



THE TAMIL NADU LEGISLATIVE ASSEMBLY SECRETARIAT SERVICE RULES

**Legislative Assembly Secretariat
Chennai 600 009**

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**THE TAMIL NADU LEGISLATIVE
ASSEMBLY SECRETARIAT SERVICE RULES
(CORRECTED UP TO 11.11.2002)**

In exercise of the powers conferred by Clause (3) of Article 187 of the Constitution of India, the Governor of Tamil Nadu, after consultation with the Speaker of the Legislative Assembly hereby makes the following rules: -

1. Short title, commencement and extent:- (a) These rules may be called the Tamil Nadu Legislative Assembly Secretariat Service Rules¹ and shall come into force on the 24th March 1955.

²(b) they shall also apply to all persons appointed to the service on or before the 24th March 1955.

(c) When a post is created as a temporary addition to the cadre of the service in any class or category thereof, the rules applicable to the holders of permanent post borne in that class or category shall apply to the holder of the said temporary post.

Explanation:- In this sub rule, expression 'the holder of the said temporary post' shall mean the person counted against the said temporary post.

2. Definitions:- In these rules, unless the context otherwise requires-

(1) Appointed to the Service:- 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 or training prescribed for the members thereof.

¹G. O. Ms. No. 6, L. A.D, dated 04.02.1961

²The rules were originally notified in G. O. Ms. No. 996, Public (Elections) dated, 24.03.1955.

(2) *Approved candidate*:- Means a candidate whose name appears in an authoritative list of candidates approved for appointment to any class or category of the service.

(3) "*Approved probationer*" in the service, class or category means a member of the service, class or category who has satisfactorily completed his probation and awaits appointment as a full member of service, class or category.

¹(4) "*Backward Classes, Most Backward Classes and De-notified communities, Scheduled Castes and Scheduled Tribes*" means the Classes, Castes and Tribes notified as such, from time to time, by the State Government.

(5) "*Commission*" means the Tamil Nadu Public Service Commission.

(6) "*Discharge of a probationer*" means in case the probationer is a full member or an approved probationer of another service, class or category reverting him to such service, class or category and in any other case, dispensing with his services.

(7) *Duty*:- A person is said to be "on duty" as member of the service-(a) when he is performing the duties of a post borne on the cadre of the service or is undergoing the probation or training, prescribed for any such post, or

(b) When he is on joining time ; or

(c) when he is absent from duty 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.

²(7-A) "*Ex-Servicemen*" means a person who (a) has been released on or before the 30th June 1979 after having served for any period of time in the Defence Services (Indian Army, Indian Air Force, Indian Navy, the Auxiliary Forces of India or the

¹S.O.Ms.No.207, L. A. S, dated 28.08.1990.

Boy's Companies) and has registered his name at a local Employment Exchange for employment under the State Government.

Provided that no person who has been dismissed by a competent authority or who has been discharged on account of misconduct or inefficiency prior to the completion of a service for a period of not less than six months shall be treated as Ex-Servicemen.

(b) has been released between the 1st July 1979 and the 30th June 1987 after having served in any rank (whether as a combatant or non-combatant) in the Armed Forces of the Union including the Armed Forces of the former Indian States, but excluding the Assam Rifles, Defence Security Corps, General Reserve Engineering Force, Lok Sahayak Sena and Territorial Army for a continuous period of not less than six months after attestation-

(i) otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency or has been transferred to the reserve pending such release; or

(ii) at his own request after completing five years of service in the Armed Forces of the Union; or

(iii) has to serve for not more than six months for completing the period of service required for becoming entitled to be released or transferred to the reserve as aforesaid.

(c) has been released on or after the 1st July 1987 after having served in any rank whether as a combatant or non-combatant in the Regular Army, Navy and Air Force of the Indian Union -

(i) on retirement from such service and after earning his pension; or

²S.O.Ms.No.215, L. A. S, dated 03.09.1990.

(ii) on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension ; or

(iii) otherwise than on his own request, from such service as a result of reduction in establishment; or

(iv) after completing the specific period of engagements, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army of the following categories, namely :-

- (a) Pension holders for continuous embodied service; or
- (b) Persons with disability attributable to military service ; or
- (c) Gallantry award winner.

(8) "*Full member*" of the service means a member of the service who has been appointed substantively to a permanent post borne on the cadre thereof.

(9) "*Member of the service*" includes a probationer or an approved probationer as well as a full member of the service

(10) "*Military duty*" means the duty declared as such from time to time, by the State Government

(11) "*Probationer*" in the service means a member of the service who has started his probation but has not completed it.

(12) "*Promotion*" means the appointment of a member of any category or class of the service to a higher category or class of the service.

(13) "*Recruited direct*" A candidate is said to be recruited direct to a service, class, category or post when, in case his first appointment thereto, has to be made in consultation with the

Commission, on the date of its notification inviting applications for the recruitment and in any other case at the time of his first appointment thereto, he is not in the service of the Government of India or the Government of a State :

Provided that for the purposes of this definition a person shall be deemed to be not in the service of the Government of India or the Government of a State:-

(i) if a period of five years has not elapsed since the first appointment to a service of the Government of India or the Government of a State; or

(ii) if he belongs to the Scheduled Castes/Scheduled Tribes or Backward Classes.

(14) "*Recruited by transfer*" A candidate is said to be "recruited by transfer " to the service:-

(a) if at the time of his first appointment thereto, he is either a full member or an approved probationer in the Tamil Nadu High Court Service or in any other service, the rules for which prescribe a period of probation for members thereof; or

(b) in case at the time of his first appointment thereto he is the holder of a post which has been included in another service but for which no probation has been prescribed, if he has put in that post satisfactory service for a total period of two years on duty within a continuous period of three years.

(15) "*Selection category*" means a category of any class of the service declared as such under these rules.

3. Cadre:- The permanent cadre of the service and of each class and category thereof shall be determined by the State Government.

4. Constitution:-The Service shall consist of the following classes and categories of officers:-

Class I-Gazetted Posts

Category 1-Secretary, Legislative Assembly Department1

Category 2-Deputy Secretary, Legislative Assembly
Department1

Category 3-Under Secretary, Legislative Assembly Department2

Class II- Non Gazetted Superior posts.

Category 1- Section Officers³

Category 1A - Section Officer, Delegated Legislation

Category 2- Reporters.

Category 3 - Librarian.

Category 4- Personal Assistant to the Speaker of the State
Legislative Assembly.¹

Category 5- Assistant Section Officers.⁴

Category 6- Assistants.⁴

Category 7- Steno-Typists.

Category 8- Typists including Tamil typists.

Category 9- Telephone Operator⁵

**Class -III-Sergeant, Record Assistants,
Record -keeper and Record Clerks.**

Category 1- Sergeant for the Legislator's Hostel.

Category 2 - Record Assistants.

Category 3- Record -Keeper.

Category 4- Record Clerks.

¹G.O.Ms.No. 6,Legislative Assembly, dated 04.02.1961

²G.O.Ms.No.58,Legislative Assembly, dated 08.04.1980

³G.O.Ms.No.84,Legislative Assembly Department, dated 20.04.1983

⁴S.O.Ms.No.39,Legislative Assembly Secretariat, dated 26.02.1988

⁵S.O.Ms.No.5, Legislative Assembly Secretariat, dated 04.01.2001

Class IV-Last Grade Service Posts

Category 1- Dubash

Category 2- Duffadar and Chobdars.

Category 3- ¹Office Assistants.

Category 4- Chowkidars.

5. Appointing authority:- The appointing authority in respect of the various posts included in the different classes and categories of the service shall be as specified in Appendix I.

Provided that in the case of the appointment to category 4 of Class II, the Secretary shall appoint a person, if any, nominated by the Speaker²

6. Appointment to the service:- (a) Appointment to the service in different classes and categories thereof shall be made in accordance with the methods and in the order of preference specified against each category in Appendix II.

(b) A person appointed by direct recruitment to category 4 of class II shall not be regarded as a full member of the service and his appointment to this category shall not confer on him any claim to appointment to any other substantive or temporary post in the service or any other service.

(c) The services of a person appointed by direct recruitment otherwise than from the approved list to category 4 of Class II shall terminate when the Speaker vacates office.

¹S.O.Ms.No.174, L.A.S, dated 24.09.1984

²G.O.Ms.No. 25 Legislative Assembly, dated 17.05.1961

(d) A person appointed to category 4 of Class II whose case is not covered by classes (b) and (c) above shall, when the Speaker¹ vacates office be reverted to the category, class or service from which he was recruited or to which he would have been appointed but for his appointment to that category;

²Provided that the Services of such persons including those appointed by direct recruitment may, at any time, be terminated by the Speaker.¹

³**6-A Fees to be paid by candidates:-** Every candidate for appointment to any post in the service who in response to a notification issued by the Commission, makes an application, shall remit the fee prescribed below, through Crossed Indian Postal Order payable to the Secretary, Tamil Nadu Public Service Commission, Madras- 2 and shall send the Crossed Indian Postal Order to the Commission, along with his application:-

¹G.O.Ms.No.6, Legislative Assembly, dated 04.02.1961

²G.O.Ms.No.2598, Public (Elections), dated 19.08.1955

³G.O.Ms.No.106, L.A.D, dated 30.05.1983

<i>Name of the post examination.</i> (1)	<i>Name of the fee levied</i> (2)	<i>Fee to Rs.</i> (3)
1. Posts in Class I of the Service	Competitive examination comprising only an oral test in the shape of an interview	25
2. (a) English Reporters in category 2 of Class II of the service	Competitive examination comprising only an oral test in the shape of an interview	25
(b) Tamil Reporters in Category 2 of Class II of the service	Competitive examination comprising only an oral test in the shape of an interview	25
3. Librarian in category 3 of Class II of the service	Competitive examination comprising only an oral test in the shape of an interview	25
4. Assistant Section Officers in Category 5 of Class II of the service.	Competitive examination comprising a written test of Degree standard and oral test in the shape of an interview.	25
5. Assistants in category 6 of Class II of the service	Competitive examination comprising a written test of the Degree standard.	20
6. Steno-Typists in category 7 of Class II of the service	Competitive examination comprising a written test of the S.S.L.C. Standard	20
7. Typists including Tamil Typists in category 8 of Class II of the Service.	Competitive examination comprising a written test of the S.S.L.C. standard	20

Provided that this rule shall not apply to candidate belonging to any of the Backward Classes, who has taken a Degree of any University recognised by the University Grants Commission for the purpose of its Grants, whatever may be the post with reference to which the application is made. This concession shall, however be restricted to three chances only for all the posts taken together under the State Government;

¹Provided further also that this rule shall not apply to a candidate belonging to any of the Scheduled Castes or Scheduled Tribes whatever may be the post with reference to which the application is made;

Provided also that this rule shall not apply to candidates who have rendered war service.

Explanation:- "War Service" shall means service rendered by a person in the Second World War of 1939 - 46:

Provided also that this rule shall not apply to candidates, who are repatriates from Burma or Sri Lanka;

Provided also that this rule shall not apply to Ex-Servicemen . This concession shall, however, be restricted to two chances only for all posts taken together under the State Government

²Provided also that this rule shall not apply to physically handicapped candidates whose family monthly income does not exceed Rs. 350/- (Rupees Three hundred and fifty only).

³ **7. First appointment:-** (a) All appointments by direct recruitments or by transfer to any class or category of the service shall be made by the appointing authority from a list of approved candidates prepared for this purpose.

(b) The inclusion of a candidate's name in the list of approved candidates for any class or category in the service shall not confer on him any claim to appointment to the class or category

¹(c) Every person appointed as a ²Secretary, Legislative Assembly Department, otherwise than by promotion, shall before taking over full charge of the post, undergo training under

the Secretary for such period as may be specified in this behalf by the State Government at the time of notifying his appointment. During the period of training he will be eligible to draw pay in the time- scale attached to the post and to count the period for his probation

³7-A Reservation of appointments:- The rule of reservation of appointments shall apply to all direct recruitment excluding the selection categories and appointments thereto shall be made on the following basis:

(a) The unit of selection for appointment, for the purpose of this rule shall be fifty, of which nine shall be reserved for the Scheduled Castes and Scheduled Tribes, fifteen for Backward Classes (other than Most Backward Classes and De-notified communities), ten shall be reserved for the Most Backward Classes and de-notified communities and the remaining sixteen shall be filled on the basis of merit:

(b) Out of the total number of appointments reserved in the categories referred to in Clause (a), in the case of appointment made by direct recruitment, three percent in each such category shall be reserved for the physically handicapped candidates and the appointment shall be made in turn and in the order of rotation as specified below:-

(i) in the case of Scheduled Castes and Scheduled Tribes, every second turn shall be reserved in the second, sixth and tenth rotations and thereafter in the fourteenth, eighteenth, twenty second rotations and so on;

(ii) In the case of Backward Classes (other than Most Backward Classes and De -notified Communities) every thirty sixthturn shall be reserved in the third, fourth, fifth, sixth and seventh rotations and thereafter in the thirteenth, fourteenth, fifteenth and sixteenth rotations and so on. In the case of Most Backward Classes and De-notified Communities, every thirty fourth turn shall be reserved in the fourth, sixth and eighth

rotations and thereafter in the fourteenth, sixteenth, and eighteenth rotations and so on;

(iii) In the case of appointment of candidates on the basis of merit, every eighteenth turn shall be reserved in the second, fourth and sixth rotations and thereafter in the eighth, tenth, twelfth rotations and so on;

Provided that the appointment of physically handicapped candidates, against the reserved turns shall be subject to availability of such candidates;

Provided further that if no qualified and suitable physically handicapped candidate belonging to Scheduled Caste or Scheduled Tribe is available for selection for appointment against the reserved turn, such turn shall be filled up by a candidate other than physically handicapped belonging to that category and if no such candidate is available in that category for selection for appointment against the reserved turn, such turn shall be carried forward as provided in Clause (e);

Provided further that in the case of appointment of candidates belonging to Backward Classes or in the case of appointment of candidates on the basis of merit, if no qualified and suitable physically handicapped candidate is available for selection for appointment against the reserved turn, such turn shall be filled up by a candidate other than physically handicapped belonging to that category and if no such candidate is available in that category for selection for appointment against the reserved turn, such turn shall be allowed to lapse;

Provided also that in so far as the executive posts are concerned, the reservation of three percent of vacancies for physically handicapped candidates shall be made applicable in respect of posts in 'C' and 'D' Groups only.

(c) The Claims of member of the Scheduled Castes and the Scheduled Tribes and the Backward Classes shall also be considered for the sixteenth appointments, which shall be filled on the basis of merit and where a candidate belonging to a Scheduled Caste, Scheduled Tribe or Backward Class is selected on the basis of merit, the number of posts reserved for

the Scheduled Castes and the Scheduled Tribes or for the Backward Classes, as the case may be shall not in any way be affected.

(d) Selection for appointment under this rule shall be made in the order of rotation specified in the Appendix VII to these rules.

(e) (i) If a qualified and suitable candidate belonging to any of the Scheduled Castes and Scheduled Tribes or Backward Classes is not available for selection for appointment in the turn allotted for them in the cycle, the turn so allotted to the Backward Classes shall lapse and the vacancy shall be filled by the next turn in the order of rotation; but the turn so reserved for Scheduled Castes and Scheduled Tribes shall, however, not lapse and the number of candidates to be selected in that recruitment shall be reduced by the number of Scheduled Castes and Scheduled Tribes candidates not available for selection against the turn reserved for them; and unfilled vacancies reserved for Scheduled Castes and Scheduled Tribes shall be carried over to the four consecutive recruitments, namely, year of recruitment + 3 subsequent recruitment years. Subject to the provisions in item (iii) below the selection for appointment to that post in the next recruitment shall be made first for the carried over turns and then the normal rotation shall be followed. If qualified Scheduled Castes and Scheduled Tribes candidates are not available even thereafter, carried over turns shall lapse and the vacancy shall be filled by the next turn in the order of rotation.

