

The Tamil Nadu Municipal Corporations General Subordinate Service Rules, 1996

TAMILNADU

India

The Tamil Nadu Municipal Corporations General Subordinate Service Rules, 1996

Rule

THE-TAMIL-NADU-MUNICIPAL-CORPORATIONS-GENERAL-SUBORDINATE SERVICE RULES, 1996

- Published on 1 January 1996
- Commenced on 1 January 1996
- [This is the version of this document from 1 January 1996.]
- [Note: The original publication document is not available and this content could not be verified.]

The Tamil Nadu Municipal Corporations General Subordinate Service Rules, 1996

1. Short title.

- These rules may be called the Tamil Nadu Municipal Corporations General Subordinate Service Rules, 1996.

2. Constitution.

- The service shall consist of the following Groups and categories of Class III posts, namely:-

Class-III

Group-I

Category 1 Superintendent

Category 2 Assistant Revenue Officer

Category 3 Reporter

Group II

Category 1 Assistant

Category 2 Personal Assistant

Category 3 Accountant

Group III

Category 1 Junior Assistant-Gum Typist

Category 2 Steno Typist

Category 3 Tax Collector

Category 4 Conservancy Inspector

Group IV

Category 1 Driver

Group V

Category 1 Record Assistant

Category 2 Head Office Assistant

Category 3 Conservancy Supervisor

3. Appointments.

- Appointment to the posts specified in column (1) of the table below shall be made by the methods specified in the corresponding entries in Column (2) thereof:-

Name of the Post (1)	Method of Recruitment (2)
Superintendents	(i) By promotion from among the holders of the posts of Assistants.
Assistant Revenue Officer	By transfer from the holders of the posts of Superintendent.
Reporter	(i) By transfer from the holders of the post of Superintendents; or
(ii) By deputation of Reporters from other Corporations or from any Government Departments.	
Assistant	(i) By direct recruitment; and
(ii) By promotion from the holders of the posts of Junior Assistants-cum-typist.	
Personal Assistant Accountant	By transfer from the holders of the posts of Assistants.
Junior Assistant-cum-Typist	(i) By direct recruitment; and
(ii) By transfer from the holders of the posts in Category (1) in Group IV and in Categories (i) and (3) in Group V of this Service.	
Steno-Typist	(i) By direct recruitment; or
(ii) By transfer from the holders of the posts of Junior Assistant-cum-Typist.	

Conservancy Inspector	By transfer from the holders of the post of Junior Assistant-cum-Typist
Tax Collector	By transfer from the holders of the posts of Junior Assistant-cum-Typist.
Driver	(i) By direct recruitment; and
(ii) By promotion from the holders of the post of Class IV employees of Corporation Basic Service.	
Record Assistant	(i) By promotion from the holders of the posts of Class IV employees of Corporation Basic Service; or
(ii) By transfer from the holders of the posts of categories (2) and (3) of Group V of this service.	
Head of Office Assistant	By transfer from the holders of the posts of categories (1) and (3) of Group V of this service.
Conservancy Supervisor	By transfer from the holders of the posts of categories (1) and (2) of Group V of this service.

4. Qualification.

- No person shall be appointed to the category specified in column (1) of the Table below by the method specified in column (2), unless he possesses the academic and training qualifications specified in the corresponding entries in column (3) thereof:-

Name of the Post (1)	Method of appointment (2)	Qualification (3)
Assistant Revenue Officer	By transfer	(i) Must have worked as a Superintendent for a period of not less than two years; and
(ii) Must have worked as a Tax Collector for a period of not less than two years.		
Reporter	By transfer and by deputations	(i) A pass in Typewriting Senior Grade in Tamil, English of the Government Technical Examination;
(ii) A pass in Tamil Shorthand with 120 words per minute and shorthand English Senior Grade of the Government Technical Examination;		

(iii) Must have passed the performance test conducted by the Corporation; and

(iv) Must have at least three years of service before his age of superannuation.

