

# TAMIL NADU MINISTERIAL SERVICE RULES

(Corrected up to 19<sup>th</sup> November, 2010)

## CONTENTS

Rule No.	Subjects
1.	<u>Constitution</u>
2.	<u>Categories and posts to which direct recruitment may be made</u>
3.	<u>Method of recruitment Special</u>
4.	<u>Promotion</u>
5.	<u>Promotion to Selection Post</u>
6.	<u>Promotion in different Offices</u>
7.	<u>Appointment of J.A. in Agricultural Department</u>
8.	<u>Omitted</u>
9.	<u>Transfers between categories</u>
10.	<u>Appointing Authority</u>
11.	<u>Departmental Unit Recruitment</u>
12.	<u>List of approved Candidates - categories and posts concerned</u>
13.	<u>List of approved candidates - Preparation</u>
13A.	<u>Preparation of annual list of approved candidates</u>
14.	<u>List of approved candidates unallotted</u>
15.	<u>Permanent allotment of candidates to Departmental Unit and their appointment</u>
16.	<u>Candidates allotted to but not actually employed in the Departmental Unit</u>
17.	<u>List of probationers for Administrative Units - Service Book</u>
18.	<u>Discharge and reappointment of probationers and approved probationers</u>
19.	<u>Candidates discharged from Survey Parties - Reappointment</u>
20.	<u>Transfer of probationers and approved probationers</u>
21.	<u>Allotment of candidates with special qualifications</u>
22.	<u>Failure of approved candidates, discharged probationers and approved probationers to join duty when required</u>
23.	<u>Competent authority</u>
24.	<u>Separate List of approved candidates</u>
25.	<u>Qualifications - sex</u>
26.	<u>Reservation of appointment</u>
27.	<u>Deleted</u>
28.	<u>General qualifications as to Age</u>
29.	<u>Minimum General Educational Qualification</u>
30.	<u>Special Qualifications</u>
31.	<u>Securities</u>
32.	<u>Probation</u>
33.	<u>Probationers desiring courses of study not connected with probation</u>
34.	<u>Special Tests to be passed or training to be undergone or other qualification to be acquired by persons appointed to the service</u>
35.	<u>Special tests to be passed or training to be undergone or other qualifications to be acquired by persons after promotion</u>
36.	<u>Order of appointment, discharge, reappointment, appointment as full member and promotion one unit</u>
37.	<u>Promotion or transfer as Assistants or Junior Assistants</u>
38.	<u>Special provisions</u>
39.	<u>Special recruitment in 1952</u>
39A.	<u>Special recruitment in 1955</u>
39B.	<u>Special recruitment in 1957</u>
39C.	<u>Special recruitment in October 1957</u>
39D.	<u>Special recruitment in 1959</u>
39E.	<u>Special recruitment in October 1959</u>
39F.	<u>Special recruitment of temporary Junior Assistants and Settlement Inspectors in the Settlement Department</u>
39G.	<u>Special recruitment in 1962</u>
39H.	<u>Special recruitment of temporary Junior Assistant in Survey and Land Record Department</u>

39I.	<u>Special recruitment of temporary staff in Survey Department governed by the Survey and Land Records Subordinate (Temporary) Service Rules</u>
39J.	<u>Special recruitment of temporary Junior Assistant and Typists in the Survey and Land Records Department</u>
39K.	<u>Special Recruitment of temporary Junior Assistant and Typist in the Survey and Land Records Department</u>
39L.	<u>Special recruitment of temporary Junior Assistant and Typist in the Survey and Land Records Department.</u>
	<u>ANNEXURE - I</u>
	<u>ANNEXURE - II</u>
	<u>ANNEXURE - III</u>
	<u>ANNEXURE - IV</u>
	<u>ANNEXURE - V</u>
	<u>ANNEXURE - VI</u>
	<u>ANNEXURE - VII</u>
	<u>ANNEXURE - VIII</u>
	<u>ANNEXURE - IX</u>
	<u>ANNEXURE - IX-A</u>
	<u>ANNEXURE - X</u>
	<u>ANNEXURE - XI</u>

## SECTION 22 - TAMIL NADU MINISTERIAL SERVICE

**1. Constitution:-** The service shall consist of the following categories of officers, namely:-

### Category-1

Non-Gazetted Personal Assistants.

Office Managers, Research Assistant of Tamil Nadu Archives

Superintendents

Office Assistants

Store-Superintendent of the Agriculture Department

Superintendent (Cash) of the Police Department

Manager (E.S.I), Head Steward Accountant, Assistant Lay Secretary, Commercial Accountant	In the Medical services and Family Welfare (Medical Wing) Department.
--	--

Private Secretary to the Director General of Police.

Grade A Superintendent and Grade B  
Superintendent of the Tamil Nadu Archives.

Private Secretary to the Commissioner of Land Administration

\*Private Secretary to Commissioner of Revenue Administration

[\*] (vide G.O.Ms.No.152, P.&.A.R. (B) Department, dated 19.12.2002 with effect from 26.03.1981).

### Category-2

Omitted.

**Category-3**

Huzur Head Accountants in the Revenue Department

**Category-4**

Omitted

**Category-5**

Huzur Second Assistants		
Second Accountants Fair Copying Superintendents	In the Collectors' office	in the Revenue Department

**Category-6**

Stewards (including the House Steward in the Governor's Household)

Senior Steward

**Category-7**

Head Clerks in the Departments other than Revenue Department

Assistants

Inspectors, Hindu Religious Charitable Endowments (Administration) Department

Head Clerks (Education) in the Panchayat Union Offices in the District

**Category-8**

Junior Accountants in the Forest Department.

\* [omitted vide G.O.Ms.No. 124, P & A.R.(B) Department, dt. 1-4-2004. w.e.f. 1.4.78 ]

Auditor in the Industries Department

Accounts Assistants in the Industries Department

Auditors in the Training Branch of the Employment and Training Department

Head Accountants in Departments other than the Revenue Department

Commercial Accountants in Departments other than the Medical Services and Family Welfare (Medical Wing) Department.

Accountants in Departments other than the Revenue Department

Ledger Verifier

**Category-9**

Cash-Keepers

Cashiers

Treasurers

\*\*\*[Omitted].

\*\*\*[vide G.O.Ms.No.94, P.&.A.R. (B) Dept., dated 18.04.2007 with effect from 24.03.2005].

**Category-10**

Audit Assistants of the Local Fund Audit Department and of the State Trading Schemes Department

**Category-11**

Librarian, Government Oriental Manuscripts Library and Research Centre

\*[Inserted vide G.O.Ms.No. 338, P & A.R.(B) Department, dt. 13-9-2004 w.e.f.13.3.2002 ]

Assistant Librarian, Government Oriental Manuscripts Library and Research centre

\*\*[Omitted]

\*[Inserted vide G.O.Ms.No. 338, P & A.R.(B) Department, dt. 13-9-2004 w.e.f.13.03.2002 ].

[\*\*] vide G.O.Ms.No.83, P.&.A.R.Department, dated 23.07.2002 with effect from 05.12.1988].

**Category-12**

Assistants (including Inspectors in the Revenue Settlement Parties)

Section Heads, Huzur Treasurers and Accountants in the Treasury and Accounts Department

Assistant Statistical Investigators in the Statistical Branches of the Animal Husbandry Department

District Inspectors of State aided concerns in the Department of Industries and Commerce

Accountants in Panchayat Union Offices and Rural Welfare Officers Grade-I.

Assistant employed as Personal Clerk

Assistant-Cum-Cashier

\* Personal Assistant in the Department of Commissioner for Revenue Administration.

[\*] [Inserted] vide G.O.Ms.No. 152, P & A.R.(B) Department, dt. 19-12-2002].

**Category-12A**

Gujarathi knowing Assistant in the Commercial Taxes Department

**@ Category-12B**

Head Clerks in Town Panchayats including Panchayat Townships.

[@] [Inserted] vide G.O.Ms.No.300, P.&.A.R. (B) Department, dated 28.08.1992 with effect from 05.02.1985].

**^^Category-12C**

\* Typist Grade I

[\*] [Inserted] vide G.O.Ms.No.285, P.&.A.R. (Per.B) Department, dated 07.09.1995 with effect from 15.02.1994].

**Category-13**

Omitted.

#### **Category-14**

Junior Assistants including Inspectors in the Revenue Settlement Parties and Special Revenue Inspectors in the office of the Director of Harijan Welfare and Comptists in the Treasury and Accounts Department.

Welfare Workers in District Soldiers, Sailors and Airmen Boards.

### **Explanation:-** Junior Assistants attached to the Deputy Superintendent of Police in the Police Department, the Assistant Director incharge of stores in the Department of Tamil Nadu Forensic Science Laboratory, Madras, the Deputy Superintendents of Police and the Superintending Engineer in the Director of Vigilance and Anti-Corruption, shall be designated as Junior Assistant-cum-Typist.

### [Substituted] (vide G.O.Ms.No.116, P.&.A.R. (B) Department, dated 6.5.1997 w.e.f. 5.5.1978).

Rural Welfare Officers, Grade-II and Cashiers in Panchayat Union Offices

\*Revenue Inspectors and Bill Collectors (Grade-I) in Town Panchayats including Panchayat Townships

[\*] [Inserted] vide G.O.Ms.No.300, P.&.A.R. (S) Department, dated 28.08.1992 with effect from 05.02.1985].

#### **Category-14A**

Village Administrative Officer

#### **Category-15**

Librarians not included in Category-11

Assistant Librarians not included in Category-11

Assistant Stewards (including Assistant House Steward in the Governor's Household)

Junior Stewards

Telephone Operators

#### **Category-16**

Store-Keepers

Packer Clerks in the Jail Department

#### **Category-17**

Typists and \*Steno-typist Grade-I, Steno-typist Grade-II and Steno-typist Grade-III including Machinists in the Treasury and Accounts Department and Telex Operator in the Office of the Special Commissioner and Commissioner of Revenue Administration and in the Collectorates.

[\*] (Substituted) (vide G.O.Ms.No.163, P.&.A.R. (B) Department, dated 19.11.2010 with effect from 19.08.1992)

#### **Category-18**

Linen-Keepers

Laundry Supervisors

#### **Category-19**

Omitted.

**Category-20**

Copyists in the office of the Chief Inspector of Boilers

**Category-21**

Omitted.

**Category-22**

Shroffs in Government Press, Madras

**Category-23**

Omitted.

**Category-24**

Shroffs Grades I and II in the Office of the Deputy Transport Commissioner, Madras and Regional Transport Authority, Madras.

**Category-25**

Omitted.

**2. Categories and Posts to which direct recruitment may be made:-**

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

**Category-1**

Commercial Accountant in Medical Education Department if no qualified and suitable candidate is available for appointment by promotion, transfer or by recruitment by transfer.

**Category -6**

Stewards on Rs.610-20-730-25-955-30-1075

Senior Steward

**Category-8**

Accounts Assistants in the Industries Department

Commercial Accountant Grade-I and Commercial Accountant Grade-II in the Dairy Development Department

Accountants in the Fisheries Department

**Category-9**

Cash Keepers on Rs.610-20-730-25-955-30-1075

Cashiers in the Panchayat Union Offices in the Districts.

**Category-10**

Audit Assistants of the Local Fund Audit Department and of the State Trading Schemes Department

**Category-11**

Librarian, Government Oriental Manuscripts Library and Research Centre

\*[Inserted vide G.O.Ms.No. 338, P & A.R.(B) Department, dt. 13-9-2004].

\* \*  
Assistant Librarian, Government Oriental Manuscripts Library and Research Centre

\*[Inserted vide G.O.Ms.No. 338, P & A.R.(B) Department, dt. 13-9-2004].

^[Omitted].

^vide G.O.Ms.No.83, P.&.A.R. (B) Department, dated 23.07.2002 with effect from 05.12.1988.

### **Category-12**

\*Assistants, Office of the Commissioner of Revenue Administration (One out of every two substantive vacancies)

\*[Substituted] vide G.O.Ms.No.268, P.&.A.R. (Per.B) Department, dated 29.07.1991 with effect from 01.12.1980].

Assistants, Office of the Commissioner of Land Administration (One out of every two substantive vacancies)

Assistants, Office of the Director of Land Reforms (One out of every two substantive vacancies)

\*\*Assistants, Office of the Commissioner of Commercial Taxes (One out of every two substantive vacancies)

\*\*[Added] [vide G.O.Ms.No.271, P.&.A.R. (Per.B) Department, dated 29.07.1991 with effect from 01.12.1980]

Assistant, Department of Industries and Commerce (40 per cent of the vacancies)

Accountants in the Treasury and Accounts Department (One out of every three substantive vacancies)

Assistants in the Office of the Commissioner of Civil Supplies (One out of every four substantive vacancies)

Assistant Statistical Investigators in the Statistical Branches of the Animal Husbandry Department.

District Inspectors of State-aided concerns in the Department of Industries and Commerce (two out of every three vacancies)

Assistants in the Office of the Commissioner of Agricultural Income Tax (One out of every two substantive vacancies)

Personal Assistant in the Office of the Commissioner of Land Administration.

\*Assistant in the Prison Department (Non-Technical) (One out of every two substantive vacancies).

[\*][Added] (vide G.O.Ms.No.104, P.&.A.R. (B) Department, dated 21.07.2010 w.e.f. 06.04.2009).

### **Category-12A**

Gujarathi knowing Assistants in the Commercial Taxes Department

Provided that direct recruitment to this category shall be made only when no qualified and suitable Assistant, Junior Assistant or Typist is available for appointment or promotion as Gujarathi knowing Assistant.

### **Category-13**

Omitted

### **Category-14**

Junior Assistants other than those in the Connemara Public Library but including Inspectors in Revenue Settlement Parties Welfare Workers in District Soldiers' Sailors' and Airmens' Boards and Comptists in the Treasury and Accounts Department.

In the case of Junior Assistants in the \*Office of the Commissioner of Revenue Administration, Office of the Commissioner of Land Administration, Office of the Commissioner of Agriculture Income Tax, \*\*Office of the Commissioner of Commercial Taxes, three out of every four vacancies shall be made.

[\*] [Substituted] (vide G.O.Ms.No.268, P.&.A.R. (Per.B) Department, dated 29.07.1991 with effect from 01.12.1980).  
[\*\*] [Inserted] (vide G.O.Ms.No.271, P.&.A.R. (Per.B) Department, dated 29.07.1991 with effect from 01.12.1980).

Provided that in the case of Junior Assistants in the \*Office of the Commissioner of Revenue Administration, Office of the Commissioner of Land Administration, Office of the Commissioner of Agriculture Income Tax, Office of the Commissioner of Commercial Taxes, one out of every four vacancies may be filled up by persons from the District Revenue Establishment.

[\*][Substituted] (vide G.O.Ms.No.268, P.&.A.R. (Per.B) Department, dated 29.07.1991 with effect from 01.12.1980).

Provided also that in the case of Junior Assistants in the \*Office of the Commissioner of Commercial Taxes, one out of every four vacancies may be filled up by persons from the subordinate offices of the Commercial Taxes Department.

[\*] [Substituted] (vide G.O.Ms.No.271, P.&.A.R. (Per.B) Department, dated 29.07.1991 with effect from 01.12.1980).

Rural Welfare Officers Grade-II and Cashiers in Panchayat Union Offices.

Provided also that in the case of Junior Assistants, Rural Welfare Officers, Grade-II and Cashiers in each unit of the Panchayat Development Department, ten percent of the vacancies to be filled up by direct recruitment shall be reserved to be filled up from among the Record Clerks of the Panchayat Unions and another ten percent shall be reserved to be filled up from among the part-time Clerks in the Village Panchayats if the Record clerk of the Panchayat Union and the part time clerk of the village Panchayats has put in a regular service for a period of not less than five years in the post held by him and possess the Minimum General Educational Qualification as prescribed in the Schedule to the General Rules to the Tamil Nadu State and Subordinate Services irrespective of age and the remaining eighty percent shall be reserved to be filled up by open competition in the cycle indicated below:

- (1) Record Clerk
- (2) Open Competition
- (3) Open Competition
- (4) Open Competition
- (5) Open Competition
- (6) Part-time Clerk
- (7) Open Competition
- (8) Open Competition
- (9) Open Competition
- (10) Open Competition

**Explanation.**- The rotation referred to above is only to reserve the vacancies for such candidates and their seniority in the post will however be in the order fixed by the Commission while drawing the list of approved candidates on the results of competitive examination following the rule of reservation of appointments.

Revenue Inspectors and Bill Collectors (Grade-I) in Town Panchayats including Panchayat Townships.

Junior Assistant-cum-Typist in the Tamil Nadu Forensic Science Laboratory.

\*Junior Assistant-cum-Typist in the Directorate of Vigilance and Anti-Corruption.

[\*] [Added] (vide G.O.Ms.No.116, P.&.A.R.(B) Department, dated 6.5.1997, w.e.f. 5.5.1978).



**Category-15**

Librarians on Rs.610-20-730-25-955-30-1075

Assistant Librarian

Assistant Stewards

Junior Stewards

Telephone Operators

**Category-16**

Store-Keeper of Medicines in the Medical Services and Family Welfare (Medical Wing) Department of Store-Keepers on Rs.610-20-730-25-955-30-1075 and below in all Departments.

Packer Clerks in the Jail Department

Store-Keeper, Grade-II on Rs.705-20-745-25-845-35-1230 Department of Industries and Commerce (40 per cent of the vacancies)

Store-Keeper on Rs.705-20-745-25-845-35-1230 in the Training Branch of the Employment and Training Department (25 per cent of the vacancies with the first vacancy going to the direct recruit in each cycle of 4 vacancies)

**Category-17**

Typists and \*Steno-Typist Grade-III including Machinists in the Treasury and Accounts Department and Telex Operator in the Office of the Special Commissioner and Commissioner of Revenue Administration and in the Collectorate.

[\*](Substituted) (vide G.O.Ms.No.163, P.&.A.R. (B) Department, dated 19.11.2010 w.e.f. 19.08.1992)

**Category-18**

Linen-keepers on Rs.610-20-730-25-955-30-1075 and below and Laundry Supervisors on Rs.610-20-730-25-955-30-1075 and below.

**Category-19**

Omitted.

**Category-20**

Copyists in the Office of the Chief Inspector of Boilers

**Category-21**

Omitted.

**Category-22**

Shroffs in Government Press, Madras.

**Category-23**

Omitted.

### Category-24

Shroffs Grade-I and II in the Office of the Deputy Transport Commissioner, Madras and Regional Transport Authority, Madras.

### 3. Method of Recruitment-Special:-

(a) Besides promotion as provided in rule 4:-

(i) Appointment to the posts of House Steward and Assistant House Steward in the Governor's Household may, for Special reasons, be made by recruitment by transfer from any other service or by direct recruitment.

(ii) Appointment to the post of Cashier in the Governor's Household shall, for Special reasons, be made by transfer from the category of House Steward and vice versa.

(iii) Appointment to the post of Assistant in the Governor's Household shall, for Special reasons, be made by transfer from the Category of Assistant House Steward and vice versa.

(b) Besides promotion as provided in rule 4, appointment of Assistant or Store-keeper in the Quinine Branch of the Jail Department shall be made by the selection of a suitable and qualified member of the service employed in the Jail Department. If no such member is available, appointment may be made by direct recruitment or by recruitment by transfer from any other service.

(c) ^^[Omitted in G.O.Ms.No.15, P&AR (B) Department, dated 21.02.2002 w.e.f. 15.02.1994]

(d) \*[Omitted in G.O.Ms.No.183, P&AR (B) Department, dated.19-9-2000]

(e) (i) Besides by direct recruitment and promotion as provided in the rules 2 and 4, the posts of (\*), Assistants, Inspectors and Superintendents in the Tamil Nadu Ministerial Service in the Hindu Religious and Charitable Endowments Department shall be filled up by recruitment by transfer from the Executive Officers Grade I to Grade IV of the Tamil Nadu Hindu Religious and Charitable Endowments Subordinate Service, in the appropriate Grades:

Provided that vacancies in the categories of Superintendents, Inspectors and Assistants (\*) in the Tamil Nadu Ministerial Service both substantive and temporary posts shall be filled up in the proportion specified below:-

\*[Deleted vide G.O.Ms.No.15, P & AR(B) Dept., dated 21.2.2002] w.e.f.15.2.1994]

(i) 80% by appointment by promotion from the Tamil Nadu Ministerial Service.

(ii) 20% by recruitment by transfer from the Hindu Religious and Charitable Endowments Subordinate Service ;

Provided further that appointment to all the posts in the Tamil Nadu Ministerial Service shall be made in accordance with the above proportion and shall be in the order of rotation specified below in every cycle of ten vacancies.

- (1) By Promotion
- (2) By Promotion
- (3) By Promotion
- (4) By Promotion
- (5) By recruitment by transfer from the Hindu Religious and Charitable Endowments Subordinate Service.
- (6) By Promotion
- (7) By Promotion
- (8) By Promotion
- (9) By Promotion
- (10) By recruitment by transfer from the Hindu Religious and Charitable Endowments Subordinate Service:

Provided further that if no qualified and willing candidates are available for appointment by recruitment by transfer from the Tamil Nadu Hindu Religious and Charitable Endowments Subordinate Service the vacancy shall be filled up by promotion from the lower category from the Tamil Nadu Ministerial Service.

Provided also that if an Executive Officer Grade I opts to be appointed as Superintendent, he shall be allowed to draw the pay in the time scale of pay of Executive Officer Grade I.

\* (ii)

\*[Omitted vide G.O.Ms.No.15, P & AR(B) Dept., dated 21.2.2002 w.e.f. 15.02.1994 ]

(iii) Appointment to the post of Junior Assistants shall be made in accordance with the above proportion and shall be in the order of rotation specified below in every cycle of ten vacancies.

- (1) By direct recruitment.
- (2) By direct recruitment.
- (3) By direct recruitment.
- (4) By recruitment by transfer from any other service.
- (5) By recruitment by transfer from Executive Officers Grade IV in the Tamil Nadu Hindu Religious and Charitable Endowments Subordinate Service.
- (6) By direct recruitment.
- (7) By direct recruitment.
- (8) By direct recruitment.
- (9) By recruitment by transfer from any other service.
- (10) By recruitment by transfer from Executive Officers Grade IV in the Tamil Nadu Hindu Religious and Charitable Endowments Subordinate Service:

Provided that if no qualified and willing candidate is available for appointment by recruitment by transfer from the Tamil Nadu Hindu Religious and Charitable Endowments Subordinate Service, the vacancy shall be filled up by direct recruitment; and

Provided further that this sub-rule shall not apply to the Assistants and Upper Division Inspectors who were in service on the 30th September 1951 and who had put in at least five years' service as Assistants or Inspectors, as the case may be.

(f) Appointment of Superintendents in the Office of the State Port Officer, Madras and other Port Offices at Out-Ports shall be made by recruitment by transfer from the category of Port Conservators in the Tamil Nadu Port Subordinate Service.

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

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

(ii) The sphere of appointment by recruitment by transfer shall be limited to the persons in the lower categories in other services within the purview or control of the Unit or Officer concerned;

(iii) Appointment to the posts of Junior Assistants, Junior-Assistant-cum-Typists or Typists from the lower categories shall not exceed twenty percent of the vacancies in each of the categories;

(iv) A person to be eligible for appointment as Junior Assistant, Junior Assistant-cum-Typist or Typist should have rendered not less than seven years of service in the lower categories;

\*\* (v) Those who are in possession of the required educational qualification \*and belong to the Tamil Nadu Basic Service shall be given training in clerical work for a period of \*Six months, out of which for the first three months the training shall be with the Record Clerk and on its completion, the second three months shall be with the Junior Assistant. The above training shall be for two hours a day without detriment to their normal work;

\*\* [Substituted vide G.O.Ms.No. 336, P & A.R.(B) Department, dt.13-9-2004 w.e.f. 1-3-2004].

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

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

(vi) For those who are holding posts the post of like Record Clerk having clerical duties, there shall be no fresh training for them in clerical work;

(vii) Such training in clerical duties is not necessary for appointment to the post of Typist;

(viii) While selecting persons in lower categories for training in clerical work, strict seniority should be adhered to;

(ix) Number of persons to be given training each year shall not exceed twenty percent of the estimated vacancies in the category of Junior Assistants or Junior Assistant-cum-Typist or Typists. Number of persons to be given training shall be decided in the previous year.

\*[Substituted vide G.O.Ms.No.15, P & AR(B) Dept., dated 21.2.2002 w.e.f.15.2.1994]

(h) Appointments to any of the categories in the service in the Hindu Religious and Charitable Endowments (Administration) Department shall be made only from among persons professing the Hindu religion in accordance with the [\*provisions of Section 10 of the Tamil Nadu Hindu Religious and Charitable Endowments Act, 1959 (Tamil Nadu Act 22 of 1959)].

\*[Substituted in G.O.Ms.No.50, P&AR (B) Department, dated. 21-3-2000 w.e.f. 02.12.1959 ]

(i) Appointment to the post of the Office Assistant to the Director of Museums and Associate Librarian, Connemara Public Library, shall be made by promotion from the category of Assistants in the staff of the Government Museum and if no qualified and suitable candidates is available in the staff of the Government Museum, appointment shall be made by recruitment by transfer of a person, possessing the B.A., or B.Sc., Degree of any University recognised by the University Grants Commission for the purpose of its grant from any other Office of the State Government in the City of Madras; if no suitable candidates is available for such transfer, by direct recruitment.

(j) Besides promotion, as provided in rule 4, appointment to the post of Accountant in the Co-operative Department shall be made by transfer from among Senior Inspectors of Co-operative Societies in the Tamil Nadu Co-operative Subordinate Service.

(k)(i) Appointment to the post of Superintendent, Office of the Director of Government Examinations, shall be made--

(1) by promotion from among Accountant in the Office of the Director of Government Examinations.

(2) by transfer from among the Superintendents in the Office of the Director of Public Instruction.

(ii) Appointment to the posts of Superintendents in the Office of the Director of Government Examination shall be made by transfer from among Superintendents, in the Office of the Director of Public Instruction, if persons of the requisite calibre are not available in the Office of the Director of Government Examinations for promotion.

(l) Omitted.

(m) Appointment to the post of the Special Revenue Inspector in the Office of the Director of Harijan Welfare shall be made from among the Junior Assistants in that Office or in any other office of the Revenue Department.

\* (n)(i) Besides promotion, as provided in rule 4, appointment to the post of Superintendent in the Office of the Commissioner of Revenue Administration shall be made by recruitment by transfer from among the Deputy Tahsildars and Tahsildars if no suitable candidates are available for promotion; in his office;

(ii) Besides Promotion, as provided in rule 4 and direct recruitment as provided in rule 2, appointment to the post of Assistant in the Office of the Commissioner of Revenue Administration shall be made by transfer from among the Assistants in the District Revenue Establishments, if no suitable candidates are available for promotion in his office or for direct recruitment;

(iii) Appointment to the post of Junior Assistant in the Office of the Commissioner of Revenue Administration shall be made by transfer from among the Junior Assistants in the District Revenue Establishments upto a limit of 25 percent of the vacancies (Permanent or Temporary);

[\*][Substituted] (vide G.O.Ms.No.268, P.&.A.R. (Per.B) Department, dated 29.07.1991 with effect from 01.12.1980)

(o) Omitted.

(p) Omitted.

(q) (i) Besides promotion, as provided in rule 4, appointment to the post of Assistant in the Office of the Commissioner of Commercial Taxes may be made by transfer from among the persons of the District Establishment of the Commercial Taxes Department upto a limit of 25 per cent of the vacancies permanent or temporary;

(ii) Appointment of Junior Assistant in the Office of the Commissioner of Commercial Taxes may be made by transfer from among the persons of the District Establishment of the Commercial Taxes Department upto a limit of 25% of the vacancies permanent or temporary;

\* (iii) Besides direct recruitment as provided in rule 2, appointment to the post of Gujarathi knowing Assistant in Commercial Taxes Department shall be made by promotion from Junior Assistants, (\*) and Typists in the Commercial Taxes Department, qualified in the Gujarathi language and by transfer from among Assistants in Commercial Taxes Department, qualified in the Gujarathi Language.

\*( vide G.O.Ms.No.16, Personnel and Administrative Reforms (B) Department, dated 21-02-2002 w.e.f.1.8.1992)

(iv) Appointment to the post of Assistant in any office of the Commercial Taxes Department other than the office of the Commissioner of Commercial Taxes may, for special reasons, be made by transfer from among the Gujarathi knowing Assistants in the Commercial Taxes Department if they are qualified and suitable after completion of probation for such period as to appointing authority considers necessary.

(r)(i) The post of Superintendents and Office Managers, Grade-I in the Jail Department shall be interchangeable and appointment to the posts shall be made by promotion from Office Manager, Grade-II of that Department;

(ii) Appointment of Office Managers, Grade-II in the Jail Department shall be made by promotion from among Assistants in that Department.

(s) Besides direct recruitment as provided in rule 2 and promotion as provided in rule 4, appointment of Accountants in the Treasury and Accounts Department shall be made by transfer from the categories of Audit Assistants in the Local Fund Audit Department.

(t) Besides promotion as provided in rule 4, appointment to the post of Superintendent in the Office of the Director of Handlooms may be made by recruitment by transfer from among Senior Inspectors of Co-operative Societies in the Madras Co-operative subordinate Service, working in the same Office.

(u) Omitted.

(v) (i) Besides promotion, as provided in rule 4, appointment to the post of Superintendent in the Office of the Commissioner of Land Administration and the Director of Settlements, Madras, may be made by transfer from among the Deputy Tahsildars and Tahsildars if no suitable candidates are available for promotion, in those offices.

(ii) Besides promotion, as provided in rule 4, appointments to the post of assistants in the Office of the Commissioner of Land Administration and the Director of Settlements, Madras, may be made from among the Assistants of the District Revenue Establishments if no suitable candidates are available for promotion in those offices.

(w) Appointment of Junior Assistants in the Office of the Commissioner of Agriculture Income Tax may be made by transfer from among the Junior Assistants of the District establishment of the Agricultural Income Tax Department upto a limit of 25% of the vacancies, permanent or temporary.

(x) Omitted – (vide G.O.Ms.No.94,P.&A.R. (B) Dept. dated 18-04-2007 w.e.f. 24.03.2005) .

(y) Besides direct recruitment as provided in rule 2, appointment to the post of Store-keeper Grade-I in the Agriculture Department may be made by promotion from among Store-keepers, Grade-II of the Department.

(z) Besides direct recruitment as provided in rule 2, appointment to the post of Senior Steward in the Agriculture Department may be made by promotion from Junior Stewards, Assistants or by transfer from Superintendents of the Department.

(aa)(i) Besides direct recruitment as provided in rule 2, appointment to the posts of Junior Assistants in the Directorate of Tamil Development shall be made by transfer from the category of Typists (\*) in that Directorate or by transfer from any other Department;

\*( vide G.O.Ms.No.16, Personnel and Administrative Reforms (B) Department, dated 21-02-2002 w.e.f.1.8.1992).

(ii) Besides direct recruitment as provided in rule 2, appointment to the posts of Typists and \*Steno-typist Grade-III in the Directorate of Tamil Development shall be made by transfer from the category of Typists from any other Department.

[\*] (Substituted) (vide G.O.Ms.No.163, P.&A.R. (B) Department, dated 19.11.2010 w.e.f. 19.08.1992)

(bb) Besides promotion as provided in rule 4 and direct recruitment as provided in rule 2, appointment to the posts of District Inspectors of State-aided concerns may be made by transfer from among Assistants in the Department of Industries and Commerce.

(cc) Deleted.

(dd)(i) Appointment to the post of Superintendents, Office of the Director of Correctional Administration shall be made by transfer from Office Managers of Government Approved Schools or by promotion from among Assistants in the Department of Correctional Administration.

(ii) Appointment to the post of Office Managers in Government Approved Schools shall be made by transfer from Superintendents, Office of the Director of Correctional Administration or by promotion from among Assistant in the Department of Correctional Administration.

(ee) Appointment to the post of Manager in the Office of the Director of Animal Husbandry, Madras, shall be made by promotion from among the holders of the posts of Superintendents in the Animal Husbandry Department.

(ff)(i) Appointment to the post of Superintendent in the Office of District Election Officer, Madras City shall be made by promotion from among the Assistants borne on the establishment of the Madras Collector's Office or by recruitment by transfer from among the Deputy Tahsildars in the Tamil Nadu Revenue Subordinate Service in the Madras Collector's Office.

(ii) Appointment to the posts of Assistants in the Office of the District Election Officer, Madras City shall be made by transfer from among Assistants in the Madras Collector's Office or by promotion from

among the Junior Assistants in the Madras Collector's Office or from among the Junior Assistants appointed by direct recruitment in the District Election Office, Madras City in Special circumstances.

(iii) Appointment to the post of Typist in the Office of the District Election Officer, Madras City shall be made by transfer from among the Typists in the Madras Collector's Office.

(iv) Besides direct recruitment as provided in rule 2, appointment to the post of Junior Assistant in the Office of the Returning Officer for Parliamentary and Assembly Constituencies, Madras City (Commissioner, Corporation of Madras), may be made by transfer from among the Junior Assistants in the Collector's Office, Madras.

(gg) Besides direct recruitment as provided in rule 2, and promotion, as provided in rule 4, appointment to the following categories of posts in the Dairy Development Department may be made as under:

(i) Commercial Accountant Grade-I	By transfer from among Superintendents in the Dairy Development Department.
(ii) Commercial Accountant Grade-II	By transfer from among Assistants of similar posts carrying the same scale of pay in the Tamil Nadu Ministerial Service.

(hh) Besides promotion as provided in rule 4, appointment to the posts of Superintendent and Assistants in the Office of the Director of Land Reforms may be made as specified in Column (2) of the table below, if no suitable candidates are available for promotion in the office of the Director of Land Reforms.

**The Table**

Posts (1)	Method of Appointment (2)
i) Superintendents	By recruitment by transfer from among Deputy Tahsildars and Tahsildars in the Tamil Nadu Revenue Subordinate Service.
ii) Assistants	By transfer from among Assistants in the District Revenue Units.

(ii)(i) Appointment to the posts of Superintendents in the Office of the Director of Urban Land Ceiling and Urban Land Tax and in the Offices of the Assistant Commissioners of Urban Land Tax shall be made by transfer from among the Superintendents in the Urban Land Tax Department or in other branches of the Revenue Department or by transfer from among the Superintendents in other branches of the Revenue Department or by recruitment by transfer from among the members of the Tamil Nadu Revenue Subordinate Service;

(ii) Appointment to the post of Superintendents in the Office of the Director of Urban Land Ceiling and Urban Land Tax and in the Offices of the Assistant Commissioner of Urban Land Tax shall be made by promotion from among the Assistants in the Urban Land Tax Department or from among the Assistants of the District Revenue Units or other Branches of the Revenue Department, or by recruitment by transfer from among the Deputy Tahsildars of the District Revenue Units or by transfer from among the Superintendents of other branches of the Revenue Departments;

(iii) Appointment to the post of Assistants in the Office of the Director of Urban Land Ceiling and Urban Land Tax and in the Office of the Assistant Commissioners, of Urban Land Tax shall be made by promotion from among the Junior Assistants in the Urban Land Tax Department or from among Junior Assistants of the District Revenue Units or other branches of the Revenue Departments or by transfer from among the Assistants of the District Revenue Units or from among the Assistants of other branches of the Revenue Department.

(iv) Besides direct recruitment as provided in rule 2, appointment to the posts of Junior Assistants and Typists in the Office of the Director of Urban Land Ceiling and Urban Land Tax and in the Offices of the Assistant Commissioners of Urban Land Tax shall be made by transfer from among the Junior Assistants and Typists of the District Revenue Unit or from other branches of the Revenue Department, respectively.

(jj) Appointments to the posts of Superintendents in the National Cadet Corps Offices shall be made by promotion from among the Head Clerks in those Offices.

(kk) (i) Besides Promotion as provided in rule 4, appointment to the post of Superintendent in the Office of the Commissioner of Civil Supplies and Consumer Protection inclusive of Subordinate Offices under its control, may be made by transfer from the category of Deputy Tahsildars and Tahsildars, if no suitable candidate is available and also by transfer from the categories of Godown keepers, Accountants and Assistant Supervisors. The service rendered by persons in the categories of Godown keepers, Accountants and Assistant Supervisors shall be treated as service in the category of Superintendent for all purposes limited to the period of which they would acted as Superintendent, but for their appointments as Godown keepers, Accountants and Assistant Supervisors provided they possess during that period the requisite qualifications prescribed for the post of Superintendents.

(ii) Besides promotion as provided in rule 4, and direct recruitment as provided in rule 2, appointment to the post of Assistant in the Office of the Commissioner of Civil Supplies may be made by transfer from among the Assistants in the District Revenue Establishments and other Department, if no suitable candidate is available for promotion in the Office of the Commissioner of Civil Supplies and Consumer Protection inclusive of Subordinate Offices under its control or by direct recruitment.

Provided that nothing contained in this clause shall apply to the persons of other departments who were appointed as Assistants in the Civil Supplies Department prior to the 2nd July 1975.

(ll) (i) Appointment to the post of Superintendent in the Public Health and Preventive Medicine Department shall be made by promotion from among the holders of the posts of Assistants including Store-keepers in the category of Assistants or by transfer from Accountants in the said Department ;

(ii) Appointment to the post of Accountant in the Public Health and Preventive Medicine Department shall be made by promotion from among the holders of the posts of Assistants including Store-keepers in the category of Assistants or by transfer from Superintendents in the said Department;

(iii) Appointment to the post of Store-keeper/Store-Clerk in the category of Assistant in the Food Analysis and Water Analysis branches may, besides promotion from among the holders of the posts of Junior Assistants/Typist/\*Steno-typist Grade-III, be made by transfer from among the holders of the post of Assistant in the other branches of the Public Health and Preventive Medicine Department and vice-versa.

[\*] (Substituted) (Vide G.O.Ms.No.163, P.&A.R. (B) Department, dated 19.11.2010 w.e.f. 19.08.1992)

(mm) Appointment to the posts of Accountants in the Office of the Commissioner of Labour shall be made by promotion from among the holders of the post of Assistants in the Labour Department, who have put in service of two years as Assistant in the Labour Department.

(nn) Besides direct recruitment as provided in rule 2, and promotion as provided in rule 4, appointment to the posts of Accountants in the Fisheries Department shall be made by transfer from among the Superintendents in that Department.

(oo) Besides promotion as provided in rule 4, appointment to the post of Assistant in the Archaeological Department may be made by transfer from among the Assistant in any other Department.

(pp) Besides promotion as provided in rule 4, appointment to the posts of Superintendents in the Office of the Assistant Director of Ex-servicemen's Welfare in the Districts shall be made by recruitment by transfer from among the holders of the posts of Deputy Tahsildars in the Tamil Nadu Revenue Subordinate Service.

(qq) Besides promotion as provided in rule 4, appointment to the post of Assistants in the Office of the Commissioner of Agricultural Income Tax, Madras may be made by transfer from among the qualified Assistants either in the District Establishment of Agricultural Income Tax Department or in the District Revenue Establishment.



(rr) Appointment to the post of Private Secretary to the Director-General of Police, shall be made by transfer from the category of Assistant Managers in the Special Branch, Criminal Investigation Department, Madras.

(ss) Appointment to the post of Assistant employed as Personal Clerk in the Office of the Director of Survey and Settlement shall be made by transfer from the category of Assistant in that Department.

(tt) Appointment to the post of Assistant employed as Personal Clerk in the Office of the Director of Agriculture shall be made by transfer from among the holders of the post of Assistant or by promotion from among the holders of the post of Typist or \*Steno-typist Grade-III in that Department.

[\*] (Substituted) (vide G.O.Ms.No.163, P.&.A.R. (B) Department, dated 19.11.2010 w.e.f. 19.08.1992)

(uu) Appointment to the post of Assistant employed as Personal Clerk in the Office of the Industries Commissioner and Director of Industries and Commerce shall be made by transfer from among the holders of the post of Assistant or by promotion from among the holders of the post of Junior Assistant or Typist or \*Steno-typist Grade-III in that Department.

[\*] (Substituted) (vide G.O.Ms.No.163, P.&.A.R. (B) Department, dated 19.11.2010 w.e.f. 19.08.1992)

(vv) Appointment to the post of Accountant in the office of the Tamizhagam Guest House, Udagamandalam shall be made,

(i) by promotion from among the holders of the post of Assistants in the Directorate of Information and Public Relations Department; or

(ii) by transfer from among the Accountants in other Departments in the Tamil Nadu Ministerial Service carrying the same scale of pay as that of Accountant in Tamizhagam Guest House, Udagamandalam; or

iii) by recruitment by transfer from among the Assistants in the Tamil Nadu Secretariat Service.

\*(ww) Besides promotion as provided in rule 4, appointment to the post of Commercial Accountant in the Medical Education Department shall be made by transfer from any other Category or by recruitment by transfer from any other service.

[\*][Added] (vide G.O.Ms.No.672, P.&.A.R. (Per.B) Department, dated 22.12.1989 with effect from 01.03.1964).

\*\* (xx) (i) Besides promotion, as provided in rule 4, appointment to the post of Superintendent in the Office of the Commissioner of Land Administration shall be made by recruitment by transfer from among the Deputy Tahsildars if no suitable candidates are available for promotion;

(ii) Besides promotion, as provided in rule 4 and direct recruitment as provided in rule 2, appointment to the posts of Assistants in the Office of the Commissioner of Land Administration shall be made by transfer from among the Assistants of the District Revenue Establishments, if no suitable candidates are available for promotion or for direct recruitment;

(iii) \*\*\*

\*\* (Added) (vide G.O.Ms.No.269, P.&.A.R. (Per.B) Department, dated 29.07.1991 w.e.f. 01.12.1980).

\*\*\* (Omitted) (vide G.O.Ms.No.15, P.&.A.R. (B) Dept. dated 21.02.2002 w.e.f. 15-02-1994).

\*(iv) Besides direct recruitment as provided in rule 2, appointment to the category of \*Steno-typist Grade-III shall be made by promotion from the post of Typist.

[\*] (Added) (vide G.O.Ms.No.163, P.&.A.R. (B) Department, dated 19.11.2010 w.e.f. 07.09.1993)

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

\* Provided that the Telephone Operators shall not be eligible for direct promotion as Accountants .vide G.O.Ms.No.182, P.&.A.R. (B) Dept. dated 07.12.1985, with effect from 08.02.1971.

Provided further that all substantive vacancies in the School Education Department existing or that may arise on or after the 2nd November 1978 shall be filled from among the staff of `A' and `B' Wings in the ratio of 5:3 as per the combined seniority lists `A' and `B' Wings drawn up as on the 1st November 1978 in the following cycle of 8:-

A Wing : 1  
B Wing : 1  
A Wing : 1  
B Wing : 1  
A Wing : 1  
B Wing : 1  
A Wing : 1  
A Wing : 1

#### **5. Promotion to Selection posts:**

\*(a) Promotion to the selection categories and grades specified in Annexure I shall be made only on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

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

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

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

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

\*(Substituted) (vide G.O.Ms.No.16, P & AR (B) Dept., dated 21.2.2002 w.e.f. 27.11.1992).

#### **\*\* 5.A. Promotion to Typist Grade I –**

(a) Promotion to Typist Grade I shall be made from the category of Typists opting to remain in the Typist line in accordance with the seniority of Typists.

(b) The appointing authority for the post of Typist Grade I shall be the authority Competent to appoint a Typist.

\*\* [Inserted] vide G.O.Ms.No.285, P&AR (B) Deptt. dt. 7-9-1995 w.e.f. 15.2.1994].

#### **\*5-B. Promotion to the categories of Steno-typist Grade-II and Steno-typist Grade-I”.-**

- (i) The fully qualified approved probationers in the category of Steno-typist Grade-III opting to remain in the Steno-typist line alone shall be considered for promotion to the category of Steno-typist Grade-II and on promotion they shall be attached to second level officers only.
- (ii) Steno-typist Grade-II, shall be considered for promotion to the category of Steno-typist Grade-I and on promotion they shall be attached to the Heads of Departments only.

[\*] (Added) (vide G.O.Ms.No.163, P.&A.R. (B) Department, dated 19.11.2010 w.e.f. 19.08.1992).

#### **\*\*\*5-C. Promotion to the post of Superintendent and equivalent post from those who had worked as Steno-typist Grade-I and Steno-typist Grade-II during the period between 1.8.1992 and 21.2.2001:-**

- (a). The persons who had worked as Steno-typists Grade-I and Steno-typists Grade-II between the 1<sup>st</sup> August 1992 and the 21<sup>st</sup> February 2001 shall alone be considered for promotion as Superintendent or its equivalent post, subject to the satisfaction of the following qualifications, namely:-

- (i). Qualifications as applicable for such promotion in the department concerned;
- (ii). Must have rendered not less than five years of service in the category of Steno-typist in Grade-I and II combined;
- (iii). Must have completed training as Assistant for a period of one year as required by the appointing authority of the department concerned:

Provided that for the panel year 2008 alone, the shortfall of duration of "one year period of training as Assistant" shall be waived in respect of the persons otherwise qualified for promotion as Superintendent;

- (b). Five percent of the estimated vacancies in the category of Superintendent or its equivalent posts in the Department concerned shall be allocated for appointment by promotion from the category of Steno-typist Grade-I and Steno-typist Grade-II;
- (c). The Steno-typists Grade-I and Steno-typists Grade-II shall exercise their option at the time of consideration for appointment by promotion as Superintendent or its equivalent post either to continue in the category of Steno-typist, or for promotion as Superintendent or its equivalent post; and such option will be irrevocable, and according to the option exercised, Steno-typist Grade-I and Steno-typist Grade-II shall be considered for appointment as Superintendent or its equivalent post, in the order of seniority in the respective category.

[\*\*\*] (Inserted) (vide G.O.Ms.No.164, P.&.A.R. (B) Department, dated 19.11.2010 w.e.f. 18.05.2007).

**6(a). Promotion-Grade A - Superintendent, Research Assistant and Grade B - Superintendent of the Tamil Nadu Archives.-**

(i) Appointment to the post of Grade A - Superintendent shall be made by selection from among the Research Assistants;

(ii) Appointment to the post of Research Assistant shall be made by selection from among the Grade B - Superintendent; and

(iii) Appointment to the post of Grade B - Superintendent shall be made by selection from among the Assistants in that Office;

**(b) Promotion - Examiner in the Office of the Director of Medical Services and Family Welfare, Madras:-**

Appointment to the post of Examiner, borne on the category of Assistant in the Office of the Director of Medical Services and Family Welfare, Madras, shall be made by selection from among the Senior Typist in that Office, who have put in not less than twenty years of service in the category of Typists and who possess the minimum general educational qualification. A pass in the Account Test for Subordinate Officers Part-I and in the Departmental Test in Madras Medical Code shall not be insisted upon as qualification for such promotion.

**(c) (i) Promotion - Accounts Assistants in the Industries Department:-**

Appointment to the posts of Accounts Assistants in the Industries Department shall be made by selection from among the members of the service in the post of Commercial Accountants, Auditors and Superintendents of that Department.

**(ii) Promotion - Auditors and Commercial Accountants in the Industries Department:-**

The holders of the posts of Assistants in the Industries Department who are appointed by promotion as Auditors and Commercial Accountants in that Department shall be entitled to paper postings as Superintendents, when they get their chance and likewise Assistants who are appointed by recruitment by transfer to the posts of Survey and Statistical Inspectors in the Tamil Nadu Industries Subordinate Service shall be entitled to paper postings as Superintendents, Commercial Accountants and Auditors in the Ministerial Service when they get their chance. Qualified Superintendents may be transferred and posted as Auditors and Commercial Accountants and they will however take their seniority in the category of Commercial Accountants/Auditors from the date of their acquiring the special qualifications prescribed for the post of Auditors/Commercial Accountant.

**(d) Promotion:-**

Appointment to the post of Auditor in the Training Branch of the Employment and Training Department shall be made by selection from among the members of the service in the post of Assistants, Store-keepers and Accountants.

**(e) Promotion: Store-Superintendent in the Agriculture Department:-**

Appointment to the post of Store Superintendent in the Agriculture Department shall be made by selection from among the Store-keepers, Grade I of the Department, having experience in Engineering Stores their maintenance and Accounts.

**(f) Promotion:-**

Assistants in the Directorate of Rural Development, Panchayat Union Offices, Panchayat Development Branches in the Collectorates, Divisional Development Offices, Rural Extension Training Centres and Tamil Nadu Local Administration Radio and Television Maintenance Organisation, Accountants in the Panchayat Union Offices and Rural Welfare Officers Grade I.- Appointment to the posts of Assistant in the Directorate of Rural Development, Panchayat Union Offices, Panchayat Development Branches in the Collectorates, Divisional Development Offices, Rural Extension Training Centres and Tamil Nadu Local Administration Radio and Television Maintenance Organisation, Accountant in the Panchayat Union Offices and Rural Welfare Officer Grade I shall be made by promotion from among the Junior Assistants, Typists (\*) in the Directorate of Rural Development, Panchayat Union Offices, Panchayat Development Branches in the Collectorates, Divisional Development Offices, Rural Extension Training Centres and Tamil Nadu Local Administration Radio and Telephone Maintenance Organisation and Cashiers in the Panchayat Union Offices and Rural Welfare Officer, Grade-II.

\* vide G.O.Ms.No.16, Personnel and Administrative Reforms (B) Department, Dated 21.2.2002 w.e.f. 15-2-1994).

**7. Omitted.** (vide G.O.Ms.No.15, P&AR (B) Dept., dated 21.2.2002, w.e.f. 15.2.1994).

**8. Omitted.** (vide G.O.Ms.No.15, P&AR (B) Dept., dated 21.2.2002, w.e.f. 15.2.1994).

**9. Transfers between categories:-**

(a) A Junior Assistant or Telephone Operator shall be eligible for appointment as Typist (\*) shall be eligible for appointment as a Junior Assistant or Telephone Operator, if he is qualified and suitable and if he has satisfactorily completed his period of probation as Junior Assistant or Telephone Operator or as Typist (\*) as the case may be.

