

# TAMIL NADU SECRETARIAT SERVICE RULES

(Corrected up to 17<sup>th</sup> April 2012)

## CONTENTS

Rule No.	Subjects
1	Definitions
2	Constitution
3	Appointing Authority
4	Selection and Allotment
5	Appointments
6	Preparation of annual list of approved candidates
7	Selection categories and grades
8	Pattern of appointment of Assistant Section Officers in the Departments of Secretariat other than the Law Department and Governor's Secretariat
9	Substantive appointment in Governor's Secretariat.
10	Reservation of appointments
11	Unit of operation of rules
11-A	Saving clause
12	Method of direct recruitment
13	Qualifications - Age
14	Other Qualifications
15	Probation
16	Tests
17	Special provisions for strictly Confidential staff
	<u>ANNEXURE-I</u> Method of appointment to the service by direct recruitment
	<u>ANNEXURE-II</u> Strictly Confidential Establishment of the Public Department, Home Department and the Governor's Secretariat.

**RULES**  
**SECTION 29 - THE TAMIL NADU SECRETARIAT SERVICE**

**1. Definitions:-** In these rules, unless the context otherwise requires:-

- (a) "Department" means a department of the Secretariat other than Legislative Assembly Secretariat; and  
(b) "the Governor's Secretariat" shall be deemed to be a department of the Secretariat.

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

Category1(a)	Assistant Section Officers in the Departments of Secretariat other than Law and Finance Departments and the Governor's Secretariat
Category 1(b)	Assistant Section Officers in the Law Department
Category 1 (c)	Assistant Section Officers in the Governor's Secretariat
Category 1 (d)	Assistant Section Officers in the Finance Department
*Category 1A	Assistant Section Officers ( Translation)
#Category 1B	Assistant Reception Officer in Tamil Nadu House, New Delhi
¥ Category 2A	Personal Assistants in the Departments of Secretariat other than Finance Department.
¥ Category 2B	Personal Assistants in Finance Department.
¥ Category 2C	Senior Personal Clerks in the Departments of Secretariat other than Finance Department.
¥ Category 2D	Senior Personal Clerks in Finance Department.
¥ Category 2E	Senior Typists in the Departments of Secretariat other than Finance Department.
¥ Category 2F	Senior Typists in the Finance Department.
Category 3(a)	Assistants in the Departments of Secretariat other than Law and Finance Departments and the Governor's Secretariat .
Category 3(b)	Assistants in the Law Department
Category 3(c)	Assistants in the Governor's Secretariat
Category 3(d)	Assistants in the Finance Department
*Category 3A	Assistants (Translation)
¥ Category 4A	Personal Clerks in the Departments of Secretariat other than Finance Department.
¥ Category 4B	Personal Clerks in Finance Department.
Category 5A	Typists in the Departments of Secretariat other than Finance department
\$ Category 5(aa)	Typists in the Finance Department
@ Category 5(b)	Telex Operators in the Public Department
Category 6	Telephone Operators in the Secretariat Exchange (Public Department ) and the Governor's Secretariat

\* Inserted in G.O.Ms.No.85, Tourism Development & Culture, dated 10.05.1990 w.e.f.07.01.1987

#Inserted in G.O.Ms.No.134, Personnel and Administrative Reforms Department, dated 08.06.1994

¥ vide G.O.Ms.No.220, Personnel and Administrative Reforms (U) Department, dated 04.12.2008 (w.e.f. 01.06.1988

(\$ ) G.O.Ms.No.421, Personnel and Administrative Reforms (D) Department, Dated 27.11.2003

@Inserted in G.O.Ms.No.179, Personnel and Administrative Reforms Department, dated 14.06.1993.

G.O.Ms.No.85, Personnel and Administrative Reforms (D) Department, dated 04.04.2007.

**3. Appointing Authority:-** The appointing authority shall be:-

- (i) in the case of Governor's Secretariat, the Secretary to Governor;
- (ii) in the case of departments of Secretariat other than Law and Finance including Planning and Development Department, the Deputy Secretary or Joint Secretary to Government, as the case may be, who is in charge of establishment.

Provided that in Law and Finance including Planning and Development Departments the Secretary to Government shall be the appointing authority for the categories of Assistant Section Officers and Personal Assistants. For all other categories Deputy Secretary or Joint Secretary to Government in charge of establishment shall be the appointing authority.

Provided further that in the Tamil Development & Culture (Translation), the Secretary to Government, Tamil Development, Religious Endowments and Information Department shall be the appointing authority for the categories of Assistant Section Officers (Translations) and Assistants (Translations).

Provided also that in the case of Assistant Reception Officer in the Tamil Nadu House, New Delhi, the Deputy Secretary or Joint Secretary to Government, Public Department, as the case may be, who is in charge of establishment shall be the appointing authority.

**4.(1)(a). Selection and allotment:-** The selection and allotment of candidates for appointment to the categories 1 to 5 as constituted in rule 2, by promotion or by recruitment by transfer or by direct recruitment in the Departments of Secretariat other than Finance including Planning and Development and Law Departments shall be made by the Deputy Secretary or Joint Secretary to Government, as the case may be, who is in charge of establishment in consultation with Personnel and Administrative Reforms Department.

(b) The selection and allotment of candidates for appointment to the categories 1 to 5 as constituted in rule 2 by promotion or recruitment by transfer or by direct recruitment in Finance including Planning and Development Department and Law Department shall be made by the Secretary to Government in the case of Assistant Section Officers and Personal Assistants. To all other categories, the selection and allotment shall be made by the Deputy Secretary/Joint Secretary to Government of that department as the case may be, who is in charge of establishment, in consultation with Personnel and Administrative Reforms Department.

(c) The selection and allotment of candidates for appointment to categories 1-A and 3-A constituted in rule 2, by direct recruitment or transfer from any other category or recruitment by transfer from any other service in the Tamil Development & Culture (Translations) Department shall be made by the Secretary to Government, Tamil Development, Religious Endowments and Information Department.

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

THE TABLE

Category		Method of appointment	
(1)		(2)	
1(a)	Assistant Section Officers in the Departments of Secretariat other than the Law and Finance Departments and the Governor's Secretariat.	(i)	¥ by promotion from among the categories of Assistants in the Departments of Secretariat other than Law and Finance Departments and the Governor's Secretariat, Senior Personal Clerks in the Departments of Secretariat other than Finance Department and Senior Typists in the Departments of Secretariat other than Finance Department in the ratio of 4:1:1; or
		(ii)	by direct recruitment; or
		(iii)	by recruitment by transfer from the category of Assistants in Tamil Nadu Ministerial Service or the Tamil Nadu Judicial Ministerial Service. ¥ G.O.Ms.No.220, Personnel and Administrative Reforms (U) Department, dated 04.12.2008 (w.e.f. 20.11.2006)
1(b)	Assistant Section Officers in the Law Department.	(i)	by promotion from the category of Assistants in the Law Department; or
		(ii)	by transfer from other departments of Secretariat; or
		(iii)	by direct recruitment
1(c)	Assistant Section Officers in the Governor's Secretariat	(i)	by promotion from the category of Assistants or Personal Clerk in the Governor's Secretariat; or
		(ii)	by transfer from the category of Assistant Section Officers of Departments of Secretariat.
		(iii)	by transfer from the category of Personal Assistant in the Governor's Secretariat (\$) G.O.Ms.No.31, Personnel and Administrative Reforms (D) Department, dated 24.03.2006.
1(d)	Assistant Section Officers in the Finance Department (*)	(i)	¥ by promotion from among the categories of Assistants, Senior Personal Clerks and Senior Typists in the Finance Department in the ratio of 4:1:1; or
		(ii)	by direct recruitment; or
		(iii)	by recruitment by transfer from the category of Assistants in Tamil Nadu Ministerial Service or the Tamil Nadu Judicial Ministerial Service. (*)G.O.Ms.No.85, Personnel and Administrative Reforms (D) Department, dated 04.04.2007. ¥G.O.Ms.No.220, Personnel and Administrative Reforms (U) Department, dated 04.12.2008 (w.e.f. 20.11.2006)
1A	Assistant Section Officer (Translation)		by direct recruitment or transfer from any other category or recruitment by transfer from any other service.

