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The Tamil Nadu Municipal Commissioners' Service

1. **Constitution** - The service shall consist of the following categories of Officers namely:-

| | |
|------------------------|--|
| Category 1 - | Joint Director of Municipal Administration. |
| Category 2 - | Special Grade Municipal Commissioner |
| Category 3 - | (a) Selection Grade Municipal Commissioner (b) Personal Assistant to the Director of Municipal Administration. |
| Category 4 - | (a) Municipal Commissioner, Grade-1. (b) Additional Personal Assistant to the Director of Municipal Administration. |

2. **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. Joint Director of Municipal Administration. | By promotion from the Special Grade Municipal Commissioner |
| 2. Special Grade Municipal Commissioner. | By promotion from Selection Grade Municipal Commissioner. |
| 3. (a) Selection Grade Municipal Commissioner. | i) By Promotion from Municipal Commissioner, Grade – I ; or ii) By recruitment by transfer from the post of Section |

| | |
|--|--|
| | <p>Officer coming under one unit of Secretariat in the Tamil Nadu General Service who had undergone training as Municipal Commissioner, Grade – I for a period of not less than two years or from the post of Superintendent of the Office of the Directorate of Municipal Administration in the Tamil Nadu Ministerial Service who had undergone training as Municipal Commissioner, Grade – I for a period of not less than two years.</p> <p>Provided that one out of every five vacancies and every tenth vacancy shall be filled in the recruitment by transfer from the post of Section Officer coming under One Unit of Secretariat Service in the Tamil Nadu General Service and Superintendent of the Office of the Directorate of Municipal Administration, respectively.</p> <p>Provided further that where any officer of the specified category is not available, the turn will lapse and the vacancy shall be filled in by the Officer of the next category.</p> |
| (b) Personal Assistant to the Director of Municipal Administration | By Promotion from the post of Additional Personal Assistant to the Director of Municipal Administration. |
| 4. (a) Municipal Commissioner, Grade – I | By recruitment by transfer from the post of Municipal Commissioner, Grade – II in the Tamil Nadu Municipal Commissioner’s Subordinate Service |
| (b) Additional Personal Assistant to the Director of Municipal Administration. | By recruitment by transfer from the post of Manager in the Directorate of Municipal Administration in the Tamil Nadu Ministerial Service. |

3. Preparation of approved candidate.- (a) For the purpose of drawing up of the annual list of approved candidates for appointment to the categories In the service by promotion or by recruitment by transfer or by deputation, the crucial date on which the candidates should possess the prescribed qualifications shall be the 15th March of every year.

(b) Promotion to the posts of Joint Director of Municipal Administration, Special Grade Municipal Commissioner, Selection Grade Municipal Commissioner, Personal Assistant and Additional Personal Assistant to the Director of Municipal Administration shall be made on grounds of merit and ability, seniority being considered only when merit and ability are approximately equal

4. Qualifications - No person shall be eligible for appointment as Municipal Commissioner, Grade-I by recruitment by transfer unless he possesses the following qualifications namely:-

1. Must have passed the Departmental Test, Parts -I and II for Municipal Commissioners In the Municipal Administration department; and
2. Must have passed the Tamil Nadu Government Office Manual Test

5. Probation- Every person appointed by recruitment by transfer to the post of Selection Grade Municipal Commissioner, Municipal Commissioner, Grade -1 or Additional Personal Assistant to Director of Municipal Administration 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.

6. Deputation – (I) Section Officer coming under one unit of Secretariat Service in the Tamil Nadu General Service who have put in not less than three years of service in that post may be deputed to work as Municipal Commissioner, Grade-I for a period of two years.

Provided that such Section Officer must have worked as Section Officer for a period of not less than two years in the Municipal Administration and Water Supply department.

Provided further that not more than two Section Officers shall be on deputation at any given time and they shall draw the pay applicable to the post of Section Officer during the period of deputation.

(ii) Superintendent of the Office of the Directorate of Municipal Administration, who have put in not less than ten years of service in that post shall be deputed to work as Municipal Commissioner, Grade-I for a period of two years.

Provided that not more than two Superintendent shall be on deputation at any given time and they shall draw the pay applicable to the post of Superintendent during the period of deputation.

AMENDMENTS

| 7. Postings and transfers: - | <u>AMENDMENT</u> |
|--|--|
| Postings and transfers of members of the service except the categories of Joint Director of Municipal Administration and Special Grade Municipal Commissioner shall be made by the Director of Municipal Administration. | In the said Special Rules, in rule 7, for the expression “except the categories of Joint Director of Municipal Administration and Special Grade Municipal Commissioner”, the expression, “except the category-1-Joint Director of Municipal Administration”, shall be substituted. |

The Tamil Nadu Municipal Commissioners’ Subordinate Service

1. **Constitution:** The service shall consist of the Municipal Commissioner, Grade II.

