

# **Special Rules for the Tamil Nadu General Subordinate Service (Municipal and Township Schools)**

TAMILNADU

India

## **Special Rules for the Tamil Nadu General Subordinate Service (Municipal and Township Schools)**

### **Rule**

### **SPECIAL-RULES-FOR-THE-TAMIL-NADU-GENERAL-SUBORDINATE-S of 2000**

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Special Rules for the Tamil Nadu General Subordinate Service (Municipal and Township Schools) Published vide Notification No. G.O. Ms. No. 227, School Education (C-L), dated 28th August 2000 - No. SRO B-108/2000 In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with sub-section (2) of section 77-AA of the Tamil Nadu District Municipalities Act, 1920 (Tamil Nadu Act V of 1920), and all other powers herewith enabling, the Governor of Tamil Nadu hereby makes the following Special Rules for the Tamil Nadu General Subordinate Service (Municipal and Township Schools) to govern the former Municipal and Township Schools non-teaching staff which will be included in Section 13 in Volume III of the Tamil Nadu Service Manual, 1970.

### **1. Constitution.**

- The service shall consist of the following classes and categories, namely: -

#### **Class Categories**

(1) (2)

I Laboratory Assistant in Higher Secondary Schools

II (1) Record Clerk

(2) Laboratory Attender in Higher Secondary Schools

III Driver

IV Cleaner

## 2. Appointment.

- The appointment of the classes specified in column (1) and the categories specified in column (2) of the Table below shall be made by the methods specified in the corresponding entries in column (3) of the said Table thereof: -

Class	Category	Method of appointment
(1)	(2)	(3)
I	Record Clerk	Recruitment by transfer from the Tamil Nadu Basic Service (Municipal and Township Schools) in the unit or from any other unit if candidates are not available in the unit.
II	1. Laboratory Assistant in Higher Secondary Schools 2. Laboratory Attenders in Higher Secondary Schools	(i) Transfer from the category of Record Clerk in the services; or (ii) Recruitment by transfer from persons belonging to Tamil Nadu Basic Service (Municipal/ Township Schools)
III	Driver	Promotion from Class IV or transfer from any category in the service.
IV	Cleaner	Transfer or recruitment by transfer from any other service.

## 3. Appointing authority.

- The appointing authority for all the classes and categories in the service shall be the District Educational Officer concerned.

## 4. Qualifications.

- No person shall be eligible for appointment to a post specified in the service unless he possesses the qualification specified in the table below: -

Class and Category	Qualification
(1)	(2)
I	Record Clerk S.S.L.C. Completed
II	(1) Laboratory Assistant in Higher Secondary Schools (2) Laboratory Attender in Higher Secondary Schools S.S.L.C. Completed
III	Driver (i) Must have driving license with endorsement to drive heavy transport vehicles.

(ii) Must have experience in driving for a period of not less than one year.

IV

Cleaner

(i) Must have to speak read and write Tamil

(ii) Must have a working knowledge of motor vehicles

## **5. Probation.**

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

## **6. Appointment, transfer, discharge and re-appointment.**

- (i) (a) For the purpose of appointment, transfer, discharge and re-appointment or appointment of full members and promotion, the jurisdiction of each municipality or township, as the case may be, shall be treated as a separate unit. (b) For appointment of full members, General rule 31 shall apply separately to the jurisdiction of each appointing authority. (c) All transfers and postings shall be made by the appointing authority: Provided that the powers conferred on the appointing authority by this sub-rule may be exercised also by any authority to whom the appointing authority is administratively subordinate. (ii) All transfers and postings from the jurisdiction of one appointing authority to that of another, but within the same revenue district shall be made by the Chief Educational Officers concerned: Provided that all transfers and postings of Laboratory Assistants and Laboratory Attenders in Higher Secondary Schools from one revenue district to that of another shall be made by the Joint Director of School Education (Personnel), (iii) Transfer outside the jurisdiction of one unit to another shall be made from the jurisdiction of one appointing authority to another at the request of the individual and he shall be treated as a transferee to the service and the individual shall be treated as the junior most in the unit to which he is transferred.

## **7. Seniority.**

- For preparation of annual list, the date of regular appointment to the category shall be maintained by the appointing authority concerned.