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Part III—Section 1(b)

**Service Rules including Ad hoc Rules, Regulations, etc.,
issued by Secretariat Departments.**

NOTIFICATIONS BY GOVERNMENT

TAMIL DEVELOPMENT, RELIGIOUS ENDOWMENTS AND INFORMATION DEPARTMENT

**Amendments to the Tamil Nadu Hindu Religious Institutions
(Officers and Servants) Service Rules, 1964**

*[G.O. Ms. No. 255, Tamil Development, Religious Endowments and Information (RE4-2), 28th June 2010,
Aani 14, Thiruvalluvar Aandu 2041.]*

No. SRO B-45(a)/2010.

In exercise of the powers conferred by clause (xxiii) of sub-section (2) of section 116 of the Tamil Nadu Hindu Religious and Charitable Endowments Act, 1959 (Tamil Nadu Act 22 of 1959), the Governor of Tamil Nadu hereby makes the following amendments to the Tamil Nadu Hindu Religious Institutions (Officers and Servants) Service Rules, 1964:-

AMENDMENTS

In the said Rules,—

- (1) in rule 1, for sub-rule (2), the following sub-rule shall be substituted, namely:—

“(2) They shall apply to the following categories of employees of the religious institutions:-

Senior Grade Temples – Outdoor Servants

Sl.No.	Categories of Posts
1.	Manager
2.	Public Relation Officer
3.	Supervisor
4.	Chief Accountant
5.	Deputy Manager
6.	Assistant Manager *
7.	Superintendent
8.	Public Relation Officer Grade-II
9.	Accountant
10.	Senior Assistant
11.	Cashier
12.	Assistant Manager Grade-II *
13.	Assistant Superintendent
14.	Head Clerk
15.	Assistant
16.	Shroff
17.	Treasury Clerk
18.	Cashier II *
19.	Junior Assistant
20.	Clerk-cum-surveyor
21.	Suit Clerk
22.	Assistant Clerk
23.	Collection Clerk
24.	Clerk
25.	Chatram Keeper
26.	Junior Clerk **
27.	Ticket sales clerk
28.	Record Room Clerk (Selection Grade)
29.	Typist
30.	Store Keeper

31.	Register Clerk
32.	Collection Clerk
33.	Record Clerk
34.	Junior Clerk * *
35.	Duffador
36.	Office Assistant
37.	Last Grade Servant
38.	Hundial Watchman
39.	Karunai Illam kappalar
40.	Sirubar illam Ayyah
41.	Gurga
42.	Barber shed Maistry
43.	Thiruvalaku (Sweeper)
44.	Watchman
45.	Viduthi Kappalar
46.	Paras
47.	Supervisor (Cleaning)
48.	Junior watchman / Inn/Chatram/Guest House.
49.	Nandavanam Day / Night Watchman
50.	Gardener
51.	Adi Annamalai Gardener
52.	Nandavanam Kaval
53.	Pathu Vilakku
54.	Alacu palavelai
55.	Miscellaneous worker
56.	Junior para
57.	Cartman Grade-I
58.	Palavelai
59.	Siddha Vaidyasala Assistant
60.	Inaikoil – Uba koil clerk
61.	Ticket puncher
62.	Cart man Grade-II
63.	Chatram Kaval
64.	Thottakarar I
65.	Thottakarar II
66.	Uba-koil Paaraa
67.	Uba-koil Palavelai
68.	Uba-Koil Kaaval
69.	Jadumali
70.	Velikoil Kaval
71.	Choultry Assistant
72.	Nandavanam Kappalar
73.	Sweeper
74.	Van-worker
75.	Maakkolam
76.	Servant maid
77.	Thoppu Servant maid
78.	Achari
79.	Ekali

80.	Kothanar
81.	Cattle maintenance Grade-I
82.	Cattle maintenance Grade-II
83.	Librarian

Incorporated and Unincorporated Devaswoms – Outdoor Servants

Sl.No.	Categories of Posts
1.	Superintendent
2.	Supervisor (Civil) *
3.	Supervisor (Civil) *
4.	Assistant
5.	Suit Clerk
6.	Junior Assistant
7.	Temple Administrative Junior Assistant
8.	Temple Junior Assistant
9.	Senior Manager
10.	Junior Manager
11.	Maistry
12.	Driver
13.	Typist
14.	Electrician
15.	Office Assistant
16.	Record Despatch Clerk
17.	Library Assistant

Technical Staff

Sl.No.	Categories of Posts
1.	Assistant Engineer (Electrical)
2.	Junior Engineer (Electrical)
3.	Foreman (Vehicle)
4.	Electrician
5.	Electric Wireman
6.	Assistant Electrician
7.	Assistant Electrical Wireman
8.	Machine Operator
9.	Generator Operator
10.	Winch Mechanic
11.	Winch Electrician
12.	Winch Driver
13.	Winch Kappalar (Trolley Guard)
14.	Pump Driver
15.	Assistant Engineer (Civil)
16.	Junior Engineer (Civil)
17.	Supervisor
18.	Technical Assistant

19.	Draughtsman
20.	Tracer
21.	Plumber
22.	Pipeline Fitter
23.	Pipe Operator
24.	Painter
25.	Technical Supervisor (Maistry)
26.	Building Supervisor
27.	Helper
28.	Assistant Engineer (Mechanical)
29.	Junior Engineer (Mechanical)
30.	Supervisor (Mechanical)
31.	Computer Engineer / System Analyst
32.	Computer Supervisor
33.	Draughtsman (Electronics)
34.	Technical Assistant (Electronics)
35.	Technical Assistant (Electronics and Communications)
36.	High Tension Operator
37.	Reverse Osmosise Operator
38.	Fitter
39.	Welder
40.	Turner
41.	Driver
42.	Conductor
43.	Cleaner
44.	Horticulture Assistant (Garden Supervisor)

MEDICAL STAFF

SI.No.	Categories of Posts
1.	Chief Doctor
2.	Lady Doctor
3.	Doctor (Eye Specialist)
4.	Siddha Doctor
5.	Siddha Vaidyar
6.	Nurse
7.	Assistant Nurse
8.	Nursing Assistant
9.	Compounder
10.	Assistant Compounder
11.	Lab Technician (Assistant)
12.	Optometry Assistant
13.	Sanitary Inspector
14.	Sanitary Inspector (Medical)

EDUCATION STAFF

Sl.No.	Categories of Posts
1.	Head Master
2.	Head Mistress
3.	Graduate Teacher
4.	Teacher
5.	Tailoring Teacher

SENIOR GRADE TEMPLES -ULTHURAI (INDOOR) SERVANTS.

Sl.No.	Categories of Posts
1.	Saiva Agama Teacher
2.	Thavil / Nathaswara Teacher
3.	Peshkar
4.	Nathaswaram (Set)
5.	Additional / Deputy Nathaswaram
6.	Violin (pidil)
7.	Religious Prasangi / Propagandist
8.	Veda Vathiyar
9.	Othuvar Grade-I
10.	Ameena
11.	Store Keeper (Ugrana clerk)
12.	Sri Pandaram
13.	Vedaparayanam
14.	Cook / Madapalli / Suyambaki / Paricharagar
15.	Othuvar Grade-II
16.	Othuvar Grade-III sub temple
17.	Maniam
18.	Sathahachari
19.	Adyayana Bhattar
20.	Kalingariyam
21.	Sabaiyar
22.	Illai Vibudhi Pothi
23.	Vibudhi Sandal Distributor
24.	Vasthira Kottadi
25.	Sweeper
26.	Thotti
27.	Paara
28.	Odal
29.	Thavil
30.	Othu (Nathaswaram)
31.	Nathaswaram (sub temple)
32.	Thaalam

33.	Vedaparayanam Grade-III
34.	Sabaiyar Grade-II
35.	AssistantKainkaryam
36.	Yagyobavidam
37.	Subrabadam Namavali
38.	Thaarai
39.	Thoorvai
40.	Thoopu
41.	Sardar
42.	Ulavaram
43.	Thirumuttu
44.	Ubakoil Adayanam
45.	Neivedyam Eduppu
46.	Assistant Cook
47.	Brahmana Kattiyam
48.	Thirumanjanam
49.	Prakarakoil Thirumanjanam
50.	Sub temple Uba Koil Madapalli
51.	Sub Temple Devaram
52.	Ramalinga Pradishtai
53.	Elephant Paahan
54.	Assistant Elephant Paahan
55.	Assistant to Paahan
56.	Uba Koil Flower service
57.	Theevatti
58.	Thiruchinnam
59.	Washerman (salavaiyalar)
60.	Thaalagiri
61.	Mathalam
62.	Ubakoil Kaaniyachi
63.	Evalal
64.	Assistant Suyambaham / Assistant Paricharakar
65.	Malaikatti
66.	Uba Koil Archakar
67.	Poosari – Sub temple / Uba koil / Enai koil
68.	Senior Gurukkal
69.	Archakar / Alankara Archakar
70.	Poosari / Gurukkal
71.	Assistant Archakar
72.	Murai Sthanikam
73.	Assistant Murai Sthanikam
74.	Battachariar
75.	Assistant Battachariar (Bala Battar)

Religious Institutions other than Senior Grade Temples
Both Outdoor and Ulthurai Servants (Indoor)

Sl.No.	Categories of Posts
1.	Manager
2.	Superintendent
3.	Head Clerk
4.	Accountant *
5.	Assistant
6.	Senior Grade Clerk
7.	Accountant Grade-II *
8.	Cashier
9.	Junior Assistant
10.	Clerk
11.	Collection / Suit Clerk
12.	Typist
13.	Salesman (Ticket)
14.	Record Clerk
15.	Office Assistant
16.	Electrician
17.	Gardener

Ulthurai Servants (Indoor)

Sl.No.	Categories of Posts
1.	Peshkar / Maniam
2.	Archakar Grade-I
3.	Archakar Grade-II
4.	Poosari
5.	Melam Set
6.	Store Keeper
7.	Paricharakar
8.	Suyambagi
9.	Sannathi Paricharagar
10.	Watchman (Senior)
11.	Watchman
12.	Meikaval
13.	Night Watchman
14.	Chatram Watchman
15.	Thope Watchman
16.	Oduvar
17.	Adyabagam
18.	Vedaparayanam
19.	Marayam
20.	Yanai pahan

21.	Malaikatti
22.	Thiruchinnam
23.	Nattuvam
24.	Mootuvam
25.	Kaniyachi
26.	Panchamuga Vadyam
27.	Makkolam
28.	Thiruvalagu (Sweeper)
29.	Toopu
30.	Thoorvai
31.	Sweeper

Archaka Training Institute

SI.No.	Categories of Posts
1.	Head Master
2.	Agama Teacher (Saivam)
3.	Agama Teacher (Vaishnavam)
4.	Senior Grade Saiva Archaga
5.	Junior Grade Saiva Archaga
6.	Senior Grade Bhattachari
7.	Junior Grade Bhattachari

Note: * The nomenclature of the posts are same, but Scale of Pay of the above posts are different. Hence the posts are indicated separately.

