

# TAMIL NADU STATE AND SUBORDINATE SERVICES RULES

(Corrected up to 23<sup>rd</sup> July, 2009)

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**TAMIL NADU STATE AND SUBORDINATE SERVICES RULES**

**PART-I & II**

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and of all other powers here unto enabling and in supersession of the rules on the subject, the Governor of Tamil Nadu hereby makes the following rules in respect of the members of State and Subordinate Services:—

**PART I - PRELIMINARY**

1. Short title and commencement - (a) These rules may be called the Tamil Nadu State and Subordinate Services Rules.

(b) They shall come into force on the 1st January 1955.

2. Definitions - In these rules unless there is anything repugnant in the subject or context.

**Appointed to a service**

(1) A person is said to be “appointed to a service” when in accordance with these rules or in accordance with the rules applicable at the time, as the case may be, he discharges, for the first time the duties of a post borne on the cadre of such service or commences the probation, instruction or training prescribed for members thereof.

\*(Explanation - The appointment of a person holding a post borne on the cadre of one service to hold additional charge of a higher post in the same service or a post borne on the cadre of another service or to discharge the current duties thereof does not amount to appointment to the latter service;)

\*Added in G.O.Ms.No.293, P&AR (Per.P), dt.30-3-84

**Approved candidate**

(2) “Approved candidate” means a candidate whose name appears in an authoritative list of candidates approved for appointment to any service, class or category:

**Approved probationer**

(3) “Approved Probationer” in a service, class or category means member of that service, class or category who has satisfactorily completed his probation and awaits appointment as a full member of such service, class or category ;

**# Backward Classes**

(4) “Backward Classes” means the communities specified as Backward Classes (Other than Most Backward Classes and denotified Communities), Most Backward Classes and denotified communities in Parts A,B and C respectively, of Schedule I to this Part.

*Explanation* - persons who belong to the State of Tamil Nadu alone, who belong to one of the communities specified in Schedule I, shall be treated as persons who belong to one of such communities;

# Substituted in G.O.Ms.No.551 P&AR (Per.S) dt.4-10-89 w.e.f. 28-3-89.

**Commission**

(5) “Commission” means the Tamil Nadu Public Service Commission;

**Discharge of a probationer**

(6) "Discharge of a probationer" means, in case the probationer is a full member or an approved probationer of another service, class or category reverting him to such service, class or category and in any other case, dispensing with his services;

### **Duty**

(7) A person is said to be "on duty" as a member of a service—

(a) When he is performing the duties of a post borne on the cadre of such service or is undergoing the probation, instruction or training prescribed for such service;

(b) When he is on joining time; or

(c) When he is absent from duty during vacation or on authorised holidays or on casual leave take in accordance with the instructions regulating such leave issued by the State Government having been on duty immediately before and immediately after such absence;

(d) when he has compulsorily to wait for orders of posting on return from leave.

\* (8) " Full member" means a member whose service has been confirmed in the service in which he has been first appointed.

\* Substituted vide G.O.Ms.No.237 P&AR (S) Dept., dt.17-6-1996 w.e.f.5-7-1994.

### **General Rules**

(9) "General Rules" shall mean the rules in Part II of these rules;

### **Member of a service**

(10) "Member of a service" means a person who has been appointed to that service and who has not retired or resigned, been removed or dismissed, been substantively transferred or reduced to another service or been discharged otherwise than for want of a vacancy. He may be a probationer, an approved probationer or a full member of that service;

### **Military Duty**

(11) "Military duty" means.—

(i) duty of any kind (including a course of training ) involving subjection to Naval, Military or Air force Law; or

(ii) duty (including a course of training), with a liability to serve overseas or in any operational area in Naval, Military or Air Force unit or formation or under Military, Munitions or Stores authorities or in factories; or

(iii) whole time duty in—

(a) the civil pioneer Force, the Madras Civil Labour Units or the Madras Labour Units for Ceylon, or

(b) the A.R.P. or any other Civil Defence Organisation specified by the Central Government; or

(c) any post created for the efficient prosecution of the war of 1939-1946 or associated with the training of war technicians, if duty in such post is declared by the Central Government to be military duty.

**Explanation.-** No duty shall be treated as military duty unless either of the following conditions is satisfied:-

(i) It must have been rendered within the period commencing on the 3rd September 1939 and ending with the 21st November 1948; provided that if it commenced on or after the 2nd April 1946, it shall not be reckoned as military duty; or

(ii) It must have been rendered within the period commencing on the 26<sup>th</sup> October, 1952 and ending with the 10<sup>th</sup> January, 1968.

(12) "Probationer" in service means a member of that service who has not completed his probation;

### Promotion

(13) "Promotion" means the appointment of a member of any category or grade of service or class of service to a higher category or grade of such service or class;

### Recruited direct

(14) A candidate is said to be "recruited direct" to a service, class, category or post when, in case his first appointment thereto has to be made in consultation with the Commission, on the date of its notification inviting applications for the recruitment and in any other case, at the time of his first appointment thereto, he is not in the service of the Government of India or the Government of a State

Provided that for the purposes of this definition a person shall be deemed to be not in the service of the Government of India or the Government of a State—

(i) If a period of five years has not elapsed since his first appointment to a service of the Government of India or the Government of a State; or

(ii) If he belongs to the Scheduled Castes, Schedules Tribes or Backward Classes:

### Recruited by transfer

(15) A candidate is said to be "recruited by transfer" to a service—

(a) If, at the time of his first appointment thereto, he is either a full member or an approved probationer in the Madras High Court Service or in any other service, the rules for which prescribe a period of probation for member thereof; or

(b) in case, at the time of his first appointment thereto, he is the holder of a post which has been included in another service but for which no probation has been prescribed, if he has put in that post satisfactory service for a total period of two years on duty within a continuous period of three years.

*Explanation.* - Where the special rules for a service provide for recruitment to that service or to any class or category thereof by transfer from any specified service, class or category, a candidate need not, for the purposes of such recruitment, be a full member or an approved probationer in the service, class or category so specified, provided he is a full member or an proved probationer in any other service class or category;

§ (15-A) Reserve List - "Reserve list " shall mean a list which is prepared so as to contain not less than 25% of the candidates of each reservation group including General Turn in the regular list and shall be in force until the regular list is drawn up subsequently. " ;

( \$ Inserted vide G.O.Ms.No.146 P&AR(S) Dept. dated 13.9.2006 w.e.f. 16.8.1982 )

**\*15- B#. Transfer:**— A member of a service is said to be appointed by transfer when the appointment is made from one category to another category in the same service carrying identical scale of pay.

\*Inserted in G.O.Ms.No.351, P&AR (Per.S), dt.22-9-93 w.e.f. 22-9-93

# Substituted vide G.O.Ms.No.146 P&AR(S) Dept. dt. 13.9.2006 w.e.f. 16.8.82

### Scheduled Castes

(16) "Scheduled Castes" means the communities mentioned in Part A of Schedule II to this part;

*@Explanation.* - No person who professes a religion different from Hinduism or Sikhism or Buddhism shall be deemed to be a member of a scheduled caste.

@Provided that nothing contained in this Explanation shall adversely affect the notifications issued and selections or appointments made during the period on and from the 3rd June, 1990 to the 1st August, 2008.

@ Inserted vide G.O.Ms.No.138,P&AR dated 01.08.2008 w.e.f.03.06.1990.

### **Scheduled Tribes**

(17) "Scheduled Tribes" means the communities mentioned in Part B of Schedule II to this part.

### **Service**

(18) "Service" means a group of persons classified by the State Government as a Subordinate or a State Service, as the case may be.

*Explanation*—Where the context so requires, "Service" means the period during which a person holds a post or a lien on a post or is a member of a service as above defined.

### **Special Rules**

(19) "Special Rules" shall mean the rules in part III applicable to each service or class of service;

### **War Service**

(20) "War Service" means—

(a) Service of any kind in a unit or formation liable for service overseas or in any operational area or in the Indian National Army (I.N.A)

(b) Service in India under military, Munitions or stores authorities or in factories with a liability to serve overseas or in any operational area;

(c) All other service involving subjection to Naval, Military or Air Force Law;

(d) a period of training with a Military unit or formation involving liability to serve overseas or in any operational area;

(e) valuable service rendered to the fighting forces in otherways, e.g., by way of recruiting;

(f) service in A.R.P. or any other civil defence organisation specified in this behalf by the Central or State Government;

(g) (1) any service connected with the prosecution of the war which a person was required to undertake by a competent authority under the provisions of any law for the time being in force;

(2) Service in any of the following:—

(i) National war front organisation.

(ii) Camouflage Organization.

(iii) Special Organisation for the production of war supplies through small scale industries.

(iv) Any Post associated with the training of war technicians if duty, in such post is declared by the Central Government to be, Military duty,

(v) Post of Special Constable on coastal patrol duty, and

(vi) Survey of India if the service was temporary and involved liability for service overseas.

*Explanations.*— (1) Only wholetime service of any of the kinds specified above will be recognised as war service.

(2) Service in the Civil Pioneer Force, Madras Civil Labour Units and Madras Labour Units for Ceylon will be deemed to fall within the scope of clause (c).

(3) Persons whose service of any of the kinds specified above has been characterized in their discharge certificate or other documents as 'indifferent' or 'bad' shall not be eligible for the concessions allowed by these rules.

(4) Persons who have been discharged from the Army, Navy or Air Force or from any other kind of war service for any reasons other than those specified below shall not be eligible for the concessions allowed by these rules:—

- (i) Medical invalidations.
- (ii) Demobilization.
- (iii) Completion of engagement.
- (iv) Unlikely to become an efficient soldier or airman etc.
- (v) Services no longer required.
- (vi) Character not tested.
- (vii) Compassionate grounds.
- (viii) unfit for service.
- (ix) Below standard.

(5) The service shall be in connection with the war of 1939-1946.

(21) Words Importing either gender shall be taken to include those of the other gender if circumstances so require.

**\*2-A. Classification:—** Persons holding posts under the Tamil Nadu State and Subordinate Services shall be classified into the following four groups, namely:—

Group A -Persons in the posts on the scales of pay the minimum of which is Rs.10,000/- and above.

Group B - Persons in the posts on the scales of pay, the minimum of which is Rs.5500/- and above but below Rs.10,000/-

Group C - Persons in the posts on the scales of pay, the minimum of which is Rs.2610/- and above but below Rs.5500/-

Group D - Persons in the posts on the scales of pay, the minimum of which is below Rs.2610/-

*Explanation:-* persons holding posts in selection Grade or Special Grade shall come under the respective groups under which such posts in the ordinary grades are classified.

\*Substituted in G.O.Ms.No.280, P&AR(S) Dept.. dt.24-11-1998.

**3. Pay, allowances, leave, leave salary, pension and other conditions of service** - The Tamil Nadu Civil Services (Discipline and Appeal) Rules, the rules regulating the pay of the services included in the pay Schedule. The Government servants' Conduct Rules, the Fundamental Rules, the Tamil Nadu Leave Rules, 1933 and the Pension Rules for the time being in force, shall in so far as they may be applicable and except to extent expressly provided in these rules, govern members of every service in the matter of their pay, allowance leave, leave salary, pension and other conditions of service;

Provided that - \* ( i )

\* Omitted Vide G.O.Ms.No.293, P & AR, dt.30-3-84

(ii) save as otherwise expressly provided in the special rules nothing contained in this rules shall affect the operation of the provisions of rule 16 of the Tamil Nadu Pension Rules, 1978 relating to the fixation of pay of a member of a service who is in receipt of a military pension; and

(iii) a person appointed in a department performing agency functions on behalf of the Central Government in pursuance of the provisions of clause (1) of Articles 258 of the Constitution of India.

shall be governed in the matter of his leave and pension by the rules issued by the central Government in that behalf:

Provided further that the said rules and regulations shall, in their application to the members of the Secretariat staff of the Governor, be construed as if the functions of the State Government under those rules and regulations were the functions of the Governor.

**4. Cadre.**- the permanent cadre of each service, class, category and grade shall be determined by the State Government.

**SCHEDULE - I**

(See Clause (4) of Rule 2)

(Substituted in G.O.Ms.No.7, P & AR (S) Dept., dated 24-1-2006 w.e.f. 24.1.2006)

**PART - A.**

**BACKWARD CLASSES (Other than Most Backward Classes and Denotified Communities).**

1. Agamudayar including Thozhu or Thuluva Vellala.
2. Agaram Vellan Chettiar.
3. Alwar, Azhavar and Alavar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
4. Servai (except Tiruchirapalli, Karur, Perambalur and Pudukottai Districts).
5. Ansar.
6. Arayar, Nulayar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District.)
7. Archakarai Vellala
8. Aryavathi ( in Kanniyakumari District and Shencottah Taluk of Tirunelveli District)
9. Ayira Vaisyar.
10. Badagar.
11. Billava.
12. Bondil.
13. Boyas (except Tiruchirapalli, Karur, Perambalur, Pudukottai, The Nilgiris, Salem, Namakkal, Dharmapuri and Krishnagiri Districts).  
Pedda Boyar (except Tiruchirapalli, Karur, Perambalur and Pudukottai Districts).  
Oddars (except Thanjavur, Nagapattinam, Tiruvarur, Tiruchirapalli, Karur, Perambalur, Pudukottai, Madurai, Theni and Dindigul Districts).  
Kaloddars (except Kancheepuram, Tiruvallur, Ramanathapuram, Sivaganga, Virudhunagar, Madurai, Theni, Dindigul, Pudukottai, Tiruchirapalli, Karur, Perambalur, Tirunelveli, Thoothukudi, Salem and Namakkal Districts).  
Nellorepet Oddars (except Vellore and Tiruvannamalai Districts).  
Sooramari Oddars (except Salem and Namakkal Districts).
14. Chakkala (except Sivaganga, Virudhunagar, Ramanathapuram, Thanjavur, Nagapattinam, Tiruvarur, Pudukottai, Tiruchirapalli, Karur, Perambalur, Madurai, Dindigul, Theni and The Nilgiris Districts).
15. Chavalakarar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
16. Chettu or Chetty (including Kottar Chetty, Elur Chetty, Pathira Chetty, Valayal Chetty, Pudukadai Chetty) (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).

17. Chowdry.
18. Converts to Christianity from Schedule Castes irrespective of the generation of conversion for the purpose of reservation of seats in Educational Institutions and for seats in Public Services.
19. C.S.I. formerly S.I.U.C. (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
20. Donga Dasaris (except Kancheepuram, Tiruvallur, Tiruchirapalli, Karur, Perambalur, Pudukottai, Chennai. Salem and Namakkal Districts).
21. Dekkani Muslims.
22. Devangar, Sedar.
23. Dombs (except Pudukottai, Tiruchirapalli, Karur and Perambalur Districts).  
Dommas (except Thanjavur, Nagapattinam, Tiruvarur, Pudukottai, Vellore and Tiruvannamalai Districts).
24. Dudekula.
25. Enadi.
26. Ezhavathy (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
27. Ezhuthachar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
28. Ezhuva (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
29. Gangavar.
30. Gavara, Gavarai and Vadugar (Vadugar) (Other than Kamma, Kapu, Baliya and Reddi).
31. Gounder.
32. Gowda (including Gammala, Kalali and Anuppa Gounder).
33. Hegde.
34. Idiga.
35. Illathu Pillaimar, Illuvar, Ezhuvar and Illathar.
36. Jhetty.
37. Jogis (except Kancheepuram, Tiruvallur, Madurai, Theni, Dindigul, Cuddalore, Villupuram, Vellore and Tiruvannamalai Districts).
38. Kabbera
39. Kaikolar, Sengunthar.
40. Kaladi (except Sivaganga, Virudhunagar, Ramanathapuram, Madurai, Theni, Dindigul, Thanjavur, Nagapattinam, Tiruvarur, Pudukottai, Tiruchirapalli, Karur and Perambalur Districts).
41. Kalari Kurup including Kalari Panicker (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
42. Kalingi.
43. Kallar, Easanattu Kallar, Gandarvakottai Kallars (except Thanjavur, Nagapattinam, Tiruvarur and Pudukottai Districts).  
Kootappal Kallars (except Pudukottai, Tiruchirapalli, Karur and Perambalur Districts).  
Piramalai Kallars (except Sivaganga, Virudhunagar, Ramanathapuram, Madurai, Theni, Dindigul, Pudukottai, Thanjavur, Nagapattinam and Tiruvarur Districts).  
Periyasooriyur Kallars (except Tiruchirapalli, Karur, Perambalur and Pudukottai Districts).
44. Kallar Kula Thondaman.

45. Kalveli Gounder.
46. Kambar.
47. Kammalar or Viswakarma, Viswakarmala (including Thattar, Porkollar, Kannar, Karumar, Kollar, Thacher, Kal Thacher, Kamsala and Viswabrahmin).
48. Kani, Kanisu, Kaniyar Panikkar.
49. Kaniyala Vellalar.
50. Kannada Saineegar, Kannadiyar (Throughout the State) and Dasapalanjika (in Coimbatore, Erode and The Nilgiris Districts).
51. Kannadiya Naidu.
52. Karpooora Chettiar.
53. Karuneegar (Seer Karuneegar, Sri Karuneegar, Sarattu Karuneegar, Kaikatti Karuneegar, Mathuvazhi Kanakkar, Sozhi Kanakkar and Sunnambu Karuneegar).
54. Kasukkara Chettiar.
55. Katesar, Pattamkatti.
56. Kavuthiyar.
57. Kerala Mudali.
58. Kharvi.
59. Khatri.
60. Kongu Vaishnava.
61. Kongu Vellalars (including Vellala Gounder, Nattu Gounder, Narambukkatti Gounder, Tirumudi Vellalar, Thondu Vellalar, Pala Gounder, Poosari Gounder, Anuppa Vellala Gounder, Kurumba Gounder, Padaithalai Gounder, Chendalai Gounder, Pavalankatti Vellala Gounder, Palavellala Gounder, Sanku Vellala Gounder and Rathinagiri Gounder).
62. Koppala Velama.
63. Koteyar.
64. Krishnanvaka (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
65. Kudikara Vellalar.
66. Kudumbi (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
67. Kuga Vellalar.
68. Kunchidigar.
69. Labbais including Rowthar and Marakayar (Whether their spoken language is Tamil or Urdu).
70. Lambadi.
71. Latin Catholics (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
72. Lingayat (Jangama).
73. Mahratta (Non-Brahmin) (including Namdev Mahratta).
74. Malayar.
75. Male.
76. Maniagar.
77. Mapilla.

78. Maravars (except Thanjavur, Nagapattinam, Tiruvarur, Pudukottai, Ramanathapuram, Sivaganga, Virudhunagar, Tirunelveli and Toothukudi Districts).  
Karumaravars  
Appanad Kondayam Kottai Maravars (except Sivaganga, Virudhunagar, Ramanathapuram, Madurai, Theni and Dindigul Districts).  
Sembanad Maravars (except Sivaganga, Virudhunagar and Ramanathapuram Districts).
79. Moondrumandai Enbathunалу (84) Ur. Sozhia Vellalar.
80. Mooppan.
81. Muthuraja, Muthuracha, Muthiriyar, Mutharaiyar.
82. Nadar, Shanar and Gramani (including Christian Nadar, Christian Shanar and Christian Gramani).
83. Nagaram.
84. Naikkar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
85. Nangudi Vellalar.
86. Nanjil Mudali (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
87. Odar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
88. Odiya.
89. Oottruvalanattu Vellalar.
90. O.P.S. Vellalar.
91. Ovachar.
92. Paiyur kotta Vellalar.
93. Pamulu.
94. Panar (except Kanniyakumari District and Shencottah Taluk of Tirunelveli District where the community is a Scheduled Caste).
95. Panisaivan (including Virakodi Vellala).
96. Kathikarar in Kanniyakumari District.
97. Pannirandam Chettiar or Uthama Chettiar.
98. Parkavakulam (including Surithimar, Nathamar, Malayamar, Mooppanar and Nainar).
99. Perike (including Perike Balija).
100. Perumkollar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
101. Podikara Vellalar.
102. Pooluva Gounder.
103. Poraya.
104. Pulavar (in Coimbatore and Erode Districts).
105. Pulluvar or Pooluvar.
106. Pusala.
107. Reddy (Ganjam).
108. Sadhu Chetty (including Telugu Chetty, Twenty four Manai Telugu Chetty).
109. Sakkaravar or Kavathi (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).

110. Salivagana.
111. Saliyar, Padmasaliyar, Pattusaliyar, Pattariyar and Adhaviyar.
112. Savalakkarakar.
113. Senaithalaivar, Senaikudiyar and Illaivaniar.
114. Sheik.
115. Sourashtra (Patnulkarakar).
116. Sozhivallalar (including Sozha Vellalar, Vetrilaikarakar, Kodikalkarakar and Keeraikarakar).
117. Srisayar.
118. Sundaram Chetty.
119. Syed.
120. Thogatta Veerakshatriya.
121. Tholkollar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
122. Tholuva Naicker and Vetalakara Naicker.
123. Thoraiyar.
124. Thoriyar.
125. Ukkirakula Kshatriya Naicker.
126. Uppara, Uppillia and Sagara.
127. Urali Gounder (except Tiruchirapalli, Karur, Perambalur and Pudukottai District) and Orudaya Gounder or Oorudaya Gounder (in Madurai, Theni, Dindigul, Coimbatore, Erode, Tiruchirapalli, Karur, Perambalur, Pudukottai, Salem and Namakkal Districts).
128. Urikkara Nayakkar.
129. Vallambar.
130. Valmiki.
131. Vaniyar, Vania Chettiar (including Gandla, Ganika, Telikula and Chekkalar).
132. Veduvar and Vedar (except Kanniyakumari District and Shencottah Taluk of Tirunelveli District where the community is a Scheduled Caste).
133. Veerasaiva (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
134. Velar.
135. Vellan Chettiar.
136. Veluthodathu Nair (in Kanniyakumari District and Shencottah Taluk of Tirunelveli District).
137. Vokkaligar (including Vakkaligar, Okkaligar, Kappiliyar, Kappiliya, Okkaliga Gowda, Okkaliya-Gowda, Okkaliya Gowder, Okkaliya Gowda).
138. Wynad Chetty (in The Nilgiris District).
139. Yadhava (including Idaiyar, Telugu Speaking Idaiyar known as Vaduga Ayar or Vaduga Idaiyar or Golla and Asthanthra Golla).
140. Yavana.
141. Yerukula.

142. Converts to Christianity from any Hindu Backward Classes Community or Most Backward Classes Community or Denotified Communities except the converts to Christianity from Meenavar, Parvatharajakulam, Pattanavar, Sembadavar, Mukkuvar or Mukayar and Paravar.
143. Orphans and destitute children who have lost their parents before reaching the age of ten and are destitutes; and who have nobody else to take care of them either by law or custom; and also who are admitted into any of the schools or orphanages run by the Government or recognised by the Government.