1B	Assistant Reception Officer, Tamil Nadu House, New Delhi.	(i)	by direct recruitment; or
		(ii)	by transfer from Assistant Section Officers; or
		(iii)	by promotion from among the Steno-Typists in Tamil Nadu House, New Delhi; or
		(iv)	by recruitment by transfer from the holders of the post of Receptionist or House Keeper in the Tamil Nadu General Subordinate Service or from the post of Junior Assistant, Telephone Operator, Store-Keeper or Typist in Tamil Nadu House, New Delhi in the Tamil Nadu Ministerial Service or from any other service;
¥2A	Personal Assistants in the Departments of Secretariat other than Finance Department	(i)	¥ by promotion from the category of Senior Personal Clerks; or
		(ii)	¥ by promotion from the category of Personal Clerks; if no qualified candidates are available by the above method; or
		(iii)	for special reasons recruitment by transfer from any other service. ¥G.O.Ms.No.220, Personnel and Administrative Reforms (U) Department, dated 04.12.2008 (w.e.f. 01.06.1988)
¥2B	Personal Assistants in Finance Department.	(i)	¥by promotion from the category of Senior Personal Clerks in Finance Department; or
		(ii)	¥ by promotion from the category of Personal Clerks, if no qualified candidates are available by the above method; or
		(iii)	¥for special reasons recruitment by transfer from any other service. ¥G.O.Ms.No.220, Personnel and Administrative Reforms (U) Department, dated 04.12.2008 (w.e.f. 01.06.1988)
¥2C	Senior Personal Clerks in the Departments of Secretariat other than Finance Department.		¥by promotion from the category of Personal Clerks.  ¥G.O.Ms.No.220, Personnel and Administrative Reforms (U) Department, dated 04.12.2008 (w.e.f. 01.06.1988)
¥2D	Senior Personal Clerks in Finance Department.		¥by promotion from the category of Personal Clerks in Finance Department.  ¥G.O.Ms.No.220, Personnel and Administrative Reforms (U) Department, dated 04.12.2008 (w.e.f. 01.06.1988)
¥2E	Senior Typists in the Departments of Secretariat other than Finance Department.		¥by promotion from the category of Typists.  ¥G.O.Ms.No.220, Personnel and Administrative Reforms (U) Department, dated 04.12.2008 (w.e.f. 01.06.1988)

¥2F	Senior Typists in Finance Department.		¥by promotion from the category of Typists in Finance Department.”;  ¥G.O.Ms.No.220, Personnel and Administrative Reforms (U) Department, dated 04.12.2008 (w.e.f. 01.06.1988)	
3(a)	Assistants in the Departments of Secretariat other than Law and Finance Departments and the Governor’s Secretariat	(i)	by direct recruitment; or	
		(ii)	by recruitment by transfer from among the holders of the posts of Junior Assistants and Assistants in the Tamil Nadu Ministerial Service and the Tamil Nadu Judicial Ministerial Service; or	
		(iii)	by promotion from the category of Typists or Telephone Operator in the Tamil Nadu Secretariat Service; or	
		(iv)	by recruitment by transfer from the posts of Record Clerks, Drivers, Office Assistants, ***Motor Cycle Messengers and Van Cleaners who are graduates working in Secretariat; or	
		(v)	by recruitment by transfer from the posts of Record Clerks and Typists who are not graduates working in Secretariat.  Provided that fifty percent of the vacancies shall be filled up by direct recruitment and the remaining fifty percent of the vacancies shall be filled up by the other methods as follows:-	
		(i)	Junior Assistants and Assistants in the Tamil Nadu Ministerial service and the Tamil Nadu Judicial Ministerial Service	15%
		(ii)	Record Clerks, Typists, Telephone Operators, Drivers and *** Motor Cycle Messengers who are graduates working in Secretariat [ <sup>^</sup> Substituted vide G.O.Ms.No.57, Personnel and Administrative Reforms (D) Department, dated 23.03.2001 – w.e.f. 23 <sup>rd</sup> March 2001.]	25%
(iii)	Record Clerks and Typists who are not graduates working in Secretariat	5%		

		(iv)	<p>Office Assistants and Van Cleaners who are graduates working in Secretariat.</p> <p>Provided further that if sufficient number of qualified and suitable persons are not available for appointment by any one of the four methods mentioned above, the unfilled vacancies may be filled up by the remaining three methods, subject to availability from time to time.</p> <p><i>** (G.O.Ms.No.67, Personnel and Administrative Reforms (D) Department, dated 27.03.1998 (w.e.f.29.11.1995) "</i></p> <p><i>*** (G.O.Ms.No.13, Personnel and Administrative Reforms Department, dated 09.02.2002)</i></p> <p><i>**** [vide G.O.Ms.No.13, Personnel and Administrative Reforms (D) Department, Dated 09.02.2002, w.e.f. 13.03.2001].</i></p>	5%
3(b)	Assistants in the Law Department	(i)	by direct recruitment; or	
		(ii)	by transfer from other departments of Secretariat	
3(c)	Assistants in the Governor's Secretariat	(i)	by transfer from the category of Assistants from the departments of Secretariat; or	
		(ii)	by recruitment by transfer from any other service	
3(d)	Assistants in the Finance Department	(i)	By direct recruitment; or	
		(ii)	by promotion from the category of Typist in the Finance Department or if no qualified person is available from the Finance Department from any other Department of the Secretariat; or	
		(iii)	<p>by recruitment by transfer from the category of Junior Assistant or Assistant in the Tamil Nadu Ministerial Service or in the Tamil Nadu Judicial Ministerial Service; or</p> <p>by recruitment by transfer from the category of Record Assistant or Record Clerk in the Tamil Nadu General Subordinate Service in the Finance Department and Office Assistant in the Tamil Nadu Basic Service in the Finance Department or if no qualified person is available from the Finance Department from any other department of the Secretariat. (***)</p>	

3.A	Assistants (Translations)		by direct recruitment or transfer from any other category or recruitment by transfer from any other service
¥4A	Personal Clerks in the departments of Secretariat other than Finance Department	(i)	by direct recruitment ;or
		(ii)	by promotion from the category of Typists; or
		(iii)	for special reasons, recruitment by transfer from any other service. ¥G.O.Ms.No.220, Personnel and Administrative Reforms (U) Department, dated 04.12.2008 (w.e.f. 01.06.1988)
¥4B	Personal Clerks in Finance Department	(i)	by direct recruitment ;or
		(ii)	by promotion from the category of Typists in Finance Department; or
		(iii)	for special reasons, recruitment by transfer from any other service.”; ¥G.O.Ms.No.220, Personnel and Administrative Reforms (U) Department, dated 04.12.2008 (w.e.f. 01.06.1988)
5(a)	Typists in the departments of Secretariat other than Finance Department	(i)	by direct recruitment; or
		(ii)	for special reasons, recruitment by transfer from any other service.
5 (aa)	Typist in the Finance Department	(i)	by direct recruitment
		(ii)	for special reasons, recruitment by transfer from any other service. (\$)
5(b)	Telex Operators in the Public Department		by transfer from the category of Typist in the Departments of Secretariat
6	Telephone Operators in the Secretariat Exchange (Public Department) and the Governor's Secretariat.	(i)	by direct recruitment; or
		(ii)	# by transfer from the category of Typist in the departments of Secretariat other than Finance and Planning, Development and Special Initiatives Departments in the Tamil Nadu Secretariat Service. If qualified and suitable Typists are not available in the Departments of Secretariat, by transfer from the category of Telephone Operators in the State Guest House, who are approved probationers; or”.
		(iii)	for special reasons, recruitment by transfer from any other service.