** The nomenclature of the posts are same, but Scale of Pay and qualification of the posts are different. Hence the posts are indicated separately.

Provided that this rule shall not apply to Mutts and specific Endowments attached to Mutts.

Provided further that this rule shall not apply to Officers or Staff working on contract basis or on deputation from the Government or other organisations.”;

(2) in rule 2, for clauses (b), (c), (d) and (e), the following clauses shall be substituted, namely:-

“(b) “Appointing authority” means the authority who is vested with the power to appoint an employee.

(c) “Employee” means the Officer and Servant of a religious institution who holds an office in the religious institution and remunerated in cash or in kind from the funds of the religious institution or without any remuneration and includes a person who holds an office to which an inam is granted, confirmed or recognized by the Government.

(d) "Executive Authority" means and includes the Trustee, Board of Trustees, Fit Person or the Executive Officer, as the case may be.

(e) "Indoor Servant" (Ulthurai Servant) means a servant whose duties mainly relate to the performance or rendering assistance in the performance of Poojas, rituals and other services to the deities, the recitation of Mantras, Vedas, Prabandhams, Thevarams and similar invocations and performance of duties connected with such performance or recitation in a religious institution."

(f) "Outdoor Servant" means a servant other than a Indoor Servant (Ulthurai Servant)

(g) "Senior Grade Temple" means any religious institution declared by Government as Senior Grade temple from time to time, taking into account the income and movable and immovable properties of the religious institution.

(3) after rule 5, the following rules shall be inserted, namely:-

"5-A. SCHEDULE OF ESTABLISHMENT FOR EVERY RELIGIOUS INSTITUTION.- (1) Every religious institution shall have a schedule of Establishment duly prepared by the Executive authority of such institution and approved by the Commissioner. The Schedule of establishment shall contain the details of permanent and temporary posts, both outdoor and indoor, in all categories, with details of sanction order issued by the Commissioner and the grades of pay and other allowances admissible to such posts. The Executive Authority shall not alter the schedule without the previous permission of the Commissioner;

(2) Every religious institution shall limit the expenditure on salaries and establishment within the percentage norms as may be fixed by the Government from time to time.

(3) No new posts, permanent or temporary shall be created or filled up in any religious institution without the sanction of the Commissioner. If any such post or posts are created without the sanction of the Commissioner, the expenditure on account of such post shall be deemed to be unauthorised one and liable for surcharge proceedings under the provisions of the Act.

(4) Every post in a religious institution shall be sanctioned taking into account the income of the religious institution. The expenditure on salaries and establishment shall be met from the income of the religious institution.

5-B. FILLING UP OF VACANCIES BY DIRECT RECRUITMENT.- (1) Whenever vacancy arises in any category of post in the Schedule of Establishment in a religious institution, and which has to be filled by direct recruitment, the executive authority shall prepare a list of such vacant post and obtain the prior approval of the Commissioner for filling up such vacancy.

(2) Executive Authority shall notify the details of vacancies and take action for publication of notices calling for applications as detailed below:-

(a) The Executive Authority shall publish a notice containing the details of the posts proposed to be filled up, the number of vacancy, the required qualification, the scales of pay and such other conditions as may be necessary, calling for applications for the post, giving sufficient time (minimum four weeks time) for submission of applications.

(b) Such notice calling for applications shall be published on the Notice Board of the temple/ Village Chavadi/ Office of the Village Administrative Officer/ Panchayat Board/ Municipality/ Corporation, where the religious institution is situated, as the case may be, and in neighbouring temples. Notice shall also be published on the notice board of the Offices of the Assistant Commissioner and Joint Commissioner concerned. Where the Executive Officer of a religious institution is the Joint Commissioner or Deputy Commissioner or Assistant Commissioner, the notice shall be published in one leading Tamil Daily News Paper having wide circulation in the area where the religious institution is situated.

(c) On receipt of applications, in pursuance of the notice, the Chairman, Board of Trustees, or the Trustee or the Fit person or the Executive Officer shall call for an interview of the eligible candidates. The interview will be conducted by a Committee constituted by the Executive Authority for this purpose. Notice of the date, time and place of interview shall be intimated to the candidates, in writing. The list of candidates selected by the Committee shall be approved by the Board of Trustees.

(d) The Committee for interviewing the candidates shall consists of, - (1) the Chairman, Board of Trustee or Hereditary Trustee or Trustee, if there is only one trustee or the Fit Person (2) the Executive Officer where there is an Executive Officer or Division Inspector of Hindu Religious and Charitable Endowments Department where there is no Executive Officer and (3) A person nominated by the Commissioner.

(e) The executive authority shall submit proposals with all details along with the resolution of the Board of Trustees to the Commissioner through the concerned Assistant Commissioner or Joint Commissioner and obtain the approval of the Commissioner before an order of appointment is issued.

(f) The Commissioner, on receipt of such proposal, shall scrutinize the proposal and issue orders approving or rejecting the selection and the Executive Authority shall issue orders of appointment or take action to call for fresh application as directed by the Commissioner, as the case may be.

5-C. QUALIFICATIONS.- (1) No person shall be eligible for appointment to the categories of posts of outdoor servant, in the senior grade temples including Incorporated and Unincorporated Devasoms, specified in column (1) of Annexure-I and Annexure-II by the method of recruitment specified in the corresponding entry in column (2), unless he possesses the qualifications prescribed in the corresponding entry in column (3) thereof.

(2) No person shall be eligible for appointment to the categories of posts of "Indoor servant" (ulthurai) in the senior grade temples specified in column (1) of

Annexure-III by the method of recruitment specified in the corresponding entry in column (2), unless he possesses the qualifications prescribed in the corresponding entry in column (3) thereof.

(3) No person shall be eligible for appointment to the categories of posts in the religious institutions other than Senior Grade Temples having an assessable income of less than Rs.1 lakh, specified in column (1) of Annexure-IV by the method of recruitment specified in the corresponding entry in column (2), unless he possesses the qualifications prescribed in the corresponding entry in column (3) thereof.

(4) Every person appointed to a post which requires performance of Poojas, recitation of Mantras, Vedas, Prabhandams, Devarams and, other invocations shall produce a certificate of fitness to perform such duties from a qualified Senior Gurukkal of a religious institution possessing a certificate of training in an Agama School run by a religious institution or any other institutions approved by the Commissioner or such other person as may be designated by special order by Commissioner.

(5) No person shall be eligible for appointment to the posts in Archaka Training Institutes run by Hindu Religious and Charitable Endowments Department specified in column (1) of Annexure-V, by the method of recruitment specified in the corresponding entry in column (2), unless he possesses the qualifications prescribed in the corresponding entries in column (3) thereof.

5-D. TRANSFERS AND POSTINGS OF OUTDOOR SERVANTS.- (1) Outdoor servants in senior grade temples, may be transferred from one senior grade temple to another senior grade temple based on the mutual consent of the Executive Authorities of the said temples, after obtaining the approval of the Commissioner.

(2) An employee in a temple where the Executive Officer is in the holders of the post of Joint Commissioner or Deputy Commissioner or Assistant Commissioner may be transferred to another temple where the Executive Officer is in the same holders of the post, namely Joint Commissioner or Deputy Commissioner or Assistant Commissioner as the case may be.

(3) Joining time.- Outdoor servants transferred and posted to another religious institution are entitled for joining time as is admissible to Government servants.”;

(4) for rule 7, the following rule shall be substituted, namely.-

“7. PROBATION.- Every person appointed to the post by direct recruitment 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.

(2) If the appointing authority decides that a probationer is suitable for declaration of probation, he shall issue an order declaring the probationer to have satisfactorily completed the period of probation. If no such order is issued within six months from the date on which he is eligible for such declaration the probationer shall be deemed to have satisfactorily completed his probation on the date of expiry of the prescribed or extended period of probation.

(3) If the appointing authority decides that any Probationer is not suitable for such post or any probationer who has not passed the test prescribed in Annexure VI within the period of probation, it shall, unless the period of probation is extended, by order, discharge him from the service after giving him a reasonable opportunity for showing cause against the action to be taken against him.

(4) The decision of the appointing authority that the probationer is not suitable for service may be, based also on his work and conduct till the date of decision inclusive of the period subsequent to the prescribed or extended period of probation.”;

(5) If a person appointed to a post for which no test is prescribed as in Annexure within the probation period, the appointing authority may issue an order declaring the Probationer to have satisfactorily completed the period of probation after completion of probation period.

