

Tamil Nadu Panchayat Establishment (Qualification, and Recruitment of Office Assistants) Rules, 1981

TAMILNADU

India

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Rule

TAMIL-NADU-PANCHAYAT-ESTABLISHMENT-QUALIFICATION-AND-RECRUITMENT OF 1981

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1.

Qualifications and method of recruitment for appointment to any of the posts under Town Panchayats other than provincialised categories in Town Panchayats, Part Time Posts, Basic servants and Menials paid from contingencies, and fixed pay posts.(a)No person shall be appointed to any of the posts under a town panchayat specified in column (1) of the Table annexed to these rules by the methods specified in column (2) against each unless he possesses the qualifications specified in the corresponding entry in column (3) thereof.(b)No person shall be appointed, -(i)to be a public health subordinate except in consultation with the District Health Officer;(ii)to a post in the water-works and drainage department, the maximum salary of which is not less than fifty rupees per mensem, except with the previous approval of the Chief Engineer, Tamil Nadu Water Supply and Drainage Board and in case he is already a holder of a technical post in Town Planning Department except also with the previous approval of the Director of Town and Country Planning;(iii)to a technical post in the town planning department except with the approval of the Director of Town and Country Planning and in case he is already a holder of a post in the water works or the drainage department, except also with the previous approval of the Chief Engineer (Tamil Nadu Water supply and Drainage Board):Provided that the age limit specified in column (3) of the said Table shall, notwithstanding anything contained in the rules relating to the general establishment, appointment and punishment of officers and servants of town panchayats, apply to the appointment of a person

for the first time to the corresponding post specified in column (1) thereof: Provided further that the age-limit specified in column (3) of the table shall not apply to the appointment by transfer or promotion of a person in the service of a Town Panchayat or any other town panchayat, subject, however, to the condition that the appointment of a basic servant or worker of a Town Panchayat for whose appointment as such an age limit has not been prescribed [if he is otherwise qualified] to any of the posts specified in column (1) of the Table below, shall be permissible only if such basic servant or worker had entered the service of a panchayat before he attained the age limit prescribed in column (3) thereof: Provided also that unless otherwise expressly provided for in the table, this rule shall not adversely affect the continuance in service of persons already in service in the posts specified in the table or the reappointment in their turn of persons who have commenced probation in such posts, provided they were qualified and eligible to hold the posts under the rules previously in force or have been granted exemption for purposes of appointment to or continuance in such posts on a regular basis. Annexure I The Table [See sub-rule (a) of rule 4]

Name of post (1)	Method of recruitment (2)	Qualification (3)
Class-I Category I-Bill Collector	By direct	(i) Must have completed Secondary School Leaving Certificate; and
	By Transfer from Record Clerk.	(ii) Must have completed period of probation in the category of Record Clerk.
Category I- Record Clerk	By promotion from Office Assistant	(i) Must have completed S.S.L.C and (ii) Must be an approved probationer in the category of Office Assistant.
	By direct recruitment	Must have completed S.S.L.C.
Public Health and Sanitation		
Class-II Category I-Health Assistant and Field Assistant	By Direct recruitment	(i) Must possess a Sanitary Inspector's certificate granted by the Director of Public Health, Madras as the Chairman Board of Examiners, constituted by the Government in this behalf. (ii) Must not be more than 28 years of age: Provided that this clause shall not apply to appointment by transfer from any other category.
Category II- Sanitary Supervisors or Public Health Peon.	By direct recruitment	(i) Must not have attained the age of 35 years Provided that this shall not apply to appointment as Sanitary Supervisor or Public Health Peon or menial paid from contingencies if he had entered service under the town panchayat before he has attained the age of 28 years or to the appointment as a Sanitary Supervisor or Public Health Peon of an Ex.