**PART - B.**

**MOST BACKWARD CLASSES.**

1. Ambalakarar.
2. Andipandaram.
3. Bestha, Siviari.
4. Bhatraju (Other than Kshatriya Raju).
5. Boyar, Oddar.
6. Dasari.
7. Dommara.
8. Eravallar (except Kanniyakumari District and Shencottah Taluk of Tirunelveli District where the community is a Scheduled Tribe).
9. Isaivellalar.
10. Jambuvanodai.
11. Jangam.
12. Jogi.
13. Kongu Chettiar (in Coimbatore and Erode Districts only).
14. Koracha.
15. Kulala (including Kuyavar and Kumbarar).
16. Kunnuvar Mannadi.
17. Kurumba.
18. Kuruhini Chetty.
19. Maruthuvar, Navithar, Mangala, Velakattalavar, Velakatalanair and Pronopakari.
20. Mond Golla.
21. Moundadan Chetty.
22. Mahendra, Medara.
23. Mutlakampatti.
24. Narikoravar.
25. Nokkar.
26. Vanniakula Kshatriya (including Vanniyar, Vanniya, Vannia Gounder, Gounder or Kander, Padayachi, Palli and Agnikula Kshatriya).
27. Paravar (except Kanniyakumari District and Shencottah Taluk of Tirunelveli District where the community is a Scheduled Caste) (including converts to Christianity).
28. Meenavar (Parvatharajakulam, Pattanavar, Sembadavar) (including converts to Christianity).

29. Mukkuvar or Mukayar (including converts to Christianity).
30. Punnan Vettuva Gounder.
31. Pannayar (Other than Kathikarar in Kanniyakumari District).
32. Sathatha Srivaishnava (including Sathani, Chattadi and Chattada Srivaishnava).
33. Sozhia Chetty.
34. Telugupatty Chetty.
35. Thottia Naicker (including Rajakambalam, Gollavar, Sillavar, Thockalavar and Thozhuva Naicker).
36. Thondaman.
37. Valaiyar (including Chettinad Valayars).
38. Vannar (Salaivai Thozhilalar) (including Agasa, Madivala, Ekali, Rajakula, Veluthadar and Rajaka) (except Kanniyakumari District and Shencottah Taluk of Tirunelveli District where the community is a Scheduled Caste).
39. Vettaikarar.
40. Vettuva Gounder.
41. Yogeewarar.

**PART - C.**

**DENOTIFIED COMMUNITIES.**

1. Attur Kilnad Koravars (in Salem, Namakkal, Cuddalore, Villupuram, Ramanathapuram, Sivaganga and Virudhunagar Districts).
2. Attur Melnad Koravars (in Salem and Namakkal Districts).
3. Appanad Kondayamkottai Maravar (in Sivaganga, Virudhunagar, Ramanathapuram, Madurai, Theni and Dindigul Districts).
4. Ambalakarar (in Thanjavur, Nagapattinam, Tiruvarur, Tiruchirapalli, Karur, Perambalur and Pudukottai Districts).
5. Ambalakarar (Suriyanur in Tiruchirapalli District).
6. Boyas (in Tiruchirapalli, Karur, Perambalur, Pudukottai, The Nilgiris, Salem, Namakkal, Dharmapuri and Krishnagiri Districts).
7. Battu Turkas.
8. C.K. Koravars (in Cuddalore and Villupuram Districts).
9. Chakkala (in Sivaganga, Virudhunagar, Ramanathapuram, Thanjavur, Nagapattinam, Tiruvarur, Pudukottai, Tiruchirapalli, Karur, Perambalur, Madurai, Theni, Dindigul and The Nilgiris Districts).
10. Changayampudi Koravars (in Vellore and Tiruvannamalai Districts).
11. Chettinad Valayars (in Sivaganga, Virudhunagar and Ramanathapuram Districts).
12. Dombs (in Pudukottai, Tiruchirapalli, Karur and Perambalur Districts).
13. Dobba Koravars (in Salem and Namakkal Districts).
14. Dommars (in Thanjavur, Nagapattinam, Tiruvarur, Pudukottai, Vellore and Tiruvannamalai Districts).

15. Donga Boya.
16. Donga Ur. Korachas.
17. Devagudi Talayaris.
18. Dobbai Korachas (in Tiruchirapalli, Karur, Perambalur, and Pudukottai Districts).
19. Dabi Koravars (in Thanjavur, Nagapattinam, Tiruvarur, Tiruchirapalli, Karur, Perambalur, Pudukottai, Vellore and Tiruvannamalai Districts).
20. Donga Dasaris (in Kancheepuram, Tiruvallur, Tiruchirapalli, Karur, Perambalur, Pudukottai, Chennai, Salem and Namakkal Districts).
21. Gorrela Dodda Boya.
22. Gudu Dasaris.
23. Gandarvakottai Koravars (in Thanjavur, Nagapattinam Tiruvarur, Tiruchirapalli, Karur, Perambalur, Pudukottai, Cuddalore and Villupuram Districts).
24. Gandarvakottai Kallars (in Thanjavur, Nagapattinam Tiruvarur and Pudukottai Districts).
25. Inji Koravars (in Thanjavur, Nagapattinam Tiruvarur, Tiruchirapalli, Karur, Perambalur and Pudukottai Districts).
26. Jogis (in Kancheepuram, Tiruvallur, Chennai, Cuddalore, Villupuram, Vellore and Tiruvannamalai Districts).
27. Jambavanodai.
28. Kaladis (in Sivaganga, Virudhunagar, Ramanathapuram, Madurai, Theni, Dindigul, Thanjavur, Nagapattinam, Tiruvarur, Pudukottai, Tiruchirapalli, Karur and Perambalur Districts).
29. Kal Oddars (in Kancheepuram, Tiruvallur, Ramanathapuram, Sivaganga, Virudhunagar, Madurai, Theni, Dindigul, Pudukottai, Tiruchirapalli, Karur, Perambalur, Tirunelveli, Thoothukudi, Salem and Namakkal Districts).
30. Koravars (in Kancheepuram, Tiruvallur, Ramanathapuram, Sivaganga, Virudhunagar, Pudukottai, Thanjavur, Nagapattinam, Tiruvarur, Tiruchirapalli, Karur, Perambalur, Tirunelveli, Thoothukudi, Chennai, Madurai, Theni, Dindigul and The Nilgiris Districts).
31. Kalinji Dabikoravars (in Thanjavur, Nagapattinam, Tiruvarur and Pudukottai Districts).
32. Kootappal Kallars (in Tiruchirapalli, Karur, Perambalur and Pudukottai Districts).
33. Kala Koravars (in Thanjavur, Nagapattinam Tiruvarur, Tiruchirapalli, Karur, Perambalur and Pudukottai Districts).
34. Kalavathila Boyas.
35. Kepmaris (in Kancheepuram, Tiruvallur, Pudukottai, Tiruchirapalli, Karur and Perambalur Districts).
36. Maravars (in Thanjavur, Nagapattinam, Tiruvarur, Pudukottai, Ramanathapuram, Sivaganga, Virudhunagar, Tirunelveli and Thoothukudi Districts).
37. Monda Koravars.
38. Monda Golla (in Salem and Namakkal Districts).
39. Mutlakampatti (in Tiruchirapalli, Karur, Perambalur and Pudukottai Districts).
40. Nokkars (in Tiruchirapalli, Karur, Perambalur and Pudukottai Districts).
41. Nellorepet Oddars (in Vellore and Tiruvannamalai Districts).
42. Oddars (in Thanjavur, Nagapattinam Tiruvarur, Tiruchirapalli, Karur, Perambalur, Pudukottai, Madurai, Theni and Dindigul Districts).

43. Pedda Boyas (in Tiruchirapalli, Karur, Perambalur and Pudukkottai Districts).
44. Ponnai Koravars (in Vellore and Tiruvannamalai Districts).
45. Piramalai Kallars (in Sivaganga, Virudhunagar, Ramanathapuram, Madurai, Theni, Dindigul, Pudukkottai, Thanjavur, Nagapattinam and Tiruvarur Districts).
46. Peria Suriyur Kallars (in Tiruchirapalli, Karur, Perambalur and Pudukkottai Districts).
47. Padayachi (in Vellayan Kuppam in Cuddalore District and Tennore in Tiruchirapalli District).
48. Punnan Vettuva Gounder (in Tiruchirapalli, Karur, Perambalur and Pudukkottai Districts).
49. Servai (in Tiruchirapalli, Karur, Perambalur and Pudukkottai Districts).
50. Salem Melnad Koravars (in Madurai, Theni, Dindigul, Coimbatore, Erode, Pudukkottai, Tiruchirapalli, Karur, Perambalur, Salem, Namakkal, Vellore and Tiruvannamalai Districts).
51. Salem Uppu Koravars (in Salem and Namakkal Districts).
52. Sakkaraitthamadai Koravars (in Vellore and Tiruvannamalai Districts).
53. Saranga Palli Koravars.
54. Sooramari Oddars (in Salem and Namakkal Districts).
55. Sembanad Maravars (in Sivaganga, Virudhunagar and Ramanathapuram Districts).
56. Thalli Koravars (in Salem and Namakkal Districts).
57. Thelungapatti Chettis (in Tiruchirapalli, Karur, Perambalur and Pudukkottai Districts).
58. Thottia Naickers (in Sivaganga, Virudhunagar, Ramanathapuram, Kancheepuram, Tiruvallur, Thanjavur, Nagapattinam, Tiruvarur, Tiruchirapalli, Karur, Perambalur, Pudukkottai, Tirunelveli, Thoothukudi, Salem, Namakkal, Vellore, Tiruvannamalai, Coimbatore and Erode Districts).
59. Thogamalai Koravars or Kepmaris (in Tiruchirapalli, Karur, Perambalur and Pudukkottai Districts).
60. Uppukoravars or Settipalli Koravars (in Thanjavur, Nagapattinam, Tiruvarur, Pudukkottai, Madurai, Theni, Dindigul, Vellore and Tiruvannamalai Districts).
61. Urali Gounders (in Tiruchirapalli, Karur, Perambalur and Pudukkottai Districts).
62. Wayalpad or Nawalpetta Korachas.
63. Vaduvarpatti Koravars (in Madurai, Theni, Dindigul, Ramanathapuram, Sivaganga, Virudhunagar, Tirunelveli, Thoothukudi, Tiruchirapalli, Karur, Perambalur and Pudukkottai Districts).
64. Valayars (in Madurai, Theni, Dindigul, Tiruchirapalli, Karur, Perambalur, Pudukkottai, Erode and Coimbatore Districts).
65. Vettaikarar (in Thanjavur, Nagapattinam, Tiruvarur and Pudukkottai Districts).
66. Vetta Koravars. (in Salem and Namakkal Districts).
67. Varaganeri Koravars (in Tiruchirapalli, Karur, Perambalur and Pudukkottai Districts).
68. Vettuva Gounder (in Tiruchirapalli, Karur, Perambalur and Pudukkottai Districts)."

**SCHEDULE II**  
**PART A**  
**SCHEDULED CASTES.**

[See definition (16) in rule 2]

1. Adi Andhra.
2. Adi Dravida.
3. Adi Karnataka.
4. Ajila.
5. Arunt9hathiyar.
6. Ayyanavar (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
7. Baira.
8. Bakuda.
9. Bandi.
10. Bellara.
11. Bharatar (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
12. Chakkiliyan.
13. Chalavadi.
14. Chamar, Muchi.
15. Chandala.
16. Cheruman.
17. Devendrakulathan.
18. Dom, Dombara, Paidi, Pane.
19. Domban.
20. Godagali.
21. Godda.
22. Gosangi.
23. Holeyá.
24. Jaggali.
25. Jambuvulu.
26. Kadaiyan.
27. Kakkalan (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
28. Kalladi.
29. Kanakkan, Padanna (in The Nilgiris District).
30. Karimpalan.
31. Kavara (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
32. Koliyan.
33. Koosa.
34. Kootan, Koodan (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
35. Kudumban.

36. Kuravan Sidhanar.
37. Madari.
38. Madiga.
39. Maila.
40. Mala.
41. Mannan (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
42. Mavilan.
43. Moger.
44. Mundala.
45. Nalakeyava.
46. Nayadi.
47. Padannan (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
48. Pagadai.
49. Pallan.
50. Palluvan.
51. Pambada.
52. Panan (in Kanyakumari District and Shenkottah Taluk of Tirunelveli District).
53. Panchama.
54. Pannadi.
55. Panniandi.
56. Paraiyan, Parayan, Sambavar.
57. Paravan (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
58. Pathiyan (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
59. Pulayan, Cheramar.
60. Puthirai Vannan.
61. Raneyar.
62. Samagara.
63. Samban.
64. Sapari.
65. Semman.
66. Thandan (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
67. Thoti.
68. Tiruvalluvar.
69. Vallon.
70. Valluvan.
71. Vannan (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
72. Vathiriyar.
73. Velen.
74. Vetan (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).

75. Vettiyan.
76. Vettuvan (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).

**PART B**  
**SCHEDULED TRIBES.**  
**(See definition (17) in rule 2)**

1. Adiyar.
2. Aranadan.
3. Eravallan.
4. Irular.
5. Kadar.
6. Kammara (excluding Kanyakumari district and Shenkottah taluk of Tirunelveli district).
7. Kanikaran, Kanikkar (in Kanyakumari district and Shenkottah and \$Ambasamudram taluks of Tirunelveli district).
8. Kaniyan, Kanyan.
9. Kattunayakan.
10. Kochu Velan.
11. Konda Kapus.
12. Kondareddis.
13. Koraga.
14. Kota (excluding Kanyakumari district and Shenkottah taluk of Tirunelveli district).
15. Kudiya, Melakudi.
16. Kurichchan.
17. Kurumbas (in The Nilgiris District).
18. Kurumans.
19. Maha malasar.
20. Malai Arayan.
21. Malai Pandaram.
22. Malai Vedan.
23. Malakkuravan.
24. Malasar.
25. Malayali (in Dharmapuri, North Arcot, Pudukottai, Salem, South Arcot and Tiruchirappalli Districts).
26. Malayekandi.
27. Mannan.
28. Mudugar, Muduvan.
29. Muthuvan.
30. Palleyan.
31. Palliyan.
32. Palliyar.
33. Paniyan.
34. Sholaga.

35. Toda (Excluding Kanyakumari district and Shenkottah taluk of Tirunelveli district).  
36. Uraly.  
\$ Inserted in G.O.Ms.No.27, P&AR(S) Department, dated.13.03.2009 w.e.f. 07.01.2003

## **PART II**

### **General Rules**

**1. Scope of the general rules** - The rules in this part shall apply to all State and Subordinate Services and to the holders of all posts, whether temporary or permanent, in any such service appointed thereto before, on or after the date specified in sub-rule (b) of rule 1 in part I except to the extent otherwise expressly provided—

(a) by or under any law for the time being in force; or

(b) in respect of any member of such service by a contract or agreement subsisting between such member and the State Government.

**2. Relation to the special rules**- If any provision in the general rules contained in this part is repugnant to a provision in the special rules applicable to any particular service, contained in part III, the latter shall, in respect of that service, prevail over the provision in the General Rules in this part.

**3. Application of rules** - Any rule continued by Article 313 of the Constitution of India or made under the proviso to Article 309 of that Constitution in respect of any service, class or category thereof shall be applicable to all persons holding posts intended to be held by members of that service, class or category on the date on which such rule was made;

Provided that nothing in any such rule shall unless a contrary intention is expressly indicated therein, operate to deprive any such person of any right or privilege to which he is entitled by or under any rule or applicable to him prior to the making of such rule provided further that no such rule shall be applicable to Candidates who had been approved for appointment to any such service, class or category by the Commission or by any other authority competent in that behalf prior to the making of such rule or who had applied for such approval in response to any advertisement inviting applications, published by the Commission or any other authority competent in that behalf prior to the making of such rule.

**4. Approved candidates** - (a) All first appointments to a service or class of category or grade thereof State or Subordinate, whether by direct recruitment or by recruitment by transfer or by promotion, shall be made by the appointing authority from a list of approved candidates. \*All appointments made by transfer, from one class to another class and from one category to another category, in the same service carrying identical scale of pay shall be made by the appointing authority from a list of approved candidates. Such list shall be prepared in the prescribed manner by the appointing authority or any other authority empowered in the Special rules in that behalf \*\* and shall be displayed in the Notice Board in the Office of the appointing authority.\*\* The list shall also be communicated to all persons concerned by Registered post whose names are found in the list as well as to persons senior to the Junior most person included in the list whose names have not been included in the list. Where the candidates in such list are arranged in their order of preference appointments to the service shall be made in such order:

**\*\* (w.e.f. 25.7.2003 Vide G.O.Ms.No.130 P&AR(S) Dept. dt.29.4.2004 & G.O.Ms.No.99 P&AR(S) Dept. dt. 2.8.2005)**

\*[G.O.Ms.No.284, P & AR (S), dt.1-12-97 came into force on 1-12-97].

Provided that the list of approved candidates for appointment by promotion and by recruitment by transfer to all the categories of posts in the Tamil Nadu State and Subordinate Services shall be prepared annually against the estimated number of vacancies expected to arise during the course of a year. The estimate of vacancies shall be prepared taking into account the total number of permanent post in a category; the number of temporary posts in existence; the anticipated sanction of new posts in the next year; the recruitment post of leave reserves; the anticipated

vacancies due to retirement and promotion, etc., in the course of the year and the number of candidates already in position in that category. The list of approved candidates, so prepared, shall be in force for a period of one year only and shall lapse at the end of the year. The candidates whose names were included in the previous list, but were not appointed, shall be considered, if eligible for inclusion in the list of next year along with their seniors if any whose names were not included in the previous list either because they were found not suitable or because they were not technically qualified when the previous list was drawn up.

\*\*\* Provided further that for preparing such lists to fill up vacancies, the names of the qualified candidates in the seniority list in a class, category or service shall be considered in the following proportions (rounding off fractions to the next whole number):-

| Number of vacancies | Number of qualified candidates to be considered                                |
|---------------------|--|
| 1-20                | 200% of the actual number of estimated vacancies.                              |
| 21-80               | 175% of the actual number of estimated vacancies, subject to a minimum of 40.  |
| 81 and above        | 150% of the actual number of estimated vacancies, subject to a minimum of 140. |

Provided also that if the qualified candidates, after consideration of their claims, are found not suitable for the post, the names of the next qualified candidates, to the extent necessary, shall be considered:

Provided also that in respect of each reserved vacancy to be filled up by the candidate belonging to the Backward class or the Most Backward Class and Denotified Community or the Scheduled caste or the Scheduled Tribe, the names of the first two qualified candidates belonging to the backward Classes, or most Backward Classes and Denotified Communities or the Scheduled Caste and Scheduled Tribes, as the case may be shall be considered, subject to their availability and if the first two qualified candidates belonging to the backward classes, or Most Backward Classes and Denotified Communities or the Scheduled Caste and Scheduled Tribes, as the case may be are found not suitable for the post, the claims of the next two qualified candidates belonging to that reserved Category shall be considered. No reserved vacancy shall be left unfilled, except when no qualified candidates in the seniority list in a Class, Category or Service belonging to that reserved category are available for consideration. In respect of a vacancy to be filled up by General Turn, the names of the qualified candidates including these belonging to the Backward Classes, the Most Backward Classes and Denotified Communities, the Scheduled castes and the Scheduled Tribes in the seniority in a class, Category or Service shall also be considered:

Provided also that in respect of filling up vacancies in the post of Head of Department, the number of names of qualified candidates to be considered shall be fixed as twice the number of vacancies plus three in the seniority list in a Class. Category or Service.

\*\*\*[Substituted Vide G.O.Ms.No.34, P&AR (S) Dept., dt.30-1-96 w.e.f 30-1-96].

#(Explanation I - The period of one year validity for the list of approved candidates shall be reckoned from the date of approval of the panel by the competent authority;

*Explanation II*-In respect of appointment to the posts, which are under the purview of the Tamil Nadu Public Service Commission, temporary list may be drawn and published as aforesaid with reference to the qualification on the date fixed for the regular lists to meet out the exigencies of service and to avoid administrative delay. Once a qualified candidate is included in the temporary list with reference to the qualification on the crucial date fixed for regular list his rights for temporary appointment should be protected and he should not be overlooked in preference to a person, who was not included in the temporary list as he was not qualified on the crucial date but subsequently

qualified. The temporary list shall be adopted for giving temporary appointments till the regular list is approved and regular appointments are made with reference to the regular list.

*Explanation III* - No temporary list shall be prepared in respect of the posts for which the consultation of the Tamil Nadu Public Service Commission is not required and the list of names prepared, if any, shall be a regular one.)

#Added in G.O.Ms.No.999, P&AR (Per.P), dt.22-10-1983

\* [Provided further that a list of approved candidates (including a 'Nil' list) prepared even prior to the coming into effect of the preceeding proviso shall not be invalid for the reason that it was prepared with reference to the estimated number of vacancies expected to arise during the course of the year:]

\* Added in G.O.Ms.No.516, P & AR (Per.M), dated 3-6-1982

Provided further that wherever, advancement to Higher temporary posts, under the scheme of "Flexible Complementing" has been provided a panel of persons who will be completing ten years of satisfactory service during the period from first June of a year to 31st May of the next year and are suitable for advancement to the next higher post, shall be kept ready every year so that the advancement may be sanctioned on completion of ten years of satisfactory service. Leave other than extraordinary leave with out allowances should be taken into account while computing the ten years period. The period of ten years in the lower post will be reckoned from the date of regular appointment to that post, but will exclude the periods of reversion. The panel so prepared shall be utilised for promotion to higher posts in the regular line, except in respect of posts, for which consultation with the Commission is necessary for preparing the panel for appointment to higher posts in the regular line.

*Explanation—* The scheme of "Flexible complementing" provides for advancement to the next higher posts, on completion of ten years of satisfactory service in the lower post.

(b) where a candidate's name has been included in the list of approved candidates for more than one service, the appointment authority who proposes to appoint such a candidate first shall require him to elect the service to which he wishes to be appointed. On such election, the candidate's name shall be removed from the list or lists of approved candidates for the service or services to which he does not wish to be appointed.

(c) An approved candidate for any service or for any class or category thereof who joins the Armed Forces in connection with the National Emergency before he is appointed to the service, class or category for which he has been selected or a person who while on such military duty is selected for a Civil post and included in the list of approved candidates for appointment to a service or class or category thereof shall be appointed to such service, class or category on his due turn with effect from the date on which he would have been so appointed, but for his absence on military duty. With effect from the date on which he is so appointed, he shall be entitled to count the period of his military duty towards probation on his civil post. He shall be deemed to have entered the time scale applicable to the civil post with effect from the same date. The military duty shall count for increments to which he shall be eligible in the time scale in the same manner in which they would have been admissible, if he had not taken up the military duty. On discharge from military duty, he shall, within a period of six months from the date of such discharge, take up his civil post and thereafter undergo such portion of the period of probation as remains after counting the period of military duty under this sub-rule. He shall also undergo such training and pass such tests as may have been prescribed in the Special Rules for the said post, within a period equal to the prescribed period of probation or such other period as may have been prescribed in the said Special Rules from the date of joining the civil post after discharge from military duty:

Provided that the time limit of six months referred in this sub-rule shall not apply to a person who is wounded while on military duty or as a result of such duty is otherwise rendered unfit to take up his civil post within that time. He may take up his civil post after he is declared on medical examination to be fit for duty, within a period of two years or such further period as may be, granted by the appointing authority from the date of his discharge from military duty.

(d) The inclusion of a candidate's name in any list of approved candidates for any service (State or Subordinate) or any class or category in a service shall not confer on him any claim to appointment to the service, class or category.