(ii) If a qualified and a suitable candidate belonging to Scheduled Caste or Scheduled Tribe is not available for selection against a vacancy reserved for that category, it shall be first de-reserved by obtaining the orders of the Government before filling it by a candidate in the next turn in the order of rotations as prescribed in Clause (i) above.

(iii) The normal number of reserved vacancies and the carried forward reserved vacancies shall not exceed fifty percent of the total number of vacancies for a particular recruitment. If there be only two vacancies, one of them may be treated as a

reserved vacancy. If there be only one vacancy, it shall be treated as unreserved. The surplus above fifty percent shall be carried forward to the subsequent recruitment, subject, however, to the condition that the particular vacancies carried forward do not become time barred due to their becoming more than three years. Oldest carried forwarded reservation shall be filled up first

¹7-B Appointment of Women:-

(a) A minimum of thirty percent of the total vacancies to be filled up by direct recruitment shall be set apart for women candidates. In respect of the posts to which the rule of reservation of appointments applies, the said 30 percent shall be set apart following the rule of reservation of appointments in rule 7-A. Women candidates shall also be eligible to compete for the remaining 70 percent of vacancies along with male candidates.

(b) Selection for appointment under this rule shall be made in the order of rotation specified in Appendix -VII-A.

(c) If a qualified and suitable women candidate is not available for selection for appointment in the turn allotted for women in the cycle, it shall be allotted to a male candidate within the respective category. In respect of the posts to which the said rule of reservation of appointments does not apply, such turn shall be allotted to the next male candidate ".

8-(a) General:- No person shall be eligible for appointment to the service by direct recruitment unless he satisfies the Commission in cases, where the appointment has to be made in consultation with it or the appointing authority in other cases:-

(i) that his character and antecedents are such as to qualify him for such service;

¹Vide S.O. Ms. No.27, L.A.S Dated 08.02.1993
The Amendment came into force with effect from 17.02.89

(ii) that such a person does not have more than one wife living or if such person is a women that she is not married to any person who has a wife living.

¹(aa) Physical fitness:- No person shall be eligible for appointment to the service by direct recruitment unless he satisfies the appointing authority regarding his physical fitness for the post for which production of physical fitness certificate is prescribed, whether such post is within or outside the purview of Commission;

Provided that physically handicapped persons may be appointed if the defect is not such as it would render the candidates unfit for efficiently discharging the duties attached to the post and their fitness for service is assessed on the basis of the nature and degree of their disability and their functional capacity relative to the job which they seek.

(b) (i) Special- No person shall be eligible for appointment to any of the posts referred to in column(3) of Appendix III by any of the methods specified in the corresponding entries in column (4) thereof unless he possesses the qualifications specified in the corresponding entries in column (5) of the said Appendix III;

Provided that this sub-rule shall not, ²except in so far as it relates to the pass in the Account Test for Subordinate Officers Part I, prescribed in column(5) against Category I of Class II in Appendix III, apply for purposes of promotion of persons who are members of the service in Class II on the date of coming into force of these rules.³

ii) Typists and Steno-typists who are trained only in English typewriting and who have not attained 45 years of age shall undergo training in Tamil Typewriting on the Standard Key Board.

¹G.O. Ms. No.186, Legislative Assembly, dated 01.11.1982
The amendment came into force with effect from 17.06.1981

²G.O. Ms. No.36, Legislative Assembly, dated 10.07.1961.

³G.O. Ms. No.88, Legislative Assembly, dated 22.05.1982

Persons who are appointed to the categories of Typists, Steno-typists and Reporters either by direct recruitment or by transfer on or after the 19.09.1962 and who are qualified only in English Typewriting shall pass the Government Technical Examination in Tamil Typewriting on the Standard Key Board at least by the Lower Grade within the period of their probation.

(c) Age:- No candidate shall be eligible for appointment to any of the posts referred to in column (3) of Appendix IV by any of the methods specified in the corresponding entries in column(4) thereof unless he is within the age -limit prescribed in the corresponding entries in column (5) of the said Appendix on the first day of July of the year in which the selection for appointment is made:

Provided that the age limit prescribed shall not apply-

(i) to the appointment of a candidate belonging to any of the Scheduled Castes, Scheduled Tribes or Backward Classes to a post included in the service for which a qualification lower than the degree of B. A. , or B. Sc. , of the Madras or Annamalai University is prescribed if such candidate possess a general educational qualification which is higher than that prescribed for the posts and he is otherwise qualified for appointment; or

(ii) to the appointment to a post included in the service of a candidate belonging to any of the Scheduled Castes or Scheduled Tribes or Backward Classes who holds a Degree of the Madras or Annamalai University or any other Degree recognised as being equivalent to such Degree:-

(1) by the Commission in case where the appointment has to be made in consultation with it; and

(2) by the State Government or by the appointing authority with the approval of the State Government in other cases, if the Degree he holds is not lower than the Degree if any prescribed in the rules for appointment to such post and if he is otherwise qualified for appointment.

¹(iii) to the extra temporary employees already discharged or facing retrenchment from the Census Organisation in Tamil Nadu for whom a period of three years may be excluded in

computing the age for appointment provided they have rendered a temporary service of at least six months in the Census Organisation in Tamil Nadu and that persons availing themselves of the concession under this proviso shall be eligible for only one chance to appear for the competitive examinations conducted by the Tamil Nadu Public Service Commission ;

²(iv) to an Ex-Servicemen who has not completed 48 years of age, if he does not belong to Scheduled Castes, Scheduled Tribes, Backward Classes, and 53 years of age, if he belongs to Scheduled Castes, Scheduled Tribes or Backward Classes, on the 1st day of July of the year in which the selection for appointment is made and whose name is suggested by a local Employment Exchange for appointment to a vacancy under the State Government notified to it.

³(v) to a physically handicapped person who shall be eligible for an age concession up to ten years over and above the age limits prescribed for the appointment to the posts by direct recruitment only if the applicant is otherwise fully suitable and the handicap is not such as would render him incapable of efficiently discharging the duties of the post for which he is selected.

⁴(vi) to the appointment of the candidate, sponsored by the Employment Exchange who is within the age limit prescribed for a post under the rules which is outside the purview of Tamil Nadu Public Service Commission on the date of such sponsoring.

¹Provided further that the age limit shall be 35 ² years for candidates belonging to the Scheduled Castes or Scheduled Tribes for appointment to posts included in the service for which an eligibility for College Course or lower qualification is prescribed.

¹G.O.Ms.No. 47, Legislative Assembly, dated 13.10. 1963

²G.O.Ms.No.192, Legislative Assembly, dated 12.11.1982.

The amendment came into force on 22.09.1981.

³G.O.Ms.No.256, L.A.D, dated 08.12. 1983.

⁴G.O.Ms.No.105, L.A.S, dated 08.06.1988.

8-A. Linguistic qualification:- (a) Subject to the provisions of this rule, no person shall be eligible for appointment by direct recruitment unless he has an adequate knowledge of Tamil.

Explanation:- For the purpose, of this Rule, a person with an adequate knowledge of Tamil shall mean a person -

(i) who had acquired knowledge in Tamil in the High School Course: or

³(ii) who has passed the Second Class Language Test in Tamil.

Note:- A candidate will be considered to have acquired knowledge in Tamil in the High School Course if he had studied Tamil under the language part, or if he had studied any one of non-language subjects in Tamil upto and inclusive of the final examination.

(b) Notwithstanding anything contained in sub-rule(a) a person who being otherwise qualified for appointment to the post to which recruitment is to be made may apply for recruitment to the post, despite the fact, that at the time of such application, he does not possess an adequate knowledge of Tamil.

(c) Every such candidate as is referred to in sub-rule (b), shall if selected for appointment, pass the Second Class Language Test in Tamil conducted by the Tamil Nadu Public Service Commission within the period of probation and the period of his probation may be extended to 4 years from the date of appointment in order to enable him to pass the Second Class Language Test in Tamil. Such persons shall notwithstanding anything contained in the Fundamental Rules, be granted increments, if, but for the failure to pass the said Language Test he would have been declared to have satisfactorily completed his probation. If he fails to pass the said Language Test within the said period of 4 years he shall be discharged from service.

¹G.O.Ms.No. 56, Legislative Assembly, dated 04.06.1975.

²G.O.Ms.No.101, Legislative Assembly, dated 17.06.1982.

The Amendment came into force on 6.10.1979.

³Vide S.O.Ms.No.278, Legislative Assembly Secretariat, dated 21.12.1989.

(d) The syllabus for the Second Class Language Test in Tamil referred to in this rule shall be as specified in Appendix VIII to these Rules.

¹8-B. Tests to be passed by Section Officers ²:- (1) (a) A person promoted to the post of ²Section Officer, or Section Officer, Delegated Legislation (Category I or IA of class II) shall pass the Account Test for Subordinate Officers, Part I within a period of two years from the date of appointment.

³(b) The penalty for failure to pass the Account Test for Subordinate Officers Part I specified in Clause(a) within the period prescribed therein shall be postponement of increment without cumulative effect.

(2) (a) An approved probationer or a probationer holding the post of ²Section Officer (Category I of Class II) in the Legislative Assembly Department on the 10th July 1961 shall pass the Account Test for Subordinate Officers, Part I within two years from the said date.

(b) The penalty for failure to pass the test shall be stoppage of increment until he passes the test. Such stoppage of increment shall not have the effect of postponing future increments after he has passed the test:

⁴ Provided that the rule shall not apply to persons who have completed forty-five years of age on or before 10th July 1961.

8-C. Security:- A person appointed to the post of ⁵[Section Officer, Office Procedure - II Section (Cash Section)] shall, within a period of three months from the date of appointment furnish Security for the amount of Rs. 500/- either in cash or in the form of a Fidelity Bond.

¹G.O.Ms.No. 66, Legislative Assembly, dated 31.07.1976.

²G.O.Ms.No. 84, Legislative Assembly, dated 20.04.1983.

³G.O.Ms.No. 133, Legislative Assembly, dated 17.11.1973.

⁴G.O.Ms.No. 59, Legislative Assembly, dated 20.12.1965.

⁵G.O.Ms.No. 47, Legislative Assembly, dated 23.04.1975

9. Probation:- Every person appointed to a category shall from the date on which he joins duty, be on probation as follows:-

- | | |
|---|--|
| (i) If he is a direct recruit | For a total period of two years on duty within a continuous period of three years |
| (ii) If he is recruited by promotion- | |
| (a) If at the time of such appointment he has not satisfactorily completed his period of probation in the category or class from which he is promoted | For a total period of two years on duty within a continuous period of three years. |
| (b) If at the time of such appointment he has satisfactorily completed his period of probation in the category or class from which he is promoted. | For a total period of one year on duty within a continuous period of two years. |
| (iii) If he is recruited by transfer | For a total period of one year on duty within a continuous period of two years. |

Provided that no probation shall be necessary in the case of appointments of the following nature:-

- (a) by promotion to the categories of Secretary, Deputy Secretary and Under Secretary.
- ¹ (b) by promotion to the categories of ² Section Officers, Section Officer, Delegated Legislation from the category of Assistant Section Officer.

¹G.O.Ms.No.66, Legislative Assembly, dated 31.07.1976.

²Vide G.O.Ms.No.84, Legislative Assembly, dated 20.04.1983.

- (c) by promotion to the category of Reporters;
- (d) by promotion to the category of Assistant Section Officers from the categories of Assistants, Steno-typists, (Confidential) Steno-typists, Adler Typewriter Operator or Typist including Tamil Typist or by recruitment by transfer to the category of Assistant Section Officers from any other service;
- (e) by direct recruitment or by recruitment by transfer to the categories of Typist, including Tamil Typists, Steno-typists and Assistants from any other service, if the persons so appointed are already full members or approved probationers in any other service;
- (f) by promotion to the category of Record Assistants from the category of Record Clerks or by recruitment by transfer to the category of Record Assistants from any other service ;
- (g) by promotion to the category of Record Keepers from the Category of Record Clerks or by recruitment by transfer to the category of the Record Keepers from any other service;
- (h) by promotion to the category of Record Clerks from the categories of Duffadar, Chobdar, Office Assistant and Chowkidar or by recruitment by transfer to the category of Record Clerk from any other service;
- (i) by promotion to the category of Dubash from the category of Duffadar and Chobdar;
- (j) by promotion to the category of Duffadar and Chobdar and from the category of Office Assistant;
- (k) by recruitment by transfer to the category of Office Assistant from any other service ; and
- ¹(l) by recruitment by transfer to the category of Chowkidar from any other service.

¹G.O.Ms.No.95, Legislative Assembly dated, 03.11.1975.

NOTE:- Approved candidates selected by the Commission by direct recruitment shall commence their probation in the post when directed to do so by the competent authority, in the order in which their names are arranged by the Commission ;

Provided that a candidate who fails to join duty within one month from the date of issue of the order directing him to join the post, shall commence his probation from the date on which he actually joins duty notwithstanding his rank in the list of candidates selected by the Commission.

10. Probation, suspension and termination:- At any time before the expiry of the prescribed period of probation, or the extended period of probation, as the case may be, the appointing authority may:-

(i) suspend the probation of a probationer and discharge him from the service, class or category for want of vacancy; or

¹(ii) by order either extend the period of probation of the probationer or terminate his probation and discharge him from service, class or category after giving him reasonable opportunity of showing cause against the proposed termination of probation.

11. Probationer's suitability for full membership:- (a) At the end of the prescribed period of probation or the extended period of probation as the case may be, the appointing authority shall consider the probationer's suitability for full membership of the service, class or category to which he was appointed.

(b) If the appointing authority decides that a probationer is suitable for such membership an order shall as soon as possible be issued declaring the probationer to have satisfactorily completed his probation on the date of the expiry of the prescribed period or extended period of probation

¹G.O.Ms.No.2561, Public (Elections), dated 27.07.1956.

¹(c) If the appointing authority decides that the probationer is not suitable for such membership, it shall, at its discretion by order, either extend the period of probation under sub-rule (d) terminate his probation and discharge him from the service, class or category after giving him a reasonable opportunity of showing cause against the proposed termination of probation.

(d) In the case of any probationer falling under sub-rule (c) the appointing authority may extend his probation. Such period of extended probation shall terminate at the latest when the probationer has completed one year of duty. In the case 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. 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 examination or after he is declared to have satisfactorily completed his probation.

12. Appeal against discharge:- (a) A probationer in Classes II to IV who is discharged under Clause (c) of Rule 11 shall be entitled to appeal against the order of discharge passed by the competent authority to the authority to which and within the period of limitation within which an appeal would lie against an order of dismissal passed by the competent authority against a full member of the service, class or category as the case may be.

(b) the authority competent to entertain an appeal under sub-rule (a) may either of its own motion or otherwise, revise any order discharging a probationer under the provision referred to in the said sub-rule within one year of the date of such order

¹G. O. Ms. No. 2561, Public (Elections), dated 27.07.1956.