(5) after rule 7, the following rules shall be inserted, namely.-

“7-A. PROMOTION. - (1) In respect of senior grade temples managed by Executive Officers in the grade of Assistant Commissioner and above, the details of posts which have to be filled up by promotion from the feeder categories within the religious institution shall be worked out and the panel of qualified persons for each post shall be prepared every year. The crucial date for preparation of such panel shall be the 1st July of every year. The appointing authority shall take action for preparation of the panel three months prior to the crucial date taking into account the number of vacancies due to arise in the particular year and get such estimate of vacancies approved by the Regional Joint Commissioner concerned. The panel prepared shall be submitted to the Commissioner for approval. On approval by the Commissioner, it shall be published on the Notice Board of the temple concerned and thereafter promotions shall be made based on such panel.

7-B. RESIGNATION.- (1) An employee desiring to leave the service may tender resignation in writing expressing the reasons for such resignation.

(2) The appointing authority shall verify whether the resignation has been given by the employee concerned and after satisfying himself, may accept the resignation.

(3) The employee, on acceptance of such resignation shall cease to be in the service of the temple from the date from which such resignation has been accepted.

(4) While accepting the resignation, the appointing authority shall obtain a consent that he is aware of the consequences of the resignation.

7-C. CONSEQUENCES OF THE RESIGNATION:

- (i) An employee of the temple shall if he resigns his appointment forfeit not only the service rendered by him in the particular post held by him at the time of resignation but all his previous service if any in the temple;
- (ii) The reappointment of such person to any post shall be treated in the same way as a first appointment to such a post by direct recruitment and rules governing such appointments shall apply and on such reappointment he shall not be entitled to count any portion of his previous service for any benefit or concession admissible under any rule;
- (iii) In the event of resignation from service, within five years from entry only the subscription paid by the individual together with interest thereon to his credit in the Contributory Provident Fund will be paid and the amount of temple contribution together with interest thereon standing to his credit shall be withdrawn and credited to the temple.

7-D. VOLUNTARY RETIREMENT.- (1) An employee who has completed twenty years of service may retire from service by giving notice of not less than three months in writing direct to the appointing authority and get the pensionary benefits under the Employees Provident Fund Scheme.

(2) If any employee who has not enrolled under the Employees Provident Fund Scheme opt for voluntary retirement shall be eligible to get pension under Departmental Pension Scheme.”;

(6) in rule 10, after sub-rule (2), and the explanation thereunder the following sub-rule shall be inserted, namely.-

“(3) While deciding the order of seniority when more than one person is appointed at a time, other things being equal their order of seniority shall be decided according to their age, the most aged shall be placed at the top.”;

(7) for rule 11, the following rule shall be substituted, namely.-

“11. INCREMENT.- (1) A probationer shall be allowed to draw his first increment in the time scale of pay, in the normal course and his second increment shall be drawn only from the date on which he is declared to have satisfactorily completed his probation but the period of service from the date of increment shall count for subsequent increments.

(2) The date of increment shall be the first day of each quarter such as 1st January, 1st April, 1st July and 1st October in each year, irrespective of the dates of accrual in the course of a year.

(3) All employees shall be eligible for sanction of one advance increment if they acquire additional educational qualification of a degree of a recognised University in

any branch of study, which is higher than the minimum educational qualification prescribed for the post.”;

(8) in rule 14, after sub-rule (3), the following sub-rule shall be added, namely.-

“(4) On promotion to the higher post one increment in the lower post shall be added to the basic pay drawn in the lower post at the time of promotion and the pay shall be fixed at the corresponding stage in the higher post. If there is no such corresponding stage in the higher scale, the pay shall be fixed in the lower stage in the higher post and the difference shall be treated as personal pay. If the pay after adding one increment in the lower post is less than the minimum in the higher post, the pay shall be fixed at the minimum in the higher post.”;

(9) for rule 15, the following rule shall be substituted, namely.-

“15. Leave.- (1) All regular employees shall be eligible for casual leave as is admissible to Tamil Nadu Government servants from time to time. In addition, they shall earn leave at the rate of 1/11 days of duty period as Earned Leave with pay and allowances usually admissible to them and can accumulate such earned leave upto a maximum of 240 days. The authority competent to sanction Earned Leave, shall sanction encashment of earned leave at the credit of the employees, subject to a maximum of 90 (Ninety) days, on the date of retirement.

Explanation.- For the purpose of calculation of Earned Leave fraction of a day below half a day should be ignored and those of half day and more shall be reckoned as one day.

(2) All employees shall be eligible to surrender 15 days of Earned Leave at their credit without going on leave and encash salary and allowances equivalent to the leave salary for 15 days once in a year as in the case of Government Employees. The earned leave of 15 days shall be deducted from the leave account and necessary entry shall be made in the Service Register.

(3) (i) Leave on Medical Certificate may be granted as detailed below:-

Period of Service	Eligibility of Leave
Up to and inclusive of 5 years	15 days
More than 5 years but up to and inclusive of 10 years	60 days
More than 10 years but up to and inclusive of 15 years	120 days
More than 15 years but up to and inclusive of 20 years	180 days
More than 20 Years	240 days

(ii) Leave on Medical Certificate may be combined with earned leave, but the total period so combined shall be limited to eighty five days.

(4) Women employees are eligible for Maternity Leave as in the case of Government Servants.

(5) When a servant has neither earned leave nor leave on medical certificate to his credit, Extra-ordinary Leave without pay and allowances may be granted to him. Extra-ordinary Leave, may, however, be granted to a person who, being ineligible for any other kind of leave, specifically applies for it. The appointing authority shall satisfy himself that the employee will return to duty on the expiry of such leave. Such absence from duty shall not exceed one year or otherwise that employee is liable for dismissal from service.

(6) Leave may be granted, under this rule, to the Ulthurai servants (Indoor servants) on their providing proper substitutes with undertaking to take responsibility of loss or damage caused due to negligence of his substitute, to the satisfaction of the appointing authority.”;

(10) for rule 18, the following rule shall be substituted, namely.-

“18. Maintenance of service registers.- (1) Service Registers shall be maintained for all the employees including Ulthurai (Indoor) servants.

(2) Every step in the official life such as date of commencement of service, particulars of order of appointment, date of commencement, extension of probation, and declaration of probation, details of pay, sanction of increments, fixation of pay, punishments awarded, Tests passed, leave sanctioned, promotions etc. shall be recorded in the Service Register under proper attestation by the Executive Authority.

(3) The entries made in the Service Register shall be verified every year in the month of January with reference to Pay Bills, Office Orders etc. and a certificate to that effect as “Services Verified and Certified” shall be recorded in the Service Register by the Executive Authority.

(4) Transfers shall invariably be recorded in the service register.

(5) All kinds of leave including surrender leave shall be recorded under the appropriate column in the leave account of the Service Register.

(6) Every employee shall verify the entries made in his service register once in three years and put his signature in the appropriate column thereof in token of such verification. If any discrepancies are noticed, such fact shall be reported to the Executive Authorities for rectification.”;

(11) for rule 19, the following rule shall be substituted, namely.-

“19 MAINTENANCE OF RECORD SHEET:- Record sheets in respect of all employees shall be maintained and written by the Executive Authority of the institution. Punishments awarded to the employee shall be entered in the record sheet.”;

(12) in rule 32-A, the following shall be added at the end, namely:-

“In special cases, a retired temple servant may be employed temporarily with the prior permission of the Commissioner for one year and his emoluments on re-employment shall be the minimum pay in the time scale of the post in which he is re-employed. Care should be taken that the emoluments plus pension shall not exceed the last pay drawn.”;

(13) after rule 33, the following Annexures shall be inserted, namely:-

“Annexure - I
[see rule 5-C(1)]

A. Senior Grade Temples – Outdoor Servants

Categories of Posts (1)	Method of recruitment (2)	Qualification (3)
Manager	By promotion from the holders of the post of Assistant Manager/ Superintendent / Public Relation Officer Grade-II / Accountant.	
Public Relation Officer	By promotion from the holders of the post of Public Relation Officer Grade-II / Assistant Manager/ Superintendent	
Supervisor	By promotion from the holders of the post of Assistant Manager/ Superintendent	
Chief Accountant	By promotion from the holders of the post of Accountant	
Deputy Manager	By promotion from the holders of the post of Assistant Manager/ Superintendent	
Assistant Manager Superintendent Public Relation Officer Grade-II	By promotion from the holders of the post of Senior Assistant / Assistant Manager Grade-II / Assistant Superintendent / Head Clerk.	
Accountant	By promotion from the holders of the post of Cashier	
Senior Assistant Cashier I	By promotion from the holders of the post of	Must have passed the following tests:-

Assistant Manager Grade-II Assistant Superintendent Head Clerk	Assistant / Shroff / Treasury Clerk / Cashier Grade-II	(1) Tamil Nadu Hindu Religious and Charitable Endowment Act and Rules (2) Account Test for Subordinate Officers Part-I.
Assistant Shroff Treasury Clerk Cashier Grade-II	By promotion from the holders of the post of Junior Assistant/ Typist/Clerk –cum– Surveyor/ Suit Clerk/ Assistant Clerk/ Collection Clerk/ Clerk/Chatram Keeper/ Junior Clerk / Ticket sales clerk	Must have passed the following tests:- 1) Hindu Religious and Charitable Endowment Act & Rules. 2) Account test for Subordinate Officers Part-I.
Junior Assistant Clerk –cum -Surveyor Suit Clerk Assistant Clerk Collection Clerk Clerk Chatram Keeper Junior Clerk Ticket sales clerk Record Room Clerk (Selection Grade)	By direct recruitment By Promotion from the holders of the post of Record Clerk/ Sub Temple Clerk/ Duffador / Office Assistant / Last Grade Servant	Minimum General Educational Qualification prescribed for entry into Tamil Nadu Ministerial Service as specified in rule 13.
Typist	By direct recruitment	(1) Minimum General Educational Qualification prescribed for entry into Tamil Nadu Ministerial Service prescribed as specified in rule 13. (2) Must have passed the Government Technical

