

D.Dis.No.31784/E4/94.52 Office of the Director of Public Health and Preventive Medicine, Madras.6, dt. 2.3.94.

Sub: Public Services - Tamilnadu Ministerial Service - Appointment to the post of Junior Assistants/ Junior Assistant-cum-Typists/Typists by recruitment by transfer from other services revised guidelines issued.

Ref: G.O.Ms.No.43 Personnel and Administrative Reforms (Per.3) Department dt. 15.2.94.

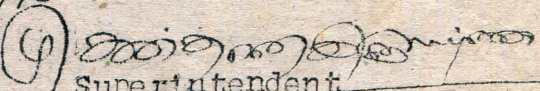
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Copy of the G.O. cited is communicated for information and necessary action.

N.Santhanam,
for Director of Public Health and Preventive Medicine, Madras.6.

To
The Joint Director of PH & PM, Institute of Vector Control & Zoonoses, Hosur.
The Deputy Director of PH & PM, Institute of Public Health, Poonamallee, Madras.56.
All Deputy Directors of Health Services
All Assistants Entomologists, Zonal Entomological Teams
The Health Educator, RCAP, Thanjavur.
The Public Health Engineer, RCAP, Dindigul and Tirunelveli.
The Senior Entomologist, Regional Organisation (Insect control), Coimbatore and Thanjavur.
The Filaria Officers, NFCU, Vellore, Kumbakonam, Chengalpattu, Chidambaram, Nagercoil and Survey Unit, Virudhunagar.
The Government Analyst, Guindy.
The Chief Water Analyst, Guindy and Coimbatore.
The Public Analyst, Food Analysis Lab., Coimbatore, Madurai, Tirunelveli, Salem, Thanjavur and Tiruchy.
The Superintendent, Govt. multi purpose Health Supervisors (Female) Training School, Madras.5.
The Principal, Health and Family Welfare Training Centre, Egmore, Salem.
The Health Officer, Health and Family Welfare Training Centre, Vellore.
The Health Officer, Regional Public Health Training Institute, Tiruvananthapuram, Pudukottai District.
All Officers and all sections at Headquarters.
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Spare.25.

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Superintendent

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Copy of:

Government of Tamil Nadu
Abstract

PUBLIC SERVICES - Tamil Nadu Ministerial Service - Appointment to posts of Junior Assistants/Junior Assistant-cum-Typists/Typists by recruitment by transfer from other services - Revised Guidelines - Issued.

PERSONNEL AND ADMINISTRATIVE REFORMS (PER.3) DEPARTMENT
G.O.Ms.No.43

Dated 15.2.1994

Read the following:

1. G.O.Ms.No.621 Public (Services), dated 26.3.1991
2. G.O.Ms.No.90, Personnel and Administrative Reforms (Per.J) dated 12.3.1991
3. G.O.Ms.No.257, Personnel and Administrative Reforms (Per.B) dated 1.8.1992
4. Government letter No.86631/92 Personnel & Administrative Reforms (Per.B) dated 12.11.1992
5. Government letter No.102515/92-1 Personnel and Administrative Reforms (Per.B) dated 19.1.1993
6. From Secretary, Tamilnadu Public Service Commission letter No.5512/341/93, dated. 25.8.1993.

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ORDER

Rule 3 (g) of the Special Rules for the Tamil Nadu Ministerial Service provides that for special reasons, appointment may be made to the categories of Junior Assistants inter-alia by recruitment by transfer from any other service. In the absence of any indication in the rule or elsewhere as to what constitute "Special Reasons", each appointing authority was left to by transfer. In order to prevent an abuse of the rule, the Government in their order first read above stipulated that the following be regarded as typical instances of special reasons which would justify the making of appointments by transfer:

- i. Good work and conduct in the post held, coupled with long service and lack of any other opening or prospects;
- ii. High educational qualification such as a B.A. degree;
- iii. Want of approved candidates in both the departmental and the Collector's lists;
- iv. Ineligibility for admission to the competitive examination due to being a full member or an approved probationer in another service;
- v. Conversance with the work of the office or department and the need for a persons possessing previous experience of the work of that office or department;

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make appointments

- vi. Special consideration for being the son of a person who had rendered a long and faithful service under the Government; and
- vii. Physical disability or unfitness for executive work which does not render a person unsuitable for ministerial work.

2. In the Government Order second read above, orders among others, have been issued that appointment to the category of Junior Assistant in the Tamilnadu Ministerial Service by recruitment by transfer should not exceed 10% (ten percent) of vacancies in the said category. In the Government Order third read above, orders have been issued for enhancement of the above 10% reservation of vacancies to 20%.

