

PART-III
SPECIAL RULES.

THE TAMIL NADU MUNICIPAL CORPORATION GENERAL SERVICE RULES, 1996.

1. Short Title.—These rules may be called “ The Tamil Nadu Municipal Corporation General Service Rules, 1996”.

2. Constitution.—The service shall consist of the following categories of posts in Class I and Class II namely :—

CLASS-I :

Category 1	Deputy Commissioner.
Category 2	Assistant Commissioner (Ward Office).
Category 3	Assistant Commissioner (Personnel).
Category 4	Assistant Commissioner (Revenue).
Category 5	Assistant Commissioner (Accounts).

CLASS-II :

Category 1	Secretary to Council.
Category 2	Law Officer.
Category 3	Administrative Officer.
Category 4	Accounts Officer.
Category 5	Public Relations Officer.

3. Appointment.—Appointment to the posts specified in column (1) of the Table below shall be made by the methods specified in the corresponding entries in column (2) thereof.

THE TABLE

Name of the Post. (1)	Method of Recruitment. (2)
Deputy Commissioner	(i) By promotion from among the holders of the posts of categories 2, 3, 4 and 5 of the Class-I except the Executive Engineer appointed as Assistant Commissioner (Ward Offices) and (ii) By deputation from the holders of the post of I.A.S. cadre Deputy Secretary to Government or Joint Director of Municipal Administration.
Assistant Commissioner (Ward Office)	(i) By transfer from the holders of the posts of Assistant Commissioner (Personnel), (Revenue), (Accounts). (ii) By transfer from the holders of the post of Executive Engineer of the Corporation Engineering Service ; and (iii) By deputation from the holders of the post of Municipal Commissioner.
Assistant Commissioner (Personnel)	By transfer from the holders of the posts of Assistant Commissioner (Revenue) Assistant Commissioner (Accounts) and Assistant Commissioner (Ward Offices).
Assistant Commissioner (Revenue)	(i) By promotion from the holders of the posts in Class II ; or

(1)	(2)
Assistant Commissioner (Revenue)—cont.	(ii) By transfer from the holders of the posts of Assistant Commissioner (Personnel) Assistant Commissioner (Accounts) and Assistant Commissioner (Ward Offices).
Assistant Commissioner (Accounts)	(i) By promotion from the holders of the posts in Class-II ; or (ii) By transfer from the holders of the posts of Assistant Commissioner (Personnel) Assistant Commissioner (Revenue) and Assistant Commissioner (Ward Offices) ; (iii) By deputation from the office of the Directorate of Local Fund Accounts or from the Director of Treasury and Accounts.
Secretary to Council	(i) By promotion from the holders of the posts of Superintendent the Corporation General Subordinate Service ; or (ii) By deputation from the holders of the posts of Municipal Commissioner or Selection Grade Assistant Section Officer of Secretariat.
Law Officer	(i) By Promotion from the holder of the posts of Superintendent of the Corporation General Subordinate Service ; or (ii) By transfer from the holder of the posts of Secretary Council ; or (iii) By deputation from the holder of the posts of Law Officer in other Municipal Corporation or of Selection Grade Assistant Section Officer in Secretariat.
Administrative Officer	(i) By transfer from the holder of the posts of Class-II.
Accounts Officer	(i) By promotion from the holder of the posts of Superintendent on the Corporation General Subordinate Service ; or (ii) By transfer from the holder of the posts in Class-II
Public Relations Officer	(i) By promotion from the holder of the posts of Superintendent of the Corporation General Subordinate Service ; or (ii) By transfer from the holder of the posts in Class-II ; or (iii) By deputation from the holder of the posts of Public Relation Officer from other Corporation or from the Assistant Public Relations Officers in Government Departments.

4. Qualification.—No person shall be appointed to the Categories specified in column (1) of the Table below by the method specified in column (2), unless the possesses the academic and Training Qualifications specified in the corresponding entries in column (3) thereof.

THE TABLE.

Name of the Post. (1)	Method of appointment. (2)	Qualification. (3)
Deputy Commissioner	By promotion	(a) Must have experience of less than 5 years of total service in the posts under categories 2, 3, 4 and 5 of Class-I, and out of the service of five years, a minimum of one year service in each of ; categories. (b) Must have atleast one year service before is age of Superannuation.