		<p>Examination in Typewriting,-</p> <p>(i) By the Higher Grade in Tamil and English (or)</p> <p>(ii) By the Higher Grade in Tamil and Lower Grade In English:</p> <p>Provided that the candidate with qualification in item (ii) above shall be selected only if candidate with qualification in item (i) is not available.</p> <p>(3) Diploma course in Computer Application</p>
Store Keeper	By direct recruitment	Minimum General Educational Qualification prescribed for entry into Tamil Nadu Ministerial Service as specified in rule 13.
Register Clerk	By promotion from the holders of the post of Duffador / Office Assistant / Last Grade Servant	Minimum General Educational Qualification prescribed for entry into Tamil Nadu Ministerial Service as specified in rule 13.
Collection Clerk	By promotion from the holders of the post of Duffador / Office Assistant / Last Grade Servant	Minimum General Educational Qualification prescribed for entry into Tamil Nadu Ministerial Service as specified in rule 13.
Record Clerk Junior Clerk	<p>By promotion from the holders of the post of Duffador / Office Assistant / Last Grade Servant</p> <p>By direct recruitment if none is available</p>	Minimum General Educational Qualification prescribed for entry into post of Record Clerk in the Government Service as specified in rule 13.
Duffador Office Assistant	By direct recruitment	Minimum General Educational Qualification

Last Grade Servant		prescribed for the post of Office Assistant in the Government Service as specified in rule 13.
Hundial Watchman Karunai illam kappalar Siruvar illam Ayyah Gurga Barber shed Maistry Thiruvalaku (Sweeper)	By direct recruitment	Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13.
Watchman Viduthi Kappalar Paras Supervisor (Cleaning)	By direct recruitment	Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13.
Junior watchman /Inn / Chatram /Guest House.	By promotion from the holders of the post of Sweeper or Van worker or Maakolam or Servant maid or Thoppu Servant maid or Achari or Ekali or Kothanar By direct recruitment if suitable person is not available.	Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13.
Nandavanam Day / Night watchman Gardener Adi Annamalai Gardener Nandavanam Kaval	By direct recruitment	Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13.
Pathu Vilakku Alacu palavelai Miscellaneous worker Junior para Cartman Grade-I Palavelai Siddha Vaidyasala Assistant Inaikoil / Uba Koil Clerk	By direct recruitment	Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13.
Ticket puncher Cart man Grade.II	By direct recruitment	Minimum General Educational Qualification

Chatram Kaval Thottakarar I Thottakarar II Uba-Koil Paara Uba- Koil Palavelai Uba-Koil Kaaval Jadumali Velikoil Kaval		prescribed for the post of Office Assistant in the Government Service as specified in rule 13.
Choultry Assistant	By direct recruitment	Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13.
Nandavanam Kappalar	By direct recruitment	Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13.
Sweeper Van- worker Maakkolam Servant maid Thoppu servant maid Achari Ekali Kothanar	By direct recruitment	Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13.
Cattle maintenance Grade-I Cattle maintenance Grade-II	By direct recruitment	Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13.
Librarian	By direct recruitment	Minimum General Educational Qualification prescribed for entry into Tamil Nadu Ministerial Service prescribed as specified in rule 13. Must possess a Diploma in Library Science.

B. incorporated and Unincorporated Devaswoms – Outdoor Servants

Categories of Posts (1)	Method of recruitment (2)	Qualification (3)
Superintendent	By promotion from the holders of the post of Assistant / Suit Clerk	-
Supervisor (Civil)	By Promotion from the holders of the post of Supervisor (Civil) Grade-II By direct recruitment	(1) Must possess Diploma in Civil Engineering. (2) Must have experience of not less than five years in the temple. Must possess a Diploma in Civil Engineering.
Supervisor (Civil)	By direct recruitment	Must possess a Diploma in Civil Engineering.
Assistant Suit Clerk	By promotion from the holders of the post of Junior Asst/Temple Administrative Junior Assistant / Temple Junior Assistant / Senior Manager / Junior Manager	Must have passed the following tests:- 1) Hindu Religious and Charitable Endowments Act & Rules. 2) Account Test for Subordinate Officers Part-I.
Junior Assistant Temple Administrative Junior Assistant. Temple Junior Assistant Senior Manager Junior Manager	By direct recruitment	Minimum General Educational Qualification prescribed for entry into Tamil Nadu Ministerial Service prescribed as specified in rule 13.
Maistry	By direct recruitment	Must possess a Industrial Training Institute (I.T.I.) certificate issued in Civil Engineering by Government / Government recognized Institution.
Driver	By direct recruitment.	(1)Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13. (2)Must possess Light

	By promotion from the holders of the post of Record Clerk or Office Assistant	<p>Vehicle or Heavy Vehicle Driving Licence issued by the Competent Authorities and First Aid Certificate;</p> <p>(3)One year of driving experience</p> <p>Must possess Light Vehicle or Heavy Vehicle Driving Licence issued by the Competent Authorities and First Aid Certificate</p>
Typist	By direct recruitment	<p>(1)Minimum General Educational Qualification prescribed for entry into Tamil Nadu Ministerial Service prescribed as specified in rule 13.</p> <p>(2)Must have passed the Government Technical Examination in Typewriting,- (i) By Higher Grade-In Tamil and English (or) (ii) By Higher Grade-In Tamil and Lower Grade-In English:</p> <p>Provided that the candidate with qualification in item (ii) above shall be selected only if candidate with qualification in item (i) is not available.</p> <p>(3)Must have passed Diploma course in Computer Application.</p>
Electrician	By direct recruitment	<p>Must possess a Diploma in Electrical Engineering; Must be a holder of 'C' certificate issued by the Electricity Board.</p>
Office Assistant	By direct recruitment	<p>Minimum General Educational Qualification</p>

		prescribed for the post of Office Assistant in the Government Service as specified in rule 13.
Record Clerk	By direct recruitment	Minimum General Educational Qualification prescribed for the post of Record Clerk in the Government Service as specified in rule 13.
Library Assistant	By direct recruitment	(1)Minimum General Educational Qualification prescribed for the post of Record Clerk in the Government Service as specified in rule 13; (2)Must possess a Diploma in Library Science.

Annexure II

[see rule 5-C(1)]

A. TECHNICAL STAFF

Category of Post (1)	Method of recruitment (2)	Qualification (3)
Assistant Engineer (Electrical)	By direct recruitment By promotion from the categories of Junior Engineer (Electrical) / Supervisor/ Technical Assistant/ Draughtsman	Must possess Bachelor degree in Electrical or Electrical & Electronics Engineering. (1) Must possess a Bachelor degree in Electrical Engineering; (2) Must have five years service as Junior Engineer / Supervisor / Technical Assistant / Draughtsman.
Junior Engineer (Electrical)	By direct recruitment By promotion from the holders of the post of Technical Assistant/ Supervisor/ Draughtsman	Must possess a Diploma in Electrical Engineering or Electrical & Electronics Engineering Must have put in five years of service in temples.
Foreman (Vehicle)	By direct recruitment	Must possess a Diploma in Automobile or Mechanical Engineering.
Electrician / Electrical Wireman	By direct recruitment	Must possess a Diploma in Electrical Engineering.
Assistant Electrician / Assistant Electrical Wireman	By direct recruitment	Must have Industrial Training Institute (I.T.I.) certificate in Electrical trade issued by Government/ Government recognized institution.

Machine Operator	By direct recruitment	Must have Diploma in Mechanical Engineering.
Generator Operator	By direct recruitment	Must have Industrial Training Institute (I.T.I.) certificate in Mechanical Engineering issued by Government/ Government recognized institution.
Winch Mechanic	By direct recruitment	Must have Industrial Training Institute (I.T.I.) Certificate in Mechanical Trade issued by Government/ Government recognized institution.
Winch Electrician	By direct recruitment	Must have Industrial Training Institute (I.T.I.) Certificate in Electrician Trade issued by Government/ Government recognized institution.
Winch Driver	By direct recruitment	Must have Industrial Training Institute (I.T.I.) Certificate in Mechanical Engineering issued by Government/ Government recognized institution.
Winch Kappalar (Trolley Guard)	By direct recruitment	Must have Industrial Training Institute (I.T.I.) Certificate in Mechanical Engineering issued by Government/ Government recognized institution.
Pump Driver	By direct recruitment	Must possess an Industrial Training Institute (I.T.I.) Certificate in Plumber Trade issued by Government/ Government recognized institution.
Assistant Engineer (Civil)	By direct recruitment By promotion from the categories of Junior Engineer (Civil) Supervisor/ Technical Assistant / Draughtsman	Must possess a Bachelor Degree in Civil Engineering.

Junior Engineer (Civil)	By direct recruitment By promotion from the holders of the post of Technical Assistant/ Supervisor/ Draughtsman	Must possess a Diploma in Civil Engineering. Must have put in five years of service in temples.
Supervisor	By direct recruitment	Must possess a Diploma in Civil Engineering.
Technical Assistant	By direct recruitment	Must possess a Diploma in Civil Engineering.
Draughtsman	By direct recruitment	Must possess a Diploma in Civil Engineering.
Tracer	By direct recruitment	Must have Industrial Training Institute (I.T.I.) Certificate in Civil Engineering issued by Government/ Government recognized institution.
Plumber / Pipeline Fitter	By direct recruitment	Must possess a certificate issued by Industrial Training Institute (I.T.I.) in Plumber Trade issued by Government/ Government recognized institution.
Pipe Operator	By direct recruitment	Must possess an Industrial Training Institute (I.T.I.) certificate in Plumber Trade issued by Government / Government recognized institution.
Painter	By direct recruitment	Must possess an Industrial Training Institute (I.T.I.) certificate in Painter Trade issued by Government/ Government recognized institution.