(c) (i) When an order discharging probationer is set aside on appeal under sub-rule (a) or on revision under sub-rule (b) and the probationer is restored to the service, the period on and from the date of discharge to the date of such restoration may, with the previous sanction of the State Government, be treated as on duty except for purposes of probation. The period of probation undergone by such probationer at the time of his discharge shall however, count towards the period of probation prescribed.

(ii) Such probationer may, during the period on and from the date of his discharge to the date of his restoration be paid such a pay and allowances not exceeding the pay and allowances to which he would have been entitled if he had not been discharged, as the authority passing the order under the sub-rule (a) or (b) may with the previous sanction or the State Government, determine.

¹13. Discharge and re-appointment of probationers and approved probationers:- (a) Where the normal method of recruitment to any, class or category is neither solely by direct recruitment nor solely by transfer but is both by direct recruitment and by transfer, probationers and approved probationers shall be discharged for want of vacancy in the following order, namely - first the probationers and approved probationers among transferees in the order of juniority ; and second the probationers and approved probationers among the direct recruits in the order of juniority.

(b) Approved probationers and probationers who have been discharged for want of vacancies shall be re-appointed as vacancies arise, in the inverse of the order laid in sub-rule (a)

(c) The order of discharge or re-appointment prescribed in sub-rule (a) and (b) may be departed from in cases where its observance would involve exceptional administrative inconvenience but without affecting the relative seniority of the officers concerned.

¹G. O. Ms. No.101, Legislative Assembly, dated 1.12.1976.

14. Right of approved probationers and probationers to re-appointment:- A vacancy in any category in any class of the services shall not be filled by the appointment of a person who has not yet commenced his probation therein, when an approved probationer or a probationer therein is available for such appointment.

15. Appointment of full members:- An approved probationer shall be appointed to be a full member of the service in the category for which he was selected at the earliest possible opportunity, in any substantive vacancy which may exist or arise in the permanent cadre of such category; and if such vacancy existed from a date previous to the issue of the order of appointment, he may be so appointed with retrospective effect from such date, or as the case may be, from subsequent date from which he was continuously on duty as a member of the service in such category or in a higher category or class

Provided that where more than one approved probationer is available for such appointment as full member, the senior most approved probationer shall be appointed.

Explanation:- For the purpose of this rule, an approved probationer who has been on leave during the period of his probation or after such periods shall be deemed to be on duty as a member of the service in the category concerned, if he would have been on duty in such category or in a higher category but for his absence on leave.

¹15-A Appointment as full member, discharge and re-appointment of members who are not probationers or approved probationers:- In regard to persons appointed to any class or category of the service either by promotion, or by direct recruitment or by transfer, in respect of whom the rules do not prescribe a period of probation in the class or category to which they have been appointed, rules, 13, 14 and 15 shall be construed as if "Probations" and "Probationer" or "approved probationer" meant "Officiating service" and "person officiating" respectively.

¹G. O. Ms. No102, Legislative Assembly dated 08.12.1976.

16. Service in a higher class or category counting for probation:- A probationer, in any category of the service shall be eligible to count for probation, his service, if any performed on regular appointment in accordance with these rules or on temporary appointment under rule 17 in a higher category or class of the service if he would have continued to be a probationer in the former class or category but for such regular or temporary appointment in the higher class or category of the service.

17. Temporary appointments and promotions:- (a) (i) Where it is necessary in the public interest owing to an emergency which has arisen to fill immediately a vacancy in a post borne on the cadre of the service and there would be undue delay or administrative inconvenience in making an appointment in accordance with these rules to fill up the vacancy, the appointing authority may appoint or promote temporarily any person, otherwise than in accordance with these rules.

(ii) *No appointment under Clause (i)* shall ordinarily be made of a person who does not possess the qualification prescribed for the post. Every person who does not possess such qualification and who has been or is appointed under Clause (i) shall be replaced as soon as possible by a person possessing such qualifications.

(b) *A person appointed under sub-rule (a)* shall whether or not he possesses the qualifications prescribed for the post to which he is appointed be replaced as soon as possible by a member of the service or an approved candidate qualified to hold the post under the rules.

(c) *A person appointed or promoted under sub-rule (a)* shall not be regarded as a probationer in such category or be entitled, by reason only of such appointment or promotion to any claim to future appointment or promotion to such category.

(d) *If a person appointed or promoted under sub-rule (a)* is subsequently appointed or promoted in accordance with the rules, he shall commence his probation, if any, from the date of such subsequent appointment or promotion or from such earlier date 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 State Government.

(e) There shall be paid to the person appointed or promoted under the sub-rule (a), the highest of the following rates of pay :-

(i) his substantive pay; or

(ii) the minimum of time-scale of pay of the post to which he has been appointed or promoted temporarily under the sub-rule (a); or

(iii) the officiating pay which he would have drawn from time to time in the post regularly held by him immediately prior to the temporary appointment or promotion under sub-rule (a):

Provided that for the purpose of drawing pay under Clause (iii) a certificate to the effect that but for his temporary appointment or promotion, the incumbent would have continued to officiate in the post held by him immediately prior to the temporary appointment or promotion shall be issued by the appointing authority for the officiating post. When the incumbent has to be allowed an increment in the time-scale of pay applicable to the officiating post, the appointing authority shall again issue a certificate to the effect that but for his present temporary appointment or promotion, the Government servant would have continued to act in the officiating post and draw the increment indicating the date and stage of increment in the non -Gazetted posts. The Pay and Accounts Officer will regulate the increments in the officiating Gazetted post on receipt of the certificate from the Government.

¹ (ee) a person fully qualified under the rules to hold a post borne on the cadre of the service, class or category, who has rendered temporary service for a continuous period of three years whose pay is regulated under class(ii) of sub-rule (e) shall be eligible for the first increment in the scale of pay for the post on completion of a duty period of one year reckoned from the day

¹ G.O.Ms.No.41, Legislative Assembly, dated 20.04.1976.

following the completion of three years of temporary service and subsequent increment on completion of the requisite periods for earning such increments, subject to the conditions that the rules do not prescribe any special qualification to be acquired as a condition precedent to the drawal of such increments. The increments so drawn shall be adjusted if and when the person is subsequently appointed in accordance with the rules.

(f) The services of a person appointed under sub-rule(a) shall be liable to be terminated by the appointing authority at any time without notice and without any reason being assigned.

18. Promotion:- (a) All promotions shall be made by appointing authority.

(b) Promotion to Selection Categories shall be made on grounds of merit and ability seniority being considered only where merit and ability are approximately equal.

(c) All other promotions shall, subject to the provisions of rule 8(b) in accordance with seniority unless the promotion of a member has been withheld under these rule as a penalty.

(d) Revision of orders of promotion to selection posts:- An order promoting a member of the service to a selection category made by a competent authority, may be revised by an authority to which an appeal would lie against an order of dismissal passed on a full member of the service. Such revision may be made by the appellate authority aforesaid either suo moto at any time, or on a petition submitted by any aggrieved member within six months from the date of passing the order.

Provided that the said period of six months may be extended by the appellate authority if sufficient cause is shown for the delay in the submission of petition.

19. Selection category:- For the purpose of sub-rule (b) of rule 18 the following categories shall be deemed to be selection category.

(1) Class-I-Gazetted Posts.

¹Category 1- Secretary , Legislative Assembly Department.

²Category 2- Deputy Secretary, Legislative Assembly Department.

²Category 3- Under Secretary, Legislative Assembly Department.

(2) Class-II -Non-Gazetted Superior posts.

³Category 1- Section Officer.

³Category 1.A Section Officer, Delegated Legislation.⁴

Category 2 - Reporters.

Category 3- Librarian.

Category 4- Assistant Section Officers.

(3) Class-III-Sergeant, Record Assistant, Record Keeper and Record Clerks.

Category 1- Sergeant for the Legislator's Hostel.

Category 2- Record Assistant.

Category 3- Record -Keeper.

20. Seniority:- (a) The seniority of a member of the service or class or category 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, class or category. If any portion of the service of such person does not count towards probation under the rule 17, his seniority shall be determined by the date of commencement of the service which counts towards probation.

(b) Subject to these rules, the appointing authority may, at the time of passing an order appointing two or more persons simultaneously to any category of the service, fix the order of seniority among them.

⁵(c) Where a member of any category has been reduced to a lower category, he shall, in the absence of a special order to the contrary, take the first rank among the members in the latter.

¹G. O. Ms. No. 6, Legislative Assembly, dated 04.02.1961

²G. O. Ms. No.58, Legislative Assembly, dated 08.04.1980

³G. O. Ms. No.84, Legislative Assembly, dated 20.04.1983

⁴G. O. Ms. No.66, Legislative Assembly, dated 31.07.1976

⁵G. O. Ms. No.25, Legislative Assembly, dated 17.05.1961.

¹21. Pay, allowances, leave, leave-salary, pension and other condition of service:- The Government Servants Conduct Rules, the Fundamental Rules, the Tamil Nadu Leave Rules, 1933 and the Pension Rules for the time being in force shall, in so far as they may be applicable, govern the members of the service in regard to their pay, allowances, leave, leave-salary, Pension and other conditions of service :

Provided that nothing contained in this rule shall affect the operation of the provision of Article 526 of the Civil Service Regulations relating to the fixation of pay of a member of the service who is in receipt of a military pension.

22. Reduction of full members:- If a full member of any class or category of the service is reduced to a lower class or category of the service, he shall be deemed to be a full member of 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 of an officiating or temporary vacancy, if any, in such class or category shall be kept unfilled and such addition shall be absorbed in the permanent vacancy that subsequently arises in the latter class or category of the service.

23. Relinquishment of rights by members:- Any member of the service may, in writing, relinquish any right of privilege to which he may be entitled under these rules and a relinquishment once made shall be final and irrevocable .

24. Consequences of resignation:- A member of the service shall, if he resigns his appointment forfeit not only the service rendered by him in the particular post held by him at the time of resignation but all his previous service under the Government.

25. Membership of more than one service:- A probationer or an approved probationer or a full member of the another service who is appointed to be a full member of the service, shall cease to be a member of the former service.

26. Member absent from duty:- The absence of a member of the service from duty, whether on leave, on 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 a re-appointment to a substantive or an officiating vacancy in the post in which he may be a probationer or an approved probationer:

(b) for promotion from lower to a higher category in the services; and

¹(c) for appointment to any substantive or officiating vacancy in another service for which he may be an approved candidate, as the case may be, in the same manner as if he had not been absent. He shall be entitled to all the privileges in respect of appointment, seniority, probation and confirmation which he would have enjoy but for his absence subject to his completing satisfactorily the period of probation on his return.

²27. Test and Training for appointment as Assistant Section Officer .

(a) The members of this Service, who are otherwise qualified for promotion to the category of Assistant Section Officer, or persons appointed to the post of Assistant Section Officer by direct recruitment or by recruitment by transfer shall undergo the Foundational Training for a period of one month and pass the test conducted at the end of such training . The syllabus for the training and test shall be as detailed below:-

PART-I

- (i) The Tamil Nadu Legislative Assembly rules.
- (ii) Tamil Nadu Payment of Salaries Act, 1951(Tamil Nadu ACT XX of 1951) and the Rules framed there under Vol. 1.
- (iii) The Constitution of India, Parts -V, VI, XI.

¹G.O.Ms.No. 7, Legislative Assembly, dated 24.01.1970.

²S.O.Ms.No.202,Legislative Assembly Secretariat,dated 20.9.1992
The amendment deemed to have come into force with effect from 26.12.89.

¹G. O. Ms. No. 66, Legislative Assembly, dated 31.07.1976

PART-II

- (i) The Tamil Nadu Legislative Assembly Secretariat Service Rules.
- (ii) The Tamil Nadu Government Servants Conduct Rules, 1973.
- (iii) The Secretariat Office Manual.
- (iv) The Business Rules and Secretariat Instructions .
- (v) The Presidential Elections and Biennial Election to Rajya Sabha (Procedure and Counting).
- (vi) Tamil Noting and Drafting.

(b) The trainees shall have a minimum 75% of attendance of classes, failing which, they shall not be allowed to appear for the test.

(c) Each part shall consist of one paper and the duration of each paper shall be three hours. The maximum number of marks for each paper shall be 100 and the minimum number of marks required for a pass shall be 40% in each paper.

(d) The training and the test shall be conducted by the Legislative Assembly Secretariat. The use of relevant books shall be allowed in answering the test.

(e) A pass in the test is a pre- requisite for promotion to the category of Assistant Section Officer. In the case of appointment by direct recruitment or transfer, persons shall undergo the training and pass the test within the period of probation, failing which the increment shall be stopped without cumulative effect.

Provided that the probation shall be terminated if the training is not undergone and the tests are not passed after two chances :

Provided that persons who have already passed the Departmental Test which was prescribed in this rule prior to the 26th December 1989 need not undergo training and pass the test.

Provided further that persons who are already acting temporarily but continuously as Assistant Section Officer on the 26th December 1989 also need not pass the test. They shall, however, undergo the training.

28. Penalties:-The following Penalties may, for good and sufficient reason and as hereinafter provided, be imposed upon the members of the service.

- (i) Censure.
- (ii) Fine in the case of persons holding posts under Class IV of the service.
- (iii) With holding of increments or promotion.
- (iv) Reduction to a lower rank in the seniority list or to a lower post or time scale whether in the service or in another service, State or Subordinate or to a lower stage in a time -scale.
- (v) (a) Recovery from pay of the whole or part of any pecuniary loss caused to the State Government or the Central Government or to a local body by negligence or breach of orders, or

¹(b) Recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld, where such an order cannot be given effect to .

²*Explanations:-* In case of stoppage of increment with cumulative effect the monetary value equivalent to three times the amount of increments ordered to be withheld may be recovered.

(vi) Compulsory retirement otherwise than under article 465 (2) or under Note 1 to Article 465-A of the Civil Service Regulations:

- (vii) Removal from the service.
- (viii) Dismissal from the service.

¹G.O.Ms.No. 2598, Public (Elections), dated 19.08.1955.

²G.O.Ms.No. 169, Public (Elections II), dated 17.01.1956.

(ix) *Suspension*: Where a person has already been suspended under sub-rule (e) of rule 33 to the extent considered necessary by the authority imposing the penalty.

Explanations: (1) The discharge of the probationer or an approved probationer of the service for want of vacancy does not amount to removal under Clause (vii) or dismissal under Clause (viii).

(2) The removal of a member from the service under Clause (vii) shall not disqualify him from future employment. But the dismissal of a person from the service under Clause (viii) shall ordinarily disqualify him from future employment.

29. Authority to impose penalties in respect of Class 1:-

The authority competent to impose any of the penalties specified in Clause (i), (iii) to (viii) of rule 28 or suspension pending investigation or enquiry into grave charges under sub-rule (c) of rule 33, on the members of the service in class I, shall be the Governor.

¹30. Authority to impose penalties in respect of others:-

The authority which may impose any of the penalties specified in rule 28 or suspension pending investigation or enquiry into grave charges under sub-rule (e) of rule 33 on a member of the service included in Class II to IV shall be specified in Appendix V or any higher authority.

31. Authority to impose penalties in case of persons promoted or transferred or reverted or reduced:- (a) Where on promotion or transfer a member of the service in any class is holding an appointment in another class or in another service no penalty shall be imposed upon him in respect of his work or conduct before such promotion or transfer except by an authority competent to impose the penalty upon a member of the service in the latter class or service, as the case may be.