(1)	(2)	(3)
Assistant Commissioner (Ward Office)	By transfer	(i) Must have worked not less than 4 years in all or both Categories of (3) and (4) in Class-II.; and (ii) Must not have less than year of service before his age of superannuation.
Assistant Commissioner (Personnel)	By promotion and transfer	(i) Must have worked not less than 2 years as Administrative Officer; and (ii) Must have atleast one year of service before his age of Superannuation.
Assistant Commissioner (Revenue)	By promotion	(i) Must have served as Accounts Officer and Assistant Revenue Officer for a period of less than two years in the post; and (ii) Must have atleast one year service before his age of Superannuation.
Assistant Commissioner (Accounts)	By promotion and transfer	(i) Must have served as Accounts Officer for a period of less than two years; and (ii) Must have atleast one year of service before his age of Superannuation.
Secretary to Council	By promotion or by deputation.	Must have a degree in Law.
Law Officer	By promotion	Must have a degree in Law or equivalent degree.
	By deputation	Must be a Selection Grade Assistant Section Officer in the Departments of Secretariat; and must have a degree in Law or equivalent degree.
Administrative Officer	By transfer	Must have worked for a period of not less than 2 years as Accounts Officer.
Accounts Officer	By promotion and by transfer	Must have worked as Superintendent of the Accounts Branch and as Accountant for a period of not less than two years in each of the post.
Public Relations Officer	By promotion or by transfer or by department.	Must have passed the Diploma in Public Relation.

5. Method of appointment between Assistant Commissioners and Executive Engineers to the post of Assistant Commissioner (Ward Offices). Out of the total number of posts of Assistant Commissioner (Ward Office) in a Corporation, one post of Assistant Commissioner (Ward Office) shall be provided to the Executive Engineer for appointment as Assistant Commissioner (Ward Office) in order to qualify themselves for the post of City Engineer. When no Executive Engineer is available for appointment as Assistant Commissioner (Ward Office) in a particular year, the holders of the post of Assistant Commissioner (Personnel) (Revenue) and (Accounts) by transfer or any Municipal Commissioner on deputation may be considered for such vacancy.

6. Promotions.—Promotions to all the categories in the rules shall be made in accordance with seniority and appointment on deputation shall be made only when no qualified persons are available in the Corporation Service.

7. Tests and Training. The holder of any post under these rules will have to undergo such training and pass such Tests, as may be prescribed by the Government in the form of Order from time to time.

8. Savings.—Nothing contained in these rules shall adversely affect any person holding any of the posts referred to in these rules on the date of coming into force of these rules.

THE TAMIL NADU MUNICIPAL CORPORATIONS GENERAL SUBORDINATE SERVICE RULES, 1996.

1. Short title.—These rules may be called “The Tamil Nadu Municipal Corporations General Sub ordinate Service Rules, 1996.”

2. Constitution.—The Service shall consist of the following Groups and Categories of Class III posts, namely:—

CLASS III : 25/11/2015

GROUP-I — 05/65/60/5111/8754

- Category 1 — Superintendent.
- Category 2 — Assistant Revenue Officer.
- Category 3 — Reporter.

GROUP-II —

- Category 1 — Assistant.
- Category 2 — Personal Assistant.
- Category 3 — Accountant.

GROUP-III —

- Category 1 — Junior Assistant-Cum Typist.
- Category 2 — Steno-Typist.
- Category 3 — Tax Collector.
- Category 4 — Conservancy Inspector.

GROUP-IV —

- Category 1 — Driver. 4-38

GROUP-V —

- Category 1 — Record Assistant. 4-38
- Category 2 — Head Office Assistant.
- Category 3 — Conservancy Supervisor. 4-38

3. Appointments.—Appointment to the posts specified in Column (1) of the Table below shall be made by the methods specified in the Corresponding entries in Column (2) thereof:—

THE TABLE

Name of post. (1)	Method of recruitment. (2)
Superintendents	(i) By promotion from the holders of the posts of Assistants.
Assistant Revenue Officer	By transfer from the holders of the posts of Superintendent.
Reporter	(i) By transfer from the holders of the posts of Superintendents; or (ii) By deputation of Reporters from other Corporations or from any Government Departments.
Assistant	(i) By direct recruitments; and (ii) By promotion from the holders the posts of Junior Assistants-cum-Typist.

(1)	(2)
Personal Assistant	By transfer from the holders of the posts of Assistants
Accountant	
Junior Assistant-cum-Typist	(i) By direct recruitment; and (ii) By promotion from the holders of the posts in category (1) in Group IV and in Categories (1) and (3) in Group V of this Service.
Steno-Typist	(i) By direct recruitment; or (ii) By transfer from the holders of the posts of Junior Assistant-cum-Typist.
Conservancy Inspector	By transfer from the holders of the post of Junior Assistant-cum-Typist.
Tax Collector	By transfer from the holders of the posts of Junior Assistant-cum-Typist.
Driver	(i) By direct recruitment; and (ii) By promotion from the holders of the posts of Class IV employees corporation Basic Service.
Record Assistant	(i) By promotion from the holders of the posts of Class IV Employees of Corporation Basic Service; or (ii) By transfer from the holders of the sports of categories (2) and (3) of Group V of this service.
Head of Office Assistant	By transfer for the holders of the posts of categories of (1) and (3) of Group V of this service.
Conservancy Supervisor]	By transfer from the holders of the posts of categories (1) and (2) of Group V of this service.