\*Omitted . ( vide GO Ms.No.16,P.&A.R.(B) Dept. dated 21-2-2002 w.e.f. 01.08.1992 )

(b) A Cashier in the Treasuries and Accounts Department shall be eligible for appointment as Junior Assistant in that Department, if he is qualified and suitable and if he has satisfactorily completed his period of probation as Cashier.

(c) A Telephone Operator or a Telex Operator shall be eligible for appointment as Junior Assistant if he is qualified and suitable and has put in a minimum period of not less than three years of service in the category of Telephone Operator or Telex Operator, as the case may be.

(d)\* Bill Collector, Grade-I in the Town Panchayats and Panchayat Townships shall be eligible for appointment as Junior Assistant as Vice Versa.

\*(Substituted vide G.O.Ms.No.153, P&AR (B) Deptt. dt. 21-06-98,w.e.f.16-12-88)

Provided that nothing contained in this sub-rule shall apply to the Bill Collectors and Record Clerks who were holding the post of Junior Assistant in the Town Panchayat Department as on 4th April 1990.

\*(e) 20% of the regular vacancies in the category of Junior Assistant in the Revenue Department in a district shall be filled up on transfer from the category of Village Administrative Officer in the respective district having five years of regular service as on the 15th March of the year in which the selection is made.

\*[Added vide G.O.Ms.No.26, P&AR (B) Department, dated. 10-02-2000 w.e.f. 25-05-85]

\*\*f) Five percent of the estimated vacancies, in the category of Assistant in a Department, shall be filled up by transfer from the category of Steno-typist Grade-III, who has put in not less than eight years of service and opts for transfer as Assistant as on the 15<sup>th</sup> March of the year in which the selection is made and the option so exercised is final.

[\*\*] (Added) [G.O.Ms.No.163, P.&.A.R. (B) Department, dated 19.11.2010 with effect from 21.02.2001]

\*\*\*Provided that on and from the 2<sup>nd</sup> September 2005, Steno-typist Grade-III who has put in not less than five years of service shall be considered for appointment as Assistant by transfer.

[\*\*\*] (Added) [G.O.Ms.No.163, P.&.A.R. (B) Department, dated 19.11.2010 with effect from 02.09.2005]

#### 10. Appointing Authority:-

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

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

#### 11. Departmental Unit-Recruitment:-

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

(a) in the City of Madras, each office; and

(b) outside the City of Madras, each department in each District;

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

(I)	Agriculture Department	All Offices in the City of Madras and outside together
* (II)	*Revenue Administration Department	<b>*Office of the Commissioner of Revenue Administration.</b> [*][Substituted] (vide G.O.Ms.No.268, P.&.A.R. (Per.B) Department, dated 29.07.1991 w.e.f. 01.08.1980).
(III)	Commissioner of Land Administration	Office of the Commissioner of Land Administration.
(III-A)	Commissioner of Agricultural Income Tax	Office of Commissioner of Agricultural Income Tax.
(IV)	Office of the Commissioner of Commercial Taxes	Commercial Taxes Branch.
(V)	Commercial Taxes Department	(i) All Offices in each Commercial Taxes Division other than Madras (North) and Madras (South) Divisions. (ii) All Offices in Madras (North) and Madras (South) Divisions together
(VI)	Co-operation Department	All Offices in the City of Madras and outside together.
(VII)	Electrical Inspectorate	All Offices of the Electrical Inspectorate in the City of Madras and outside together
(VIII)	Fisheries Department	All Offices in the City of Madras and outside together
(IX)	Hindu Religious and Charitable Endowments (Administration) Department	All Offices in the City of Madras and outside together
(X)	Industries Department	All Offices in the City of Madras and outside together excluding Industrial Co- operative and Construction Branches

(XI)	Local Administration Department	Office of the Director of Municipal Administration.
(XII)	Local Fund Audit Department	All Offices in the City of Madras and outside together
(XIII)	Medical Services and Family Welfare Department (Medical Wing) including the Department of Indian Medicine, the Medical Education Department, the District Family Planning, Maternity and Child Health Offices and the Primary Health Centres.	All Offices in the City of Madras and outside together
(XIV)	Port Department	All Offices in the City of Madras and outside together
(XV)	Revenue Department	Offices of the Collector of Madras, the Paymaster, Carnatic Stipends, the Accommodation Controller and the Madras Taluk Office together.
(XVI)	Animal Husbandry Department	All Offices in the City of Madras and outside together
(XVII)	Transport Department	All Offices in the City of Madras and outside together
(XVIII)	Omitted.	
(XIX)	Labour Department	All Offices in the City of Madras and outside together
(XX)	Highways and Rural Works Department	All Offices in the City of Madras and outside together
(XXI)	Stationery and Printing Department	All Offices in the City of Madras and outside together
(XXII)	Fire Service Department	All Offices in the City of Madras and outside together
(XXIII)	Omitted.	
(XXIV)	Panchayat Development Department	Unit I Office of the Director of Rural Development and Chief Radio Officer and Regional Radio Officer of the Tamil Nadu Local Administration Radio and Television Maintenance Organisation in Madras.  Unit II Panchayat Development branches in the Collectorates, Divisional Development Offices, Panchayat Union Offices, Rural Extension Training Centres and Tamil Nadu Local Administration Radio and Television Maintenance Organisation Offices taken together in each Revenue District.
(XXV)	Public Works Department	All Offices in the City of Madras and outside together.
(XXVI)	Employment and Training Department :	
	Employment Branch	All Offices in the City of Madras and outside together.
	Training Branch	All Offices in the City of Madras and outside together.
(XXVII)	Omitted	

(XXVIII)	Treasury and Accounts Department	All Offices in the City of Madras and outside together
(XXIX)	Omitted.	
(XXX)	Technical Education Department	All Offices in the City of Madras and outside together
(XXXI)	Social Welfare Department	All Offices in the City of Madras and outside together
(XXXII)	Registration Department	*All Offices in the City of Madras and outside together.  *(Substituted) (vide G.O.Ms.No.417, P&AR (B) Dept., dated 05.12.1996, w.e.f. 01.04.1987).
(XXXIII)	National Cadet Corps	All Offices in the City of Madras and outside together
(XXXIV)	Veterinary Education and Research Department	All Offices in the City of Madras and outside together
(XXXV)	Omitted.	
(XXXVI)	Government Museums	The Offices of the Government Museums in the City of Madras and Pudukkottai together.
(XXXVII)	Dairy Development Department	All Offices in the City of Madras and outside together
(XXXVIII)	Public Health Engineering and Municipal Works Department	Unit-I: Office of the Chief Engineer, Public Health Engineering and Municipal Works, Madras-5. Unit-II Office of the Superintending Engineer, Public Health Engineering and Municipal Works, Madras-35 and all Offices under his control. Unit-III: Office of the Superintending Engineer, Public Health Engineering and Municipal Works, Madurai and all Offices under his control. Unit-IV: Office of the Superintending Engineer, Investigation and Designs Circle, Madras-5 and all Offices under his control. Unit-V: Office of the Superintending Engineer, Investigation and Designs Circle, Madurai and all Offices under his control. Unit-VI: Office of the Superintending Engineer, Public Health Engineering and Municipal Works, Coimbatore and all Offices under his control.
(XXXIX)	Department of Correctional Administration	All Offices in the City of Madras and outside together.
(XL)	Collegiate Education Department	All Offices in the City of Madras and outside together
(XLI)	School Education Department	All Offices in the City of Madras and outside together
(XLII)	Department of Legal Studies	All Offices in the City of Madras and outside together
(XLIII)	Forest Department	All Offices in the City of Madras and outside together
(XLIV)	Police Department	All Offices in the City of Madras and outside together

(XLV)	Jail Department	All Offices in the City of Madras and outside together
(XLVI)	Tamil Nadu Sales Tax Appellate Tribunal	All Offices in the City of Madras and outside together
(XLVII)	Town and Country Planning Department	Office of the Director of Town and Country Planning and Offices of the Regional Deputy Directors of Town and Country Planning.
(XLVIII)	State Trading Schemes Department	All Officers in the city of Madras and outside together
(XLIX)	Survey and Land Records Department	All Offices in the City of Madras and outside together
(L)	Directorate of Tamil Nadu Forensic Science Laboratory	Tamil Nadu Forensic Science Laboratory at Madras and the Regional Forensic Science Laboratories in the various Districts together
(LI)	Market Committees	*Each of the Market Committee  (Substituted) (vide G.O.Ms.No.226, P&AR (B) Dept., dated 12.4.1997 w.e.f. 15.8.1991).
(LII)	Public Health and Preventive Medicine Department	All Offices in the City of Madras and outside together
(LIII)	Town Panchayats including Panchayat Town-ships	Unit-I: Office of the Director of Town Panchayats Unit-II: All Offices in the Districts as a separate Unit.
** (LIV)	Directorate of Vigilance and Anti-corruption	**All offices in the city of Madras and out side together  **(Added) (vide G.O.Ms.No.116, P&AR (B) Dept., dated 6.5.1997 w.e.f. 5.5.78).
^(LV)	Department of Economics and Statistics	All Offices in the City of Chennai and outside together;;  ^(Added) (vide G.O.Ms.No.220 P.&A.R. (B) Dept., dt.19.12.2001 w.e.f. 8.2.1996)

\*(Substituted vide G.O.Ms.No.226, P&AR(B) Dept.,dt.12.9.97)

\*\* (Added vide G.O.Ms.No.116, P&AR (B) Dept., dt.6.5.97 w.e.f. 5.5.78)

^(added vide G.O.Ms.No.220 P & AR(B) Dept., dt.19.12.2001 w.e.f.8.2.1996)

## 12. List of Approved candidates - Categories and posts concerned:-

Stewards	Subject to the provisions of rule 31, there shall be one list of approved candidates for appointment by direct recruitment to each of the marginally noted posts in each departmental unit for the purpose of rule of reservation and another list of approved candidates for appointment by direct recruitment to the posts of Typists (*) including Machinists in the Treasury and Accounts Department. These lists shall be drawn up by the Commission separately for each Departmental Unit in two parts—
Cash-keepers	
Rural Welfare Officers, Grade II and Cashiers in the Panchayat Union Offices	
*Librarians other than those in the Government Oriental Manuscripts Library and Research Centre and the King Institute, Guindy. *[Substituted vide G.O.Ms.No.338, P.&A.R.(B) Department, dt. 13-9-2004 w.e.f. 10-3-2002.]	
*Assistant Librarians other than those in the Government Oriental Manuscripts Library and Research Centre *[Substituted] [vide G.O.Ms.No. 338, P & A.R.(B) Department, dt. 13-9-2004 w.e.f. 10-3-2002.]	
	*(omitted) vide G.O.Ms.No.16, P&AR(B) Dept. dated 21.2.2002 with effect from 15.2.1994.



Assistant Stewards	
Junior Assistants (including Inspectors in Revenue Settlement Parties) and Comptists in the Treasury and Accounts Department.	
Store-keepers other than Store-keeper of Medicines Government General Hospital, Madras and Store-keeper, King Institute, Guindy, in the Health Services and Family Planning (Medical Wing) Department.	
Linen-keepers.	
Laundry Supervisors	
*Revenue Inspectors and Bill Collectors, Grade-I in Town Panchayats Department.  *(Added) (vide G.O.Ms.No.96, P.&A.R. (B) Department, dated 15.4.1997 w.e.f. 5.2.1985 for Revenue Inspectors, and 16.12.1988 for Bill Collectors, Grade-I).	
Commercial Accountant in the Medical Education Department.	

\*\* (Substituted vide G.O.Ms.No.16, P & AR (B) Dept., dated 21.2.2002 w.e.f. 1.8.1992)

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

This rule shall not apply to the following posts for appointment to which consultation with the Commission is not necessary:-

- (i) Ministerial posts in the office of the Comptroller, Governor's Household.
- (ii) Manager and Assistants and Junior Assistants in the Special Branch of the Criminal Investigation Department.
- (iii) Any posts of which the monthly pay is--
  - (a) lower than Rs.555/- a month, if on a fixed rate of pay; or
  - (b) lower than the scale of Rs.610-20-730-25-955-30-1075 if on a time-scale of pay.
- (iv)(a) Any post of Junior Assistant in the Revenue Department, when such posts is filled by appointment of a person who was recruited direct as a probationary Revenue Inspector and whose probation has been terminated for failure to pass the prescribed tests or for failing to complete his training to the satisfaction of the Collector.
  - (b) Any post of Junior Assistant in the Office of the Commissioner of Revenue Administration, Office of the Commissioner of Land Administration, Office of the Director of Land Reforms, Office of the Commissioner of Commercial Taxes when filled by the appointment of a person who was recruited direct as an Assistant in that office and whose probation has been terminated for failure to pass the Revenue Test, Parts I, II and III, within the prescribed period of probation.
  - (c) Any post of Audit Assistant in the Local Fund Audit Department and in the State Trading Schemes Department when filled by the appointment of a person who was recruited direct as an apprentice in the Tamil Nadu Local Fund Audit Subordinate Service and whose probation has been terminated for failure to pass the prescribed tests or for failure to complete his training satisfactorily.
  - (v) Post of Store-keeper in the Government Industrial Engineering Workshop, Madras.

(vi) Omitted.

(vii) Gujarathi knowing Assistants in the Commercial Taxes Department.

(viii) Shroffs Grade I in the Office of the Deputy Transport Commissioner, Madras and Regional Transport Authority, Madras.

(ix) Omitted.

(x) Telephone Operators.

### **13. List of approved candidates - Preparation:-**

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

In the Cinchona, Boiler, Survey, Port or Animal Husbandry Department the application for allotment of candidates shall be made on the basis of permanent vacancies expected to arise in the course of the year covered by the application.

### **13A. Preparation of annual list of approved candidates:-**

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

### **14. List of approved candidates - Candidates unallotted:-**

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

### **15. Permanent allotment of candidates to departmental unit and their appointment:-**

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

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

### **16. Candidates allotted to but not actually employed in the departmental unit:-**

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

### **17. List of probationers for administrative units -- Service Book:-**

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

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

Provided further that, notwithstanding anything contained in rule 15, a person appointed as Junior Assistant or Assistant in the Revenue Department may, after any time after such appointment be required to undergo training in survey and settlement work and may, on completion of that training be employed at any place within the jurisdiction of the Settlement Party even if such place lies outside the departmental unit to which he has been permanently allotted by Madras Public Service Commission.

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

- (i) for the Revenue Department shall be the Revenue District;
- (ii) for other departments shall be the unit specified by the head of the department.

#### **18. Discharge and re-appointment of probationers and approved probationers:-**

The General Rules regarding discharge and reappointment of probationers and approved probationers shall apply separately to each of the administrative units referred to in rule 17:

Provided that, notwithstanding anything contained in General Rules 7 and 8, discharge and reappointment of Assistants shall be made strictly in accordance with seniority and no preferential claim for retention will accrue to a person by reason only of his being a probationer in the category of Assistants;

Provided further that for the purpose of discharge of probationers and approved probationers for want of vacancies and their re-appointment, the posts of Assistants and above in all the offices of the Fire Service Department shall form one unit and such discharge and reappointment shall be made by the appointing authority concerned in consultation with the Deputy Director of Fire Service, Madras;

Provided also that for the purpose of discharge of probationers and approved probationers for want of vacancies and their reappointment, the posts of Assistants in the Office of the Director of Correctional Administration and Government Approved Schools for Boys in the Department of Correctional Administration shall form one unit and such discharge and re-appointment shall be made by the appointing authority concerned in consultation with and as directed by the Director of Correctional Administration ;

Provided also that for the purpose of discharge of probationers and approved probationers for want of vacancies and their reappointment in the Treasury and Accounts Department;

(i) the Office of the Director of Treasuries and Accounts, the Pay and Accounts Office (North), the Pay and Accounts Office (South) and the Pay and Accounts Office (East) including the offices of the Regional Deputy Directors of Treasuries and Accounts and the Office of the Assistant Superintendent of Stamps including the Madras Taluk Treasury in the City of Madras shall each form a separate unit; and

(ii) in the mufassil, the Treasury Organisation in each revenue district shall be the unit.

Provided also that for the purpose of discharge of probationers and approved probationers for want of vacancies and their reappointment, the Kanyakumari Branch of the Madras State Transport Department shall form a separate unit.

#### **19. Candidates discharged from Survey Parties -- Reappointment:**

Nothing contained in rule 17 shall be deemed to preclude the employment or the reappointment after discharge for want of a vacancy of any member of the service attached to a Survey Party, in a district other than the district for which he was first selected as a result of the transfer of the headquarters of the party from one district to another.

**20. Transfers of probationers and approved probationers:**

(a) Notwithstanding anything contained in rules 12 to 16 and 19, a probationer or an approved probationer may, in special cases and on grounds of administrative necessity, be transferred with the mutual consent of the appointing authorities and the authorities nominated by the head of the department for the purpose of allotment of candidates where there is more than one appointing authority, in the departmental unit concerned --

(i) from one office in a departmental unit to another office in the same departmental unit;

(ii) temporarily from an office in one departmental unit to an office in another departmental unit if both the offices belong to a department in which full members are ordinarily subject to transfers from one departmental unit to another; and

(iii) permanently from an office in one departmental unit to an office in another departmental unit:

Provided that a transfer under clause (iii) shall be made only with the consent of the Commission except in the case of Gujarathi knowing Assistants of the Commercial Taxes Department.

Provided further that the consent of the Commission may be deemed to have been accorded in the cases of transfer of Probationers and Approved Probationers from one unit to another unit, necessitated consequent on the formation of new district.

(b) The grounds of administrative necessity referred to in sub-rule (a) may be presumed to exist and the Commission's consent referred to in that sub-rule may be presumed to have been given in the case of mutual transfers permanently from an office in one departmental unit to an office in another departmental unit if the persons desiring mutual transfers agree --

(i) that the senior among the Assistants/Junior Assistants mutually transferred (on the basis of the date of their first appointment to the service) be given the same rank in the departmental unit to which he is transferred, which was held by the person in whose place he comes to that departmental unit and the junior of them takes his rank in the administrative unit of the departmental unit to which he is transferred with reference to the date of his first appointment in the service; and

(ii) that they will forego the travelling allowance for their journeys to the departmental units to which they are transferred.

**21. Allotment of candidates with special qualifications:-**

When a candidate is required to fill any post for which special qualifications are prescribed by those rules, the order indicated in the list of approved candidates may be departed from in so far as such departure may be necessary in the order to secure the appointment of a candidate possessing such qualifications.

**22. Failure of approved candidates, discharged probationers and approved probationers to join duty when required:-**

When an approved candidates or a probationer or an approved probationer who has been discharged from the service for want of vacancy, fails without adequate reason to take up, when directed to do so by the competent authority, the duties of a post in the service the pay of which is, if it is on a time scale of pay not less than Rs.610-20-730-25-955-30-1075 or if it is on a fixed rate of pay, not less than Rs.610/- his name shall forthwith be removed from list of approved candidates, or, as the case may be, from the list of probationers or approved probationers by an order of that authority, in the case of an approved probationers, such order shall be passed after observing the procedure prescribed in rule 17 of the Madras Civil Service (Classification, Control and Appeal) Rules. An approved candidate, a probationer or an approved probationer whose name has been removed from the list of the approved candidates, or, as the case may be, from the list of probationers or approved probationers by an order so passed by the competent authority, shall not be eligible for appointment again on the basis of the inclusion of his name in the said list.

**23. Competent Authority:-**

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

**24. Separate lists of approved candidates:-**

For each of the categories (other than those specified in rule 12) to which recruitment has to be made through the Commission, a separate list of approved candidates shall be drawn up by the Commission.

**25. Qualification -- Sex:**

(a) Except in the Government Basic Training Schools for Women at Bodinayakanur and Palayampatti in Madurai Circle and in the Health Services and Family Planning (Medical Wing) Department no man shall be appointed to the service in an office or institution solely managed by or intended for women if a suitable and qualified woman candidate is available for such appointment, whether or not such candidate is on the list of approved candidates drawn up by the Commission.

(b) When it is necessary to appoint a woman to a post included in any of the categories for appointment to which by direct recruitment the Commission prepares list of approved candidates and no woman is available in the list of approved candidates for such appointment, a qualified and suitable woman who is not included in the lists may, with the previous approval of the Commission, be appointed to such post.

**26. Reservation of appointments:-**

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

Provided that in the case of posts on pay less than Rs.350/- a month if on a fixed rate of pay, or less than the scale of Rs.610-20-730-25-955-30-1075 if on a time scale of pay where the cadre strength of which is *more than one*, the said rule of reservation of appointments shall apply separately the jurisdiction of each appointing authority being taken as the unit for the purpose.

\*[Substituted] (vide G.O.Ms.No.95, P&AR (B) Department dated 6.6.2001 w.e.f. 21-09-1999 ).

Provided further that nothing contained in this rule shall apply to appointments to the service in the departments, offices or posts specified below, namely:-

(1) Office of the Comptroller, Governor's Household.

(2) Store-keepers (IV Grade) Linen-Keepers (III Grade) and Laundry Supervisors (III Grade) in the Health Services and Family Planning (Medical Wing) Department.

**27. Deleted.**

**28. General Qualifications as to age:-**

<p>*Stewards, Cash-Keepers, Librarians other than those in the Government Oriental Manuscripts Library and Research Centre and the King Institute, Guindy.</p>	<p>(a) No person shall be eligible for appointment by direct recruitment to the posts specified on the margin, if he has completed / or will complete the age of 30 years on the first day of July of the year in which the selection for appointment is made.</p>
<p>*Assistant Librarians other than those in the Government Oriental Manuscripts Library and Research Centre. *[Substituted] [vide G.O.Ms.No. 338, P &amp; A.R.(B) Department, dt. 13-9-2004 w.e.f. 13-3-2002].</p>	

Assistant Stewards	
Junior Assistants (including Inspectors in Revenue Settlement Parties and Inspectors of the Hindu Religious and Charitable Endowments (Administration) Department and Comptists in the Treasury and Accounts Department.	
Store-keepers	
Linen-Keepers	
Launary Supervisors.	
Typists (*) **and Steno-typist Grade-III including Machinists in the Treasury and Accounts Department.	
Revenue Inspectors and Bill Collectors, Grade-I in Town Panchayat Department.	
Rural Welfare Officers, Grade-II and Cashiers in the Panchayat Union Offices.	

\*( vide G.O.Ms.No.16, P & AR (B) Dept., dated 21.2.2002 w.e.f. 1.8.1992)

[Omitted] [vide G.O.Ms.No.217, P&AR(B) Deptt. dt.2-9-98 with effect from 2.9.1998].

[\*\*] (Substituted) (G.O.Ms.No.163, P.&.A.R. (B) Department, dated 19.11.2010 w.e.f. 19.08.19920).

Provided that this rule shall not apply to the persons who have been taken over from the Government of India on the 1st November 1956 and have been working in the Employment and Training Department.

Provided further that this rule shall not apply to persons taken over from the Government of India, on the 1st November 1956, and absorbed in the Industries Department, consequent on the transfer of control over the Industrial Training Institute/Centres from the Government of India to the Industries Department.

Provided also that in respect of selection made to the posts of Store-keeper Grade-I in the Agriculture Department in 1974, the age limit shall be reckoned with reference to the first July 1973.

Provided also that in respect of selection made to the posts of Junior Assistants (Security and Non-Security) Typists and Steno-typists in 1975, the age limit shall be reckoned with reference to the First July 1974.

(b) There shall be no age limit for appointment by direct recruitment to the following posts subject to the conditions if any specified against them:-

(i) Omitted.	
(ii) Store-keepers, Grade- III in the Health Services and Family Planning (Medical Wing) Department.	Where the person appointed is a pensioned Indian Officer of a rank of Jamadar or Subadar or other military pensioner or soldier who has been retired or discharged; and (1) possesses certificate of education granted by the Presidents of half yearly Garrison Boards and certificate of education awarded under the provision of Educational Training, Indian Army 1925, Chapter VI, Sections 35 to 39; or
(iii) Store-keeper Grade-I, Government Agricultural Engineering Workshop, Madras.	(2) possesses certificate of education awarded in accordance with regulation contained in Educational Training, 1923, Chapter VIII, Section 29 and appendices I and II; or (3) shows that he has been exempted from examination under the provisions of Educational Training, 1923, Section 32, paragraph 5(i), (ii), (iii) and (iv).

(c) A person who is a pensioned Indian Officer of the Army of the rank of Resaldar, Subadar or Jamadar or of the Air Force of the rank of Master Warrant Officer shall be eligible for appointment by direct recruitment as Laundry Supervisor, II Grade in the Government General Hospital, Madras, if he has not completed 45 years of age.

(d)(i)(1) In the case of appointment by direct recruitment as Store-keeper, King Institute, Guindy, the candidate shall not have completed 32 years of age.

(2) In all other cases, no person shall be eligible for appointment to the service by direct recruitment if he has completed 30 years of age:

[Omitted] [vide G.O.Ms.No.217, P&AR (B) Deptt. dt. 2-9-98 w.e.f. 02.09.1998 ].

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

\* [(3) Omitted] [vide G.O.Ms.No. 83, P & A.R.(B) Department, dated 23-7-2002 w.e.f. 05-12-1988].

(4) In the case of appointment by direct recruitment as Commercial Accountant, Grade-I in the Dairy Development Department, the candidates shall not have completed 30 years of age on the first day of the July of the year in which the selection for appointment is made.

(5) In the case of appointment by direct recruitment to the post of Commercial Accountant in the Medical Education Department, the candidate shall not have completed 30 years of age on the first day of July of the year in which the selection for appointment is made.

(ii) In the matter of appointment to the service as Storekeeper, IV Grade, in the Health Service and Family Planning (Medical Wing) Department skilled personnel discharged from any of the defence services namely, the Army, the Navy or the Air Force shall be entitled to deduct the period spent by them in such service in calculating their age for purpose of clause (i).

(iii) The age limit specified in clause (i) shall, in the case of candidates selected by the Commission for appointment to the service by direct recruitment be applied with reference to the first day of July of the year in which the selection for appointment is made.

(iv) The age limit specified in clause (i) shall, in the case of candidates appointed through Employment Exchange, be reckoned from the date of sponsoring of the candidate by the Employment Exchange concerned for appointment to the Service.

**Note:-** A candidate shall be eligible for inclusion of his name in the list of approved candidates drawn up by the Commission on the results of the Competitive examination conducted in February 1952, if he has not attained the prescribed age on the 1st July 1951.

## 29. Minimum General Educational Qualification:

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

(i) Omitted	
(ii) Store-keepers, Grade- III in the Health Services and family Planning (Medical Wing) Department.	Where the person appointed is a pensioned Indian Officer of the rank of Jamadar or Subadar or other military pensioner or soldier who has been retired or discharged; and  (1) possesses certificate of Education granted by the Presidents of half yearly Garrison Boards and certificate of education awarded under the provisions, Educational Training, Indian Army 1925 Chapter VI, Sections 35 to 39; or

	(2) possesses certificate of education awarded in accordance with regulations contained in Educational Training 1923, Chapter VIII, Section 29 and Appendices I and II; or
	(3) shows that he has been exempted from examination under the provisions of educational training, 1923, Section 32 paragraph 5(i), (ii), (iii) and (iv).

**Note:-** In the matter of appointment to the service as Store-keeper III or IV Grade, in the Health Services and Family Planning (Medical Wing) Department preference shall be given to skilled personnel discharge from any of the defence services, namely, the Army, Navy or the Air Force, if they are otherwise qualified.

(iii) Packer Clerks in the Jail Department.

(iv) Omitted

(v) Store-keepers, Grade-IV in the Health Services and Family Planning (Medical Wing) Department.

(vi) Store-keepers, Grade-II, in the Agricultural Department.

(vii) Laundry Supervisors, Grade-II, in the Government General Hospital, Madras where the person appointed is a pensioned Indian Officer of the Army of the rank of Risaldar, Subadar or Jamadar or of the Air Force of the rank of Master Warrant Officer. Laundry Supervisor - Grade-III in the Medical Department. Linen-keeper, Grade-III, in the Kasthuriba Gandhi Hospital for Women and Children, Madras. Copyists in the office of the Chief Inspector of Boilers.

(viii) Store-keeper, Grade-I, Government Agricultural Engineering Workshop, Madras. Preference shall be given to a person possessing practical experience in any of the Engineering Workshops or firms for atleast three years.

(ix) Shroffs in Government Press, Madras.

(x) Shroffs, Grades-I and II in the Office of the Deputy Transport Commissioner, Madras and Regional Transport Authority, Madras.

**Note: (i)** -- A person who did not possess the minimum general educational qualification but who was appointed to the service on the results of the Special Competitive Examination conducted by the Commission in 1951, shall be deemed to possess the minimum general educational qualification, provided that--

(i) he appears for the examination of the S.S.L.C. Standard conducted by the Commission; and

(ii) he obtains the minimum percentage of marks prescribed in the said examination in the following subjects:-

(1) Essay, Part I, regional language only.

(2) Translation in two parts (from English to regional language and regional language to English).

**Note: (ii)**-- A person who did not possess the minimum general educational qualification but who was appointed to the service under rule 5(a) of the Madras Civil Services (War Service Personnel) Recruitment Rules, 1941, shall be deemed to possess the minimum general educational qualification for purposes of promotion.

**Note: (iii)**-- The authority competent to issue the certificate referred to in General Rule 12(A)(ii) in respect of persons employed in the Revenue and the Commercial Taxes Department shall be the Collector of the district and the Deputy Commissioner of Commercial Taxes concerned respectively.

**Note: (iv)**-- If a person taken over from the Government of India on the 1st November 1956 and working in the Employment and Training Department, has appeared for the Secondary School Leaving



Certificate Public Examination and has been declared eligible for College Course, he shall be deemed to possess the minimum general educational qualification prescribed in Schedule I to the General Rules.

**Note: (v)--** If a person taken over from the Government of India on the 1st November 1956, and absorbed in the Industries Department, consequent on the transfer of control over the Industrial Training Institutes/ Centres from the Government of India to the Industries Department, has appeared for the S.S.L.C. Public Examination and has been declared eligible for College Course, he shall by virtue of the acceptance of this standard of qualifications by the Government of India for entry into the Ministerial Services, be deemed to possess the minimum general educational qualification prescribed in the Scheduled to the General Rules.

**Note (vi)--** Rural Welfare Officers Grade I and II of the Panchayat Development Department belonging to Political sufferers, Scheduled Tribe and Ex-servicemen with III Form or VIII Standard qualification who were in service as on the 1st June 1979 shall be allowed to continue as such and the above Rural Welfare Officers Grade-II shall also be eligible for promotion as Rural Welfare Officers Grade I even if they do not possess the minimum general educational qualification.

### **30. Special Qualifications:-**

(a) No candidate shall be eligible for appointment to the service in the categories and posts specified in column (1) of Annexure-III by the method specified in the corresponding entry in column (2) unless he possesses the qualifications specified in the corresponding entry in column (3) thereof:

\*Provided that in the Industries and Commerce Department, the personnel recruited under the Training Scheme with reference to G.O.Ms.No.7095, ILC Department, dated 21-12-61 shall be initially appointed as \*\*Junior Assistants and shall be paid in the scale of pay to the post of \*\*Junior Assistants during the period of training and on successful completion of the training for a period of one year, they shall be appointed as \*\*Assistants without undergoing probation in the post of \*\*Junior Assistants. The period of one year will not count for probation, increment and regularisation in the post of Assistants but count for pension purpose.

\*[Substituted] [vide G.O.Ms.No.107, P & A.R. (B) Department, dt.17.6.1999 w.e.f. 01-06-1962].

\*\*[Substituted] [vide G.O.Ms.No.107, P & A.R. (B) Department, dt.17.6.1999 w.e.f. 28.5.1965].

(b) No member of the service shall be eligible for promotion to any of the posts mentioned in column (1) of Annexure IV unless and until he has passed the special tests or undergone the training, if any, specified in the corresponding entry in column (2) thereof:

Provided that in special cases a member of the service in the Excise Department or in the Animal Husbandry Department or Veterinary Education and Research Department may be appointed to officiate in or hold temporarily any of the posts in that Department referred to in the said Annexure before passing the tests but such members shall pass the tests within the prescribed period of probation. In case where no probation is prescribed he shall pass the test within two years from the date of such appointment. If he fails to pass the tests within the time limit he shall forthwith be reverted to his substantive appointment.

Provided further that in special cases a member of the service in Industries Department may be appointed to officiate in or hold temporarily the post of Commercial Accountant in the Industrial Engineering Workshop referred to in the said Annexure before passing the tests but such members shall pass the tests within the prescribed period of probation. In case no probation is prescribed he shall pass the tests within two years from the date of such appointment. If he fails to pass the tests within the time-limit he shall forthwith be reverted to his substantive appointment.

Provided also that a member of the service in the Highways and Rural Works Department (including National Highways):-

(a) who has attained the age of 50 years on the 2nd August 1976, shall not be required to pass the special test on District Office Manual;

(b) who has not attained the age of 50 years on the 2nd August 1976, and holding the post of Junior Assistant or the post of Typist including \*Steno-typist Grade-III on the 1st August 1976, may be appointed to officiate in or hold temporarily the post of Assistant in the same office before passing the Special Test on District Office Manual; but if such person fails to pass the said test within three years from the date of such appointment or within the 1st August 1979, whichever is earlier, he shall not be eligible to draw increments in

the time scale of pay applicable to the post until he passes the said test. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test:

[\*] (Substituted) (G.O.Ms.No.163, P.&.A.R. (B) Department, dated 19.11.2010 w.e.f. 19.08.1992).

Provided also that any person who had worked as Assistant in the erstwhile State Broadcasting Department upto the 1st September 1961, and was absorbed in the category of Assistant in the Tamil Nadu Local Administration Radio and Television Maintenance Organisation with effect from the said date, shall not be required to acquire the qualification referred to in sub-rule (b).

Provided also that members of the service in Public Works Department who have attained the age of 40 years on the 14th May 1951 shall not be required to pass the Accounts Test for Public Works Department Officers and Subordinates and that a Junior Assistant in an office in the Public Works Department who has not attained the age of 40 years on that date may be appointed to officiate in or hold temporarily the post of an Assistant in the same office upto the 11th May 1954 before passing the test; but he shall have to pass the test with two years from the date of such appointment or before the 22nd July 1954, whichever is later, failing which he shall forthwith be reverted to the Lower Division.

Provided also that a member of the service in the Public Works Department:-

(a) who has attained the age of 50 years on the 16th November 1973, shall not be required to pass the special test on District Office Manual; and

(b) who has not attained the age of 50 years on the 16th November 1973 and holding the post of Junior Assistant or the post of Typist including \*Steno-typist Grade-III on the 15th November 1973, may be appointed to officiate in or hold temporarily the post of Assistant in the same office before passing the Special Test on District Office Manual; but if such person fails to pass the said test within three years from the date of such appointment or within the 15th November 1976, whichever is earlier, he shall not be eligible to draw increments in the time scale of pay applicable to the post until he passes the said test. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test.

[\*] (Substituted) (G.O.Ms.No.163, P.&.A.R. (B) Department, dated 19.11.2010 w.e.f. 19.08.1992)

Provided also that a Junior Assistant in the Sanitary Engineering Department who has already passed the Account Test for Subordinate Officers Part I, shall not be required to pass the Account Test for Public Works Department Officers and Subordinates for appointment as an Assistant.

Provided also that a Junior Assistant in the Survey and Land Records Department on the 20th May 1969 may be promoted to officiate as Assistant in that Department, if he is otherwise eligible for such promotion, but for passing the Special Test on District Office Manual, but such person shall pass the said test within the period of probation or within the period of two years from the date of promotion where no probation is prescribed, failing which he shall be reverted to the category of Junior Assistant.

Provided further that a Junior Assistant in the Survey and Land Records Department who had already passed the Revenue Test Part I prior to 20th May 1969, need not pass the Special Test on District Office Manual.

Provided also that a member of the service in the Survey and Land Records Department who has already been promoted as Assistant or Superintendent on the 5th March 1971 and who has not undergone survey training for a period of 28 days, shall be ordered to undergo Survey Training for a period of 28 days within a period of two years from 5th March 1971.

Provided also that a person in the Survey and Land Records Department who has completed the age of 45 year on the 5th March 1971 shall not be required to undergo survey training.

Provided also that the Assistants and Accountants in the Cinchona Department who had attained the age of forty years on the fifth June 1952 shall not be required to pass the Government Technical Examination in Accountancy by the higher grade.

Provided also that in special cases, a Junior Assistant in the Hindu Religious and Charitable Endowments (Administration) Department may be appointed to officiate in or hold temporarily the post of an Assistant before passing the tests prescribed for the post, but such member shall pass the said tests

within two years from the date of such appointment failing which he shall forthwith be reverted to the Lower Division; but a member of the service promoted to the post of Junior or Senior Superintendent or Assistant before the 30th September 1951 shall not be required to pass the said tests:

Provided also that for the purpose of promotion as Office Assistant to the Director of Museums and Associate Librarian, Connemara Public Library, necessary exemption from the possession of the degree qualification may be granted in individual cases by the Government to the existing incumbents in the categories of Assistants and Junior Assistants in the Government Museums, who do not possess such qualification, if they are otherwise qualified and suitable for the post.

Provided also that a member of the service in the Medical Services and Family Welfare (Medical Wing) Department--

(a) who has attained the age of 45 years on the 11th January 1971, shall not be required to pass the special test on District Office Manual; and

(b) who has not attained the age of 45 years on the said date and holding the post of Assistant and above may be appointed to officiate in that post, if he is otherwise eligible for such appointment before passing the Special Test on District Office Manual; but if such person fails to pass the said test within two years from the 11th January 1971, he shall not be eligible to draw increments in the time scale of pay applicable to the post until he passes the said test. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test.

Provided also that a member of the service in the Public Health and Preventive Medicine Department --

(a) who has attained the age of 45 years on the 6th November 1972, shall not be required to pass the Special Test on District Office Manual; and

(b) who has not attained the age of 45 years on the said date and holding the post of Assistant and above may be appointed to officiate in that post, if he is otherwise eligible for such appointment before passing the Special Test on District Office Manual; but if such person fails to pass the said test within two years from the 6th November 1972, he shall not be eligible to draw increments in the time scale of pay applicable to the post until he passes the said test. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test.

Provided also that a Grama Sevak, Grade-I shall be allowed to count a period not exceeding six months of his satisfactory service towards the one year's satisfactory service as Assistant prescribed as a qualification to be acquired before promotion as Fair Copying Superintendent in the Collectors' Offices.

Provided also that in special cases, a Junior Assistant or a Typist or a \*Steno-typist Grade-III in the Stationery and Printing Department, who has passed any one of the two parts of the Stationery and Printing Department Test and is otherwise qualified, may be appointed to hold temporarily the post of an Assistant but such a member shall pass the remaining part of the said test within a period of one year from the date of such appointment, failing which he shall forthwith be reverted to the post of a Junior Assistant or a Typist or a \*Steno-typist Grade-III, as the case may be. The service of a person who is appointed to the post of an Assistant in the foresaid manner, shall be regularised with effect from the day following the last day of the examination in which he completes the Departmental Test with reference to ruling (2) under rule 26(a) of the Fundamental Rules. He shall, however, maintain his rank in the list of seniority in the category of Assistants above his juniors, who are fully qualified and regularly appointed as Assistants subsequent to his temporary promotion and before the regularisation of his service in the post of Assistant.

[\*] (Substituted) (G.O.Ms.No.163, P.&A.R. (B) Department, dated 19.11.2010 with effect from 19.08.1992)

Provided also that a member of the service in the Technical Education Department who has attained the age of 40 years on the 14th October 1957 or who has passed the Account Test for Public Works Department Officers and Subordinates shall not be required to pass the Account Test for Subordinate Officers, Part-I.

Provided also a member of a service in the Department of Correctional Administration may be appointed to officiate in or hold temporarily the post of Assistant in the same Department upto 18th December 1970, without passing the Test on District Office Manual but he shall have to pass the test within two years from the date of such appointment failing which he shall be forthwith reverted to the post which he was holding prior to such promotion.

Provided also that a Junior Assistant, Typist or \*Steno-typist Grade-III in the Department of Ex-servicemen's Welfare, who is holding the post of Assistant on the 19th September 1968 may be appointed to officiate in that post, if he is otherwise eligible for such appointment, before passing the special test on District Office Manual; but such person shall pass the said test within two years from the 19th September 1968, failing which he shall be reverted to the lower category.

[\*] (Substituted) (G.O.Ms.No.163, P.&.A.R. (B) Department, dated 19.11.2010 with effect from 19.08.1992)

Provided also that a member of the service in the Treasury and Accounts Department who is holding the post of Accountants during the period from 15th April 1968 to 14th April 1969 may be appointed to officiate in that post, if he is otherwise eligible for such appointment, before passing the Special Test on District Office Manual; but such person if fails to pass the said test within two years from the date of appointment, he shall not be eligible to draw increments in the time scale of pay applicable to him until he passes the said test; but such ineligibility to draw increments shall not have effect of postponing his future increments after he has passed the test.

Provided also that the persons drafted from the Revenue Department to the Treasury and Accounts Department who have passed the Revenue Test Part-I are exempted from passing the test on District Office Manual.

Provided that a member of the service in the Employment Wing of the Employment and Training Department holding the post of Assistant who has already passed the Labour and Factories Departmental Test, Part-A before the 12th July 1967 shall not be required to pass the test in District Office Manual.

Provided also that a member of the service in the Police Department who is appointed to the post of Assistant during the period on and from the 1st December 1967 and upto the 1st December 1969, may continue in that post, if he is otherwise eligible for such appointment to the post of Assistant but if he fails to pass the special test on District Office Manual within the prescribed period of probation or where no probation is prescribed, within the period of two years from the date of appointment, he shall not be eligible to draw increments in the time scale of pay applicable to the post until he passes the said test; but such ineligibility to draw increments shall not have the effect of postponing the future increments after he passes the said test.

Provided also that an Assistant in the Police Department who has passed the test in Police Standing Orders alone, is not eligible for promotion to the category of Superintendent unless he passes the Account Test for Subordinate Officers Part-I.

Provided also that a member of the service in the Tamil Nadu Forensic Science and Chemical Laboratory in the Police Department, who was holding the post of Assistant either in the State Forensic Science Laboratory or in the Chemical Examiner's Laboratory on the 26th February 1973 may be appointed to officiate in that post if he is otherwise eligible for such appointment, before passing the Departmental Test in Police Standing Orders; but such person if fails to pass the said test within two years from the 26th February 1973 shall not be eligible to draw increments in the time scale of pay applicable to him until he passes the said test. But such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test.

Provided also that a member of the Service in the Hindu Religious and Charitable Endowments (Administration) Department on the 24th August 1967 may be promoted as Assistant in that Department if he is otherwise eligible for promotion but for passing the Special Test on District Office Manual. But such member shall pass the said test within two years from the date of promotion failing which he shall not be eligible to draw increment in the time scale of pay applicable to the post until he passes the said test. Such ineligibility to draw increment shall not have the effect of postponing his future increments after he has passed the said test.

Provided also that a member of the service who has been transferred from the Technical Education Department to the Institute of Film Technology in the Public (Information and Public Relations) Department and who has attained the age of 40 years on the 14th October 1957 or who has passed the Account Test for Public Works Department Officers and Subordinates shall not be required to pass the Account Test for Subordinate Officer, Part-I.

Provided also that a member of the service in the Electrical Inspectorate who has attained the age of 50 years on the 15th September 1972, shall not be required to pass the Special Test on District Office Manual.

Provided that a member of the service in the Office of the Commissioner of Civil Supplies and Consumer Protection inclusive of subordinate officers under its control, who was holding the post of Assistant on the 31st January 1973 may be appointed to officiate in that post, if he is otherwise eligible for such appointment, before passing the Account Test for Subordinate Officers, Part-I and Test on District Office Manual; but if he fails to pass the said test within two years from the 31<sup>st</sup> January 1973, he shall be reverted to the lower post.

Provided also that a member of the service in the Training Branch of the Employment and Training Department on the 24th March 1975 may be promoted temporarily to the higher posts in that department if he is otherwise eligible for promotion but for passing the Special Test on District Office Manual. But such member shall pass the said test within two years from the date of promotion failing which he shall be reverted to the lower category.

Provided also that a member of the service in the Training Branch of the Employment and Training Department who is holding the post of Assistant on the 24th March 1975 may be continued in that post; if he is otherwise eligible for such appointment before passing the Special Test on District Office Manual; but if such person fails to pass the said test within two years from the 24th March 1975, he shall not be eligible to draw increments in the time scale of pay applicable to the post until he passes the said test. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the said test.

Provided further that a member of the service in the Training Branch of the Employment and Training Department who has already passed the Labour and Factories Departmental Test, Part-A (District Office Manual) shall not be required to pass the new District Office Manual Test.

Provided also that a member of the service holding the post of Junior Assistant, Typist and \*Steno-typist Grade-III in the Collegiate Education Department on the 9th April 1979 may be promoted to higher post in that Department, if he is otherwise eligible for promotion but for passing the Special Test on District Office Manual. But such member shall pass the said test within a period of two years from the date of promotion, failing which he shall not be eligible to draw increments in the time scale of pay applicable to the post until he passes the said test. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the said test.

[\*] (Substituted) (G.O.Ms.No.163, P.&.A.R. (B) Department, dated 19.11.2010 with effect from 19.08.1992)

Provided also that the members who have attained the age of 45 years on the 9th April 1979 are exempted from passing the District Office Manual Test.

Provided also that a member of the service holding the post of Junior Assistant, Typist, \*Steno-typist Grade-III, Assistant or Accountant in the School Education Department on the 13th October 1978 may be promoted to higher post in that Department if he is otherwise eligible for promotion but for passing the Special Test on District Office Manual. But such member shall pass the said test within two years from the date of promotion, failing which he shall not be eligible to draw the second and subsequent increments in the time scale of pay applicable to the post to which he was promoted until he passes the said test. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the said test.

[\*] (Substituted) (G.O.Ms.No.163, P.&.A.R. (B) Department, dated 19.11.2010 with effect from 19.08.1992)

Provided also that the members who have attained the age of 45 years on the 13th October 1978 are exempted from passing the District Office Manual Test.

Provided also that persons appointed as Superintendents in the office of the Director of Rehabilitation, Madras by transfer from other departments during the period between the 2nd January 1969 and the 2nd September 1974, shall pass the Account Test for Subordinate Officers, Parts-I and II Special Test in District Office Manual and Revenue Test Parts I, II and III within two years from the 22nd January 1980. They shall also serve as Revenue Inspector in-charge of a firka for a period of not less than one year, from the date of deputation.

Provided also that persons appointed as Assistants in the Office of the Director of Rehabilitation, Madras by promotion from the post of Junior Assistants, Typists and \*Steno-typists Grade-III and by transfer from other Departments during the period between the 2nd January 1969 and the 2nd September 1974, shall

pass the Account Test for Subordinate Officers, Parts I and II and Special Test in District Office Manual within two years from the 22nd January 1980.

[\*] (Substituted) (G.O.Ms.No.163, P.&A.R. (B) Department, dated 19.11.2010 with effect from 19.08.1992)

Provided also that every person holding the post of Junior Assistant, Typist or \*Steno-typist Grade-III in the Office of Director of Municipal Administration on the 23rd August 1982 may be promoted as Assistant in that Department till the 22nd August 1984 if he is otherwise eligible for promotion but for passing the Special Test on District Office Manual. But such person shall pass the said test within a period of two years from the date of promotion, failing which he shall not be eligible to draw increments in the time scale of pay applicable to the post until he passed the said test. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the said test.

[\*] (Substituted) (G.O.Ms.No.163, P.&A.R. (B) Department, dated 19.11.2010 with effect from 19.08.1992)

Provided also that a member of the service in the Stationery and Printing Department who is holding the post of Assistant on the 3rd September 1983 may continue to officiate in that post, if he is otherwise eligible for such appointment, but for passing the Account Test for Subordinate Officers, Part I, but such member shall pass the test within two years from the 3rd September 1983. If he fails to pass the said test within two years from the 3rd September, 1983, he shall not be eligible to draw increments in the scale of pay applicable to the post until he passes the said test.

Provided also that a member of the service in the Stationery and Printing Department, who is holding the post of Junior Assistant, Typist or \*Steno-typist Grade-III on the 3rd September 1983 may be appointed to officiate in or hold temporarily the post of Assistant if he is otherwise qualified and suitable for such appointment but for passing the Account Test for Subordinate Officers, Part I; but such member shall pass the test within two years from the date of such appointment. If he fails to pass the said test within two years from the date of such appointment, he shall not be eligible to draw increments in the time scale of pay applicable to the post until he passes the said test.

[\*] (Substituted) (G.O.Ms.No.163, P.&A.R. (B) Department, dated 19.11.2010 with effect from 19.08.1992)

*#Provided also that* if a member of the service in the *#Departments of Economics and Statistics*, but for passing the Special Test on District Office Manual Test and Account Test for Subordinate Officers, Part I, is otherwise found suitable for promotion as Assistant or Superintendent, shall be promoted to the post of Assistant or Superintendent till the 13th June 1987. But such member shall pass the said tests within a period of two years from the date of promotion, failing which he shall not be eligible to draw increments in the time scale of pay applicable to the posts till he passes the said tests. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the said tests.

# [Substituted] (vide G.O.Ms.No.220, P & AR (B) Dept., dt.19.12.2001 w.e.f.8.2.1996)

Provided also that no person shall be eligible for promotion as Assistant or Superintendent on and from the 14th June 1987 unless he has passed the District Office Manual Test and Account Test for Subordinate Officers, Part I.

\*(c) No Typist shall be eligible for promotion as Assistant or to the posts which carry the scale of pay of Assistant in any department unless he has undergone training as Junior Assistant for a period of one year without detrimental to his Typist work.;

\*[Added] [vide G.O.Ms.No. 16, P & A.R.(B) Department, dt. 21-2-2002. w.e.f. 15-3-95].

\*\* (d) Typist appointed by transfer as Junior Assistant shall undergo the Foundational Training conducted at Civil Services Training Institute, Bhavanisagar. Provided that those who have crossed the age of 53 years need not undergo the said Foundational Training.

