

# The Tamil Nadu Municipal Corporations Service Rules, 1996

TAMILNADU

India

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### Rule

### THE-TAMIL-NADU-MUNICIPAL-CORPORATIONS-SERVICE-RULES-1996 of 1996

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The Tamil Nadu Municipal Corporations Service Rules, 1996Published vide Notification G.O.Ms. No. 237, Municipal Administration and Water Supply (Election), dated 26th September 1996Published Part III-Section 1(b), Tamil Nadu Government Gazette, Extraordinary, No. 508, dated the 27.9.1996, pages 1-23No. SRO. B-187(a)/96. - In exercise of the power conferred by section 106 of the Madurai City Municipal Corporation Act, 1971 (Tamil Nadu Act 15 of 1971), section 108 of the Coimbatore City Municipal Corporation Act, 1981 (Tamil Nadu Act 25 of 1981), section 8 of the Tiruchirappalli City Municipal Corporation Act, 1994 (Tamil Nadu Act 27 of 1994), section 8 of the Tirunelveli City Municipal Corporation Act, 1994 (Tamil Nadu Act 28 of 1994) and section 8 of the Salem City Municipal Corporation Act, 1994 (Tamil Nadu Act 29 of 1994) and in supersession of all previous Notifications issued and the rules published to the Corporation of Madurai on this subject, the Governor of Tamil Nadu hereby makes the following rules:-

## Part I

### Preliminary

#### 1. Short title, commencement and applicability of these rules.

(1)These rules may be called the Tamil Nadu Municipal Corporations Service Rules, 1996.(2)They shall come in to force on the 1st day of October 1996.(3)They shall apply to the employees of all the municipal corporations in the State except to the Corporation of Chennai.

## 2. Definitions.

- In these rules, unless therein anything repugnant in the subject or context,-(1)"Act" means the Madurai City Municipal Corporation Act, 1971 (Tamil Nadu Act 15 of 1971) in the case of Corporation of Madurai and the Coimbatore City Municipal Corporation Act, 1981 (Tamil Nadu Act 25 of 1981) in the cases of Corporations of Coimbatore, Tiruchirappalli, Tirunelveli and Salem;(2)A person is said to be "appointed to the service" when in accordance with these rules, or in accordance with the rules applicable at that time, as the case may be, he discharges for the first time the duties of a post borne on the cadre of the services or commences the probation, instruction or training, if any, prescribed for members thereof;(3)"Appointment Committee" means the Committee constituted by the Council under the Act for the purpose of appointment of employees under Glass III and IV;(4)"Approved candidates" means a candidate whose name appears in the authoritative list of candidates selected for appointment to any service, class or category of the service;(5)"Approved probationer" in a service, class or category of the service means a member of that class or category of the service who has satisfactorily completed his probation in a service;(6)"Backward Classes" and "Most Backward Classes" mean the communities classified as such in the General Rules for the Tamil Nadu State and Subordinate Services;(7)"Commissioner" means the Commissioners of Madurai or Coimbatore or Tiruchirappalli or Tirunelveli or Salem, as the case may be;(8)"Corporation" means the Corporations of Madurai or Coimbatore or Tiruchirappalli or Tirunelveli or Salem, as the case may be;(9)"Discharge of a member of the service" means dispensing with the service for want of vacancy in a Municipal Corporation;(10)A person is said to be "on duty" as a member of the service-(a)when he is performing the duties of a post borne on the cadre of the service or is undergoing the probation instruction or training, if any, prescribed for the service; or(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 taken in accordance with the instructions regulating such leave having been on duty immediately before and immediately after such absence or;(d)When he has compulsorily to wait for orders of posting on return from leave.(11)"General rules" means the rules in Part II of these rules.(12)"Member of the service" means a person who has been appointed to the service and who has not retired or resigned or removed or dismissed, or substantially transferred or reverted to another service or discharged otherwise than for want of a vacancy in a municipal corporation. He may be a probationer or an approved probationer of that service :(13)"Military duty" means the duty of any kind defined in Part I "Preliminary" of the Tamil Nadu State and Subordinate Service Rules.(14)"Probationer in the service" means a member of the service who has not completed his probation;(15)"Promotion" means the appointment of a member of any class or category or to a higher class or category of the service ;(16)A person is said to be a "recruited direct" when he is not already a member of the Corporation service to which the direct recruitment is made;(17)"Reversion" means the reversion of a member of a class or category of the service to lower class or category of the service for want of vacancy;(18)"Scheduled Castes" means the communities classified as such in the General Rules for the Tamil Nadu State and Subordinate Services;(19)"Scheduled Tribes" means the communities classified as such in the General Rules for the Tamil Nadu State and Subordinate Services;(20)"Service" means any one of the Corporation Services in Part III of these rules;(21)"Special Rules" means the Rules in Part III applicable to each service;(22)"Transfer" means the posting of a person holding one post to another post having identical scale of pay in the same service or from one service to another service in the same

