



TAMIL NADU SERVICES MANUAL

VOLUME III

SECTION 45

**TAMIL NADU TECHNICAL EDUCATIONAL
SUBORDINATE SERVICE**

**SPECIAL RULES FOR TAMIL NADU TECHNICAL
EDUCATIONAL SUBORDINATE SERVICE**

(G.O.Ms.No.2100, Education, dated 18th September 1981)
(Re-issued in G.O.Ms.No. 220, Higher Education, dated 6.7.2000)

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and in supersession of the Special Rules for the Tamil Nadu Technical Educational Subordinate Service in Section 45 of Volume III of the Tamil Nadu Services Manual, 1970, the Governor of Tamil Nadu hereby makes the following Special Rules for the Tamil Nadu Technical Educational Subordinate Service which will be included as Section 45 in Volume III of the Tamil Nadu Services Manual, 1970.

2.The rules hereby made shall come into force on the 6th July 2009.

TAMIL NADU TECHNICAL EDUCATIONAL SUBORDINATE SERVICE

1. Constitution : The service shall consist of the following classes and categories of posts, namely :-

<u>CLASS</u>	<u>CATEGORY</u>	<u>DESIGNATION</u>
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Posts in Engineering Colleges :

I	1	Foreman Instructor
	2	Instructor (Workshop)
	3	Signal Instructor Telegraph Mechanic
	4	Chief Pumphouse Operator
	5	Radio Mechnic Maistries Engine Drivers Armature Winder

Posts in Polytechnics including Women Polytechnics and Special Institutions :

II	1	Instructor (Engineering), Polytechnics and Special Institutions Instructor in Fisheries Technology and Navigation Instructor in Town and Country Planning
	2	Instructor (Non-Engineering), Polytechnics and Special Institutions
	3	Foreman (Automobile), Tamil Nadu Polytechnic, Madurai
	4	Boiler Foreman
	5	Electrical Foreman

(1)	(2)	(3)
6	Workshop Instructor	Instructor in Sports Goods (Institute of Leather Technology)
		Senior Instructor and Operative (Institute of Leather Technology)
		Demonstrator (Footwear, Leather Goods, Travel Goods, Fancy Goods and Sports Goods), (Institute of Leather Technology)
		Demonstrator (Bakery and Confectionary)
		Park Superintendent
7	Tannery Operative, Grade – I (Institute of Leather Technology)	Instructor and Operative (Institute of Leather Technology)
		Machine Operative, Grade – I (Institute of Leather Technology)
8	Assistant Draughtsman (Central Polytechnic)	
9	Pump Room Mechanic (Central Polytechnic)	
		Mechanic / Fitter (Automobile) (Tamil Nadu Polytechnic, Madurai)
10	Machine Operative, Grade – II Footwear Instructor Tannery Operative, Grade – II	
11	Blue Printer Helper (Automobile) (Tamil Nadu Polytechnic, Madurai)	
12	Laboratory Helper	

(1)	(2)	(3)
	11	Unskilled Attender/ Unskilled Assistant Gasman Grade – II Cleaner Cleaner - cum – Conductor
	12	Male Nursing Assistant Mazdoor Grade – II

2. Appointment:

(a) Appointment to the several classes and categories of posts in the service shall be made as follows :

Class	Category	Method of Recruitment
I	1. Foreman Instructor	(i) Promotion from category 2 in the Class ; or (ii) Direct recruitment; or (iii) Transfer from any other category or class in the Service.
	2. Instructor (Workshop)	(i) Promotion from Artisan, Grade – I in the Engineering Colleges in Category 4 of Class IV in the service, or (ii) Direct recruitment
	3. Signal Instructor Telegraph Mechanic	(i) Promotion from any post in the service on a lower scale of pay; or (ii) Direct recruitment; or (iii) Recruitment by transfer from any other service
	4. Chief Pumphouse Operator	(i) Promotion from any post in the service on a lower scale of pay; or (ii) Direct recruitment; or (iii) Recruitment by transfer from any other service
	5. Radio Mechanic Maistries Engine Drivers Armature Winder	(i) Promotion from any post in the service on a lower scale of pay; or (ii) Direct recruitment; or (iii) Recruitment by transfer from any other service

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| 1. Instructor
(Engineering),
Polytechnics and
Special Institutions | (i) Promotion from the post of Foreman
(Automobile) in Category 3, Boiler
Foreman in Category 4 , Electrical
Foreman in Category 5 Workshop
Instructor in Category 6 of Class II
and Junior Draughting officer /
Draughtsman Grade III in category
1 of Class IV in the Polytechnics
and Special Institutions; or |
| | (ii) Direct recruitment |
| Instructor in Fisheries Technology
and Navigation | Direct recruitment |
| Instructor in Town and Country
Planning | (i) Direct recruitment ; or
(ii) Recruitment by transfer from any
other service |
| 2. Instructor
(Non- Engineering)
Polytechnics and
Special Institutions | Direct recruitment |
| Instructor
(Costume Design and
Dress making) | (i) Direct recruitment ; or
(ii) Recruitment by transfer from any
other service ; or
(iii) Transfer |
| 3. Foreman
(Automobile),
Tamil Nadu
Polytechnic, Madurai | (i) Promotion from Workshop
Instructor in Category 6 in Class II
and Junior Draughting Officer/
Draughtsman Grade III in Class IV
Category 1 in the Polytechnics and
Special Institutions; or
(ii) Direct recruitment |
| 4. Boiler Foreman | (i) Promotion from any post in the
service on a lower scale of pay; or
(ii) Direct recruitment; or
(iii) Recruitment by transfer from any
other service |

5. Electrical Foreman	(i) Promotion from any post in the service on a lower scale of pay; or (ii) Direct recruitment; or (iii) Recruitment by transfer from any other service
6. Workshop Instructor Instructor in Sports Goods (Institute of Leather Technology)	(i) Promotion from any post in the service on a lower scale of pay; or (ii) Direct recruitment; or (iii) Recruitment by transfer from any other service
Senior Instructor and Operative (Institute of Leather Technology)	
Demonstrator (Footwear Leather Goods / Travel Goods, Fancy Goods and Sports Goods) (Institute of Leather Technology)	
Demonstrator (Bakery and Confectionary)	(i) Promotion from the post of Baker ; or (ii) Recruitment by transfer from any other service ; or (iii) Direct recruitment
Park Superintendent	(i) Direct recruitment; or (ii) Recruitment by transfer from any other service
7. Tannery Operative, Grade – I (Institute of Leather Technology) Instructor and Operative (Institute of Leather Technology)	(i) Promotion from any post in the service on a lower scale of pay; or (ii) Direct recruitment; or (iii) Recruitment by transfer from any other service
Machine Operative Grade – I (Institute of Leather Technology)	

8. Assistant Draughtsman (Central Polytechnic)	(i) Direct recruitment; or (ii) Recruitment by transfer from any other service
9. Pump Room Mechanic (Central Polytechnic) Mechanic/Fitter (Automobiles) (Tamil Nadu Polytechnic, Madurai)	(i) Promotion from any post in the service on a lower scale of pay; or (ii) Direct recruitment; or (iii) Recruitment by transfer from any other service
10. Machine Operative, Grade – II (Institute of Leather Technology) Footwear Instructor Tannery Operative, Grade – II	(i) Promotion from any post in the service on a lower scale of pay; or (ii) Direct recruitment; or (iii) Recruitment by transfer from any other service
11. Blue Printer, Helper (Automobile), (Tamil Nadu Polytechnic, Madurai)	(i) Direct recruitment; or (ii) Recruitment by transfer from any other service
12. Laboratory Helper	(i) Direct recruitment; or (ii) Recruitment by transfer from any other service
III 1. Instructor (Technical) Instructor in Printing Technology Instructor in Textile Technology Instructor in Leather Processing	(i) Promotion from any post in the service on a lower scale of pay; or (ii) Direct recruitment; or (iii) Recruitment by transfer from any other service (i) Direct recruitment; or (ii) Recruitment by transfer from any other service
2. Foreman Instructor	(i) Promotion from Workshop Instructor in Category 6 in Class II of the service or (ii) Direct Recruitment

