

## Department of Inspectorate of Factories

From

To

Thiru.S.Raghunathan, M.Tech.,  
Chief Inspector of Factories,  
Chennai.5.

The Principal Secretary to Government,  
Labour and Employment Department,  
Chennai.9

J3 / 21464 / 2010 dated. .07.2010

Sir,

Sub - Public Services - Meeting of Under Secretaries (OP wing) in the Departments of Secretariat held on 17.12.2009 - Minutes communicated - Updating of Service Rules - Particulars sent - regarding.

Ref - Government's Letter No.16756/E2/2010-1, dated. 07.06.2010 of Labour and Employment Department.

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With reference to the Government's Letter cited, I send herewith the CD containing the following Special Rules and Adhoc Rules updating the existing service rules by carrying all the amendments upto 31.12.2008.

1. Special Rules for Tamil Nadu Factory Service
2. Special Rules for Tamil Nadu General Subordinate Service
3. Special Rules for Tamil Nadu Basic Service
4. Adhoc Rules for the following posts
  - (i) Additional Chief Inspector of Factories
  - (ii) Artist Grade - I
  - (iii) Chemist
  - (iv) Laboratory Technician grade - II
  - (v) Laboratory Attendant
  - (vi) Draughtsman Grade - II
  - (vii) Draughtsman Grade -III

Chief Inspector of Factories,  
Chennai.5.

Enclosure -as above

**UPTO DATE EXISTING SERVICE RULES BY CARRYING ALL THE AMENDMENTS**  
**UPTO 31.12.2008.**

**SPECIAL RULES FOR TAMILNADU FACTORY SERVICE**

**(G.O.(MS.) No.27, Labour and Employment (E1) Department, dated.03.03.1998**

**1. CONSTITUTION:**

The service shall consist of the following categories of officers, namely:

- 1) Chief Inspector of Factories;
- 1A) Joint Chief Inspector of Factories;
- 2) Deputy Chief Inspector of Factories;
- 3) Inspector of Factories; and
- 4) Assistant Inspector of Factories.

**2. APPOINTMENT:**

a) Appointment to the categories of 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><u>CATEGORY</u></b>	<b><u>METHOD OF APPOINTMENT</u></b>
1. Chief Inspector of Factories.	By promotion from the category of Joint Chief Inspector of Factories.
1A) Joint Chief Inspector of Factories	By promotion from the category of Deputy Chief Inspector of Factories.
2) Deputy Chief Inspector of Factories	By promotion from the category of Inspector of Factories.
3) Inspector of Factories	By promotion from the category of Assistant Inspector of Factories.
4) Assistant Inspector of Factories	By direct recruitment.

b) Promotions to categories 1, 1A, 2 and 3 shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

No person shall be eligible for appointment to the post of Chief Inspector of Factories, unless he has not less than one year period of service before retirement and those who do not have such a minimum period of left over service but are otherwise found to be fully, qualified, fit for promotion and deserving recognition on

the crucial date of preparation of panel shall be compensated by appointing them as "Officer on Special Duty" with a specific assignment and with the same scale of pay as that of the Chief Inspector of Factories.

c) Omitted.

d) For the purpose of drawing up of the annual list of approved candidates for appointment to the posts of Inspector of Factories, Deputy Chief Inspector of Factories, Joint Chief Inspector of Factories and Chief Inspector of Factories in the said service by promotion the crucial date shall be 15<sup>th</sup> April of every year.

### **3. QUALIFICATIONS:**

#### **a) AGE:**

No person shall be eligible for appointment to the posts specified in Column(1) of the Table below by the method specified in Column (2) if he has completed or will complete the age specified in the corresponding entry in Column (3) thereof on the first day of July of the year in which the selection for appointment is made:-

#### **THE TABLE**

<b><u>POST</u></b>	<b><u>METHOD OF APPOINTMENT</u></b>	<b><u>AGE</u></b>
1) Inspector of Factories	By Promotion	55 years
2) Assistant Inspector of Factories	By direct recruitment	30 years

#### **b) Other Qualifications:**

No person shall be eligible for appointment by direct recruitment to the post of Assistant Inspector of Factories, "unless he possesses a degree in Mechanical, Electrical or Chemical Engineering or Textile Technology or Industrial Engineering or Production Engineering".

(c) No person shall be eligible for appointment to the post of Inspector of Factories, Deputy Chief Inspector of Factories, Joint Chief Inspector of Factories and Chief Inspector of Factories by promotion unless he has passed the following tests:-

- 1) The Account Test for Executive Officers or the Account Test for Sub-ordinate Officers, Part-I,
- 2) The Labour and Factories Department Test Part-A and B and
- 3) The District Office Manual Test.

(d) Omitted

**(G.O.(MS).No.89, Labour and Employment (E1) Department, dated.09.02.2009)**

**PROVISO**

Provided that other things being equal, preference shall be given to

1. the released emergency commissioned officers.
2. the released short service regular commissioned Officers and
3. Other Ex-servicemen
4. Omitted.

**5. RESERVATION OF APPOINTMENT:**

The Rule relating to reservation of appointments (General Rule 22) shall apply separately for appointment to the post of Assistant Inspector of Factories.

**6. PROBATION:**

- a) Every person appointed by direct recruitment to the posts of Inspector of Factories or Assistant Inspector of Factories, shall be on probation for a total period of two years on duty within a continuous period of three years.
- b) The Chief Inspector of Factories shall be competent to consider and decide whether or not a probationer in the category of Inspector of Factories or Assistant Inspector of Factories, as the case may be, is suitable for full membership of the respective category and to declare such probationer to have satisfactorily completed his probation. In case where extension or termination of probation is considered necessary, the authority concerned shall recommend the same to the Government.

**7. TRAINING:**

- a) A probationer recruited direct to the post of Inspector of Factories or Assistant Inspector of Factories who commenced probation on or after the 1<sup>st</sup> July 1975 and persons appointed on promotion to the post of Inspector of Factories on or after the 1<sup>st</sup> July 1976 who have not completed the age of 53 years on the date of commencement of the course of Foundational Training should undergo a course of Foundational Training for a period of 8 weeks at Bhavanisagar or at any other centre that may be prescribed by the Government. During the period of training he will be eligible to draw pay and allowances and also travelling and daily allowances as prescribed. Test will be conducted at the end of the training and his performance assessed and graded and an appropriate entry made in his Personal File. The period of training shall count for probation and increment.

- b) A probationer recruited direct to the post of Inspector of Factories or Assistant Inspector of Factories shall also undergo training under the Chief Inspector of Factories for a period of one month.
- c) In addition he shall undergo field training for a period of six days as directed by the Chief Inspector of Factories.
- d) The money spent on a direct recruitment during the training period and during the course of instruction shall be recovered in case he does not serve this Government for atleast five years.

He shall also within the period of his probation, undergo a course of instruction in the principles of sanitation at the Madras Medical College, Chennai and pass the prescribed test for the award of certificate.

During the period of training and during such course of instructions, he shall draw the minimum of the time scale of pay applicable to the post. The period of such training and instruction shall count for probation and increment.

