



TAMIL NADU GOVERNMENT GAZETTE

PUBLISHED BY AUTHORITY

No. 3]

CHENNAI, WEDNESDAY, JANUARY 20, 2016
Thai 6, Manmadha, Thiruvalluvar Aandu – 2047

Part III—Section 2

Statutory Notifications and Orders issued by
Heads of Departments.

NOTIFICATIONS BY HEADS OF DEPARTMENTS, ETC.

CONTENTS

	<i>Pages.</i>
JUDICIAL NOTIFICATION	
The Madras High Court Service Rules, 2015	2-39

NOTIFICATIONS BY HEADS OF DEPARTMENTS, ETC.

JUDICIAL NOTIFICATIONS

THE MADRAS HIGH COURT SERVICE RULES, 2015

(Roc. No. 9A/2015/RAC.)

No. SRO C-1/2016.

In exercise of the powers conferred by Articles 229 (1) and (2) of the Constitution of India, and of all other powers hereunto enabling, and in supersession of all the existing Rules on the subject, the Chief Justice, hereby makes the following Rules, regulating the appointment of persons to and conditions of service of persons serving on the establishment of the Madras High Court.

1. Short title, Commencement and Extent of application:-

(a) These Rules may be called as the Madras High Court Service Rules, 2015, and shall come into force on the 1st day of December, 2015.

(b) These Rules shall apply to all persons appointed to the Service before, on or after the date mentioned in sub-rule (a) above.

(c) When a post is created as a temporary post in any category of any Division, in addition to the cadre of the service, these Rules applicable to holders of permanent posts borne on the said cadre shall also apply to the holder of the said temporary post.

2. Definitions:-

In these Rules, unless the context otherwise requires:-

- (a) **“Appointed to the Service”** means a person is said to be “appointed to the Service” when, in accordance with these Rules or in accordance with the Rules applicable at the time, as the case may be, he discharges, for the first time the duties of a post borne on the cadre of the Service or commences the probation prescribed for the members thereof
- (b) **“Approved Probationer”** means a member of the Service who has satisfactorily completed his probation and awaits appointment as a Full Member of the Service, in any division, category, sub-category or post, as the case may be.
- (c) **“Backward Classes”** means the communities specified as Backward Classes (other than Backward Classes Muslims, Most Backward Classes and Denotified Communities), Backward Class Muslims, Most Backward Classes and Denotified Communities in Parts A, B, C and D respectively of Schedule-I of Part-I of the Tamil Nadu State and Subordinate Service Rules.
- (d) **“Chief Justice”** means the Chief Justice of the Madras High Court.
- “(e) Duty”**:- A person is said to be “on duty” as a member of the Service.
- (1) when he is performing the duties of a post borne on the cadre of the Service or undergoing the probation; or
- (2) when he is on joining time; or
- (3) when he is absent from duty during vacation or on authorised holidays or on Casual Leave taken in accordance with the instructions regulating such leave issued by the State Government having been on duty immediately before and immediately after such absence.
- (4) When he is waiting for posting orders, after reporting for duty, on return from leave or on transfer or on repatriation.
- (f) **“Full member”** means a member of the Service who has been appointed substantively to a permanent post borne on the cadre thereof.
- (g) **“High Court”** means the High Court of Judicature at Madras.
- (h) (a) **“Law Degree”** means a Law Degree granted by a recognised University in India and recognised by the Bar Council of India for admission as an Advocate or an Attorney of an Indian Court.
- (b) **“Any Other Law Degree”** means A degree of Bachelor of Academic Law (Three years), which is not recognized by the Bar Council of India for admission as an Advocate or Attorney, conferred by any recognised

University in Indian Union, pursued after obtaining any Bachelor Degree in Science, Arts, Commerce, Engineering, Medicine, or any other discipline of a Recognised University in Indian Union, in 10+2+3 or 11+1+3 pattern along with a pass in the Civil and Criminal Judicial Tests Parts-I, II and III for members of the Judicial Department conducted by the Tamil Nadu Public Service Commission.

- (i) **“Member of the Service”** means a person who has been appointed to the Service and who has not retired or resigned or who has not been removed or dismissed, or substantively transferred or reduced to another Service, or who has not been discharged otherwise than for want of a vacancy. He may be a probationer, an approved probationer or a full member of the Service.
- (j) **“Probationer”** means a member of the-Service who has not completed his probation.
- (k) **“Promotion”** means the”appointment of a member of any category to a higher category in the same Division or from any category in one Division to a higher category in another Division.
- (l) **“Recruited direct”** A candidate is said to be “recruited direct” to the Service, when at the time of his first appointment thereto, he is neither a full member nor an approved probationer in: any other Service other than the Madras High Court Service and Tamil .Nadu Judicial MinisterialService.
- (m) **“Recruited by transfer”**:- A candidate is said to be “Recruited by transfer” to the Service when at the time of his appointment thereto, he is either a full member or an approved probationer in another service or when appointed from one category to another category in this Service carrying identical scale of pay or when appointed from any Category in one Division to other Category in another Division or in the same Division, on selection.
- (n) **“Scheduled Castes” and “Scheduled Tribes”** means the communities mentioned in Parts A and B of Schedule-II to Part-I of Tamil Nadu State and Subordinate Service Rules, respectively.
- (o) **“Service”** means the Madras High Court Service.

3. **Constitution of Service:-**

The Service shall consist of the following Divisions, Categories and sub- categories:-

DIVISION - I (GAZETTED POSTS)

Category-1 :-

- (a) Registrar General
- (b) Registrar (Vigilance)
- (c) Registrar (Judicial) (Prl.Seat and Madurai Bench)
- (d) Registrar (District Judiciary)
- (e) Registrar (IT-cum-Statistics)
- (f) Additional Registrar (Vigilance)
- (g) Registrar (Administration) (Prl.Seat and Madurai Bench)
- (h) Registrar (Management)
- (i) Registrar-cum-Private Secretary to the Hon'ble The Chief Justice.

A: Chief Editor, Tamil Law Journal

B: Official Assignee

Category-2: Master

- A:** (a) Joint Registrar (Computer)
- (b) Joint Registrar-cum-Special Officer (Liaisoning)
- (c) Joint Registrar (Protocol)
- (d) Joint Registrar (RTI Act)

Category 3:

- (a) Deputy Registrar (Accounts) (Prl.Seat and Madurai Bench)
- (b) Deputy Registrar-cum-Additional Private Secretary to the Hon'ble The Chief Justice.
- (c) Deputy Registrar (Admn.) (Madurai Bench)

- (d) Deputy Registrar (Admn-I)
- (e) Deputy Registrar (Admn-II)
- (f) Deputy Registrar (A.S.)
- (g) Deputy Registrar (Crl.Side)
- (h) Deputy Registrar (Grouping)
- (i) Deputy Registrar (Judicial) (Prl. Seat and Madurai Bench)
- (j) Deputy Registrar (Lok Adalat)
- (k) Deputy Registrar (Lok Adalat/Mediation and Conciliation Centre) (Madurai Bench)
- (l) Deputy Registrar (O.S.)
- (m) Deputy Registrar (Per.Admn.)
- (n) Deputy Registrar (Records)
- (o) Deputy Registrar (Writs) (Prl.Seat and Madurai Bench)

Category 4:

- A:** Associate Editor, Tamil Law Journal
- B:** Deputy Official Assignee

Category -5:

- (a) Assistant Registrar (Admn.) (Madurai Bench)
- (b) Assistant Registrar (Admn.-I)
- (c) Assistant Registrar (Admrr-II)
- (d) Assistant Registrar (Admn-III)
- (e) Assistant Registrar (A.E.) (Prl.Seat and Madurai Bench)
- (f) Assistant Registrar (A.S.) (Prl.Seat and Madurai Bench)
- (g) Assistant Registrar (Computer)
- (h) Assistant Registrar (C.O.) (Prl.Seat and Madurai Bench)
- (i) Assistant Registrar (CCC)
- (j) Assistant Registrar (Crl.side) (Prl.Seat and Madurai Bench)
- (k) Assistant Registrar (C.S-I) (Madurai Bench)
- (l) Assistant Registrar (C.S.-II) (Prl. Seat and Madurai Bench)
- (m) Assistant Registrar (C.S.-III)
- (n) Assistant Registrar (C.S.-IV)
- (o) Assistant Registrar (C.S.-V)
- (p) Assistant Registrar (C.S- VI)
- (q) Assistant Registrar (e.S- VII)
- (r) Assistant Registrar (J Section)
- (s) Assistant Registrar (Lok Adalat)
- (t) Assistant Registrar (Mediation and Conciliation Centre)
- (u) Assistant Registrar (O.S.-I)
- (v) Assistant Registrar (O.S.-II)
- (w) Assistant Registrar (Per.Admn) (Prl.Seat and Madurai Bench)
- (x) Assistant Registrar (Pondy)
- (y) Assistant Registrar (Protocol) (Prl.Seat and Madurai Bench)

- (z) Assistant Registrar (Records) (Prl.Seat and Madurai Bench)
- (aa) Assistant Registrar (RTI Act) (Prl.Seat and Madurai Bench)
- (ab) Assistant Registrar (Rules)
- (ac) Assistant Registrar (T &P) (Prl.Seat and Madurai Bench)
- (ad) Assistant Registrar (Writs) (Prl.Seat and Madurai Bench)

A: Chief Accounts Officer

Category- 6:

- (a) Sub Assistant Registrar (Accounts)
- (b) Sub Assistant Registrar (Admn.)(Madurai Bench)
- (c) Sub Assistant Registrar (Admn.-I)
- (d) Sub Assistant Registrar (Admn.-II)
- (e) Sub Assistant Registrar (Admn.-III)
- (f) Sub Assistant Registrar (A.E.) (Prl.Seat and Madurai Bench)
- (g) Sub Assistant Registrar (A.S.)
- (h) Sub Assistant Registrar (COFEPOSA)
- (i) Sub Assistant Registrar (C.O.) (Madurai Bench)
- (j) Sub Assistant Registrar (C.O.-I)
- (k) Sub Assistant Registrar (C.O.-II)
- (l) Sub Assistant Registrar (Crl.Side)
- (m) Sub Assistant Registrar (C.S.-I) (Prl.Seat and Madurai Bench)
- (n) Sub Assistant Registrar (C.S.-II)(Prl.Seat and Madurai Bench)
- (o) Sub Assistant Registrar (C.S-III) (Prl.Seat and Madurai Bench)
- (p) Sub Assistant Registrar (Estt.)
- (q) Sub Assistant Registrar (Judl.) (Madurai Bench)
- (r) Sub Assistant Registrar (Liaisoning) (Madurai Bench)
- (s) Sub Assistant Registrar (O.S.-I)
- (t) Sub Assistant Registrar (O.S-II)
- (u) Sub Assistant Registrar (P.A.-I)
- (v) Sub Assistant Registrar (P.A.-II)
- (w) Sub Assistant Registrar (P.A. Section) (Madurai Bench)
- (x) Sub Assistant Registrar (Records)
- (y) Sub Assistant Registrar (Statistics)
- (z) Sub Assistant Registrar (T &P)
- (aa) Sub Assistant Registrar (Writs)(Prl.Seat and Madurai Bench).