\*{ (e) If an approved candidate selected by the Tamil Nadu Public Service Commission for appointment by direct recruitment fails to join duty ordinarily within three months from the date of receipt of the orders directing him to join duty or with in an earlier date, if so specified by the appointing authority in special circumstances, he shall forfeit his right for appointment to the post and his name shall be removed from the approved list;

Provided that in special circumstances the appointing authority may extend the time limit referred to in this sub-rule up to six months for valid reasons.}

\*Added in G.O.Ms.No.857, P&AR (Per.P) dt.13-9-83, w.e.f.13-9-83

#{Provided further that in very special circumstances and in relaxation of the above proviso, if any candidate is allowed to join duty beyond the time limit of six months, his seniority in that post shall be fixed below the junior most candidate appointed to that post in that service on the date of joining duty of the former.)

# Substituted in G.O.Ms.No.353, P&AR (Per.S) dt.20-6-89, w.e.f.4-5-88

5. Every candidate for appointment to any service, who, in response to a notification issued by the Commission, makes an application, shall remit the fee that may be prescribed by the Government from time to time:

Provided that this rule shall not apply to a candidate belonging to any of the Backward Classes, who has taken a degree whatever may be the post or service with reference to which the application is made;

Provided further that this rule shall not apply to a candidate belonging to any of the Scheduled Castes or Scheduled Tribes whatever may be the post or service with reference to which the application is made:

Provided further that this rule shall not apply to candidates who have rendered war service:

Provided also that with effect from the 5th August 1953, this rule shall not apply to the members of the Operation Subordinate Service and work-charged establishment of the Electricity Department who apply for posts reserved for such members only:

Provided also that this rule shall not apply to the members of the work-charged establishment under the Electrical Engineer (General) who apply for recruitment to the posts of Supervisors (Electrical), II Grade, in the Tamil Nadu Electrical Subordinate Service:

Provided also that the concession under the first proviso shall be restricted to three free chances in the case of candidates belonging to any of the Backward Classes:

\* Proviso[ omitted in G.O.Ms.No.237, P & AR, dt.24-8-94, w.e.f. 13-10-93]

*Explanation.*— The examination for each group will be a combined one for the purpose of filling vacancies in the services included in that group. A candidate may apply to be admitted to all or any of the services in each group if he wishes to be admitted as a candidate for more than one service in the same group, he need send only one application. But if he wishes to be admitted as a candidate for services in more than one group, he must send in one application for each group. He will be required to pay the fees mentioned in this rule one for each group and will not be required to pay separate fees for each service in a group for which he applies. If, however, he applies for more than one group, he will be required to pay separate fees for each group:

Provided also that this rule shall not apply to Ex-servicemen as defined in General Rule 52. But the exemption here in granted shall be restricted to two free chances.

§ Provided also that this rule shall not apply to a physically handicapped candidate.

§ Inserted in G.O.Ms No.21, P&AR(S) Department, dated.05.03.09 w.e.f.26.08.2008

**6. Method of Recruitment** - Where the normal method of recruitment to any service, class or category is neither solely by direct recruitment for solely by transfer but is both by direct recruitment and by transfer.

(a) the proportion or order in which the Special Rules concerned may require vacancies to be filled by persons recruited direct and by those recruited by transfer shall be applicable only to substantive vacancies in the permanent cadre;

(b) a person shall be recruited direct only against substantive vacancy in such permanent cadre, and only if the vacancy is one which should be filled by a direct recruit under the Special Rules referred to in clause (a); and

(c) recruitment to all other vacancies shall be made by transfer:

Provided that nothing in this rule shall adversely affect any person who on the date of issue of the Special Rules referred to in clause (a) was a probationer in such service, class or category, as the case may be.

**7. Right of probationers and approved probationers to re-appointment**—A vacancy in any service, class or category not being a vacancy which should be filled by direct recruitment under the Special Rules referred to in clause (a) of rule 6 shall not be filled by the appointment of a person who has not yet commenced his probation in such service, class or category when an approved probationer or a probationer therein is available for such appointment.

**8. Discharge and re-appointment of probationers, approved probationers and full members:—**

(a) probationers, approved probationers and full members shall be discharged for want of vacancies in the order of juniority.

(b) Full members, approved probationers and probationers who have been discharged for want of vacancies shall be reappointed in vacancies which arise. in the order of seniority.

#{Substituted vide G.O.Ms.No.237, P&AR (S) Dept., dt.17-6-96 w.e.f. 17-6-96).

**9. Members absent from duty** - The absence of a member of a service from duty in such service, whether on leave, or on foreign service or on deputation or for any other reason and whether his lien in a post borne on the cadre of such service is suspended or not, shall not, if he is otherwise fit, render him ineligible in his turn.

(a) for re-appointment to a substantive or officiating vacancy in the class, category, grade or post in which he may be a probationer or an approved probationers;

(b) for promotion from a lower to higher category in such service;

(c) for appointment to any substantive or officiating vacancy in another service for which he may be an approved candidate, as the case may be, in the same manner as if he had not been absent. He shall be entitled to all the privileges in respect of appointment, seniority, promotion and appointment as full member which he would have enjoyed but for his absence subject to his completing satisfactorily the period of probation on his return.

(d) for appointment to any substantive or officiating vacancy in another service, if according to the rules governing appointment to such other service—

(i) he is entitled to such appointment; and

(ii) the normal method of recruitment to such other service is by transfer from the service of which he is a member of any class or category thereof.

\*\* Provided that a member of a service who is appointed to another service outside his regular line and is continuing in that service beyond five years shall not be considered for promotion or for appointment by recruitment by transfer to a higher post in his regular line eventhough he is otherwise qualified under the rules for such promotion or appointment, unless he returns to the former service and puts in a fresh service for a period of not less than one year in the former service”.

\*\* Substituted in G.O.Ms.NO.103, P & AR(S) Dept. , dt .21-7-2006 w.e.f.21-7-2006

**9-A. Right to be a probationer approved probationer, in two or more services** - A member of a service, who has been appointed to another service and is a probationer approved probationer in the latter service, shall not be appointed to any other service for which he may be an approved candidate, unless he relinquishes his right in the latter service;

\*(Omitted in G.O.Ms.No.363, P & AR, dt-21-6-88.)

**#9.B** A member of a service, whenever selected by direct recruitment for appointment in any other service of this Government or in other State Governments Central Government, Universities, or any other quasi-Government organisations, shall hold the service right in the former service for a period not exceeding one year only from the date of relief from the former service;

Provided that persons appointed to the services of other State Governments, Central Government, Public Sector undertakings, or Local Bodies, Corporations, Universities or any other quasi-government organisations, shall hold such service right in their former services only if the pay, leave salary and pensionary contributions for the said period of one year are paid by such other State Governments, Central Government, Public Sector undertakings, Local Bodies, Corporations, Universities or any other quasi-government organisations or by the individual concerned.

#Inserted in G.O.Ms.No.42, P & AR (Per.P) dt.13-1-84.

**10.Temporary appointments:**— a(i) (1) where it is necessary in the public interest owing to an emergency which has arisen to fill immediately a vacancy in a post borne on the cadre of a service, class or category and there would be undue delay in making such appointment in accordance with these rules and the Special Rules, the appointing authority may temporarily appoint a person, who possesses the qualifications prescribed for the post otherwise than in accordance with the said rules.

#(Added Vide G.O.Ms.No.21, P&AR (S) Dept., 23-1-96 w.e.f.23-1-96)

Provided that no appointment @ by direct recruitment under this clause shall be made of any person other than the one sponsored by the Tamil Nadu Public Service Commission from its regular or reserve list of successful candidates to any of the posts with in the purview of the Tamil Nadu Public Service Commission.

@(Added Vide G.O.Ms.No.21, P&AR (S) Dept., 23-1-96 w.e.f.23-1-96)

Second Proviso omitted vide G.O.Ms.No.146 P&AR(S) Dept. dt. 13.9.2006 w.e.f. 16.8.82

Provided \*\* further that appointment by direct recruitment under this clause (1) in respect of posts within the purview of Tamil Nadu Public Service Commission shall be made, only where new posts with new qualifications are created temporarily and where the Tamil Nadu Public Service Commission does not have a regular or reserve list of successful candidates for sponsoring.

\*\* Substituted vide G.O.Ms.No.146 P&AR(S) Dept. dt. 13.9.2006 w.e.f. 16.8.82

(2) Omitted (Vide G.O.Ms.No.21, P & AR (S) Dept., 23-1-96 w.e.f. 23-1-96)

(ii) Where it is necessary to fill a short vacancy in a post borne on the cadre of service, class or category and the appointment of the person who is entitled to such appointment under these rules and the Special Rules, would involve excessive expenditure on travelling allowance or exceptional administrative inconvenience, the appointing authority may appoint any other person who possess the qualifications, if any prescribed for the said service, class or category.

\*(iii) A person appointed under clause (i) shall be replaced as soon as possible by a member of a service or an approved candidate qualified to hold the post under the rules, and in any case, he shall not be continued for a period of more than one year from the date of his temporary appointment;

\*(Substituted vide G.O.Ms.No.21, P &AR (S) Dept., 23-1-96 w.e.f.23-1-96)

(iv) where it is necessary to appoint an officer against whom an enquiry into allegations of corruption or misconduct is pending, the appointing authority may appoint him temporarily, pending enquiry into the charges against him. The competent authority shall have discretion to make regular appointment in suitable cases.

(v) A Person appointed under clause (i), (ii) or (iv) shall not be regarded as a probationer in such service, class or category or be entitled by reason only of such appointment to any preferential claim to future appointment to such service, class or category. The services of a person appointed under clause (i), (ii) or (iv) shall be liable to be terminated by the appointing authority at any time without notice and without any reason, being assigned.

#(b) and (bb): Omitted.

#(Vide G.O.Ms.No21, P&AR (S) Dept., dt.23-1-96 w.e.f. 23-1-96)

(c) A person appointed to any part-time post created in lieu of a whole time post borne on the cadre of a service, class or category shall not be regarded as a probationer in such service nor shall be entitled by reason only of such appointment to any preferential claim to future appointment to such service, class or category.

(d) Notwithstanding anything contained in these rules, if and when a temporary post is created as addition to the cadre of any service, class or category and the holder thereof is required by the State Government to possess any special qualifications, knowledge or experience, any person who possess such qualifications, knowledge or experience and is considered to be best the fitted to discharge the duties of such post may, irrespective of other considerations, be appointed to that post by the appointing authority, but the person so appointed shall not, by reason only of such appointment, be regarded as a probationer in such appointment, be regarded as probationer in such service, class or category nor shall he acquired hereby any preferential right to future appointment to such service, class or category.

**\* 10 A. Recruitment to posts, which are outside the purview of the Tamil Nadu Public Service Commission.**— (a) Where the posts are outside the purview of the Tamil Nadu Public Service Commission, recruitment shall be made only by calling for names of eligible candidates from the Employment Exchange. In respect of specialised posts for which candidates are not available with the Employment Exchange, the appointing authority shall get a certificate of a non-availability from the Employment Exchange, and call for applications from eligible candidates by advertising the posts in prominent daily newspapers giving the number of vacancies and indicating the qualifications, etc.

\* Inserted in G.O.Ms.No.605, P & AR (Per.S) dt. 3-6-80, w.e.f.3-6-80

#(Provided that this sub-rule shall not apply in the case of appointments of dependants of Government Servants who die in harness, or the Government servants who retire from service on medical invalidation before obtaining the age of @ fifty three years .)

#Added in G.O.Ms.No.354, P & AR, dt.20-06-89, w.e.f. 3-6-80

@Substituted vide G.O.Ms.No.1 P&AR(S) Dept. dated 2.1.2002.

(b) The candidates to be appointed shall be selected on the basis of merit by the appointing authority, or by an officer designated by the appointing authority or by a Committee of Officers not exceeding three duly constituted by the appointing authority, subject to the rule of reservation of posts wherever applicable after subjecting the candidates to an oral interview and, if necessary, a short written test which can be evaluated in a short time.

**11. Appointment by agreements.** -(1) When in the opinion of State Government Special provisions inconsistent with any of these rules or of any other rules made under the proviso to article 309 of the Constitution of India or continuing by Article 313 of that Constitution (hereinafter referred to in this rule as the said rules) are required in respect of conditions of service, pay and allowances, pension, discipline and conduct with reference to any particular post, or any of them, it shall be open to the State Government to make an appointment to such post otherwise than in accordance with these rules or the said rules and to provide by agreement with the person so appointed for any of the matters in respect of which in the opinion of the State Government special provisions are required to be made and to the extent to which such provisions are made in the agreement, nothing in these rules or the said rules shall apply to any person so appointed in respect of any matter for which provision is made in the agreement:

Provided that in every agreement, made in exercise of the powers conferred by this rule it shall further be provided that in respect of any matter in respect of which no provision has been made in the agreement the provisions of these rules or of the said rules shall apply.

(2) A person appointed under sub-rule (1) shall not be regarded as a member of the service in which the post to which he is appointed is included and shall not be entitled by reason only of such appointment to any preferential claim to any other appointment in that or any other service.

**12. Qualifications**— (a) (i) The minimum general educational qualification wherever referred to in the Special Rules shall mean the qualification prescribed in Schedule I to this Part:

(\*)[Omitted in G.O.Ms.No.825, P&AR (Per.P). dt.25-8-86.]

(ii) Where the Special Rules for any service prescribe the possession of the minimum educational qualification referred to in clause (i) as a qualification for appointment as full member in such service, or in any class or category thereof or for promotion to any other class or category in such service or for appointment by transfer to any other service, a person who is already a member of a service who does not possess the minimum general educational qualification but who is certified by the head of the department concerned to be otherwise deserving of appointment as full member or promotion or transfer as the case may be, shall be deemed to possess the minimum general educational qualification, if he appears for the examination of the S.S.L.C. Standard conducted by the Commission and obtain the minimum percentage of marks specified below:—

| <i>Subject for the Examination</i> | <i>Minimum percentage of marks</i> |
|------------------------------------|------------------------------------|
| 1. English                         | 35                                 |
| 2. General knowledge               | 35                                 |

Provided that persons in service without an adequate knowledge of Tamil or whose knowledge of Tamil is not of such standard as to write the examinations referred to in this sub-rule in Tamil may write them in any one of the languages, Telugu, Malayalam, Kannada, Urdu or Hindi and they need not pass the language test in Tamil on their appointment to higher post by transfer or promotion.

(iii) \* Omitted[ in G.O.Ms.No.293, P & AR (Per.P) dt.30-3-84.]

(iv) A person who, immediately before the 1st November, 1956, was serving in connection with the affairs of the former State of Travancore, Cochin and who is allotted to the State of Madras for service shall, if he possesses the minimum general educational qualification as prescribed in the rules of the former State of Travancore-Cochin, be deemed to possess the minimum general educational qualification referred in clause (i).

(v) Any person who on or before 31st March 1959 has passed E.S.L.C. or S.S.L.C. Examination conducted under the authority of the Government of Travancore-Cochin or Kerala shall be deemed to Possess the minimum general educational qualification referred in clause (i). notwithstanding such person may not have obtained any minimum marks in any subjects.

*Explanation—* For the purpose of this clause, minimum general educational qualification of the former Travancore-Cochin State shall be a mere pass in the E.S.L.C. or S.S.L.C. Examination with declaration of eligibility for college course without the requirement of any minimum marks in any subject.

\*{ (vi) The rule relating to possession of minimum General Educational Qualification will not be relaxed in any case of appointment to a higher post from a lower Post.}

\*Inserted in G.O.Ms.No.16, P & AR, dt.10-1-89 w.e.f.10-1-89

(b) No person shall be eligible for appointment to any service by direct recruitment unless he satisfies the commission in cases where the appointment has to be made in consultation with it or the appointing authority, in other cases—

(i) that his character and antecedents are such as to qualify him for such service;

(ii) that such a person does not have more than one wife living or is such a person is a woman, that she is not married to any person who has a wife living.

#(iii) that such a person satisfies the age prescribed in the Special Rules on the first day of July of the year in which the vacancy is notified; and

#(iv) that, notwithstanding anything contained in the Special Rules, such a person also possesses the qualifications including experience prescribed for a post, on the date of notification of the vacancy.

#Added Vide G.O.Ms.No.38, P & AR (S) Dept., dated 30-1-1996. w.e.f. 30-1-1996.

Provided that the candidates who have written the final year degree Examination shall be admitted to the preliminary Examination for recruitment to posts included in Group I Service, subject to the condition that such candidates should produce proof of having passed the degree examination,

with their application for the Main Written Examination, failing which they will not be admitted to the Main Written Examination.

[Added in G.O.Ms.No.119, P & AR (S) Dept. dt. 4<sup>th</sup> July 2000 w.e.f. 4.7. 2000]

(bb) No person shall be eligible for appointment to any service by direct recruitment unless he satisfies the appointing authority regarding his physical fitness for the post for which production of physical fitness certificate is prescribed whether such post is within or outside the purview of the Tamil Nadu Public Service Commission:

Provided that physically handicapped persons may be appointed if the defect is not such as it would render the candidates unfit for efficiently discharging the duties attached to the post and their fitness for service is assessed on the basis of the nature and degree of their disability and their functional capacity relating to the job which they seek.

\*(bbb) No person shall be eligible for appointment to any service by direct recruitment including appointment on compassionate grounds, unless he has completed 18 years of age on the first day of July of the year in which the vacancy is notified."

\*Inserted vide G.O.Ms.No.112, P & AR(S) Dept., dated 23<sup>rd</sup> August 2005 w.e.f.23-8-2005

(c) A candidate for appointment to a post under the State must be

(a) a citizen of India, or

(b) a subject of Nepal, or

(c) a subject of Bhutan, or

(d) A Tibetan refuge who come over to India, before the 1st January 1962 with the intention of permanently settling in India.

or

(e) a person of Indian Origin who has migrated from Pakistan, Burma, Sri Lanka, or East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia with the intention of the permanently settling in India:

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the State Government.

A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Tamil Nadu Public Service Commission or other recruiting authority and he may also provisionally be appointed subject to the necessary certificate being given to him by the State Government,

(d) The maximum age-limit prescribed in the special rules shall not apply—

\*(i) to the appointment of a candidate belonging to any of the Scheduled Castes, Scheduled Tribes, Backward Classes, Most Backward Class and Denotified communities or of destitute widows of all castes to a post included in a service for which the Special Rules prescribe a qualification lower than a degree of any University mentioned in Schedule II to this part, if such candidate possesses a general educational qualification which is higher than that referred to in sub-rule (a) and he is otherwise qualified for appointment;

or

\*(ii) to the appointment to a post included in a service of a candidate belonging to any of the Scheduled Castes, Scheduled Tribes, Backward Classes, Most Backward Classes and Denotified communities or of destitute widows of all castes who holds a degree of any University mentioned in Schedule II to this part, if the degree he holds is not lower than the degree prescribed in the Special Rules for appointment to such post and if he is otherwise qualified for appointment.

\* Amendments issued in G.O.Ms.No.67, P&AR (S) Department, dated 10-3-95. with effect from 28-03-1989.

Provided that, for direct recruitment to a post included in a service for which the minimum qualification required is not higher than the minimum general educational qualification, the age limit

prescribed shall be increased by five years in respect of candidates belonging to Scheduled Castes or Scheduled Tribes or in respect of destitute widows of all castes, who do not possess a general educational qualification, which is higher than the minimum general education qualification.

\*\* Provided further that for direct recruitment to a post included in a service for which the minimum qualification required is not higher than the minimum general educational qualification, the age limit prescribed shall be increased by two years in respect of candidates belonging to Most Backward Classes and Denotified Communities, who do not possess a general educational qualification, which is higher than the minimum general educational qualification.

\*\* Amendment issued in G.O.Ms.No.67, P&AR (S) Department, dated 10-3-95. with effect from 20-10-1993.

\*Amendment issued in G.O.Ms.No.118, P&AR(S) Dept. dt.30.9.2002.

\**Explanation: I.*— For the purpose of this rule, “destitute widow” shall mean a widow whose total monthly income from all sources shall not be more than \*\* Rs.4,000/- (Rupees Four thousand only) including any family pension or other receipts including income from private practice in the case of professionals, but shall not include a divorcee.

\*\* (Substituted in G.O.Ms.No.89 P&AR(S) Dept. dt. 5.7.2006 w.e.f. 5.7.2006)

# A ‘destitute widow’ shall include a candidate born outside the state of Tamil Nadu and became a widow after her marriage to a person belonging to the State of Tamil Nadu and residing permanently in the State of Tamil Nadu and shall also include a candidate born in the State of Tamil Nadu and became a widow after her marriage to a person belonging to other State and settled permanently in the State of Tamil Nadu , but shall not include a candidate belonging to other State not covered under the above said categories .”

# ( included vide G.O.Ms.No.10, P.&A.R.(S) Department dated 11.1.2007 w.e.f. 24.6.2003 )

Every candidate claiming to be a “destitute widow” shall produce a certificate in the format given in schedule VI to this part, from the Revenue Divisional Officer or the Assistant Collector or the Sub-Collector concerned.

\*Substituted in G.O.Ms.No.173, P & AR (S) dated 30-5-95 with effect from 30-5-95.

*Explanation: II.*— For the purpose of clause (i), a pass in the pre University Examination or Higher Secondary Examination or Diploma awarded by the State Board of Technical Education and Training, Tamil Nadu or by any Institution or Board recognised by the Government of Tamil Nadu or any other State Government or the Government of India shall be deemed to be a qualification higher than that referred to in sub-rule (a).

—[Added in G.O.Ms.No.149, P & AR (S) Department, dated. 3-8-2000 w.e.f. 3.8.2000].

(iii) to the appointment, in special circumstances to be recorded in writing. of a person selected for appointment to one service or a class or category thereof to another service or a class or category thereof, the qualifications prescribed for appointment to which are identical with those prescribed for appointment to the former service, class or category.

(e) (i) In the case of a candidate who has rendered war service, the period of his war service shall be excluded in computing his age for appointment.

(ii) A candidate who is appointed temporarily under sub-rule (a) of rule 10 of these rules and takes up for military duty shall on discharge from such military duty, be entitled to deduct the period of his military duty for the purpose of computing his age for appointment; and

(iii) A candidate who is appointed temporarily under sub-rule (a) of rule 10 of these rules and “take up” duty in General Reserve Engineer Force under the Border Roads Development Board of the Government of India shall, on discharge from such service on completion of their tenure, as stipulated by the Government of India, be entitled to deduct the period of his service, in the General Reserve Engineer Force for the purpose of computing his age for appointment provided they had put in at least six months service in the General Reserve Engineer Force.

@ Explanation[Omitted in G.O.Ms.No.149, P&AR (S) Department, dated. 3-8-2000].

(f) In the case of extra temporary employees already discharged or facing retrenchment from the Census Organisation in the Tamil Nadu State, a period of three years shall be excluded in computing their age for appointment provided they have rendered temporary service of at least six months in the Census Organisation in the Tamil Nadu State:

Provided that persons availing themselves of the concession under this sub-rule shall be eligible for only one chance to appear for the competitive examination conducted by Tamil Nadu Public Service Commission.

**12-A. Linguistic qualification** -(a) No person shall be eligible for appointment to any service by direct recruitment unless he has an adequate knowledge of the official language of the State, namely, Tamil:

Provided that a person, being otherwise qualified for appointment to the post to which recruitment is to be made, may apply for recruitment to the post, despite the fact that, at the time of such application, he does not possess an adequate knowledge of Tamil.