Corporation in accordance with the provisions contained in the Special Rules;(23)"War Service" means the service of any kind defined in Part I "Preliminary" of the Tamil Nadu State and Subordinate Service Rules.

## Part II

### General Rules

**1. Scope of the General Rules. - The rules in this Part shall apply to all the posts referred to in the Special Rules contained in Part III of this rule and to the holders of every post whether temporary or permanent of any class or category of the service.**

Explanation. - If any doubt arises as to whether these rules shall apply to any person or not, in a particular class or category of the service, the matter shall be referred to the Government whose decision shall be final.

**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 the services contained in Part III, the latter shall, in respect of that service, prevail over the provisions in the general rules in this Part.**

**3. List of approved candidates. - A first appointment to any class or category of any of the service shall be made by the appointing authority from a list of approved candidates. Such list shall be prepared by the appointing authority in the manner laid down in rule 4. Where the candidates, in such list are arranged in their order of preference, appointments to the service shall be made in such order.**

**4. Procedure for recruitment. - Vacancies for the posts to be filled up by direct recruitment shall be notified to the local Employment Exchange, and shall be filled up only from among the candidates sponsored by the Employment Exchange. Only in case where the Employment Exchange intimates non-availability of suitable qualified candidates, selection of candidates may be made through advertisement in the local news papers.**

Every candidate selected for appointment by the Appointment Committee constituted under the Act shall possess the qualifications prescribed for the respective posts and shall be physically found suitable on being sent for medical examination.

**5. Discharge or reversion and re-appointment of probationers and approved probationers. - Probationers and approved probationers shall be reverted or discharged for want of vacancy in the following order :-**

(i)The probationers in the order of juniority, and(ii)The approved probationers in the order of juniority.

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

(a)for re-appointment to a vacancy in the class, category or post in which he may be a probationer or any approved probationer;(b)for promotion from a lower to a higher category in the service 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, probation and appointment which he would have enjoyed, but for his absence, subject to his completing satisfactorily the period of probation on his return.

**7. Temporary appointments and promotions. - (a) The appointing authority may appoint any person temporarily for a period not exceeding six months or promote any person temporarily for a period not exceeding 3 months in order to fill up a vacancy which has arisen in any category or class of the service immediately in the public interest and where there will be undue delay in making an appointment in accordance with the rules.**

(b)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.(c)A person appointed or promoted temporarily under sub-rule (a) or sub-rule (b) shall not be regarded as a probationer in such class or category of the service. The services of such a person shall be liable to be terminated by the appointing authority at any time without notice and without reasons being assigned.(d)A person appointed or promoted temporarily under sub-rule (a) or sub-rule (b) shall be paid his substantive pay, or the minimum of the time scale of pay applicable to the post, whichever is higher.