IV	1. Junior Draughting Officer / Draughtsman, Grade III	(i) Promotion from any post in the service on a lower scale of pay; or (ii) Direct recruitment; or (iii) Recruitment by transfer from any other service
	2. Sanitary Inspector	(i) Direct recruitment; or (ii) Recruitment by transfer from any other service
	3. Physical Training Instructor	(i) Direct recruitment; or (ii) Recruitment by transfer from any other service
	4. Artisan Grade – I Instrument Repairer Grade – I	(i) Promotion from any post in the service on a lower scale of pay; or (ii) Direct recruitment; or (iii) Recruitment by transfer from any other service
	5. Driver	(i) Promotion from any post in the service on a lower scale of pay; or (ii) Direct recruitment; or (iii) Recruitment by transfer from any other service
	6. Boiler Attender / Attendant Grade – I	(i) Promotion from any post in the service on a lower scale of pay; or (ii) Direct recruitment; or (iii) Recruitment by transfer from any other service
	7. Typewriter Mechanic	(i) Promotion from any post in the service on a lower scale of pay; or (ii) Direct recruitment;
	Artisan, Grade – II, Mechanic Grade – II, Fitter Grade II / Foreman Fitter Grade II Foreman Carpenter, Instrument Repairer / Mechanic, Grade II Electrician, Grade – II Plumber Pumphouse Operator / Pump Operator Laboratory / Skilled Assistant	(i) Promotion from any post in the service on a lower scale of pay; or (ii) Direct recruitment; or (iii) Recruitment by transfer from any other service

8. Boiler Attender, Grade II	<ul style="list-style-type: none"> (i) Promotion from any post in the service on a lower scale of pay; or (ii) Direct recruitment; or (iii) Recruitment by transfer from any other service
9. Sergeant	<ul style="list-style-type: none"> (i) Direct recruitment; or (ii) Recruitment by transfer from any other service
10. Gasman Grade – I (Institute of Leather Technology) Mazdoor, Grade – I	<ul style="list-style-type: none"> (i) Promotion from any post in the service on a lower scale of pay; or (ii) Direct recruitment; or (iii) Recruitment by transfer from any other service
11. Unskilled Attender / Unskilled Assistant Gasman, Grade – II Cleaner	<ul style="list-style-type: none"> (i) Promotion from any post in the service on a lower scale of pay; or (ii) Direct recruitment; or (iii) Recruitment by transfer from any other service
Cleaner-cum-Conductor	<ul style="list-style-type: none"> (i) Promotion ; or (ii) Direct recruitment ; or (iii) Transfer from any other Category or Class in the service ; or (iv) Recruitment by transfer from any other service
12. Male Nursing Assistant	<ul style="list-style-type: none"> (i) Direct recruitment; or (ii) Recruitment by transfer from Medical Services Department
Mazdoor, Grade – II	<ul style="list-style-type: none"> (i) Direct recruitment; or (ii) Recruitment by transfer from any other service.

(b) Notwithstanding anything contained in clause (14) of rule 2 of the Tamil Nadu State and Subordinate Services Rules, members of the service shall also be eligible to be recruited direct to any category in the service appointment to which is made by direct recruitment.

3. Appointing Authority.- The Appointing authority for the categories specified below shall be the Additional Director of Technical Education (Polytechnics) and in respect of all other categories in the service, the Principals of the respective Institution namely :

- (i) Categories 1 to 3 in Class I
- (ii) Categories 1 to 6 in Class II
- (iii) Categories 1 to 2 in Class III
- (iv) Category 1 in Class IV and the following posts in the Directorate of Technical Education, namely :

- 1.Driver
- 2.Sergeant

4. Reservation of Appointment.- The rule of reservation of appointment (General Rule 22) shall apply to appointments to the service by recruitment within the jurisdiction of each of the appointing authorities in each of the categories.

5. Appointments in Institutions or Establishments Specially Provided for Women.-

(a) General Rule 21 shall apply to appointments to the service in Institutions and establishments specially provided for Women.

(b) A vacancy in a Grade or category in an Institution or establishment specially provided for women shall be filled by the transfer of any Women members of the same Grade or category who may be employed at the time of the vacancy in an Institution or establishment not specially provided for Women. When such transfer is not possible, a Women may be appointed by any method admissible under sub-rule (a) of rule 2 but she will not acquire by reason only of such appointment any right in the matter of seniority or full membership in such Grade or category or transfer to a vacancy in such Grade or category in an Institution or establishment not specially provided for Women or promotion to a higher Grade or category.

(c) A man appointed under the provision to General Rule 21 to a Grade or category in a vacancy in an Institution or establishment specially provided for Women shall not by reason only of such appointment acquire any right in the matter of seniority or full membership in such Grade or category or promotion to a higher Grade or category and shall be replaced at the earliest opportunity by a qualified and suitable Women.

6. Qualification (a) Age.- No person shall be eligible for appointment by Direct recruitment to any post in the service if he has completed 36 years of age on the first July of the year in which the selection for appointment is made.

Provided that no age limit shall apply to persons falling under rule 2 (b) of these rules.

Provided further that for appointment to the post for which the minimum general educational qualification referred to sub-rule (a) of rule 12 of the General Rules for the Tamil Nadu State and Subordinate Services or any lower qualification has been prescribed, the upper age limit in respect of candidates belonging to Scheduled Castes and Scheduled Tribes shall be higher by five years

(b) Other Qualifications.- No person shall be eligible for appointment to the service in any class, category or post specified in columns (1) and (2) of the Annexure to these rules by any of the methods of recruitment specified in column (3) unless he possesses the qualifications specified in corresponding entries in column (4) thereof :

Provided that in the case of appointment by Direct Recruitment, the Practical experience or teaching experience wherever prescribed should have been acquired after obtaining the prescribed educational/technical qualification unless otherwise specified:

Provided further that Armed Forces Trade Certificates in the relevant trades equated to National Council for Training in Vocational Trades or National Apprenticeship Certificate shall also be treated as equivalent to Industrial Training Institute Certificate or National Trade Certificate or National Apprenticeship Certificate for the purpose of appointment to the posts in the Service.

Explanations.- In these rules, unless the context otherwise requires,-

(i) “Diploma” means a Diploma awarded by the State Board of Technical Education and Training Tamil Nadu;

(ii) “ I.T.I. Certificate “ means a trade certificate awarded by the Department of Industries and Commerce or the Director of Employment and Training, Chennai;

(iii) “National Training Certificate / National Apprenticeship Training Certificate means trade Certificate awarded by the National Apprenticeship Board of Training, Ministry of Labour and Employment, Government of India or the State Government of Tamil Nadu ;

(iv)A “recognised school” means a school maintained by or opened with the sanction of the Government of Tamil Nadu or a school to which recognition has been accorded by the Director of School Education, Chennai, under the Tamil Nadu Educational Rules or rules relating to elementary education. “ Minimum General Educational Qualification” means the minimum general educational qualification prescribed in Schedule I to the Tamil Nadu State and Subordinate Services Rules.

(v)” A Recognised Workshop or Factory” means a Workshop or Factory satisfying the definition of Factroy in section 2 (m) of the Factories Act, 1948 (Central Act LXIII of 1948) and includes a Workshop or Laboratory attached to a Technical Educational Institution.

7. Probation.- (a) Every person appointed by direct recruitment to a category in a class of the service shall, from the date on which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years.

(b) Every person appointed by recruitment by transfer to a category in a class of the service shall, from the date on which he joins duty, be on probation for a total period of one year on duty within a continuous period of two years.

(c) The Principals of the Government Colleges of Engineering and Technology, Polytechnics and other Diploma Institutions shall be the authority competent to declare the completion of probation of the persons holding the posts concerned for whom the Additional Director of Technical Education is the appointing authority.

8. Unit for Discharge, Re-appointment and Appointment as Full Members.-

(a) For purposes of discharge for want of vacancies, re-appointment and appointment as full members, every post or group of post in a category for which qualification in a particular subject or language or experience in a particular line is prescribed in these rules shall be deemed to be a separate unit.

(b) For the purposes of promotion, each College/ Institution shall be considered as the unit in respect of appointments made by Principals.

9. Transfer and Postings.- All transfers and postings in the service except those made by Principals of the Institutions within their respective jurisdiction, shall be made by the Additional Director of Technical Education.

Provided that if and when necessity arises, the Additional Director of Technical Education (Polytechnics) is also empowered to effect transfer and posting to all categories of posts in the service from one institution / office to another.

10. Preparation of Annual List of Approved Candidates.- For purpose of drawing up the annual list of approved candidates for appointment to the posts in the service by recruitment by transfer/ promotion, the crucial date on which the candidate should be qualified shall be the 1st September of every year.

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

12. Savings.- Nothing contained in these rules shall adversely affect the persons already holding the posts in the categories in the service as on the date of publication of these Rules in the Tamil Nadu Government Gazette.

ANNEXURE
(Referred to in Rule 9)

Class (1)	Category (2)	Method of Recruitment (3)	Qualification (4)
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I	1. Foreman Instructor	Promotion, Direct Recruitment and Transfer	(i). A Diploma in Mechanical Engineering and practical experience for a period of not less than three years in a recognized Engineering Workshop; or
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(ii). (a) An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship training Certificate; and

(b) Practical experience for a period of not less than seven years in a recognized Engineering Workshop / Mechanical Laboratory.

