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issued by Secretariat Departments.

### NOTIFICATIONS BY GOVERNMENT

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## NOTIFICATIONS BY GOVERNMENT

### HEALTH AND FAMILY WELFARE DEPARTMENT

#### Amendment to Special Rules for Tamil Nadu Medical Subordinate Service

*[G.O. Ms. No. 3, Health and Family Welfare (IM2-I), 5th January 2009,  
Margazhi 21, Thiruvalluvar Aandu-2039.]*

No. SRO B-13/2009.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following amendment to the Special Rules for the Tamil Nadu Medical Subordinate Service (Section 21 of the Tamil Nadu Services Manual, Volume III, 1970):—

2. The amendment hereby made shall be deemed to have come into force on 4th May 2007.

#### AMENDMENT

In the said Special Rules, in BRANCH-II—INDIGENOUS MEDICINE, in the Annexure, for the entries in column (2) against 'Category 9 Masseur' in column (1) thereof, the following entries shall be substituted, namely:—

- “(1) Must have passed Secondary School Leaving Certificate Examination or a qualification equivalent thereto; and
- (2) Must have passed the one year Certificate Course in Masseur training conducted by the Government of Tamil Nadu at Arignar Anna Government Hospital of Indian Medicine, Chennai.”

V.K. SUBBURAJ,  
*Principal Secretary to Government.*

### PERSONNEL AND ADMINISTRATIVE REFORMS DEPARTMENT

#### Amendments to Special Rules for Tamil Nadu Secretariat Service

*[G.O. Ms. No. 220, Personnel and Administrative Reforms (U), 4th December 2008.]*

No. SRO B-14/2009.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following amendments to the Special Rules for the Tamil Nadu Secretariat Service (Section 29, in Volume III of the Tamil Nadu Services Manual 1970).

2. (1) Amendments 1(a), 1(b), 2(c), 2(d), 6(d), 6(h) and 6(i) hereby made shall be deemed to have come into force on the 1st June 1988.
- (2) Amendments 2 (a), 2(b), 3, 4, 5(a), 5(b), 6(a), 6(b) and 6(c) hereby made shall be deemed to have come into force on the 20th November 2006.
- (3) Amendment 6 (f) hereby made shall be deemed to have come into force on the 12th July 1993.
- (4) Amendments 6(e), 6(g) and 6(j) hereby made shall come into force on the 4th December 2008.

#### AMENDMENTS

In the said Special Rules,—

1. in rule 2,—

(a) for the entry “Category 2 Personal Assistants”, the following entries shall be substituted, namely:—

- |              |  |
|--------------|--|
| “Category 2A | Personal Assistants in the Departments of Secretariat other than Finance Department. |
| Category 2B  | Personal Assistants in Finance Department.   |

- Category 2C* Senior Personal Clerks in the Departments of Secretariat other than Finance Department.
- Category 2D* Senior Personal Clerks in Finance Department.
- Category 2E* Senior Typists in the Departments of Secretariat other than Finance Department.
- Category 2F* Senior Typists in Finance Department”;

(b) for the entry “Category 4 Personal Clerks”, the following entries shall be substituted, namely:—

- “*Category 4A* Personal Clerks in the Departments of Secretariat other than Finance Department.
- Category 4B* Personal Clerks in Finance Department”.

2. in rule 5, in the TABLE,—

(a) in column (2) against the category “1 (a) Assistant Section Officers in the Departments of Secretariat other than the Law and Finance Departments and the Governor’s Secretariat” in column (1) thereof,—

(i) for item (i), the following item shall be substituted, namely:—

“(i) by promotion from among the categories of Assistants in the Departments of Secretariat other than the Law and Finance Departments and the Governor’s Secretariat, Senior Personal Clerks in the Departments of Secretariat other than Finance Department and Senior Typists in the Departments of Secretariat other than Finance Department in the ratio of 4:1:1; or”;

(ii) item “(ii) by transfer from Personal Assistants; or” shall be omitted;

(b) in column (2) against the category “1(d) Assistant Section Officers in the Finance Department” in column (1) thereof,—

(i) for item (i), the following item shall be substituted, namely:—

“(i) by promotion from among the categories of Assistants, Senior Personal Clerks and Senior Typists in the Finance Department in the ratio of 4:1:1; or”

(ii) item “(ii) by transfer from Personal Assistants in the Finance Department; or” shall be omitted;

(c) for the entry “Category 2 Personal Assistants” in column (1) and the corresponding entries in column (2) thereof, the following categories and entries shall, respectively, be substituted, namely:—