**8. Appointment on contract. - Notwithstanding anything contained in these rules, wherever it is necessary in the interest of the administration or in the public interest to appoint a person to any class or category of the service otherwise than in accordance with the rules, the appointing authority may,**

**with the prior approval of the Government, appoint any person on contract for a period not exceeding 3 years at a time. A person who is so appointed shall not be regarded as a member of the service to which he is appointed.**

**9. Linguistic qualification. - No person shall be eligible for appointment to any service by direct recruitment unless he has 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 the post for which the educational qualification prescribed is X Standard and above, he has studied Tamil as one of the Language in the X Standard.(ii)in the case of a post for which the educational qualification prescribed is below X Standard, he has studied Tamil as one of the subject in the school;(iii)in the case of a post for which no educational qualification is prescribed, the appointing authority shall conduct an Oral Test whether the person is able to converse freely and fluently in Tamil.

**10. Age limit. - (1) No person shall be eligible for appointment temporarily or permanently to any class or category in the service by direct recruitment if he has completed or will complete 30 years of age on the first day of July of the year in which the appointment is made. Provided that in the case of a person belonging to any of the Scheduled Caste or Scheduled Tribes, the age limit prescribed above shall be increased by five years.**

(2)The age limit prescribed in sub-rule (1) shall be enhanced by five years to the appointment of a candidate who possesses a degree from a recognised University and who belongs to any of the Scheduled caste, Scheduled Tribes, Backward Classes or Most Backward Classes to a post included in the service for which the special rules prescribed a qualification lower than degree of any University if the candidate possesses a degree.(3)A candidate who has rendered war service is eligible to deduct from his age the period of his war service for the purpose of computing his age for appointment.

**11. Special qualifications to be acquired or special test to be passed. - No person shall be eligible for appointment to any class or category 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 may be considered to be equivalent to the said special qualifications or special tests.

**12. Appointment of women. - Women alone shall be appointed to posts in any institution or establishment specially provided for them.**

**13. Reservation of appointments. - Where the special rules lay down that appointment shall be made by direct recruitment also, the rule of reservation of appointment, i.e., rule 22 of the General Rules of the Tamil Nadu State and Subordinate Services shall apply to the class or category of the service and the order of such reservation shall be the same as in the Schedule under rule 22 of the General Rules for the Tamil Nadu State and Subordinate Services, as amended, from time to time.**

**14. Probation. - (1) Every person shall, on his first appointment to any class or category of the service, be on probation for a total period of two years on duty within a continuous period of three years.**

(2) Every person appointed to one class from another service shall, from the date on which, the joint duty on probation for a total period of one year on duty within a continuous period of two years. (3) If a person who is appointed or promoted temporarily under rule 7 of these rules, is subsequently appointed thereto in accordance with the rules, it shall be open to the appointing authority to allow such person to commence his probation from the date of such appointment on probation from the date of such appointment or promotion from an earlier date such date not being earlier to the date of his first temporary appointment or probation under rule 7 as the appointing authority may in his discretion decides: Provided that this shall not be construed as authorising the appointment or promotion on probation of a person from a date on which he did not possess the qualifications prescribed for such appointment or promotion.

**15. Duty in higher post to count for probation in lower posts. - A probationer in any class or category of the service shall be eligible to count towards his probation his duty performed in a higher class or category I in the same service and another service whether he is appointed regularly or temporarily.**

Nothing contained in this rule shall be construed as authorising the promotion of a probationer in contravention of rules.

**16. Duty on foreign service to count for probation. - A probationer in any class or category of the service who is deputed to foreign service shall be entitled to count towards his probation the period of duty performed by him in the foreign service, during which he would have held that post in the corporation service.**

**17. Completion of probation and drawal of arrears of increments. - Any delay in passing orders of completion of probation shall not monetarily affect the approved probationer and monetary benefits shall be allowed from the date of completion of probation as a matter of course, subject to the following conditions, namely:-**

(1)that the probation would be declared to have been satisfactorily completed from the date ordered even if the question of declaration of probation had been taken up earlier;(2)that the declaration of satisfactory completion of probation was delayed by factors which would not, in any case, change the date of such completion;(3)that the person whose probation is declared to have been satisfactorily completed was qualified as on the date ordered; and(4)that declaration of satisfactory completion of probation was not the result of any relaxation of rules.

