

**THE TAMIL NADU MUNICIPAL TOWN  
PLANNING SERVICE RULES, 1970**

1. These rules shall be called the Tamil Nadu Municipal Town Planning Service Rules, 1970.

<sup>1</sup>[**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 appointing 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)	(2)
1. Categories 1 to 3	The Selection Committee
2. Categories 4 and 5	The Appointment Committee

1. Substituted by GO. Ms. No. 112. MA & WS (ME-3), dated the 30th June 1998.

(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)	(2)
1. Categories 1 to 3	The Director of Municipal Administration
2. Categories 4 and 5	The Municipal Commissioner concerned

<sup>1</sup>[**4. Method of appointment.**— (a) Appointment to the categories specified in column (1) of the Table shall be made by the methods specified in the corresponding entries in column (2) thereof

TABLE

Categories	Methods of appointment
(1)	(2)
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 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.]

1. Substituted by GO. Ms. No. 112. MA & WS (ME-3), dated the 30th June<sup>o</sup>1998.

**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 advertise the number of such vacancies available and invite application from all eligible candidates and compile them. The applications so compiled together with the estimate of vacancies shall be furnished to the Selection Committee which shall then select 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 candidates, 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, after having the list scrutinised by the Regional Deputy Director of Town Planning concerned 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 district and invite application 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.

<sup>1</sup>[**6. Reservation of appointment.**— The rule of reservation of appointments (General Rule 14) shall apply to appointment to die: : rvice 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 educational qualification.

8. **Special technical qualification.**—No person shall be appointed to the posts specified in column (1) 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.

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1. Substituted by GO. Ms. No. 1850, RD & LA, dated the 2nd December 1982.

9. **Age.**— No person shall be eligible for appointment by direct recruitment, if he has 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 a candidate belonging to the Scheduled Castes or the Scheduled Tribes shall be appointed to any lass or category in the service by direct recruitment if he has not completed 31 years of age on the said date.

**10. Unit of appointment.**— For the purpose of appointment, transfer, discharge for want of vacancies, reappointment 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.

<sup>1</sup>[**11. Probation.**— Every person appointed to a category by direct recruitment shall, from the date on which he joins duty, be on probation for a total period of 2 years on 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 or work relating to the defence effort anywhere 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 appointment to the category or who has already so served during the period of his service in the Department.

1. Substituted by GO. Ms. No.554, RD & LA, dated the 13th April 1983.

### ANNEXURE

(See Rule 8)

#### <sup>1</sup>[TABLE

Posts	Methods of recruitment	Qualification
(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 recognized for eligibility to the Associated Membership of the Institute of Town Planners; or
		(ii) Must possess Bachelor of Architecture; Degree of any University recognised by the University Grants Commission for the purpose of its granter 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 Sections A and B of the A.M.I.E. (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
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1. Substituted by GO. Ms. No. 112, MA & WS (ME-3), dated the 30th June, 1998.

	By promotion	(vii) Must possess a Masters Degree in Town and Country Planning awarded by the Anna University. (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 recognized as equivalent thereto by the Government of Tamil Nadu ; and Must be 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.
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, Tiruchirappalli or any other equivalent qualification recognized by the Government of Tamil Nadu.
Town Planning Assistant Draughtsman	By Direct recruitment	(i) 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, Tiruchirappalli or any other equivalent Diploma recognized 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 pass in Engineering as a special subject in the bifurcated courses in Secondary School ; or

		(iii) Pass in the Draughtsmanship (Civil) Course under the revised syllabus introduced from July 1952 conducted by the Government of India, Ministry of Labour with experience in Town Planning for a period of not less than 2 years.
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### CLARIFICATIONS

**Rule 2.**— A post of Senior Town Planning Officer has been created in Special Grade Municipalities. *Vide G.O. Ms. No. 531, RD & LA, dated 31-4-1983.*

**Rule 2.**—Direct recruitment shall be up to and including the level of Town Planning Officer, Grade-II. The appointment to the post of Senior Town Planning Officer and Town Planning Officer, Grade-I shall be made by promotion from the Town Planning Officer, Grade I and Grade II, respectively and there need not be any further academic qualification for promotion. *Vide G.O. Ms. No. 60, MA & WS, dated-12-3'-1985.*

**Rules 9.**— In respect of Scheduled Castes and Scheduled Tribes, the age-limit shall be 33 years. *Vide G.O. Ms. No. 1584, RD & LA, dated 16-10-1980.*

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