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Section – 3

The Tamil Nadu Municipal Town Planning Service Rules, 1970

1. These rules shall be called the Tamil Nadu Municipal Town Planning Service Rules, 1970
2. **Constitution:** The Service shall consist of the following categories of Officers, namely:

Category – 1	Senior Town Planning Officer
Category – 2	Town Planning Officer, Grade-I
Category – 3	Town Planning Officer, Grade-II
Category – 4	Town Planning Inspector
Category – 5	Town Planning Assistant Draughtsman

3. Recruiting and Appointment Authority:

(a) The recruiting authority in respect of the categories in column (1) below shall be those specified in the corresponding entry in column (2) thereof:

Category	Recruiting Authority
1. Categories 1 to 3	The selection committee
2. Categories 4 and 5	The appointment committee

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

Category	Appointing Authority
1. Categories 1 to 3	The Director of Municipal Administration
2. Categories 4 and 5	The Municipal Commissioner concerned

4. Method of appointment:

(a) Appointment to the categories specified in column (1) of the Table below shall be made by the methods specified in the corresponding entries in Column (2) thereof:

THE TABLE		
	CATEGORIES	METHOD OF APPOINTMENT
1.	Senior Town Planning Officer	Promotion from category -2
2.	Town Planning Officer, Grade-I	Promotion from category-3
3.	Town Planning Officer, Grade-II	i) Direct recruitment or ii) Promotion from category-4
4.	Town Planning Inspector	i) Direct recruitment or

		ii) Promotion from category-5
5.	Town Planning Assistant Draughtsman	Direct recruitment

(b) Appointment to each Category by direct recruitment and by promotion shall be made in the ratio of 1:3.

(c) One-fourth of all substantive vacancies arising in category 3 and one fourth of all long standing temporary vacancies arising in the said category shall be reserved to be filled by direct recruitment.

EXPLANATION: Any vacancy anticipated to be of two years duration shall be deemed to be a long standing vacancy within the meaning of this rule.

5. PROCEDURE FOR RECRUITMENT

(1) The following procedure shall be followed in the matter of recruitment of candidates by the Selection Committee:

BY DIRECT RECRUITMENT:

The Director of Municipal Administration shall estimate the number of substantive vacancies likely to arise in each category for which recruitment has to be made by the Selection Committee. The estimate shall cover the Calendar year for which the recruitment is made. In July of every year, the Director of Municipal Administration shall address the officer in charge of Employment Exchange concerned, furnishing him with the details of vacancies, the names of districts in which vacancies are likely to arise, the communal rotation to be adopted for selection of candidates, the qualification prescribed for the post, and request him to sponsor eligible candidates for selection. The list so furnished by the Employment Exchange shall be got scrutinised by the concerned Head of Department. If sufficient number of candidates from the Employment Exchange is not available, the Director of Municipal Administration after obtaining a non-availability certificate from the Employment Exchange shall advertise the vacancies in the local dailies and invite applications from eligible candidates and compile them and get the list scrutinised by the concerned Head of Department and place the list before the Selection Committee which shall select the candidates on the basis of an interview only. The recruitment shall be made separately for each category. The names of the candidates selected for appointment shall be arranged in the order of preference in each list. The list thus prepared shall be the list of approved candidates and furnished to the appointing authority.

BY PROMOTION:

The Director of Municipal Administration shall obtain from every Commissioner (i) the names of all eligible candidates in the employ 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 their seniority in the category from which promotion is to be made and also record his own views on the fitness or otherwise of the candidates. He shall, thereafter, place the list before the Selection Committee which shall scrutinise them and approve the promotion panel for each category.

It shall be open to the Selection Committee to interview any candidate, if it has any doubt about his fitness for promotion or the rank that should be assigned to him in the promotion panel.

The Selection Committee shall, after it has drawn the promotion panel in the manner aforesaid, send it to the appointing authority.

(2) The following procedure shall be followed in the matter of recruitment of candidates by the Appointment Committee of the Municipal Council for appointment by direct recruitment:

The Commissioner of the Municipality concerned shall call for a list of eligible candidates from the local Employment Exchange and shall, place the list before the Appointment Committee. The Committee shall then 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 districts and invite the applications from eligible candidates and compile them. The applications 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 a selection is to be made from such of those persons who are employees of the Municipal Council, the Employment Exchange need not be consulted.

The Selection shall be made separately for each category. 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 the list to the Commissioner immediately after it is drawn up.

(3) The Government may, from time to time, issue any order, clarification or guideline for selection of candidates by the appointment committee. In such cases, the appointments committee shall follow such orders, clarifications or guidelines issued by the Government.

6. RESERVATION OF APPOINTMENTS:

The rule of reservation of appointments (General Rule 14) shall apply to appointments to the Service by direct recruitment.

7. MINIMUM QUALIFICATION:

No person shall be appointed to any of the Categories except category 5 unless he possesses the minimum general education qualification.

8. SPECIAL TECHNICAL QUALIFICATIONS;

No person shall be appointed to the posts specified in column (i) of the Table in the Annexure by the methods specified in the corresponding entries in Column (2) of the said Table, unless he possesses the qualifications specified in the corresponding entries in column (3) thereof.