**18. Extension of probation. - If the appointing authority is of the opinion that the probationer should continue to be on probation, or if the probationer has not passed the test or tests, if any, which the probationer should pass within the period of probation, he should be given time to enable him to pass the tests, the appointing authority may extend his period of probation for a period of not exceeding one year.**

**19. Termination of probation. - (1) If on the conclusion of the period of probation or the extended period of probation as the case may be, the appointing authority is satisfied that the probationer is not suitable for the post, he shall pass an order terminating his probation after giving the probationer reasonable opportunity for showing cause against the proposed termination of probation.**

(2)If on the conclusion of the period of probation, the probationer has not passed the tests, if any, prescribed by the rules, the appointing authority shall terminate his probation unless the probation is extended under rule 18 of the probationer does not pass the tests within the extended period of probation, the appointing authority shall terminate his probation.

**20. Automatic completion of probation. - A probationer in any class or category of the service shall be deemed to have completed his probation automatically, unless within a period of six months calculated from the date on which he completed his period of probation or the extended period of probation, as the case may be-**

(i)a communication asking him to show cause why his probation should not be terminated is served on him; or(ii)disciplinary proceedings are initiated against him for corruption or other serious

misconduct and he is specifically informed in writing that the question of declaration of completion of his probation will be taken up only after the conclusion of the disciplinary proceedings. Nothing in this rules shall be construed as entitling a probationer to automatic completion of probation if he has not passed the tests which under the special rules he should pass within the period of his probation.

**21. Appeal against termination of probation. - A probationer whose probation has been terminated for reasons other than failure to pass the prescribed test shall be entitled to appeal to the next higher authority. Such appeal should be preferred with in a period of three months from the date on which the order of termination of probation is communicated to him.**

**22. Seniority. - The seniority of a person appointed to any class or category of the service shall be determined with reference to his rank in the list of approved candidates or promotion panel, as the case may be.**

**23. Promotion. - Every promotion or transfer to a class or category of the service to which promotion or transfer shall be made from a panel prepared for this purpose by the appointing authority in the manner laid down in rule 24.**

**24. Preparation of panel every year. - (1) The appointing authority shall prepare every year a panel in respect of each class or group or category, as the case may be, for which appointment is to be made by promotion or by transfer. Such panels shall be valid for a period of one year only from the date of approval. Each panel shall be prepared every year with the persons in the feeder categories who are qualified as on the first day of April of the year in which the panel is prepared.**

(2) For arriving the number of persons to be included in the panel, he shall assess the number of vacancies that would occur by superannuation of existing incumbent, creation of new or additional posts within a period of one year with a reserve of ten per cent of the total estimated vacancies under each class or category of the service. (3) In respect of posts for which promotion should be made by selection, the panel shall be prepared in the order of preference based on their qualifications, merit and ability seniority being taken into account only if the qualification, merit and ability are approximately equal. In respect of posts for which promotions should be made in accordance with seniority, the panel shall be prepared in accordance with seniority unless-(i) the promotion of a member has been withheld as a penalty; or (ii) the member does not possess the qualifications prescribed in the Special Rules for the post. (4) Notwithstanding anything contained in sub-rules (1) to (3), a member of a service who had been on leave for a period of three years, continuously for any



reason except higher studies, shall not be considered for appointment to 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.

**25. Completion of probation and promotion. - A person who is appointed in a class or category thereof shall not be promoted from the same class or category until he has completed his probation, if any, prescribed for the post.**

**26. Representation against suppression of claim for promotion. - Any member of the service whose name has been overlooked for inclusion in a panel shall have the right to make a representation to Government within three months from the date of approval of the panel for redressal of his grievance. The Government shall examine every such representation on its merits and pass suitable order.**

**27. Annulment, modification or reversion of the panel for appointment or promotion by Government. - Notwithstanding anything contained in these rules or in the special rules, the State Government shall have the power to annul, modify or reverse a panel for appointment or promotion to any category, class or service prepared by the appointing authority.**

**28. Postings and transfers. - (a) A member in a class or a category of a service may be required to serve in any post of equal cadre in the same or in other services of the Corporation.**

(b) All transfer and postings shall be made by the appointing authority.