#### **8. TESTS:**

- e) Every person appointed as Inspector of Factories or Assistant Inspector of Factories by direct recruitment shall pass the District Office Manual Test, Account Test for Executive Officers and Labour and Factories Department Test Parts (A) and (B) within the period of probation.

Provided that a person who has already passed the Account Test for Subordinate Officers, Part I, need not pass Account Test for Executive Officers.

- f) Persons already appointed as Inspector of Factories and Assistant Inspector of Factories and who have not passed the tests prescribed in sub-rule (a) of rule 8 shall pass the tests within a specified period of two years from the date of publication of this notification.

Failure to pass the tests within the specified period shall entail stoppage of further increments until he passes the tests.

#### **9. POSTING AND TRANSFERS:**

The Chief Inspector of Factories shall be the competent authority to order postings and transfers in respect of Inspectors of Factories and Assistant Inspectors of Factories.

**Adhoc Rules for the post of Additional Chief Inspector of Factories framed in G.O.Ms.No.115, dated.08.06.93.**

The rules hereby made shall be deemed to have come into force on the 11<sup>th</sup> December 1991.

**RULES**

The General and the Special rules applicable to the holders of the permanent posts in the Tamil Nadu Factory Service shall apply to the holder of the temporary post of Additional Chief Inspector of Factories, sanctioned from time to time, subject to the modifications specified in the following rules.

2. Constitution - The post shall constitute a separate category in Part.II General Branch of the said service.
3. Appointment -
- a) Appointment to the post shall be made by promotion from among the holders of the posts of Joint Chief Inspector of Factories.
  - b) Appointment to the post shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.
4. Qualification No person shall be eligible for appointment to the post unless he has passed the following tests, namely,
1. The Account Test for Executive Officers or the Account Test for Subordinate Officers, Part. I.
  2. The Labour and Factories Department Test, Parts A and B and
  3. The District Office Manual Test
5. Pay There shall be paid to the holder of the post a monthly pay calculated in the scale of pay of Rs.4500-150- 5700

Copy of G.O.(Ms).No.3107,I.L.A.(Labour)Department, dated. 27.09.1967 Memorandum No. 165911/Lab.E1/68/6 dated.13.05.1969(\* with effect from 26.05.1966) of Labour Department and G.O.(Ms).No.43, Labour and Employment Department, dated.25.02.1993 (\*\*)

Public Services - Madras General Subordinate Service - Labour Department - Factories Section - Office of the Chief Inspector of Factories, Madras - Artist - Adhoc Rules - Issued.

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Read - 1. G.O.Ms.No.723, (Labour) ILH dated.17.02.1966  
2. From the Commissioner of Labour (F), Letter No.E1/2966/67 dated. 01.02.1967....

### ORDER

The notification appended to this order will be published in the Fort St. George, Gezette.

### APPENDIX - NOTIFICATION

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

The rules hereby made shall be deemed to have come into force on the 26<sup>th</sup> May 1966.

The General Rules applicable to the holders of the permanent post in the Madras General Subordinate Service shall apply to the holder of the temporary post of Artist Grade - I (\*\*) in the Office of the Chief Inspector of Factories, Madras sanctioned in G.O.Ms.No.723 (Lab) dt. 17<sup>th</sup> February 1966 subject to the notification specified in the following rules.

- |                         |   |
|-------------------------|---|
| 2. Constitution         | The post shall constitute a separate class in the said service.   |
| 3. Appointment          | By direct recruitment (or) for special reasons by recruitment by transfer from any other services by transfer from any other class or category.   |
| 4. Appointing Authority | The appointing authority for the post shall be the Chief Inspector of Factories   |
| 5. Age                  | No person shall be eligible for appointment to the posts included in this service by Direct Recruitment if he has completed (or) will complete 30 years of age as on the 1 <sup>st</sup> day of July of the year in which selection for appointment is made.  |
| 6. Qualifications(**)   | No person shall be eligible for appointment to the post unless he possesses the following qualifications. <ol style="list-style-type: none"> <li>a) Must have been declared to fit for promotion from the IX standard to X standard in a school maintained or opened with the sanction of the State Government or to which</li> </ol> |

recognition has been accorded by the Education department under the Madras Educational Rules.

- b) Must have obtained a diploma of the Government School of Arts and Crafts in the Freehand outline Drawing and Painting(\*)
- c) Must possess a Certificate of Proficiency in Advanced Photography and Artist with granted by a photographic firm under whom he has worked for a period of not less than two years.

#### 7. Probation

Every person appointed to the post of Artist Grade - I by Direct recruitment and by recruitment by transfer shall from the date on which he joins duty be on probation for a total period of 2 years on duty within a continuous period of 3 years.

#### 8. Pay

There shall be paid to the holder of the post a monthly pay calculated in the scale of Rs.1400-40-1600-50-2300-60-2600.

Copy of G.O.Ms.No.42, Labour dated.09.01.1979 and Memorandum No.29483/E2/79-3, dated.25.06.1979, Labour and Employment Department (w.e.f. 08.09.1977)

Public Services - Combined Industrial Health and Hygiene Unit and Laboratory in the State Factory Inspectorate - Chemist in Labour Department - Adhoc Rules - Issued.

Read - 1. G.O.Ms.No.1026, Labour, dated.23.08.1971 From the Commissioner of Labour, Letter No.Y1/81192/98 dated.25.05.1978 and 03.10.1978.  
2. From the Tamil Nadu Public Service Commission Letter No.3336/BA2/78 dated.29.07.1978n and 25.11.1978....

**ORDER**

In the Government order read above, the setting up of the combined Industrial Health and Hygiene Unit and Laboratory in the State Factory Inspectorate was ordered. Sanction was also accorded in the said Government order for the employment, among other, of one Chemist.

2. The post of Chemist will fall within the purview of the Tamil Nadu Public Service Commission. It shall be brought within the purview of Commission with effect from the 8<sup>th</sup> September 1977. Necessary amendment to the Tamil Nadu Public Service Commission regulations, 1954 will be issued separately from Personnel and Administrative Reforms Department.

3. The following notification will be published in the Tamil nadu Government Gazette.

**NOTIFICATION.**

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

The rule hereby made shall be deemed to have come into force on the 8<sup>th</sup> September 1977.

The General Rules applicable to the holders of the permanent post in the Tamil Nadu General Subordinate Services shall apply to the holder of the temporary post of Chemist in the Combined Industrial Health the Hygiene Unit and Laboratory in the State Factory Inspectorate, sanctioned from time to time subject to the modifications specified in the following rules.

