

2. IMPORTANT G.Os

2.131 Tamil Nadu Basic Service - Special Rules - regarding appointment, Reservation, Selection etc., (Corrected up to 31st May, 2007)

(G.O.Ms. No. 1962, Public (Services-G) 25th June 1971)

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and of all other powers hereunto enabling, and in supersession of the Special Rules in section 19 in Volume III of the Tamil Nadu Services Manual, 1970, the Governor of Tamil Nadu hereby makes the following special Rules for the Tamil Nadu Basic Service which will form section 19 in Volume III of Services Manual: -

Rule No.	Subjects
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THE TAMIL NADU BASIC SERVICE

Rules

Constitution: The Service shall consist of the following classes and categories of Government Servants, namely:-

Class I: Category 1	- Council Dubash for the Cabinet.
Category 2	- Assistant Sergeant in the Secretariat.
Category 3	- Chobdars.
Category 4	- Duffadars.
Class II: Category 1	- Head Chowkidars.
Category 2	- Chowkidars.
Category 3	- Jamadars other than those in the Medical and Police Departments.
Category 4	- Durwans
Category 5	- Assistant Durwans
Class III: Category 1	- Messengers
Category 2	- Copist Attenders
Category 3	- Process Servers
Category 4	- Attendants.
Category 5	- Office Assistants
Category 6	- Chainmen
Class IV: Category 1	- Butlers
Category 2	- Cooks
Category 3	- Kitchen Attendants
Category 4	- Table Attendants
Category 5	- Bathmen
Category 6	- Mazdoors
Category 7	- Cleaners
Category 8	- Sanitary Workers
Category 9	- Gardeners
Category 10	- Maistries
Category 11	- Watchmen
Category 12	- Sweepers
Category 13	- Watermen
Category 14	- Gate-Keepers
Category 15	- Mechanics
Category 16	- Fitters
Category 17	- Painters
Category 18	- Blacksmiths
Category 19	- Carpenters
Category 20	- Cartmen
Category 21	- Cattlemen
Category 22	- Glaziers
Category 23	- Packers
Category 24	- Women Searchers
Category 25	- Hospital Servants

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Category 26 - Dhobies
Category 27 - Lascars
Category 28 - Bearers
Category 29 - Barbers
Category 30 - Syces
Category 31 - Cooks-cum-Watermen
Category 32 - Watchmen-cum-Sweepers
Category 33 - Attender Boys
Category 34 - Assistant Sweepers
Category 35 - Ayahs
Category 36 - Field Assistants
Category 37 - Dusting Mazdoors
Category 38 - Male Nursing Orderlies
Category 39 - Gas House Cleaners
Category 40 - Workshop Boys
Category 41 - Medical Attendants
Category 42 - Conductresses
Category 43 - Assistant Cooks
Category 44 - Masalchis.
*Category44-A - Room Boys (inserted in G.O.Ms.No.41, P&AR (F) Dept.dt. 3.3.2000)
Category45 -Stretcher Bearer(inserted in G.O.Ms.No.65, P&AR (F) Dept. dt.8.4.1999)
*Category 45-A - Mate Boys.(inserted in G.O.Ms.No.241, P&AR (F) Dept.dt.29.12.2000)
Category 46 - Class Blower
Category 47 - Waterman and Water Woman
Category 48 - Iceman
Category 49 - Fireman
Category 50 - Hammerman
Category 51 - Mason
Category 52 - Brick Layer in Medical Department
Category 53 - Purveyor
Category 54 - Garden Maistrics in Medical Department
Category 55 - Head Maistry in Medical Department
Category 56 - Maistry Assistant in Medical Department
Category 57 - Latchies and Dhoby Latchies
Category 58 - Hospital Worker
Category 59 - Table Boy and Table Girl
Category 60 - Dusting Boy
Category 61 - Counter Boy
Category 62 - Helper
Category 63 - Woman Helper
Category 64 - Woman Servant and Table Woman
Category 65 - Kitchen Woman and Servant
Category 66 - Common Mess Servant
Category 67 - Gate Peon
Category 68 - Gurka Watchman
Category 69 - Van Cleaner in Medical Department
Category 70 - Electrical Cleaner
Category 71 - Ambulance Cleaner in Medical Department

