

# **Service Statutes of the Establishment of the Tamil Nadu Dr. M.G.R. Medical University, Chennai**

TAMILNADU

India

## **Service Statutes of the Establishment of the Tamil Nadu Dr. M.G.R. Medical University, Chennai**

### **Rule**

### **SERVICE-STATUTES-OF-THE-ESTABLISHMENT-OF-THE-TAMIL-NADU of 1800**

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Service Statutes of the Establishment of the Tamil Nadu Dr. M.G.R. Medical University, ChennaiIn exercise of the powers conferred by Section 42 of the Tamil Nadu Dr. M.G.R. Medical University, Chennai, Act, 1987 (Tamil Nadu Act 37 of 1987), the Governing Council of the Tamil Nadu Dr. M.G.R. Medical University, Chennai, hereby makes the following statutes :

#### **1. Short title.**

- These Statutes shall be called the "Service Statutes of the Establishment of the Tamil Nadu Dr. M.G.R. Medical University, Chennai".

#### **2. Application.**

- These statutes shall be applicable to all employees of the University not regulated by separate statutes framed in accordance with the provisions of the Act and the Statutes. These statutes shall apply to the academic and other teaching staff of the University in so far as they are not inconsistent with separate statutes that govern their conditions of service. In the case of those on foreign service from Government Departments, Local Bodies, or any other Universities, or Public Sector undertakings, these statutes shall be subject to specific terms and conditions, if any, on which, services of the persons concerned are lent on foreign service to the University. In respect of appointments on contract basis, the conditions of contract shall prevail over these statutes. In regard to matters not specifically dealt with in the contract agreement, the provisions in these statutes shall apply.

### **3. Commencement.**

- They shall come into force from the date of assent of the Chancellor.

### **4. Definitions.**

- In these statutes, unless the context otherwise requires, -(i)"Act" means the Tamil Nadu Dr. M.G.R. Medical University, Chennai Act, 1987 (Tamil Nadu Act 37 of 1987) as amended from time to time; (ii)"Appointing Authority" in respect of posts in the University means the authority empowered to make appointments under the Act and the Statutes; (iii)"Department" means the University Department of Teaching and Research; (iv)"Employee" means an employee of the Tamil Nadu Dr. M.G.R. Medical University, Chennai; (v)"Governing Council" means the Governing Council of the Tamil Nadu Dr. M.G.R. Medical University, Chennai; (vi)"Government" means the Government of Tamil Nadu; (vii)"Registrar" means the Registrar of the Tamil Nadu Dr. M.G.R. Medical University, Chennai; (viii)"University" means the Tamil Nadu Dr. M.G.R. Medical University, Chennai; (ix)"Vice-Chancellor" means the Vice-Chancellor of the Tamil Nadu Dr. M.G.R. Medical University, Chennai.

### **5. Classification of employees.**

- The employees of the University shall be classified as follows: Group "A" Employees in the post on the scales of Pay, the minimum of which is Rs. 3,000 and above. Group "B" Employees in the post on the scales of pay, the minimum of which is Rs. 1,640 and above but below Rs. 3,000. Group "C" Employees in the posts on the scales of pay, the minimum of which is Rs. 775 and above but below Rs. 1,640. Group "D" Employees in the posts on the scales of pay, the minimum of which is below Rs. 775.

### **6. Recruitment-Mode of recruitment.**

(1) Recruitment to the various posts shall be made by any one or more of the following methods : (a) by direct recruitment; (b) by transfer; (c) by promotion; (d) on foreign service from Central or State Government or other Universities or from Public Sector Undertakings or from Local Bodies; The method of recruitment, appointing authority for each category, qualifications and experience shall be as detailed in the Appendix-L Explanation. - Direct recruitment shall be made only by obtaining list of qualified candidates from the Employment Exchange as per Government Orders in force in this regard. However, if eligible candidates are not available from the Employment Exchange, after obtaining a non-availability certificate from the Employment Exchange, the University shall recruit through advertisement in the Press or through any other mode of recruitment as specified in the Statutes. (2) The University may engage on contractual basis for a specific period any qualified person to any of the posts in the University. (3) Rule of Reservations : The rules of communal reservation and reservation for women as in force in the Tamil Nadu Government Service from time to time shall apply in the case of all direct recruitment. (4) Criteria of promotion : All promotions, except in respect of Group 'D' posts, shall be by selection based on merit and ability, seniority being

considered only when merit and ability are approximately equal.(5)Selection Committee: Except in the case of appointments otherwise stated, all appointments of teaching staff and Librarian shall be made by the Governing Council from the panels recommended by Selection Committee, constituted for this purpose as provided in Section 64 of the Act. Except in the case of appointments, otherwise stated in the Act, all appointments of administrative and other non-teaching staff shall be made by the Governing Council or by the Vice-Chancellor (as the case may be), if the Governing Council has delegated its powers, from the panel recommended by the Selection Committee constituted. Such Selection Committee constituted shall consist of the members as shown below,-Groups "A" and "B"Vice-Chancellor.. ChairmanTwo Governing Council Members .. MembersOne Expert in the area concerned .. MemberThe Registrar.. MemberGroup "C"

## **1. The Registrar.**

## **2. One Governing Council Member.**

## **3. One Expert.**

Group "D"The Registrar and two other persons of whom one shall be a Governing Council Member.The members of the Selection Committee shall be appointed for every selection by the Vice-Chancellor.(6)(a)Qualification, age, etc.: The age, qualifications and experience to various posts shall be as indicated in Appendix-I. All appointments made by the appointing authority shall be deemed to have been made on behalf of the University.(b)Appointing the Deputationists: Nothing contained in these statutes regarding age shall preclude any employee who has been appointed on foreign service from Central or State Government, or other Universities or from Public Sector State undertakings or from Local Bodies from being appointed in comparable posts, if he is found to be suitable for absorption in the University service.(c)Special qualification for technical persons : Nothing contained in these Statutes shall preclude the prescription of any special qualifications by the Governing Council for the technical personnel as additional qualifications (essential and desirable) as and when required.(d)Revision of qualification: Nothing contained in these Statutes shall preclude the Governing Council from revising the educational qualifications and age limit in accordance with the recommendations of the University Grants Commission for teaching posts.

