



# **TAMIL NADU PUBLIC SERVICE COMMISSION REGULATIONS, 1954**

(Corrected up to 01.09.2022)

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# **TAMIL NADU PUBLIC SERVICE COMMISSION REGULATIONS, 1954**

In exercise of the powers conferred by Article 318 and the proviso to Article 320 (3) of the Constitution of India, and in supersession of the Tamil Nadu Public Service Commission Regulations, 1950, published with Public (Services) Department Notification No.36, dated the 26<sup>th</sup> December, 1950, at pages 403-407, of Part I of the Fort St. George Gazette, dated the 13<sup>th</sup> March, 1951, as subsequently amended, the Governor of Tamil Nadu hereby makes the following regulations:-

## **PART I**

### **PRELIMINARY**

These regulations may be called the Tamil Nadu Public Service Commission Regulations, 1954.

2. In these regulations, unless there is anything repugnant in the subject or context -
- (a) "Constitution" means the Constitution of India;
  - (b) "Commission" means the Tamil Nadu Public Service Commission;
  - (c) "Member" means a Member of the Commission and includes the Chairman thereof.

## **PART II**

### **COMPOSITION, CONDITIONS OF SERVICE, ETC., OF THE COMMISSION AND STAFF**

3. The Commission shall consist of a Chairman and fourteen<sup>1</sup> other Members.

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<sup>1</sup>G.O.Ms.No.155, Personnel and Administrative Reforms (M) Department, dated 20.06.2007.

4. **(1)** There shall be paid to the Chairman, a monthly pay of Rs.2,25,000/-<sup>1</sup> and to the other Members, a monthly pay of Rs.2,18,200/-.<sup>2</sup> In addition to the fixed pay, the Chairman and the other Members of the Commission shall be entitled to draw House Rent Allowance of Rs.515/- and City Compensatory Allowance at the rates applicable to regular Government Servants from time to time, based on their pay. They shall also be entitled to draw a Dearness Allowance of Rs.110/- per month and a Dearness Pay of Rs.150/- per mensem, in respect of All India Service Officers appointed as Chairman or Member and Rs.70/- per mensem, in respect of others and in addition, further amounts of Dearness Allowance, Additional Dearness Allowance, Dearness Pay and Interim Relief sanctioned to regular Government Servants, after the 1<sup>st</sup> April, 1978 and to a cash allowance increased to Rs.1000/- p.m.<sup>3</sup> in lieu of surrendering of Residential Office Assistant.

Provided that the payment of Interim Relief of Rs.20/- and Rs.15/- to the Chairman and the other Members of the Commission prior to the 1<sup>st</sup> April, 1978, shall be treated as Dearness Allowance.

**(2)(i)** A person who on the date of his appointment to the Commission, is holding a post under the Government of India or the Government of a State or a Government aided educational institution<sup>4</sup> shall, on appointment as Chairman or other Member, receive the salary, special pay and all other allowances, which he drew on the said date and shall continue to receive the salary, special pay and all other allowances which he would draw from time to time under the relevant rules, had he continued to be a member of the service to which he belonged on the said date or the salary mentioned in clause (1) whichever is higher.

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<sup>1</sup> G.O.Ms.No.143, Finance (Pay Cell) Department, dated 29.05.2017.

<sup>2</sup> G.O.Ms.No.331, Finance (Pay Cell) Department, dated 28.09.2018.

<sup>3</sup> G.O.Ms.No.306, Finance (Pay Cell) Department, dated 13.10.2017.

<sup>4</sup> G.O.Ms. No. 195, Personnel and Administrative Reforms (M) Department, dated 19.07.1994.

### Explanation-1<sup>1</sup>

A person who on the date of his appointment as Chairman or Member of the Commission, was holding a post under the Government of India or the Government of a State or a Government aided educational institution<sup>2</sup>, shall be entitled to receive the salary, special pay and all other allowances which he would draw from time to time, under the rules applicable to the post held by him under the Government, had he continued in the post up to the date of his retirement on superannuation or the salary mentioned in clause (1) whichever is higher.

### Explanation-2<sup>3</sup>

The salary, special pay and all other allowances of the Chairman and other Members of the Commission, regulated under Explanation-1 and drawn by the Chairman or Member on the normal date of superannuation, shall be allowed till the completion of his tenure in the Commission.

**(ii)**In the case of an appointment, as Chairman or other Member, of a person who has retired from service under the Government, a local body, a University or any other body wholly or substantially owned or controlled by the Government and who is in receipt of, or has received, or has become entitled to receive, any retirement benefits by way of pension, gratuity, Contributory Provident Fund or otherwise, his salary mentioned in clause (1) shall be reduced by such amount not exceeding the pension, including any portion of the pension which may have been commuted and the pension equivalent of other retirement benefits, if any, or as the case may be, the pension equivalent of the employer's contribution to the Contributory Provident Fund, interest on such contribution and other retirement benefits, if any.

Provided that the pension equivalent to Death-cum-Retirement Gratuity shall not be deducted from the salary.

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<sup>1</sup> G.O.Ms.No. 87, Personnel and Administrative Reforms (M) Department, dated 11.03.1991.

<sup>2</sup> G.O.Ms.No. 195, Personnel and Administrative Reforms (M) Department, dated 19.07.1994.

<sup>3</sup> G.O.Ms.No. 110, Personnel and Administrative Reforms (M) Department, dated 20.02.1996.

**(iii)** If a person on ceasing to hold office as -

- (a) the Chairman of any other State Public Service Commission or
- (b) a Member, other than the Chairman of the Union or of this or any other State Public Service Commission, is appointed as the Chairman of the Commission, he shall be eligible only for the salary mentioned in clause (1).

**(3)** Omitted.

**(4)** Where a Member holds additional charge of the post of Chairman, he may be paid charge allowance as payable to one placed in full additional charge. Additional pay will, however, be regulated by the conditions stipulated in Fundamental Rule 49.

**(4)(A)** A person who on the date of his appointment as a Member or Chairman of the Commission, was holding a post under the Government of India or the Government of a State, shall be deemed to have retired from such post with effect from the date on which he joins duty as Member or Chairman of the Commission.

Provided that a Member or Chairman who on the date of entering on his duties as such, was in the service of or held a post under the Government of India or the Government of a State, may opt within a period of six months from the date of appointment to the Commission, to count the service in the Commission for the purposes of pension and other retirement benefits under the rules applicable to the service or post to which he belonged immediately before his appointment as Member or Chairman of the Commission. The option once exercised shall be final:

Provided further that in the event of such an option being exercised, the Member or Chairman, as the case may be, will be entitled to get his pension and retirement benefits as aforesaid only when he finally lays down his office in the Commission.

**5. (1)** A Member, who on the date of entering on his duties as such, was not in the service of or held a post under the Government of India or the Government of a State or a Government aided educational institution<sup>1</sup> may be granted leave as follows:-

- (a) Leave on leave salary, equivalent to full pay, upto one-eleventh of the period spent on duty as a Member, subject to a maximum of four months at any one time. The leave salary will be the salary drawn before proceeding on leave.
- (b) Leave on medical certificate, on leave salary equivalent to full pay<sup>1</sup> upto a total period of three months.
- (c) Extraordinary leave without allowances, subject to a maximum of three months at any one time.

Explanation:- All or any two of the kinds of leave mentioned in this clause may be granted in combination at any one time.

Provided that a Member, who on the date of entering on his duties as such, was in the service of or held a post under the Government of India or the Government of a State or a Government aided educational institution,<sup>1</sup> may opt to be governed either by this regulation or to continue to be governed by the leave rules applicable to the post held by him under the Government of India or the Government of a State or a Government aided educational institution, as the case may be. The option shall be exercised within a period of six months from the date of appointment to the Commission. If a Member does not exercise the option within the said period of six months, he shall be deemed to be governed by this regulation. The option once exercised shall be final:

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<sup>1</sup> G.O.Ms. No. 195, Personnel and Administrative Reforms (M) Department, dated 19.07.1994.

Provided further that a Member, who on the date of entering on his duties as such, was in the service of or held a post under the Government of India or the Government of a State or a Government aided educational institution, who entering on his duties as such, immediately after his retirement from the service of or a post under the Government of India or the Government of a State, shall be entitled to carry forward all the leave to his credit at the time of his assumption of office as a Member of the Commission. All the leave that have been so carried forward shall be governed by the rules and regulations of the Government of India or the Government of a State, as the case may be, till all such leave are availed of by him, notwithstanding the fact that such member has opted to be governed by the Tamil Nadu Public Service Commission Regulations, 1954, for the purpose of grant of leave. The leave earned by him during his tenure as a Member of the Commission may be availed of by him before his retirement from the Commission under the terms of these regulations.

**(2)** A Member shall be entitled to surrender the leave and claim leave salary and allowances in terms of the orders applicable to officers of the State Government.

**(3)** The Chairman and Members of the Commission shall be entitled to encash the earned leave to their credit, on the date of demitting office, subject to a maximum of 300 days, subject to reduction of earned leave if any, encashed prior to their appointment as Chairman or Member and they shall be paid leave salary in full without deductions towards pension and pension equivalent of Death-cum-Retirement Gratuity for this period.<sup>1</sup>

**(4)** The family of a Member of the Commission who dies while in service, shall be entitled to the concessions granted in G.O.Ms. No.1762, Finance (F.R.) Department, dated 27.11.1969 and G.O.Ms.No.444, Finance (F.R.II) Department, dated 30.03.1974.

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<sup>1</sup> G.O.Ms. No. 183, Personnel and Administrative Reforms (M) Department, dated 04.10.2006.



**(5)** The Chairman and Members of the Commission shall be entitled to the Leave Travel Concession as admissible to super-time scale Indian Administrative Service officers.<sup>1</sup>

**(5)(A)** The Chairman and Members of the Commission may absent themselves from headquarters, otherwise than on tours connected with the discharge of their official duties, during the month of May in each year, at any place or places in the state of Tamil Nadu, provided such absence does not involve any extra expenditure to the Government.<sup>2</sup>

- 6.** A Member shall be entitled to travelling allowance for journeys made by him in the performance of his functions, at the rates and subject to the conditions, specified in the Tamil Nadu Travelling Allowance Rules.

For the purpose of those rules, the Chairman shall be the Head of Department in respect of the Members of the Commission other than the Chairman.

- 6-A.** The travelling allowance concession granted in G.O.Ms.No.283, Finance Department, dated 18.02.1971, to the retired State Government Servants shall apply to the Chairman and Members of the Tamil Nadu Public Service Commission on their retirement.

- 7. (1)** A Member who on the date of his appointment as Member, was in the service of the Government of India or the Government of State or a Government aided educational institution<sup>3</sup> shall, at his option to be exercised within a period of six months from the date of his appointment, be entitled to draw his pension and other retirement benefits under the rules applicable to the service to which he belonged, with effect from the date of his appointment as Member.

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<sup>1</sup> G.O. Ms. No. 280, Personnel and Administrative Reforms (M) Department, dated 28.08.1995.

<sup>2</sup> G.O. Ms. No.1138, Public (Services-A) Department, dated 19.07.1960.

<sup>3</sup> G.O.Ms. No. 195, Personnel and Administrative Reforms (M) Department, dated 19.07.1994.

Provided that in such an event, his pay as Member shall be reduced by an amount equivalent to the gross pension (including any portion of the pension which may have been commuted) and the pension equivalent of other retirement benefits and he shall be entitled to draw his pension and other retirement benefits separately.

Provided further that the exercise of the option by the Chairman or Member under this clause would not in any way affect his right to compute his salary, special pay and all other allowances payable to him from time to time under regulation 4. <sup>1</sup>

Provided further that the pension equivalent to Death-cum-Retirement Gratuity shall not be deducted from the pay.

**(2)** A Member who at the time of his appointment as such, was in the service of the Central or a State Government or a Government aided educational institution,<sup>2</sup> if he does not exercise the option mentioned in clause (1), shall count his service as Member for pension and retirement benefits under the rules applicable to the service to which he belonged immediately before such appointment.

**(3)(i)** Subject to the provisions of these Regulations, every Member, who on the date of his appointment as such, was not in the service of the Central or a State Government, a local body or any other body wholly or substantially owned or controlled by the Government, shall, on his ceasing to hold office as such Member, be paid a pension:

Provided that no such pension shall be payable to a Member:

- (a) unless he has completed not less than three years of service for pension as such Member; or
- (b) if he has been removed from office as such Member;

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<sup>1</sup> G.O.Ms.No. 87, Personnel and Administrative Reforms (M) Department, dated 11.03.1991.

<sup>2</sup> G.O.Ms.No. 195, Personnel and Administrative Reforms (M) Department, dated 19.07.1994.

**(ii)** Pension under these Regulations shall be payable to a Member for life:

Provided that no such pension shall be payable during any period for which such Member may, after his retirement as such, hold office as the Chairman of a State Public Service Commission or as Chairman or Member of the Union Public Service Commission.

**(iii)** Pension under this Regulation shall be paid at the following rates, namely:-

- (a) in the case of the Chairman, Rupees Thirty thousand<sup>1</sup>per annum, if he has completed six years of service and
- (b) in the case of a Member, Rupees Twenty four thousand<sup>1</sup> per annum, if he has completed six years of service.

Provided that where the service rendered by a Member is for a period of three years or more but less than six years, the amount of the pension shall be determined in accordance with the following formula, namely:-

Completed years of service for pension shall be multiplied by the amount of the maximum pension admissible under clause (a) or (b), as the case may be, and shall be divided by six.

Explanation I - Where a Member, who has completed not less than three years of service for pension, resigns from his post and such resignation is accepted by the Governor, pension shall be payable to such Member in accordance with these Regulations.

Explanation II - When the total service for pension rendered by a person is partly as Member and partly as Chairman, the pension admissible to such person in each such term, shall be calculated separately, subject to the condition that the aggregate pension shall not exceed the pension admissible to a Chairman.

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<sup>1</sup> G.O.Ms.No.28, Personnel and Administrative Reforms (M) Department, dated 08.03.2018.

Explanation III - The duration of service of a person as Member shall be computed in terms of completed years but if the service rendered is six months or more, additional benefits of half a year's pension may be allowed.

**(4) (a)** No pension shall be payable under these Regulations to a Member –

- (i) who on the date of his appointment as such, was in the service of a local body or any other body wholly or substantially owned or controlled by the Government; or
- (ii) who on the date of his appointment as such, had retired from service under the Central Government or a body wholly or substantially owned or controlled by the Central Government, if he is in receipt of, or has received or has become entitled to receive any retirement benefit by way of pension, gratuity, payment from any Contributory Provident Fund or otherwise, provided that such person may, at his option, come under the pension scheme under these regulations, if the amount of the pension or the pension equivalent of the retirement benefits or both, admissible to him in accordance with the rules and orders of the service to which he belonged, falls short of the amount of the pension admissible to him under these Regulations.

**(b)** A member holding office as such, shall communicate the option referred to in clause (a) in writing to the Government during his tenure as such Member, the option once exercised being final.

**(c)** If a Member exercising his option to come under the pension scheme under this Regulation has received any gratuity or retirement benefit for the service under the Central or a State Government, a local body or any other body wholly or substantially owned or controlled by the Central Government, he shall refund:-

- (i) the amount of the gratuity so received in lumpsum;
- (ii) the pension, if any, drawn by him; and
- (iii) where the pension has been commuted, the value of the amount of pension so commuted.

**(d)** If a Member exercising his option under this Regulation has received any benefits of Contributory Provident Fund on retirement from service under the Central Government or a body wholly or substantially owned or controlled by the Central Government, he shall not become eligible for pension under these Regulations unless he refunds in lumpsum, the Government or employers contribution, as the case may be, with interest thereon, together with other retirement benefits, if any, received by him.

**(e)** A person who has retired from service under the Government of Tamil Nadu or any other body wholly or substantially owned or controlled by that Government and who is in receipt of or has become entitled to receive any retirement benefit by way of pension, gratuity, payment from any Contributory Provident Fund or otherwise, shall, when appointed as Member, be eligible to count his service and pay as such Member, for purposes of pension and other retirement benefits taking his previous service into account and to have the pension and other retirement benefits re-fixed on demitting office as such Member and to draw the pension and retirement benefits as may become admissible, less the amount of gratuity already drawn.