\*\*[Added] [vide G.O.Ms.No. 16, P & A.R.(B) Department, dt. 21-2-2002. w.e.f. 20-6-2000].

### **31.Securities:-**

(a) Where the State Government have by general or special order, directed that the holder of any specified post or category of posts covered by rule 12 shall deposit security for the due and faithful performance of his duties, appointment to such post or posts shall be made from list of candidates drawn up by the Commission separately for each departmental unit--

(i) for offices and institutions other than those solely managed by or intended for women; and

(ii) offices and institutions solely managed by or intended for women. These list shall be supplemental to and different from the lists referred to in rule 12 and shall contain the names of candidates who are not only eligible for inclusion in the lists referred to in that rule but are also able and willing to deposit security of such amount as may be specified in such general or special order. The names shall be arranged in the lists in order of preference.

(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 candidates from the lists referred to in sub-rule (a).

(c) Failure to accept an offer of appointment under sub-rules (a) and (b) shall render a candidates name liable to removal from the list.

(d) If, when a vacancy in any of the posts referred to in sub-rule (a) ceases, there is no vacancy in any other such post to which the candidate discharged from the former post can be transferred, he shall, until such vacancy arises, be employed in an officiating or temporary capacity in the department to which he has been appointed 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.

Provided that for administrative reasons, Junior Assistants (Security) in a same Department may be transferred and posted as Junior Assistants (Non-security) in the same Department after five years of service in the former post.

Provided further that, for administrative reasons, wherever exigencies arise a Junior Assistant (Non-Security) in the Treasuries and Accounts Department may be transferred and posted as Junior Assistant (Security) after obtaining Cash security prescribed for the post.

(e) Where appointment to the post of the description referred to in sub-rule (a) or to any other post in the service, has to be made by the promotion of the 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 a month from the date of his appointment under sub-rules (a) and (b) or of his promotion under sub-rule (e), 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-rule shall not disentitle a person to promotion to any post in the service, which is not of the description referred to in sub-rule (a) and for which he would have been eligible otherwise than by reason of his promotion under sub-rule (e).

(g) When a member who has furnished security takes leave other than casual leave or is deputed to other duty, the person who is appointed to officiate for his shall be required to furnish the full amount of the security prescribed for the post. The provisions of sub-rules (a) to (f) shall apply to him.

### **32. Probation:-**

(a)(i) Every person appointed to a category by direct recruitment, shall be on probation for a total period of two years on duty within a continuous period of three years:

Provided that a Grama Sevak shall be allowed to count a period not exceeding one year of his satisfactory service as Grama Sevak towards the probation of two years prescribed for Junior Assistants under this rule;

Provided also that in the case of persons taken over from the Government of India to the National Employment Department on the 1st November 1956 shall not be required to undergo the prescribed period of probation, if they have rendered satisfactory service for a period of two years on the 1st November 1956 and in the case of others the service rendered by them prior to the 1st November 1956, shall count towards the prescribed period of probation:

Provided also that service rendered in the post of Store-keeper in the grade of Assistant or in the post of Accountant in the grade of Assistant or in any other post in the grade of Assistant in the Tamil Nadu Ministerial Service in the Industries Department shall count towards the period of probation in the post of Assistant in the Industries Department and Vice Versa:

Provided also that probationers in the category of Junior Assistants, Typists, \*Steno-typists Grade-III, Assistants, Accounts Assistants, Superintendents, Managers, Commercial Accountants and Auditors in the Industries Department shall be entitled to count towards probation in the said categories in the Industries Department, the service rendered by them on or after 1st December 1965, in a corresponding post in any other body incorporated or not, which is wholly or substantially owned or controlled by the State Government if, but for such service they would have rendered service in the said categories in the Tamil Nadu Ministerial Service in the Industries Department.

[\*] (Substituted) (G.O.Ms.No.163, P.&.A.R. (B) Department, dated 19.11.2010 with effect from 19.08.1992)

Provided also that the service rendered in the post of Assistant or in the post of Accountant in the Training Branch of the Employment and Training Department shall count towards probation in the post of Store-keeper.

Provided also a person appointed to the post of Commercial Accountant Grade I by transfer from the category of Superintendent in the Dairy Development Department shall not be required to undergo the probation prescribed by this sub-rule;

Provided also a person appointed to the post of Commercial Accountant Grade II in the Dairy Development Department by transfer from the category of Assistant or similar posts carrying same scale of pay in the Tamil Nadu Ministerial Service or by promotion from the category of Junior Assistants who has rendered a satisfactory service for a period of not less than three years in Tamil Nadu Ministerial Service, shall not be required to undergo the probation prescribed by this sub-rule.

Provided also that a member of the service appointed to the post of Junior Assistant shall be allowed to count the period of Foundational Training undergone by him, towards the prescribed period of probation.

\*Provided also that a person appointed to the post of Junior Assistant by recruitment by transfer 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.

\*[Substituted vide G.O.Ms.No. 335, P & A.R.(B) Department, dt. 13-9-2004 w.e.f. 14-2-1996].

Provided also that a member of the service appointed to the post of Assistant by direct recruitment shall be allowed to count the period of Foundational Training undergone by him, towards the prescribed period of probation.

(ii) omitted. (Vide G.O.Ms.No. 607, P & A.R.(B) Department, dt. 6-7-1983.

### **33. Probationers desiring courses of study not connected with Probation:**

(a) A probationer who desires to undergo any course of study which though not essentially connected with his probation is likely to enhance his usefulness as a member of the service may, on his application, be permitted by the competent authority as defined in rule 23 to undergo the desired course of study. He may also be granted the entire amount of leave, if any, admissible under the rules applicable to him, if but for such leave he would have continued to be on duty.

(b) Notwithstanding anything contained in the General Rule regulating seniority, such probationer shall, on the completion of the course of study, be entitled to re-appointment according to the rank and seniority held by him in this category before undergoing the said course of study. He shall also be entitled to count his continuous service immediately before his undergoing the said course of study for increments in the time-scale of pay applicable to him, if but for his absence from the service (whether on leave or otherwise) for undergoing the said course of study, he would have continued to be on duty.

(bb) Approved candidates, who join duty and who apply for leave to complete their study soon after they join duty may be permitted to undergo any course of study only if they are in the midst of a course of a study at the time of joining duty and not if they wish to take up any fresh course of study after joining duty in the service.



(c) This rule shall have the effect of excluding the period of absence in computing the continuous period within which the prescribed period of probation has to be served under sub-rule (a) of rule 32.

**34. Special Tests to be passed or training to be undergone or other qualification to be acquired by persons appointed to the services:-**

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

Provided that a Grama Sevak, Grade-I, shall be allowed to count a period not exceeding six months of his satisfactory service towards the one year's satisfactory service as Assistants prescribed as a qualification to be acquired by persons appointed to the service in the posts of Fair Copying Superintendents in Collectors' Offices.

Provided further that persons (for whom no probation is prescribed) who fail to pass the tests as prescribed in sub-rule (a) shall not be eligible to draw increments in the time scale of pay applicable to them until they pass the said tests but such ineligibility to draw increments shall not have the effect of postponing their future increments after they have passed the tests, subject to the modifications, if any, in the following sub-rules or the provisos.

(b)(i) If a member of the service appointed to the post of Typists or \*Steno-typists Grade-III who has not undergone training in Tamil Typewriting on the standard key-board and who has not attained 35 years of age, on the 9th November 1961, shall undergo such training in Tamil Typewriting for such period and in such manner as may be required by the competent authority in the department concerned and serve as Typist for a total period of one year from the date of completion of the said training; and in respect of persons who are qualified in Tamil Typewriting before the 9th November 1961, the one year period of service as Typists shall be reckoned from the date on which they became so qualified:

[\*] (Substituted) (G.O.Ms.No.163, P.&.A.R. (B) Department, dated 19.11.2010 with effect from 19.08.1992)

Provided that the Head of the Department concerned may with the prior concurrence of the Official Language Committee, Madras, declare that the stipulated period of one year service as Typist shall not apply to any Typist or \*Steno-typist Grade-III specified in the declaration with effect from the date mentioned in the declaration, if his services as a Tamil Typist are not indispensable from that date owing to the availability of adequate number of typists trained in Tamil Typewriting to meet the requirements of the Department.

[\*] (Substituted) (G.O.Ms.No.163, P.&.A.R. (B) Department, dated 19.11.2010 with effect from 19.08.1992)

Provided also that if a person appointed to the post of Typist or \*Steno-typist Grade-III who has not attained 35 years of age on the 9th November, 1961, fails to acquire the qualification prescribed in clause (i) within a period of two years from the 28<sup>th</sup> September 1966, he shall not be eligible to draw increments in the time-scale of pay applicable to him or for appointment as full member until he acquires the said qualification; such ineligibility to draw increments shall not have the effect of postponing his future increments after he has acquired the said qualification.

[\*] (Substituted) (G.O.Ms.No.163, P.&.A.R. (B) Department, dated 19.11.2010 with effect from 19.08.1992)

Provided also that the Typist and \*Steno-typist Grade-III of the Treasury and Accounts Department shall be exempted from undergoing the said training and the service after completion of such training as stipulated above.

[\*] (Substituted) (G.O.Ms.No.163, P.&.A.R. (B) Department, dated 19.11.2010 with effect from 19.08.1992)

Provided also that a person appointed to the post of Assistant employed as Personal Clerk (Camp Clerk) to the Director of Treasuries and Accounts shall pass the Government Technical Examination in Typewriting and Shorthand in Tamil by Lower Grade if he has not already acquired the above qualifications, within a period of two years from the date of appointment to the post. If he fails to acquire the above qualifications, within the said period he shall not be eligible to draw increments in the time scale of pay

applicable to him until he passes the said test, but such ineligibility to draw increments, shall not have the effect of postponing his future increments after he passes the said tests.

Provided also that the orders exempting the Typists and \*Steno-typists Grade-III of the Treasuries and Accounts Department from undergoing training in Tamil Typewriting and Shorthand shall be in force only upto 31st December 1971.

[\*] (Substituted) (G.O.Ms.No.163, P.&.A.R. (B) Department, dated 19.11.2010 with effect from 19.08.1992)

Provided also that if a person appointed to the post of Typist or \*Steno-typist Grade-III in the Treasuries and Accounts Department who has not attained 45 years of age on the 1st January 1972, fails to acquire the qualification in Tamil Typewriting at least by Lower Grade within a period of two years from the 1st January 1972, he shall not be eligible to draw increments in the time scale of pay applicable to him or for appointment as full member, until he acquires the said qualification; such ineligibility to draw increments shall not have the effect of postponing his future increments after he has acquired the said qualification.

[\*] (Substituted) (G.O.Ms.No.163, P.&.A.R. (B) Department, dated 19.11.2010 with effect from 19.08.1992)

Provided also that a person appointed to the post of Typist or \*Steno-typist Grade-III in the Treasuries and Accounts Department, on or after the 1st January 1972, shall acquire the qualification in Tamil Typewriting and/or Tamil Shorthand as the case may be, at least by Lower Grade within the prescribed period of probation.

[\*] (Substituted) (G.O.Ms.No.163, P.&.A.R. (B) Department, dated 19.11.2010 with effect from 19.08.1992)

Provided also that if a person appointed to the post of \*Steno-typist Grade-III by direct recruitment fails to pass the Tamil Shorthand by the Lower Grade but has passed the Tamil Typewriting by the Lower Grade within the prescribed period of probation or extended period of probation and if he desires, he shall be appointed to the post of Typist and his probation shall be declared in the post of Typist counting the service previously rendered in the post of \*Steno-typist Grade-III. There shall be no objection to re-appoint such a person to the post of \*Steno-typist Grade-III after he passes the Tamil Shorthand by the Lower Grade.

(ii) If any member of the service referred to in any of the items specified below fails to acquire the prescribed qualification as required by sub-rule (a), he shall not be eligible to draw increments in the time-scale of pay applicable to him and, in case he is not a full member of the service, for appointment as full member, until he has so qualified himself. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has to qualified himself.

**Headings in the said Annexure**

**Item Number**

Commissioner for Government Examinations..

4

The Governor's Household

(ii)

(iii) If any member of the service referred to in item 3 to 5 under the heading "Jail Department (including Borstal School) in the said Annexure fails to pass the Jail Test, Part-I, as required by sub-rule (a), he shall not be eligible to draw any increments in the time-scale of pay applicable to him until he passes the said test but such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test.

(iv) A member of the service referred to in items 1 to 3 under the heading "Local Fund Audit Department and a member of the service referred to in item 1 under the heading State Trading Schemes Department in the said Annexure shall not be deemed to have satisfactorily completed the prescribed period of his probation and shall not be entitled to appointment as a full member of the service or be eligible for increments in the time-scale of pay applicable to him, unless and until he has passed the prescribed Test or Tests as the case may be. Such ineligibility for increments shall not have the effect of postponing his future increments after he has passed the prescribed test or tests as the case may be.

If he fails to pass the said test or tests as required by sub-rule (a), the appointing authority shall forthwith by order terminate his probation and (i) discharge him from service if he was appointed by direct recruitment or (ii) revert him to his parent office or department if he was appointed by transfer:

Provided that the Audit Assistant appointed by direct recruitment in the Local Fund Audit Department and State Trading Schemes Department shall be permitted to draw the first increment even though he has not passed the prescribed tests.

Provided further that the Examiner of Local Fund Accounts/the Chief Auditor State Trading Schemes shall, at his discretion, appoint such of the Audit Assistants, who are appointed by direct recruitment in the Local Fund Audit Department, State Trading Schemes Department and who fail to pass the prescribed test or tests, as Junior Assistants and the Junior Assistants so appointed shall take their rank below the last Junior Assistant working at the time of issue of orders of appointment and they shall pass all the four papers of the Local Fund Audit Departmental test or the other prescribed tests in addition to the departmental test as the case may be, for being promoted as Audit Assistants;

A member of the service referred to in item 4 under the heading "Local Fund Audit Department" and a member of the service referred to in item 2 under the heading "State Trading Schemes Department" in the said Annexure who does not pass the language test within a period of five years from the date of his appointment shall not be eligible for increments in the time scale of pay applicable to him until he passes the test.

Such ineligibility for increments shall not have the effect of postponing his future increments after he has passed the said test.

(v) A member of the service in the category of Junior Assistant whose age on 8th May 1970 did not exceed 45 years shall pass the test on the District Office Manual within the prescribed period of probation. Failure to pass the test within the prescribed period shall not be a bar to the declaration of probation but shall entail the stoppage of the increments accruing after the expiry of the prescribed period without cumulative effect until he passes the test.

(vi) Omitted.

(vii) A person appointed to the service as Assistant in the Department of Correctional Administration by transfer from any other service who fails to pass the Jail Test, Part-I, as required by sub-rule (a), shall not be eligible to draw any increments in the time scale of pay applicable to him until he passes the said test but such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test.

(viii) Omitted.

(ix) If any member of the service appointed to the post of the Office Assistant before the 7th September 1956 or to that of Assistant before the 21st June 1956 in the Office of the Director of Harijan Welfare, Madras, whose age on the said respective dates did not exceed 40 years, fails to pass the Account Test for Subordinate Officers, Part-I, as required by sub-rule (a), he shall not be eligible to draw increments in the time-scale of pay applicable to him until he passes the said test. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test.

(x) If any member of the service appointed to any post specified in column (1) under the heading "Stationery and Training Department" in Annexure V before the 16th November 1957, whose age on the said date did not exceed 45 years, fails to pass the Stationery and Printing Department Test as required by sub-rule (a) he shall not be eligible to draw increments in the time-scale of pay applicable to him after a period of two years from the 16th November 1957. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test. Those who have already passed the Departmental Test for Accountants in the Stamp and Stationery Office need not pass the Test in the Stationery Manual, Volumes I and II, but they should pass the Test in the Government Press Office Manual. Similarly those who have already passed the test in the Government Press Office Manual should pass the test in the Stationery Manual only. Likewise, those who have passed the tests for which the District Office Manual is prescribed as a part need not pass the test in it again.

(xi) If any member of the service appointed to the posts of Gujarathi knowing Assistant in the Commercial Taxes Department before the 27th November 1957 fails to pass the examination and test as

required by sub-rule (a), he shall not be eligible to draw increments in the time-scale of pay applicable to him or for appointment as full member until he passes the said examination and test; such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the said examination and test.

A probationer in the category of Junior Assistant on the 10th September 1968 who has passed the Departmental Test Commercial Taxes Acts-Part II in November 1968 or earlier shall be exempted from passing the District Office Manual Test. A probationer on the 10th September 1968 who has passed the Departmental Test in Commercial Taxes Acts - Part-II after November, 1968 shall pass the District Office Manual Test within a period of two years from that date, failing which he shall not be eligible to draw increments in the time scale of pay of the post until he passes the said test; but such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test.

(xii) A person appointed to the post of Junior Assistant in the Forest Department on or after the 14th September 1960, fails to pass any one of the three tests, viz., (i) Account Test for Subordinate Officers, Part-I (ii) Forest Code and Accounts and (iii) Board's Standing Orders, within a period of five years from the date of appointment, his increment in the time-scale of pay applicable to him after the fifth year shall be stopped and if he fails to pass the other two tests within a period of eight years from the date of appointment, his increments shall not have the effect of postponing his future increments after he has passed the said tests.

(xiii) Omitted.

(xiv) A person appointed to the post of Junior Assistant in the Medical Services and Family Welfare Department prior to the 1st September 1964, who fails to pass the Departmental Test in the Tamil Nadu Medical Code as required by sub-rule (a), shall not be eligible to draw any increments in the time scale of pay applicable to him or for appointment as full member until he passes the said test. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the said test;

(xv) If a person appointed to the post of Accountant in the Treasury and Accounts Department by recruitment by transfer or after the 1st April 1962 or a person appointed to the post of Accountant in the Pay and Accounts Office, by direct recruitment or by recruitment by transfer prior to the date and brought under the Treasury and Accounts Department with effect from that date, fails to pass the Account Test for Subordinate Officers, Parts I and II, as required by sub-rule (a), he shall not be eligible to draw increments in the time scale of pay applicable to him until he passes the said tests. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the said tests;

(xvi) If a person appointed to the posts of Assistant in the Panchayat Radio Maintenance Organisation, other than a person who was working as Assistant in the erstwhile State Broadcasting Department upto the 1st September 1961 and absorbed as such in the Panchayat Radio Maintenance Organisation, fails to pass the test as required by sub-rule (a), he shall not be eligible to draw increments in the time-scale of pay applicable to him until he passes the said test; such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the said test.

(xvii) If any member of the service appointed to the posts of Superintendents and Assistants in the Offices of the Board of Revenue (Settlement and Estates) and the Director of Settlements, Madras before 26th July 1968 fails to acquire the qualifications as required by sub-rule (a), he shall be reverted to the office or department from which he was originally appointed to the posts in the said offices.

(xviii) A person appointed to the post of Junior Assistant in the Office of the Director of Harijan Welfare prior to the 10th July 1968, who fails to pass the Special Test on District Office Manual, as required by sub-rule (a), shall not be eligible to draw increments in the time scale of pay applicable to him until he passes the said tests such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test.

(xix) If a person who is appointed to the post of Junior Assistant in the Department of Ex-Servicemen's Welfare before the 19th September 1968 and whose age did not exceed 45 years on the said date, fails to pass the special Test on District Office Manual as required by sub-rule (a), he shall not be eligible to draw increments in the time scale of pay of the post until he passes the said test; but such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test.

(xx) A person appointed to the posts of Junior Assistant in the Office of the Director of Harijan Welfare prior to the 10th July 1968, and subsequently transferred to the Director of Backward Classes, who fails to pass the Special Test on District Office Manual, as required by sub-rule (a), shall not be eligible to draw increments in the time scale of pay applicable to him until he passes the said test; such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test.

(xxi) A person who is appointed to any one of the categories of posts specified in column (1) of Annexure V under the heading Dairy Development Department before 30th May 1968 and whose age did not exceed 45 years on the said date, shall within a period of two years from that date, pass the District Office Manual Test, failing which he shall not be eligible to draw increments in the time scale of pay of the post until he passes the same; but such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test.

If a person who is appointed to any one of the categories of posts specified in column (1) of Annexure V under the heading Dairy Development Department, in whose case no period of probation in the respective post is necessary, fails to pass the District Office Manual Test within a period of two years from the date of appointment in the respective post, he shall not be eligible to draw increments in the time scale of pay of the post until he passes the test, but such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test.

(xxii) A person appointed to the post of Junior Assistant/Assistant in the \**Department of Economics and Statistics* before the 22nd August 1967, who fails to pass the District Office Manual Test as required by sub-rule (a), shall not be eligible to draw increments in the time scale of pay applicable to him until he passes the said test. But such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the said test.

\*[Substituted]( vide G.O.Ms.No.220, P & AR (B) Dept., dt.19.12.2001 w.e.f. 18.2.1996)

(xxiii) If any member of the service appointed to the posts of Junior Assistant, Assistant/Accountant in the grade of Assistant and Superintendent in the Social Welfare Department before the 14th April 1977 and whose age did not exceed 50 years on the said date, fails to pass the tests as required by sub-rule (a), he shall not be eligible to draw increments in the time scale of pay of the post until he passes the said tests, but such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the tests.

(xxiv) All persons belonging to `B' Wing in the School Education Department and whose age did not exceed 45 years on the 2nd November 1978 shall, within a period of three years from the said date, pass all the tests prescribed for the persons holding the corresponding category belonging to `A' Wing, failing which he shall not be eligible to draw increments in the time scale of pay of the post until he passes the tests; but such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the tests.

(c)(i) If a member of the service who is appointed as an Assistant by direct recruitment in the office of the Commissioner of Revenue Administration, Office of the Commissioner of Land Administration, Office of the Director of Land Reforms and in the Office of the Commissioner of Commercial Taxes fails to pass the Revenue Test Parts I, II and III as required by sub-rule (a), the appointing authority shall forthwith, by order, terminate his probation and discharge him from the service.

Provided that it shall be in the discretion of the appointing authority to appoint any such person as Junior Assistant in the Office of the Commissioner of Revenue Administration, Office of the Commissioner of Land Administration, Office of the Director of Land Reforms and in the Office of the Commissioner of Commercial Taxes.

(ii) If a member of the service who is appointed to the post of Assistant in the Employment Branch of the Employment and Training Department fails to pass the Departmental Test on National Employment Service Manual for Ministerial Staff, as required by sub-rule (a), he shall not be eligible to draw increment in the time scale of pay applicable to him until he passes the said test, but such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test.

Members of the service taken over from the Government of India and appointed to the posts of Superintendents, Assistants and Junior Assistants on the 1st November 1956 and working in the Employment and Training Department are exempted from passing the Departmental Test on National Employment Service Manual for Ministerial Staff, so long as they hold the posts which they are holding on the 30th November 1960. They shall pass the said test for subsequent promotion to higher posts.

(d) The transfer of a member of the service from one department to another shall be deemed to be his appointment to the service in the latter department and the provisions of this rule and Annexure V shall mutatis and mutandis apply to him.

Provided that the said Annexure and General Rule 26 shall in their application to such member, be construed as if for the words "within the prescribed period of probation" wherever they occur in column (3) of the Annexure and in General Rule 26, the words "within a period of equal to the prescribed period of probation and commencing on the date of appointment to the department" were substituted.

(e) A person who, on appointment to the post by direct recruitment, has undergone training shall refund to the State Government the entire money spent on him during the period of training if he does not serve the State Government for a period of not less than five years from the date of completion of the training.

**35. Special Tests to be passed or training to be undergone or other qualifications to be acquired by persons after promotion:-**

(a) Persons promoted to the categories or posts specified in column (1) of Annexure VI shall pass the tests or undergo training or acquire the qualification specified in the corresponding entry in column (2) within the period stated in, or as otherwise required by, the corresponding entry in column (3) thereof.

Provided that persons (for whom no probation is prescribed) who fail to pass the tests as prescribed in sub-rule (a) shall not be eligible to draw increments in the time scale of pay applicable to them until they pass the said tests but such ineligibility to draw increments shall not have the effect of postponing their future increments after they have passed the tests, subject to the modifications in the following sub-rules or provisions.

(b) Omitted.

(c) If any member of the service promoted to the post of Assistant in the Office of Director of Municipal Administration before the 21st October 1944 or to the post of Assistant in the Survey and Land Records Department before the 7th February 1945 and whose age on the above dates did not exceed 45 years fails to pass the Account Test for Subordinate Officers, Part-I, as required by sub-rule (a), he shall not be eligible to draw increments in the time-scale of pay applicable to him until he passes the said test; and in case he is not already a full member of the service in the category of Assistants he shall not be eligible for appointment as full member in that category until he has so qualified himself. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test.

(d) Omitted.

(e) Omitted.

(f) Omitted.

(g) If any member of the service promoted to the post of Assistant, II Grade, in the Office of the Director of Government Examinations before the 3rd November 1951, who was not a full member in that category on the said date, fails to pass the Account Test for Subordinate Officers, Part-I, as required by sub-rule (a), he shall not be eligible to draw increments in the time-scale of pay applicable to him and for appointment as full member until he passes the said test. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test.

(h) Omitted.

(i) Omitted.

(j) If any member of the service absorbed from the Government of India on the 1st November 1956, and promoted to the posts of Assistant or Junior Superintendents in the National Employment Department, whose age on the 1st November 1956, did not exceed 45 years, fails to pass the Account Test for Subordinate Officers Part I and Labour and Factories Department Test, Part A, as required by sub-rule (a), shall not be eligible to draw increments in the time scale of pay applicable to him until he passes the said tests but such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the said tests.

(k) Omitted.

(l) (i) If any member of the service in the Medical Services and Family Welfare Department (Medical Wing) promoted to the posts specified in column (1) of Annexure VI before the 1st June 1960, whose age on the said date did not exceed 45 years, fails to pass the tests as required by sub-rule (a), he shall not be eligible to draw increments in the time scale of pay applicable to the post until he passes the said test or tests. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test or tests.

(ii) If any member of the service in the Medical Services and Family Welfare (Medical Wing) Department promoted and appointed in any of the posts mentioned in items 1 to 2 in column (1) of Annexure VI before the 11th January 1971 and whose age on the said date did not exceed 45 years, fails to pass the Special Test on District Office Manual as required by sub-rule (a) he shall not be eligible to draw increments in the time scale of pay applicable to the post until he passes the said test. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test.

(m) If any member of the service in the Office of the Director of Harijan Welfare promoted to the post of Assistant before the 10th July 1968, fails to pass the Special Test on District Office Manual, as required by sub-rule (a), he shall not be eligible to draw increments in the time scale of pay applicable to the post until he passes the said test; such ineligibility to draw increments shall not have effect of postponing his future increments after he has passed the test.

(n) If any member of the service in the Department of Ex-servicemen's Welfare to the posts specified in column (1) of Annexure VI before the 19th September 1968, whose age on the said date did not exceed 45 years, fails to pass the Special Test on District Office Manual as required by sub-rule (a), he shall not be eligible to draw increments in the time scale of pay applicable to the post until he passes the said test; such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the said test.

(o) Omitted.

(p) Omitted.

(q) If any person holding the post of Accountant or Assistant in Panchayat Union Offices or the post of Accountant or Assistant in the Panchayat Development Branch of the Collectorates and the Divisional Development Officers' Offices as on 16<sup>th</sup> October 1964 fails to pass the Departmental test and Panchayat Development Account Test within the first four chances, their increments shall be postponed without cumulative effect until they pass the said tests.

(r) Such of those persons who were appointed subsequent to 16th October 1964 as Accountant/Assistant in Panchayat Union Offices or as Accountant/Assistant in the Divisional Development Officers and in Panchayat Development Branch in the Collectorates if they do not pass the test before 31st December 1969 shall be reverted.

Provided that persons selected from the Panchayat Union Service by the Screening Committee and appointed as Assistants fail to pass the tests before the 31st December 1969 shall not be reverted to the Panchayat Union Service but their increments shall be postpone without cumulative effect until they pass the test.

(s) A member of the service who has passed in the papers on "Community Development Manual (2 parts), "A Guide book on Community Development", "A Guide Book for Gram Sevaks" and Manual for Village Level Workers" under the old scheme shall be deemed to have passed the first paper of the Test under the revised scheme.

(t) A person who has passed the Account Test for Subordinate Officers Part-I and II or Account Test for Subordinate Officers Part-I and Account Test for Executive Officers or Account Test for Employees of Local Bodies and Account Test for Executive Officers before or during May 1965 need not pass the Panchayat Development Account Test.

(u) Nothing contained in the Special Rules will apply to persons who held the posts of Accountants/Assistants in Block Development Offices or in the posts of Assistant/Accountant in the Offices of Collectorate in Panchayat Development Branch in the Divisional Development Officer's Offices on 16th October 1964 or in the post of Assistants in the Administrative Branches of the Office of the Director of Rural Development on 12th January 1970 so far as the posts which they held on those dates.

(v) If any person, who was appointed as Assistant or subsequent to 12th January 1970 in the Director of Rural Development's Office fails to pass the Departmental Tests and Panchayat Development Account Test within the first four chances commencing from the examination held in November 1973 shall be reverted.

(w) Notwithstanding anything contained in these Special Rules, persons recruited to the erstwhile Regional Inspector of Local Boards Unit and continuing in Panchayat Development Unit will get the benefit conferred on persons recruited to such unit.

(x) If any member of the service promoted to the post of Assistant in the electrical Inspectorate before the 15th September 1972, whose age on the said date did not exceed 50 years, fails to pass the Special Test on District Office Manual as required by sub-rule (a), he shall not be eligible to draw increments in the time scale of pay applicable to him until he passes the said test. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test.

(y) Omitted.

(z) Omitted.

(aa) If any member of the service in the Port Department promoted and appointed to the post of Assistant in the same Department before the 30th October 1976, fails to pass the Special Test in District Office Manual as required under sub-rule (a), he shall not be eligible to draw increments in the time scale of pay applicable to the post of Assistant until he passes the said test. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the said test.

\*(ab) \*Any person appointed by transfer as Assistant from the category of Steno-typist Grade-III and a person promoted as Assistant and to the posts which carry the scale of pay of Assistant from the category of Typist shall successfully undergo the Foundational Training at Civil Service Training Institute, Bhavanisagar within a period of two years from the date of promotion as Assistant or to the posts which carry the scale of pay of Assistant. If he does not successfully undergo the training within the said period, he shall not be eligible to draw increments in the time scale of pay applicable to the post of Assistant until he successfully undergoes the said training. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he had successfully undergone the said training.

\*[Added] (vide G.O.Ms.No.16 P & AR (B) Reforms Dept., dated 21.2.2002 w.e.f. 27-11-1992)

[+] (Substituted) (G.O.Ms.No.163, P.&A.R. (B) Department, dated 19.11.2010 with effect from 19.08.1992)

**36. Order of appointment, discharge, re-appointment, appointment as full member and promotion:**

(a) Subject to the provisions of rule 18, the unit of application of the General Rules governing recruitment shall be the departmental unit.

(b) The unit of application of the General Rules governing determination of suitability for full membership and appointment of full members shall be the jurisdiction of each of the authorities which according to Annexure II are competent to take appointment as full member.

Notwithstanding anything contained in General Rules 31 and 32, probationers and approved probationers in the category of Assistants shall not be entitled to any preferential claim in the matter of appointment as full member over their seniors who are not required to undergo probation. Appointment as full member in the category of Assistants shall be made strictly in accordance with seniority.

Notwithstanding anything contained in rule 32(a) and General Rules 27 and 31 Audit Assistants in the Local Fund Audit Department who have not been declared to have completed their probation satisfactorily before the 1st July 1949 for not having passed the departmental test may, with their written consent, be appointed as full members in substantive vacancies of Junior Assistants in that Department.

Notwithstanding anything contained in this sub-rule, the unit of application of the General Rules governing determination of suitability for full membership and appointment as full members in the category of Gujarathi knowing Assistants in the Commercial Taxes Department shall be the entire State.

Notwithstanding anything contained in this sub-rule, the unit of application of General Rules governing determination of suitability for full membership and appointment as full member in the categories of



Superintendent, Commercial Accountant Grade-I, Commercial Accountant Grade-II, Assistants including Cashiers and Store-keeper on the same Grade, Junior Assistant including Assistant Cashiers, Assistant Store-keepers on the same grade, Typists and Steno-typists Grade-III in the Dairy Development Department, shall be the entire State.

[\*] (Substituted) (G.O.Ms.No.163, P.&.A.R. (B) Department, dated 19.11.2010 with effect from 19.08.1992)

(c) The unit of application of the General Rules governing promotion shall be the jurisdiction of each of the authorities which according to Annexure-II are competent to make promotion:

Provided (\*) that for purposes of promotion of Junior Assistants as Assistants and of Assistants as Superintendent, the Office of the Director of Correctional Administration and Government Approved Schools for Boys in the Department of Correctional Administration shall form one unit:

(\*) (omitted) [vide G.O.Ms.No. 124, P & A.R.(B) Department, dt. 1-4-2004 w.e.f. 1-4-1978]

\*Provided further that for the purpose of appointment by promotion to the post of Superintendents in Forest Department, the entire Forest Department shall be the unit and appointment by promotion to the said posts shall be made from among the Assistants in the entire Forest Department:

\*Provided also that for the purpose of appointment by promotion to the post of Junior Accountant or Assistant, the entire Forest Department shall be the unit and that appointment by promotion to the said posts shall be made from among the Junior Assistants, Typists and \*Steno-typists Grade-III in the entire Forest Department.

[\*] (Substituted) (G.O.Ms.No.163, P.&.A.R. (B) Department, dated 19.11.2010 with effect from 19.08.1992)

\*[Substituted] [vide G.O.Ms.No. 124, P & A.R.(B) Department, dt. 1-4-2004 w.e.f. 1-4-1978]

Provided also that for the purposes of appointment, promotion and transfer of the members of the service the entire Highways and Rural Works Department shall form one unit.

Provided also that for the purposes of appointment, promotion and transfer to the posts in the Technical Education Department, all the offices in the entire Technical Education Department, shall form one unit.

Provided also that appointment to the post of Superintendents and Assistants/Accountants in the Director of Ex-servicemen's Welfare, Madras, shall be made by promotion from among the holders of the posts of Assistants/Accountants and Junior Assistants respectively in the Department of Ex-servicemen's Welfare.

Provided also that for the purpose of appointment and promotion to the posts in the Police Department, all the Offices in the entire Police Department shall form one unit.

Provided that for the purpose of promotion of Junior Assistants, including Assistant Store-keeper and Assistant Cashier on the same grade as Assistant or Commercial Accountant Grade II and of Assistant and Commercial Accountant Grade-II and of Assistant and Commercial Accountant Grade-II as Superintendent or Commercial Accountant Grade I as the case may be all the offices in the entire Dairy Development Department shall form one unit.

Provided also that for the purposes of appointment, promotion and transfer to the posts in the Medical Services and Family Welfare Department (Medical Wing), all the offices in the entire Medical Services and Family Welfare Department (Medical Wing) including the Department of Indian Medicine, the Medical Education Department, the District Family Planning, Maternity and Child Health offices and the Primary Health Centres shall form one unit.

Provided also that for the purpose of promotion to the post of Assistants, each Commercial Taxes Division shall be a separate unit.

Provided also that for the purposes of appointment, promotion and transfer of the members of the service, the entire Department of Legal Studies in the State shall form one unit.

Provided also that for the purpose of promotion to the posts of Assistants and above in the Fire Service Department, all the offices in the entire Fire Service Department shall be treated as one unit.

Provided also that for the purpose of promotion of the members of the service all the offices in the Jail Department shall be treated as one unit.

Provided also that for purposes of appointment, promotion and transfer of the members of the service, all the offices of Sales Tax Appellate Tribunal in the State shall form one unit.

Provided also that for the purposes of appointment, promotion and transfer to the posts in the Collegiate Education Department, all the offices in the entire Collegiate Education Department, shall form one unit.

Provided also that for the purposes of appointment, promotion and transfer to the posts in the School Education Department, all the offices in the entire School Education Department shall form one unit.

Provided also that for the purpose of appointment, promotion and transfer to the posts in the Public Works Department, all the offices in the entire Public Works Department shall form one unit. Promotions made on a regular basis to the posts in the Public Works Department from the 27th March 1972 without reference to the combined list of seniority list drawn for each category under one unit system, shall be treated as cancelled.

Provided also that all cases of promotions, appointments and transfers made by the Director of School Education, or by the Joint Director of School Education (Personnel), or by the Chief Educational Officers, or by the District Educational Officers, or by the Inspectress of Girls' Schools, as the case may be, during the period between the 6th May 1974, the date of introduction of One Unit System and the 26th August 1976, the date of issue of the amendment to rule, in the School Education Department, shall not be re-opened.

Provided also that all cases of promotion, appointments and transfers made by the Director of Collegiate Education, or by the Joint Director of Collegiate Education (Personnel), or by the Principals of Government Colleges, as the case may be during the period between the 6th May 1974, the date of introduction of One Unit System and the 26th August 1976 the date of issue of the amendment to rule, in the Collegiate Education Department, shall not be reopened.

Provided also that for the purpose of appointment, promotion and transfer to the posts in the Agriculture Department, all the offices in the entire Agriculture Department, shall form one unit.

Provided also that for the purpose of promotion to the post of Assistant, the entire Survey and Land Records Department shall form one unit.

Provided also that for the purpose of appointment, promotion, postings and transfers to the posts in the Tamil Nadu Forensic Science Laboratory, all the offices in the entire Tamil Nadu Forensic Science Laboratory shall form one unit.

Provided also that for the purpose of appointment to the post of Junior Accountant in the office of the Tamil Nadu Sales Tax Appellate Tribunal including Additional benches and office of the Tamil Nadu Agricultural Income Tax Appellate Tribunal from the post of Assistants, the office of the Sales Tax Appellate Tribunal including Additional benches and office of the Tamil Nadu Agricultural Income Tax Appellate Tribunal, Madras, Madurai and Coimbatore shall form one unit.

Provided also that for the purpose of appointment, discharge and re-appointment of persons upto the level of Accountants, all the unit offices namely the office of the Director of Treasuries and Accounts including the offices of the Regional Deputy Directors, Madurai, Tiruchirapalli, Vellore, Coimbatore and Madras; Pay and Accounts Offices, Sub-Pay and Accounts Office, Pension Pay Office, Office of the Assistant Superintendent of Stamps including Madras Taluk Treasury and Office of the Accounts Officer (Funds) in the Treasuries and Accounts Department in Madras District shall form one unit.

(d) The principle of seniority (General Rule 35) shall apply separately to the unit or the jurisdiction of the authority referred to in sub-rule (a), (b) or (c), as the case may be.

(e) Service rendered in any of the post included in a category as constituted by rule 1 and sub-rule (j) shall count for probation and seniority in such category irrespective of the scales or rates of pay applicable to such posts and irrespective of the department or office in which such service was rendered.

Provided that in the case of a person lent from one department or office to another, the service rendered in any of the higher posts in the new Department or office will count for seniority in the parent

department or office only from the date of regular appointment, or promotion to, such higher post in the parent department or office.

(f) Notwithstanding anything contained in this rule or in the General Rules, the seniority of the Junior Assistant transferred from a district, so long as he is employed in the office of the Inspector General of Registration, shall be determined by the date of his joining as Junior Assistant in that office;

Provided that when more than one Junior Assistant is transferred from a district at a time, their seniority inter-se shall be determined in the order directing the transfer.

(g) Candidates appointed to the service as Typists or Steno-typists on or after the 15th February 1928 shall be appointed as full members of the service in the order in which they complete the prescribed period of their probation or pass the Government Technical Examination in Typewriting by the Higher Grade, whichever is later. Where more than one candidate who has completed the prescribed period of his probation passed such examination on the same date, such candidates shall be appointed to the service in the order in which they completed the prescribed period of their probation.

(h) No person who on the 19th June 1931 was holding a post in any category of the service otherwise than in a substantive capacity shall be entitled to appointment as a full member of the service in such post unless and until he has proved his possession of the qualifications prescribed for first appointment to that post by the rules or orders in force on the said date, or such other qualifications as may have been prescribed in that behalf thereafter.

(i) Omitted.

\* (j) For the purposes of this rule every post or group of posts within a category bearing a distinct designation shall be deemed to constitute a separate category:

\*(Omitted) (vide G.O.Ms.No.16,P&AR(B) dated 21-2-2002 with effect from 01-08-1992 )

Provided (\*) that for the purposes of appointment, probation, seniority, discharge, re-appointment, appointment as full member and promotion, the posts of Junior Assistants, Librarians, Assistant Librarians and Store-keepers in the scale of Rs.200-5-250-10-300 in institutions under the Collegiate Education Department shall together be deemed to constitute a single category.

(\*) (Omitted) (vide G.O.Ms.No.16, P&AR(B) dated 21-2-2002 with effect from 01-08-1992 )

Provided \*further that for the purposes of appointment, probation, seniority, discharged re-appointment, appointment as full member and promotion, the posts of Junior Assistants, Librarians, Assistant Librarians and Store-keepers in the scale of Rs.200-5-250-10-300 in institutions under the School Education Department shall together be deemed to constitute a single category.

(\*) (Substituted) (vide G.O.Ms.No.16, P&AR(B) dated 21-2-2002 with effect from 01-08-1992 )

\* (k) Notwithstanding anything contained in the rule or in rule 35 of the General Rules for the Madras State and Subordinate Services, the seniority of a person in the category of Junior Assistants in any office or department appointment from the category of Typists and (\*) shall be determined by the date of his regular appointment as a Junior Assistant in that office or department.

\*(Omitted) (vide G.O.Ms.No.16, dated 21.2.2002, w.e.f.1.8.1992)

(l) Notwithstanding anything contained in this rule or in the General Rules for the Tamil Nadu State and Subordinate Services, the seniority of any Junior Assistant appointed in the Office of the Commissioner of Revenue Administration by transfer from the District Revenue Establishment shall be determined by the date of his first regular appointment as Junior Assistant in the District Revenue Establishment.

(m) Notwithstanding anything contained in this rule or in the General Rules for Tamil Nadu State and Subordinate Services the seniority of any Junior Assistant appointed in the office of the Commissioner of Commercial Taxes by transfer from Commercial Taxes District Establishment shall be determined by the date of his first regular appointment as Junior Assistant in the Commercial Taxes District Establishment.

**37. Promotion or transfer as Assistants or Junior Assistants :-**

Typists shall not be eligible for promotion or transfer as Audit Assistants or Junior Assistants in the Local Fund Audit Department or as Assistants or Junior Assistants in the Office of the Commissioner of Revenue Administration and Office of the Commissioner of Land Administration or in any other Department unless they have passed the competitive examination (full test) held by the Tamil Nadu Public Service Commission for recruitment of Junior Assistants or unless they had been selected as Typists on the results of a competitive examination held before 1942, or unless they have been selected as Typist on the results of Competitive Examination for Group IV Services held in the year 1977 or thereafter.

No Typist (\*) shall be eligible for such promotion or transfer before he has satisfactorily completed the period of his probation.

No Typist (\*) who has not attained 35 years of the age on the 9th November 1961, shall be eligible for such promotion or transfer before he has undergone the training in Tamil Typewriting on the Standard Key-board for the period to be prescribed by the competent authority in his department and served as Typist for a total period of one year from the date of the completion of the said training.

Provided that the Head of the Department concerned may, with the prior concurrence of the Official Language Committee, Madras, declare that the one year service as Typist shall not apply to any Typist (\*) specified in the declaration with effect from the date mentioned in the declaration if his services as a Tamil Typist are not indispensable from that date owing to the availability of adequate number of Typists trained in Tamil Typewriting to meet the requirements of the Department.

**Note (1):-** In respect of persons who are qualified, in Tamil Typewriting before 9th November 1961, the one year period of service as Typist shall be reckoned from the date on which they became so qualified; and

**Note (2):-** The prescribed period of training in Tamil Typewriting on the standard key-board and the service as Typist for a total period of one year from the date of completion of the said training shall apply to all Government Typists (\*) who have not commenced probation as Assistants and Junior Assistants on the 9th November 1961.

**Note (3):-** The Typists (\*) of the Treasury and Accounts Department are exempted from the training in Tamil Typewriting on the standard key board and from the service as Typist after the date of completion of such training.

Provided further that persons appointed to the post of Typist (\*) by recruitment by transfer need not pass the full test conducted by the Tamil Nadu Public Service Commission for promotion as Assistant or for conversion as Junior Assistant as the case may be.

**Explanation:-** Nothing contained in the first paragraph of this rule will be construed as precluding the promotion as Assistant or the transfer as Junior Assistant or Typist or (\*) who was selected by the Staff Selection Board or other competent authority before the system of selection through the Commission was introduced.

\*(Omitted) (vide G.O.Ms.No.16, dated 21.2.22002, w.e.f.1.8.1992)

**38. Special Provisions:-**

(a) Special Branch of the C.I.D.

Nothing contained in rules 2 to 37 shall apply to the Ministerial establishments of the Special Branch of the C.I.D. These establishments shall be governed by the rules in Annexure VII.

**Note:-** The provisions contained in the above sub-rule, and the rules in Annexure VII, shall apply to the Special Branch Assistants/Junior Assistants working in the 'X' Branch, C.I.D., Madras.

(b) (i) Omitted.

(ii) Appointment, training and condition of service of directly recruited Assistants:-

\*Notwithstanding anything contained in the foregoing rules, the rules in Annexure-IX shall govern the direct recruitment of Assistants in Revenue Department and the rules in Annexure-IX-A shall govern the direct recruitment of Assistants in the Prison Department (Non-technical).

\*[Substituted] (vide G.O.Ms.No.104, P.&A.R. (B) Department, dated 21.07.2010 w.e.f. 06.04.2009).

(iii) Appointment, training and conditions of service of directly recruited Village Administrative Officers:-

Notwithstanding anything contained in the foregoing rules, the rules in Annexure-X shall govern the direct recruitment of Village Administrative Officers.

(iv) Appointment and Conditions of Service of Manager, Assistant Manager and Special Assistant:-

Notwithstanding anything contained in the foregoing rules, the rules in Annexure-XI shall govern the persons appointed as Manager, Assistant Manager and Special Assistant in the Directorate of Vigilance and Anti-Corruption.

(c) Health Services and Family Planning Department (Medical Wing) including the Department of Indian Medicine, the Medical Education Department -- Probation, Seniority, appointment of full members and promotion:-

Notwithstanding anything contained in these rules or in the General Rules, all posts on identical scale of pay in the several categories of the service in the Health Services and Family Planning Department (Medical Wing) including the Department of Indian Medicine and the Medical Education Department the District family Planning, Maternity and Child Health Offices and the Primary Health Centres shall be deemed to constitute a single category for the purposes of such of these rules and of the General Rules as relate to probation, seniority, appointment of full members and promotion.

(d) Service counting for leave and pension in respect of persons transferred from a local fund or municipal institution:-

(a) Any person transferred from a local fund or municipal institution in consequence of the transfer of such institution to the control of the State Government shall not be entitled to count his previous service under any local body for pension, unless--

(i) such service was rendered in a pensionable post or posts and pensionary contributions were being paid on his behalf by such local body; or

(ii) such person was subscribing to a provident fund maintained by such local body; and

(1) such local body agrees to contribute its share of the pension, calculated according to the rule of proportion; and

(2) such person agrees to forego the bonus earned by him in respect of his service under the local body.

(b) Any person transferred from a local fund or municipal institution in consequence of the transfer of such institution to the control of the State Government shall not be entitled to have his leave account credited with the amount of the leave, if any, earned by his prior to such appointment, unless the local body or bodies under which he was employed agree to bear the entire leave salary for the period of the leave so earned, calculated on the average pay of such member at the time of his proceeding on leave.

(e) Training of Audit Assistants in the Local Fund/Audit Department/State Trading Schemes Department:-

Every person selected for appointment to the category of Audit Assistants in the Local Fund Audit Department before the 1st April 1944 and appointed to that category on or after the said date, and every person appointed to the category of Audit Assistants in the State Trading Schemes Department and every person included in the approved list for appointment to that category or recruited by transfer to that category on or after the said date shall, subject to such conditions and for such period as the State Government may, from time to time, lay down, undergo the course of training or instruction prescribed by them, unless he has been specially exempted by the State Government from undergoing such training or instruction. Any person included in the approved list who undergoes the training or instruction satisfactorily shall, if he is

subsequently appointed to that category be allowed to count the period of training or instruction towards his probation.

(f) The periods of service of the staff, who were absorbed from the Government of India in the Industries Department consequent on the transfer of control over the Industrial Training Institutes/Centres from the Government of India to the Industries Department, prior to the 1st November 1956, shall count for purposes of increment, seniority, confirmation, leave and pension to the extent to which they would have counted had they continued to serve under the Government of India and the pay of the existing incumbents as on the 31st October 1956, shall not be adversely affected by this transfer.

(g) Service counting for probation:-

Service rendered as Special Revenue Inspector in the Office of the Director of Harijan Welfare shall count towards probation the category of Junior Assistant.

(h) Transfer of Junior Assistants, Cashiers, Typists and \*Steno-typists Grade-III in the Panchayat Development Unit within the Revenue District shall be made by the Personal Assistant (Panchayat Development) to the Collector. Transfer of ministerial staff other than Junior Assistants, Cashiers, Typists and \*Steno-typists Grade-III in the Panchayat Development Unit within the Revenue District shall be made by the District Collector. Transfer of all ministerial staff in the Panchayat Development Unit from one district to another district within the State shall be made by the Director of Rural Development, Madras.

[\*] (Substituted) (G.O.Ms.No.163, P.&.A.R. (B) Department, dated 19.11.2010 w.e.f. 19.08.1992)

### **39. Special recruitment in 1952:**

Notwithstanding anything contained in these rules or in the General Rules, a person in the Civil Supplies, Textile Control or Settlement of Estates Department or in the Office of the Director of Controlled Commodities, who passes the special examination conducted by the Commission in February or June 1952, shall be eligible for regular appointment as Junior Assistant, Typist or \*Steno-typist Grade-III or to any other post referred to in rule 2, as the case may be, in this service. Such persons shall be appointed, in their due turns, to the posts for which they have been selected with effect from the dates on which they would have been so appointed but for their absence on other duty. They shall commence probation and acquire seniority from the date of their appointment in the concerned departmental units. After such appointment, they shall be permitted to continue in the posts held by them until such time as their services are required and to count only the last continuous spell of their temporary service for increment in the posts to which they were appointed.