3. The Tamil Nadu Administrative Tribunal in its order dated 12.2.1992 in O.A.Nos.3436/90 and 3683/90, among other things, has observed as follows:

1. Only such of those persons as are doing clerical work in the cadre of Record Clerks etc. should be considered for appointment as Junior Assistants.
2. It should be kept in view that the appointment of Record Clerk and others doing clerical work should not be detrimental to the regular intake of Junior Assistants by competitive recruitment by the Tamil Nadu Public Service Commission.
3. Persons holding the post of Office Assistants etc. who do not have any experience in the clerical work should not be considered for appointment as Junior Assistants without gaining experience in posts like Record Clerks having clerical duties.
4. The Office Assistants with the requisite educational qualification should first acquire experience as Record Clerk to become eligible for appointment as Junior Assistants.
5. Such discipline is necessary to ensure that appointment of Office Assistants as Junior Assistants directly is not made a back door entry in clerical cadre without competing in the selection by the Tamil Nadu Public Service Commission.

By a subsequent order dated 11.12.1992 in O.A.No.1790/90, the Tribunal has made the following observations which are slightly different from its own observations made in its earlier order dated 12.2.1992:-

2. The Department of Social Defence should evolve a policy for consideration of persons eligible for appointment as Junior Assistant from different categories, particularly if those categories have no further avenues of promotion and even after more than one promotion, they would still be in a category carrying a scale of pay lower than that of a Junior Assistant.

2. It can be said that such category of personnel may have no acquaintance with office procedure, in which case there should be a regular pattern of appointing such persons as Record Clerk and thereafter as Junior Assistant
3. There should be no direct appointment as Record Clerk.
4. Among the special reasons for appointment in the Ministerial Service by transfer is absence of promotional avenues. The special reasons mentioned in the Government orders for such appointment by transfer could lead to arbitrary action. Once a percentage is prescribed for appointment by transfer, it will be proper that such appointment is considered as a normal avenue of advancement dispensing with the special reasons, and all persons qualified should be considered.
5. If experience and acquaintance with office work is considered necessary, a term of appointment as Record Clerk can be prescribed.
6. An Office Assistant cannot be expected to have any acquaintance with office procedure. If such acquaintance is considered essential, Office Assistants and other categories who have no avenues of advancement are similarly placed.
7. It will be desirable that such appointment by transfer is made from the category of Record Clerk and not directly from the category of Office Assistant.

The Tribunal finally directed the Director of Approved Schools and Vigilance Service (now Director of Social Defence) to formulate a policy to consider all categories of personnel in the department who have no avenues of advancement and are in scales lower than the scale of pay of Junior Assistants and obtain orders of the Government for a rational system of consideration of procedure for appointment by transfer as Junior Assistant to provide equal opportunities to all persons and ensure fair consideration of claims of all categories of persons.

4. The Government have examined the matter carefully in the light of the orders and observations of the Tribunal and the remarks of the Tamil Nadu Public Service Commission and they direct that the following procedures shall be followed in the matter of movement of persons to the higher posts of Junior Assistants/Junior Assistant-cum-Typists/Typists till the orders of Government integrating the posts of Junior Assistant and Typist in G.O.Ms.No.387, Personnel and Administrative Reforms (Per.3) Department dated 27.10.1993 are actually implemented from lower categories in other services under rule 3 (g) of the Special Rules for the Tamil Nadu Ministerial Service, in supersession of all earlier orders in this regard:-