**7-A.** The General Provident Fund (Madras) Rules, as amended from time to time, shall apply to the Chairman and the Members of the Commission, if they are admitted to the said fund at their option. The authorities competent to grant advances to the Chairman and Members from the accounts standing to their credit shall be the Governor in all cases, except in the case of the grant of advance for which special reasons are not required under clause (c) of sub-rule (i) of rule 14 of the General Provident Fund (Madras) Rules, which was applied for by the Members. The authority competent to grant the latter mentioned advance shall be the Chairman:

Provided that a Member who on the date of his appointment was in the service of the Central or a State Government and who had been admitted to the benefits of any other Provident Fund, may instead, be allowed to continue to subscribe to that fund in accordance with the rules or regulations applicable to that fund until he reaches the date on which he must compulsorily retire from service in accordance with the

rules of his service. If the Member exercises his option for subscribing to the General Provident Fund, his accumulated balance in his original Provident Fund, including the Government's contribution, if any, shall be transferred to the said fund.

**7-B.** The Tamil Nadu Government Servants Family Benefit Fund Scheme introduced in G.O.Ms.No.1515, Finance Department, dated 01.01.1974, shall apply to the Chairman and Members of the Commission who were Government servants of the Government of Tamil Nadu, prior to their becoming Members, till they attain their age of superannuation had they continued their service under the Government of Tamil Nadu.<sup>1</sup>

**7-BB.** The Tamil Nadu Government Employees Special Provident Fund-cum-Gratuity Scheme formulated in G.O.Ms.No.136, Finance (Pension) Department, dated 29.02.1984 and G.O.Ms.No.504, Finance (Pension) Department, dated 02.11.2009, shall apply to the Government servants (who are appointed as Chairman or Members of the Tamil Nadu Public Service Commission) upto the date of their relief from Government service, to take up their appointment as Chairman or Members in the Tamil Nadu Public Service Commission. The subscription under the aforesaid scheme shall be stopped before they take up their appointment in the Commission and the Government contribution and the employees' subscription, together with interest accrued, shall be settled to them when they are relieved from Government service to take up their appointment as Chairman or Members of the Commission.

**7-C.** Every Member (including the Chairman) shall submit to the Government a return of his assets and liabilities as on the 31<sup>st</sup> day of December of each year, in the Forms in Annexure VI to these Regulations, on or before the 31<sup>st</sup> day of March of the year immediately following the year to which the return relates, giving the full particulars regarding:-

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<sup>1</sup> G.O. Ms. No. 3637, Public (Services-M) Department, dated 20.11.1974.

- (a) the immovable property inherited by him, or owned or acquired by him, or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person;
- (b) shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired or held by him;
- (c) other movable properties inherited by him or similarly owned, acquired or held by him; and
- (d) debts and other liabilities incurred by him, directly or indirectly:

Provided that every Member (including the Chairman) shall, within three months from the date of his appointment, submit a return of his assets and liabilities as on the date of his appointment in the forms aforesaid.

Explanation I - For the purpose of this Regulation, "member of the family" in relation to the Chairman or Member includes:

- (i) the wife or husband, as the case may be, of the Chairman or the Member, whether residing with the Chairman or the Member or not, but does not include a wife or husband, as the case may be, separated from the Chairman or the Member by a decree or order of a competent Court;
- (ii) son or daughter or step-son or step-daughter of the Chairman or the Member and wholly dependent on him, but does not include a child or step-child who is no longer in any way dependent on the Chairman or Member, or of whose custody the Chairman or the Member has been deprived of by or under any law;
- (iii) any other person related whether by blood or marriage to the Chairman or the Member, or to the Chairman's or the Member's wife or husband and wholly dependent on the Chairman or the Member.

Explanation II- In all returns, the value of the items of movable property worth less than Rs.1,000/- may be added and shown as a lumpsum. The value of articles of daily use such as cloths, utensils, crockery and books need not be included in such return.

- 8. (1)** There shall be a Secretary, a Controller of Examinations, a Joint Secretary, three Deputy Secretaries, twenty Under Secretaries and an Accounts Officer to the Commission who shall be appointed by the Commission with the previous approval of the Governor. There shall also be a Assistant Accounts Officer to the Commission who shall be appointed by the Secretary to the Commission. The conditions of service of persons holding the above posts shall be as laid down in the rules in Annexure II.

Provided that the Secretary to the Commission shall fix the pay and sanction the periodical increments to the Deputy Secretary, Under Secretary and Accounts Officer of the Commission, strictly in accordance with the rules governing the fixation of pay and sanction of increments.

Provided further that no person shall be eligible for appointment to the post of Deputy Secretary or Under Secretary after five years from the 4<sup>th</sup> January, 1996, unless he possesses a degree qualification;<sup>1,2</sup>

Provided also that every person appointed to the post of Deputy Secretary or Under Secretary who does not possess a degree qualification and every person to be promoted to the said posts who does not possess a degree qualification within a period of five years from the 4<sup>th</sup> January, 1996, shall acquire a degree qualification within a period of 5 years from the 4<sup>th</sup> January,1996, failing which he shall not be eligible to draw increments in the time scale of pay applicable to him until he acquires a degree qualification.<sup>1,2</sup>

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<sup>1</sup> G.O.Ms. No.7, Personnel and Administrative Reforms (M) Department, dated 04.01.1996.

<sup>2</sup> Relaxed in G.O.Ms. No. 57, Personnel and Administrative Reforms (M) Department, dated 21.05.2009.



**(2)** The Commission may and it is hereby empowered to employ, in addition to the twenty Under Secretaries referred to in clause (1), such number of Deputy Secretaries and Under Secretaries, as it may deem necessary to cope with occasional or periodical pressure of work, with the specific prior approval of an officer not below the rank of a Secretary to Government in-charge of Personnel and Administrative Reforms Department, dealing with the establishment matters relating to the Tamil Nadu Public Service Commission.<sup>1</sup>

Provided that if no person approved by the Governor for appointment as Deputy Secretary and Under Secretary is available, the Commission may appoint a person temporarily, until a person approved by the Governor becomes available for such appointment;

Provided further that a person appointed temporarily as Deputy Secretary and Under Secretary shall not be regarded as a probationer in that post or be entitled by reason only of such appointment, to any preferential claim to future appointment to such post. The services of a person appointed temporarily shall be liable to be terminated by the Commission without notice and without any reason being assigned.

Regulations **9, 10, 11** and **12** omitted.

**13. (1)** The Commission may, and it is hereby authorised to employ, in addition to the Secretary, the Controller of Examinations, the Joint Secretary, the Deputy Secretaries and the Under Secretaries, the staff specified in Annexure III to these Regulations, on the scales of pay mentioned therein.

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<sup>1</sup> G.O.Ms.No.5, Personnel and Administrative Reforms (M) Department, dated 05.01.2005.

Provided that no person shall be eligible for appointment by promotion or by recruitment by transfer to the posts of Assistant, Personal Clerk, Assistant Section Officer, Assistant Section Officer-cum-Programmer<sup>1</sup> and Section Officer, after five years from the 4<sup>th</sup> January, 1996, unless he possess a degree qualification. <sup>2,3</sup>

Provided further that every person appointed to the posts of Assistant, Personal Clerk, Assistant Section Officer, Assistant Section Officer-cum-Programmer<sup>1</sup> and Section Officer who does not possess a degree qualification and every person to be promoted to the said posts who does not possess a degree qualification, within a period of five years from the 4<sup>th</sup> January, 1996, shall acquire a degree qualification within a period of five years from the 4<sup>th</sup> January, 1996, failing which he shall not be eligible to draw increments in the time scale of pay applicable to him until he acquires a degree qualification. <sup>2,3</sup>

**(2)** The Commission may and it is hereby empowered to employ, in addition to the staff referred to in clause (i) and subject to the provisions in Annexure IV to these Regulations, such temporary staff, as it may deem necessary to cope with occasional or periodical pressure of work.

**(3)** The conditions of service of the members of the staff of the Commission shall, save as expressly provided in these Regulations, be the same as those prescribed by the State Government in respect of Government servants holding corresponding appointments elsewhere than in the office of the Commission. The provisions in Annexure V to these Regulations shall apply to the members of the staff of the Commission mentioned therein.

**(4)** The Madras Contributory Provident Fund Pension - Insurance Rules, 1950, shall where applicable, apply to the members of the staff of the Commission.

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<sup>1</sup> G.O.Ms. No.41, Personnel and Administrative Reforms (M) Department, dated 09.03.2017.

<sup>2</sup> G.O.Ms. No. 7, Personnel and Administrative Reforms (M) Department, dated 04.01.1996.

<sup>3</sup> Relaxed in G.O.Ms. No. 57, Personnel and Administrative Reforms (M) Department, dated 21.05.2009.

**(5)** The Tamil Nadu Government Servants Family Security Fund Scheme introduced in G.O. Ms. No. 1515, Finance Department, dated 03.12.1973, shall apply to the members of the staff of the Commission.<sup>1</sup>

**14. (1)** The Commission may and it is hereby authorised to incur such expenses as may be necessary:-

- (a) for the employment of the staff which it is authorised to incur under regulation 13;
- (b) for contingencies and honoraria to examiners; and
- (c) for other items connected with its work including the travelling allowance of the Members of the Commission, the Secretary, the Controller of Examinations, the Joint Secretary, the Deputy Secretaries, the Under Secretaries and other members of its staff; and
- (d) for supply of newspapers to the Members at their residence and/or at their office.
- (e) for sanctioning fees at the rates prescribed by the Government from time to time to the Law officers who are appointed:
  - (i) to enter appearance on behalf of the Commission before Courts of Law or Tribunals; or
  - (ii) to draft affidavits or counter affidavits; or
  - (iii) to offer legal opinion on litigation or matters concerning the Commission.<sup>2</sup>
- (f) for sanctioning fees to the Tamil Nadu Government Advocate-on-Record, Supreme Court of India, New Delhi, in accordance with the norms fixed by the Government of Tamil Nadu;<sup>2</sup> and
- (g) for sanctioning fees to Senior Counsel engaged by the Commission, in special cases.<sup>2</sup>

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<sup>1</sup> G.O. Ms. No. 3637, Public (Services-M) Department, dated 20.11.1974.

<sup>2</sup> G.O. Ms. No. 4017, Personnel and Administrative Reforms (M) Department, dated 28.12.1992.

- (h) to incur expenditure in connection with the meetings of the Departmental Promotion Committee, constituted for selection of candidates for appointment by recruitment by transfer or by promotion.

**(2)** The amount to be included in respect of such expenses in any estimates of expenditure laid before the House of the Legislature shall be fixed by the Governor.

- 15. (1)** In respect of any matter for which special provision is not made by these Regulations, the conditions of service of a person serving as a Member of the Commission or of its staff, shall be governed by the rules and orders applicable to such classes of Government servants as shall be specified by the Governor.

**(2)** Article 84 of the Madras Financial Code, Volume I, will apply to the Chairman and Members of the Tamil Nadu Public Service Commission and the Chairman shall be the authority competent to sanction payment of advance of travelling allowance to the other Members of the Commission under that Article.

**(3)** Grant of advance for the purchase of motor cars, to the Chairman or a Member of the Tamil Nadu Public Service Commission will be governed by Article 230 of the Tamil Nadu Financial Code, Volume I.

**(4)** Grant of advance for house building purposes to the Chairman and Members of the Tamil Nadu Public Service Commission, will be governed by the 'State Rules to regulate the grant of advance to Government servants for building, etc., of houses'.

**(5)** The Chairman and the Members of the Tamil Nadu Public Service Commission shall be eligible for such medical concessions as are applicable to the Indian Administrative Service officers in this State.

### **PART III**

#### **MATTERS IN RESPECT OF WHICH IT SHALL NOT BE NECESSARY FOR THE COMMISSION TO BE CONSULTED.**

**16.** It shall not be necessary for the Commission to be consulted:-

**(a)** As respects any of the matters mentioned in sub clauses (a) to (e) of clause (3) of Article 320 of the Constitution in the case of officers of the Armed Forces of the Union, holding posts in connection with the affairs of the State;

**(b)** As respects any of the matters mentioned in sub clauses (a) and (b) of clause (3) of the Article 320 of the Constitution; in the case of posts specified in Annexure I-A to these Regulations and other posts in respect of which the State Government have directed, or may, with the concurrence of the Commission, direct that appointment may be made without reference to the Commission;

Provided that in respect of matters relating to regularizing the services of the individuals appointed under compassionate grounds, the Commission shall not be consulted.<sup>1</sup>

**(c)** In regard to the suitability of candidates for appointment by promotion within the same service, or recruitment from one subordinate service to another subordinate service, or for transfer from one category to another category, or from one class to another class within the same service, carrying identical scale of pay and with similar or different qualification, if any prescribed.

Provided that prior to 23<sup>rd</sup> April, 1991, also, it shall not be necessary for the Commission to be consulted in regard to the suitability of candidates for transfer from one category to another or from one class to another, within the same service.

Provided further that in the case of appointment by promotion and by recruitment by transfer to the entry level posts under Group-A of the State Services specified in Annexure 1-B to these Regulations, the Commission shall be consulted.<sup>2</sup>

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<sup>1</sup> G.O (Ms) No.38, Human Resources Management (M) Department, dated 26.04.2022.

<sup>2</sup> G.O.Ms. No. 125, Personnel and Administrative Reforms (M) Department, dated 13.11.2020.

Provided also that in the case of appointment, subsequent to 9<sup>th</sup> February, 1990, to the category of Assistants in the Departments of the Secretariat, other than the Law Department, in the Tamil Nadu Secretariat Service, by recruitment by transfer from among the holders of the post of Junior Assistants or Assistants in the Tamil Nadu Ministerial Service, or Tamil Nadu Judicial Ministerial Service, the Commission shall be consulted.

Provided also that in the case of appointment subsequent to 2<sup>nd</sup> November 2017, to the category of Assistant Section Officer in the Departments of Secretariat other than the Law and Finance Departments and the Governor's Secretariat in the Tamil Nadu Secretariat Service, by recruitment by transfer from among the holders of the post of Assistant in the Tamil Nadu Ministerial Service or the Tamil Nadu Judicial Ministerial Service, the Commission shall be consulted.<sup>1</sup>

Provided also that in the case of appointment subsequent to 25<sup>th</sup> February, 2019, to the category of Assistant Section Officer in the Finance Department in the Tamil Nadu Secretariat Service, by recruitment by transfer from among the holders of the post of Assistant in the Tamil Nadu Ministerial Service or the Tamil Nadu Judicial Ministerial Service, the Commission shall be consulted.<sup>2</sup>

**(d)** In regard to the making of any appointment to -

- (i) any honorary post; or
- (ii) any post other than the post of Town Planning Expert, the terms of which are to be governed by contract:

Provided that in every case of appointment on contract, which may involve a total period of service on contract in excess of five years, the Commission shall be consulted before the contract is made or renewed.

Explanation: For the purpose of sub clause (i) of this clause, 'honorary post' means a post, the holding of which does not carry with it the right to receive any emolument or remuneration for service rendered, other than an allowance for defraying travelling and other expenses incurred in the performance of duty.

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<sup>1</sup> G.O.Ms.No.3, Personnel and Administrative Reforms (M) Department, dated 08.01.2019.

<sup>2</sup> G.O.Ms.No.13, Human Resources Management (M) Department, dated 29.01.2022.

**(e)** In regard to the re-employment in any service of a person, who has retired on a civil pension or gratuity, or who, while in service was a subscriber to a Contributory Provident Fund;

**(f)** In regard to the employment in any service or post, of a person who is a member of an All India Service; and

**(g)** (i) In any case falling under sub clause (c) of clause (3) of Article 320 of the Constitution, in which an enquiry has been held by a Judge of the High Court of Judicature at Madras; or

(ii) In any case falling under sub clause (i) above, in which the State Government revise an order passed by them;

(iii) As respects any of the matters mentioned in sub clauses (a) to (c) of clause (3) of Article 320 of the Constitution, in the case of –

- (a) all posts in the Tamil Nadu Police Subordinate Service and the Malabar Special Police Subordinate Service;
- (b) the Comptroller, Governor's Household;
- (c) the Personal Assistant (Household Supervision), Governor's Household;
- (d) the Private Secretary to the Governor;
- (e) the Personal Assistant to the Governor;
- (f) Under Secretary to the Governor of Tamil Nadu;
- (g) Section Officer in the Governor's Secretariat;
- (h) in regard to the transfer of a Government servant made under rule 40-A of the General Rules of the erstwhile Tamil Nadu State and Subordinate Services Rules.

**17. (1)** It shall not be necessary to consult the Commission regarding the appointment of a person temporarily, for a total period not exceeding three months, in the case of each individual, to a post to which appointment has to be made after consulting the Commission -

- (i) where it is necessary in the public interest, owing to an emergency which has arisen, to fill immediately a vacancy in the post and there would be undue delay in making the appointment after such consultation; or
- (ii) where it is necessary to fill a short vacancy in the post and appointment of the person who is entitled to appointment under the General and the Special Rules, applicable to the Service would involve excessive expenditure on travelling allowance or exceptional administrative inconvenience.