Explanation For the purpose of this rule, a person shall be deemed to have an adequate knowledge of Tamil, if—

\*[ (i) In the case of a post for which the educational qualification prescribed is the minimum general educational qualification and above, he has passed the S.S.L.C. Public Examination or its equivalent examination with Tamil as one of the languages; or studied the High School Course in Tamil Medium and passed the S.S.L.C. Public Examination or its equivalent Examination in Tamil Medium; or passed the Second Class Language Test in Tamil Conducted by the Tamil Nadu Public Service Commission.]

\* Substituted in G.O.Ms.No.538, P & AR (Per.S) dt.28-9-89, w.e.f.15-11-88

ff {(ii) in the case of a post for which the educational qualification prescribed is VIII Standard and above but below S.S.L.C. he has studied in Tamil Medium in those standards or passed the Language Test in Tamil referred to in rule 12-B(i); and

(iii) in the case of a post for which the educational qualification prescribed is below VIII standard, he has studied in Tamil Medium in those standards or passed the oral test in Tamil referred to in rule 12-(B) (ii).}

ff Substituted in G.O.Ms.No.445, P&AR (Per.P) dt.4-5-84.

# (b) Every such candidate as is referred to in the proviso to sub-rule (a), shall, if selected and appointed on or after 9th February, 1996, pass the Second Class Language Test in Tamil conducted by the Tamil Nadu Public Service Commission, or pass the language Test in Tamil referred to in rule 12-B (i) conducted by the appointing authority or pass the oral 12-B (ii) conducted by the appointing authority, as the case may be within a period of two years from the date of his appointment. If he fails to pass the said Language Test within the said period of two years, he shall be discharged from service.

# Substituted in G.O.Ms.No.89, P & AR (Per.S) dt.9-2-96 w.e.f. 9-2-96.

(c) The syllabus for the Second Class Language Test in Tamil referred to in this rule shall be specified in Schedule I-A to these rules.

**12-B** (i). A language test of the standard for VIII standard, shall be prescribed for those whose educational qualification is VIII Standard and above but below S.S.L.C. and for those who do not possess an adequate knowledge of the official language of the State of Tamil Nadu as specified below:—

| <i>Item of Syllabus</i>     | <i>Maximum marks.</i> | <i>Minimum marks for a pass</i> | <i>Aggregate marks for a pass</i> | <i>Duration of test.</i> |
|-----------------------------|-----------------------|---------------------------------|-----------------------------------|--------------------------|
| (1)                         | (2)                   | (3)                             | (4)                               | (5)                      |
| Part I— Dictation of half a |                       |                                 |                                   |                          |

|                      |    |    |    |            |
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| Part II - Reading    | 40 | 16 |    |            |

(ii) An oral test of the Standard for IV Standard shall be prescribed for those, whose educational qualification is below VIII Standard and for those who do not possess an adequate knowledge of Tamil to find out whether a person is able to converse freely and fluently in Tamil.

The above tests shall be conducted by the appointing authorities.

**13. Special provisions relating to certain degrees**—Where the special rules for a service prescribe any of the degree specified in column (1) of the table below as a special qualification for appointment to any post included therein a person who holds the degree specified in the corresponding entry in column (2) thereof, shall, except where a contrary intention appears from the said special rules, be deemed to possess the said special qualification.

**Table**

| (1)   | (2)  |
|---|--|
| 1. B.A. (Hons.) or B.Sc. (Hons.) or M.A. or M.Sc. Degree. | B.Com. (Hons) or M.Com. Degree of any University mentioned in Schedule II to this Part.  |
| 2. B.A. or B.Sc., Degree                                  | i. B.Com., Degree of any University mentioned in Schedule II to this Part.<br>ii. B.O.L. of Annamalai University.<br>iii. B.B.A. of Madurai-Kamaraj University<br>iv. B. Litt. of Madras University. |
| 3. B.A., B.Sc., or B.Com. Degree                          | i. B.O.L. of Annamalai University.<br>ii. B.B.A. of Madurai Kamaraj. University<br>iii. B. Litt. of Madras University  |

\*(iv. B.B.M. and B.Litt. of Bharathiar University.)

\*Added in G.O.Ms.No.672, P & AR (Per.P), dt. 27-12-1988.

14. Deleted.

**15. Special qualification to be acquired or special test to be passed during probation - Exemption** Where a probationer has, before he commenced his probation, already acquired any special qualification or passed any special test prescribed by the Special Rules, or has acquired such other qualification as may be considered by the State Government or by the appointing authority with the approval of the State Government to be equivalent to the said special qualification or special test he shall not be required to acquire such special qualification or to pass such special test again after the commencement of his probation.

16. Deleted.

17. (\*) Deleted. vide G.O.Ms.No.293, P&AR, dated 30.03.1984

18. Deleted.

**19. Special qualifications--** No person shall be eligible for appointment to any service, class, category or grade or any post borne on the cadre thereof unless he

(a) possesses such special qualifications and has passed such special tests as may be prescribed in that behalf in the Special Rules; or

#(b) possesses such other qualifications as have been declared to be higher than or equivalent to the said special qualifications or special tests—

(i) by the State Government in consultation with the Committee constituted under the Chairmanship of the Chairman, Tamil Nadu Public Service Commission for the purpose, in cases where the appointment has to be made in consultation with the Commission; and

(ii) by the State Government or by the appointing authority with the approval of the State Government in other cases.

#Substituted in G.O.Ms.No.226, P&AR dated 18.08.1994 w.e.f. 18.08.1994

*Explanation* - (i) In cases where the Special Rules Prescribed a degree or diploma as a qualification, then a degree or diploma granted by any of the Universities or Institutions recognised by the University Grants Commission for the purpose of its grant mentioned in Schedule II to this part shall be recognised as the qualification.

(ii) In cases where the Special Rules prescribe a diploma in a particular subject as qualification then a degree in that subject should be deemed to be a higher qualification.

#(iii) In cases where the Special Rules prescribe a period of practical or other experience in addition to educational/technical qualifications, for an appointment such a period of practical or other experience as the case may be, should have been acquired after obtaining the educational/technical qualifications prescribed for such appointment unless otherwise specified in the Special Rules.}

#Inserted Vide G.O.Ms.No.301, P&AR, dt. 14.03.1980, w.e.f. 01.04.1979

**20.** Deleted.

**21. Appointment of women** - (a) Women alone shall be appointed to post in any institution or establishment specially provided for them;

Provided that men may be appointed, if suitable and qualified come are not available for such appointment.

\*[(b) A minimum of 30 percent of all vacancies which are to be filled through direct recruitment shall be set apart for women candidates irrespective of the fact whether the rule of reservation of appointments applies to the posts or not. In respect of the posts to which the rule of reservation of appointments applies, 30 percent of vacancies shall be set apart for women candidates following the existing reservation for Scheduled Castes and Schedules Tribes, \* Backward Classes, \*Most Backward Classes/ \* Denotified communities and \$ General Turn. Women Candidates shall also be entitled to compete for the remaining 70 percent of vacancies along with male candidates.

( \* - w.e.f. 28.3.1989 ; \$ - w.e.f. 30.1.1996 vide G.O.Ms.No.39, P&AR(S) Dept. dated 9.2.2007. )

Provided that in the case of direct recruitment to the posts in the scale of pay, the minimum of which does not exceed Rs.4000/-, ten percent of vacancies out of thirty percent vacancies set apart for women shall be set apart for destitute widows and the first vacancy in every ten vacancies set apart for destitute widows and the first vacancy in every ten vacancies set apart for women in each category namely the General Turn, Backward Classes, Most Backward Classes/Denotified Communities, Scheduled Castes or Scheduled Tribes shall be set apart for destitute widows. If no qualified and suitable destitute widow is available, the turn so set apart for destitute widow shall go to the women (other than destitute widow) belonging to the respective category.

Explanation:— In this rule, the express “destitute widow” shall have the same meaning as in he Explanation under sub-rule (d) of rule 12.

[Added in G.O.Ms.No.178, P & AR (S) Deptt. dt.11-9-2000 w.e.f. 11.9.2000]

(bb) Every candidate claiming to be a "destitute widow" shall produce a certificate in the format given in Schedule VI to this part from the Revenue Divisional Officer or the Assistant Collector or the Sub-Collector concerned.

[Added in G.O.Ms.No.178, P & AR (S) Deptt. dt.11-9-2000 w.e.f. 11.9.2000]

(c) Selection for appointment under this rule shall be made in the order of rotation specified in Schedule IV to this part.

(d) If a qualified and suitable woman candidate belonging to Scheduled Castes, Scheduled Tribes, # Backward Classes, Most Backward Classes / Denotified Communities or General turn is not available for selection for appointment in the turn allotted for women in the cycle, the turn so allotted shall go to a male candidate within the respective category. In respect of the posts to which the rule of reservation of appointments does not apply, the turn so allotted shall go to the next male candidate.]

\*Introduced in G.O.Ms.No.550, P & AR, dt.4-10-89, w.e.f.17-2-89.

# added in G.O.Ms.No.40, P.&A.R.(S) dated 9.2.2007.

**22. Reservation of Appointments** - Where the Special Rules lay down that the Principle of reservation of appointments shall apply to any service, class or category, selection for appointment thereto shall with effect on and from the \*(22nd June 1990), be made on the following basis:

\* Substituted Vide G.O.Ms.No.159, P & AR, dt.27-6-94 w.e.f. 22.6.1990

\*\*{ (a) The unit of selection for appointment, for the purpose of this rule, shall be hundred, of which eighteen shall be reserved for the Scheduled Castes, one for the Scheduled Tribes, Thirty for the Backward Classes (other than the Most Backward Classes and Denotified Communities), twenty for the Most Backward Classes and the Denotified Communities and thirty one shall be filled on the basis of merit.

(aa) Out of the total number of appointments reserved in the categories referred to in clause (a), in the case of appointment made by direct recruitment, one percent in each such category shall be separately reserved for the blind, deaf and orthopaedically handicapped candidates and the appointment shall be made in turn and in the order of rotation as specified in Schedule III-A to this part:

Provided that the appointment of physically handicapped candidates, against the reserved turns shall be subject to availability of such candidates:

Provided further that if no qualified and suitable candidate is available from a particular category of handicapped, namely the blind, the deaf or the orthopaedically handicapped, the vacancy can be filled up by candidates belonging to any of the other two categories: @ This shall, however, be subject to the third proviso to this clause.

@ Provided also that in the teaching posts of School Education Department, Adi Dravidar and Tribal Welfare Department, Social Welfare Department and Backward Classes and Most Backward Classes Department, other than orthopaedically physically handicapped, the reservation for the blind shall be two percent, and there shall be no reservation for the deaf. In the non-teaching posts in the above Departments, other than orthopaedically physically handicapped, the reservation for the deaf shall be two percent, and there shall be no reservation for the blind:”.

@ Inserted vide G.O.Ms.No.169 P&AR(S) Dept. dt. 25.9.2006 w.e.f. 25.9.2006

Provided also that if no qualified and suitable physically handicapped candidate belonging to Scheduled Caste or Scheduled Tribe or Most Backward Class/Denotified Community is available for selection for appointment against the reserved turn, such turn shall be filled up by a candidate other than physically handicapped belonging to that category and if no such candidate is available in that category for selection for appointment against the reserved turn, such turn shall be carried forward as provided in clause (d):

Provided also that in the case of appointment of candidates belonging to Backward Classes (other than Most Backward Classes/Denotified Communities) or in the case of appointment of

candidates on the basis of merit, if no qualified and suitable physically handicapped candidate is available for selection for appointment against the reserved turn, such turn shall be filled up by a candidate other than physically handicapped belonging to that category and if no such candidate is available in that category for selection for appointment against the reserved turn, such turn shall be allowed to lapse;

\$Provided also that in so far as the Executive Posts are concerned, the reservation for physically handicapped candidates shall be made applicable in respect of suitable posts in Groups 'A' and 'B' as identified in the list approved by the State Government and to all posts in Groups 'C' and 'D', subject to condition that the physically handicapped candidate shall, before appointment, produce a certificate of physical fitness from the Medical Board to the effect that his handicap will not affect the performance of the job to which he has been selected.

\$Provided also that if the vacancies notified are identified suitable for only any two of the three categories of the physically handicapped, namely; blind and deaf or deaf and orthopedically handicapped or blind and orthopedically handicapped and if the total number of vacancies meant for the ineligible category of the physically handicapped is even, it shall be distributed equally between the other two eligible categories, or if the said total number of vacancies is odd, the extra vacancy shall be allotted to either of the two eligible category of physically handicapped, which has higher population as per the latest census.

\$Provided also that if the vacancies notified or identified suitable for only one category of physically handicapped then all the 3 per cent vacancies shall be allotted to that particular category of physically handicapped.

\$Inserted in G.O.Ms No.76, P&AR (S) Department, dated.19.06.09 w.e.f.11.04.2005

Provided also that the recruiting or appointing authorities are permitted to continue recruitment from the last point at which the selection was made prior to the 22nd June 1990 with reference to the then existing 50 point roster. Where recruitment has already been made for a few posts only not involving the 51st Point (which has been reserved for Scheduled Tribe from the 22nd June 1990) the recruiting or appointing authorities are to continue the 100 point roster. However, where recruitment has been made after the 22nd June 1990 in large numbers involving 51st point, the selection has to be refitted from the 51st Point onwards with reference to the revised 100 point roster and the backlog of vacancy for Scheduled Tribes be filled up in view of the ban on dereservation of vacancy reserved for Scheduled Castes/Scheduled Tribes with effect from the 1st April 1989.

Provided also that nothing contained in this rule shall adversely affect the notifications of the Tamil Nadu Public Service Commission already issued, inviting applications and selections or appointments made following the fifty point roster on and from the 22nd June 1990 till the 21st January 1993.

# "(ab) Out of the total number of appointments reserved in the categories referred to in clause (a), in the case of appointment made by direct recruitment to Group 'C' posts, five percent in each such category shall be reserved for Ex-servicemen and subject to availability of such candidates, the appointment shall be made in turn and in the order of rotation as specified in SCHEDULE III-B to this Part:

# " Provided that if no qualified and suitable Ex-serviceman belonging to a particular category is available for selection for appointment against the reserved turn, such turn shall be filled up by a candidate other than an Ex-serviceman but belonging to the particular category and if no such candidates is available even in that category for selection for appointment against the reserved turn, such turn shall be carried forward as provided in clause (d).

# ( Inserted vide G.O.Ms.No.18, P.&A.R.(S) Dept. dated 22.1.2007 )

(b) The claims of members of the Scheduled Castes, the Scheduled Tribes, the Backward Classes (Other than Most Backward Classes/Denotified Communities) and the Most Backward Classes/Denotified Communities shall also be considered for the thirty one appointments, which shall be filled on the basis or merit and where a candidate belonging to a Scheduled Caste, Scheduled Tribe, Backward Class (Other than Most Backward Class/Denotified Community) or Most Backward Class/Denotified Community selected on the basis of merit, the number of posts reserved for the Scheduled Castes, the Scheduled Tribes, the Backward Classes, (other than Most Backward

Classes/Denotified Communities) or the Most Backward Classes/ Denotified Communities as the case may be, shall not in any way be affected.}

\*\* Substituted Vide G.O.Ms.No.159, P & AR, dt.27-6-94 w.e.f. 22.6.1990

(c) Selection for appointment under this rule shall be made in the order of rotation specified in Schedule III to this part.

*\*Explanation—* The vacancies arising on and from the 6th may 2000 shall be filled up as per Schedule III and all selections for appointment shall be started afresh from serial number one in the said Schedule III with effect on and from the said date.

\*[Added in G.O.Ms.No.105, P&AR (S) Deptt. dated, 6.5.2000 w.e.f. 6.5.2000].

\*[ (d) If qualified and suitable candidates belonging to any of the Backward Classes including the Most Backward Classes and Denotified Communities are not available for selection for appointment by recruitment by transfer or by promotion in the turns allotted to them, the turns so allotted shall lapse and the selection for appointment for the vacancies shall be made by the next turn in the order of rotation:

Provided that if qualified and suitable candidates belonging to any of the Scheduled Castes and Scheduled Tribes are not available for selection for appointment by recruitment by transfer or by promotion in the turns allotted to them in the cycle, the turns so allotted to them shall not lapse and the number of candidates to be selected in that recruitment shall be reduced by the number of candidates belonging to Schedule Castes and Schedule Tribes not available for selection against the turn allotted to them; the unfilled vacancies reserved for the Schedule Castes and Schedule Tribes to be filled by recruitment by transfer or by promotion shall be carried over to the four consecutive recruitment years, namely, year of recruitment plus three subsequent recruitment years. The selection for appointment to the vacancies in the next recruitment shall be made first for the carried over turns and then the normal rotation shall be followed. If qualified and suitable candidates belonging to any of the Schedule Castes and Schedule Tribes are not available for selection for appointment by recruitment by transfer or by promotion even thereafter, the vacancies reserved for those categories shall first be dereserved by obtaining the orders of the Government before filling them by candidates in the next turns in the order of rotation:

Provided further that the normal number of vacancies reserved for the candidates belonging to the Schedule Castes and Schedule Tribes and the carried forward vacancies as specified in the first proviso shall not exceed fifty percent of the total number of vacancies for a particular recruitment. If there be two vacancies only, one of them shall be treated as a reserved vacancy. If there be one vacancy only, it shall be treated as unreserved. The surplus of the fifty percent shall be carried forward to the subsequent recruitment subject, however, to the condition that the particular vacancies carried forward do not become time barred due to their continued existence for more than three years. Selection for appointment to the oldest carried forward vacancies shall be made first.

Provided also that in the case of selection for appointment by direct recruitment, with effect on and from the 1st April 1989, there shall be a ban on dereservation of vacancies reserved for the candidates belonging to any of the Schedule Castes and Schedule Tribes, Most Backward Classes and Denotified Communities to be appointed by direct recruitment. But the above ban on dereservation of vacancies shall not be applicable to the vacancies reserved for the Backward Classes (other than Most Backward Classes and Denotified Communities) and therefore if qualified and suitable candidates belonging to any of the Backward Classes (other than Most Backward Classes and Denotified Communities) are not available for appointment, the turn, so allotted to them shall lapse and the vacancy shall be filled by the next turn in the order of rotation. If sufficient number of qualified and suitable candidates belong to any of the Schedule Castes and Schedule Tribes Most Backward Classes and De-notified Communities are not available for selection for appointment for the vacancies reserved for them by direct recruitment in the first attempt of recruitment, then a second attempt shall be made for selection of the candidates belonging to the respective communities by direct recruitment in the same recruitment year or as early as possible before the next direct recruitment for selection of candidates against such vacancies. If the required number of candidates belonging to such communities are not available even then, the vacancies for which selection could not be made shall remain unfilled until the next recruitment year treating them as "backlog" vacancies. In the subsequent year, when direct recruitment is made for the vacancies of that year (called the current vacancies), the "backlog" vacancies shall also be announced for direct recruitment, keeping

the vacancies of the particular recruitment year, namely, the current year vacancies and the "backlog" vacancies as two distinct groups as illustrated in Schedule V to this part. While in respect of vacancies for the year of recruitment, the normal procedure relating to the calculation of vacancies reserved for the candidates belonging to such communities as well as the instructions that not more than fifty percent of the vacancies shall be reserved for Schedule Castes and Schedule Tribes communities and physically handicapped shall apply, selection for appointment for all the "backlog" vacancies reserved for such communities shall be made by the candidates belonging to such communities without any restriction as they belong to distinct group of "backlog" vacancies. The selection for appointment in the next direct recruitment shall be made first for the "backlog" vacancies and then the normal rotation shall be followed:

Provided also that in exceptional cases for posts in Groups A and B for which suitable candidates belonging to the Scheduled Castes, Scheduled Tribes, Most Backward Classes or Denotified Communities are not available against the respective reserved vacancies and the non-filling up of posts causes hardship for running the administration, exemption from the ban shall be granted by the Government. The procedure for carrying forward of such vacancies and for exemption from this ban under this rule shall be as specified in Schedule V to these Rules:]

\*(Substituted in G.O.Ms.No.337. P & AR, dt.8-10-92, w.e.f.1-4-1989.)

\*\*Provided also that when a candidate selected for appointment against a vacancy for Scheduled Castes, Scheduled Tribes, Most Backward Classes/Denotified Communities, Backward Classes or General Turn, does not join duty in the post for which he is appointed or his provisional selection for that post is cancelled for any reason, a candidate in his place shall be appointed from the respective @category and in accordance with the ranking from the Reserve list:

@Inserted by G.O.Ms.No.27,P&AR(S) Dept dated 18.02.2008 w.e.f. 20.10.1998.

\*\*Provided also that the candidates appointed from the Reserve list shall be placed below all the candidates appointed from the regular list in the same order in which the vacancies have arisen;" ;

(\*\* Inserted vide G.O.Ms.No.146 P&AR(S) Dept. dated 13.9.2006 w.e.f. 20.10.98)

#Provided also that the Reserve list shall be operated even against the vacancies caused due to the fact that the candidates have joined duty but left thereafter while the Reserve list is in force.

(# Inserted vide G.O.Ms.No.146 P&AR(S) Dept. dated 13.9.2006 w.e.f. 13.9.2006 )

(e) The amendment made to this rule by G.O.Ms.No.379, Personnel and Administrative Reforms, dated 27th March, 1980 and Published with the Personnel and Administrative Reforms Department Notification S.R.O.Xo.B-20080 dated the 27th March 1980 at page 210, 211 part-III Section 1(b) of the Tamil Nadu Government Gazette dated the 16th April 1980, shall apply also to cases where recruitment has already been notified by the Tamil Nadu Public Service Commission or by any other competent authority without indicating the specific number of vacancies to be filled under each category—i.e. General Turn, Backward Classes and Scheduled Castes, Scheduled Tribes—and where the selection and ranking in accordance with the rule of reservation of appointment has not already been made, notwithstanding that such notification had been issued earlier than the 24th January 1980.

\*(f) Notwithstanding anything contained in the Special Rules for various State and Subordinate Services, the rule of reservation shall not apply to the appointments on Compassionate grounds.

\*Inserted in G.O.Ms.No.334, P & AR, dated 2-9-93, w.e.f. 2-9-93.

\*\* (g) Notwithstanding anything contained in this rule, in order to restore the representation of Scheduled Castes and Scheduled Tribes in a service, where their representation is less than 18% and 1% respectively, each department shall furnish "such vacancies treating them as" shortfall vacancies of Scheduled Castes and Scheduled Tribes in the lowest level of posts in each of the Groups A,B,C and D, besides the posts of Junior Assistants , Typist and Steno-Typist Grade III in the Tamil Nadu Ministerial Service and the Tamil Nadu Judicial Ministerial Service, to the Government and the Government in turn shall inform the same to the recruiting agencies for notifying the vacancies for direct recruitment as a one time measure.

\$Provided that reservation for women and physically handicapped and Ex-servicemen shall not apply to the said recruitment.

\*\*Inserted by G.O.Ms.No.220, P&AR, dated 14.09.2007 w.e.f. 14.09.2007.

\$Inserted in G.O.Ms.No.229, , P&AR, dated 26.12.2008 w.e.f. 14.09.2007.