\*\*\* (Inserted in G.O.Ms.No.243, Personnel and Administrative Reforms(D)Department,dated 07-10-1998, w.e.f.15-10-1996)



*^(Amendments made vide G.O.Ms.No.45, Personnel and Administrative Reforms (D) Department, dated 30.01.1996*

*(Amendment made vide G.O.Ms.No.46, Personnel and Administrative Reforms (D) Department, dated 30.01.1996)*

*\$ (G.O.Ms.No.421, Personnel and Administrative Reforms (D) Department, Dated 27.11.2003)*

*¥G.O.Ms.No.220, Personnel and Administrative Reforms (U) Department, dated 04.12.2008 (w.e.f. 04.12.2008)*

*#(Amendment made vide G.O.Ms.No.54, Personnel and Administrative Reforms (U) Department, dated 17.04.2012)*

**6. Preparation of annual list of approved candidates:-** A list of approved candidates for appointment to the posts by promotion, by transfer and by recruitment by transfer shall be prepared annually and the crucial date on which the candidates should have acquired the prescribed qualifications shall be the *1st August of every year.*

“Provided that in the case of candidates for selection as Assistant in the departments of Secretariat other than Law and Finance Departments and the Governor’s Secretariat by recruitment by transfer for the year 1999, the date on which the candidates should possess the educational and technical qualifications shall be the 23<sup>rd</sup> August 1999, namely, the date of Notification of the Tamil Nadu Public Service Commission inviting applications for appointment to the said post.”;

*(vide G.O.Ms.No.50, Personnel and Administrative Reforms Department, dated 26.05.2003 w.e.f. 23.08.1999)*

**7. Selection categories and grades:-** Promotion to the categories of Assistant Section Officers and Personal Assistants shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

**8. Pattern of appointment of Assistant Section Officers in the Departments of Secretariat other than the Law Department, Tamil Development, Culture and Religious Endowments Department (Translations) and Governor's Secretariat:-** Subject to rule 8 of the General Rules, out of every eight vacancies in the category of Assistant Section Officers in the Departments of Secretariat other than the Law Department, Tamil Development, Culture and Religious Endowments Department (Translations) and the Governor's Secretariat, appointment shall be made in the following order of rotation:-

1.	by direct recruitment;
2.	by promotion from the category of Assistant;
3.	by promotion from the category of Assistant;
4.	by promotion from the category of Assistant;
5.	by promotion from the category of Assistant;
	¥ Provided that the 20 <sup>th</sup> rotation shall be filled up by the non-graduate Assistants and that if

	<i>no suitable and qualified non-graduate Assistants is available, then the said rotation shall be filled up from among the holders of the post of Assistant;</i>
¥(6)	by promotion from the category of Senior Personal Clerks;
¥(7)	by promotion from the category of Senior Typists; and
(8)	by recruitment by transfer from the category of Assistant in the Tamil Nadu Ministerial Service or in the Tamil Nadu Judicial Ministerial Service.”;

*Provided that direct recruitment or/and recruitment by transfer for filling the vacancies may be kept in abeyance by the Government and such vacancies shall be treated as lapsed.*

*\* Provided further that every ¥Senior Personal Clerk and ¥ Senior Typist shall, at the time of preparation of the list of persons eligible for appointment as Assistant Section Officers exercise an option as to the line in which \*\*he desires to continue and such option once exercised shall be final.*

*¥ G.O.Ms.No.220, Personnel and Administrative Reforms (U) Department, dated 04.12.2008.  
(w.e.f. 20.11.2006)*

**9. Substantive appointment in Governor's Secretariat:-** No full member or approved probationer transferred to the Governor's Secretariat from any other departments of Secretariat shall be eligible for substantive appointment in the Governor's Secretariat unless and until he has rendered service for a period of not less than six months in that category.

**10. Reservation of appointments:-** The rule of reservation of appointments (General rule 22) shall apply to all categories of posts by direct recruitment and the said rule of reservation of appointments shall apply to each unit of appointment separately.

*Provided that the rule of reservation of appointment shall also apply separately for appointment as Assistant in the Tamil Nadu Secretariat Service by recruitment by transfer through the Tamil Nadu Public Service Commission on and from the 9th February 1990.*

*\*\* (Amendments made vide G.O.Ms.No.186, Personnel and Administrative Reforms (D) Department, dated 27-07-1998.*

*\*\*Omitted and substituted in G.O.Ms.No.125, Personnel and Administrative Reforms (D) Department,, dated 23-07-1999.*

*\*\* (Amendments made vide G.O.Ms.No.65, Personnel and Administrative Reforms (D) Dept., dated 10.03.1995)*

**11. Unit of operation of rules:-** (1) Unit of operation, for the purposes of appointment to the service, promotion, discharge for want of vacancy, re-appointment of probationers and approved probationers and appointment of full members to the category specified in column (1) of the Table below, shall be as specified in the corresponding entries in column (2) thereof:-

THE TABLE

CATEGORY		UNIT OF OPERATION
	(1)	(2)
1.(i)	Assistants (Assistant Section Officers with effect from 30.11.1984) in all the Departments of Secretariat other than Finance Department, Law Department and Governor's Secretariat.	One Unit
(ii)	Assistants (Assistant Section Officers with effect from 30.11.1984) in Finance Department.	Finance Unit
(iii)	Assistants (Assistant Section Officers with effect from 30.11.1984) in Law Department.	Law Unit
(iv)	Assistants (Assistant Section Officers with effect from	Governor's Secretariat

	30.11.1984) in Governor's Secretariat.	Unit
2.(i)	Steno-Typists (Confidential) (Personal Assistants with effect from 16.12.1976) in all the Departments of Secretariat other than Finance Department and Governor's Secretariat.	One Unit
(ii)	Steno-Typists (Confidential) (Personal Assistants with effect from 16.12.1976) in Finance Department.	Finance Unit
(iii)	Steno-Typists (Confidential) (Personal Assistants with effect from 16.12.1976) in Governor's Secretariat.	Governor's Secretariat Unit
¥(iv)	Senior Personal Clerks in the Departments of Secretariat other than Finance Department.	One Unit
¥(v)	Senior Personal Clerks in Finance Department.	Finance Unit.
¥(vi)	Senior Typists in the Departments of Secretariat other than Finance Department.	One Unit
¥(vii)	Senior Typists in Finance Department.	Finance Unit.
3.(i)	Junior Assistants (Assistants with effect from 30.11.1984) in all the Departments of Secretariat other than Finance Department, Law Department and Governor's Secretariat.	One Unit
(ii)	Junior Assistants (Assistants with effect from 30.11.1984) in Finance Department.	Finance Unit.
(iii)	Junior Assistants (Assistants with effect from 30.11.1984) in Law Department.	Law Unit
(iv)	Junior Assistants (Assistants with effect from 30.11.1984) in Governor's Secretariat.	Governor's Secretariat Unit
4.(i)	Steno-Typists (Personal Clerks with effect from 31.10.1978) in all the Departments of Secretariat other than Finance Department and Governor's Secretariat.	One Unit
(ii)	Steno-Typists (Personal Clerks with effect from 31.10.1978) in Finance Department.	Finance Unit
(iii)	Steno-Typists (Personal Clerks with effect from 31.10.1978) in Governor's Secretariat.	Governor's Secretariat Unit
5.(i)	Typists in all the Departments of Secretariat other than Finance Department and Governor's Secretariat.	One Unit
(ii)	Typists in Finance Department.	Finance Unit.
(iii)	Typists in Governor's Secretariat	Governor's Secretariat Unit
6	Telephone Operators in the Secretariat Exchange (Public Department) and Governor's Secretariat.	Separate Unit

¥ G.O.Ms.No.220, Personnel and Administrative Reforms (U) Department, dated 04.12.2008. (w.e.f. 20.11.2006)

*Explanation:-* In these rules, the term "Finance Department" shall also include Planning and Development Department with effect on and from the 5th October 1980.

(2) Unless otherwise specifically provided for in these rules, a member belonging to "One Unit" is not eligible for appointment in "Another Unit" by any methods.

§ (3) Notwithstanding anything contained in rule 35 of the General Rules, the seniority of a person in the category of Assistants appointed by promotion from the

category of Typists and in the category of Assistant Section Officers appointed ¥ by promotion from the categories of Assistants, Senior Personal Clerks and Senior Typists shall be determined with reference to the rank obtained by them in the list of approved candidates drawn by the competent authority.

*\$(Amendment made vide G.O.Ms.No.45, Personnel and Administrative Reforms (D) Department, dated 30.01.1996)*

*¥ G.O.Ms.No.220, Personnel and Administrative Reforms (U) Department, dated 04.12.2008. (w.e.f. 20.11.2006)*

**11-A. Saving Clause:-** Nothing contained in rule 11 shall adversely affect the persons in service in the Finance Department including the Planning and Development Department or the Law Department as the case may be, as on 28.1.1994 who were allotted or re-allotted, to the Finance Department including Planning and Development Department or the Law Department from the One Unit, on and from the 5th June 1970 and the persons in service in one unit as on 28.1.1994 shall have no claim for allotment or re-allotment to Finance Unit or Law Unit.