2. Constitution	The post shall constitute a separate class in the said service.
3. Appointment	Appointment to the post shall be made by direct recruitment
4. Appointing Authority	The appointing authority for the post shall be the Chief Inspector of Factories, Chennai.5.
5. Qualifications (a) age	No person shall be eligible for appointment to the post by direct recruitment, if he has completed or will complete 31 years of age

(b) other qualifications	<p>on the first day of July of the year in which the selection for appointment is made.</p> <p>No person shall be eligible for appointment to the post unless he possesses a first class Bachelor's degree with Chemist as main subject</p>
6. Probation	<p>Every person appointed to the post shall from the date on which he joins duty be on probation for a total period of 2 years on duty within a continuous period of 3 years.</p>
7. Pay	<p>There shall be paid to the holder of the post a monthly pay calculated in the scale of Rs.300-10-350-15-500 provided that on and from the 1<sup>st</sup> April 1978 the monthly pay shall be calculated in the scale of Rs.450-20-500-25-745-30-800</p>

By order of the Governor

(sd/-)  
Secretary to Government.

**Copy of G.O.(Ms).No.588, Labour and Employment Department, dated. 09.08.1977...**

Public Services - Combined Industrial Health and Hygiene Unit and Laboratory in the State Factory Inspectorate - Laboratory Technician in Labour Department - Adhoc Rules - Issued.

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Read - 1. G.O.Ms.No.1026, Labour, dated.23.08.1971  
2. From the Commissioner of Labour, Letter No.Y1/111172/76 dated.05.05.1977

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**ORDER**

In the G.O. read above, the setting up of the combined Industrial Health and Hygiene Unit and Laboratory in the State Factory Inspectorate was ordered. Sanction was also accepted in the said G.O. for the employment, among others, of 2(two)Laboratory Technician grade II (vide G.O.Ms.No.1011, dt.27.10.1986 Finance (Pay Cell) Department).

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

**NOTIFICATION.**

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

The General Rules applicable to the holders of the permanent post in the Tamil Nadu General Subordinate Services shall apply to the holder of the temporary post of Laboratory Technician in the Combined Industrial Health the Hygiene Unit and Laboratory in the State Factory Inspectorate, sanctioned from time to time subject to the modifications specified in the following rules.

- |                            |  |
|----------------------------|--|
| 2. Constitution            | The post shall constitute a separate class in the said service.  |
| 3. Appointment             | Appointment to the post shall be made by direct recruitment(or) for special reasons or by recruitment by transfer from any other service   |
| 4.Appointing Authority     | The appointing authority for the post shall be the Chief Inspector of Factories, Madras.5  |
| 5.Qualification<br>(a) Age | No person shall be eligible for appointment to the post by Direct Recruitment if he has completed (or) will complete 26 years of age as on the 1 <sup>st</sup> day of July of the year in which selection for appointment is made. |

Provided that the age limit prescribed above shall be increased by 5 years in the case of Scheduled Caste and

Scheduled Tribes who do not possess a general educational qualification which is not higher than the minimum General Educational Qualification (vide G.O.Ms.No.102, Labour and Employment Department, dated.10.02.1978)

(b)Other  
qualifications

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

1. Must have passed S.S.L.C. public examination conducted by the Board of Secondary Education Tamil Nadu.
2. Must possess the certificate issued by the King Institute, Guindy or any other Medical College in the State of Tamil Nadu for having undergone Laboratory Technician.

6.Probation

Every person appointed to the post of Laboratory Technician by Direct recruitment and by recruitment by transfer shall from the date on which he joins duty be on probation for a total period of 2 years on duty within a continuous period of 3 years.

7. Pay

There shall be paid to the holder of the post a monthly pay calculated in the revised scale of Rs.610-1075 (Ordinary Scale) and Rs.705-1230 (Selection grade) per mensem. (Vide G.O.Ms.No.1011, dt.27.10.86, Finance (Pay Cell) Department). The revised scale ordered above shall take notional effect from 01.10.84 for the purpose of fixation in that scale with monetary benefit from 1.4.86. The fixation in the revised scale shall be made as per the Tamil Nadu Revised Scale of pay rules 1985, as notified in the G.O. first read above.

Copy of G.O.(Ms).No.587, Labour and Employment Department, dated. 09.08.1977 G.O.(MS.No.76, Labour and Employment Department, dated.25.06.1996.

Public Services - Combined Industrial Health and Hygiene Unit and Laboratory in the State Factory Inspectorate - Laboratory Attendant in Labour Department - Adhoc Rules - Issued.

Read - <sup>---</sup>  
 1. G.O.Ms.No.1026, Labour, dated.23.08.1971  
 2. From the Commissioner of Labour, Letter No.Y1/111172/76 dated. 05.05.1977

**ORDER**

In the G.O. read above, the setting up of the combined Industrial Health and Hygiene Unit and Laboratory in the State Factory Inspectorate was ordered. Sanction was also accepted in the said G.O. for the employment, among others, of 2(two) Laboratory Attendants

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

**NOTIFICATION.**

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

The General Rules applicable to the holders of the permanent post in the Tamil Nadu General Subordinate Services shall apply to the holder of the temporary post of Laboratory Attendant in the Combined Industrial Health the Hygiene Unit and Laboratory in the State Factory Inspectorate, sanctioned from time to time subject to the modifications specified in the following rules.

- |   |  |
|---|--|
| 2. Constitution   | The post shall constitute a separate class in the said service.  |
| 3. Appointment  | Appointment to the post shall be made by direct recruitment (or) by recruitment by transfer from any other service.  |
| 4.Appointing Authority                                    | The appointing authority for the post shall be the Chief Inspector of Factories  |
| 5.Qualification<br>(a) Age<br>28 years from<br>06.10.1979 | No person shall be eligible for appointment to the post by Direct Recruitment if he has completed (or) will complete (*) 30 years of age on the 1 <sup>st</sup> day of July of the year in which selection for appointment is made in the case of other, 32 years in the case of Backward Class, Most Backward Class/Denotified Communities and 35 years in the case Scheduled Castes / Scheduled Tribes Candidates. |

(b)Other qualifications No person shall be eligible for appointment to the post unless he possesses a completed S.S.L.C. in a High School recognised by the Director of School Education, Madras.

6. Probation Every person appointed to the post shall from the date on which he joins duty be on probation for a total period of 2 years on duty within a continuous period of 3 years.

7. Pay There shall be paid to the holder of the post a monthly pay calculated in the scale of Rs.140-3-155-4-175-5-210 per mensem

**Copy of G.O.(Ms).No.1410, Industries , Factories and Housing (Labour) Department, dated.27.04.1967**

Public Services - Madras General Subordinate Services - Labour Department - factories Section - Office of the Chief Inspector of Factories, Madras - Draughtsman grade II - Adhoc Rules - Issued.

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Read - 1. G.O.Ms.No.2235, (Lab) ILC, dated.23.04.1965  
2. From the Commissioner of Labour, Letter No.E1/22077/66 dated. 13.07.1966

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**ORDER**

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

**NOTIFICATION.**

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

The rules hereby made shall be deemed to have come into force on the 21<sup>st</sup> January 1966.

**RULES**

The General Rules applicable to the holders of the permanent post in the Tamil Nadu General Subordinate Services shall apply to the holder of the temporary post of Draughtsman Grade II in the Office of the Chief Inspector of Factories, Madras sanctioned in G.O.Ms.No.2235, Industries, Labour, Co-operation Department, dated the 23<sup>rd</sup> April, 1965, subject to the modifications specified in the following rules.