Provided that the experience referred to above should have been gained in one or more of the following trades, namely:-

- a) Carpentry or pattern making;
- b) Fitting;
- c) Smithy;
- d) Foundry;
- e) Machinist;
- f) Welding;
- g) Tool-Maker; and
- h) Turner

2. Instructor Promotion and Direct
(Workshop) Recruitment

i. A Diploma in Mechanical Engineering; or

ii. (a) An ITI Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate trade; and

b) Practical experience in the appropriate trade for a period of not less than three years in a recognized workshop / Mechanical Laboratory

Provided that the experience referred to above should have been gained in one or more of the following trades, namely:-

- 1) Smithy;
- 2) Welding (Gas or Arc);
- 3) Foundry;
- 4) Carpentry;
- 5) Fitting;
- 6) Sheet Metal Work;
- 7) Instrument Mechanic
- 8) Turner
- 9) Tool Maker

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| 3. Signal Instructor | Promotion, Direct Recruitment and Recruitment by transfer | <ul style="list-style-type: none"> i. Pass in SSLC; ii. A Second class Radio Telegraphist Certificate of the Government of India; and iii. Practical experience in the appropriate filed for a period of not less than two years. |
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Provided that a person who does not possess item (ii) above, shall be eligible for appointment if he possesses experience in the Signal branch of the Army, the Navy or the Air Force for a period of not less than two years. But such a person shall acquire item (ii) above at his own cost within a period of two years from the date of his appointment. If the person so appointed does not acquire the said qualification within the said period, his service shall forthwith be dispensed with or he shall be reverted to his permanent appointment as the case may be.

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| Telegraph Mechanic | Promotion, Direct Recruitment and Recruitment by transfer | <ul style="list-style-type: none"> i. Pass in SSLC; ii. Ability to read and understand Engineering drawings and Electrical Circuit diagrams; |
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- iii. Five years experience in any Electrical Workshop of which not less than three years shall be in repair or maintaining manual and Automatic telegraphic apparatus.

The practical experience shall not be insisted in the case of those appointed by promotion provided they had worked atleast for two years as Instrument Repairers in Telecommunication Laboratory and are thoroughly familiar with all types of telegraphic apparatus their construction and uses; and

- iv. Thorough knowledge of precision Workshop methods. Other things being equal preference shall be given to those who have knowledge of Electronics and Radio and Telephone Communications apparatus.

4. Chief Pump house operator	Promotion, Direct Recruitment and Recruitment by transfer	<ul style="list-style-type: none"> i. An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in Plumbing; and ii. Experience for a period of not less than two years in the overhauling operations and maintenance of different types of Pumps with knowledge of the maintenance of water supply, sewage system and also plumbing work
5. Radio Mechanic	Promotion, Direct Recruitment and Recruitment by transfer	An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate Trade

6. **Maistries**

Electrical Maistry Fitter Maistry Carpenter Maistry Blacksmith Maistry Machine Maistry Foundry Maistry	Promotion, Direct Recruitment and Recruitment by transfer	An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate Trade.
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7. Engine Drivers

Steam Engine Driver	Promotion, Direct Recruitment and Recruitment by transfer	(i) An Industrial Training Institute Certificate/ National Trade Certificate/ National Apprenticeship Training Certificate in the appropriate Trade.; or (ii) (a) Pass in SSLC; and (b) Second class Certificate from the Inspector of Boilers declaring his competency to operate steam boilers and steam Engines
Oil Engine Driver	Promotion, Direct Recruitment and Recruitment by transfer	An Industrial Training Institute Certificate/ National Trade Certificate/ National Apprenticeship Training Certificate in the appropriate Trade;or
Armature Winder		An Industrial Training Institute Certificate/ National Trade Certificate/ National Apprenticeship Training Certificate in the appropriate Trade.; or An Industrial Training Institute Certificate/ National Trade Certificate/ National Apprenticeship Training Certificate in the appropriate Trade ;or

II 1. Instructor (Engineering) Polytechnic and Special Institutions

1. Direct Recruitment

- i. A Bachelor's Degree in the Branch of Engineering relating to the post concerned of any University in the State or a Degree of equivalent Standard.

Provided that, other things being equal, persons with a first class degree shall be preferred; or

- ii. a) A First Class Diploma in the branch of Engineering relating to the post concerned; and
b) Experience for a period of not less than three years in Design, Construction, Production or Teaching.

Provided that, other things being equal preference shall be given to those who have undergone one year apprenticeship training under the Government of India or the State Government Apprenticeship Training Scheme.

Provided further that for purpose of appointment to the post of Instructor in Mechanical Engineering persons with a first class Post Graduate Diploma in Automobile Engineering with practical experience for a period of not less than two years in Design, Construction, Production or Teaching shall also be considered.

2. Promotion

- i. A Diploma in the appropriate branch of Engineering relating to the post concerned; and
- ii. Experience for a period of not less than two years.

Instructor in Fisheries Technology and Navigation Direct Recruitment

- i. A First or Second class Master's Degree in Zoology of any University in the State or a Degree of Equivalent standard; or
- ii. a) A Diploma in Fisheries Technology and Navigation; and
b) Teaching or practical experience for a period of not less than three years.

Instructor in Town and Country Planning Direct Recruitment and Recruitment by transfer

- i. Post Graduate Degree in Regional Planning of the Indian Institute of Technology, Karaghpur or a Post Graduate Diploma in Town and Country Planning of the Delhi School of Planning and Architecture; or
- ii. A Degree in Architecture of any University in the State or a degree of equivalent standard; or
- iii. a) A Post Graduate Diploma in Town and Country Planning awarded by the State Board of Technical Education and Training, Tamil Nadu; and
b) Experience for a period of not less than two years in teaching or in the field of Town Planning;

Provided that the experience gained before acquiring the said Post Graduate Diploma shall also be counted towards the two years period.

<p>2. Instructor (Non-Engineering) Polytechnics and Special Institutions</p>	<p>Direct Recruitment</p>	<p>A First or Second Class Master's Degree of any University in the State or a Degree of equivalent standard in the subject relating to the post concerned.</p>
<p>i) Science (Mathematics, Physics, Chemistry) and Commerce</p>		<p>Other things being equal preference shall be given to candidates with previous teaching experience.</p>
<p>ii) English</p> <p>iii) Costume Designing and Dress Making</p>	<p>1 Direct recruitment</p>	<p>A First or Second Class Mater's Degree of any University in the State or a Degree of equivalent standard in Home Science with Clothing and Textiles, as the subjects of study.</p>
	<p>2 Recruitment by . transfer and transfer</p>	<p>1. a) A First or Second Class Master's Degree of any University in the State or a Degree of equivalent standard in Home Science with Clothing and Textiles as the subjects of study; or</p> <p>b) A First or Second Class Bachelor's Degree of any University in the State or a Degree of equivalent Standard in Home Science with Clothing and Textiles as the subjects of study; or</p>

- i) A First or Second Class Bachelor's Degree in Arts or Science or Commerce of any University in the State or a Degree of equivalent standard and a Diploma or Higher Grade Certificate in Cutting and Tailoring awarded by the Director of Government Examinations, Tamil Nadu or Tailor and Fitter Academy, London; or Pataskar Institute, Pune, or Commercial Tailoring College, Bombay or any other recognized Institutions; and
- ii) Teaching or Practical experience in various techniques of Clothing and Tailoring including Embroidery for a period of not less than two years; or

- 2. a) A First Class Diploma in Costume Designing and Dress Making; and
- b) Experience in teaching the subjects concerned for a period of not less than three years.

iv) **Stenography**

Direct Recruitment

- i) A Degree in Arts or Science of any University in the State or a Degree of equivalent standard with a pass in Government Technical Examination in Typewriting and Shorthand (English or Tamil) by the Higher / Senior Grade; and

- ii) Experience in teaching shorthand and typewriting for a period of not less than two years or practical experience for a period of not less than three years as Stenographer in a Government / Private establishment.
3. **Foreman (Automobile) (Tamil Nadu Polytechnic, Madurai)** Promotion and Direct Recruitment
- i. a) A Diploma in Automobile Engineering and
- b) Experience in a recognized Automobile Workshop for a period of not less than one year; or
- ii. a) An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate trade; and
- b) Experience for a period of not less than five years in a recognized Automobile Workshop.
4. **Boiler Foreman** Promotion, Direct Recruitment and Recruitment by transfer
- i. a) A Diploma in Mechanical Engineering; and
- b) A First Class Boiler Competency Certificate awarded by the Chief Inspector of Boilers, Tamil Nadu; or
- ii. a) Pass in SSLC;
- b) Must possess a First Class Boiler Competency Certificate awarded by the Chief Inspector of Boilers, Tamil Nadu; and

c) Must possess practical experience in Boiler House as Boiler Attendant for a period of not less than three years after acquiring the qualification referred to in item (b) above; or

iii. a) Pass in SSLC;

b) Must possess a Second Class Boiler Competency Certificate awarded by the Chief Inspector of Boilers, Tamil Nadu; and

c) Must possess practical experience in a Boiler house as Boiler Attendant for a period of not less than five years after acquiring the qualification referred to in item (b) above.