**(2)** In addition to the concurrence to be obtained under clause (1) for the continuance of the temporary appointment of a person beyond the first three months, a second concurrence of the Commission shall be obtained sufficiently in advance if, in any individual case, it becomes essential to continue such appointment beyond a total period of one year.

**(3)** In addition to the concurrence to be obtained under clauses (1) and (2), further concurrence of the Commission should be obtained at intervals of every six months, the first being at the end of eighteen months, if, in any individual case, it becomes essential to continue such appointment beyond one year. Requests for such further concurrence should be made through the Departments of the Secretariat, where the subordinate officers, the requests for such concurrence should, in the first instance (at the end of 18 months), be submitted through the Head of Department concerned and thereafter through the administrative Department of the Secretariat.

**18. (1)** It shall not be necessary for the Commission to be consulted on any disciplinary matter affecting a person serving in connection with the affairs of the State, except -

- (a) where the State Government, on admitting an appeal, review or revision, propose to pass an order on such appeal, review or revision; or
- (b) where the State Government propose to pass an original order imposing any of the following penalties namely:-
  - (i) Reduction to a lower rank in the seniority list or to a lower post or time-scale whether in the same service or in another service, State or Subordinate or to a lower stage in a time-scale;



- (ii) Recovery from pay of the whole or part, of any pecuniary loss caused to the State Government or the Central Government or to a local body, by negligence or breach of orders;
- (iii) Compulsory retirement otherwise than under rule 33 and rule 42 of the Tamil Nadu Pension Rules, 1978;
- (iv) Removal from the civil service of the State Government; or
- (v) Dismissal from the civil service of the State Government.

Provided that it shall not be necessary for the Commission to be consulted in cases where the State Government propose to impose a major penalty in the disciplinary proceedings initiated under rule 17(c)(i)(1) of the Tamil Nadu Civil Services (Discipline and Appeal) Rules, based on the facts which led to the conviction in a Criminal Court. <sup>1</sup>

- (c) where the State Government propose to pass an order under rules 6 and 9 of the Tamil Nadu Pension Rules, 1978, in respect of a retired Government servant who does not agree to the punishment of reduction of pension or gratuity, or both, or withholding or withdrawing the pension.
- (d) where the State Government propose to pass an original order, or an order on an appeal, under rule 8 of the Tamil Nadu Pension Rules, 1978.

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<sup>1</sup>. G.O.Ms. No.124, Human Resources Management (M) Department, dated 9.11.2021.

**(2)** Nothing contained in clause (1) shall be deemed to make it necessary for the State Government to consult the Commission in any case:-

- (a) relating to the termination of probation of any person before the expiry of the prescribed or extended period of probation, or to the discharge of a person after the expiry of such period on the ground that he is unsuitable for full membership of the service;
- (b) relating to the discharge or reversion of an officer otherwise than as a penalty;
- (c) relating to the termination of the employment of any person in accordance with the terms of his contract of employment;
- (d) relating to compulsory retirement under rule 33 and rule 42 of the Tamil Nadu Pension Rules, 1978, of any person who has rendered 25 years of qualifying service or more;
- (e) relating to the imposition of any penalty laid down in any rule or order, or failure to pass any test or examination within a specified time;
- (f) in which the Commission has, at any previous stage, given in regard to the order to be passed and no fresh question has thereafter arisen for determination;
- (g) where the State Government pass orders of dismissal or removal, in cases dealt with under proviso (c) to Article 311 (2) of the Constitution of India.

**19.** It shall not be necessary for the Commission to be consulted on any memorial or petition relating to any disciplinary matter affecting a person, serving in connection with the affairs of the State, where the State Government propose to pass orders rejecting such memorial or petition.

**20.** It shall not be necessary for the Commission to be consulted in any case referred to in sub clause (d) of clause (3) of Article 320 of the Constitution, if the State Government, or any subordinate authority, competent to sanction payment of the costs of the defence, proposes to admit the claim in full.

Explanation:- Nothing contained in this Regulation shall be deemed to preclude a reference to the Commission being made, in any case in which the State Government feel a doubt as to the admissibility of a claim in whole or in part.

**21.** It shall not be necessary to consult the Commission in regard to any of the matters mentioned in sub clause (e) of clause (3) of Article 320 of the Constitution, in the case of –

**(a)** a person serving under the State Government in a civil capacity, who sustains injuries in consequence of 'Special Risk of Office', attached to service in Ladakh or the North East Frontier Agency Area; and

**(b)** an employee of the State Government lent for service in connection with the affairs of the State of Assam or the State of Jammu and Kashmir:

If the injuries in respect of which the claim arose were sustained at any time during which, the proclamation issued on the 26<sup>th</sup> October, 1962, by the President, under clause (1) of Article 352 of the Constitution remains in operation.

**22.** Notwithstanding anything contained in these Regulations, the Governor shall have power to deal with the case of any person or class of persons, serving under the Tamil Nadu Public Service Commission, or of any person who has, or of any class of persons who have served as aforesaid, or any candidate or class of candidates for appointment in the office of the Commission, in such manner, as may appear to him to be just and equitable:

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

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Post Script

*This version of the Tamil Nadu Public Service Commission Regulations, 1954, has been updated, incorporating the amendments issued subsequently as well as modifications based on executive orders of the Government of Tamil Nadu, pending issue of amendments to the Regulations.*

*Words indicative of masculine gender, wherever used in these Regulations, shall be considered as including the feminine gender, unless the context clearly indicates otherwise.*

**ANNEXURE I-A**  
**See Regulation 16(b)**

Posts in respect of which it shall not be necessary for the Commission to be consulted in the matter of recruitment, appointment, promotion and transfer.

**A. STATE SERVICES**

1. Deputy Administrator-General and Deputy Official Trustee, Madras.
2. Assistant Public Prosecutor, Grade-I in the Tamil Nadu General Service.<sup>1</sup>
3. Editor and Law Reporters, Indian Law Reports Madras Series.
4. Omitted.
5. Secretary to Government, Law Department and Rememberancer of Legal Affairs and Joint Secretary to Government, Law Department, when appointment to these posts are made otherwise than by direct recruitment.
6. Sheriff of Madras.
7. Director of Town Panchayats, Personal Assistant (Panchayat Development) to the Collector, when recruited by transfer from among the members of the Tamil Nadu Civil Service (Executive Branch) Class XII (Under Secretaries to the Government) of the Tamil Nadu General Service or Municipal Commissioners, Grade-I (G.O.Ms.No.62, dated 25.12.1992).
8. Temporary posts of Director, King Institute, Guindy and Assistant Director, King Institute, Guindy, when filled by members of the Medical Research Department, Udthagamandalam.
9. Omitted.
10. Superintendents of Central and District Jails when filled by retired Government officers.
11. Temporary post of part-time Assistant to the District Medical Officer, The Nilgiris and the Superintendent, District Headquarters Hospital, Ootacamund.

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<sup>1</sup>G.O.Ms. No.112, Personnel and Administrative Reforms (M) Department, dated 23.08.2018.

12. Temporary post of Inspector of Stores, Civil Defence Department.
13. Deputy Director of Rural Development.
14. Officers constituting the Tribunal for Disciplinary Proceedings.
15. Posts in the Tamil Nadu Medical Service, when filled temporarily by the re-employment of Medical Officers who have retired on a military pension or gratuity.
16. Assistant Textile Commissioners attached to the Office of the Director of Controlled Commodities and Personal Assistant to the Director of Controlled Commodities.
17. Omitted.
18. District Magistrates in the Tamil Nadu Criminal Judicial Service.
19. Omitted.
20. Omitted.
21. Director of Information and Public Relations and Deputy Director of Information and Public Relations in the Tamil Nadu General Service.
22. Temporary post of Construction Accounts Officer when recruited from among Class I or Class II Officers in the Indian Audit, Railway Accounts, Postal Accounts, Port Trust Accounts or Military Accounts Department.
23. Omitted.
24. Omitted.
25. Omitted.
26. Project Executive Officers, Chief Social Education Organizers, District Social Education Officers, Block Development Officers and Vice Principals of Training Centres, Lecturers in Home Science in Rural Extension Training Centres and Khadi Special Officers.
27. Omitted.
28. Legal Adviser to the Deputy Inspector-General of Police, Criminal Investigation Department, Madras.
29. Assistant Director of Information and Public Relations.

30. Information Officer, State Information Centre, Madras.
31. District Publicity Officer.
32. Omitted.
33. Omitted.
34. Exhibition Officer for Organisation of Peripatetic exhibitions.
35. Omitted.<sup>1</sup>
36. Public Relations Officer.
37. Reception Officer, State Guest House and Assistant Protocol Officer.
38. Assistant Director (Translation), Scrutiny Officer and Publication Officer in Public (Information and Public Relations) Department, Personal Assistant to Collectors (Information and Public Relations).
39. Prosecutor for Disciplinary Proceedings.
40. Gazetted Personal Assistant to Minister (Electricity).
41. Omitted.
42. Accounts Officer, State Transport Department when recruited from among Assistant Accounts Officers, Accountant-General's Office.
43. Omitted.
44. Omitted.
45. Principal, Vice-Principal and Professors in Tamil Nadu Arasu Isai Kalloori.
46. Chief Architect to Government when appointed from among persons already holding permanent posts under any other State Government or the Government of India.
47. Assistant Secretary, Tamil Nadu State Transport Department, when recruited by transfer from among the holders of the posts of Deputy Collectors in the Tamil Nadu Civil Service (Executive Branch).

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<sup>1</sup>G.O.Ms. No.107, Personnel and Administrative Reforms (M) Department, dated 10.11.2016.

48. Industrial Advisor to Government as long as the post is held by an officer of the Government of India or other State Governments in India.
49. Deputy Legal Adviser in the Directorate of Vigilance and Anti-Corruption.
50. Accounts Officer for the Parambikulam-Aliyar Project when appointment to the post is made on deputation basis from among Assistant Accounts Officer in the office of the Accountant-General, Madras.
51. Personal Assistant to the Director of Fisheries when recruited by transfer from among the holders of the posts of Deputy Collectors in the Tamil Nadu Civil Service (Executive Branch).
52. Personal Assistant to the Director of Animal Husbandry when recruited by transfer from among the holders of the posts of Deputy Collectors in the Tamil Nadu Civil Service (Executive Branch).
53. Assistant Milk Commissioner (Distribution), Tamil Nadu Dairy and Milk Project, when recruited by transfer from among the holders of the posts of Deputy Collectors in the Tamil Nadu Civil Service (Executive Branch).
54. Assistant Secretary to the Board of Revenue (Food Production) when recruited by transfer from among the members of the Tamil Nadu Civil Services (Executive Branch).
55. Director of Translations, Translation Officers (Public Department).
56. Reception Officer, 'Tamil Nadu House', New Delhi.
57. Project Officers, Rural Industries Projects.
58. Project Nutrition Officer.
59. Regional Transport Officers and Deputy Transport Commissioners when appointment to the posts are made on tenure basis from among the Deputy Collectors in the Tamil Nadu Civil Service (Executive Branch).
60. Assistant Director of Tourism, Assistant Director of Propaganda and Assistant Publication Officer in the Public (Information and Public Relations) Department.

61. Special Officer for Tamil Development and Special Officer (Administration) in the Directorate of Tamil Development in the Public Department.
62. Manager, Tourist Bungalow, Ootacamund.
63. Deputy Milk Commissioner (Administration) when appointment is made on tenure basis from among the District Revenue Officers or from among the Joint Registrars of Co-operative Societies.
64. Gazetted Lecturers in Agriculture in the Rural Extension Training Centres.
65. Assistant Engineers in the Tamil Nadu State Transport Service when appointment is made by posting Assistant Engineers from the Tamil Nadu Engineering Service.
66. Deputy Director of Rural Development (Education) and Project Co-ordinator, Whole Village Development Programme in the Panchayat Development Department.
67. Deputy Commissioner (Co-operation), Madras Dairy and Milk Project, when recruited by transfer from among the holders of the posts of Joint Registrars of Co-operative Societies of the Tamil Nadu Co-operative Service.
68. Personal Assistant to the Director of Agriculture when recruited by transfer from among the holders of the posts of Deputy Collectors in the Tamil Nadu Civil Service (Executive Branch).
69. Director of Tamil Development.
70. Principal, State Institute for Community Development, Bhavanisagar.
71. Special Officer, Prosperity Brigade.
72. Reception Officer, Tamilagam, Udthagamandalam.
73. Special Personal Assistants to Ministers appointed by transfer from among the holders of the posts of Under Secretaries to Government or by recruitment by transfer from Tamil Nadu Civil Service (Executive Branch) or by recruitment by transfer from any other State Service.
74. Circulation Manager and Associate Editor in 'Tamil Arasu' in Public Information and Public Relations Department.



75. Gazetted Personal Assistant to the Chief Secretary to Government.
76. Omitted.
77. Administrative Officer in the office of the Director of Veterinary Education and Research and Dean, Madras Veterinary College, Madras.
78. Private Secretary to Chief Minister.
79. Secretary, Official Language Committee, Special Officer (Translation) and Special Officer (Inspection) in the office of the Official Language Committee.
80. Gazetted Manager, Children's Theatre, Madras and Gazetted Manager for Rajaji Hall and Seerani Arangam, Madras.
81. Post of Assistant Director of Technical Education (Administration) in the Directorate of Technical Education when appointment is made by recruitment by transfer of a Deputy Collector in the Tamil Nadu Civil Service (Executive Branch).
82. Joint Director, Deputy Director and Assistant Director of Ex-Servicemen's Welfare.
83. Reception Officer in Public (Information and Public Relations) Department.
84. Deputy Director of Tourism.
85. Deputy Director of Youth Service Corps.
86. Legal Advisor to the Commissioner of Police, Madras.
87. Accommodation Controller, Madras.
88. Legal Advisor, Fool Cell, C.I.D., Madras.
89. Librarian in the Law Department and Librarian in the Secretariat Library appointed by recruitment by transfer from any other service with effect on and from the 1<sup>st</sup> April, 1975 and appointed by recruitment by transfer from among the holders of the post of Assistant Librarian in the Secretariat Library with effect on and from the 9<sup>th</sup> July, 1979.
90. Planning Officers and Gazetted Personal Assistants to the Members of the State Planning Commission.

91. Additional Director of Rural Development, Principal, State Institute of Rural Development, Bhavanisagar Centre, Additional Director of Rural Development, Integrated Rural Development Programme Monitoring Cell in the Secretariat.
92. Deputy Director of Medical Education (Administration).
93. Additional Secretary to Government, Law Department when appointment to the post is made otherwise than by direct recruitment.
94. Assistant Engineer in the Public Works Department and Highways and Rural Works Department when appointment is made by recruitment by transfer of Junior Engineers in the respective department.
95. Joint Transport Commissioner in the Transport Department when appointment is made by recruitment by transfer on tenure basis.
96. Deputy Commissioner of Civil Supplies, Assistant Commissioner of Civil Supplies and Assistant Secretary to the Commissioner of Civil Supplies in the Civil Supplies Department when appointments to these post are made by recruitment by transfer from the Tamil Nadu Civil Service (Executive Branch), Assistant Commissioner of Civil Supplies and Assistant Secretary to the Commissioner of Civil Supplies in the Civil Supplies Department when appointments to these posts are made by promotion from the category of Selection Grade Superintendents in the office of the Commissioner of Civil Supplies.
97. Section Officers in the Tamil Nadu Secretariat.
98. Private Secretaries in the Departments of Secretariat in Class XII of the Tamil Nadu General Service.
99. Assistant Audit Officers in the Hindu Religious and Charitable Endowments (Administration) Department when appointment is made by recruitment by transfer.
100. Assistant Engineers in Public Works Department when appointment is made from the posts of (i) Head Draftsman and Draftsman Grade I, on acquiring engineering degree qualification subsequent to their

appointment as Head Draftsman and Draftsman, Grade I (ii) Junior Draughting Officers, Draughting Officers, Overseers and Technical Assistants who have put in 5 years of service in such posts, on acquiring engineering degree qualification, subsequent to their appointment as Junior Draughting Officers, Draughting Officers, Overseers and Technical Assistants.