**12. Method of direct recruitment:-** Appointment by direct recruitment to the categories shall be made in the manner prescribed in Annexure I to these rules.

**13. Qualifications:-Age:-** No person shall be eligible for appointment to the category of Assistant Section Officer, Assistant Section Officer (Translation), Assistant Reception Officer, Tamil Nadu House, New Delhi, \*Assistants in the Departments of Secretariat including Law and Finance, Assistant (Translation), Personal Clerk, Typist or Telephone Operator by direct recruitment or to the category of Assistant by recruitment by transfer from the category of Junior Assistant or Assistant in the Tamil Nadu Ministerial Service or in the Tamil Nadu Judicial Ministerial Service, if he has completed or will complete the age of thirty years on the 1st day of July of the year in which the selection for appointment is made.

*\*[G.O.Ms.No.220, Personnel and Administrative Reforms (D) Department, dated 29-11-1999 w.e.f. 19-08-1999]*

*Provided that a person who has been practicing as an advocate of the Madras High Court for a period of not less than five years shall be eligible for appointment to the category of Assistant Section Officers by direct recruitment in the Law Department, if he has not completed or will not complete 30 years of age on the 1st day of July of the year in which the selection for appointment is made.*

*Provided further that the candidates belonging to Scheduled Castes and Scheduled Tribes shall be eligible for appointment as Assistant by recruitment by transfer, if they have not completed or will not complete 35 years of age on the 1st day of July of the year in which the selection for appointment is made.*

*\*\*[Inserted in G.O.Ms.No.243, Personnel and Administrative Reforms (D) Department, dated 07-10-1998, w.e.f. 15-10-1996]*

**14. Other qualifications:-** No person shall be eligible for appointment to the category specified in column (1) of the Table below by the method specified in the corresponding entry in column (2) unless he possesses the qualifications specified in the corresponding entries in column (3) thereof: -

THE TABLE

Category	Method of appointment	Qualifications		
1.	2.	3.		
<p><u>Category-1(a):</u> Assistant Section Officers in the Departments of Secretariat other than the Law and Finance Departments and the Governor's Secretariat</p>	Direct recruitment	(i)	A Master's degree or	
		(ii)	A Bachelor's degree and a B.G.L degree; or	
		(iii)	<p>A Bachelor's degree with I class in any one of the parts. <i>Provided that in the case of a candidate belonging to the Scheduled Castes, Scheduled Tribes, or Backward Classes, it shall be sufficient if he holds a Bachelor's degree.</i></p>	
	Recruitment by transfer	(i)	A Bachelor's degree; and	
		(ii)	Drafting experience for a period of not less than five years in the service from which the person is appointed by recruitment by transfer	
	Promotion or transfer	(i)	Minimum General Educational Qualification prescribed in Schedule I to the General Rules in Part II of the Tamil Nadu State and Subordinate Service Rules or its equivalent qualifications.	
		(ii) a	A pass in the Departmental tests for appointment as Assistant Section Officer in the Tamil Nadu Secretariat Service; or	
		(b)	<p>Foundational Training for a period of two months and a pass in the examinations at the end of the training conducted by the Personnel and Administrative Reforms (Training) Department.</p> <p><i>Provided that ¥Senior Personal Clerk, ¥Senior Typist and Non-graduate Assistant must have put in a service for a period of not less than five years in that category.</i></p> <p><i>¥ Provided further that for calculating the service qualification of Senior Personal Clerk and Senior Typist, the service rendered in the categories of Personal Clerk and Typist, respectively, shall also be taken into account</i></p> <p><i>¥G.O.Ms.No.220, Personnel and Administrative Reforms (U) Department, dated 04.12.2008 (w.e.f. 20.11.2006)</i></p>	

			<p><i>Provided also that Senior Personal Clerk, Senior Typist must have passed the competitive examination held by the Tamil Nadu Public Service Commission by full test prescribed for the Group IV Services as constituted by the State Government for such examination in which the Junior Assistants of the Tamil Nadu Ministerial Service are included. [Provisos third and fourth omitted in G.O.Ms.No.40, Personnel and Administrative Reforms (D) Department, dated 28-02-2001].</i></p> <p><i>Provided also that persons appointed by recruitment by transfer to the post of Typist or Personal Clerk need not pass such full test conducted by the Tamil Nadu Public Service Commission.</i></p> <p><i>Provided also that graduates promoted to the category of Assistant from the category of Typist must have put in service for a period of not less than one year in the category of Assistant w.e.f. 24.11.2005.</i></p> <p><i>(vide G.O.Ms.No.215, Personnel and Administrative Reforms (U) Department, dated 08.09.2007)</i></p> <p><i>Provided also that the persons who have undergone the 42nd batch to 47th batch of the condensed course of Foundational Training for a period of fifteen days conducted by the Personnel and Administrative Reforms (Training) Department and passed the examinations at the end of such training shall be deemed to have undergone the Foundational Training for a period of two months and passed the examinations conducted by Personnel and Administrative Reforms (Training) Department at the end of such training.</i></p> <p><i>(G.O.Ms.No.186, Personnel and Administrative Reforms (D) Department, dated 09.12.2005 w.e.f. 21-11-2001)</i></p>
<u>Category-1(b):</u> Assistant Section Officers in the Law Department	Direct recruitment		B.L. degree awarded by any University recognised by the University Grants Commission.
	Promotion or transfer	(i)	B.L. degree awarded by any University recognised by the University Grants Commission.

		(ii) (a)	A pass in the Departmental tests for appointment as Assistant Section Officer in the Tamil Nadu Secretariat Service;Or
		(b)	Foundational Training for a period of two months and a pass in the examinations at the end of the training conducted by the Personnel and Administrative Reforms (Training) Department <i>Provided also that the persons who have undergone the 42nd batch to 47th batch of the condensed course of Foundational Training for a period of fifteen days conducted by the Personnel and Administrative Reforms (Training) Department and passed the examinations at the end of such training shall be deemed to have undergone the Foundational Training for a period of two months and passed the examinations conducted by Personnel and Administrative Reforms (Training) Department at the end of such training.</i> <i>(G.O.Ms.No.186, Personnel and Administrative Reforms (D) Department, dated 09.12.2005 w.e.f. 21-11-2001 )</i>
Category – 1(c): Assistant Section Officers in the Governor's Secretariat	Transfer	(i)	A Bachelor's degree;
		(ii)	A pass in the Government Technical Examination in Typewriting and Shorthand in English and Tamil or English only by the Higher Grade. <i>Provided that if a candidate with the qualifications specified above is not available, candidate who has passed the Government Technical Examinations in Typewriting and Shorthand in English and Tamil or English only by the Lower Grade may be appointed;</i>
	Promotion	(i)	A pass in the Departmental Tests for appointment as Assistant Section Officers in the Tamil Nadu Secretariat Service; or
		(ii)	Foundational Training for a period of two months and a pass in the examinations at the end of the training conducted by the Personnel and Administrative Reforms (Training) Department
		(iii)	A Personal Clerk in the Governor's Secretariat must have put in a service for a period of not less than five years in that category. (*) <i>(*) G.O.Ms.No.31, Personnel and Administrative Reforms (D) Department, dated 24-03-2006.</i>

