherever necessary. The new nomenclature approved shall come into force from the date of issue of the K.B..P. fifth cited.

The receipt of this memo. should be acknowledged by next post.

Encl: Annexure  
Officer.

V.T.Thurai Raaj,  
Chief Executive

To

All Regional Deputy Director,  
The Genral Manger, Khadi Krafts, (M) Madras-108.  
All Assistant Director,

The Manger,

Dyeing Bleaching and Printing Unit, Bhavanisagar,  
(OR)

The Assistant Director/Central Godown(K) Tirupur  
EI, E.II, E.III, G.I , Sections All Subordinate Officer,  
Copy to: Stock File/ Spare-10,

//Forwarded by order//

Sd/  
Superintenden  
t.

## ANNEXURE

### KHADI

Sl. No.	Name of the Post (Existing)	Revised Designation
1.	2.	3.
I.	Development Officer (Carding Scutchers and Nepali Looms.	Development Officer, (Khadi)
II.	Khadi Special Assistant, Manger, (Purchase) Tiruvottiyur.  Manger, (Mini Khadi Kraft) Coimbatore, (Trichy and Madras)  Technical Assistant (Board) Khadi Kraft, Bangalore)	Khadi Officer.
III.	Khadi Inspector Khadi Inspection(Silk) Manager, Khadi Silk, and Lace Production, Manager, Regional Godown Manager, City Khadi Office, Khadi Sales Inspector, Manager, Silk Emporium, City Khadi Officer.	Assistant Khadi Officer.
IV.	Central Khadi Officer, Supervisor, Grade III Khadi Inspector Silk Gr.II Managet Tailoring Unit,. Asst. Godown Keeper (Central Godown, Tirupur) Floor/Krafti Supervisor, Receptionist.	Khadi Inspector.
V.	Designer, Grade-I	Designer, Gr.I.
VI.	Designer, Grade-II (I Grade Assistant)	Designer, Grade-II
VII.	I Grade Assistant Development Officer (R.F.C.)	

	Assistant (R.F.C.)	
	Assistant Inspector (spinning & Weaving)	Khadi Assistant Grade-I
	Loom Supervisor Godown Keeper Manager, Khadi Kraft, Chief Salesman Store Keeper Computer Artist	
VIII.	II Grade Assistant Assistant Salesman Spinning Supervisor Ambar Instructor Weaving Instructor Assistant Supervisor (R.F.C.) Technical Supervisor Assistant Manager, (K.K.) Fitter / II Grade Assistant.	Khadi Assistant Grade-II
IX.	III Gr. Assistant Boy Assistant Counter Assistant Grade-I	Khadi Assistant Grade-III.
X.	Boy Attender Helper Counter Assistant Gr.II Packer.	Helper, Grade-II

**Dyeing Bleach and Printing Unit:**

I.	Manger, D.B. & P, Unit	Development Office (Khadi ) D.B.P.)
II.	Assistant Khadi Officer (D.B. & P. Unit, Tirupur) Manager, D.B. & P. Unit Tirupur	Assistant Development Officer, Khadi/ (D.B.P.)
III.	Senior Khadi Assistant (D.B.& P. Unit) Assistant Manger, (D.B.P. Unit)	Manager, D.B.P.

	Laboratory Assistant	Laboratory Assistant (D.B.P)
IV.	Supervisor, D.B. & P. Unit Manager, DBP Unit, Bhavanisagar.	Assistant Manager, (Khadi) (D.B.P).
V.	Assistant in D.B.P. Unit	Assistant (D.B.P.)
VI.	Screen Cutter/ I Grade Assistant.	Screen Cutter (D.B.P)
VII.	Boiler Attendant D.B.P.	Boiler Attendant (D.B.P).