101. Sugar Technologist (Manufacturing Chemist).
102. Special Officer (Tribal Welfare), Kalrayan Hills Block.
103. Information and Public Relations Officer in Information and Tourism Department.
104. Lecturer in Law at Civil Service Training Institute, Bhavanisagar.
105. Special Officer, Chief Minister's Special Cell.
106. Assistant Engineers in the Highways and Rural Works Department when appointment to the post is made from among the holders of the posts of Head Draftsman and Draftsman, Grade-I on acquiring A.M.I.E. or B.E. degree qualification.
107. Chief Inspector of Boilers, Deputy Chief Inspector of Boilers, Inspector of Boilers and Assistant Inspector of Boilers in the Tamil Nadu Boiler Service, when appointment to the posts are made on tenure basis.
108. Chief Accounts Officer in the Public Works Department.
109. Physiological Chemist, Institute of Physiology and Experimental Medicine, Madras Medical College, appointed in G.O.Ms. No.939, Health and Family Welfare Department, dated the 8<sup>th</sup> June, 1983, with effect from 1<sup>st</sup> July, 1972.
110. Assistant Professor in the Tamil Nadu Collegiate Educational Service appointed in G.O.Ms.No.46, Indian Medicine and Homeopathy Department, dated the 28<sup>th</sup> August, 1984, as subsequently amended in Government Letter No.2354/B1/84-4, Indian Medicine and Homeopathy Department, dated the 17<sup>th</sup> January, 1985.

111. Mass Education and Information Officers in the Family Welfare Department, appointed in G.O.Ms.No.1394, Health and Family Welfare Department, dated the 20<sup>th</sup> August, 1985, with effect from 20<sup>th</sup> August, 1985, as subsequently modified in G.O.Ms.No.125, Indian Medicine and Health and Family Welfare Department, dated 13<sup>th</sup> January, 1989 and in Government Letter No.39576/K1/89-1, Health and Family Welfare Department, dated 1<sup>st</sup> June, 1989.
112. Administrative Officer, Kalaivanar Arangam, Madras.
113. Accountant in the Information and Tourism Department.
114. Omitted.
115. Teachers in academic subjects, Teachers in languages, Physical Directors and Physical Directresses in the Tamil Nadu Higher Secondary Educational Service.
116. Superintending Engineer in the Directorate of Vigilance and Anti-Corruption.
117. Special Prosecutor for Disciplinary Proceedings.
118. Publication Officer in the Information and Tourism Department.
119. Private Secretary in Governor's Secretariat.
120. Joint Director in the Information and Tourism Department.
121. Senior Committee Officer in the Tamil Nadu Legislative Assembly Secretariat.
122. Computer Programmer in the Ground Water Branch of Public Works Department.
123. Assistant Engineer in the Highways and Rural Works Department when appointment is made from among the holders of the posts of Draftsman and Overseers on acquiring A.M.I.E. or B.E. degree qualification.
124. Principal, Professor, Lecturers, Tutors, Assistant Superintendent, Lady Physician, Medical Officer (Homeopathy) in the Tamil Nadu Medical Service whose services were regularised with effect from the date of their appointment, as ordered in G.O.Ms.No.3, Indian Medicine and Homeopathy Department, dated 21.01.1988.

- 124A. Assistant Surgeon and Assistant Surgeon (Dental) in the Tamil Nadu Medical Service.<sup>1</sup>
- 124B. Assistant Medical Officer (Siddha / Ayurvedha / Unani / Homeopathy) in the Tamil Nadu Medical Service.<sup>2</sup>
125. Assistant Professor now re-designated as Lecturer in the Tamil Nadu Collegiate Educational Service.
126. Professor, Assistant Professor, Lecturer and Head of Department in the Tamil Nadu Educational Service.
127. Assistant Secretary and Deputy Secretary in the State Official Language (Legislative) Commission.
128. Section Officer (Translation) in the Tamil Development - Culture Department.
129. Assistant Accounts Officer in the Tamil Nadu State Treasury and Accounts Service.
130. Assistant Director in Tamil Etymological Dictionary Project, Madras.
131. Special Personal Assistant to the Special Representative to the Government of Tamil Nadu at New Delhi.<sup>3</sup>
132. Professor now re-designated as Lecturer (Selection Grade), Junior Professor now re-designated as Lecturer (Senior Scale), and part-time Junior Professor now re-designated as part-time Junior Lecturer in the Tamil Nadu Legal Educational Service.
133. Administrative Officer in Government Medical Institutions.
134. Deputy Secretary to Government, Finance Department.

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<sup>1</sup>G.O. Ms.No.20, Personnel and Administrative Reforms (M) Department, dated 01.02.2016.

<sup>2</sup>G.O. Ms. No.6, Personnel and Administrative Reforms (M) Department, dated 13.01.2017.

<sup>3</sup>G.O. Ms. No.65, Personnel and Administrative Reforms(M)Department, dated 10.06.2003.

135. Legal Advisor in the office of the Directorate of Vigilance and Anti-Corruption.<sup>1</sup>
136. Headmaster, Government High School in the Tamil Nadu School Educational Service.<sup>2</sup>
137. Deputy Director (Administration) in Agriculture Department in the Tamil Nadu General Service.
138. Strictly Confidential Under Secretary to Government.
139. Secretary of Market Committee when appointment is made by recruitment by transfer from Assistant Director of Agriculture (Extension).<sup>3</sup>
140. Deputy Director (Administration) in the Training wing in the Commissionerate of Employment and Training.<sup>4</sup>
141. Senior Manager in the State Intelligence Wing of Police Department.
142. Liaison Officer, State Guest House, Chepauk, Chennai.<sup>5</sup>

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<sup>1</sup>G.O. Ms. No.374, Personnel and Administrative Reforms (M) Department, dated 03.10.1996.

<sup>2</sup>G.O. Ms. No.684, Personnel and Administrative Reforms (M) Department, dated 18.11.1998.

<sup>3</sup>G.O. Ms. No.66, Personnel and Administrative Reforms (M) Department, dated 10.06.2003.

<sup>4</sup>G.O. Ms. No.167, Personnel and Administrative Reforms (M) Department, dated 25.09.2006.

<sup>5</sup>G.O. Ms. No.112, Personnel and Administrative Reforms (M) Department, dated 06.08.2019.

## **B. SUBORDINATE SERVICE**

1. The following posts in the Tamil Nadu Ministerial Service –
  - (i) Ministerial posts in the office of the Comptroller, Governor's Household.
  - (ii) Clerk in the Lacadive and Amindivi Islands.
  - (iii) Manager and Junior Assistants or Assistants in the Special Branch of the Criminal Investigation Department.
  - (iv) Shroffs, Grade-I in the office of the Deputy Commissioner of Police, Traffic and Licensing, Madras.
  - (v)
    - (a) Telephone Operators.
    - (b) Telex Operators in the office of the Principal Commissioner and Commissioner for Revenue Administration and in the Collectorates (inserted vide G.O.Ms.No.311, P&AR (M) Department, dated 23.12.1997).
  - (vi) Any post in which the pay is –
    - (a) Lower than Rs.975/- a month, if on a fixed rate of pay, or
    - (b) Lower than the scale of pay of Rs.975-25-1150-30-1660, if on a time scale of pay.
  - (vii)
    - (a) Any post of Junior Assistant in the Revenue Department when such post is filled by the 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 failure to complete his training to the satisfaction of the Collector.
    - (b) Any post of Junior Assistant in the office of the (1) Revenue Administration Department (2) Land Administration Department (3) Land Reforms Department and (4) Prohibition and Excise Department, when filled by the appointment of a person who was recruited as an Assistant in that office and whose probation was 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 when filled by the appointment of a person who was recruited direct as an apprentice to the Tamil Nadu Local Fund Audit Subordinate Service and whose probation was terminated for failure to pass the prescribed test or for failure to complete his training satisfactorily.
- (d) Any post of Junior Assistant in the District Revenue Establishment when such post is filled by the appointment of a person who was recruited direct as an Assistant and whose probation has been terminated for failure to pass the prescribed tests or for failure to complete his training to the satisfaction of the Collector.
- (viii) Personal Assistant to the Speaker of the Tamil Nadu Legislative Assembly and the Chairman of the Tamil Nadu Legislative Council.
- (ix) Post of temporary Junior Assistant, Typist, Steno-Typists, Reporters in the Secretariat of the Tamil Nadu Legislature, sanctioned from time to time by the Secretary to the Legislature, on pay not exceeding the minimum of the time scale of pay applicable to the posts concerned, to be paid out of lumpsum allotment sanctioned for the purpose.
- (x) Post of Store Keeper in the Government Industrial Engineering Workshop, Chennai.
- (xi) Omitted.
- (xii) Salesman, Grade-I, II and III in the Sales Emporia, Sales-cum-Procurement Depots and Emporium-cum-Sales Depots established by the Industries Department.
- (xiii) Salesman, Grade-I in the Die and Tool Designing Training Centre with commercial section for the manufacturer of locks at Dindigul.
- (xiv) Junior Assistant, Store Keeper, Steno-typists, Assistant and Special Assistant in the Tamil Nadu House, New Delhi.



- (xv) Temporary Settlement Inspectors, Junior Assistants and Typists in the Settlement Department and Junior Assistants and Typists in the Survey and Land Records Department, who have put in a continuous service for a period of five years and above on the 1<sup>st</sup> January, 1969.
- (xvi) Temporary Settlement Inspectors, Junior Assistants and Typists including Steno-typists who have put in continuous service for a period of five years and above on the 2<sup>nd</sup> May, 1974. Omitted.<sup>1</sup>
- (xvii) Temporary Assistant, Junior Assistant and Typist in the National Malaria Eradication Programme.
- (xviii) Junior Assistants in the Police Department mentioned in G.O.Ms.No.2545, Home, dated the 9<sup>th</sup> November, 1984 and in G.O.Ms.No.2661, Home, dated the 24<sup>th</sup> November, 1984 from the date of their first appointment.
- (xix) Junior Assistant in the Labour Department appointed in G.O.Ms.No.2732, Labour Department, dated the 26<sup>th</sup> December, 1984, with effect from 11<sup>th</sup> February, 1985.
- (xx) Junior Assistant and Typist in the Survey and Land Records Department, appointed in G.O.Ms.No.627, Commercial Taxes and Religious Endowments Department, dated the 3<sup>rd</sup> June, 1982, with effect from 2<sup>nd</sup> June, 1974.
- (xxi) Junior Assistants in the Public Works Department appointed in G.O.Ms.No.897, Public Works Department, dated the 10<sup>th</sup> June, 1985, with effect from 28<sup>th</sup> July, 1971.
- (xxii) Assistants and Junior Assistants in the Department of Statistics appointed from among the Compilers and Inspectors in the Department in G.O.Ms.No.161, P & AR (Statistics) Department, dated the 10<sup>th</sup> March, 1988.

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<sup>1</sup>G.O.Ms.No.295, Personnel and Administrative Reforms (M) Department, dated 16.12.1998.

- (xxiii) Junior Assistants, Typists and Steno-typists who were recruited through Employment Exchange under sub clause (1) of (i) of sub-rule (a) of rule 10 of the General Rules for the Tamil Nadu State and Subordinate Services and appointed temporarily in various Departments of Government between 15.11.1980 and 24.06.1984 and who had put in a service for a period of not less than one year either continuously or with breaks, but were ousted from service on or before 24.06.1984 for want of vacancy, appointed again regularly with reference to the orders in G.O.Ms.No.259, P & AR (Per J) Department, dated 27.04.1989.
- (xxiv) Typists and Librarian in the House of Tamil Culture, Tamil Nadu House, New Delhi.<sup>1</sup>
- (xxv) Front Office Assistant in the State Guest House, Madras - 600 005, Chindadripet Rest House, Madras - 600 002 and Store Keeper in the State Guest House, Madras - 600 005.
- (xxvi) Omitted.<sup>2</sup>

2. The following posts in the Tamil Nadu Judicial Ministerial Service

- (i) Examiners in the Court of Small Causes.
- (ii) Shroff in the Presidency Court of Small Causes.
- (iii) Assistant Shroff in the Presidency Court of Small Causes
- (iv) Head Bailiff in the Presidency Court of Small Causes.
- (v) Bailiff in the Presidency Court of Small Causes-cum-Court Keeper of City Civil Court.
- (vi) Court and Deposit-keeper of the Presidency Court of Small Causes.
- (vii) Senior Bailiffs.
- (viii) Junior Bailiffs.
- (ix) Readers.

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<sup>1</sup>G.O.Ms.No.31, Personnel and Administrative Reforms (M) Department, dated 30.01.1996.

<sup>2</sup>G.O.Ms.No.295, Personnel and Administrative Reforms (U) Department, dated 10.12.1998.

- (x) Process writers.
- (xi) Copyists.
- (xii) Assistant Superintendent of Copyists in Moffussil Courts and Official Receivers Offices.
- (xiii) Examiners in Moffussil Courts.
- (xiv) Readers in Moffussil Courts.
- (xv) Amins in Moffussil Courts.
- (xvi) Copyists in Moffussil Courts.
- (xvii) Court Clerk of the office of the Administrator General and Official Trustee, when held by an Advocate's Clerk or an Estate Clerk.
- (xviii) Part-Time Official Receivers.
- (xix) Junior Assistants, Typists and Steno-typists who were recruited through Employment Exchange under sub clause (1) of clause (i) of sub-rule (a) of rule 10 of the General Rules for the Tamil Nadu State and Subordinate Services and appointed temporarily in various Courts or Offices between 15.11.1980 and 24.06.1984 and who had put in service for a period of not less than one year either continuously or with breaks but were ousted from service on or before 24.06.1984 for want of vacancy, appointed again regularly with reference to the orders in G.O.Ms.No.259, Personnel and Administrative Reforms (Per-J) Department, dated 27.04.1989.

3. Posts in Subordinate Services (other than posts included in the Tamil Nadu Ministerial Service in the Tamil Nadu Judicial Ministerial Service) except the following, namely –

- (i) Assistant Cocinada Cotton Scheme, Research Assistants, Soil Survey Assistants, Tobacco Development Assistants, Supervisors in the Research Engineering Section, Women Demonstrator in Fruit Preservation, Statistical Assistants in the Agricultural Department and Agricultural Engineering Supervisors and temporary Statistical Assistant, Government Agricultural Chemists Section, Coimbatore, Information Assistant, Special Agricultural Demonstrators (Cotton),

Special Officer (Weight and Measures), Coconut Development Assistant, Soil Conservation Assistants, Cotton Development Assistant, Instructors in Agriculture, Gingelly Development Assistant, Farm Supervisors, Fertilizers Demonstrators, Assistant Dairy Manager, Extension Demonstrators in Agricultural Section, Farm Managing Assistants, Supervisors (Simple Fertilizer Trials on Cultivator's Fields), Fields Supervisors, Statistical Assistant under Indo-German Nilgiris Development Project, Ootacamund of the Tamil Nadu Agricultural Subordinate Service, Taluk Investigators sanctioned for the scheme of enquiry into the economics of irrigation in Coimbatore District. <sup>1</sup>Statistical Assistant in the Market Committee of the Agricultural Marketing Department in the Tamil Nadu Agricultural Subordinate Service and Assistant Agricultural Officer in the Tamil Nadu Agricultural Extension Subordinate Service.<sup>2</sup>

- (ii) Veterinary Assistant Surgeons, Librarian in the Institute of Veterinary Preventive Medicine, Ranipet, in the Tamil Nadu Animal Husbandry Subordinate Service and Statistical Assistant and Junior Research Statistician.
- (iii) Assistant Headmasters in the Tamil Nadu Certified Schools Subordinate Service.
- (iv) Assistant Commercial Tax Officers in the Tamil Nadu Commercial Taxes Subordinate Service.
- (v) Co-operative Sub-Registrars, Assistant Dairy Chemist, Milk Tester, Senior Inspectors, Junior Inspectors Statistical Assistant, Computer in the Tamil Nadu Co-operative Subordinate Service, Assistant Geologist, Senior Co-operative Auditor and Junior Co-operative Auditor.

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<sup>1</sup>Added in G.O.Ms.No.23, Personnel and Administrative Reforms (M) Department, dated 04.02.1998.

<sup>2</sup>G.O.Ms. No.109, Personnel and Administrative Reforms (M) Department, dated 10.11.2016.