- |                        |   |
|------------------------|---|
| 2. Constitution        | The post shall constitute a separate class in the said service.   |
| 3. Appointment         | Appointment to the post shall be made by direct recruitment or by promotion from the category of Draughtsman Grade - III in the Office of the Chief Inspector of Factories, Madras.   |
| 4.Appointing Authority | The appointing authority for the post shall be the Chief Inspector of Factories, Madras   |
| 5. Age                 | No person shall be eligible for appointment to the post by Direct Recruitment if he has completed (or) will complete twenty five years of age as on the 1 <sup>st</sup> day of July of the year in which selection for appointment is made. |

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

THE TABLE

Methods of appointment (1)	Qualifications (2)
By Direct Recruitment	The D.M.E., or D.C.E., Diploma awarded by the Diploma Examination Board, Madras
By Promotion	Service for a period of not less than two years in the category of Draughtsman Grade-III.
7. Probation	Every person appointed to the post from the date on which he joins duty, be on probation for a total period of 2 years on duty within a continuous period of 3 years.
8. Pay	They shall be paid to the holder of the post a monthly pay calculated in the scale Rs.175-10-225

**Copy of G.O.(Ms).No.3431 , ( Labour) , dated. 06.07.1962 of I.L.C. Department**

Public Services - Madras General Subordinate Services - Labour Department - factories Section - Office of the Chief Inspector of Factories, Madras - Draughtsman grade III - Adhoc Rules - Issued.

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Read - 1. G.O.Ms.No.4488, (Lab) ILC, dated.10.07.1961  
2. From the Commissioner of Labour, Letter No.E1/6032/61 dated. 03.04.1962

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**ORDER**

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

**NOTIFICATION.**

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

The rules hereby made shall be deemed to have come into force on the 19<sup>th</sup> March 1962.

**RULES**

The General Rules applicable to the holders of the permanent post in the Tamil Nadu General Subordinate Services shall apply to the holder of the temporary post of Draughtsman Grade III in the Office of the Chief Inspector of Factories, Madras sanctioned in G.O.Ms.No.4488, Industries, Labour, Co-operation Department, dated the 10<sup>th</sup> July 1961, subject to the modifications specified in the following rules.

- |                        |   |
|------------------------|---|
| 2. Constitution        | The post shall constitute a separate class in the said service.   |
| 3. Appointment         | The appointment to the post shall; be made direct recruitment   |
| 4.Appointing Authority | The appointing authority for the post shall be the Chief Inspector of Factories, Madras   |
| 5. Age                 | No person shall be eligible for appointment to the post by Direct Recruitment if he has completed (or) will complete twenty five years of age as on the 1 <sup>st</sup> day of July of the year in which selection for appointment is made.<br>Provided that in the case of candidates belonging a Backward Classes, Scheduled Classes or Scheduled Tribes, the age limit shall be increased by five years. |

6. Qualifications No person shall be eligible for appointment to the post unless he possess the following qualifications namely:-
- (i) Must possess " D.M.E." or " D.C.E. " Diploma awarded by Technological Diploma Examinations Board, Madras or
  - (ii) The D.M.E., Diploma of the Victoria Jubilee technical Institute, Bombay or
  - (iii) The M.E. Diploma of the School of Engineering, Bangalore
7. Probation Every person appointed to the post shall, from the date on which he joins duty, be on probation for a total period of 2 years on duty within a continuous period of 3 years.
8. Pay They shall be paid to the holder of the post a monthly pay calculated in the scale Rs.120-3-150-5-175

**Copy of G.O.Ms.No.1080, dt. 16.12.1976 of Labour & Employment Department.**

**ABSTRACT**

Public Services - Tamilnadu General Subordinate Service - Labour Department - Common Act of Special Rules for the posts of Drivers\* - Issued.

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Read again:

1. G.O.Ms.No.6783 (Labour) Industries, Labour and Co-operation dated 2.12.1961.
2. G.O.Ms.No.1620, Labour, dated 21.10.1970.
3. G.O.Ms.No.616, Labour and Employment, dated 5.8.1974.

Read also:

4. From the Commissioner of Labour, letter No.Y2/133269/74, dated 4.10.1976.
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**ORDER**

The Government issued 'ad hoc' rules governing the posts of Jeep Drivers in the office of the Inspector of Plantations, Ootacamund and Valparai and Van Driver in Government Orders third read above, certain posts of drivers in Labour Department were made permanent. The question of issue of a common set of special rules in various subordinate officers in the Labour Department was examined in consultation with the Commissioner of Labour. The Special rules are accordingly issued superseding the ad hoc rules issued in the Government Orders first and second read above for the posts of drivers of Motor Vehicles in the Labour Department and the special rules in Class XXXIX in Part II of Section 13, Service Manual Volume III.

2. The following notification will be published in the Tamilnadu Government Gazette.

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamilnadu hereby makes the following amendment to the Special Rules for the Madras General Subordinate Service (Section 13 in Volume III of the Madras Service Manual, 1970).

**AMENDMENT (with effect from 16<sup>th</sup> July 1961)**

In the said Special Rules in Part II for "Class XXXIX - Labour Department" and the entries relating thereto, the following shall be substituted, namely:-

**CLASS XXXIX LABOUR DEPARTMENT**

1. Constitution This class shall consist of the drivers of the Jeeps/Motor Vehicles of Labour Department.
2. Appointment Appointment to this class shall be made by direct recruitment or for special reasons, by transfer from any other class or by recruitment by transfer from any other service.
3. Appointing Authority The appointing authority for the posts specified in column (1) of the Table below, shall be authority specified in the corresponding entry in column (2) thereof.

**THE TABLE**

POSTS	APPOINTING AUTHORITY
1.	2.
1. Drivers of Motor Vehicles of the Office of the Commissioner of Labour, Madras.	Assistant Commissioner of Labour (Establishment and General), G.O.Ms.No.341, Labour and Employment Department, dated 28.4.1977 (with effect from 1.4.1976)
2. Drivers of Motor Vehicles allotted to the Deputy Commissioners of Labour, Assistant Commissioners of Labour, Labour Officers and Medical Officers and Drivers of Jeeps allotted to Inspectors of Plantations.	Deputy Commissioners of Labour, concerned in their respective jurisdiction. (with effect from 6.10.1979) (G.O.Ms.No.1619, dt. 6.10.79 of Labour & Employment Department)
3. Drivers of Motor Vehicles in the Office of the Zonal Joint Commissioner of Labour.	Zonal Joint Commissioner of Labour. (G.O.Ms.No.95, dt. 11.5.93 of Labour & Employment Department) (With effect from 11.5.93)
4. Drivers of Motor Vehicles allotted to the Offices of the Superintending Inspector of Factories and Inspectors of Factories.	Superintending Inspectors of Factories concerned in their respective jurisdiction. (with effect from 6.10.1979) G.O.Ms.No.1619, dt. 6.10.79 of Labour & Employment Department)
<b>4. Qualification:</b> No person shall be eligible for appointment to this class unless he possesses the qualification specified below:	

1. Must have passed atleast VIII standard or III Form in any one of the recognized schools.
2. Must possess a current Motor Vehicle driving licence for light Motor Vehicle issued by a competent licensing authority to drive Motor Vehicles:
3. A thorough knowledge of Motor mechanism; and
4. Must possess experience in driving of Motor Vehicles for a period of not less than two years.

