

# ***Tamil Nadu Municipal General Service Rules, 1970***

## ***Part 3 - Special Rules - Section-1***

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These rules shall be called the Tamil Nadu Municipal General Service Rules, 1970.

**1. Constitution.** - The service shall consist of the following classes and categories, namely: -

|                  |   |
|------------------|---|
| <b>CLASS I</b>   | Managers, Special Grade   |
| <b>CLASS I-A</b> |   |
| Category 1       | Managers, Selection Grade   |
| Category 2       | Revenue Officers, Special Grade                                   |
| <b>CLASS II</b>  |   |
| Category 1       | Managers, I Grade Municipalities                                  |
| Category 2       | Accountants, Special and Selection Grade Municipalities           |
| Category 3       | Assistant Revenue Officers, Special Grade Municipalities          |
| Category 4       | Revenue Officers, Selection Grade Municipalities                  |
| <b>CLASS III</b> | Park Supervisors.   |
| <b>CLASS IV]</b> |   |
| Category 1       | Assistant Revenue Officers, Selection Grade Municipalities        |
| Category 2       | Assistant Accountants, Special and Selection Grade Municipalities |
| Category 3       | Managers, II and III Grade Municipalities                         |
| Category 4       | Revenue Officers, I Grade Municipalities                          |
| Category 5       | Accountants, I Grade Municipalities                               |
| <b>CLASS V</b>   |   |
| Category 1       | Head Clerks   |
| Category 2       | Accountants, II and III Grade Municipalities                      |

|                    |                                  |
|--------------------|----------------------------------|
| Category 3         | Assessors                        |
| Category 4         | Assistants                       |
| Category 5         | Market Superintendents           |
| Category 6         | Cashiers                         |
| Category 7         | Store-keepers, I Grade           |
| Category 8         | Revenue Inspectors               |
| CLASS VI           | Radio Operator                   |
| CLASS VI-A         | Park Superintendent, I Grade'    |
| <b>CLASS VII</b>   |                                  |
| Category 1         | Junior Assistants                |
| Category 2         | Poor House Wardern               |
| Category 3         | Shroff                           |
| Category 4         | Store Keepers, II Grade)         |
| Category 5         | Revenue Assistant, Grade I       |
| CLASS VII-A        | Typists including Steno-typists  |
| <b>CLASS VII-B</b> |                                  |
| Category 1         | Horticultural Assistants         |
| Category 2         | Park Superintendents, II Grade.  |
| CLASS VII-C        | Selection Grade Bill Collectors. |
| CLASS VIII         | Butler                           |
| <b>CLASS IX-</b>   |                                  |
| Category 1         | Cinema Operator                  |
| Category 2         | Revenue Assistant-Grade II       |
| <b>CLASS X</b>     |                                  |
| Category 1         | Record Clerk                     |
| Category 2         | Telephone Operator.              |

**2. Inter-changeability of categories.** - Every category in each of the following Classes, namely, Classes I-A, II, IV, V, VII, VII-B [\*\*\*] and X mentioned in rule 1 shall be interchangeable with the other category or categories, as the case may be, in the same Class.

**3. Methods of Appointment.** - (a) (i) Appointment to the following classes and categories shall be made by direct recruitment: -

|                       |                                |
|-----------------------|--------------------------------|
| CLASS VI              | Radio Operators                |
| Omitted               |                                |
| CLASS VII-B           |                                |
| Category 1            | Horticultural Assistant        |
| Category 2            | Park Superintendents, II Grade |
| CLASS VII             |                                |
| Omitted               |                                |
| Class IX - Category 1 | Cinema Operator                |
| Class X - Category 2  | Telephone Operator             |

(ii) A person who has been appointed to Class VII-A and has completed his probation satisfactorily in that Class shall be eligible to be transferred and appointed to any categories in Class VII.

(iii) A person who has been appointed to any of the categories in Class VII and has satisfactorily completed his probation in that category shall be eligible to be transferred and appointed to Class VII-A.