Technical Supervisor (Maistry)	By direct recruitment	Must have a Diploma in Electrical Engineering.
Building supervisor	By direct recruitment	(1) Must possess a Diploma in Civil Engineering. (2) Must have experience in the maintenance of buildings for not less than 5 years.
Helper	By direct recruitment	Must possess an Industrial Training Institute (I.T.I.) certificate in Wireman Trade issued by Government / Government recognized institution.
Assistant Engineer (Mechanical)	By direct recruitment By promotion from the holders of the post of Junior Engineer (Mechanical) and Supervisor	Must possess a Bachelor Degree in Mechanical Engineering.
Junior Engineer (Mechanical)	By direct recruitment By promotion from the holders of the post of Supervisor	(1) Must possess a Diploma in Mechanical Engineering. (2) Must possess a Degree in Mechanical Engineering Must have put in five years of service in temple.
Supervisor (Mechanical)	By direct recruitment	Must possess a Diploma in Mechanical Engineering.
Computer Engineer / System Analyst	By direct recruitment By promotion from the holders of the post of Computer Supervisor	Must possess a degree in Computer Science or a Master Degree in Computer Applications. (1) Must possess a Degree in Computer Science or Master Degree in Computer Applications.

		(2) Must have put in not less than five years experience in temple.
Computer Supervisor	By direct recruitment By promotion from the holders of the post of Typist / Junior Assistant	Must possess a Diploma in Computer Science issued by Government / Government recognized institution. Must possess a Diploma in Computer Science issued by Government / Government recognized institution.
Draughtsman (Electronics)	By direct recruitment	Must possess a Diploma in Electronics.
Technical Assistant (Electronics)	By direct recruitment	Must possess a Diploma in Electronics.
Technical Assistant (Electronics and Communications)	By direct recruitment	Must possess a Diploma in Electronics and Communications.
High Tension Operator	By direct recruitment	Must possess an Industrial Training Institute (I.T.I.) certificate in Mechanical Engineering issued by Government/ Government recognized institution.
Reverse Osmosis Operator	By direct recruitment	Must possess an Industrial Training Institute (I.T.I.) certificate in Mechanical Engineering issued by Government/ Government recognized institution.
Fitter	By direct recruitment	Must possess an Industrial Training Institute (I.T.I.) certificate in Mechanical or Fitter Trade issued by Government/ Government recognized institution.

Welder	By direct recruitment	Must possess an Industrial Training Institute (I.T.I.) certificate in Welder Trade issued by Government/ Government recognized institution.
Turner	By direct recruitment	Must possess an Industrial Training Institute (I.T.I.) certificate in Turner Trade issued by Government/ Government recognized institution.
Driver	By direct recruitment By promotion from the post of Cleaner / Record Clerk / Office Assistant	(1) Minimum General Qualification prescribed for entry into post of Office Assistant in the Government Service as specified in rule 13; (2) Must possess Light Vehicle or Heavy Vehicle Driving Licence issued by competent authority. (3) Must possess a certificate for first Aid.
Conductor	By direct recruitment	(1) Minimum General Qualification prescribed for entry into post of Office Assistant in the Government Service as specified in rule 13; (2) Must possess a certificate for conductor issued by Regional Transport Office; (3) Must possess a certificate for first Aid.
Cleaner	By direct recruitment	Minimum General Qualification prescribed for entry into post of Office Assistant in the Government Service as specified in rule 13; Preference shall be given to a person knowing mechanism of Motor Vehicle.
Horticulture Assistant (Garden Supervisor)	By direct recruitment	Must possess a Diploma in Horticulture.

B. MEDICAL STAFF

Category of Post (1)	Method of recruitment (2)	Qualification (3)
Chief Doctor	By Promotion from the holders of the post of Lady Doctor and Doctor (Eye Specialist)	Must possess Bachelor of Medicine and Bachelor of Surgery (M.B.B.S) Degree with Post Graduate Diploma in any speciality
Lady Doctor	By direct recruitment	Must possess Bachelor of Medicine and Bachelor of Surgery (M.B.B.S) Degree and Diploma in Gynecologist and Obstetrics (D.G.O.)
Doctor (Eye specialist)	By direct recruitment	Must possess Bachelor of Medicine and Bachelor of Surgery (M.B.B.S) Degree and Diploma in Ophthalmology
Siddha Doctor	By direct recruitment	Must possess Bachelor of Siddha Medicine and Surgery Degree (B.S.M.S.)
Siddha Vaidyar	By direct recruitment	Must have passed Higher Secondary Examination and Registered Indian Medical Practitioner (R.I.M.P.)
Nurse	By direct recruitment	Must possess Degree in Bachelor of Science (B.Sc.)(Nursing) (or) Diploma in Nursing
Assistant Nurse	By direct recruitment	(1) Must have passed Higher Secondary Examination (2) Must possess Auxiliary Nurse and Mid wife Certificate (or) Diploma in Nursing.
Nursing Assistant	By direct recruitment	(1) Must have passed Higher Secondary Examination (2) Must possess Auxiliary Nurse and Mid wife Certificate (or) Diploma in Nursing. (3) Must have Health Worker Certificate.

Compounder	By direct recruitment	Must possess a Diploma in Pharmacy
Assistant Compounder	By direct recruitment	(1) Minimum General Qualification prescribed for entry into post of Office Assistant in the Government Service as specified in rule 13; (2) Must possess a certificate of training in pharmacy
Lab Technician (Assistant)	By direct recruitment	Must possess a Diploma in Laboratory Technology.
Optometry Assistant	By direct recruitment	Must possess a Diploma in Optometry
Sanitary Inspector	By direct recruitment	(1) Must have passed Secondary School Leaving Certificate (S.S.L.C.) or X standard; (2) Must possess a certificate for having undergone Sanitary Inspector Training course.
Sanitary Inspector (Medical)	By direct recruitment	(1) Must have passed Secondary School Leaving Certificate (S.S.L.C.) or X standard; (2) Must possess a certificate for having undergone Sanitary Inspector Training course.

C. EDUCATION STAFF

Category of Post (1)	Method of recruitment (2)	Qualification (3)
Head Master	By Promotion from the holders of the post of Graduate Teacher and Teacher By direct recruitment	As applicable to the post of Headmaster in Tamil Nadu School Educational Service
Head Mistress	By Promotion from the holders of the post of Graduate Teacher and Teacher By direct recruitment	As applicable to the post of Headmistress in Tamil Nadu School Educational Service
Graduate Teacher	By Promotion from the holders of the post of Teacher By direct recruitment	As applicable to the post of Graduate Teacher in Tamil Nadu Higher Secondary Educational Service
Teacher	By direct recruitment	As applicable to the post of Teacher in Tamil Nadu Higher Secondary Educational Service
Tailoring Teacher	By direct recruitment	(1) Must have passed X standard or Secondary School Leaving Certificate (S.S.L.C.) (2) Must have a Diploma in Tailoring.

Annexure – III
[see rule 5–C(2)]

ULTHURAI (INDOOR) IN SENIOR GRADE TEMPLES

Category of Posts (1)	Method of recruitment (2)	Qualification (3)
Saiva Agama Teacher	By direct recruitment	<p>(1) Minimum General Educational Qualification prescribed for entry into Tamil Nadu Ministerial Service as specified in rule 13;</p> <p>(2) Must have passed three years course in any Agama School and</p> <p>(3) Must have wide knowledge in Agamas, Vedas for imparting the Agamas, Thirumurais to the students.</p>
Thavil / Nathaswara Teacher	By direct recruitment	<p>(1) Minimum General Educational Qualification prescribed for entry into Tamil Nadu Ministerial Service as specified in rule 13;</p> <p>(2) Must possess a certificate of proficiency in the art of playing the instrument and have undergone training for a period of three years in a Nathaswaram / Thavil school run by the temples and any other Government institutions.</p> <p>Preference shall be given to those with “Vathya Visaratha” (Nathaswaram) Certificate.</p>
Peshkar	By promotion from the holders of the post of Assistant / Sheroff / Treasury Clerk / Cashier Grade-II	<p>(1).Must know the customary procedures in performing festivals, rituals etc. and to organise the supply of provisions etc. as per approved Dhittam.</p> <p>(2) Must be conversant with the performance of the daily poojas monthly and annual festivals etc. and shall have the ability to guide and control the Ulthurai servant.</p>