Provided that the educational qualification mentioned above shall not be necessary in the case of person appointed by transfer from any other service.

**EXPLANATION:** A recognized school shall mean a school maintained by or on and with the sanction of the Government of Tamilnadu or which recognition has been accorded by the Director of School Education, Madras under the Madras Education Rules.

**5. Age:** No person shall be eligible for appointment to this class by direct recruitment, if he has completed or will complete 21 years of age on the first day of July of the year in which the selection for appointment is made; provided that the age limit shall be increased by five years in the case of candidates belonging to Scheduled Castes / Scheduled Tribes.

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

7. Unit for recruitment and discharge etc., for the purpose of recruitment, discharge for want of vacancies and reappointment of probationers and approved probationers appointment of full members and promotion, jurisdiction of each appointing authority shall be the unit.

**8. Postings and Transfers:** In column (1) of the Table below shall be the authority specified in the corresponding entry in column (2) thereof:

#### THE TABLE

<u>Posts</u>	<u>Authority to order postings and transfers</u>
1. Drivers of Motor Vehicles of the Office of the Commissioner of Labour, Madras.	Assistant Commissioner of Labour (Establishment and General)
2. Drivers of Motor Vehicles allotted to the Zonal Joint Commissioners of Labour, Deputy Commissioners of Labour, Assistant Commissioners of Labour, Labour Officers and Medical Officers and Inspectors of Plantations.	Zonal Joint Commissioner of Labour. (G.O.Ms.No.95, dt. 11.5.93 of Labour & Employment Department) (With effect from 11.5.93)

3. Drivers of Motor Vehicles allotted to the Offices of the Superintending Inspectors of Factories. Superintending Inspectors of Factories concerned in their respective jurisdiction.
4. Drivers of Motor Vehicles of Labour Department (excluding the Department of Inspectorate of Factories) in the State of Tamil Nadu. The Joint Commissioner of Labour (Administration) in the office of the Commissioner of Labour, Chennai. (G.O.Ms.No.95, dt. 11.5.93 of Labour & Employment Department) (With effect from 11.5.93)

(By order of the Governor)

SECTION 13  
THE TAMIL NADU GENERAL SUBORDINATE SERVICE  
SPECIAL RULES FOR CLASS XXII OF  
TAMIL NADU GENERAL SUBORDINATE SERVICE

(Corrected up to 30<sup>th</sup> April, 2005)

CLASS XXII - RECORD ASSISTANT, RECORD CLERK, BINDER, PRESERVATION CLERK, CRAFT ATTENDER, STORES RECORD CLERK, GOLLAH, HEAD MUCHI, STAMPING SMITH

CONTENTS

Rule No.	Subjects
1	<a href="#">Constitution.</a>
2	<a href="#">Appointment.</a>
2-A	<a href="#">Preparation of Annual List of Approved Candidates.</a>
3	<a href="#">Appointing authority.</a>
4	<a href="#">Qualification.</a>
5	<a href="#">Probation.</a>
5-A	<a href="#">Training.</a>
6	<a href="#">Unit for Recruitment, Discharge, Etc.</a>
7	<a href="#">Transfer.</a>
8	<a href="#">Reservation of Appointments.</a>
	<a href="#">ANNEXURE.</a>

1. Constitution :- This class shall consist of the following categories of officers:-

\* CATEGORY - 1: Record Assistant.

\* CATEGORY - 1A:- Record Clerks including Selection Grade Record Clerks, in the office excluding the Secretariat of State Legislature, the office of the Director of Animal Husbandry, the Government Museum, the office of the Veterinary Disease Investigation Officer (Poultry), and the Madras Veterinary College.

\*[Substituted in G.O.Ms.No.156 P & AR (J) Department dt.29.8.2001 w.e.f.25th February 1974]

CATEGORY 2 :- Binder in the Tamil Nadu Archives.

CATEGORY 3:- Preservation Clerk in the Tamil Nadu Archives.

CATEGORY 4:- Craft Attenders in the Education Department.

CATEGORY 5:- Stores Record Clerks in the State Transport Department.

CATEGORY 6:- Gollah in the Court of Small Causes, Madras and in the City Civil Court, Madras in the Judicial Department.

\*\* CATEGORY 7:- Head Muchi in the Court of Small Causes. Madras in the Judicial Department.

@ CATEGORY 8:- Stamping Smiths in the Labour Department.

\*[Inserted in G.O.Ms.No.31, P&AR (J) Department, dated.11-3-1999]

\*\*[Inserted in G.O.Ms.No.678, Pub.(Services-D) Deptt. dated.20-8-67]

@[Inserted in G.O.Ms.No.3842, Public (Services-C) Department, dated. 4-6-73].

2.Appointment:- (a) Save as otherwise provided, appointment to the several categories shall be made by direct recruitment, or for special reason, recruitment by transfer from any other class or service;

\*Provided that appointment to the category of Record Assistant in all Departments other than Archives and Historical Research Department shall be made by promotion from among the holders of the post of Record Clerk;

\*Provided further that appointment to the category of Record Assistant in the Tamil Nadu Archives and Historical Research Department shall be made by promotion from the holders of the posts of Preservation Clerk, Binder and Operator or from the category of Record Clerk, after obtaining their option.

Provided\* also that in the case of Record Clerks in the Tamil Nadu Archives, recruitment shall be made by transfer from the category of Office Assistants in the same office, or, for special reasons, by direct recruitment:

Provided \*also that in case of the Binders in the Tamil Nadu Archives, recruitment may, for special reasons, be made by promotion from the category of Record Clerk or by transfer from the category of Preservation Clerks in the same office:

Provided also in the case of gollah in the court of small causes, Madras and in the City Civil Court, Madras and Head Muchi in the Court of small causes, Madras in the Judicial Department, recruitment shall be made by transfer from the category of Office Assistants in the same office, or for special reasons, by direct recruitment.

\* Substituted in G.O.Ms.No.31, P&AR (J) Department, dated. 11-3-99.

Provided that in the case of Record clerks in the office of the Returning Officer for Parliamentary and Assembly Constituencies in the Madras City (Commissioner, Corporation of Madras), recruitment shall be made by direct recruitment or by transfer from among the Record Clerks in the office of the Collector of Madras.

Provided that in the case of Stamping Smiths in the Labour Department, appointment shall be made by recruitment by transfer from among the Basic servants in the Labour Department or by direct recruitment.

# Provided also that in the case of Record Clerks in the Public Department of the Tamil Nadu Secretariat, appointment shall be made by recruitment by transfer from among the holders of the posts of Office Assistant, Chowkidars and Cleaners, Watermen, Sanitary Workers, Sweepers, Scavengers and Gardeners in the Tamil Nadu Basic Service in the ratio 4:1:1.