			<p><i>Provided also that the persons who have undergone the 42nd batch to 47th batch of the condensed course of Foundational Training for a period of fifteen days conducted by the Personnel and Administrative Reforms (Training) Department and passed the examinations at the end of such training shall be deemed to have undergone the Foundational Training for a period of two months and passed the examinations conducted by Personnel and Administrative Reforms (Training) Department at the end of such training.(\$)</i></p> <p><i>(\$) (G.O.Ms.No.186, Personnel and Administrative Reforms (D) Department, dated 09.12.2005 w.e.f. 21-11-2001)</i></p>
Category – 1(d): (**) Assistant Section Officer in the Finance Department	Direct recruitment		A Master's Degree in Commerce or Economics or Statistics of any University or Institution recognized by the University Grants Commission; or a Degree of B.Com., or B.A.(Economics) or B.Sc. (Statistics) of any University or Institution recognized by the University Grants Commission with a pass in the final examination of the Institute of Cost and Works Accountants of India .
	Recruitment by Transfer from the category of Assistants in the Tamil Nadu Ministerial Service or the Tamil Nadu Judicial Ministerial Service.	(i)	A Bachelor's Degree of any University or Institution recognized by the University Grants Commission ;
		(ii)	Drafting experience for a period of not less than five years in the Tamil Nadu Ministerial Service or in the Tamil Nadu Judicial Ministerial Service.
	¥Promotion from the categories of Assistants, Senior Personal Clerks and Senior Typists in the Finance Department.	(i)  (ii) (a)	<p>Minimum General Educational Qualification prescribed in Schedule I to the General Rules in Part II of the Tamil Nadu State and Subordinate Service Rules or its equivalent qualifications.</p> <p>A pass in the Departmental tests for appointment as Assistant Section Officer in the Tamil Nadu Secretariat Service; or.</p>



		(b)	<p>Foundational Training for a period of two months and a pass in the examinations at the end of the training conducted by the Personnel and Administrative Reforms (Training) Department.</p> <p><i>Provided that ₹Senior Personal Clerk, ₹Senior Typist and Non-graduate Assistant must have put in a service for a period of not less than five years in that category in Finance Department.</i></p> <p><i>₹Provided further that for calculating the service qualification of Senior Personal Clerk and Senior Typist, the service rendered in the categories of Personal Clerk and Typist, respectively, shall also be taken into account.</i></p> <p><i>Provided also that ₹Senior Personal Clerk, ₹Senior Typist must have passed the competitive examination held by the Tamil Nadu Public Service Commission by full test prescribed for the Group IV Services as constituted by the State Government for such examination in which the Junior Assistants of the Tamil Nadu Ministerial Service are included.</i></p> <p><i>Provided also that persons appointed by recruitment by transfer to the post of Typist or Personal Clerk need not pass such full test conducted by the Tamil Nadu Public Service Commission.</i></p> <p><i>(**) G.O.Ms.No.85, Personnel and Administrative Reforms (D) Department, dated 04.04.2007</i></p> <p><i>₹G.O.Ms.No.220, Personnel and Administrative Reforms (U) Department, dated 04.12.2008 (w.e.f. 20.11.2006)</i></p>
<p><u>Category 1-A</u> Assistant Section Officer (Translations)</p>	<p>Direct recruitment or transfer from any other category or recruitment by transfer from any other service.</p>	<p>(i)</p> <p>(ii)</p>	<p>Any degree of any University with Tamil in Part II or Telugu or Malayalam or Hindi as the case may be in Part I.</p> <p><i>Provided that other things being equal preference shall be given to the candidates possessing Bachelor's Degree in Tamil in Part III or M.A. Degree in Tamil.</i></p> <p>Tamil or Telugu or Malayalam or Hindi, as the case may be in Part II or Part III.</p>

<u>Category1-B:</u> Assistant Reception Officer in Tamil Nadu House, New Delhi.	Direct recruitment	(i)	A Post-graduate degree in Arts or Science or Commerce and an experience for a period not less than one year in the management of Motor Vehicles in the institutions recognised by the Government; or
		(ii)	A degree in Arts or Science or Commerce with a degree in Law; and an experience for a period of not less than one year in the management of Motor Vehicles in the institutions recognized by the Government;  <i>Provided that other things being equal preference shall be given to the candidate who possesses knowledge in Hindi to speak, read and write.</i>
	Transfer, Promotion and Recruitment by transfer.	(i)	A degree in Arts or Science or Commerce; and
		(ii)	A pass in the Account Test for Subordinate Officers, Part I.
<u>¥Category-2A</u> Personal Assistants in the Departments of Secretariat other than Finance Department.	Recruitment by transfer	(i)	Minimum General Educational qualification prescribed in Schedule I to the General Rules in Part II of the Tamil Nadu State and Subordinate Services Rules or its equivalent qualifications;
		(ii)	A pass in the Government Technical Examinations in Typewriting in Tamil and English both by the Higher Grade;
		(iii)	<i>A pass in the Government Technical Examinations in Shorthand in Tamil and English both by the Higher Grade.</i>  <i>Provided that if candidates with the qualification referred to in items (ii) and (iii) above are not available candidates who have passed the following examinations in the order of preference indicated below may be appointed, namely:</i>  <i>Provided that if candidates with the qualifications referred to items (ii) and (iii) above are not available, candidates who have passed the following examinations in the order of preference indicated below may be appointed, namely:-</i>

			(a) Government Technical Examinations in Typewriting and Shorthand in Tamil both by the Higher Grade and Typewriting and Shorthand in English both by the Lower Grade.
			(b) Government Technical Examinations in Typewriting and Shorthand in English both by the Higher Grade and Typewriting and Shorthand in Tamil both by the Lower Grade.”;
	Promotion	(a) (b)	<p>Minimum General Educational Qualification.</p> <p>A pass in the Departmental Tests, Parts I and II ; or</p> <p>Foundational training for a period of two months and a pass in the examinations at the end of the training conducted by the Personnel and Administrative Reforms (Training) Department.</p> <p><i>Provided also that the persons who have undergone the 42nd batch to 47th batch of the condensed course of Foundational Training for a period of fifteen days conducted by the Personnel and Administrative Reforms (Training) Department and passed the examinations at the end of such training shall be deemed to have undergone the Foundational Training for a period of two months and passed the examinations conducted by Personnel and Administrative Reforms (Training) Department at the end of such training.</i></p> <p><i>(G.O.Ms.No.186, Personnel and Administrative Reforms (D) Department, dated 09.12.2005 w.e.f. 21-11-2001 )</i></p>
			<p>Service for a period of not less than five years as Personal Clerk/Senior Personal Clerk.</p> <p>¥G.O.Ms.No.220, Personnel and Administrative Reforms (U) Department, dated 04.12.2008 (w.e.f. 01.06.1988)</p>

<p>₹ Category 2B Personal Assistants in Finance Department.</p>	<p>Recruitment by transfer.</p>	<p>(i)</p>	<p>A Bachelor's degree in Commerce, or Economics or Statistics;</p>
		<p>(ii)</p>	<p>A pass in the Government Technical Examinations in Typewriting in Tamil and English, both by the Higher Grade.</p>
		<p>(iii)</p>	<p>A pass in the Government Technical Examinations in Shorthand in Tamil and English, both by the Higher Grade;</p>
			<p>Provided that if candidates with the qualifications referred to items (ii) and (iii) above are not available, candidates who have passed the following examinations in the order of preference indicated below may be appointed, namely:-</p>
		<p>(a)</p>	<p>Govt. Technical Examination in Typewriting and Shorthand in Tamil, both by the Higher Grade and Typewriting and Shorthand in English, both by the Lower Grade.</p>
		<p>(b)</p>	<p>Govt. Technical Examination in Typewriting and Shorthand in English, both by the Higher Grade and Typewriting and Shorthand in Tamil, both by the Lower Grade.”;</p>
	<p>Promotion</p>	<p>(a)</p>	<p>A pass in the Departmental tests, Parts I and II; or Foundational Training for a period of two months and a pass in the examinations at the end of the training conducted by the Personnel and Administrative Reforms (Training) Department.  <i>Provided also that the persons who have undergone the 42nd batch to 47th batch of the condensed course of Foundational Training for a period of fifteen days conducted by the Personnel and Administrative Reforms (Training) Department and passed the examinations at the end of such training shall be deemed to have undergone the Foundational Training for a period of two</i></p>