(b) Where a person has been reverted or reduced from another service to the service or from one class of the service to another class, no penalty shall be imposed upon him in respect of his work or conduct, while he was a member of the service or class as the case may be, from which he was reverted, or reduced except by an authority competent to impose the penalty upon a member of such service or class as the case may be.

32. Penalties by a borrowing authority:- (a) Where a member of the service to be punished has been lent to a borrowing authority, the power to impose the penalty of compulsory retirement or removal or dismissal shall lie only with the lending authority, the borrowing authority shall in case where it considers that the punishment of compulsory retirement, removal or dismissal should be imposed, complete the enquiry and revert the person concerned to the lending authority for such action as that authority may consider necessary, and

(b) the borrowing authority shall consult the lending authority before imposing any lesser penalty and in the case of suspension shall report forthwith to the lending authority the circumstances leading to the imposition of that penalty.

33. Procedure to be followed before imposing penalties :-

(a) In every case where it is proposed to impose on a member of the service any of the penalties specified in Clauses (i), (ii), (iii) and (v) of rule 28 he shall be given a reasonable opportunity of making any representation that he may desire to make and such representation, if any, shall be taken into consideration before the order imposing the penalty is passed.

(b) (i) In every case where it is proposed to impose on a member of the service any of the penalties mentioned in Clauses (iv), (vi), (vii) and (viii) of rule 28, the grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges which shall be communicated to the person charged, together with the statement of the allegation which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case. He shall be required to put in a written statement of his

¹G.O.Ms.No.1011, Public (Elections III), dated 13.03.1956.

defence and to state whether he desires an oral inquiry or only to be heard in person. An oral inquiry shall be held if such an inquiry is desired by the person charged or is directed by the authority conducting the inquiry. At that inquiry oral evidence shall be heard as to such of the allegations are not admitted, and the person charged shall be entitled to cross examine the witnesses, to give evidence in person and to have such witnesses called, as he may wish provided that the officer conducting the inquiry may, for special and sufficient reason to be recorded in writing, refuse to call a witness. After the inquiry has been completed the person charged shall be entitled to put in, if he so desires any further written statement of his defence. If no oral inquiry is held and if the person charged had desired to be heard in person, a personal hearing shall be given to him. The proceedings shall contain a sufficient record of the evidence and a statement of the findings and the grounds thereof.

(ii) After the inquiry referred in Clause (i) has been completed and after the authority competent to impose the penalty mentioned in that Clause has arrived at a provisional conclusion in regard to the penalty to be imposed, the person charged shall be supplied with a copy of the report of the enquiring authority and be called upon to show cause thereafter against the particular penalty proposed to be inflicted. Any representation in this behalf submitted by a person charged shall be duly taken into consideration before final orders are passed.

(c) The requirement of sub-rules (a) and (b) shall not apply where it is proposed to impose on a member of the service any of the penalties mentioned in rule 28 on the basis of facts which have led to his conviction in a criminal court or by court martial, or where the officer concerned has absconded or where it is for other reasons impracticable to communicate with him.

(d) All or any of the provision of sub-rules (a) and (b) may, in exceptional cases, for special and sufficient reasons to be recorded in writing, be waived where there is difficulty in observing exactly the requirements of the said sub-rules, and the

requirements can be waived without injustice to the persons charged.

¹(e) A member of the service may be placed under suspension from the service pending investigation or inquiry into charges against him in cases where such charges are grave and where such suspension is necessary in the public interest.

34. Maintenance of record:- (a) The authority imposing any penalty under these rules shall maintain a record showing

- (i) the allegations upon which action was taken against the person punished ;
- (ii) the charges, if any, framed ;
- (iii) the person's representation, if any, and the evidence if any, taken; and
- (iv) the findings and the grounds thereof.

(b) All orders of punishment shall also state the grounds on which they are based and shall be communicated in writing to the person against whom they are passed .

35. Appeal:- A member of the service in Class II to IV shall be entitled to appeal from an order of competent authority imposing upon him any of the penalties specified in rule 28, to the authority specified in column (9) of Appendix -V

36. Procedure to be followed by appellate authority in appeals:- (1) in the case of any appeal against an order imposing any penalty specified in rule 28, the appellate authority shall consider

- (a) whether the facts on which the order was based have been established ;
- (b) whether the facts established afford sufficient grounds for taking action ; and
- (c) whether the penalty is excessive, adequate or inadequate, and after consideration shall pass such orders as it thinks proper.

¹G.O.Ms.No.1011, Public(Elections III), dated 13.03.1956 .

(2) Any error or defect in the procedure followed in imposing a penalty may be disregarded by the appellate authority if such authority considers, for reasons to be recorded in writing that the error or defect was not material and has neither caused injustice to the person concerned nor affected the decision of the case.

37. Appeal to be separated and in one's own name: - Every person preferring an appeal shall do so separately and in his own name.

38. Conditions to be observed in an appeal:- Every appeal preferred under these rules shall contain all material statements and arguments relied on by the appellant, shall contain no disrespectful or improper language, and shall be complete in itself. Every such appeal shall be addressed to the authority to whom the appeal is preferred and shall be submitted through the usual official channel.

39 Withholding of appeal:- An appeal may be withheld by the competent authority if -

(1) it is an appeal in a case to which under these rules no appeal lies; or

(2) it does not comply with the provisions of rule 38; or

(3) it is not preferred within one month after the date on which the appellant was informed of the order appealed against and no reasonable cause is shown for the delay ; or

(4) it is a repetition of previous appeal and is made to the same appellate authority by which such an appeal has been decided and no new facts or circumstances are adduced which afford grounds for reconsideration of the case; or

(5) it is addressed to an authority to whom no appeal lies under these rules ;

Provided that in every case in which an appeal is withheld, the appellant shall be informed of the fact and the reason for it :

Provided further that an appeal, withheld on account only of failure to comply with the provisions of rule 38, may be resubmitted at any time within fifteen days of the date on which the appellant has been informed of the withholding of the appeal

and if re-submitted in a form which complies with those provisions, shall not be withheld.

40. No appeal against the withholding of an appeal:- No appeal shall lie against the withholding of an appeal by a competent authority.

41. Power to revise or alter an order by an appellate higher authority:- An order imposing a penalty specified in 28 rule may, even in cases in which no appeal is preferred, be revised or altered by the appellate authority prescribed in this rules or by any higher authority.

42. Forwarding of appeal:-

(a) Every appeal which is not withheld under this rules, shall be forwarded to the appellate authority by the authority against whose order the appeal is preferred with an expression of opinion.

(b) A note about every appeal withheld under rule 39 giving the reasons for withholding it shall be submitted by the withholding authority to the appellate authority within a week from the date of issue of the order withholding it.

43. Power to call for an appeal withheld:- An appellate authority may call for any appeal admissible under these rules which has been withheld by a subordinate authority and may pass such orders thereon as it considers fit.

44. Consultation with the Speaker:- In exercising the powers conferred on him under these rules the Governor, shall before passing any orders, consult the Speaker of the Legislative Assembly and consider his views, if any.

45. Consultation with the Commission:- The Tamil Nadu Public Service Commission shall be consulted -

¹(1) by the appropriate appointing authority in regard to appointment by direct recruitment to categories 1, 2, and 3 of class I and categories 2, 3, 5, 6, 7 and 8 of class II of the service ; and

¹G.O.Ms.No. 6, Legislative Assembly, dated 04.02.1961.

²(2) by the State Government with regard to imposing on officers of class I of service, any of the Penalties specified in rule 28 except items(i), (ii), and (iii) thereof.

³46. The Tamil Nadu State and Subordinate Service rules and other instructions to apply -

(a) Wherever there is no specific provision in these Rules analogous to the provisions contained in the Tamil Nadu State and Subordinate Service Rules, the latter rules shall apply to the members of the Service.

(b) Executive instructions issued by the Personnel and Administrative Reforms Department for preparation of estimate of vacancies, panel and all other service matters issued by the department from time to time shall apply to the members of Service.

(c) When the views of the Tamil Nadu Legislative Assembly Secretariat differ from the views of the Personnel and Administrative Reforms Department, orders in circulation up to the Chief Minister shall be obtained. "

⁴47. Power of Governor:- Notwithstanding anything contained in these rules, the Governor shall have power to deal with the case of any person in such manner as may appear to him to be just and equitable;

Provided that, where any such rule is applicable to the case of any person, the case shall not be dealt within any manner less favourable to him than that provided by that rules.

¹G.O.Ms.No.169, Public (Elections -III), dated 17.01.1956

²G.O.Ms.No. 35, Legislative Assembly, dated 02.09.1964

³S.O.Ms.No.306, Legislative Assembly, dated 21.11.1996

⁴G.O.Ms.No.169, Public (Elections -III), dated 17.01.1956

APPENDIX

**TAMIL NADU LEGISLATIVE ASSEMBLY
SECRETARIAT SERVICE RULES**

APPENDIX-I

(See rule 5)

Class (1)	Category (2)	Appointing authority (3)
I	1. Secretary, Legislative Assembly Department ¹	The Governor
	2. Deputy Secretary, Legislative Assembly Department ¹	
	3. Under Secretary, Legislative Assembly Department ²	
II	1. Section Officers ³	
	1- ⁴ A. Section Officer - Delegated Legislation ³	
	2. Reporters	Secretary,
	3. Librarian ⁵	Legislative
	4. Personal Assistant to the Speaker of the State Legislative Assembly Department ¹	Department ⁶
	5. Assistant Section Officers	
	6. Assistants	
	7. Steno - Typist	
	8. Typists including Tamil Typist ⁷	
	9. Telephone Operator ⁸	

III	1. Sergeant for the Legislator's Hostel	Deputy Secretary
	2. Record Assistant	Legislative
	3. Record Keeper	Assembly
	4. Record Clerk	Department ⁵
IV	1. Dubash	Deputy Secretary
	2. Duffadar and Chobdars	Legislative
	3. Office Assistants	Assembly
	4. Chowkidars	Department ⁵

¹G.O.Ms.No. 6, Legislative Assembly, dated 04.02.1961

²G.O.Ms.No.58, Legislative Assembly, dated 08.04.1980

³G.O.Ms.No.84, Legislative Assembly, dated 20.04.1983

⁴G.O.Ms.No.66, Legislative Assembly, dated 31.07.1976

⁵G.O.Ms.No.25, Legislative Assembly, dated 17.05.1961

⁶G.O.Ms.No.87, Legislative Assembly, dated 08.09.1975

⁷G.O.Ms.No.30, Legislative Assembly, dated 09.06.1961

⁸S.O.Ms.No. 5, Legislative Assembly, dated 04.01.2001

APPENDIX II
(See Rule 6)
Appointment to the Service

Class	Category	Post	Method of appointment	
(1)	(2)	(3)		
I	1.	¹ Secretary, Legislative Assembly Department	(i) Promotion from category 2 of class I; or (ii) Transfer from (a) Class I of the Tamil Nadu Legislative Council Secretariat Service; or (b) The State Judicial Service ² ; or (iii) Direct recruitment.	¹ G.O.Ms.No. 6, Legislative Assembly, dated 14.02.1961 ² G.O.Ms.No.35, Legislative Assembly, dated 02.09.1964 ³ G.O.Ms.No.17, Legislative Assembly, dated 25.03.1961 ⁴ G.O.Ms.No.58, Legislative Assembly, dated 08.04.1980 ⁵ G.O.Ms.No.25, Legislative Assembly, dated 17.05.1961 ⁶ G.O.MS.No.84, Legislative Assembly, dated 20.04.1983
	2.	Deputy Secretary Legislative Assembly Department	(i) Promotion from Category 3 of class I ; or (ii) Transfer from the State Judicial Service; or ³ (iii) Direct Recruitment	⁷ G.O.Ms.No.66, Legislative Assembly, dated 31.07.1976 ⁸ S.O.Ms.No.96, Legislative Assembly, dated 08.05.1989
	3.	⁴ Under Secretary Legislative Assembly Department	(i) Promotion from Category I or I A of Class II or (ii)Transfer from the State Judicial Service ; or ⁵ (iii)Direct Recruitment	
	1	⁶ Section Officers	(i)Promotion from Category 5 of Class II ; or ¹ (ii)Transfer from Category I-A of Class II ⁷	
	1 A	⁶ Section Officer Delegated Legislation.	(i) Promotion from Category 5 of Class II; or (ii) Transfer from Category I of Class II ⁸	

II

APPENDIX II
(See Rule 6) cont.
Appointment to the Service-cont.

Class (1)	Category (2)	Post (3)	Method of appointment (4)
II	2.	Reporters	(i) Promotion from Category 7 of Class II ; or (ii) Direct recruitment ; or (iii) Transfer from any other service.
	3.	Librarian	(i) Promotion from category 5 of Class II; or (ii) Direct recruitment.
	4.	Personal Assistant to Speaker of the State Legislative Assembly	Any person may be selected by the Speaker from among the members of the service or by transfer from any other Service or directly from the list of approved candidates or from outside this list (i) Promotion from category 6,7 or 8 of class II ; or (ii) Transfer from any other Service, or (iii) Direct Recruitment-
	5.	Assistant Section Officer	¹ Provided that out of every five promotees, the first four shall be from the category of Assistant and the fifth from among Steno-Typist and Typist including Tamil Typist.

APPENDIX II
(See Rule 6) cont.
Appointment to the Service-cont.

Class (1)	Category (2)	Post (3)	Method of appointment (4)
II	6.	Assistants	² (i) Direct Recruitment; (ii) Promotion from Category 8 of Class II and categories 2 and 3 of Class III; and (iii) Promotion from category 4 of Class III and categories 3 and 4 of Class IV ; and (iv) Recruitment by transfer from any other service. Provided that appointment to the methods specified against items (i), (ii) and (iii) shall be made in the ratio of 3:1:2 in the above order. Provided further that the method of appointment specified against item (iv) shall be made only if no qualified and suitable candidates for appointment by the methods specified against items (ii) and (iii) above are available.

¹S.O.Ms.No.12 Legislative Assembly Secretariat dated 03.01.1987

²S.O.Ms.No.50 Legislative Assembly Secretariat dated 28.02.2001

APPENDIX II
(See Rule 6) cont.

Appointment to the Service-cont.

Class	Category	Post	Method of appointment
(1)	(2)	(3)	(4)
II.	7.	Steno-typist	(i) Promotion from Category 8 of Class II, or ¹ from any of the Categories of Class III or Class IV; or (ii) Direct Recruitment; or (iii) Transfer from any other service.
	8.	Typists including Tamil Typists	(i) Promotion from any of the Category of Class III or ¹ Class IV; or (ii) Direct Recruitment; or (iii) Transfer from any other service.
	² 9.	Telephone operator	(i) Promotion from Category 4 of Class III and Categories 3 and 4 of Class IV; or (ii) Transfer from Category 8 of Class II and Categories 2 and 3 of Class III; or (iii) For special reasons recruitment by transfer from any other service; or (iv) Direct Recruitment;
III	1.	Sergeant for the Legislator's Hostel	(i) Promotion from Category 3 or 4 of Class III ; or (ii) Direct Recruitment; or (iii) Transfer from any other service.