1. Persons in services other than the Tamil Nadu Ministerial Service who are in categories having no promotional opportunities or even after more than one promotion in the respective service would still be in a category carrying scale of pay lower than that of Junior Assistants/Junior Assistant-cum-Typists/Typists along shall be considered for appointment by transfer as Junior Assistant/Junior Assistant-cum-Typists/Typists in the Tamil Nadu Ministerial Service subject to the possession of the required qualification, i.e. qualifications as prescribed for direct recruitment
2. The sphere of appointment by recruitment by transfer shall be limited to the persons in the lower categories in other services within the purview or control of the Unit Officer concerned.
3. While making such appointment, it should be ensured that the recruitment by transfer from the lower categories should not exceed 20 per cent of the vacancies in each of the categories of Junior Assistants or Junior Assistant-cum-Typists or Typists.
4. A person to be eligible for appointment as Junior Assistants/Junior Assistant-cum-Typist/Typist should have rendered not less than 7 years of service in the lower categories as the Tamil Nadu Administrative Tribunal has observed that the method of recruitment by transfer should not be made the means for by-passing recruitment by the Tamil Nadu Public Service Commission which could be ensured by prescribing a longer period of qualifying experience as against the existing qualifying service of 5 years.
5. For those who are holding posts like Record Clerk and others who are having clerical duties, there shall be no fresh training for them in clerical work.
6. The Tribunal has observed that a term of appointment as Record Clerk can be prescribed for movement to the post of Junior Assistant. The Tamil Nadu Public Service Commission has also observed that the appointment to the post of Junior Assistant/Junior Assistant-cum-Typist/~~xxxxxx~~ Typist may be made from the post of Record Clerk only. As there will be only a few posts of Record Clerks as compared to a large number of persons in other categories like Office Assistants etc., it will not be possible to post each of them as Record Clerk for a specified period. Instead, the Office Assistants, Watchmen, Gardeners, etc. who are in possession of the required educational qualification shall be given training in clerical work for a period of one year i.e. they shall discharge the duties of Record Clerk for atleast 2 hours a day for a period of one year without detriment to their normal work.

7. Such training in clerical duties is not necessary for appointment to the post of Typist as the work of Typist is only mechanical.
 8. While selecting persons in lower categories for training in clerical work, strict seniority should be adhered to.
 9. Number of persons to be given training each year shall not exceed 20% of the estimated vacancies in the category of Junior Assistant including Junior Assistant-cum-Typist. For filling up vacancies in 1995, the persons to be given training should be decided even now.
 10. So far as persons holding posts on identical scales in the Tamilnadu Ministerial Service itself are concerned, they can be considered for appointment by transfer to the post of Junior Assistants/Junior Assistant-cum-Typists/Typists subject to the possession of requisite educational and technical qualifications, if there are existing provisions in the special rules relating to the Tamil Nadu Ministerial Service for such transfer.
 11. However, persons holding posts of identical scales in other services like the Tamil Nadu General Subordinate Service, Tamil Nadu Educational subordinate Service etc. need not be considered for appointment by transfer as Junior Assistants/Junior Assistant-cum-Typists/Typists as such transfer will block the promotional opportunities of persons in lower categories.
 12. Persons appointed as Junior Assistant/Junior Assistant-cum-typist by recruitment by transfer from the post of Record Clerk, Office Assistant etc. shall undergo training in the Civil Service Training Institute, Bhavanisagar for the period that may be prescribed by the Government from time to time.
 13. There shall be no direct recruitment to the post of Record Clerk.
5. For the existing vacancies reserved for recruitment by transfer to the posts of Junior Assistants/Junior Assistant-cum-Typists/Typists, the persons in lower categories shall be appointed without undergoing the training as the posts cannot be kept vacant till they undergo the training subject to no other requirements being fulfilled. From 1995 onwards, the posts should be filled up only after giving training to the persons in the lower categories.
6. Necessary amendments to the Special Rules for the Tamil Nadu Ministerial Service and the Special Rules for the Tamil Nadu General Subordinate Service will be issued separately.

(BY ORDER OF THE GOVERNOR)

T.V. Venkataraman,
Chief Secretary to Government.

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Superintendent

தமிழ்நாடு அரசு

கருக்கம்

கல்வித் தகுதி - பொதுப் பணிகளில் நியமனம் செய்ய அண்ணாமலை திறந்தவெளி பல்கலைக் கழகத்தால் (Open University) வழங்கப்படும் பட்டப் படிப்பு, முதுநிலை பட்டப்படிப்பு மற்றும் பட்டயப் படிப்பு ஆகியவற்றை அங்கீகாரம் செய்தல் - ஆணைகள் - வெளியிடப்படுகின்றன.

பணியாளர் மற்றும் நிருவாகச் சீர்திருத்தத் (ஆர்) துறை

அரசு ஆணை நிலை எண். 216

நாள்: 26.8.97

படிக்கப்பட து.

1. அரசு ஆணை நிலை எண். 441, பணியாளர் மற்றும் நிருவாகச் சீர்திருத்தத்(ஆர்) துறை, நாள் 20.12.93.
2. 'அண்ணாமலை பல்கலைக் கழக பதிவாளரது கடித எண். DDE/A1/96, நாள் 6.9.96.
3. தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணையச் செயலாளரது கடித எண். 1421/RND-A5/97, நாள் 9.5.97.