A : (a) Assistant Editor-I, Tamil Law Journal
(b) Assistant Editor-II, Tamil Law Journal

B: Sub Assistant Registrar (Insolvents, Accounts)

C: Librarian (Prl.Seat and Madurai Bench)

D: Accounts Officer (Madurai Bench)

DIVISION - II**(NON - GAZETTED - SUPERIOR POSTS)****Category:**

1. Court Officer / Section Officer / Appeal Examiner, including Section Officer (Property), Court Fee Examiner, Deputy Sheriff and Liaison Officer (Protocol)
2. Senior Private Secretary to Hon'ble Judges / Private Secretary to Hon'ble Judges / Personal Assistant to the Hon'ble Judges including Personal Assistant to the Hon'ble The Chief Justice and Private Secretary to the Hon'ble The Chief Justice
3. (a) Interpreter (Tamil and Telugu)
(b) Interpreter (Gujarathi)
(c) Interpreter (Urdu)
(d) Interpreter (French)
4. Private Secretary to the Registrar General
5. Technical Assistant to Librarian.
6. (a) Assistant Section Officers including Translators and Assistant Court Fee Examiners
(b) Personal Assistant (**to the Registrars**)
7. Senior Typist
8. (a) Computer Operator
(b) Personal Clerk. (**to the Deputy Registrars**).
9. Assistant
10. (a) Typist
(b) Reader / Examiner
(c) Telephone Operator
(d) Cashier
11. Xerox Operator

DIVISION - III (NON - GAZETTED)**SECTION-I (SUPERIOR POSTS)****Category:**

1. Overseer / Additional Overseer
2. Sergeant
3. Head Bailiff
4. (a) Junior Bailiff
(b) Record Assistant
5. Court Keeper
6. (a) Jamedar
(b) Gollah
(c) Binder
7. (a) Record Clerk
(b) Lift Operator

SECTION - IA

Driver

SECTION -IB**Category:-**

1. Superintendent (Catering)
2. Bearer.

SECTION - II (LAST GRADE)**Category:-**

1. (a) Duffadar
(b) Watch and ward
2. (a) Chopdar / Office Assistant / Sweeper / Gardner / Scavenger / Waterman.
(b) Room Boy / Sanitary worker / watchman

4. Appointing Authority-

- (a) The Chief Justice shall be the Appointing Authority for all categories in Division-I.
- (b) The Registrar General shall be the Appointing Authority for all categories in Division-II and Division-III,
- (c) The Registrar General shall exercise the powers of appointment for all categories in Division-II and Division-III, subject to the control of the Chief Justice.

5(a). Appointment to the Service:- Subject to the provisions in Rule 14 and Rule 14A, appointment to categories 1 to 5 in Division- I; Category 2 (to the post of Personal Assistant to the Hon'ble Judges), categories 3(a) to 3(d), 4, 5, 6(b), 8(a), 8(b), 9, 10(a) to 10(d), 11 of Division II; Section IA (Driver) in Division-III, Categories 1 and 2 in Section IB and Category 1(b), 2(a) and 2(b) in Section-II of Division - III, may be by direct recruitment, only if no sufficient, eligible and suitable members are available for promotion/selection from the respective feeder categories in the Service.

5(b). Seniority:- The seniority of a member of the Service in a category or post shall, unless he has been reduced to a lower rank as a punishment, be determined by the date of his first appointment to the Service, category or post. Whenever any difficulty or doubt arises in applying this Rule, seniority shall be determined by the Appointing Authority. If any portion of the Service of such person does not count towards probation under Rule 15, his seniority shall be determined by the date of commencement of the Service which counts towards probation.

(c). The Appointing Authority may, at the time of passing an order appointing two or more persons simultaneously to a category of the Service, fix the order of preference among them and where such order of preference has been fixed, the seniority of the persons so appointed shall be determined in accordance therewith and such decision of the Appointing Authority shall be final.

(d). Where a member of any Division or Category is reduced to a lower Division or Category, he shall be placed at the top of the latter Division or Category, unless the Authority ordering such reduction otherwise directs.

6. Qualifications:-

- (a) No person shall be eligible for appointment to the Service by direct recruitment, unless he satisfies the Appointing Authority
 - (1) that he is a citizen of India,
 - (2) that he is of sound health and clean habits;
 - (3) that his conduct, character and antecedents are such as to qualify him for the Service;
 - (4) that he has completed 18 years of age and has not completed 30 years of age

Provided that -

- (i) a person who is a member of the Scheduled Castes, Scheduled Tribes or Backward Classes, shall be eligible for appointment by direct recruitment, if he has not completed 35 years of age on the date of recruitment;

- (ii) the maximum age limit for Service candidates (Madras High Court Service and Tamil Nadu State Judicial Ministerial Service) for appointment to the categories shall be 45 years.
- (iii) the Chief Justice may, at his discretion, relax the age rule, if he considers it necessary in individual cases.
- (b) (1) No person shall be eligible for appointment to the Service in **categories-1 to 5 of Division - I**, unless he-
- (i) is an Advocate or Attorney **OR** is duly qualified for admission as an Advocate or Attorney of the High Court i.e. holding of a 'Law Degree', as defined under Rule 2(h)(a),

OR

- (ii) holds "Any Other Law Degree", as defined under Rule 2(h)(b).

Provided the persons holding a "Law Degree" as defined under Rule 2(h)(a) **ALONE** be eligible to hold the following posts in categories 1 to 5 of Division-I:-

- (i) Registrar General [Category 1(a)]
- (ii) Registrar (Vigilance) [Category 1(b)]
- (iii) Registrar (Judicial) [Category 1(c)]
- (iv) Registrar (District Judiciary) [Category 1(d)]
- (v) Registrar (IT-cum-Statistics) [Category 1(e)]
- (vi) Additional Registrar (Vigilance) [Category 1(f)]
- (vii) Registrar (Administration) [Category 1(g)]
- (viii) Chief Editor, Tamil Law Journal [Category 1A]
- (ix) Official Assignee [Category 1B]
- (x) Master [Category 2]
- (xi) Deputy Registrar (A.S.) [Category 3(f)]
- (xii) Deputy Registrar (Judicial) [Category 3(i)]
- (xiii) Deputy Registrar (O.S.) [Category 3(1)]
- (xiv) Associate Editor, Tamil Law Journal [Category 4A]
- (xv) Deputy Official Assignee [Category 4B]
- (xvi) Assistant Registrar (A.S.) [Category 5(f)]
- (xvii) Assistant Registrar (O.S.-I) [Category 5(u)] and
- (xviii) Assistant Registrar (O.S.-II) [Category 5(v)]
- (2) (i) No member of the Service shall be eligible for promotion to category 6 of Division-I viz. Sub Assistant Registrar, unless he possesses any Bachelor Degree in Science, Arts, Commerce, Engineering, Medicine, or any other discipline of a Recognised University, in the Indian Union, in 10+2+3 or 11 + 1 +3 pattern and unless he is qualified in the Civil and Criminal Judicial Tests, Parts I, II and III for members of the Judicial Department, the Translation Tests and the Account Test for Subordinate Officers, Part-I conducted by the Tamil Nadu Public Service Commission.
- (ii) No member of the Service shall be eligible for promotion to hold the posts in Category 6 (u), (v) and (w) of Division-I viz. Sub Assistant Registrar (P.A.-I) (Pri.Seat); Sub Assistant Registrar (P.A.-II) (Pri.Seat) and Sub Assistant Registrar (P.A. Section (Madurai Bench) respectively, unless he has passed the Government Technical Examination in Shorthand and Typewriting in English by the Higher Grade, in addition to possessing the qualifications prescribed in Rule 6(b) (2) (i) above.

- (3) No person shall be eligible for appointment to Category 6A of Division-I viz. Assistant Editor, Tamil Law Journal unless he holds a 'Law Degree' as defined under Rule 2(h)(a) and possess sufficient experience in Translation of Acts, Rules, Notifications and Judgments from English to Tamil, for not less than two years.
- (4) No person shall be eligible for appointment to category 6B of Division-I viz. Sub-Assistant Registrar (Insolvents, Accounts unless he is qualified either in "Law Degree" as defined under Rule 2(h)(a) or "Any Other Law Degree", as defined under Rule 2(h)(b) and Chartered Accountant Examination (either Intermediate or Final) or B.Com., along with a pass in the other Departmental Tests viz. Translation Tests and Account Test for Subordinate Officers, Part I, conducted by the Tamil Nadu Public Service Commission.
- (5) No person shall be eligible for appointment to category 6C of Division-I, viz. Librarian unless he possesses any Bachelor Degree in Science, Arts, Commerce, Engineering, Medicine, or any other discipline of a Recognised University, in the Indian Union, in 10+2+3 or 11+1+3 pattern and a Bachelors Degree in Library Science of a Recognised University, in the Indian Union, and also qualified in the Civil and Criminal Judicial Tests, Parts I, II and III for members of the Judicial Department, the Translation Tests and the Account Test for Subordinate Officers, Part-I conducted by the Tamil Nadu Public Service Commission.

7. Special qualifications:-

- (a) No person appointed by direct recruitment to categories 1 to 5 of Division-I, shall be eligible for appointment as a full member, unless he qualifies himself in the Account Test for Executive Officers, within the period of probation.
- (b) No person shall be eligible for appointment by direct recruitment, recruitment by transfer or promotion in any category in Divisions-II and III, unless he possess the qualifications prescribed for such post in the corresponding column of Rule 14A, or possess such other qualifications as may be considered by the Chief Justice to be equivalent to the said qualifications or unless the Chief Justice considers such person otherwise fit for the post.
- (c) The Chief Justice may, if satisfied that an adequate knowledge of a particular language or languages is necessary for holding a specified post or posts in Divisions I to III, declare that such post or posts is/ are reserved for candidates with such knowledge. When such a declaration has been made, any such post shall be filled only by a person who possesses such knowledge.
- (d) For purposes of first appointment, promotion, discharge for want of vacancies, re-appointment, seniority and appointment of full member, every post or group of posts in a category for which different qualifications are prescribed shall be deemed to be a separate category.

(e) Security:

- (1) Every person appointed to the following posts shall, for the due and faithful performance of the duties attached thereto, deposit security/execute a bond for a sum specified below:-
- | | | |
|--|----|--|
| (i) Section Officer (of Accounts Section) | .. | Rs.10,000/- |
| (ii) Cashier (of Accounts Section) | .. | Rs.5,000/- |
| (iii) Gollah | .. | Rs.2,000/- |
| (iv) Assistant / Assistant Section Officer dealing with cash in the office of the Official Assignee. | .. | Rs.5,000/- |
| (v) Official Assignee | .. | Execute a bond for a sum of Rs.20,000/- with two sureties for a like sum each, in favour of the Registrar General. |
| (vi) Deputy Official Assignee | .. | Execute a bond for a sum of Rs. 10,000/= with two sureties for a like sum each, in favour of the Registrar General |
- (2) If within a month from the date of his appointment or promotion, the person concerned fails to deposit the security amount / execute the bond, as mentioned above, his appointment or promotion or posting shall be deemed to have been terminated on expiry of such period and the Appointing Authority shall, forthwith, by order, discharge him from the Service or revert him to the post from which he was promoted or cancel his posting or initiate any other suitable action, as he deems fit.

Provided that the termination of any such promotion under this sub-rule shall not disentitle a person to promotion to any post in the Service which does not require security and for which he would have been eligible for promotion otherwise than by reason of his promotion to these posts.

Provided further that the increase in the security deposit amount/bond amount by these Rules, shall not adversely affect any person, who is holding the post as on the date of coming into force of these Rules, to the extent of holding of such post, if he has already deposited the amount/executed the bond, as per the Rules existing at the relevant point of time.

8. Probation:- Every person appointed to Service otherwise than by promotion or by recruitment by transfer shall be on probation for a total period of two years on duty within a continuous period of three years.

9. (a) Termination of probation and Discharge of probationer:-

At any time before the expiry of the period of probation specified in Rule 8, the Appointing Authority may at its discretion, by order, terminate the probation of a probationer and discharge him from service.

(b) Penalty for failure to pass tests :-

- (1) If within the period of probation, a probationer fails to pass the prescribed special tests, the Appointing Authority shall, by order, discharge him unless, it extends the period of probation under Rule 11 .
- (2) If such probationer has appeared within the period of probation for any such tests, and the results of the tests for which he has so appeared are not known before the expiry of such period, he should continue to be on probation until the publication of the results of the tests for which he has appeared or the first of them in which he fails to pass, as the case may be. In case the probationer fails to pass any of the tests for which he has so appeared, the Appointing Authority shall forthwith, by order, discharge him unless the period of probation is extended under Rule 11.

(c) Approved Probationer: If, at the end of the prescribed or extended period of probation as the case may be, the Appointing Authority considers the probationer to be suitable for full membership, such Authority shall issue an order, declaring the probationer to have satisfactorily completed his/her period of probation. On the issue of such order, the probationer shall be deemed to have satisfactorily completed his probation on the date of the expiry of the prescribed or extended period of probation, as the case may be.

10. Termination of Probation, while considering for full membership: If the Appointing Authority does not consider the probationer to be suitable for full membership, the said Authority shall, unless the period of probation is extended under Rule 11, by order, discharge him from the Service, after giving him a reasonable opportunity of showing cause against the proposed discharge from service.