- |     |   |       |   |
|-----|---|-------|---|
| “2A | Personal Assistants in the Departments of Secretariat other than Finance Department.    | (i)   | by promotion from the category of Senior Personal Clerks; or  |
|     |   | (ii)  | by promotion from the category of Personal Clerks, if no qualified candidates are available by the above method; or |
|     |   | (iii) | for special reasons, by recruitment by transfer from any other service.   |
| 2B  | Personal Assistants in Finance Department.  | (i)   | by promotion from the category of Senior Personal Clerks in Finance Department; or                                  |
|     |   | (ii)  | by promotion from the category of Personal Clerks, if no qualified candidates are available by the above method; or |
|     |   | (iii) | for special reasons, by recruitment by transfer from any other service.   |
| 2C  | Senior Personal Clerks in the Departments of Secretariat other than Finance Department. |       | by promotion from the category of Personal Clerks.  |
| 2D  | Senior Personal Clerks in Finance Department.   |       | by promotion from the category of Personal Clerks in Finance Department.  |
| 2E  | Senior Typists in the Department of Secretariat other than Finance Department.          |       | by promotion from the category of Typists.  |
| 2F  | Senior Typists in Finance Department  |       | by promotion from the category of Typists in Finance Department”;   |

(d) for the entry “Category 4 Personal Clerks” in column (1) and the corresponding entries in column (2) thereof, the following categories and entries shall, respectively, be substituted, namely:—

- |     |   |       |   |
|-----|---|-------|---|
| “4A | Personal Clerks in the Department of Secretariat other than Finance Department. | (i)   | by direct recruitment; or   |
|     |   | (ii)  | by promotion from the category of Typists; or                             |
|     |   | (iii) | for special reasons, by recruitment by transfer from any other service.   |
| 4B  | Personal Clerks in Finance Department   | (i)   | by direct recruitment; or   |
|     |   | (ii)  | by promotion from the category of Typists in Finance Department; or       |
|     |   | (iii) | for special reasons, by recruitment by transfer from any other service.”; |

3. for rule 8, excluding the provisos thereunder; the following rule shall be substituted, namely:—

“8. Pattern of appointment of Assistant Section Officers in the Departments of Secretariat other than the Law Department, Tamil Development, Culture and Religious Endowments Department (Translations) and Governor’s Secretariat.— Subject to rule 8 of the General Rules, out of every eight vacancies in the category of Assistant Section Officers in the Departments of Secretariat other than the Law Department, Tamil Development-Culture and Religious Endowments Department (Translations), and the Governor’s Secretariat, appointment shall be made in the following order of rotation:—

- (1) by direct recruitment;
- (2) by promotion from the category of Assistant;
- (3) by promotion from the category of Assistant;
- (4) by promotion from the category of Assistant;
- (5) by promotion from the category of Assistant:

Provided that the 20th rotation shall be filled up by the non-graduate Assistants and that if no suitable and qualified non-graduate Assistant is available, then the said rotation shall be filled up from among the holders of the post of Assistant;

- (6) by promotion from the category of Senior Personal Clerks;
- (7) by promotion from the category of Senior Typists; and
- (8) by recruitment by transfer from the category of Assistants in the Tamil Nadu Ministerial Service or the Tamil Nadu Judicial Ministerial Service.”;

4. in rule 8, in the Second proviso, for the words, “that every Personal Clerks and every Personal Assistant”, the words “that every Senior Personal Clerk and Senior Typist” shall be substituted;

5. in rule 11,—

(a) in sub-rule (1), in the TABLE, after Category 2 (iii) in column (1) and the corresponding entries in column (2) thereof, the following categories and entries shall, respectively, be inserted, namely:—

	(1)	(2)
“(iv)	Senior Personal Clerks in the Departments of Secretariat other than Finance Department.	One Unit
(v)	Senior Personal Clerks in Finance Department.	Finance Unit.
(vi)	Senior Typists in the Department of Secretariat other than Finance Department.	One Unit.
(vii)	Senior Typists in Finance Department	Finance Unit”;

(b) in Explanation (3), for the expression “by transfer from the category of Personal Assistant”, the expression “by promotion from the categories of Assistants, Senior Personal Clerks and Senior Typists” shall be substituted;

6. in rule 14, in the TABLE,—

(a) in column (3) against the entry “Promotion or transfer” in column (2) and the entry “*Category -1(a)*: Assistant Section Officers in the Departments of Secretariat other than the Law and Finance Departments and the Governor’s Secretariat” in column (1) thereof,—