## **7. Submission of certificate.**

- Every person appointed to the service of the University by direct recruitment shall, before actually joining the service of the University, produce-(a)Evidence of age;(b)Evidence of educational qualification; and(c)A certificate of medical fitness from a Medical Officer not below the rank of a Civil Surgeon for the categories of posts included in groups 'A' and 'B' and not below the rank of an Assistant Surgeon for categories of posts included in Groups /C/ and 'D' that he is physically fit for the posts for which he is to be appointed and that he does not suffer any disability and contagious diseases which would affect the discharge of his duties in the University.

## **8. Temporary appointments by the Vice-Chancellor.**

- Where it has become necessary owing to an emergency to fill immediately a vacancy in any post, and there would be undue delay in filling up the vacancy in accordance with the Statutes, the Vice-Chancellor may fill the vacancy by appointing a person from among the persons sponsored by the Employment Exchange, temporarily for a period not exceeding one year or such appointee is replaced by a regularly selected candidate whichever is earlier, pending such appointment in accordance with the statutes, subject to the fact that such temporary appointees shall have all qualifications prescribed for that post. Such temporary appointments shall be reported to the Governing Council in the next meeting that immediately follows.

## **9. Probation-Period of probation.**

- Every directly recruited employee of the University, shall be on probation for a period of two years on duty within a continuous period of three years from the date of joining duty in the service of the University; Provided that in the case of Group 'D' employees, the probation shall be for a period of one year on duty within a continuous period of two years from the date of joining duty; Provided further that in the case of employees holding posts in one Group and promoted to posts in another Group shall be on probation for a period of one year on duty within a continuous period of two years from the date of taking charge of such higher post.

## **10. Completion of probation.**

- On completion of the period of probation, an assessment of the work of the probationers shall be made and on the basis of such an assessment, the appointing authority may either declare him to have completed his probation satisfactorily or extend his probation by such period as it considered necessary, not exceeding one year to make a further assessment of his suitability provided that such orders shall be issued within six months from the normal date on which he would have completed the probation or terminate his services. If no assessment at the end of the extended period of probation, his work is found to be not satisfactory, his probation may be terminated and he be discharged from service after being given a reasonable opportunity of showing cause against the proposed termination of his probation. An order either declaring satisfactory completion of probation or terminating probation shall be issued within six months from the completion of normal period of probation or such extended period of probation as the case may be. If no such orders are issued within the period stipulated, he shall be deemed to have completed his probation satisfactorily.

## **11. Mode of assessment of academic.**

- A committee presided over by the Vice-Chancellor and consisting of the Head of the Department concerned, and a Senior Faculty next in rank in the concerned Department shall evaluate the work of the probationer and make recommendations whether he can be declared as having completed his probation satisfactorily or otherwise.

## **12. Furnishing of security and agreement.**

(1)Security deposit: Any person appointed to the categories for which security is considered necessary by the Governing Council shall furnish the security in cash or in any other manner as prescribed by the Governing Council from time to time. The Vice-Chancellor may permit any part of the security to be collected from the pay of the individual in instalment.(2)Agreement for probationers or contract appointments : All employees appointed on probation or on contract other than the persons appointed on foreign service terms shall execute an agreement in favour of the University in the form as may be prescribed, on a stamped paper.(3)Agreement after completion of probation : All employees after satisfactory completion of the prescribed period of probation shall execute an agreement in favour of the University in the form as may be prescribed, on a stamped paper.

## **13. Notice for leaving employment.**

(1)Notice by Member : An approved probationer other than the staff in Group 'D' shall not leave or discontinue service on his own accord without first giving three calendar months notice or by paying an amount equivalent to his salary of three months in lieu of the notice. The appointing authority shall have the right to accept or refuse the request on valid grounds.(2)Notice by others : A probationer or a temporary employee of any group and a regular employee of Group 'D' shall not leave or discontinue service on his own accord without first giving one calendar months' notice or by paying an amount equivalent to his salary of one month in lieu of the notice.

## **14. Age of retirement and re-employment.**

- An employee of Groups A, B and C shall retire from the University service on the last day of the month in which he completes his 58th year of age in respect of non-teaching and at the end of academic year in which he completes his 60th year of age in respect of teaching staff. Group 'D' employee shall retire on the last day of the month in which he completes 60th year of age.

## **15. Compulsory/Voluntary retirement: Notice issuance.**

(1)(a)Procedure for compulsory retirement of teaching staff : Notwithstanding anything contained in these statutes, the Governing Council on the basis of recommendations made by a Committee constituted by it every year for the purpose of review, shall, if it is of the opinion that it is in the interest of the University, have the absolute right to retire any University Teaching Staff by giving him notice of not less than three months in writing or three months salary in lieu of such notice, after he has attained the age of fifty years, or completed twenty-five years of qualifying service.(b)Procedure for voluntary retirement of Teaching Staff: Any teaching staff after completion of a qualifying service of 20 years or attaining the age of fifty may opt to retire by giving notice not less than three months in writing to the Governing Council. He may also withdraw the notice of voluntary retirement subsequently but before expiry of the period of notice with the approval of the Vice-Chancellor.(2)Procedure for compulsory retirement/voluntary retirement of non-teaching

staff: Notwithstanding anything contained in these statutes, the Governing Council on the basis of the recommendations made by the Committee constituted by the Governing Council every year for the purpose of review shall, if it is of the opinion that it is in the interest of the University, have the absolute right to retire any University non-teaching employee by giving him notice of not less than three months in writing or three months salary in lieu of such notice, when he has attained the age of fifty years or after he has completed twenty-five years of qualifying service. Any non-teaching staff who has attained the age of fifty years or after his completion of twenty years of qualifying service may likewise opt to retire after giving notice of not less than three months in writing to the Governing Council. He may also withdraw the notice of voluntary retirement subsequently but before expiry of the period of notice with the approval of the Vice-Chancellor. Explanation No. I. - In computing the notice period of three months, the date of service of the notice shall be excluded; and the period if any spent on leave during the notice period shall also be excluded. Explanation No. II. - When an University employee under suspension or against whom disciplinary action is pending seeks to retire voluntarily under this statute, the Governing Council may withhold the permission sought for. (3) Review petition : Any employee compulsorily retire either under sub-statute (1) or sub-statute (2) above, may file a review petition within two months to the Governing Council from the date of receipt of orders of the Governing Council. A Review Committee which shall be specifically constituted every year for this purpose of the Governing Council shall consider and make its recommendations to the Governing Council. The decision of the Governing Council thereon shall be final.