**23.(a) (i) Date of Commencement of probation of persons first appointed temporarily** - If a person appointed temporarily either under sub-rule (a) or sub-rule (b) of the rule 10 to fill a vacancy in any service, class or category otherwise than in accordance with the rules governing appointment thereto, such vacancy being a vacancy which may be filled by direct recruitment, is subsequently appointed to the service, class or category in accordance with the rules, he shall commence his probation if any, in such category either from the date of his first temporary appointment or from such subsequent date, as the appointing authority may determine. If the post is one to which appointment may be made by transfer, and the person who had been appointed there to either under General Rule 10(a) or 10(d) is subsequently recruited thereto by transfer and included in the list of approved candidates, the appointing authority may, in his discretion, allow such person to commence his probation if any, from the date of his first temporary appointment or from such subsequent date, as the appointing authority may determine:

\*Provided that the date so determined by the appointing authority to commence probation in this clause, shall not be earlier than the date of commencement of probation of the junior most person already in service.

\*Added in G.O.Ms.No.429, P&AR, dt.17-4-86 w.e.f. 23.9.1983.

\*\*Provided further that on the date so determined by the appointing authority to commence probation in this clause, the person shall not only possess all the qualifications prescribed for appointment to the service but also be fit for inclusion in the list of approved candidates drawn up by the Tamil Nadu Public Service Commission or the appointing authority, as the case may be.)

\*\*Added in G.O.Ms.No.429, P&AR, dt.17-4-86 w.e.f. 17.4.1986.

(ii) A person who commences probation under clause (i) shall also be eligible to draw increments in the time scale of pay applicable to him from the date of commencement of his probation. Where commencement of probation is ordered from a date earlier than the date of the order and if this had not been enabled by relaxation of any rule, he shall draw increments, including arrears, in this time-scale, of pay applicable to him from such earlier date. The appointing authority shall include a provision to this effect while issuing orders in all such cases.

**(b) Service in a different service counting for probation**—A probationer in a service or a class or category of service shall be eligible to count for probation, his service, if any, performed otherwise than in a substantive capacity on regular appointment to another service in accordance with the rules if the normal method of recruitment to the latter service is, according to the rules, by transfer from the former service or the class or category thereof, as the case may be.

**(c) Service in a higher category counting for probation**—A probationer in any category of a service or class of a service shall be eligible to count for probation, his service, if any, performed otherwise than in substantive capacity on regular appointment to a higher category of the same service or class of service, as the case may be.

Nothing contained in this sub-rule shall be construed as authorising the promotion of a probationer in a category to a higher category in contravention of rule 36.

**(d) Temporary service counting for probation**—A probationer in one service who is appointed temporarily to another service, Subordinate or State, under sub-rule (a) or sub-rule (d) of rule 10 shall be entitled to count towards his probation in the former service the period of duty performed by him in the latter service during which he would have held a post in the former service but for such temporary appointment.

**(e) Service on temporary promotion counting for probation**—A probationer in any category of a service who is promoted temporarily under the provisions of rule 39 to a higher category in the same service shall be entitled to count towards his probation, if any, in the former category the period of duty performed by him in the latter category during which he would have held a post in the former category but for such temporary promotion.

**(f) Military duty to count for probation**—The period of Military or a probationer shall count towards his probation in the post held by him prior to his joining military duty; it shall also count towards his probation in the post to which he may be appointed under rule 9.

**(g) Service under foreign service to count for probation**—A probationer in a category or class of a service who is or has been deputed to foreign service shall be entitled to count towards his probation in that particular category or class of the former service, the period of duty performed by him under foreign service during which he would have held a post in the former service;

Provided that the scale of pay applicable to the post in foreign service is either equal or higher than that applicable to the post in the parent department and that the duties and responsibilities of the posts are comparable.

**\*23A. Completion of probation and drawl of arrears of increment--** A probationer shall be eligible for sanction of increments on normal dates irrespective of declaration of satisfactory completion of probation, subject to the provisions in Rule 28 so far as it relates to extension of probation on grounds of unsuitability. In cases where the probationer is to acquire any special qualification or to pass any prescribed test within the period of probation, or within the extended period of probation referred to in Rule 28, the first increment in cases where the period of probation is one year and the second increment in case where the period of probation is two years, shall be sanctioned only after acquiring the qualification or passing the test.

\*Inserted in G.O.Ms.No.618, P&AR, dt,6-7-87, w.e.f. 6-7-87.

24. @

24A. @

25. @

25A. @

@Deleted in G.O.Ms.No.293, P & AR (Per.P) dt.30-3-84.

**26. Termination or extension of probation** - (a) Where the special rules of any service prescribe a period of probation for appointment as a full member of the service, or where such period of probation has been extended under General Rule 28, the appointing authority may, at any time before the expiry of the prescribed period of probation or the extended period of probation, as the case may be—

(i) discharge a probationer from the service for want of a vacancy; or

(ii) at its discretion, by order, either extend the period of probation of the probationer in case the probation has not been extended under General Rule 28 or terminate his probation and discharge him from service after giving him a reasonable opportunity of showing cause against the proposed termination of probation;

Provided that where a probationer has been given reasonable opportunity of showing cause against the imposition on him of any of the penalties specified in clauses (iv), (vi), (vii) and (viii) of rule 8 of the Tamil Nadu Civil Services (Discipline and Appeal) Rules and at the conclusion of the disciplinary proceedings a tentative conclusion is arrived as to terminate his probation, a further opportunity of showing cause specifically against termination of his probation need not be given to him.

*Explanation* - An opportunity to show cause may be given after the appointing authority arrives at a provisional conclusion on the suitability or otherwise of the probationer for full membership of the service, either by such authority himself or by a subordinate authority who is superior in rank to the probationer.

(b) (i) If within the period of probation a probationer fails to acquire the special qualifications or to pass the special tests if any, prescribed in the Special Rules or to acquire such other qualifications as may be declared by the State Government or by the appointing authority with the approval of the State Government to be equivalent to the said special qualifications or special tests, the appointing authority shall, by order, discharge him from the service unless the period of probation is extended under rule 28.

(ii) If within the period of probation prescribed in the special rules for the service or within the extended period of probation, as the case may be, a probationer has appeared for any such tests or for any examinations in connection with the acquisition of any such qualifications and the results of the tests or examinations for which he has so appeared are not known before the expiry of such period, he shall continue to be on probation until the publication of the results of the tests or examinations for which he has appeared or the first of them in which he fails to pass, as the case may be.

In case the probationer fails to pass any of the tests or examinations for which he has so appeared, the appointing authority shall, by order, discharge him from the service.

*\*Explanation* - The maximum period upto which the probation of a Government servant shall be extended so as to enable him to acquire the test qualification, be fixed as five years. If he does not acquire the test qualification even within the maximum period of five years, he shall be reverted and the qualified and eligible juniors shall be considered for promotion. If such a person is appointed by direct recruitment and has not acquired the test qualification even within the maximum period of five years, his probation shall be terminated.

\*Added in G.O.Ms.No.1168, P&AR (Per.P), dt.20-11-81, w.e.f 3-3-81.

(iii) Any delay in the issue of an order discharging a probationer under clause (i) or clause (ii) shall not entitle him to be deemed to have satisfactorily completed his probation.

**27. Probationer's suitability for full membership** - (a) At the end of the prescribed or extended period of probation, as the case may be, the appointing authority shall consider the probationer's suitability for full membership of the service, class or category for which he was selected.

(b) If the appointing authority decides that a probationer is suitable for such membership, it shall, as soon as possible, issue an order declaring the probationer to have satisfactorily completed his probation. If no such order is issued within six months from the date on which he is eligible for such declaration, the probationer shall be deemed to have satisfactorily completed his probation on the date of expiry of the prescribed or extended period of probation. A formal order declaring the completion of probation shall, however, be issued by the competent authority. In all cases in which serious charges are pending, and therefore, probation cannot be declared, an order to the effect that the question of declaration of probation cannot be considered till the charges are disposed of shall be issued by the competent authority within six months from the due date for completion of probation and the final order on probation shall be passed as early as possible and in any case within one month after the disposal of the charges or six months after the due date for completion of probation, whichever is later.

*\*(Explanation — For the purpose of calculating the period of probation of a probationer, complete calendar months, irrespective of the number of days in each month, shall first be calculated and then the odd number of days calculated subsequently. Periods of leave, if any, taken during the period of a probation shall be excluded while calculating the period of probation.)*

\*Inserted in G.O.Ms.No.749, P&AR, dt.30-7-86, w.e.f. 30-7-86

(c) If the appointing authority decides that the probationer is not suitable for such membership, it shall, unless the period of probation is extended under rule 28, by order, discharge him from the service after giving him a reasonable opportunity of showing cause against the action proposed to be taken in regard to him:

Provided that where a probationer has been given a reasonable opportunity of showing cause against the imposition on him of any of the penalties specified in clauses (iv), (vi) (vii) and (viii) of rule 8 of the Tamil Nadu Civil Services (Discipline and Appeal) Rules and at the conclusion of the disciplinary proceeding, a tentative conclusion is arrived as to discharge him from the service, a further opportunity of showing cause specifically against such discharge need not be given to him.

*Explanation I* - The decision of the appointing authority that the probationer is not suitable for full membership may be based also on his work and conduct till the date of the decision, inclusive of the period subsequent to the prescribed or extended period of probation.

*Explanation II* - An opportunity to show cause may be given after the appointing authority arrives at a provisional conclusion on the suitability or otherwise of the probationer for full membership

of the service, either by such authority himself or by a subordinate authority who is superior in rank to the probationer.

*Explanation III* - Where the competent authority proposes to terminate the probation of a member of a service for general unsatisfactory work or incapacity without the need for enquiry into specific charges, he shall do so under General Rules 26 or 27, as the case may be. In cases where he proposes to terminate the probation of such member for specific charges in addition to, or distinct from, general inefficiency or incapacity, he shall frame specific charges and follow the detailed procedure laid down in rule 17 (b) of the Tamil Nadu Civil Services (Discipline and Appeal) Rules, as such termination of probation by way of penalty will attract the provisions of 311(2) of the Constitution of India.

27-A. Notwithstanding anything contained in rule 27 of these rules except in cases where serious charges are pending, all officers, appointed by direct recruitment or by promotion or by transfer before the 1st January 1957 and whose probation has not yet been declared, shall under this rule and without further examination of their individual cases, be declared to have completed their probation, from the date on which they were eligible for such a declaration. Among those appointed on or after 1st January 1957, officers appointed on promotion or transfer, shall also be declared to have completed their probation satisfactorily, if on the 8th January 1962, they were eligible for such declaration and if no serious charges were pending against them. The cases of direct recruits appointed after 1st January 1957, shall be examined individually and orders passed by the competent authority within six months, from 8th January 1962; and if no orders are passed within this period of six months, they shall be deemed to have satisfactorily completed their probation on the date of expiry of the prescribed or extended period of probation. In the case of all officers appointed by direct recruitment or by promotion or by transfer, whose due date of completion of probation is on or after the 1st January 1962, but before the 8th January 1962, the order on their probation shall issue within six months from the date on which they are eligible for such declaration; and if no order is passed by the competent authority within this period, the officers shall be deemed to have completed their probation:

Provided that in all cases of completion of probation under this rule, formal orders declaring the completion of probation shall be issued by the competent authority.

**28. Extension of probation** - In the case of any probationer falling under sub-rule (b) of rule 26 or sub-rule (c) of Rule 27, the appointing authority may extend his probation to enable him to acquire the special qualifications or pass the prescribed tests, or, as the case may be, to enable the appointing authority to decide whether the probationer is suitable for full membership or not.

The period of probation as extended under sub-rule (a) (ii) of rule 26 or sub-rule (c) of rule 27 or in a case where a probationer is reverted due to want of vacancy during the extended period shall terminate at the latest when the probationer has, after the date of expiry of the period of probation prescribed for the service, class or category in which he is on probation, completed three years on duty in such service, class or category.

The period of probation as extended under sub-rule (b) of rule 26 shall terminate at the latest when the probationer, has, after the date of expiry of the period of probation prescribed for the service, class or category in which he is on probation, completed three years of duty in such service, class or category.

In cases where the probation of probationer is extended a condition shall unless there are special reason to the contrary, be attached to the order of extension of probation that the probationer's increment shall be stopped until he is declared to have satisfactorily completed his probation. Such stoppage of increment shall not be treated as a penalty but only as a condition of extension of probation and shall not have the effect of postponing future increments after he has passed the prescribed tests, or examinations or after he is declared to have satisfactorily completed his probation.

**29. Exercise of certain powers of appointing authority by higher authorities**— The powers conferred on the appointing authority, other than the State Government, may be exercised also by any higher authority to whom the appointing authority is administratively subordinate whether directly or indirectly, in the following cases:—

- 1 Termination of probation of a probationer under rule 26 (a) (ii)
2. Discharge of probationer under rule 27 (c).

3. Extension of probation under rule 26 (a) (ii) or rule 28.

**\*29-A. Exercise of certain powers of appointing authority by lower authorities-** The powers conferred on the Appointing Authority or the competent authority, as the case may be, to declare the satisfactory completion of probation under rule 27 or rule 27-A or to extend the period of probation under rule 26(a) (ii) or rule 28 shall also be exercised by an authority competent to withhold the increment of a Government servant.

\*Inserted in G.O.Ms.No.666, P & AR, dt.7-7-1984, w.e.f. 7-7-84

#Provided that the Head of an office shall also exercise the powers conferred on the Appointing Authority to declare the satisfactory completion of probation under rule 27 or 27-A of Government Servants in Group 'D'.

#Added in Go.Ms.No.476, P & AR, dt.9-9-88, w.e.f.9-9-88.

**30. Appeal against discharge** - (a) A probationer who is discharged under clause (ii) of sub-rule (a) of rule 26 or under sub-rule (c) of rule 27 shall be entitled to appeal against the order of discharge passed by the competent authority to the authority to which and within the period of limitation within which an appeal would lie against an order of dismissal passed by the competent authority against a full member of his service, class or category, as the case may be:

Provided that in the case of a probationer in a State Services who is discharged from service by an authority subordinate to the state Government, an appeal shall lie to the State Government.

(b) The authority competent to entertain an appeal under sub-rule (a) may, either of its own motion or otherwise, revise any order discharging a probationer under any of the provisions referred to in the said sub-rule within one year of the date of such order.

(c) (i) When an order discharging a probationer is set aside on appeal under sub-rule (a) or on revision under sub-rule (b) and the probationer is restored to the service, the period on and from the date of discharge, to the date of such restoration may, with the previous sanction of the State Government, be treated as on duty except for purposes of probation. The period of probation undergone by such probationer at the time of his discharge shall, however, count towards the period of probation prescribed by the rules applicable to him.

(ii) Such probationer may, during the period on and from the date of his discharge to the date of his restoration, be paid such pay and allowances not exceeding the pay and allowances to which he would have been entitled if he had not been discharged, as the authority passing the order under sub-rule (a) or (b) may, with the previous sanction of the State Government, determine.

**@31. Appointment of full members--**Subject to the provisions of rule 9 and sub-rule (a) of rule 35, an approved probationer shall be considered for confirmation of service immediately after the declaration of his probation. Such confirmation of service shall be made in the entry level post to which he was first appointed. A specific order of confirmation of service shall be issued.

@[Substituted in G.O.Ms.No.125, P&AR (S) Department, dated 10-7-2000 w.e.f. 10.7.2000].

**32. Appointment as full member, discharge and re-appointment of member who are not probationers or approved probationers—**In regard to person appointed to any class or category of a service by promotion, in respect of whom the Special Rules of the service do not prescribe a period of probation in the class or a category to which they have been promoted, rules, 7, 8 and 31 in this part shall be construed as if 'Probation' and 'Probationer' or 'approved probationer' meant 'officiating service' and 'person officiating' respectively.

**33.** Deleted [ vide G.O.Ms.No.237, P & AR (S) Dept., dt.17-6-96 w.e.f.5.7.1994]

**34. Penalty on a member on maximum of his scale for failure to pass prescribed tests—**Where the Special Rules prescribe stoppage of increments as a penalty for failure to pass a special test or acquire a special qualification prescribed in those rules, such failure shall, in the case of member who has reached the maximum of the time-scale of pay applicable to him, render him liable to the penalty of reduction to the next lower stage in his time scale.

**35 (a)** The seniority of a person in a service, class or category or grade shall unless he has been reduced to a lower rank as a punishment be determined by the rank obtained by him in the list of

approved candidates drawn up by the Tamil Nadu Public Service Commission or other Appointing Authority, as the case may be, subject to the rule of reservation where it applies. The date of commencement of his probation shall be the date on which he joins duty irrespective of his seniority.

\*(aa) The seniority of a person in a service, class, category or grade shall, where the normal method of recruitment to that service, class, category or grade is by more than one method of recruitment, unless the individual has been reduced to a lower rank as a punishment, be determined with reference to the date on which he is appointed to the services, class, category or grade;

Provided that where the junior appointed by a particular method or recruitment happens to be appointed to a service, class, category or grade, earlier than the senior appointed by the same method of recruitment, the senior shall be deemed to have been appointed to the service, class, category or grade on the same day on which the junior was so appointed:

Provided further that the benefit of the above proviso shall be available to the senior only for the purpose of fixing inter-se-seniority:

Provided also that where persons appointed by more than one method of recruitment are appointed or deemed to have been appointed to the service, class, category or grade on the same day, their inter-se-seniority shall be decided with reference to their age.

\*Substituted in G.O.Ms.No.523, P & AR, dt.4-6-82, w.e.f.13-7-78.

(b) The transfer of a person from one class or category of a service to another class or category carrying the same pay or scale of pay shall not be treated as first appointment to the latter for purpose of seniority and the seniority of a person so transferred all be determined with reference to the rank in the class or category from which he was transferred; where any difficulty or doubt arises in applying this sub-rule, seniority shall be determined by the appointing authority.

(c) Where a member of any service, class, category or grade is reduced to a lower service, class, category or grade he shall be placed at the top of the latter unless the authority ordering such reduction directs that he shall take rank in such lower service, class, category or grade, next below any specified member thereof.

(d) The seniority of any person in a service or post of the merged territory of Pudukkottai, who is absolutely in a service or post under the Government of Tamil Nadu shall be determined as follows:—

(i) If he is absorbed in a post similar to that which he was formerly holding in the service of the merged territory of Pudukkottai, his seniority shall be determined by the date from which he was holding the former post continuously.

(ii) If he is absorbed in a post of a higher cadre carrying a higher scale of pay than that which he was formerly holding in the service of the merged territory of Pudukkottai his seniority shall be determined by the date on which he joined the post under the Government of Tamil Nadu.

(iii) If he is absorbed in a post other than those specified in clauses (i) and (ii), which does not improve his cadre and scale of pay in the service of the merged territory of Pudukkottai, his seniority shall be determined on the basis of merit.

(e) Deleted [in G.O.Ms.No.293, P & AR (Per.P), dt.30-3-1984.]

§ (f) Application for the revision of seniority of a person in a service, class, category or grade shall be submitted to the appointing authority within a period of three years from the date of appointment to such service, class, category or grade or within a period of three years from the date of order fixing the seniority, as the case may be. Any application received after the said period of three years shall be summarily rejected. This shall not, however, be applicable to cases of rectifying orders, resulting from mistake of facts.

§ Added in G.O.Ms.No.1140, P & AR (Per.P), dt 2-12-1983.

**36. (a) Promotion**—No member of a service or class of a service shall be eligible for promotion from the category in which he was appointed to the service unless he has satisfactorily completed his probation in that category:

Provided that a member of a service or class of a service who, having satisfactorily completed his probation in the category in which he was appointed to the Service, has been promoted to the next higher category shall, notwithstanding that he has not been declared to have satisfactorily completed his probation in such higher category be eligible for promotion from such higher category :

\*Provided further that if scales of pay of posts in the feeder categories are different, the persons holding post carrying a higher scale of pay in the feeder category shall be considered first and that, if no qualified and suitable persons holding post in that feeder category are available, the persons holding post carrying the next higher scale of pay in descending order in other feeder categories shall be considered.

\*Added in G.O.Ms.No.400. P & AR (Per.P), dt.17-4-85, w.e.f.13-10-84

(b) (i) **Promotions to selection category or grade**-- Promotions in a service or class to a selection category or to a selection grade shall be made on grounds of merit and ability, seniority, being considered only where merit and ability are approximately equal. The inter-se-seniority among the persons found suitable for such promotion shall be with reference to the inter-se-seniority of such persons in the lower post.

\* (ii) **Promotion according to seniority** - All other promotions shall, be made in accordance with seniority unless—

(1) the promotion of a Member has been withheld as a penalty, or

(2) a Member is given special promotion for conspicuous merit and ability.

\*Substituted in G.O.Ms.No.295, P & AR, dt-12-5-1988, w.e.f. 11-6-87.

**#(c) Appointment of a member to higher category not to be considered if he had been on leave for three or four years or more continuously**-- Notwithstanding anything contained in sub-rules (a) and (b), a member of a service who had been on leave for a period of three years continuously for any reason except higher studies or for a period of four years continuously for higher studies, shall not be considered for appointment to a higher category either by promotion or by recruitment by transfer unless he has completed service for a period of one year from the date on which he joins duty on return from leave.

# inserted in G.O.Ms.No.863, P & AR (Per.P), dt.2-9-86, w.e.f. 28-3-1984.

(d) Deleted [ in G.O.Ms.No.863, P & AR, dt 2-9-1986.]

**36.A. Appointment by Recruitment by Transfer**—Appointments by recruitment by transfer to a class or category in a State Service from among the holders of posts in a Subordinate Service, shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

Introduced Vide G.O.Ms.No.33, P & AR (S) Dept., dt.30-1-1996 w.e.f.30-1-1996.

**@36.B.No Promotion or Recruitment by Transfer during extension of Service**:-No member of a service, who is on extension of service after superannuation , shall be considered for appointment either by promotion or by recruitment by transfer to a higher category, during the period of extension of service.

@Inserted vide G.O.Ms.No.108,P&AR dated 25.06.2008 w.e.f. 27.12.2006.

**#37.Revision of the list approved candidates for appointment by promotion or by recruitment by transfer** - The list of approved candidates for appointment by promotion or by recruitment by transfer may be revised by an authority to which an appeal or Review petition would lie against an order of dismissal passed on a full member of the service, class, category or grade, as the case may be, such revision may be made by the appellate authority or the reviewing authority as the case may be aforesaid after consulting the Commission where such consultation is necessary in respect of posts which are within the commission's purview either suo motu at any time, or on a petition submitted by an aggrieved member within two months \*\* in the case of State Services and within three months in the case of Subordinate Services, from the date on which the list is displayed in the Notice Board in the office of the appointing authority .

\*\* (Vide G.O.Ms.No.37 P&AR(S) Dept. dated 7.4.2006 w.e.f. 25-07-2003.)

If no representation is received within the said periods, the list communicated shall be deemed to be final:

Provided that the above said periods may be extended by the appellate authority or the reviewing authority as the case may be if sufficient cause is shown for the delay in the submission of the petition.

#Substituted in G.O.Ms.No.999, P & AR (Per.P) dt.22-11-1983

**38. Annulment, modification or reversion of the list of approved candidates for appointment or promotion by Government--** Notwithstanding anything contained in these rules or in the Special Rules, the State Government shall have power to annul, modify or reverse a list of approved candidates for appointment or promotion to any category, class or service prepared by the head of a department or any other lower authority in exercise of the powers conferred on him by the Special Rules for any Service.