## (b) Appointment to the category of Record Clerks shall be made by recruitment by transfer from the Tamil Nadu Basic Service Or by direct recruitment on compassionate grounds.

\$2- A. Preparation Of Annual List Of Approved Candidates.

A list of approved candidates for appointment to the posts by promotion and by recruitment by transfer shall be prepared annually and the crucial date on which a candidate should be qualified shall be the 1st December of every year.

3. Appointing Authority:

The appointing authority for the category specified in column(1) of the Annexure shall be the authority specified in the corresponding entry in column(2) thereof;

#[Inserted vide G.O.Ms.No.12, P&AR (C) Department, dated.7-1-1994]

##[Substituted in G.O.Ms.No.324, P&AR(J) Department, dated. 2-9-96,w.e.f.2-9-96]

\$Inserted in G.O.Ms.No.1183, P&AR (Per.C) Dept. dt.14-12-82 w.e.f.14-12-82.

4. Qualification:

a. No person shall be eligible for appointment to the category specified in column(1) of the table below unless he possesses the qualifications specified in the corresponding entry in column(3) thereof;

**TABLE**

Category	Method of recruitment	Qualification
1.RecordClerk	Direct recruitment	(i) Must not have completed * * 35 years of age in the case of candidates belonging to Scheduled Castes and Scheduled Tribes and * 30 years of age in the case of others;and (ii) Must possess a completed S.S.L.C.

	Recruitment by transfer	(i) Must have passed the III Form in a recognised Secondary School or must possess the Indian Army I class certificate of Education or the Indian Army III class English Certificate ** (ii) Must have completed three years of service as Basic Servant
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\*4(b). The age limit specified in sub-rule (a) for appointment to the post shall, in the case of appointment of candidates from the Employment Exchange, be reckoned from the date of calling for names of eligible candidates from the Employment Exchange concerned.

### 5. Probation:-

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

\*Introduced in G.O.Ms.No.244, P&AR (Per.C) Dept. dt.9-7-91, w.e.f. 2-5-1985.

\$ provided that every person appointed to the post of Record Clerk by recruitment by transfer, shall from the date on which he joins duty, be on probation for a total period of one year on duty within a continuous period of two years.

### 6. Unit For Recruitment, Discharge, Etc:-

For the purpose of recruitment, discharge for want of vacancies and re-appointment of probationers and approved probationers, appointment of full members and promotion, the jurisdiction of each appointing authority shall be the unit.

\*Provided that in the case of promotion as Record Assistant, each department shall be the Unit. The Head of the department shall be the Unit Officer. He shall draw the list of eligible candidates for promotion to the category of Record Assistant and allot the candidates from the said list to the appointing authorities concerned for appointment.

Provided \*further that, in the case of Record Clerks in the Courts of the Judicial Magistrates, each revenue District shall be the unit.

Provided \* also that in the case of Record Clerks and Stores Record Clerks in the State Transport Department, the Department shall be the unit.

^^Provided also that in the case of Record Clerks in the Department of Inspectorate of Factories, the unit consisting of the Offices of the Chief Inspector of Factories, Joint Chief Inspector of Factories (Productivity Cell) and Member Secretary, State Level High Power Tripartite Safety Committee, Chennai-600 006 shall form a separate unit and the offices in the jurisdiction of Joint Chief Inspector of Factories, Chennai including Deputy Chief Inspector of Factories (Testing and

Safety) Divisions in Chennai, Ambattur, Thiruvottiyur, Vellore and Cuddalore shall form another separate unit for the purpose of recruitment, transfers and postings, fixation of seniority, discharge for want of vacancy, re-appointment of Probationers and appointment of full members in the category of Record Clerks and the Deputy Chief Inspector of Factories (Health and Safety), Office of the Chief Inspector of Factories and the Joint Chief Inspector of Factories, Chennai, as the case may be, shall exercise the function of appointing the Office Assistants by recruitment by transfer in consultation with the Chief Inspector of Factories, Chennai-600 005.

Provided also that in the case of Stamping Smiths in the Labour Department, the jurisdiction of the #Regional Joint Commissioner of Labour concerned shall be the unit for the purpose of recruitment, transfer and posting, fixation of seniority, discharge for want of vacancies, re-appointment of probationers and appointment of full members.

\$ Introduced in G.O.Ms.No.682, P&AR (Per.C) Dept. dt.13-7-84 w.e.f.13-7-84.

\$\$ Added in G.O.Ms.No.62, P&AR (Per-C) Dept. dt.1-2-90 w.e.f.27-2-86.

# Substituted in G.O.Ms.No.15, P&AR(Per.C) Department, dated.10-1-91.

\* Substituted in G.O.Ms.No.31, P&AR(J) dt.11-3-99.

^^ Added in G.O.Ms.No.116, P&AR (J) Department, dated 23.09.2002 w.e.f. 6.7.1999.

#### **7. Transfer:-**

\* (1) (a) Transfer of Record Assistant from the Jurisdiction of one appointing authority to that of another shall be made by the Unit Officer concerned.

(b) Except as otherwise provided in the Annexure, transfers of Record Clerks from the jurisdiction of one appointing authority to that of another shall be made by the appointing authorities concerned by mutual agreement:

Provided that in so far as the Technical Education Department is concerned, the transfer of Record Clerks from one office or Institution to another Office or Institution shall be made by the Director of Technical Education

# Provided further that in so far as the Judicial Department is concerned, the transfer of Record Clerks serving in a Court of one appointing authority to a court of another appointing authority shall be made by the High Court, Chennai.

\$(2) Except, as otherwise provided in the Annexure, transfer of Stamping Smiths shall be made by the Divisional Deputy Commissioners of Labour concerned within their jurisdiction.

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

THE RULE OF RESERVATION OF APPOINTMENTS (General rule 22) shall apply to the appointment of Record Clerks\* (category-1A), Binder, (Category-2), Preservation Clerks (Category-3) and Craft Attenders (Category-4) by direct recruitment.

\$ Added in G.O.Ms.No.317, P&AR (Per.C) Department, dated. 14-9-92.

[\*Substituted in G.O.Ms.No.31, P&AR (J) Department, dated 11-3-99 with effect from 2-1-96]

# Added in G.O.Ms.No.47, P&AR(J) Department, dated 21.12.1970 with effect from 21.12.1970.

ANNEXURE  
(REFERRED TO IN RULE 3)

FACTORIES DEPARTMENT

<p>§ (i) Offices of the Chief Inspector of Factories, Joint Chief Inspector of Factories (Productivity Cell) and Member Secretary, State Level High Power Tripartite Safety Committee.</p>	<p>Deputy Chief Inspector of Factories (Health and Safety), Office of the Chief Inspector of Factories.</p>
<p>(ii) Offices in the jurisdiction of Joint Chief Inspector of Factories, Chennai including Deputy Chief Inspector of Factories (Testing and Safety) Divisions in Chennai, Ambattur, Thiruvottiyur, Vellore and Cuddalore.</p>	<p>Joint Chief Inspector of Factories, Chennai.</p>
<p>(iii) Offices in the jurisdiction of Joint Chief Inspector of Factories, Madurai including Deputy Chief Inspector of Factories (Testing and Safety) Divisions in Trichy, Madurai and Tirunelveli.</p>	<p>Joint Chief Inspector of Factories, Madurai.</p>
<p>Offices in the jurisdiction of Joint Chief Inspector of Factories, Coimbatore including Deputy Chief Inspector of Factories (Testing and Safety) Divisions in Salem and Coimbatore.</p>	<p>Joint Chief Inspector of Factories, Coimbatore.</p>