(b) Appointment to the posts mentioned in column (1) of the Table below shall be made by promotion from the holder of the posts mentioned in the corresponding entries in column (2) thereof:

| <b>Post</b>  | <b>Categories</b>                |
|--|----------------------------------|
| <b>(1)</b>   | <b>(2)</b>                       |
| Class I - Managers, Special Grade                            | From the categories in Class I-A |
| Class I-A  |                                  |
| Category 1 - Managers, Selection Grade                       | From the categories in Class II  |
| Category 2 - Revenue Officers, Special Grade                 | Categories in Class II           |
| Class II   |                                  |
| Category 1- Managers, I Grade Municipalities                 | From the categories in Class V   |
| 2. Accountants, Special and Selection Grade Municipalities   |                                  |
| 3. Assistants Revenue Officers, Special Grade Municipalities |                                  |
| 4. Revenue Officers, Selection                               | From the categories in Class V   |

|  |  |
|--|--|
| Grade Municipalities   |  |
| Class III Park Supervisors   | From Class VI-A                        |
| Class IV   |  |
| Category 1. Assistant Revenue Officers, Selection grade Municipalities |  |
| 2. Assistant Accountants, Special and Selection grade Municipalities   | From the categories in Class V         |
| 3. Managers, II and III Grade Municipalities                           |  |
| 4. Revenue Officer, I Grade Municipalities                             |  |
| 5. Accountants, I Grade Municipalities]                                |  |
| Class V  |  |
| Category 1 - Head clerks   |  |
| 2. Accountants, II and III Grade Municipalities                        | From the categories in Classes VII and |
| 3. Assessors   |  |
| 4. Assistants  |  |
| 5. Market Superintendent   |  |
| 6. Cashiers  |  |
| 7. Storekeeper, I Grade  |  |
| Class VI-A Park Superintendent-I Grade                                 | From the categories in Class VII-B     |

(c) (i) Appointment to the posts mentioned in column (1) of the Table below shall be made by the methods specified in column (2) thereof: -

|                              |  |
|------------------------------|--|
| Class VII                    |  |
| Category 1-Junior Assistants | By direct recruitment or by promotion from the Category of Record Clerk and Revenue Assistant, Grade II. |
| Category 2-Poor house Warden |  |
| Category 3-Shroff            |  |

|  |   |
|--|---|
| Category 4-Store Keeper, Grade II              | By direct recruitment or by promotion from the Category of Revenue Assistant, Grade II and Record Clerk.  |
| Category 5-Revenue Assistant, Grade I.]        |   |
| Class VIIA                                     |   |
| Typist including Steno-Typist                  |   |
| Class VII-C Selection Grade Bill Collector     | From the category of Bill Collector. Provided that when there is a paucity of candidates qualified for appointment by promotion, the appointing authority may, with the concurrence of the State Government and the Director of Municipal Administration in the case of Selection Grade Bill Collector, resort to direct recruitment. |
| Class IX-Category 2-Revenue Assistant,Grade II | By direct recruitment or by recruitment by transfer from the Last Grade Service   |
| Class X - Category 1: Record Clerk             |   |

[(ii) Appointment by direct recruitment and by promotion to Class VII shall be made in the ratio of 2:1 and appointment by direct recruitment and by recruitment and by recruitment by transfer to Category 2 of Class IX and Category 1 of Class X shall be made in the ratio of 3:1. If sufficient number of candidates are not available for promotion or by recruitment by transfer, the vacancies shall be filled by direct recruitment.]

**4. Authorities competent to recruit candidates and to make appointment.** - (a) The recruiting authority in respect of the classes mentioned in column (1) below shall be those specified in the corresponding entry in column (2) thereof:

| <b>Classes</b>                                      | <b>Recruiting Authority</b> |
|---|-----------------------------|
| <b>(1)</b>  | <b>(2)</b>                  |
| Classes I, I-A, II, III, IV, V and VI-A             | The Selection Committee     |
| Classes VI, VII, VII-A, VII-B, VII-C, VIII,IX and X | The Appointment Committee   |