Class III Category I-Town Planning Officer	By direct recruitment	<p>Army man or a Peon or amaistry who was employed in connection with Armed Reserve Police or of Civil Defence Scheme, as the case may be; and(ii) Must be able to read and write Tamil.</p> <p>(i) Must possess a degree in Civil Engineering or Architecture of a University in Tamil Nadu or from any other University recognised by the University Grants Commission specified in Annexure or(ii) Must have passed section A & B of A.M.I.E. (India) in Civil Engineering; or(iii) Must have obtained the post-graduate diploma in Town and Country Planning of the Central Polytechnic Madras with three years experience in Town Planning in any local body; and(iv) Must possess L.C.E. or D.C.E. of the board of Technical Education of the Government of Tamil Nadu or any other equivalent qualification recognised by the Government of Tamil Nadu and must possess experience in Town and Country Planning for a period not less than five years in any local body.</p>
	By promotion	<p>Must have worked in the post of Town Planning and Building Inspector for a period of not less than five years in the case of diploma holders and 10 years in the case of non-diploma holders with minimum general educational qualification prescribed in the Tamil Nadu State and Subordinate Service Rules.</p>
Category-2 Town Planning and Building Inspector	By direct recruitment	<p>L.C.E. or D.C.E. of the Board of Technical Education of the Government of Tamil Nadu or any other equivalent qualification recognised by Government of Tamil Nadu.</p>
	By promotion	<p>(i) Pass in the Draftsmanship (Civil) under the revised syllabus introduced from July, 1962 conducted by the Government of India, Ministry of Labour with experience in Town Planning for a period of not less than two years in Town Panchayats; or(ii) Must have passed in Craftsmanship in Draftsman (Civil) or Diploma in Draftsman (Civil) trade awarded by the Director District General of Employment and Training, Government of India or the National Trade Certificate in Draftsman (Civil) Trade awarded by the National Council for Training in vocational Trades, Government of India with two years</p>

Class-III Category 3-Town Planning Tracer	By direct recruitment	<p>experience in Town Planning Work in TownPanchayats.</p> <p>(i) Pass inDraftsmanship (Civil) under the revised syllabus introducedfrom July, 1962, conducted by the Government of India,Ministry of Labour(ii) Must have passed Craftsmanship inDraftsman (Civil) or Diploma in Draftsman (Civil) Tradeawarded by the Director General of Employment and Training,Government of India; or the National Trade Certificate inDraftsman (Civil) Trade awarded by the National Council fortraining in Vocational trades, Government of India.</p>
Category 4-Surveyors	By direct recruitment	<p>Matriculation Examination, of the University ofMadras; or a completed Secondary School-Leaving Certificateissued under the authority of the Government of Tamil Nadu (theholder of which is declared eligible for the University Course)or any equivalent examination held by any of the otherUniversities in India or the minimum general educationalqualification as prescribed in the Madras State and SubordinateService Rules provided that a person appointed as a surveyorshall, within the period of his probation, pass the DeputySurveyors test specified in the Annexure below:</p> <p>Provided also thatnothing contained in this rule, shall apply to a person whoholds Upper of Lower Subordinate Certificate of the College ofEngineering Guindy, but such person shall not be eligible forconfirmation in his appointment Surveyor under a Town Panchayatuntil he passed the Deputy Surveyor's test. AnnexureDeputy Surveyor'stest.(1) Arithmetic up todecimal fractions and square root(2) Handwritingand dictation.(3) The whole of the book entitled landsurveying for village Karams.</p> <p>(4) Survey Manual,1923 Chapters I, II, III, VI and VII whole Chapter X, rules 3to 13 Chapter XI, rules 1 to 6 Chapter XII, rules 1 to 30Chapter XIII, rules 1 to 133 Chapter XVI, rules 16 to 36,Chapter XVII, rules 241 to 279, Chapter XIX all Surveyinstruments except proportionate compasses, beam compass, bowcompasses and pantograph. Chapter XX problems(5) B.S.O. No.34 ABC except appendices III,IV, V, VI, VII, X, XI, XII, XV and XVI.</p>