## **16. Scale of pay and allowances.**

(1) Pay and revision of pay : The scales of pay admissible to various categories of posts in the University shall be fixed as given in Appendix II. The dearness allowance, house rent allowance and city compensatory allowance shall be as per the rules applicable to the employees of the Government of Tamil Nadu from time to time. (2) Sanction of advance increments : All appointments by direct recruitment shall ordinarily be made at the minimum of the scale of pay prescribed for the post, provided, however, that the Governing Council in special cases may authorize fixation of pay at a higher stage in the pay scale for reasons to be recorded in writing. Such higher fixation shall be subject to a maximum of five additional increments unless it is a question of protecting the previous emoluments of the selected candidates. (3) Applicability of F.R. : The Fundamental Rules of the Tamil Nadu Government shall apply in general regarding pay fixation, increments, joining time, foreign service, additional charge, wherever it is not inconsistent with any of the provisions under these statutes and the Act. (4) Creation and filling up of temporary posts: Whenever the University creates a temporary post for a specified period not exceeding two years at a time, the Governing Council may prescribe ad hoc statutes to govern the recruitment, qualifications, scale of pay, etc.

## **17. Record of service.**

(1) Service records : A record of service of each employee of the University shall be maintained in the form and manner as in Government service to include all details of service, pay drawn, leave and punishments. (2) Performance appraisal file : An open annual performance appraisal file of the employees of the University shall also be maintained.

## **18. Leave.**

(1)The Tamil Nadu Leave Rules, 1933, as amended from time to time, shall be made applicable to the employees of the University.(2)It shall be competent for the Vice-Chancellor to sanction leave either by himself or by such other officers of the University as may be authorized by the Vice-Chancellor in this behalf from time to time;Provided that in respect of study leave and leave out of India, the competent authority to sanction leave shall be the Governing Council.(3)Casual Leave : The employees of the University may be permitted to avail casual leave on the same terms as applicable to the employees of the Tamil Nadu Government.(4)Recall to Duty : Leave cannot be claimed as a matter of right and when the exigencies of the service demand, discretion to refuse or revoke leave of any description is vested with the authority empowered to grant it viz., the Governing Council, the Vice-Chancellor and such other officers authorized in this regard.(5)Not to be employed during leave : A University employee on leave shall not accept or take any employment or service to receive any remuneration. Wilful absence from duty after the expiry of leave may be treated as misconduct which will involve disciplinary action.(6)Leave Travel Concession: The University employees will be eligible for Leave Travel Concession on the same terms as applicable to the employees of the Tamil Nadu Government.(7)Special Provident Fund-cum-Gratuity Scheme : The University employees will be eligible for Special Provident Fund-cum-Gratuity Scheme on the same terms as applicable to the employees of the Tamil Nadu Government.

## **19. Disciplinary control and appeal.**

(1)Causes for imposing penalties : The following penalties may, for good and sufficient reason including breach of any of the statutes and laws of the University or negligence, inefficiency, in subordination or failure to show due diligence and attention in the discharge of his duties or failure to conform to the instructions of his superiors or any irregularities in the discharge of his duties, or any criminal offence involving moral turpitude, be imposed upon every employee of the University.(a)Minor Penalties:(i)Censure;(ii)Withholding of increment without cumulative effect;(iii)Fine not exceeding Rs. 25 (rupees twenty five only) at a time in the case of employees of Group "D".(iv)Withholding of promotion;(v)Recovery from pay of the whole or part of the any pecuniary loss caused to the University by negligence or breach of orders;(vi)Recovery from pay to the extent necessary of the monetary value equivalent to the amount of reduction to a lower stage in a time scale ordered where such an order cannot be given effect to;(vii)Recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect to;(viii)Suspension, where a person has already been suspended in contemplation of an enquiry into grave charges or a pending enquiry, to the extent considered necessary by the authority imposing the penalty.(b)Major Penalties:(i)Reduction to a lower rank in the seniority list or to a lower post or time scale or to a lower stage in time scale;(ii)Withholding of increments with cumulative effect;Explanation. - Where an order of withholding of increment with cumulative effect cannot be given effect to the monetary value equivalent to three times the amount of increments ordered to be withheld may be recovered.(iii)Compulsory retirement as a measure of punishment;(iv)Removal from service; and(v)Dismissal from service.(2)(a)Disciplinary Authorities : The authorities competent to impose penalties and the appellate authorities and period allowed for appeal shall be as indicated in

Appendix IV The delay in preferring appeal up to thirty days may be condoned by the appellate authorities. Any appeal to the Governing Council should be addressed to the Registrar who is the ex-officio Secretary of the Governing Council.(b)Power to suspend employees : The Vice-Chancellor in the case of any teaching staff and non-teaching employee of Group "A" of the University, the Registrar in the case of non-teaching staff of "B". C Groups and the Deputy Registrar in-charge of Establishment in the case of employees in Group 'D' are empowered to place them under suspension, pending enquiry if in their opinion and continuance of the employee in service will be detrimental either to the enquiry contemplated or enquiry pending.(c)Period of suspension: The period of suspension should not normally exceed six months. If the period is to be extended beyond six months for specific reason, an order to this effect shall be issued within the said six months, with the approval of the Governing Council in cases of persons placed under suspension by the Vice-Chancellor and with the approval of the Vice-Chancellor in cases of persons placed under suspension by the Registrar or the Deputy Registrar.(d)Subsistence allowance : During such period he shall receive a subsistence allowance equivalent to 50 per cent of his pay, but will not be entitled to draw any allowances on special pay, other than dearness allowance, related to the subsistence allowance. He shall, however, be eligible to draw city compensatory allowance and house rent allowance, if admissible.(e)A review may be made six months after the date of suspension for considering the sanction of subsistence allowance of an enhanced rate upto 75 percent of his pay if the enquiry is prolonged for no fault of the employee concerned.(f)Authority to revoke suspension : The Deputy Registrar in cases where he himself orders the suspension of an employee, can revoke the order of suspension at any time. The Registrar can revoke the order of suspension issued by himself or by the Deputy Registrar at any time. The Vice-Chancellor can revoke orders of suspension issued by himself or by the Registrar or by the Deputy Registrar at any time.(g)Imposing Minor and Major Penalties : Before imposing any of the minor penalties, the delinquent employee shall be given an opportunity to explain his position. Before inflicting any of the major penalties, the default of the delinquent employee shall be reduced to a form of charge or charges together with the grounds for the charges and served on him. He shall be required to state whether he requires an oral enquiry or a personal hearing or both and he shall be supplied with a form of questionnaire for his purpose. The details of witnesses to be examined in support of the charges should also be sent to him along with the charge memorandum. On receipt of the statement of the defence from the delinquent, an oral enquiry or a personnel hearing or both as desired by the delinquent has to be conducted by appointing an Enquiry Officer who shall record the proceedings of the enquiry and submit his report of enquiry indicating whether the charge stands proved or not. The disciplinary authority, after examining the said report and all other relevant documents shall decide the case and pass final orders.(h)Suspension by the Vice-Chancellor : The Vice-Chancellor may take charges of the proceedings of an enquiry at any stage of the enquiry and complete or cause to complete the enquiry in the manner he thinks fit in the interest of the University.