11. Extension of Probation:-

In the case of any probationer falling under sub-rule (b) of Rule 9 or Rule 10, the Appointing Authority may extend his probation to enable him to acquire the special qualifications or pass the prescribed tests, as the case may be, to enable the Appointing Authority to decide whether the probationer is suitable for full membership or not. Such extended period of probation shall terminate at the latest when the probationer has, after the date of expiry, of the period of probation prescribed for the category in which he is on probation, completed one more year of duty in such category. In cases where the probation of a probationer is extended, a condition shall, unless there are special reasons to the contrary, be attached to the order of extension of probation that the probationer's increment shall be stopped until he is declared to have satisfactorily completed his probation. If, however, the probationer has already drawn an increment, his next increment shall be postponed until he is declared to have satisfactorily completed his probation and by the period for which his probation is extended. Such stoppage of increment shall not be treated as a penalty but only as a condition of extension of probation and shall not have the effect of postponing future increments after he has passed the prescribed tests or examinations or after he is declared to have satisfactorily completed his probation.

12 (a). Discharge of Probationers and Approved Probationers for want of vacancies and their re-appointment-

- (1) Probationers and approved probationers shall be discharged for want of vacancies in the following order :-
 - (a) First, the probationers in order of juniority; and
 - (b) Second, the approved probationers in order of juniority.
- (2) Approved probationers and probationers who have been discharged for want of vacancies shall be re-appointed as vacancies arise, in the following order:
 - (a) First, the approved probationers in the order of seniority; and
 - (b) Second, the probationers in the order of Seniority.

- (3) The order of discharge or re-appointment prescribed above may be departed from in cases where its observance would involve exceptional administrative inconvenience.

(b). Right of Reappointment of Probationers and Approved Probationers:

Subject to the provisions of these Rules, a vacancy in any category of the Service shall not be filled by the appointment of a person who has not yet commenced his probation in that category, when an approved probationer or a probationer in such category discharged for want of vacancy is available for reappointment to that category.

13. Appointment of Full Members:-

Subject to the provisions of Rule 31, an approved probationer shall, if a substantive vacancy in the permanent cadre of the category or sub-category or post for which he was selected exists, be appointed to be a full member of the service in such category or sub-category or post at the earliest possible opportunity.

14. Promotion/Appointment to the posts in Division-I:-

- (a) Promotion to posts in Category-I of Division-I, except the posts of Registrar General [category I (a)], Registrar (Vigilance) [Category I(b)]; Registrar (Judicial) [Category I(c)], Registrar (District Judiciary) [Category I(d)], Registrar (IT-cum-Statistics) [Category I(e)] and Additional Registrar (Vigilance) [Category I(f)] shall be from Category-2A of Division-I (Joint Registrar).

The posts of Registrar General, Registrar (Vigilance), Registrar (Judicial), Registrar (District Judiciary), Registrar (IT-cum-Statistics) and Additional Registrar (Vigilance) i.e. Categories I(a), I(b), I(c), I(d); I(e) and I(f) of Division-I respectively, shall be filled up from the senior most District Judges/District Judges.

- (b) The post in Category-IA of Division-I viz. Chief Editor, Tamil Law Journal, shall be filled up from the senior most District Judges/District Judges.
- (c) Promotion to the post in Category IB of Division-I viz. Official Assignee, shall be from Category-2A of Division-I (Joint Registrar).
- (d) The post in Category 2 of Division-I, viz. Master shall be filled up from the Judicial Officers in the cadre of Senior Civil Judge.
- (e) Promotion to posts in Category-2A (Joint Registrar) shall be from Category-3 of Division-I viz. Deputy Registrar.
- (f) Promotion to posts in Category-3 of Division-I (Deputy Registrar) shall be from Category-5 of Division-I viz. Assistant Registrar.
- (g) The posts in Categories 4A and 4B of Division-I viz. Associate Editor, Tamil Law Journal and Deputy Official Assignee, respectively, shall be filled up from the Judicial Officers in the cadre of Senior Civil Judge.
- (h) Promotion to posts in Category-5 of Division-I (Assistant Registrar) shall be from Category-6 of Division-I viz., Sub Assistant Registrar.

Provided that members of merit and ability in Category 6B of Division-I viz. Sub Assistant Registrar (Insolvents, Accounts) and Category 6C of Division-I viz. Librarian may also be considered.

Provided further that if no eligible persons are available in Categories 6, 6B and 6C of Division-I viz. Sub Assistant Registrar, Sub Assistant Registrar (Insolvents, Accounts) and Librarian respectively, possessing qualification, as prescribed in Rule 6(b) for promotion to Category-5 of Division-I viz. Assistant Registrar, the eligible candidates from Category 1 of Division-II viz. Court Officer/Section Officer/Appeal Examiner, including Section Officer (Property), Court Fee Examiner, Deputy Sheriff and Liaison Officer (Protocol) and Category-2 of Division-II viz. Senior Private Secretary to Hon'ble Judges/Private Secretary to Hon'ble Judges/Personal Assistant to the Hon 'ble Judges including Personal Assistant to the Hon 'ble the Chief Justice and Private Secretary to the Hon'ble the Chief Justice, possessing such qualifications as prescribed in Rule 6(b) for promotion to Category-5 of Division-I viz. Assistant Registrar, may be promoted to Category-5 of Division-I viz. Assistant Registrar in the ratio of **2:1** respectively i.e. from out of every three vacant posts, two posts shall be filled up with Court Officer/Section Officer! Appeal Examiner, including Section Officer (Property), Court Fee Examiner, Deputy Sheriff and Liaison Officer (Protocol) and one post shall be filled up with Senior Private Secretary to Hon'ble Judges/Private Secretary to Hon'ble Judges/Personal Assistant to the Hon'ble Judges including Personal Assistant to the Hon'ble the Chief Justice and Private Secretary to the Hon'ble the Chief Justice. In case, at a given point of time, if less than three vacancies arise, such arising vacancies shall be filled up in rotation i.e. continuing from the vacancy filled up during the immediate preceding selection.

The members in Category-3 of Division-II viz. Interpreter also be considered, if their seniority reach the seniority level of the members under consideration for such promotion from Category-2 of Division-II viz. Senior Private Secretary to Hon'ble Judges/Private Secretary to Hon'ble Judges/Personal Assistant to the Hon'ble Judges including Personal Assistant to the Hon'ble the Chief Justice and Private Secretary to the Hon 'ble the Chief Justice. In such event of promotion of Interpreters,

they shall be accommodated from out of the ratio of '2' allocated to the Court Officer/Section Officer/Appeal Examiner, including Section Officer (Property), Court Fee Examiner, Deputy Sheriff and Liaison Officer (Protocol).

However, on such promotion to the cadre of Assistant Registrar, the seniority of such of the persons promoted from categories 1 to 3 of Division-II shall be fixed below the junior most person who has been promoted to the cadre of Assistant Registrar from the cadres of Sub Assistant Registrar, Sub Assistant Registrar (Insolvents, Accounts) and Librarian, in that selection.

(i) The post in Category-5A of Division-I viz. Chief Accounts Officer, shall be filled up from Class-II Officer of Tamil Nadu State Treasury and Accounts Service, on deputation basis.

(j) Promotion to posts in Category-6 of Division-I viz. Sub Assistant Registrar, shall be from Category 1 of Division-II viz. Court Officer/Section Officer/Appeal Examiner, including Section Officer (Property), Court Fee Examiner, Deputy Sheriff and Liaison Officer (Protocol) and Category-2 of Division-II viz. Senior Private Secretary to Hon'ble Judges/Private Secretary to Hon'ble Judges/Personal Assistant to the Hon'ble Judges including Personal Assistant to the Hon'ble the Chief Justice and Private Secretary to the Hon'ble the Chief Justice, in the ratio of 2:1 respectively i.e. from out of every three vacant posts, two posts shall be filled up with Court Officer/Section Officer/ Appeal Examiner, including Section Officer (Property), Court Fee Examiner, Deputy Sheriff and Liaison Officer (Protocol) and one post shall be filled up with Senior Private Secretary to Hon'ble Judges/Private Secretary to Hon'ble Judges/Personal Assistant to the Hon'ble Judges including Personal Assistant to the Hon'ble the Chief Justice and Private Secretary to the Hon'ble the Chief Justice. In case, at a given point of time, if less than three vacancies arise, such arising vacancies shall be filled up in rotation i.e. continuing from the vacancy filled up during the immediate preceding selection.

The members in Category-3 of Division-II viz. Interpreter also be considered, if their seniority reach the seniority level of the members under consideration for such promotion from Category-2 of Division-II viz. Senior Private Secretary to Hon'ble Judges/Private Secretary to Hon'ble Judges/Personal Assistant to the Hon'ble Judges including Personal Assistant to the Hon'ble the Chief Justice and Private Secretary to the Hon'ble the Chief Justice. In such event of promotion of Interpreters, they shall be accommodated from out of the ratio of '2' allocated to the Court Officer/Section Officer/Appeal Examiner, including Section Officer (Property), Court Fee Examiner, Deputy Sheriff and Liaison Officer (Protocol).

(k) The posts in Category-6A of Division-I viz. Assistant Editor, Tamil Law Journal, shall be filled up from the Judicial Officers in the cadre of Civil Judge.

(l) Promotion to Category-6B of Division-I viz., Sub Assistant Registrar (Insolvents, Accounts) shall be from Category I of Division-II viz. Court Officer/Section Officer/Appeal Examiner, including Section Officer (Property), Court Fee Examiner, Deputy Sheriff and Liaison Officer (Protocol); Category-2 of Division-II viz. Senior Private Secretary to Hon'ble Judges/Private Secretary to Hon'ble Judges/Personal Assistant to the Hon'ble Judges including Personal Assistant to the Hon'ble the Chief Justice and Private Secretary to the Hon'ble the Chief Justice and Category-3 of Division-II viz. Interpreter.

(m) Promotion to Category-6C of Division-I viz. Librarian shall be from Category I of Division-II viz. Court Officer/Section Officer/Appeal Examiner, including Section Officer (Property), Court Fee Examiner, Deputy Sheriff and Liaison Officer (Protocol); Category-2 of Division-II viz. Senior Private Secretary to Hon'ble Judges/Private Secretary to Hon'ble Judges/Personal Assistant to the Hon'ble Judges including Personal Assistant to the Hon'ble the Chief Justice and Private Secretary to the Hon'ble the Chief Justice; Category-3 of Division-II viz. Interpreter and Category-4 of Division-II viz. Private Secretary to the Registrar-General.

The ratio of 2: 1 shall be adopted while making promotion to Category-6C of Division-I viz. Librarian among the categories 1 and 2 of Division-II viz. Court Officer/Section Officer/Appeal Examiner, including Section Officer (Property), Court Fee Examiner, Deputy Sheriff and Liaison Officer (Protocol) and Senior Private Secretary to Hon'ble Judges/Private Secretary to Hon'ble Judges/Personal Assistant to the Hon'ble Judges including Personal Assistant to the Hon'ble the Chief Justice and Private Secretary to the Hon'ble the Chief Justice, respectively.

(n) The post in Category 6D of Division-I viz., Accounts Officer (Madurai Bench) shall be filled up from Class-III Officer of Tamil Nadu State Treasury and Accounts Service, on deputation basis.