			<p><i>months and passed the examinations conducted by Personnel and Administrative Reforms (Training) Department at the end of such training.</i></p> <p><i>(G.O.Ms.No.186, Personnel and Administrative Reforms (D) Department, dated 09.12.2005 w.e.f. 21-11-2001)</i></p>
		(b)	<p>Service for a period of not less than five years as Personal Clerk / Senior Personal Clerk.</p> <p>¥G.O.Ms.No.220, Personnel and Administrative Reforms (U) Department, dated 04.12.2008 (w.e.f. 04.12.2008)</p>
<p>¥ <u>Category 2C</u> Senior Personal Clerks in the Departments of Secretariat other than Finance Department.</p>	Promotion	<p>(i)</p> <p>(ii)</p> <p>(iii)</p>	<p>A Bachelor's degree;</p> <p>A pass in the Departmental Tests, Parts-I and II ; or</p> <p>¥Foundational Training for a period of two months and a pass in the examinations at the end of the training conducted by the Personnel and Administrative Reforms (Training) Department.</p> <p><i>¥Provided that those appointed as Personal Clerks on or before the 11<sup>th</sup> July 1993 and who do not possess the qualification prescribed in item (i) above shall be eligible for appointment as Senior Personal Clerks”;</i></p> <p><i>¥G.O.Ms.No.220, Personnel and Administrative Reforms (U) Department, dated 04.12.2008 (w.e.f. 12.07.1993)</i></p>
<p>¥ <u>Category 2D</u> Senior Personal Clerks in the Finance Department.</p>	Promotion	<p>(i)</p> <p>(ii)</p> <p>(iii)</p>	<p>¥A Bachelor's degree in Commerce or Economics or Statistics;</p> <p>A pass in the Departmental Tests, Parts-I and II ; or</p> <p>¥Foundational Training for a period of two months and a pass in the examinations at the end of the training conducted by the Personnel and Administrative Reforms (Training) Department.</p>

			<p>¥ <i>Provided that the Personal Clerks who are to be recruited through Combined Sub-ordinate Services Examination – I conducted by the Tamil Nadu Public Service Commission vide its Notification No.115/2007 dated 30.06.2007 and who do not possess the qualification prescribed in item (i) above shall also be eligible for appointment as Senior Personal Clerk.</i>”;</p> <p>¥G.O.Ms.No.220, Personnel and Administrative Reforms (U) Department, dated 04.12.2008 (w.e.f. 04.12.2008)</p>
¥ <u>Category 2E</u> Senior Typists in the Departments of Secretariat other than Finance Department.	Promotion	(i)	¥Minimum General Educational Qualification prescribed in Schedule I to the General Rules in Part II of the Tamil Nadu State and Subordinate Services Rules or its equivalent qualification;
		(ii)	¥A pass in the Departmental Tests, Parts-I and II ; or
		(iii)	¥Foundational Training for a period of two months and a pass in the examinations at the end of the training conducted by the Personnel and Administrative Reforms (Training) Department.  ¥G.O.Ms.No.220, Personnel and Administrative Reforms (U) Department, dated 04.12.2008 (w.e.f. 01.06.1988)
¥ <u>Category 2F</u> Senior Typists in Finance Department.	Promotion	(i)	Minimum General Educational Qualification prescribed in Schedule I to the General Rules in Part II of the Tamil Nadu State and Subordinate Services Rules or its equivalent qualification;
		(ii)	A pass in the Departmental Tests, Parts-I and II ; or
		(iii)	Foundational Training for a period of two months and a pass in the examinations at the end of the training conducted by the Personnel and Administrative Reforms (Training) Department.  ¥G.O.Ms.No.220, Personnel and Administrative Reforms (U) Department, dated 04.12.2008 (w.e.f. 01.06.1988)

<p><u>Category-3(a) :</u>          Assistants in the Departments of Secretariat other than the Law, and the Finance Departments and the Governor's Secretariat.</p>	(i) Direct Recruitment	(i)	A Bachelor's degree.
	(ii) Recruitment by transfer from among the holders of the posts of Assistants and Junior Assistants in Tamil Nadu Judicial Ministerial Service and the Tamil Nadu Ministerial Service.	(i)	A Bachelor's Degree;
		(ii)	Service for a period of not less than five years, either in the category of Assistant or in the category of Junior Assistant or in both the categories put together, in the Tamil Nadu Ministerial Service or in the Tamil Nadu Judicial Ministerial Service on the first day of August of the year in which the notification inviting applications for appointment is issued.
	(iii) Promotion from the category of Typists in the Tamil Nadu Secretariat Service.	(i)	Minimum General Educational Qualification prescribed in Schedule I to the General Rules in Part II of the Tamil Nadu State and Subordinate Services Rules.
		(ii)	Service for a period of not less than four years as Typist;  Provided that a Typist irrespective of the method of appointment by which he has been appointed as such who holds a degree shall be eligible for appointment as Assistant only after satisfactory completion of his probation and possessing two years of service, either before or after acquiring a degree.
	#(iv)(a) Recruitment by transfer from Record Clerks in the Secretariat.	(i)	Minimum General Educational Qualification prescribed in Schedule I to the General Rules in part II of the Tamil Nadu State and Subordinate Services Rules.

	(ii)	Service for a period of not less than five years as Record Clerk in the Secretariat. <i>Provided that a Record Clerk irrespective of the method of appointment by which he has been appointed as such who holds a degree shall be eligible for appointment as</i>
		<i>Assistant only after satisfactory completion of his probation and possessing three years of service, either before or after acquired a degree.</i>
(iv)(b) Recruitment by transfer from Office Assistants in the Secretariat	(i)	A Bachelor's degree.
	(ii)	Service for a period of not less than five years as Office Assistant in the Secretariat. <i># [Inserted in G.O. Ms.No.67, Personnel and Administrative Reforms (D) Department, dated 27-03-1998 with effect from 19-08-1993].</i>
(iv)(c) Promotion from the post of Telephone Operators in the Secretariat.	(i)	A Bachelor's degree.
	(ii)	Service for a period of not less than five years as Telephone Operators in the Secretariat.
(iv)(d) Recruitment by transfer from the post of Drivers in the Secretariat.	(i)	A Bachelor's degree.
	(ii)	Service for a period of not less than five years as Drivers in the Secretariat.
(iv)(e) Recruitment by transfer from the post of Motor Cycle Messengers in the Secretariat.	(i)	A Bachelor's degree
	(ii)	Service for a period of not less than five years as Motor Cycle Messengers in the Secretariat. (Vide G.O.Ms.No.13, Personnel and Administrative Reforms (D) Department, dated 09.02.2002)
(iv)(f)	(i)	Bachelor's degree.



	Recruitment by transfer from the post of Van Cleaners in the Secretariat.	(ii)	Service for a period of not less than five years as Van Cleaners in the Secretariat.  # (Inserted in G.O.Ms.No.67, Personnel and Administrative Reforms (D) Department, dated 27-03-1998 w.e.f. 29.11.1995)
<u>Category-3(b) :</u>  Assistants in the Law Department	Direct recruitment or transfer		B.L. degree awarded by any University recognised by the University Grants Commission
<u>Category-3(c) :</u>  Assistants in the Governor's Secretariat	Transfer from the Assistants and Personal Clerks eligible for appointment as Assistants in the Departments of Secretariat or recruitment by transfer from any other service.	(i)	A Bachelor's degree;
		(ii)	A pass in the Government Technical Examinations in Typewriting and Shorthand in English and Tamil or English only by Higher Grade.  Provided that if candidate with qualification specified in item (ii) above is not available, candidate who has passed the Government Technical Examinations in Typewriting and Shorthand in English and Tamil or English only by the Lower Grade or the Government Technical Examinations in Typewriting in English and Tamil or English only by the Higher Grade may be appointed, if he is otherwise found suitable.  <i>Provided further that non-graduate Assistant who has put in service for a period of not less than five years and passed the Government Technical Examinations in Typewriting and Shorthand in English and Tamil or English only by the Higher Grade or the Government Technical Examinations in Typewriting in English and Tamil or English only by the Higher Grade or a non-graduate Personal Clerk eligible for appointment as Assistant and who has put in service for a period of not less than five years may be appointed, if graduate Assistant is not available.</i>