## **20. Conduct and Discipline.**

(1)No University employees shall take part in any act or movement which is calculated in the judgment of the Governing Council to bring the University into disrepute. It shall be the duty of everyone of the employee. To honour the confidence reposed in him by the University, and not to divulge any information obtained by him in the course of his official duties of outsiders on to make



any use of which would be improper.(2)No University employee shall indulge in any criticism of the University administration in such manner as savours of defiance and insubordination or causes or is likely to cause embarrassment to the administration.(3)No University employee shall associate himself with or take active part in politics. The Governing Council decision on this aspect of an employee's conduct shall be final.(4)Employees shall not submit applications directly for appointment to higher posts in the University or for advance increments or for other kinds of preferment. But, they may submit their claims to higher posts through the Officers under whom they work if they have any special representations to make.(5)A whole-time University employee may be entrusted with any work connected with the University, academic or administrative, as required by the proper authority without any liability to meet the claim for additional remuneration. He shall not accept while in University Service additional employment or any employment on part-time basis with or without emoluments or honorary work without the previous sanction of the Vice-Chancellor or any other competent authority in writing.(6)Persons on appointment and employees on transfer to posts dealing with cash, stores and other valuables including books shall, at the discretion of the Governing Council, furnish security to the University for such amount and of such character as may be determined by the Governing Council. This shall be a condition attached to the post and shall not entitle the employee concerned, who fills the post to claim any additional remuneration or compensation or privilege on this account.(7)The conduct and functioning of all those paid out of University funds shall be brought under the purview of the Director of Vigilance and Corruption constituted by the Government of Tamil Nadu. The Registrar and the Vice-Chancellor will be the authority to make requisition for a preliminary enquiry and order a detailed enquiry by the Director of Vigilance and Anti-Corruption in respect of C and D groups and A and B groups respectively. In the case of the Vice-Chancellor, no preliminary enquiry shall be made by the Director of Vigilance and Anti-Corruption without a specific order of the Chancellor.

## **21. Pension-cum-Gratuity.**

- The rules governing the "pensionary benefits", including the encashment, of earned leave at the time of retirement/superannuation and Death-cum-Retirement Gratuity of the Government of Tamil Nadu, as amended from time to time, shall be made applicable to the officers of the staff of the Tamil Nadu Dr. M.G.R. Medical University, Chennai.

## **22. Group Insurance.**

(1)Every member of the teaching and non-teaching staff of the University shall subscribe to the Group Insurance Scheme instituted by the University.(2)In the event of death of an employee during period of service a sum of Rs. 40,000 (Rupees forty thousand only) will be paid as relief to the nominee of the employee. A subscription of Rs. 5 (Rupees five only) per mensem will be deducted from the salary of the employees. The nomination as prescribed shall be executed by every employee.

## **23. Travelling Allowance and Transfer Travelling Allowance.**

- The Tamil Nadu Travelling Allowance Rules are applicable to the University employees. The rates of Travelling Allowance and Daily Allowance shall be adopted as in the case of Government Servants for all University employees, and special rates as shown in the Appendix III shall be adopted for particular group of officers of the University and members of the various authorities and committees :Provided that the Vice-Chancellor may, in exceptional cases, allow Travelling Allowance at the rates higher than those admissible under this statute.(2)Transfer Travelling Allowance shall be paid to the employees as per Tamil Nadu Government Rules.

## **24. Leave Travel Concession.**

- The Employees of the University shall be eligible to avail themselves of the Leave Travel Concession as in force for the employees of the Government of Tamil Nadu, from time to time.

## **25. House Building Advance Special Family Benefit Fund Scheme.**

- The Tamil Nadu Government employee's House Building Advance Special Family Benefit Fund Scheme as amended from time to time shall be made applicable to the employees of the University who have been sanctioned House Building Advance.

## **26. Selection Grade and Special Grade.**

- The scheme of Special and Selection Grades applicable to the Tamil Nadu Government Servants, from time to time shall be made applicable to the employees of the University also.

## **27. Interpretation.**

- On all questions of interpretation of these statutes, the decision of the Governing Council of the University shall be final. On matters not specifically covered in the services statutes of the University Employees, such rules governing the servants of Tamil Nadu Government shall apply unless otherwise decided by the Governing Council.

## **28. Relaxation.**

- The Governing Council may relax any of the provisions of these Statutes in exceptional cases in favour of an individual or a group of individuals as the Governing Council may deem fit. Appendix I(See Statute 6)

| SI. No. and Category of Employee | Method of Recruitment | Qualifications and Experience | Appointing authority for removal and suspension |
|----------------------------------|-----------------------|-------------------------------|---|
|----------------------------------|-----------------------|-------------------------------|---|