Water Supply
Establishment

Class IV-Category

I-Water supply
Overseer By direct recruitment

- (i) Should possess the Upper Subordinate Diploma for Licentiate in Civil Engineering; or
- (ii) Diploma of Overseer of the College of Engineering, Guindy or the Technological Diploma Examination Board, Madras; or
- (iii) L.C.E Diploma or Licentiate in Sanitary Engineering Diploma awarded by the Technological Diploma Examination Board; or
- (iv) The group Certificate in Sanitary Engineering in the Government Technical examination with five years experience as Draughtsman under a Municipal Council; or
- (v) The new Overseer Diploma of the College of Engineering, Guindy

Category 2- Pipe
Line Fitter, Grade I By direct recruitment

A certificate of competency for Waterworks Pipe Line Fitter granted under the authority of Government of Tamil Nadu.

By promotion

By promotion from Pipe Line, Fitter, Grade II

Category 3-Pipe
Line Fitter, Grade II By direct

(i) A certificate of competency :or Water Works Pipe Line fitters granted under the authority of Government of Tamil Nadu.

(ii) By promotion from Water Supply Fitter.

Category 4-Water
Supply Fitter By direct recruitment

(i) A certificate of competency for or Head Water Works Fitters granted under the authority of government of Tamil Nadu; or

(ii) D.M.E. of the Technological Diploma Examinations Board, Madras.

Category 5-Pump
Mechanic By direct recruitment

(i) VIIIth Standard and

(ii) I.T.I. Certificate with not less than 5 years experience as Pump Operator.

By promotion from Pump Operator Tube Well Mechanic.

Category 6-Pump
Operator and Tube
Well Mechanic By direct recruitment

(i) VIIth Standard, and

(ii) I.T.I. Certificate with not less than three years experience (wiremen trade).

Category-7-Meter
Reader

By direct recruitment

(i) Must have completed S.S.L.C. issued under certificate of the authority of Government of Tamil Nadu or must have appeared for any other ' examination which may be considered by the Director of School Education, Tamil Nadu to be equivalent to S.S.L.C. and

(ii) Must have experience in the repair of meter for a period of two years; or

(iii) Must have undergone training for a period not less than four months in a meter manufacturing firm approved by the Senior Engineering (Tamil Nadu Water Supply and Drainage Board, Madras) in case of candidates not possessing the experience mentioned in clause (ii); or

(iv) Certificate for having passed the trade "instrument mechanic" from any of the I.T.I, in the State.

Street Light
Maintenance

Class V-Category

1-Electrician, Grade I By direct recruitment

(i) L.E.E. or equivalent qualification as approved by the Chief Engineer, Tamil Nadu Electricity Board; or

(ii) Certificate in Electric wiring issued by Polytechnic or equivalent qualification as approved by the Chief Engineer, Tamil Nadu Electricity Board with two years experience in the type of works concerned; or (iii) Completed S.S.L.C. with practical experience for four years in the type of work concerned; or (iv) Group Certificate in the electricity engineering with one year experience in the type of work concerned; or (v) Craftsmanship certificate in the trade of Electrical issued by the Ministry of Labour and Employment, Government of India.