- (vi) Assistant Lecturer, Assistant Lecturers in Languages Grades I, II and III and Assistant Lecturers in Government Training Colleges, Mathematics Assistant, the Central Designs Office, Public Works Department, Madras, Basic Education Officers, Headquarters and Rajahmundry, Assistant Instructors and Laboratory Assistant, Assistant Lecturers (Women), Executive Assistants for CARE Programme, System Assistant, Research Assistant, Technical Assistant, Programmer and Key Punch Operator in the College of Engineering, Guindy, Foreman Instructor in Petro-Chemical Engineering (Post Diploma Course) in the Government Polytechnic, Tuticorin, Tabulation Assistant, Grade-III in the office of the Director of Technical Education, Senior Instructor, Demonstrator and Baker in Government Polytechnics for Women, Junior Technical Assistant for Structural Dynamics Laboratory in the College of Engineering, Guindy, Madras, Research(Field) Assistant, Grade-II for Post Graduate Course in Urban Engineering, Lecturers in Government College of Arts and Crafts and Senior Instructor in Sugar Technology at the Institute of Chemical Technology, Madras, Instructor in the Institute of Textile Technology, Madras in the Tamil Nadu Educational Subordinate Service.<sup>1</sup>
- (vii) Junior Electrical Inspectors in the Tamil Nadu Electrical Inspectorate Subordinate Service.
- (viii) Supervisors, Apprentice Mechanical Engineers in Public Works Workshops, Foreman, Workshop Branch, Foreman, Public Works Workshops, Madras, Dam Superintendent and Assistant Dam Superintendent, Periyar, Assistant Geologist and Assistant Geophysicist in the Ground Water Wing and Testing Assistant and Radio Supervisors in the Panchayat

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<sup>1</sup>G.O.Ms.No.110, Personnel and Administrative Reforms (M)Department, dated 10.11.2016.

Radio Maintenance Organisation and Junior Engineer (Electrical), Junior Engineer (Mechanical) Supervisors (Electrical), (Mechanical), Grade II in the Electrical Branch of the Public Works Departments and Science Assistant in Seismological Observatory Lab, Junior Draughting Officer and Assistant Draughtsman in the Tamil Nadu Engineering Subordinate Service<sup>1</sup>

- (ix) Omitted.
- (x) Research Assistant, Inspector of Fisheries, Curator, Laboratory Assistants, Librarian, Sub-Inspector of Fisheries, Taxidermist, Foreman (Marine) and Foreman (Vans) in the Fisheries Department and Junior Refrigeration Engineer, Senior Mechanic in the Ice Plants and Ice-cum-Cold Storage Plants, Processing Technician, Senior Research Assistant, Engineer (Fishing Trawlers), Store Keeper, Grade I and II and Refrigeration Supervisor in the Tamil Nadu Fisheries Subordinate Service.
- (xi) Forest Apprentices in the Tamil Nadu Forest Subordinate Service, Chemist and Assistant Chemist, Lac Factory, Soil Conservation Assistants and Soil Conservation Supervisors in the Forest Department, Chemist, Intensive Cattle Research Laboratory, Ooty, Electrical Supervisor and Mechanic in the Government Rubber Plantations in the Kanniyakumari District.
- (xii) The following posts in the Tamil Nadu General Subordinate Service namely –
  - (1) Temporary Assistant Chemist, Assistant Superintendent and Laboratory Assistant and Technical Assistant, Workshop Foreman sanctioned in connection with the scheme of manorial trials and Research Assistant, Production Assistant and Farm Manager in the Cinchona Department.

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<sup>1</sup> G.O.Ms. No. 115, Human Resources Management (M) Department, dated 20.10.2021.

- (2) Omitted.
- (3) Omitted.
- (4) The post of Power-House Superintendent in the Education Department.
- (5) Assistant Statistical Investigator except the post of Assistant Statistical Investigator appointed in G.O.Ms.No.339, Personnel and Administrative Reform (Statistics) Department, dated 15.04.1988, Statistical Inspectors, Deputy Statistical Officer, Librarian, Junior Draughtsman, Punch Operator, Vender Operator, Machine Operator and Computer Operator in the Department of Statistics.
- (6) Omitted.
- (7) Omitted.
- (8) Cinchona Propagation Assistant.
- (9) Auditors for auditing accounts of Secondary and Special Schools and boarding houses under private managements.
- (10) Temporary post of Process Assistant in the Quinine Factory, Anamalais.
- (11) Temporary post of Process Chemist in the Quinine Factory, Anamalais.
- (12) Temporary posts of Assistant Statistical Investigators.
- (13) Temporary posts of Block Level Progress Assistants in the Department of Statistics.
- (14) Agricultural Assistant and Laboratory Assistant in the Cinchona Department.
- (15) Foreman (Mechanical), Government Quinine Factory, Anamalais.
- (16) Junior Scientific Assistant, Factory Overseer and Electrical Supervisor, Grade II, in the Cinchona Department.

- (17) Supervisor in the Department of Statistics.
- (18) Junior Employment Officers and Computists in the National Employment Service.
- (19) Assistant Inspector of Factories.
- (20) Audit Superintendents and Audit Clerks in the Accounts Branch of the office of the Chief Engineer (Highways and Rural Works), Madras.
- (21) Deputy Librarian, Connemara Public Library, Madras.
- (22) Inspector of Weights and Measures.
- (23) Graduate Librarians in Government Colleges.
- (24) Omitted.
- (25) Statistical Inspectors employed in the Rural Industries Projects.
- (26) Assistant Secretaries in the office of the District Soldiers, Sailors and Airmens Boards.
- (27) Deputy Dairy Chemist and Assistant Dairy Chemist in the Madras Dairy and Milk Project.
- (28) General Foreman, Foreman Instructor and Instructor in Government Colleges of Engineering and Technology, Senior Technical Assistant and Foreman in the Machine Tools Laboratory, Refrigeration and Air-Conditioning Mechanic, Grade-I, Engine Mechanic, Grade-I, Boiler Operator, Grade-I and Draughtsman, Grade-I, in the Marine Engineering Course.
- (29) Development Assistant in the Cinchona Department.
- (30) Agricultural Demonstrator (since re-designated as Farm Manager), Sub-Registrar of Co-operative Societies, Senior Inspector of Co-operative Societies and Junior Engineer/Supervisor in the Dairy Development Department.



- (31) District Women's Welfare Officers and Sub-Editor, 'Bagyalakshmi' in the Women's Welfare Department, Superintendents, Service Home, Instructor in the Secretarial Course in Service Homes, in the Women's Welfare Department.
- (32) Epigraphists in the Department of Archaeology, Librarian, Exploration-cum-Excavation Archaeologists.
- (33) Graduate Librarians and Assistant Librarians of Government Colleges of Engineering and Technology in Technical Education Department.
- (34) Librarians in Agricultural Department.
- (35) Educational Officer, Government Museum, Madras.
- (36) Stores Assistants (Technical) in the College of Engineering, Guindy.
- (37) Omitted.
- (38) Librarian, Grade II, in the Town Planning Department.
- (39) Junior Technical Assistant, Handloom Inspectors, Senior Technical Assistants and Supervisors (Civil).
- (40) Librarian in the office of the Director, State Council of Educational Research and Training.
- (41) Posts of Supervisor and Mechanic sanctioned for the Course and Welding Technology, Government Polytechnic, Tiruchirappalli.
- (42) Assistant Librarian and Library Assistant in the Tamil Nadu Archives Library.
- (43) Librarian and Film Librarian in the office of the Director of School Education, Madras.
- (44) Chemist in the Labour Department.

- (45) Assistant Statistical Investigator in Fisheries Department.
- (46) Curator and Assistant Curator in the Government Museums and Curator (Gallery of Contemporary Art) National Art Gallery, Government Museums, Chennai and Assistant Curators and Gallery Guide in the Children's Museum, Chennai, G.O.Ms.No.62, P & AR(M) Department, dated 10.06.2003.
- (47) Junior Architect in the Chief Architects Section in the office of the Chief Engineer, Public Works Department (General).
- (48) Museum Keepers in the Government College of Architecture and Sculpture, Mamallapuram.
- (49) Social Worker, Government Care Camp, Melpakkam.
- (50) Special Officer (Guidance Bureau) in Directorate of Social Welfare.
- (51) School Assistants and Tamil Pandits in the Social Welfare Department.
- (52) Photographer, Carpentry Assistant and Metal Work Assistant in the Government Colleges of Arts and Crafts.
- (53) Curator in the Department of Archaeology.
- (54) Junior Technical Assistant.
- (55) Junior Research Assistant in the Evaluation and Applied Research Department.
- (56) Setter/Supervisor in the Modern Training-cum-Production Workshop, Muttukkadu.
- (57) Assistant Lecturer in Acting and Instructor in Acting in the Film and Television Institute of Tamil Nadu.
- (58) Archaeological Chemist in the Department of Archaeology.

- (59) Archaeological Officer in the Archaeology Department.
- (60) Junior Epigraphist in the Department of Archaeology.
- (61) Librarian in Government Polytechnics.<sup>1</sup>
- (62) Assistant Programmer<sup>2</sup>, Console Operator, Electrical Supervisor and Punch Operator in the Government Data Centre.<sup>3</sup>
- (63) Receptionist in the Tamizhagam Guest House, Udhagamandalam.<sup>4</sup>
- (64) Temporary post of Technical Assistant in Civil Supplies and Consumer Protection Department.<sup>5</sup>
- (65) Assistant Tourist Officer, Grade II, in the Tourism Department.<sup>6</sup>

Service whose starting pay is higher than Rs.1200/- per month except the following namely – Textiles Inspector, Artist-cum-Designer, Clay Toys Unit, Madras, Assistant Design Artist and Master Craftsman, Design Demonstration Centre for Handicrafts, Madras, Master Sculptor-cum-Superintendent and Skilled Assistant Sculpture, Training Centre, Mahabalipuram, Instructor and Skilled Worker, Training Centre for Casting Moulds, Mahabalipuram, Superintendent, Art Metal Unit, Madurai, Instructor and Design-cum-Pattern

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<sup>1</sup>G.O.Ms.No.202, Personnel and Administrative Reforms (M) Department, dated 25.04.1996.

<sup>2</sup>Substituted in G.O.Ms.No.76, Personnel and Administrative Reforms(M) Department, dated 22.04.1999.

<sup>3</sup>G.O.Ms.No.265, Personnel and Administrative Reforms (M) Department, dated 03.11.1993 / G.O.Ms.No.76, Personnel and Administrative Reforms (M) Department, dated 22.04.2009.

<sup>4</sup>G.O.Ms.No.182, Personnel and Administrative Reforms (M) Department, dated 04.10.2006.

<sup>5</sup>G.O.Ms.No.4, Personnel and Administrative Reforms (M) Department, dated 04.01.2005.

<sup>6</sup>G.O.Ms.No.107, Personnel and Administrative Reforms (M) Department, dated 10.11.2016.

Market, Ornamental Handles Unit, Madurai, Madurai Weaving Instructor, Sun Hemp Weaving Unit, Gopalamundram, Weaving Instructor, Sun Hemp Weaving Unit, Ayiukkudi, Superintendent, Aloe Fibre Unit, Neduvayal, Instructors, Lacquer Tops Units, Cheranmahadevi and Ambur, Superintendent Cardboard and Handmade Paper Unit, Mamandur, Weaving Instructor, Sun Hemp Weaving Unit Chinnasalem, Master Craftsman, Palm Leaf Products Unit, Pudukottai, Superintendent, Temple Cars Units, Nagercoil, Designer College of Arts and Crafts, Madras, Sanskrit Pandit in the Training Centre for Sculpture at Mahabalipuram, Temporary post of Technical Assistant for Photography and Block Making and Mat Weaving Instructor in the Central Office of the Director of Industries and Commerce.

- (xiiA) Temporary post of Sub-Inspector of Survey in the Department of Geology and Mining in the Tamil Nadu Geology and Mining Subordinate Service.
- (xiii) Supervisors including the temporary posts of Supervisor (Rural Water Supply Bore-Wells), Architectural Draftsman in the Rural Housing Cell and the temporary posts of Assistant Stock Verifier, Research Assistants, Grades I and II, Statistician, Geologist and Electronic Engineer in Highways Research Station, Guindy and Junior Draughting Officer in the Tamil Nadu Highways Engineering Subordinate Service.
- (xv) Probation Officers, Phenyle Assistant, Social Case Work Expert, Assistant Jailors and Matrons in the Tamil Nadu Jail Subordinate Service.
- (xvi) Headmasters of Secondary Schools and Physical Education Director in the Government Nandanar Higher Secondary School for Boys at Chidambaram in the Tamil Nadu Adi-Dravidar Welfare Subordinate Service.<sup>1</sup>

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<sup>1</sup>G.O.Ms.No.295, Personnel and Administrative Reforms (M) Department, dated 16.12.1998.

(xvii) Non-Medical Assistants to the Professors of Bio-Chemistry and Bacteriology, Librarian, Assistant Herbarium Superintendent and Statistician and Medical Officers of the Government Ayurvedic Dispensaries and Statistical Assistant and Vocational Government Counsellor, Junior Analyst, Drugs Testing Laboratory and temporary post of Computer under Family Welfare Programme in the Directorate of Family Welfare in the Tamil Nadu Medical Subordinate Service, Junior Engineer (Electronics), Government General Hospital, Madras, Statistician in the Department of Indian Medicine and Homeopathy, temporary post of Assistant Programme Officer (IEC) [Omitted portions – Assistant Programme Officer (Grants, Accounts and Audit Cell) under the World Bank Aided I.P.P.V. for Madras and Suburbs<sup>1</sup>].

(xviii) The following posts in the College and School of Indigenous Medicine and Research, Department of Indigenous Medicine, Madras, namely –

Pandits, Physical Directors, Artist, Draughtsmen and Lecturer in General Science, Librarian in the Tamil Nadu Medical Subordinate Service, Temporary post of Non-Gazetted Statistical Assistant in the office of the Director of Health Services and Family Planning, Madras.

*Note – The Commission need not be consulted in cases where the posts mentioned in this sub-item are filled temporarily by the re-employment of Medical Officers who have retired on a military pension or gratuity.*

(xix) Panchayat Extension Officers in the Tamil Nadu Panchayat Development Subordinate Service.

(xx) Statistical Assistant, Assistant Regional Malariologists, Senior Entomologist attached to the Central Malaria Laboratory and Museum at Madras, Entomologist Assistants,

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<sup>1</sup>G.O.Ms.No.108, Personnel and Administrative Reforms (M) Department, dated 30.04.1997.

Resident Matron, Grade-II, Health Unit, Poonamalee, Librarian in the office of the Director of Public Health, Statistical Assistant sanctioned for the improvement of Registration of Vital Statistics, Statistical Investigator, Compiler, Teacher, Exhibition Assistant, Mobile Exhibition Unit, Research Assistant, Health Education Bureau, Office of the Director of Health Services and Family Planning, Madras, Health Educators and Mass interviewers, Health Education Officers in the State Family Planning Bureau, Computer-cum-Vaccine Store Keeper and Computer, Junior Water Analyst and Junior Analyst to the Government Analyst in the Public Health Department in the Tamil Nadu Public Health Subordinate Service.<sup>1</sup>

(xxi) Sub-Registrar, Grade-II in the Tamil Nadu Registration Subordinate Service.

(xxii) Posts included in the Tamil Nadu Secretariat Service other than the following namely –

1. Telephone Operators.
2. Ministerial Posts in the Secretariat staff of the Governor.
3. Posts in the Law Department when filled from among the non-gazetted members of the Madras High Court Service.
4. Posts of Assistant Section Officers in the Finance Department when filled from among Senior Clerks of the office of the Accountant-General, Madras.

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<sup>1</sup>G.O.Ms.No.71, Personnel and Administrative Reforms (M) Department, dated 10.03.1997.

5. Personal Assistants and Personal Clerks to Ministers and Personal Clerk to the Parliamentary Secretary to the Minister for Finance.
  6. Establishments employed in any temporary posts sanctioned by the Government in connection with any committee appointed or constituted by either House of the Legislature or by the Government.
  7. Junior Research Assistant in the Economic Analysis and Research Division, Finance Department.
  8. Temporary Typists and Steno-Typists who were recruited through Employment Exchange under sub clause (1) of clause (i) of sub-rule (a) of rule 10 of the General Rules for the Tamil Nadu State and Subordinate Services and appointed temporarily in Secretariat between 15.11.1980 and 24.06.1984 and who had put in a service for a period of not less than one year either continuously or with breaks but were ousted from service on or before 24.06.1984 for want of vacancy, appointed again regularly with reference to orders in G.O.Ms.No.259, P&AR (Per J) Department, dated 27.04.1989.
  9. Junior Personal Assistant to Special Representative to the Government of Tamil Nadu at New Delhi.
- (xxiii) Sub-Magistrate including Sarishtadars of the Courts of District Magistrates in the Tamil Nadu Subordinate Magisterial Service.
- (xxiv) Planning Assistant (Special) and Planning Assistant and Statistical Assistants, Architectural Assistant (Special) and Architectural Assistant Supervisor, Research Assistant (Economics), Research Assistant (Geography) Research Assistant (Sociology), Draftsman, Grade III and Micro Film Technician in the Tamil Nadu Town and Country-Planning Subordinate Service.
- (xxv) Superintendent and Assistant Superintendent, Vigilance Home, Madras and Superintendent and Assistant Superintendent, Shri Sadhana Training Home and Shelter, Madras, in the Tamil Nadu Vigilance Subordinate Service.