**39. Temporary promotion —** \*(a) (i) Where it is necessary in the public interest owing to an emergency which has arisen to fill immediately a vacancy in a post borne on the cadre of a higher category in a service or class by promotion from lower category and there would be undue delay in making such promotion in accordance with the rules, the appointing authority may temporarily promote a person, who possesses the qualifications prescribed for the post, otherwise than in accordance with the rules.

\*[Substituted Vide G.O.Ms.No.21, P & AR (S) Dept., dt.23-1-96 w.e.f.23-1-1996]

(b) Where it is necessary to fill a short vacancy in a post borne on the cadre of a higher category in service or class by promotion from lower category and the appointment of the person who is entitled to such promotion under the rules would involve excessive expenditure on travelling allowance or exceptional administrative inconvenience, the appointing authority may promote any other person who possesses the qualification if any prescribed for the higher category.

\*\* (c) A person temporarily promoted under sub-rule (a) shall be replaced as soon as possible by the member of the service, who is entitled to the promotion under the rules.

\*\*[Substituted Vide G.O.Ms.No.21, P & AR (S) Dept., dt.23-1-96 w.e.f.23-1-96]

(d) Where it is necessary to promote an officer against whom an enquiry into allegations of corruption or misconduct is pending the appointing authority may promote him temporarily pending enquiry into the charges against him. The competent authority shall have discretion to make regular promotion in suitable cases.

(e) A person promoted under sub-rule (a) (b) or (d) shall not be regarded as a probationer in the higher category or be entitled by reason only of such promotion to any preferential claim to future promotion to such higher category. The services of a person promoted under sub-rule (a) (b) or (d) shall be liable to be terminated by the appointing authority at any time without notice and without any reason being assigned.

(f) (i) A person promoted under sub-rule (a) or (d) shall commence his probation if any, in such category either from the date of his temporary promotion or from such subsequent date as the appointing authority may determine;

Provided that on the date so determined, the person possesses all the qualifications prescribed for promotion to the service, class or category, as the case may be.

(ii) He shall also be eligible to draw increments in the time scale of pay applicable to him from the date of commencement of his probation. Where commencement of probation is ordered from a date earlier than the date of the order and if this has not been enabled by relaxation of any rule, he shall draw increments, including arrears, in the time scale of pay applicable to him from such earlier date. The appointing authority shall include a provision to this effect while issuing order in all such cases.

(g) Omitted[ Vide G.O.Ms.No.21, P & AR (S) Dept., dt.23-1-1996 w.e.f.23-1-1996]

(gg) A person, promoted under the rules to hold a post borne on the cadre of a service, class or category, who has rendered continuous temporary service shall be eligible to draw annual increments in the scale of pay for the post, subject to the conditions that the rules do not prescribe

any special qualification to be acquired or test to be passed as a condition precedent to the drawal of such increments or increment is not denied as a measure of specific punishments.

[Substituted Vide G.O.Ms.No.21, P & AR (S) Dept., dt.23-1-1996 w.e.f.23-1-1996]

**40. Postings and transfers** - (a) A member of a service or class of service may be required to serve in any post borne on the cadre of such service or class for which he is qualified.

(b) All transfers and postings shall be made by the appointing authority:

Provided that where the appointing authority is not the State Government, any authority to whom the appointing authority is administratively subordinate will in respect of any post within the jurisdiction of the appointing authority also be competent to effect transfers and postings to a post within the jurisdiction aforesaid:

Provided further that where leave not involving extra cost to Government is granted to an officer by virtue of the delegation under Fundamental Rule 66, the Head of Department or the subordinate authority concerned may repost the officer on return from leave granted by it to the same place.

\*(c) Notwithstanding anything contained in these rules or in any special rules/ad-hoc rules, the State Government may, transfer any Government servant from one revenue district to another revenue district within the State, on administrative grounds.

\*Added in G.O.Ms.No.678, P & AR (Per.S), dt.20-7-1987, w.e.f. 20-7-1987

40-A. Omitted vide G.O.Ms.No.237, P.&A.R.(S) Dept. dated 18.12.2006 w.e.f. 10.9.2006.

**41. Consequences of resignation** - A member of a service shall if he resigns his appointment, forfeit not only the service rendered by him in the particular post held by him at the time of resignation but all his previous service under the Government.

The reappointment of such person to any service shall be treated in the same way as a first appointment to such service by direct recruitment and all rules governing such appointment shall apply; and on such reappointment he shall not be entitled to count any portion of his previous service for any benefit or concession admissible under any rule or order:

Provided that nothing contained in this rule shall effect the operation of proviso to rule 23 or of rule 25 of the Tamil Nadu Liberalised Pension Rules, 1978:

\*Provided further that a member of a service, who has resigned his appointment and contested in the General Election to Parliament or State Legislature or in the Elections to local bodies either as a party candidate or as an independent candidate, shall not be eligible for reappointment to any service.

\*Substituted in G.O.Ms.No.534, P&AR(P) Dept. dt. 21.5.1985 w.e.f. 27.8.1984

**#41-A. Acceptance of resignation** (a) - A Government servant may resign his appointment by giving notice of not less than three months in writing direct to the appointing authority with a copy marked to his immediate superior officer. The period of three months notice shall be reckoned from the date of receipt of such notice by the appointing authority.

(b) The Government servant may withdraw the notice of his resignation before its acceptance. Withdrawal of resignation will not be permitted after its acceptance by the appointing authority.

(c) The appointing authority shall issue orders on the notice of resignation before the date of expiry of notice, either accepting the resignation from a date not later than the date of expiry of the notice or rejecting the same, giving the reasons therefor. If no such order is passed, the resignation shall be deemed to have been accepted on the expiry of the period of notice.

(d) Notice of resignation given by the Government servant shall be accepted by the appointing authority, subject to the condition:—

(i) that not disciplinary proceeding is contemplated or pending against the Government servant concerned under sub-rule (b) of rule 17 of the Tamil Nadu Civil Services (Discipline and Appeal) Rules;

(ii) that a report from the Director of Vigilance and Anti-corruption has been obtained to the effect that no enquiry is contemplated or pending against the Government servant concerned;

(iii) that no dues are pending to be recovered by the Government from the Government servant concerned:

(iv) that there is no contractual obligation of any kind including contractual obligation to serve the Government during the period in which the Government servant concerned seeks to resign.

(e) Notwithstanding anything contained in clauses (i) and (ii) of sub-rule (d), where a Government servant, under suspension or against whom disciplinary or criminal action or vigilance enquiry is pending, seeks to resign, the appointing authority shall examine the nature and gravity of the case and may accept the resignation, if the case is not such as would warrant rejection of the notice of resignation.

#Substituted in G.O.Ms.NO.144 P & AR (S) dt.17-06-98 w.e.f. 17.6.1998

**42. Military duty to count for pension** - (a) Notwithstanding anything contained in these rules or the Special Rules and notwithstanding anything contained in the Fundamental Rules or the Pension Rules made or deemed to be made by the State Government, the member of a service who was deputed for military duty shall be entitled to count the period spent on military duty for the purpose of pension if he would have counted for that purpose his service in the civil department but for his deputation for military duty.

*Explanation* — (1) This sub-rule shall in its application to a member who was called to or employed in service paid for from Defense Services Estimates, be subject to the conditions specified in the letter of the Government of India, War Department (Army Branch) to the Accountant-General in India, No.11008/A.G. 13(a), dated the 11th June 1944, recorded in G.O.No.465, Finance, dated 6th September 1944.

*Explanation* - (2) Nothing contained in this sub-rule shall be deemed to authorize a person who held any post in any of the temporary services mentioned in the Madras A.R.P. Service Rules, 1941, who had not already been a member of any of the State or Subordinate Services to count his service in such post towards pension.

(b) A member of a service who is serving in the Army in India Reserve of Officers shall, in respect of such service be governed by the rules in Appendix 'A' to the Regulations for Army in India Reserve of Officers, 1939.

**\*43. Reversion and re-appointment of full member**—A full member shall be liable to be reverted to the lower post from which he has been promoted at any time, if the number of persons so entitled for reversion is more than the number of posts available in the higher category.

*Explanation:*— If a person who is confirmed or whose probation in a higher category has been declared as having been completed or one who is holding a post in a higher category on a regular basis, for which there is no probation, reverts from deputation or foreign service and if there is no vacancy in that category to accommodate him, the junior most person in the category appointed to the post shall be reverted. If, however, the person reverted from deputation of foreign service himself is the junior most, he shall be reverted to the next lower category from which he was earlier promoted.

\*Substituted Vide G.O.Ms.No.237, P & AR (S) Dept., dt.17-6-1997 w.e.f.5-7-1994

(b) **Appointment in place of members dismissed, removed, compulsorily retired or reduced**—Where a person has been dismissed, removed, compulsorily retired or substantively reduced from any service, class, category or grade, no vacancy caused thereby or arising subsequently in such service, class, category or grade, shall be substantively filled to the prejudice of such person until the expiry of a period of one year from the date of such dismissal, removal, compulsory retirement or reduction or until the appeal if any, preferred by him against such dismissal, removal, compulsory retirement or reduction is decided, whichever is later.

**44. Savings** — (a) (i) Unless a contrary intention is expressly indicated therein, nothing contained in these rules shall adversely affect any person who was a member of any service on the date of coming into force of these rules.

(ii) Unless a contrary intention is expressly indicated therein nothing contained in any Special Rules governing a service shall adversely affect any person who was a member of such service on the date of coming into force thereof.

(b) Subject to the provision of sub-rule (c) where these rules or the Special Rules would adversely affect in respect of any matter a person who was a member of any service before the date of coming into force thereof, he shall, in respect of such matter, be governed by the rules and orders, if any, which were applicable to him immediately prior to such date.

(c) A person who before the issue of the special rules for a service had officiated in a post which was subsequently included in the service or a class or category thereof but who is not entitled to be regarded as a probationer or as an approved probationer under sub-rule (d) shall, if he is again appointed to such post after the issue of the Special Rules without contravening any orders of the State Government, be entitled to count his previous service in such post towards the prescribed period of probation:

Provided that such previous service shall not count towards probation if there was an interval of a continuous period of two years or more during which he was not holding a post in the same or higher category.

*Explanation* — The re-appointment of a person under this sub-rule shall not, for the purpose of rules regulating recruitment, be regarded as first appointment to the service, class or category concerned.

(d) If before the issue of the Special Rules, a person had been exempted under the orders then in force from the possession of any qualification or the passing of any test and the possession of such qualification or the passing of such test is prescribed by such Special Rules they shall not apply to such person to the extent and in respect of the category, grade or post, specially covered by the order of exemption.

**45. Re-employment of pensioners**—Nothing in these rules or the Special Rules shall be construed to limit or abridge the powers of the State Government and of subordinate authorities to re-employ persons who have retired on a civil pension or gratuity or who while in service were subscribers to a Contributory Provident Fund, in any service in accordance with the provisions contained in the Tamil Nadu Pension Rules, 1978. The re-employment of such a person in any service shall not be regarded as a first appointment to that service.

**46. Appointment of All-India Service officers to State posts** - Notwithstanding anything contained in these rules or the Special Rules an officiating or permanent officer of an All-India Service may be appointed to any State service or class or category thereof, such officer shall not by reason of such appointment, cease to be a member of an All - India Service:

Provided that no member of the Indian Administrative Service or the Indian Police Service shall be appointed to a post in any State Service, or class or category thereof, unless such post is declared by the State Government to be equivalent in status and responsibility to a post specified in Schedule III to the Indian Administrative Service (Pay) Rules, 1954, or as the case may be, in Schedule III to the Indian Police Service (Pay) Rules, 1954 as may be in force from time to time.

**47. Relinquishment of rights by members** - (1) Any person may in writing, relinquish any right or privilege to which he may be entitled under these rules or the Special Rules if, in the opinion of the appointing authority, such relinquishment is not opposed to public interest; and nothing contained in these rules or the Special Rules shall be deemed to require the recognition of any right or privilege to the extent to which it has been so relinquished.

\*(2) Relinquishment of a right or privilege for a temporary period shall be accepted if it is made for a period of not less than three years subject to the condition that after the expiry of the said period, the claim of the right or privilege relinquished will be with reference to the state of affairs that exist on the date of expiry of period of relinquishment and without restoration of original seniority. If relinquishment of right or privilege is made permanently and is accepted subsequent claim of the relinquished rights or privileges shall not be entertained.

\*Inserted in G.O.Ms.No.494, P & AR (Per.S), dt.20-9-1988, w.e.f. 20-9-1988.

**48.** Notwithstanding anything contained in these rules or in the special rules, the Governor shall have power to deal with the case of any person or class of persons serving in a civil capacity under

the Government of Tamil Nadu or of any person who has or of any class of persons who have served as aforesaid or any candidate or class of candidates for appointment to a service in such manner as may appear to him to be just and equitable:

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

**49. Alteration of date of birth** --(a) If, at the time of appointment, a candidate claims that his date of birth is different from that entered in his S.S.L.C. or Matriculation Register or School records, he shall make an application to the Tamil Nadu Public Service Commission in cases where the appointment is made in consultation with the Commission and in other cases to the appointing authority stating the evidence on which he relies and explaining how the mistake occurred. The application shall be forwarded to the Commissioner of Revenue Administration for report after investigation by an officer not below the rank of a Deputy Collector and, on receipt of the report, the Tamil Nadu Public Service Commission or the appointing authority, as the case may be, shall decide whether the alteration of date of birth may be permitted or the application may be rejected:

Provided that in case of a candidate who was born outside the State of Tamil Nadu the investigation through the Commissioner of Revenue Administration shall be dispensed with and the Tamil Nadu Public Service Commission or the appointing authority, as the case may be, shall examine and scrutinize the records that may be produced by the candidate and shall decide whether the alteration of date of birth may be permitted or the application may be rejected.

(b) After a person has entered service, an application to alter the date of his birth as entered in the official records shall be entertained only if such an application is made within five years of such entry into service. Such an application shall be made to the authority competent to make an appointment to the post held by the applicant at the time of his application and shall be disposed of in accordance with the procedure laid down in sub-rule (a).

(c) Any application received after five years after entry into service or any application, which is not supported by entries in Secondary School Leaving Certificate, School, College or University records, birth extract from records of local bodies or military discharge certificates, shall be summarily rejected.

\*Proviso— [Omitted in G.O.Ms.No.388, P & AR (Per.S), dt.27-12-95, w.e.f.3-8-94]

(d) In considering the question of permitting an alteration on the date of birth as entered in the official records even when such entry is proved to have been due to a bonafide mistake, the Government or the appointing authority shall take into consideration the circumstance whether the applicant would normally be eligible for appointment to the post at the time of entry into service had his age been correctly stated and what would have been its effect on his service and the service conditions of other officers in the service and may permit the alteration subject to such condition as they or it may deem fit to impose:

Provided that the Tamil Nadu Public Service Commission shall be consulted in the case of an applicant who has been initially recruited through the Tamil Nadu Public Service Commission, if it is proposed to accept his request for alteration of date of birth.

(e) The Procedure laid down in sub-rule (a) shall be followed in all cases where alteration of date of birth is proposed suo motu by the Head of Office on the basis of medical opinion, in the absence of any other authoritative records.

*Explanation* - For the purpose of this sub-rule "authoritative records" are the secondary school leaving certificate or University, College, or School records or Discharge Certificate of Army.

(f) The decision of the Tamil Nadu Public Service Commission, the appointing authority or the Government, as the case may be, shall be final.

**\*49.A.(1) Correction of date of birth**-- After a person has entered service, if it is found that his date of birth entered in his Service Register is different from that entered in the Secondary School Leaving Certificate or Military Discharge Certificate, which may be due to some clerical error or otherwise wrong entries, application for correction of such clerical error or wrong entries, shall be made to the appointing authority. Such corrections in the Service Register shall be made straightway by the appointing authority. If the date of birth in the Service Register was entered on the basis of the

Secondary School Leaving Certificate, correction of clerical error or wrong entries shall be made only with reference to Secondary School Leaving Certificate and if the date of birth in the Service Register was entered on the basis of the Military Discharge Certificate, correction of clerical error or wrong entries shall be made only with reference to the Military Discharge Certificate. Where the Secondary School Leaving Certificate and the Military discharge certificate contain different dates of birth, the date of birth entered in the secondary School Leaving Certificate shall be accepted. But the date of birth entered in the Military Discharge Certificate shall be accepted in the absence of the Secondary School Leaving Certificate.

\*Substituted in G.O.Ms.No.855, P&AR (Per.P) dt.28-8-86, w.e.f. 28-8-86.

\*(2) Where the date of birth of a person, whose qualification is less than the minimum general educational qualification, is entered in the Service Register on the basis of the medical certificate or the transfer certificate obtained from the school in which he studied or an affidavit sworn before a Magistrate and if there is any error in the entry so made, the appointing authority may, on application, make necessary correction only with reference to the original record on the basis of which an entry relating to the date of birth is made in the Service Register.

\*Added in G.O.Ms.No.770, P & AR (Per.P), dt.12-8-1987, w.e.f.12-8-1987

**#50. Age concessions for discharged State Government Employees or temporary State Government Employees** - Notwithstanding anything contained in these rules or in the special rules for the various State and Subordinate Services, in the case of discharged State Government employee or a temporary State Government employee who has not completed forty years of age the actual period of his service under the State Government, whether continuous or non-continuous shall be excluded in computing his age for appointment to any post under the State Government including the appointment made through the Tamil Nadu Public Service Commission.

*Explanation* — For the purpose of this rule, a discharged State Government employee is a person who was in the employment of the State and was discharged because of reduction in establishment or for any other reason but not as disciplinary measure.

#Substituted in G.O.Ms.No.223, P & AR, dt.13-3-86, w.e.f.10-7-85.

**51. Application of adhoc rules** - Where a temporary post is made permanent and if for any reason, no special rules governing such post are made, the adhoc rules applicable to the said post shall continue to apply to the said post, until special rules are made for the said post.

**52. Age concession for Ex-servicemen**— (a) Notwithstanding anything contained in these rules or in the special rules for the various State and Subordinate Services, an ex-serviceman who has not completed 48 years of age, if he does not belong to Scheduled Caste, Scheduled Tribe or Backward Class and 53 years, if he belongs to Scheduled Caste, Scheduled Tribe or Backward Class on 1st day of July of the year in which the selection for appointment is made, but is otherwise qualified and whose name is suggested by a local Employment Exchange for appointment to a vacancy under the State Government notified to it shall be eligible for such appointment.

\**Explanation*:— For the purpose of this sub-rule, “Ex-serviceman” means a person who--

- (a) any person who had served in any rank (whether as Combatant or not) in the Armed Forces of the Union and has been released therefrom on or before the 30<sup>th</sup> June 1968 otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or
- (b) any person who had served in any rank (whether as Combatant or not) in the Armed Forces of the Union for a continuous period of not less than six months after attestation and released therefrom between 1<sup>st</sup> July 1968 and 30<sup>th</sup> June 1979 (both days inclusive) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or
- (c) any person who had served in any rank (whether as Combatant or not) in the Armed Forces of the Union for a continuous period of not less than six months after attestation if released between 1<sup>st</sup> July 1979 and 30<sup>th</sup> June 1987 (both days inclusive)

- (i) for reasons other than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency; or
  - (ii) at his own request after serving for a period of not less than five years; or
- (d) any person who had served in any rank (whether as Combatant or not) in the Armed Forces of the Indian Union and was released or retired on or after 1<sup>st</sup> July 1987 with any kind of pension from Defence Budget or released on or after 1<sup>st</sup> July 1987 on completion of specific terms of engagement with gratuity otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency; or
- (e) any person of the Territorial Army of the following categories, namely, pension holder for continuous embodied service, person with disability attributable to military service and gallantry award winner retired on or after 15<sup>th</sup> November 1986; or
- (f) any person of the Army Postal Service who retired on or after 19<sup>th</sup> July 1989 directly from the said Service without reversion to Postal & Telegraph Department with pension or who has been released on or after 19<sup>th</sup> July 1989 from such Service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
- (g) any person discharged on or after July 1987 under Army Rule 13 (3) III (V) for the reason that his service is no longer required and in receipt of pension:

Provided that in all cases, a Recruit is not an ex-serviceman:

Provided further that a person discharged before July 1987 under Army Rule 13 (3) III (V) for the reason that his Service is no longer required is not an ex-serviceman .

\*G.O.Ms.No.1 P&AR(S) Dept. dated 1.1.2004

(b) Nothing contained in sub-rule (a) shall be deemed to apply to any appointment which is made through the agency of the Tamil Nadu Public Service Commission.

**53. Age concession for physically handicapped** - Notwithstanding anything contained in these rules or in the special rules for the various State and Subordinate Services, a physically handicapped person shall be eligible for an age concession upto ten years over and above the age limits prescribed for the appointment to post by direct recruitment only, provided the applicant is otherwise fully suitable and the handicap is not such as would render his incapable of efficiently discharging the duties of the post for which he is selected.

**54:** Deleted[ Vide G.O.Ms.No.37, P & AR (S) dated 30-1-96 w.e.f. 25-7-94]

**\*54.A.— Age concessions for appointment on compassionate grounds** - Notwithstanding anything contained in the Special Rules for various State and Subordinate Services regarding the maximum age limit for appointment by direct recruitment, in the case of appointment on Compassionate grounds, the maximum age limit shall be \*\* 35 years in respect of the sons or the unmarried daughters and 50 years @ in respect of wife or husband of the Government servant, who died in harness while in service, or retired from service on medical invalidation before attaining the age of # fifty three years, as the case may be.

@G.O.Ms.No.20, P & AR (S) dt.2-2-98 with effect from 13-6-97

\*\*[Substituted in G.O.Ms.No.20, P & AR (S) Deptt., dt 22-2-99 w.e.f 19th January 1998]

#G.O.Ms.No.1, P&AR(S) Dept. dt. 2.1.2002 w.e.f. 19.10.2000

*Explanation 1*— For the purpose of considering the maximum age limit, the date of death of the Government Servant or the date of retirement on medical invalidation before he attains the age of # fifty three years, as the case may be, shall be taken into account.

\*Inserted in G.O.Ms.No.334, P & AR (Per.S), dt.2-9-93, w.e.f. 11.3.1982 vide G.O.Ms.No16 P&A.R(S) Dept., dated 1.2.2005

#Substituted in G.O.Ms.No.1, P&AR(S) Dept. dt. 2.1.2002 w.e.f. 19.10.2000

*Explanation 2*— The expression 'sons and daughters' in this rule includes a widowed daughter, divorced daughter, or a married daughter deserted by her husband and living with the family of the deceased Government servant, a legally adopted son or a legally adopted daughter, whose adoption was made during the life time of the deceased Government servant:

In respect of legally adopted son, it shall be with effect on and from the 11<sup>th</sup> March 1982; in respect of legally adopted unmarried daughter, it shall be with effect on and from the 26<sup>th</sup> October 1983; in respect of a widowed daughter or a divorced daughter, it shall be with effect on and from the 17<sup>th</sup> June 1991; and in respect of a married daughter deserted by her husband and living with the family of the deceased Government Servant, it shall be with effect on and from 16<sup>th</sup> July 1993. (Introduced in G.O.Ms.No.17 ,P & A.R(S) Dept. dated 1.2.2005 w.e.f. 11.3.1982.