Category 72 - Dhoby Cooly
Category 73 - Tailor Cooly in Medical Department
Category 74 - Disinfectant Coolies
Category 75 - Drainage Maistries and Coolies
Category 76 - Semi-skilled Laborers
Category 77 - Unskilled Mechanic
Category 78 - Nurse Quarters Servant
Category 79 - Waterman-cum-Sweeper
Category 80 - Waterman-cum-Watchman
Category 81 - peon-cum-Watchman
Category 82 - Postmortem Attendant
Category 83 - Gas Attendant
Category 84 - Electro-Myography Attendant
Category 85 - Junior Attender
Category 86 - Gas Stocker

(Inserted in G.O.Ms.No.65, P&AR(F) Dept., Dated: 8-4-99 - w.e.f 25-6-1971)

Class V: Any other person who is in basic service as defined in subsidiary definition (iii) under Fundamental Rule 9 and who has not been included in any other service. F.R. 9 (iii) reads as follows:

Basic Service includes all services in the following appointments unless declared by Government to be superior:-

- a) Service as Office Assistant, Head Office Assistant, Chobdar or Duffadar;
- b) Service in Posts the pay of which does not exceed Rs.750/-

All other service is superior.

Explanation: The classification of the posts in the manner indicated above shall not preclude the incumbent of the posts from drawing pay in the scales which are applicable to them prior to coming into force of the Special Rules.

2.Appointing Authority:

The appointing authority for the classes and categories of posts in the departments, and offices mentioned in column (1) of the Annexure shall be the authority specified in the corresponding entry in column (2) thereof.

3. Appointment: *

* Substituted in G.O.Ms.No.215, P&AR (F) Dept., dt.27.6.95 w.e.f. 1.10.84

“(a) Appointment to the several classes and categories shall be made as follows:-

Class and Category (1)	Method of Appointment (2)
Class-I	
Category 1 - Council Dubash for the Cabinet.	Transfer from the categories in Class II or III.
Category 2 - Assistant Sergeant in the Secretariat.	<ul style="list-style-type: none"> i) Transfer from the categories in Class II or III; or ii) If a suitable person is not available from among the persons (full members or approved probationers) under the same appointing authority, from among the office Assistants

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	(full members or approved probationers) in any other department of the Secretariat; or iii) In special cases, by direct recruitment.
Category 3 - Chobdars	Transfer from the categories in Class II or III.
Category 4 - Duffadar in Class II or III.	Transfer from the categories
Class - II: Category 1 - Head Chowkidars	Transfer from category 2 - Chowkidars.
Category 2 - Chowkidars	Direct recruitment; or Recruitment by transfer from any other service; or Transfer from the categories in Class III.
Category 3 - Jamadars in Class III.	Transfer from the categories
Category 4 - Durwans	Transfer from category 5 - Assistant Durwans; or from categories in Class III; or Recruitment by transfer from any other service; or Direct recruitment.
Category 5 - Assistant Durwans	Transfer from the categories in Class III; or Recruitment by transfer from any other service; or Direct recruitment.
Class - III All categories	Direct recruitment; or Recruitment by transfer from any other service. # or Transfer from Class IV
# Added in G.o.Ms.No.215, P&AR (Per.F) Dept., dt.27.6.95 with effect from 1.12.1987. Classes IV and V	
All categories	Direct recruitment; or Recruitment by transfer from any other service; or Transfer from any other category in Class IV and V.