- (xxvi) Rural Welfare Officers, Assistants, Junior Assistants and Steno-typist in the Rural Welfare Department.
- (xxvii) Supervisors in the Tamil Nadu Public Health and Municipal Engineering Subordinate Service.
- (xxviii) (1) Reporters in Indian Languages of the State in the Tamil Nadu State Legislative Assembly Secretariat Service, viz., Tamil, Telugu, Malayalam, Kannada and Hindustani, by direct recruitment.
- (2) English Reporters, Librarian, Assistant Section Officers, Assistants, Steno-typists and Typists, Lower Division (Counter Clerk) in the Tamil Nadu State Legislative Assembly Secretariat Service.
- (3) Reporters in Indian Languages of the State in the Tamil Nadu State Legislative Council Secretariat Service, viz., Tamil, Telugu, Malayalam, Kannada and Hindustani, by direct recruitment.
- (4) English Reporter, Assistant Section Officers, Assistants, Steno-Typists in the Tamil Nadu Legislative Council Secretariat Service.
- (xxix) Municipal Commissioners, III Grade in the Tamil Nadu Municipal Commissioners Subordinate Service.
- (xxx) Executive Officers, Grades I to VI, in the Tamil Nadu Religious and Charitable Endowments Subordinate Service.
- (xxxi) Traffic Inspector, Shroff and Traffic Manager, Workshop Superintendent, General Foreman, General Foreman (Body Shop), General Foreman (Auto Shop), General Foreman (Electrical) and Stock Verifier in the Tamil Nadu State Transport Subordinate Service.
- (xxxii) Omitted.



(xxxiii) Supervisors and Geological Assistant in the Tamil Nadu Agricultural Engineering Subordinate Service.

(xxxiv) The following posts in the Government Technical Educational Institutions -

I (a) Government Polytechnics-  
Engineering and Non-Engineering Subjects

1. Associate Lecturers
2. Instructors
3. Physical Directors

(b) Government Women Polytechnics

1. Associate Lecturers
2. Instructors

II Technical Institutions –  
Institute of Leather Technology, Madras

1. Lecturer in Leather Manufacture
2. Junior Chemist
3. Lecturer in Mechanical Engineering
4. Glue Chemists and Technologist
5. Chemist and Technologist
6. Designer, Footwear and Leather Manufacturer
7. Lecturer in Chemistry
8. Assistant Lecturer in Chemistry
9. Omitted
10. Boiler Foreman

III Institute of Printing Technology  
(Southern Region), Madras

1. Associate Lecturer
2. Senior Instructor
3. Junior Instructor
4. Physical Director
5. Technical Assistant, Grade I (Production)
6. Technical Assistant, Grade II (Maintenance)

IV (a) Film and Television Institute of Tamil Nadu

1. Lecturer in Cinematography and Sound Engineering
2. Assistant Lecturer in Cinematography and Sound Engineering
3. Instructor in Cinematography and Sound Engineering
4. Demonstrator in Cinematography and Sound Engineering
5. Lecturer in Editing – Lecturer in Projection  
Lecturer in Film Processing
6. Research Assistant
7. Maintenance Engineer
8. Production Manager
9. Omitted
10. Set Assistant
11. Lecturer in Direction
12. Lecturer in Screenplay Writing
13. Lecturer in Acting
14. Assistant Lecturer in Direction
15. Assistant Lecturer in Screenplay Writing
16. Assistant Lecturer in Editing
17. Camera Assistant
18. Lecturer in Television Production
19. Lecturer in Television Maintenance
20. Lecturer in Television Camera Operation
21. Demonstrator<sup>1</sup>

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<sup>1</sup>G.O.Ms.No.426, Personnel and Administrative Reforms (M) Department, dated 17.12.1996.

(b) Film and Television Institute of Tamil Nadu and  
Tamil Nadu Films Division, Madras

1. Newsreel Cameraman
2. Cameraman
3. Sound Recordist
4. Unit Manager except the persons appointed to the post of Unit Manager whose services were regularised in G.O.Ms.No.479, Information and Tourism, dated 21.11.1989
5. Maintenance Assistants
6. Processing Assistant
7. Editor

V Institute of Chemical Technology, Madras

1. Lecturer in Chemical Operations and Chemical Technology
2. Instructor in Engineering
3. Assistant Lecturer in Mechanical Engineering
4. Assistant Lecturer in Electrical Engineering
5. Associate Lecturer in Sugar Technology

VI Technical High Schools

1. School Assistant in Mathematics, Science, English and Humanities
2. Foreman Instructors
3. Assistant Lecturer in Drawing

VII Institute of Textile Technology, Madras

1. Instructors in Spinning and Weaving
2. Operators in Spinning and Weaving

VIII State Institute of Commerce Education  
- Associate Lecturers

IX Government College of Arts and Crafts  
- Lecturers

- X Government College of Architecture and Sculpture,  
Mamallapuram
1. Junior Instructor
  2. Graduate Teacher (English and History)
  3. Graduate Teacher (Science and Mathematics)
  4. Tamil Pandit
  5. Assistant Lecturer (Drawing)
  6. Assistant Instructor (Sculpture)
- (xxxv) Scientific Assistant, Grade I, Scientific Assistant, Grade-II, Storekeeper, Technical Assistant (Air Conditioning), Technical Assistant (Gas Plant), Librarian and Laboratory Assistant in the Tamil Nadu Forensic Science Subordinate Service.
- (xxxvi) Posts of Foreman, Instructor, Trade Instructions Supervisor, Instructor, Hostel Superintendents-cum-Physical Training Instructors and Instructor in Stenography in the Industrial Institute/Centres, Foreman Instructor (Non-Engineering) in the Industrial Training Institute for Women, Madras, Assistant Apprenticeship Advisor (Junior), Technical Assistant in the office of the Director of Employment and Training and Superintendent, Sri Moola Rama Varma Technical Institute, Nagercoil and Language Instructor in Tamil, Assistant Training Officer (Stenography in Tamil), Assistant Training Officer (Secretariat Practice), Supervisor (Electrical) in the Industrial Training Institute and Training Officer (Induction to Engineering Technology) in the Industrial Training Institute, Ambattur, Junior Training Officer (Language-Tamil) in the Tamil Nadu Employment and Training Subordinate Service.
- (xxxvii) Post of General Foreman, Technical Assistant and Stock Verifier and Materials Manager and Service Engineer in Central Kitchen Maintenance Workshop in School Education Department in the Tamil Nadu Motor Vehicles Maintenance Subordinate Service.

- (xxxviii) Station Fire Officers in the Tamil Nadu Fire Subordinate Service.
- (xxxix) Omitted.
- (xL) Headmaster of the Government Senior Approved School, Chengalpattu, Probation Officers and Technical Assistant in the Government Junior Approved Schools at Thanjavur and Ranipet, Supervisor, Government After Care Home for Boys, Superintendent, Government Reception Homes, Madras and Tirunelveli, Supervisor, Government After Care Home for Women, Junior Supervisor, Government After Care Home for Women, Superintendent, Government Protective Home and Deputy Superintendent, Government Approved School, Superintendent in the Government Reception Homes for Boys and Girls, Women Welfare Officer in the Department of Social Defence.<sup>1</sup>
- (xLi) Assistant Inspectors of Labour and Statistical Inspectors in the Tamil Nadu Labour Subordinate Service.
- (xLii) Omitted.<sup>2</sup>
- (xLiii) Omitted.<sup>3</sup>
- (xLiv) Dairy Assistant and Dairy Supervisor in the Tamil Nadu Dairy Development Subordinate Service.
- (xLv) Field Surveyor, Deputy Inspector of Survey and Draftsman in the Tamil Nadu Survey and Land Records Subordinate Service.
- (xLvi) Motor Vehicles Inspectors, Grade II in the Tamil Nadu Transport Subordinate Service.

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<sup>1</sup> G.O.Ms.No.114, Personnel and Administrative Reforms (M) Department, dated 07.08.2019.

<sup>2</sup> G.O.Ms.No.37, Personnel and Administrative Reforms (M) Department, dated 01.03.2000.

<sup>3</sup> G.O.Ms.No.675, Personnel and Administrative Reforms (M) Department, dated 12.11.1998.

- (xLvii) Lecturer in Education of the Blind and Supervisor, Regional Training Centres for Teachers in Government School for the Blind, Poonamallee.
- (xLviii) Tutors, Demonstrators, Physical Directors and Physical Directresses in the Tamil Nadu Collegiate Educational Subordinate Service.
- (xLix) Posts of Special Grade Mechanic and Mechanic, Grade-I, Electronics Draughtsman in the Tamil Nadu Technical Educational Subordinate Service.
- (L) Foreman in the Alagappa Chettiar College of Engineering and Technology, Karaikudi.
- (Li) Chageman-cum-Laundry Mechanic in the Tamil Nadu Vigilance Subordinate Service.
- (Lii) Engineering Supervisor, Supervisor, Senior Clerk, Head Accountant, Propaganda Inspector, Junior Superintendent and Vigilance Inspector in the Tamil Nadu Agricultural Marketing Subordinate Service.
- (Liii) Executive Officer, Grade-II, in the Town Panchayat Department in the Tamil Nadu Panchayat Subordinate Service.<sup>1</sup>
- (Liv) All the posts in the Tamil Nadu Geology and Mining Subordinate Service which carry a starting pay higher than Rs.4000/- (w.e.f. 10.03.2005).<sup>2</sup>

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<sup>1</sup>G.O.Ms.No.63, Personnel and Administrative Reforms (M) Department, dated 10.06.2003.

<sup>2</sup>G.O.Ms.No.148, Personnel and Administrative Reforms (M) Department, dated 18.08.2008.

**ANNEXURE I-B**  
**See Regulation 16(c)<sup>1</sup>**

The entry level posts under Group-A of the State Services from Level 25 and above in the pay matrix in respect of which the Commission shall be consulted in the matter of promotion and recruitment by transfer:

1. Under Secretaries to Government in the Departments of Secretariat under One Unit.
2. Under Secretaries to Government in Finance Department.
3. Under Secretaries to Government in Law Department.
4. Under Secretaries in Tamil Nadu Public Service Commission.
5. Deputy Director, Sericulture.
6. Deputy Milk Commissioner in Dairy Development
7. Deputy Director in Public Health
8. Works Manager in Police Transport Workshop-cum-Training School
9. Senior Planning Officer in State Planning Commission
10. Joint Director in Planning and Development
11. Deputy Director (Administration) in Survey and Settlement
12. Deputy Director (Administration) in Town and Country Planning
13. Administrative Officer in Social Welfare
14. Deputy Director in National Cadet Corps <sup>1</sup>

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<sup>1</sup>. G.O.Ms.No.125, Personnel and Administrative Reforms (M) Department, dated 13.11.2020.

**ANNEXURE II**  
**See Regulation 8**

- 1.** Appointment – Appointments in 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.

Post (1)	Method (2)
1. Secretary	<p>By promotion from the holder of the post of Joint Secretary to the Commission.</p> <p>Or</p> <p>For special reasons, from among the members of the Indian Administrative Service holding senior time scale posts or the holders of the post either of Deputy Secretaries to Government or of Under Secretaries to Government who have put in service of not less than five years as Under Secretary to Government.</p>
1A. Controller of Examinations	<p>From among the members of Indian Administrative Service holding senior time scale posts.</p>
2. Joint Secretary	<p>By promotion from the holders of the post of Deputy Secretary to the Commission.</p> <p>Or</p> <p>For special reasons from among the holders of the post of Under Secretaries to Government who have put in a service of not less than three years as Under Secretary to Government.</p>
3. Deputy Secretary	<p>By promotion from among the holders of the post of Under Secretary to the Commission.</p> <p>Or</p> <p>For special reasons from among the holders of the posts of Under Secretaries to Government who have put in a service of not less than two years as Under Secretary to Government.</p>



4. Under Secretary
- From among the holders of the post of Section Officer, full members or approved probationers, in the office of the Commission who have ordinarily put in not less than two years service in that post. <sup>1</sup>
- Or
- For special reasons from among the holders of the posts of Section Officers (full members or approved probationers) in categories of Class XII of the Tamil Nadu General Service, who have put in a service of not less than six years service as Section Officer in the Secretariat coming under the one unit system.
5. Accounts Officer
- By transfer from among the holders of the post of Account Officers in Class III of the Tamil Nadu Treasuries and Accounts Service. <sup>2</sup>
6. Assistant Accounts Officer
- By transfer from among the holders of the post of Assistant Accounts Officer of the Tamil Nadu Treasuries and Accounts Service. <sup>2</sup>

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<sup>1</sup> G.O. Ms. No. 125, Personnel and Administrative Reforms (M) Department, dated 13.09.2010.

<sup>2</sup>G.O. Ms. No.7, Personnel and Administrative Reforms (M) Department, dated 04.01.1996 (subsequently amended in G.O. Ms.No.93, Personnel and Administrative Reforms (M) Department, dated 09.04.1997).

- 1A** For the purpose of drawing up of the annual list of approved candidates for appointment to the posts mentioned in column (1) of the table below, the crucial date on which the persons should have acquired the prescribed qualification shall be the date specified in column (2) thereof.

Name of the Post (1)	Crucial Date (2)
1. Joint Secretary, Deputy Secretaries and Under Secretaries	1 <sup>st</sup> September of every year <sup>1</sup>
2. (a) Accounts Officer (b) Assistant Accounts Officer	1 <sup>st</sup> July of every year <sup>1</sup>

## **2.** Probation

- (a) Every person appointed to the post of Under Secretary 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.
- (b) Every person appointed to the post of Assistant Accounts Officer from among the Section Officers of the Commission's Office 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.

## **3.** Tests<sup>2</sup>

- (a) No Superintendent in the office of the Commission or Section Officer in Category 3 of Class XII of the Tamil Nadu General Service shall be eligible for appointment to the post of Under Secretary unless he has passed:
- (i) The Accounts Test for Executive Officers or the Accounts Test for Subordinate Officers, Part I and
- (ii) The Departmental Test in the Tamil Nadu Services Manual, Volume 1.

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<sup>1</sup> G.O. Ms.No.245, Personnel and Administrative Reforms (M) Department, dated 20.04.1988.

<sup>2</sup> G.O. Ms. No. 224, Personnel and Administrative Reforms (M) Department, dated 13.03.1986.

Provided that every person holding the post of Superintendent in the office of the Commission on the date of this order shall be eligible for promotion to the post of Under Secretary for a period of two years from the 13<sup>th</sup> March, 1986, even if he has not passed the tests as required by this sub-rule. Such person shall pass the said tests within a period of two years from the date of appointment as Under Secretary, failing which he shall not be eligible to draw the second and subsequent increments both in the lower and higher posts, until he passes the tests. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the said tests.

- (b) Every person appointed to the post of Assistant Accounts Officer from among the Superintendents of the Commission's office shall pass the Departmental Test for Subordinate Officers in the Treasuries and Accounts Department within a period of one year from the date of such appointment. Failure to pass the test will entail stoppage of increment until the test is passed.

**4. Pay**

- (a) There shall be paid to the holder of the posts, specified in column (1) of the table below, a monthly pay calculated in the pay matrix specified in the corresponding entries in column (2) thereof.

Post (1)	Pay Matrix (2)
Secretary Controller of Examinations	Cadre post and the pay matrix shall be as applicable to the incumbents posted.
Joint Secretary	123400 - 216300
Deputy Secretary	61900 - 196700
Under Secretary	59300 - 187700
Accounts Officer	56900 - 180500
Assistant Accounts Officer	37700 - 119500

Provided that a member of the Indian Administrative Service appointed as Secretary or Controller of Examinations or a Deputy Secretary to Government belonging to category 1 of Class XII of the Tamil Nadu General Service, appointed as Secretary, shall be paid his grade pay plus a special pay of Rs.250/- (Rupees two hundred and fifty only) per month.

- (b) The initial salary of a person other than a member of the Indian Administrative Service appointed as Secretary, Joint Secretary, Deputy Secretary or Under Secretary shall be fixed in accordance with the provisions of the Fundamental Rules for the time being in force and the previous sanction of the Governor shall be necessary for fixing the initial salary of any such person otherwise than in accordance with those rules.
- (c) The Commission shall not, without the previous sanction of the Governor, grant any premature increment of pay to a person holding the post of Secretary, Joint Secretary, Deputy Secretary or Under Secretary.