	By promotion	By promotion from the post of Electrician, Grade II.
Category 2-Electrician Grade II	By direct recruitment	<p>(i) L.E.E. or equivalent qualifications as approved by the Chief Engineer, Tamil Nadu Electricity Board; or</p> <p>(ii) Certificate in Electrical wiring issued by the polytechnic or equivalent qualification as approved by the Chief Engineer, Tamil Nadu Electricity Board with one year practical experience in the type of work concerned; or</p> <p>(iii) Completed S.S.L.C with practical experience in electrical operation and maintenance for a period of not less than five years in the type of work concerned;</p>
Category 3-Lineman Grade I	(a) By direct recruitment	<p>(i) L.E.E. or equivalent qualifications as approved by the Chief Engineer Tamil Nadu Electricity Board (ii) As in the category 4 (Lineman Grade II); or As in the category 4 (Lineman Grade II); (iii) Group Certificate in Electrical Engineering with one year experience in the type of work concerned; or (iv) Craftsmanship certificate in the trade of lineman and wireman issued by the Ministry of Labour and Employment, Government of India.</p>
	(b) By promotion	By promotion from the category of Lineman, Grade II.
Category 4-		
Lineman Grade II	By direct recruitment	<p>(i) L.E.E. or equivalent qualification as approved by the Chief Engineer, Tamil Nadu Electricity Board; or (ii) Certificate in Electricity wiring issued by the Polytechnics or equivalent. Qualification as approved by the Chief Engineer Tamil Nadu Electricity Board, with one year practical experience in the type of work concerned; or</p> <p>(iii) Completed S.S.L.C. with practical experience in Electrical Operation and maintenance for a period of not less than five years in the type of work concerned; or (iv) Group Certificate in Electrical Engineering with one year experience in the type of work concerned; or (v) Craftsmanship certificate in the trade of Lineman and wireman issued by the Ministry of Labour and Employment, Government of India.</p>
Miscellaneous	By direct recruitment	

Class VI
Category 1
-Tractor Driver

(i) A pass in VII Standard
(ii) Possession of driving licence for heavy vehicle without police or Magisterial endorsement and experience in lorry driving for five years of which at least three years must be in driving heavy vehicles.

Chapter-II Constitution of separate service for a particular category. - (a) Notwithstanding anything contained in the foregoing rules, the Director of Town Panchayat may with the previous sanction of Government by notification constitute a separate service for the whole of the State for any category of employees of town panchayats with effect from a date which shall be specified in the notification. (b) On the constitution of the said service under sub-rule (a) the following special provisions shall apply to the members of such service namely: (i) The cadre of the service shall include all the posts in the said category in Town Panchayats on the date of constitution of the service and those that may be sanctioned by Director of Town Panchayats, (ii) The Director of Town Panchayats shall sanction the creation or abolition of posts included in the service. (iii) The District Town Panchayat Officer shall be the authority: (a) to make appointments to the service (including temporary appointments); (b) to order extension or termination of probation or to declare satisfactory completion of probation in the case of any member of the service; (c) to confirm any member of the service in a Permanent vacancy; (d) to promote any member of the service from one grade to another; (e) to order transfer and postings of the members of the service; and (f) to have disciplinary control, initiate disciplinary proceedings and to inflict penalties on the members of the service. (iv) The District Town Panchayat Officer may, at his discretion empower an officer of the department not lower in rank than a Tahsildar to exercise all or any of the powers specified in clause (iii) in respect of the members of the service working in Town Panchayats within their respective jurisdiction. (v) Where any order of punishment is passed against a member of the service, an appeal shall lie to the District Town Panchayat Officer if the order is passed by the Executive Officer and to the Director of Town Panchayats if the order is passed by the District Town Panchayat officer. (vi) Government shall be the revision authority in respect of orders passed by the Director of Town Panchayats under this rule. (vii) The Director of Town Panchayats shall be competent to issue directions from time to time on any matter relating to pay, conditions of service and discipline and conduct of the members of the service. (2) The provisions in rule 1 to 28 of General rules Part II shall also apply to the members of the service constituted under sub-rule (a) to such extent as these rules are not inconsistent with the special provisions in sub-rule (b) and where there is inconsistency in any of the provisions of the said rules the District Town Panchayat Officers shall have over-riding powers over the Executive Authority in matters relating to discipline, control and supervision under these rules. Annexure List of Indian Universities Recognised by the university Grants Commission Under the University Grants Commission Act, 1959 (Central Act 308 of 1956)