TAMIL NADU BASIC SERVICE  
(Corrected up to 30<sup>th</sup> April, 2005)  
Section-19 - Service Manual  
Volume-III, 1970  
SPECIAL RULES FOR TAMIL NADU BASIC SERVICE  
(G.O.Ms.No. 1962, Public (Services-G) 25th June 1971)  
S.R.O.No.A-613 of 1971  
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In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and of all other powers hereunto enabling, and in supersession of the Special Rules in section 19 in Volume III of the Tamil Nadu Services Manual, 1970, the Governor of Tamil Nadu hereby makes the following special Rules for the Tamil Nadu Basic Service which will form section 19 in Volume III of Services Manual:-o

**SECTION 19 - THE TAMIL NADU BASIC SERVICE**

1. Constitution: The Service shall consist of the following classes and categories of Government Servants, namely:-
- 2.

Class I: Category 4	-	Duffadars..
Class III:Category 5	-	Office Assistants
Class IV: Category 11		Watchman
Category 12		Sweeper
Category 44		Masalchis

**2. Appointing Authority:**

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

**3. Appointment:\***

\* Substituted in G.O.Ms.No.215, P&AR (F) Dept., dt.27.6.95 w.e.f. 1.10.84

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

Class and Category (1)	Method of Appointment (2)
Class I Category 4 - Duffadar	Transfer from the categories in Class II or III.
Class - III All categories	Direct recruitment; or Recruitment by transfer from any other service. # or Transfer from Class IV
Classes IV All categories	Direct recruitment; or Recruitment by transfer from any other service; or Transfer from any other category in Class IV

Provided that appointments to 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);

Provided further that every tenth vacancy that arises in the posts of Ayahs and in the post of Sanitary Workers in each Medical Institution, shall be filled from among widows, wives and children of defence services personnel or ex-defence services personnel possessing the requisite qualification and such vacancy shall be filled by others, only if such candidates are not available;

Provided also that appointment to the post of Office Assistant in the Government Election Branch in the Office of the Commissioner, Corporation of Madras shall be made by transfer from among Office Assistants in the office of the Collector of Madras.

\*\* b) Omitted

\*\* Omitted in G.O.Ms.No.215, P&AR (F) Dept., dt.27.6.95 w.e.f. 1.10.84.

**Reservation of Appointments:**

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

**4. Selection of direct recruits:-**

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

The appointing authority shall call for a panel of names from the Employment Exchange concerned, informing that office of the anticipated vacancies of the posts and the qualifications prescribed for such posts. A selection shall be made only from out of the candidates included in the panel sent by the Employment Exchange concerned. If the appointing authority finds that none of the candidates in the panel sent by the Employment Exchange is suitable for appointment, he shall send the requisition to the Employment Exchange for forwarding a second list or necessary further lists of candidates and make his selection from out of such list or lists. Appointment of persons not nominated by the Employment Exchange concerned may be made only when the Employment Exchange concerned is unable to sponsor qualified candidates, and in such cases of appointment both the Employment Exchange concerned and the immediate superior officer of the appointing authority should be informed of the appointment and the circumstances in which such appointments had to be made.\*(In respect of reserved vacancies for Ex-servicemen such vacancies shall be notified to the Director/Deputy Director/Assistant Director of Ex-Servicemen's Welfare who are the competent sponsoring authorities. Such vacancies shall also be notified simultaneously, to the local Employment Exchange.)

\* (Added in G.O.Ms.No.323, P&AR (Per.F) Dept., dt.31.5.88 w.e.f. 9.6.82)

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

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

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

\*(Added in G.O.Ms.No.265, P&AR (Per.F) Dept., dt.24.7.91, w.e.f.1.12.86)

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

\*(Added in G.O.Ms.No.265, P & A R (Per.F) dept. dt.24.7.91, w.e.f.1.12.86)

#(b) Omitted.

#(c) Omitted.

#(d) Omitted.

# (Omitted in G.O.Ms.No.215, P&AR (F) Dt.27.6.95 w.e.f. 27.6.95)

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

## 5. Qualification:

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

Explanation:-

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

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

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

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

\*(Inserted in G.O.Ms.No.677, P&AR (Per.F) Dept., dt.1.7.85).

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

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

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

^(Inserted in G.O.Ms.No.1232, P&AR (Per.F), dept. dt.31.12.82, w.e.f.10.7.81.)

## **(2) Educational qualification:**

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

\*(Inserted in G.O.Ms.No.374, P&AR (Per.F), dt.22.10.93, w.e.f. 5.3.92)

Explanation:

The above educational qualification shall come into force with effect from the 6th November 1968.

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

#{Inserted in G.O.Ms.No.374, P&AR (Per.F), dt.22.10.93, w.e.f.1.12.87)

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

(\* Added in G.O.Ms.No.33, P&AR (Per.F) Dept., dt.11.1.84, w.e.f. 31.3.82.)

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

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

(# Substituted in G.O.Ms.No.215, P&AR (F) Dept., dt.27.6.95 w.e.f. 31.3.82)

^(d), (e), (f), (g), (h), (i), (j), (k), (l), and (m) Omitted.

^(Omitted in G.O.Ms.No.215, P&AR (F) Dept., dt.27.6.95 w.e.f.31.3.82)

**(3) Special Qualifications:**

- a) A candidate for appointment as a Table attendant in the State Guest House must have experience for a period of two years in a catering establishment which in the opinion of the appointing authority is well managed.
- b) A candidate for appointment by direct recruitment as Office Assistant in an office to which a bicycle is supplied by the Government must be able to ride a bicycle.
- c) A candidate for appointment by direct recruitment to the category of Assistant Sergeant in the Secretariat shall be an Ex-servicemen.
- d) No person other than an Ex-servicemen shall be eligible for appointment as Chowkidar (Category 2 of Class II) by direct recruitment.
- e) A candidate for appointment by direct recruitment as Gardener in the Social Welfare Department must have had experience for a period of not less than two years in maintaining gardens.
- f) A candidate for appointment by direct recruitment as Cook and Assistant Cook in the Social Welfare Department must have had experience for a period of not less than two years in cooking in a Hostel or Hotel.
- ff) For appointment as Office Assistants in class iii, category 5, other things being equal, preference shall be given to those who are in possession of valid Driving Licence (Light Motor Vehicle) (inserted in G.O.Ms.No.81, P&AR (F) Department dt.16.7.2002)
- g) Office Assistants who possess a driving licence shall be nominated Office Assistants-Cum-Driver to act as stand by drivers to relieve the regular drivers when the latter are over worked or on leave, at the rate of one for every three vehicles or part thereof, subject to a minimum of one for each office to which vehicles have been allotted.