[\*] (Substituted) (G.O.Ms.No.163, P.&.A.R. (B) Department, dated 19.11.2010 w.e.f. 19.08.1992)

### **39.A. Special recruitment in 1955**

Notwithstanding anything contained in these rules or in the General Rules, a person in the Department of Civil Supplies or Settlement Estates (including Office of the Commissioner of Land Administration), Office of the Director of Survey and Settlement, Settlement Parties and Office of the Estate Managers but excluding retained ex-estate employees) or Food Production (including the Office of the Engineering Branch) or in the Office of the Late Director of Controlled Commodities and who was specially admitted to the competitive examination conducted by the Tamil Nadu Public Service Commission in October 1955 and who passes the said examination shall be eligible for regular appointment as Junior Assistant, Typist or \*Steno-typist Grade-III or to any other post referred to in rule 2 as the case may be, in this service. Every such person shall be appointed in his due turn to the post for which he is selected by the Commission. He shall commence probation and acquire seniority from the date of the appointment in the departmental unit concerned. The service rendered by him prior to the date of regular appointment shall not count for probation, seniority or increment.

### **39-B. Special recruitment in 1957:-**

A person who passes the special competitive examination to be conducted by the Madras Public Service Commission in January 1957 shall be eligible for appointment to the service as Assistant in the Industries Department. Every such person shall pass the Account Test for Subordinate Officers, Part-I, within the prescribed period of probation in the category of Assistants in the Industries Department.

**39-C. Special recruitment in October 1957:-**

Notwithstanding anything contained in these rules or in the General Rules, any person retrenched from the Survey Department who is specially admitted to the competitive examination to be conducted by the Madras Public Service Commission in October 1957 and who passes the said examination shall be eligible for regular appointment as a Junior Assistant, Typist or \*Steno-typist Grade-III or to any other post referred to in rule 2, as the case may be, in the service. Every such person shall be appointed in his due turn to the post for which he is selected by the Commission. He shall commence probation and acquire seniority from the date of such appointment in the departmental unit concerned. The service rendered by him prior to the date of his regular appointment shall not count for probation, seniority or increment.

[\*] (Substituted) (G.O.Ms.No.163, P.&.A.R. (B) Department, dated 19.11.2010 w.e.f. 19.08.1992)

**39-D. Special recruitment in 1959:-**

A person, who passes the special competitive examination to be conducted by the Madras Public Service Commission in October 1959, shall be eligible for appointment to the service as Assistant or Store-keeper, as the case may be, in the Industries Department, every such person shall pass the Account Test for Subordinate Officers, Part-I, within the prescribed period of probation in the category of Assistants or Store-keepers, as the case may be, in the Industries Department.

**39-E. Special recruitment in October 1959:-**

A person, who passes the special competitive examination conducted by the Madras Public Service Commission in October 1959, shall be eligible for appointment to the service as Assistant in the Fisheries Department. Every such person shall pass the Account Test for Subordinate Officers, Part-I, within the prescribed period of probation in the category of Assistant in the Fisheries Department.

**39-F(1). Special recruitment of temporary Junior Assistants and Settlement Inspectors in the Settlement Department:-**

Notwithstanding anything contained in these rules or in the General Rules, a temporary Junior Assistant or Settlement Inspector in the Settlement Department who is specially admitted to the competitive examination conducted by the Madras Public Service Commission and who passes the said examination, shall be eligible for regular appointment as Junior Assistant, Typist or \*Steno-typist Grade-III or to any other post referred to in rule 2, as the case may be, in the service. Every such person shall be appointed in his due turn to the post for which he is selected by the Commission. He shall commence probation with effect from the date of his joining duty and acquire seniority with reference to the approved list in the departmental unit concerned. The service rendered by him prior to the date of his regular appointment shall not count for promotion, seniority or increment.

[\*] (Substituted) (G.O.Ms.No.163, P.&.A.R. (B) Department, dated 19.11.2010 w.e.f. 19.08.1992)

(2) Sub-rule (1) shall cease to have effect after the competitive examination for recruitment to the Madras Ministerial Service conducted by the Madras Public Service Commission is held in 1971.

**39-G. Special recruitment in 1962:-**

Notwithstanding anything contained in these rules or in the General Rules, a person in the Madras Survey and Land Records Subordinate (Temporary) Service, who has passed V Form and has put in not less than two years of service, on the date of submission of application to the Madras Public Service Commission, shall be eligible for admission to the competitive examination to be conducted by the Madras Public Service Commission in October 1962. Every such person who passes the said examination shall be eligible for regular appointment as a Junior Assistant, Typist or @Steno-typist Grade-III or to any other post referred to in rule 2, as the case may be, in the service and shall be appointed in his due turn to the post for which he is selected by the Commission. He shall commence his probation with effect from the date of his joining duty and acquire seniority with reference to the approved list in the departmental unit concerned. The service rendered by him prior to the date of his regular appointment shall not count for probation, seniority or increment.

[@] (Substituted) (G.O.Ms.No.163, P.&.A.R. (B) Department, dated 19.11.2010 w.e.f. 19.08.1992)

**39-H. Special recruitment of Temporary Junior Assistants in the Survey and Land Records Department:-**

Notwithstanding anything contained in the rules or in the General Rules, a temporary Junior Assistant in the Survey and Land Records Department (including Survey Parties, Range Offices and Central Survey Office) who has put in not less than two years of service, on the date of submission of application to the Madras Public Service Commission, shall be eligible for admission to the competitive examination to be conducted by the Madras Public Service Commission in October 1962. Every such person who passes the said examination shall be eligible for regular appointment as a Junior Assistant, Typist or \*Steno-Typist Grade-III or to any other post referred to in rule 2, as the case may be, in the service and shall be appointed in his due turn to the post for which he is selected by the Commission. He shall commence his probation with effect from the date of his joining duty and acquire seniority with reference to the approved list in the Departmental Unit concerned. The service rendered by him prior to the date of his regular appointment shall not count for probation, seniority and increment.

[\*] (Substituted) (G.O.Ms.No.163, P.&.A.R. (B) Department, dated 19.11.2010 w.e.f. 19.08.1992)

**39-I. Special Recruitment of Temporary Staff in Survey Department Governed by the Survey and Land Records Subordinate (Temporary) Service Rules:-**

(1) Notwithstanding anything contained in these rules or in the General Rules, a person of the Survey and Land Records Department governed by the Survey and Land Records Subordinate (Temporary Service Rules) who has put in not less than two years of service on the date of submission of his application to the Madras Public Service Commission, shall be eligible for admission to the competitive examinations to be conducted by the Madras Public Service Commission, in October 1965 and in October in 1966.

(2) Every such person who passes the said examinations shall be eligible for regular appointment as a Junior Assistant, Typist or \*Steno-Typist Grade-III or to any other post referred to in rule 2 as the case may be, in the service and shall be appointed in his due turn to the post for which he is selected by the Commission.

[\*] (Substituted) (G.O.Ms.No.163, P.&.A.R. (B) Department, dated 19.11.2010 w.e.f. 19.08.1992)

(3) Such person shall commence his probation with effect from the date of his joining duty and acquire seniority with reference to the approved list in the departmental unit concerned. The service rendered by him prior to the date of his regular appointment shall not count for probation, seniority or increment.

**39-J. Special recruitment of temporary Junior Assistants and Typists in the Survey and Land Records Department:-**

Notwithstanding anything contained in these rules or in the General Rules, a temporary Junior Assistant in the Survey and Land Records Department (including Survey Parties, Range Offices and Central Survey Office) who has put in not less than two years of service, on the date of submission of application to the Madras Public Service Commission shall be eligible for admission to the competitive examination to be conducted by the Madras Public Service Commission in December 1965. Every such person who passes the said examination shall be eligible for regular appointment as a Junior Assistant, Typist or Steno-typist Grade-III or to any other post referred to in rule 2, as the case may be in the service and shall be appointed in his due turn to the post for which he is selected by the Commission. He shall commence his probation from the date of his joining duty PA acquire seniority with reference to the approved list in the Departmental Unit concerned. The service rendered by him prior to the date of his regular appointment shall not count for probation, seniority or increment.

**39-K. Special recruitment of temporary Junior Assistant and Typists in the Survey and Land Records Department:-**

Notwithstanding anything contained in these rules or in the General Rules, a temporary Junior Assistant or Typist in the Survey and Land Records Department (including Survey Parties, Range Offices and Central Survey Office) who has put in not less than two years of service on the 30th August, 1966, shall be eligible for admission to the competitive examinations to be conducted by the Madras Public Service Commission in 1966, 1967 and 1968. Every such person who passes the said examination shall be eligible for regular appointment as a Junior Assistant, Typist or \*Steno-typist Grade-III or to any other post referred to in rule 2, as the case may be, in the service and shall be appointed in his due turn to the post for which he



is selected by the Commission. He shall commence his probation from the date of his joining duty and acquire seniority with reference to the approved list in the Departmental Unit concerned. The service rendered by him prior to the date of his regular appointment shall not count for probation, seniority or increment.

[\*] (Substituted) (G.O.Ms.No.163, P.&.A.R. (B) Department, dated 19.11.2010 w.e.f. 19.08.1992)

**39-L. Special recruitment of temporary Junior Assistants and Typists in the Survey and Land Records Department:-**

Notwithstanding anything contained in these rules or in the General Rules, a temporary Junior Assistant or Typist in the Survey and Land Records Department who has not put in five years of service as on the 1st January 1969 and who has put in a minimum period of two years of service (which need not necessarily be continuous) on the date of submission of the application to the Tamil Nadu Public Service Commission, shall be eligible for admission to the competitive examination to be conducted by the Tamil Nadu Public Service Commission in 1972 and 1973. Successful candidates shall be allotted by the Commission with reference to their position in the examination list, if their turn is reached, to a departmental unit taking into account the order of preference expressed by them in their applications and in accordance with the order of rotation prescribed in rule 22 of the General Rules for the Tamil Nadu State and Subordinate Services. He shall commence his probation from the date of his joining duty and acquire seniority with reference to the approved list in the Departmental Unit concerned. The service rendered by him prior to the date of his regular appointment shall not count for probation, seniority or increment.

**ANNEXURE-I**  
**(Referred to in rule 5)**

**SELECTION CATEGORIES AND GRADES**

**Section A - Selection Categories**

**Agriculture Department**

1. Office of the Director of Agriculture--
  - (i) Manager.
  - (ii) Superintendents.
  - (iii) Assistant employed as Personal Clerk.
2. Commercial Accountant, Government Industrial Engineering Workshop, Madras.
3. Assistants in the Offices of the Agricultural Department.

**Agricultural Income-tax Department**

Office of the Board of Revenue (Agricultural Income-tax) and its Subordinate Offices.

- (i) Superintendents.
- (ii) Assistants.

**Animal Husbandry Department**

1. Office of the Director of Animal Husbandry--
  - (i) Manager.
  - (ii) Superintendents.
  - (iii) Assistants.
2. Livestock Research Station, Hosur Cattle Farm--  
Accountant
3. Office of the Institute of Veterinary Preventive Medicine--
  - (i) Commercial Accountant.
  - (ii) Accountant.
4. Office of the Poultry Development Officer--  
Head Clerk.
5. District Veterinary Offices--  
Head Clerks
6. Assistant Statistical Investigator in the Statistical Branches of the Animal Husbandry Department.

**Backward Classes Department**

1. Superintendents.
2. Assistants.

**Cinchona Department**

1. Superintendents.
2. Accountants.
3. Assistants.

**Collegiate Education Department**

1. Superintendents.
2. Assistants.
3. Librarian, Government Oriental Manuscript Library.
4. Assistant Librarian, Government Oriental Manuscripts Library.

**Commercial Taxes Department**

**1. Office of the Commissioner of Commercial Taxes.**

- (i) Superintendents.
- (ii) Assistants.

**2. Offices of the Deputy Commissioners of Commercial Taxes and Subordinate Offices.**

- \* (i) Assistants.

\* [Substituted vide G.O.Ms.No. 183, P & A.R.(B) Department, dt. 19-9-2000 w.e.f. 27-3-1987]

**3. Office of the Tamil Nadu Sales Tax Appellate Tribunal including additional benches and Tamil Nadu Agricultural Income Tax Appellate Tribunal.**

- (i) Superintendent
- (ii) Junior Accountant.
- (iii) Assistant.

**Director of Government Examinations**

1. Superintendents.
2. Accountant.
3. Assistants.

**Department of Correctional Administration**

1. Superintendent, Office of the Director of Correctional Administration.
2. Office Managers, Government Approved Schools.

**Office of the District Election Officer, Madras City**

1. Superintendent.
2. Assistant.

**\* Department of Economics and Statistics**

1. Superintendents.
2. Assistants.

\*[Substituted] (Vide G.O.Ms.No.220, P & AR (B) Dept., dt.19.12.2001 w.e.f. 8.2.1996)

**Dairy Development Department**

- (i) Superintendents.
- (ii) Commercial Accountant Grade I.
- (iii) Commercial Accountant Grade II.
- (iv) Assistants including Accountant, Cashier, Store-Keeper in the same grade of Assistant.

**Office of the Commissioner of Civil Supplies**

- 1. Superintendents.
- 2. Assistants.

**Department of Legal Studies**

- 1. Manager.
- 2. Head Clerk.
- 3. Assistant.
- 4. Accountant

**\*Directorate of Tamil Development**

- (i) Superintendents.
- (ii) Assistants.

**\* Directorate of Vigilance and Anti-Corruption**

- 1. Superintendents.
- 2. Assistants.

\*[Inserted] (vide G.O.Ms.No.116, P.&.A.R. (B) Department, dated 6.5.1997 w.e.f. 5.5.1978).

**Electrical Inspectorate**

**Office of the Chief Electrical Inspector to Government.**

- 1. Superintendents.
- 2. Assistants.

**Employment and Training Department**

**Employment Branch**

Assistants.

**Training Branch**

- 1. Superintendents.
- 2. Office Managers.
- 3. Auditor.
- 4. Assistants.

5. Accountants.

6. Store-Keepers in the Scale of Pay of Rs. 705-20-745-25-845-35-1230 and above.

**Fire Service Department**

1. Superintendents in the Office of the Director of Fire Service and Subordinate Offices.

2. Assistants.

**Fisheries Department**

1. Superintendents.

2. Accountants.

3. Assistants.

**Tamil Nadu Forensic Science Laboratory**

1. Superintendent.

2. Assistant including Assistant-Cum-Cashier.

**Forest Department**

\* 1. Superintendents in the Offices of :-

- (i) Principal Chief Conservator of Forests;
- (ii) Chief Conservator of Forests;
- (iii) Conservator of Forests;
- (iv) District Forest Officers;
- (v) Divisional Forest Officers.

2. Junior Accountants and Assistants in the Forest Department";

\*[Substituted] (vide G.O.Ms.No. 124, P & A.R.(B) Department, dt. 1-4-2004)

**Government Museums and Connemara Public Library**

1. Government Museum, Madras.

(i) Head Clerk.

(ii) Store-Keeper.

2. Connemara Public Library.

Manager.

**Adi Dravidar and Tribal Welfare Department**

1. Superintendents.

2. Assistants.

**Medical Services and Family Welfare Department**

**Medical Wing:-**

1. Superintendents, Office of the Director of Health Services and Family Planning.

2. Accountants.

3. Assistant Lay Secretaries.
4. Manager, Employees State Insurance Hospital.
5. Assistants other than the Examiner in the Office of the Director of Medical Services and Family Welfare Department (including Cash-Keeper and Tour Clerk to the Director of Medical Services and Family Welfare Department)
6. Assistants, Head Clerks, Medical Store-keepers (non-technical Cashiers, Accountants, Linen Keepers, Provision Store-keepers, Hospital Stoppages Clerks etc. in the city and mofussil medical institutions in the scale of Rs.705-20-745-25-845-35-1230.

**Medical Education Department**

1. Office Superintendents and Assistant Lay Secretaries.
2. Managers.
- 2A. Commercial Accountant.
3. Assistants (including the Tour Clerks to the Director of Medical Education)

**\*Motor Vehicles Maintenance Department**

1. Superintendent.
2. Assistants.

\*[Inserted] (vide G.O.Ms.No.57, P.&.A.R. (B) Department, dated 1.2.1996 w.e.f. 1.3.1959).

**Highways and Rural Works Department**

- (i) Managers of the Office of the Superintending Engineer.
- (ii) Superintendents in the Office of the Chief Engineer (Highways and Rural Works) and all other branches of the Office of the Superintending Engineers and Divisional Engineers.
- (iii) Assistants in all Offices in the Department.

**Hindu Religious and Charitable Endowments (Administration) Department**

1. Superintendents.
2. Managers.
3. Inspectors..
4. Assistants.

**The Governor's Household**

**Office of the Comptroller, Governor's Household--**

- (i) Superintendent.
- (ii) Cashier.
- (iii) House Steward, Governor's Household.
- (iv) Assistant.
- (v) Assistant House Steward, Governor's Household.

**Industries Department**

1. Managers in the Offices of

- (i) Director of Industries and Commerce.
  - (ii) Chemical Testing and Analytical Laboratory, Madras.
  - (iii) Subordinate Offices and
  - (iv) Assistant Director of Industries and Commerce, Dharmapuri.
2. Accounts Assistants.
  3. Superintendents
  4. Auditor.
  5. Commercial Accountants.
  6. Head Clerks; Assistants/Accountants and Storekeepers in the scale of Rs.705-20-74525-845-35-1230.
  7. Assistant employed as Personal Clerk.

**Office of the Director of Municipal Administration**

1. Manager.
2. Superintendents.
3. Assistants.
4. Assistant employed as Personal Clerk.

**Jail Department (including Borstal School)**

1. Office Managers, Grade-I, and Grade-II, Superintendents.
2. Office of the Chief Probation Superintendent--  
Superintendent.
3. Central Jail, Coimbatore--  
Store Keepers.
4. Assistants.

**Labour Department**

1. Manager.
2. Superintendents.
3. Accountants.
4. Assistants.

**Tamil Nadu Archives**

1. Grade A - Superintendents.
2. Research Assistant; and

3. Grade B - Superintendent.

**National Cadet Corps**

1. Superintendents.

2. Assistants.

**Panchayat Development Department**

I. Office of the Director of Rural Development including Offices of Tamil Nadu Local Administration Radio and Television Maintenance Organisation in Madras.

II. Panchayat Development Branches in the Collectorate, Divisional Development Offices, Panchayat Union Offices, Rural Extension Training Centres and Tamil Nadu Local Administration Radio and Television Maintenance Organisation Offices taken together in each Revenue District.

(1) Assistants and Accountants.

(2) Rural Welfare Officers, Grade-I.

**Police Department**

1. Superintendents.

2. Superintendents (Cash)

3. Assistants.

**Port Department**

Office of the State Port Officer, Madras and other Port Offices at Outports--

Superintendents.

**Public Health and Preventive Medicine Department**

1. Superintendents.

2. Accountants.

3. Assistants.

**Public Health Engineering and Municipal Works**

**1. Office of the Chief Engineer, Public Health Engineering and Municipal Works.**

(i) Superintendents.

(ii) Assistants.

**2. Public Health Engineering Circle Offices:**

(i) Superintendents.

(ii) Managers.

(iii) Office Assistants.

(iv) Assistants.



**3. Public Health Engineering Division Officers--**

(i) Assistants.

**4. Public Health Engineering Sub-Division Offices:**

(i) Assistants.

**Public Works Department**

**1. Office of the Chief Engineers in all branches--**

(i) Managers.

(ii) Superintendents.

(iii) Assistants.

**2. Offices of the Superintendent Engineers in all branches--**

(i) Superintendents.

(ii) Assistants.

**3. Offices of the Executive Engineers and Assistant Executive Engineers in all branches--**

Assistants.

**4. Offices of the Chief Inspector of Boilers and Assistant Inspector of Boilers in the Boiler Branch--**

(i) Superintendents.

(ii) Assistants.

**Registration Department**

1. Assistants.

2. Junior Assistants.

**Rehabilitation Department**

1. Superintendents.

2. Assistants.

3. Assistant employed as Personal Clerk.

**Public (Information and Public Relations) Department**

Assistants in the Institute of Film Technology.

**Public Libraries Department**

1. Superintendents.
2. Assistants.

**Revenue Department**

**\* 1. Office of the Commissioner of Revenue Administration--**

- (i) Superintendents
- (ii) Private Secretary to the Commissioner of Revenue Administration.
- (iii) Assistants
- (iv) Personal Assistant in the Department of the Commissioner of Revenue Administration.

\* [Substituted] (vide G.O.Ms.No. 152, P & A.R.(B) Department, dt. 19-12-2002 w.e.f. 26-03-1981)

**2. Collectorates and Subordinate Offices--**

- (i) Huzur Head Accountants.
- (ii) Second Accountants in Collectors' Offices and Huzur Second Assistants.
- (iii) Assistants.
- (iv) Fair copying Superintendents in Collectors' Offices.

**Explanation:** The Madras Collectorate includes besides the Madras Taluk Office, the Office of the Pay Master, Carnatic Stipends.

**Land Administration Department**

- (i) Superintendents;
- (i) (A) Private Secretary to the Commissioner of Land Administration;
- (ii) Assistants;
- (ii) (A) Personal Assistants in the Office of the Commissioner of Land Administration.

**Land Reforms Department**

**1. Office of the Director of Land Reforms,-**

- (i) Superintendents.
- (ii) Assistants.

**2. Office of the Director of Urban Land Ceiling and Urban Land Tax and the Offices of the Assistant Commissioners of Urban Land Tax,—**

- (i) Superintendents.
- (ii) Assistants; and
- (iii) Assistants employed as Personal Clerk.

**School Education Department**

1. Superintendents.
2. Head Clerks.
3. Assistants.

**Revenue Settlement Parties**

1. Head Clerks.
2. Head Accountants.
3. Assistants.

**Social Welfare Department**

1. Superintendent.
2. Assistant.

**Department of Ex-servicemen's Welfare**

**(i) Directorate of Ex-servicemen's Welfare.**

- (a) Superintendent.
- (b) Accountant.
- (c) Assistants.

**(ii) Office of the Assistant Director of Ex-Servicemen's Welfare.**

Assistants.

**Stationery and Printing Department**

1. Manager, Stationery Office.
2. Superintendents.

Provided that upto and inclusive of the 10th May 1964 reference to the Superintendents shall be construed as references to Office Assistants.

3. Office Manager, Government Press.
4. Superintendent, Commercial Accounts Section.
5. Store Keeper, Publication Store.
6. Assistants.
7. Chief Cash Keeper.
8. Assistant employed as Personal Clerk.

**Survey and Land Records Department**

1. Superintendents.
2. Assistants.

**Technical Education Department**

1. Office Managers.
2. Superintendents.
3. Accountants.
4. Head Clerks.
5. Assistants.
6. [Omitted] (vide GO Ms.No.94,P.&A.R.(B) Dept. dt. 18-04-2007 w.e.f. 24-03-2005)

**Town and Country Planning Department**

- i. Superintendent.
- ii. Assistants.

**Tamizhaqam Guest House, Udhaqamandalam**

Accountant.

**Tamil Nadu House, New Delhi**

Accountant.

**Town Panchayat Department**

Head Clerks.  
Assistants  
Revenue Inspectors.

**Transport Department**

**1. Office of the Transport Commissioner, Madras--**

- i. Superintendent.
- ii. Accountant.
- iii. Assistants.

**2. Regional Transport Offices--**

- i. Superintendent.
- ii. Head Clerk.
- iii. Accountants.
- iv. Assistant.

**Treasury and Accounts Department**

Accountant.

**Tribunal/Commissioner for Disciplinary Proceedings**

1. Superintendent.
2. Assistants.

**Veterinary Education and Research Department**

**Office under the control of the Director of Veterinary Education and Research and Dean, Madras Veterinary College.**

- i. Superintendents.
- ii. Accountant.
- iii. Assistants.

.....

**SECTION B - SELECTION GRADES.**

**Collegiate Education Department**

Superintendents.

**Commercial Taxes Department**

Superintendents in the Office of the Commissioner of Commercial Taxes.

**Commissioner for Government Examination**

Assistants.

**Adi Dravidar and Tribal Welfare Department**

Superintendent in the Office of the Director of Adi Dravidar and Tribal Welfare.

**Police Department**

Superintendents

**Revenue Department**

Superintendents in the Office of the Commissioner for Revenue Administration.

\*Private Secretary to the Commissioner of Revenue Administration.

\* [Substituted] [vide G.O.Ms.No. 152, P & A.R.(B) Department, dt. 19-12-2002 w.e.f. 26-03-1981]

**School Education Department**

Superintendent.

**Land Administration Department**

Superintendents in the Office of the Commissioner of the Land Administration.

Private Secretary to the Commissioner of Land Administration.

Superintendents in the Office of the Director of Settlement, Madras.

**Land Reforms Department**

Superintendents in the Office of the Director of Land Reforms.

**ANNEXURE-II**  
**(Referred to in rule 10)**

**APPOINTING AUTHORITY**

	<b><u>Category and Posts</u></b>	<b><u>Appointing Authority</u></b>
	(1)	(2)
	<b><u>AGRICULTURE DEPARTMENT</u></b>	
<b>1.</b>	<b><u>Office of the Director of Agriculture, Madras.-</u></b>	
	<b><u>Non-Security</u></b>	
(i)	Manager and Superintendents	Additional Director of Agriculture (Personnel and Planning)
(ii)	Assistants	Additional Director of Agriculture (Personnel and Planning)
(iii)	Junior Assistants, Typists and Steno-Typists Grade-III.	Senior most Administrative Officer in the Office of the Director of Agriculture.
(iv)	Assistant employed as Personal Clerk	Additional Director of Agriculture (Personnel and Planning)
	<b><u>Security</u></b>	
(i)	Depot Manager-Grade - I	Additional Director of Agriculture (Personnel and Planning)
(ii)	Depot Manager - Grade - II	
<b>2.</b>	<b><u>Other Offices.-</u></b>	
	<b><u>Non-Security</u></b>	
(i)	Superintendents	Additional Director of Agriculture (Personnel and Planning)/ Deputy Director incharge of region concerned.
(ii)	Commercial Accountant.	Additional Director of Agriculture (Personnel and Planning)
(iii)	Assistants.	Additional Director of Agriculture (Personnel and Planning)/ Deputy Director incharge of region concerned.  Provided that the Additional Director of Agriculture (Personnel and Planning)/Deputy Director incharge of the region concerned shall exercise the power of transfer, posting, declaration of probation within their jurisdiction.
(iv)	Junior Assistants Typists and Steno-typists Grade-III.	Head of Offices.
	<b><u>Security</u></b>	
(i)	Depot Manager-Grade-I	Additional Director of Agriculture (Personnel and Planning)  Provided that the Unit Officers namely, Deputy Directors of Agriculture/Programme Director, Thanjavur/Director, Agricultural Experiment Institute, Kudumiamalai and Project Officer, Nilgiris Agricultural Development Project, Ooty, shall exercise the power of transfer, posting, declaration of of probation within their jurisdiction.

(ii)	Depot Manager - Grade - II	Unit Officers namely, Deputy Directors of Agriculture, Programme Director, Thanjavur, Director, Agricultural Experiment Institute, Kudumiamalai and Project Officer, Nilgiris Agricultural Development Project, Ooty within their respective jurisdiction.  Provided that the appointment shall be made from a list of eligible candidates approved by the Additional Director of Agriculture (Personnel and Planning).
(iii)	Depot Manager - Grade-III	Heads of Offices from among the list of candidates allotted by the Unit Officer.
<b><u>AGRICULTURAL INCOME TAX DEPARTMENT</u></b>		
All members of the Service	Commissioner of Agricultural Income-Tax.	
<b><u>MARKET COMMITTEES</u></b>		
Junior Assistants, Steno-Typists Grade-III and Typists.	Secretary of the Market Committee concerned.	
<b><u>ANIMAL HUSBANDRY DEPARTMENT</u></b>		
1	<b><u>Office of the Director of Animal Husbandry</u></b>	
All members other than Junior Assistants and Typists	Director of Animal Husbandry.	
Junior Assistants and Typists.	Personal Assistant to the Director of Animal Husbandry.	
2	<b><u>Institute of Veterinary Preventive Medicine, Ranipet—</u></b>	
Commercial Accountant and Accountant.	Director of Animal Husbandry.	
Junior Assistants, Store-Keeper and Typist.	Superintendent of the Institute.	
3	<b><u>Office of the Poultry Development Officer, Madras--</u></b>	
Head Clerk	Director of Animal Husbandry.	
Junior Assistant and Typist	Poultry Development Officer.	
4	<b><u>Office of the Superintendent, Livestock Research Station, Hosur</u></b>	
Accountant	Director of Animal Husbandry.	
Junior Assistant, Typist and Store-keeper.	Superintendent, Livestock Research Station, Hosur.	
5	<b><u>District Veterinary Offices</u></b>	
Head Clerks	Director of Animal Husbandry.	

	Junior Assistants and Typists.	District Veterinary Officer concerned.  Provided that the authority competent to make transfers from the jurisdiction of one appointing authority that of another shall be the Director of Animal Husbandry.
6	<b><u>Office of the Veterinary Disease Investigation Officer. (Cattle), Ranipet</u></b>	
	Junior Assistant	Veterinary Disease Investigation Officer, (Cattle).
7	<b><u>Office of the Veterinary Disease Investigation Officer (Poultry)</u></b>	
	Junior Assistant	Veterinary Disease Investigation Officer, (Poultry).
8	Assistant Statistical Investigators in the Statistical Branch of the Animal Husbandry Department.	Joint Director of Animal Husbandry (Statistics).  Provided that transfers shall be made by the Additional Director of Animal Husbandry.
	<b><u>BACKWARD CLASSES DEPARTMENT</u></b>	
	All members of the Service.	Director of Backward Classes.
	<b><u>ARCHAEOLOGICAL DEPARTMENT</u></b>	
	All members of the Service.	Director of Archaeology.
	<b><u>CINCHONA DEPARTMENT</u></b>	
1.	<b><u>Office of the Director, Cinchona Department</u></b>	
	All members of the Service	Director, Cinchona Department.
2	<b><u>Subordinate Offices</u></b>	
(a)	Superintendent and Assistants	Director, Cinchona Department.
(b)	Junior Assistants in the office of the Manufacturing Chemist.	Manufacturing Chemist.
(c)	Junior Assistants and Typists in the Office of the Superintendents of the Cinchona Plantations and in their Subordinate offices	Superintendent concerned.  Provided that the authority competent to make transfer from the jurisdiction of one appointing authority to that of another shall be the Director, Cinchona Department.
(d)	Junior Assistant in the Office of the Sales Manager	Sales Manager
	Provided further that for the purpose of appointment as full member of approved probationers in the respective categories of Junior Assistants and Typists, the entire Cinchona Department shall be the unit, and such appointment shall, in all cases, be made by the Director, Cinchona Department.	
	<b><u>COLLEGIATE EDUCATION DEPARTMENT</u></b>	
1	Superintendents, Assistants, in the Department and all other posts in the Office of the Director of Collegiate Education.	Deputy Director of Collegiate Education (Personnel) or Joint Director of Collegiate Education (Personnel) as the case may be.



		Provided that during the period from 21st May 1965 to 6th August 1967 and from 7th August 1967 to 5th May 1974 the Joint Director of Higher Education or Deputy Director of Higher Education and Joint Director of Collegiate Education or Deputy Director of Collegiate Education shall respectively be construed as appointing authority.
2	*Librarian and Assistant Librarian, Government Oriental Manuscripts Library and Research Centre.	Deputy Director of Collegiate Education (Personnel) or Joint Director Director of Collegiate Education (Personnel) as the case may be.
	Provided that for the periods specified in Column (1) of the Table below, the officers specified in corresponding entries in Column (2) shall be construed as appointing authorities.	
	*[Substituted vide G.O.Ms.No. 338, P & A.R.(B) Department, dt. 13-9-2004 w.e.f. 13-3-2002]	
<b><u>THE TABLE</u></b>		
	<b>Period (1)</b>	<b>Appointing Authority (2)</b>
	From 21-5-65 to 19-8-66 (both days inclusive).	Deputy Director of Higher Education or Joint Director of Higher Education.
	From 20-8-66 to 3-9-68 (both days inclusive)	Deputy Director of School Education or Joint Director of School Education.
	From 4-9-68 to 23-10-69 (both days inclusive)	Deputy Director of Collegiate Education or Joint Director of Collegiate Education.
	From 24-10-69 to 31-7-72 (both days inclusive)	Joint Director of School Education.
	From 1-8-72 to 8-7-76 (both days inclusive)	Director of Public Libraries.
3	*Junior Assistants Typists and Steno-typists Grade-III in Government Oriental Manuscripts Library and Research Centre.	Curator, Government Oriental Manuscripts Library and Research Centre.
	*[Substituted] (vide G.O.Ms.No. 338, P & A.R.(B) Department, dt. 13-9-2004 w.e.f. 13-3-2002)	
4	Junior Assistants, Typists, Steno-typists Grade-III, Store-keepers and Clerical Librarians in Govt. Colleges.	Principal of the Government College concerned.
5	Junior Assistants Typist and Steno-typist Grade-III in the Office of the Deputy Director of Collegiate Education of the Regions.	Deputy Director of Collegiate Education of the Region concerned.  Provided that on and from the 1st December 1979, the authority competent to transfer Assistants, Junior Assistants, Typists and Steno-typists Grade-III from one College/Office except Directorate to another College/Office within the Region shall be the Deputy Director of Collegiate Education of the Region concerned.
<b><u>COMMERCIAL TAXES DEPARTMENT</u></b>		
1.	<b><u>Office of the Commissioner of Commercial Taxes—</u></b>	
	All members of the Service	*Joint Commissioner-I, Office of the Commissioner of Commercial Taxes.
	*(Substituted in G.O.Ms.No.183, P&AR (B) Department, dt.19-9-2000]	

2.	<b><u>Office of Deputy Commissioner of Commercial Taxes-</u></b>	
All members of the Service.	(i) Deputy Commissioner of Commercial Taxes concerned except Madras (North) and Madras (South) Divisions.	
	(ii) Deputy Commissioner of Commercial Taxes, Madras (South) in respect of Madras (North) and Madras (South) Divisions.	
3.	<b><u>Offices of the Appellate Assistant Commissioners of Commercial Taxes--</u></b>	
All members of the Service	Appellate Assistant Commissioner of Commercial Taxes concerned.	
4.	<b><u>Offices of Commercial Tax Officers and Subordinate Offices—</u></b>	
All members of the Service including Gujarathi Knowing Assistants.	<p>Commercial Tax Officer concerned:</p> <p>Provided that temporary appointment under General Rule 10(a)(i) may be made by the Deputy Commercial Tax Officer or the Assistant Commercial Tax Officer concerned:</p> <p>* Provided further that the authority competent to make transfers of Assistants, Junior Assistants, Typists and Steno-typists Grade-III from one Division to another or from a division to the office of the Commissioner of Commercial Taxes and from the office of the Commissioner of Commercial Taxes to the division, shall be the Joint Commissioner (Administration), office of the Commissioner of Commercial Taxes:</p> <p>Provided also that the authority competent to make transfers of Gujarathi knowing Assistants from one division to another division shall be the Joint Commissioner (Administration), Office of the Commissioner of Commercial Taxes:</p> <p>Provided also that the authority competent to prepare the annual list of approved candidates for appointment to the post by promotion and by recruitment by transfer shall be the appointing authority or the authority nominated for this purpose by the Head of the Department.</p>	
	* [Substituted in G.O.Ms.No.183, P&AR (B) Deptt. dated.19-9-2000 w.e.f. 2.6.1992]	
5.	<b><u>Offices of the Tamil Nadu Sales Tax Appellate Tribunal, including Additional Benches—</u></b>	
(i)	Superintendents/ Junior Accountant and Assistants.	Chairman, Tamil Nadu Sales Tax Appellate Tribunal.
(ii)	Junior Assistants / Steno-typists Grade-III and Typists.	The Secretaries of the respective Branches of the Tamil Nadu Sales Tax Appellate Tribunal.
	Provided that the authority competent to transfer from the offices under the control of one appointing authority to those under the control of another, shall be the Chairman, Tamil Nadu Sales Tax Appellate Tribunal.	
6.	<b><u>Office of the Tamil Nadu Agricultural Income Tax Appellate Tribunal</u></b>	
All members of the Service.	The Secretary of the Tamil Nadu Agricultural Income Tax Appellate Tribunal.	

<b><u>DIRECTOR OF GOVERNMENT EXAMINATIONS</u></b>		
1	Superintendents, Assistants and Accountants in the Directorate of Government Examinations, Madras including Regional Offices.	Joint Director of Government Examinations.
2	Junior Assistants and Typists in the Directorate of Government Examinations.	Secretary to the Director of Government Examinations..
3	Junior Assistants and Typists in the Regional Directorate of Government Examinations.	Regional Deputy Director of Government Examinations of the respective Regions.
<b><u>OFFICE OF THE DISTRICT ELECTION OFFICER, MADRAS CITY-</u></b>		
	Superintendents, Assistants, Junior Assistants and Typist	District Election Officer, Madras City.
<b><u>OFFICE OF THE COMMISSIONER OF CIVIL SUPPLIES AND CONSUMER PROTECTION INCLUSIVE OF SUBORDINATE OFFICES UNDER ITS CONTROL.</u></b>		
	All members of the Service	Deputy Commissioner of CivilSupplies - II.
<b><u>CONNEMARA PUBLIC LIBRARY</u></b>		
	Manager, Assistants / Junior Assistants.	Director of Public Libraries.
<b><u>COOPERATIVE DEPARTMENT</u></b>		
	Junior Assistants and Typists in the Registrar of the Cooperative Societies.	Personal Assistant to the Registrar of Cooperative Societies.
	Junior Assistants and Typists in the Office of Deputy Registrars.	Deputy Registrar of Co-operative Societies concerned.  Provided that --  (1) for the purpose of appointment of approved probationer's in all offices in the Department as full members of the service the provisions of sub-rule (a) of General Rule 31 shall apply to the jurisdiction of the Joint Registrar taken as the unit and such appointment shall, in all cases, be made by the Joint Registrar; and  (2) transfers from the office of the Registrar to the office of the Deputy Registrar of Co-operative Societies and vice versa or from the office of the Deputy Registrar of Co-operative Societies to that of another shall be made by the Joint Registrar.

**DEPARTMENT OF CORRECTIONAL ADMINISTRATION**

(1) **Office of the Director of Correctional Administration—**

All members of the Service.

Director of Correctional Administration.

(2) **Government Approved Schools for Boys—**

(i) Office Managers

Director of Correctional Administration.

(ii) Other members of the Service

Superintendent concerned.

Provided that the Office of the Director of Correctional Administration and Government approved schools for boys in the Department of Correctional Administration shall form one unit for the purpose of application of the General Rules governing determination of suitability for full membership and appointment as full members.

**DAIRY DEVELOPMENT DEPARTMENT**

(a) Superintendents and Commercial Accountant Grade I in all offices.

Commissioner for Milk Production and Dairy Development, Madras.

(b) Assistants including Accountant, Commercial Accountant Grade II Store-keeper and Cashier in the same grade of post.

Deputy Milk Commissioner (Administration) Office of the Commissioner of Milk Production and Dairy Development, Madras.

(c) Junior Assistants including Assistant Cashiers and Assistant Store-keepers in the same grade Typists, Steno-typists Grade-III in all offices except the offices of the Deputy Registrar (Dairying) Erode and the Project Officer, Milk Project, Madurai

Deputy Milk Commissioner (Administration) Office of the Commissioner for Milk Production and Dairy Development, Madras.

(d) Junior Assistants including Assistant, Cashiers and Assistant Store-keeper in the same grade, Typists, Steno-typists Grade-III in the Office of the Project Officers, Milk Project, Madurai.

Project Officer, Milk Project, Madurai.  
Appointment of full members - Deputy Milk Commissioner (Administration), Office of the Commissioner for Milk Production and Dairy Development, Madras.

(e) Junior Assistants including Assistant Cashiers and Assistant Store-keeper on the same grade, Typists, Steno-typists Grade-III, in the office of the Deputy Registrar (Dairying), Erode.

Deputy Registrar, (Dairying), Erode.  
Appointment of full members — Deputy Milk Commissioner (Administration), Office of the Commissioner for Milk Production and Dairy Development, Madras.

Provided that the authority competent to make transfers **except** the members in the category of **Superintendents and Commercial Accountant Grade I** from the jurisdiction of one Appointing authority to that of another shall be the Deputy Milk Commissioner (Administration), Office of the Commissioner for Milk Production and Dairy Development, Madras.

**\*DEPARTMENT OF ECONOMICS AND STATISTICS**

All members of the Service

Joint Commissioner of Statistics (Personnel).

<p>Provided that the authority competent to declare the completion of probation of the members of the service shall be the District Statistical Officers, the Regional Supervisory Officers, the Special District Statistical Officers, or the Research Officer, Thanjavur, as the case may be, under whose control they are working.</p>	
<p>* (Vide G.O.Ms.No.220, P &amp; AR (B) Dept., dt.19.12.2001 w.e.f.8.2.1996)</p>	
<p><b><u>DEPARTMENT OF LEGAL STUDIES</u></b></p>	
All members of the Service.	Director of Legal Studies.
<p><b><u>DIRECTORATE OF TAMIL DEVELOPMENT</u></b></p>	
All members of the service	Director of Tamil Development.
<p><b><u>DIRECTORATE OF VIGILANCE AND ANTI CORRUPTION</u></b></p>	
Superintendents	Deputy Director, Vigilance and Anti- Corruption.
^^^ Assistants, Junior Assistants-cum-Typist and Typist including Steno-typists Grade-III.	Superintendent of Police (Incharge of Administration) Vigilance and Anti-Corruption.
<p>^^^(Amended vide G.O.Ms. No.116, P&amp;AR (B) Dept., dt.6.5.97 w.e.f. 5.5.78)</p>	
<p><b><u>ELECTRICAL INSPECTORATE</u></b></p>	
All members of the Service	Chief Electrical Inspector to Government.
<p><b><u>EMPLOYMENT AND TRAINING DEPARTMENT</u></b></p>	
<p><b><u>Employment Branch</u></b></p>	
(i) <b>CENTRAL OFFICE</b>	
1. Assistant (including Accountant and Telephone Operator)	Joint Director of Employment.
2. Junior Assistant, Typists/Steno-typists Grade-III	Assistant Director of Employment (Administration).
(ii) <b>SUBORDINATE OFFICES</b>	
1. Assistant (including Accountant and Telephone Operator)	Joint Director of Employment.
2. Junior Assistants, Typists/Steno-typists Grade-III	Gazetted Head of the office concerned (Assistant Director of Employment, District Employment Officer or Deputy Chief, as the case may be).
<p><b><u>Training Branch</u></b></p>	
(i). <b>Office of the Director of Employment and Training:-</b>	
1. Superintendents	Director of Employment and training.
2. Auditors	Director of Employment and Training.
3. Assistants	Joint Director (Craftsman, Training).
4. Junior Assistants, Typists and Steno-typists Grade-III.	Gazetted Assistant (Administration).
	Provided that the Joint Director (Craftsman Training) shall be authority competent to make transfers of Superintendents and Auditors.

<b>(ii) Subordinate Offices</b>	
1.	Office Managers Director of Employment and Training.
2.	Assistants, Store-keepers and Accountants. Joint Director (Craftsman Training).
3.	Junior Assistant, Assistant Store-Keeper, Typist and Steno-typist Grade-III. Principals of the Government Industrial Training Institutes or Assistant Director of Training or Related Instruction Centres or Regional Deputy Director of Training, as the case may be. Provided that the Joint Director (Craftsman Training) shall be the authority competent to make transfer of office Managers. *Omitted [*](Omitted). (vide G.O.Ms.No.76, P.&.A.R. (B) Dept., dated 24.3.1994 w.e.f. 28.8.1984).
<b><u>FIRE SERVICE DEPARTMENT</u></b>	
<b>1. <u>Office of the Director of Fire Service, Madras:-</u></b>	
	Superintendents Director of Fire Service.
	Assistants, Junior Assistant, Typist and Steno-typist Grade-III. Administrative Personal Assistant to the Director of Fire Service.
<b>2. <u>Office of the Deputy Director of Fire Service, Northern Region (including the State Workshop and State Training School), Office of the Deputy Director of Fire Service, Southern Region and the other Divisional Fire Offices:-</u></b>	
	Superintendent Director of Fire Service.
	Assistant, Junior Assistant, Typist and Steno-typist Grade-III. Divisional Fire Officers concerned.
Provided that the inter-regional transfers of all non-gazetted Officers both executive and ministerial shall be made by the Deputy Directors of Fire Service, Northern and Southern Regions, in consultation with each other.	
<b><u>FISHERIES DEPARTMENT</u></b>	
<b>1. <u>Office of the Director of Fisheries:-</u></b>	
(a)	Junior Assistants, Typists, Steno-typists Grade-III and Telephone Operators. Personal Assistant to the : Director of Fisheries.
(b)	All other posts Director of Fisheries.
<b>2. <u>Subordinate Offices.--</u></b>	
(a)	Junior Assistants and Typists and Steno-typists Grade-III. Head of the Office concerned.
(b)	All other posts Director of Fisheries.
<b><u>TAMIL NADU FORENSIC SCIENCE LABORATORY</u></b>	
1.	Superintendent
2.	Assistant including Assistant-Cum-Cashier Director of Tamil Nadu Forensic Science Laboratory.
3.	Junior Assistant

4.	Junior Assistant-cum Typist.	
5.	Typist including Steno-typist Grade-III.	
<b><u>FOREST DEPARTMENT</u></b>		
<b>***1</b>	<b><u>Office of the Principal Chief Conservator of Forests, Chennai.</u></b>	
(i)	Superintendents	Principal Chief Conservator of Forests, Chennai.
(ii)	Private Secretaries and Personal Clerks to the Principal Chief Conservator of Forests.	
(iii)	Assistants and Junior Accountants	
(iv)	Junior Assistants, Typists including Steno-typists Grade-III	Personnel Assistant to Principal Chief Conservator
<b>2.</b>	<b><u>Office of The Chief Conservator of Forests (Social Forestry).</u></b>	
(i)	Superintendent and Assistants	Chief Conservator of Forests, Chennai
(ii)	Junior Assistants, Typists including Steno-typists Grade-III.	Personal Assistant to the Chief Conservator of Forests (Social Forestry).
<b>3.</b>	<b><u>Office of the Conservator of Forests.</u></b>	
(i)	Superintendents and Assistants	Chief Conservator of Forests, Chennai: Provided that the authority competent to make transfer within a circle shall be Conservator of Forests concerned and from one circle to another circle shall be the Chief Conservator of Forests.
(ii)	Junior Assistants, Typists including Steno-typists Grade-III.	Personal Assistant to Conservator of Forests of the circle concerned or the Conservator of Forests of the circle concerned where there is no Personal Assistant to Conservator of Forests.
<b>4.</b>	<b><u>Office of the District Forest Officer.</u></b>	
(i)	Superintendent, Junior Accountants and Assistants.	Chief Conservator of Forests, Chennai. Provided that the authority competent to make transfer within a circle shall be the Conservator of Forests concerned and from one circle to another circle shall be Chief Conservator of Forests.
(ii)	Junior Assistants, Typists including Steno-typists Grade-III	District Forest Officer.
<b>5.</b>	<b><u>Office of the Divisional Forest Officer.</u></b>	
(i)	Superintendent, Junior Accountants and Assistants	Chief Conservator of Forests, Chennai. Provided that the authority competent to make transfer within a circle shall be the Conservator of Forests concerned and from one circle to another circle shall be the Chief Conservator of Forests.
(ii)	Junior Assistants, Typists including Steno-typists Grade-III.	Divisional Forest Officer.
<b>6.</b>	<b><u>Office of the Assistant Conservator of Forests :</u></b>	
(i)	Junior Assistant, Typists including Steno-typists Grade-III.	Assistant Conservator of Forests.";
***[Substituted vide G.O.Ms.No. 124, P & A.R.(B) Department, dt. 1-4-2004 w.e.f. 3-10-85]		

<b><u>GOVERNMENT MUSEUMS AND CONNEMARA PUBLIC LIBRARY</u></b>	
Superintendent, Government Museum, Madras and Associate Librarian, Connemara Public Library, Head Clerk, Junior Assistants and Store-Keepers.	Director of Museums and Associate Librarian, Connemara Public Library.
<b><u>HANDLOOMS DEPARTMENT</u></b>	
Superintendents, Assistants, Junior Assistants and Typist	Director of Handlooms Assistant Directors (Textiles)
<b><u>ADI DRAVIDAR AND TRIBAL WELFARE DEPARTMENT</u></b>	
<b>1.</b>	<b><u>Office of the Director of Adi Dravidar and Tribal Welfare.-</u></b>
1.	i. Superintendents and Assistants. Director of Adi Dravida and Tribal Welfare.
<b>2.</b>	<b><u>Adi Dravidar and Tribal Welfare High Schools and Hostels.-</u></b>
	Junior Assistants in Adi Dravidar and Tribal Welfare High Schools and Hostels and Typist in the Adi Dravidar and Tribal Welfare High Schools
	Personal Assistant to the Director of Adi Dravidar and Tribal Welfare.
	<b><u>District Welfare Offices-</u></b>
(1)	Superintendents Director of Adi Dravidar and Tribal Welfare.
(2)	Junior Assistants and Typists. Personal Assistant to the Collector concerned or the District Welfare Officer in the Grade of a Divisional Officer, as the case may be.
	<b><u>Kallar Reclamation staff-</u></b>
	Accountants and Junior Assistants. Special Deputy Collector, Kallar Reclamation.
	<b><u>Aziz Nagar Settlement, South Arcot District --</u></b>
	Accountant, Assistant and Junior Assistant. Collector of South Arcot.
<b><u>MEDICAL SERVICES AND FAMILY WELFARE DEPARTMENT</u></b>	
	<b><u>Medical Wing:</u></b>
<b>1.</b>	<b><u>Office of the Director of Medical Services and Family Welfare—</u></b>
(a)	Superintendents Director of Medical Services and Family Welfare.
(b)	Assistants including Personal Clerk to Director of Medical Services and Family Welfare, Junior Assistants, Typists and Steno-typists Grade-III and Examiner, Current Section. Deputy Director of Medical : Services and Family Welfare (Administration).
<b>2.</b>	<b><u>Other Offices and Institutes-</u></b>
(a)	Posts in the scale of pay of Rs.250-10-300-15-450 Deputy Director of Medical Services and Family Welfare (Administration).