Provided that the widowed daughter or divorced daughter or a married daughter deserted by her husband and living with the family of the deceased Government servant shall not be eligible to avail the concession of appointment on compassionate grounds, unless they are nominated in writing by the widow or widower of the deceased Government Servant;

\*Substituted in G.O.Ms.NO.321, P & AR (Per.S) Dept., dt.7-12-1994, w. e. f 2nd September 1993

**\*55. Employment concession for outstanding Scouts:**— Notwithstanding anything contained in these rules or in the special Rules for the various State and Subordinate Services, other things being equal, preference shall be given to the outstanding scouts for appointment to any post by direct recruitment.

*Explanation*— For the purpose of this rule "Out standing Scout" means a scout who has received the award of the President of India.

\*Added in G.O.Ms.No.549, P & AR, dt.4-10-89, w.e.f. 4-10-89.

\*\*56. Deleted in G.O.Ms.No.178, P & AR (S) Deptt. dt.11-9-2000 .

**@57. Appeal or Review:**—(a) Where no specific provision for appeal or review is made in these Rules, or in the Special Rules against any order passed under the said rules for redressal of grievances, an appeal or review, as the case may be, shall lie, to the authority to which an appeal or review petition would lie against an order of dismissal;

(b) An appeal or review under sub-rule (a) shall be preferred within two months from the date of receipt of the orders by the appellant on the review petitioner, as the case may be;

(c) Every appeal or review under sub-rules (a) Shall be disposed of within four months from the date of the receipt of the appeal or review petition.

(d) The appellate or reviewing authority may issue interim directions as it deems fit, pending final decision thereon in order to avoid any irreparable loss to the appellant or review petitioner or to avoid administrative inconvenience.

@ Introduced Vide G.O.Ms.No.35, P & AR (S) dated 30-1-1996 w.e.f. 30-1-96.

## **SCHEDULE - I** (See rule 12 (a) (i) )

### **Minimum General Education Qualification**

(1) A pass in the Secondary School Leaving Certificate Examination with eligibility for admission to College Course of studies in the Universities in this State; or

(2) A pass in the Secondary School Leaving Certificate Examination of this State.

*Explanation*—(i) A person who had appeared for 11 year S.S.L.C. Public Examination and obtained 35% marks in each subject either in one sitting or compartmentally, shall be deemed to have passed the S.S.L.C. Public Examination.

*Explanation*—(ii) A person who had appeared for 11 year S.S.L.C. Public Examination and had failed to obtain 35% marks in one or more subjects, but who has appeared and obtained 35%

marks in the corresponding subject or subjects in 10 year S.S.L.C. Public Examination, shall be deemed to have passed the S.S.L.C. Public Examination.

*Explanation—*(iii) A person who had studied optional subjects in 11 year. S.S.L.C. and failed in the optional subjects but had obtained 35% marks in all other subjects except the optional subjects in 11 year S.S.L.C. Public Examination shall be deemed to have passed the S.S.L.C. Public Examination.

*Explanation—* (iv) A person who had appeared and passed the X standard Government Examination conducted by the Board of Open School, Tamil Nadu shall be deemed to have passed S.S.L.C. Public Examination.

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\*Substituted in G.O.Ms.No.825, P & AR, dt.25-8-86, w.e.f. 25-8-86.

**\*SCHEDULE - I - A**

**Second Class Language Test**  
(Referred to in rule 12-A)

| Item of Syllabus of Test<br>(1)  | Number of Marks |                      | Duration<br>(4) |
|--|-----------------|----------------------|-----------------|
|  | Maximum<br>(2)  | Minimum<br>(3)       |                 |
| <b>WRITTEN — PART A</b><br><b>Translation:—</b><br><br>This passage shall have 20 to 30 sentences of which 10 to 15 sentences shall be in simple and another 10 to 15 sentences in complex sentences. The expressions used in these sentences shall be on common subjects and not be related to any technical subject like engineering, medicine or mathematics. | 100             | 50<br>(Single Paper) | 3 hours         |
| <b>Composition:—</b><br>Writing composition on any three topics on the following subjects in not exceeding 15 sentences each.  | 100             | 50<br>(Single Paper) | 3 hours         |
| (1) Glory of Tamil Language  |                 |                      |                 |
| (2) Population Growth  |                 |                      |                 |
| (3) Environment  |                 |                      |                 |
| (4) Mass Education   |                 |                      |                 |
| (5) Patriotism   |                 |                      |                 |
| (6) Greatness of Virtues   |                 |                      |                 |
| (7) Rural Development  |                 |                      |                 |
| (8) Co-operation   |                 |                      |                 |
| (9) women's Development  |                 |                      |                 |
| (10) Public Services   |                 |                      |                 |
| (11) Need for Scientific knowledge   |                 |                      |                 |

\*\* (The standard of the written Test shall be in accordance with the syllabus prescribed for Tamil Paper for the X Std. S.S.L.C. Public Examination.)

VIVA VOCE - **PART B**

|  |     |    |
|--|-----|----|
| (i) Conversing with accuracy and fluency in Tamil                                  | 100 | 60 |
| (ii) Dictating an order or delivering a short address on a given subject in Tamil. | 50  | 25 |

\* Substituted in G.O.Ms.No.350, P & AR (Per.S), dt.6-8-90, w.e.f.1-1-94 [date of effect altered as 1-1-94 in G.O.Ms.No.217, P & AR dated 12.8.1994]

\*\* Substituted in G.O.Ms.No.50, P & AR, dt. 12-2-93, w.e.f. 6-8-90.

**PART C**

|  |    |    |
|--|----|----|
| Taking down in English evidence given in Tamil and asking questions in Tamil | 50 | 25 |
|--|----|----|

**PART D**

|  |     |    |
|--|-----|----|
| Reading with fluency and translating correctly three petitions in Tamil or other official manuscripts written in a plain running hand. | 100 | 50 |
|--|-----|----|

*Explanation*—In the case of candidates who are required to pass the Second Class Language Test (full test) they will be allowed to appear for part D separately and will be required to appear for all other parts at the time.

**\* SCHEDULE - II**  
(See rule 19)

**UNIVERSITIES AND INSTITUTIONS RECOGNISED BY THE UNIVERSITY GRANTS  
COMMISSION FOR THE PURPOSE OF ITS GRANT.**

**UNIVERSITIES.**

1. Agra University, Agra-282 004.
2. Alagappa University, Karaikudi-623 004.
3. Aligarh Muslim University, Aligarh-202 001.
4. Allahabad University, Allahabad-211 002.
5. Amravati University, Amravati-444 604.
6. Andhra Pradesh Agricultural University, Rajendranagar, Hyderabad-500 030.
7. Andhra University, Waltair, Vishakapatnam-530 003.
8. Andhra Pradesh Open University, Hyderabad-500 482.
9. Annamalai University, Annamalainagar-608 002.
10. Anna University, Sardar Patel Road, Madras-600 025.
11. Arunachal University, Itanagar-791 111.
12. Assam Agricultural University, Jorhat-785 013.

13. Avadh University, Faizabad-224 001.
14. Awadesh Pratap Singh University, Rewa-486 003.
15. Andhra Pradesh University of Health Sciences,, Vijayawada-520 005.
16. Banaras Hindu University, Varanasi-221 005.
17. Bangalore University, Bangalaoe-560 056.
18. Barkatullah Vishwavidyalaya, Bhopal-462 026.
19. Berhampur University, Berhampur-760 007.
20. Bhagalpur University, Bhagalpur-812 007.
21. Bharathiar University, Coimbatore-641 046.
22. Bharathidasan University, Tiruchirappalli-620 024.

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\* Substituted in G.O.Ms.No.230, P & AR, dt. 28-6-91, w.e.f. 28-6-91.

23. Bidhanchandra Krishi Vishwavidyalaya, Mohanpur, District Nadia, West Bengal-741 252.
24. Bihar University, Muzaffarpur-842 001.
25. Bhavnagar University, Bhavnagar-364 002.
26. Birsa Agricultural University, Kanke, Ranchi-834 006.
27. Bombay University, Bombay-400 032.
28. Bundelkhand University, Jhansi-284 001.
29. Burdwan University, Burdwan-713 104.
30. Calcutta University, Calcutta-700 073.
31. Calicut University, Calicut-673 635.
32. Chandrasekhar Azad University of Agriculture and Technology, Kanpur-208 002.
33. Cochin University of Science and Technology, Cochin-682 002.
34. Delhi University, Delhi-110 007.
35. Devi Ahilya Vishwavidyalaya, Indore-452 001.
36. Dibrugarh University, Dibrugarh-786 004.
37. Dr. Hari Singh Gaur Vishwavidyalaya, Sagar-470 003.
38. Dr. M.G.R. Medical University, Madras-600 007.
39. Dr. Yashwant Singh Parmar University of Horticulture and Forestry, solan-173 230.
40. G.B. Pant University of Agriculture and Technology, Pantnagar-263 145.
41. Gauhati University, Gauhati-781 014.
42. Goa University, Bambolim P.O., Santacruz, Goa-403 005.
43. Gorakhpur University, Gorakhpur-273 009.
44. Gujarat Agricultural University, Sardar Krushinagar-385 506.
45. Gujarat Ayurveda University, Jamnagar-361 008.
46. Gujarat University, Ahmedabad-380 009.
47. Gulbarga University, Gulbarga-585 106.

48. Guru Ghasidas University, Bilaspur-495 009.
49. Guru Nanak Dev University, Amritsar-143 005.
50. Haryana Agricultural University, Hisar-125 004.
51. Hemavati Nandan Bahuguna Vishwavidyalaya, Srinagar (Garhwal)-246 174.
52. Himachal Pradesh Krishi Viswavidyalaya, Palampur-176 062.
53. Himachal Pradesh University, Shimla-171 005.
54. Hyderabad University, Hyderabad-500 134.
55. Indira Gandhi Krishi Vishwavidyalaya, Raipur-492 001.
56. Indira Gandhi National Open University, New Delhi-110 011.
57. Indira Kala Sangeet Vishwavidyalaya, Khairagarh-491 881. (Rajasthan)
58. Jadavpur University, Calcutta-700 032.
59. Jamia Millia Islamia, New Delhi-110 025.
60. Jammu University, Jammu-180 001.
61. Jawaharlal Nehru Krishi Vishwavidyalaya, Jabalpur-482 004.
62. Jawaharlal Nehru Technological University, Hyderabad-500 028
63. Jawaharlal Nehru University, New Mahrauli Road, New Delhi-110 067.
64. Jiwaji University, Gwalior-474 011.
65. Jodhpur University, Jodhpur-342 001.
66. Kakatiya University, Warangal-506 009.
67. Kalyani University, Kalyani-741 235.(W.B.)
68. Kameshwar Singh Darbhanga Sanskrit University, Darbhanga-846 008.
69. Kanpur University, Kanpur-208 024.
70. Karnatak University, Dharwad-580 003.
71. Kashmir University, Srinagar-190 006.
72. Kashi Vidyapith, Varanasi-221 002.
73. Kerala Agricultural University, Tirchur-680 654.
74. Kerala University, Trivandrum-695 034.
75. Konkan Krishi Vidyapeeth, Dapoli-415 712 District Ratnagiri.
76. Kota Open University, Kota-324 002.
77. Kumaun University, Nainital-263 001.
78. Kurukshetra University, Kurukshetra-132 119.
79. Kuvempu University, B.R. Project, Shimoga District, Karnataka-577 115.
80. L.N. Mithila University, Darbanga-846 004.
81. Lucknow University, Lucknow-226 007.
82. M.S. University of Baroda, Vadodara-390 002.
83. Madras University, Madras-600 005.
84. Madurai-Kamaraj University, Madurai-625 021.

85. Magadh University, Bodh Gaya-824 234.
86. Mahatma Gandhiji University, Kottayam-686 002.
87. Mahatama Phule Agricultural University, District Ahmednagar, Rahuri-413 722.
88. Maharshi Dayanand University, Rohtak-124 001.
89. Mangalore University, Light House Hill, Mangalore-575 003.
90. Manipur University, Imphal-795 003.
- 90.A. Manomaniam Sundarnar University, Tirunelveli-627 089.  
(Added Vide G.O.Ms.No.14, P&AR (S) Dept., dt.9-1-96 w.e.f. 29-3-94.)
91. Marathwada Agricultural University, Parbhani-431 402.
92. Marathwada University, Aurangabad-431 004.
93. Meercut University, Meerut-250 005.
94. Mohanlal Sukhadia University, Udaipur-313 001.
95. Mother Teresa Women's University, Kodaikanal-624 102.
96. Mysore University, Nagpur-440 001.
97. Nagarjuna University, Nagarjuna Nagar, Guntur-522 510. (A.P.)
98. Nagpur University, Nagpur-440 001.
99. Narendra Deva University of Agriculture and Technology, Narendra Nagar, Kumarganj, Faizabad-224 229.
100. North Eastern Hill University, Shillong-793 001.
101. North Bengal University, P.O. North Bengal University, Rajaram Mohanpur, District Darjeeling-734 430.
102. North Gujarat University, Patan-384 265 (N.G)
103. Orissa University of Agriculture and Technology, Bhubaneshwar-751 003.
104. Osmania University, Hyderabad-500 007.
105. Punjab University, Chandigarh-160 014.
106. Patna University, Patna-800 005.
107. Pondicherry University, Pondicherry-605 001.
108. Poona University, Pune-411 007.
109. Punjab Agricultural University, Ludhiana-141 004.
110. Punjabrao Krishi Vidhyapeeth, Akola-444 104.
111. Punjabi University, Patiala-147 002.
112. Purvanohal University, Jaunpur (UP)-222 002.
113. Rabindra Bharati University, Calcutta-700 050.
114. Rajasthan University, Jaipur-302 004.
115. Rajasthan Agriculture University, Bikaner (Rajasthan).
116. Rajendra Agricultural University, Pusa (Samastipur), Bihar-848 125.
117. Ranchi University, Ranchi-834 001.
118. Rani Durgavati Vishwavidalaya, Jabalpur-482 001.

119. Ravi Shankar University, Raipur-492 010.
120. Rohilkhand University, Barailly-0243 001.
121. Roorkee University, Roorkee-247 667.
122. Sambalpur University, Sambalpur-768 019.
123. Sampurnanad Sanskrit Vishwavidyalaya, Varanasi-221 002.
124. Sardar Patel University, Vallabh Vidya Nagar, Pin-388 120.
125. Saurashtra University, Rajkot-360 005.
126. Sher-e-Kashmir University of Agricultural Sciences and Technology, P.B. No.262, Srinagar-190-001. (May to October).
- 45-B, Gandhinagar, P.B.No.87, Jammu Tawi-180 001. (November to April).
127. Shivaji University, Kolhapur-416 004.
128. Sh. Jaganth Sanskrit Vashwavidyalaya, Puri-752 002.
129. S.N.D.T. Women's University, Bombay-400 020.
130. South Gujarat University, Surat-395 007.
131. Shri. Krishnadevaraya University, Anantapur-515 003.
132. Sri Padmavati Mahila Vishwavidyalaya, Tirupati-517 502.
133. Sri Venkateswara University, Tirupati-517 502
134. Tamil Nadu Agricultural University, Coimbatore-641 003.
135. Tamil Nadu Veterinary and Animal Sciences University, Madras-600 007.
136. Tamil University, Thanjavur-613 001.
137. Telugu University, Kalabhavan, Hyderabad-500 004.
138. Tripura University, Agartala-799 004.
139. University of Agricultural Sciences, Bangalore-560 065.
140. University of Agricultural Sciences, Krishinagar, Dharwad-580 005.
141. Utkal University, Vaninagar, Buvhaneshwar-751 004.
142. University of Ajmer, Ajmer-500 001.
143. Vikram University, Ujjain-456 010.
144. Vidyasagar University, Midnapore-721 001.
145. Visva Bharathi, Shantiniketan-731 235.
146. Yashwantrao Chauhan Maharashtra Open University, Kulkarni Bagh, Nashik (Maharashtra).

**Institution deemed to be Universities:**

1. Banasthali Vidyapeeth, P.O. Banasthalividya Peeth-304 022, Rajasthan.
2. Birla Institute of Technology, Mesra-835 215 (Ranchi).
3. Birla Institute of Technology & Science, Pilani-333 031.
4. Central Institute of English & Foreign Languages, Hyderabad-500 007.
5. Central Institute of Fisheries Education, Versova, Bombay.
6. Central Institute of Higher Tibetan Studies, Sarnath, Varanasi-221 007.

7. Dayal bagh Educational Institute, Dayalbagh, Agra-282 005.
8. Gandhigram Rural Institute, Gandhigram-624 302, District - Anna.
9. Gujarat Vidyapity, Ahmedabad-380 014.
10. Gurkula Kangri Vishwavidyalaya, Hardwar-249 404.
11. Indian Agricultural Research Institute, New Delhi-110 012.
12. Indian Institute of Science, Bangalore-560 012.
13. Deccan College Post-Graduate and Research Institute, Pune.
14. Indian School of Mines, Dhanbad-826 004.
15. International Institute for Population Sciences, Bombay-400 088.
16. Indian Veterinary Research Institute, Izatnagar-243 122.
17. Jamia Hamdard, Hamdard Nagar, New Delhi-110 062.
18. National Dairy Research Institute, Karnal (Haryana).
19. National Museum Institute of the History of Art, Conservation and Museology, Delhi.
20. Rajasthan Vidyapith, Udaipur-313 001.
21. Rashtriya Sanskrit Vidyapeeth, Tirupathi.
22. School of Planning & Architecture, No.4, Block B, I.P. Estate, New Delhi-110 002.
23. Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapity, New Delhi.
24. Sri Sathya Sai Institute of Higher Learning, Prasanthinilayam, District Anantapur-515 134 (AP)
25. Sri Avinashilingam Institute for Home Science & Higher Education for women, Coimbatore-641 043.
26. Tata Institute of Social Sociences, Deonar, P.B.No.8313, Bombay-400 088.
27. Tilak Maharashtra Vidyapeeth, Pune-411 037.
28. Thapper Institute of Engineering & Technology, Patiala-147 001.

#### **Institutes Of National Importance**

1. All Indian Institute of Medical Sciences, Ansari Nagar, New Delhi-110 029.
2. Dakshina Bharathi Hindi Prachar Sabha, P.B. No.68, Hyderabad-500 004.
3. Indian Institute of Technology, Powai, Bombay-400 076.
4. Indian Institute of Technology, Hauz khas, New Delhi-110 016.
5. Indian Institute of Technology, Kanpur-208 016.
6. Indian Institute of Technology, Kharagpur-721 302.
7. Indian Institute of Technology, Madras-600 036.
8. Indian Statistical Institute, Calcutta-700 035.
9. Postgraduate Institute of medical Education and Research, Chandigarh-160 012.
10. Sree Chitra Tirunal Institute for Medical Sciences & Technology, Trivandrum-695 011.

#### **Institutes Established Under State Legislature Act**

1. Sanjay Gandhi Post-Graduate Institute of Medical Sciences, Lucknow-226 001.
2. Sher-I-Kashmir Institute of Medical Sciences, Post Bag No.27, Srinagar.

3. Nazam's Institute of Medical Sciences, Hyderabad.

**\* SCHEDULE - III**  
[See rule 22 (c)]

1. General Turn
2. Scheduled Castes
3. Most Backward Classes and Denotified Communities
4. Backward Classes
5. General Turn
6. Scheduled Castes
7. Most Backward Classes and Denotified Communities
8. Backward Classes
9. General Turn
10. Backward Classes
11. General Turn
12. Scheduled Castes
13. Most Backward Classes and Denotified Communities
14. Backward Classes
15. General Turn
16. Scheduled Castes
17. Most Backward Classes and Denotified Communities
18. Backward Classes
19. General Turn
20. Backward Classes
21. General Turn
22. Scheduled Castes
23. Most Backward Classes and Denotified Communities
24. Backward Classes
25. General Turn
26. Scheduled Castes
27. Most Backward Classes and Denotified Communities
28. Backward Classes
29. General Turn
30. Backward Classes
31. General Turn
32. Scheduled Castes
33. Most Backward Classes and Denotified Communities
34. Backward Classes
35. General Turn
36. Scheduled Castes
37. Most Backward Classes and Denotified Communities
38. Backward Classes
39. General Turn
40. Backward Classes

41. General Turn
42. Scheduled Castes
43. Most Backward Classes and Denotified Communities
44. Backward Classes
45. General Turn
46. Most Backward Classes and Denotified Communities
47. Backward Classes
48. General Turn
49. Backward Classes
50. Scheduled Tribes
51. General Turn
52. Scheduled Castes
53. Most Backward Classes and Denotified Communities
54. Backward Classes
55. General Turn
56. Scheduled Castes
57. Most Backward Classes and Denotified Communities
58. Backward Classes
59. General turn
60. Backward Classes
61. General Turn
62. Scheduled Castes
63. Most Backward Classes and Denotified Communities
64. Backward Classes
65. General Turn
66. Scheduled Castes
67. Most Backward Classes and Denotified Communities
68. Backward Classes
69. General Turn
70. Backward Classes
71. General Turn
72. Scheduled Castes
73. Most Backward Classes and Denotified Communities
74. Backward Classes
75. General Turn
76. Scheduled Castes
77. Most Backward Classes and Denotified Communities
78. Backward Classes
79. General Turn
80. Backward Classes
81. General Turn
82. Scheduled Castes
83. Most Backward Classes and Denotified Communities

- 84. Backward Classes
- 85. General Turn
- 86. Scheduled Castes
- 87. Most Backward Classes and Denotified Communities
- 88. Backward Classes
- 89. General turn
- 90. Backward Classes
- 91. General Turn
- 92. Scheduled Castes
- 93. Most Backward Classes and Denotified Communities
- 94. Backward Classes
- 95. General Turn
- 96. Most Backward Classes and Denotified Communities
- 97. Backward Classes
- 98. General Turn
- 99. Backward Classes
- 100. General Turn.

