

## 8. MISCELLANEOUS

### 8.7 Approval of estimate of vacancies - Filling up of vacant posts - instructions

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Personnel and Administrative Reforms (P) Department

Lr. No.187, Dated : 16.10.2006

- Ref: 1. G.O. (Ms) No.91, P&AR (P) Department, dated 6.7.2006.  
2. G.O. (Ms) No.95, P&AR (P) Department, dated 12.7.2006.  
3. Letter (Ms) No.121, P&AR (P) Department, dated 10.8.06.  
4. G.O. (Ms) No.147, P&AR (P) Department, dated 14.9.2006.  
5. G.O. (Ms) No.154, P&AR (P) Department, dated 19.9.2006.

I am directed to state that the respective appointing authorities or the authorities nominated for the purpose of furnishing estimate of vacancies by the Heads of Departments as the case may be in the case of the Tamil Nadu Ministerial Service and the Tamil Nadu Judicial Ministerial Service; the Heads of Departments in the case of the other subordinate services; and the Government in the case of State Services, should send to the Commission according to the programme fixed in G.O.Ms.No.603, Personnel and Administrative Reforms (Per.M) Department, dated 12.6.1985 and as amended in G.O.Ms.No.97, Personnel and Administrative Reforms (Per.M) Department, dated 21.4.1994. Further, when forwarding the estimates to the Commission in the case of direct recruitment the appointing authorities should, in addition to giving information as to the number of candidates to be selected, send to the Commission their roster relating to reservation of appointments for the Scheduled Castes, Scheduled Tribes, Backward Classes and Most Backward Classes including denotified communities and the appointments filled by open competition, showing all the appointments made to the service up-to-date.

2. Accordingly, all Heads of Departments have to obtain the details of vacancies to fix estimate of vacancies for filling up of vacant posts by direct recruitment from the respective unit Officers / appointing authorities empowered as per Special rules / Adhoc rules applicable to a post taking into account the special provision therein, if any indicating the specific proportion / ratio among different methods of appointment and other orders / instructions / clarifications issued in the references cited and sent necessary proposals to the administrative Department concerned in the Secretariat. The Departments of Secretariat in turn should examine such proposals in accordance with the rules and other instructions in force in consultation with Personnel and Administrative Reforms Department and Finance Department and get the approval of Staff Committee. The vacancies so approved by the Staff Committee may be remitted back to the Heads of Departments concerned for onward transmission of such vacancies to the unit Officers / appointing authorities. Then the appointing authority or the authority empowered by the Heads of Departments after deducting the number of vacancies earmarked for appointment on compassionate ground, if any (25% of vacancies in the post of Junior Assistant in the Tamil Nadu Ministerial Service / Tamil Nadu Judicial Ministerial Service have been reserved for appointment on compassionate ground while no such reservation is prescribed for other posts in Group C & D for which compassionate ground appointment has been permitted as per the orders in force now.) furnish the remaining vacancies to the Tamil Nadu Public Service Commission if the post is within its purview by following procedure prescribed in G.O.Ms.No.603, Personnel and Administrative Reforms (Per.M) Department, dated 12.6.85 and as amended in G.O.Ms.No.97, Personnel and Administrative Reforms (Per.M) Department, dated 21.4.94.

3. The above procedure should also be followed scrupulously for appointment to be made by direct recruitment through Employment Exchange and other recruiting agencies, if any.

4. For recruitment to posts which are outside the purview of the Tamil Nadu Public Service Commission, the procedure laid down in rule 10A of General Rules for the Tamil Nadu State and Subordinate Services by calling for names of eligible candidates from the Employment Exchange and in respect of specialised post for which candidates are not available with the Employment Exchange, the appointing authority should get a certificate on the non-availability of candidates from the Employment Exchange and call for applications from eligible candidates by advertising the post in prominent daily news papers giving the number of vacancies and indicating qualifications, etc.

5. These instructions may be followed scrupulously and vacancies filled at the earliest.

for SPECIAL COMMISSIONER AND  
SECRETARY TO GOVERNMENT