(b) The appointing authority in respect of the classes mentioned in column (1) below shall be those specified in the corresponding entry in column (2) thereof: -

| <b>Classes</b>                                       | <b>Appointing Authority</b>              |
|--|--|
| <b>(1)</b>   | <b>(2)</b>                               |
| Classes I, I-A, II, III, IV, V and VI-A              | The Director of Municipal Administration |
| Classes VI, VII, VII-A, VII-B, VII-C, VIII, IX and X | The Commissioner                         |

**5. Qualifications (a) General.** - No person shall be appointed to any category in any class unless he possesses the minimum general educational qualification: -  
[Provided that a person who has completed S.S.L.C. shall be appointed by direct recruitment to category 2 of Class IX and category 1 of the Class X and a person who has passed VIII Standard in a recognised school shall be appointed by recruitment by transfer to category 2 of Class IX category 1 of Class X.]

*Explanation.* - A "recognised school" means a school maintained by or opened with the sanction of the Government of Tamil Nadu or to which recognition has been accorded by the Director of School Education under the Education Rules of the State.

(B) Special. - (i) No person shall be appointed to any of the categories in Class V or to any other higher class or category unless he has passed the Account Test for local bodies or the Panchayat Developmental Account Test Papers III and IV or the Departmental Test for officers of the panchayat Development Department or the Account Test for Subordinate Officers-Part I.

[(ii) No person shall be appointed as a Typist in Class VII-A, unless he has passed the Government Technical Examinations in Typewriting in English by the Higher Grade and in Tamil by the Lower Grade. A person who has not passed the Government Technical Examination in Typewriting in Tamil by the Lower Grade, if appointed, shall pass the said examination during the period of probation:]

Provided that if a person who has passed the Government Technical Examination in Typewriting in English by the Higher Grade is not available, a person who has passed the said examination by the Lower Grade, he shall pass the examination during the period of probation.

(iii) No person shall be appointed as a Steno-Typist unless he has, in addition to the qualification prescribed for Typists, passed the Government Technical Examination in shorthand by the Lower Grade maybe appointed.

(iv) No person shall be appointed to the Classes or categories of posts mentioned in column (1) of the Table below unless he possesses the qualifications mentioned in the corresponding entries in column (2) thereof: -

| <b>Posts</b>  | <b>Qualification</b>  |
|---|---|
| <b>(1)</b>  | <b>(2)</b>  |
| Class VI- Radio Operators                                       | (i) Must be a holder of an Instruments Mechanical training certificate issued by the Industrial Training Institute at Kakinada or the certificate issued by the Industrial Training Institute at Thyagaraya Nagar or the certificate issued by an Industrial Training Institute run by the Government of India, and |
|   | (ii) Must have a suitable voice for making announcement through the mike over the system: Provided that preference shall be given to candidates with I.S.L.C. qualification and practical experience in servicing of sets and P. A. system in any approved firm or Institution.                                     |
| Class VII-B Horticultural Assistant, and Park Superintendent-II | (i) Must possess a completed S.S.L.C.; (ii) Must hold a certificate Grade of proficiency in Horticulture; and (iii) must have acquired training for not less than one year in horticulture including ornamental gardening under the Agricultural Department of the Government of Tamil Nadu or                      |
|   | Should be a Fieldman in the Tamil Nadu Agricultural Subordinate Service with training for not less than one year in the Departmental Certificate course conducted by the Agricultural Department of the Government of Tamil Nadu.   |
| Class VIII- Butler  | Must have passed III Form or VIII Standard and must have experience in cooking meals for 2 years.   |
| Class IX- Category 1-Cinema operator                            | (i) Must have passed the S.S.L.C. or an equivalent examination, (ii) Must have passed the cinema operator Examination conducted by the Government Board of Examiners, and (iii) Must have practical experience in radio mechanism for a period of not less than one year.   |
| Class X- Category 2 Telephone operator                          | (i) Must possess a completed S.S.L.C. and (ii) Must have acquired experience of 6 months in operating PBX Telephone.  |

**6. Age.** - No person shall be appointed to any class or category in the service by direct recruitment, if he has not completed or will complete [thirty years] of age on the first day of July of the year in which the recruitment is made:

Provided that the candidate belonging to Scheduled Castes and Scheduled Tribes shall be appointed to any class or category in the service by direct recruitment if he has not completed [thirty-five years] of age on the said date.