Class	Category	Post	Method of appointment
(1)	(2)	(3)	(4)
III	2.	Record Assistants	(i) Promotion from Category 4 of Class III ; or (ii) Direct Recruitment; or (iii) Transfer from any other service.
	3.	Record Keeper	(i) Promotion from Category 4 of Class III ; or (ii) Direct Recruitment; or (iii) Transfer from any other service.
	4.	Record Clerks	(i) ³ Promotion from Category 2,3 or 4 of Class-IV; or (ii) Direct Recruitment; or (iii) Transfer from any other service.
V	1.	Dubash	Promotion from Category 2 of Class IV
	2.	Duffadar and Chobdars	Promotion from Category 3 of Class IV
	3.	Office ⁴ Assistants	(i) Direct Recruitment; or (ii) Transfer from any other service.
	4.	Chowkidars	(i) Direct Recruitment; or (ii) Transfer from any other service

¹G.O.Ms.No. 6, Legislative Assembly, dated 21.01.1982

²S.O.Ms.No. 5, Legislative Assembly, dated 04.01.2001

³G.O.Ms.No.64, Legislative Assembly, dated 15.11.1961

⁴G.O.Ms.No.855, P&AR(F)Department, dated 24.08.1984

APPENDIX III
(see Rule 8 (b).)
Special Qualifications

Class	Category	Post	Method of appointment	Qualification
(1)	(2)	(3)	(4)	(5)
I	1	¹ Secretary, Legislative Assembly Department	Transfer	<p>¹(i) Must hold the B.A., or B.Sc., or B.Com, degree of any University recognised by the Central University Grants Commission</p> <p>(ii) Must hold a degree in Law of any University recognised by the Central University Grants Commission</p> <p>(iii) Must be a Member of the State Higher Judicial Service.</p>
			Direct Recruitment	<p>(i)²Must hold the B.A., or B.Sc., or B.Com., degree of any University recognised by the Central University Grants Commission</p> <p>(ii) Must hold a degree in Law of any University recognised by the Central University Grants Commission</p>

Class	Category	Post	Method of appointment	Qualification
(1)	(2)	(3)	(4)	(5)
				³ (iii) Must have been an Advocate of a High Court in India for at least ten years at the time of his application for appointment to the post.

¹G.O.Ms.No.148, Legislative Assembly, dated 02.12.1974

²G.O.Ms.No. 17, Legislative Assembly, dated 25.03.1961

³G.O.Ms.No. 55, Legislative Assembly, dated 12.10.1962

APPENDIX III - cont.
(See rule 8 (b)) - cont.
Special qualifications - cont.

Class	Category	Post	Method of appointment	Qualification					
			(4)	(1)	(2)	(3)	(4)	(5)	
(1) I	(2) 2	(3) Deputy Secretary Legislative Assembly Department	Promotion	<p>¹(1)Must hold the B.A., or B.Sc., or B.Com., degree of any University recognised by the Central University Grants Commission</p> <p>(ii)Must hold the degree of Bachelor of General Laws or any other degree in Law of any University recognized by the Central University Grants Commission.</p>					<p>Service not being lower in rank than a Subordinate Judge.</p>
			Transfer	<p>(i)Must hold the B.A., or B.Sc., or B.Com., degree of any University recognised by the Central University Grants Commission .</p> <p>(ii)Must hold a degree in Law of any University recognised by the Central University Grants Commission.</p> <p>(iii)Must be a member of the State Judicial</p>				Direct Recruitment	<p>²(i)Must hold the B.A., or B.Sc., or B.Com., degree of any University recognised by the Central University Grants Commission.</p> <p>(ii)Must hold a degree in Law of any University recognised by the Central University Grants Commission.</p> <p>(iii)Must have been an advocate of a High Court in India for at least seven years at the time of his application for appointment to the Post.¹</p>

¹G.O.Ms.No.61, Legislative Assembly, dated 12.11.1962

²G.O.Ms.No.55, Legislative Assembly, dated 12.10.1962

APPENDIX III - cont.
(See rule 8 (b)) - cont.
Special qualifications - cont.

Class	Category	Post	Method of appointment	Qualification
(1)	(2)	(3)	(4)	(5)
I	3	Under Secretary Legislative Assembly Department	Promotion	<p>¹ Must hold the B.A., or B.Sc., or B.Com., degree of any University recognised by the Central University Grants Commission.</p> <p>(i) Must hold the B.A., or B.Sc., or B.Com., degree of any University recognised by Central University Grants Commission.</p> <p>(ii) Must hold a degree in Law of any University recognised by the Central University Grants Commission.</p> <p>(iii) Must be a member of the State Judicial Service not being lower in rank than a District Munsiff with service of not less than five years at the time of the application for appointment to the post</p>

Class	Category	Post	Method of appointment	Qualification
(1)	(2)	(3)	(4)	(5)
			Direct Recruitment	<p>(i) Must hold the B.A., or B.Sc., or B.Com., degree of any University recognised by the Central University Grants Commission.</p> <p>(ii) Must hold a degree in Law of any University recognised by the Central University Grants Commission.</p> <p>(iii) Must have been an Advocate of a High Court in India for at least five years at the time of his application for appointment to the post²</p>

¹G.O.Ms.No.58, Legislative Assembly, dated 08.04.1980

²G.O.Ms.No.61, Legislative Assembly, dated 12.11.1962

APPENDIX III - cont.
(See rule 8 (b)) - cont.
Special qualifications - cont.

Class	Category	Post	Method of appointment	Qualification
(1)	(2)	(3)	(4)	(5)
II	1	¹ Section Officer	Promotion	<p>²Must hold the B.A., or B.Sc., or B.Com., degree of any University recognised by Central University Grants Commission.</p> <p>³Provided that, in a very exceptional and deserving case, any Assistant Section Officer who does not hold any such degree, but who has passed the Secondary School-Leaving Certificate Examination with eligibility for College Course or who possesses a certificate with eligibility for admission to the Higher Secondary Course and who has rendered not less than six years in the aggregate as an Assistant Section Officer may be promoted.⁴</p>

¹G.O.Ms.No.84, Legislative Assembly, dated 20.04.1983

²G.O.Ms.No.36, Legislative Assembly, dated 10.07.1961

³S.O.Ms.No.96, Legislative Assembly, dated 08.05.1989

⁴G.O.Ms.No.182, Legislative Assembly, dated 08.09. 1983.

Class	Category	Post	Method of appointment o	Qualification
(1)	(2)	(3)	(4)	(5)
(1)	IA	¹ Section Officer Delegated Legislation	Promotion or Transfer	<p>(i) Must hold the B.A., or B.Sc., or B.Com., degree of any University recognized by the Central University Grants Commission.</p> <p>(ii) Must hold the Degree of Bachelor of General degree in Law of any University recognised by the Central University Grants Commission</p>
	2A	English Reporter	Promotion or transfer	<p>²(i) Must possess a certificate with eligibility for admission to the Higher Secondary Course.³ Other things being equal preference shall be given to persons possessing higher educational qualification.</p> <p>(ii) A pass in the Government Technical Examination in Shorthand in English by 180 W.P.M. minute High Speed Test</p>

Class	Category	Post	Method of appointment	Qualification
(1)	(2)	(3)	(4)	(5)
			(ii) Direct recruitment	<p>(iii) A pass in the Government Technical Examination in Typewriting in English by the Senior Grade Other things being equal preference shall be given to persons who are qualified to report in Tamil also.</p> <p>(i) Must hold a Bachelor's Degree</p> <p>(ii) A pass in the Government Technical Examination in Shorthand in English by 180 words per minute High Speed Test.</p> <p>(iii) A pass in the Government Technical Examination in Typewriting in English by the senior grade. other things being equal preference shall be given to persons who are qualified to report in Tamil also⁴</p>

**APPENDIX III-cont.
(See rule 8(b))-cont.
Special Qualifications - cont.**

Class	Category	Post	Method of appointment	Qualification
(1)	(2)	(3)	(4)	(5)
II	2(b)	Tamil Reporter	(i) Promotion, or Transfer	<p>¹(i) Must possess a Certificate with eligibility for admission to the Higher Secondary Course.² Other things being equal preference shall be given to persons possessing higher educational qualification.</p> <p>(ii) A pass in the Government Technical Examination in Tamil Shorthand by 120 words per minute High Speed Test .</p> <p>iii) A pass in the Government Technical Examination in Typewriting in Tamil by the Senior Grade. Other things being equal preference shall be given to persons who are qualified to report in English also</p>

¹G.O.Ms.No.84, Legislative Assembly, dated 20.04.1983

²G.O.Ms.No.46, Legislative Assembly, dated 27.09.1965

³G.O.Ms.No.119, Legislative Assembly, dated 16.07.1982

The amendment come into force w.e.f. 01.03.1978.

⁴S.O.Ms.No.100, Legislative Assembly, dated 19.04.1999

Class Post	Category	Method of appointment	Qualification
(1)	(2)	(3)	(4)
		(ii) Direct Recruitment	(5) (i) A Bachelor's Degree. (ii) A pass in the Government Technical Examination in Shorthand in Tamil by 120 words per minute High Speed Test. (iii) A pass in the Government Technical Examination in Type writing in Tamil by the Senior Grade. Other things being equal preference shall be given to persons who are qualified to report in English also ³

¹G.O.Ms.No.46, Legislative Assembly, dated 27.09.1965

²G.O.Ms.No.119, Legislative Assembly, dated 16.07.1982

The Amendment came into force w.e.f 01. 03.1978

³S.O.Ms.No.100, Legislative Assembly, dated 19.04.1999

APPENDIX III-cont.
(See rule 8(b)-cont.
Special Qualification - cont.

Class Post	Category	Method of appointment	Qualification
(1)	(2)	(3)	(4)
II	3	Librarian	Promotion or Direct Recruitment Must hold the B.A., or B.Sc., or B.Com., degree of any University recognised by the Central University Grants Commission besides Diploma in Librarianship
	5	Assistant Section Officer	Promotion, transfer or Direct Recruitment Must hold the B.A., or B.Sc., or B.Com., degree of any University recognised by the Central University Grants Commission ¹ Provided that in very exceptional and deserving cases Steno-Typist (Confidential), Steno-Typists, Adler Typewriter Operator and Typists including Tamil Typists who have passed the full test of the Group IV Service Examination and who have rendered service for a period of not less than six years in the categories of

¹G.O.Ms.No.96, Legislative Assembly, dated 09.08.1972

APPENDIX III-cont.**(See rule 8(b)) -cont.****Special Qualifications - cont.**

Class Post	Category	Method of appointment	Qualification
(1)	(2)	(3)	(4)
			<p>Steno-Typists (Confidential), Steno-Typists Adler Typewriter operator or Typists including Tamil Typists shall be promoted and that the ratio between the Assistants and the Steno-Typist (Confidential), Steno- typist, Adler Typewriter operator, Typist including Tamil Typists will be 4:1.¹</p> <p>Provided further that in respect of Steno-Typist (Confidential) Steno Typist Adler Typewriter Operator and Typists including Tamil Typists appointed to the Service before July 1971 possession of the S.S.L.C. declared eligible for College Course of Study shall be deemed to be equivalent to the above full test.</p>

¹ G.O.Ms.No.12, L.A.S, dated 13.01.1987
The Amendment came into force from 01.11.1985

APPENDIX III-cont.**(See rule 8(b)) -cont.****Special Qualifications - cont.**

Class Post	Category	Method of appointment	Qualification
(1)	(2)	(3)	(4)
II	6	Assistant	<p>¹Direct Recruitment Promotion</p> <p>Recruitment by Transfer from any other service</p> <p>Must hold a Bachelor Degree</p> <p>(i) Must hold a Bachelor Degree; and</p> <p>(ii) Must be an approved probationer in any one of the feeder categories</p> <p>(i) Must hold a Bachelor Degree; and</p> <p>(ii) Must be an approved Probationer.</p>

¹ S.O.Ms.No.50, L.A.S, dated 28.02.2001.

APPENDIX III-cont.
(See rule 8(b))-cont.
Special Qualifications - cont.

Class Post	Category	Method of appointment	Qualification
(1)	(2)	(3)	(4)
II	7	Steno-Typist Promotion or Transfer	<p>(5)</p> <p>(i)¹Must possess a Certificate with eligibility for admission to the Higher Secondary Course;²and</p> <p>(ii) Must have passed the Government Technical Examination in Typewriting and Shorthand (a) by the Senior Grade in Tamil and English; or (b) by the Senior Grade in Tamil and Junior Grade in English; or</p> <p>(c) by the Senior Grade in English and Junior Grade in Tamil:</p> <p>Provided that candidates with the qualifications referred to in items (ii) (b) above shall be recruited only if candidates with the qualification referred to in Items(ii) (a) above are not available;</p> <p>Provided further that candidates with the qualifications referred to in Item(ii) (c) above shall be recruited only if candidates with the qualifications referred to in Items(ii) (a) and (ii) (b) above are not available.</p>

APPENDIX III-cont.
(See rule 8(b))-cont.
Special Qualification - cont.

Class Post	Category	Method of appointment	Qualification
(1)	(2)	(3)	(4)
		Direct Recruitment	<p>(5)</p> <p>(i) Must hold a degree; and</p> <p>(ii) Must have passed the Government Technical Examination in Typewriting and Shorthand-</p> <p>(a) by the Senior Grade in Tamil and English; or</p> <p>(b) by the Senior Grade in Tamil and Junior Grade in English, or</p> <p>(c) by the Senior Grade in English and Junior Grade in Tamil:</p> <p>Provided that candidates with the qualifications referred to in item (ii) (b) above shall be recruited only if candidates with the qualification referred to in item (ii) (a) above are not available:</p> <p>Provided further that candidates with the qualifications referred to in item (ii) (c) above shall be recruited only if above candidates with qualifications referred to in items (ii) (a) and (ii) (b) above are not available.³</p>

¹G.O. Ms. No.46, Legislative Assembly, dated 27.09.1965

²G.O.Ms.No.119, Legislative Assembly, dated 16.07.1982
 The Amendment came into force w.e.f. 01.03.1978.

³S.O.Ms.No.82, Legislative Assembly, dated 14.04.2000

APPENDIX III-cont.
(See rule 8(b))-cont.
Special Qualifications - cont.

Class Post	Category	Method of appointment	Qualification
(1)	(2)	(3)	(4)
II	8 Typist including Tamil Typist	Direct Recruitment Transfer or Promotion	<p>(i)¹Must possess a Certificate with eligibility for admission to the Higher Secondary Course.²</p> <p>(ii) Must have passed the Government Technical Examination in Typewriting by Higher Grade. If however, candidates who have passed the Examination by the Higher Grade are not available, those who have passed the Examination by the Lower Grade may be appointed.</p> <p>A person who has passed the Typewriting Examination by the Lower Grade if appointed will be eligible only for the minimum pay fixed for the post without any increment until he passes the Higher Grade Examination in Typewriting.</p>

class Post	Category	Method of appointment	Qualification
(1)	(2)	(3)	(4)
II	9 ⁴ Telephone Operator	Promotion, Transfer, Recruitment by Transfer or by Direct Recruitment	<p>(5)</p> <p>A person who has not passed the Government Technical Examination in Typewriting by Higher if appointed as Typist shall pass the Government Technical Examination in Typewriting by the Higher Grade before appointed as full member.</p> <p>In the case of appointment by direct recruitment as well as by transfer preference shall be given to persons who are also qualified in Tamil Typewriting on the Standard Key Board, atleast by Lower Grade.³</p> <p>(i)Minimum General Educational Qualification prescribed in Schedule I to the General Rules in Part II of the Tamil Nadu State and Subordinate Service Rules or its equivalent Qualifications and</p> <p>(ii) A certificate from the Telephone Department or from the Principal of Telephone</p>

Class Post	Category	Method of appointment	Qualification
(1)	(2)	(3)	(5)
		(4)	<p>Institute recognised by the Government that he/she has undergone the necessary course of training for the operation of a Telephone exchange:</p> <p>Provided that, other things being equal, preference shall be given to physically handicapped persons who are medically declared to be fit for discharging the duties of Telephone Operator:</p> <p>Provided further that a person promoted from categories 3 and 4 of Class IV should be an approved probationer with the minimum of five years of service;</p>

APPENDIX III-cont.**(See rule 8(b))-cont.****Special Qualification - cont.**

Class	Category	Post	Method of appointment	Qualification
(1)	(2)	(3)	(4)	(5)
III	1	Sergeant for the Legislator's Hostel.	Direct Recruitment or Transfer	(i) Must be a war service candidate, if not, persons who are otherwise qualified. (ii) Must have studied up to IV Form in a recognised Secondary School.
	2	¹ Record Assistant	Direct Recruitment	Must have completed the Secondary School Leaving Certificate Course.
	3	² Record Keeper	Direct Recruitment or transfer	Must have completed the Secondary School Leaving Certificate Course
	4	Record Clerks	Promotion, Direct Recruitment or transfer	Must have passed III Form in any recognised Secondary School.