14A. Qualification and Mode of Appointment to the posts in Divisions-II and 111:-

DIVISION - II (NON - GAZETTED - SUPERIOR POSTS)

Sl.No.	category	Name of the Post	Qualification Required.	Mode of Appointment.
(1)	(2)	(3)	(4)	(5)
1.	I	Court Officer I Section Officer I Appeal Examiner including Section Officer (Property), Court Fee Examiner, Deputy Sheriff and Liaison Officer (Protocol)	<p>(a) Any Bachelor Degree in Science, Arts, Commerce, Engineering, Medicine, or any other discipline of a Recognised University in Indian Union, in 10 + 2 + 3 or I I + I + 3 pattern.</p> <p>(b) Pass In translation Test from any one of the following languages viz., Tamil, Telugu, Malayalam and Kannada into English and vice-versa, conducted by the Tamil Nadu Public Service Commission.</p> <p>(c) Pass in Civil and Criminal Judicial Tests for members of the Judicial Department, Parts I, II and III, conducted by the Tamil Nadu Public Service Commission; and</p> <p>(d) Pass in Account Test for Subordinate Officers, Part I conducted by the Tamil Nadu Public Service Commission</p>	<p>By-Promotion from Category 5- Technical Assistant to Librarian and 6(a). Assistant Section Officers including Translators and Assistant Court Fee Examiners in the ratio of 1 :24 i.e. 1 vacancy from out of every 25 vacancies arising in the post of Court Officer / Section Officer / Appeal Examiner including Section Officer (Property), Court Fee Examiner, Deputy Sheriff and Liaison Officer (Protocol), shall be filled up by promotion from the post of Technical Assistant to Librarian and 24 vacancies shall be filled up from the post of Assistant Section Officers including Translators and Assistant Court Fee Examiners and their seniority shall be fixed accordingly.</p> <p>In case, at a given point of time, if less than 25 vacancies arise, such arising vacancies shall be filled up In rotation i.e. continuing from the vacancy filled up during the immediate preceding selection.</p>
2.	2	(i) Senior Private Secretary to Hon'ble Judges	...	By upgradation from the post of Private Secretary to Hon'ble Judges, by seniority.
3.		(ii) Private Secretary to Hon'ble Judges.	By upgradation from the post of Personal Assistant .to the Hon'ble Judges including Personal Assistant to the Hon'ble The Chief Justice and Private Secretary to the Hon'ble The Chief Justice, by seniority.
4.		(iii).Personal Assistant to the Hon'ble Judges including Personal Assistant to the Hon'ble The Chief Justice and Private Secretary to the Hon'ble The Chief Justice	(a) Any Bachelor Degree in Science, Arts, Commerce, Engineering, Medicine, or any other discipline of a Recognised University in Indian Union, in 10 + 2 + 3 or II + I + 3 pattern.	<p>(i) By selection on merit from categories 4 to II in Division-II.</p> <p>On such selection from categories 4 to 1 1 In Division-II, the appointment of such persons shall be treated as "recruitment by transfer".</p>

<i>Sl.No.</i>	<i>category</i>	<i>Name of the Post</i>	<i>Qualification Required.</i>	<i>Mode of Appointment.</i>
(1)	(2)	(3)	(4)	(5)
			<p>(b) Must have passed the Government Technical Examination in Shorthand and Typewriting in English - Higher Grade.</p> <p>(c) Must have passed the Certificate Course In Computer on Office Automation conducted by the Directorate of Technical Education.</p> <p>(i) However, candidates who do not possess the qualification mentioned in clause (c) above, viz. Certificate Course in Computer on Office Automation may also apply for appointment by direct recruitment. If selected, they should acquire such qualification within the period of their probation.</p> <p>(ii) Those who possess Degree (or) Diploma in Computer Science (or) Computer Engineering as one of the subjects approved by the University Grants Commission / All India Council for Technical Education/Directorate of Technical Education (or) an equivalent body are exempted from passing the "Certificate Course in Computer on Office Automation" conducted by the Directorate of Technical Education.</p>	<p>(ii) In case, requisite number of candidates do not qualify in the selection on merit as mentioned in clause (i) above, then by direct recruitment, for such number of unfilled vacancies</p>
5.	3(a)	Interpreter (Tamil and Telugu)	<p>(a) Any Bachelor Degree in Science, Arts, Commerce, Engineering, Medicine, or any other discipline of a Recognised University in Indian Union, in 10 + 2 + 3 or 11 + 1 + 3 pattern.</p> <p>(b) Must have fluency to read, write, speak and translate Tamil to English and English to Tamil.</p>	<p>(i) By selection on merit from Category-5 Technical Assistant to Librarian and Category-6(a)-Assistant Section Officers including Translators and Assistant Court Fee Examiners, possessing requisite qualifications.</p> <p>On such selection from categories 5 and 6(a), the appointment of such persons shall be treated as "recruitment by transfer"</p> <p>(ii) If no eligible and qualified persons are available for selection on merit from Categories 5 and 6(a), as mentioned in clause</p>

<i>Sl.No.</i>	<i>category</i>	<i>Name of the Post</i>	<i>Qualification Required.</i>	<i>Mode of Appointment.</i>
(1)	(2)	(3)	(4)	(5)
			(c) Must have fluency to read, write, speak and translate Telugu to English and English to Telugu.	(i) above, then by direct recruitment for such number of unfilled vacancies.
			(i) In case of candidates selected on merit from Category-5 Technical Assistant to Librarian and Category-6(a)-Assistant Section Officers including Translators and Assistant Court Fee Examiners, they must pass the Translation Tests In Tamil to English; English to Tamil; Telugu to English and English to Telugu conducted by the Tamil Nadu Public Service Commission, within a period of TWO years, if not passed already.	
			(ii) In case of direct recruits, they must pass the Translation Tests in Tamil to English; English to Tamil; Telugu to English and English to Telugu conducted by the Tamil Nadu Public Service Commission, within the period of Probation.	
6.	3(b)	Interpreter (Gujarathi)	(a) Any Bachelor Degree in Science, Arts, Commerce, Engineering, Medicine. or any other discipline of a Recognised University in Indian Union, in 10 + 2 + 3 or 11 + 1 + 3 pattern.	(i) By selection on merit from Category-5 Technical Assistant to Librarian and Category-6(a)-Assistant Section Officers including Translators and Assistant Court Fee Examiners, possessing requisite qualifications.
			(b) Must have fluency to read, write, speak and translate Gujarathi to English and English to Gujarathi.	On such selection from categories 5 and 6(a), the appointment of such persons shall be treated as "recruitment by transfer"
			(c) Must have fluency to read, write, speak and translate Tamil to English and English to Tamil.	(ii) If no eligible and qualified persons are available for selection on merit, as mentioned in clause (i) above, then by direct recruitment.
			(i) In case of candidates selected on merit from Category-5 Technical Assistant to Librarian and Category-6(a)-Assistant Section Officers including	

<i>Sl.No.</i>	<i>category</i>	<i>Name of the Post</i>	<i>Qualification Required.</i>	<i>Mode of Appointment.</i>
(1)	(2)	(3)	(4)	(5)
			Translators and Assistant Court Fee Examiners, they must pass the Translation Tests in Gujarathi to English; English to Gujarathi, Tamil to English and English to Tamil. within a period of TWO years, if not passed already.	
			(ii) In case of direct recruits, they must pass the Translation Tests in Gujarathi to English; English to Gujarathi; Tamil to English and English to Tamil, within the period of Probation.	
7.	3(c)	Interpreter (Urdu)	<p>(a) Any Bachelor Degree in Science, Arts, Commerce, Engineering, Medicine, or any other discipline of a Recognised University in Indian Union, in 10+2+3 or 11+1+3 pattern,</p> <p>(b) Must have fluency to read, write, speak and translate Urdu to English and English to Urdu.</p> <p>(c) Must have fluency to read, write, speak and translate Tamil to English and English to Tamil.</p> <p>(i) In case of candidates selected on merit from Category-5 Technical Assistant to Librarian and Category-6(a)-Assistant Section Officers including Translators and Assistant Court Fee Examiners, they must pass the Translation Tests in Urdu to English; English to Urdu; Tamil to English and English to Tamil, within a period of TWO years, if not passed already.</p> <p>(ii) In case of direct recruits, they must pass the Translation Tests in Urdu to English; English to Urdu; Tamil to English and English to Tamil, within the period of Probation.</p>	<p>(i) By selection on merit from Category-5 Technical Assistant to Librarian and Category-6(a)-Assistant Section Officers including Translators and Assistant Court Fee Examiners, possessing requisite qualifications.</p> <p>On such selection from categories 5 and 6(a), the appointment of such persons shall be treated as "recruitment by transfer".</p> <p>(ii) If no eligible and qualified persons are available for selection on merit, as mentioned in clause (i) above, then by direct recruitment.</p>

<i>Sl.No.</i>	<i>category</i>	<i>Name of the Post</i>	<i>Qualification Required.</i>	<i>Mode of Appointment.</i>
(1)	(2)	(3)	(4)	(5)
8.	3(d)	Interpreter (French)	<p>(a) Any Bachelor Degree in Science, Arts, Commerce, Engineering, Medicine or any other discipline of a Recognised University in Indian Union, in 10+2+3 or 11+1+3 pattern.</p> <p>(b) Must have fluency to read, write, speak and translate French to English and English to French.</p> <p>(c) Must have fluency to read, write, speak and translate Tamil to English and English to Tamil.</p> <p>(i) In case of candidates selected on merit from Assistant Section Officers including Translators and Assistant Court Fee Examiners, they must pass the Translation Tests in French to English; English to French, Tamil to English and English to Tamil, within a period of TWO years, if not already passed.</p> <p>(ii) In case of direct recruits, they must pass the Translation Tests in French to English; English to French, Tamil to English and English to Tamil, within the period of Probation.</p>	<p>(i) By selection on merit from Category-5 Technical Assistant to Librarian and Category-6(a)-Assistant Section Officers including Translators and Assistant Court Fee Examiners, possessing requisite qualifications.</p> <p>On such selection from categories 5 and 6(a), the appointment of such persons shall be treated as "recruitment by transfer"</p> <p>(ii) If no eligible and qualified persons are available for selection on merit, as mentioned in clause (i) above, then by direct recruitment.</p>
9.	4	Private Secretary to the Registrar General.	<p>(a) Any Bachelor Degree in Science, Arts, Commerce, Engineering, Medicine, or any other discipline of a Recognised University in Indian Union, in 10 + 2 + 3 or 11 + 1 + 3 pattern.</p> <p>(b) Must have passed the Government Technical Examination in Shorthand and Typewriting in English - Higher Grade.</p> <p>(c) Must have passed the Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education.</p>	<p>(i) By selection on merit from categories 5 to 11 in Division-II. On such selection from categories 5 to 11 in Division-II, the appointment of such persons shall be treated as "recruitment by transfer".</p> <p>(ii) In case, no candidate get qualified in the selection on merit as mentioned in clause (i) above, then by direct recruitment.</p>

<i>Sl.No.</i>	<i>category</i>	<i>Name of the Post</i>	<i>Qualification Required.</i>	<i>Mode of Appointment.</i>
(1)	(2)	(3)	(4)	(5)
			(i) However, candidates who do not possess the qualification i.e., Certificate Course in Computer on Office Automation may also apply for appointment by direct recruitment. If selected, they should acquire such qualification within the period of their probation.	
			(ii) Those who possess Degree (or) Diploma in Computer Science (or) Computer Engineering as one of the subjects approved by the University Grants Commission / All India Council for Technical Education/Directorate of Technical Education (or) an equivalent body are exempted from passing the "Certificate Course in Computer on Office Automation" conducted by the Directorate of Technical Education.	
10.	5	Technical Assistant Librarian.	(a) Any Bachelor Degree to in Science, Arts, Commerce, Engineering, Medicine, or any other discipline of a Recognised University in Indian Union, in 10 + 2 + 3 or I I + I + 3 pattern, (b) Degree In Library Science from any of the Recognised Universities in the Indian Union. (c) Pass in translation Test from anyone of the following languages viz., Tamil, Telugu, Malayalam and Kannada into English and vice- versa, conducted by the Tamil Nadu Public Service Commission. (d) Pass in Civil and Criminal Judicial Tests for members of the Judicial Department, Parts I, II and III, conducted by the Tamil Nadu Public Service Commission; and	(i) By Promotion from category 6(a) viz. Assistant Section Officers including Translators and Assistant Court Fee Examiners. (ii) If no sufficient, eligible and qualified persons are available in category 6(a) for promotion, as mentioned in clause (i) above, then by direct recruitment, for such number of unfilled vacancies