<u>Category-3(d) :</u>			
Assistants in Finance Department	Direct Recruitment	(i)	A Bachelor's degree in Commerce or Economics or Statistics of any University of Institution recognized by the University Grants Commission.
	Promotion from the category of Typists		A Bachelor's degree in Commerce, or Economics or Statistics.
	Recruitment by transfer from the post of Junior Assistant or Assistant in the Tamil Nadu Ministerial Service or Tamil Nadu Judicial Ministerial Service.	(i)	A Bachelor's degree in Commerce or Economics or Statistics.
		(ii)	Service for a period of not less than five years either in the category of Junior Assistant or in the category of Assistant or in both the categories put together, in the Tamil Nadu Ministerial Service or the Tamil Nadu Judicial Ministerial Service on the 1st day of August of the year in which the notification inviting applications for appointment is issued.
	Recruitment by transfer from the post of Record Assistant or Record Clerk in the Tamil Nadu General Subordinate Service or Office Assistant in the Tamil Nadu Basic Service.	(i)	A Bachelor's degree in Commerce or Economics or Statistics: Provided that a Record Assistant, Record Clerk or Office Assistant already in service in Finance Department or any other Departments of the Secretariat who has not acquired the above qualifications on the date of Notification of this rule, shall also be eligible for appointment as Assistant in the Finance Department.
		(ii)	Service for a period of not less than five years either in the category of Record Assistant or Record Clerk or Office Assistant in the Finance Department or any other department of the Secretariat or in all the categories put together.
<u>Category 3-A.</u> Assistants (Translations)	Direct recruitment or transfer from any other	(i)	Minimum General Educational Qualification prescribed in the Schedule I to General Rules in Part II of the Tamil Nadu State and Subordinate Service Rules; and

	category or recruitment by transfer from any other service.	(ii)	A pass in the Government Technical Examination in proof reading by the higher grade.
¥ <u>Category 4A</u> Personal Clerks in the Departments of Secretariat other than Finance Department.	Direct recruitment or promotion or recruitment by transfer	(i)	A Bachelor's Degree; (\$) (Amendments made vide G.O.Ms.No.45, Personnel and Administrative Reforms (D) Department, dated 30.01.1996)
		(ii)	A pass in the Government Technical Examinations in Typewriting in Tamil and English both by the Higher Grade;
		(iii)	A pass in the Government Technical Examinations in Shorthand in Tamil and English both by the Higher Grade.  Provided that if candidates with the qualifications referred to items (ii) and (iii) above are not available, candidates who have passed the following examinations in the order of preference indicated below may be appointed, namely:-  (a) Government Technical Examination in Typewriting and Shorthand in Tamil both by the Higher Grade and Typewriting and Shorthand in English both by the Lower Grade.  (b) Government Technical Examination in Typewriting and Shorthand in English both by the Higher Grade and Typewriting and Shorthand in Tamil both by the Lower Grade.  Provided that a Record Clerk or Office Assistant in the Secretariat must have put in a minimum period of five years service in the respective posts for appointment to the post of Personal Clerk.  ¥G.O.Ms.No.220, Personnel and Administrative Reforms (U) Department, dated 04.12.2008 (w.e.f. 01.06.1988)
¥ <u>Category 4B</u> Personal Clerks in Finance Department.	Direct recruitment or promotion	(i)	A Bachelor's degree in Commerce, or Economics or Statistics;

		(ii)	A pass in the Government Technical Examinations in Typewriting in Tamil and English, both by the Higher Grade.
		(iii)	A pass in the Government Technical Examinations in Shorthand in Tamil and English, both by the Higher Grade.
			<i>Provided that if candidates with the qualifications referred to in item (ii) and (iii) above are not available, candidates who have passed the following examinations in the order of preference indicated below may be appointed, namely:-</i>
		(a)	<i>Government Technical Examination in Typewriting and Shorthand in Tamil, both by the Higher Grade and Typewriting and Shorthand in English, both by the Lower Grade.</i>
		(b)	<i>Government Technical Examination in Typewriting and Shorthand in English, both by the Higher Grade and Typewriting and Shorthand in Tamil both by the Lower Grade.</i>
			<i>Provided that the Personal Clerks who are to be recruited through Combined Sub-ordinate Services Examination – I conducted by Tamil Nadu Public Service Commission vide its Notification No.115/2007 dated 30.06.2007 and who do not possess the qualification prescribed in item (i) above shall also be eligible for appointment as Senior Personal Clerk.</i>
	Recruitment by transfer	(i)	A Bachelor's degree in Commerce, or Economics or Statistics;
		(ii)	A pass in the Government Technical Examinations in Typewriting in Tamil and in English both by the Higher Grade;

		(iii)	<p>A pass in the Government Technical Examinations in Shorthand in Tamil and English, both by the Higher Grade.</p> <p><i>Provided that if candidates with the qualifications referred to in item (ii) and (iii) above are not available, candidates who have passed the following examinations in the order of preference indicated below may be appointed, namely:-</i></p> <p><i>(a) Government Technical Examination in Typewriting and Shorthand in Tamil, both by the Higher Grade and Typewriting and Shorthand in English, both by the Lower Grade.</i></p> <p><i>(b) Government Technical Examination in Typewriting and Shorthand in English, both by the Higher Grade and Typewriting and Shorthand in Tamil both by the Lower Grade; and</i></p>
		(iv)	<p>Must have served for a period of not less than five years in the present post:</p> <p><i>Provided that those who are in service in Tamil Nadu Secretariat on or before 04.12.2008 and who possess a Bachelor's Degree other than in Commerce or Economics or Statistics shall also be eligible for appointment as Personal Clerks in Finance Department."</i></p> <p><i>¥G.O.Ms.No.220, Personnel and Administrative Reforms (U) Department, dated 04.12.2008</i></p>
Category-5(a): Typists in the Departments of Secretariat other than Finance Department	Direct recruitment or recruitment by transfer	(i)	<p>Minimum General Educational Qualification prescribed in Schedule I to the General Rules in Part II of the Tamil Nadu State and Subordinate Services Rules or its equivalent qualification;</p>

		(ii)	<p><i>A pass in the Government Technical Examinations in Typewriting in Tamil and in English both by the Higher Grade;</i></p> <p><i>Provided that if candidates with the qualifications referred to in item (ii) above are not available, candidates who have passed the following examinations in the order of preference indicated below, may be appointed, namely:-</i></p>
			<p><i>(a) Government Technical Examination in Typewriting in Tamil by the Higher Grade and in English by the Lower Grade.</i></p>
			<p><i>(b) Government Technical Examination in Typewriting in English by the Higher Grade and in Tamil by the Lower Grade.</i></p> <p><i>Provided that a Record Clerk or Office Assistant in the Secretariat must have put in a minimum period of five years service in the respective post for appointment to the post of Typist.</i></p>
<u>Category 5 (aa):</u> Typist in the Finance Department	Direct Recruitment or recruitment by transfer from any other service	(i)  (ii)	<p>Minimum General Educational qualification prescribed in Schedule I to the General Rules in Part II of the Tamil Nadu State and Subordinate Service Rules or its equivalent qualification.</p> <p>A pass in the Government Technical Examination in Typewriting in Tamil and English both by Higher Grade: Provided that a Record Clerk or Office Assistant in the Finance Department must have put in not less than five years service in the respective post.</p>
(G.O.Ms.No.421, Personnel and Administrative Reforms (D) Department, Dated 27.11.2003)			
<u>Category-5(b) :</u> Telex-Operators in the Public Department	By transfer from the category of Typist in the Departments of Secretariat		

Category-6 Telephone Operators in the Secretariat Exchange, (Public Department) and the Governor's Secretariat	Direct recruitment or recruitment by transfer	(i)	Minimum General Educational Qualification prescribed in Schedule I to the General Rules in Part II of the Tamil Nadu State and Subordinate Services Rules or its equivalent qualifications
		(ii)	A certificate from the Telephone Department or from the Principal of a Telephone Institute recognised by the Government that he/she has undergone the necessary course of training for the operation of a telephone exchange.  <i>Provided that other things being equal, preference shall be given to physically handicapped persons who are medically declared to be fit for discharging the duties of Telephone Operator.</i>

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

*Provided that every person appointed to a category by recruitment by transfer shall, from the date on which he joins duty, be on probation for a period of one year on duty within a continuous period of two years.*

*\*\*Provided further that every person appointed to the post of Assistants by promotion from the post of Telephone Operator, shall, from the date on which he joins duty be on probation for a period of one year on duty within a continuous period of two years.*

*\*\*(Added in G.O.Ms.No.67, Personnel and Administrative Reforms (D) Department, dated 27-03-1998,w.e.f. 29-11-1995)*

**16. Tests:-** (i) Every person appointed to the category of Assistant Section Officers by direct recruitment shall undergo the Foundational Training for a period of two months and pass the examination conducted at the end of such training within the period of his probation.