**GROMODYOG VIDAYALAYS:**

I.	Principal (K.G.V.) / Khadi Officer, (Training)	Principal (K.G.V.)
II.	Instructor (K.G.V.) / Junior Khadi Assistant (Training)	Assistant Lecturer, (K.G.V.)
III.	Assistant Instructor, (K.G.V.) I. Grade Assist.	Instructor, (K.G.V.)
IV.	Craft Teacher (K.G.V.) / II Grade Assistant (Craft-Teaching)	Craft Teacher (K.G.V.)

TAILORING

I.	Master – Tailor	Senior Master Tailor
II.	Master – Tailor	Master Tailor Grade.I.
III.	Manager, Tailoring Unit.	Manager, Tailoring Unit.
IV.	Master Tailor, Grade-I Manager – cum – Master Tailor	Master – Tailor Gr.II.
V.	Cutter/ II Gr. Assistant	Cutter
VI.	Assistant Cutter	Assistant Cutter.
VII.	Tailoring Assistant	Tailoring Assistant

**BEE - KEEPING:**

I.	Bee – Keeping Development	Bee Keeping
----	---------------------------	-------------



	Officer	Development Officer.
II.	Apiarist, Grade-I	Apiarist, Grade-I,
III.	Apiarist, Grade-II Senior Bee-Fieldman	Apiarist, Grade-II.
IV.	Circle Bee-fieldman Beekeeping Inspector Apiary Keeper	Apiarist, Gr.III.
V.	Bee-Fieldmand Gr.I Jr.Bee-Fieldman	Bee Fieldman Grade-I
VI.	Bee-Fieldman, Grade-II	Bee-Fieldmand Grade-II
VII.	Bee-Fieldman, Grade-III, Skilled Assistant, Gr.II Bee-Maistry, Bee-Boy.	Bee-Fieldman, Grade.III

#### **CARPENTRY AND BLACKSMITHY INDUSTRY:**

I.	Development Officer (Carpentry and Blacksmithy)	Development Officer, (Carpentry and Blacksmithy)
II.	Supervisor (Carpentry)	Assistant Development Officer ( C&B)
III.	Technical Assistant/Chargemen Grade-I Instructor (Blacksmithy Training – cum- Production Centre)	Chargeman Grade-I
IV.	Chargemen, Gr.II Foreman-cum- Supervisor (Carpentry)	Chargeman Grade-II
V.	Skilled Assistant	Chargemen, Gr.III
VI.	Carpenter, Grade-II	Helper Grade-II Carpentry

**COTTAGE INDUSTRIES:**

- |     |   |   |
|-----|---|---|
| I.  | District Inspector of Cottage Industries, Grade-I   | District Inspector of Cottage, Industries Grade-I.  |
| II. | District Inspector of Cottage Industries, Grade-II. | District Inspector of Cottage Industries, Grade-II. |

**FIBRE:**

- |      |                          |                         |
|------|--------------------------|-------------------------|
| I.   | Supervisor (Fibre)       | Organiser Gr.I(Fibre)   |
| II.  | Supervisor (Fibre) Gr.II | Organiser Gr.II(Fibre)  |
| III. | Organiser (Fibre) Gr.III | Organiser Gr.III(Fibre) |

**FRUIT PRESERVATION:**

- |     |                      |  |
|-----|----------------------|--|
| I.  | Fruit Canning Expert | Assistant Development Officer (Fruit Preservation) |
| II. | Attender             | Helper, Grade-I (Fruit Preservation)               |

**GRAMODYOG SALES DEPOT:**

- |      |  |                                   |
|------|--|-----------------------------------|
| I.   | Manager (G.S.D.)<br>Assistant (G.S.D.)             | Khadi Assistant, Gr.I,<br>(G.S.D) |
| II.  | Accounts Clerk (G.S.D)<br>Junior Assistant (G.S.D) | Jr. Assistant (G.S.D.)            |
| III. | Boy Attendent (G.S.D)<br>Attendent (G.S.D)         | (Helper, Grade-II<br>G.S.D.)      |