Provided that appointments to the service in the Hindu Religious and Charitable Endowments (Administration) Department shall be made only from among persons professing the Hindu Religion in accordance with the provisions of section 10 of the Tamil Nadu Hindu Religious and Charitable Endowments Act, 1959 (Tamil Nadu Act 22 of 1959);

Provided further that every tenth vacancy that arises in the posts of Ayahs and in the post of Sanitary Workers in each Medical Institution, shall be filled from among widows, wives and children of defence services personnel or ex-defence services personnel possessing the requisite

qualification and such vacancy shall be filled by others, only if such candidates are not available; Provided also that appointment to the post of Office Assistant in the Government Election Branch in the Office of the Commissioner, Corporation of Madras shall be made by transfer from among Office Assistants in the office of the Collector of Madras.

** b) Omitted

Provided also that appointment to the categories of Office Assistant and Helper shall be made by recruitment by transfer from the post of Driver in the Tamil Nadu General Subordinate Service, who has been declared medically unfit to continue in that post - vide G.O.Ms.No.60,P&AR(F) dated 6.3.2007.

** Omitted in G.O.Ms.No.215, P&AR (F) Dept., dt.27.6.95 w.e.f. 1.10.84.

3A. Reservation of Appointments:

The rule of reservation of appointments (General Rule 22) shall apply to appointments by direct recruitment to any of the posts.

4. Selection of direct recruits:-

a) Selection of candidates to any of the categories by direct recruitment shall be made in the manner indicated below:-

The appointing authority shall call for a panel of names from the Employment Exchange concerned, informing that office of the anticipated vacancies of the posts and the qualifications prescribed for such posts. A selection shall be made only from out of the candidates included in the panel sent by the Employment Exchange concerned. If the appointing authority finds that none of the candidates in the panel sent by the Employment Exchange is suitable for appointment, he shall send the requisition to the Employment Exchange for forwarding a second list or necessary further lists of candidates and make his selection from out of such list or lists. Appointment of persons not nominated by the Employment Exchange concerned may be made only when the Employment Exchange concerned is unable to sponsor qualified candidates, and in such cases of appointment both the Employment Exchange concerned and the immediate superior officer of the appointing authority should be informed of the appointment and the circumstances in which such appointments had to be made.*(In respect of reserved vacancies for Ex-servicemen such vacancies shall be notified to the Director/Deputy Director/Assistant Director of Ex-Servicemen's Welfare who are the competent sponsoring authorities. Such vacancies shall also be notified simultaneously, to the local Employment Exchange.)

* (Added in G.O.Ms.No.323, P&AR (Per.F) Dept., dt.31.5.88 w.e.f. 9.6.82)

Provided that this sub-rule shall not apply in the case of appointment of any person transferred from a local fund or municipal institution in consequence of the transfer of such institution to the control of the State Government, or to any person, who has been appointed through the Employment Exchange to a post paid from contingencies.

Provided further that this sub-rule shall not apply in the case of appointment of the wife/husband/son/unmarried daughter of Government Servant who dies in harness leaving his family in indigent circumstances and who is retired from service on medical invalidation under Article 441 read with Article 452 and 454 of the Civil Service Regulations.

*Provided further that for recruitment to the post of residential Office Assistants to the eligible Officers, the appointing authority may call for from the Employment Exchange a list of candidates residing in and around the places or locality of the residences of the eligible Officers.

*(Added in G.O.Ms.No.265, P&AR (Per.F) Dept., dt.24.7.91, w.e.f.1.12.86)

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*Provided also that the appointing authority may call for from the Employment Exchange a list of candidates who have previous experience in driving light motor vehicles for not less than three years; and who possess a valid driving licence.

*(Added in G.O.Ms.No.265, P & A R (Per.F) dept. dt.24.7.91, w.e.f.1.12.86)

#(b) Omitted.

#(c) Omitted.

#(d) Omitted.

(Omitted in G.O.Ms.No.215, P&AR (F) Dt.27.6.95 w.e.f. 27.6.95)

(e) Ten percent of the vacancies shall be reserved for ex-servicemen, who have been demobilised from the Army, Navy and Air-Force.