Nathaswaram (Set)	<p>By direct recruitment</p> <p>By promotion from the holders of the post of Additional / Deputy Nadhaswaram</p>	<p>(1) Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13;</p> <p>(2) Must possess a certificate for having undergone training of three years course in Nathaswaram Thavil school approved by the Commissioner;</p> <p>(3) Must possess the required proficiency in the art of playing the instrument and also be able to control and guide his team consisting Thavil, Thalam, etc.</p>
Additional / Deputy Nathaswaram	By direct recruitment	<p>(1) Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13;</p> <p>(2) Must possess a certificate for having undergone three years course issued by a Nathaswaram / Thavil school run by the religious institutions or other Government institutions;</p> <p>(3) Must possess the required proficiency in the art of playing the instrument; and</p> <p>(4) Must be conversant with the Ragas to be played during the Poojas, festivals and other rituals as per customs and usage.</p>
Violin (pidil)	By direct recruitment	<p>(1) Minimum General Educational Qualification prescribed for entry into Tamil Nadu Ministerial Service as specified in rule 13;</p> <p>(2) Must possess a certificate issued by the Music College for having</p>

		undergone two years course in Indian Music and required proficiency in the art of playing the instrument for all the Ragas and Thevaram.
Religious Prasangi / Propagandist	By direct recruitment	(1) Minimum General Educational Qualification prescribed for entry into Tamil Nadu Ministerial Service as specified in rule 13; (2) Must possess experience of not less than five years in propagating religious tenets and well versed in Agamas, Vedas and other religious scriptures.
Veda Vathiyar	By direct recruitment	(1) Minimum General Educational Qualification prescribed for entry into Tamil Nadu Ministerial Service as specified in rule 13; (2) Must possess a certificate of proficiency in Vedas, Agamas for having undergone three years course in an Agama School with five years experience as Veda Vathiyar.
Othuvar Grade-I	By direct recruitment By promotion from the holders of the post of Othuvar Grade-II	(1) Minimum General Educational Qualification prescribed for entry into Tamil Nadu Ministerial Service as specified in rule 13; (2) Must possess a certificate for having undergone five years course issued by a Thevaram School run by religious institutions or Government institutions. (3) Must possess proficiency in reciting the Thevarams and Thirumurais.
Ameena	By direct recruitment	(1) Minimum General Educational Qualification prescribed for entry into Tamil Nadu Ministerial Service as specified in rule 13;

		(2) Must know the customary procedures in performing festivals, Poojas and ensure supply of provisions as per the approved Dhittam and able to supervise work of the Ulthurai staff.
Store Keeper (Ugrana clerk)	By direct recruitment By promotion from the holders of the post of Maniam.	(1) Minimum General Educational Qualification prescribed for entry into Tamil Nadu Ministerial Service as specified in rule 13; (2) Must know the customary procedures in performing festivals and purchase organise supply of provisions as per approved Dhittam and able to assist to Ulthurai staff.
Sri Pandaram	By direct recruitment By promotion from the holders of the post of Maniam.	(1) Minimum General Educational Qualification prescribed for entry into Tamil Nadu Ministerial Service as specified in rule 13; (2) Must know the customary procedures in performing festivals, Poojas and ensure supply of provisions as per approved Dhittam and able to assist the Ulthurai under the supervision and control of Maniam / Ameena.
Vedaparayanam	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Record Clerk in the Government Service as specified in rule 13; (2) Must possess a certificate for having undergone three years course in an Agama School run by any temple under the control of the Department or other Government Institutions. (3) Must have proficiency in reciting Vedas and Agamas

		(4) Must have five years experience in any temple as Vedaparayanam.
Cook/ Madapalli / Suyambaki / Paricharagar	By direct recruitment By promotion from the holders of the post of Assistant Cook	(1) Minimum General Educational Qualification prescribed for the post of Record Clerk in the Government Service as specified in rule 13; (2) Must be able to prepare Naivedyam and Prasadam according to customs and usage prevailing in the temple. (3) Must possess experience of not less than five years in any temple
Othuvar Grade-II Othuvar Grade-III Sub temple	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Record Clerk in the Government Service as specified in rule 13; (2) Must possess a certificate for having undergone five years course in a Thevaram School run by religious institutions or other Government institutions. (3) Must possess proficiency in reciting Thevaram and Thirumurais.
Maniam	By direct recruitment	(1) Minimum General Educational Qualification prescribed for entry into Tamil Nadu Ministerial Service as specified in rule 13; (2) Must know the customary procedures in performing festivals, rituals and able to organise supply of provisions as per approved Dhittam and also able to supervise work of the Ulthurai staff.
Sathahachari	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Record Clerk in the Government Service as specified in rule 13;

		(2) Must possess a certificate of training of one year in a Agama Centre run by a religious institution or other Government Institutions and able to recite Vedas, Mantras, Thirumurais during poojas and festivals.
Adyayana Bhattar	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Record Clerk in the Government Service as specified in rule 13; (2) Must possess a certificate of one year training in an Agama Centre run by a religious institution or other Government Institutions; (3) Must be able to recite Vedas, Divya prabandams during Poojas and festivals.
Kaingariyam	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Record Clerk in the Government Service as specified in rule 13; (2) Must possess a certificate of training of one year in a Agama Centre run by a religious institution or other Government Institutions and able to recite Vedas, Mantras, Thirumurais etc during poojas, other rituals etc,.
Sabaiyar	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Record Clerk in the Government Service as specified in rule 13; (2) Must be able to prepare Neivedyam and Prasadam for Poojas according to the usage in the temple.
Ilai Vilbudhi Pothi	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Record Clerk in the Government Service as specified in rule 13; (2) Must be proficient in the discharge of his duties in accordance with the customs and usages in the temple.

Vibudhi Sandal distributor	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Record Clerk in the Government Service as specified in rule 13; (2) Must be proficient in discharging his duties in accordance with the customs and usages in the temple.
Vasthira Kottadi	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Record Clerk in the Government Service as specified in rule 13; (2) Must be conversant in maintaining stock and issue Registers and preserving the goods.
Sweeper	By direct recruitment	Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13.
Thotti	By direct recruitment	Minimum General Educational Qualification prescribed for the post of Record Clerk in the Government Service as specified in rule 13.
Paara	By direct recruitment	Minimum General Educational Qualification prescribed for the post of Record Clerk in the Government Service as specified in rule 13.
Odal	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Record Clerk in the Government Service as specified in rule 13; (2) Must be proficient in playing the instrument according to the customs and usages during poojas and festivals.
Thavil	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Record Clerk in the Government Service as specified in rule 13; (2) Must possess a certificate of proficiency obtained from a Nathaswaram/ Thavil school run by religious institution and / or other Government institutions;

		(3) Must possess the required proficiency in the art of playing the instrument.
Othu (Nathaswaram) Nathaswaram (sub temple)	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Record Clerk in the Government Service as specified in rule 13; (2) Must possess a certificate issued for having undergone a three years course in a Nathaswaram / Thavil school run by religious institution and / or other Government institutions (3) Must possess the required proficiency in the art of playing the instrument.
Thaalam	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Record Clerk in the Government Service as specified in rule 13; (2) Must be proficient in playing the instrument during the poojas and festival times.
Vedaparayanam Grade-III	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Record Clerk in the Government Service as specified in rule 13; (2) Must possess a certificate for having undergone three years course in an Agama School run by religious institution or other Government institutions; (3) Must have proficiency in reciting Vedas, Agamas; (4) Must have five years experience in the post.
Sabaiyar Grade-II	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Record Clerk in the Government Service as specified in rule 13;

		(2) Must be proficient in the manner of conduct of pooja, and rituals.
Assistant Kainkaryam	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Record Clerk in the Government Service as specified in rule 13; (2) Must possess a certificate of training of one year in an Agama Centre run by religious institution or other Government institutions and be able to recite Vedas, Mantras and Thirumurais during poojas, and rituals.
Yagyobavidam	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Record Clerk in the Government Service as specified in rule 13; (2) Must possess a certificate for having undergone one year training in an Agama Centre or Veda padasala run by religious institution or other Government institutions and be able to recite relevant vedas, Prabandam in the temple during poojas, rituals and festivals.
Subrabadam Namavali	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Record Clerk in the Government Service as specified in rule 13; (2) Must possess a certificate of one year training in an Agama Centre or Veda padasala run by religious institution or other Government institutions and be able to recite Subrabadam and Namavalis, Thiruvoimozhi etc. in the temples.
Thaarai	By direct recruitment	Minimum General Educational Qualification prescribed for the post of Record Clerk in the Government Service as specified in rule 13.

Thoorvai	By direct recruitment	Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13.
Thoopu	By direct recruitment	Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13.
Sardar	By direct recruitment	Minimum General Educational Qualification prescribed for the post of Record Clerk in the Government Service as specified in rule 13.
Ulavaram	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13; (2) Must be able to do the Ulavaram Service.
Thirumuttu	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13; (2) Must be proficient in playing the instrument during the pooja and festival times.
Ubakoil Adyayanam	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Record Clerk in the Government Service as specified in rule 13; (2) Must possess a certificate of proficiency for having undergone three years course in an Agama School or Vedapadasala run by religious institution or other Government institutions; (3) Must be proficient in reciting Agamas, Vedas etc. (4) Must have ten years of experience in reciting Vedas etc. in any temple under the control of the Hindu Religious and Charitable Endowments Department.

Neivedyam Eduppu	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13; (2) Must be able to prepare Naivedyam and Prasadam according to customs and usage prevailing in the temple.
Assistant Cook	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13; (2) Must be able to prepare Naivedyam and Prasadam according to customs and usage prevailing in the temple.
Brahmana Kattiyam	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13; (2) Must possess a certificate of training of one year in an Agama Centre run by religious institution or other Government institutions.
Thirumanjanam	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13; (2) Must possess a certificate of training of one year in an Agama Centre run by religious institution or other Government institutions.
Prakarakoil Thirumanjanam	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13; (2) Must possess a certificate of training of one year in an Agama Centre run by religious institution or other Government institutions

Sub temple Uba Koil Madapalli	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13; (2) Must be able to prepare Naivedyam and Prasadam according to customs and usage prevailing in the temple.
Sub Temple Devaram	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13; (2) Must possess a certificate for having undergone five years course in a Thevaram School run by religious institution or other Government institutions; and (3) Must possess proficiency in reciting the Thevaram and Thirumurai.
Ramalinga Pradishtai	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13; (2) Must possess a certificate for having undergone five years course in a Thevaram School run by religious institution or other Government institutions; and (3) Must possess proficiency in reciting the Thevaram and Thirumurai.
Elephant Paahan Assistant Elephant Paahan Assistant to Paahan	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13; (2) Must possess the capacity, ability and knowledge to train, control, guide the Animal (Elephant) and able to speak, command language for controlling the Elephant.