5. **Electrical Foreman (Central Polytechnic)** Promotion, Direct Recruitment and Recruitment by transfer

1. A Diploma in Electrical and Electronics Engineering; or

A Competency Certificate in Electrical Wiring; An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate trade; and

2. Practical experience in the erection and maintenance of transformers and other Electrical equipments, including experience in Electrical wiring for a period of not less than one year in the case of Diploma holders and five years in the case of others.

6. **Workshop Instructor** Promotion, Direct Recruitment and recruitment by transfer
- i. A Diploma in Mechanical or Electrical and Electronics Engineering or Electrical Engineering; or
 - ii. a) An Industrial Training Institute Certificate / National Trade Certificate National Apprenticeship Training Certificate in Mechanical / Electrical subjects
 - b) Practical experience for a period of not less than three years in a recognized Mechanical / Electrical workshop not below the rank of Skilled Operative / Assistant.

Provided that appointment shall be made to the post from among the holders of

- i) Diploma qualification; and
- ii) Non-Diploma qualification mentioned above in the ratio 1:4 subject to the availability of adequate number of Diploma holders.

- Instructor in Sports Goods (Institute of Leather Technology)** Promotion, Direct Recruitment and Recruitment by transfer
- i. A Diploma in Leather Technology; other things being equal, preference shall be given to candidates, who in addition, have had practical experience in a sports goods manufacturing concern or teaching experience; or

<p>Senior Instructor and Operative (Institute of Leather Technology)</p>	<p>Promotion, Direct Recruitment and Recruitment by transfer</p>	<ul style="list-style-type: none"> ii. a) An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate trade; and b) Practical experience in any Sports Goods Manufacturing concern or experience in instructing students in a recognized Institute in the manufacture of Sports Goods for a period of not less than three years.
<p>Demonstrator (Footwear, Leather goods, Travel goods, Fancy goods and Sports goods) (Institute of Leather Technology)</p>	<p>Promotion, Direct Recruitment and Recruitment by transfer</p>	<ul style="list-style-type: none"> i. A Diploma in Leather Technology; or ii. a) An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate trade; and b) Practical experience for a period of not less than three years as an Operative in a modern tannery. <ul style="list-style-type: none"> i. A Diploma in Leather Technology other things being equal preference shall be given to candidates, who in addition, have had practical experience in a modern Leather goods, Footwear or Sports goods manufacturing concern or teaching experience;

**Demonstrator
Bakery
Confectionary**

**in
and** Promotion, Direct
Recruitment and
Recruitment by transfer

- ii a) An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in Leather goods manufacturing; and
- b) Practical experience for a period of not less than three years in the manufacture of Sports goods, Travel goods, Footwear or Leather goods, as the case may be.
- i. A Bachelor's Degree in Home Science; or
- ii) A Diploma in Hotel Management and Catering Technology awarded by the State Board of Technical Education, Tamil Nadu / National Council for Hotel Management and Catering Technology or equivalent Diploma recognized by the State Board of Technical Education and Training, Tamil Nadu; or
- iii) a) A First Class Certificate in Bakery and Confectionary awarded by the State Board of Technical Education and Training, Tamil Nadu; and
- b) Teaching or Practical experience for a period of not less than two years in Bakery and / or Confectionery establishment employing not less than ten workers.

Park Superintendent	Direct Recruitment and Recruitment by transfer.	<ol style="list-style-type: none"> 1. <ol style="list-style-type: none"> i. Pass in Certificate Course for Head Gardener conducted by the State Board of Technical Education and Training Tamil Nadu; and ii. Practical experience for a period of not less than two years in gardening in any estate or horticultural nursery; or 2. <ol style="list-style-type: none"> i) A pass in SSLC (Bifurcated course) taking Agriculture as a special subject of study; and ii) Practical experience for a period of not less than three years in gardening in any estate or horticultural nursery.
7. Tannery Operative Grade – I	Promotion, Direct Recruitment and recruitment by transfer	<ol style="list-style-type: none"> i. An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate trade; or ii) <ol style="list-style-type: none"> a) Pass in SSLC; and b) Practical experience for a period of not less than two years as a Workman or Operative in a Modern Tannery.
Instructor and Operative (Institute of Leather Technology)	Promotion, Direct Recruitment and recruitment by transfer	<ol style="list-style-type: none"> i. An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in Leather goods manufacturing; or

Machine Operative Grade – I (Institute of Leather Technology) Promotion, Direct Recruitment and recruitment by transfer

- ii. a) Pass in SSLC; and
b) Practical experience for a period of not less than two years in a modern Leather goods manufacturing concern.
- i. An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate trade; or
- ii. a) Pass in SSLC; and
b) Certificate in Leather machines awarded by a recognized Institute and Practical experience for a period of not less than one year in operating Leather embossing and Printing machines.

Provided that the candidates for appointments in the Leather Goods Manufacturing section must have gained experience in the operation of footwear and Leather goods manufacturing machines for a period of not less than one year.

8. **Assistant Draughtsman** Direct Recruitment and recruitment by transfer

An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in Civil Engineering Draughtsmanship.

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| 9. | Pump Room
Mechanic
(Central
Polytechnic) | Promotion, Direct
Recruitment and recruitment
by transfer | <ul style="list-style-type: none"> i. An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate trade; or ii. <ul style="list-style-type: none"> a) Pass in SSLC; and b) Practical experience in the repair and maintenance of Pump sets and Oil Engines for a period not less than two years. |
| | Mechanic /
Fitter
(Automobiles)
(Tamil Nadu
Polytechnic,
Madurai) | Promotion, Direct
Recruitment and recruitment
by transfer | An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in Motor Mechanism. |
| 10. | Machine
Operative
Grade – II
(Institute of
Leather
Technology) | Promotion, Direct
Recruitment and recruitment
by transfer | <ul style="list-style-type: none"> i. Pass in SSLC; and ii. Practical experience for a period of not less than two year in a modern Leather concern. |
| | Tannery
Operative
(Grade – II) | Promotion, Direct
Recruitment and recruitment
by transfer | <ul style="list-style-type: none"> i. Failed in SSLC; and ii. Practical experience for a period of not less than one year in a Tannery |

	Footwear Instructor	Promotion, Direct Recruitment and recruitment by transfer	<ul style="list-style-type: none"> i. Failed in SSLC; and ii. Practical experience for a period of not less than one year in the manufacture of all kinds of leather goods from money purses to suitcases
11.	Blue Printer (Central Polytechnic)	Direct Recruitment and Recruitment by transfer	<p>Failed in SSLC;</p> <p>Preference shall be given to those who possess experience in Blue Printing work.</p>
	Helper (Automobile) (Tamil Nadu Polytechnic, Madurai)	Direct Recruitment and Recruitment by transfer	<p>Failed in SSLC;</p> <p>Preference shall be given to those who possess experience as Helper in any Automobile workshop.</p>
12.	Laboratory Helper (formerly known as Laboratory Boy)	Direct Recruitment and Recruitment by transfer	<ul style="list-style-type: none"> i. Must have passed VIII standard in a recognized school; or ii. Must have passed ESSLC examination conducted by the Directorate of Government Examinations, Chennai

- III 1. Instructor (Technical)
- i) **Instructor in Printing Technology** Promotion, Direct Recruitment and recruitment by transfer
- ii) **Instructor in Textile Technology** Direct Recruitment and recruitment by transfer
- iii) **Instructor in Leather processing** Direct Recruitment and recruitment by transfer
- i. A Diploma in Printing Technology; and
- ii. Practical or teaching experience for a period of not less than three years in Printing Technology
- A Bachelor's Degree in Textile Technology of any University in the State or a Degree of equivalent standard. Other standard being equal, preference shall be given to candidates with previous teaching experience; or
- i. A Diploma in Textile Technology; or
- A Diploma in Handloom Technology awarded by the All India Handloom Board through the Indian Institute Handloom Technology, Salem; and
- ii. Teaching or practical experience for a period of not less than three years.
- 1 A Bachelor's Degree in Leather Technology or a Degree or equivalent standard. Other things being equal preference shall be given to candidate with previous teaching experience; or
- 2 A Diploma in Leather Technology; (i) and
- ii. Teaching or practical experience for a period of not less than three years in a Modern Tannery or Leather Technological Institute.