(b)	Posts below the scale of Rs.250-10-300-15-450	Head of the Office or : Institution concerned not below the rank of Civil Surgeon.
<b><u>MEDICAL EDUCATION DEPARTMENT</u></b>		
(a)	Superintendents, Commercial Accountants, Assistants including the Tour Clerk to the Director of Medical Education and Examiner. Current Section and posts in the scale of pay of Rs.705-20-745-25-845-35-1230 and above.	Director of Medical Services and Family Welfare. Provided that the posting shall be made by the Director of Medical Education, Madras from the list of candidates appointed to the respective category and allotted by the Director of Medical Services and Family Welfare, Madras, in the order of preference.
(b)	Junior Assistants, Typists and Steno-typists Grade-III.	Assistant Director of Medical Education (Administration).
(c)	Posts below the scale of pay of Rs.705-20-745-25-845-35-1230	Heads of the Office or the Institution concerned not : below the rank of a Civil Surgeon: Provided that the authority competent to make transfer from the jurisdiction of one appointing authority to that of another under the control of the Director of Medical Services and Family Welfare, shall be the Director of Medical Services and Family Welfare, and under the control of the Directorate of Medical Education shall be the Director of Medical Education. Provided further that.-- (1) transfers of the members of all categories of Ministerial Service from the Medical Service and Family Welfare Department to the Medical Education Department and Vice Versa shall be made by the Director of Medical Services and Family Welfare with the concurrence of the Director of Medical Education. (2) for the purpose of appointment as full members or approved probationers in the respective categories of Junior Assistants, Typists, Steno-typists Grade-III, Assistants, Higher Grade Ministerial staff (viz. Office Superintendents, Managers, Accountants and others), the entire Medical Department (i.e. Medical Services and Family Welfare Department, the Medical Education Department of Indian Medicine) shall be treated as a single unit for each category and such appointments shall in all cases be made by the Director of Medical Services and Family Welfare.
<b><u>**MOTOR VEHICLES MAINTENANCE DEPARTMENT</u></b>		
	Superintendent, Assistant, Junior Assistant, Steno-typist Grade-III and Typist.	Director, Tamil Nadu Motor Vehicles Maintenance Department, Madras.
** (Inserted) (Vide G.O.Ms.No.57, P.&.A.R. (B) Dept., dated 1.2.96 w.e.f. 1.3.1959.		
<b><u>HIGHWAYS AND RURAL WORKS DEPARTMENT</u></b>		
(A)	<b><u>Office of the Chief Engineer (Highways) and all other branches.—</u></b>	
(i)	Superintendent	Chief Engineer (Highways and Rural Works)

(ii)	Assistant	Chief Engineer (Highways and Rural Works)
(iii)	Junior Assistant, Typist and Steno-typist Grade-III.	Deputy Chief Engineer, (Highways).
<b>(B)</b>	<b><u>Office of the Superintending Engineers.</u></b>	
(i)	Manager	Chief Engineer (Highways and Rural Works)
(ii)	Superintendent	Chief Engineer (Highways and Rural Works)
(iii)	Assistants	Chief Engineer (Highways and Rural Works)
(iv)	Junior Assistants, Typist and Steno-typist Grade-III.	Superintending Engineer concerned.
<b>(C)</b>	<b><u>Division and Sub-Division Offices.</u></b>	
(i)	Superintendent	Chief Engineer (Highways and Rural Works)
(ii)	Assistants	Chief Engineer (Highways and Rural Works)
(iii)	Junior Assistants	First appointment and transfer within the division – Divisional Engineer concerned.
		Appointment of full members, promotion - Chief Engineer (Highways and Rural Works)
(iv)	Typists	First appointment – Divisional Engineer concerned.
		Appointment of full member - Chief Engineer (Highways and Rural Works)
		Transfer within the division - Divisional Engineer concerned.
		Transfer within the circle - Superintending Engineer concerned.
<b><u>HINDU RELIGIOUS AND CHARITABLE ENDOWMENTS (ADMINISTRATION)</u></b>		
1.	Superintendents (including Managers)	Commissioner
2.	Inspectors	
3.	Assistants (including Accountants)	
4.	Junior Assistants	
5.	Typists and Steno-typists Grade-III.	

	<p>Provided that—</p> <ul style="list-style-type: none"> <li>(i) the authority competent to make and approve the temporary appointments of Junior Assistants, Typists and Steno-typists Grade-III in the office of the Deputy Commissioners under rule 10(a)(i) of the General Rules for the Tamil Nadu State and Subordinate Services shall be the Deputy Commissioner concerned;</li> <li>(ii) the authority competent to make temporary appointments of Junior Assistants, Typists and Steno-typists Grade-III in the Offices of the Assistant Commissioners under rule 10(a)(i) of the General Rules for the Tamil Nadu State and Subordinate Services, shall be the Assistant Commissioners concerned and the authority competent for approving the above temporary appointments in the offices of the Assistant Commissioners shall be the Deputy Commissioner of the division concerned;</li> <li>(iii) the authority competent to make the temporary appointments of Junior Assistants, Typists and Steno- typists Grade-III in the office of the Commissioner, Hindu Religious and Charitable Endowments (Administration) Department, Madras, under rule 10(a)(i) of the General Rules for the Tamil Nadu State and Subordinate Services shall be the Deputy Commissioner (Head- quarters) and the Personal Assistant to the Commissioner.</li> <li>(iv) the authority competent to make transfers of Inspectors (including Head Clerk), Assistants (including Accountants), Junior Assistants, Typists and Steno- typists Grade-III working in the offices of the Deputy Commissioners and Assistant Commissioners within the Jurisdiction of the Deputy Commissioners shall be the Deputy Commissioner concerned.</li> </ul> <p>Provided further that the authority competent to declare probation in respect of Assistants (including Inspectors and Accountants), Junior Assistants, Typists and Steno-typists Grade-III in the office of the Commissioner shall be the Deputy Commissioner (Head- Quarters) and the Personal Assistant to the commissioner and in respect of members of the staff in the office of the Deputy Commissioner and in the office of the Assistant Commissioner within the Deputy Commissioner's territorial jurisdiction shall be the Deputy Commissioner concerned. They may also extend upto one year the period of probation in respect of Assistants and Junior Assistants in case of failure to pass the prescribed tests.</p>
<p><b><u>THE GOVERNOR'S HOUSEHOLD</u></b></p>	
<p>Staff in the Office of the Comptroller, Governor's Household.</p>	<p>Comptroller, Governor's Household.</p>

<b><u>COLLEGE OF INDIGENOUS MEDICINE.</u></b>	
Assistants / Junior Assistants / Accountant Steward, Assistant Steward, Typists, Store-keeper and Librarian.	Principal of the College.
<b><u>Note:-</u></b> The holder of the post of Honorary Director of Indigenous Medicine shall, so long as the said post continues be the appointing authority.	
<b><u>INDUSTRIES DEPARTMENT</u></b>	
<b><u>Office of the Industries Commissioner and Director of Industries and Commerce.--</u></b>	
1. All members of the Service in the scale of pay of Rs.705-20-745-25-845-35-1230 and above.	Industries Commissioner and Director of Industries and Commerce.
2. Junior Assistants and Typist including Steno-typists Grade-III in the scale of pay of Rs.610-20-730- 25-955-30-1075 and below	Personal Assistant to the Industries Commissioner and Director of Industries and Commerce.
<b><u>Subordinate Offices.--</u></b>	
1. All members of the service in the scale of pay of Rs.705-20-745- 25-845-35-1230 and above	Industries Commissioner and Director of Industries and Commerce.
2. Junior Assistants, Typists including Steno- typists Grade-III, Store-keeper in the scale of pay of Rs.610-20-730-25-955-30-1075 and below.	Gazetted Head of the Office or Institution concerned.
<b><u>OFFICE OF THE DIRECTOR OF MUNICIPAL ADMINISTRATION</u></b>	
All members of the Service	Director of Municipal Administration.
<b><u>JAIL DEPARTMENT (INCLUDING BORSTAL SCHOOL)</u></b>	
1. (a) Superintendents, Office of the Inspector General of Prisons.	Inspector General of Prisons.
(b) Assistants, Junior Assistants and Typist including Steno-typists Grade-III in the Office of the Inspector General of Prisons.	Deputy Inspector General of Prisons.
Provided that the Inspector General of Prisons shall be the authority for the preparation of the list of approved candidates for appointed to the post of Assistant from the category of Junior Assistant and Typist including Steno-typist Grade-III by promotion.	
<b><u>Office of the Chief Probation Superintendents.—</u></b>	
(a) Office Manager, Grade I	Inspector General of Prisons.
(b) Assistants, Junior Assistants and Typists including Steno-typists Grade-III.	Chief Probation Superintendent.
(c) Other members of the service.	Superintendents of Jails or Borstal Schools, as the case may be.
<b><u>Office of the Chief Probation Superintendent.—</u></b>	
(i) Superintendent	Chief Probation Superintendent in consultation with the Inspector General of Prisons.
(ii) Assistants/Junior Assistants and Typists	Chief Probation Superintendent.

4.	Other members of the service.	Superintendents of Jails or Borstal Schools, as the case may be.
<b>LABOUR DEPARTMENT</b>		
1.	<b><u>Office of the Commissioner of Labour, Madras.</u></b>	
(i)	Managers, Superintendents and Accountants	Commissioner of Labour.
(ii)	Junior Assistants, Typists and Steno-typists Grade-III.	Assistant Commissioner of Labour (Establishment and General).
2.	<b><u>Offices of the Deputy Commissioner of Labour and their Subordinate Offices.—</u></b>	
	Junior Assistants Typists and Steno-typists Grade-III.	Deputy Commissioners of Labour concerned.
3.	<b><u>Offices of the Superintending Inspectors of Factories and their Subordinate Offices.--</u></b>	
	Junior Assistants, Typists and Steno-typists Grade-III.	Superintending Inspectors of Factories concerned.
4.	<b><u>All Offices in the Department.</u></b>	
	Assistants	Joint Commissioner of Labour.
<b><u>LOCAL FUND AUDIT DEPARTMENT</u></b>		
	All members of the Service.	Deputy Examiner of Local Fund Accounts.
		Provided that temporary appointments to the posts of Junior Assistants and Typists/Steno-typists Grade-III under General Rule 10(a) may be made by the Assistant Examiner of Local Fund Accounts concerned:
		Provided further that.--
		(1) The Deputy Examiner of Local Fund Accounts shall be the authority competent to make transfers from one jurisdiction of an Assistant Examiner of Local Fund Accounts to that of another and the Assistant Examiner of Local Fund Accounts concerned be the authority competent to make transfers within his jurisdiction and
	(2) the authority competent to declare the completion of probation of a member of the service shall be the Assistant Examiner of Local Fund Accounts concerned in whose jurisdiction such member is working when he completes the period of probation.	
<b><u>TAMIL NADU ARCHIVES</u></b>		
	Grade A Superintendents, Research Assistant Grade B - Superintendents, Assistants, Junior Assistants and Typists.	Director, Tamil Nadu Archives.
<b><u>NATIONAL CADET CORPS</u></b>		
1.	Superintendents, Assistant in the N.C.C.units and Superintendent, Assistant, Junior Assistant, Typist and Steno-typist Grade-III in the Directorate of N.C.C.	Director, National Cadet Corps (Tamil Nadu and Pondicherry), Madras.

2.	Junior Assistants and Typists in the Units and the group Head quarters.	Officers Commanding Units or group Commanders, N.C.C. Head quarters, as the case may be concerned. Provided that the authority competent to transfer from the office under the control of one appointing authority to another shall be the Director, National Cadet Corps (Tamil Nadu and Pondicherry), Madras.
<b><u>PANCHAYAT DEVELOPMENT DEPARTMENT</u></b>		
I.	<b><u>Office of the Director of Rural Development including the Office of Tamil Nadu Local Administration Radio and Television Maintenance Organisation in Madras.</u></b>	
1.	Assistants	Director of Rural Development.
2.	Junior Assistants, Typists, Steno-typists Grade-III and Telephone Operators	Personal Assistant to the Director of Rural Development.
II.	<b><u>Panchayat Development branches in the Collectorate, Divisional Development Offices, Panchayat Union Offices, Rural Extension Training Centres and Tamil Nadu Local Administration Radio and Television Maintenance Organisation Offices in the District.</u></b>	
1.	Assistants, Accountants and Rural Welfare Officers, Grade I.	Collector
2.	Junior Assistants, Typists, Steno-typists Grade-III, Cashiers and Rural Welfare Officers, Grade-II.	Personal Assistant to the Collector (Panchayat Development).
<b><u>POLICE DEPARTMENT</u></b>		
1.	<b><u>Office of the Director General of Police.—</u></b>	
1.	Private Secretary to Director General of Police and Superintendents.	Deputy Inspector General of Police (Administration)
2.	Assistants, Junior Assistants, Typists and Steno-typists Grade-III.	Assistant Inspector General of Police.
2.	<b><u>Office of the Commissioner of Police including the Office of the Deputy Commissioner of Police, Traffic, Madras.</u></b>	
(a)	Superintendents (including Selection Grade and Superintendents (Cash))	Commissioner of Police.
(b)	Assistants, Junior Assistants, Typists and Steno-typists Grade-III.	Deputy Commissioner of Police, Headquarters.
3.	<b><u>All other Police Offices including Police Radio Office and Tamil Nadu Forensic Science and Chemical Laboratory, Madras.</u></b>	
	Superintendents	Deputy Inspector General of Police.
	Assistants	Head of the Office concerned..
	Junior Assistants, Junior Assistants-cum-typists, Typists and Steno-typists Grade-III.	Head of the Office concerned.
Provided that appointment as full member and transfers from one office to another of all members of the service in the Police Department shall be made by the Director General of Police.		
<b><u>PORT DEPARTMENT</u></b>		
	All the Ministerial officers of the Port Department.	State Port Officer
<b><u>PUBLIC HEALTH AND PREVENTIVE MEDICINE DEPARTMENT</u></b>		
1.	Superintendents	An Officer nominated by the Director of Public

2.	Accountants	
3.	Assistants	
	4. Store-keepers in the grade of Assistant	
5.	Assistant attached to the Director of Public Health and Preventive Medicine for Stenographic work.	
(a)	<b><u>Directorate</u></b>	
1.	Junior Assistant	An Officer nominated by the Director of Public Health and Preventive Medicine.
2.	Typist	
3.	Steno-typist Grade-III	
(b)	<b><u>Offices other than the Directorate</u></b>	
1.	Junior Assistant	Head of Offices.  Provided that the authority competent to make transfer within the region shall be the Regional Assistant Director and from one Region to another and the Directorate, and vice-versa, shall be an officer nominated by the Director of Public Health
2.	Typist	
3.	Steno-typist Grade-III	
4.	Store-keepers in the grade of Junior Assistants.	
<b><u>PUBLIC HEALTH ENGINEERING AND MUNICIPAL WORKS DEPARTMENT</u></b>		
<b><u>1. Office of the Chief Engineer, Public Health Engineering and Municipal Works.</u></b>		
(a)	Superintendents	Chief Engineer Public Health Engineering and Municipal Works.
(b)	Assistants, Junior Assistants and Typists	Deputy Chief Engineer, Public Health Engineering and Municipal Works.
Provided that transfers of full members from the Chief Engineers Office to a circle and vice versa may be made by the Chief Engineer.		
2.	<b><u>Public Health Engineering Circle Offices.—</u></b>	
	Managers, Superintendents, Office Assistants, Assistants, Junior Assistants and Typists.	Superintending Engineers concerned.
Provided that transfers of full members from one circle to another or from a circle to the Chief Engineer's Office and vice versa may be made by the Chief Engineer.		
3.	<b><u>Division and Sub-Division Offices.—</u></b>	
	Junior Assistants	First appointment and transfer within the division- Executive Engineer concerned.
		Appointment of full members promotion and transfer from one division to another - Superintending Engineer concerned.
	Typists	First appointment - Executive Engineer concerned.
		Appointment of full members, promotion and transfer - Superintending Engineer concerned.
<b><u>PUBLIC WORKS DEPARTMENT</u></b>		
1.	<b><u>Offices of the Chief Engineers in all branches.—</u></b>	
(a)	Managers and Superintendents	Senior Deputy Chief Engineers concerned.
(b)	Assistants, Junior Assistants, Typists and Steno-typists Grade-III.	Senior Deputy Chief Engineer or Deputy Chief Engineer concerned.
2.	<b><u>Offices of the Superintending Engineers in all branches.—</u></b>	

	Superintendents, Assistants, Junior Assistants, Typists and Steno-typists Grade-III.	Superintending Engineers concerned.
<b>3.</b>	<b><u>Offices of the Executive Engineers, Electrical Engineers, Assistant Executive Engineers and Assistant Engineers in all branches.—</u></b>	
(a)	Superintendents and Assistants.	Superintending Engineer concerned.
(b)	Junior Assistants, Typists and Steno-typists Grade-III.	Executive Engineer concerned.
<b>4.</b>	<b><u>Offices in the Chief Inspector of Boilers and Inspector of Boilers in the Boiler Branch.--</u></b>	
	All members of service	Chief Inspector of Steam Boilers.
	<p>Provided that the Superintending Engineer concerned shall be the competent authority for transfers and postings of Assistants, Junior Assistants, Typists and Steno-typists Grade-III between Divisional Officers within the Departmental Circle:</p> <p>Provided further that the Executive Engineer concerned shall be the competent authority for transfers and postings of Assistants, Junior Assistants, Typists and Steno-typists Grade-III between Offices within the Departmental Division:-</p> <p>Provided also that the Chief Engineer, Public Works Department (General) shall be the appellate authority for disposing of appeals on matters of transfers and seniority.</p>	
	<b><u>PUBLIC (INFORMATION AND PUBLIC RELATIONS) DEPARTMENT</u></b>	
	Assistants, Junior Assistants and Typist in the Institute of Film Technology.	Director of Information and Public Relations.
	Junior Assistant in in the Tamil Arasu Office.	Director of Information and Public Relations.
	<b><u>PUBLIC LIBRARIES DEPARTMENT</u></b>	
	All members of the service.	Director of Public Libraries.
	<b><u>REGISTRATION DEPARTMENT</u></b>	
	**Assistant, Junior Assistant, Typist and Steno-Typist Grade-III.	Inspector General of Registration.
	<p>Provided that the authority competent to make transfers from one Office of the Sub-Registrar to another Office of the Sub-Registrar or from one Office of the Sub-Registrar to another Office of the Registrar or from one Office of the Registrar to another Office of the Sub-Registrar within the Registration district, shall be made by the respective District Registrars incharge of administration;</p> <p>Provided further that the transfer from one Registration District to another Registration District within the Zone shall be made by the respective Deputy Inspector General of Registration.</p> <p><b><u>Explanation.—</u></b> Registration district means the district formed under the Registration Act, 1908 (Central Act XVI of 1908).</p> <p>(**) (Substituted) (vide G.O.Ms.No.417, P.&amp;A.R. (B) Dept., dated 5.12.1996 w.e.f. 16.8.1990.)</p>	
	<b><u>REHABILITATION DEPARTMENT</u></b>	
1.	Superintendents	Director of Rehabilitation.
2.	Assistants	Deputy Director of Rehabilitation.



3.	Junior Assistants Typists and Steno-typists Grade-III.	Assistant Director of Rehabilitation.
<b><u>REVENUE DEPARTMENT</u></b>		
1.(a)	<b><u>Office of the Commissioner of Revenue Administration (Excluding the Settlement of Estate Branch):</u></b>	
	All members of the service.	Joint Commissioner-I (Revenue Administration.) Provided that transfer of members of the service from the office of the Commissioner of Revenue Administration to a district and vice-versa or from the one District to another shall be made by the Commissioner of Revenue Administration.
(b)	<b><u>Office of the Commissioner of Revenue Administration (Settlement of Estate Branch):</u></b>	
	All members of the service.	Joint Commissioner-II (Revenue Administration)
2.	<b><u>Collectorates and Subordinate Offices.--</u></b>	
(a)	Posts above the grade of Assistants.	Collectors concerned.
(b)	Assistant	District Revenue Officers concerned: Provided that the authority competent to make appointment of Assistants in Madras and Nilgiris Districts shall be the District Collectors concerned.
(c)	Junior Assistant, Typist, Steno-typist Grade-III, Telephone Operator.	Personal Assistant (General) : to the Collector concerned: Provided that temporary appointment under General Rule 10 may be made by the Tahsildar or Revenue Divisional Officer concerned: Provided further that transfer of members of the service from one district to another district or from a district to the Office of the Commissioner of Revenue Administration and vice-versa shall be made by the Commissioner of Revenue Administration.
<b>Explanation:-</b> The Madras Collectorate includes, besides the Madras, Taluk Office, the office of the Pay Master, Carnatic Stipend:		
<b><u>LAND ADMINISTRATION DEPARTMENT</u></b>		
1.	<b><u>Office of the Commissioner of Land Administration.--</u></b>	
	All members of the service.	Joint Commissioner of Land Administration.
2.	<b><u>Office of the Director of Survey and Settlement, Madras --</u></b>	
	Junior Assistants, Typists and Steno-typists Grade-III.	Personal Assistant to the Director of Survey and Settlement.
	Assistants and Superintendents.	Director of Survey and Settlement.

<b><u>LAND REFORMS DEPARTMENT</u></b>	
1.	<b><u>Office of the Director Land Reforms.--</u></b>
All members of the service.	Director of Land Reforms.
2.	<b><u>Office of the Director of Urban Land Ceiling and Urban Land Tax and the offices of the Assistant Commissioners of Urban Land Tax.--</u></b>
All members of the Service.	Director of Urban Land Ceiling and Urban Land Tax.
<b><u>REVENUE SETTLEMENT PARTIES</u></b>	
Head Clerks, Head Accountants, Accountants, Assistants / Junior Assistants and Typists.	Special Settlement Officer concerned or Special Assistant Settlement Officer, as the case may be, who is in charge of the party or Additional Special Settlement Officer or Additional Special Assistant Settlement Officer, as the case may be.
<b><u>SOCIAL WELFARE DEPARTMENT</u></b>	
Superintendent Senior Accountant and Assistant.	Director of Social Welfare, Joint Director of Social Welfare.
Junior Assistant Typist and Steno-typist Grade-III	Administrative Personal Assistant to the Director of Social Welfare.
<b><u>SCHOOL EDUCATION DEPARTMENT</u></b>	
1.	Superintendents, Head Clerks and Assistants in the School Education Department and Junior Assistants, Typists Steno-typists Grade-III and Telephone Operators in the Office of the Director of School Education, Madras.
	Joint Director of School Education or Deputy Director of School Education, as the case may be, who deals with the personnel matter.
2.	Junior Assistants, Typists and Steno-typists Grade-III in the School Education Department except in the Office of the Director of School Education, Madras.
	Chief Educational Officers, Inspectress of Girls' Schools, District Educational Officers, Inspectress of Anglo-Indian Schools, Chief Inspector of Physical Education, Women Specialist in Physical Education. Principal, Dr.Navalar V.R. Nedunchezian Model School for Girls, Triplicane, Madras, as the case may be. Provided that the authority competent to transfer, from the offices under the control of one appointing authority to those under the control of another, the Junior Assistants, Typists and Steno-typists Grade-III who are full members of the service, shall be Joint Director of School Education or Deputy Director of School Education, as the case may be, who deals with the personnel matters.
3.	Junior Assistants, Typists and Steno-typists Grade-III in the Office of the SCERT.
	Joint Director (SCERT and Elementary Education).
<b><u>DEPARTMENT OF EX-SERVICEMEN'S WELFARE</u></b>	
Superintendents, Assistants, Accountants, Junior Assistants, Welfare Workers, Typists and Steno-typists Grade-III.	Joint Director of Ex-Servicemen's Welfare.

<b><u>STATIONERY AND PRINTING DEPARTMENT</u></b>	
All members of the service.	Controller of Stationery and Printing.
Shroffs in Government Press.	Deputy Director of Printing.
<b><u>STATE TRADING SCHEMES DEPARTMENT</u></b>	
All members of the service.	Chief Auditor, State Trading Schemes.
	Provided that the authority competent to declare probation in respect of Audit Assistants, Junior Assistants and Typists in the State Trading Schemes Department shall be the Assistant Chief Auditor, State Trading Schemes. He may also extend upto one year the period of their probation in case they have failed to pass the prescribed tests within the prescribed period of probation.
<b><u>SURVEY AND LAND RECORDS DEPARTMENT</u></b>	
1. Superintendents	Joint Director of Survey and Land Records.
2. Assistants	Joint Director of Survey and Land Records in the case of Assistants in the Joint Director's Office, Deputy Director of Survey and Land Records in the case of Assistants in the Central Survey Office, the Regional Deputy Directors of Survey and Land Records in the case of Assistants in the Regional Offices and the Assistant Director of Survey and Land Records concerned/in the case of Assistants in the District Survey Unit Office including any special office opened for specific purposes and functioning under the Assistant Director of Survey and Land Records.
3. Junior Assistants and Typists.	Joint Director of Survey and Land Records in the case of Junior Assistants and Typists in the Joint Director's Office, Deputy Director of Survey and Land Records in the case of Junior Assistants and Typists in the Central Survey Office, the Regional Deputy Directors of Survey and Land Records in the case of Junior Assistants and Typists in the Regional Offices and the Assistant Directors of Survey and Land Records concerned in the case of Junior Assistants and Typists in the District Unit Office including any Special Office opened for specific purposes and functioning under the Assistant Director of Survey and Land Records:
	Provided that the authority competent to make transfers from one unit office to another unit office within the Region shall be Regional Deputy Directors of Survey and Land Records; from one Region to another Region shall be the Joint Director of Survey and Land Records and from the Survey and Land Records Department to any other Department shall be the Director of Survey and Settlement.

<b><u>TRANSPORT DEPARTMENT</u></b>					
<b>1.</b>	<p><b><u>Office of the Transport Commissioner, Madras.</u></b></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Superintendents, Assistants, Assistant Grade Steno-Typists Grade-III.</td> <td>Joint Transport Commissioner.</td> </tr> <tr> <td>Junior Assistant, Steno-typist Grade-III, Typist, Shroffs.</td> <td>Assistant Secretary dealing with Establishment matters.</td> </tr> </table>	Superintendents, Assistants, Assistant Grade Steno-Typists Grade-III.	Joint Transport Commissioner.	Junior Assistant, Steno-typist Grade-III, Typist, Shroffs.	Assistant Secretary dealing with Establishment matters.
Superintendents, Assistants, Assistant Grade Steno-Typists Grade-III.	Joint Transport Commissioner.				
Junior Assistant, Steno-typist Grade-III, Typist, Shroffs.	Assistant Secretary dealing with Establishment matters.				
<b>2.</b>	<p><b><u>Office of the Deputy Transport Commissioners (Zonal)-</u></b></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Superintendents, Accountants, Assistants.</td> <td>Joint Transport Commissioner.</td> </tr> <tr> <td>Junior Assistants, Steno-typists Grade-III, Typist</td> <td>Deputy Transport Commissioner.</td> </tr> </table>	Superintendents, Accountants, Assistants.	Joint Transport Commissioner.	Junior Assistants, Steno-typists Grade-III, Typist	Deputy Transport Commissioner.
Superintendents, Accountants, Assistants.	Joint Transport Commissioner.				
Junior Assistants, Steno-typists Grade-III, Typist	Deputy Transport Commissioner.				
<b>3.</b>	<p><b><u>Regional Transport Offices in the Moffussil including Madras City.--</u></b></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Superintendents, Head Clerk, Accountant, Assistants.</td> <td>Joint Transport Commissioner.</td> </tr> <tr> <td>Junior Assistants, Typists.</td> <td>Regional Transport Officer. Provided that the authority competent to make transfers from one office to another within the Zone shall be the Deputy Transport Commissioner (Zone) concerned and from one office to another outside the zone shall be the Joint Transport Commissioner.</td> </tr> </table>	Superintendents, Head Clerk, Accountant, Assistants.	Joint Transport Commissioner.	Junior Assistants, Typists.	Regional Transport Officer. Provided that the authority competent to make transfers from one office to another within the Zone shall be the Deputy Transport Commissioner (Zone) concerned and from one office to another outside the zone shall be the Joint Transport Commissioner.
Superintendents, Head Clerk, Accountant, Assistants.	Joint Transport Commissioner.				
Junior Assistants, Typists.	Regional Transport Officer. Provided that the authority competent to make transfers from one office to another within the Zone shall be the Deputy Transport Commissioner (Zone) concerned and from one office to another outside the zone shall be the Joint Transport Commissioner.				
<b><u>TREASURY AND ACCOUNTS DEPARTMENT</u></b>					
<b>1.</b>	<p><b><u>All the Unit Offices in the Treasuries and Accounts including Pay and Accounts Offices in Madras District:-</u></b></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Typist, Steno-typist Grade-III, Junior Assistant and Accountant</td> <td>Personal Assistant (Administration) to the Director of Treasuries and Accounts.</td> </tr> </table>	Typist, Steno-typist Grade-III, Junior Assistant and Accountant	Personal Assistant (Administration) to the Director of Treasuries and Accounts.		
Typist, Steno-typist Grade-III, Junior Assistant and Accountant	Personal Assistant (Administration) to the Director of Treasuries and Accounts.				
<b>2.</b>	<p><b><u>Treasury including Sub-Treasury in each district:-</u></b></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">All members of the service.</td> <td>Treasury Officer concerned. Provided that transfers within the districts shall be made by Treasury Officer concerned, transfers outside the district and transfers from mufassil to the City of Madras offices and vice-versa shall be made by the Director of Treasuries and Accounts.</td> </tr> </table>	All members of the service.	Treasury Officer concerned. Provided that transfers within the districts shall be made by Treasury Officer concerned, transfers outside the district and transfers from mufassil to the City of Madras offices and vice-versa shall be made by the Director of Treasuries and Accounts.		
All members of the service.	Treasury Officer concerned. Provided that transfers within the districts shall be made by Treasury Officer concerned, transfers outside the district and transfers from mufassil to the City of Madras offices and vice-versa shall be made by the Director of Treasuries and Accounts.				
<b><u>TECHNICAL EDUCATION DEPARTMENT</u></b>					
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Superintendents, Assistants, Junior Assistants, Typists and Steno-typists Grade-III in the Office of the Director of Technical Education.</td> <td>Additional Director of Technical Education.</td> </tr> <tr> <td>(*)Superintendents / Managers / Assistants / Typists and Steno-typists Grade-III and all other non-gazetted staff in the Subordinate Institutions.</td> <td>Additional Director of Technical Education.</td> </tr> </table>		Superintendents, Assistants, Junior Assistants, Typists and Steno-typists Grade-III in the Office of the Director of Technical Education.	Additional Director of Technical Education.	(*)Superintendents / Managers / Assistants / Typists and Steno-typists Grade-III and all other non-gazetted staff in the Subordinate Institutions.	Additional Director of Technical Education.
Superintendents, Assistants, Junior Assistants, Typists and Steno-typists Grade-III in the Office of the Director of Technical Education.	Additional Director of Technical Education.				
(*)Superintendents / Managers / Assistants / Typists and Steno-typists Grade-III and all other non-gazetted staff in the Subordinate Institutions.	Additional Director of Technical Education.				
(*) (Omitted). (vide G.O.Ms.No.94, P.&A.R.(B) Dept., dated 18.4.2007, w.e.f. 24.3.2005).					
<b><u>TOWN AND COUNTRY PLANNING DEPARTMENT</u></b>					
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Superintendent</td> <td>Director of Town and Country Planning.</td> </tr> <tr> <td>Assistants, Junior Assistants, Typists and Steno-typists Grade-III.</td> <td>Joint Director of Town and Country Planning.</td> </tr> </table>		Superintendent	Director of Town and Country Planning.	Assistants, Junior Assistants, Typists and Steno-typists Grade-III.	Joint Director of Town and Country Planning.
Superintendent	Director of Town and Country Planning.				
Assistants, Junior Assistants, Typists and Steno-typists Grade-III.	Joint Director of Town and Country Planning.				

<b><u>TOWN PANCHAYAT DEPARTMENT</u></b>	
<b>1.</b>	<b><u>Office of the Director of Town Panchayats.</u></b>
	All members of the service. Director of Town Panchayats.
<b>2.</b>	<b><u>All Offices in the District.</u></b>
	All members of the service. District Collectors concerned.
Provided that the authority competent to make transfers from one office to another within the Revenue district as an Unit shall be the District Collector concerned and from one district to another district shall be the Director of Town Panchayats.	
<b><u>TAMIZHAGAM GUEST HOUSE, UDHAGAMANDALAM</u></b>	
	Accountant Additional Secretary to Government, Public Department.
	Junior Assistant and Typist. Deputy Secretary to Government, Public Department.
<b><u>TAMIL NADU HOUSE, NEW DELHI</u></b>	
	Accountant Resident Commissioner, Tamil Nadu House, New Delhi.
	Junior Assistant Store-keeper and Telephone Operator Resident Commissioner, Tamil Nadu House, New Delhi.
<b><u>TRIBUNAL / COMMISSIONER FOR DISCIPLINARY PROCEEDINGS.</u></b>	
<b>1.</b>	Superintendent Tribunal / Commissioner for Disciplinary Proceedings.
<b>2.</b>	Assistants
<b>3.</b>	Steno-typists Grade-III.
<b><u>VETERINARY EDUCATION AND RESEARCH DEPARTMENT</u></b>	
<b>1.</b>	<b><u>Office of the Director of Veterinary Education and Research and Dean, Madras Veterinary College, Madras:</u></b>
<b>(i)</b>	All members of the service. Director of Veterinary Education and Research and Dean, Madras Veterinary College, Madras.
<b>2.</b>	<b><u>Poultry Research Station, Teynampet:</u></b>
<b>(i)</b>	All members of the service other than Junior Assistants, Cashier, Typists, Steno-typists Grade-III and Store-keepers. Director of Veterinary Education and Research and Dean, Madras Veterinary College, Madras.
<b>(ii)</b>	Junior Assistants, Cashier, Typists, Steno-typists and Store-keepers. Assistant Research Officer, Poultry Research Station, Teynampet, Madras.
<b>3.</b>	<b><u>Sheep Farm, Kattupakkam:</u></b>
<b>(i)</b>	All members of the service other than Junior Assistants, Cashier, Typists, Steno-typists Grade-III and Store-keepers. Director of Veterinary Education and Research and Dean, Madras Veterinary College, Madras.

(ii)	Junior Assistants, Cashiers, Typists, Steno-typists Grade-III and Store-keepers.	Assistant Research Officer, Sheep Farm, Kattupakkam.
<b>4.</b>	<b><u>Sheep Breeding Research Station, Ootacamund:</u></b>	
(i)	All members of the service other than Junior Assistants, Cashier, Typists, Steno-typists Grade-III and Store-keepers.	Director of Veterinary Education and Research and Dean, Madras Veterinary College, Madras.
(ii)	Junior Assistants, Cashier, Typists, Steno-typists Grade-III and Store-keepers.	Assistant Research Officer, Sheep Breeding Research Station, Ootacamund.

**\*All Departments**

- (i) Steno-typist Grade-I ... Head of the Department concerned.  
(ii) Steno-typist Grade-II ... Head of the Department concerned.

[\*] (Added) [G.O.Ms.No.163, P.&.A.R. (B) Department, dated 19.11.2010 with effect from 19.08.1992]

**ANNEXURE-III**  
**Referred to in Rule 30(a)**  
**SPECIAL QUALIFICATIONS**

<b><u>Categories and Posts</u></b>	<b><u>Method of Recruitment</u></b>	<b><u>Qualifications</u></b>	
1. Superintendents in the Office of the Commissioner of Revenue Administration other than those in the Commercial Taxes and Excise Branches.	Recruitment by transfer	1.	Revenue Test, Parts I, II and III.
		2.	Revenue Survey Training for a period of not less than four weeks.
		3.	Service as Revenue Inspector incharge of a Firka for a period of not less than one year.
* 2.Private Secretary to the Commissioner of Revenue Administration	By Promotion from the post of Personal Assistant in the Department of the Commissioner of Revenue Administration.	(1)	Must have passed the Government Technical Examination in Typewriting and Shorthand in English and Tamil both by Higher Grade.
		(2)	Must have passed the Revenue Test Parts I, II and III.
		(3)	Must have rendered service for a total period of not less than ten years as Steno-typist Grade-III and Personal Assistant.
* [Substituted vide G.O.Ms.No. 152, P& A.R.(B) Department, dt. 19-12-2002 w.e.f. 23.6.1981]			
1. Superintendents in the Office of Commissioner of Land Administration.	Recruitment by transfer	1.	Revenue Test Parts I,II and III.
		2.	Revenue Survey Training for a period of not less than four weeks.
		3.	Service as Revenue Inspector incharge of a Firka for a period of not less than one year.
1. Private Secretary to the Commissioner of Land Administration.	By promotion from the post of Personal Assistant in the Office of the Commissioner of Land Administration.	1.	Must have passed the Government Technical Examination in Typewriting and Shorthand in English and Tamil both by the Higher Grade.
		2.	Must have passed the Revenue Tests Part I, II and III.
		3.	Must have rendered not less than ten years of total service as Steno-typist Grade-III and Personal Assistant.
1. Superintendents in the Office of the Director of Land Reforms.	Recruitment by transfer.	1.	Revenue Test Parts I, II and III.
		2.	Revenue Survey Training for a period of not less than four weeks.
		3.	Service as Revenue Inspector incharge of a Firka for a period of not less than one year.
1. Superintendents in the Office of the Commissioner of Civil Supplies and Consumer Protection inclusive of Subordinate Offices under its control.	Recruitment by transfer.	Must have passed the Account Test for Subordinate Officers Part I, and Special Test on District Office Manual.	
1. Superintendents in the Office of the Commissioner of Agricultural Income Tax.	Recruitment by transfer or promotion from among the holders of the posts of Assist- ants in the Office of the Commissioner of	1.	Revenue Test Parts I, II and III.
		2.	Revenue Survey Training for a period of not less than four weeks.

		3. Service as Revenue Inspector incharge of a Firka for a period of not less than one year.
1. Superintendents the Office of the State Port Officer, Madras and other Port Offices at Out ports.	Recruitment By transfer.	Must have served as Port Conservators or as Assistants in the Office of the State Port Officer, Madras, for a period of not less than three years, without port experience as Port Conservator or as Head Clerks (Port Conservators) for a period of not less than two years.
1. Superintendents in the Office of the Director of Handlooms.	Recruitment by transfer or by promotion.	Must have passed the Account Test for Subordinate Officers, Part-I.
1. Superintendent in the Tamil Nadu Forensic Science Laboratory.	Recruitment by transfer or by promotion.	1. Account Test for Subordinate Officers, Part-I;
		2. Special Test on District Office Manual;
		3. Service as Assistant including Assistant-cum-Cashier for a period of not less than two years.
1. Store Superintendent of the Agriculture Department.	Recruitment by transfer or by promotion.	Must have three years experience in Engineering Stores their maintenance and Accounts, and
		2. Must have passed the Account Test for Subordinate Officers, Part I, Agricultural Departmental Test and the District Office Manual Test.
1. Superintendent (Translation) in the Directorate of Tamil Development.	By transfer from the post of Translation Assistants in the Translation Department and from among the Assistants in the Directorate of Tamil Development.	Must have passed the translation test conducted by the Tamil Nadu Public Service Commission.
1. Superintendent in the Directorate of Tamil Development	By promotion from the post of Assistant in the Directorate of Tamil Development.	Must have passed the Account Test for Subordinate Officers, Part I.
1. Superintendents in the Office of the Director of Urban Land Ceiling and Urban Land Tax and Office of the Assistant Commissioners of Urban Land Tax.	By promotion or by transfer or by recruitment by transfer.	1. Revenue Tests, Part-I, II and III.
		2. Survey Training for a period of not less than four weeks.
		3. Service as Revenue Inspector in charge of a firka for a period of not less than one year.
1. Superintendent in the Public Libraries Department.	By promotion or by transfer or by recruitment by transfer.	Must have passed the Account Test for Subordinate Officers, Part I, and Special Test on District Office Manual.
1. Superintendent in the Social Welfare Department.	By promotion or by recruitment by transfer.	Must have passed the District Office Manual Test and Account Test for Subordinate Officers Parts I.



<p>*1. Superintendent in the Motor Vehicles Maintenance Department.</p>	<p>By promotion from among the post of Assistants in the Motor Vehicles Department.</p>	<p>Must have passed the Account Test for Subordinate Officers, Part-I and II and Special Test on District Office Manual:</p> <p>Provided that the holders of the post of Superintendent dealing with cash shall, within a month from the date of appointment, furnish a security for a sum of Rs.500/- (Rupees five hundred only) in any one of the forms prescribed in Article 279 of the Tamil Nadu Financial Code, Volume-I.</p> <p>(*) (Inserted) (—Vide G.O.Ms.No.57, P.&amp;A.R. (B) Department, dated 1.2.1996 w.e.f. 1.3.1959)</p>
<p>1. Superintendents in the Tamil Nadu Hindu Religious and Charitable Endowments Department.</p>	<p>By promotion or by recruitment by transfer from Executive Officers Grade I in the Tamil Nadu Hindu Religious and Charitable Endowments Sub-ordinate Service.</p>	<p>Must have passed District Office Manual Test, Account Test for Subordinate Officers Part I and Hindu Religious and Charitable Endowments (Administration) Department Test.</p>
<p>1. Superintendent in the Office of the District Adi-Dravidar Welfare Officers.</p>	<p>By recruitment by transfer or by promotion.</p>	<p>Must have passed the Account Test for Subordinate Officers Parts I.</p>
<p>1. Manager, Amrit Nagar Colony, Tuberculosis Sanatorium, Tambaram.</p>	<p>Direct recruitment or recruitment by transfer.</p>	<p>1. Must not have completed or will not complete the age of 30 years on the 1st day of July of the year in which the selection for appointment is made;</p> <p>2. Must hold the degree of B.A. or B.Sc., or B.Com., of any University recognised by the University Grants Commission for the purposes of its grant and must possess practical experience in Accounts and Administration for a period of not less than 5 years and</p> <p>3. Must have passed the Account Test for Executive Officers.</p>
	<p>Promotion</p>	<p>Must have put in satisfactory service of not less than 10 years in the categories of Assistant and / or Superintendents; and Must have gained practical experience in Hospital administration and work in Government Hospital or Sanatorium of the State.</p>
<p>1. Manager, Department of Legal Studies.</p>	<p>Promotion</p>	<p>1. Must have passed the Account Test for Subordinate Officers, Part-I.</p> <p>2. Must have put in Satisfactory service of not less than 3 years in the category of Head Clerk or 5 years experience as Assistant in the Department of Legal Studies.</p>
<p>1. Office Assistants in the office of the Director of Adi Dravidar and Tribal Welfare</p>	<p>By transfer.</p>	<p>Must have passed the Account Test for Subordinate Officers, Part-I.</p>

6. Senior Steward in the Agriculture Department.	Promotion .	(i) Must have passed the Government Technical Examination in Accountancy by the Higher Grade;  (ii) Must have rendered not less than five years service as Assistant in the Agricultural Department; and  (iii) Must have passed both the Agriculture Departmental Test and Account Test for Subordinate Officers, Part I.
	Direct recruitment or recruitment by transfer	Must have passed the Government Technical Examination in Accountancy by the Higher Grade.
7. Inspectors in the Tamil Nadu Hindu Religious and Charitable Endowments Department.	By promotion or by recruitment by transfer from Executive Officers Grade II in the Tamil Nadu Hindu Religious and Charitable Endowments Subordinate Service.	Must have passed District Office Manual Test, Account Test for Subordinate Officers Part I and Hindu Religious and Charitable Endowments (Administration) Department Tests.
7. Head Clerk Department of Legal Studies.	By transfer from the category of Assistant or by promotion from the category of Junior Assistant in the Department of Legal Studies.	Must have passed the Account Test for Subordinate Officers Part I.
8. Accountant, Department of Legal Studies.	By promotion from category 14 or by transfer from any post in Category 12.	Must have passed the Account Test for Subordinate Officers, Part-I.
8. Commercial Accountant, Institute of Veterinary Preventive Medicine, Ranipet.	Recruitment by transfer.	(1) Must have passed -  (a) The Government Technical Examination in Accountancy by the Higher Grade or.Com.degree.  (b) the Account Test for Subordinate Officers - Part I.  (c) the Departmental Test in the Manual of the Animal Husbandry Department.  (2) Must possess in the opinion of the appointing authority satisfactory - experience in the maintenance of Commercial Accounts.
8. Commercial Accountant, Office of the Industrial Engineering Workshop, Madras.	Recruitment by transfer, or by promotion.	(1) Must have passed the Government Technical Examination in Accountancy by the Higher Grade;  (2) Must have passed the Account Test for Subordinate Officers Part I, and  (3) Must have passed Agricultural Departmental Test.

8. Commercial Accountant in the Medical Education Department.	Transfer or recruitment by transfer	<p>(1) Must have passed the Government Technical Examination in Accountancy by the Higher Grade;</p> <p>(2) Must have passed the Account Test for Subordinate Officers, Part-I;</p> <p>Provided that those appointed by recruitment by transfer shall possess in addition experience in the maintenance of Commercial Accounts for a period of not less than one year.</p>
	Direct recruitment	<p>(1) Must have passed the Government Technical Examination in Accountancy by the Higher Grade;</p> <p>(2) Must possess experience in the maintenance of Commercial Accounts for a period of not less than one year.</p>
8. Accounts Assistants in the Industries Department.	Direct recruitment or recruitment by transfer.	<p>1. Must have passed the Intermediate Examination of the Institute of Costs and Works Accountants of India, Calcutta or of the Cost and Works Accountants Institute, London, and</p> <p>2. Must possess practical experience in cost or financial accounting for a period of not less than two years in an Industrial concern recognised by the Director of Industries and Commerce or in a State owned undertaking.</p> <p>3. In the case of direct recruitment one must not have completed or should not complete the age of 35 years on the first day of July of the year in which the selection for appointment is made.</p>
	By promotion	**Must have put in a service of not less than two years as Commercial Accountant or Auditor or Superintendent in the Industries Department.
		Provided that appointment to the post of Accounts Assistant shall be made by promotion from among the holders of the posts of Commercial Accountants / Auditors and Superintendent in the ratio of 1:6.
		**[Substituted] [vide G.O.Ms.N o.151, P&AR (B) Department, dated. 7-8-2000 w.e.f. 7.8.2000].
8. Commercial Accountant Grade-I in all offices in the Dairy Development Department.	Direct recruitment	<p>1. Must hold a Degree of B.Com. and</p> <p>2. Experience in the maintenance of Commercial accounts in a private concern or in a public undertaking or in the Government commercial departments for a period of not less than three years.</p>

	By promotion	<p>1) Must have passed -</p> <p>(a) Government Technical Examination in Accountancy by higher grade.</p> <p>(b) The Account Test for Subordinate Officers Part-I and</p> <p>2) Must possess experience in the maintenance of Commercial Accounts for a period of not less than two years.</p>
	By Transfer	<p>Must have passed--</p> <p>(1) Government Technical Examination in Accountancy by Higher Grade and</p> <p>(2) Must possess experience in Accounts work for a period of not less than two years.</p>
8. Commercial Accountant Grade-II	Direct recruitment	Must hold a degree of B.Com.
	By promotion or transfer.	<p>(i) Must have passed the Government Technical Examination in Accountancy by the Higher Grade.</p> <p>(ii) The Account Test for Subordinate Officers Part-I.</p>
8. Accountant in the Fisheries Department.	By promotion	<p>(1) Must have passed the Government Technical Examination in Accountancy by Higher Grade; or must hold the B.Com. degree and</p> <p>(2) Must have put in five years of service as Assistant.</p>
	By direct recruitment or by transfer.	<p>(1) Must hold the B.Com., degree in First Class or B.Com.(Hons.) and</p> <p>(2) Must hold practical experience in the audit of the accounts of educational or other institutions for a period of not less than two years.</p>
	<b>Explanation:-</b> "Superintendents holding the B.Sc. degree or having passed in Accountancy by the Higher Grade shall be given preference in the matter of appointment to the post of Accountant"	
8. Accountant in Tamizhagam Guest House, Udhagamandalam.	By promotion from among the holders of the posts of Assistants in the Directorate of Information and Public Relations Department;	<p>(i) Must have passed the Account Test for Subordinate Officers, Parts I and II;</p> <p>(ii) Must have passed the District Office Manual Test; and</p>
	By transfer from among the Accountants in other Departments in the Tamil Nadu Ministerial Service carrying the same scale of pay as that of Accountant in Tamizhagam Guest	<p>(iii) Must have had experience in the maintenance of Accounts for a period of not less than two years.</p>

	By recruitment by transfer from among the Assistants in the Tamil Nadu Secretariat Service.	
8. Accountant in the Tamil Nadu House, New Delhi.	By recruitment by transfer from among the Assistant Section Officers in the Tamil Nadu Secretariat Service; or By transfer from among the Accountants in other Departments in the Tamil Nadu Ministerial Service.	Account Test for Subordinate Officers Parts I and II.
1 .Audit Assistants, Local Fund Audit Department.	Direct recruitment or recruitment by transfer.	Must hold the degree of B.A. or B.Sc. of any University recognised by the University Grants Commission for the purpose of its grant.
	Promotion	Need not possess the above qualification if the candidate is, in the opinion of the Examiner of Local Fund Accounts otherwise suitable for promotion.
10. Audit Assistants, State Trading Schemes Department.	Direct recruitment or recruitment by transfer.	Must hold the degree of B.A., B.Sc., B.Com. or B.Com.(Hons.) of any University recognised by the University Grants Commission.
	Promotion	Need not possess the above qualification if the candidate is in the opinion of the Chief Auditor, State Trading Schemes otherwise suitable for promotion.
*11. Librarian and Assistant Librarian Government Oriental Manuscripts Library and Research Centre.	Direct recruitment or recruitment by transfer.	Must not have completed or will not complete the age of 30 years on the 1st day of July of the year in which the selection is made:  Must hold the degree of M.A. or B.A.(Hons) of any University recognised by the University Grants Commission for the purpose of its grants either in Sanskrit or in Tamil provided that if the Librarian holds the degree in Sanskrit, the Assistant Librarian should hold the degree in Tamil and vice versa.
	*[Substituted) vide G.O.Ms.No. 338, P&A.R.(B) Department, dt. 13-9-2004 w.e.f.13-3-2002]	
	**(Omitted) (vide G.O.Ms.No.83, P.&A.R. (B) Department, dated 23.7.2002 w.e.f. 5.12.1988).	
12. Assistant in the Archaeology Department.	By promotion or by recruitment by transfer.	Must have passed the District Office Manual Test and Account Test for Subordinate Officers Part-I,
12. Assistants, Office of Commissioner of Revenue Administration.	Direct recruitment.	Must hold the degree of B.A. B.Sc., or B.Com.
12. Assistants, Office of the Commissioner of Land Administration.	Direct recruitment.	Must hold the degree of B.A., B.Sc., or B.Com.,
12. Assistants Office of the Commissioner of Commercial Taxes.	Direct recruitment.	Must hold the degree of B.A., B.Sc., or B.Com.,
12. Assistants in the Office of the Commissioner of Civil	Direct recruitment.	Must hold a degree of B.A., B.Sc., or B.Com..