| (1)                            | (2)  | (3)   | (4)               |
|--------------------------------|--|---|-------------------|
| 1. Registrar                   | As per the . provisions of the Act and theGeneral Statutes of the Tamil Nadu Dr. M.G.R. Medical University,Chennai.                                      | As per the provisions of the Act and theGeneral Statutes of the Tamil Nadu Dr. M.G.R. Medical University,Chennai.   | Governing Council |
| 2. Controller of Examinations. | (i) By deputation (or)<br>(ii) By directrecruitment.   | Shall be an academician in the field of MedicalScience not lower in rank than that of a Professor of anaffiliated college, in the case of appointment by deputation orby direct recruitment.  | Governing Council |
| 3.Finance Officer.             | As per the provisions of the Act.  | As per the provisions of the Act.   | Governing Council |
| 4. Academic Officer            | As per statute 12 in Chapter VIII of theGeneral Statutes of the Tamil Nadu Dr. M.G.R. Medical University,Chennai.  | As per statute 12 in Chapter VIII of theGeneral statutes of the Tamil Nadu Dr. M.G.R. Medical University,Chennai.   | Governing Council |
| 5. University Co-ordinator.    | (i) By deputation, (or)<br><br>(ii) By direct recruitment (or) (iii) Bytransfer (or) (iv) On contract basis from among retired Deans ofMedical Colleges. | (i) Shall bean academician not below the rank of a Professor in the field of Medical<br><br>(ii) In the case of direct recruitment, must nothave completed the age of 50 (fifty) years on the 1st July of theyear of recruitment.   | Governing Council |
| 6. Dean of Students            | (i) By deputation (or)<br><br>(ii) By direct requirements (or)   | (i) Shall be an academician in the field ofMedical Science not lower in rank than that of a Professor withM.D. or M.S. qualification and 5 years of teaching experience;<br><br>(ii) Shall possess experience in organizingmeetings, seminars, workshops, cultural festivals, | Governing Council |

|                |   |  |                   |
|----------------|---|--|-------------------|
|                |   | sports, conferences and other youth activities;  |                   |
|                | (iii) By transfer (or)  | (iii) Shall possess experience in publishing journals, news bulletins, etc.;   |                   |
|                | (iv) On contract basis from among retired Deans of Medical Colleges.              | (iv) Must not be less than 40 years of age and must not have completed 50 years of age as on the 1st July of year in which recruitment is made;  |                   |
|                |   | (v) In the case of direct recruitment must not have completed the age of 50 (fifty) years as on the 1st July of the year of recruitment.   |                   |
| 7. Librarian   | (i) By deputation (or)  | (i) Must possess a Master's Degree in Science with a degree in Library Science;  | Governing Council |
|                | (ii) By promotion from among the Assistant Librarians or                          | (ii) Must have served as Assistant Librarian under the Government or in the services of the University or in a Public Library or an Educational Institution conducting University Courses for a period not less than 10 (ten) years. |                   |
|                | (iii) By direct recruitment   | (iii) In the case of direct recruitment must not have completed the age of 45 (forty five) years as on the 1 July of the year, of recruitment.   |                   |
| 8. Law Officer | (i) By deputation from among Under Secretaries to Government, Law Department (or) | (i) Must possess B.L./L.L.B. (Three Governing Council, years), Degree;   | Governing Council |
|                | (ii) By promotion from among Superintendents, (or)                                | (ii) Must have had experience in Law Department Government of Tamil Nadu or in the Legal   |                   |

|  |   |   |                   |
|--|---|---|-------------------|
|  |   | Cell of the University for a period of not less than seven years;   |                   |
|  | (iii) By direct recruitment.  | (iii) In the case of direct recruitment, must have enrolled as an Advocate and must have been practising Advocate for a period of not less than 10 (ten) years and must not have completed the age of 40 (forty) years as on the 1st July of the year of recruitment. |                   |
| 9. Deputy Registrar  | (i) By deputation from among Under Secretaries to Government or academicians not below the rank of Readers, (or) (ii) By promotion from among Assistant Registrars. | (i) Must possess a Degree; (ii) In the case of promotion must have served as Assistant Registrar for a period of not less than 3 (three) years.   | Governing Council |
| 10. Deputy Controller  | By deputation from among of Examinations, the Readers or Assistant Professors in the field of Medical Service   | Must have had teaching experience for a period of not less than 10 (ten) years.   | Governing Council |
| 11. Assistant Registrar/ Personal Secretary, to Vice-Chancellor. | (i) By deputation from among Lay Secretaries and Treasurers Grade-I in the Tamil Nadu General Service (or)  | (i) Must possess a Degree; and  | Governing Council |
|  | (ii) By promotion from among Superintendents of the University.   | (ii) Must have had experience as Superintendent for a period of not less than 5 (five) years.   |                   |
|  |   | Note. - For this purpose, the service rendered as Superintendent/ Office Superintendent in  |                   |

|                               |   |   |                                      |
|-------------------------------|---|---|--------------------------------------|
|                               |   | Government services shall also count.   |                                      |
| 12. Public Relations Council. | (i) By deputation (or)  | (i) Must possess a Post-Graduate Degree, with a Degree or Diploma in Public Relations; and  | Governing Council                    |
|                               | (ii) By direct recruitment.   | (ii) Must have had experience in Public Relations for a period of not less than five years in Government Service or Statutory Organisations or Autonomous bodies; |                                      |
|                               |   | (iii) In the case of direct recruitment, must not have completed the age of 35 (thirty five) years as on the 1st July of the year of recruitment.                 | (i) Graduate preferably in commerce; |
| 13. Senior Accounts Officer   | (i) By direct recruitment (or)  | Graduate preferably in commerce;  | Governing Council                    |
|                               | (ii) By deputation from among the Accounts Officers from Treasuries and Accounts Service or from Assistant Examiners of the Local fund Audit department, (or) | (ii) ACA or AICWA. ,  |                                      |
|                               | (iii) By promotion from among Superintendents.  | (iii) Minimum 3 years experience in Accounting/Audit function;  |                                      |
|                               |   | (iv) Not more than 40 years of age in case of direct recruitment:   |                                      |
|                               |   | Provided that the qualifications referred to in items (i) and   |                                      |
|                               |   | (ii) above shall not apply in the case of promotion.  |                                      |

|                    |   |  |                   |
|--------------------|---|--|-------------------|
| 14. Programmer     | (i) By deputation (or)  | <p>(i) Must possess a Post-Graduate Degree in Computer Science (or) Degree in Engineering (Electrical/Electronic/ Computer Engineering).</p> <p>(ii) Must have had experience for a period of not less than two years in Computer Programming in a recognized Institute such as Indian Institute of Technology/ Computer Management Centre/ any University;</p> <p>(iii) In the case of direct recruitment, must not have completed 30 years of age as on the 1st July of the year of recruitment in the case of candidates belonging to O.C., 35 years of age as on the 1st July of the year of * recruitment in the case of candidate belonging to BC/MBC/DC and 38 years of age as on the 1st July of the year of recruitment in the case of candidates belonging to SC/ST.</p> | Governing Council |
| 15. Superintendent | (i) By promotion from among Assistants/personal Assistants (or) | <p>Must possess, a degree and must have had experience as Assistant for a period of not less than seven years.</p> <p>Provided that in the case of Superintendent Legal Cell the candidates must assess B.L./L.L.B. Three years) Degree and must have had experience as Assistant (Legal Cell) for a period of not less than seven years.</p>  | Vice-Chancellor   |
|                    | (ii) By deputation.   |  |                   |