2. Foreman
Instructor
(Special
Institution)

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| i) Leather Goods Manufacture | Promotion and Direct Recruitment | i. a) A Diploma in Leather Technology; and
b) Practical or teaching experience for a period of not less than one year in Leather Goods Manufacture

ii. a) An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate relating to Leather Goods Manufacturing / Making
b) Practical or Teaching experience for a period of not less than five years in Leather Goods manufacture |
| ii) Chemical Technology | Promotion and Direct Recruitment | i. a) A Diploma in Mechanical Engineering; and
b) Practical experience for a period of not less than one year in a recognized workshop; or

ii. a) An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in any workshop trade; and
b) Practical experience for a period of not less than five years in a recognized workshop |

- iii) **Leather Technology** Promotion and Direct Recruitment
- i. a) A Diploma in mechanical Engineering; and
 - b) Practical experience in the operation and maintenance of power driven Tannery and Leather Goods Manufacturing Machines for a period of not less than one year; or
 - ii) a) An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in General Mechanics Trade; and
 - b) Practical experience in the operation and maintenance of power driven Tannery and Leather Goods Manufacturing Machines for a period of not less than five years.

IV	<p>1. Junior Draughting Officer / Draughtsman Grade III (Civil / Mechanical / Electrical)</p>	<p>Promotion, Direct Recruitment and recruitment by transfer</p>	<p>i. A Diploma in Civil or Mechanical or Electrical and Electronics Engineering as the case may be; or ii. a) An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in Civil or Mechanical or Electrical Engineering Draughtsmanship as the case may be; and b) Practical experience in the preparation of drawing for a period of not less than three years in a drawing office or department</p>
	<p>2. Sanitary Worker</p>	<p>Direct Recruitment and Recruitment by transfer</p>	<p>Sanitary Inspector's Certificate awarded by the Director of Public Health and Preventive Medicine, Chennai or the Gandhigram Rural Institute, Gandhigram</p> <p>Other things being equal, preference shall be given to candidates who possess practical experience in the supervision of general sanitation work and public health practices in a Town Panchayat Union Council, Municipality or a Corporation</p>
	<p>3. Physical Training Instructor</p>	<p>Direct Recruitment and Recruitment by transfer</p>	<p>i. State Government Teachers' Certificate in Physical Education (Higher Grade); or ii. State Government Teachers' Certificate in Physical Education awarded to Ex-servicemen (Higher Grade)</p>

4. Artisan Grade – I	Promotion, Direct Recruitment and Recruitment by transfer	A Certificate after completion of a course in an Industrial Training Institute / National Trade / National Apprenticeship Training in the appropriate workshop trade; and ii. Practical experience in a recognized workshop for a period of not less than two years
Instrument Repairer Grade – I	Promotion, Direct Recruitment and Recruitment by transfer	A Certificate after completion of a course in an Industrial Training Institute / National Trade / National Apprenticeship Training in the appropriate trade; and ii. Practical experience for a period of not less than two years, in the repair and maintenance of precision instruments
5. Driver	Promotion, Direct Recruitment and Recruitment by transfer	i. a) A pass in VIII standard from a recognized school; or

- b) Must have passed ESSLC examination conducted by the Directorate of Government Examinations, Chennai; and
- ii Must possess a valid licence for driving a heavy transport vehicle issued by the Regional Transport Department of this state with an elementary knowledge of auto Mechanism;
- iii Must possess a first aid certificate ; and
- iv Must possess practical experience in driving either in Government Department or in any other service for a period of not less than one year
- Provided that other things being equal, preference shall be given to persons working as Cleaner cum Conductor
- Provided further that other things being equal, preference shall be given to the persons demobilize from the Indian Armed Forces
6. **Boiler Attendar Attendant Grade I** / Promotion, Direct Recruitment and Recruitment by transfer
- i. Pass in SSLC; and
- ii. A Second Class Boiler Competency Certificate awarded by the Chief Inspector of Boilers, Chennai

7. Typewriter Mechanic	Promotion, Direct Recruitment and Recruitment by transfer	<ul style="list-style-type: none"> i. Pass in SSLC; and ii. Experience in Typewriter Mechanism for a period of not less than one year in Government Polytechnics / Special Institutions or in the Typewriting firms approved by the State Government or Technical Institutions, approved by the Chairman, Board of Examinations, Chennai An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate trade
Artisan Grade II	Promotion, Direct Recruitment and Recruitment by transfer	
Mechanic Grade II		
Fitter Grade II		
Foremen Fitter Grade II		
Foreman Carpenter, Instrument Repairer / Mechanic Grade II, Plumber, Pump house Operator / Pump Operator		

Laboratory Assistant Skilled Assistant / Promotion, Direct Recruitment and Recruitment by transfer

An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate trade

Provided that for the purpose of appointment to the posts of Laboratory Assistants in the Laboratories noted hereunder, the trades mentioned against them shall also be considered.

Laboratory	Trade
1. Survey Lab.	Surveyor Trade
2. Textile Lab.	1. Weaver Trade 2. Knitter (Hoisery Trade) 3. Mechanic Maintenance (Textile Machinery Trade)
3. Applied Mechanics; Hydraulics; Strength of Materials; Chemistry and Physics Laboratories	1. Fitter Trade 2. General Mechanics Trade
4. Heat Engines Laboratories	1. Mechanic (Diesel) 2. Mechanic (Tractor) 3. I C Engine Trade 4. Automobile Trade 5. Mechanic (M.V.) Trade

Electrician Grade II	Promotion, Direct Recruitment and Recruitment by transfer	<ul style="list-style-type: none"> i. An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in Electrician or Wireman Trade; or ii. <ul style="list-style-type: none"> a) Electrician or Wireman Competency Certificate issued by the State Government; and b) Practical experience for a period of not less than two years in a work or works recognized by the appointing authority.
		<p>Explanation:- The Competency Certificate mentioned under item (ii)(a) above should be one issued by the Tamil Nadu Electricity Board, or Chief Electrical Inspectorate or by Directorate of Employment and Training</p>
8. Boiler Attender Grade II	Promotion, Direct Recruitment and Recruitment by transfer	<ul style="list-style-type: none"> i. Failed in SSLC; and ii. A Third Class Boiler Competency Certificate awarded by the Chief Inspector of Boilers, Chennai
9. Sergeant	<ul style="list-style-type: none"> 1. Direct recruitment 2. Recruitment by transfer 	<p>Must have served as an Officer in the rank of Jamedar and Subedar in the Indian Army or equivalent rank in other Defence Forces of India.</p> <p>Must have served as Office Assistant, in the Department of Technical Education for a period of not less than ten years and must have ability to control a large number of staff of menials.</p>

10. Gasman Grade – I	Promotion, Direct Recruitment and Recruitment by transfer	i. Failed in SSLC; and ii. Practical experience for a period of not less than one year in operating a gas plant.
Mazdoor Grade – I	Promotion, Direct Recruitment and Recruitment by transfer	i. Failed in SSLC; and ii. Practical experience in a workshop for a period of not less than one year.
11. Unskilled Attender / Unskilled Assistant	Promotion, Direct Recruitment and Recruitment by transfer	i. Failed in SSLC Other things being equal, preference shall be given to those who possess practical experience in a workshop or laboratory relating to the post concerned, to the satisfaction of the appointing authority.
Gasman Grade – II	Promotion, Direct Recruitment and Recruitment by transfer	i. Failed in SSLC Other things being equal, preference shall be given to those who possess practical experience in operating a gas plant.
Cleaner	Promotion, Direct Recruitment and Recruitment by transfer	i. Failed SSLC
Cleaner cum Conductor	Promotion, Direct Recruitment and Recruitment by transfer	i. Failed SSLC; ii. Must possess a Conductor's badge and license; iii. Must possess First Aid Certificate; iv. Must furnish a Security Deposit of Rs.100/

12. **Male Nursing Assistant** Direct Recruitment and Recruitment by transfer
- i. A pass in V standard in a recognized School; and
 - ii. Training in a Government hospital for a period of not less than one year.
- Mazdoor Grade – II** Direct Recruitment and Recruitment by transfer
- i. Must have passed VIII standard in a recognized School; or
 - ii. Must have passed ESSLC examination conducted by the Director of Government Examination, Chennai

Provided that for purpose of appointment as Mazdoor in the Institute of Printing Technology, Chennai, the candidates must possess practical experience in the concerned type or work for a period of not less than one year.

ANNEXURE
(Referred to in Rule 9)

Class	Category	Method of Recruitment	Qualification
(1)	(2)	(3)	(4)
I	1. Foreman Instructor	Promotion, Direct Recruitment and Transfer	(i). A Diploma in Mechanical Engineering and practical experience for a period of not less than three years in a recognized Engineering Workshop; or (ii). (a) An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship training Certificate; and

- (b) Practical experience for a period of not less than seven years in a recognized Engineering Workshop / Mechanical Laboratory.