4. Qualification.—No person shall be appointed to the category specified in column (1) of the Table below by the method specified in Column (2) unless he possesses the academic and training qualifications specified in the corresponding entries in column (3) thereof:—

THE TABLE

Name of the post.	Method of appointment.	Qualification.
(1)	(2)	(3)
Assistant Revenue Officer.	By transfer	(i) Must have worked as a Superintendent for a period of not less than two years; and (ii) Must have worked as a Tax Collector for a period of not less than two year.
Reporter	By transfer and by deputations	(i) A pass in Typewriting Senior Grade in Tamil, English of the Government technical Examination. (ii) A pass in Tamil Shorthand with 120 words per minute and shorthand English Senior Grade of the Government Technical Examination;

(1)	(2)	(3)
Assistant	By direct recruitment	<p>(iii) Must have passed the performance test conducted by the Corporation and;</p> <p>(iv) Must have atleast three years of service before his age of Superannuation.</p> <p>(i) Must possess a degree of recognised University ; and</p> <p>(ii) Must have passed the Foundational training prescribed for the corporation service before the date of completion of probation.</p>
Asst. Istant	By transfer	<p>(i) Must have passed both Typewriting English and Tamil in Senior Grade ;</p> <p>(ii) Must have passed shorthand English and Shorthand Tamil in Senior Grade; and</p> <p>(iii) Must have passed the performance Test conducted by the Corporation.</p>
Accountant	By transfer	<p>(i) Must have passed the Account Test prescribed for the Corporation Service.</p>
Junior Assistant-cum-Typist	By Direct recruitment and by promotion.	<p>(i) Must have passed Higher Secondary School Examination ;</p> <p>(ii) Must have passed English and Tamil Typewriting of Government Technical Examination any one in Senior Grade and the other in Junior Grade ; and</p> <p>(iii) Must have passed the foundational training prescribed for the corporation service course before completion of probation.</p>
Steno-typist _u	By Direct recruitment	<p>(i) Must have passed Higher Secondary School Examination ;</p>
	By transfer	<p>(ii) A pass in Typewriting English and Tamil in Senior Grade of the Government Technical Examination ; and</p> <p>(iii) A pass in Shorthand English and Tamil of Government Technical Examination any one in Senior Grade and the other in Junior Grade ; and</p> <p>(iv) Must have passed the foundational training Course prescribed for the Corporation service before completion of probation.</p>
Tax Collectors:	By transfer	<p>(i) By transfer from the holders of the posts of Junior Assistant-cum-Typist who have completed their probation period ; and</p> <p>(ii) Must have passed the Revenue Test prescribed for the Corporation Service.</p>
Driver	By direct recruitment	<p>(i) Must have passed X Standard Examination or Matriculation Examination</p> <p>(ii) Must possess a current driving licence for heavy transport vehicles without police or magisterial endorsement for the past three years ; and</p>

(1)	(2)	(3)
	By promotion	(ii) Must possess a current driving licence for heavy transport vehicles without police or Magisterial endorsement for the past three years ; and (iii) Must have experience for period of not less than year in heavy vehicles driving.
	By promotion	(i) Must have passed X Standard Examination or Matriculation or equivalent Examination ; (ii) Must have worked for a period of not less than years in any of the post in the Corporation Basic service ; and (iii) Must possess a current driving licence for heavy transport vehicles.
Record Assistant	By promotion	(i) Must have passed X Standard or Matriculation Examination ; and (ii) Must have worked in the posts of Class IV of Corporation Basic Service for a period of five years.
Head Office Assistant and Conservancy Supervisor	By transfer	By transfer from the holder of the posts of Record Assistant.

5. Inter-se-Seniority between Junior Assistant-cum-Typists and Steno-typists :— There shall be one common Seniority list in a corporation for the posts of Junior Assistant-cum-typist and Steno-typist and the inter-se-seniority for the holders of the posts of Junior Assistant-cum-typist and Steno-typist shall be fixed based on the date of appointment and the seniority accorded in the recruitment panel by the Appointment Committee of the Corporation. If appointments to both the posts of Junior Assistant-cum-typist and Steno-typist are made simultaneously, the seniority accorded by the Appointment Committee shall be taken.

6. Ration between direct recruitment and Promotion.—Where appointment to a category of post is to be made by direct recruitment and by promotion, the appointment shall be made according to the following ration ;—

	Direct recruitment.	Promotion.
	(1)	(2)
Group II Category I Assistant	1	9
Group III Category I Junior Assistant	2	1
Group IV Category I Driver	1	1

If no qualified persons are available for appointment to a post by promotion in a particular year, such vacancy shall be filled up by direct recruitment.

7. Promotion :—The promotions to all categories shall be made in accordance with seniority.

8. Tests and Training :—The holder of any post under these rules, in addition to the Tests and training prescribed for the posts under these rules will have to pass such other tests and undergo training that may be prescribed by the Government in the form of an order from time to time.

9. Savings :—Nothing contained in these rules shall adversely affect any persons holding any of the posts referred to in these rules on the date of coming into force of these rules.