**6. Probation:**

- a) Every person appointed to the service except by transfer shall be on probation as prescribed in sub-rule (b) below in the category to which he is appointed. Such a

person when appointed to other categories of the service shall not be required to undergo a period of probation.

- b) The period of probation in the case of a person appointed by direct recruitment or by recruitment by transfer shall be a total period of one year on duty within a continuous period of three years

\*c) Omitted.

\*(Omitted in G.O.Ms.No.215, P&AR (F) Dept., dt.27.6.95 w.e.f. 27.6.95)

**7. Service in a class or category in different Departments, or Offices:**

- (a) Service rendered in a class or category of the service shall count for probation in the said Class or category irrespective of the Department or Office or of the scales of rates of pay applicable.
- (b) In cases of transfer from one Department to another that is, from the jurisdiction of one appointing authority to another, at the request of the individual, he shall be treated as a transferee to the service and treated as the junior most in the Department to which he is transferred.

Provided that the seniority of persons absorbed in other Departments on abolition of posts and retrenchment of staff, due to Government's change in Policies, shall be fixed with reference to the date of their regular appointment in the former Department.

**8. Seniority:** \* Omitted.

\*(Omitted vide G.O.Ms.No.215, P&AR (F) Dept., dt.27.6.95 w.e.f.27.6.95.)

**9. Appointment**, discharge and re-appointment:

- a) For the purpose of appointment, discharge and re-appointment, appointment as full members the jurisdiction of each appointing authority shall be treated as a separate unit.

Provided that an Office Assistant posted at the residence of an Officer may be transferred from one Office to another, and if the Office Assistant and the Officer to whom he is attached so desire, subject to the condition that he may be reverted back to his parent department, if his services are no longer required by the Officer concerned or if the Office Assistant wishes to be reverted back. The service rights of the transferee shall be protected in his parent department and the Office Assistant so transferred from one department to another shall not claim any service rights in the new Department.

- \*"(b) The unit for the purposes mentioned in clause (a), so far as the category of Office Assistants in Category-5 of Class-III, in the Office of the Revenue Department other than in the

Revenue Department of the Secretariat and Offices of the erstwhile Board of Revenue, shall be the district.";

(\* Substituted in G.O.Ms.No.215, P&AR (F) Dept., dt.27.6.1995 w.e.f. 26.12.94.)

Provided that whenever there is a large scale retrenchment in Revenue Department due to change of Policy of Government, the district shall be a unit for the purposes of appointment, discharge and re-appointment. The Personal Assistant (General) to the Collector of the District shall exercise the functions of the appointing authority in consultation with the Revenue Divisional Officer.

c) The unit for the purposes mentioned in clause (a), so far as Office Assistants employed in the Offices of the Assistant Public Prosecutors in a district, shall be the Revenue District concerned.

c) The Unit for purposes of appointment, discharge, re-appointment, appointment as full members employed in the Treasuries and Accounts Department shall be as follows:-

i) Office of the Director of Treasuries and Accounts, Madras.

ii) Pay and Accounts Office, Madras.

iii) Office of the Assistant Superintendents of Stamps, Madras, including the Madras Taluk Treasury.

iv) Treasury (including Sub-Treasuries) in each district.

e) The Unit for the purposes of discharge, re-appointment and appointment as full members so far as Office Assistants employed in the Co-operative Department other than those employed in the Office of the Registrar of Co-operative Societies shall be the jurisdiction of the Joint Registrar of Co-operative Societies of each region. The Joint Registrars of Co-operative Societies in the respective regions shall be the competent authorities for the above purposes.

f) The Unit for the purposes of appointment, discharge, re-appointment, appointment as full member, maintenance of seniority list and all other service matters in the case of Office Assistants in the Agriculture Department shall be as follows:-

i) Offices in Madras City other than the Office of Director of Agriculture and the Offices in Chengalpet and North Arcot District.

ii) Offices in Trichy and South Arcot Districts.

iii) Offices in Coimbatore, Nilgiris, Salem and Dharmapuri Districts.

iv) Offices in Madurai and Ramanathapuram Districts.

v) Offices in Tirunelveli and Kanyakumari Districts.

- vi) Offices in Thanjavur District.
- vii) Offices in Pudukottai District.
- viii) Office of the Director of Agriculture, Madras.

\*g) The unit for the purpose mentioned in clause (a), so far as the post of Office Assistant in category 5 of Class III in the Offices of the Labour Department, shall be as follows:-

(i) Office of the Commissioner of Labour, Chennai and the offices under the jurisdiction of Zonal Joint Commissioner, Chennai;

(ii) Offices under the jurisdiction of Zonal Joint Commissioner other than the Offices specified in item (i) above.

The appointing authorities within the jurisdiction of the said respective Zonal Offices shall exercise their functions in consultation with the Commissioner of Labour or the Zonal Joint Commissioner, as the case may be."; \* Substituted in G.O.Ms.No.157, P & AR(F) Dept., dated 29.8.2001 w.e.f.8.4.1993.

for the purpose of appointment, discharge and reappointment, for the post of Office Assistant and other categories in the Tamil Nadu Basic Service in the Co-operative Audit Department, the entire state of Tamil Nadu shall be treated as one unit".

#### **10. Appointment of full members:**

- a) General Rule 31 shall apply separately to the jurisdiction of each appointing authority.
- b) In the case of Office Assistants in the Office of the Judicial Magistrates, General Rule 31 shall apply separately to each Revenue District.
- c) The period of service of the absorbed personnel as Office Assistants in the National Employment Department under the Government of India up to the 1st November 1956, shall count for the purpose of confirmation to the extent to which they would have counted, if they would have continued in service under the Government of India.
- d) The periods of service of the staff, who were absorbed from the Government of India in the Industries Department, consequent on the transfer of control over the Industrial Training Institutes/Centers from the Government of India to the Industries Department, prior to the 1st November 1956, shall count for purpose of confirmation to the extent to which they would have counted, if they would have continued in service under the Government of India.

#### **10A. Postings and Transfers:**

- a) All Transfers and postings shall be made by the appointing authority.

Provided that the powers conferred on the appointing authority by this sub-rule may be exercised also by any authority to whom the appointing authority is administratively subordinate.

- b) All transfers and postings from the jurisdiction of the appointing authority to that of other shall be made by the authority to which such appointing authorities are administratively subordinate.

**11. Savings:-** "Nothing contained in these rules shall adversely affect the persons holding any of the categories 45 to 86 on the 8<sup>th</sup> April 1999" (inserted in G.O.Ms.No.65, P&AR (F) Dept. dt.8.4.99).

ANNEXURE  
(Referred to in rule 2)

Class and Category	Appointing authority
<b>CLASS I CATEGORY - 4 Duffadar</b>	
<b>Factories Department:</b> Office of the Inspector of Factories.	Superintending Inspector of Factories.
<b>CLASS III,IV CATEGORY - Office Assistant Watchman, Sweeper, Masalchi</b>	
<b>Factories Department:</b> Office of the Inspector of Factories	Superintending Inspector of Factories.