Provided that the experience referred to above should have been gained in one or more of the following trades, namely:-

- a) Carpentry or pattern making;
- b) Fitting;
- c) Smithy;
- d) Foundry;
- e) Machinist;
- f) Welding;
- g) Tool-Maker; and
- h) Turner

2. Instructor Promotion and Direct
(Workshop) Recruitment

- i. A Diploma in Mechanical Engineering; or
- ii. (a) An ITI Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate trade; and

- b) Practical experience in the appropriate trade for a period of not less than three years in a recognized workshop / Mechanical Laboratory

Provided that the experience referred to above should have been gained in one or more of the following trades, namely:-

- 1) Smithy;
- 2) Welding (Gas or Arc);
- 3) Foundry;
- 4) Carpentry;
- 5) Fitting;
- 6) Sheet Metal Work;
- 7) Instrument Mechanic
- 8) Turner
- 9) Tool Maker

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| 3. Signal Instructor | Promotion, Direct Recruitment and Recruitment by transfer | i. Pass in SSLC; |
| | | ii. A Second class Radio Telegraphist Certificate of the Government of India; and |

- iii. Practical experience in the appropriate filed for a period of not less than two years.

Provided that a person who does not possess item (ii) above, shall be eligible for appointment if he possesses experience in the Signal branch of the Army, the Navy or the Air Force for a period of not less than two years. But such a person shall acquire item (ii) above at his own cost within a period of two years from the date of his appointment. If the person so appointed does not acquire the said qualification within the said period, his service shall forthwith be dispensed with or he shall be reverted to his permanent appointment as the case may be.

Telegraph
Mechanic Promotion, Direct
 Recruitment and
 Recruitment by transfer

- i. Pass in SSLC;
- ii. Ability to read and understand Engineering drawings and Electrical Circuit diagrams;

- iii. Five years experience in any Electrical Workshop of which not less than three years shall be in repair or maintaining manual and Automatic telegraphic apparatus.

The practical experience shall not be insisted in the case of those appointed by promotion provided they had worked atleast for two years as Instrument Repairers in Telecommunication Laboratory and are thoroughly familiar with all types of telegraphic apparatus their construction and uses; and

- iv. Thorough knowledge of precision Workshop methods. Other things being equal preference shall be given to those who have knowledge of Electronics and Radio and Telephone Communications apparatus.

4. Chief Pump house operator	Promotion, Direct Recruitment and Recruitment by transfer	<ul style="list-style-type: none"> i. An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in Plumbing; and ii. Experience for a period of not less than two years in the overhauling operations and maintenance of different types of Pumps with knowledge of the maintenance of water supply, sewage system and also plumbing work
5. Radio Mechanic	Promotion, Direct Recruitment and Recruitment by transfer	An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate Trade

6. **Maistries**

Electrical Maistry Fitter Maistry Carpenter Maistry Blacksmith Maistry Machine Maistry Foundry Maistry	Promotion, Direct Recruitment and Recruitment by transfer	An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate Trade.
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7. Engine Drivers

Steam Engine Driver	Promotion, Direct Recruitment and Recruitment by transfer	(i) An Industrial Training Institute Certificate/ National Trade Certificate/ National Apprenticeship Training Certificate in the appropriate Trade.; or (ii) (a) Pass in SSLC; and (b) Second class Certificate from the Inspector of Boilers declaring his competency to operate steam boilers and steam Engines
Oil Engine Driver	Promotion, Direct Recruitment and Recruitment by transfer	An Industrial Training Institute Certificate/ National Trade Certificate/ National Apprenticeship Training Certificate in the appropriate Trade;or
Armature Winder		An Industrial Training Institute Certificate/ National Trade Certificate/ National Apprenticeship Training Certificate in the appropriate Trade.; or An Industrial Training Institute Certificate/ National Trade Certificate/ National Apprenticeship Training Certificate in the appropriate Trade ;or

II 1. Instructor (Engineering) Polytechnic and Special Institutions

1. Direct Recruitment

- i. A Bachelor's Degree in the Branch of Engineering relating to the post concerned of any University in the State or a Degree of equivalent Standard.

Provided that, other things being equal, persons with a first class degree shall be preferred; or

- ii. a) A First Class Diploma in the branch of Engineering relating to the post concerned; and
b) Experience for a period of not less than three years in Design, Construction, Production or Teaching.

Provided that, other things being equal preference shall be given to those who have undergone one year apprenticeship training under the Government of India or the State Government Apprenticeship Training Scheme.

Provided further that for purpose of appointment to the post of Instructor in Mechanical Engineering persons with a first class Post Graduate Diploma in Automobile Engineering with practical experience for a period of not less than two years in Design, Construction, Production or Teaching shall also be considered.

2. Promotion

- i. A Diploma in the appropriate branch of Engineering relating to the post concerned; and
- ii. Experience for a period of not less than two years.

Instructor in Fisheries Technology and Navigation Direct Recruitment

- i. A First or Second class Master's Degree in Zoology of any University in the State or a Degree of Equivalent standard; or
- ii. a) A Diploma in Fisheries Technology and Navigation; and
b) Teaching or practical experience for a period of not less than three years.

Instructor in Town and Country Planning Direct Recruitment and Recruitment by transfer

- i. Post Graduate Degree in Regional Planning of the Indian Institute of Technology, Karaghpur or a Post Graduate Diploma in Town and Country Planning of the Delhi School of Planning and Architecture; or
- ii. A Degree in Architecture of any University in the State or a degree of equivalent standard; or
- iii. a) A Post Graduate Diploma in Town and Country Planning awarded by the State Board of Technical Education and Training, Tamil Nadu; and
b) Experience for a period of not less than two years in teaching or in the field of Town Planning;

Provided that the experience gained before acquiring the said Post Graduate Diploma shall also be counted towards the two years period.

<p>2. Instructor (Non-Engineering) Polytechnics and Special Institutions</p>	<p>Direct Recruitment</p>	<p>A First or Second Class Master's Degree of any University in the State or a Degree of equivalent standard in the subject relating to the post concerned.</p>
<p>i) Science (Mathematics, Physics, Chemistry) and Commerce</p>		<p>Other things being equal preference shall be given to candidates with previous teaching experience.</p>
<p>ii) English</p> <p>iii) Costume Designing and Dress Making</p>	<p>1 Direct recruitment .</p>	<p>A First or Second Class Mater's Degree of any University in the State or a Degree of equivalent standard in Home Science with Clothing and Textiles, as the subjects of study.</p>
	<p>2 Recruitment by . transfer and transfer</p>	<p>1. a) A First or Second Class Master's Degree of any University in the State or a Degree of equivalent standard in Home Science with Clothing and Textiles as the subjects of study; or</p> <p>b) A First or Second Class Bachelor's Degree of any University in the State or a Degree of equivalent Standard in Home Science with Clothing and Textiles as the subjects of study; or</p>

- i) A First or Second Class Bachelor's Degree in Arts or Science or Commerce of any University in the State or a Degree of equivalent standard and a Diploma or Higher Grade Certificate in Cutting and Tailoring awarded by the Director of Government Examinations, Tamil Nadu or Tailor and Fitter Academy, London; or Pataskar Institute, Pune, or Commercial Tailoring College, Bombay or any other recognized Institutions; and
- ii) Teaching or Practical experience in various techniques of Clothing and Tailoring including Embroidery for a period of not less than two years; or

- 2. a) A First Class Diploma in Costume Designing and Dress Making; and
- b) Experience in teaching the subjects concerned for a period of not less than three years.

iv) **Stenography**

Direct Recruitment

- i) A Degree in Arts or Science of any University in the State or a Degree of equivalent standard with a pass in Government Technical Examination in Typewriting and Shorthand (English or Tamil) by the Higher / Senior Grade; and

- ii) Experience in teaching shorthand and typewriting for a period of not less than two years or practical experience for a period of not less than three years as Stenographer in a Government / Private establishment.
3. **Foreman (Automobile) (Tamil Nadu Polytechnic, Madurai)** Promotion and Direct Recruitment
- i. a) A Diploma in Automobile Engineering and
- b) Experience in a recognized Automobile Workshop for a period of not less than one year; or
- ii. a) An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate trade; and
- b) Experience for a period of not less than five years in a recognized Automobile Workshop.
4. **Boiler Foreman** Promotion, Direct Recruitment and Recruitment by transfer
- i. a) A Diploma in Mechanical Engineering; and
- b) A First Class Boiler Competency Certificate awarded by the Chief Inspector of Boilers, Tamil Nadu; or
- ii. a) Pass in SSLC;
- b) Must possess a First Class Boiler Competency Certificate awarded by the Chief Inspector of Boilers, Tamil Nadu; and

c) Must possess practical experience in Boiler House as Boiler Attendant for a period of not less than three years after acquiring the qualification referred to in item (b) above; or

iii. a) Pass in SSLC;

b) Must possess a Second Class Boiler Competency Certificate awarded by the Chief Inspector of Boilers, Tamil Nadu; and

c) Must possess practical experience in a Boiler house as Boiler Attendant for a period of not less than five years after acquiring the qualification referred to in item (b) above.