<i>Sl.No.</i>	<i>category</i>	<i>Name of the Post</i>	<i>Qualification Required.</i>	<i>Mode of Appointment.</i>
(1)	(2)	(3)	(4)	(5)
			(e) Pass in Account Test for Subordinate Officers, Part I conducted by the Tamil Nadu Public Service Commission	
			(f) In case of direct recruits, in addition to the above qualification they should have a minimum of three years of experience in Library field.	
			(g) In case of direct recruits, candidates who do not possess the qualifications prescribed under clauses (c), (d) and (e) above, may also apply for appointment by direct recruitment. If selected, they should acquire the said qualifications within the period of their probation.	
11.	6 (a)	Assistant Section Officers including Translators and Assistant Court Fee Examiners.	<p>(a) Any Bachelor Degree in Science, Arts, Commerce, Engineering, Medicine, or any other discipline of a Recognised University in Indian Union, in 10 + 2 + 3 or 11 + 1 + 3 pattern,</p> <p>(b) Pass In translation Test from anyone of the following languages viz., Tamil, Telugu, Malayalam and Kannada into English and vice-versa, conducted by the Tamil Nadu Public Service Commission</p> <p>(c) Pass In Civil and Criminal Judicial Tests for members of the Judicial Department, Parts I, II and III, conducted by the Tamil Nadu Public Service Commission; and</p> <p>(d) Pass in Account Test for Subordinate Officers, Part I conducted by the Tamil Nadu Public Service Commission</p>	<p>(i) By promotion from category 6(b) viz. Personal Assistant (to the Registrars) ; category 7 viz. Senior Typist; category 8(a) viz. Computer Operator and category 9 viz. Assistant in the ratio of 1:1:3:15 respectively and their seniority shall be fixed accordingly. In case of persons in category 6(b) viz. Personal Assistant (to the Registrars), only the cases of persons, who offer their willingness shall alone be considered.</p> <p>(ii) If sufficient eligible and qualified number of candidates/willing candidates are not available for promotion from the posts of Personal Assistant (to the Registrars), Senior Typist, Computer Operator, such number of unfilled vacancies from those categories, shall be filled up from category 9 viz. Assistant.</p> <p>(iii) In case, at a given point of time, if less than 20 vacancies arise, such arising vacancies shall be filled up in rotation i.e. continuing from the vacancy filled up during the immediate preceding selection.</p>

Sl.No.	category	Name of the Post	Qualification Required.	Mode of Appointment.
(1)	(2)	(3)	(4)	(5)

Explanation: *If in a particular selection, only 19 vacancies arise in the category of Assistant Section Officers including Translators and Assistant Court Fee Examiners. and first of such vacancy was filled up from the post of Personal Assistant (to the Registrars): the next vacancy was filled up from the post of Senior Typist, next three vacancies were filled up from the post of Computer Operator and the remaining 14 vacancies were filled up from the post of Assistant: then, the next first arising vacancy shall be filled up only from the post of Assistant, so as to complete the chain of 20 posts and proceed to continue to fill up the rest of the vacancies so arisen, in the same manner.*

(iv) In case of direct recruits in the aforesaid feeder cadres, their names to be considered only after their probation has been declared satisfactorily.

12	6(b)	Personal Assistant. (to the Registrars)	<p>(a) Any Bachelor Degree in Science, Arts, Commerce, Engineering, Medicine, or any other discipline of a Recognised University in Indian Union, in 10 + 2 + 3 or 11 + 1 + 3 pattern.</p> <p>(b) Must have passed the Government Technical Examination in Shorthand and Typewriting in English - Higher Grade and Shorthand and Typewriting In Tamil -Higher Grade.</p> <p>(c) Must have passed the Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education.</p> <p>(i) However, candidates who do not possess the qualification i.e., Certificate Course In Computer on Office Automation may also apply for appointment by direct recruitment. If selected, they should acquire such qualification within the period of their probation.</p>	<p>(i) By selection on merit from categories 7 to 11 In Division-II and from categories 5 to 7 in Section-I of Division-III and categories 1 and 2 in Section-II of Division-III On such selection, the appointment of such persons shall be treated as "recruitment by transfer"</p> <p>(ii) In case, requisite number of candidates do not qualify in the selection on merit as mentioned in clause (i) above, then by direct recruitment, for such number of unfilled vacancies</p>
----	------	--	---	--

<i>Sl.No.</i>	<i>category</i>	<i>Name of the Post</i>	<i>Qualification Required.</i>	<i>Mode of Appointment.</i>
(1)	(2)	(3)	(4)	(5)
			(ii) Those who possess Degree (or) Diploma in Computer Science (or) Computer Engineering as one of the subjects approved by the University Grants Commission/All India Council for Technical Education / Directorate of Technical Education (or) an equivalent body are exempted from passing the "Certificate Course in Computer on Office Automation" conducted by the Directorate of Technical Education.	
13.	7	Senior Typist	<p>(a) Any Bachelor Degree In Science, Arts, Commerce, Engineering, Medicine, or any other discipline of a Recognised University in Indian Union, in 10 + 2 + 3 or 11 + 1 + 3 pattern.</p> <p>(b) Must have passed the Government Technical Examination in Typewriting by the Higher Grade In Tamil and English.</p> <p>(c) the Certificate Course In Computer on Office Automation conducted by the Directorate of Technical Education.</p> <p>Those who possess Degree (or) Diploma in Computer Science (or) Computer Engineering as one of the subjects approved by the University Grants Commission / All India Council for Technical Education/Directorate of Technical Education (or) an equivalent body are exempted from passing the "Certificate Course in Computer on Office Automation" conducted by the Directorate of Technical Education.</p>	<p>By promotion from the post of Typist.</p> <p>In case of direct recruits in the feeder cadre viz. Typist, their names to be considered only after their probation has been declared satisfactorily.</p>

<i>Sl.No.</i>	<i>category</i>	<i>Name of the Post</i>	<i>Qualification Required.</i>	<i>Mode of Appointment.</i>
(1)	(2)	(3)	(4)	(5)
14.	8(a)	Computer Operator.	Any Bachelor degree In Computer Science / Computer Applications from a recognized University of Indian Union in 10+2+3 or 11 + 1+3 pattern, or any Bachelor Degree in Science, Arts, Commerce, Engineering, Medicine, or any other discipline of a Recognised University in Indian Union, in 10 + 2 + 3 or 11 + 1 + 3 pattern, with a diploma in Computer Applications from any recognized University or any Institute recognised by the All India Council for Technical Education, and must have passed the Government Technical Examination In Typewriting in English and Tamil by Higher Grade.	<p>(i) By promotion from the eligible and qualified candidates from category 9 viz. Assistant.</p> <p>(ii) If no sufficient eligible and qualified persons are available in the feeder cadre viz. Assistant, then by promotion from categories 10 and 11 of Division-II.</p> <p>(iii) If no sufficient eligible and qualified candidates are available for promotion from the aforesaid feeder categories, as mentioned in clauses (i) and (ii), then by promotion from eligible and qualified persons from categories 5 to 7 in Section-I of Division-III and categories 1 and 2 in Section-II of Division-III, strictly in the same order of feeder category of posts mentioned above and on promotion, their seniority shall be fixed accordingly.</p> <p>(iv) In case of direct recruits In the aforesaid feeder cadres, their names to be considered only after their probation has been declared satisfactorily</p> <p>(v) In case, no requisite number of candidate get promoted, as mentioned in clauses (i) to (iii) above, then by direct recruitment, for such number of unfilled vacancies</p>
15	8(b)	Personal Clerk (to the Deputy Registrars)	<p>(a) Any Bachelor Degree in Science, Arts, Commerce, Engineering, Medicine, or any other discipline of a Recognised University in Indian Union, in 10 + 2 + 3 or 11 + 1 + 3 pattern,</p> <p>(b) Must have passed the Government Technical Examination in Shorthand and Typewriting in English - Higher Grade and Shorthand and Typewriting In Tamil - Higher Grade.</p> <p>(c) Must have passed the Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education.</p>	<p>(i). By selection on merit from categories 9 to 11 in Division-II and from categories 5 to 7 in Section-I of Division-III and categories 1 and 2 in Section-II of Division-III. On such selection, the appointment of such persons shall be treated as "recruitment by transfer"</p> <p>(ii) In case, requisite number of candidates do not qualify in the selection on merit as mentioned in clause (i) above, then by direct recruitment, for such number of unfilled vacancies.</p>

<i>Sl.No.</i>	<i>category</i>	<i>Name of the Post</i>	<i>Qualification Required.</i>	<i>Mode of Appointment.</i>
(1)	(2)	(3)	(4)	(5)
			<p>(i) However, candidates who do not possess the qualification i.e., Certificate Course in Computer on Office Automation may also apply for appointment by direct recruitment. If selected, they should acquire such qualification within the period of their probation.</p> <p>(ii) Those who possess Degree (or) Diploma in Computer Science (or) Computer Engineering as one of the subjects approved by the University Grants Commission! All India Council for Technical Education/Directorate of Technical Education (or) an equivalent body are exempted from passing the "Certificate Course in Computer on Office Automation" conducted by the Directorate of Technical Education.</p>	
16	9	Assistant	<p>Any Bachelor Degree in Science, Arts, Commerce, Engineering, Medicine, or any other discipline of a Recognised University in Indian Union, in 10 + 2 + 3 or 11 + 1 + 3 pattern.</p> <p>In case of direct recruitment to the post of Assistant, preference will be given to the candidates having qualification In 'Computer on Office Automation' conducted by the Directorate of Technical Education or any other Diploma / Degree Course In Computer from a recognized University in the Indian Union.</p>	<p>(i) By promotion from the posts of (a) Typist, (b).Reader/Examiner and (c).Telephone Operator/ Cashier/Junior Bailiff / Record Assistant, in the ratio of 8:5:2 respectively, i.e. from out of every 15 vacancies arising In the category of Assistant, 8 posts shall be filled up on promotion from the cadre of Typist, 5 shall be filled up from the cadre of Reader/Examiner and 2 shall be filled up from the cadres of Telephone Operator / Cashier/Junior Bailiff /Record Assistant.</p> <p>The ratio of "2" allotted to the cadres of Telephone Operator/Cashier/ Junior Bailiff /Record Assistant, shall be filled up in rotation between those cadres.</p> <p>(ii) If no sufficient eligible and qualified candidates are available for promotion from the posts of Telephone Operator/Cashier/Junior Bailiff !Record Assistant, such of those vacancies shall be proportionately filled up, as per the ratio, from the posts of Typist and Reader/Examiner.</p>

<i>Sl.No.</i>	<i>category</i>	<i>Name of the Post</i>	<i>Qualification Required.</i>	<i>Mode of Appointment.</i>
(1)	(2)	(3)	(4)	(5)
				<p>(iii) On promotion, the seniority of the persons shall be fixed as per the ratio in which they have been promoted.</p> <p>(iv) If no sufficient eligible and qualified candidates are available for promotion from the feeder categories, as mentioned in clause (i) above, then, by promotion from eligible and qualified persons from the cadre of Xerox Operator and categories 5 to 7 in Section-I of Division-III and categories 1 and 2 in Section-II of Division-III, strictly in the same order of feeder category of posts mentioned above and on promotion, their seniority shall be fixed accordingly.</p> <p>Explanation: The persons holding a post carrying a higher scale of pay in the feeder category shall be considered first and that. if no qualified and suitable persons holding post in that feeder category are available. the persons holding post carrying the next higher scale of pay in descending order in other feeder categories shall be considered.</p> <p>(v) In case of direct recruits in the aforesaid feeder cadres, their names to be considered only after their probation has been declared satisfactorily.</p> <p>(vi) In case, no requisite number of candidate get promoted as mentioned in clauses (i) and (iv) above, then, by direct recruitment, for such number of unfilled vacancies.</p>
17	10(a)	Typist	<p>(a) Any Bachelor Degree in Science, Arts, Commerce, Engineering, Medicine or any other discipline of a Recognised University in Indian Union, in 10 + 2 + 3 or 11 + 1 + 3 pattern,</p> <p>(b) .Must have passed the Government Technical Examination in Typewriting by the Higher Grade in Tamil and English.</p> <p>(c) Must have passed the Certificate Course In Computer on Office Automation, conducted by the Directorate of Technical Education.</p>	<p>(i) By promotion from eligible and qualified persons from the cadre of Xerox Operator and categories 5 to 7 in Section-I of Division-III and categories 1 and 2 In Section-II of Division-III strictly in the same order of feeder category of posts mentioned above and on promotion, their seniority shall be fixed accordingly</p> <p>(ii) In case of direct recruits In the aforesaid feeder cadres, their names to be considered for promotion only after their probation has been declared satisfactorily.</p>