5. Qualification:

(1) Age: Candidates for appointment by direct recruitment to any of the posts other than those in Classes I and II must not have completed 30 years of age on the date of appointment.

Explanation:- For the purpose of the sub-rule, the age limit, in the case of candidate appointed through Employment Exchange, be reckoned from the date of sponsoring of the candidate by the Employment Exchange concerned for appointment to the post.

Provided that a candidate belonging to the Scheduled Caste or the Scheduled Tribe shall be eligible for appointment to the above classes if he has not completed 35 years of age on the date of appointment.

Provided further that the age limit aforesaid shall not apply to the appointment of Ex-servicemen to any category.

*Provided also that the age limit shall not apply to the appointment made to this service from among the employees borne on the contingent establishment in the same department brought into regular establishment on completion of five years of service.

*(Inserted in G.O.Ms.No.677, P&AR (Per.F) Dept., dt.1.7.85).

Provided also that the age-limit shall not apply to appointment by direct recruitment from among Process Servers and Process Amins of the Revenue Department.

Provided also that the age-limit aforesaid shall not apply in the case of appointment of any person transferred from a local fund or municipal institution in consequence of the transfer of such institution to the control of the State Government.

^Provided also that the age-limit aforesaid shall not apply in the case of appointment of Widows to the posts of Ayahs, Sweepers, Sanitary Workers, Hospital Servants, Cooks, Kitchen Attendants and Water Women in Medical Institutions.

^(Inserted in G.O.Ms.No.1232, P&AR (Per.F), dept. dt.31.12.82, w.e.f.10.7.81.)

(2) Educational qualification:

a) No person shall be eligible for appointment by direct recruitment to any category of the service in class I, II and III unless he has passed the III form or the VIII Standard *(or the E.S.L.C.) of a recognised school (i.e.) 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 Educational Rules of the State.

*(Inserted in G.O.Ms.No.374, P&AR (Per.F), dt.22.10.93, w.e.f. 5.3.92)

Explanation: The above educational qualification shall come into force with effect from the 6th November 1968.

#Provided that those who have passed III Form or VIII Standard or E.S.L.C. and completed probation in Class IV or served in the said class for not less than one year shall be eligible for appointment on transfer from the categories in Class IV to the categories in class III of the said service.

*(Inserted in G.O.Ms.No.374, P&AR (Per.F), dt.22.10.93, w.e.f.1.12.87)

*aa) Candidates for appointment by direct recruitment to any of the categories in class IV must be able to read and write in Tamil.

(* Added in G.O.Ms.No.33, P&AR (Per.F) Dept., dt.11.1.84, w.e.f. 31.3.82.)

(b) Notwithstanding the provision in clause (a) ex-servicemen shall be eligible for appointment to the service, if they are able to read and write in Tamil.

"(c) Notwithstanding the provisions contained in clause (aa), appointment to the categories of posts in Class IV in all Directorates and Medical Institutions under the administrative control of the Health and Family Welfare Department and the Tamil Nadu Secretariat may be made out of persons who do not possess ability to read and write Tamil, if qualified persons are not available at the time of appointment";

(# Substituted in G.O.Ms.No.215, P&AR (F) Dept., dt.27.6.95 w.e.f. 31.3.82)

^(d), (e), (f), (g), (h), (i), (j), (k), (l), and (m) Omitted.

(Omitted in G.O.Ms.No.215, P&AR (F) Dept., dt.27.6.95 w.e.f.31.3.82)

(3) Special Qualifications:

a) A candidate for appointment as a Table attendant in the State Guest House must have experience for a period of two years in a catering establishment which in the opinion of the appointing authority is well managed.

b) A candidate for appointment by direct recruitment as Office Assistant in an office to which a bicycle is supplied by the Government must be able to ride a bicycle.

c) A candidate for appointment by direct recruitment to the category of Assistant Sergeant in the Secretariat shall be an Ex-servicemen.

d) No person other than an Ex-servicemen shall be eligible for appointment as Chowkidar (Category 2 of Class II) by direct recruitment.

e) A candidate for appointment by direct recruitment as Gardener in the Social Welfare Department must have had experience for a period of not less than two years in maintaining gardens.