	Recruitment by transfer.	Must have passed the Account Test for Subordinate Officers Part I and Special Test on District Office Manual.
12. Assistants in the Office of the Commissioner of Agricultural Income Tax	Recruitment by transfer or promotion from among the holders of the posts of Junior Assistants or Typists (*) in the Office of the Commissioner of Agriculture Income Tax.	Revenue Tests Parts I, II and III.
	(*)[Omitted] [vide G.O. Ms.No.16, P.&A.R. (B) Dept., dt. 21.2.2002 w.e.f.1.8.1992]	
12. Assistant employed as Personal Clerk, Office of the Director of Agriculture.	By transfer or by promotion.	(1) Must have passed the Government Technical Examinations in Typewriting and Shorthand.-- (i) in Tamil and English by the Higher Grade; or (ii) in Tamil by the Higher Grade and in English by the Lower Grade; or (iii) in English by the Higher grade and in Tamil by the Lower Grade: Provided that candidates with the qualifications referred to in item (ii) above, shall be appointed only if candidates with the qualifications referred to in item (i) above, are not available: Provided further that candidates with the qualifications referred to in item (iii) above, shall be appointed only if candidate with the qualifications referred to items (i) and (ii) above are not available. (2) Must have passed the Account Test for Subordinate Officers, Part-I; (3) Must have passed the Agricultural Department - Test, for the members of the Tamil Nadu Ministerial Service in the Agriculture Department; and (4) Must have passed the District Office Manual Test;
12. Assistants, Office of the Director of Land Reforms.	By transfer or by promotion.	Must have passed the Revenue Test, Parts I, II and III.
12. Assistants in the Office of the Director of Urban Land Ceiling and Urban Land Tax and Offices of the Assistant Commissioner of Urban Land Tax.	By promotion or by transfer.	Must have passed the Revenue Tests Parts I, II and III.
12. Assistants in the Collegiate Education Department.	By promotion or by recruitment by transfer.	Must have passed the District Office Manual Test.

<p>12. Assistants employed as Camp Clerks of the Commissioner in the Office of the Commissioner of Revenue Administration or as Personal Clerk to the Commissioner, Office of the Commissioner of Revenue Administration.</p>	<p>Recruitment by transfer</p>	<p>(1) Must have passed the Revenue Test Parts I to III.</p> <p>(2) Must possess the Technical Qualification in Shorthand and Typewriting prescribed for a Steno-typist Grade-III.</p>	
<p>*12-A. Personal Assistant in the Department of the Commissioner of Revenue Administration.</p>	<p>By Promotion from the post of Steno-Typist Grade-III in the Office of Commissioner of Revenue Administration</p>	<p>(1)</p>	<p>Must have passed the Government Technical Examination in Typewriting and Shorthand in English and Tamil both by Higher Grade.</p>
		<p>(2)</p>	<p>Must have passed the Revenue Test Parts I, II and III.</p>
		<p>(3)</p>	<p>Must have rendered service for a total period of not less than five years as Steno-typist Grade-III:</p>
<p>*Provided that an option shall be obtained from the Steno-typist Grade-III before preparation of the panel for appointment by promotion as Personal Assistant or Assistant or Superintendent regarding the post to which he desires to be appointed.</p> <p>His option once exercised shall be final:</p> <p>Provided further that a Steno-Typist after appointment by promotion as Personal Assistant based on the option exercised by him shall not be eligible for consideration for appointment by promotion as Assistant or Superintendent.</p> <p>*[Deleted vide G.O.Ms.No.16, P&amp; A.R.(B) Department, dt. 21-2-2002 w.e.f.1-9-92] (-vide G.O.Ms.No.152, P.&amp;A.R. (B) Department, dated 19.12.2002, w.e.f. 26.3.1981)</p>			
<p>12. Assistants employed as Camp Clerks of the Commissioner of Land Reforms or Personal Clerk to the Commissioner of Land Reforms Department.</p>	<p>By recruitment by transfer.</p>	<p>(1) Must have passed the Revenue Test Parts I, II and III.</p> <p>(2) Must possess the Technical Qualification in Shorthand and Typewriting prescribed for a Steno-typist Grade-III.</p>	
<p>12.A. Personal Assistants in the Office of the Commissioner of Land Administration.</p>	<p>By promotion from the post of Steno-typist Grade-III.</p>	<p>(1) Must have passed the Government Technical Examination in Typewriting and Shorthand in English and Tamil both by the Higher Grade.</p> <p>(2) Must have passed the Revenue Test Part I, II and III.</p> <p>(3) Must have rendered not less than 5 years of service as Steno-typist Grade-III.</p>	
<p>***</p>	<p>*** (Omitted) (vide G.O.Ms.No.16, P.&amp;A.R. (B) Department, dated 21.2.2002 w.e.f. 1.8.1992).</p>		

<p>12. Assistants employed as Camp Clerks of the Commissioner in the Office of the Commissioner of Commercial Taxes or as Personal Clerk to the Commissioner, Office of the Commissioner of Commercial Taxes.</p>	<p>By recruitment by transfer.</p>	<p>(1) Must have passed the Revenue Test Parts I, II and III.</p> <p>(2) Must possess the Technical Qualification in Shorthand and Typewriting prescribed for a Steno-typist Grade-III.</p>
<p>12. Assistants Electrical Engineer's Division.</p>	<p>Recruitment by transfer.</p>	<p>Must have passed the Account Test for Subordinate Officers, Part-I.</p>
<p>12. Assistants employed as Camp Clerk of the Director of Fisheries.</p>	<p>By transfer</p>	<p>(1) Must have passed the Account Test for Subordinate Officers Part-I.</p> <p>(2) Must have passed the Fisheries Departmental Test 1 and</p> <p>(3) Must possess the Technical qualification in Shorthand and Type- writing prescribed for a Steno-typist Grade-III.</p>
<p>12. Assistant employed as Personal Clerk to the Director of Handlooms.</p>	<p>By transfer or by promotion.</p>	<p>(1) Must have passed the Account Test for Subordinate Officers Part-I.</p> <p>(2) Must possess the Technical qualification in Shorthand and Typewriting prescribed for a Steno-typist Grade-III.</p>
<p>12. Assistants in the Tamil Nadu Hindu Religious and Charitable Endowments Department.</p>	<p>By promotion or by recruitment by transfer from Executive Officer Grade-III in the Tamil Nadu Hindu Religious and Charitable Endowments Subordinate Service.</p>	<p>Must have passed District Office Manual Test, Account Test for Subordinate Officers Part I and Hindu Religious and Charitable Endowments (Administration) Department Test.</p>
<p>12. Assistant, Office of the Director of Adi Dravidar and Tribal Welfare.</p>	<p>By transfer</p>	<p>Must have passed the Account Test for Subordinate Officers Part-I.</p>
<p>12. Assistants, Office of the Director of Backward Classes.</p>	<p>By transfer</p>	<p>Must have passed the Account Test for the Subordinate Officers, Part I and District Office Manual Test.</p>
<p>12. Assistants, Treasuries and Accounts Department.</p>	<p>Direct recruitment</p>	<p>Must hold the degree of B.A., B.Sc., or B.Com.</p> <p>Preference shall be given to a person who holds a degree in Commerce.</p>



	Recruitment by transfer	(1) Must have passed the Account Test for Subordinate Officers Parts I and II and  (2) Must have passed the Test on District Office Manual.
12. Assistant including Assistant-cum-Cashier, Tamil Nadu Forensic Science Laboratory.	Recruitment by transfer or by promotion.	(1) Must have passed the Account Test for Subordinate Officers, Part-I.  (2) Must have passed the Special Test on District Office Manual.
12. Assistant employed as Personal Clerk (Camp Clerk) to the Director of Treasuries and Accounts.	By transfer from Accountant in the Treasury and Accounts Department.	Must have passed the Government Technical Examinations in Shorthand and Typewriting by the Higher Grade (English):  Provided that if no Accountant possessing the qualifications in Typewriting and Shorthand by the Higher Grade in English is available, a candidate possessing the qualifications in Typewriting and Shorthand by the Lower Grade in English may be appointed.
12. Assistant employed as Personal Clerk to the Director of Municipal Administration.	By promotion from among the holders of the post of Steno-typist Grade-III in the Office of the Director of Municipal Administration Madras, or in any other departments or by recruitment by transfer from among the holders of the post of Steno-typist Grade-III in any other service.	(1) Must have passed the Government Technical Examinations in Typewriting and Shorthand.--  (i) by the Higher Grade in Tamil and English; or (ii) by the Higher Grade in Tamil and Lower Grade in English; or (iii) by the Higher Grade in English and Lower Grade in Tamil.  (2) Must have passed the Account Test for Subordinate Officers, Part I and the District Office Manual Test.

12. Personal Clerk to the Examiner of Local Fund Account in the Cadre of Assistant	By transfer	(1) Must have passed the Account Test for Subordinate Officers, Part-I and  (2) Must have passed the Government Technical Examination in Short- hand and in Typewriting by the Higher Grade.  Provided that if person possessing the above qualification is not available, a person who has passed the above examinations by lower grade may be appointed.
12. Assistant employed as Personal Clerk to the Director of Backward Classes.	By transfer	(1) Must have pass the Account Test for Subordinate Officers, Part-I and District Office Manual Test.  (2) Must possess the technical qualifications in Short- hand and Typewriting prescribed for a Steno-typist Grade-III.
12. Assistants, Department of Legal Studies.	By promotion from the category of Junior Assistants in the Department of Legal Studies or transfer from any other categories in the service or by recruitment by transfer from any other service.	Must have passed the Account Test for Subordinate Officers Part-I.
12. Assistant employed as Camp Clerk/ Personal Clerk to the Director of Adi Dravidar and Tribal Welfare.	Recruitment by transfer or promotion.	(1) Must have passed the Account Test for Subordinate Officers Part-I, and  (2) Must possess the Technical qualification in Shorthand and Type- writing prescribed for a Steno-typist Grade-III.
12. Assistant, Department of Industries and Commerce.	Direct recruitment.	Must possess a degree of B.A., B.Sc., B.Com., B.A.,(Hons.), B.Com.(Hons.) M.A., M.Sc., or M.Com., of any University recognised by the University Grants Commission for the purpose of its grants;  *Must have completed the training conducted by the Industries Department for a period of six months and must have completed service of six months as Junior Assistant against the post of Assistant.
	* [Substituted vide G.O.Ms.No.107, P & AR(B) Dept., dated 17-6-99 w.e.f. 28.5.65]	
**12. Assistant in the Motor Vehicles Maintenance Department	**By promotion from among the holders of the post of Junior Assistant, and Typist in the Motor Vehicles Maintenance Department.	Must have passed Account Test for Subordinate Officers Part I and Special Test on District Office Manual.
	**(Added) (Vide G.O.Ms .No.57, P&AR (B) Dept. dt.1.2.96 w.e.f.1.3.1959)	

	<b>**</b> (Substituted vide G.O.Ms.No.1 6, P & AR(B) Dept., dated 21.02.2002 w.e.f. 1.8.1992)	
12. Assistant employed as Personal Clerks to the Industries Commissioner and Director of Industries and Commerce and to the Additional Director of Industries and Commerce	By transfer or by promotion	<p>(1) Must have passed the Government Technical Examinations in Type-writing and Shorthand.</p> <p>(a) by the Higher Grade in Tamil and English: or</p> <p>(b) by the Higher Grade in Tamil and Lower Grade in English: or</p> <p>(c) by the Higher Grade in English and Lower Grade in Tamil:</p> <p>Provided that the candidates with the qualifications referred to in item (b) above shall be recruited only if candidates with the qualifications referred to in item (a) above are not available:</p> <p>Provided further that the candidates with the qualifications referred to in item (c) above shall be recruited only if candidates with the qualifications referred to in item (a) and (b) above are not available.</p> <p>(2) Must have passed Account Test for the Subordinate Officers Part I and</p> <p>(3) Must have passed the District Office Manual Test.</p>

<p>12. Assistant employed as Personal Clerk to the Director of Survey and Settlements.</p>	<p>Transfer from the category of Assistant in the Director of Survey and Settlements</p>	<p>(1) Must have passed the Revenue Tests, Parts I, II and III;</p> <p>(2) Must have passed.—</p> <p>(i) the Government Technical Examination in Tamil Typewriting and Shorthand by the Higher Grade; or</p> <p>(ii) the Government Technical Examination in English Typewriting by the Higher Grade and Shorthand by the Higher Grade or Intermediate Grade:          Provided that if candidates with the qualifications referred to in item (2) above are not available, candidates who have passed the Government Technical Examinations by the Lower Grade may be appointed:</p> <p>Provided further that on and from the 1st April 1982 must have passed the Government Technical Examination--</p> <p>(i) in Tamil and English Typewriting and Shorthand both by the Higher Grade;          or</p> <p>(ii) in Tamil Typewriting and Shorthand both by the Higher Grade and in English Typewriting and Shorthand both by the Lower Grade; or</p> <p>(iii) in English Typewriting and Shorthand both by the Higher Grade and in Tamil Typewriting and Shorthand both by the Lower Grade.</p>
<p>12. Assistant employed as Personal Clerk to the Registrar of Co-operative Societies.</p>	<p>By transfer or by promotion.</p>	<p>Must have passed the Government Technical Examinations in Shorthand and Typewriting prescribed for a Steno-typist Grade-III.</p>
<p>*12. Assistant employed as Tour Clerk to the Director of Health Services and Family Planning.</p>	<p>By promotion from among Junior Assistants (*) in the office of the Director of Health Services and Family Planning (Medical Wing).</p>	<p>Must have passed the Departmental Test in the Madras Medical Code, the Account Test for Subordinate Officer Part I and the Government Technical Examinations in Shorthand and Typewriting prescribed for a Steno-typist Grade-III.</p>
	<p>(*)(Omitted) (vide G.O.Ms.No.16, P &amp; AR(B) Dept., dated 21.02.2002 w.e.f. 1.8.1992)</p>	

<p>12. Assistant employed as Personal Clerk/Camp Clerk to the Chief Conservator of Forests.</p>	<p>By transfer or by promotion.</p>	<p>(1) Must have passed the Account Test for Subordinate Officers, Part-I;</p> <p>(2) Must have passed the Departmental Test in Madras Forest Department Code; and</p> <p>(3) Must possess the Technical Qualifications in Short-hand and Typewriting by the Higher Grade.</p>
<p>12. Assistant Statistical Investigator in the Statistical Branches of the Animal Husbandry Department.</p>	<p>Direct recruitment or by recruitment by transfer.</p>	<p>(1) Must have passed the Government Technical Examination in Typewriting by the Higher Grade; and</p> <p>(2) Must possess sufficient experience in operating the calculating machine and computing work.</p>
<p>12. Assistants in the Public Libraries Department.</p>	<p>By promotion or by transfer or by recruitment by transfer.</p>	<p>Must have passed the Account Test for Subordinate Officers Part I and Special Test on District Office Manual.</p>
<p>12. Assistants in the Directorate of Rural Development, Panchayat Union Offices, Panchayat Development Branches in the Collectorate Divisional Development Offices Rural Extension Training Centre and Tamil Nadu Local Administration Radio and Television Maintenance Organisation Accountants in the Panchayat Union Office and Rural Welfare Officers, Grade-I.</p>	<p>By promotion.</p>	<p>(1) Must have passed the Test for Officers of Panchayat Development Department and Panchayat Development Account Test;</p> <p>(2) Must have served as Rural Welfare Officer, Grade II and Junior Assistant including Cashier for a period of not less than one year each after satisfactory completion of Training prescribed;</p> <p>Provided that the above service qualification shall not be insisted for a period of five year from the date of publication of the amendments in the Gazette;</p> <p>Provided further that the qualification mentioned in item (2) above shall not be applicable in the case of Junior Assistants and Typists including Steno- typists Grade-III in the Offices of the Director of Rural Development and Tamil Nadu Local Administration Radio and Television Maintenance Organisation in Madras.</p>

<p>12. Assistants in the Directorate of Tamil Development.</p>	<p>*(a) By promotion from the holders of the post of Junior Assistant, (*) or Typist in the Directorate of Tamil Development or from the holders of the post of Junior Assistant in any other Department.</p> <p>(b) By transfer from any other Department.</p>	<p>Must have passed the Account Test for Subordinate Officers Part I.</p>
--	---	---

(\*)(Substituted vide G.O.Ms.No.16, P & AR(B) Dept., dated 21.02.2002 w.e.f. 1.8.1992)

<p>12. or 14. Assistant or Junior Assistant employed as Tour Clerk in the Office of the Chief Inspector of Factories.</p>	<p>Assistant recruitment by transfer Assistant recruitment by transfer or direct recruitment.</p>	<p>Must have passed the Government Technical Examination in --</p> <p>(1) Shorthand by the Higher Grade; and</p> <p>(2) Typewriting by the Lower Grade at an examination held after the 1st January 1933.</p>
<p>12. Assistant employed as Personal Clerk to the Director of Social Welfare.</p>	<p>By transfer or by promotion.</p>	<p>Must have passed --</p> <p>(1) The Government Technical Examination in Type- writing by Higher Grade (both English and Tamil);</p> <p>(2) the Government Technical Examination in Shorthand by Higher Grade (English) or Intermediate Grade (English) and</p> <p>(3) the Government Technical Examination in Shorthand by Lower Grade (Tamil).</p> <p>Preference shall be given to a person who have passed the Government Technical Examination in Shorthand by Higher Grade (Tamil).</p>
<p>12. Assistants and Accountants in the grade of Assistants in the Training Branch of the Employment and Training Department.</p>	<p>Recruitment by transfer.</p>	<p>Must have passed the Special Test on District Office Manual.</p>
<p>12. Assistants/Accountant in the Social Welfare Department.</p>	<p>By promotion or by recruitment by transfer.</p>	<p>Must have passed the District Office Manual Test and Account Test for Subordinate Officers Part I.</p>
<p>12.A.Gujarathi knowing Assistants in the Commercial Taxes Department.</p>	<p>1. Direct recruitment.</p>	<p>(1) Must hold the degree of B.A., B.Sc., or B.Com.and</p> <p>(2) Must possess knowledge in Gujarathi Language equivalent to S.S.L.C. Standard.</p>

	<p>2. By promotion from Junior Assistants in Commercial Taxes Department.</p>	<p>(1) Must have passed the Language Test for the members of the Commercial Taxes Department in the Gujarathi language;</p> <p>(2) Must have passed the Departmental Test in Commercial Taxes Acts Parts I, II and III and Accountancy; and</p> <p>(3) Must have passed the District Office Manual Test.</p>
	<p>*3. By promotion from Typists (*) in the Commercial Taxes Department.</p>	<p>(1) Must have passed the language test for the members of the Commercial Taxes Department in the Gujarathi lanaguage;</p> <p>(2) Must have passed the Departmental Test in Commercial Taxes Acts, Parts I, II and III and Accountancy, and</p> <p>(3) Must have passed the District Office Manual Test.</p>
	<p>4. By transfer from Assistants in the Commercial Taxes Department.</p>	<p>(1) Must have passed the lanaguage test for the members of the Commercial Taxes Department in the in the Gujarathi Language.</p> <p>(2) Must have passed the Departmental Test in Commercial Taxes Part III and Book-keeping.</p>
<p>(*)(Omitted.)(vide G.O.Ms.No .16, P &amp; AR(B) Dept., dated 21.02.2002 w.e.f. 1.8.1992)</p>		
<p>12. Assistant employed as Steno-typist Grade-III to the Commissioner for Milk Production and Dairy Development, Madras.</p>	<p>By transfer or by promotion.</p>	<p>Must have passed --</p> <p>(1) The Government Technical Examination in Typewriting by Higher Grade (English) and</p> <p>(2) The Government Technical Examination in Shorthand by Higher Grade (English).</p> <p>Provided that if no Assistant possessing the qualifications in Typewriting and Shorthand by Higher Grade in English is available, a candidate possessing qualifications in Typewriting and Shorthand by Lower Grade, in English may be appointed.</p>
<p>12. District Inspectors of State aided concerns in the Department of Industries and Commerce.</p>	<p>Direct recruitment or by transfer.</p>	<p>*Must hold a degree of B.Com., or a degree of B.A.(Corporate Secretaryship) awarded by any University recognised by the University Grants Commission.</p>

	By promotion.	A pass in Account Test for Subordinate Officers Part I. Preference shall be given to candidates who have passed the Government Technical Examination in Accountancy by Lower Grade *or a degree of B.Com., or a degree of B.A.(Corporate Secretaryship) awarded by any University recognised by the University Grants Commission.  *[Substituted] [vide G.O.Ms.No.248, P.&.A.R. (B) Department, dated 29.11.2007 with effect from 27.11.2000].
12 or 14 (Registration Department)-- Assistant or Junior Assistant employed as Tour Clerk in the Office of the Inspector General of Registration.	Assistant - Recruitment by transfer.	Must have passed by the Higher Grade the Government Technical Examinations in Shorthand and Typewriting.
	Junior Assistant - Recruitment by transfer or direct recruitment.	
12. Assistant employed as Personal Clerk to Director of Rehabilitation.	By transfer or by promotion.	(i) Must have passed the Account Test for Subordinate Officers, Parts I and II.  (ii) Must have passed the Special Test in District Office Manual:  Provided that the Persons who have passed the Revenue Test Part-I, shall be exempted from passing the Special Test in District Office Manual; and  (iii) Must have passed the Government Technical Examinations in Type- writing and Shorthand in English or Tamil by the Higher Grade:  Provided that if candidates who have passed the Government Technical Examination in Typewriting and Shorthand in Tamil or Typewriting and Short- hand in English by Higher Grade are not available, those who have passed the Examinations by lower grade may also be appointed.



<p>12. Assistant employed as Personal Clerk to the Director of Stationery and Printing.</p>	<p>*By transfer from the category of Assistants in the Stationery and Printing Department (*).</p>	<p>(1) Must have passed Stationery and Printing Department Test</p> <p>(i) Part A – Stationery Manual, Volumes I and II.</p> <p>(ii) Part B - Government Press Office Manual.</p> <p>(2) Must have passed the District Office Manual Test.</p> <p>(3) Must have passed the Account Test for Sub- ordinate Officers, Part-I.</p> <p>(4) Must have passed the Government Technical Examinations in Type- writing and Shorthand.</p> <p>(i) by the Higher Grade in Tamil and English; or</p> <p>(ii) by the Higher Grade in Tamil and Lower Grade in English; or</p> <p>(iii) by the Higher Grade in English and Lower Grade in Tamil.</p> <p>Provided that a a candidate with the qualifications referred to in item (ii) above shall be appointed only if, candidates with the qualification referred to in item (1) above are not available.</p> <p>Provided further that a candidate with the qualifications referred to in item (iii) above shall be appointed only if candidates with the qualifications referred to in item (i) and (ii) above are not available.</p>
<p>*(Omitted) (vide G.O.Ms.No. 16, P &amp; AR(B) Dept., dated 21.02.2002 w.e.f. 1.8.1992)</p>		
<p>12 or 14 Assistant or Junior Assistant employed as Personal Clerk in the Agricultural Income-tax Department.</p>	<p>By transfer</p>	<p>Must possess the Technical Qualification in Shorthand and Typewriting prescribed for a Steno-typist Grade-III in addition to the qualification prescribed for the post.</p>
<p>14. Junior Assistants in the Registration Department.</p>	<p>Direct recruitment or recruitment by transfer.</p>	<p>In addition to an adequate knowledge of Tamil, the candidate concerned, if so required by the appointing authority, must possess an adequate knowledge of one of the languages specified below, namely:</p> <p>Telugu, Malayalam, Kannada, Urudu and Hindi.</p>

14. Junior Assistants in the Office of the Comptroller, Governor's Household.	Direct recruitment or recruitment by transfer.	Must have passed the Government Technical Examination in Typewriting by the Lower Grade.
14. Junior Assistants in the Office of Translators to Government.	Direct recruitment or recruitment by transfer.	The candidate's language in examination for the selection of candidates for recruitment to the service must be the language of the section in which he is to be appointed.  In the case of appointment in the Tamil or Telugu Section, the candidate must also have passed the Government Technical Examination in Typewriting by the Lower Grade.
14. Special Revenue Inspector, in the Office of the Director of Adi Dravidar and Tribal Welfare.	Transfer from the Junior Assistants in the Office of the Director of Harijan Welfare or Revenue Department.	(1) Revenue Test, Parts I, II and III. (2) Revenue Survey Training for a period of not less than four weeks.
14. Junior Assistant employed as Camp Clerk of the Director of Animal Husbandry.	Direct recruitment or recruitment by transfer.	Must possess the Technical qualification in Shorthand and Typewriting prescribed for a Steno-typist Grade-III.
14. Junior Assistant employed as Camp Clerk under the Officers of the Fisheries Department.	Direct recruitment or recruitment by transfer.	Must possess the Technical qualification in Shorthand and Typewriting prescribed for a Steno-typist Grade-III.
14. Junior Assistant Employed as Camp Clerks of the Chief Engineers Public Works Department, except the Chief Engineer for Irrigation.	Direct recruitment or recruitment by transfer.	Must have passed by the Higher Grade the Government Technical Examination in Shorthand and Typewriting.
14. Junior Assistants (redesignated as Junior Assistant-cum-typist) employed as Camp Clerks of the Sub-Divisional Officers of the Police Department.	Direct recruitment or recruitment by transfer.	Must have passed the Government Technical Examination in Typewriting by the Lower Grade.
14. Junior Assistant-cum-Typist attached to the Assistant Director incharge of Stores, Tamil Nadu Forensic Science Laboratory.	Direct recruitment or recruitment by transfer.	Must have passed the Government Technical Examination in English Typewriting by the Higher Grade and in Tamil Typewriting by the Lower Grade.
**14. Junior Assistant-cum- Typist in the Directorate of Vigilance and Anti-Corruption.	**Direct recruitment or recruitment by transfer	**Must have passed the Government Technical Examination in Typewriting by lower Grade.
** (Inserted) (vide G.O.Ms.No.116, P.&.A.R. (B) Dept., dated 6.5.1997 w.e.f. 5.5.1978).		

<p>14. Revenue Inspector- (1) in the Nilgiris, Kodaikanal Taluk of the Madurai district and the Shevaroy of the Salem District.</p>	<p>By transfer</p>	<p>(1) Revenue Test, Parts I, II and III. (2) Revenue Survey Training for a period of not less than four weeks. (3) Course in the use of circumferentor and intraverse computation for a period of not less than six weeks. (4) Must have served as a Junior Assistant in a Taluk Office for a minimum period of one year; Provided that in the case of Settlement Inspectors and Junior Assistants in the Settlement Department and of Junior Assistant/Assistant deputed for Revenue Inspectors Training from the Secretariat or from Offices of the Board of Revenue or from the Office of the Director of Settlement, Madras, such Service in a Taluk Office shall not be required. <b>Note:</b> Service rendered as Junior Assistants and/or Special Revenue Inspector in the Agricultural Income-tax Department or service rendered by Junior Assistant in the following offices/departments shall be deemed as service in a Taluk Office for the purpose mentioned in item (4) above: (1) The Madras Collectorate. (2) The Offices of the Deputy Tahsildars and of Estate Managers (managed by Deputy Tahsildars and Tahsildars). (3) The Block Development Offices. (4) Inam settlement office, Pudukottai. (5) The Offices of the Special Deputy Tahsildars and Special Tahsildars (Zamin Abolition). (6) Special Tahsildars' Offices (Loans, Land Acquisition and Assignment). (7) Offices of the Authorised Offices (Land Ceiling).</p>
---	--------------------	--

<p>(2) Else-where</p>	<p>Transfer</p>	<p>(1) Revenue Test, Parts I, II and III.</p> <p>(2) Revenue Survey Training for a period of not less than four weeks.</p> <p>(3) Must have served as Junior Assistant in a Taluk Office for a minimum period of one year.</p> <p>Provided that in the case of Settlement Inspectors, and Junior Assistants in the Settlement Department and or Assistants/Junior Assistants deputed for Revenue Inspector's training from the Secretariat or from Offices of the Board of Revenue or from the Office of the Director of Settlement, Madras such service in a Taluk Office shall not be required.</p> <p><b>Note:</b> Service rendered as Junior Assistant and / or Special Revenue Inspector in the Agricultural Income-Tax Department or service rendered by Junior Assistants in the following Offices/Departments shall be deemed as service in a Taluk Office for the purpose mentioned in item (3) above-</p> <p>(1) The Madras Collectorate.</p> <p>(2) The Offices of the Deputy Tahsildars and of the Estate Managers (Managed Deputy Tahsildars and Tahsildars).</p> <p>(3) The Block Development Officers.</p> <p>(4) Inam Settlement Office, Pudukkottai.</p> <p>(5) The Offices of the Special Deputy Tahsildars and Special Tahsildars (Zamin Abolition).</p> <p>(6) Special Tahsildars' offices (Loans, Land Acquisition and Assignment).</p> <p>(7) Offices of the Authorised Officers (Land Ceiling).</p> <p>Provided further that in the case of Junior Assistants of the Survey and Land Records Department, allotted to the Revenue Department with reference to G.O.Ms.No.3420, Revenue, dated the 4<sup>th</sup> November 1955 and sent for Revenue Inspectors' Training, such service in a Taluk Office shall not be required if they have put in a three years service as such Junior Assistants</p>
-----------------------	-----------------	--

		<p>Provided that the above said qualifications shall not be insisted on for appointment as Revenue Inspector as a temporary measure and for a period not exceeding six months on each occasion but a person so appointed shall be replaced as soon as possible by another who possesses the prescribed qualifications:</p> <p>Provided further that a pass in the Revenue Test, Parts I, II, shall not be insisted on upto the 9th April, 1956 for appointment as Revenue Inspector in the Nilgiris District of a Junior Assistant otherwise suitable for such appointment if there are no Junior Assistants in the districts concerned who possess the qualification and are suitable for appointment. Service rendered as such after the 15th September 1955 shall not be taken into account for computing the total period of service as Revenue Inspector prescribed for purposes of promotion.</p>
14. Comptists in the Treasury and Accounts Department.	Direct recruitment or recruitment by transfer.	Must possess knowledge of operating the comptometer.
14. Junior Assistants employed as Stenographers in the Offices of the Director of Health Services and Family Planning and Director of Medical Education, Madras.	Direct recruitment or recruitment by transfer.	Must possess the technical qualification in Shorthand and Typewriting prescribed for a Steno-typist Grade-III.
14. Junior Assistants employed as Personal Clerk in the Office of the Commissioner of Agricultural Income Tax.	Direct recruitment or recruitment by transfer.	Must possess the Technical qualification in Shorthand and Typewriting prescribed for a Steno-typist Grade-III.
* (Row omitted) (vide G.O.Ms.No.337, P.&.A.R. (B) Department, dated 13.9.2004, w.e.f. 29.1.2002.		
14. Junior Assistants in the Tamil Nadu Hindu Religious and Charitable Endowments Department.	By recruitment by transfer from Executive Officers Grade IV in the Tamil Nadu Hindu Religious and Charitable Endowments Subordinate Service.	District Office Manual Test, Account Test for Subordinate Officers Part I and Hindu Religious and Charitable Endowments (Administration) Department Test.
14. Junior Assistants Medical Department in the following branches.	Direct recruitment or recruitment by transfer.	Must have passed the Government Technical Examination in Typewriting by the Higher Grade at an Examination held after the 1st January 1933.

1. Accounts and General Section, Government General Hospital, Madras.	<p>Provided that if candidates qualified in Typewriting by the Higher Grade are not available, candidates with the Typewriting qualification by the Lower Grade passed at an examination held after the 1st January 1933 may be appointed.</p>
2. Dental Department, Government General Hospital, Madras.	
3. Institute of Obstetrics and Gynaecology, Government Hospital for Women and Children, Madras.	
4. College Library, Madras Medical College, Madras and	
5. Government Ranees Hospital Pudukottai.	

6. Bernard Institute of Radiology, Government General Hospital, Madras.	Direct Recruitment or recruitment by transfer.	<p>Must have passed the Government Technical Examination in Typewriting and Shorthand by the Higher Grade.</p> <p>Provided that where candidates with the Higher Grade qualification in Typewriting and Shorthand are not available, candidates with the Lower Grade qualification in Typewriting and Shorthand may be appointed.</p>
7. Government Stanley Hospital, Madras.	Direct Recruitment or recruitment by transfer.	<p>Must have passed the Government Technical Examination in Typewriting and Shorthand by the Higher Grade.</p> <p>Provided that where candidates with the Higher Grade qualification in Typewriting and Shorthand are not available, candidates with the Lower Grade qualification in Typewriting and Shorthand may be appointed.</p>
*14. Junior Assistant in the Motor Vehicles Maintenance Department.	*Direct recruitment or recruitment by transfer or transfer.	*...
[*] (Inserted) (vide G.O.Ms.No.57, P.&.A.R. (B) Dept., dated 1.12.1996 w.e.f. 1.3.1959).		

15. Librarian, King Institute, Guindy.	Direct Recruitment or recruitment by transfer.	<p>(1) Must possess a certificate in Librarianship or the Diploma in Librarianship and</p> <p>(2) Must have passed the Account Test for Subordinate Officers Part I.</p> <p>Preference shall be given to a person who in addition to the qualifications specified above possess an adequate knowledge of French and German.</p>
15. Junior Steward.	Direct recruitment.	<p>(i) Must have passed either the Government Technical Examination in Accountancy by Lower Grade conducted by the Commissioner for Government Technical Examinations or the Examination in Book-keeping conducted by the Madras State Co-operative Union and must also be conversant with banking Accounts, and</p> <p>(ii) Must have not less than two years experience in maintaining Accounts.</p> <p>Provided that preference shall be given to the candidates who have undergone training in a Co-operative Institute recognised by the Government and passed the examination in Book-keeping and Banking conducted by the Tamil Nadu State Co-operative Union.</p>
	Promotion	<p>(i) Must have rendered not less than five years of service as Junior Assistant in the Agriculture Department;</p> <p>(ii) Must have passed both the departmental test and Account Test for Subordinate Officers Part I; and</p> <p>(iii) Must have not less than two years experience in maintaining Accounts.</p> <p>Provided that preference shall be given to the candidates who possess the knowledge of Accountancy and Commercial Accounts.</p>
15. Telephone Operator.	Direct recruitment or by transfer or by recruitment by transfer.	Must possess a Certificate issued by the Telephone Department or from the Principal of a Telephone Institute recognised by the Government for having undergone necessary course of Training in the operation of a Telephone Board.
16. Store-keeper of Medicines in the Government General Hospital, Madras.	Direct recruitment or recruitment by transfer.	Must possess Chemists' and Druggists' Diploma.

16. Store-keeper, Grade II on Rs.705-20-745-25-845- 35-1230 inthe Depart- ment of Industries and Commerce.	Direct recruitment.	*Must have passed the Pre-University or Higher Secondary Examination.
*[Sibstituted] [vide G.O.Ms.No.14, P&AR (B) Deptt. dated. 25-1-2000 w.e.f. 21.8.1992]		
16. Store-keeper on Rs.705-20-745-25- 845-35-1230 in the Training Branch of the Employment and Training Department.	Direct recruitment	Must have passed the Pre-University Examination of any University or the Higher Secondary Examination (XII Standard).
	Recruitment by transfer.	Must have passed the Special Test on District Office Manual.
16. Store-keeper King Institute, Guindy.	Direct recruitment or recruitment by transfer.	Must possess Chemists' and Druggists' Diploma or the diploma in Pharmacy.  Preference shall be given to candidates who is addition possess a knowledge of accounts, a good working knowledge of scientific apparatus and experience in Government Medical Store or chemical manufacturing concern as Store-keeper for a period of not less than three years.
16. Store-keepers, I Grade in the Agri- culture Department.	Direct recruitment or by promotion.	Practical experience in keeping Engineering Stores for a period of not less than six months or knowledge of the Engineering activities of the Agriculture Department for a period of not less than one year.  <b>Explanation:-</b> The practical experience prescribed for the post shall be obtained after the possession of the educational qualification prescribed for the post.
16. Store-keepers II Grade in the Agriculture Department.	Direct recruitment or recruitment by transfer.	Must have passed the III Form in a recognised School.
16. Store-keepers IV Grade in the Health Services and Family Welfare (Medical Wing) Department.	Direct recruitment or recruitment by transfer.	Must have passed the III Form in a recognised School.  Provided that in making selections preference shall be given to a candidate who possesses the minimum general educational qualification prescribed in the Schedule to the General Rules.



<p>17. Typists including Machinists in the Treasuries and Accounts Department.</p>	<p>Direct recruitment or recruitment by transfer.</p>	<p>Must have passed the Government Technical Examination in Typewriting--</p> <ul style="list-style-type: none"> <li>(i) by the Higher Grade in Tamil and English; or</li> <li>(ii) by the Higher Grade in Tamil and Lower Grade in English; or</li> <li>(iii) by the Higher Grade in English and Lower Grade in Tamil;</li> </ul> <p>Provided that candidates with the qualifications referred to in item (ii) above, shall be recruited only if candidates with the qualifications referred to in item (i) above, are not available.</p> <p>Provided further that candidates with the qualifications referred to in item (iii) above, shall be recruited only if candidates with the qualifications referred to in items (i) and (ii) above, are not available.</p>
<p>17. Steno-typists Grade-III.</p>	<p>Direct recruitment or recruitment by transfer.</p>	<p>Must have passed the Government Technical Examinations in Typewriting and Shorthand.</p> <ul style="list-style-type: none"> <li>(i) by the Higher Grade in Tamil and English; or</li> <li>(ii) by the Higher Grade in Tamil and Lower Grade in English; or</li> <li>(iii) by the Higher Grade in English and Lower Grade in Tamil;</li> </ul> <p>Provided that candidates with the qualifications referred to in item (ii) above, shall be recruited only if candidates with the qualifications referred to in item (i) above, are not available.</p> <p>Provided further that candidates with the qualifications referred to in item (iii) above, shall be recruited only if candidates with the qualifications referred to in item (i) and (ii) above, are not available.</p>
<p>17. Telex Operator in the Office of the Special Commissioner and Commissioner of Revenue Administration and in the Collectorates.</p>	<p>Direct recruitment or by transfer; or By recruitment by transfer.</p>	<p>Must have passed the Government Technical Examination in Typewriting by the Higher Grade in English and Tamil; and</p> <p>Must possess a certificate for having undergone training in operating a Telex Machine for a minimum period of not less than 25 days in any one of the Institutions recognised by the Government.</p>

<p>18. Linen-keeper III Grade, Kasturiba Gandhi Hospital for Women and Children, Madras.</p>	<p>Direct recruitment or recruitment by transfer.</p>	<p>Must have passed the III Form in a recognised School;  Provided that in making selection preference shall be given to a candidate who possesses the minimum general educational qualification prescribed in the Schedule to the General Rules.</p>
<p>18. Laundry Supervisors, III Grade.</p>	<p>Direct recruitment or recruitment by transfer.</p>	<p>Must have passed the III Form in a recognised School;  Provided that in making selection preference shall be given to a candidate who possesses the minimum general educational qualification prescribed in the Schedule to the General Rules.</p>
<p>22. Shroffs in Government Press, Madras.</p>	<p>Direct recruitment or recruitment by transfer.</p>	<p>Must have passed III Form in a recognised School maintained by or opened with the sanction of the Government of Tamil Nadu or to which recognition has been accorded by the Director of School Education, Madras under the Tamil Nadu Educational Rules.</p>
<p>24. Shroffs Grade II in the Office of the Deputy Transport Commissioner Madras and Regional Transport Authority, Madras.</p>	<p>Direct recruitment or recruitment by transfer.</p>	<p>Must have completed S.S.L.C.</p>
<p>24. Shroffs Grade I in the Office of Deputy Transport Commissioner Madras, and Regional Transport Commissioner Madras.</p>	<p>Direct recruitment or recruitment by transfer.</p>	<p>Must have completed S.S.L.C.</p>

**ANNEXURE IV**

**Referred to in Rule 30(b)**

**TESTS TO BE PASSED OR TRAINING TO BE UNDERGONE  
BEFORE PROMOTION**

<b><u>Posts</u></b>	<b><u>Tests and Training</u></b>
<b><u>Agriculture Department</u></b>	
1. (a) Manager, Office of the Director of Agriculture. (b) Superintendents.	Account Test for Subordinate Officers, Part I and Agricultural Departmental Test.
2. Assistants	Account Test for Subordinate Officers, Part I, Agricultural Departmental Test and Special Test on District Office Manual.
3. Commercial Accountant, Office of the Industrial Engineering Workshop, Madras.	1) Government Technical Examination in Accountancy by the Higher Grade. 2) Account Test for Subordinate Officers Part I. 3) Agricultural Departmental Test.
4. Store Superintendent of the Agriculture Department.	: Account Test for Subordinate Officers, Part I, Agricultural Departmental Test and District Office Manual Test.
5. Assistant employed as Personal Clerk, Office the Director of Agriculture.	(1) Account Test for Subordinate Officers, Part-I; (2) Agricultural Department Test for the members of the Tamil Nadu Ministerial Service in the Agriculture Department; (3) Special Test on District Office Manual.

**Archaeology Department**

Assistant	1) District Office Manual Test. 2) Account Test for Subordinate Officers, Part-I.
-----------	--

**Animal Husbandry Department**

Managers, Superintendents, Assistants, Head Clerks and Accountants.	: Account Test for Subordinate Officers, Part I and the Departmental Test in the Manual of the Animal Husbandry Department.
---	---

**Backward Classes Department**

1. Superintendents	: Account Test for Subordinate Officers, Part-I.
2. Assistants	: 1) Account Test for Subordinate Officers, Part-I. 2) The District Office Manual Test.

**Cinchona Department**

1. Superintendents	1) Account Test for Subordinate Officers, Part-I. 2) Accountancy (Higher Grade).
2. Accountants	1) Account Test for Subordinate Officers, Part-I. 2) Accountancy (Lower Grade)
3. Assistants	Account Test for Subordinate Officers, Part-I.

**Commercial Taxes Department**

1. Superintendents in the Office of the Commissioner of Commercial Taxes and in the Office of the Tamil Nadu Sales Tax Appellate Tribunal including Additional Benches.	: Account Test for Subordinate Officers, Part I,; Departmental Test in Commercial Taxes Acts, Parts I, II and III and Special Test on District Office Manual.
2. Head Clerks in the Office of the Commissioner of Commercial Taxes and other Subordinate Offices.	Account Test for Subordinate Officers, Part I, Departmental Test in Commercial Taxes Acts, Parts I, II and III and Special Test on District Officer Manual.
3. Assistants in the Department including the Office of the Commissioner of Commercial Taxes.	Departmental Test in Commercial Taxes Acts, Parts I and II and Special Test on District Office Manual.
4. Assistants in the Office of the Tamil Nadu Sales Taxes Appellate Tribunal including Additional Benches and Tamil Nadu Agricultural Income Tax Appellate Tribunal.	Departmental Test in Commercial Taxes Acts, Parts I and II; and Special Test on District Office Manual.  Provided that a person who has passed the Departmental Test in Commercial Taxes, Part II at the examination held in November 1968 or earlier or who has passed the Revenue Test, Part-I at the examination held in November 1969 or earlier shall not be required to pass the Special Test on District Office Manual.

<p>5. Junior Accountant in the Office of the Tamil Nadu Sales Tax Appellate Tribunal including Additional benches and Tamil Nadu Agricultural Income Tax Appellate Tribunal.</p>	<p>: (i) Departmental Test in Commercial Taxes Acts - Part-I, Part-II and Part-III; : : : : (ii) District Office Manual; : : : (iii) Account Test for Subordinate Officers Part-I; and  (iv) Commercial Book Keeping (Lower) or any equivalent Examinations.</p>
<p><b><u>Director of Government Examination</u></b></p>	
<p>1. Superintendents</p>	<p>: Account Test for Subordinate Officers, Part I.</p>
<p>2. Accountant 3. Assistants</p>	<p>: : :</p>
<p><b><u>Office of the Commissioner of Civil Supplies and Consumer Protection inclusive of Subordinate Offices under its Control</u></b></p>	
<p>Assistants</p>	<p>i) Account Test for Subordinate Officers, Part-I; and ii) Special Test on District Office Manual.</p>
<p><b><u>Collegiate Education Department</u></b></p>	
<p>1. Superintendents</p>	<p>: 1. Deputy Inspector's Test. 2. Account Test for Subordinate Officers, Part-I.</p>
<p>2. Assistants</p>	<p>: (i) Account Test for Subordinate Officers, Part-I and (ii) District Office Manual Test.</p>
<p>3. Librarian and Assistant Librarian, Government Oriental Manuscripts Library.</p>	<p>: Account Test for Subordinate Officers, Part-I. :</p>
<p><b><u>Dairy Development Department</u></b></p>	
<p>Superintendents, Commercial Accountant Grade I, Assistants (including Accountants, Cashier, Store-keeper on the same Grade). Commercial Accountant Grade II.</p>	<p>: The Account Test for Subordinate Officers, Part-I. : : : : : :</p>
<p><b><u>Department of Correctional Administration</u></b></p>	
<p>1. Superintendent, Office of the Director of Correctional Administration.</p>	<p>: 1. Jail Test, Part-I. : : : 2. Account Test for Subordinate Officers, Part-I.</p>

2. Office Managers, Government Approved Schools.	: 1. Jail Test, Part-I. : : 2. Account Test for Subordinate Officers, Part-I.
3. Assistants	: 1. Jail Test - Part-I. : : 2. Account Test for Subordinate Officers, Part-I.  3. Test on District Office Manual.
<b><u>Department of Legal Studies</u></b>	
Manager, Head Clerk, Assistant and Accountant.	: Account Test for Subordinate Officers, Part-I.
<b><u>*Directorate of Vigilance and Anti-Corruption</u></b>	
Assistants	(i) Departmental Test for Junior Assistants in the Police Department;
	(ii) Account Test for Subordinate Officers, Part I; and
	(iii) District Office Manual Test.
*(Inserted) (vide G.O.Ms.No.11, P.&.A.R. (B) Dept., dated 5.1.1983 w.e.f. 5.5.1978).	
<b><u>Office of the Chief Electrical Inspector to Government</u></b>	
1. Superintendents	: Account Test for Subordinate Officers, Part-I.
2. Assistants	: i) Account Test for Subordinate Officers, Part-I; and  ii) Special Test on District Office Manual.
<b><u>Employment and Training Department</u></b>	
<b><u>Employment Branch</u></b>	
Assistants	: 1. Account Test for Subordinate Officers, Part-I.  2. National Employment Service Manual for Ministerial Staff or National Employment Service Manual Test for Officers.  3. District Office Manual.
<b><u>Training Branch</u></b>	
1. Superintendent 2. Office Manager	: Account Test for Subordinate Officers, Part-I. :
3. Auditor	: 1. Account Test for Subordinate Officers, Part-I.  2. A pass in the Government Technical Examination in Accountancy by Higher Grade.  Provided that the candidates who are holders of the B.Com., degree of the Madras University shall not be required to pass the Government Technical Examination in Accountancy by the Higher Grade.

1. Assistants, Accountants Store-keepers in the scale of Rs.705-20-745-25-845-35-1230.	: 1. Account Test for Subordinate Officers, Part I. 2. District Office Manual Test.
<b><u>Fire Service Department</u></b>	
Accountants and Assistants	: Departmental Test in the Madras Fire Service Manual and the Account Test for Subordinate Officers, Part I.
<b><u>Fisheries Department</u></b>	
Superintendents, Accountants and Assistants.	: 1. Account Test for Subordinate Officers, Part I. 2. Fisheries Department Test-I.
<b><u>Tamil Nadu Forensic Science Laboratory</u></b>	
Superintendent	:(1) Account Test for Subordinate Officers, Part I; (2) Special Test on District Office Manual.
Assistant including Assistant-cum-Cashier	:(1) Account Test for Subordinate Officers, Part-I. (2) Special Test on District Office Manual.
<b><u>Forest Department</u></b>	
1. Managers, Superintendents Office of the Chief Conservator of Forests.	1. Account Test for Subordinate Officers Part I; and
2. Managers and Senior Accountants of Conservator's Office.	2. Departmental Test Prescribed in section 28 of the Madras Forest Department Code.
3. Head Clerks in Divisional Forest Offices and Forest Utilization Office and Head Clerk in State Sylviculturists Office.	
4. Assistants and Accountants in the grade of Assistants.	1. Account Test for Subordinate Officers Part I; and 2. Departmental Test prescribed in section 28 of the Madras Forest Department Code; and 3. Special Test on District Office Manual.
<b><u>Government Museums and Connemara Public Library</u></b>	
1. Office Assistant to the Director of Museums and Associate Librarian, Connemara Public Library.	B.A.or B.Sc., degree of any University recognised by the University Grants Commission for the purpose of its grants.
2. Head Clerk, Office of the Government Museum, Madras.	