<i>Sl.No.</i>	<i>category</i>	<i>Name of the Post</i>	<i>Qualification Required.</i>	<i>Mode of Appointment.</i>
(1)	(2)	(3)	(4)	(5)
			<p>(i) However, candidates who do not possess the qualification i.e., Certificate Course In Computer on Office Automation may also apply for appointment by direct recruitment. If selected, they should acquire such qualification within the period of their probation.</p> <p>(ii) Those who possess Degree (or) Diploma in Computer Science (or) Computer Engineering as one of the subjects approved by the University Grants Commission / All India Council for Technical Education/Directorate of Technical Education (or) an equivalent body are exempted from passing the "Certificate Course in Computer on Office Automation" conducted by the Directorate of Technical Education.</p>	<p>(iii) For promotion, the WILLING candidates from the above said feeder cadres, possessing the qualification of Any Bachelor Degree in Science, Arts, Commerce, Engineering, Medicine, or any other discipline of a Recognised University in Indian Union, in 10 + 2 + 3 or 11 + 1 + 3 pattern, but not passed the Government Technical Examination in Typewriting by the Higher Grade in Tamil and English and the Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education, may also be considered if they possess the following qualification:</p> <p>a) passed the Government Technical Examination in Typewriting Higher Grade in Tamil and Lower Grade in English or</p> <p>b) passed the Government Technical Examination In Typewriting Higher Grade in English and Lower Grade in Tamil</p> <p>In the event of promotion, such promotees shall fulfil the qualification criterion within a period of two years from the date of such promotion.</p> <p>(iv) In case, requisite number of candidates are not available for promotion from the feeder cadres, as mentioned in clauses (i) and (iii) above, then by direct recruitment, for such number of unfilled vacancies</p>
18	10(B)	Reader / Examiner	Any Bachelor Degree in Science, Arts, Commerce, Engineering, Medicine, or any other discipline of a Recognised University in Indian Union, in 10 + 2 + 3 or 11 + 1 + 3 pattern.	<p>(i) By promotion from eligible and qualified persons from the cadre of Xerox Operator and categories 5 to 7 in Section-I of Division-III and categories I and 2 in Section-II of Division-III, strictly in the same order of feeder category of posts mentioned above and on promotion, their seniority shall be fixed accordingly.</p> <p>Explanation: The persons holding a post carrying a higher scale of pay in the feeder category shall be</p>

<i>Sl.No.</i>	<i>category</i>	<i>Name of the Post</i>	<i>Qualification Required.</i>	<i>Mode of Appointment.</i>
(1)	(2)	(3)	(4)	(5)
19	10(c)	Telephone opetator	Any Bachelor Degree in Science, Arts, Commerce, Engineering, Medicine, or any other discipline of a Recognised University in Indian Union, in 10 + 2 + 3 or 11 + 1 + 3 pattern.	<p>considered first and that. if no qualified and suitable persons holding post in that feeder category are available. The persons holding post carrying the next higher scale of pay in descending order in other feeder categories shall be considered.</p> <p>(ii) In case of direct recruits In the aforesaid feeder cadres, their names to be considered only after their probation has been declared satisfactorily.</p> <p>(iii) In case, requisite number of candidates are not available for promotion from the feeder cadres, as mentioned In clause (i) above, then by direct recruitment, for such number of unfilled vacancies.</p> <p>(i) By promotion from eligible and qualified persons from the cadre of Xerox Operator and categories 5 to 7 in Section-I of Division-III and categories 1 and 2 in Section-II of Division-III. strictly in the same order of feeder category of posts mentioned above.</p> <p>Explanation: The persons holding a post carrying a higher scale of pay in the feeder category shall be considered first and that, if no qualified and suitable persons holding post in that feeder category are available, the persons holding post carrying the next higher scale of pay in descending order in other feeder categories shall be considered.</p> <p>(ii) In case of direct recruits In the aforesaid feeder cadres, their names to be considered only after their probation has been declared satisfactorily.</p> <p>(iii) In case, no qualified candidate is available for promotion from the feeder cadres, as mentioned in clause (i) above, then by direct recruitment, for such number of unfilled vacancies.</p>

<i>Sl.No.</i>	<i>category</i>	<i>Name of the Post</i>	<i>Qualification Required.</i>	<i>Mode of Appointment.</i>
(1)	(2)	(3)	(4)	(5)
20	10(d)	Cashier	Any Bachelor Degree in Science, Arts, Commerce, Engineering, Medicine, or any other discipline of a Recognised University in Indian Union, in 10 + 2 + 3 or II + I + 3 pattern.	<p>(i) By promotion from eligible and qualified persons from the cadre of Xerox Operator and categories 5 to 7 in Section-I of Division-III and categories 1 and 2 in Section-II of Division-III, strictly in the same order of feeder category of posts mentioned above and on promotion, their seniority shall be fixed accordingly.</p> <p>Explanation: The persons holding a post carrying a higher scale of pay in the feeder category shall be considered first and that, if no qualified and suitable persons holding post in that feeder category are available, the persons holding post carrying the next higher scale of pay in descending order in other feeder categories shall be considered.</p> <p>(ii) In case of direct recruits In the aforesaid feeder cadres, their names to be considered only after their probation has been declared satisfactorily.</p> <p>(iii) In case, requisite number of candidates are not available for promotion from the feeder cadres, as mentioned in clause (i) above, then by direct recruitment, for such number of unfilled vacancies.</p>
21	11	Xerox Operator	Any Bachelor Degree in Science, Arts, Commerce, Engineering, Medicine, or any other discipline of a Recognised University in Indian Union, in 10 + 2 + 3 or 11 + I + 3 pattern.	<p>(i) By promotion from eligible and qualified persons from categories 6 and 7 in Section-I of Division-III and categories 1 and 2 in Section-II of Division-III, strictly in the same order of feeder category of posts mentioned above and on promotion, their seniority shall be fixed accordingly</p> <p>Explanation: The persons holding a post carrying a higher scale of pay in the feeder category shall be considered first and that, if no qualified and suitable persons holding post in that feeder category are available, the persons holding post carrying the next higher scale of pay in descending order in other feeder categories shall be considered.</p>

Sl.No.	category	Name of the Post	Qualification Required.	Mode of Appointment.
(1)	(2)	(3)	(4)	(5)
				(ii) In case of direct recruits in the aforesaid feeder cadres, their names to be considered only after their probation has been declared satisfactorily.
				(iii) In case, requisite number of candidates are not available for promotion from the feeder cadres, as mentioned in clause (i) above, then by direct recruitment, for such number of unfilled vacancies.

DIVISION - III

SECTION-I (SUPERIOR POSTS)

1	1	Overseer / Additional Overseer	Pass in X Standard or its equivalent	By Promotion from Category 2 of Section- I of Division - III viz. Overseer. Sergeant.
2	2	Sergeant	Pass in X Standard or its equivalent	by promotion from willing candidates in Category 3 of Section-1 of Division-III viz. Head Bailiff. If no sufficient, willing persons are available in the above mentioned feeder cadre, then, by promotion from willing candidates in Categories 4(a), 4(b) and 5 of Section 1 of Division - III viz. Junior Bailiff, Record Assistant and Court Keeper respectively, in rotation among the above said feeder cadres and their seniority, on such promotion, shall be fixed accordingly.
3	3	Head Bailiff	1) Pass in X Standard or its equivalent. 2) Pass in Civil and Criminal Judicial Tests for members of the Judicial Department, Parts I, II and III, conducted by the Tamil Nadu Public Service Commission.	By Promotion from Category (4a) of Section- I of Division - III viz. Junior Bailiff.
4	4(a)	Junior Bailiff	Pass in X Standard or its equivalent.	By Promotion from willing candidates in categories 5 to 7 of Section-I of Division-III. If no sufficient, willing persons are available in the above mentioned feeder cadres, then by promotion from categories I and 2 of Section- II of Division-III, strictly in the same order of categories and their seniority shall be fixed accordingly.

Explanation: The persons holding a post carrying a higher scale of pay in the feeder category shall be

<i>Sl.No.</i>	<i>category</i>	<i>Name of the Post</i>	<i>Qualification Required.</i>	<i>Mode of Appointment.</i>
(1)	(2)	(3)	(4)	(5)
				considered first and that, if no qualified and suitable persons holding post in that feeder category are available, the persons holding post carrying the next higher scale of pay in descending order in other feeder categories shall be considered.
				(ii) In case of direct recruits in the aforesaid feeder cadres, their names to be considered only after their probation has been declared satisfactorily.
5	4(b)	Record Assistant	Pass in X Standard or its equivalent.	By Promotion from the cadre of Record Clerk.
6	5	Court Keeper	Pass in X Standard or its equivalent.	By Promotion from willing candidates, from the cadres of Jamedar, Gollah and Binder, in the same order of feeder cadres, in rotation.
7	6(a)	Jamedar	Pass in X Standard or its equivalent.	By Promotion from willing equivalent candidates, by seniority in the combined seniority from categories 7(a) and 7(b) of Section I of Division-III viz. Record Clerk and Lift Operator respectively. If no sufficient, willing persons are available in the above mentioned feeder cadres, then by promotion from willing candidates in categories 1 and 2 of Section-I of Division-III, strictly in the same order of feeder categories, mentioned above, and their seniority shall be fixed accordingly.
				Explanation: The persons holding a post carrying a higher scale of pay in the feeder category shall be considered first and that, if no qualified and suitable persons holding post in that feeder category are available, the persons holding post carrying the next higher scale of pay in descending order in other feeder categories shall be considered.
8	6(b)	Gollah	Pass in X Standard or its equivalent.	By Promotion from willing candidates, by seniority in the combined seniority from categories 7(a) and 7(b) of Section I of Division-III viz. Record Clerk and Lift Operator respectively. If no sufficient, willing persons are

<i>Sl.No.</i>	<i>category</i>	<i>Name of the Post</i>	<i>Qualification Required.</i>	<i>Mode of Appointment.</i>
(1)	(2)	(3)	(4)	(5)
				<p>available in the above mentioned feeder cadres, then by promotion from willing candidates from categories 1 and 2 of Section-II of Division-III, strictly in the same order of feeder categories mentioned above, and their seniority shall be fixed accordingly.</p> <p>Explanation: The persons holding a post carrying a higher scale of pay in the feeder category shall be considered first and that, if no qualified and suitable persons holding post in that feeder category are available. the persons holding post carrying the next higher scale of pay in descending order in other feeder categories shall be considered.</p>
9	6(c)	Binder	<p>Pass in X Standard or its equivalent.</p> <p>On such promotion, the person shall satisfactorily complete the training in 'Book Binding' from any of the Government Press in Chennai, within one month from the date of such promotion.</p>	<p>By Promotion from willing candidates, by seniority in the combined seniority from categories 7(a) and 7(b) of Section I of Division-III viz. Record Clerk and Lift Operator. If no sufficient, willing persons are available in the above mentioned feeder cadres, then by promotion from willing candidates from categories 1 and 2 of Section-II of Division-III, strictly in the same order of feeder categories, mentioned above, and their seniority shall be fixed accordingly.</p> <p>Explanation: The persons holding a post carrying a higher scale of pay in the feeder category shall be considered first and that. if no qualified and suitable persons holding post in that feeder category are available. the persons holding post carrying the next higher scale of pay in descending order in other feeder categories shall be considered.</p>
10	7(a)	Record Clerk	<p>Pass in X Standard or its equivalent.</p>	<p>By Promotion from the willing candidates from categories 1 and 2 of Section-II of Division-III, strictly in the same order of feeder categories mentioned above and their seniority shall be fixed accordingly.</p> <p>Explanation: The persons holding a post carrying a higher scale of pay in the feeder category shall be</p>

Sl.No.	category	Name of the Post	Qualification Required.	Mode of Appointment.
(1)	(2)	(3)	(4)	(5)
11	7(b)	Lift Operator	<p>Pass in X Standard or its equivalent.</p> <p>On such promotion, the person shall satisfactorily complete the training in 'correct operation, maintenance and basic knowledge about the repair of the lift in case of emergency, including safety measures, from any reputed firm dealing with manufacturing / erection of lifts, within a period of one month from the date of such promotion</p>	<p>considered first and that. if no qualified and suitable persons holding post in that feeder category are available. the persons holding post carrying the next higher scale of pay in descending order in other feeder categories shall be considered.</p> <p>By Promotion from the willing candidates from categories I and 2 of Section-II of Division-III, in the same order of categories and their seniority shall be fixed accordingly.</p> <p>Explanation: The persons holding a post carrying a higher scale of pay in the feeder category shall be considered first and that, if no qualified and suitable persons holding post in that feeder category are available. the persons holding post carrying the next higher scale of pay in descending order in other feeder categories shall be considered.</p>
SECTION - 1A				
1	-	Driver	<p>Must have completed X Standard or its equivalent with valid L.M.V. Driving Licence.</p>	<p>By promotion, on selection, from willing and qualified persons among the eligible candidates in categories 5 to 7 in Section I of Division-III and categories 1 and 2 in Section-II of Division-III.</p> <p>Explanation: <i>The persons holding a post carrying a higher scale of pay in the feeder category shall be considered first and that, if no qualified and suitable persons holding post in that feeder category are available, the persons holding post carrying the next higher scale of pay in descending order in other feeder categories shall be considered.</i></p>
SECTION - 1B				
1	1	Superintendent (catering)	<p>Pass in +2 or its equivalent with a knowledge to read, write and speak two languages viz., Tamil and English with 3 years experience in cooking Indian/ Chinese/ Continental foods.</p>	<p>Either by direct recruitment or by promotion from the cadre of Bearer.</p>