**5. Application of the Fundamental Rules, etc.**

Subject to the provisions of rule 4, the Secretary, Joint Secretary, Deputy Secretaries, Under Secretaries, Accounts Officer and Assistant Accounts Officer shall in the matter of their pay, allowances including travelling allowance, leave, leave-salary, pension and other conditions of service, be governed by the Fundamental Rules, the Tamil Nadu Leave Rules, 1933, the Tamil Nadu Travelling Allowance Rules, the Pension Rules, the General Provident Fund (Madras) Rules, the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 and the Government Servants Conduct Rules, 1973, for the time being in force.

Provided that a member of the Indian Administrative Service appointed as Secretary shall be governed by the rules made and orders issued under the All India Services Act, 1951 (Central Act LXI of 1951).

Explanation – For the purpose of the said rules, the Chairman shall be the Head of the Department.

## **5A.** Application of the Special Rules for the Tamil Nadu General Service

- (1) In respect of any matter for which special provisions are not made by these Regulations, the conditions of service of the holders of the post of Joint Secretary shall be governed by the Special Rules in Class XII-B of the Tamil Nadu General Service. <sup>1</sup>
- (2) In respect of any matter for which special provisions are not made by these Regulations, the conditions of service of the holders of the post of Deputy Secretary and Under Secretary shall be governed by the Special Rules in Class XII of the Tamil Nadu General Service. <sup>1</sup>

## **6.** Penalties and Punishment

- (a) The Tamil Nadu Civil Services (Discipline and Appeal<sup>2</sup>) Rules shall apply to the holders of the posts who shall for the purposes of the said rules be deemed to be officers classified in one of the State Services.
- (b) The authority which may impose suspension referred to in rule 17(e) of the Tamil Nadu Civil Services (Discipline and Appeal) Rules, on the holders of the posts shall be the Commission.

Explanation - "Suspension" referred to in this rule shall include the suspension of the holders of the posts continued even beyond the date of superannuation.

- (c) (i) The Secretary may impose any of the penalties specified in items (i), (iii), (v) and (ix) in rule 8 of the Tamil Nadu Civil Services (Discipline and Appeal) Rules, on the holders of the posts of Under Secretary and Assistant Accounts Officer and the appellate authority in such cases shall be the Commission.

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<sup>1</sup> G.O. Ms.No.14, Personnel and Administrative Reforms (M) Department, dated 21.02.2019.

<sup>2</sup> G.O.Ms.No.153, Personnel and Administrative Reforms (M) Department, dated 10.06.1997.

- (ii) The Commission may impose any of the penalties specified in items (i) and (iii) to (ix) in rule 8 of the Tamil Nadu Civil Services (Discipline and Appeal) Rules, on the holders of any posts and the appellate authority in such cases shall be the Governor.
- (iii) In any case, when more than one officer of the Commission are involved, the authority competent to institute disciplinary proceedings and impose any of the penalties specified in rule 8 of the Tamil Nadu Civil Services (Discipline and Appeal) Rules, shall be the authority in the Commission's office in respect of the holder of the highest post involved in the case and the disciplinary proceedings against all of them shall be taken together. In that case the appellate authority for the holder of the highest post specified in these Regulations shall be the appellate authority for all of them.<sup>1</sup>

Provided that a member of the Indian Administrative Service appointed as Secretary or the Controller of Examinations, as the case may be, shall be governed by the Rules made and orders issued under the All India Services Act, 1951 (Central Act LXI of 1951).

## **7. Reference of corruption cases to the Tribunal for Disciplinary Proceedings**

- (a) Notwithstanding anything contained in this Annexure, the Commission may refer to the Tribunal for Disciplinary Proceedings (hereafter in this rule referred to as the Tribunal), cases relating to the Secretary (except when he is a member of the Indian Administrative Service) or a Joint Secretary or a Deputy Secretary or an Under Secretary, in respect of matters involving corruption combined with other charges against him.

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<sup>1</sup> G.O.Ms.No.153, Personnel and Administrative Reforms (M) Department, dated 10.06.1997.

- (b) (i) As soon as the records relating to the allegations of corruption on the part of an officer referred to in sub-rule (a) or of corruption combined with other charges against such officer are received, the Tribunal shall frame appropriate charges and communicate them to the officer charged, together with a list of witnesses likely to be examined in respect of each of the charges, copies of the complaints made by the complainants taken from the witnesses, which form the basis on which the Tribunal has framed the charge or charges against him, with information as to the date and place of enquiry. At the enquiry, oral and documentary evidence shall be first adduced by the prosecution and the officer charged shall be entitled to cross-examine the prosecution witnesses and to explain any documents produced by the prosecution. The officer charged shall thereafter, within the time allowed by the Tribunal, file a written statement of his defence alongwith a list of witnesses whom he wishes to examine, stating the points on which he wishes to examine them, provided that he need not so specify the points for examination in his own case, when he wishes to examine himself as well. The oral and documentary evidence on his side shall then be adduced. After the enquiry is completed, the officer charged shall be entitled to advance the necessary arguments, either orally or in writing or both and the prosecution shall have a right of reply. The Tribunal shall as far as possible observe the basic rules of evidence relating to the examination of witnesses and the marking of documents.
- (ii) For sufficient reasons to be recorded in writing, the Tribunal shall have power to refuse to call a witness on either side or to summon and examine any further witnesses or to call for and exhibit any further documents. The proceedings of the Tribunal shall contain a sufficient record of the evidence.
- (c) Where the officer concerned has absconded or where it is for other reasons, impracticable to communicate with him or where he does not take part in an inquiry, the inquiry shall still proceed.

- (d) All or any of the provisions of sub-rule (b) may, in exceptional cases for special and sufficient reasons to be recorded in writing, be waived by the Tribunal where there is difficulty in observing the requirements of that sub-rule and the requirements can be waived without injustice to the person charged.
- (e) The provisions of the Tamil Nadu Civil Services (Discipline and Appeal) Rules shall apply in regard to any matter to which this rule applies and for which no specific provision has been made in this rule.
- (f) After the inquiry has been completed, the Tribunal shall send its findings and recommendations to the Commission. After the Commission has arrived at a provisional conclusion in regard to the penalty to be imposed, the officer charged shall be supplied with a copy of the report of the Tribunal (excluding the recommendations, if any, in regard to punishment made by it) and he shall be called upon to show cause within a reasonable time, not ordinarily exceeding one month, against the particular penalty proposed to be indicated.

Provided that if for sufficient reasons the Commission disagrees with the whole or any part of the Tribunal's findings, the point or points of such disagreement, together with a brief statement of the grounds thereof shall also be communicated to him. Any representation in this behalf submitted by the officer charged shall be duly taken into consideration by the Commission before final orders are passed.

- (g) The Commission shall ordinarily accept the advice of the Tribunal. If the advice of the Tribunal is to be rejected or deviated from, the reasons for such rejection or deviation shall be communicated to the Tribunal and the remarks of the Tribunal in regard thereto shall be obtained. On receipt of its remarks, the Commission shall pass final orders in the matter.

Explanation:- In this rule "Corruption" shall mean the commission by any officer, referred to in sub-rule (a), of the offence of criminal misconduct as defined in clause(a), (b), (c),(d)and (e) of sub-section (1) of Section 13 of the Prevention of Corruption Act, 1988 (Central Act 49 of 1988).



**7A.** All the officers of the Commission, except the Chairman and Members of the Commission, shall be under the purview of the State Vigilance Commission and Director of Vigilance and Anti-Corruption.

**8.** Tenure of appointment

No person appointed as Secretary or Joint Secretary or Deputy Secretary to the Commission, otherwise than by promotion from Joint Secretary or Deputy Secretaries or Under Secretaries to the Commission or as Controller of Examinations shall hold the post for a period exceeding three years:

Provided that –

- (1) The Commission may with the previous approval of the Governor-
  - (a) extend the said period of three years from time to time or
  - (b) revert on grounds of administrative necessity, such person before the expiry of the said period of three years or such extended period, to the service from which he was transferred.
- (2) Such person may with his consent be appointed substantively as Secretary or Controller of Examinations or Joint Secretary or Deputy Secretary to the Commission if he can be permanently released from the service from which he was transferred.

**ANNEXURE III**  
**See Regulation 13(1)**

**STAFF OF THE COMMISSION**

Post	Number of Posts	Pay Matrix <sup>1</sup>
(1)	(2)	(3)
Section Officer	72	56100-177500
Assistant Section Officer-cum-Programmer	26	36400-115700
Assistant Section Officer	168	36400-115700
Assistant	99	20000-63600
Typist	39	19500-62000
Personal Clerk	12	20600-65500
Telephone Operator	2	19500-62000
Driver	12	19500-62000
Record Assistant	4	19500-62000
Record Clerk	19	15900-50400
Lift Operator	1	15900-50400
Duffadar	1	16600-52400
Office Assistant	92	16600-52400
Watchman	6	16600-52400
Sanitary Worker	3	15700-50000
Sweeper	4	15700-50000

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<sup>1</sup>G.O.Ms. No.303, Finance (Pay Cell) Department, dated 11.10.2017.

**ANNEXURE IV**  
**See Regulation 13(2)**

1. No temporary staff employed under regulation 13(2) shall be of a description not mentioned in Annexure III.
2. No temporary staff shall be employed without the specific prior approval of an officer not below the rank of a Secretary to Government incharge of Personnel and Administrative Reforms Department dealing with establishment matters relating to Tamil Nadu Public Service Commission.<sup>1</sup>
3. No such staff shall be employed on a pay matrix exceeding that prescribed in column (3) of Annexure III for the corresponding post of the description mentioned in column (1) thereof.
4. The total expenditure on account of such staff sanctioned during a year shall not involve an increase of the appropriation in the budget estimates for that year.

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<sup>1</sup>G.O.Ms. No.5,Personnel and Administrative Reforms (M) Department, dated 05.01.2005.

**ANNEXURE V**  
**See Regulation 13(3)**

- 1(a)**
- (i) The Secretary shall be the authority competent to make appointment, promotion and transfer, in respect of the posts of Section Officer, Assistant Section Officer, Assistant, Personal Clerk and Typist. The Special Rules in Class XII of the Tamil Nadu General Service, except or otherwise provided in these Regulations, shall be applicable to the holders of the post of Section Officer. The Special Rules for the Tamil Nadu Secretariat Service, except or otherwise provided in these Regulations, shall be applicable to the holders of the post of Assistant Section Officer, Assistant, Personal Clerk and Typist. <sup>1</sup>
  - (ii) (a) The post of Assistant Section Officer-cum-Programmer shall constitute as a distinct category and the Secretary shall be the authority competent to make appointment in respect of the said post.<sup>2</sup>
  - (b) Appointment to the post of Assistant Section Officer-cum-Programmer shall be made by direct recruitment or by promotion from the category of Data Entry Operator in the Commission.<sup>2</sup>
  - (c)(i) No person shall be eligible for appointment to the category of Assistant Section Officer-cum-Programmer by direct recruitment if he has completed or will complete the age of 30 years on the 1<sup>st</sup> day of July of the year in which the selection for appointment is made.<sup>2</sup>

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<sup>1</sup>G.O.Ms. No.14, Personnel and Administrative Reforms (M) Department, dated 21.02.2019.

<sup>2</sup>G.O.Ms. No.41, Personnel and Administrative Reforms (M) Department, dated 09.03.2017.

- (c)(ii) No person shall be appointed to the category of Assistant Section Officer-cum-Programmer by the method of direct recruitment or by promotion unless he possesses the qualification of a Masters Degree in Computer Application or Masters Degree in Science (Information Technology/Computer Science).<sup>1</sup>
- (d) The principle of reservation of appointments as provided for in Section 27 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 (Tamil Nadu Act 14 of 2016), shall apply to the category of Assistant Section Officer-cum-Programmer to be filled by direct recruitment.<sup>1</sup>

IA. Appointment to the post of Section Officer shall be made by recruitment by transfer from among the holders of the posts of Assistant Section Officer and Assistant Section Officer-cum Programmer in the ratio of 8:1.

Provided that, if any particular panel year, no qualified Assistant Section Officers are available, the unfilled vacancies earmarked for Assistant Section Officer shall be filled up from among the holders of the post of Assistant Section Officer-cum Programmer and vice versa.<sup>2</sup>

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<sup>1</sup> G.O.Ms. No.41, Personnel and Administrative Reforms (M) Department, dated 09.03.2017.

<sup>2</sup> G.O.Ms. No. 124, Personnel and Administrative Reforms (M) Department, dated 13.11.2020.

Provided that no person shall be appointed to the post of Assistant by the method specified in column 1 of the table below unless he possess the qualifications specified in the corresponding entries in column 2 thereof.

**TABLE**

Method of Appointment (1)	Qualifications (2)
1      Direct Recruitment	Must hold a degree
2      Promotion from the posts of Typist and Telephone Operator in the Commission's office	(i)    Must hold a degree  (ii)   Must have rendered service for a period not less than two years as Typist or five years as Telephone Operator, as the case may be in the Commission's office.
3      Recruitment by transfer from the posts of Record Assistant, Record Clerk, Driver and Office Assistant in the Commission's office	(i)    Must hold a degree  (ii)   Must have rendered service for a period not less than five years in the respective posts in the Commission's office.

Provided further that eighty percent of vacancies shall be filled up by direct recruitment, fifteen percent of vacancies shall be filled by promotion from the categories of Typist and Telephone Operator and the remaining five percent of the vacancies shall be filled up by recruitment by transfer from the post of Record Assistant, Record Clerk, Driver and Office Assistant in the Commission's office.

Provided also that if sufficient number of qualified and suitable persons are not available for appointment by promotion or by recruitment by transfer, the unfilled vacancy shall be filled up by direct recruitment.<sup>1</sup>

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<sup>1</sup>G.O.Ms.No.96, Personnel and Administrative Reforms (M) Department, dated 27.07.2009.

- (aa)** The Under Secretary in-charge of Establishment shall be the competent authority to declare the satisfactory completion of probation in respect of Assistants and Typists including Personal Clerks.
- (b)** The Under Secretary in-charge of Establishment shall be the appointing authority in respect of the post of Record Clerk. The Special Rules for Class XXII of the Tamil Nadu General Subordinate Service, except or otherwise provided for in these Regulations, shall be applicable to the holders of the post of Record Clerk in the Commission.<sup>1</sup>
- (c)** The Under Secretary in-charge of Establishment shall be the appointing authority in respect of the posts of Duffadar, Office Assistant, Watchman, Sanitary Worker and Sweeper. The Special Rules for the Tamil Nadu Basic Services except or otherwise provided for in these Regulations shall be applicable to the posts of Duffadar, Office Assistant, Watchman, Sanitary Worker and Sweeper in the Commission.<sup>1</sup>
- (d)** The Under Secretary in-charge of Establishment shall be the appointing authority in respect of the post of Driver in the Commission. The Special Rules in Class XV of the Tamil Nadu General Subordinate Service, applicable to the post of Driver in the Public Department in the Secretariat, shall be applicable to the post of Driver in the Commission, except or otherwise provided for in these Regulations and subject to the modification specified below: <sup>1</sup>

Qualification:- Must have passed III Form or VIII Standard. Must possess a current driving licence of a motor vehicle issued by a competent authority under the Motor Vehicles Act, 1939 (Central Act IV of 1939). <sup>1</sup>

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<sup>1</sup>G.O.Ms. No.14, Personnel and Administrative Reforms (M) Department, dated 21.02.2019.

- 2(a)** (i) Every person appointed to the post of Assistant, Typist and Personal Clerk shall pass the test in the Tamil Nadu Government Office Manual and shall complete the Foundational Training at Civil Services Training Institute, Bhavanisagar and pass the test conducted at the end of training within the period of probation or within a period of two years from the date of appointment where no probation is prescribed and also for promotion as Assistant Section Officer.<sup>1</sup>

Every person appointed to the post of Assistant Section Officer – cum-Programmer 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.<sup>2</sup>

Provided that every person holding the post of Assistant/Typist/Personal Clerk on the 25<sup>th</sup> July, 1980, shall be eligible for promotion as Assistant Section Officer until the 7<sup>th</sup> February, 1983, even if he has not passed the test in the Tamil Nadu Government Office Manual. If he fails to pass the said test on or before the 7<sup>th</sup> February, 1983, he shall not be eligible to draw increments in the time-scale of pay applicable to him until he passes the test. Such ineligibility to draw increment shall not have the effect of postponing the future increments after he has passed the said test.