¹G.O.Ms.No.46, Legislative Assembly, dated 27.09.1965

²G.O.Ms.No.119, Legislative Assembly, dated 16.07.1982

The amendment came into force with effect from 01.03.1978

³G.O. Ms. No.6, Legislative Assembly, dated 12.02.1965

⁴S.O.Ms.No.5, Legislative Assembly, dated 04.01.2001

(1)	(2)	(3)	(4)	(5)
IV	3	³ Office Assistants	Direct Recruitment or transfer	(i) Must have passed III Form or the VIII standard of a recognised School, that is a School maintained by or opened with the sanction of the Government of Tamil Nadu or to which recognition has been accorded by the Director of School Education under the Educational Rules of the State. (ii) Must be able to ride a bicycle. ⁴
	4	Chowkidars	Direct Recruitment or transfer	Must be an Ex-Service- ⁵ man if not, persons who are otherwise qualified.

¹G.O.Ms.No.20, Legislative Assembly, dated 03.04.1961

²G.O.Ms.No.63, Legislative Assembly, dated 15.11.1961

³G.O. Ms. No. 855 P&AR (F) dated 24.08.1984

⁴G.O.Ms.No.70, Legislative Assembly, dated 15.07.1975

⁵G.O.Ms.No.87, Legislative Assembly, dated 28.04.1981

APPENDIX IV

(See rule 8(c).)

Age limit

Class Category	Post	Method of appointment	Age limit.
(1)	(2)	(3)	(4)
I	1	¹ Secretary to the State Legislative Assembly Department	Transfer or direct recruitment
	2	¹ Deputy Secretary to the State Legislative Assembly Department	Direct recruitment
			Transfer
			² Must be not more than 45 years of age.

¹G.O.Ms.No.61, Legislative Assembly, dated 12.11.1962

²G.O.Ms.No.2223, Public (Elections), dated 15.07.1955

APPENDIX IV-cont.
(See rule 8(c).)- cont.
Age limit

Class Category		Post	Method of appointment	Age limit.
(1)	(2)	(3)	(4)	(5)
I	3	¹ Under Secretary to the State Legislative Assembly Department	Direct recruitment	Must be not more than 32 years of age.
			Transfer	Must be not more than 40 years of age.
II	2	Reporter	Direct recruitment	Must be not more than 30 years of age. ²
	3	Librarian.	Do	Do.
	5	Assistant Section Officer	Do.	Do.
	6	Assistant	Do.	Do.
	7	Steno Typist ³	Do.	Do.
	8	Typist including Tamil Typist.	Do.	Do.
	9	⁴ Telephone operator	Do.	Do.

¹G.O.Ms.No. 58, Legislative Assembly, dated 08.04.1980

²S.O.Ms. No.278, Legislative Assembly, dated 21.12.1989

³S.O.Ms.No.100, Legislative Assembly, dated 19.04.1999

⁴S.O.Ms. No. 5, Legislative Assembly, dated 04.01.2001

APPENDIX IV
(See rule 8(c).)- cont.
Age limit

Class Category		Post	Method of appointment	Age limit.
(1)	(2)	(3)	(4)	(5)
III	1	Sergeant	Direct Recruitment	Must be not less than 30 and not more than 40 years of age.
	2	Record Assistant	Do.	Must be not more than 30 years of age. ¹
	3	Record Keeper	Do.	Do.
	4	Record Clerk	Do.	Do.
IV	3	² Office Assistant	Do.	Do.
	4	Chowkidar	Do.	³ Must be not more than 35 years of age.

¹S. O. Ms. No. 278, Legislative Assembly Secretariat, dated 21.12.1989.

²G.O.Ms.No.855, P&AR (F), dated 24.08.1984

³G.O.Ms.No.192, Legislative Assembly, dated 12.11.1982.

APPENDIX V.
(See rules 30 and 35)
Authority which may impose penalty

Serial Number and class of subordinates.	Censures.	Fine	Withholding of increment or promotion	Reduction to a Lower rank in the seni - ority list or to a lower post or time scale whether in the service, or in another Service State or Subordinate, or to a lower stage in a time-scale. (G.O.No. 2598, Public (Elections III), dated 19th August 1955.)
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74

(5)

- | | | | | |
|---|---|------|--|--|
| 1. Members included in Class-II of the Service | ¹ Secretary to the Legislative Assembly Department | | ¹ Secretary to the L.A.D. | ¹ Secretary to the Legislative Assembly Department. |
| 2. Members included in Class III of the Service | ² Deputy Secretary Legislative Assembly Department | | Deputy Secretary Legislative Assembly Department | Deputy Secretary Legislative Assembly Department |
| 3. Members included in class IV of the Service | Deputy Secretary Legislative Assembly Department | | Deputy Secretary Legislative Assembly Department | Deputy Secretary Legislative Assembly Department |

¹G.O.Ms.No.6, Legislative Assembly dated 4th February 1961

²G.O. Ms.No.87 Legislative Assembly dated 8th September 1975

APPENDIX V. Cont.

Authority Serial number and class of subordinates.	Recovery from pay of the whole or part of any pecuniary loss caused to the State Government or the Central Government or to a local body by negligence or breach of orders or to the extent necessary of the monetary value equivalent to the amount of increments ordered to withheld, where such an order cannot be given effect to (G.O.No.2598, Public (Elections III), dated 19th August, 1955).	Suspension	Compulsory retirement or removal of dismissal from service.	Appellate authority
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75

(6)

(7)

(8)

(9)

- | | | | | | |
|---|---|------|---|---|--|
| 1. Members included in Class II of the Service | ¹ Secretary to the Legislative Assembly Department | | ¹ Secretary to the Legislative Assembly Department | ¹ Secretary to the Legislative Assembly Department | ¹ Speaker of the State Legislative Assembly |
| 2. Members included in Class III of the service | Deputy Secretary Legislative Assembly Department | | Deputy Secretary Legislative Assembly Department | Deputy Secretary Legislative Assembly Department | Secretary of the Legislative Assembly |
| 3. Members included in Class IV of the Service. | Do. | | Do. | Do. | Do. |

¹G.O.Ms.No.6, Legislative Assembly, dated 04.2.1961. ²G.O. Ms. No.87, Legislative Assembly, dated 08.10.1975

APPENDIX VI.

¹PAY SCHEDULE

Category and posts. (1)	Scale of pay. (2)
Class I-	
1. Secretary, Legislative Assembly Secretariat.	Rs. 17400 - 500 - 21900 (Spl. Pay withdrawn)
2. Deputy Secretary, Legislative Assembly Secretariat.	Rs. 12000 - 375 - 16500
3. Under Secretary, Legislative Assembly Secretariat.	Rs. 10000 - 325 - 15200
Class II-	
1. Section Officer	Rs. 6500 - 200 - 11100
2. Reporters	Rs. 6500-200-11100 Plus Special pay of Rs.200/-
3. Librarian	Rs. 8000 - 275 -13500
4. Personal Assistant to Speaker of the State Legislative Assembly.	Rs.5500 - 175 - 9000 Plus Special pay
5 Assistant Section Officer.	Rs.5500 - 175 - 9000
6 Assistant	Rs.3625 - 85 - 4900
² 7 Steno Typists	Rs.4500 - 125 -7000
8. Typists	Rs. 3200 - 85 -4900 Plus Special pay
9. Telephone Operator	3200 - 85 - 4900

(1)

(2)

Class III-	Rs. 5300 - 150 - 8300
1. Sergeant for the Legislators' Hostel	Rs. 3200 - 85 - 4900
2. Record Assistants	Rs. 3200 - 85 - 4900
3. Record Keeper	Rs. 2610 - 60 - 3150 - 65 - 3540 + Spl. pay for roneo work
4. Record Clerks	
Class IV-	
1. Dubash	Rs. 2650 - 65 - 3300 - 70 - 4000 plus Special Pay
2. Duffadar and Chobdar	Rs. 2550 - 55 - 2660 - 60 - 3200 plus Special pay
3. Office Assistants	Rs. 2550 - 55 - 2660 - 60 - 3200
4. Chowkidars	Rs. 2550 - 55 - 2660 - 60 - 3200

¹S.O.Ms.No.61, Legislative Assembly Secretariat, dated 22.04.1998²S.O.Ms.No.65, Legislative Assembly Secretariat, dated 23.03.1999

APPENDIX -VII

(See rule 7-A (d))

1. Open competition.
2. Scheduled Castes and Scheduled Tribes
3. Backward Classes (other than Most Backward Classes and De-notified Communities)
4. Open Competition
5. Most Backward Classes and De-notified Communities
6. Open Competition
7. Backward Classes (other than Most Backward Classes and De-notified Communities)
8. Scheduled Castes and Scheduled Tribes
9. Backward Classes (other than Most Backward Classes and De-notified Communities)
10. Open Competition
11. Most Backward Classes and De-notified Communities
12. Open Competition
13. Backward Classes (other than Most Backward Classes and De-notified Communities)
14. Scheduled Castes and Scheduled Tribes

15. Most Backward Classes and De-notified Communities
16. Open Competition
17. Backward Classes (other than Most Backward Classes and De-notified Communities)
18. Open Competition
19. Backward Classes (other than Most Backward Classes and De-notified Communities)
20. Scheduled Castes and Scheduled Tribes
21. Most Backward Classes and De-notified Communities
22. Open Competition
23. Backward Classes (other than Most Backward Classes and De-notified Communities)
24. Open Competition
25. Most Backward Classes and De-notified Communities
26. Backward Classes (other than Most Backward Classes and De-notified Communities)
27. Scheduled Castes and Scheduled Tribes
28. Backward Classes (other than Most Backward Classes and De-notified Communities)
29. Open Competition

30. Most Backward Classes and De-notified Communities
31. Open Competition
32. Backward Classes (other than Most Backward Classes and De-notified Communities)
33. Scheduled Castes and Scheduled Tribes
34. Most Backward Classes and De-notified Communities
35. Open Competition
36. Backward Classes (other than Most Backward Classes and De-notified Communities)
37. Open Competition
38. Backward Classes (other than Most Backward Classes and De-notified Communities)
39. Scheduled Castes and Scheduled Tribes
40. Most Backward Classes and De-notified Communities
41. Open Competition
42. Backward Classes (other than Most Backward Classes and De-notified Communities)
43. Open Competition
44. Most Backward Classes and De-notified Communities
45. Scheduled Castes and Scheduled Tribes

46. Backward Classes (other than Most Backward Classes and De-notified Communities)
47. Open Competition
48. Backward Classes (other than Most Backward Classes and De-notified Communities)
49. Scheduled Castes and Scheduled Tribes
50. Most Backward Classes and De-notified Communities.

Amended in S.O.Ms.No.207, L.A.S. Dated 28.081990. The amendment came into force with effect from 28.03.1989.

APPENDIX VII-A

(See rule 7-B(b))

(1) In respect of posts to which the rule of reservation of appointment applies, with reference to the existing roster of rotation specified in Appendix- VII:-

(i) in the case of appointment on the basis of merit, namely, open competition, every sixth, sixteenth, twenty fourth, thirty fifth and forty third turn shall be set apart for women in the first, second, third and fourth rotations and every sixth, sixteenth, twenty fourth and thirty fifth turns in the fifth rotation and so on, shall be set apart for women,

¹(ii) (a) in the case of Backward Classes (other than Most Backward Classes and De-notified Communities), every thirteenth, nineteenth, thirty-sixth, forty-second and forty eighth turns shall be set apart for women in the rotations of odd numbers and every thirteenth, nineteenth, thirty sixth and forty second turns shall be set apart for women in the rotations of even numbers;

(b) in the case of Most Backward Classes and De-notified Communities, every fifth, twenty fifth and thirtieth turns in every rotation shall be set apart for women.

(iii) in the case of Scheduled Castes and Scheduled Tribes, every fourteenth, thirty third, forty ninth turns shall be set apart for women in the first, second, third, fourth, fifth, sixth, seventh, eighth and ninth rotations and thereafter in the eleventh., twelfth, thirteenth, fourteenth, fifteenth, sixteenth, seventeenth, eighteenth and nineteenth, rotations and so on.

¹S.O. Ms. No. 27, L.A.S., dated. 08.02.1993
The amendment came into force with effect from 28.03.1989.

¹(2) In respect of posts to which the rule of reservation of appointments does not apply, for every ten vacancies the roster of reservation shall be as follows:-

1. Man
2. Man
3. Woman
4. Man
5. Man
6. Woman
7. Man
8. Man
9. Woman
10. Man

¹S.O.Ms.No.27, L.A.S., dated 08.02.1993
The amendment came into force with effect from 17.02.1989

**APPENDIX VIII.
SECOND CLASS LANGUAGE TEST**

(See rule 8-A.)

Items of syllabus (1)	Number of Marks Maximum Minimum (2)	Duration of test (3) (HOURS)	(4)
Written:-			
PART - A			
Translating with fair accuracy of idiom and grammar an essay passage of English prose relating to Indian subjects and containing no words that have no familiar equivalents in Tamil.	100	40	2
Viva Voce-			
PART - B			
(i) Conversing with accuracy and fluency in Tamil	100	50
(ii) Dictating an order or delivering a short address on a given subject in Tamil.	50	25
PART - C			
Taking down in English evidence given in Tamil and asking questions in Tamil.	50	25
PART - D			
Reading with fluency and translating correctly three petitions in Tamil or other official manuscripts written in a plain running hand.	100	50

¹NOTE:- In the case of candidates who are required to pass the Second Class Language Test (full test) they will be allowed to appear for Part(D) Separately and will be required to appear for all the other parts at one time.

¹G.O.Ms.No.104, Legislative Assembly, dated 01.10.1977

**ANNEXURE TO THE TAMIL NADU LEGISLATIVE ASSEMBLY
SECRETARIAT SERVICE RULES.**

(Public Services - Tamil Nadu Legislative Assembly Secretariat Service Separate Rules for the post of Librarian in the Tamil Nadu Legislative Assembly Secretariat Service Rules-Age-Limit for recruitment to posts in 1979 - Orders - Issued.)

READ - The following paras:-

Letter from the Secretary, Tamil Nadu Public Service Commission, Madras-2/No.3719/Q1/77, dated 9th May 1979.

ORDER-No. 17, Legislative Assembly Department, dated, 31st January 1981.