Sl.No.	category	Name of the Post	Qualification Required.	Mode of Appointment.
(1)	(2)	(3)	(4)	(5)
			or Degree or Diploma or Certificate Course in Hotel Management / Catering technology or any of the Craft Courses in the field of Catering, from a recognised university / Institute in Indian Union with 3 years experience in the respective field with a knowledge to read, write and speak two languages viz., Tamil and English.	
2	2	Bearer	Pass in VIII Standard or its equivalent with a knowledge to read, write and speak Tamil and any other language with 2 years experience as Asst. cook / Bearer / helper, etc. or Certificate Course in Hotel Management / Catering Technology or any of the Craft Courses in the field of Catering from a recognised University / Institute in Indian Union with 2 years experience in the respective field with a knowledge to read, write and speak Tamil and any other language.	By Direct Recruitment
SECTION - II (LAST GRADE)				
1	1(a)	Duffadar	Pass in VIII Standard or its equivalent	By Promotion from Category 2 of Section-II of Division-III viz., Chobdar / Office Assistant / Sweeper / Gardner/ Scavenger / Waterman and Room Boy / Sanitary Worker / Watchman.
2	1(b)	Watch and Ward	Pass in VIII Standard or its equivalent.	(i) By promotion from Category 2 of Section-II of Division-III viz. Chobdar / Office Assistant / Sweeper / Gardner/ Scavenger / Waterman and Room Boy / Sanitary Worker / Watchman. (ii) In case, requisite number of candidates are not available for promotion from the feeder cadres, as mentioned in clause (i) above, then by direct recruitment, for the remaining number of vacancies.
3	2(a)	Chobdar/Office Assistant/Sweeper/ Gardener/Scavenger/ Waterman	Pass in VIII Standard or its equivalent.	By Direct Recruitment. For direct appointment as Office Assistant, preference will be given to the persons having valid LMV driving licence/ experience in cooking / experience in house - keeping
4	2(b)	Room Boy/Sanitary/ Worker/Watchman	Pass in VIII Standard or its equivalent.	By Direct Recruitment.

- 14B. All categories in Division-I, shall be selection categories and promotion thereto shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.
- 14C. Promotions to all the categories in Division-II, shall be made on ground of seniority-cum-merit.
- 14D. Promotions to all the categories in Division-III, shall be made on ground of seniority-cum-suitability.
- 14E. In these Rules, wherever a ratio is prescribed for promotion to any post from the respective feeder cadres, if cadre strength of any of the feeder cadres varies, the Appointing Authority, if necessary, may revisit the ratio, so fixed, in conformity with such varied cadre strength of the feeder cadres.

15. Temporary Appointments and Promotions:

- (a) Where it is necessary to fill a vacancy in any Division, Category, sub-category or post in the Service and there would be undue delay or administrative inconvenience in appointing a person who is qualified for or entitled to such appointment or a duly qualified person is not available, the Appointing Authority may appoint any other suitable person temporarily until an appointment is made in accordance with these Rules.
- (b) A person appointed under sub-rule (a), shall be replaced as soon as possible by a member of the Service who is entitled to promotion under these Rules or, as the case may be, by a candidate qualified to hold the post under these Rules.
- (c) A person appointed under sub-rule (a), shall not be regarded as a probationer in such Division, Category or post or be entitled by reason only of such appointment to any preferential claim to future appointment to such division, category or post. The Services of such a person in the post shall be liable to be terminated by the Appointing Authority at any time without notice and without any reason being assigned;

Provided that where such person is subsequently appointed to the Division, Category or post in accordance with these Rules, he shall commence his probation therein from the date of such subsequent appointment or from such earlier dates as the Appointing Authority may determine.

He shall also be eligible to draw increments in the time-scale of pay applicable to him from the date of commencement of his probation but shall not be entitled to arrears of pay unless otherwise ordered by the Honourable The Chief Justice.

- (d) A temporary appointment of a person under clause (a) shall not be made for a period exceeding three months at a time.
- (e) Subject to the provisions of Fundamental Rules there shall be paid to the person appointed under sub-rule (a) to hold, temporarily, a post borne on the cadre of a division, category or sub-category, either his substantive pay or the minimum pay in the time scale of pay, as the case may be, applicable to such division, category or sub-category, whichever is higher.

16. Pay upgradation: -

Wherever pay upgradation has been ordered for a particular post, not treating such pay upgradation of the post as a promotion, such pay upgradation shall not be granted automatically and such pay upgradation shall be granted to the members of Service, who have no pendency of charges under Rule 17(b) of the Tamil Nadu Civil Services (Discipline & Appeal) Rules, currency of punishment, check period etc.

17. Punishment :-

- (a) The provisions of the Tamil Nadu Civil Services (Discipline and Appeal) Rules, as amended from time to time, shall apply *mutatis mutandis* in every matter of disciplinary proceeding against any member of the Service and imposition of any of the punishments therefor.

For the purpose of this Rule, the Appointing Authority, as mentioned in Rule 4, shall be the Authority to impose any of the punishments specified in the Tamil Nadu Civil Services (Discipline and Appeal) Rules, on the members of the Service in the respective Divisions.

- (b) A member of the Service may be placed under suspension by the Appointing Authority pending investigation or enquiry into grave charges where such suspension is necessary in the public interest.
- (c) The provision of sub-rule (a) shall not apply;
- (i) When a member is removed, dismissed or reduced in rank on the ground of conduct which has led to his conviction on a criminal charge; or
- (ii) When the Appointing Authority is satisfied that for some reason to be recorded by that Authority in writing is not reasonably practicable to hold an enquiry or to give that member an opportunity of showing cause; or

(iii) When the Chief Justice is satisfied that in the interest of the security of the State it is not expedient to give the member such an opportunity.

(d) If any question arises whether it is reasonably practicable to follow the procedure prescribed in sub-rule (a), the decision thereon of the Appointing Authority shall be final.

18. Appeal or Review:-

(a) A member of the Service shall be entitled to Appeal from an order passed by the Appointing Authority, imposing on him any of the penalties specified in the Tamil Nadu Civil Services (Discipline and Appeal) Rules.

(b) Where no specific provision for Appeal or Review is made in these Rules against any order passed under these Rules for redressal of grievances, excepting the Appeal as mentioned in sub-rule (a) above, Appeal or Review, as the case may be, shall lie, to the Authority to which an Appeal or Review would lie against an order imposing any of the penalties.

19. Appellate Authority:

(a) The Chief Justice or any other Hon'ble Judge, to be nominated by the Chief Justice If the order imposing any of the penalties specified under the Tamil Nadu Civil Services (Discipline and Appeal) Rules is passed by the Registrar General

(b) A Committee of Three Hon'ble Judges, to be nominated by the Chief Justice If the order imposing any of the penalties specified under the Tamil Nadu Civil Services (Discipline and Appeal) Rules is passed by the Chief Justice.

20. Period of Limitation for Appeal or Review:

No Appeal or Review, shall be entertained unless it is submitted within a period of two months from the date of receipt of the order by the appellant or the review petitioner, as the case may be.

Provided that the Appellate Authority may entertain the Appeal or Review Petition after the expiry of the said period, if it is satisfied that the appellant or the review petitioner had good and sufficient cause for not submitting the Appeal or Review Petition in time.

21. Form and contents of Appeal or Review:

(a) Every person submitting an Appeal or Review shall do so separately and individually in his own name.

(b) Every Appeal or Review shall be addressed to the Appellate Authority and submitted through the Registrar General.

22. Withholding of Appeals:

(a) An appeal may be withheld by any Authority not lower than the Authority from whose order, it is preferred, if

(i) It is an appeal in a case in which under these Rules no appeal lies, or

(ii) it is not preferred within two months as mentioned in Rule 20 and no reasonable cause is shown for delay.

(iii) it is repetition of a previous appeal and is made to the same Appellate Authority by which such appeal has been decided and no new facts or circumstances are adduced which afford grounds for a re-consideration of the case, or

(iv) it is addressed to an Authority to which no appeal lies under these Rules;

(b) In every case, in which an Appeal is withheld, the appellant shall be informed of the fact and the reasons for it.

23. Consideration of Appeals:-

The Appellate Authority shall consider the appeal and all the circumstances of the case and pass orders either confirming or enhancing or reducing or setting aside the penalty or modify the order appealed against or remit the case to the original Authority with such directions as it may deem fit, or pass such orders as it deems just and equitable.

Provided that no penalty be enhanced except under and in accordance with the provisions contained in the Tamil Nadu Civil Services (Discipline and Appeal) Rules, time being in force, with regard to enhancement of penalties in Appeal.

24. No appeal shall lie against the withholding of an appeal by a competent authority.

25. Reservation in the matter of appointments by direct recruitment:

Rule 22 of the General Rules in Part II of the Tamil Nadu State and Subordinate Service Rules dealing with "reservation of appointments" shall apply for appointment to the posts to be filled up by direct recruitment in the Service.

Provided

- (i) that the three percent of vacancies in the posts to be identified by the Appointing Authority from time to time as per Section 32 of the Persons with Disabilities (Equal opportunities, Protection of Rights and Full Participation), Act, 1995 (Central Act 1 of 1996), shall be reserved for persons with the following disability, in the manner mentioned below:
 - (a) 1% for persons with partial blindness i.e. 40% to 50% blindness
 - (b) 1% for persons with partial hearing impairment i.e. 40% to 50% hearing impairment; and
 - (c) 1% for orthopedically handicapped i.e. 40% and above
- (ii) that no person shall be eligible for the reservation, mentioned in clause (i) above, unless he satisfies the Appointing Authority that his disability will not affect the discharge of his duties.
- (iii) that a person claiming the above reservation under Persons with Disabilities (Equal opportunities, Protection of Rights and Full Participation), Act, 1995 (Central Act 1 of 1996), shall produce a valid Disability Certificate issued by a Competent Medical Authority.
- (iv) that where in any recruitment year, any vacancy identified to be filled up as per Persons with Disabilities (Equal opportunities, Protection of Rights and Full Participation), Act, 1995 (Central Act 1 of 1996) cannot be filled up due to non-availability of a suitable person with disability, as mentioned in clause (i) above, or, for any other sufficient reason, such vacancy shall be carried forward in the succeeding recruitment year and if in the succeeding recruitment year also, suitable person with disability, as mentioned in clause (i) above, is not available, it may first be filled by interchange among the three categories and only when there is no person with such disability as mentioned in clause (i) above available for the post in that year, the said vacancy shall be filled up by appointment of a person, other than a person with disability.

26. **Application of other Rules regarding Pay, Allowances, Leave, Leave Salary, Pension and other conditions of Service :-**

Subject to these Rules, the Tamil Nadu State and Subordinate Service Rules, the Fundamental Rules and the subsidiary Rules thereunder, the Tamil Nadu Leave Rules, 1933, the Tamil Nadu Pension Rules, 1978, the General Provident Fund (Tamil Nadu) Rules, the Tamil Nadu Government Servants Conduct Rules, the Tamil Nadu Civil Services (Discipline and Appeal) Rules, and Rules regulating the pay of the Services and other Rules, time being in force, applicable to employees under the Rule making power of the Government of Tamil Nadu shall govern the members of Service in the matter of their pay, allowances, leave, leave salary, pension and other conditions of Service.