- (ii) Every person appointed to the post of Assistant Section Officer by direct recruitment shall pass the Departmental Test in the Tamil Nadu Services Manual Volume-I and the Tamil Nadu Government Office Manual and shall also complete the Foundational Training at Civil Services Training Institute, Bhavanisagar and pass the test conducted at the end of training within the period of probation and also for promotion as Section Officer.<sup>1</sup>

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<sup>1</sup>G.O.Ms. No.125, Personnel and Administrative Reforms (M) Department, dated 19.09.2017.

<sup>2</sup> G.O.Ms. No.41, Personnel and Administrative Reforms (M) Department, dated 09.03.2017.



Provided that every person holding the post of Assistant Section Officer on the 25<sup>th</sup> July, 1980, shall be eligible for promotion as Section Officer until the 7<sup>th</sup> February, 1983, even if he has not passed the Departmental Test in the Tamil Nadu Services Manual Volume-I. If he fails to pass the said test, on or before the 7<sup>th</sup> February, 1983, he shall not be eligible to draw increments in the time-scale of pay applicable to him until he passes the test. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the said test.

- (b)** Every person holding the post of Assistant Section Officer/ Assistant/Typist including Personal Clerk or Section Officer on the 25<sup>th</sup> July, 1980, shall pass the test in the Tamil Nadu Government Office Manual and the test in the Tamil Nadu Services Manual Volume I, respectively, on or before the 7<sup>th</sup> February, 1983. If he fails to pass the said test, he shall not be eligible to draw increments in the time-scale of pay applicable to him until he passes the test. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the said test.

Every person appointed to the post of Assistant Section Officer-cum-Programmer by direct recruitment shall complete the foundational training at Civil Service Training Institute, Bhavanisagar and shall pass the test conducted at the end of training within the period of probation:<sup>1</sup>

Every person appointed to the post of Assistant Section Officer-cum-Programmer shall pass the Tamil Nadu Government Office Manual Test and the Departmental Test in Tamil Nadu Services Manual Volume I within the period of his probation. If a person appointed to the post of Assistant Section Officer-cum-Programmer does not pass the prescribed Tests within the period<sup>1</sup>

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<sup>1</sup>G.O.Ms. No.41, Personnel and Administrative Reforms (M) Department, dated 09.03.2017.

of his probation, he shall not be allowed to draw his second and subsequent increments 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 tests. <sup>1</sup>

- (c)** The Departmental Test on Tamil Nadu Services Manual, Volume I will be of two and half hours duration in objective type without books. The maximum number of marks and minimum number of marks required for a pass will be 100 and 45 respectively. The examination fee will be Rs.200/- (Rupees Two Hundred only).<sup>2</sup> The Section Officers, Assistant Section Officers, Assistant Section Officer-cum-Programmers, Assistants, Typists and Personal Clerks of the Tamil Nadu Public Service Commission are eligible for two free chances for appearing for each of the tests on Tamil Nadu Government Office Manual and the Departmental Test on Tamil Nadu Services Manual, Volume I.
- (d)** No member of the service shall be eligible for promotion to the post of or for posting as Section Officer, Current Section, Receipt Section and Accounts Section unless he has passed the Account Test for Subordinate Officers, Part-I.
- (e)** No person shall ordinarily be eligible for appointment as Accountant unless he has passed the Account Test for Subordinate Officers Part I. However, if no qualified person is available, the senior most Assistant may be appointed temporarily as Accountant until a qualified person becomes available.
- (f)** A person to be appointed as Telephone Operator must possess in addition to the minimum general educational qualification, a certificate from the Telephones Department or from the Principal of a Telephone Institute recognized by the Government that he has undergone the necessary course of training for the operation of a telephone exchange.

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<sup>1</sup>G.O.Ms. No.41, Personnel and Administrative Reforms (M) Department, dated 09.03.2017.

<sup>2</sup>G.O.Ms. No. 33, Personnel and Administrative Reforms (M) Department, dated 02.03.2017.

- 3.** The posts of Section Officers and Assistant Section Officers shall be selection categories within the meaning of the Special Rules for the Tamil Nadu General Service and Tamil Nadu Secretariat Service, respectively.<sup>1</sup>

The service rules applicable to the post of Assistant Section Officer in the Commission, shall, except or otherwise provided for in these Regulations, be applicable to the holders of the post of Assistant Section Officer-cum-Programmer in the Commission.<sup>2</sup>

- 4(a)** The Tamil Nadu Civil Services (Discipline and Appeal) Rules shall apply to the members of the staff of the Commission who shall for the purposes of the said rules be deemed to be those classified one of the State or Subordinate Services as the case may be.

- (b)** The authority which may impose suspension referred to in rule 17(e) of the Tamil Nadu Civil Services (Discipline and Appeal) Rules on any member of the staff of the Commission shall be the Under Secretary or any higher authority.

Explanation I – Suspension<sup>3</sup> referred to in this rule shall include the suspension of the holders of the posts continued even beyond the date of superannuation.

Explanation II – The Chairman shall review the cases of suspension which exceed three months and if need be order extension of suspension for such period as he deems necessary.

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<sup>1</sup> G.O.Ms.No.7, Personnel and Administrative Reforms (M) Department, dated 04.01.1996.

<sup>2</sup> G.O.Ms. No.41, Personnel and Administrative Reforms (M) Department, dated 09.03.2017.

<sup>3</sup> G.O.Ms. No. 153, Personnel and Administrative Reforms (M) Department, dated 10.06.1997.

- (c)** The authority which may impose any of the penalties specified in rule 8 of the Tamil Nadu Civil Services (Discipline and Appeal) Rules on the members of the staff of the Commission specified in Column (1) of the table below shall be the authority specified in the corresponding entry in column (2), (3), (4), (5), (6), (7) or (8) or any higher authority. The authority specified in Column (9) of the table shall be the appellate authority.

Explanation 1 - The highest punishing authority for the purposes of this rule shall be the Secretary or the Controller of Examinations.

Explanation II - The Chairman shall exercise the powers of the Head of the Department regarding revision of any order made under the Tamil Nadu Civil Services (Discipline and Appeal) Rules.

- (d)** In any case where more than one member of the staff and officers of the Commission are involved, the authority competent to institute disciplinary proceedings and impose any of the penalties specified in rule 8 of the Tamil Nadu Civil Services (Discipline and Appeal) Rules shall be the authority in the Commission's office in respect of the holder of the highest post involved in the case and disciplinary proceedings against all of them shall be taken together. In that case the appellate authority for the holder of the higher post specified in these Regulations shall be the appellate authority for all of them.<sup>1</sup>

- 4A.** Notwithstanding anything contained in this Annexure, the Commission may refer to the Tribunal for Disciplinary Proceedings for inquiry and report, cases relating to the members of the staff of the Commission in respect of

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<sup>1</sup> G.O.Ms.No.153, Personnel and Administrative Reforms (M) Department, dated 10.06.1997.

matters involving corruption on the part of any such member of the staff of the Commission or corruption combined with other charges against any such member of the staff of the Commission and the Secretary shall proceed further in accordance with the procedure laid down in rule 7 of Annexure II as if references to the Commission in the said rule 7 were reference to the Secretary.

Provided that if for sufficient reasons the Secretary disagrees with the whole or any part of the findings of the Tribunal aforesaid, he shall state his reasons for such disagreement and shall submit the case to the Commission for passing final orders. Thereupon the procedure indicated in the proviso to sub-rule (f) and in sub-rule (g) of rule 7 aforesaid shall apply.

Explanation- In this rule "Corruption" shall mean the commission by any member of the staff of the Commission of the offence of criminal misconduct as defined in clauses (a), (b), (c), (d) and (e) of sub-section (f) of Section 13 of the prevention of Corruption Act, 1988 (Central Act 49 of 1988).

- 4B.** The members of the staff of the Commission shall be under the purview of the State Vigilance Commission and Director of Vigilance and Anti-Corruption.<sup>1</sup>
- 5.** The Chairman shall be the State Government for the purpose of rule 8 of the Tamil Nadu Government Servant's Conduct Rules, 1973, in respect of all members of the staff of the Commission.
- 6.** The Chairman shall be the Head of the Department within the meaning of the subsidiary definition (ii) to Fundamental Rule 9 in respect of all members of the staff of the Commission.

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<sup>1</sup> G.O.Ms. No.91, Personnel and Administrative Reforms (M) Department, dated 30.7.2002.

7. The Chairman shall have power under subsidiary rules under Fundamental Rules 46 and 47 to sanction the grant of an honorarium to or the acceptance of a honorarium by any member of the staff of the Commission.
  
8. Officiating pay shall be admissible to a Data Entry Operator promoted to officiate as Assistant Section Officer-cum-Programmer<sup>1</sup> or Assistant Section Officer in the office of the Commission.
  
9. Typists and Personal Clerks who are in service on the 8<sup>th</sup> October, 1969 and who are not qualified in Government Technical Examination in Typewriting and/or Shorthand in Tamil, as the case may be and who have not attained the age of 45 years on the said date shall, within a period of two years from that date, pass the Government Technical Examination in Typewriting and/or Shorthand, as the case may be, in Tamil by the lower grade. The penalty for failure to acquire the above qualification within the said period will be stoppage of increment and they will not be eligible to become full members of the service until the said qualification is acquired. However, such stoppage of increment will not have the effect of postponing future increments.

Provided that persons appointed as Typists or Personal Clerks subsequent to the above date shall be governed by the provisions of the Special Rules for the Tamil Nadu Ministerial Service in this regard.

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<sup>1</sup>G.O.Ms. No.41, Personnel and Administrative Reforms (M) Department, dated 09.03.2017.

**TABLE**  
**AUTHORITY WHICH MAY IMPOSE THE PENALTY OF**

Class of Subordinate	I Section Officer, Assistant Section Officer-cum- Programmer, Assistant Section Officer, Typist, Assistant, Telephone Operator and Typist including Personal Clerk	II Record Clerk	III Driver	IV Duffadar Peon Watchman
Censure	Under Secretary			
Fine (only in the case of persons against whom an authority is specified in the column)	-	-	-	Under Secretary
Withholding of increments or promotion including stoppage at an efficiency bar	Withholding of increments - Under Secretary  Withholding of promotion including stoppage at an efficiency bar - Secretary / Controller of Examinations	Withholding of increment - Under Secretary  Withholding of promotion including stoppage at an efficiency group - Under Secretary in charge of Establishment	Under Secretary	
Reduction to a lower rank in the seniority list or to a lower post or time scale whether in the same service or in another subordinate service or to a lower stage in a time scale	Secretary/Controller of Examinations			
Recovery from pay of the whole or part of any pecuniary loss caused to Government or to a local body by negligence or breach of orders	Under Secretary			
Suspension	Under Secretary			
Compulsory Retirement or Removal or Dismissal from the Civil Service of State Government.	Secretary/Controller of Examinations	Under Secretary in charge of Establishment	Under Secretary	
Appellate Authority	Secretary/Controller of Examinations in respect of orders passed by the Under Secretary. Chairman in respect of orders passed by the Secretary/Controller of Examinations.			

**ANNEXURE VI**  
**See Regulation 7-C**

**RETURN OF ASSETS AND LIABILITIES HELD BY CHAIRMAN / MEMBER**

1. Name of the Chairman / Member ...  
in full (block letters)
2. Total Length of Service up-to-date ...
  - (i) Prior to Appointment ...  
as Chairman / Member
  - (ii) As Chairman / Member ...
3. Present Post held ...
4. Total Annual Income from all Sources ...  
during the calendar year immediately  
preceding the 1<sup>st</sup> day of January 20\_\_

5. Declaration -

I hereby declare that the return enclosed, namely, Forms I to V are complete, true and correct as on ..... to best of my knowledge and belief in respect of information due to be furnished by me under the provisions of Regulation 7-C of the Tamil Nadu Public Service Commission Regulations, 1954.

Station:

Date:

Signature

*Explanation 1:*

*This return shall contain particulars of all assets and liabilities of the Chairman/ Member, either in his own name or in the name of any other person.*

*Explanation 2:*

*If the Chairman / Member is a member of Hindu Undivided Family with coparcenary rights in the properties of the family either as a 'Karta' or as a member, he should indicate in the return in Form No.1, the value of his share in such property and where it is not possible to indicate the exact value of such share, its approximate value. Suitable explanatory notes may be added, wherever necessary.*

... Forms I to V



## FORM-1

### STATEMENT OF IMMOVABLE PROPERTY HELD BY CHAIRMAN/MEMBER

(eg., Land, Houses, Shops, Other Buildings, etc.)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Serial Number	Description of Property	Precise Location (name of District, Division, Taluk and Village in which the property is situated and also its distinctive number, etc.	Area of Land (in case of land and buildings)	Nature of Land (in case of landed property)	Extent of Interest	If not in own name, state in whose name held and his/her relationship, if any, to the Chairman / Member	Date of Acquisition	How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise and name and details of person/persons from whom acquired (Address and connection of the Chairman or Member, if any, with the person / persons concerned) (Please see explanation-1 below)	Value of the property (See explanation-2 below)	Total annual income from the property	Remarks

Station:

Date:

Signature

#### *Explanation 1:*

*For purpose of column (9) the term "lease" shall mean a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent. Where however the lease of immovable property is obtained from a person having official dealings with the Chairman/Member, such a lease should be shown in this column irrespective of the term of the lease, whether it is short term or long term and the periodicity of the payment of rent.*

#### *Explanation 2:*

*In column (10) the following shall be shown:*

- (a) Where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition.*
- (b) Where it has been acquired by lease, the total annual rent thereof also, and*
- (c) Where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.*

## FORM NO.II

### STATEMENT OF LIQUID ASSETS HELD BY CHAIRMAN / MEMBER

- (1) Cash and bank balances exceeding three month's emoluments.
- (2) Deposits, loans advances and investments (such as shares, securities, debentures, etc.).

(1)	(2)	(3)	(4)	(5)	(6)	(7)
Serial Number	Description	Name and Address of Company, Bank, etc.	Amount	If not in own name, name and address of person in whose name held and his/her relationship with the Chairman/Member	Annual Income Derived	Remarks

Station:

Date:

Signature

*Explanation:*

*The term "emoluments" means the pay and allowance received by the Chairman/Member.*

## FORM NO.III

### STATEMENT OF MOVABLE PROPERTY HELD BY CHAIRMAN / MEMBER

Serial Number	Description of Items	Price Value at the time of acquisition and / or the total payments made upto the date of return, as the case may be, in case of articles purchased on hire purchase on instalment basis	If not in own name, name and address of the person in whose name held and his/her relationship with the Chairman/Member	How acquired with approximate date of acquisition	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

Station:

Date:

Signature

#### Explanation 1:

*In this form, information may be given regarding items like (a) jewellery owned by him (total value); (b) Silver and other precious metals and precious stones owned by him not forming part of jewellery (total value); (c) (i) Motor Cars; (ii) Scooter/Motor Cycle (iii) Refrigerators / Air Conditioners, (iv) Radio/Radiograms / Television and any other articles, the value of which individually exceeds Rs.1000/- (d) value of items of movable property individually worth less than Rs.1,000/- other than articles of daily use such as clothes, utensils, crockery and books added together as lumpsum.*

#### Explanation 2:

*In Column (5), it may be indicated whether the property was acquired by purchase, inheritance, gift or otherwise.*

**FORM NO.IV**

**STATEMENT OF PROVIDENT FUND AND LIFE INSURANCE POLICIES HELD BY  
CHAIRMAN / MEMBER**

(1)	Serial Number
(2)	Policy Number and date of Policy
(3)	Name of Insurance Company
(4)	Sum Insured / Date of Maturity
(5)	Amount of Annual Premium
(6)	Type of Provident Funds / General Provident Fund / Contributory Provident Fund / Account Number
(7)	Closing Balance last reported by the Audit / Accounts Officer along with date of such balance
(8)	Contributions made subsequently
(9)	Total
(10)	Remarks (if there is dispute regarding closing balance the figures according to the Chairman / Member should also be mentioned in the column

Station:

Date:

Signature

## FORM NO.V

### STATEMENT OF DEBTS AND OTHER LIABILITIES OF CHAIRMAN/MEMBER

Serial Number	Amount	Name and Address of Creditor	Date of Incurring Liability	Details of Transaction	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

Station:

Date:

Signature

*Explanation 1:*

*Loan not exceeding Rs.5,000/- need not be included.*

*Explanation 2:*

*The term "emoluments" means pay and allowances received by the Chairman / Member.*

*Explanation 3:*

*The statement should also include various loans and advances available to Chairman / Member like advance for purchase of conveyance, house building advance, etc. (other than advances of pay and travelling allowances), advance from the General Provident Fund and loans on Life Insurance Policies and fixed deposits.*

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