*Provided also that the persons who have undergone the 42nd batch to 47th batch of the condensed course of Foundational Training for a period of fifteen days conducted by the Personnel and Administrative Reforms (Training) Department and passed the examinations at the end of such training shall be deemed to have undergone the Foundational Training for a period of two months and passed the examinations conducted by Personnel and Administrative Reforms (Training) Department at the end of such training.*

*(G.O.Ms.No.186, Personnel and Administrative Reforms (D) Department, dated 09.12.2005 w.e.f. 21-11-2001 )*

(ii) Every person appointed to the category of Assistant Section Officers by recruitment by transfer shall undergo the Foundational Training for a period of two months and pass the examination conducted at the end of such training within the period of his probation.

*Provided also that the persons who have undergone the 42nd batch to 47th batch of the condensed course of Foundational Training for a period of fifteen days conducted by the Personnel and Administrative Reforms (Training) Department and passed the examinations at the end of such training shall be deemed to have undergone the Foundational Training for a period of two months and passed the examinations conducted by Personnel and Administrative Reforms (Training) Department at the end of such training.*

*(G.O.Ms.No.186, Personnel and Administrative Reforms (D) Department, dated 09.12.2005 w.e.f. 21-11-2001 )*

(iii) Every person appointed to the category of Assistant Section Officers in the Finance Department shall pass the Account Test for Subordinate Officers, Part-I within the period of his probation.

*Provided that if the person so appointed is not required to undergo a period of probation, he shall pass the Account Test for Subordinate Officers, Part-I within two years from the date of his appointment.*

(iii)(a) Every person appointed to the category of Personal Assistant by recruitment by transfer shall undergo the Foundational Training for a period of two months and pass in the examination at the end of such training within the period of his probation.

*Provided also that the persons who have undergone the 42nd batch to 47th batch of the condensed course of Foundational Training for a period of fifteen days conducted by the Personnel and Administrative Reforms (Training) Department and passed the examinations at the end of such training shall be deemed to have undergone the Foundational Training for a period of two months and passed the examinations conducted by Personnel and Administrative Reforms (Training) Department at the end of such training.*

*(G.O.Ms.No.186, Personnel and Administrative Reforms (D) Department, dated 09.12.2005 w.e.f. 21-11-2001 )*

(iii) (b) Every person appointed to the category of Assistant in Departments of Secretariat other than Law Department by recruitment by transfer shall pass the examination conducted at the end of the Foundational Training Course within three continuous chances. Failure to pass the test within such period shall result in being reverted to their parent department. The service rights of the selected candidates in their parent department shall be protected upto one year from the date of appointment in the Tamil Nadu Secretariat Service or till they pass the examination within three continuous chances whichever is later.

(iii) (c) Every person appointed to the category of Assistant Reception Officer in Tamil Nadu House, New Delhi by direct recruitment shall within the period of his probation pass the Account Test for Subordinate Officers, Part-I.



(iv) Every person appointed to the category of Typist on or after the 4th February 1967 but prior to the 6th August 1980 shall pass the Government Technical Examination in Typewriting in Tamil by the Lower Grade within the period of his probation. Every person appointed to the category of Personal Clerk on or after the 4th February 1967 but prior to the 6th August 1980 shall pass the Government Technical Examinations in Typewriting and Shorthand in Tamil by the Lower Grade within the period of his probation.

*Provided that if the person so appointed is not required to undergo probation, he shall pass the examination referred to in this clause within two years from the date of his appointment.*

(2) The penalty for failure to undergo the training and to pass the test or examination specified in clauses (i) to (iv) of sub-rule (1) within the prescribed period shall be stoppage of increment without cumulative effect.

(3) A Probationary Assistant Section Officer (Translations) in the Tamil Development Culture Department including those appointed by transfer and by recruitment by transfer shall, within the period of his probation pass the special test in Translation conducted by the Tamil Nadu Public Service Commission in the language of the section in which he has been appointed.

**17. Special provisions for Strictly Confidential staff:-** Nothing contained in rules 2 to 16 shall apply to the Strictly Confidential Establishment in the Public and Home Departments and in the Governor's Secretariat. They shall be governed by the rules in Annexure-II.

\*\*\*\*\*

**ANNEXURE - I**  
**(Referred to in Rule 12)**

**Method of appointment to the service by direct recruitment**

1. Direct recruitment to the categories of Assistant Section Officers, Assistant Section Officers (Translation), Assistants in the Departments of Secretariat other than Law and Finance Departments Assistants in Law Department, Assistant in Finance Department, Assistants (Translation), Personal Clerks and Typists shall be made from the list of approved candidates drawn up by the Tamil Nadu Public Service Commission. The list for each of the categories of Assistant Section Officers, Assistant Section Officers (Translation), Assistants in the Departments of Secretariat other than Law and Finance Departments, Assistants in Law Department, Assistant in Finance Department, Assistants (Translation), Personal Clerks and Typists shall be drawn up separately for each unit specified in rule 11 in accordance with the General Rule 22. Each such list shall be in force until the publication of a fresh list. The names of such of the candidates included in any of the lists as have not been appointed to the service before the publication of a fresh list, shall in the order in which they are arranged in the former list, be included in, and be placed at the top of the appropriate part of the fresh list.

[G.O.Ms.No.243, Personnel and Administrative Reforms (D) Department, dated 07-10-1998 with effect from 15-10-1996]

2. The Deputy Secretary to Government or Joint Secretary to Government or Additional Secretary to Government, Personnel and Administrative Reforms Department who is incharge of establishment shall be the authority competent to allot and re-allot candidates to the departments coming under the one unit.

Provided that in cases where it is not possible to absorb or continue a candidate in the Department to which he is allotted for want of vacancy the fact shall be reported to the Deputy Secretary to Government or Joint Secretary to Government or Additional Secretary to Government, Personnel and Administrative Reforms Department who is in charge of establishment, who may, if necessary, re-allot him to some other Department where there is a vacancy.

Provided further that an Assistant Section Officer or a Personal Assistant or an Assistant or a Personal Clerk or a Typist transferred from one Department to another Department shall carry with him the right of original seniority.

**ANNEXURE - II**  
**(Referred to in Rule 17)**

Strictly Confidential Establishment of the Public Department, Home Department and the Governor's Secretariat.

1. Constitution:- The Strictly Confidential Establishment in the Public Department, Home Department and the Governor's Secretariat shall consist of the following categories namely:-

Category-1	Strictly Confidential Deputy Section Officers.
Category-2	Strictly Confidential Assistant Section Officers.

2. Appointments:- Appointment to the categories specified in column (1) of the Table below shall be made by the methods specified in the corresponding entry in column (2) thereof:

The Table

Category		Method of appointment
(1)		(2)
1.	Strictly Confidential Deputy Section Officer.	Promotion from the category of strictly Confidential Assistant Section Officer.
2.	Strictly Confidential Assistant Section Officer.	Recruitment by transfer from the category of Special Branch Assistants and Special Assistants in the Tamil Nadu Ministerial Service.

(ii) Promotions to the category of Strictly Confidential Deputy Section Officer shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal;

Provided that appointments by promotion to the category of Strictly Confidential Deputy Section Officer and by recruitment by transfer to the category of Strictly Confidential Assistant Section Officers shall be made from the lists of approved candidates prepared annually on the 1st April of every year taking into consideration the probable number of vacancies that may occur within a period of one year.

@ Provided further that for appointments to the category of Strictly Confidential Assistant Section Officers by recruitment by transfer from the category of Special Branch Assistant and Special Assistants in Tamil Nadu Ministerial Service, the candidates shall possess technical qualification in Typewriting both Tamil and English by the Higher Grade and Shorthand in English by the Lower Grade.

@(Vide G.O.Ms.No.292, Personnel and Administrative Reforms (D) Department, dated 13-09-1995)

3. Appointing Authority:- The appointing authority shall be

(a) in the case of Governor's Secretariat, the Governor, (b) in the case of Public and Home Departments, the Deputy Secretary to Government/Joint Secretary to Government, Public Department:

Provided that selection for appointment to the categories in the Governor's Secretariat shall be made by the Deputy Secretary to Government/Joint Secretary to Government, Public Department as the case may be who is incharge of the establishment and that appointment to the categories in the Home Department shall be made in consultation with the Secretary, Home Department.

\*\*\*\*\*