The Tamil Nadu Public Service Commission issued a Notification on 7th July 1978, inviting applications for recruitment to the post of Librarian in the Tamil Nadu Legislative Assembly Secretariat Service with 22nd September 1978 as the last date for the receipt of applications in Commission's Office. According to rule 8(c) read with Appendix IV of the Tamil Nadu Legislative Assembly Secretariat Service Rules, the age-limit for recruitment to this post has to be reckoned with reference to the first day of July of the year in which the selection is made.

The competitive examination (oral test) for direct recruitment was held on 12th April 1979 and the selection was made on the date itself. However, the Commission had called for applications only with reference to age-limit, as on 1st July 1978. Since the applications have been acted upon and the selection has been made, the Commission has suggested that the selection might be regularised by issuing a separate rule reckoning the age limit with reference to 1st July 1978 for the selection made in 1979. The Government have examined the suggestion of the Tamil Nadu

Public Service Commission and decided to accept it. Accordingly a separate set of rules is issued. The following Notification will be published in the Tamil Nadu Government Gazette:-

NOTIFICATION

In exercise of the powers conferred by Clause (3) of Article 187 of the Constitution of India, the Governor of Tamil Nadu after consultation with the Speaker of the Legislative Assembly, hereby makes the following rules:-

RULES

1. These rules may be called the Tamil Nadu Legislative Assembly Secretariat Service (Recruitment) Rules, 1980.

2. Notwithstanding anything contained in sub-rule (c) of rule 8 read with Appendix IV, of the Tamil Nadu Legislative Assembly Secretariat Service Rules, the age-limit, in respect of the selection to the post of Librarian made in 1979, shall be reckoned as on the 1st July of 1978.

Amendments issued from 1955 to 2001

G.O.Ms.No.1195, Public (Elections), dated 07.04.1955.

G.O.Ms.No.2223, Public (Elections), dated 15.07.1955.

G.O.Ms.No.2402, Public (Elections), dated 02.08.1955.

G.O.Ms.No.2598, Public (Elections), dated 19.08.1955.

G.O.Ms.No.3, Legislature, dated 17.09.1956.

G.O.Ms.No.8, Legislature, dated 01.10.1956.

G.O.Ms.No.19, Legislature, dated 22.11.1956.

G.O.Ms.No.25, Legislature, dated 24.12.1956.

G.O.Ms.No.10, Legislature, dated 22.02.1957.

G.O.Ms.No.14, Legislature, dated 19.03.1957.

G.O.Ms.No.16, Legislature, dated 21.03.1957.

G.O.Ms.No.25, Legislature, dated 08.04.1957.

G.O.Ms.No.1, Legislature, dated 02.01.1958.

G.O.Ms.No.15, Legislature, dated 12.03.1959.

G.O.Ms.No.13, Legislature, dated 02.03.1960.

G.O.Ms.No.34, Legislature, dated 03.05.1960.

G.O.Ms.No.36, Legislature, dated 07.05.1960.

G.O.Ms.No.52, Legislative Assembly, dated 07.10.1960.
 G.O.Ms.No.6, Legislative Assembly, dated 04.02.1961.
 G.O.Ms.No.8, Legislative Assembly, dated 22.02.1961.
 G.O.Ms.No.17, Legislative Assembly, dated 25.03.1961
 G.O.Ms.No.20, Legislative Assembly, dated 03.04.1961
 G.O.Ms.No.25, Legislative Assembly, dated 17.05.1961
 G.O.Ms.No.30, Legislative Assembly, dated 09.06.1961
 G.O.Ms.No.36, Legislative Assembly, dated 10.07.1961
 G.O.Ms.No.40, Legislative Assembly, dated 24.07.1961
 G.O.Ms.No.47, Legislative Assembly, dated 24.08.1961
 G.O.Ms.No.63, Legislative Assembly, dated 15.11.1961
 G.O.Ms.No.64, Legislative Assembly, dated 15.11.1961
 G.O.Ms.No.31, Legislative Assembly, dated 18.06.1962
 G.O.Ms.No.55, Legislative Assembly, dated 12.10.1962
 G.O.Ms.No.61, Legislative Assembly, dated 12.11.1962
 G.O.Ms.No.12, Legislative Assembly, dated 12.03.1963
 G.O.Ms.No.15, Legislative Assembly, dated 06.04.1963.
 G.O.Ms.No.42, Legislative Assembly, dated 02.09.1963.

G.O.Ms.No.47, Legislative Assembly, dated 19.10.1963.
 G.O.Ms.No.17, Legislative Assembly, dated 15.04.1964
 G.O.Ms.No.35, Legislative Assembly, dated 02.09.1964
 G.O.Ms.No.6, Legislative Assembly, dated 12.02.1965
 G.O.Ms.No.46, Legislative Assembly, dated 27.09.1965
 G.O.Ms.No.59, Legislative Assembly, dated 20.12.1965
 G.O.Ms.No.62, Legislative Assembly, dated 07.11.1966
 G.O.Ms.No.13, Legislative Assembly, dated 18.03.1967
 G.O.Ms.No.7, Legislative Assembly, dated 24.01.1970
 G.O.Ms.No.136, Legislative Assembly, dated 28.12.1971
 G.O.Ms.No.96, Legislative Assembly, dated 09.08.1972
 G.O.Ms.No.110, Legislative Assembly, dated 13.09.1972
 G.O.Ms.No.60, Legislative Assembly, dated 06.06.1973
 G.O.Ms.No.133, Legislative Assembly, dated 17.11.1973.
 G.O.Ms.No.148, Legislative Assembly, dated 02.12.1974.
 G.O.Ms.No.47, Legislative Assembly, dated 23.04.1975.
 G.O.Ms.No.56, Legislative Assembly, dated 04.06.1975
 G.O.Ms.No.70, Legislative Assembly, dated 15.07.1975

G.O.Ms.No.72, Legislative Assembly, dated 29.07.1975
 G.O.Ms.No.87, Legislative Assembly, dated 08.09.1975
 G.O.Ms.No.88, Legislative Assembly, dated 12.09.1975
 G.O.Ms.No.95, Legislative Assembly, dated 03.11.1975
 G.O.Ms.No.96, Legislative Assembly, dated 03.11.1975
 G.O.Ms.No.41, Legislative Assembly, dated 20.04.1976
 G.O.Ms.No.66, Legislative Assembly, dated 31.07.1976
 G.O.Ms.No.78, Legislative Assembly, dated 10.09.1976
 G.O.Ms.No.101, Legislative Assembly, dated 01.12.1976
 G.O.Ms.No.102, Legislative Assembly, dated 08.12.1976
 G.O.Ms.No.104, Legislative Assembly, dated 01.10.1977
 G.O.Ms.No.1, Legislative Assembly, dated 02.01.1979
 G.O.Ms.No.134, Legislative Assembly, dated 18.08 1979
 G.O.Ms.No.58, Legislative Assembly, dated 08.04.1980
 G.O.Ms.No.17, Legislative Assembly, dated 31.01.1981
 G.O.Ms.No.87, Legislative Assembly, dated 28.04.1981
 G.O.Ms.No.6, Legislative Assembly, dated 21.01.1982
 G.O.Ms.No.88, Legislative Assembly, dated 22.05.1982

G.O.Ms.No.101, Legislative Assembly, dated 17.06.1982
 G.O.Ms.No.119, Legislative Assembly, dated 16.07.1982
 G.O.Ms.No.186, Legislative Assembly, dated 01.11.1982
 G.O.Ms.No.192, Legislative Assembly, dated 12.11.1982
 G.O.Ms.No.84, Legislative Assembly, dated 20.04.1983
 G.O.Ms.No.106, Legislative Assembly, dated 30.05.1983
 G.O.Ms.No.182, Legislative Assembly, dated 08.09.1983
 G.O.Ms.No.256, Legislative Assembly, dated 08.12 1983
 S.O.Ms.No.47, L.A.S, dated 21.04 1984
 S.O.Ms.No.60, L.A.S, dated 25.03 1986
 S.O.Ms.No.12, L.A.S, dated 13.01 1987
 S.O.Ms.No.39, L.A.S, dated 26.02 1988
 S.O.Ms.No.105, L.A.S, dated 08.06 1988
 S.O.Ms.No.96, L.A.S, dated 08.05 1989
 S.O.Ms.No.278, L.A.S, dated 21.02 1989
 S.O.Ms.No.207, L.A.S, dated 28.08 1990
 S.O.Ms.No.215, L.A.S, dated 03.09 1990
 S.O.Ms.No.202, L.A.S, dated 20.09.1992

S.O.Ms.No.27, L.A.S, dated 08.02.1993.
 G.O.Ms.No.855, P&AR(F), dated 24.08.1984
 S.O.Ms.No.25, L.A.S, dated 08.02.1996.
 S.O.Ms.No.201, L.A.S, dated 24.07.1996.
 S.O.Ms.No.199, L.A.S, dated 24.07.1996
 S.O.Ms.No.212, L.A.S, dated 03.08.1996.
 S.O.Ms.No.306, L.A.S, dated 21.11.1996
 S.O.Ms.No.13, L.A.S, dated 17.01.1997
 S.O.Ms.No.71, L.A.S, dated 25.02.1997.
 S.O.Ms.No.61, L.A.S, dated 22.04.1998.
 S.O.Ms.No.65, L.A.S, dated 23.03.1999.
 S.O.Ms.No.100, L.A.S, dated 19.04.1999.
 S.O.Ms.No.81, L.A.S, dated 14.04.2000.
 S.O.Ms.No.82, L.A.S, dated 14.04.2000.
 S.O.Ms.No.5, L.A.S, dated 04.01.2001.
 S.O.Ms.No.50, L.A.S, dated 28.02.2001.

TAMIL NADU LEGISLATURE

ABSTRACT

STATE LEGISLATURE - Tamil Nadu Legislative Secretariat
 Service - Temporary post of Additional Secretary - Adhoc Rules-
 Issued.

LEGISLATIVE ASSEMBLY SECRETARIAT

S.O. Ms. No 277

Dated: 12.11.87

Read:-

1.S.O. Ms. No.244, Legislative Assembly Secretariat,
 dated 31.10.1986

2. S.O. Ms. No.245, Legislative Assembly Secretariat,
 dated 31.10.1986

3. Letter No.6557/B5/87, dt.15/9/1987 from the Tamil Nadu
 Public Service Commission, Madras- 600 002.

ORDER:

The following Notification will be published in the Tamil
 Nadu Government Gazette:-

NOTIFICATION

In exercise of the powers conferred by the Clause(3) of
 Article 187 of the Constitution of India, the Governor of Tamil
 Nadu, after consultation with the Speaker of Tamil Nadu
 Legislative Assembly, hereby makes the following rules:-

2. The rules hereby made shall be deemed to have come
 into force on and from the 1st November 1986.

RULES

The rules applicable to the holder of the permanent post of Secretary, Legislative Assembly Secretariat, in category 1 in Class-1 of the Tamil Nadu Legislative Assembly Secretariat Service shall apply to the holder of the temporary post of Additional Secretary in the Tamil Nadu Legislative Assembly Secretariat, sanctioned from time to time, subject to the modifications specified in the following rules:-

2. Constitution: The Post shall constitute a temporary addition to the said category in the said Class of the said service.

3. Savings: Nothing contained in these rules shall adversely affect the person holding the post on the date of coming into force of these rules.

TAMIL NADU LEGISLATURE

ABSTRACT

PUBLIC SERVICES - Tamil Nadu Legislative Assembly Secretariat Service - Temporary post of Joint Secretary- Adhoc Rules - Issued.

LEGISLATIVE ASSEMBLY SECRETARIAT

S.O. Ms. No 148

Dated: 23.6.87
Thiruvalluvar Aandu
Prabava - Aani 10

Read:-

S.O. Ms. No.150, Legislative Assembly Secretariat,
dated 11.09.1984

ORDER:

The following Notification will be published in the Tamil Nadu Government Gazette:-

NOTIFICATION

In exercise of the powers conferred by the Clause(3) of Article 187 of the Constitution of India, the Governor of Tamil Nadu, after consultation with the Speaker of Tamil Nadu Legislative Assembly, hereby makes the following rules:-

2. The rules hereby made shall be deemed to have come into force on and from the 11th September 1984.

RULES

The rules applicable to the holder of the permanent posts in Class - 1 of Tamil Nadu Assembly Secretariat Service shall apply to the holder of the temporary post of Joint Secretary in the Tamil Nadu Legislative Assembly Secretariat Service subject to the modifications specified in the following rules:-

2. Constitution: The Post shall constitute a separate category in the said Class of the said service.

3. Appointment: Appointment to the post shall be made as follows:-

(i) By promotion from among the holders of the posts of Deputy Secretary in the Legislative Assembly Secretariat; or

(ii) By recruitment by transfer from the State Judicial Service; or

(iii) By direct recruitment.

4. Appointing authority: The appointing authority for the post shall be the Governor.

5. Qualifications.-

(a) No person shall be eligible for appointment to the post by direct recruitment, if he has completed or will complete 45 years of age or by recruitment by transfer, if he has completed or will complete 48 years of age, on the first day of July of the year in which the selection for appointment is made

(b) No person shall be eligible for appointment to the post by the methods specified in column (1) of the table below unless he possesses the qualifications specified in the corresponding entries in column (2) thereon.

THE TABLE

Method of appointment (1)	Qualifications (2)
(i) By promotion	(i) Must hold B. A., or B.Sc., or B.Com., degree of any University recognised by the University Grants Commission; and (ii) Must hold a degree of Bachelor of General Laws or any other degree in Law of any University recognised by the University Grants Commission
(ii) By recruitment by transfer	(i) Must hold B. A., or B.Sc., or B.Com., degree of any University recognised by the University Grants Commission; (ii) Must hold a degree in Law of any University recognised by the University Grants Commission and (iii) Must be a member of the State Judicial Service not lower than the rank of Subordinate Judge and must have put in not less than three years of service in that category.

- (iii) By direct recruitment
- (i) Must hold B. A., or B.Sc., or B.Com., degree of any University recognised by the University Grants Commission;
 - (ii) Must hold a degree in Law of any University recognised by the University Grants Commission; and
 - (iii) Must have been an advocate of a High Court in India atleast for a period of ten years at the time of his application for appointment to the post.

6. Probation:- Every person appointed to the post by recruitment by transfer shall from the date on which he joins duty, be on probation for a total period of one year on duty with in a continuous period of two years and every person appointed to the post by direct recruitment shall from the date on which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years.

7. Pay:- There shall be paid to the holder of the post a monthly pay calculated in the¹ scale of Rs.15000-400-18600.

¹Vide S.O.Ms.No.61, L.A.S, dated 22.04.1998

TAMIL NADU LEGISLATURE

ABSTRACT

STATE LEGISLATURE - Tamil Nadu Legislative Assembly Secretariat Service - Temporary post of Joint Secretary (Editor of Debates) - Adhoc Rules -Issued.

LEGISLATIVE ASSEMBLY SECRETARIAT

G.O.Ms. No. 334

Dated: 22.12.1993.

Read:

S.O. Ms. NO.142, Legislative Assembly Secretariat,
dated 18th June 1993.

ORDER:

The following Notification will be published in the Tamil Nadu Government Gazette:

NOTIFICATION

In exercise of the powers conferred by Clause(3) of Article 187 of the Constitution of India, the Governor of Tamil Nadu, after consultation with the Speaker of the Tamil Nadu Legislative Assembly hereby makes the following rules:

The rules hereby made shall be deemed to have come into force on the 18th day of June 1993.