Uba Koil Flower service	By direct recruitment	<p>(1) Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13;</p> <p>(2) Must be able to prepare garlands for adorning the deities for poojas and Ursavas.</p>
Theevatti	By direct recruitment	<p>(1) Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13;</p> <p>(2) Must have knowledge in the preparation of and performing the Theevatti service.</p>
Thiruchinnam	By direct recruitment	<p>(1) Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13;</p> <p>(2) Must possess the required proficiency in playing the instruments.</p>
Washerman (salavaiyalar)	By direct recruitment	<p>(1) Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13;</p> <p>(2) Must know the art of washing pure silk, cotton cloths of the temple and able to differentiate the varieties of clothes.</p>
Thaalagiri	By direct recruitment	<p>(1) Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13;</p> <p>(2) Must possess the required proficiency in playing the instruments.</p>

Mathalam	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13; (2) Must possess the required proficiency in playing the instruments.
Ubakoil kaaniyachi	By direct recruitment	Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13.
Evalal	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13; (2) Must know cycling.
Assistant Suyambaham / Assistant Paricharakar	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13; (2) Must be able to prepare Naivedyam and Prasadam according to customs and usages.
Malaikatti	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13; (2) Must be able to prepare garlands for adorning the deities for poojas and Utsavas.
Uba Koil Archakar	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Record Clerk in the Government Service as specified in rule 13; (2) Must possess a certificate of one year training undergone in an Agama School run by religious institutions or any other Government institutions.
Poosari - Sub temple /Uba koil / Enai koil	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Record Clerk in the Government Service as specified in rule 13;

		<p>(2) Must be proficient in reciting the hymns, Manthras, appropriate to the temple;</p> <p>(3) Must be conversant with the customs and usages in the temple.</p>
Senior Gurukkal	<p>By direct recruitment.</p> <p>By Promotion from the holders of post of Assistant Archagar</p>	<p>(1) Must have studied upto 8th standard;</p> <p>(2) Must possess a certificate of three years training in Archaga Training Institute run by any religious institution or by Hindu Religious and Charitable Endowments Department.</p> <p>(3) Must have experience in reciting Mantras, at the time of poojas, rituals and also conversant with the manner of conducting festivals, Kumbabishegam etc.</p> <p>(1) Must have completed five years of service under a senior Gurukkal by assisting the latter in the discharge of his duties described above.</p> <p>(2) Must possess a certificate of one year training undergone in an Agama centre run by the Hindu Religious and Charitable Endowments Department</p>
Archakar/ Alankara Archakar	By direct recruitment.	<p>(1) Must have studied upto 8th standard;</p> <p>(2) Must possess a certificate of three years training in any of the Agama Centres run by any religious institution or by Hindu Religious and Charitable Endowments Department;</p> <p>(3) Must have experience in reciting Mantras, at the time of poojas the rituals and conversant with the manner of conducting festivals, Kumbabishegam;</p>

		(4) Must also be conversant with decorating the Moolavars and other utsavar deities during daily poojas festivals and as per customs and usage.
Poosari/ Gurukkal	(i) By direct recruitment	(1) Must have studied upto 8 th standard; (2) Must possess certificate of one year training in any of the Agama training centre run by any religious institution or by Hindu Religious and Charitable Endowments Department; (3) Must be able to recite Mantrams, Vedas, Thirumurais during the time of daily poojas, festivals, Kumbabishegam; (4) Must have adequate knowledge and conversant in the performance of Abishegam in the temple.
	ii) By promotion from the holders of the post of the Archakar.	(1) Must possess a certificate of one year training in an Agama training centre run by any religious institution or Government institution (2) Must have worked as Archakar for not less than five years.
Assistant Archakar	(i) By direct recruitment	(1) Must have studied upto 8 th standard; (2) Must possess certificate of one year training undergone in any of the Agama training centre run by any religious institution or by Hindu Religious and Charitable Endowments Department; (3) Must be able to recite Mantrams, Vedas, Thirumurais during the time of daily poojas, festivals, Kumbabishegam; (4) Must have adequate knowledge and conversant in the performance of Abishegam in the temple.

	ii) By promotion from the holders of the post of the Archakar	(1) Must possess a certificate of one year training in an Agama training centre run by any religious institution or Government institution; (2) Must have worked as Archakar for not less than five years.
Murai Sthanikam, Assistant Murai - Sthanikam	By direct recruitment.	(1) Must have studied upto 8 th standard; (2) Must possess a certificate of one year training in any one of the Archagar Training Institute conducted by the Hindu Religious and Charitable Endowments Department. (3) Must be able to recite Mantrams, Vedas, Thirumurais during the time of daily poojas, festivals, Kumbabishegam by rendering assistance to the Senior Gurukkal and Gurukkal; (4) Must assist the Senior Gurukkal / Gurukkal in the performance of Abishegams to main Deities and in sub temples respectively and recite the mantrams connected thereto.
Battachariar	(i) By direct recruitment. (ii)By Promotion from the holders of the post of Bhattar/ Bala Bhattar	(1) Must have studied upto 8 th standard; (2) Must possess a certificate of three years training in any one of the Archagar Training Institute conducted by the Hindu Religious and Charitable Endowments Department. Must possess a certificate of one year training in any one of the Agama centre run by religious institutions or Government institutions.
Assistant Bhattachari (Bala Battar)	By direct recruitment.	(1) Must have studied upto 8 th standard; (2) Must possess a certificate of one year training in any one of Archaga Training Institute conducted by the Hindu Religious and Charitable Endowments Department; (3) Must have completed five years of satisfactory service in the temple.

Annexure IV

[see rule 5-C(3)]

**Religious institutions other than Senior Grade Temples
Both Outdoor and Ulthurai Servants****A. OUTDOOR SERVANTS**

Category of Posts (1)	Method of recruitment (2)	Qualifications (3)
Manager	By promotion from the holders of the post of Assistant, Accountant Grade-II, Cashier, Senior Grade Clerk.	
Superintendent	By promotion from the holders of the post of Assistant, Accountant Grade-II, Cashier, Senior Grade Clerk.	
Head Clerk	By promotion from the holders of the post of Assistant, Accountant Grade-II, Cashier, Senior Grade Clerk.	
Accountant	By promotion from the holders of the post of Accountant Grade-II.	
Assistant	By promotion from the holders of the post of Junior Assistant, Clerk, Suit Clerk, Collection Clerk, Typist, Maniam.	Must have passed the following tests:- a) Hindu Religious and Charitable Endowments Act and Rules; b) Account test for subordinate officers part-I.
Senior Grade Clerk	By promotion from the holders of the post of Junior Assistant, Clerk, Suit Clerk, Collection Clerk, Typist, Maniam, Peshkar.	Must have passed the following tests:- a) Hindu Religious and Charitable Endowments Act and Rules; b) Account test for subordinate officers part-I.
Accountant Grade-II	By promotion from the holders of the post of Junior Assistant, Clerk, Suit / Collection Clerk, Typist, Maniam, Peshkar.	Must have passed the following tests for probation:- a) Hindu Religious and Charitable Endowments Act and Rules;

		<p>b) Account test for subordinate officers part I.</p> <p>Preference shall be given to graduates with commerce as optional subject</p>
Cashier	<p>By promotion from the holders of the post of Junior Assistant, Clerk, Suit / Collection Clerk, Typist, Maniam, Peshkar.</p>	<p>Must have passed the following tests:-</p> <p>a) Hindu Religious and Charitable Endowments Act and Rules;</p> <p>b) Account test for subordinate officers part- I.</p> <p>Preference shall be given to graduates with commerce as optional subject</p>
Junior Assistant	<p>By direct recruitment</p> <p>By promotion from the holders of the post of Office Assistant, Record Clerk, Ticket salesman.</p>	<p>Minimum General Educational Qualification prescribed for entry into Tamil Nadu Ministerial Service as specified in rule 13.</p>
Clerk	<p>By promotion from the holders of the post of Office Assistant, Record Clerk, Ticket salesman.</p> <p>By direct recruitment</p>	<p>Must have passed the Government Office Manual (G.O.M.) Test.</p> <p>Minimum General Educational Qualification prescribed for entry into Tamil Nadu Ministerial Service as specified in rule 13.</p>
Collection / Suit Clerk	<p>By promotion from the holders of the posts of Store keeper, Record Clerk, Office Assistant, Ticket salesman.</p>	

Typist	By direct recruitment	<p>(1) Minimum General Educational Qualification prescribed for entry into Tamil Nadu Ministerial Service as specified in rule 13;</p> <p>(2) Must have passed (a) the Government Technical qualification in Typewriting higher/Senior grade both in Tamil & English. or (b) the Government Technical qualification in Typewriting Higher /Senior Grade-In English and lower/Junior Grade-In Tamil.</p> <p>The candidates with qualification in item (b) shall be considered when candidates are not available as in item (a) above;</p> <p>(3) Preference shall be given to the persons having knowledge in computer application.</p>
Salesman (Ticket)	<p>By promotion from the holders of the post of Watchman (Senior) or Watchman or Meikaval or Night Watchman or Chatram Watchman or Thope Watchman</p> <p>By direct recruitment if no suitable person is available under item above</p>	<p>Minimum General Educational Qualification prescribed for entry into Tamil Nadu Ministerial Service as specified in rule 13.</p>
Record Clerk	<p>By promotion from the holders of the post of Watchman (Senior) or Watchman or Meikaval or Night Watchman or Chatram Watchman or Thope Watchman</p> <p>By direct recruitment if no suitable person is available under item above</p>	<p>Minimum General Educational Qualification prescribed for the post of Record Clerk in the Government Service as specified in rule 13.</p>