3. Store-keeper, Government Museum, Madras.	Account Test for Subordinate Offices, Part I.
4. Manager, Connemara Public Library.	
Assistants	Account Test for Subordinate Officers - Part-I. District Office Manual Test.
<b><u>Adi Dravidar and Tribal Welfare Department</u></b>	
1. Superintendents and Assistants in the Office of the Director of Adi Dravidar and Tribal Welfare and Superintendents in the Office of the District Adi-Dravidar Welfare Officers.	Account Test for Subordinate Officers, Part-I.
2. i) Assistants in the Office of the Manager Aziznagar Settlement.  (ii) Accountant in the Office of the Manager Aziznagar Settlement.	Account Test for Subordinate Officers, Part-I.  Account Test for Subordinate Officers, Part-I and II.
<b><u>Medical Services and Family Welfare Department</u></b>	
Medical Wing	
1. Superintendents, Office of the Director of Health Services and Family Planning (Medical Wing), Head Stewards, Managers, Office Superintendents, Accountants and Assistants, Lay Secretaries in the City and Mofussil Medical Institutions in the scale of Rs.905-45-1445-50-1545.	Account Test for Subordinate Officers Part I and Departmental Test in Tamil Nadu Medical Code.
2. Assistants other than the Examiner in the Office of the Director of Health Services and Family Planning (Medical Wing) (including Cash-keeper and tour clerk to to the Director of Health Services and Family Planning), Medical Store-Keepers/ Non-Technical)Cashiers Accountants, Head Stewards, Head Clerks, Linen Keepers, Provision Store-keepers, Hospital Stoppage Clerks etc. in the City and Mofussil Medical Institutions in the scale of pay of Rs.705-20-745-25-845-35-1230).	Special Test on District Office Manual.



<b><u>Medical Education Department</u></b>	
1. Superintendents, Managers, Assistant Lay Secretaries, Head Stewards, Office Superintendents and Accountants.	Account Test for Subordinate Officers - Part I, Departmental Test in Tamil Nadu Medical Code and Special Test on District Office Manual.
1-A. Commercial Accountant	(1) Government Technical Examination in Accountancy by the Higher Grade; (2) Account Test for Subordinate Officers, Part-I.
2. Assistants, Head Clerks, Store-keepers (Non-Technical) Linen keepers, Head Stewards, Provision Store-keepers, Cashiers, Hospital Stoppage Clerks Tour Clerks to the Director, Cash Keeper and other than the Examiners.	Account Test for Subordinate Officers Part I, Departmental Test in Tamil Nadu Medical Code and Special Test on District Office Manual.
3. Junior Assistants, Store-keepers, Typists and Steno-typists Grade-III.	Account Test for Subordinate Officers Part I, Departmental Test in Tamil Nadu Medical Code and Special Test on District Office Manual.
<b><u>*Motor Vehicles Maintenance Department</u></b>	
1. Superintendent	Account Test for Subordinate Officers, Part I and II and District Office Manual Test.
2. Assistant	Account Test for Subordinate Officers, Part I and District Office Manual Test.
* (Inserted) (vide G.O.Ms.No.57, P.&.A.R. (B) Dept., dated 1.2.1996 w.e.f. 1.3.1959).	
<b><u>Hindu Religious and Charitable Endowments (Administration) Department</u></b>	
Managers	District Office Manual Test, Account Test for Subordinate Officers Part I and the Hindu Religious and Charitable Endowments (Administration) Department Test.
<b><u>The Governor's Household</u></b>	
<b><u>1. Office of the Comptroller , Governor's Household--</u></b>	
(a) Superintendent	Government Technical Examination in English , Typewriting (Higher Grade) and Account Test for Subordinate Officers, Part I.
(b) Cashier	Account Test for Subordinate Officers Part I.
(c) Assistant	Government Technical Examination in English Typewriting (Higher Grade) and in English Shorthand by the Lower Grade.

<b><u>Highways and Rural Works Department</u></b>	
All Assistants	<p>(1) Account Test for Highways and Rural Works Department Officers and Subordinate.</p> <p>Note : A member of the service who has passed the Account Test for Public Works Department Officers and Subordinates prior to May 1962 shall also be eligible for promotion as Assistant.</p> <p>(2) Special Test on District Office Manual.</p>
<b><u>College of Indigenous Medicine and Hospital</u></b>	
Steward and Accountant	Account Test for Subordinate Officers, Part-I.
<b><u>Industries Department</u></b>	
<b><u>1. Managers in the Offices of Industries Commissioner and</u></b>	
(i) Director of Industries and Commerce.	Account Test for Subordinate Offices, Part-I.
(ii) Chemical Testing and Analytical Laboratory, Madras.	Account Test for Subordinate Officers, Part-I.
(iii) Subordinate Offices and	Account Test for Subordinate Officers, Part-I.
(iv) Assistant Director of Industries and Commerce, Dharmapuri.	Account Test for Subordinate Officers, Part-I.
2. Accounts Assistants in the Industries Department.	<p>1. Account Test for Subordinate Officers, Part-I.</p> <p>2. A pass in the Government Technical Examination in Accountancy by Higher Grade, or pass in the Intermediate Examination of the Institute of Costs and Works Accountants of India, Calcutta, or a pass in the Intermediate Examination of the Costs and Works Accountants Institute, London *or a degree of B.Com., or a degree of B.A. (Corporate Secretaryship) awarded by any University recognised by the University Grants Commission.</p> <p>*[Substituted in G.O.Ms.No.248, P.&amp;A.R.(B) Department, dated 29.11.2007 with effect from 27.11.2000].</p>
3. Superintendent	Account Test for Subordinate Officers, Part-I.

<p>4. Auditors in the Office of the Industries Commissioner and Director of Industries and Commerce, Madras, and Commercial Accountants in the Department of Industries and Commerce.</p>	<p>1. Account Test for Subordinate Officers, Part-I. 2. A pass in the Government Technical Examination in Accountancy by Higher Grade; or A pass in the Intermediate Examination of the Institute of Costs and Works Accountants of India, Calcutta; or A pass in the Intermediate Examination of the Cost and Works Accountants Institute, London *or a degree of B.Com. or a degree of B.A. (Corporate Secretaryship) awarded by any University recognised by the University Grants Commission.  *[Substituted in G.O.Ms.No.248, P.&amp;.A.R.(B) Department, dated 29.11.2007 with effect from 27.11.2000].  ** **[Omitted in G.O.Ms.No.248, P.&amp;.A.R. (B) Department, dated 29.11.2007 with effect from 27.11.2000].</p>
<p>5. Head Clerks, Assistants Accountant and Store-keepers in the scale of pay of Rs.705-20-745-25-845-35-1230.</p>	<p>i) Account Test for Subordinate Officers, Part-I. ii) Special Test on District Office Manual.  <b>Note:</b> The persons who are holding the posts of Assistants, Accountants, Store-keepers and District Inspectors (State Aid) etc. prior to 6th May, 1974 need not pass the Special Test on District Office Manual.</p>
<p>6. Assistant employed as Personal Clerk to the Industries Commissioner and Director of Industries and Commerce and the Additional Director of Industries and Commerce.</p>	<p>1) Account Test for Subordinate Officers, Part-I. 2) Special Test on District Office Manual.</p>
<p><b><u>Office of the Director of Municipal Administration</u></b></p>	
<p>1. Superintendents 2. Assistants</p>	<p>Account Test for Subordinate Officers, Part-I.</p>
<p><b><u>Jail Department (including Borstal School)</u></b></p>	
<p>Assistants</p>	<p>(1) Jail Test, Part-I; (2) Account Test for Subordinate Officers, Part-I.  Provided that, other things being equal, preference shall be given to a person who, in addition to the qualifications specified above, has passed the Departmental Test for Officers of the Probation Department for promotion in the Office of the Chief Probation Superintendent.</p>
<p><b><u>Labour Department</u></b></p>	
<p>1. Manager or Superintendent</p>	<p>---</p>

2. Assistants or Accountants	<p>(i) Labour and Factories Departmental Tests - Part - A and B.</p> <p>(ii) Account Test for Subordinate Officers, Part-I.</p> <p>(iii) Special Test on District Office Manual.</p> <p>Provided that the holders of the posts of Junior Assistants/ Assistants/Accountants in Labour Department even if they have not passed the Labour and Factories Departmental Tests - Parts A and B; Account Test for Subordinate Officers, Part-I and Special Test on District Office Manual shall be eligible for promotion as Assistants/Accountants/ Superintendents and Managers for a period of two years from the 17th November 1984. They should, however, pass these tests within two years from the 17th November 1984, failing which they shall be reverted back to the original lower posts.</p> <p><b>Note:-</b> The question of grants of exemption from passing the above tests shall be considered in special circumstances;</p> <p>Provided the individuals who got such exemption and were promoted to the next higher post shall pass the tests within a period of two years from the date of their promotion to the posts, failing which they shall be reverted back to their lower posts and relaxation of rules of passing the test shall not be considered again in their favour.</p>
<b><u>Local Fund Audit Department</u></b>	
Audit Assistants	Local Fund Audit Department Test Account Test for Subordinate Officers, Part I and District Office Manual Test.
<p><b><u>Explanation:</u></b> Candidates who are holders of the degree of B.Com. or B.Com.(Hons.) of any University recognised by the University Grants Commission for the purpose of its grant and candidates who have passed the Government Technical Certificate Course Examination in Accountancy by the Higher Grade shall not be required to pass the Commercial Book-keeping included in the Local Fund Audit Department Test.</p>	
<b><u>Tamil Nadu Archives</u></b>	
1. Grade A Superintendent 2. Assistants	Account Tests for Subordinate Officers, Part-I.
<b><u>National Cadet Corps</u></b>	
Head Clerks and Assistants	Account test for Subordinate Officers, Part-I and the Departmental Test conducted by the Circle Commander, No.2, Circle Cadet Corps, Madras.

<b><u>Police Department</u></b>	
Assistants in all Police Offices including Office of the Tamil Nadu Forensic and Chemical Laboratory, Madras, Director General of Police and Commissioner of Police, Madras.	Departmental Test in Police Orders and Practice; Account Test for Subordinate Officers, Part-I and District Office Manual Test.
<b><u>Port Department</u></b>	
1. Superintendent in the Office of the State Port Officer, Madras and other Port Offices at Outposts.	Account Test for Subordinate Officers, Part-I, and Departmental Test held prior to 1938 or Departmental Test by the Higher Grade.
2. Member of the Service in the scale of pay of Rs.705-20-745-25-845-35-1230 and above.	1. Account Test for Subordinate Officers, Part-I. 2. Special Test on District Office Manual.
<b><u>Public Health and Preventive Medicine Department</u></b>	
1. Superintendents 2. Accountant 3. Assistants 4. Store-keepers in the grade of Assistants	(i) Account Test for Subordinate Officers, Part-I; (ii) Special Test on District Office Manual; (iii) Special Test on Tamil Nadu Public Health Code; (iv) Special Test on Tamil Nadu Medical Code;  Provided that the passing of Special Tests in the Tamil Nadu Public Health Code and Tamil Nadu Medical Code shall take effect from the 1st January 1982.
Assistant attached to the Director of Public Health and Preventive Medicine for Stenographic work	(i) Special Test on District Office Manual (ii) Special Test on Tamil Nadu Public Health Code. (iii) Special Test on Tamil Nadu Medical Code.
<b><u>Public Works Department</u></b>	
1. All Assistants in the Offices of the Chief Engineers, Superintending Engineers, Executive Engineers, Assistant Executive Engineers, Electrical Engineers and Boiler Branch.	1. Account Test for Public Works Department Officers and Subordinates; 2. Special Test on District Office Manual.
2. Assistants employed as Camp Clerks to all Chief Engineers in all Branches.	1. Account Test for Public Works Department Officers and Subordinates; 2. Government Technical Examinations in Shorthand and Typewriting by the Higher Grade; and 3. Special Test on District Office Manual.

<b><u>Public Health Engineering and Municipal Works Department</u></b>	
1. All Assistants	Account Test for Public Works Department Officers and Subordinates;
2. Assistants employed as Camp Clerk to the Chief Engineer, Public Health Engineering and Municipal Works.	Must have passed - 1. The Account Test for Public Works Department Officers and Subordinates; and 2. The Government Technical Examinations in Shorthand and Typewriting by the Higher Grade.
<b><u>Public (Information and Public Relations) Department</u></b>	
Assistants in the Institute of Film Technology and Tamil Nadu Film Division.	1. Account test for Subordinate Officers, Part-I. 2. District Office Manual.
<b><u>Public Libraries Department</u></b>	
Superintendents Assistants	1. Account Test for Subordinate Officers, Part-I. 2. Special Test on District Office Manual.
<b><u>Registration Department</u></b>	
Assistants	Registration Test, Account Test for Subordinate Officers, Part I and District Office Manual Test.
<b><u>Revenue Department</u></b>	
1. Superintendents in the Office of the Commissioner of Revenue Administration other than those in the Commercial Taxes Branch.	Revenue Test, Parts I, II and III Revenue Survey Training for a period of not less than four weeks and service as Revenue Inspector in-charge of a firka for a period of not less than one year.
2. Huzur Second Assistants :	(i) Revenue Test, Parts I, II and III. (ii) Revenue Survey Training for a period of not less than four weeks. (iii) Service as Revenue Inspector in-charge of a firka for a period of not less than two years. (iv) Satisfactory service as Assistant for a period of not less than one year.

<p>3. Second Accountants Collector's Office</p>	<p>in (i) Revenue Test, Parts I, II and III.</p> <p>(ii) Account Test for Subordinate Officers, Parts I and II.</p> <p>(iii) Revenue Survey Training for a period of not less than four weeks.</p> <p>(vi) Service as Revenue Inspector in-charge of a firka for a period of not less than two years.</p> <p>(v) Satisfactory service as Assistant for a period of not less than one year.</p>
<p>4. Huzur Head Accountants</p>	<p>(i) Revenue Test, Parts I, II and III.</p> <p>(ii) Account Test for Subordinate Officers, Parts I and II.</p> <p>(iii) Revenue Survey Training for a period of not less than four weeks.</p> <p>(iv) Service as Revenue Inspector in-charge of a firka for a period of not less than two years.</p> <p>(v) Satisfactory service as Assistant for a period of not less than one year.</p> <p>(vi) Satisfactory completion of training in the pay bill section and loans section of the Collector's Office for a period of not less than four weeks.</p>
<p>5. Assistants in the Office of the Commissioner of Revenue Administration other than those in the Commercial Taxes Branch.</p>	<p>Revenue Test, Parts I, II and III.</p>
<p>6. Other Assistants in the Department (excluding the Office of the Commissioner of Revenue Administration and Revenue Settlement Parties).</p>	<p>(i) Revenue Test, Parts I, II and III.</p> <p>(ii) Revenue Survey Training for a period of not less than four weeks.</p> <p>(iii) Settlement training for a period of not less than one week.</p>
<p>7. Fair Copy Superintendent.</p>	<p>(i) Revenue Test, Parts I, II and III.</p> <p>(ii) Revenue Survey Training for a period of not less than four weeks.</p> <p>(iii) Service as Revenue Inspector in-charge of a firka for a period of not less than two years.</p> <p>(iv) Satisfactory service as Assistant for a period of not less than one year.</p>

<p>8. Superintendents in the Office of the Director of Settlements, Madras.</p>	<p>(i) Revenue Test, Parts I, II and III.</p> <p>(ii) Revenue Survey Training for a period of not less than four weeks.</p> <p>(iii) Service as Revenue Inspector in-charge of a firka for a period of not less than one year.</p>
<p>9. Assistants in the Office of the Director of Settlements, Madras.</p>	<p>Revenue Tests, Parts I, II and III.</p> <p><b>Explanations:-</b></p> <p>(i) The Office of the Collector of Madras shall include the Madras Taluk Office and the Office of the Pay Master Carnatic Stipends.</p> <p>(ii) An Accountant or Huzur Head Accountant who has satisfactorily completed the special training prescribed in paragraph 2 of G.O. (P) No.2172, Revenue, dated the 15th July 1955 shall not be required to undergone the prescribed training in the pay bill section and loans section of the Collectorate.</p> <p>(iii) A candidate who after undergoing survey training has discharged the duties of Firka Supply Officer, or a Special Revenue Inspector, or both, shall be entitled to count his service in each such post, for a period not exceeding six months towards duty as Revenue Inspector in-charge of a firka.</p> <p>(iv) A candidate who after undergoing survey training, has discharged the duties of a Settlement Inspector doing field work including classification of soil and irrigation sources and miscellaneous enquiries under the Tamil Nadu Estates (Abolition and Conversion into Ryotwari) Act, 1948 (Tamil Nadu Act XXVI of 1948), or of an Estate Revenue Inspector, shall be entitled to count his service in such post towards duty as Revenue Inspector in-charge of a firka.</p> <p>(v) A Settlement Inspector employed on items of miscellaneous work, such as advance compensation work, preliminary enquiries under sections 11, 15 and other provisions of the Tamil Nadu Estates (Abolition and Conversion into Ryotwari) Act, 1948 (Tamil Nadu Act XXVI of 1948), and correlation of the old village land registers with the new survey land registers including registry, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in-charge of a firka.</p>



	<p>(vi) A candidate who after undergoing survey training has served as Settlement Inspector assisting Settlement Deputy Tahsildars doing field work, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in-charge of a firka.</p> <p>(vii) A candidate, who after undergoing survey training has served as a Chatram Revenue Inspector in Thanjavur district redesignated as Special Revenue Inspector (Chatrams), shall be entitled to count his service in such post for a period not exceeding six months towards duty as Revenue Inspector in-charge of a firka.</p> <p>(viii) A candidate, who after undergoing survey training has served as a Special Revenue Inspector for Betterment levy, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in-charge of a firka.</p> <p>(ix) A candidate, who after undergoing survey training has discharged the duties of a Settlement Inspector doing field work and miscellaneous enquiries under the Tamil Nadu Inam Estates (Abolition and Conversion into Ryotwari) Act, 1963 (Tamil Nadu Act 26 of 1963), the Tamil Nadu Lease holds (Abolition and conversion into Ryotwari) Act, 1963 (Tamil Nadu Act 27 of 1963), the Tamil Nadu Minor Inams (Abolition and Conversion into Ryotwari) Act, 1963 (Tamil Nadu Act 30 of 1963), the Tamil Nadu (Transferred Territory) Ryotwari Settlement Act, 1964 (Tamil Nadu Act 30 of 1964), and the Kanniyakumari Sreepandaravaka Lands (Abolition and Conversion into Ryotwari) Act, 1964 (Tamil Nadu Act 31 of 1964), shall entitled to count his service in such post towards duty as Revenue Inspector in-charge of a firka and Settlement Inspector attending to the miscellaneous work under the said Acts, the Tamil Nadu (Transferred Territory) Thiruppavanam Payment Abolition Act, 1964 (Tamil Nadu Act 3 of 1964), and the Tamil Nadu (Transferred Territory) Jenmikaram Payment Abolition Act, 1964 (Tamil Nadu Act 39 of 1964), and in the revenue follow up work in the area coming up for resurvey, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in-charge of a firka.</p> <p>(x) A candidate, who after undergoing survey training has discharge the duties of a Special Revenue Inspector in the Jenmam Estate Gudalur shall be entitled to count his service in such post towards duty as Revenue Inspector in-charge of a firka.</p>
<p>10. Superintendents in the Office of the Commissioner of Agricultural Income Tax.</p>	<p>Revenue Tests, Part I, II and III; Revenue Survey Training for a period of not less than four weeks and service as Revenue Inspector incharge of a firka for a period of not less than one year.</p>
<p>11. Assistants in the Office of the Commissioner of Agricultural Income Tax.</p>	<p>Revenue Tests, Parts I, II and III.</p>

<b><u>Land Administration Department</u></b>	
1. Superintendents in the Office of the Commissioner of Land Administration.	Revenue Test, Parts I, II and III.  Revenue Survey Training for a period of not less than four weeks and service as Revenue Inspector incharge of a Firka for a period of not less than one year.
2. Assistants in the Office of the Commissioner of Land Administration.	Revenue Test, Parts I, II and III.
3. Superintendents in the Office of the Director of Survey and Settlements, Madras.	(i) Revenue Test, Parts I, II and III. (ii) Revenue Survey Training for a period of not less than four weeks. (iii) Service as Revenue Inspector incharge of a Firka for a period of not less than one year.
4. Assistants in the Office of the Director of Survey and Settlements, Madras.	Revenue Tests Parts I, II and III.  <b><u>EXPLANATIONS:</u></b>  (i) The Office of the Collector of Madras shall include the Madras Taluk Office and the Office of the Pay Master Garnatic Stipends.  (ii) An Accountant or Huzur Head Accountant who has satisfactorily completed the special training prescribed in paragraph 2 of G.O. (P) No.2172, Revenue, dated the 15th July 1955 shall not be required to undergo the prescribed training in the pay bill section and loans section of the Collectorate.  (iii) A candidate who after undergoing survey training has discharged the duties of Firka Supply Officer, or a Special Revenue Inspector, or both, shall be entitled to count his service in each such post, for a period not exceeding six months towards duty as Revenue Inspector in-charge of a firka.  (iv) A candidate who after undergoing survey training, has discharged the duties of a Settlement Inspector doing field work including classification of soil and irrigation sources and miscellaneous enquiries under the Tamil Nadu Estates (Abolition and Conversion into Ryotwari) Act, 1948 (Tamil Nadu Act XXVI of 1948), or of an Estate Revenue Inspector, shall be entitled to count his service in such post towards duty as Revenue Inspector in-charge of a firka.

(v) A Settlement Inspector employed on items of miscellaneous work, such as advance compensation work, preliminary enquiries under sections 11, 15 and other provisions of the Tamil Nadu Estates (Abolition and Conversion into Ryotwari) Act, 1948 (Tamil Nadu Act XXVI of 1948), and correlation of the old village land registers in the new survey land registers including registry, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in-charge of a firka.

(vi) A candidate who after undergoing survey training has served as Settlement Inspector assisting Settlement Deputy Tahsildars doing field work, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in-charge of a firka.

(vii) A candidate, who after undergoing survey training has served as a Chatram Revenue Inspector in Thanjavur district redesignated as Special Revenue Inspector (Chatrams), shall be entitled to count his service in such post for a period not exceeding six months towards duty as Revenue Inspector in-charge of a firka.

(viii) A candidate, who after undergoing survey training has served as a Special Revenue Inspector for Betterment levy, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in-charge of a firka.

(ix) A candidate, who after undergoing survey training has discharged the duties of a Settlement Inspector doing field work and miscellaneous enquiries under the Tamil Nadu Inam Estates (Abolition and Conversion into Ryotwari) Act, 1963 (Tamil Nadu Act 26 of 1963), the Tamil Nadu Lease holds (Abolition and conversion into Ryotwari) Act, 1963 (Tamil Nadu Act 27 of 1963), the Tamil Nadu Minor Inams (Abolition and Conversion into Ryotwari) Act, 1963 (Tamil Nadu Act 30 of 1963), the Tamil Nadu (Transferred Territory) Ryotwari Settlement Act, 1964 (Tamil Nadu Act 30 of 1964), and the Kanniyakumari Sreepandaravaka Lands (Abolitions and Conversion into Ryotwari) Act, 1964 (Tamil Nadu Act 31 of 1964), shall be entitled to count his service in such post towards duty as Revenue Inspector in-charge of a firka and Settlement Inspector attending to the miscellaneous work under the said Acts, the Tamil Nadu (Transferred Territory) Thiruppavanam Payment Abolition Act, 1964 (Tamil Nadu Act 32 of 1964), and the Tamil Nadu (Transferred Territory) Jenmikaram Payment Abolition Act, 1964 (Tamil Nadu Act 39 of 1964), and in the revenue follow up work in the area coming up for resurvey, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in-charge of a firka.

(x) A candidate, who after undergoing survey training has discharge the duties of a Special Revenue Inspector in the Jenmam Estate Gudalur shall be entitled to count his service in such post towards duty as Revenue Inspector in-charge of a firka.

<b><u>Land Reforms Department</u></b>	
1. Superintendents in the Office of the Director of Land Reforms.	Revenue Test, Parts I, II and III; Revenue Survey Training for a period of not less than four weeks and service as Revenue Inspector incharge of a firka for a period of not less than one year.
2. Assistants in the Office of the Director of Land Reforms	Revenue Test, Parts I, II and III.
<b>Revenue Settlement Parties</b>	
1. Head Accountants	Account Test for Subordinate Officers, Part I.
2. Head Clerks	Account Test for Subordinate Officers, Part I and Revenue Test.
<b><u>School Education Department</u></b>	
Superintendents, Clerks, Accountants and Assistants.	Head Deputy Inspector's Test and Account Test for Subordinate Officers, Part I and District Office Manual Test.
<b>Social Welfare Department</b>	
1. Superintendent	1. District Office Manual Test. 2. Account Test for Subordinate Officers Parts I and II.
2. Assistants/Accountant in the Grade of Assistant.	1. District Office Manual Test. 2. Account Test for Subordinate Officers Part-I.
<b><u>*Department of Economics and Statistics</u></b>	
1. Superintendents	District Office Manual Test and
2. Assistants	Account Test for Subordinate Officers, Part-I.
*[Added] [Vide G.O.Ms.No. 220, P & A.R.(B) Department, dated 19-12-2001 w.e.f. 8.2.1996]	
<b><u>State Trading Schemes Department</u></b>	
Audit Assistants	<b>Explanation :</b> Candidates who are holder of the degree of B.Com. or B.Com.(Hons.) and candidates who have passed the Government Technical Certificate Course Examination in Accountancy by the Higher Grade shall not be required to pass the subject "Commercial Book-keeping" included in the Local Fund Audit Department Test.
<b><u>Survey and Land Records Department</u></b>	
Assistants	1. Account Test for Subordinate Officers, Part I. 2. Special Test on District Office Manual 3. Training in Survey for 28 days. 4. Service as Junior Assistant for a period of not less than one year for those who were appointed by recruitment by transfer.

<b><u>Technical Education Department</u></b>	
Accountants, Head Clerks and Assistants (*).	Account Test for Subordinate Officers, Part-I.
(*) (Omitted) (vide G.O.Ms.No.94, P.&.A.R. (B) Dept., dated 18.4.2007, w.e.f. 24.3.2005).	
<b><u>Town and Country Planning Department</u></b>	
Superintendent and Assistants.	1. Account Test for Subordinate Officers, Part-I. 2. District Office Manual Test.
Town Panchayat Department	
Head Clerks	1. District Office Manual Test.
Assistants	2. Panchayat Development Account Test.
Provided that the holders of the posts of Head Clerks as on 4th April 1990 shall pass the tests within two years from 4th April 1990 failing which they shall not be eligible to draw subsequent increments in the time scale of pay applicable to the post until they pass the said tests. Such ineligibility to draw subsequent increments shall not have the effect of postponing the future increments after they have passed.	
<b><u>Treasury and Accounts Department</u></b>	
Accountants	Account Test for Subordinate Officers, Parts I and II. Test on District Office Manual.
<b><u>Transport Department</u></b>	
Superintendents	(i) Account Test for Subordinate Officers, Part-I; (ii) Departmental Test on the Motor Vehicles Act, 1939 (Central Act IV of 1939), the Tamil Nadu Motor Vehicles Taxation Act, 1974 (Tamil Nadu Act 13 of 1974) and the rules and Notifications made thereunder. (iii) Service for a period of not less than-- *[(a) two years as Assistant in the Offices of the State Transport Authority or State Transport Appellate Tribunal or Joint Transport Commissioner or Deputy Transport Commissioner or Assistant Accounts Officer (Internal Audit Wing); and (b) one year as Accountant in any of the Offices of Regional Transport Officer of the Transport Department.] *[Substituted] (vide G.O.Ms.No.47, P.&.A.R. (B) Department, dated 5.5.2009 w.e.f. 1.6.2000).
<b><u>Tribunal Commissioner for Disciplinary Proceedings</u></b>	
1. Superintendent 2. Assistant	Account Test for Subordinate Officers Part I.

<b><u>Veterinary Education and Research Department</u></b>	
Accountants and Assistants.	1. Account Test for Subordinate Officers Part I. 2. Departmental Test in the Manual of Animal Husbandry Department. 3. District Office Manual Test.
<b><u>Department of Ex-servicemen's Welfare</u></b>	
<b><u>(i) Directorate of Ex-Servicemen's Welfare.</u></b>	
Superintendents	Account Test for Subordinate Officers, Part-I.
Assistants/Accountants	Account Test for Subordinate Officers, Part I and Special Test on District Office Manual.
<b><u>(ii) Office of the Assistant Director of Ex-Servicemen's Welfare in the Districts.</u></b>	
Superintendents	Account Test for Subordinate Officers, Part I.
Assistants	Account Test for Subordinate Officers, Part I and Special Test on District Office Manual.
<b><u>Stationery and Printing Department</u></b>	
1. Manager, Stationery Office. 2. Office Manager, Government Press 3. Superintendents.	(1) Account Test for Subordinate Officers, Part-I. (2) Stationery and Printing Department Test. (i) Part A - Stationery Manual, Volumes I and II. (ii) Part B - Government Press Office Manual. (3) District Office Manual Test.
4. Assistants	(1) Stationery and Printing Department Test - (i) Part A - Stationery Manual, Volumes I and II (ii) Part B - Government Press Office Manual. (2) District Office Manual Test. (3) Account Test for Subordinate Officers, Part I.
5. Superintendent, Commercial Accounts Section.	(1) Account Test for Subordinate Officers, Part I. (2) Stationery and Printing Department Test. (i) Part A - Stationery Manual, Volumes I and II. (ii) Part B - Government Press Office Manual. (3) District Office Manual Test. (4) Accountancy (Lower Grade).

**ANNEXURE V**

(Referred to in rule 34).

**TESTS TO BE PASSED, TRAINING TO BE UNDERGONE OR OTHER QUALIFICATIONS TO BE ACQUIRED BY PERSONS APPOINTED TO THE SERVICE:**

**ALL DEPARTMENTS**

<b><u>Member of the Service</u></b> <b>(1)</b>	<b><u>Test training or qualification</u></b> <b>(2)</b>	<b><u>Period</u></b> <b>(3)</b>
1. A member of the service included in a list drawn up for a particular district by the Commission before the 1st day of July, 1934, who was an approved probationer in the service on the 15th July 1936, who does not possess an adequate knowledge of the language or of one of the languages of the districts and whom the Commission does not find it possible to transfer to the list of a district the languages of which he possesses an adequate knowledge.	Must satisfy the appointing authority that he has acquired an adequate knowledge of the said language.	Before appointment as full member of the service or before raising above the minimum stage of the time scale of pay sanctioned for the post which he was holding or above the stage of pay drawn by him the 15th July, 1936, if such stage is higher than the minimum stage.

**Explanation:**

A member of the service shall be deemed to possess an adequate knowledge of a language within the meaning of item I--

(i) if he has obtained in such language either in Group A or in Group C of the Secondary School Leaving Certificate Examination, a percentage of marks not being less than the percentage prescribed in the Schedule to the General Rules;

(ii) if he has obtained a pass in such language in an examination which is accepted by the Commission to be equivalent to, or higher than, the Secondary School Leaving Certificate Examination; or

(iii) if such language is his mother-tongue and he is certified by the Collector of the district or the Revenue Divisional Officer of the division in which he is employed as being able to talk fluently in it, to read and to write in that language; or

(iv) if he obtains in the first part of the essay paper in such language at the competitive examination held by the Commission for recruitment to the services, such percentage of marks as may be determined by the Commission by a general or special order.

2. Omitted.

3. A member appointed as Typist or Steno-typist Grade-III who has not passed the Government Technical Examination in Typewriting by the Higher Grade either in English or in Tamil.	Government Technical Examination in Typewriting by the Higher Grade either in English or in Tamil.	Before appointment as full member of the service before raising above the minimum stage of the time scale of pay sanctioned for the post he is holding.
---	--	---

4. A member appointed as Typist or Steno-typist Grade-III (Tamil) on or after the 9 <sup>th</sup> November 1961, who has not passed the Government Technical Examination in Typewriting in English by the Lower Grade.	Government Technical Examination in Typewriting in English by the Lower Grade.	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.
5. A member appointed as Typist or Steno-typist Grade-III (English) on or after the 9 <sup>th</sup> November 1961, who has not passed the Government Technical Examination in Typewriting in Tamil by the Lower Grade.	Government Technical Examination in Typewriting in Tamil by the Lower Grade.	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.
6. A member appointed as Steno-typist Grade-III (Tamil) on or after the 9 <sup>th</sup> November 1961 who has not passed the Government Technical Examination in Shorthand (English) by the Lower Grade.	Government Technical Examination in Shorthand (English) by the Lower Grade.	Within the prescribed period of probation if recruited direct and within two years from the date of appointment to the post.
7. A member appointed as Steno-typist Grade-III (English) on or after the 9 <sup>th</sup> November 1961 who has not passed the Government Technical Examination in Shorthand (Tamil) by the Lower Grade.	Government Technical Examination in Shorthand (Tamil) by the Lower Grade.	Within the prescribed period of probation if recruited direct and within two years from the date of appointment to the post.
8. Junior Assistants appointed by direct recruitment on or after the 3rd July 1974.	Foundational Training for a period of two months.	Within the prescribed period of probation.

Provided that the Junior Assistants who came out successful in the Special Qualifying Test conducted by the Tamil Nadu Public Service Commission in December 1977, and in 1981 shall undergo a Refresher Course for a period of 28 working days instead of the regular two months Foundational Training.

Provided further that the Junior Assistants whose services have been regularised as per G.O.Ms.No.996, Personnel and Administrative Reforms Department, dated the 22nd September 1984 shall undergo the condensed Foundational Training, (similar to the training imparted by the Civil Service Training Institute, Bhavanisagar) at various Centres in the State for a duration of twenty working days instead of two months Foundational Training and pass the examinations conducted at the end of the said training. Those Junior Assistants who have undergone the condensed training course and passed the test at the end of the training subsequent to their regularisation of services as per the above Government Order, appointed as Junior Assistant/Assistant by direct recruitment, consequent on their appearance and election through the Tamil Nadu Public Service Commission need not undergo the Foundational Training Course for two months at the Civil Service Training Institute, Bhavanisagar.

*8(A) Junior Assistant or Junior Assistant-cum-Typist appointed by recruitment by transfer	Foundational training for a period of two months	Within one year from the date of appointment to the post:
--	--	---

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

*8(B) Junior Assistant appointed by transfer from the post of Telephone Operator and Telex operator and Typist appointed by transfer as Junior Assistant	Foundational training for a period of two months	Within one year from the date of appointment to the post.
--	--	---



\*Provided that on and from the 15th October 1999, the Junior Assistant appointed by transfer from the post of Telephone Operator or Telex Operator or Typist after completion of 53 years of age need not undergo the above Foundational Training.

(\*Inserted vide G.O.Ms .No.15, P&AR(B) Dept., dated 21.2.2002)

9. Assistants appointed by direct recruitment on or after the first October 1978	Foundational Training for a period of two months at the Civil Service Training Institute, Bhavanisagar.	Within the prescribed period of probation.
<b>Adi Dravidar and Tribal Welfare Department</b>		
[**]	[**]	[**]
[**] [Omitted].(vide G.O.Ms.No.231, P.&A.R. (B) Dept., dated 13.7.92 w.e.f. 31.10.86).		

**Agriculture Department**

1. Manager, Office of the Director of Agriculture	Account Test for Subordinate Officers Part I and agricultural Departmental Test.	Within two years from the date of appointment to the post.
2. Superintendents :		
3. Assistants	Account Test for Subordinate Officers Part I and agricultural Departmental Test and Special Test on District Office Manual.	Within two years from the date of appointment to the post.
<b>Market Committees</b>		
Junior Assistants	1) Departmental Test for Agricultural Marketing Department Employees. 2) District Office Manual Test.	Within the period of probation.

**ANIMAL HUSBANDRY DEPARTMENT**

1. Superintendents and Assistants in the Office of the Director of Animal Husbandry, Madras.	Account Test for Subordinate Officers, Part I, and the Departmental Test in the Manual of the Animal Husbandry Department.	Within two years from the date of appointment to the post.
2. Junior Assistants dealing with Accounts in the Office of the Director of Animal Husbandry, Madras.	Account Test for Subordinate Officers, Part I, and the Departmental Test in the Manual of the Animal Husbandry Department.	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.

3. Commercial Accountant in the Institute of Veterinary Preventive Medicine, Ranipet.	Account Test for Subordinate Officers, Part I, and the Departmental Test in the Manual of the Animal Husbandry Department.	Within two years from the date of appointment to the post.
4. Head Clerk in the Office of the Poultry Development Officer and the Accountant in the Office of the Superintendent, Poultry Research Station, Hosur.	Account Test for Subordinate Officers, Part I, and the Departmental Test in the Manual of the Animal Husbandry Department.	Within two years from the date of appointment to the post.
5. Head Clerks in the District Veterinary Offices.	Account Test for Subordinate Officers, Part I, and the Departmental Test in the Manual of the Animal Husbandry Department.	Within two years from the date of appointment to the post.
<b><u>Back ward Classes Department</u></b>		
1. Assistants in the Kallar Reclamation Section of the Madurai Collectorate.	Account Test for Subordinate Officers, Part-I.	Within two years from the date of appointment to the post.
2. Junior Assistants	District Office Manual Test.	Within the prescribed period of probation or within two years from the date of appointment to the post.
<b><u>Cinchona Department</u></b>		
Accountants and Assistants.	Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
<b><u>Collegiate Education Department</u></b>		
1. Assistants and Managers.	Deputy Inspector's Test and Account Test for Subordinate Officers, Part - I	Within two years from the date of appointment to the post.
* 2. Librarian and Assistant Librarian, Government Oriental Manuscripts Library and Research Centre	Account Test for Subordinate Officers, Part I.	Within the prescribed period of probation or within two years from the date of appointment to the post.
3. Junior Assistant	District Office Manual Test.	Within the prescribed period of probation.
*[Substituted] [vide G.O.Ms.No. 338, P&A.R.(B) Department, dt. 13-9-2004 w.e.f.13-3-2002]		
<b><u>Commercial Taxes Department</u></b>		
*1.Assistants (Direct recruitment) in the Office of the Commissioner of Commercial Taxes.	Departmental Tests in Commercial Taxes Acts, Parts I and II and Special Test in District Office Manual.	Within the prescribed period of probation.

*2. Gujarathi Knowing Assistants. (Direct recruitment)	Departmental Test in Commercial Taxes Acts, Parts I and II, Government Technical Examination in Accountancy by the Lower Grade or any other equivalent examination, and Special Test on District Office Manual.	Within the prescribed period of probation.
*[Substituted in G.O.Ms.No.183, P&AR (B) Deptt. dated.19-9-2000].		
6. Junior Assistants in the Department including the Offices of the Commissioner of Commercial Taxes and the Tamil Nadu Sales Tax Appellate Tribunal including Additional Benches and Tamil Nadu Agricultural Income Tax Appellate Tribunal.	Special Test on District Office Manual.	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.
Provided that a person who has passed the Departmental Test in Commercial Taxes, Part II at the examination held in November 1965, or earlier or who has passed the Revenue Test, Part I at the Examination held in November 1969 or earlier shall not be required to pass the Special Test in District Office Manual.		

**DIRECTOR OF GOVERNMENT EXAMINATION**

1. Superintendents	Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
2. Accountant		
3. Assistants	Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
Assistants who were probationers or approved probationers in the service on the 3rd November 1951	Account Test for Subordinate Officers, Part I.	Within a period of two years from 3rd November 1951.

**CO-OPERATIVE DEPARTMENT**

Accountant in the Office of the Registrar of Co-operative Societies whose age did not exceed 45 years on the 18th April 1956.	1. Examinations in Co-operation, Auditing, Banking and Book-keeping conducted by the Central Co-operative Institute.	Within a period of two years from the 18th April 1956.
	2. Account Test for Subordinate Officers Part I.	
Junior Assistant who deal with Accounts.	Account Test for Subordinate Officers, Part I.	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.

<b><u>Office of the Commissioner of Civil Supplies and Consumer Protection inclusive of Subordinate Offices under its control:</u></b>		
Assistants	Account Test for Subordinate Officers (Part I) and Special Test on District Office Manual.	Within the prescribed period of probation.
<b><u>Department of Correctional Administration</u></b>		
Assistants	Jail Test, Part I.	Within a period of two years from the date of appointment as full member.
(***)		
(**) (Omitted) (vide G.O.Ms.No.83, P.&A.R. (B) Dept., dated. 23.7.2002 w.e.f. 5.12.88).		
<b><u>Dairy Development Department</u></b>		
1. Commercial Accountant Grade I and Commercial Accountant Grade-II appointed by direct recruitment.	1) Account Test for Subordinate Officers Part I and	Within the prescribed period of probation.
	2) District Office Manual Test.	
2. Junior Assistants appointed by Direct recruitment.	District Office Manual Test.	Within the prescribed period of probation.
3. Superintendents, Commercial Accountant Grade-I, Assistants, Accountant and Commercial Accountant II, and Junior Assistants appointed otherwise than by direct recruitment.	District Office Manual Test.	Within the prescribed period of probation or within a period of two years from the date of appointment where no probation is necessary.

<b><u>Electrical Inspectorate</u></b>		
<b><u>Office of the Chief Electrical Inspector to Government:-</u></b>		
Superintendents, Assistants.	Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.

<b><u>Employment and Training Department</u></b>		
<b><u>Employment Branch:-</u></b>		
Assistants	1. Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post within two years from the 5th November 1963 in case of persons who are holding the post of the 30th November 1960 and within two years from the date of appointment to the post in other cases.
	2. Departmental Test on National Employment Service Manual for Ministerial Staff.	

<b><u>Training Branch:-</u></b>		
Superintendent	Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
Auditor	1. Account Test for Subordinate Officers, Part I. 2. Government Technical Examination in Accountancy by Higher Grade.	Within two years from the date of appointment to the post.
Provided that the candidates who are holders of B.Com., degree of the Madras University shall not be required to pass the Government Technical Examination in Accountancy by the Higher Grade.		
Assistants and Accountants in the scale of pay of Rs.705-20-745-25-845-35-1230.	Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
Store-keepers in the grade of Assistants.	1. Account Test for Subordinate Officers, Part I. 2. District Office Manual Test.	Within the prescribed period of probation.

**FIRE SERVICE DEPARTMENT**

Accountants and Assistants.	Departmental Test in the Madras Fire Service Manual and the Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
-----------------------------	--	--

**Fisheries Department**

Accountants and Assistants	(i) Account Test for Subordinate Officers, Part I; (ii) Fisheries Departmental Test Part I.	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.
----------------------------	--	--

Junior Assistants	Fisheries Departmental Test Part I.	Within the prescribed period of probation or within a period of two years from the date of appointment to the post as the case may be, if appointed on and from the 31st July 1976.  Provided that Junior Assistants whose probation had been declared prior to the 31st July 1976 and who had not passed the Fisheries Departmental Test Part-I, should pass the test within a period of two years from the 31st July 1976
<b><u>Forest Department</u></b>		
1. Manager, Superintendent, Commercial Accountant and Assistants in the Office of the Chief Conservator of Forests.	1. Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
2. Managers and Senior Accountants of Conservator's Offices.	2. Departmental Test prescribed in section 33 of the Madras	Within two years from the date of appointment to the post.
3. Head Clerks and Junior Accountants in District Forest Offices, Forest Utilisation Office and Head Clerk in State Sylviculturist's Offices.	Forest Department and Account Code, Volume I.	-
<b><u>Government Museums and Connemara Public Library</u></b>		
1. Head Clerks of the Government Museum, Madras.	Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
2. Store-keeper of the Government Museum, Madras.	Account Test for Subordinate Officers, Part I.	Within the prescribed period of probation or within a period of two years from the date of appointment to the post, as the case may be.
3. Manager, Connemara Public Library.	Account Test for Subordinate Officers, Part-I.	Within two years from date of appointment to the post.
4. Junior Assistants, Government Museums.	District Office Manual Test.	Within a prescribed period of probation or within a period of two years from the date of appointment to the post, as the case may be.
<b><u>Handlooms Department</u></b>		
Junior Assistant	District Office Manual Test.	Within the prescribed period of probation or within two years from the date of appointment to the post, as the case may be.

<b><u>Adi Dravidar and Tribal Welfare Department</u></b>			
1. Omitted.			
2. Assistants in the Office of the Manager, Aziz Nagar Settlement.	Account Test Subordinate Officers, Part I.	for	Within two years from the date of appointment to the post.
3. Assistants in the Adi Dravidar and Tribal Welfare Section of the Collectorates.	Account Test Subordinate Officers, Part I.	for	Within two years from the date of appointment to the post.
4. Accountant in the Office of the Manager, Aziz Nagar Settlement.	Account Test Subordinate Officers, Part I and II.	for	Within two years from the date of appointment to the post.
5. Junior Assistants in the Office of the Director of Adi-Dravidar and Tribal Welfare.	Special Test on District Office Manual.		Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.  Provided that the persons who have passed the Revenue Test, Part I need not pass the Special Test on District Office Manual.
<b><u>Medical Services and Family Welfare Department</u></b>			
<b><u>Medical Wing:-</u></b>			
1. Superintendents, Office of the Director of Health Services and Family Planning Managers and Accountant, Office of the Director, King Institute, Guindy and Assistant Lay Secretaries in the scale of pay of Rs.905-45-1445-50-1545.	Account Test Subordinate Officers, Part I.	for	Within two years from the date of appointment to the post.
2. Stewards, Grades I, II and III.	Account Test Subordinate Officers, Part I.	for	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.
3. Assistants and Head Clerks, Accountants under the control of the Director of Health Services and Family Planning other than the King Institute, Guindy, Store-keeper of provisions Government General Hospital, Linen Keepers in the scale of pay of Rs.705-20-745-25-845-35-1230.	Account Test Subordinate Officers, Part I.	for	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.

4. Junior Assistants	Departmental Test in Tamil Nadu Medical Code.	Within two years from the 1st September 1964 if appointed before that date and within the prescribed period of probation or within two years from the date of appointment to the post, as the case may be in other cases.
----------------------	---	---

**Medical Education Department**

1. Commercial Accountant	Account Test for Subordinate Officers, Part I.	Within the prescribed period of probation.
2. Junior Assistants, Store-keepers, Typists and Steno-typists Grade-III.	Tamil Nadu Medical Code.	Within the prescribed period of probation.

**Hindu Religious and Charitable Endowments (Administration) Department**

1. Superintendents 2. Managers 3. Inspectors 4. Assistants	Account Test for Subordinate Officers, Part I and Hindu Religious and charitable Endowments (Administration) Department Test.	Within two years from the date of appointment to the post.
5. Junior Assistant	District Office Manual Test(*).	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.

(\*)(Substituted) (vide G.O.Ms.No.161, P.&.A.R. (B) Dept., dated 3.11.05 w.e.f. 24.12.85).

**The Governor's Household**

Cashier, Office of the Comptroller, Governor's Household.	Account Test for Subordinate Officers, Part-I.	Within two years from the date of appointment to the post.
---	--	--

**College of Indigenous Medicine and Hospital**

Steward and Accountant	Account Test for Subordinate Officer, Part I.	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.
------------------------	---	--

**Industries Department**

**I. Managers in the Officers of—**

i) Industries Commissioner and Director of Industries and Commerce.	Account Test for Subordinate Officer, Part I.	Within two years from the date of appointment to the post.
ii) Chemical Testing and Analutical Laboratory, Madras.	Account Test for Subordinate Officer, Part I.	Within two years from the date of appointment to the post.



iii) Subordinate Offices and	Account Test for Subordinate Officer, Part I.	Within two years from the date of appointment to the post.
iv) Assistant Director of Industries and Commerce, Dharmapuri.	Account Test for Subordinate Officer, Part I.	Within two years from the date of appointment to the post.
2. Accounts Assistant in the Industries Department.	Account Test for Subordinate Officer, Part I.	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.
3. Superintendents	Account Test for Subordinate Officer, Part I.	Within two years from the date of appointment to the post.
4. Auditors in the Office of the Industries Commissioner and Director of Industries and Commerce, *Chennai and Commercial Accountants in the Department of Industries and Commerce.	1) Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
	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 cost and works Accountants of India, Calcutta; or	
	A pass in the Intermediate Examination of the Cost and Works Accountants Institute, London *or a degree of B.Com or a degree of B.A.(Corporate Secretaryship) awarded by any University recognised by the University Grants Commission.	
	*[Substituted in G.O.Ms. No.248, P.&.A.R.(B) Department, dated 29.11.2007 with effect from 27.11.2000]	

[\*\*]

[\*\*][Omitted [vide G.O.Ms.No.248, P.&.A.R.(B) Department, dated 29.11.2007 with effect from 27.11.2000].

5. Head Clerks, Assistants, Accountants, Store-keepers and District Inspectors of State-aided Concerns.	Account Test for Subordinate Officers, Part-I.	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.
	Special Test on District Office Manual.	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.

Provided that every person appointed to the post of District Inspectors of State Aided concerns shall undergo training for a period of two weeks before he is posted in a station on the following subjects, namely:-

- (1) A study of the provisions of `The Madras State-Aid to Industries Act and the Madras Small and Cottage Industries Loans and Subsidy Rules, 1956.
- (2) Elementary principles of Accountancy and their applicability to the accounts of the State aided concerns.
- (3) Scope of audit of the accounts of the State-aided concerns by the District Inspectors.
- (4) Inspection Questionnaire to be filled up by the District Inspectors - Instructions to fill in.
- (5) Instructions for the submission of tour programme, diaries and progress reports etc.
- (6) Duties and responsibilities of the District Inspectors.