**GUR AND KHANDASARI:**

- |      |                                      |  |
|------|--------------------------------------|--|
| I.   | State Gur Development Office.        | Already redesignated as Assistant Director . |
| II.  | Assistant Gur Development Inspector. | Gur Inspector                                |
| III. | Gur Mechanic/Jr. Asst-cum-           | Gur Mechanic.                                |

Mechanic

IV. Gur Demonstrator/Jr. Asst Gur Demonstrator

V. Gur Guide Juice Boiler Gur Guide.

**HANDMADE PAPER INDUSTRY:**

I. Development Office (H.M.P.) Development Officer  
(Hand Made Paper)

II. Assistant Development Office (H.M.P.) Assistant Development  
Office (Hand Made  
Paper)

III. Superintendent (H.M.P.) Superintendent (HMP)

IV. Field Organisor (H.M.P) Supervisor Gr.I  
Supervisor, Gr.I. (H.M.P) (H.M.P.)

V. Supervisor, Gr.II (H.M.P.) Supervisor, Gr.II  
Organiser Gr.I. (H.M.P.) (H.M.P.)

VI. Machine Operator-Cum- Supervisor,  
Machanic (H.M.P.) Organiser Grade-III (HMP)  
(Gandhi Gram H.M.P.) /  
Assistant (H.M.P.)

VII. Work Assistant Gr.I (H.M.P.) Work Assistant  
Machanic Grade-II (H.M.P.) (Assistant Grade 1  
Beaterman, Grade-I (HMP)  
Jr. Assistant (H.M.P.)

VIII. Maistry (HMP) Work Assistant  
Skilled Asst. Gr.I (HMP) Grade II (HMP)  
Works Assisant Grade II (HMP)

IX. Pulp Making Assistant Work Assistant,  
Grade.III (HMP)  
Sevak Helper Gr.I, (HMP)  
Clazing Asistant  
Lifter  
\Skilled Assistant Grade II  
Women Mazdoor  
Men Mazdoor  
Beaterman Gr.II

X.	Coucher (HMP)	Helper, Grade-II
<b>LEATHER:</b>		
I.	Development Officer (Leather)	Development Officer, (Leather)
II.	Tanner Grade I, (Chrome Tanning Unit)	Development Officer. (Tanning)
III.	Assistant Development Officer (Leather)	Assistant Development Officer (Leather)
IV.	Tanner, Grade-II	Assistant Development Officer (Tanning)
V.	Instructor (Tanning) Assistant Development Officer, (Tanning)	Assistant Development Officer (Instructor – Tanning)
VI.	Assistant Manager, (Central Leather Marketing Depot)	Senior Supervisor,(Leather).
	Manager (Main Production Footwear Unit) (Pilot Scheme)	
VII.	Supervisor, Grade-I, (Leather)	Supervisor, Gr.II (Leather)
VIII.	Manager, Small Sales Depot (Leather, Salesman (Leather Foreman Cum-Supervisor (Model Tanneries) Instructor, Supervisor, Grade-II Maistry (Chrome (Tanning) Organiser (Leather)	Supervisor Gr.II (Leather)
IX.	Tanning Demonstrator	
	Manager-cum-Accountant Footwear Unit	(Supervisor, Gr.IV Leather)
	Manager – cum- Accountant	

(Leather)

Manager, 'A' Type (F.W. & L.G.S.)

Manager, 'B' Type  
Footwear Unit

Supervisor,  
Grade.IV (Leather)

Demonstrator – cum-quality  
controller

Machanic-cum-Operator

Machine – Operator

Machine – Operator-cum-  
Machine

X. Attender (Small Sales Depot)  
Attender (B) Type Show Room)

Helper, Grade-I.  
(Leather)

XI. Weightman  
Attender (Small Sales Depot)  
Attendent (L.S.D)

Helper Grade-II  
(Leather).

PALMGUR

I. Secretary, State Palmgur  
Federation

Post upgraded as Joint  
Director

II. State Palmgur Organiser  
Marketing cum propaganda  
Officer.

Palmgur Organiser,  
Grade-I.