5. **Electrical Foreman (Central Polytechnic)** Promotion, Direct Recruitment and Recruitment by transfer

1. A Diploma in Electrical and Electronics Engineering; or

A Competency Certificate in Electrical Wiring; An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate trade; and

2. Practical experience in the erection and maintenance of transformers and other Electrical equipments, including experience in Electrical wiring for a period of not less than one year in the case of Diploma holders and five years in the case of others.

6. **Workshop Instructor** Promotion, Direct Recruitment and recruitment by transfer
- i. A Diploma in Mechanical or Electrical and Electronics Engineering or Electrical Engineering; or
 - ii. a) An Industrial Training Institute Certificate / National Trade Certificate National Apprenticeship Training Certificate in Mechanical / Electrical subjects
 - b) Practical experience for a period of not less than three years in a recognized Mechanical / Electrical workshop not below the rank of Skilled Operative / Assistant.

Provided that appointment shall be made to the post from among the holders of

- i) Diploma qualification; and
- ii) Non-Diploma qualification mentioned above in the ratio 1:4 subject to the availability of adequate number of Diploma holders.

- Instructor in Sports Goods (Institute of Leather Technology)** Promotion, Direct Recruitment and Recruitment by transfer
- i. A Diploma in Leather Technology; other things being equal, preference shall be given to candidates, who in addition, have had practical experience in a sports goods manufacturing concern or teaching experience; or

Senior Instructor and Operative (Institute of Leather Technology)	Promotion, Direct Recruitment and Recruitment by transfer	<ul style="list-style-type: none"> ii. a) An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate trade; and b) Practical experience in any Sports Goods Manufacturing concern or experience in instructing students in a recognized Institute in the manufacture of Sports Goods for a period of not less than three years.
Demonstrator (Footwear, Leather goods, Travel goods, Fancy goods and Sports goods) (Institute of Leather Technology)	Promotion, Direct Recruitment and Recruitment by transfer	<ul style="list-style-type: none"> i. A Diploma in Leather Technology; or ii. a) An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate trade; and b) Practical experience for a period of not less than three years as an Operative in a modern tannery. <ul style="list-style-type: none"> i. A Diploma in Leather Technology other things being equal preference shall be given to candidates, who in addition, have had practical experience in a modern Leather goods, Footwear or Sports goods manufacturing concern or teaching experience;

**Demonstrator
Bakery
Confectionary**

**in
and** Promotion, Direct
Recruitment and
Recruitment by transfer

- ii a) An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in Leather goods manufacturing; and
- b) Practical experience for a period of not less than three years in the manufacture of Sports goods, Travel goods, Footwear or Leather goods, as the case may be.
- i. A Bachelor's Degree in Home Science; or
- ii) A Diploma in Hotel Management and Catering Technology awarded by the State Board of Technical Education, Tamil Nadu / National Council for Hotel Management and Catering Technology or equivalent Diploma recognized by the State Board of Technical Education and Training, Tamil Nadu; or
- iii) a) A First Class Certificate in Bakery and Confectionary awarded by the State Board of Technical Education and Training, Tamil Nadu; and
- b) Teaching or Practical experience for a period of not less than two years in Bakery and / or Confectionery establishment employing not less than ten workers.

Park Superintendent	Direct Recruitment and Recruitment by transfer.	<ol style="list-style-type: none"> 1. <ol style="list-style-type: none"> i. Pass in Certificate Course for Head Gardener conducted by the State Board of Technical Education and Training Tamil Nadu; and ii. Practical experience for a period of not less than two years in gardening in any estate or horticultural nursery; or 2. <ol style="list-style-type: none"> i) A pass in SSLC (Bifurcated course) taking Agriculture as a special subject of study; and ii) Practical experience for a period of not less than three years in gardening in any estate or horticultural nursery.
7. Tannery Operative Grade – I	Promotion, Direct Recruitment and recruitment by transfer	<ol style="list-style-type: none"> i. An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate trade; or ii) <ol style="list-style-type: none"> a) Pass in SSLC; and b) Practical experience for a period of not less than two years as a Workman or Operative in a Modern Tannery.
Instructor and Operative (Institute of Leather Technology)	Promotion, Direct Recruitment and recruitment by transfer	<ol style="list-style-type: none"> i. An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in Leather goods manufacturing; or

Machine Operative Grade – I (Institute of Leather Technology) Promotion, Direct Recruitment and recruitment by transfer

- ii. a) Pass in SSLC; and
b) Practical experience for a period of not less than two years in a modern Leather goods manufacturing concern.
- i. An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate trade; or
- ii. a) Pass in SSLC; and
b) Certificate in Leather machines awarded by a recognized Institute and Practical experience for a period of not less than one year in operating Leather embossing and Printing machines.

Provided that the candidates for appointments in the Leather Goods Manufacturing section must have gained experience in the operation of footwear and Leather goods manufacturing machines for a period of not less than one year.

8. **Assistant Draughtsman** Direct Recruitment and recruitment by transfer

An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in Civil Engineering Draughtsmanship.

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| 9. | Pump Room
Mechanic
(Central
Polytechnic) | Promotion, Direct
Recruitment and recruitment
by transfer | <ul style="list-style-type: none"> i. An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate trade; or ii. <ul style="list-style-type: none"> a) Pass in SSLC; and b) Practical experience in the repair and maintenance of Pump sets and Oil Engines for a period not less than two years. |
| | Mechanic /
Fitter
(Automobiles)
(Tamil Nadu
Polytechnic,
Madurai) | Promotion, Direct
Recruitment and recruitment
by transfer | An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in Motor Mechanism. |
| 10. | Machine
Operative
Grade – II
(Institute of
Leather
Technology) | Promotion, Direct
Recruitment and recruitment
by transfer | <ul style="list-style-type: none"> i. Pass in SSLC; and ii. Practical experience for a period of not less than two year in a modern Leather concern. |
| | Tannery
Operative
(Grade – II) | Promotion, Direct
Recruitment and recruitment
by transfer | <ul style="list-style-type: none"> i. Failed in SSLC; and ii. Practical experience for a period of not less than one year in a Tannery |

	Footwear Instructor	Promotion, Direct Recruitment and recruitment by transfer	<ul style="list-style-type: none"> i. Failed in SSLC; and ii. Practical experience for a period of not less than one year in the manufacture of all kinds of leather goods from money purses to suitcases
11.	Blue Printer (Central Polytechnic)	Direct Recruitment and Recruitment by transfer	<p>Failed in SSLC;</p> <p>Preference shall be given to those who possess experience in Blue Printing work.</p>
	Helper (Automobile) (Tamil Nadu Polytechnic, Madurai)	Direct Recruitment and Recruitment by transfer	<p>Failed in SSLC;</p> <p>Preference shall be given to those who possess experience as Helper in any Automobile workshop.</p>
12.	Laboratory Helper (formerly known as Laboratory Boy)	Direct Recruitment and Recruitment by transfer	<ul style="list-style-type: none"> i. Must have passed VIII standard in a recognized school; or ii. Must have passed ESSLC examination conducted by the Directorate of Government Examinations, Chennai

- III 1. Instructor (Technical)
- i) **Instructor in Printing Technology** Promotion, Direct Recruitment and recruitment by transfer
- ii) **Instructor in Textile Technology** Direct Recruitment and recruitment by transfer
- iii) **Instructor in Leather processing** Direct Recruitment and recruitment by transfer
- i. A Diploma in Printing Technology; and
- ii. Practical or teaching experience for a period of not less than three years in Printing Technology
- A Bachelor's Degree in Textile Technology of any University in the State or a Degree of equivalent standard. Other standard being equal, preference shall be given to candidates with previous teaching experience; or
- i. A Diploma in Textile Technology; or
- A Diploma in Handloom Technology awarded by the All India Handloom Board through the Indian Institute Handloom Technology, Salem; and
- ii. Teaching or practical experience for a period of not less than three years.
- 1 A Bachelor's Degree in Leather Technology or a Degree or equivalent standard. Other things being equal preference shall be given to candidate with previous teaching experience; or
- 2 A Diploma in Leather Technology; (i) and
- ii. Teaching or practical experience for a period of not less than three years in a Modern Tannery or Leather Technological Institute.