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f) A candidate for appointment by direct recruitment as Cook and Assistant Cook in the Social Welfare Department must have had experience for a period of not less than two years in cooking in a Hostel or Hotel.

ff) For appointment as Office Assistants in class iii, category 5, other things being equal, preference shall be given to those who are in possession of valid Driving Licence (Light Motor Vehicle)

(inserted in G.O.Ms.No.81, P&AR (F) Department dt.16.7.2002)

g) Office Assistants who possess a driving licence shall be nominated Office Assistants-Cum-Drivers to act as stand by drivers to relieve the regular drivers when the latter are over worked or on leave, at the rate of one for every three vehicles or part thereof, subject to a minimum of one for each office to which vehicles have been allotted.

6. Probation:

a) Every person appointed to the service except by transfer shall be on probation as prescribed in sub-rule (b) below in the category to which he is appointed. Such a person when appointed to other categories of the service shall not be required to undergo a period of probation.

b) The period of probation in the case of a person appointed by direct recruitment or by recruitment by transfer shall be a total period of one year on duty within a continuous period of three years.

*c) Omitted.

*(Omitted in G.O.Ms.No.215, P&AR (F) Dept., dt.27.6.95 w.e.f. 27.6.95)

7. Service in a class or category in different Departments, or Offices:

(a) Service rendered in a class or category of the service shall count for probation in the said Class or category irrespective of the Department or Office or of the scales of rates of pay applicable.

b) In cases of transfer from one Department to another that is, from the jurisdiction of one appointing authority to another, at the request of the individual, he shall be treated as a transferee to the service and treated as the junior most in the Department to which he is transferred.

Provided that the seniority of persons absorbed in other Departments on abolition of posts and retrenchment of staff, due to Government's change in Policies, shall be fixed with reference to the date of their regular appointment in the former Department.

8. Seniority: * Omitted.

*(Omitted vide G.O.Ms.No.215, P&AR (F) Dept., dt.27.6.95 w.e.f.27.6.95.)

9. Appointment, discharge and re-appointment:

a) For the purpose of appointment, discharge and re-appointment, appointment as full members the jurisdiction of each appointing authority shall be treated as a separate unit.

Provided that an Office Assistant posted at the residence of an Officer may be transferred from one Office to another, and if the Office Assistant and the Officer to whom he is attached so desire, subject to the condition that he may be reverted back to his parent department, if his services are no longer required by the Officer concerned or if the Office Assistant wishes to be

reverted back. The service rights of the transferee shall be protected in his parent department and the Office Assistant so transferred from one department to another shall not claim any service rights in the new Department.

*"(b) The unit for the purposes mentioned in clause (a), so far as the category of Office Assistants in Category-5 of Class-III, in the Office of the Revenue Department other than in the Revenue Department of the Secretariat and Offices of the erstwhile Board of Revenue, shall be the district.";

(* Substituted in G.O.Ms.No.215, P&AR (F) Dept., dt.27.6.1995 w.e.f. 26.12.94.)

Provided that whenever there is a large scale retrenchment in Revenue Department due to change of Policy of Government, the district shall be a unit for the purposes of appointment, discharge and reappointment. The Personal Assistant (General) to the Collector of the District shall exercise the functions of the appointing authority in consultation with the Revenue Divisional Officer.

c) The unit for the purposes mentioned in clause (a), so far as Office Assistants employed in the Offices of the Assistant Public Prosecutors in a district, shall be the Revenue District concerned.

d) The Unit for purposes of appointment, discharge, re-appointment, appointment as full members employed in the Treasuries and Accounts Department shall be as follows:-

- i) Office of the Director of Treasuries and Accounts, Madras.
- ii) Pay and Accounts Office, Madras.
- iii) Office of the Assistant Superintendents of Stamps, Madras, including the Madras Taluk Treasury.
- iv) Treasury (including Sub-Treasuries) in each district.