III. Technical Assistant (Palmgur)

Palmgur Organiser  
Grade-II.

IV. Palmgur Instructor  
Palm leaf instructor

Palmgur Organiser,  
Grade-II.

**POTTERY:**

I. State Pottery organiser  
Superintendent (Pottery)

Senior Pottery  
Organiser

II. Ceromic Supervisor  
Supervisor (Pottery) Gr.II

POTtery Organiser Gr-I

	Technical Assistant (Pottery)	
III.	Fireman-cum-Operator (Pottery)	Pottery Organiser, Gr-II.
IV.	Junior Assistant (Pottery) Master Pottery Instructor Skilled Assistant, Gr.I	Instructor Pottery Grade-I
V.	Pottery (Grade-I) Skilled – Assistant, Grade-II Unskilled worker (Pottery)	Instructor Pottery Grade-II Helper Gr.I (Pottery)
VI.	Kiln Attendant (Pottery) Kiln Attendant-cum-warden (Pottery) Potter Grade-II	Helper Gr.II (Pottery)

**SOAP INDUSTRY:**

I.	Senior Analyst	Chief Analyst
II.	Development Officer (Soap)	Development Officer, (Soap)
III.	Assistant Development Officer (Soap)	Assistant Development Officer (Soap)
IV.	Graduate Laboratory – Technician	Technician (Soap) Grade-I.
V.	Laboratory Technician (Soap) Supervisor (Soap)	Technical (Soap) Grade-II
VI.	Manager – Cum-Chemist (Soap)	Chemist Grade-I
VII.	Technical Assistant (Soap)	Chemist Grade-II
VIII.	Soap Chemist Assistant (Soap) Store Assistant Soap Boiler Junior Assistant (soap)	Chemist Grade-III
IX.	Laboratory Attendant Watchman-cum-workers (Soap)	Helper Gr-II (soap).

**VILLAGE OIL:**

- |     |   |                                     |
|-----|---|-------------------------------------|
| I.  | Assistant Development Officer (Oil)                   | Assistant Development Officer (Oil) |
| II. | Supervisor (Oil)<br>Supervisor (Oil and Handpounding) | Supervisor (Oil) and (Oil & H.P.)   |

SOLITARY POST IN K& VI

- |      |                                |                                       |
|------|--------------------------------|---------------------------------------|
| I    | Mechanic (R.T.C. N.L.C.)       | Mechanic (R.T.C. N.L.C.)              |
| II.  | Supervisor (Polyvastra)        | Supervisor (Polyvastra)               |
| III. | Chemist (Honey and Eucalyptus) | Chief Chemist ( Honey and Eucalyptus) |
| IV.  | Supervisor (Galnut)            | Supervisor (Galnut)                   |
| V.   | Tahsildar                      | Tahasildar                            |
| VI.  | Revenue Inspector              | Revenue Inspector                     |
| VII. | Surveyor                       | Surveyor.                             |

**VILLAGE INDUSTRIAL CO-OPERATIVES**

- |      |  |   |
|------|--|---|
| I.   | Co-Operative Sub-Registrar/<br>Village Industrial Co-Operative Officer     | Village Industrial Co-operative Officer.                  |
| II.  | Senior Inspector, / Supervisor of Village Industrial Co-operatives.        | Supervisor of Village Industrial Co-operatives.           |
| III. | Junior Inspector/ Assistant Supervisor of Village Industrial Co-operatives | Assistant Supervisor of Village Industries Co-operatives. |
| IV.  | Junior Inspector/ Liquidator   | Junior Inspector of Village Industrial Co-operatives.     |

**MINISTERIAL POST**

- |    |                |                 |
|----|----------------|-----------------|
| I. | Superintendent | Selection Grade |
|----|----------------|-----------------|