2. **Appointment:** Appointment to the service shall be made:

| <u>Appointment</u> | <u>AMENDMENTS</u> |
|--|---|
| (a) By direct recruitment from among persons, who have served as Manager of all Municipal Offices or as Accountant and Revenue Officer of all Municipalities except the Second Grade Municipalities for a total period of not less than three years on duty in the Tamil Nadu Municipal General Service; | “(a) By direct recruitment from among the categories of Municipal Employees in Class-I ‘A’ of the Tamil Nadu Municipal General Service and the candidates to be appointed shall be selected based on seniority and assessment by a Selection Committee. |

(b) From Open market ; and

(c) By recruitment by transfer from among the holders of the post of:-

- (i) Executive Officer (Selection Grade Town Panchayats) In the Tamil Nadu Town Panchayats Subordinate Service;
- (ii) Assistant Section Officer from the Tamil Nadu Secretariat Service who has served as Assistant Section Officer for a period of not less than five years in the departments of Secretariat under one unit system out of which two years working knowledge in Municipal Administration and Water Supply department and
- (iii) Superintendent from the Directorate of Municipal Administration in the Tamil Nadu Ministerial Service the ratio of 6 : 5 : 9 in the following cycle.

| | |
|---------------------------|--|
| 1) First Vacancy : | Municipal employee in the prescribed categories. |
| 2) Second vacancy : | Graduate in Open Market |
| 3) Third vacancy : | Executive Officer (Selection Grade Town Panchayats) |
| 4) Fourth vacancy : | Assistant Section Officer of Secretariat. |
| 5) Fifth vacancy : | Superintendent from the Directorate of Municipal Administration. |
| 6) Sixth vacancy : | Municipal employee in the prescribed categories |
| 7) Seventh vacancy : | Graduate in Open Market. |
| 8) Eighth vacancy : | Municipal employee in the prescribed categories. |
| 9) Ninth vacancy : | Assistant Section Officer of Secretariat. |
| 10) Tenth vacancy : | Superintendent from the Directorate of Municipal Administration. |
| 11) Eleventh vacancy : | Municipal employee in the prescribed categories |
| 12) Twelfth vacancy : | Graduate in Open Market. |
| 13) Thirteenth vacancy : | Executive Officer (Selection Grade Town Panchayat) |
| 14) Fourteenth vacancy : | Assistant Section Officer of Secretariat. |
| 15) Fifteenth vacancy : | Municipal Employee in the prescribed categories. |
| 16) Sixteenth vacancy : | Graduate in Open Market. |
| 17) Seventeenth vacancy : | Superintendent from the Directorate of Municipal Administration. |
| 18) Eighteenth vacancy : | Assistant Section Officer of Secretariat |
| 19) Nineteenth vacancy : | Graduate in Open Market. |
| 20) Twentieth vacancy : | Municipal employee in the prescribed categories. |

Provided that where for any such turn an Officer of the required category is

not available, the turn will lapse and the vacancy shall be filled in by an incumbent from the other category.

3. **Reservation of appointments.**- The rule of reservation of appointment (General Rule 22) shall apply to the appointment of Municipal Commissioner, Grade-II by direct recruitment
4. **Qualification.**- No person shall be eligible for appointment as Municipal Commissioner, Grade- II by the methods specified in column (1) of the Table below, unless he possesses the qualifications specified in the corresponding entries in Colum (2) thereof:-

THE TABLE

| <u>Method of appointment</u> | <u>Qualification</u> |
|--|---|
| (1) | (2) |
| (a) Direct recruitment of Municipal Managers of Municipal Offices and Accountants and Revenue Officers of all Municipalities except Second Grade | Shall possess the minimum general educational qualification specified in Schedule-1 to the General Rules for the Tamil Nadu State and Subordinate Service |
| (b) By direct recruitment from open market | (1) Shall hold a degree; and (2) Shall not have completed thirty years of age on the 1st day of July of the year in which the selection for appointment is made; |
| (c) By recruitment by transfer | Must have passed the Account Test for subordinate Officers Part-I or Panchayat Development Account Test. |

5. **Preparation of annual list of approved candidate.**- For the purpose of drawing up of the annual list of approved candidates for appointment to the post in the service by recruitment by transfer the crucial date on which the candidates should possess the prescribed qualifications shall be 15th March of every year.

6. **Test:** Every person appointed as Municipal Commissioner, Grade-II by direct

recruitment from Open Market shall, within the period of probation, pass the Account Test for Subordinate Officers, Part-I, Tamil Nadu Government Office Manual Test and Departmental Tests, Parts-I and II for Municipal Commissioners in the Municipal Administration department.

7. **Probation-** Every person appointed to the service by direct recruitment from open market shall, from the date on which he joins duty as Municipal Commissioner, Grade-II, be on probation for a total period of two years on duty within a continuous period of three years. The declaration of satisfactory completion of probation shall be ordered by the Director of Municipal Administration.

8. **Training-** Every person appointed to the service by direct recruitment from open market shall undergo an Intensive Induction training for a period of twelve weeks as specified below and the period of training shall be counted both for probation and increment:-

- (a) In the Directorate of Municipal Administration, Chennai – One week
- (b) In the Tamil Nadu Institute of Urban Studies, Coimbatore – Four weeks.
- (c) In any Selection (or) Special Grade Municipalities - Four weeks.
- (d) In any office of the Regional Deputy Examiner of Local Fund Accounts - One week.
- (e) In the Office of Regional Director of Municipal Administration - One week.
- (f) Again, in the Directorate of Municipal Administration, Chennai – One week.

The money spent on direct recruits during the training period shall be recovered, in case they do not serve this State Government for at least five years.