e) The Unit for the purposes of discharge, re-appointment and appointment as full members so far as Office Assistants employed in the Co-operative Department other than those employed in the Office of the Registrar of Co-operative Societies shall be the jurisdiction of the Joint Registrar of Co-operative Societies of each region. The Joint Registrars of Co-operative Societies in the respective regions shall be the competent authorities for the above purposes.

f) The Unit for the purposes of appointment, discharge, re-appointment, appointment as full member, maintenance of seniority list and all other service matters in the case of Office Assistants in the Agriculture Department shall be as follows:-

- i) Offices in Madras City other than the Office of Director of Agriculture and the Offices in Chengalpet and North Arcot District.
- ii) Offices in Trichy and South Arcot Districts.
- iii) Offices in Coimbatore, Nilgiris, Salem and Dharmapuri Districts.
- iv) Offices in Madurai and Ramanathapuram Districts.
- v) Offices in Tirunelveli and Kanyakumari Districts.
- vi) Offices in Thanjavur District.
- vii) Offices in Pudukottai District.
- viii) Office of the Director of Agriculture, Madras.

*g) The unit for the purpose mentioned in clause (a), so far as the post of Office Assistant in category 5 of Class III in the Offices of the Labour Department, shall be as follows:-

(i) Office of the Commissioner of Labour, Chennai and the offices under the jurisdiction of Zonal Joint Commissioner, Chennai;

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(ii) Offices under the jurisdiction of Zonal Joint Commissioner other than the Offices specified in item (i) above.

The appointing authorities within the jurisdiction of the said respective Zonal Offices shall exercise their functions in consultation with the Commissioner of Labour or the Zonal Joint Commissioner, as the case may be.”; for the purpose of appointment, discharge and reappointment, for the post of Office Assistant and other categories in the Tamil Nadu Basic Service in the Co-operative Audit Department, the entire state of Tamil Nadu shall be treated as one unit”.

* Substituted in G.O.Ms.No.157, P & AR(F) Dept., dated 29.8.2001 w.e.f.8.4.1993.

10. Appointment of full members:

a) General Rule 31 shall apply separately to the jurisdiction of each appointing authority.

b) In the case of Office Assistants in the Office of the Judicial Magistrates, General Rule 31 shall apply separately to each Revenue District.

c) The period of service of the absorbed personnel as Office Assistants in the National Employment Department under the Government of India up to the 1st November 1956, shall count for the purpose of confirmation to the extent to which they would have counted, if they would have continued in service under the Government of India.

d) The periods of service of the staff, who were absorbed from the Government of India in the Industries Department, consequent on the transfer of control over the Industrial Training Institutes/Centers from the Government of India to the Industries Department, prior to the 1st November 1956, shall count for purpose of confirmation to the extent to which they would have counted, if they would have continued in service under the Government of India.

10A. Postings and Transfers:

a) All Transfers and postings shall be made by the appointing authority.

Provided that the powers conferred on the appointing authority by this sub-rule may be exercised also by any authority to whom the appointing authority is administratively subordinate.

b) All transfers and postings from the jurisdiction of the appointing authority to that of other shall be made by the authority to which such appointing authorities are administratively subordinate.

N.B.: Age of retirement and pay : Notwithstanding anything contained in Fundamental Rule 56(1)(a) any person appointed by recruitment by transfer to the category of Office Assistant or Helper under the fourth proviso to sub rule (a) of rule 3 from the post of Driver shall retire from service on attaining the age of fifty eight years and shall continue to draw pay in the scale applicable to the post of Driver

(vide G.O.Ms.No.60, P&AR(F) Department dated 6.3.2007.)

11. Savings: - “Nothing contained in these rules shall adversely affect the persons holding any of the categories 45 to 86 on the 8th April 1999” (inserted in G.O.Ms.No.65, P&AR (F) Dept. dt.8.4.99).