**29. Preparation of annual list of persons for transfer to other equivalent posts in order to acquire experience in all branches of the Corporation. - For the purpose of acquiring knowledge in the administration by a Corporation employee in all categories of service, the Commissioner shall prepare a list of qualified members to be considered for transfer to other categories or posts in each group every year. From the lists so prepared, the Commissioner shall transfer members in batches in a particular period, i.e., during April to June of a year in accordance with the seniority in the list so prepared. The Commissioner shall allow a member in a particular post at least for a minimum period of two years.**

**30. Consequences of resignations. - (1) A member of the 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 services.**

(2) The re-appointment of such person to any post in the service shall be treated in the same way as first appointment of the service by direct recruitment and the rules governing such appointment shall apply and on such re-appointment he shall not be entitled to count any portion of his previous service for any benefit or concession admissible under any rule or order.

**31. Re-employment of pensioners. - Notwithstanding anything to the contrary in these rules or the special rules, the Government shall have the power to re-employ in any class or category of the service any person who has retired from the service. The re-employment of such person shall not be regarded as a first appointment to the service, nor it shall confer on him the status of a member of the service in which he is re-employed.**

**32. Relinquishment of right by members. - Any person may, in writing, relinquish any right or privilege to which he may be entitled under these rules or the special rules. The Government shall have the power to relax any of these rules and the Special Rules in favour of any person or class of persons serving in the service or any candidate or class of candidates for appointment to the service in such manner as may appear to them to be just and equitable.**

**33. Correction of date of birth. - The date of birth of a member of the service shall be the date found on record in the S.S.L.C. in the case of persons passed Tenth Standard and above or Military discharge school certificate or true extract from the Birth Register which he produces at the time of his appointment to the service if the case of persons studied below Tenth Standard.**

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 S.S.L.C. or Military Discharge Certificate, or in the Birth Register 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 straightaway by the appointing authority. If the date of birth in the Service Register was entered on the basis of the S.S.L.C. correction of clerical error or wrong entries shall be made only with reference to the S.S.L.C. and if the date of birth in the service Register was entered on the basis of the Military Discharge Certificate or Birth Register

correction of clerical error or wrong entries shall be made only with reference to the Military Discharge Certificate or Birth Register.

**34. Pay and allowances. - The pay scales and allowances of the Corporation establishment shall be fixed by the Government, from time to time.**

**35. Holidays. - (a) The offices and institutions under the control of the Corporation shall be permitted only such public and special local holidays as may be sanctioned by the Government, from time to time, in respect of Government Offices and institutions.**

(b) No holiday other than those sanctioned to Government, Offices and institutions shall be granted to offices and institutions under the control of the Corporation without the previous sanction of the Government: Provided, however, that the Commissioner is permitted to order closure of the Corporation office for a day or part of a day only as a mark of respect whenever any officer of the Corporation to the status of Head of Department of Mayor or Deputy Mayor passes away.

**36. Application of Government rules to the Corporations Employees. - In matters of settlement of pension, regulation of pay and other allowances, leave benefits claiming of travelling allowances and daily allowances and other allowances and control of conduct of the Corporation employees, the Tamil Nadu Pension Rules, the Fundamental Rules, the Tamil Nadu Travelling allowance Rules, the Manual on Special Pay and Allowances, and the Tamil Nadu Government Servants Conduct Rules shall apply to the Corporation employees as nearly as possible, to the Government Servants of similar status and standing. In matters in respect of which no provision has been made in these rules, every member of the service shall as nearly as possible, be governed by the provisions applicable to Government servants of similar status and standing.**