Note : For the purpose of experience the service rendered in Government Service shall also count.

|                      |   |   |
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| 16. Assistant        | (i) By promotion from among the Junior Assistants stenographer / Typist/ Typists (or) | (i) Must possess a degree;  |
|                      | (ii) By deputation  | (ii) Must have passed typewriting examination in English and Tamil by not less than higher / Senior grade; and  |
|                      | (iii) By direct recruitment   | (iii) In the case of direct recruitment, must not have completed 30 years of age as on the 1st July of the year of recruitment in the case of O.C, 35 years of age as on the 1st July of the year of recruitment in the case of candidate belonging to B.C. M.B.C., D.C. and 38 years of age as on the 1st July of the year of recruitment in the case of candidates belonging to S.C., ST: Provided that in the case of Assistant (Legal Cell) the candidate must possess B.L., L.L.B. (Three years) degree. |
| 17. Junior Assistant | (i) By direct recruitment (or)  | (i) Must possess a degree;  |
|                      | (ii) By promotion from among the Record Clerks.                                       | (ii) Must have passed Typewriting both in English and Tamil by higher/ senior grade;  |
|                      |   | (iii) In the case of direct recruitment, must not have completed 30 years of age as on the 1st July of the year of recruitment in the case of   |



|                         |   |  |
|-------------------------|---|--|
|                         |   | <p>O.C. 35 years of age as on the 1st July of the year of recruitment -</p> <p>in the case of candidate belonging to B.C./M.B.C, D.C. and 38 years of age as on the 1st July of the year of recruitment in the case of candidates belonging to S.C., S.T. Provided that a ratio of 4 :1 shall be followed in respect of direct recruitment and promotion for every five vacancies: Provided further that if no fully qualified Record Clerk is available for promotion as Junior Assistant, the vacancy reserved for the Record Clerk shall lapse and it shall be filled up by direct recruitment;</p> |
| 18. Assistant Librarian | <p>(i) By direct recruitment (or)</p> <p>(ii) By deputation</p> | <p>(i) Must possess a degree;</p> <p>(ii) Must possess a degree in Library Science;</p> <p>(iii) Must have had experience as Assistant Librarian in any of the Libraries for a period of not less than two years;</p> <p>(iv) In the case of direct recruitment, must not have completed 30 years of age as on the 1st July of the year of recruitment in the case of O.C., 35 years of age as on the 1st July of the year of recruitment in the case of candidate belonging to B.C., / M.B.C., D.C. and 38 years of age as on the 1st July of the year of recruitment in the case</p>                 |

|                        |                                   |   |
|------------------------|-----------------------------------|---|
|                        |                                   | of candidates belonging to<br>S.C./S.T.   |
| 19. Telephone Operator | (i) By direct<br>recruitment (or) | (i) Must possess a degree;  |
|                        | (ii) By deputation                | (ii) Must possess a<br>Telephone<br>Operator Certificate issued by<br>a recognized institution in<br>this regard;   |
|                        |                                   | (iii) In the case of direct<br>recruitment, must not have<br>completed 30 years of age as<br>on the 1st July of the year of<br>recruitment in the case of<br>O.C; 35 years of age as on the<br>1st July of the year of<br>recruitment in the case of<br>candidate belonging to<br>B.C./MBC/DC and 38 years<br>of age as on the 1st July of the<br>year of recruitment in the<br>case of candidates belonging<br>to SC/ST. |
| 20. Steno-Typist       | (i) By direct<br>recruitment (or) | (i) Must possess a degree;  |
|                        | (ii) By deputation                | (ii) Must possess the<br>following<br>technical qualifications,<br>namely:  |
|                        |                                   | (a) A pass in typewriting<br>(English) by higher/senior<br>grade;   |
|                        |                                   | (b) A pass in typewriting<br>(Tamil) by higher/senior<br>grade;   |
|                        |                                   | (c) A pass in Short-hand<br>(English)<br>higher/senior grade;   |
|                        |                                   | (d) A pass in Short-hand<br>(Tamil) higher/senior grade;  |
|                        |                                   | (iii) In the case of direct<br>recruitment, must not have   |

|                  |  |  |
|------------------|--|--|
|                  |  | completed 30 years of age as on the 1st July of the year of recruitment in the case of O.C. 35 years of age as on the 1st July of the year of recruitment, in the case of candidate belonging to BC/MBC/DC and 38 years of age as on the 1st July of the year of recruitment in the case of candidates belonging to SC/ST.   |
| 21. Typist       | (i) By direct recruitment (or)                                       | (i) Must possess a degree;   |
|                  | (ii) By deputation   | (ii) Must possess the following technical qualifications, namely;<br>(a) A pass in typewriting (English) by higher/senior grade;<br>(b) A pass in typewriting (Tamil) higher, senior grade;<br>(iii) In the case of direct recruitment, must not have completed 30 years of age as on the 1st July of year of recruitment in the case of O.C. 35 years of age as on the 1st July of the year of recruitment in the case of candidate belonging to BC/MBC/DC and 38 years of age as on the 1st July of the year of recruitment in the case of candidates belonging to SC/ST |
| 22. Record Clerk | (i) By direct recruitment (or)                                       | (i) Must have passed S.S. L.C. examination   |
|                  | (ii) By promotion from among the Office Assistant/ Watchman/ Sweeper | (ii) In the case of direct recruitment must not have completed 30 years of age as on the 1st July of the year  |