1. Agra University, Agra.

2. Aligarh Muslim University, Aligarh.

- 3. Allahabad University, Allahabad.**
- 4. Andhra University, Waltair.**
- 5. Andhra Pradesh Agricultural University, Rajendranagar, Hyderabad.**
- 6. Annamalai University, Annamalainagar,**
- 7. Banaras Hindu University, Varanashi.**
- 8. Bangalore University, Mathematics Block, Central College, Bangalore.**
- 9. Bhagalpur University, Bhagalpur.**
- 10. Bihar University, Muzaffarpur (Bihar).**
- 11. Bombay University, Bombay.**
- 12. Burdwan University, Burdwan (West Bengal)**
- 13. Calcutta University, Calcutta.**
- 14. Dibrugarh University, Dibrugarh.**
- 15. Delhi University, Delhi.**
- 16. Gauhati University, Gauhati.**
- 17. Gorakpur University, Gorakpur.**
- 18. Gujarat University, Ahmedabad.**
- 19. Indira Kala Sangit Vidyalaya, Khairgarh.**
- 20. Indore University, Indore.**
- 21. Jabalpur University, Jabalpur (Madhya Pradesh).**

- 22. Jadavpur University, Jadavpur (Calcutta-32).**
- 23. Jammu and Kashmir University, Srinagar.**
- 24. Jawaharlal Krish Viswa-Vidyalaya, Jabalpur.**
- 25. Jiwaji University, Gwalior.**
- 26. Jodhpur University, Jodhpur.**
- 27. Kalyani University, P.O. Kalyani (West Bengal).**
- 28. Kameshwar Singh Darbhanga Sanskrit University, Dharbhanga.**
- 29. Karnatak University, Dharwar.**
- 30. Kerala University, Trivandrum.**
- 31. Kurukshetra University, Kurukshetra.**
- 32. Lucknow University, Lucknow.**
- 33. Madras University, Madras.**
- 34. Magadh University, Bodhgaya.**
- 35. Maharaja Sayajirao University, Baroda.**
- 36. Marathwada University, Aurangabad (Da.)**
- 37. Mysore University, Mysore.**
- 38. Nagpur University, Nagpur.**
- 39. North Bengal University, Raja Ram Mohanpur, Darjeeling.**
- 40. Orissa University of Agriculture and Technology, Bhubaneswar.**

- 41. Osmania University, Hyderabad.**
- 42. Punjab Agricultural University, Ludhiana.**
- 43. Punjab University, Chandigarh.**
- 44. Punjabi University, Patiala.**
- 45. Patna University, Patna.**
- 46. Poona University, Poona.**
- 47. Rabindra Bharati, Calcutta.**
- 48. Rajasthan University, Jaipur.**
- 49. Ranchi University, Ranchi.**
- 50. Ravi Shankar University, Raipur.**
- 51. Roorkee University, Roorkee.**
- 52. Sardar Patel University, Vellanu Vidhayanagar, Gujarat.**
- 53. Sagar University, Sagar.**
- 54. Shivaji University, Kolapur.**
- 55. Sreemati Nathibai Damodar Thackersey Women's University, Bombay**
- 56. Sri Venkateswara University, Thirupathi, Andhra.**
- 57. Udaipur University, Udaipur..**
- 58. University of Agricultural Science, Hebbal, Bangalore.**
- 59. Uthkal University, Vanity Vihar, Post Office, Utkal University, Bhuvaneshvar (puu Orissa).**

60. Uttar Pradesh Agricultural University, Pantnagar (Nainital).

61. Varanaseya Sanskrit Visbya Vidhyalaya, Vamasi.

62. Vikram University, Ujjain.

63. Viswa Bharathi, Santhiniketan.

64. Madurai Kamaraj University, Madurai.

65. Bharathiar University, Coimbatore.

66. Bharathidasan University, Tiruchirappalli.

67. Anna University, Madras.

68. Dr. Alagappa University, Karaikudi.