\*Substituted in G.O.Ms.No.105, P&AR(S) Dept. dt. 20.6.2000 w.e.f. 6.5.2000

**\* SCHEDULED - III-A**  
[See rule 22 (aa)]

**Reservation for blind, deaf and orthopaedically handicapped persons**

The following turns indicated against the rotation shall be reserved for the particular physically handicapped person:—

| <b>General Turn</b> |             | <b>BLIND</b>    |             |
|---------------------|-------------|-----------------|-------------|
| <i>Rotation</i>     | <i>Turn</i> | <i>Rotation</i> | <i>Turn</i> |
| 1                   | 100         | 45,86           | 89          |
| 7,48                | 15          | 50              | 39          |
| 9                   | 45          | 55,96           | 55          |
| 11                  | 69          | 60              | 5           |
| 16,57               | 85          | 65              | 21          |
| 19                  | 11          | 69              | 75          |
| 21                  | 35          | 74              | 91          |
| 26,67               | 51          | 79              | 41          |
| 28                  | 81          | 84              | 59          |
| 31                  | 1           | 89              | 9           |
| 36,77               | 19          | 94              | 25          |
| 38                  | 48          | 98              | 79          |
| 40                  | 71          |                 |             |

***Backward Classes***

|                              |                    |
|------------------------------|--------------------|
| <b><i>Rotation</i></b>       | <b><i>Turn</i></b> |
| 5,15,25,35,45,55,65,75,85,95 | 8                  |

|                              |    |
|------------------------------|----|
| 7,17,27,37,47,57,67,77,87,97 | 47 |
| 9,19,29,39,49,59,69,79,89,99 | 88 |

**Most Backward Classes and Denotified Communities**

| <b>Rotation</b>      | <b>Turn</b> |
|----------------------|-------------|
| 5,20,35,50, 65,80,95 | 57          |
| 9,24,39,54,69,84,99  | 27          |
| 11,26,41,56,71,86    | 83          |

**Scheduled Castes  
Rotation**

| <b>Rotation</b> | <b>Turn</b> |
|-----------------|-------------|
| 2,52            | 76          |
| 11,61           | 92          |
| 15,65           | 52          |
| 19,69           | 42          |
| 28,78           | 62          |
| 32,82           | 16          |
| 36,86           | 12          |
| 45,95           | 26          |
| 48,98           | 82          |

**Scheduled Tribes  
Rotation**

| <b>Rotation</b> | <b>Turn</b> |
|-----------------|-------------|
| 33              | 50          |

\*Substituted in G.O.Ms.No.105, P&AR(S) Dept. dt. 20.6.2000 w.e.f. 6.5.2000

**DEAF**

*General Turn*

| <i>Rotation</i> | <i>Turn</i> | <i>Rotation</i> | <i>Turn</i> |
|-----------------|-------------|-----------------|-------------|
| 2               | 100         | 43              | 95          |
| 5               | 21          | 49,90           | 9           |
| 10,51           | 39          | 53              | 61          |
| 12              | 69          | 58,99           | 79          |
| 14              | 91          | 63              | 29          |
| 20,61           | 5           | 68              | 45          |
| 22              | 35          | 72              | 98          |
| 24              | 59          | 78              | 11          |
| 29,70           | 75          | 82              | 65          |
| 32              | 1           | 87              | 81          |
| 34              | 25          | 92              | 31          |
| 39,80           | 41          | 97              | 48          |
| <b>41</b>       | <b>71</b>   |                 |             |

**BACKWARD CLASSES**

| <b>Rotation</b>               | <b>Turn</b> |
|-------------------------------|-------------|
| 3,13,23,33,43,53,63,73,83,93, | 20          |
| 8,18,28,38,48,58,68,78,88,98  | 40          |

10,20,30,40,50,60,70,80,90,100 80

**Most Backward Classes and Denotified Communities  
Rotation Turn**

1,16,31,46,61,76,91 83

10,25,40,55,70,85,100 57

14,29,44,59,74,89 27

**Scheduled Castes  
Rotation Turn**

4,54 36

8,58 32

17,67 52

21,71 6

25,75 2

34,84 16

37,87 72

41,91 66

50,100 82

**Scheduled Tribes  
Rotation Turn**

62 50

**ORTHOPAEDICALLY HANDICAPPED**

**General Turn**

| <i>Rotation</i> | <i>Turn</i> | <i>Rotation</i> | <i>Turn</i> |
|-----------------|-------------|-----------------|-------------|
| 3,44            | 95          | 47              | 15          |
| 6               | 21          | 52,93           | 31          |
| 8               | 45          | 56              | 85          |
| 13,54           | 61          | 61              | 100         |
| 15              | 91          | 66              | 51          |
| 18              | 11          | 71              | 69          |
| 23,64           | 29          | 76              | 19          |
| 25              | 59          | 81              | 35          |
| 27              | 81          | 85              | 89          |
| 32,73           | 98          | 91              | 1           |
| 35              | 25          | 95              | 55          |
| 37              | 48          | 100             | 71          |
| 42,83           | 65          |                 |             |

**BACKWARD CLASSES  
Rotation Turn**

1,11,21,31,41,51,61,71,81,91 74

4,14,24,34,44,54,64,74,84,94 14

6,16,26,36,46,56,66,76,86,96, 54

**Most Backward Classes and Denotified Communities**

| <b>Rotation</b>      | <b>Turn</b> |
|----------------------|-------------|
| 4,19,34,49,64,79,94, | 27          |
| 6,21,36,51,66,81,96  | 83          |
| 15,30,45,60,75,90    | 57          |

**Scheduled Castes**

| <b>Rotation</b> | <b>Turn</b> |
|-----------------|-------------|
| 6,56            | 36          |
| 9,59            | 92          |
| 13,63           | 86          |
| 23,73           | 6           |
| 26,76           | 62          |
| 30,80           | 56          |
| 39,89           | 72          |
| 43,93           | 26          |
| 47,97           | 22          |

**Scheduled Tribes**

| <b>Rotation</b> | <b>Turn</b> |
|-----------------|-------------|
| 98              | 50          |

**"SCHEDULE III-B.**  
**[See rule 22 (ab)]**

**Reservation for Ex-servicemen in Group 'C' posts.**

The following turns indicated against the rotation shall be reserved for the Ex-servicemen:-

**General Turn**

| <b><u>Rotation</u></b> |    |    |    |    | <b><u>Turn</u></b> |     |
|------------------------|----|----|----|----|--------------------|-----|
| 1                      | 21 | 41 | 61 | 81 | 31                 | 98  |
| 2                      | 22 | 42 | 62 | 82 | 61                 |     |
| 3                      | 23 | 43 | 63 | 83 | 25                 | 91  |
| 4                      | 24 | 44 | 64 | 84 | 55                 |     |
| 5                      | 25 | 45 | 65 | 85 | 19                 | 85  |
| 6                      | 26 | 46 | 66 | 86 | 48                 |     |
| 7                      | 27 | 47 | 67 | 87 | 11                 | 79  |
| 8                      | 28 | 48 | 68 | 88 | 41                 |     |
| 9                      | 29 | 49 | 69 | 89 | 5                  | 71  |
| 10                     | 30 | 50 | 70 | 90 | 35                 | 100 |
| 11                     | 31 | 51 | 71 | 91 | 65                 |     |
| 12                     | 32 | 52 | 72 | 92 | 29                 | 95  |
| 13                     | 33 | 53 | 73 | 93 | 59                 |     |
| 14                     | 34 | 54 | 74 | 94 | 21                 | 89  |

|    |    |    |    |     |    |    |
|----|----|----|----|-----|----|----|
| 15 | 35 | 55 | 75 | 95  | 51 |    |
| 16 | 36 | 56 | 76 | 96  | 15 | 81 |
| 17 | 37 | 57 | 77 | 97  | 45 |    |
| 18 | 38 | 58 | 78 | 98  | 9  | 75 |
| 19 | 39 | 59 | 79 | 99  | 39 |    |
| 20 | 40 | 60 | 80 | 100 | 1  | 69 |

**Backward Classes**

| <u>Rotation</u> |    |    |    |    |    |    |    |    |     | <u>Turn</u> |    |
|-----------------|----|----|----|----|----|----|----|----|-----|-------------|----|
| 1               | 3  | 5  | 7  | 9  | 11 | 13 | 15 | 17 | 19  |             |    |
| 21              | 23 | 25 | 27 | 29 | 31 | 33 | 35 | 37 | 39  |             |    |
| 41              | 43 | 45 | 47 | 49 | 51 | 53 | 55 | 57 | 59  | 34          | 99 |
| 61              | 63 | 65 | 67 | 69 | 71 | 73 | 75 | 77 | 79  |             |    |
| 81              | 83 | 85 | 87 | 89 | 91 | 93 | 95 | 97 | 99  |             |    |
|                 |    |    |    |    |    |    |    |    |     |             |    |
| 2               | 4  | 6  | 8  | 10 | 12 | 14 | 16 | 18 | 20  |             |    |
| 22              | 24 | 26 | 28 | 30 | 32 | 34 | 36 | 38 | 40  |             |    |
| 42              | 44 | 46 | 48 | 50 | 52 | 54 | 56 | 58 | 60  | 68          |    |
| 62              | 64 | 66 | 68 | 70 | 72 | 74 | 76 | 78 | 80  |             |    |
| 82              | 84 | 86 | 88 | 90 | 92 | 94 | 96 | 98 | 100 |             |    |

**Most Backward Classes and Denotified Communities**

| <u>Rotation</u>    | <u>Turn</u> |
|--------------------|-------------|
| For every Rotation | 46          |

**Scheduled Castes**

| <u>Rotation</u> |    |    |    |    |    |    |    |    |     | <u>Turn</u> |
|-----------------|----|----|----|----|----|----|----|----|-----|-------------|
| 1               | 11 | 21 | 31 | 41 | 51 | 61 | 71 | 81 | 91  | 52          |
| 2               | 12 | 22 | 32 | 42 | 52 | 62 | 72 | 82 | 92  | 62          |
| 3               | 13 | 23 | 33 | 43 | 53 | 63 | 73 | 83 | 93  | 72          |
| 4               | 14 | 24 | 34 | 44 | 54 | 64 | 74 | 84 | 94  | 82          |
| 5               | 15 | 25 | 35 | 45 | 55 | 65 | 75 | 85 | 95  | 92          |
| 7               | 17 | 27 | 37 | 47 | 57 | 67 | 77 | 87 | 97  | 6           |
| 8               | 18 | 28 | 38 | 48 | 58 | 68 | 78 | 88 | 98  | 16          |
| 9               | 19 | 29 | 39 | 49 | 59 | 69 | 79 | 89 | 99  | 26          |
| 10              | 20 | 30 | 40 | 50 | 60 | 70 | 80 | 90 | 100 | 36          |

**Scheduled Tribes**

| <b><u>Rotation</u></b> |    |    |    |    | <b><u>Turn</u></b> |
|------------------------|----|----|----|----|--------------------|
| 10                     | 30 | 50 | 70 | 90 | 50                 |

**\*\*SCHEDULE-IV**

**[See rule 21(c)]**

(1) In respect of posts to which the rule of reservation of appointment applies, with reference to the amended roster of rotation specified in SCHEDULE III to this part, all the turns noted against each of the rotation as specified below shall be set apart for women.

**GENERAL TURN**

| <b>Rotation</b>                | <b>Turn</b>                   |
|--------------------------------|-------------------------------|
| 1,11,21,31,41,51,61,71,81,91,  | 5,15,29,39,48,61,71,81,95     |
| 2,12,22,32,42,52,62,72,82,92   | 1,11,25,35,45,59,69,79,91,100 |
| 3,13,23,33,43,53,63,73,83,93   | 9,21,31,41,55,65,75,89,98     |
| 4,14,24,34,44,54,64,74,84,94   | 5,19,29,39,51,61,71,85,95     |
| 5,15,25,35,45,55,65,75,85,95   | 1,15,25,35,48,59,69,81,91,100 |
| 6,16,26,36,46,56,66,76,86,96   | 11,21,31,45,55,65,79,89,98    |
| 7,17,27,37,47,57,67,77,87,97   | 9,19,29,41,51,61,75,85,95     |
| 8,18,28,38,48,58,68,78,88,98   | 5,15,25,39,48,59,71,81,91     |
| 9,19,29,39,49,59,69,79,89,99   | 1,11,21,35,45,55,69,79,89,100 |
| 10,20,30,40,50,60,70,80,90,100 | 9,19,31,41,51,65,75,85,98     |

**BACKWARD CLASSES**

| <b>Rotation</b>    | <b>Turn</b>               |
|--------------------|---------------------------|
| For Every Rotation | 8,18,30,40,49,64,74,84,97 |

**Most Backward Classes/Denotified Communities**

| <b>Rotation</b>    | <b>Turn</b>      |
|--------------------|------------------|
| For every rotation | 7,23,43,57,73,93 |

**SCHEDULED CASTES**

| <b>Rotation</b>  | <b>Turn</b>      |
|--|------------------|
| 1,6,11,16,21,26,31,36,41,46<br>51,56,61,66,71,76,81,86,91,96 | 6,22,42,62,76    |
| 2,7,12,17,22,27,32,37,42,47<br>52,57,62,67,72,77,82,87,92,97 | 2,16,32,56,72,86 |
| 3,8,13,18,23,28,33,38,43,48<br>53,58,63,68,73,78,83,88,93,98 | 12,26,42,66,82   |
| 4,9,14,19,24,29,34,39,44,49<br>54,59,64,69,74,79,84,89,94,99 | 2,22,36,56,76,92 |

5,10,15,20,25,30,35,40,45,50  
55,60,65,70,75,80,85,90,95,100

12,32,52,66,86

**SCHEDULED TRIBES**

**Rotation**

2,5,9,12,15,19,22,25,29,32  
35,39,42,45,49,52,55,59,62,65  
69,72,75,79,82,85,89,92,95,99

**Turn**

50

(ii) In respect of posts to which the rule of reservation of appointments does not apply, for every ten vacancies, the roster of reservation shall be follows:—

- |            |             |
|------------|-------------|
| 1. General | 6. Women    |
| 2. General | 7. General  |
| 3. Women   | 8. General  |
| 4. General | 9. Women    |
| 5. General | 10. General |

\*\*[Substituted in G.O.Ms.No.105, P&AR (S) Department, dated 20th June 2000 - w.e.f. 6.5.2000

\* (iii) In respect of posts to which the rule of reservation of appointment applies, with reference to the existing roster of rotation specified in Schedule III to this part, all the turns noted under each category against each of the rotation as specified below shall be set apart for destitute widow:—

| Rotation<br>No. | Turns |    |             |    |    | Rotation<br>No. | Turns |    |             |    |    |
|-----------------|-------|----|-------------|----|----|-----------------|-------|----|-------------|----|----|
|                 | GT    | BC | MBC<br>&DNC | SC | ST |                 | GT    | BC | MBC<br>&DNC | SC | ST |
| 1.              | 5     | 8  | 7           | 6  | -  | 26.             | 89    | 64 | 7           | -  | -  |
| 2.              | 11    | 18 | 73          | 96 | 50 | 27.             | 95    | 74 | 73          | 2  | -  |
| 3.              | 21    | 30 | -           | -  | -  | 28.             | -     | 84 | -           | 82 | -  |
| 4.              | 29    | 30 | 43          | 76 | -  | 29.             | 1     | 97 | 43          | -  | -  |
| 5.              | 35    | 49 | -           | -  | -  | 30.             | 9     | -  | -           | 66 | -  |
| 6.              | 45    | 64 | 7           | 62 | -  | 31.             | 15    | 8  | 7           | -  | -  |
| 7.              | 51    | 74 | 73          | -  | -  | 32.             | 25    | 18 | 73          | 56 | -  |
| 8.              | 59    | 81 | -           | 42 | -  | 33.             | 31    | 30 | -           | -  | -  |
| 9.              | 69    | 47 | 93          | -  | -  | 34.             | 39    | 40 | 43          | 36 | -  |
| 10.             | 75    | -  | -           | 32 | -  | 35.             | 48    | 49 | -           | -  | 50 |
| 11.             | 81    | 8  | 7           | -  | -  | 36.             | 55    | 64 | 7           | 22 | -  |
| 12.             | 91    | 18 | 73          | 16 | -  | 37.             | 61    | 74 | 73          | -  | -  |
| 13.             | 98    | 30 | -           | -  | -  | 38.             | 71    | 84 | -           | 12 | -  |
| 14.             | -     | 40 | 43          | 2  | -  | 39.             | 79    | 97 | 43          | 92 | -  |
| 15.             | 1     | 49 | -           | 86 | -  | 40.             | 85    | -  | -           | -  | -  |
| 16.             | 11    | 64 | 7           | -  | -  | 41.             | 95    | 8  | 7           | 76 | -  |
| 17.             | 19    | 74 | 73          | 72 | -  | 42.             | 100   | 18 | 73          | -  | -  |
| 18.             | 25    | 84 | -           | -  | -  | 43.             | -     | 30 | -           | 66 | -  |

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|     |    |    |    |    |    |      |     |    |    |    |   |
|-----|----|----|----|----|----|------|-----|----|----|----|---|
| 19. | 35 | 97 | 43 | 56 | -  | 44.  | 5   | 40 | 43 | -  | - |
| 20. | 41 | -  | -  | -  | -  | 45.  | 15  | 49 | -  | 52 | - |
| 21. | 48 | 8  | 7  | 42 | -  | 46.  | 21  | 64 | 7  | -  | - |
| 22. | 59 | 18 | 73 | -  | -  | 47.  | 29  | 74 | 73 | 32 | - |
| 23. | 65 | 30 | -  | 26 | -  | 48.  | 39  | 84 | -  | -  | - |
| 24. | 71 | 40 | 43 | -  | -  | 49.  | 45  | 97 | 43 | 22 | - |
| 25. | 81 | 49 | -  | 12 | -  | 50.  | 51  | -  | -  | -  | - |
|     |    |    |    |    |    |      |     |    |    |    |   |
| 51. | 61 | 8  | 7  | 6  | -  | 76.  | 31  | 64 | 7  | -  | - |
| 52. | 69 | 18 | 73 | 86 | -  | 77.  | 41  | 74 | 73 | 2  | - |
| 53. | 75 | 30 | -  | -  | -  | 78.  | 48  | 84 | -  | 82 | - |
| 54. | 85 | 40 | 43 | 76 | -  | 79.  | 55  | 97 | 43 | -  | - |
| 55. | 91 | 49 | -  | -  | -  | 80.  | 65  | -  | -  | 66 | - |
| 56. | 98 | 64 | 7  | 62 | -  | 81.  | 71  | 8  | 7  | -  | - |
| 57. | -  | 74 | 73 | -  | -  | 82.  | 79  | 18 | 73 | 56 | - |
| 58. | 5  | 84 | -  | 42 | -  | 83.  | 89  | 30 | -  | -  | - |
| 59. | 11 | 97 | 43 | -  | -  | 84.  | 95  | 40 | 43 | 36 | - |
| 60. | 19 | -  | -  | 32 | -  | 85.  | 100 | 49 | -  | -  | - |
| 61. | 29 | 8  | 7  | -  | -  | 86.  | -   | 64 | 7  | 22 | - |
| 62. | 35 | 18 | 73 | 16 | -  | 87.  | 0   | 74 | 73 | -  | - |
| 63. | 41 | 30 | -  | -  | -  | 88.  | 15  | 84 | -  | 12 | - |
| 64. | 51 | 40 | 43 | 2  | -  | 89.  | 21  | 97 | 43 | 92 | - |
| 65. | 59 | 49 | -  | 86 | -  | 90.  | 31  | -  | -  | -  | - |
| 66. | 65 | 64 | 7  | 7  | -  | 91.  | 39  | 8  | 7  | 76 | - |
| 67. | 75 | 74 | 73 | 72 | -  | 92.  | 45  | 18 | 73 | -  | - |
| 68. | 81 | 84 | -  | -  | -  | 93.  | 55  | 30 | -  | 66 | - |
| 69. | 89 | 97 | 43 | 56 | 50 | 94.  | 61  | 40 | 43 | -  | - |
| 70. | 98 | -  | -  | -  | -  | 95.  | 69  | 49 | -  | 52 | - |
| 71. | -  | 8  | 7  | 42 | -  | 96.  | 79  | 64 | 7  | -  | - |
| 72. | 1  | 18 | 73 | -  | -  | 97.  | 85  | 74 | 73 | 32 | - |
| 73. | 9  | 30 | -  | 26 | -  | 98.  | 91  | 84 | -  | -  | - |
| 74. | 19 | 40 | 43 | -  | -  | 99.  | 100 | 97 | 43 | 22 | - |
| 75. | 25 | 49 | -  | 12 | -  | 100. | -   | -  | -  | -  | - |

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**\* SCHEDULE - V**

The method of carrying forward of vacancies reserved for the Scheduled Castes and Scheduled Tribes candidates by direct recruitment is illustrated below:—

If five vacancies reserved for the candidates belonging to Scheduled Castes and Scheduled Tribes remain unfilled in earlier years and they are carried forward as “backlog” vacancies and fifty new vacancies arise in the year of recruitment of which nine vacancies are to be reserved for the Scheduled Castes and Scheduled Tribes fifteen vacancies for the Backward Classes, ten vacancies for the Most Backward Classes and Denotified communities and sixteen vacancies for open competition following the existing instructions on reservation, the number of vacancies to be announced shall be as follows:—

|                 | <b>Current Vacancies</b> |  | <b>Backlog Vacancies</b> |   |  |
|-----------------|--------------------------|--|--------------------------|---|--|
|                 | <b>Open competition</b>  | <b>Scheduled Castes &amp; Scheduled Tribes</b> | <b>Backward Classes</b>  | <b>Most Backward Classes and Denotified communities</b> | <b>Scheduled Castes and Scheduled Tribes</b> |
| Number of Posts | 16                       | 9  | 15                       | 10  | 5  |

It may be seen from the above that while the vacancies reserved for the Scheduled Castes and Scheduled Tribes which remain unfilled shall be carried forward to the next year of recruitment as “backlog” vacancies, the carried forward reservation for the Scheduled Castes and Scheduled Tribes on the 1st April 1989 as a result of the filling up of the relevant vacancies after dereservation, shall continue to be operated against “current” vacancies. If such reserved vacancies are still not filled up, they shall be carried forward as “back log” vacancies.

While the ban on dereservation comes into effect on the 1st April 1989 in respect of direct recruitment to Group A, B, C & D in case of vacancies in Groups A and B Services, there may be rare and exceptional cases where after the non-availability of suitable candidates belonging to the Scheduled Castes and Scheduled Tribes posts cannot be allowed to remain vacant in public interest. In such situations, the Administrative Department under which the recruitment is being made shall make a proposal for dereservation giving full justification for such action, and consult the Director of Adi Dravidar and Tribal Welfare and the Secretary to Government, Adi Dravidar and Tribal Welfare and obtain the comments on each proposal. After obtaining the comments of the Director of Adi Dravidar and Tribal Welfare and the Secretary, Adi Dravidar and Tribal Welfare Department, the administrative department shall then place the proposal for dereservation along with the comments of the Director of Adi Dravidar and Tribal Welfare before a committee comprising the Secretary to Government, Adi Dravidar and Tribal Welfare Department, the Secretary to Government, Personnel and Administrative Reforms Department and the Secretary to Government in charge of the Department to which the recruitment is being made for consideration and recommendation. The recommendation of this committee shall be placed before the Minister in charge of the Personnel and Administrative Reforms Department and the Minister for Adi Dravidar and Tribal Welfare, for a final decision.

In case of such vacancies reserved for Most Backward Classes and Denotified communities, the administrative department in which the recruitment is being made shall make a proposal for dereservation giving full justification for such action, and consult the Director of Most Backward Classes and Denotified Communities and obtain the comments on each proposal. After obtaining the comments of the Director of Most Backward Classes and Denotified Communities and the Secretary to Government in charge of the department for the welfare of the Most Backward Classes and Denotified Communities, the Administrative Department shall then place the proposal for dereservation along with the comments of the Director of Most Backward Classes and Denotified Communities before a committee comprising the Secretary to Government in charge of the Department for the welfare of the Most Backward Classes and Denotified Communities, The Secretary to Government (Personnel and Administrative Reforms Department) and the Secretary to Government in charge of the Department in which the recruitment is being made for consideration and recommendation. The recommendation of this Committee shall be placed before the Minister in charge of the personnel and Administrative Reforms Department and the Minister for Backward Classes, Most Backward Classes and Denotified Communities Welfare for a final decision.