**37. Fixation of Cadre Strength of posts of Corporation by the Government. - The permanent cadre of such services, class, category and grade shall be determined by the State Government to each of the Corporations.**

**38. Unit for appointment, transfer, postings, etc. - For the purpose of appointment, promotion, reversion, transfer, and discharge from service, each Municipal Corporation shall be a separate unit.**

**39. Savings. - Nothing contained in this general rules shall adversely affect any person who was a member of this service on the date of coming into force of these rules.**

Part-IIISpecial Rules Tamil Nadu Municipal Corporation General Service Rules, 1996

**1. Short title. - These rules may be called The Tamil Nadu Municipal Corporation General Service Rules, 1996.**

**2. Constitution. - The service shall consist of the following categories of posts in Class I and Class II, namely:-**

Class-I:

- Category 1 Deputy Commissioner.
- Category 2 Assistant Commissioner (Ward Office).
- Category 3 Assistant Commissioner (Personnel).
- Category 4 Assistant Commissioner (Revenue).
- Category 5 Assistant Commissioner (Accounts).

ClassII:

- Category 1 Secretary to Council.
- Category 2 Law Officer.
- Category 3 Administrative Officer.
- Category 4 Accounts Officer.
- Category 5 Public Relations Officer.

**3. Appointment. - 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

(i)

Deputy Commissioner

(ii) By deputation from the holders of the post of I.A.S. Cadre or District Revenue Officer, Deputy Secretary to Government or Joint Director of Municipal Administration.  
Assistant Commissioner (Ward Office)

Method of Recruitment

(2)

(i) By promotion from among the holders of the posts of Categories 2, 3, 4 and 5 of Class-I except the Executive Engineer appointed as Assistant Commissioner (Ward Offices); and

|                                                                                                                                                                    |                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                    | (i) By transfer from the holders of the posts of Assistant Commissioner (Personnel), (Revenue), (Accounts).                                                 |
| (ii) By transfer from the holders of the post of Executive Engineer of the Corporation Engineering Service; and                                                    |                                                                                                                                                             |
| (iii) By deputation from the holders of the post of Municipal Commissioner.                                                                                        |                                                                                                                                                             |
| Assistant Commissioner (Personnel)                                                                                                                                 | By transfer from the holders of the posts of Assistant Commissioner (Revenue), Assistant Commissioner (Accounts) and Assistant Commissioner (Ward Offices). |
| Assistant Commissioner (Revenue)                                                                                                                                   | (i) By promotion from the holders of the posts in Class II; or                                                                                              |
| (ii) By transfer from the holders of the posts of Assistant Commissioner (Personnel), Assistant Commissioner (Accounts) and Assistant Commissioner (Ward Offices). |                                                                                                                                                             |
| Assistant Commissioner (Accounts)                                                                                                                                  | (i) By promotion from the holders of the posts in Class-II; or                                                                                              |
| (ii) By transfer from the holders of the posts of Assistant Commissioner (Personnel), Assistant Commissioner (Revenue) and Assistant Commissioner (Ward Offices);  |                                                                                                                                                             |
| (iii) By deputation from the office of the Directorate of Local Fund Accounts or from the Director of Treasury and Accounts.                                       |                                                                                                                                                             |
| Secretary to Council                                                                                                                                               | (i) By promotion from the holders of the posts of Superintendent in the Corporation General Subordinate Service; or                                         |
| (ii) By deputation from the holders of the posts of Municipal Commissioner or Selection Grade Assistant Section Officer of Secretariat.                            |                                                                                                                                                             |
| Law Officer                                                                                                                                                        | (i) By Promotion from the holder of the posts of Superintendent of the Corporation General Subordinate-service; or                                          |
| (ii) By transfer from the holder of the posts of Secretary to Council; or                                                                                          |                                                                                                                                                             |
| (iii) By deputation from the holder of the posts of Law Officer in other Municipal Corporation or of Selection Grade Assistant Section Officer in Secretariat.     |                                                                                                                                                             |