	(Board's Secretariat)	Superintendent
II.	Superintendent (Ministerial) Statistical Assistant Accountant Marketing Assistant Manager's in the Office of the R.D.D. and A.D.	Superintendent/Asst. Board (Secretariat) (Ministrial)
III.	Chief Casher	Chief Cashier (Khadi Kraft)
IV.	Assistant (Ministrial) Storekeeper (Saranjam Karyalaya Carpentary and Blacksmithy Medium Workshop) Accountant Additional Accountant U.D. Accountant Assistant- cum- Accountant Clerk-cum- Storekeeper	Assistant (Ministerial)
V.	Junior Assistant (Ministerial) L.D. Accountant Store Keeper, Store Assistant Accountant – cum- Warden	Junior Assistant (Ministerial)
VI.	Steno-Typist / Typist	Steno-Typist/Typist
VII.	Telephone Operator	Telephone Operator
VIII.	Private Secretary to Chief Executive Officer,	Private Secretary to Chief Executive Officer
IX.	Upper Division steno	Asst. Gr. Steno Typist
X.	Record Assistant	Record Assistant
XI.	Record Clerk	Record Clerk
XII.	Driver (Heavy) Lorry (Driver)	Driver (Heavy)
	Van Driver (Light) Jeep Driver	Driver (Light)



XIII. Van Cleaner, Lorry Cleaner Vehicle Cleaner

**ACCOUNTS**

I. Senior Accounts Officer Senior Accounts Officer.  
II. Junior Accounts Officer/ Accounts Officer Junior Accounts Officer.  
III. Superintendent Commercial Accountant Commercial Accountant

**MAINTANANCE**

I. Executive Engineer Executive Engineer  
II. Maintenance Engineer/ Assistant Executive Engineer Maintenance Engineer / Assistant Executive Engineer.  
III. Assistant Engineer / Junior Engineer. Assistant Engineer/ Junior Engineer.  
IV. Supervisor (Maintenance) Supervisor (Civil Electrical ) Supervisor (Maintenance) Supervisor (Civil Electrical )  
V. Divisional Accountant Divisional Accountant  
VI. Draughts man Grade-II Draughting Officer .  
VII. Draughtsman Grade-III Junior Draughtsman  
VIII. Assistant Draughtsman Assistant Draughtsman  
IX. Head Wireman Head Wireman.  
X. Electrician Electrician.  
XI. Electrical Cleaner Electrical Cleaner.  
XII. Plumber Plumber.  
XIII. Assistant Plumber Assistant Plumber

- |        |                             |               |
|--------|-----------------------------|---------------|
| XIV.   | Lift operator               | Lift Operator |
| XV.    | Masalchis                   |               |
| XVI.   | Sweeper                     |               |
| XVII.  | Waterman                    | Malachi's     |
| XVIII. | Scavenger (Sanitary Worker) |               |

LAST GRADE SERVICE

- |     |                      |                          |
|-----|----------------------|--------------------------|
| I.  | Office Assistant     | Office Assistant         |
| II. | Chowkidar / Watchman | Chowkidar /<br>Watchman. |

G.O.Ms.No.185, HHTK (F1) Department, dated 2.7.98.  
KBP Ms.No.78, dated 22.7.98.

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### AMENDEMTNS

1. In Anenxure II, udnder the heading "Khadi Branch" after the category B.6 (i) Khadi Assistant Gr.II" the category" (i.e) Fitter Gr.I" shall be inserted:
2. In Annexure III, under the heading "Khadi Branch" after the category "B.6 (i) and Khadi Assistant Gr.II" the column (i) and the corresponding entries in column (2) thereof, the following category and entries shall, respectively, be inserted, namely:-

Regarding. No.10 Appointment of retired person

Deleted.  
(KBP Ms.No.37/7.3.95)

#### D.1 (V) - Assistant (Ministerial)

By promotion : "From the category of Junior Assistant or  
Typist  
two years Must have served for a period of not less  
of service in the said post".

(KBP Ms.No.127, dated 1.9.95)