Office Assistant	<p>By promotion from the holders of the post of Watchman (Senior) or Watchman or Meikaval or Night Watchman or Chatram Watchman or Thope Watchman</p> <p>By direct recruitment if no suitable person is available under item above</p>	<p>Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13.</p>
Electrician	By direct recruitment	<p>(1) Must possess a Industrial Training Institute (I.T.I.) Certificate in Electrician trade issued by Government/ Government recognized institution.</p> <p>(2) Must possess "C" Certificate issued by the Electricity Board.</p>
Gardener	By direct recruitment	<p>Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13.</p>

B. ULTHURAI (INDOOR) SERVANTS

Category of Posts (1)	Method of recruitment (2)	Qualifications (3)
Peshkar / Maniam	By Promotion from the holders of the post of Junior Assistants / Clerk / Collection / Suit Clerk/ Typist / Store-keeper.	(1) Must know the customary procedures in performing festivals, rituals and to organise the supply of provisions as per approved Dhittam; (2) Must be conversant with the performance of the daily poojas monthly and annual festivals and shall have the ability to guide and control the ulthurai servants.
Archakar Grade-I	By direct recruitment By promotion from the holders of the post of Gurukkal, Archakar Grade-II	(1) Must have studied upto VIII Standard; (2) Must possess a certificate of three years Archaga Training Institute conducted by the Hindu Religious and Charitable Endowments Department. (1) Must possess a certificate of one year training in any Agama Centre run by religious institution or Government institution. (2) Must have completed five years of satisfactory service in any temple and produce certificate obtained from the Executive authorities of respective institutions to that effect.
Archakar Grade-II	By direct recruitment	(1) Must have studied upto VIII Standard; (2) Must possess one year training certificate in any one of the Agama Centre run by a religious institution or Government institution

Poosari	By direct recruitment	<p>(1) Must have studied upto V Standard;</p> <p>(2) Must be proficient in reciting the songs related to the worship of the presiding and other deities in the temple and also conversant with procedures to perform daily abishegam and other rituals and able to perform Archanai.</p> <p>Preference shall be given to persons who is possessing a certificate of Training of one year in an Agama centre run by religious institution or by Government institution.</p>
Melam Set	By direct recruitment	<p>(1) Minimum General Educational Qualification prescribed for the post of Record Clerk in the Government Service as specified in rule 13;</p> <p>(2) Must possess a certificate issued by Nathaswaram / Thavil school run by religious institutions or Government institutions and able to control and guide his team consisting Thavil, Thalam.</p> <p>Preference shall be given to those having proficiency in the art of playing instruments.</p>
Store Keeper	By direct recruitment	Minimum General Educational Qualification prescribed for the post of Record Clerk in the Government Service as specified in rule 13.
Paricharakar / Suyambagi / Sannathi Paricharagar	By direct recruitment	<p>(1) Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13;</p> <p>(2) Must be able to prepare neivedyam and prasadam for poojas and other rituals according to customs prevailing in the temple.</p>

Watchman (Senior)	By direct recruitment By promotion from the holders of the post of watchman	(1) Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13; (2) Must have not less than five years of service in the temple.
Watchman / Meikaval / Night Watchman / Chatram Watchman/ Thope Watchman	By direct recruitment	Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13.
Oduvar	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Record Clerk in the Government Service as specified in rule 13; (2) Must possess a certificate issued by a Devaram school for having undergone five years course run by a religious institution or other institution under the Government; (3) Must have proficiency in reciting Devaram with pann.
Adyabagam	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Record Clerk in the Government Service as specified in rule 13; (2) Must possess a certificate for having undergone one year course in an Agama centre run by a religious institution or other institution under the Government; (3) Must be able to recite Vedas, Agamas, Prabandam during daily pooja and festival.
Vedaparayanam	By direct recruitment	(1) Minimum General Educational Qualification prescribed for the post of Record Clerk in the Government Service as specified in rule 13;

		<p>(2) Must possess a certificate for having undergone three years course in an Agama School run by a religious institution or other institution under the Government;</p> <p>(3) Must possess proficiency in reciting vedas, Agamas etc.</p>
Marayam	By direct recruitment	Minimum General Educational Qualification prescribed for the post of Record Clerk in the Government Service as specified in rule 13.
Yanai Pahan	By direct recruitment	<p>(1) Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13;</p> <p>(2) Must be able to train control and guide the elephant and able to specially speak the language for controlling and commanding the Elephant.</p>
Malaikatti	By direct recruitment	<p>(1) Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13;</p> <p>(2) Must be able to prepare garlands for adorning the deities for poojas and Urtsavas.</p>
Thiruchinnam/ Natuvam / Mootuvam / Kaniyachi / Panchamuga Vadyam	By direct recruitment	<p>(1) Minimum General Educational Qualification prescribed for the post of Office Assistant as specified in rule 13;</p> <p>(2) Must be proficient in playing the respective instrument.</p>
Makkolam	By direct recruitment	Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13.
Thiruvallu (Sweeper)	By direct recruitment	Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13.

Toopu	By direct recruitment	Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13.
Thoorvai	By direct recruitment	Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13.
Sweeper	By direct recruitment	Minimum General Educational Qualification prescribed for the post of Office Assistant in the Government Service as specified in rule 13.

ANNEXURE - V**[see rule 5-C(5)]****ARCHAKA TRAINING INSTITUTE**

Categories of Posts (1)	Method of recruitment (2)	Qualification (3)
Head Master	By direct recruitment	<p>(1) Must possess Master degree in Tamil and a Bachelor degree in Teacher Training Institute;</p> <p>(2) Must have not less than five years of service as Tamil Teacher in any Higher Secondary School;</p> <p>(3) Must have sufficient knowledge in Literature in Hindu Religion and History of Temples in Tamil Nadu.</p>
Agama Teacher (Saivam)	By direct recruitment	<p>(1) Must have not less than five years experience as Teacher in any one of the Veda Agama Patasalai (Saivam) (or)</p> <p>Must have worked as Senior Archakars for a period of not less than five years in any one of the temples under the Hindu Religious and Charitable Endowments Department;</p> <p>(2) Must have possess certificate of four years course in the existing Veda, Agama Padasalai in Saiva Agamam ; and</p> <p>(3) Must have studied and got experience in the life oriented ritual.</p>

<p>Agama Teacher (Vaishnavam)</p>	<p>By direct recruitment</p>	<p>(1) Must have not less than five years experience as Teacher in any one of the Veda Agama Patasalai (Vaishnavam) (or)</p> <p>Must have worked as Senior Archakars for a period of not less than five years in any one of the Vaishnavite temples under the Hindu Religious and Charitable Endowments Department;</p> <p>(2) Must have obtained certificates of four years course in the existing Veda, Agama Padasalai in Vaishnava Agamam;</p> <p>(3) Must have studied and got experience in the life oriented ritual.</p>
<p>Senior Grade Saiva Archaga</p>	<p>By promotion from the holders of the post of Junior Grade Saiva Archaga</p>	<p>(1) Must have undergone a three years course in Archaga Training Institute run by the Hindu Religious and Charitable Endowments Department;</p> <p>(2) Must have worked as Junior Grade Saiva Archaga for a period of not less than five years.</p>
<p>Junior Grade Saiva Archaga</p>	<p>By direct recruitment</p>	<p>(1) Must have passed VIII Standard;</p> <p>(2) Must possess certificate of one year Archaga Course for the Archaga Training Institute run by the Hindu Religious and Charitable Endowments Department (or)</p> <p>Certificate of one year course from any private Archaga Institute recognised by the Commissioner.</p>
<p>Senior Grade Bhattachari.</p>	<p>By promotion from the holders of the post of Junior Grade Bhattachari.</p>	<p>(1) Must possess certificate of three years course by Archaga Training Institute run by the Hindu Religious and Charitable Endowments Department;</p> <p>(2) Must have worked as Junior Grade Bhattachari for a period of not less than five years.</p>

Junior Grade Bhattachari	By direct recruitment	(1) Must have passed VIII Standard; (2) Must possess a certificate of one year Archaga Course issued by the Archaga Training Institute run by the Hindu Religious and Charitable Endowments Department or by any private Archaga Institute recognised by Hindu Religious and Charitable Endowments Department.
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ANNEXURE – VI

[see rule 7 (A)]

Name of the post	Test to be passed within the probation period
Out door servants –Senior Grade Temples:	
II Junior Assistant / Clerk-cum-Surveyor / Suit Clerk / Assistant Clerk / Collection Clerk / Clerk / Chatram Keeper / Junior Clerk / Ticket sales clerk / Record Room Clerk (Selection Grade) / Typist / Store Keeper	Government Office Manual
Outdoor servants – incorporated and un-incorporated Devasvam: I. Supervisor (Civil) II. Junior Assistant / Temple Administrative Junior Assistant / Temple Junior Assistant / Senior Manager / Junior Manager / Typist	Account Test for Public Works Department Officers and Sub ordinate Part-I and Part-II Government Office Manual
Technical Staff: Assistant Engineer / Junior Engineer (Electrical) Assistant Engineer / Junior Engineer (Civil) Assistant Engineer / Junior Engineer (Mechanical)	

Supervisor / Technical Assistant (Civil) / Computer Engineer(System Analyst) / Computer Supervisor / Draftsman (Electronics)/ Draftsman(Civil) / Supervisor / Technical Assistant (Mechanical) / Technical Assistant (Electronics) / Technical Assistant (Electronics and Communication)	Account Test for Public Works Department Officers and Sub ordinate Part-I and Part-II
Outdoor Servants other than Senior Grade Temples: Junior Assistant / Clerk / Collection Clerk / Suit Clerk / Typist	Government Office Manual

G. MUTHUSAMY,
Principal Secretary to Government.