Provided that except with regard to salaries, allowances, leave and pensions, the Chief Justice shall exercise the powers vested in the Governor under any of the aforesaid Rules:

Provided further that the Chief Justice shall specifically issue orders sanctioning the grant of the scales of pay and allowances to the member of Service in accordance with those sanctioned by the Government from time to time.

Provided also that the Tamil Nadu Revised Scales of Pay Rules, time being in force and as prescribed in the order issued by The Chief Justice shall be applicable to the members of the Service. (Annexure to these Rules)

27. **Re-employment of Pensioners and Regulation of their pay :-**

The Chief Justice shall be the Competent Authority to re-employ any retired person in the Service and to regulate his pay in accordance with the provisions contained in the Tamil Nadu Pension Rules, 1978, time being in force.

28. **Inherent Powers of the Chief Justice:**

- (a) Nothing in these Rules shall be construed to limit or abridge the power of The Chief Justice to deal with the case of any member of the Service or any person to be appointed to the Service in such manner as may appear to him to be just or equitable;

Provided that the case of any member of the Service shall not be dealt with in any manner less favourable to him.

- (b) The Chief Justice may, from time to time, alter, amend or repeal any of these Rules in full or any portion thereof and make such further Rules, as he may deem fit in regard to all matters herein provided or matters incidental or ancillary to these Rules or in regard to matters which have not been provided or sufficiently provided for, in these Rules.

Provided that if such orders relate to salaries, allowances, leave or pension of the employees of the High Court such orders shall be made with the approval of the Governor.

29. Reduction of Full Member :-

If a full member of any category or grade in the Service is substantively reduced to a lower category or grade, he shall be deemed to be a full member of the latter, and the permanent cadre thereof shall, if there is no vacancy in which he could be absorbed be deemed to be increased by one so long as such member continues therein:

Provided that against every such addition an officiating or temporary vacancy, if any, in such lower category or grade, shall be kept unfilled and such addition shall be absorbed in the first permanent vacancy that subsequently arises in such lower category or grade, as the case may be.

30. Relinquishment of rights by members :-

Any person may, in writing, relinquish any right or privilege to which he may be entitled under these Rules, if in the opinion of the Appointing Authority, such relinquishment is not opposed to public interest; and nothing contained in these Rules shall be deemed to require the recognition of any right or privilege to the extent to which it has been so relinquished.

Relinquishment of a right or privilege for a temporary period shall be accepted, if it is made for a period of not less than three years, subject to the condition that after the expiry of the said period, the claim of the right or privilege relinquished will be with reference to the state of affairs that exist on the date of expiry of period of relinquishment and without restoration of original seniority. If relinquishment of right or privilege is made permanently and is accepted, subsequent claim of the relinquished rights or privileges shall not be entertained.

31. Members absent from duty:

The absence of a member of the Service from duty, whether on leave or foreign Service or on deputation or for any other reason and whether his lien in a post borne on the cadre of the Service is suspended or not, shall not, if he is otherwise fit, render him ineligible in his turn :-

- (a) for re-appointment to a substantive or officiating vacancy in the division, category or post in which he may be a probationer or an approved probationer; or
- (b) for promotion from a lower to a higher post in the Service.

Provided that a member of the Service who has been appointed to another Service shall not be permitted to hold membership in the second Service beyond five years, if he is to be considered for promotion or for appointment by recruitment by transfer to a higher post in the Service even though he is otherwise qualified under the Rules for such promotion or appointment, unless he puts in a fresh Service for a minimum period of one year in his post in the Service on repatriation from the second Service.

32. Repeal and Savings:

- (i) The Madras High Court Service Rules, 1955 are hereby repealed.
- (ii) Nothing in these Rules shall adversely affect any person who is holding any post in the Madras High Court Service, as on the date of coming into force of these Rules, to the extent of holding of such post.
- (iii) The educational qualifications prescribed for the posts in categories 1 to 7 in Section-I, 1A and categories 1 and 2 in Section-II of Division-III by these Rules, shall not adversely affect the persons holding the respective posts as on the date of coming into force of these Rules, including their further promotions to any of the post in Division-III. However, this saving clause is not applicable to the training prescribed for the posts of Binder and Lift Operator and they shall complete the prescribed training, within one month from the date of coming into force of these Rules.
- (iv) Subject to the provisions in these Rules, appointments made/ promotions effected / exemption granted / penalty or punishment imposed/ any order passed / legal proceedings and investigations initiated under the repealed Rules, shall not in any way be affected by the repeal of the Rules.
- (v) Whenever any difficulty or doubt arises in applying and/or interpreting these Rules, the decision of the Chief Justice thereon shall be final.

ANNEXURE

SCALES OF PAY

DIVISION – I (GAZETTED POSTS)

<i>Category</i>	<i>Name of the Post</i>	<i>Scale of pay</i>
(1)	(2)	(3)
1(a)	Registrar General	As applicable in the Judicial Service.
1(b)	Registrar (Vigilance)	
1(c)	Registrar (Judicial)	
1(d)	Registrar (District Judiciary)	
1(e)	Registrar (IT cum Statistics)	
1(f)	Addl. Registrar (Vigilance)	
1(g)	Registrar (Administration)	
1(h)	Registrar (Management)	PB 4: Rs.37,400-67,000 + G.P.8,800
1(i)	Registrar-cum-Private Secretary to the Hon'ble The Chief Justice	
1A	Chief Editor, Tamil Law Journal	As applicable in the Judicial Service.
1B	Official Assignee	PB 4: Rs.37,400-67,000 + G.P.8,800
2	Master	As applicable in the Judicial Service.
2A	Joint Registrar	PB 4: Rs.37,400-67,000 + G.P.8,700
3	Deputy Registrar	PB 3: Rs.15,600-39,100 + G.P.7,600 + Spl.Pay.
3(a)	Deputy Registrar (Accounts)	PB 3: Rs.15,600-39,100 + G.P.7,600
3(h)	Deputy Registrar (Grouping)	PB 3: Rs.15,600-39,100 + G.P.7,600
4A	Associate Editor, TLJ	As applicable in the Judicial Service.
4B	Deputy Official Assignee	As applicable in the Judicial Service.
5	Assistant Registrar	PB 3: Rs.15,600-39,100 + G.P.6,600
5A.	Chief Accounts Officer (Deputation Post)	As applicable in the Tamil Nadu Treasuries and Accounts Service
6	Sub Assistant Registrar	PB 3: Rs.15,600-39,100 + G.P.5,700
6(u), 6(v), 6(w)	Sub Assistant Registrar (P.A. Section)	PB 3: Rs.15,600-39,100+G.P.5,700+Spl.Pay.
6A	Assistant Editor- I, Tamil Law Journal	As applicable in the Judicial Service.
6B	Sub Assistant Registrar (Insolvents Accounts)	PB 3: Rs.15,600-39,100 + G.P.5,700
6C	Librarian	PB 3: Rs.15,600-39,100 + G.P.5,700
6D	Accounts Officer (Madurai Bench)	As applicable in the Tamil Nadu Treasuries and Accounts Service

DIVISION – II**(NON- GAZETTED – SUPERIOR POSTS)**

<i>Category</i> (1)	<i>Name of the Post</i> (2)	<i>Scale of pay</i> (3)
1.	Court Officer / Section Officer / Appeal Examiner, including Section Officer (Property), Court Fee Examiner, Deputy Sheriff and Liaison Officer (Protocol).	PB 3: Rs.15,600-39,100 + G.P.5,400 + Spl. Allowance
2.	Senior Private Secretary to Hon'ble Judges / Private Secretary to Hon'ble Judges / Personal Assistant to the Hon'ble Judges including Personal Assistant to the Hon'ble The Chief Justice and Private Secretary to the Hon'ble The Chief Justice.	Rs.15,600-39,100 + G.P.6,600 / Rs.15,600-39,100 + G.P.5,700 / PB3.Rs.15,600-39,100+ G.P.5,400 + Spl.Pay
3.	Interpreters (Tamil and Telugu)/ (Gujarathi) / (Urdu) / (French).	PB 3: Rs.15,600-39,100 + G.P.5,400
4.	Private Secretary to the Registrar General.	PB 3: Rs.15,600-39,100+ G.P.5,400 + Spl. Pay
5.	Technical Assistant to Librarian	PB 2: Rs.9,300-34,800 + G.P.4,800
6(a).	Assistant Section Officers including Translators and Assistant Court Fee Examiners.	PB 2: Rs.9,300-34,800 + G.P.4,600
6(b).	Personal Assistant (to Registrars)	PB 2: Rs.9,300-34,800+ G.P.4,600+ Spl.Pay
7.	Senior Typist	PB 2: Rs.9,300-34,800 + G.P.4,200
8(a).	Computer Operator	PB 1: Rs.5,200-20,200 + G.P.2,800
8(b).	Personal Clerk (to Deputy Registrar)	PB 1: Rs.5,200-20,200 + G.P.2,800 + Spl.Pay
9.	Assistant	PB 1: Rs.5,200-20,200 + G.P.2,600
10(a).	Typist	PB 1: Rs.5,200-20,200 + G.P.2,400 + Spl.Pay
10(b).	Reader/Examiner	PB 1: Rs.5,200-20,200 + G.P.2,400
10(c).	Telephone Operator	PB 1: Rs.5,200-20,200 + G.P.2,400 + Spl.Pay
10(d).	Cashier	PB 1. Rs.5,200-20,200 + G.P.2,400
11.	Xerox Operator	PB 1. Rs.4,800-10,000 + G.P.1,650

DIVISION – III (NON – GAZETTED)**SECTION – I (SUPERIOR POSTS)**

<i>Category</i> (1)	<i>Name of the Post</i> (2)	<i>Scale of pay</i> (3)
1	Overseer / Additional Overseer.	PB2: Rs.9,300-34,800 + G.P.4,600
2	Sergeant	PB1: Rs.5,200-20,200 + G.P.2,400
3	Head Bailiff	PB1: Rs.5,200-20,200 + G.P.2,400
4(a)	Junior Bailiff	PB1: Rs.5,200-20,200 + G.P.2,400
4(b)	Record Assistant	PB1: Rs.5,200-20,200 + G.P.2,400
5	Court Keeper	PB1: Rs.5,200-20,200 + G.P.1,900
6(a)	Jamedar	PB1A: Rs.4,800-10,000 + G.P.1,650
6(b)	Gollah	PB1A: Rs.4,800-10,000+ G.P.1,650
6(c)	Binder	PB1A: Rs.4,800-10,000 + G.P.1,650
7(a)	Record Clerk	PB1A: Rs.4,800-10,000 + G.P.1,400
7(b)	Lift Operator	PB1A: Rs.4,800-10,000+ G.P.1,400 + Spl.Pay

SECTION - I A

<i>Category</i> (1)	<i>Name of the Post</i> (2)	<i>Scale of pay</i> (3)
-	Driver	PB1: Rs.5,200-20,200+ G.P.2,400+ Spl.Pay

SECTION - I B

<i>Category</i> (1)	<i>Name of the Post</i> (2)	<i>Scale of pay</i> (3)
1	Superintendent (Catering)	PB2: Rs.9,300-34,800 + G.P.4,600
2	Bearer	PB1A: Rs.4,800-10,000 + G.P.1,400

SECTION - II (LAST GRADE)

<i>Category</i> (1)	<i>Name of the Post</i> (2)	<i>Scale of pay</i> (3)
1(a)	Duffadar	PB1A: Rs.4,800-10,000 + G.P.1,400 + Spl. Pay
1(b)	Watch and Ward	PB1A: Rs.4,800-10,000 + G.P.1,400
2(a)	Chobdars/OfficeAssistant/ Sweepers/ Gardener/ Scavangers/ Waterman	PB1A: Rs.4,800-10,000 + G.P.1,300 + Spl. Allowance.
2(b)	Room Boy / Sanitary worker / watchman.	PB1A: Rs.4,800-10,000 + G.P.1,300

DEPUTATION POSTS (VIGILANCE CELL)

<i>SL.No.</i> (1)	<i>Name of the Post</i> (2)	<i>Scale of pay</i> (3)
1	Additional Superintendent of Police	As applicable in their Parent Department.
2.	Inspector of Police	Do
3.	Head Constable	Do
4.	Police Constable Gr. II	Do
5.	Special Branch Assistant	Do

High Court, Madras,
29th December 2015.

P. KALAIYARASAN,
Registrar General.