(i) in the first proviso, for the expression “Personal Clerk, Typist”, the expression “Senior Personal Clerk, Senior Typist” shall be substituted;

(ii) after the first proviso, as so amended, the following proviso shall be inserted, namely:—

“Provided further that for calculating the service qualification of Senior Personal Clerk and Senior Typist, the service rendered in the categories of Personal Clerk and Typist, respectively, shall also be taken into account”;

(iii) in third proviso, for the expression “Provided further that Personal Clerk, Typist and Personal Assistant”, the expression “Provided also that Senior Personal Clerk and Senior Typist” shall be substituted;

(b) for the entry “Promotion from the category of Assistants, Personal Clerks or Typists in the Finance Department or by Transfer from Personal Assistants in the Finance Department” in column (2) against the entry “*Category 1(d)*: Assistant Section officer in the Finance Department” in column (1) thereof, the entry “Promotion from the categories Assistants, Senior Personal Clerks and Senior Typists in the Finance Department” shall be substituted;

(c) in column (3), against the entry “Promotion from the category of Assistants, Senior Personal Clerks and Senior Typists in the Finance Department” in column (2), as so substituted and the entry “*Category 1(d)*: Assistant Section Officer in the Finance Department” in column (1) thereof,—

(i) in the first proviso, for the expression, “Personal Clerk, Typist”, the expression “Senior Personal Clerk, Senior Typist” shall be substituted;

(ii) after the first proviso, as so substituted, the following proviso shall be inserted, namely:—

“Provided further that for calculating the services qualification of Senior Personal Clerk and Senior Typist, the service rendered in the categories of Personal Clerk and Typist, respectively, shall also be taken into account”;

(iii) in the third proviso, for the expression “Provided further that Personal Clerk, Typist and Personal Assistant”, the expression “Provided also that Senior Personal Clerk and Senior Typist” shall be substituted:

(d) for the entry “*Category—2* Personal Assistants” in column (1), the following entries shall be substituted, namely:—

“*Category 2A* Personal Assistants in the Departments of Secretariat other than Finance Department”;

(e) after the entry “*Category 2A*. Personal Assistants in the Departments of Secretariat other than Finance Department in column (1), as so substituted and the corresponding entries column (2) and (3) thereof, the following categories and entries shall, respectively, be inserted, namely”—

(1)	(2)	(3)
“ <i>Category 2B</i> Personal Assistants in Finance Department.	Promotion or recruitment by transfer.	<p>(i) A Bachelor’s degree in Commerce or Economics or Statistics;</p> <p>(ii) A pass in the Government Technical Examinations in Typewriting in Tamil and English, both by the Higher Grade;</p> <p>(iii) A pass in the Government Technical Examinations in Shorthand in Tamil and English, both by the Higher grade;</p> <p style="padding-left: 40px;">Provided that if candidates with the qualifications referred to in items (ii) and (iii) above are not available, candidates who have passed the following examinations in the order of preference indicated below may be appointed, namely:—</p> <p>(a) Government Technical Examinations in Typewriting and Shorthand in Tamil, both by the Higher Grade and Typewriting and Shorthand in English, both by the Lower Grade.</p> <p>(b) Government Technical Examinations in Typewriting and Shorthand in English, both by the Higher Grade and Typewriting and Shorthand in Tamil, both by the Lower Grade.”;</p>

(f) after the entry “Category 2B Personal Assistants in Finance Department” in column (1), as so inserted and the corresponding entries in columns (2) and (3) thereof, the following category and entries shall, respectively, be inserted namely:—

(1)	(2)	(3)
“Category 2C Senior Personal Clerks in the Departments of Secretariat other than Finance Department	Promotion	(i) A Bachelor’s Degree; (ii) A pass in the Departmental Tests, Parts-I and II; or (iii) Foundational Training for a period of two months and a pass in the examinations at the end of the training conducted by the Personnel and Administrative Reforms (Training) Department: Provided that those appointed as Personal Clerks on or before the 11th July 1993 and who do not possess the qualification prescribed in item (i) above shall also be eligible for appointment as Senior Personal Clerk”;

(g) after the entry “Category 2C Senior Personal Clerks in the Departments of Secretariat other than Finance Department” in column (1), as so inserted, and the corresponding entries in columns (2) and (3) thereof, the following category and entry shall, respectively, be inserted, namely:—