Assistant

By direct recruitment

(i) Must possess a degree of recognised University; and

(ii) Must have passed the Foundational training prescribed for the corporation service before the date of completion of probation.

Assistant

By transfer

(i) Must have passed both Typewriting English and Tamil in Senior Grade;

(ii) Must have passed shorthand English and Shorthand Tamil in Senior Grade; and

(iii) Must have passed the performance Test conducted by the Corporation.

Accountant

By transfer

(i) Must have passed the Account Test prescribed for the Corporation Service.

Junior Assistant-cum-Typist

By direct recruitment

(i) Must have passed Higher and by promotion Secondary School Examination;

(ii) Must have passed English and Tamil Typewriting of Government Technical Examination, any one in Senior Grade and the other in junior Grade; and

(iii) Must have passed the foundational training course prescribed for the corporation service before completion of probation.

Steno-typist

By direct recruitment and by transfer

(i) Must have passed Higher Secondary School Examination;

(ii) A pass in Typewriting English and Tamil in Senior Grade of the Government Technical Examination; and

(iii) A pass in Shorthand English and Tamil of Government Technical Examination any one in Senior Grade and the other in Junior Grade; and
(iv) Must have passed the foundational training course prescribed for the Corporation service before completion of probation.

Tax Collectors

By transfer

(i) By transfer from the holders of the posts of Junior Assistant-cum-Typist who have completed their probation period; and

(ii) Must have passed the Revenue Test prescribed for the Corporation Service.

Driver

By direct recruitment

(i) Must have passed X Standard Examination or Matriculation Examination.

(ii) Must possess a current driving licence for heavy transport vehicles without police or magisterial endorsement for the past three years; and

(iii) Must possess a current driving licence for heavy transport vehicles without police or Magisterial endorsement for the past three years; and

(iv) Must have experience for period of not less than year in heavy vehicles driving.

By promotion

(i) Must have passed X Standard Examination or Matriculation or equivalent Examination;

(ii) Must have worked for a period of not less than years in any of the post in the Corporation Basic service; and

(iii) Must possess a current driving licence for heavy transport vehicles.

Record Assistant	By promotion	(i) Must have passed X Standard or Matriculation Examination; and
(ii) Must have worked in the posts of Class IV of Corporation Basic Service of a period of five years.		
Head Office Assistant and Conservancy Supervisor	By transfer	By transfer from the holder of the posts of Record Assistant.

5. Inter-se seniority between Junior Assistant-cum-Typists and Steno-typists.

- There shall be one common seniority list in a corporation for the posts of Junior Assistant-cum-typist and Steno-typist and the inter-se seniority for the holders of the posts of Junior Assistant-cum-typist and Steno-typist shall be fixed based on the date of appointment and the seniority accorded in the recruitment panel by the Appointment Committee of the Corporation. If appointments to both the posts of Junior Assistant-cum-typist and Steno-typist are made simultaneously, the seniority accorded by the Appointment Committee shall be taken.

6. Rotation between direct recruitment and promotion.

- Where appointment to a category or post is to be made by direct recruitment and by promotion, the appointment shall be made according to the following rotation:-

	Direct recruitment	Promotion
	(1)	(2)
Group II Category 1 Assistant	1	9
Group III Category 1 Junior Assistant	2	1
Group IV Category 1 Driver	1	1

If no qualified persons are available for appointment to a post by promotion in a particular year, such vacancy shall be filled up by direct recruitment.

7. Promotion.

- The promotions to all categories shall be made in accordance with seniority.

8. Tests and Training.

- The holder of any post under these rules, in addition to the Tests and training prescribed for the posts under these rules will have to pass such other tests and undergo training that may be prescribed by the Government in the form of an order, from time to time.

9. Savings.

- Nothing contained in these rules shall adversely affect any persons holding any of the posts referred to in these rules on the date of coming into force of these rules.