**7. Unit of appointment.** - For the purposes of appointment, discharge for want of vacancies, reappointment and appointment as full members, the unit shall be as follows:

| <b>Class or category</b>   | <b>Unit</b>  |
|--|--|
| <b>(1)</b>   | <b>(2)</b>   |
| 1. all the categories in Classes I, All the Municipalities in the I-A and II State taken together. |  |
| 2. Class III, and all categories in classes IV, and VI-A.  | The following groups each constitute a separate unit:<br>Group 1: All the Municipalities in 1. Since have become a Municipal Corporation (Tirunelveli), Kanayakumari and Ramanathapuram districts taken together.<br>Group II: All the Municipalities in 1. Since have become a Municipal Corporation Madurai and Tiruchirapalli districts taken together.<br>Group III: All the Municipalities in Thanjavur and South Arcot Districts taken together.<br>Group IV: All the Municipalities in Chengalpattu, North Arcot and Dharmapuri districts taken together.<br>Group V: All the Municipalities in 1. Since have become a Municipal Corporation (Salem, Coimbatore) and the Nilgiris Districts taken together. |
| 3. All the categories in classes VI, VII, VII-A, VII-B VII-C. VIII, IX and X.                      | The Municipalities concerned.  |

**[8. Probation.** - (a) Every person appointed to a class or category by direct recruitment 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.]

(b) Every person appointed to a class or category by recruitment by transfer 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, if the responsibilities of the post to which he is appointed are distinctly of a higher order.

**9. Procedure for recruitment.** - The following procedure shall be followed by the Selection and Appointment Committees in the matter of recruitment.

**(1) For Promotion by Selection Committee:** - (a) The Director of Municipal Administration shall obtain from every Commissioner (i) the names of all eligible candidates in the employment of the Municipality concerned, and (ii) the Commissioner's views on the suitability or otherwise of the candidates for promotion. He shall, then, arrange their names in the order of the seniority in the class from which promotion has to be made and also record his own views on the fitness or otherwise of



the candidates. He shall, thereafter, place the lists before the selection committee which shall scrutinise them and draw the promotion panel for each class.

(b) It shall be open to the selection committee to interview any candidate, if it considers it necessary to adjudge the fitness for promotion or the rank that should be assigned to him in the promotion panel.

(c) The selection committee shall, after it has drawn the promotion panel in the manner aforesaid, send it to the appointing authority,

**(2) For direct recruitment by the Appointment Committee.** - The Commissioner of the Municipality concerned shall call for a list of eligible candidates from the local Employment Exchange and place the list before the appointment committee. The committee shall select the required number of candidates on the basis of an interview only. If sufficient number of candidates from the Employment Exchange is not available, the Commissioner shall advertise the vacancies in the local dailies of the district and invite applications from eligible candidates and compile them. The application so compiled shall be placed before the appointment committee. The appointment committee shall, then, select the candidates on the basis of an interview only. If selection is to be made from such of those persons who are employees of Municipal Councils, the Employment Exchange need not be consulted. The selections shall be made separately for each class. The names of the candidates selected for appointment shall be arranged in the order of preference in each list. The lists thus prepared shall be the lists of approved candidates. The appointment committee shall send such lists to the Commissioner immediately after they are drawn up.

**3. For promotion or by transfer by the Appointment Committee.** - The Commissioner of the Municipality concerned shall prepare the names of all eligible candidates in the employ of the Municipality for promotion or transfer. He shall, then, arrange the names of the candidates in the order of their seniority in the category from which promotion or transfer has to be made and also record his own views on the fitness or otherwise of the candidates. The Appointment Committee shall scrutinise the lists and draw the panel for each category.

It shall be open to Appointment Committee to interview any candidate, if it entertains any doubt about the fitness of the candidate for promotion or the rank that should be assigned to the candidate in the promotion panel.

The Appointment committee shall, after it has drawn the panel in the manner aforesaid, send it to the appointing authority.

**10. Reservation of Appointment.** - The rules of reservation in general rule 14 shall apply to recruitment to classes VI, VII, VII-B, VIII, IX, X.