|                   |   |  |
|-------------------|---|--|
|                   | /Sanitary Worker or   | of recruitment in the case of<br>O.C. 35 years of age as on the<br>1st July of the year of<br>recruitment in the case of<br>candidate belonging to BC/<br>MBC/DC and 38 years of age<br>as on the 1st July of the year<br>of recruitment in the case of<br>candidates belonging<br>to SC/ST.   |
|                   | (iii) By deputation   |  |
| 23. Driver        | (i) By promotion from<br>among the<br>Office Assistants, (or) | (i) Must have passed VIII<br>Standard  |
|                   | (ii) By deputation (or)                                       | (ii) Must possess a valid<br>driving licence issued by<br>Transport department for<br>driving heavy vehicles.  |
|                   | (iii) By direct<br>recruitment                                | (iii) In the case of direct<br>recruitment, must not have<br>completed 30 years of age as<br>on the 1st July of the year of<br>recruitment in the case of<br>OC, 35 years of age as on the<br>1st July of the year of<br>recruitment in the case of<br>candidate belonging to<br>BC/MBC/DC and 38 years of<br>age as on the 1st July of the<br>year of recruitment in the<br>case of candidates belonging<br>to SC/ST. |
| 24. Sergeant      | By direct recruitment   | (i) Must have passed S.S.L.C.<br>examination;<br>(ii) Must have retired as a<br>Junior Commissioned Officer<br>from the Armed Forces;<br>(iii) Must not have<br>completed 40 years of age<br>as on the 1st July of the year<br>of recruitment.   |
| 25. Lift Operator | (i) By direct<br>recruitment (or)                             | (i) Must have passed VIII<br>standard;   |

|  |                       |   |
|--|-----------------------|---|
|  | (ii) By promotion     | (ii) In the case of direct recruitment, must not have completed 30 years of age as on the 1st July of the year of recruitment in the case of O.C. 35 years of age as on the 1st July of the year of recruitment in the case of candidate belonging to BC/MBC/DC and 38 years of age as on the 1st July of the year of recruitment in the case of candidates belonging to SC/ST.                 |
| 26. Lift Operator cum Office Assistant                 | By direct recruitment | <p>(i) Must have passed VII standard;</p> <p>(ii) Must not have completed 30 years of age as on the 1st July of the year of recruitment in the case of O.C. 35 years of age as on the 1st July of the year of recruitment in the case of candidate belonging to BC/ MBC/ DC and 38 years of age as on the 1st July of the Year of recruitment in the case of candidates belonging to SC/ST.</p> |
| 27. Office Assistant (With type-writing qualification) | By direct recruitment | <p>(i) Must have passed S.S.L.C,</p> <p>(ii) Must have passed typewriting (English) below/junior grade;</p> <p>(iii) Must know bicycle riding;</p> <p>(iv) Must not have completed 30 years of age as on the 1st July of the year of recruitment in the case of O.C. 35 years of age as on the 1st July of the year of recruitment in the case of</p>   |

|                      |                                |  |
|----------------------|--------------------------------|--|
|                      |                                | candidate belonging to BC/MBC/DG and 38 years of age as on the 1st July of the year of recruitment in the case of candidates belonging to SC/ST.   |
| 28. Office-Assistant | (i) By direct recruitment (or) | (i) Must have passed VIII Standard;  |
|                      | (ii) By deputation             | (ii) Must know bicycle riding;   |
|                      |                                | (iii) In the case of direct recruitment, must not have completed 30 years of age as on the 1st July of the year of recruitment in the case of O.C. 35 years of age as on the 1st July of the year of recruitment in the case of candidate belonging to BC/MBC/DC and 38 years of age as on the 1st July of the year of recruitment in the case of candidates belonging to SC/ST; |
|                      |                                | Provided that an Office Assistant to be nominated as Office Assistant-cum-Driver shall possess a valid driving licence issued by the Transport Department for driving heavy vehicles.  |
|                      |                                | Note.-Though the categories namely, Office Assistant (with Typewriting qualification) and Office Assistant are shown separately in SI. Nos. 27 and 28, the rule of reservation as per Statute 6(3) shall be followed under common turn which shall be made applicable for both these categories.   |

|                             |                       |  |                 |
|-----------------------------|-----------------------|--|-----------------|
| 29. Watchman                | By direct recruitment | <p>(i) Must have passed VII Standard;</p> <p>(ii) Must know bicycle riding;</p> <p>(iii) Must not have completed 30 years of age as on the 1st July of the year of recruitment in the case of O.C. 35 years of age as on the 1st July of the year of recruitment in the case of candidate belonging to BC/MBC/DC and 38 years of age as on the 1st July of the year of recruitment in the case of candidates belonging to SC/ST.</p> |                 |
| 30. Sweeper/Sanitary Worker | By direct recruitment | <p>(i) Must be able to speak, read and write Tamil;</p> <p>(ii) Must not have completed 30 years of age as on the 1st July of the year of recruitment in the case of O.C. 35 years of age as on the 1st July of the year of recruitment in the case of candidate belonging to BC/MBC/DC and 38 years of age as on the 1st July of the year of recruitment in the case of candidates belonging to SC/ST.</p>                          | Vice-Chancellor |

Appendix - II(See Statute 16)

| Sl. No. | Category                   | Total No. of Posts | Scales pay proposed  |
|---------|----------------------------|--------------------|--|
| (1)     | (2)                        | (3)                | (4)  |
| 1.      | Registrar                  | 1                  | Rs. 4,500-150-5,700 (If deputation is in the parent department). |
| 2.      | Controller of Examinations | 1                  | Rs. 3,950-125-4,700-150-5,000.                                   |
| 3.      | Finance Officer            | 1                  | Rs. 3,000-100-3,500-125-4,500.                                   |
| 4.      | Academic officer           | 1                  | Rs. 3,950-125-4,700-150-5,000.                                   |