(1)	(2)	(3)
“Category 2D Senior Personal Clerks in the Finance Department	Promotion	(i) A Bachelor’s Degree in Commerce or Economics or Statistics; (ii) A pass in the Departmental Tests, Parts-I and II; or (iii) Foundational Training for a period of two months and pass in the examinations at the end of the training conducted by the Personnel and Administrative Reforms (Training) Department: Provided that the Personal Clerks who are to be recruited through Combined Subordinate Services Examination-I conducted by the Tamil Nadu Public Service Commission vide its Notification No. 115/2007, dated 30-6-2007 and who do not possess the qualification prescribed in item (i) above shall also be eligible for appointment as Senior Personal Clerk.”;

(h) after the entry “Category 2D Senior Personal Clerks in Finance Department” in column (1), as so inserted and the corresponding entries in columns (2) and (3) thereof, the following categories and entries shall, respectively, be inserted, namely:—

(1)	(2)	(3)
“Category 2E Senior Typists in the Departments of Secretariat other than Finance Department.	Promotion	(i) Minimum General Educational Qualification prescribed in Schedule I to the General Rules in Part II of the Tamil Nadu State and Subordinate Services or its equivalent qualification; (ii) A pass in the Departmental Tests Parts I and II; or (iii) Foundational Training for a period of two months and a pass in the examinations at the end of the training conducted by the Personnel and Administrative Reforms (Training) Department.
“Category 2F Senior Typists in Finance Department.	Promotion	(i) Minimum General Educational Qualification prescribed in Schedule I to the General Rules in Part II of the Tamil Nadu State and Subordinate Services or its equivalent qualification; (ii) A pass in the Departmental Tests Parts I and II; or (iii) Foundational Training for a period of two months and a pass in the examinations at the end of the training conducted by the Personnel and Administrative Reforms (Training) Department.”;

(i) for the entry "Category 4 Personal Clerk" in column (1), the following entry shall be substituted, namely:—

"Category 4A Personal Clerks in the Departments of Secretariat other than Finance Department".;

(j) after the entry "Category 4A Personal Clerks in the Departments of Secretariat other than Finance Department" in column (1), as so substituted, and the corresponding entries in columns (2) and (3) thereof, the following category and entries shall, respective, be inserted, namely:—

(1)	(2)	(3)
"Category 4B Personal Clerks in Finance Department	Direct recruitment or Promotion	<p>(i) A Bachelor's Degree in Commerce or Economics or Statistics.</p> <p>(ii) A pass in the Government Technical Examinations in Typewriting in Tamil and English, both by the Higher Grade'</p> <p>(iii) A pass in the Government Technical Examinations in Shorthand in Tamil and English, both by the Higher Grade:</p> <p>Provided that if candidates with the qualifications referred to in items (ii) and (iii) above are not available, candidates who have passed the following examinations in the order of preference indicated below may be appointed, namely:—</p> <p>(a) Government Technical Examination in Typewriting and Shorthand in Tamil, both by the Higher Grade and Typewriting and Shorthand in English, both by the Lower Grade:</p> <p>(b) Government Technical Examination in Typewriting and Shorthand in English, both by the Higher Grade and Typewriting and Shorthand in Tamil both by the Lower Grade;</p> <p>Provided that the candidates who are to be recruited through Combined Subordinate Services Examination-I conducted by Tamil Nadu Public Service Commission <i>vide</i> its Notification No. 115/2007, dated 30th June 2007 and who do not possess the qualification prescribed in item (i) above shall be eligible for appointment as Personal Clerk.</p>
	Recruitment by transfer	<p>(i) A Bachelor's Degree in Commerce or Economics or Statistics;</p> <p>(ii) A pass in the Government Technical Examinations in Typewriting in Tamil and English, both by the Higher Grade;</p> <p>(iii) A pass in the Government Technical Examinations in Shorthand in Tamil and English, both by the Higher Grade:</p> <p>Provided that if candidates with the qualifications referred to in items (ii) and (iii) above are not available, candidates who have passed the following examinations in the order of preference indicated below may be appointed, namely:—</p> <p>(a) Government Technical Examination in Typewriting and Shorthand in Tamil, both by the Higher Grade and Typewriting and Shorthand in English, both by the lower Grade.</p> <p>(b) Government Technical Examination in Typewriting and Shorthand in English, both by the Higher Grade and Typewriting and Shorthand in Tamil, both by the lower Grade; and</p> <p>(iv) Must have served for a period of not less than five years in the present post:</p> <p>Provided that those who are in service in Tamil Nadu Secretariat on or before 4th December 2008 and who possess a Bachelor's Degree other than in Commerce or Economics or Statistics shall also be eligible for appointment as Personal Clerks in Finance Department".</p>

K.N. VENKATARAMANAN,  
Secretary to Government.