9. AGE:

No person shall be eligible for appointment 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 recruitment is made:

Provided that, a candidate belonging to the Scheduled castes or the Scheduled Tribes shall be appointed to any class or category in the service by direct recruitment if he has not completed 33 years of age on the said date.

10. UNIT OF APPOINTMENT:

For purpose of appointment, transfer, discharge for want of vacancies, re-appointment and appointment as full members of the service, the unit shall be as follows:

Category	Unit
(1)	(2)
Categories 1, 2 and 3	All the Municipalities in the State taken together
Categories 4 and 5	Municipality concerned

11. PROBATION:

Every person appointed to a Category by the direct recruitment shall, from the date on which he joins duty, be on probation for a total period of 2 years of duty within a continuous period of 3 years.

12. LIABILITY TO SERVE IN THE ARMED FORCES:

Every person who is a Graduate in Engineering and who is appointed to Category 1,2 or 3 shall, within the first ten years of his service in the said category, be liable to serve for a minimum period of 4 years (including the period spent on training) in the Armed Forces of work relating to the Defence effort any where in India or abroad, if so required.

Provided that the liability to serve in the Armed Forces or on work relating to the Defence efforts shall not ordinarily apply to a person who is above 40 years of age at the time of his first appointment to the category or who has already so served during the period of his service in the Department.

THE TABLE

Posts	Methods of recruitment	Qualifications
(1)	(2)	(3)
Senior Town Planning Officer	By Promotion	Must have served as Town Planning Officer, Grade-I
Town Planning Officer Grade-I	By Promotion	Must have served as Town Planning Officer, Grade-II
Town Planning Officer Grade-II	By Direct recruitment	(i) Must be an Associate Member of the Institute of Town Planners India or must possess a Degree or Diploma recognised for eligibility to the Associated Members of the Institute of Town Planners; or
		ii) Must possess Bachelor of Architecture Degree or any University recognised by the University Grants Commission for the purpose of its grant or Diploma in Architecture recognised as equivalent to the

		National Diploma in Architecture; (or)
		iii) Associate of Indian Institute of Architects (or)
		(iv) A degree in Civil Engineering of any university recognised by the University Grants Commission for the purpose of its Grant; (or)
		(v) Must have passed Section A and B of the AMIE (India) examination in Civil Engineering Group; (or)
		vi) Must possess the post-Licentiate Diploma in Town and Country Planning awarded by the Board of Technical Education of the Government of Tamil Nadu; (or)
		(vii) Must possess a Master's Degree in Town & Country Planning awarded by the Anna University.
Town Planning Officer Grade-II	By Promotion	(i) Must possess Licentiate in Civil Engineering or Diploma in Civil Engineering of the Board of Technical Education of the Government of Tamil Nadu or any higher qualification recognised as equivalent thereto by the Government of Tamil Nadu; and Must have worked in a regular capacity as Town Planning Inspector for a period of not less than ten years in any Municipality or any other local authority; or
		ii) Must be a Group Certificate holder and have worked in permanent or regular capacity as Town Planning Inspector for a period of not less than fifteen years in any Municipality, or any other local authority;
4. Town Planning Inspector	By Direct recruitment or by promotion	Licentiate in Civil Engineering or Diploma in Civil Engineering of the Board of Technical Education of the Government of Tamil Nadu or the Diploma in Architecture and interior Design awarded by the State Institute of Co-operative vocational Education, Trichy or any other equivalent Diploma recognised the Govt. of Tamil Nadu.
Town Planning Assistant Draughtsman	By Direct recruitment	(i) Licentiate in Civil Engineering or Diploma in Civil Engineering of Board of Technical Education of Government of Tamil Nadu or Diploma in Architecture and Interior Design awarded by State Institute of Co-operative vocational Education in Tiruchy or any other equivalent Diploma recognised by the Government of Tamil Nadu; or (ii) A complete Secondary School Leaving Certificate issued under the authority of the Government of Tamil Nadu with a pass in 'Engineering' as a special subject in the bifurcated course in secondary school; or (iii) Pass in Draughtsmanship (Civil) Course under the revised syllabus introduced from July'52 conducted by the Government of India, Ministry of Labour with experience in Town Planning for a period not less than 2 years"

G.O. Ms. No.20	RD & LA	Dated 05.01.72
G.O. Ms. No.957	RD & LA	Dated 11.05.73

G.O. Ms. No.1670	RD & LA	Dated 16.07.74
G.O. Ms. No.1949	RD & LA	Dated 31.08.74
G.O. Ms. No.2209	RD & LA	Dated 14.10.74
G.O. Ms. No.1197	RD & LA	Dated 19.07.75
G.O. Ms. No.759	RD & LA	Dated 07.05.79
G.O. Ms. No.1850	RD & LA	Dated 02.12.82
G.O. Ms. No.554	RD & LA	Dated 13.04.83
G.O. Ms. No.1880	RD & LA (MV)	Dated 17.12.83
G.O. Ms. No.993	MA & WS	Dated 13.10.87
G.O. Ms. No.120	MA & WS	Dated 06.02.90
G.O. Ms. No.112	MA & WS	Dated 30.06.98
G.O. Ms. No.226	MA & WS	Dated 24.11.98