|     |   |    |  |
|-----|---|----|--|
| 5.  | University Co-ordinator                                   | 1  | Rs. 3,950-125-4,700-150-5,000.   |
| 6.  | Dean of Students  | 1  | Rs. 3,950-125-4,700-150-5,000.   |
| 7.  | Librarian   | 1  | Rs. 2,500-75-3,100-100-4,200.  |
| 8.  | Law Officer   | 1  | Rs. 3,000-100-3,500-125-4,500.   |
| 9.  | Deputy Registrar  | 1  | Rs. 3,000-100-3,500-125-4,500.   |
| 10. | Deputy Controller of Examinations                         | 1  | Rs. 3,000-100-3,500-125-4,500.   |
| 11. | Assistant Registrar/Personal Secretary to Vice-Chancellor | 3  | Rs. 2,500-75-3,100-100-4,200.  |
| 12. | Public Relation Officer                                   | 1  | Rs. 2,200-75-2,800-100-4,000.  |
| 13. | Senior Accounts Officer                                   | 1  | Rs. 2,200-75-2,800-100-4,000.  |
| 14. | Programmer  | 1  | Rs. 2,200-75-2,800-100-4,000.  |
| 15. | Superintendents   | 15 | Rs. 1,600-50-2,300-60-2,660.   |
| 16. | Assistants  | 41 | Rs. 1,200-30-1,560-40-2,040.   |
| 17. | Junior Assistants   | 3  | Rs. 975-25-1,150-30-1,650.   |
| 18. | Assistant Librarian .                                     | 1  | (i) Rs. 1,400-40-1,600-50-2,300-60-2,600.<br>(ii)* Rs. 1,600-50-2,300-60-2,660 for the existing incumbents alone as personal to them.  |
| 19. | Telephone Operator  | 1  | Rs. 950-20-1,150-25-1,500.   |
| 20. | Steno   | 16 | P. A. Grade-Rs. 1,200-30-1,560-40-2,040.<br>Plus special pay as admissible to the employees of the Tamil Nadu Government.<br>PC. Grade: Rs. 975-25-1,150-30-1,660. Plus special pay as admissible to the employees of the Tamil Nadu Government. |
| 21. | Typist  | 5  | Rs. 975-25-1,150-30-1,660. Plus special pay as admissible to the Employees of the Tamil Nadu Government.   |
| 22. | Record Clerk  | 7  | Rs. 775-12-955-14-1,025. Plus special pay as admissible to the employees of the Tamil Nadu Government.   |
| 23. | Driver  | 3  | Rs. 975-25-1,150-30-1,660. Plus special pay as admissible to the employees of the Tamil Nadu Government.   |
| 24. | Sergeant  | 1  | Rs. 950-20-1,150-25-1,500.   |
| 25. | Lift Operator   | 1  | Rs. 775-12-955-14-1,025.   |
| 26. | Lift Operator-cum-Office Assistant                        | 1  | Rs. 750-12-870-14-940.   |
| 27. | (a) Office Assistant (with Typewriting qualification)     | 4  | Rs. 750-12-870-14-940. Plus Special pay of Rs.25 per month.  |



|                             |     |                        |
|-----------------------------|-----|------------------------|
| (b) Office Assistant        | 19  | Rs. 750-12-870-14-940. |
| 28. Watchman                | 2   | Rs. 750-12-870-14-940. |
| 29. Sweeper/Sanitary Worker | 2+1 | Rs. 750-12-870-14-940. |

Other allowances such as Dearness Allowance House Rent Allowance, City Compensatory Allowance, etc., at the rates as admissible to the Tamil Nadu Government Servants, from time to time. Appendix III (See Statute 23) Special Rates Travelling Allowance and Pay Daily Allowance for the Vice-Chancellor and Other Officers of the University

| S. No. | Category  | Admissible mode of Conveyance | Daily Allowance admissible     | Incidental charges                 | Remarks | Within Tamil Nadu | Chennai City | Other Cities outside State | Each  |
|--------|---|-------------------------------|--------------------------------|------------------------------------|---------|-------------------|--------------|----------------------------|---|
| (1)    | (2)   | (3)                           | (4)                            | (5)                                | (6)     |                   |              |                            |   |
| 1.     | Vice-Chancellor   | Air                           | First Class A/C or First Class | Car Mileage as per Government Rate | -       | 75.00             | -            | 200.00                     | 50 per cent Dearness Allowance  |
| 2.     | Officers in Group 'A'   | Air                           | First class                    | Government Rate                    | Actuals | 44.00             | 100.00       | 100.00                     | Incidental charges will be allowed as admissible by the Govt, from time to time |
| 3.     | Other Officials (Travelling Allowance Rules of the Government of Tamil Nadu). |                               |                                |                                    |         |                   |              |                            |   |

Note.-The Vice-Chancellor may permit any officer employees of the University to travel by Air within or outside the State of Tamil Nadu in case of emergency.Special Rates of Travelling Allowance, Halting Allowance, Sitting Fee and Conveyance Charges for Members of Governing Council, Planning Board, Standing Academic Board, Boards of Studies, Senate Board of Examination, etc.

|   | Travelling Allowance                    | Halting Allowance   | Sitting fee                                      | Conveyance charges  | Remarks  |
|---|---|---|--|---|--|
| (1)   | (2)                                     | (3)   | (4)  | (5)   | (6)  |
| <b>Group-I</b>  |   |   |  |   |  |
| 1. Governing council<br>2. Planning Board<br>3. Standing Academic Board | 1-2/3rd First class (Both ways)         | Rs. 20 for members coming from outside the City                         | Rs. 50 to all members except Government Servants | -   | Airfare is allowed on prior approval from Vice- Chancellor for Members coming from within the State or Outside the State |
| <b>Group-II</b>   |   |   |  |   |  |
| Board of Studies  | 1-2/3rd first Class (Both ways)         | Do  | Do   |   | Air fare is allowed on prior approval from Vice-Chancellor for Members and Examiners coming from outside the state.      |
| <b>Group-III</b>  |   |   |  |   |  |
| 1. Senate   | 1-1/4 First Class (Both ways)           | Rs. 30 for Members coming from or within in the State outside the State | -  | Rs. 20 to all members attending the meeting in the University | Do.  |
| 2. Board of Examiners   |   |   |  |   |  |
| 3. Members Specially called for specific assignment                     |   |   |  |   |  |
| <b>Group-IV</b>   |   |   |  |   |  |
| Examiners coming for valuation  | Central 1-1/4th First Class (Both ways) | Do.   | -  | Rs. 20 to all members   | -  |

Appendix IV[See Statute 19(2)(a)]Authority Competent to Impose Penalties

| Category of staff | Authority empowered | Minor Penalties Appellate authority | Time allowed                               | Authority empowered | Major penalties Appellate authority | Time allowed  |
|-------------------|---------------------|-------------------------------------|--|---------------------|-------------------------------------|---|
| Group W Officers  | Vice-Chancellor     | Governing Council                   | 30 days from the date of receipt of orders | Governing council   | Chancellor                          | 90 day from the date of receipt of orders           |
| Group 'B' 'C' 'D' | Register            | Vice-chancellor                     | Do.  | Vice-chancellor     | Governing council                   | 60 days from officers the date of receipt of orders |