The period of training shall count for probation.

**JAIL DEPARTMENT (INCLUDING BORSTAL SCHOOL)**

Junior Assistants	Special Test on District Office Manual.	Within the prescribed period of probation.
-------------------	---	--

**LABOUR DEPARTMENT**

Junior Assistants	Special Test on District Office Manual.	Within the prescribed period of probation or within two years from the date of appointment as the case may be.
-------------------	---	--

**LOCAL FUND AUDIT DEPARTMENT**

A member of the service who held the post of Audit Assistant on the 3rd February 1958 and who had rendered service for a period of not less than two years in that post on the said date.	Departmental Test (Local Fund Audit Department Test)	Within a period of three years from the 3rd February 1958.
2. A member of the service who held the post of Audit Assistant on the 3rd February 1958 and who had rendered service for a period of less than two years in that post on the said date.	Departmental Test (Local Fund Audit Department Test)	Within a period of five years from the date of appointment as Audit Assistant after the completion of training referred to in rule 38(e).
3. Audit Assistants	Local Fund Audit Departmental Test, Account Test for Subordinate Officers, Part I and District Office Manual Test.	Within a period of five years from the date of appointment as Audit Assistant after the completion of the training referred to in rule 38(e).

**Note:**

(1) No Audit Assistant shall be eligible for appearing for the Subordinate Account Service Examination unless he has passed the Local Fund Audit Department Test.

(2) Audit Assistants who are holders of the B.Com. or B.Com(Hons.) of any University recognised by the University Grants Commission for the purpose of its grant shall not be required to pass in the following subject, namely, Commercial Book-keeping, included in the Local Audit Department Test.

4.(i) Audit Assistants appointed on the results of the Competitive examination held by the Commission after 6th June 1942 who had an adequate knowledge of Urdu but not of one of the three languages, namely, Tamil, Malayalam, and Kannada, at the time of recruitment.	Third Class Language Test (Parts B and D) only in one of the three languages, namely, Tamil, Malayalam and Kannada.	Within a period of five years from the date of appointment.
(ii) Audit Assistants appointed on the results of the Competitive examination held by the Commission after the 6th June 1942, who did not possess an adequate knowledge of one of the three languages namely, Tamil, Malayalam and Kannada, at the time of recruitment.	Third Class Language Test (Parts B and D) only in two of the three languages, namely, Tamil, Malayalam and Kannada.	Test in one languages within a period of 5 years from the date of appointment and in the other languages before confirmation.
<b><u>Tamil Nadu Archives</u></b>		
1. Superintendent	Account Test for Subordinate Officer, Part I.	Within two years from the date of appointment to the post.
2. Assistants	Account Test for Subordinate Officer, Part I.	Within two years from the date of appointment to the post.

<b><u>Panchayat Development Department</u></b>		
[**]	[**]	[**]
[**] (Omitted) (vide G.O.Ms.No.125, P.&.A.R. (B) Dept., dt 22.10.2002 w.e.f. 28.3.2001).		
1A. Junior Assistants, Typists and Steno-typists Grade-III in the Directorate of Rural Development, Office of the Chief Radio Officer and Office of the Regional Radio Officer at Madras in Unit I.	Departmental Test for Officers of Panchayat Development Department and Panchayat Development Account Test.	Within the period of probation.

<p>2. Junior Assistants, Rural Welfare Officers, Grade-II, Cashiers, Typists and Steno-typists Grade-III in Unit II.</p>	<p>(a) Test for Officers of Panchayat Development Department and Panchayat Development Account Test (b) Rural Welfare Officer, Training.</p>	<p>Within the period of probation.  At any time, after appointment. Provided that every person selected for appointment as Junior Assistant, Rural Welfare Officer, Grade II, Typist and Steno-typist Grade-III before undergoing prescribed training, execute an indemnity bond in such form and for such amounts with two sureties as may be prescribed by the State Government from time to time, binding himself:- (i) to undergo the entire course of training; (ii) to serve the State Government for a period of not less than three years after the successful completion of the training; (iii) to abide by any other condition that may be stipulated, from time to time, by the Director of Rural Development; and</p>
		<p>(iv) in case he fails to fulfil any of the conditions mentioned above to forfeit all claims for the payment of further stipends and/or pay and allowances, as the case may be, and to refund to the State Government the whole or such part of the amount drawn by him as pay and allowances and/or stipend as may be prescribed.</p>
<p><b><u>Police Department</u></b></p>		
<p>Assistants in all Police Offices including the Offices of the Director General of Police and the Commissioner of Police, Madras.</p>	<p>Departmental Test in Police Orders and Practice; Account Test for Subordinate Officer, Part I, and District Office Manual Test.</p>	<p>Within two years from the date of appointment to the post.</p>
<p><b><u>Port Department</u></b></p>		
<p>1. Superintendent in the Office of the State Port Officer, Madras and other Port Offices at Out-Ports.</p>	<p>Account Test for Subordinate Officers, Part I and Departmental Test held prior to 1938 or Departmental Test by the Higher Grade.</p>	<p>Within two years from the date of appointment to the post.</p>

2. Members of the Service in the scale of pay of Rs.705-20-745-25-845-35-1230 and above.	1. Account Test for Subordinate Officers, Part I. 2. Special Test on District Office Manual	Within two years from the date of appointment to the post.
<b><u>Revenue Department</u></b>		
1. Huzur Second Assistant	Revenue Test, Parts I, II and III.	Within two years from the date of appointment to the post.
2. Huzur Head Accountants	Account Test for Subordinate Officers, Parts I and II, and the Revenue Test, Parts-I, II and III.	Within two years from the date of appointment to the post.
3. Second Accountants in the Collector's Office, the Nilgiris.	Account Test for Subordinate Officers, Part I and II.	Within two years from the date of appointment to the post.

**Note:**

(i) A candidate, who, after undergoing Survey Training, has discharged the duties of a Firka Supply Officer, or a Special Revenue Inspector, or both, shall be entitled to count his service in each such post, for a period not exceeding six months towards duty as Revenue Inspector in charge of Firka.

(ii) A candidate, who, after undergoing Survey Training, has discharged the duties of a Settlement Inspector doing field work including classification of soil and irrigation sources and miscellaneous enquiries under the Tamil Nadu Estates (Abolition and Conversion into Ryotwari) Act, 1948, or of an Estate Revenue Inspector, shall be entitled to count his service in such post towards duty as Revenue Inspector in charge of a Firka.

(iii) A Settlement Inspector employed on items of miscellaneous work, such as advance compensation work, preliminary enquiries under section 11, 15 and other provisions of the Tamil Nadu Estates (Abolition and Conversion/Ryotwari) Act 1948, and correlation of the old village land registers with the new survey land registers including registry etc., shall be entitled to count his service in such post or a period not exceeding one year towards duty as Revenue Inspector in charge of a Firka.

(iv) A candidate, who, after undergoing Survey Training, has served as a Settlement Inspector as Assisting Settlement Deputy Tahsildars doing field work, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in charge of a Firka.

(v) A candidate, who, after undergoing Survey Training, has served as a Chatram Revenue Inspector in Thanjavur District redesignated as Special Revenue Inspector (Chatrams), shall be entitled to count his service in such post for a period not exceeding six months towards duty as Revenue Inspector in charge of a Firka.

(vi) A candidate, who, after undergoing Survey Training, has served as a Special Revenue Inspector for Betterment levy, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in charge of a Firka.

(vii) A candidate, who, after undergoing Survey Training, has discharged the duties of a Settlement Inspector doing field work and miscellaneous enquiries under the Tamil Nadu Inam Estates (Abolition and Conversion into Ryotwari) Act, 1963, the Tamil Nadu Lease-Holds (Abolition and Conversion into Ryotwari) Act, 1963, the Tamil Nadu Minor Inams (Abolition and Conversion into Ryotwari) Act, 1963 the Tamil Nadu (Transferred Territory) Ryotwari Settlement Act, 1964, and the Kanyakumari Sreepandaravaka Lands (Abolition and Conversion into Ryotwari) Act, 1964, shall be entitled to count his service in such post towards duty as Revenue Inspector in charge of a Firka and a Settlement Inspector attending to the miscellaneous work under the said Acts, the Tamil Nadu (Transferred Territory)

Thiruppuvaram Payment Abolition Act, 1964, and the Tamil Nadu (Transferred Territory) Jenmikaram Payment Abolition Act, 1964, and in the revenue follow up work in the areas coming up for resurvey, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in charge of a Firka.

4. Assistants in the Office of the Commissioner of Revenue Administration, other than those in the Commercial Taxes Branch.	Revenue Test, Parts I, II and III.	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.
5. Assistants in the Department (excluding the Office of the Commissioner of Revenue Administration and the Revenue Settlement Parties.	1. Revenue Test Parts I, II and III. 2. Revenue Survey Training for a period of not less than four weeks. 3. Service as Revenue Inspector in charge of a firka for a period of not less than two years.	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.

**Note:**

(i) A candidate, who, after undergoing Survey Training, has discharged the duties of a Firka Supply Officer, or a Special Revenue Inspector, or both, shall be entitled to count his service in each such post, for a period not exceeding six months towards duty as Revenue Inspector in charge of a Firka.

(ii) A candidate, who, after undergoing Survey Training, has discharged the duties of a Settlement Inspector doing field work including classification of soil and irrigation sources and miscellaneous enquiries under the Tamil Nadu Estates (Abolition and Conversion into Ryotwari) Act, 1948, or of an Estate Revenue Inspector, shall be entitled to count his service in such post towards duty as Revenue Inspector in charge of a Firka.

(iii) A Settlement Inspector employed on item of miscellaneous work, such as advance compensation work, preliminary enquiries under Section 11, 15 and other provisions of the Tamil Nadu Estates (Abolition and Conversion into Ryotwari) Act, 1948, and correlation of the old village land registers with the new Survey land registers including registry, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in charge of a Firka.

(iv) A candidate, who, after undergoing Survey Training, has served as a Settlement Inspector assisting Settlement Deputy Tahsildars doing field work, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in charge of a Firka.

(v) A candidate, who, after undergoing Survey Training, has served as a Chatram Revenue Inspector in Thanjavur District redesignated as Special Revenue Inspector (Chatrams), shall be entitled to count his service in such post for a period of not exceeding six months towards duty as Revenue Inspector in charge of a Firka.

(vi) A candidate, who, after undergoing Survey Training has served as a Special Revenue Inspector for Betterment Levy, shall be entitled to count his service in such post for a period, not exceeding one year, towards duty as Revenue Inspector in charge of a Firka.

(vii) A candidate, who, after undergoing Survey training has discharged the duties of a Settlement Inspector doing Field Work and miscellaneous enquiries under the Tamil Nadu Inam Estates (Abolition and Conversion into Ryotwari) Act, 1963, the Tamil Nadu Lease-holds (Abolition and Conversion into Ryotwari) Act, 1963, the Tamil Nadu Minor Inams (Abolition and Conversion into Ryotwari) Act, 1963. The Tamil Nadu Transferred Territory Ryotwari Settlement Act, 1964 and the Kanyakumari Sreepandaravaka Lands (Abolition and Conversion into Ryotwari) Act, 1964, shall be entitled to count his service in such post

towards duty as Revenue Inspector incharge of a Firka and a Settlement Inspector attending to the miscellaneous work under the said Acts, the Tamil Nadu (Transferred Territory) Thiruppuvanam, Payment Abolition Act, 1964, and the Tamil Nadu (Transferred Territory) Janmikaram payment Abolition Act, 1964 and in the Revenue follow up work in the areas coming up for resurvey, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector incharge of a Firka.

6. Fair copying Superintendents in Collectors' Offices.	i) Revenue Test, Parts I, II and III.  ii) Revenue Survey training for a period of not less than four weeks.  iii) Service as Revenue Inspector in-charge for a Firka for not less than two years; and  iv) One year's satisfactory service as Assistant.	Within two years from the date of appointment in the post.
---	---	--

**Note:**

(i) A candidate, who, after undergoing Survey Training, has discharged the duties of a Firka Supply Officer, or a Special Revenue Inspector, or both, shall be entitled to count his service in such post, for the period not exceeding six months towards duty as Revenue Inspector in charge of a Firka.

(ii) A candidate, who, after undergoing Survey Training, has discharged the duties of a Settlement Inspector doing field work including classification of soil and irrigation sources and miscellaneous enquiries under the Tamil Nadu Estates (Abolition and Conversion into Ryotwari) Act, 1948, or of an Estate Revenue Inspector, shall be entitled to count his service in such post towards duty as Revenue Inspector in charge of a Firka.

(iii) A Settlement Inspector employed on item of miscellaneous work, such as advance compensation work, preliminary enquiries under Section 11, 15 and other provisions of the Tamil Nadu Estates (Abolition and Conversion into Ryotwari) Act, 1948, and correlation of the old village land registers with the new Survey land registers including registry etc., shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in charge of a Firka.

(iv) A candidate, who, after undergoing Survey Training, has served as a Settlement Inspector assisting Settlement Deputy Tahsildars doing field work, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in charge of a Firka.

(v) A candidate, who, after undergoing Survey Training, has served as a Chatram Revenue Inspector in Thanjavur District redesignated as Special Revenue Inspector (Chatrams), shall be entitled to count his service in such post for a period of not exceeding six months towards duty as Revenue Inspector in charge of a Firka.

(vi) A candidate, who, after undergoing Survey Training has served as a Special Revenue Inspector for Betterment Levy, shall be entitled to count his service in such post for a period, not exceeding one year, towards duty as Revenue Inspector in charge of a Firka.

(vii) A candidate, who, after undergoing Survey training has discharged the duties of a Settlement Inspector doing Field Work and miscellaneous enquiries under the Tamil Nadu Inam Estates (Abolition and Conversion into Ryotwari) Act, 1963, the Tamil Nadu Lease-holds (Abolition and Conversion into Ryotwari) Act, 1963, the Tamil Nadu Inams (Abolition and Conversion into Ryotwari) Act, 1963. The Tamil Nadu Transferred Territory Ryotwari Settlement Act, 1964 and the Kanyakumari Sreepandaravaka Lands (Abolition and Conversion into Ryotwari) Act, 1964, shall be entitled to count his service in such post towards duty as Revenue Inspector incharge of a Firka and Settlement Inspector attending to the miscellaneous work under the said Acts, the Tamil Nadu (Transferred Territory) Thiruppuvanam, Payment Abolition Act, 1964, and the Tamil Nadu (Transferred Territory) Janmikaram payment Abolition Act, 1964 and in the Revenue follow up work in the areas coming up for resurvey, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector incharge of a Firka.

7.(a) Superintendents in the Office of the Commissioner of Revenue Administration and Revenue Settlement Parties	i) Revenue Tests Parts I, II and III ii) Revenue Survey Training for a period of not less than four weeks. iii) Service as Revenue Inspector in-charge of a Firka for not less than one year.	Within three years from 26th July, 1968.
(b) Assistants in the Office of the Commissioner of Revenue Administration and Revenue Settlement Parties.	Revenue Test Parts I, II and III.	Within three years from 26th July 1968.
8.(a) Superintendents	i) Revenue Tests Part I, II and III. ii) Revenue Survey Training for a period of not less than four weeks. iii) Service as Revenue Inspector in-charge of a Firka not less than one year.	Within three years from 26th July 1968.
(b) Assistants in the Office of the Director of Settlements, Madras.	Revenue Test, Part I, II and III.	Within three years from 26th July, 1968
9. Assistants in the Office of the Commissioner of Agricultural Income Tax.	Revenue Tests Parts I, II and III.	Within the prescribed period of probation.



**Land Administration Department**

1. Assistants in the Office of the Commissioner of Land Administration.	Revenue Test Parts I, II and III.	Within the prescribed period of probation or within two years from the date of appointment to the post, as the case may be.
2.(a) Superintendents in the Office of the Commissioner of Land Administration.	i) Revenue Tests Parts I, II and III. ii) Revenue Survey Training for a period of not less than four weeks. iii) Service as Revenue Inspector in-charge of a Firka not less than one year.	Within three years from the 26th July 1968 or Within three years from the date of appointment, as the case may be.
(b) Assistants in the Office of the Commissioner of Land Administration.	Revenue Tests Parts I, II and III.	Within three years from 26th July 1968 or Within three years from the date of appointment, as the case may be.
3.(a) Superintendents in the Office of the Director of Survey and Settlement, Madras.	i) Revenue Tests Parts I, II and III. ii) Revenue Survey Training for a period of not less than four weeks. iii) Service as Revenue Inspector in-charge of a Firka for not less than one year.	Within three years from the 26th July 1968 or Within three years from the date of appointment, as the case may be.
(b) Assistants in the Office of the Director of Survey and Settlement, Madras.	Revenue Tests Parts I, II and III.	Within three years from 26th July 1968 or Within three years from the date of appointment, as the case may be.

<b><u>Land Reforms Department</u></b>		
Assistants in the Office of the Director of Land Reforms.	Revenue Test Parts I, II and III.	Within the prescribed period of probation  or within two years from the date of appointment to the post as the case may be.

<b><u>Revenue Settlement Parties</u></b>		
--	--	--

Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
Account Test for Subordinate Officers, Part I and Revenue Test Parts I, II and III.	Within two years from the date of appointment to the post.

<b><u>Rehabilitation Department</u></b>		
---	--	--

Special Test on District Office Manual.	Within the prescribed period of probation  or within two years from the date of appointment as the case may be.
---	--

<b><u>School Education Department</u></b>		
---	--	--

(i) Head Clerks and Assistants	Deputy Inspector's Test and Account Test for Subordinate Officers, Part-I.	Within two years from the date of appointment to the post.
(ii) Junior Assistant	District Office Manual Test.	Within the prescribed period of probation.

<b><u>Social Welfare Department</u></b>		
---	--	--

Superintendent	District Office Manual Test and Account Test for Subordinate Officers, Parts I and II.	Within three years from the 14th April 1977, if appointed before that date.
Assistant/Accountant in the Grade of Assistant	District Office Manual Test and Account Test for Subordinate Officers, Parts I.	Within three years from the 14th April 1977, if appointed before that date.

**Explanation:-** (1) No audit Assistant shall be eligible for appearing for the Subordinate Account Service Examination unless he has passed the Local Fund Audit Department Test.

**Explanation:** (2) Audit Assistants who are holders of the degree of B.Com. or B.Com.(Hons) shall not be required to pass the subject "Commercial Book-keeping" included in the Local Fund Audit Department Test.

**\*Department of Economics and Statistics**

Assistants and Junior Assistants	District Office Manual Test.	Within the prescribed period of probation if appointed on or after the 22nd August 1967 and within two years from the date of appointment to the post where no probation is prescribed, and within two years from the 22nd August 1967 if they are probationers on that date.
----------------------------------	------------------------------	---

dt.19.12.2001

[\*] (Substituted) (vide G. O.Ms.No.220, dt. 19-12-2001 w.e.f.8.2.1996. )

**TRANSPORT DEPARTMENT**

Superintendents including Selection Grade and Assistants in the Office of the Transport Commissioner, Madras.	Account Test for Subordinate Officers, Part I and Departmental Test on the Motor Vehicles Act, 1939 (Central Act IV of 1939),	At one of the four examination held after the 15th July 1954, if they were appointed before that date and at one of the four examinations held after the appointment in other cases.
Superintendents, Head Clerks and Assistants in the Regional Transport Offices.	The Tamil Nadu Motor Vehicles Taxation Act, 1974 (T.N.Act 3 of 1974) and the Rules and Notifications made there under.	
Accountants.		

**Treasury and Accounts Department**

Accountants	1. Account Test for Subordinate Officers, Part I and II.	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.
	2. Test on District Office Manual.	

**VETERINARY EDUCATION AND RESEARCH DEPARTMENT**

Assistants and Accountant in the Veterinary Education Department.	Account Test for Subordinate Officers, Part-I, and the Departmental Test in the Manual of the Animal Husbandry Department.	Within two years from the date of appointment to the post.
---	--	--

**ANNEXURE - VI**

**(Referred to in rule 35)**

**TESTS TO BE PASSED, TRAINING TO BE UNDERGONE OR OTHER QUALIFICATION TO BE ACQUIRED BY PERSONS AFTER PROMOTION.-**

<b><u>Members of the Service</u></b>	<b><u>Tests, Training or Qualification</u></b>	<b><u>Period</u></b>
(1)	(2)	(3)

**Agriculture Department**

Assistants who have to deal with accounts in the several offices in the Agriculture Department and to whom the provisions of Annexure IV do not apply.	Account Test for Subordinate Officers, Part I, Agriculture Departmental Test and Special Test on District Office Manual.	Within two years from the date of appointment to the post.
--	--	--

**Director of Government Examinations**

Assistants who were not full members in that category on the 3rd November 1951.	Account Test for Subordinate Officers, Part I.	Within a period of two years from the 3rd November 1951.
---	--	--

**Office of the Commissioner of Civil Supplies and Consumer Protection inclusive of Subordinate Offices under its control**

Assistants	Account Test for Subordinate Officers, Part I and Special Test on District Office Manual.	Within a period of two years from the 31st January 1973 if appointed before that date.
------------	---	--

**Electrical Inspectorate**

**Office of the Chief Electrical Inspector to Government**

Assistants	Special Test on District Office Manual.	On or before 30 <sup>th</sup> November 1975 if appointed before the 15th September 1972
------------	---	---

**Fisheries Department**

Assistants	Fisheries Department Test-I.	Within the period of two years from the 31st July 1976 if appointed before that date.
------------	------------------------------	---

**Adi Dravidar and Tribal Welfare Department**

Assistants in the Office of the Director of Adi Dravidar and Tribal Welfare appointed on or before the 10 <sup>th</sup> July 1968.	Special Test on District Office Manual.	Within the period of two years from, the 10th July 1968.  Provided that the person who have passed the Revenue Test Part I need not pass the Special Test on District Office Manual.
--	---	--

<b><u>Medical Services and Family Welfare Department</u></b>		
<b>Medical Wing:</b>		
1. Superintendents, Head Stewards, Managers, Office Superintendents, Accountants and Assistant Lay Secretaries etc. in the Office of the Director of Medical Services and Family Planning and in the city and mofussil Medical Institutions in the scale of pay of Rs.350-15-425-25-600.	Departmental Test on Tamil Nadu Medical Code.	Within the period of 4 years from the first June 1960, if appointed before that date and in the other cases within the prescribed period of probation and in cases where no probation is prescribed within two years from the date of appointment, as the case may be.
	Special Test on District Office Manual.	Within the period of two years from the 11th January 1971, if appointed before that date and in other cases within the prescribed period of probation and where probation is prescribed within two years from the date of appointment, as the case may be.
2. Assistants including Cash Keeper, Tour Clerk to the Director of Medical Services and Family Welfare and Examiner, Head Clerks, Medical Store-Keepers (Non-Technical), Linen Keeper, Provision Store-Keepers, Hospital Stoppages Clerks etc. in the Office of the Director of Medical Services and Family Welfare in the City and Mofussil Medical Institutions in the scale of pay of Rs.250-10-300-15-450.	Departmental Test on Tamil Nadu Medical Code.	Within the period of 4 years from the last June 1960, if appointed before that date and in the other cases within the prescribed period of probation and in cases where no probation is prescribed within two years from the date of appointment, as the case may be.
	Special Test on District Office Manual.	Within the period of two years from the 11th January 1971, if appointed before that date and in other cases within the prescribed period of probation and where no probation is prescribed within two years from the date of appointment, as the case may be.
<b><u>Medical Education Department</u></b>		
1. Superintendents Managers, Assistants, Lay Secretaries, Accountants and Head Stewards.	Departmental Test in Tamil Nadu Medical Code.	Within the period of 4 years from the first June 1960, if appointed before that date and in other cases within the prescribed period of probation and in cases where no probation is prescribed within two years from the date of appointment, as the case may be.

	Special Test on District Office Manual.	Within the period of two years from the 11th January 1971, if appointed before that date and in other cases within the prescribed period of probation and where no probation is prescribed within two years from the date of appointment, as the case may be.
2. Assistants, Head Clerks, Medical Store-keepers (Non-technical) Linen Keepers, Cashiers, Head Stewards, Clerks, Provision Store-keepers, Tour Clerks to the Directors and Cash Keepers other than the Examiner.	Departmental Test in Tamil Nadu Medical Code.	Within the period of 4 years from the first June 1960, if appointed before that date and in other cases within the prescribed period of probation and in cases where no probation is prescribed within two years from the date of appointment, as the case may be.
	Special Test on District Office Manual.	Within a period of two years from the 11th January 1971, if appointed before that date and in other cases within the prescribed period of probation and where no probation is prescribed within two years from the date of appointment, as the case may be.
<b><u>Jail Department (including Borstal School)</u></b>		
Managers, Grade-I and II. Superintendents, Accountant, Assistants, Store- keepers.	Special Test on District Office Manual.	Within the prescribed period of probation or within two years from the date of appointment to the post, as the case may be.  Provided that probationers on the 31st July 1968 in all the posts are exempted from passing the said test.

<b><u>Local Fund Audit Department</u></b>		
1. Audit Assistants appointed before 1st July 1949.	Local Fund Audit Department Test in all Subjects except those passed before promotion as Audit Assistants.	Within the prescribed period of probation.
2.(i) Audit Assistant appointed on or after the First July 1949 and who had an adequate knowledge or Urdu but not one of the three languages namely, Tamil, Malayalam and Kannada at the time of promotion as Audit Assistants.	Third Class Language Test (Parts B and D only) in one of the three languages namely, Tamil, Malayalam and Kannada.	Within a period of five years from the date of appointment as Audit Assistant.

(ii) Audit Assistants appointed on or after the 1st July 1949 and who did not possess an adequate knowledge of one of the three languages, namely, Tamil, Malayalam and Kannada at the time of promotion as Audit Assistants.	Third Class Language Test (Parts B and D only) in two of the three languages namely, Tamil, Malayalam and Kannada.	Test in one language within a period of five years from the date of appointment as Audit Assistant and in the other languages before confirmation.
---	--	--

**Port Department**

Assistants	Special Test on District Office Manual.	Within two years from the 30 <sup>th</sup> October 1976, if appointed before that date.
------------	---	---

**Revenue Department**

Assistants in the Departments (excluding the Office of the Commissioner of Revenue Administration and Revenue Settlement Parties)	Service as Assistant in a Taluk Office for a period of not less than one year.	Before deputing as Firka Revenue Inspector.
---	--	---

**Social Welfare Department**

Superintendent	District Office Manual Test and Account Test for Subordinate Officers, Parts I and II.	Within three years from the 14 <sup>th</sup> April 1977, if appointed before that date.
Assistants/Accountants in the grade of Assistant.	District Office Manual Test and Account Test for Subordinate Officers, Part I.	Within three years from the 14 <sup>th</sup> April 1977, if appointed before that date.

**Department of Ex-Servicemen's Welfare**

Superintendent/Accountant and Assistants.	Special Test on District Office Manual.	Within a period of two years from the 19th September 1968, if appointed before that date.
---	---	---

**\* Department of Economics and Statistics**

Superintendents and Assistants whose age did not exceed 45 years on the 1 <sup>st</sup> April, 1956.	Accounts Test for Subordinate Officers, Part I.	At one of the examination to be held before the 1 <sup>st</sup> December 1957 if appointed before 1 <sup>st</sup> April 1956 and in other cases within the prescribed period of probation and where probation is not required to be undergone, within two years from the date of appointment, as the case may be.
--	---	---

Assistants	District Office Manual Test.	Within the prescribed period of probation, if appointed on or after the 22nd August 1967 and within two years from the date of appointment to the post where no probation is prescribed, and within two years from the 22nd August 1967, if they are probationers on that date.
[*] (Substituted) (vide G.O.Ms.No.220, P & AR (B) Dept., dt.19.12.2001 w.e.f.8.2.1996)		
<b><u>Survey and Land Records Department</u></b>		
Assistants whose age did not exceed 45 years on the 7 <sup>th</sup> February 1945 and who had not passed the old Account Test Higher or Lower or the General Account Test.	Account Test for Subordinate Officers, Part I.	At one of the first three examinations held after the 7 <sup>th</sup> February 1945.
<b><u>Transport Department</u></b>		
Superintendents and Assistants in the Office of the Transport Commissioner, Madras and Superintendents, Head Clerk, and Assistants in the Regional Transport Offices, whose age did not exceed 51 years on the 21st January 1952.	Departmental Test on the Motor Vehicles Act, 1939 (Central Act IV of 1939), the Tamil Nadu Motor Vehicles Taxation Act, 1974 (Tamil Nadu Act 13 of 1974) and the rules and Notifications made there under.	Before the 31 <sup>st</sup> December 1953.
Superintendents and Assistants in the Office of the Transport Commissioner Madras, and Superintendents, Head Clerks and Assistants in the Regional Transport Offices, whose age did not exceed 51 years on the 13 <sup>th</sup> March 1952.	Account Test for Subordinate Officers, Part I.	Before the 31 <sup>st</sup> December 1953.



**ANNEXURE - VII**

**(Referred to in rule 38(a) )**

**Ministerial Establishment of the Special Branch of the Criminal Investigation Department and the Intelligence Section of the Office of the Commissioner of Police.**

1. (a) Appointment in the Special Branch of the Criminal Investigation Department and the Intelligence Section of the Office of the Commissioner of Police, shall--

(1) in the case of the Manager, Special Branch of the Criminal Investigation Department, be made by promotion from the category of Assistant Managers in the Special Branch, Criminal Investigation Department and in the case of the Assistant Manager, Special Branch of the Criminal Investigation Department, be made by promotion from the category of Assistant in the Special Branch, Criminal Investigation Department.

(2) in the case of Assistant Manager in the Intelligence Section of the Office of the Commissioner of Police, be made by promotion from the category of Special Branch Assistant in the said Intelligence Section of the Office of the Commissioner of Police;

3) in the case of Special Branch Junior Assistants/Assistants both in the Special Branch of the Criminal Investigation Department and the Intelligence Section of the Office of the Commissioner of Police be made by direct recruitment or by transfer from the category of Junior Assistant and Assistants of the Police Department.

(b) The appointing authority in respect of the said posts of Manager, Assistant Managers and Assistants in the Special Branch of the Criminal Investigation Department shall be the Deputy Inspector General of Police, Criminal Investigation Department and in respect of the posts of Assistant Manager and Special Branch Assistants in the Intelligence Section of the Office of the Commissioner of Police, the Commissioner of Police.

(c) (i) no person shall be eligible for appointment by direct recruitment in the said posts of Assistants unless he is a graduate of a University of the State; and

(ii) in the case of appointment by transfer, only Junior Assistants/Assistants of the Police Department and the Directorate of Vigilance and Anti-Corruption possessing the minimum general educational qualification prescribed in the Schedule to the General Rules who have shown outstanding ability, intelligence and character and have put in a service of not less than 7 years shall be eligible for appointment.

(iii) in the cases referred to in (i) and (ii) above, preference will be given to those who have passed the Government Technical Education in Typewriting and Shorthand at least by the Lower Grade.

(iv) No person shall be--

(1) entitled to the inclusion of his name in the list prepared by the competent authority, of candidates approved for appointment by direct recruitment, if on the first day of July of the year in which the examination on the result of which the list is prepared is held, he has completed or will complete the age of thirty years.

Provided that the age limit aforesaid shall be increased by five years in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes; or

(2) eligible for appointment by transfer if, on the first day of July of the year in which the appointment is made, he has completed or will complete to the age of forty years.

(v) the vacancies in the posts of Assistants in the Special Branch of the Criminal Investigation Department and in the Intelligence Section of the Office of the Commissioner of Police shall be filled in the following proportion.

\* 75 percent by direct recruitment and 25 percent by transfer.

Provided that the post of Assistants in the Special Branch of the Criminal Investigation Department and in the Intelligence Section of the Office of the Commissioner of Police, for appointment, by direct recruitment, shall be filled up only by selection from candidates sponsored by the concerned Employment Exchange.

(vi) the relative seniority of the Assistants who are transferred to the Special Branch of the Criminal Investigation Department and to the Intelligence Section of the Office of the Commissioner of Police as Special Branch Assistants shall be determined by the date of their first appointment in the Special Branch of the Criminal Investigation Department or the intelligence Section of the Office of the Commissioner of Police, as the case may be.

(d) There shall be paid to a probationer appointed by direct recruitment during the first six months of his probation or until he is declared to be fit for work in the Special Branch of the Criminal Investigation Department or as the case may be, the Intelligence Section of the Office of the Commissioner of Police, whichever is later a pay calculated at the minimum of the time-scale applicable to the post.

(e)(i) A person appointed to the post by direct recruitment, shall pass the Government Technical Examination in Typewriting by the Higher Grade within the prescribed period of his probation, unless he has already passed the said examination.

(ii) A person appointed to the post by transfer, shall pass the Government Technical Examination in Typewriting by the Higher Grade within the period of two years from the date of his appointment unless he has already passed the said examination failing which his increment will be postponed without cumulative effect until he passes the said test.

(f) For the purposes of promotion of Assistants to the posts of Assistant Manager and for the purpose of promotion of Assistant Managers to the post of Manager in the Special Branch of the Criminal Investigation Department and for the purpose of promotion of Special Branch Assistant to the post of Assistant Manager in the Intelligence Section of the Office of the Commissioner of Police, the posts of Manager and Assistant Managers shall be treated as Selection Categories.

(g) A person appointed as Special Branch Assistant by direct recruitment shall from the date of which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years.

2. Where a probationer or an approved probationer appointed by direct recruitment in the post of Assistant in the Special Branch of the Criminal Investigation Department or Intelligence Section of the Office of the Commissioner of Police has to be discharged for want of a vacancy, the Director General of Police or the Commissioner of Police, as the case may be, may notwithstanding anything contained in these rules or the General Rules, appoint him to hold the post of Assistant in any other branch of the Police Department. He shall, while holding the latter post, be paid a monthly pay calculated in the scale of pay applicable to such posts.

3. Every person appointed by direct recruitment to the service as Special Branch Assistant, in the Special Branch, Criminal Investigation Department, Madras, and in the Intelligence Section, Madras City Police shall, at the time of joining service, execute a bond in the form prescribed by the Government, binding himself to serve in the Special Branch, Criminal Investigation Department, Madras/Intelligence Section, Madras City Police for a period of not less than five years failing which he shall repay to the Government a sum of Rs.1,000/- (Rupees One thousand only) or such smaller sum as may have been received in the aggregate by way of emoluments, by him during the period of his employment.

**ANNEXURE - VIII**  
**(Referred to in rule 38(b)(i).**

Omitted.

**ANNEXURE - IX**  
**(Referred to in rule 38(b)(ii)**

**Appointment - Training and conditions of Service of directly recruited Assistants**

1. Appointment to the service may be made in the category of Assistant in the Revenue Department by direct recruitment for employment in the districts.

2.(a) The number of vacancies in any district filled up under Rule 1 shall not exceed in any year one third of the total number of vacancies arising in such district in that year.

(b) subject to sub-rule (a)--

(i) atleast one vacancy shall be filled up by appointment under rule 1--

(I) in each of the districts of Kanyakumari and the Nilgiris every year; and

(II) in the City of Madras, once in two years, and

(ii) atleast two vacancies, shall be filled up as aforesaid in each of the other districts, in every year.

(c) while arriving at the estimate of vacancies in each district temporary vacancies also relating to posts which have been in existence for more than five years shall be taken into account.

3. The Collector of the district concerned shall be the appointing authority.

4. The rule of reservation of appointments (General Rule 22) shall apply to such appointments separately in each district.

5. No person shall be eligible for appointment as Assistant 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 the selection for appointment is made.

6. No person shall be eligible for appointment as Assistant by direct recruitment unless he possess a B.A. or B.Sc., degree (other than in a professional subject or B.Com., degree.)

7. Every person appointed as Assistant shall be on probation for a total period of two years on duty within a continuous periods of three years.

8. Every person appointed as Assistant by direct recruitment shall be imparted the training as prescribed below:-

<b>Period</b>	<b>Items of Training</b>
<b>(1)</b>	<b>(2)</b>
i. First three months	1. With Firka Revenue Inspector : One Week
	2. Revenue, Divisional: Officer's Office. : One Week
	3. Collector's Office : Two Weeks
	4. Foundation Training at the Civil Service Training Institute, Bhavanisagar. : Two months
ii. Next one year	In Taluk Office as Assistant dealing with Revenue subjects.

iii. Next four weeks	In Training in Revenue Survey and maintenance of land records.  Provided they have passed the Revenue Tests, Parts I to III.
iv. Next two years	Firka Revenue Inspectors.
v. Next one year and eight months.	In Collector's Office as Assistant.
9. The Inter-se seniority of the directly recruited Assistants in the districts shall be fixed in the following cyclical order irrespective of the date of their joining duty.	
(a) First vacancy	: Persons appointed by direct recruitment
(b) Second and Third vacancies:	Persons appointed by promotion.
(c) Fourth vacancy	: Persons appointed by direct recruitment.
(d) Fifth and Sixth vacancies	: Persons appointed by promotion.

10. Consistent with his seniority, a directly recruited Assistant shall be eligible for promotion to any selection category posts provided he has put in one year service in the Collector's Office after he has completed the period of training as Firka Revenue Inspector and has also passed the tests, prescribed.

11. For every such person, there shall be reserved a substantive vacancy arising in the permanent cadre of the category of Assistants in the Revenue Department in the District concerned after his appointment. His appointment to a substantive vacancy shall now however, confer on him any preferential claims to promotion.

12. The directly recruited Assistant shall be allowed straight away to draw the minimum of the time scale of pay applicable to Assistants. The training period shall be allowed to count for increment of pay and for promotion.

13. \*\*[Omitted].

(Vide G.O.Ms.No.133, P.&.A.R. (B) Department, dated 16.09.2010 with effect from 16.09.2010)

14. Every person appointed as Assistant by direct recruitment shall, execute an agreement in proper form with two sureties binding himself--

(i) to serve in the Revenue Department for a period of not less than two years;

and

(ii) in case he fails to serve as aforesaid, to refund to the State Government the total amount drawn by him as pay and allowances.

**\*ANNEXURE-IX-A.  
(Referred to in rule 38(b)(ii))**

**Appointment, training and conditions of service of directly recruited Assistants in the Prison Department (Non-technical):-**

1. Appointment to the service may be made in the category of Assistant in the Prison Department (Non-technical) by direct recruitment for employment in the State.
2. The number of vacancies in the State filled up under rule 1 shall not exceed in any year 50% of the total number of vacancies arising in the post of Assistant in the State in that year.
3. The Inspector General of Prisons shall be the appointing authority.
4. The rule of reservation of appointments (General Rule 22) shall apply to such appointments in the State.
5. No person shall be eligible for appointment as Assistant by direct recruitment, if he has completed or will complete the age of 30 years on the first day of July of the year in which the selection for appointment is made.
6. No person shall be eligible for appointment as Assistant by direct recruitment unless he possesses a Degree, from any University recognised by the University Grants Commission.
7. Every person appointed as Assistant by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years.
- 8(a). Every person appointed as Assistant by direct recruitment shall be imparted training for a total period of one year as specified below:-

Sl. No.	Period	Item of training
1.	First four months	In the Office of the Director General of Prisons, Chennai.
2.	Next four months	In Central Prisons, Special Prisons for Women, Borstal School, District Jails, Special Sub Jails and Sub Jails.
3.	Next one month	In the Office of the Deputy Inspector General of Prisons.
4.	Next one month	In the Office of the Chief Probation Superintendent.
5.	Two months	Foundation Training at the Civil Services Training Institute, Bhavanisagar.

(b). Every person appointed to the post of Assistant by direct recruitment, shall within the period of probation, pass the following tests, namely:-

- (i). Jail Test – Part-I;
- (ii). Account Test for Subordinate Officers, Part-I;
- (iii). Tamil Nadu Government Office Manual Test.

9. The inter-se-seniority between the directly recruited Assistants and the rank promotee Assistants shall be as per the provisions laid down in rule 35(aa) of the General Rules for Tamil Nadu State and Subordinate Services.

10. Consistent with his seniority, a directly recruited Assistant shall be eligible for promotion to any selection category posts, provided he has successfully completed his probation and has also passed the tests prescribed.

11. For every such person, there shall be reserved a substantive vacancy arising in the permanent cadre of the category of Assistants in the Prison Department after his appointment. His appointment to a substantive vacancy shall not however confer on him any preferential claim to promotion.

12. The directly recruited Assistant shall be allowed straightaway to draw the minimum of the time scale of pay applicable to the post of Assistant. The training period shall be allowed to count for increment and for probation.

13. Every person appointed as Assistant by direct recruitment shall execute an agreement in proper Form with two sureties binding himself—

- (i). to serve in the Prison Department for a period of not less than two years; and
- (ii). in case, he fails to serve as aforesaid, to refund to the State Government the total amount drawn by him as pay and allowances during the period of training.

\*[Inserted] (vide G.O.Ms.No.104, P.&.A.R. (B) Department, dated 21.07.2010 w.e.f. 06.04.2009).

**ANNEXURE - X**  
**(Referred to in rule 38(b)(iii))**

**Appointment, Training and conditions of service of directly recruited Village Administrative Officers**

1. Appointment to the service in the category of Village Administrative Officer in the Revenue Department shall be made by direct recruitment;

2. The appointing authority for the post shall be the Revenue Divisional Officer having jurisdiction over the concerned Village;

**Explanation,-** For the purpose of this rule, "Revenue Divisional Officer" includes Personal Assistant (General) to the Collector of Madras;

3. The rule of reservation of appointments (General Rule 22) shall apply for appointment to the post by direct recruitment treating each district as a separate unit;

4.(a) No person shall be eligible for appointment to the post by direct recruitment,--

(i) unless he has completed 21 years of age on the first day of July of the year in which the selection for appointment is made; and

(ii) 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:

Provided that in the case of a person belonging to a Backward Class or a Scheduled Caste and Scheduled Tribe, the upper age limit shall be 40 years;

Provided further that the above age limit shall not apply for appointment as Village Administrative Officers by direct recruitment from among the Ex.Village Officers through State Level Screening Committee or to the Ex.Village Officers who have already been absorbed as Village Administrative Officers as per the decisions of the High Court, Madras.

(b) No person shall be eligible for appointment to the post by direct recruitment unless he possesses the minimum general educational qualification prescribed in rule 12(a)(i) and Schedule I in Part II of the Tamil Nadu State and Subordinate Services Rules.

5.(a) Every person appointed to the post shall furnish a cash security of Rs.2,000/- (Rupees two thousand only) within a period of one month from the date on which he joins duty:

Provided that a person belonging to a Backward Class shall furnish a cash security of Rs.1,000/- (Rupees one thousand only) within a period of one month from the date on which he joins duty:

Provided further that a person belonging to a Scheduled Caste or Scheduled Tribe shall not furnish a cash security;

(aa) The cash security shall be deposited in the Post Office, Savings Bank pledged to the Collector of the District concerned:

Provided that the Pledge of the security deposit in the Post Office Savings Bank account shall be released to him by the Collector in the event of his resignation, retirement, transfer from the category of Village Administrative Officer, dismissal or removal from service and to his legal heirs, in the case of his death, after deducting the Government dues, if any.

(b) Failure to furnish such cash security as contemplated in the above sub-rules shall render a person liable to be discharged from service.

6. Every person appointed to the post by direct recruitment shall, from the date on which he joins duty after successful completion of training mentioned in rule 7, be on probation for a total period of two years on duty within a continuous period of three years.

7.(a) Every person appointed to the post shall.--

(i) undergo training for a period of not less than one month in Survey at Government cost and pass the test in Survey conducted by the Survey Department of the Government of Tamil Nadu at the end of the training. If he fails to pass the test in the first attempt, he shall undergo the training for the second time by availing himself of leave without pay and allowances and pass the test at the end of the Training. If he fails to pass the test for the second time also, he shall undergo the training for the third time by availing himself of leave without pay and allowances and pass the test at the end of the training. If he fails to pass the test in the third attempt also, he shall be discharged from service forthwith;

(ii) undergo training for a period of not less than six weeks in Village Administration at Government cost after he passes the test in Survey mentioned in clause (i) and pass the test in Village Administration at the end of the training. If he fails to pass the test in the first attempt, he shall undergo the training for the second and the third time subject to the same conditions mentioned in clause (i). If he fails to pass the test in the third attempt also, he shall be discharged from service forthwith;

(b) Every person appointed to the post shall undergo the training in Survey and Village Administration for the period specified.

(c) Every person appointed to the posts shall be paid the minimum of the time-scale of pay for the post and the eligible allowances including House Rent Allowance during the period of trainings for the first attempt mentioned in clause (i) and (ii) of Sub-rule (a). The period of training shall not count for probation and increment.

(d) Every person appointed to the post shall execute a bond agreeing to reimburse to the Government the pay and allowances drawn by him during the period of trainings and the cost of such trainings if he is eventually discharged for not passing the tests at the end of the trainings mentioned in sub-rule (a). If he fails to reimburse the pay and allowances drawn by him during the period of trainings and the cost of the trainings, such pay, allowances and cost of the trainings shall be recovered as an arrear of land revenue under the provisions of the Tamil Nadu Revenue Recovery Act, 1864 (Tamil Nadu Act II of 1864).

8.(a) Every person appointed to the post shall, within the period of probation, pass the following special tests, namely:-

- i) Powers and duties of Village Administrative Officers;
- ii) Village sanitation; and
- iii) Manual of Village Accounts.

If such person fails to pass the said tests within the period of probation, he shall be discharged from service forthwith;

9. Every person appointed to the post shall be liable to be transferred to any place.--

- i) within the division by the Revenue Divisional Officer;
- ii) within the district by the District Collector; and
- iii) on administrative reasons, outside the district by the Commissioner of Revenue Administration.

10. Every person appointed to the post shall reside in the village under his charge and shall continue to reside in the said village so long as he holds the post.



**ANNEXURE - XI**

**(Referred to in rule 38(b)(iv) )**

**Appointment and conditions of service of Manager, Assistant Manager and Special Assistant in the Directorate of Vigilance and Anti-Corruption:**

1. 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>SI.No</b>	<b>POSTS</b>	<b>METHOD OF RECRUITMENT</b>
1	Manager	Promotion from the category of Assistant Managers in the Confidential Branch of the Directorate of Vigilance and Anti-Corruption.
2	Assistant Manager	Promotion from the category of Special Assistants in the Confidential Branch of the Directorate of Vigilance and Anti-Corruption.
3	Special Assistant	* (i) Promotion from the category of Assistants in the ***Administrative Branch of the Directorate of Vigilance and Anti-Corruption; or * (ii) Promotion from the category of Assistants in the Police Department; or * (iii) Transfer from the category of Superintendents in the ***Administrative Branch of the Directorate of Vigilance and Anti-Corruption; or * (iv) Transfer from the category of Superintendents in the Police Department ; or * (v) Direct recruitment :

\*Provided that the Assistants in the Police Department referred to in item (ii) above shall be appointed only if qualified Assistants in the Administrative Branch of the Directorate of Vigilance and Anti-Corruption referred to in item (i) above are not available :

\*Provided further that Superintendents in the Administrative Branch of the Directorate of Vigilance and Anti-Corruption referred to in item (iii) above, shall be appointed only if qualified Assistants referred to in items (i) and (ii) above are not available :

\*Provided also that Superintendents in Police Department referred to in item (iv) above shall be appointed only if qualified Assistants and Superintendents referred to in items (i), (ii) and (iii) above are not available :

\*Provided also that vacancies in the post of Special Assistant shall be filled by direct recruitment and by other methods in the ratio of 1 : 1.

\* [Substituted vide G.O.Ms.No. 379, P & AR (B) Dept., dated 23-12-2004]

[\*\*\*](Substituted) ( vide G.O.Ms.No.41, P.&.A.R. (B) Dept., dated 26.4.2002 w.e.f. 5.5.1978).

2. The appointing authority in respect of the category of Special Assistant shall be the Deputy Director of Vigilance and Anti-Corruption and in respect of the categories of Assistant Manager and Manager shall be the Director of Vigilance and Anti-Corruption.

3. No person shall be eligible for appointment to the post of Special Assistant unless he possesses the following qualifications, namely:-

(a) in the case of appointment by promotion:-

(i) Must have served for a period of not less than four years in the category of Assistant.

(ii) Must not have completed the age of forty years on the 15th March of the year in which the selection for appointment is made;

(iii) Must possess the Minimum General Educational Qualification as prescribed in Schedule I to Part II of the Tamil Nadu State and Subordinate Services Rules;

(iv) Must have passed the Government Technical Examinations in Tamil and English Typewriting both by the Higher Grade;

Provided that, other things being equal, preference shall be given to persons who, in addition, have passed the Government Technical Examinations in Shorthand.

(b) In the case of appointment by transfer:-

(i) Must not have completed the age of forty eight years on the 15th March of the year in which the selection for appointment is made; and

(ii) Must possess the minimum general educational qualification as prescribed in Schedule I to Part II of the Tamil Nadu State and Subordinate Services Rules.

\* (c) in the case of appointment by direct recruitment :-

(i) Must possess a degree ;

(ii) Must have passed the Government Technical Examinations in Typewriting, both in English and Tamil, by the Higher Grade ;

(iii) Must not have completed the age of 30 years on the 1st July of the year in which the selection for appointment is made.

\* [Substituted vide G.O.Ms.No. 379, P & AR (B) Dept., dated 23-12-2004]

4. The categories of Special Assistant, Assistant Manager and Manager shall be considered as Selection categories and appointment by promotion to these categories shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

\*5. The rule of reservation of appointments (General Rule 22) shall apply for appointment to the post of Special Assistant by direct recruitment.

\*6. Every person appointed to the post of Special Assistant 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.

[\*] [Substituted] (vide G.O.Ms.No. 379, P & AR (B) Dept., dated 23-12-2004 w.e.f. 23.12.2004)

.....