|                          |                                                                                                                                                                               |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Administrative Officer   | (i) By transfer from the holder of the posts of Class-II.                                                                                                                     |
| Accounts Officer         | (i) By promotion from the holder of the posts of Superintendents in the Corporation General Subordinate Service; or                                                           |
|                          | (ii) By transfer from the holder of the posts in Class-II                                                                                                                     |
| Public Relations Officer | (i) By promotion from the holder of the posts of Superintendent of the Corporation General Subordinate Service; or                                                            |
|                          | (ii) By transfer from the holder of the posts in Class-II; or                                                                                                                 |
|                          | (iii) By deputation from the holder of the posts of Public Relation Officer from other Corporation or from the Assistant Public Relations Officers in Government Departments. |

**4. Qualification. - No person shall be appointed to the categories 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<br>(1)                 | Method of appointment<br>(2) | Qualification<br>(3)                                                                                                                                                                                                |
|-----------------------------------------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Deputy Commissioner                     | By Promotion                 | (a) Must have experience of not less than 5 years of total service in the posts under categories 2,3,4 and 5 of Class-I, and out of the service of five years, a minimum of one year service in each of categories; |
|                                         |                              | (b) Must have at least one year service before his age of superannuation.                                                                                                                                           |
| Assistant Commissioner<br>(Ward Office) | By transfer                  | (i) Must have worked not less than 4 years in all or both Categories of (3) and (4) in Class-II; and                                                                                                                |
|                                         |                              | (ii) Must not have less than one year of service before his age of superannuation                                                                                                                                   |
| Assistant Commissioner<br>(Personnel)   | By promotion and transfer    | (i) Must have worked not less than 2 years as Administrative Officer; and                                                                                                                                           |

(ii) Must have atleast one year of service before his age of superannuation.

Assistant Commissioner (Revenue)

By Promotion

(i) Must have served as Accounts Officer and Assistant Revenue Officer for a period of not less than two years in the post; and

(ii) Must have atleast one year service before his age of superannuation.

Assistant Commissioner (Accounts)

By promotion and transfer

(i) Must have served as Accounts Officer for a period of not less than two years; and

(ii) Must have atleast one year of service before his age of superannuation.

Secretary to Council

By promotion or deputation

Must have a degree in Law.

Law Officer

By promotion

Must have a degree in Law or equivalent degree.

By deputation

Must be a Selection Grade Assistant Section Officer in the Departments of Secretariat; and must have a degree in Law or equivalent degree.

Administrative Officer

By transfer

Must have worked for a period of not less than 2 years as Accounts Officer.

Accounts Officer

By promotion and transfer

Must have worked as Superintendent of the Accounts Branch and as Accountant for a period of not less than two years in each of the post.

Public Relations Officer

By promotion or by transfer or by deputation

Must have passed the Diploma in Public Relation.

**5. Method of appointment between Assistant Commissioners and Executive Engineers to the post of Assistant Commissioner (Ward Offices). - Out of the total number of posts of Assistant Commissioner (Ward Office) in a Corporation, one post of Assistant Commissioner (Ward Office) shall be provided to the Executive Engineer for appointment as Assistant Commissioner (Ward Office) in order to qualify themselves for the post of City Engineer. When no Executive Engineer is available for appointment as Assistant Commissioner (Ward Office) in a particular year, the holders of the post of Assistant Commissioner (Personnel), (Revenue) and (Accounts) by**

**transfer or any Municipal Commissioner on deputation may be considered for such vacancy.**

**6. Promotions. - Promotions to all the categories in the rules shall be made in accordance with seniority and appointment on deputation shall be made only when no qualified persons are available in the Corporation Service.**

**7. Tests and Training. - The holder of any post under these rules will have to under go such training and pass such tests, as may be prescribed by the Government in the form of order, from time to time.**

**8. Savings. - Nothing, contained in these rules shall adversely affect any person holding any of the posts referred to in these rules on the date of coming into force of these rules.**