ஆணை:

அண்ணாமலை திறந்தவெளி பல்கலைக் கழகத்தால் (Open University) வழங்கப்படும் பட்டப் படிப்பு, முதுநிலை பட்டம் மற்றும் பட்டயப் படிப்பு ஆகியவை அண்ணாமலை பல்கலைக் கழகத்தால் முறையாக (Regular Stream) வழங்கப்படும் பட்டப் படிப்பு, முதுநிலை பட்டப் படிப்பு மற்றும் பட்டயப் படிப்புக்கு இணையாக கருதி ஆணை வெளியிடுமாறு அண்ணாமலை பல்கலைக் கழகத்தின் பதிவாளர் அரசைக் கேட்டுள்ளார்.

2. 20.12.93 நாளிட்ட பணியாளர் மற்றும் நிருவாகச் சீர்திருத்தத்(ஆர்) துறையின் அரசு ஆணை நிலை எண். 441-ல் ஆணை வெளியிட்டவாறு தமிழ் நாடு அரசுப் பணியாளர் தேர்வாணையத்தின் தலைவரை தலைமையாகக் கொண்டு இதற்கென அமைக்கப்பட்ட குழுவின் (Committee) முடிவான, அண்ணாமலை பல்கலைக் கழக பதிவாளரது கோரிக்கை பரிசீலனைக்காக வைக்கப்பட்டது.

3. 11.4.97 அன்று நடந்த குழு கூட்டத்தில் அண்ணாமலை திறந்தவெளி பல்கலைக் கழகத்தால் (Open University) வழங்கப்படும் பட்டப்படிப்பு, முதுநிலை பட்டப்படிப்பு மற்றும் பட்டயப் படிப்பு அணைக்கலை பல்கலைக் கழகத்தால் முறையாக வழங்கப்படும் (Regular Stream) பட்டப் படிப்பு, முதுநிலைப் பட்டப்படிப்பு மற்றும் பட்டயப் படிப்புக்கு சமமாக கருத தீர்மானித்து அரசுக்குப் பரிந்துரை செய்துள்ளது.

4. குழுவின் பரிந்துரைகளை அரசு தீவிர பரிசீலனைச் செய்து ஏற்றுக் கொள்ள அரசு முடிவெடுத்துள்ளது. அவ்வாறே, அரசு அண்ணாமலை திறந்தவெளி பல்கலைக் கழகத்தால் (Open University) வழங்கப்படும் பட்டப்படிப்பு, முதுநிலைப் பட்டப்படிப்பு மற்றும் பட்டயப் படிப்பு, அண்ணாமலை பல்கலைக் கழகத்தால் முறையாக (Regular Stream) வழங்கப்படும் பட்டப் படிப்பு, முதுநிலைப் பட்டப் படிப்பு மற்றும் பட்டயப் படிப்பிற்கு சமமாகக் கருதி பொதுப் பணிக் வேலை வாய்ப்பிற்கு அங்கீகாரம் அளிக்கிறது.

(ஆளுநரின் ஆணைப்படி)

பெ. பாஸ்கரதாஸ்

அரசு செயலாளர்

பெறுதல்:

அனைத்துச் செயல்துள், தலைமைச் செயலகம், சென்னை - 9.

அனைத்துத் துறை தலைமை அலுவலர்கள்.

அனைத்துத் தலைமைச் செயலகத் துறைகள், சென்னை - 9.

பணியாளர் மற்றும் நிருவாகச் சீர்திருத்தத் துறையின் அனைத்துப் பிரிவுகள், சென்னை - 9.

முதலமைச்சர் அலுவலகம், சென்னை - 9.

பதிவாளர், அண்ணாமலை பல்கலைக் கழகம், அண்ணாமலை நகம் 608 002.

செயலர், தமிழ்நாடு அரசு பணியாளர் தேர்வாணையம், சென்னை - 2.

நகல்:

உயர் கல்வித்துறை, சென்னை - 9.

தொழிலாளர் & வேலை வாய்ப்புத் துறை, சென்னை - 9.

குறிப்பு:

/பணிநிகழவைப்பட்டுகிறது/

(sd/-)

S. ஆறுமுகம்
பிரிவு அலுவலர்.

குஉ./26/8

(உண்மை நகல்)

SN/26.12.91

Recognition

The Government of Tamil Nadu, through its order No. 216 dated 26.08.1997, has recognised the Diplomas, Undergraduate and Postgraduate Degrees awarded by Annamalai University under the Open University System as equivalent to the Degrees awarded under the regular stream of the University.