2. Foreman
Instructor
(Special
Institution)

- | | | |
|---------------------------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i) Leather
Goods
Manufacture | Promotion and Direct
Recruitment | i. a) A Diploma in Leather
Technology; and

b) Practical or teaching
experience for a period of not
less than one year in Leather
Goods Manufacture

ii. a) An Industrial Training Institute
Certificate / National Trade
Certificate / National
Apprenticeship Training
Certificate relating to Leather
Goods Manufacturing /
Making

b) Practical or Teaching
experience for a period of not
less than five years in Leather
Goods manufacture |
| ii) Chemical
Technology | Promotion and Direct
Recruitment | i. a) A Diploma in Mechanical
Engineering; and

b) Practical experience for a
period of not less than one
year in a recognized
workshop; or

ii. a) An Industrial Training Institute
Certificate / National Trade
Certificate / National
Apprenticeship Training
Certificate in any workshop
trade; and

b) Practical experience for a
period of not less than five
years in a recognized
workshop |

- iii) **Leather Technology** Promotion and Direct Recruitment
- i. a) A Diploma in mechanical Engineering; and
 - b) Practical experience in the operation and maintenance of power driven Tannery and Leather Goods Manufacturing Machines for a period of not less than one year; or
 - ii) a) An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in General Mechanics Trade; and
 - b) Practical experience in the operation and maintenance of power driven Tannery and Leather Goods Manufacturing Machines for a period of not less than five years.

IV	<p>1. Junior Draughting Officer / Draughtsman Grade III (Civil / Mechanical / Electrical)</p>	<p>Promotion, Direct Recruitment and recruitment by transfer</p>	<p>i. A Diploma in Civil or Mechanical or Electrical and Electronics Engineering as the case may be; or ii. a) An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in Civil or Mechanical or Electrical Engineering Draughtsmanship as the case may be; and b) Practical experience in the preparation of drawing for a period of not less than three years in a drawing office or department</p>
	<p>2. Sanitary Worker</p>	<p>Direct Recruitment and Recruitment by transfer</p>	<p>Sanitary Inspector's Certificate awarded by the Director of Public Health and Preventive Medicine, Chennai or the Gandhigram Rural Institute, Gandhigram</p> <p>Other things being equal, preference shall be given to candidates who possess practical experience in the supervision of general sanitation work and public health practices in a Town Panchayat Union Council, Municipality or a Corporation</p>
	<p>3. Physical Training Instructor</p>	<p>Direct Recruitment and Recruitment by transfer</p>	<p>i. State Government Teachers' Certificate in Physical Education (Higher Grade); or ii. State Government Teachers' Certificate in Physical Education awarded to Ex-servicemen (Higher Grade)</p>

4. Artisan Grade – I	Promotion, Direct Recruitment and Recruitment by transfer	<p>A Certificate after completion of a course in an Industrial Training Institute / National Trade / National Apprenticeship Training in the appropriate workshop trade; and</p> <p>ii. Practical experience in a recognized workshop for a period of not less than two years</p>
Instrument Repairer Grade – I	Promotion, Direct Recruitment and Recruitment by transfer	<p>A Certificate after completion of a course in an Industrial Training Institute / National Trade / National Apprenticeship Training in the appropriate trade; and</p> <p>ii. Practical experience for a period of not less than two years, in the repair and maintenance of precision instruments</p>
5. Driver	Promotion, Direct Recruitment and Recruitment by transfer	<p>i. a) A pass in VIII standard from a recognized school; or</p>

- b) Must have passed ESSLC examination conducted by the Directorate of Government Examinations, Chennai; and
- ii Must possess a valid licence for driving a heavy transport vehicle issued by the Regional Transport Department of this state with an elementary knowledge of auto Mechanism;
- iii Must possess a first aid certificate ; and
- iv Must possess practical experience in driving either in Government Department or in any other service for a period of not less than one year
- Provided that other things being equal, preference shall be given to persons working as Cleaner cum Conductor
- Provided further that other things being equal, preference shall be given to the persons demobilize from the Indian Armed Forces
6. **Boiler Attendar Attendant Grade I** / Promotion, Direct Recruitment and Recruitment by transfer
- i. Pass in SSLC; and
- ii. A Second Class Boiler Competency Certificate awarded by the Chief Inspector of Boilers, Chennai

7. Typewriter Mechanic	Promotion, Direct Recruitment and Recruitment by transfer	<ul style="list-style-type: none"> <li data-bbox="941 186 1266 220">i. Pass in SSLC; and <li data-bbox="941 294 1508 850">ii. Experience in Typewriter Mechanism for a period of not less than one year in Government Polytechnics / Special Institutions or in the Typewriting firms approved by the State Government or Technical Institutions, approved by the Chairman, Board of Examinations, Chennai An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate trade
Artisan Grade II	Promotion, Direct Recruitment and Recruitment by transfer	
Mechanic Grade II		
Fitter Grade II		
Foremen Fitter Grade II		
Foreman Carpenter, Instrument Repairer / Mechanic Grade II, Plumber, Pump house Operator / Pump Operator		

Laboratory Assistant Skilled Assistant / Promotion, Direct Recruitment and Recruitment by transfer

An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in the appropriate trade

Provided that for the purpose of appointment to the posts of Laboratory Assistants in the Laboratories noted hereunder, the trades mentioned against them shall also be considered.

Laboratory	Trade
1. Survey Lab.	Surveyor Trade
2. Textile Lab.	1. Weaver Trade 2. Knitter (Hoisery Trade) 3. Mechanic Maintenance (Textile Machinery Trade)
3. Applied Mechanics; Hydraulics; Strength of Materials; Chemistry and Physics Laboratories	1. Fitter Trade 2. General Mechanics Trade
4. Heat Engines Laboratories	1. Mechanic (Diesel) 2. Mechanic (Tractor) 3. I C Engine Trade 4. Automobile Trade 5. Mechanic (M.V.) Trade

Electrician Grade II	Promotion, Direct Recruitment and Recruitment by transfer	<ul style="list-style-type: none"> i. An Industrial Training Institute Certificate / National Trade Certificate / National Apprenticeship Training Certificate in Electrician or Wireman Trade; or ii. <ul style="list-style-type: none"> a) Electrician or Wireman Competency Certificate issued by the State Government; and b) Practical experience for a period of not less than two years in a work or works recognized by the appointing authority.
		<p>Explanation:- The Competency Certificate mentioned under item (ii)(a) above should be one issued by the Tamil Nadu Electricity Board, or Chief Electrical Inspectorate or by Directorate of Employment and Training</p>
8. Boiler Attender Grade II	Promotion, Direct Recruitment and Recruitment by transfer	<ul style="list-style-type: none"> i. Failed in SSLC; and ii. A Third Class Boiler Competency Certificate awarded by the Chief Inspector of Boilers, Chennai
9. Sergeant	<ul style="list-style-type: none"> 1. Direct recruitment 2. Recruitment by transfer 	<p>Must have served as an Officer in the rank of Jamedar and Subedar in the Indian Army or equivalent rank in other Defence Forces of India.</p> <p>Must have served as Office Assistant, in the Department of Technical Education for a period of not less than ten years and must have ability to control a large number of staff of menials.</p>

10. Gasman Grade – I	Promotion, Direct Recruitment and Recruitment by transfer	i. Failed in SSLC; and ii. Practical experience for a period of not less than one year in operating a gas plant.
Mazdoor Grade – I	Promotion, Direct Recruitment and Recruitment by transfer	i. Failed in SSLC; and ii. Practical experience in a workshop for a period of not less than one year.
11. Unskilled Attender / Unskilled Assistant	Promotion, Direct Recruitment and Recruitment by transfer	i. Failed in SSLC Other things being equal, preference shall be given to those who possess practical experience in a workshop or laboratory relating to the post concerned, to the satisfaction of the appointing authority.
Gasman Grade – II	Promotion, Direct Recruitment and Recruitment by transfer	i. Failed in SSLC Other things being equal, preference shall be given to those who possess practical experience in operating a gas plant.
Cleaner	Promotion, Direct Recruitment and Recruitment by transfer	i. Failed SSLC
Cleaner cum Conductor	Promotion, Direct Recruitment and Recruitment by transfer	i. Failed SSLC; ii. Must possess a Conductor's badge and license; iii. Must possess First Aid Certificate; iv. Must furnish a Security Deposit of Rs.100/

12. **Male Nursing Assistant** Direct Recruitment and Recruitment by transfer
- i. A pass in V standard in a recognized School; and
 - ii. Training in a Government hospital for a period of not less than one year.
- Mazdoor Grade – II** Direct Recruitment and Recruitment by transfer
- i. Must have passed VIII standard in a recognized School; or
 - ii. Must have passed ESSLC examination conducted by the Director of Government Examination, Chennai

Provided that for purpose of appointment as Mazdoor in the Institute of Printing Technology, Chennai, the candidates must possess practical experience in the concerned type or work for a period of not less than one year.