RULES

The Rules applicable to the holders of the permanent posts in Class I of the Tamil Nadu Legislative Assembly Secretariat Service shall apply to the holders of the temporary post of Joint Secretary (Editor of Debates) in the Legislative Assembly Secretariat, subject to the modifications specified in the following rules.

2. Constitution: The posts shall constitute a distinct category in the said Class of the said service.

3. Appointment: Appointment to the posts shall be made by promotion from the post of Deputy Secretary (Editor) in the Tamil Nadu Legislative Assembly Secretariat service.

4. Appointing Authority: The appointing authority for the post shall be the Governor of Tamil Nadu.

5. Pay: There shall be paid to the holder of the post a monthly pay calculated in the ¹scale of Rs. 15000-400-18600.

¹Vide S.O. Ms. No. 61, L.A.S, dated 22.04.1998

TAMIL NADU LEGISLATURE**ABSTRACT**

PUBLIC SERVICES - Tamil Nadu Legislative Assembly Secretariat Service Rules - Temporary post of Senior Committee Officer in Legislative Assembly Secretariat - Adhoc Rules - Issued.

LEGISLATIVE ASSEMBLY SECRETARIAT

S.O.Ms.No.186

Dated 20.12.88

Read:-

G.o.Ms.No.265, Legislative Assembly Secretariat,
dated 27.11.1986.

ORDER:-

The following Notification will be published in the Tamil Nadu Government Gazette:-

NOTIFICATION

In exercise of the powers conferred by Clause (3) of Article 187 of the Constitution of India, the Governor of Tamil Nadu after consultation with the Speaker of Tamil Nadu Legislative Assembly, hereby makes the following rules.

2. The rules hereby made shall be deemed to have come into force on and from the 27th November 1986.

RULES

The Rules applicable to the holders of the permanent posts in class I of the Tamil Nadu Legislative Assembly Secretariat Service shall apply to the holders of the temporary post of Senior Committee Officer in the Tamil Nadu Legislative Assembly Secretariat, subject to the modifications specified in the following rules.

2. Appointment: Appointment to the post shall be made by direct recruitment.

3. Constitution: the post shall constitute a distinct category in the said class of the said service.

4. Qualification: No person shall be eligible for appointment to the post unless he possesses the following qualifications, namely:-

(i) must hold the B.A., B.Sc., or B.Com., degree of any University recognised by the Central University Grants Commission.

(ii) must have passed the Subordinate Accounts Service examination of the Indian Accounts and Audit Department; and

(iii) must have had an experience for not less than three years as Committee Officer in the Legislative Assembly Secretariat on deputation or otherwise.

5. Pay: There shall be paid to the holder of the post a monthly pay calculated in the grade pay of Rs.2750-150-3650 plus other allowances at the rates admissible from time to time under the orders in force.

6. Savings: Nothing contained in these rules shall affect the incumbent in the said post working on deputation on the date of coming into force of these rules for the purpose of his regular appointment on permanent absorption.

TAMIL NADU LEGISLATURE

ABSTRACT

STATE LEGISLATURE - Tamil Nadu Legislative Assembly Secretariat Service - Temporary post of Deputy Secretary (Editor) - Adhoc Rules - Issued.

LEGISLATIVE ASSEMBLY SECRETARIAT

S.O.Ms.No.222

Dated 29.9.1986

Read:-

S.O.Ms.No.186,Legislative Assembly Secretariat dated16.10.1984.

ORDER:

The following Notification will be published in the Tamil Nadu Government Gazette:-

NOTIFICATION

In exercise of the powers conferred by Clause (3) of Article 187 of the Constitution of India, the Governor of Tamil Nadu after Consultation with the Speaker of the Tamil Nadu Legislative Assembly, hereby makes the following rules:

2. The rules hereby made shall be deemed to have come into force on the 16th October 1984.

RULES

The Rules applicable to the holders of the permanent post in Class I of the Tamil Nadu Legislative Assembly Secretariat Service shall apply to the holder of the temporary post of Deputy Secretary (Editor) in the Legislative Assembly Secretariat, subject to the modifications specified in the following rules:-

2 Constitution:- The post shall constitute a distinct category in the said Class of the said Service.

3. Appointment: Appointment to the post shall be made by promotion from the post of Chief Reporter or Assistant Editor of Debates of Class I of the Tamil Nadu Legislative Assembly Secretariat Service, based on the inter-seniority fixed from time to time between the said two categories¹.

4. Appointing Authority: The Appointing Authority for the post shall be the Governor of Tamil Nadu.

5. Pay: There shall be paid to the holder of the post a monthly pay calculated in the ²scale of Rs.12000-375-16500 plus all other allowances at the rates admissible from time to time under the Orders in force and with a special pay of Rs.100/ per mensem.

¹Substituted in S.O.Ms.No.71, Legislative Assembly dated 25.02.1997. The above substitution shall be deemed to have come into effect on 18.06.1993

²Vide S.O.Ms.No.61, Legislative Assembly Secretariat, dated 22.04.1998

GOVERNMENT OF TAMIL NADU

ABSTRACT

PUBLIC SERVICES - Tamil Nadu State Legislative Assembly Secretariat Service - Upgraded post of Editor of Debates - Adhoc Rules - Issued Notified.

LEGISLATIVE ASSEMBLY SECRETARIAT

G.O.Ms.No.133

Dated: 23.12.1971

Read:-

1. G.O.Ms.No.1447 Public (Services. K) Department, dated: 25.6.1970.
2. Memorandum No.3878/70-2 Public (Services. K) dated: 12.11.1970.

ORDER:

The following Notification will be published in the Tamil Nadu Government Gazette.

NOTIFICATION

In exercise of the powers conferred by Clause (3) of Article 187 of the Constitution of India, the Governor of Tamil Nadu after consultation with the Speaker of the Tamil Nadu Legislative Assembly, hereby makes the following rules:-

The rules hereby made shall be deemed to have come into force on the 25th June 1970.

RULES

The rules applicable to the holders of the permanent posts in Class I of the Tamil Nadu Legislative Assembly Secretariat Service shall apply to the holder of the upgraded post of Editor of Debates, subject to the modifications specified in the following rules.

2. Constitution: The post shall constitute a separate category in the said class of the said service.

3. Appointment: Appointment to the post shall be made by promotion from among the holders of the posts of English or Tamil Reporters of the Legislative Assembly Department. Provided that promotion shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

4. Qualification:- No person shall be eligible for appointment to the post unless he possesses the qualifications prescribed for the post of an English or Tamil Reporter in the Legislative Assembly Department as prescribed in the Tamil Nadu Legislative Assembly Secretariat Service Rules, and has put in not less than 15 years of satisfactory service in the category of English or Tamil Reporter in the Legislative Assembly Department.

5. Probation: Every person appointed to the post shall, from the date on which he joins duty, be on probation for a total period of one year on duty within a continuous period of two years.

6. Pay: There shall be paid to the holder of the post a monthly pay calculated in the scale of Rs.750-40-950-50-1100.

TAMIL NADU LEGISLATIVE ASSEMBLY

ABSTRACT

PUBLIC SERVICE - Tamil Nadu Legislative Assembly Secretariat Service - Temporary Post of Assistant Editor of Debates - Adhoc Rules - Issued.

LEGISLATIVE ASSEMBLY SECRETARIAT

S.O. Ms. No. 201

Dated: 24.7.1996

Read:

S.O. Ms. No.142, Legislative Assembly Secretariat, dated 18.6.1993.

ORDER:

The following Notification will be published in the Tamil Nadu Government Gazette.

NOTIFICATION

In exercise of the powers conferred by Clause (3) of Article 187 of the Constitution of India, the Governor of Tamil Nadu, after consultation with the Speaker of the Legislative Assembly, hereby makes the following rules:-

The rules hereby made shall be deemed to have come into force on the 18th June, 1993.

RULES

The rules applicable to the holders of the permanent posts in Class - I of the Tamil Nadu Legislative Assembly Secretariat Service, shall apply to the holder of the temporary post of Assistant Editor of Debates, subject to the modifications specified in the following rules:-

2. Constitution: The post shall constitute a distinct category in the said Class of the said service.

3. Appointment:- Appointment to the post shall be made by promotion from among the holders of the post of English Reporter or Tamil Reporter of Tamil Nadu Legislative Assembly Secretariat.

Provided that promotion shall be made on grounds of merit and ability, seniority being considered only when merit and ability are approximately equal.

4. Appointing Authority: The Appointing Authority for the post shall be the Governor.

5. Qualifications: No person shall be eligible for appointment to the post unless, he possesses the following qualifications, Namely:-

(i) Must possess a certificate with eligibility for admission to the Higher Secondary Course and must have passed the 180 words High Speed test in English Shorthand or 120 words High Speed Test in Tamil Shorthand.

(ii) Experience for a period of not less than 15 years in the category of English Reporter or Tamil Reporter, in the Tamil Nadu Legislative Assembly Secretariat.

6. Probation: A person appointed to the post shall not be required to undergo probation

7. Pay:- There shall be paid to the holder of the post a monthly pay calculated in the scale of Rs. 3000-100-3500-125-4500 plus a special pay of Rs.100/-

GOVERNMENT OF TAMIL NADU

ABSTRACT

PUBLIC SERVICES - Tamil Nadu Legislative Assembly Secretariat Service - Temporary post of Private Secretary to the Speaker - Adhoc Rules - Issued.

LEGISLATIVE ASSEMBLY SECRETARIAT

G.O.Ms.No.148

Dated: 8.9.1979.

Read:

G.O.Ms.No.236, Legislative Assembly Department,
dated: 17.10.1978

ORDER:

The following Notification will be published in the Tamil Nadu Government Gazette:

NOTIFICATION

In exercise of the powers conferred by Clause (3) of Article 187 of the Constitution of India, the Governor of Tamil Nadu after consultation with the Speaker of the Tamil Nadu Legislative Assembly, hereby makes the following rules.

2. The rules hereby made shall be deemed to have come into force on and from 17th October 1978.

RULES

The Rules applicable to the holder of the permanent post of Under Secretary, Legislative Assembly Department (Category 3 of Class I of the Tamil Nadu Legislative Assembly Secretariat Service) shall apply to the holder of the temporary post of Private Secretary to the Speaker of the Tamil Nadu Legislative Assembly, subject to the modifications specified in the following Rules:-

2. Constitution: The post shall constitute a distinct category in Class I of the said service.

3. Appointing Authority: The appointing authority for the post shall be the Governor of Tamil Nadu.

Provided that recommendation of the name of candidate for appointment to the post shall be made by the Speaker of the Tamil Nadu Legislative Assembly.

4. Appointment:-

(1) Appointment to the post shall be made:

(a) by promotion from the posts of Senior Personal Assistant to the Speaker or from among the holders of the posts in Categories 1, 1-A and 2 of Class II of the Tamil Nadu State Legislative Assembly Secretariat Service; or

(b) by transfer from among the full members or approved probationers in Category 3 of Class I of the said service.

(2) Appointment of a person made from Class II of the said service to the post shall not confer on him any claim for future appointment in Category 3 of Class I.

¹4-A. Special Qualification: No person shall be eligible for appointment to the post by the method of appointment specified in rule 4 unless he possesses the following technical qualifications, namely:-

(i) must have passed the Government Technical Examination in Typewriting by Higher Grade both in English and Tamil:

Provided that whenever candidates with the Higher Grade qualifications both in English and Tamil are not available, then those who have passed by Higher Grade either in English or Tamil may be appointed; and

¹Inserted - S.O.Ms.No. 189, L.A.S, dated 29.12.1988

(ii) must have passed the Government Technical Examination in Shorthand by Higher Grade both in English and Tamil:

Provided that whenever candidates with the Higher Grade qualification both in English and Tamil are not available then those who have passed by Higher Grade either in English or Tamil may be appointed."

²5. Pay: There shall be paid to the holder of the post a monthly pay calculated in the pre revised scale of Rs.1000-60-1300-70-1650 plus all other allowances including Special Pay attached to the post and also for technical qualification which should not exceed Rs.300/- or 1/5th of their total emoluments whichever is less and conveyance allowance at the rates admissible under orders in force.

²Substituted - S.O.Ms.No. 189 L.A.S dated 29.12.1988

TAMIL NADU LEGISLATIVE ASSEMBLY**ABSTRACT**

STATE LEGISLATURE - Tamil Nadu Legislative Assembly Secretariat Service - Temporary post of Committee Officer (Public Accounts Committee) - Adhoc - Rules -Issued.

LEGISLATIVE ASSEMBLY SECRETARIAT

S.O. Ms. No.199

Dated: 24.7.1996

Read:

S.O. Ms. No. 150, Legislative Assembly Secretariat, dated : 11.9.1984.

ORDER:

The following Notification will be published in the Tamil Nadu Government Gazette:-

NOTIFICATION

In exercise of the powers conferred by Clause (3) of Article 187 of the Constitution of India, the Governor of Tamil Nadu, after consultation with the Speaker of the Tamil Nadu Legislative Assembly, hereby makes the following Rules:

2. The rules hereby made shall be deemed to have come into force on the 14th September 1992.

RULES

The Rules applicable to the holders of the permanent posts in Class I of the Tamil Nadu Legislative Assembly Secretariat Service shall apply to the holders of the temporary post of Committee Officer (Public Accounts Committee) in the Tamil Nadu

Legislative Assembly Secretariat, subject to the modifications specified in the following Rules.

2. Constitution: The post shall constitute a distinct category in the said Class of the said Service.

3. Appointment: Appointment to the post shall be made by promotion from among the holders of the post of Under Secretary, Tamil Nadu Legislative Assembly Secretariat.

4.Appointing Authority: The appointing authority for the post shall be the Governor of Tamil Nadu.

5. Qualification: No person shall be eligible for appointment to the post, unless he possesses B.A., B.S.c., or B.Com., degree of any University recognised by the University Grants Commission.

6. Pay: There shall be paid to the holders of the post a monthly pay calculated in the ¹scale of Rs. 12000-375-16500

¹Vide S.O.Ms.No.61, Legislative Assembly Secretariat, dated 22.04.1998

GOVERNMENT OF TAMIL NADU**ABSTRACT**

PUBLIC SERVICES - Tamil Nadu Legislative Assembly Secretariat Service - Post of Chief Reporter - Adhoc Rules - Issued.

LEGISLATIVE ASSEMBLY SECRETARIAT

G.O. Ms. No. 102

Dated: 29.9.1977

Read:

1. G.O.Ms.No.1475, Public (Ser. G) dated 12.5.1976.

ORDER:

The following Notification will be published in the Tamil Nadu Government Gazette.

NOTIFICATION

In exercise of the powers conferred by Clause (3) of Article 187 of the Constitution of India, the Governor of Tamil Nadu, after consultation with the Speaker of the Tamil Nadu Legislative Assembly hereby makes the following rules:-

The rules hereby made shall be deemed to have come into force on the 12th May 1976.

RULES

The rules applicable to the holders of the permanent posts in Class I of the Tamil Nadu Legislative Assembly Secretariat Service shall apply to the holder of the post of Chief Reporter subject to the modifications specified in the following rules:

2 Constitution: The post shall constitute a distinct category in the said Class of the said Service.

3. Appointment: Appointment to the post shall be made by promotion from among the holders of the post of English or Tamil Reporters of the Legislative Assembly Department, provided that promotion shall be made on grounds of merit and ability, seniority being considered only when merit and ability are approximately equal.

4. Appointing Authority: The appointing authority for the post shall be the Governor.

5. Qualifications: No person shall be eligible for appointment to the post unless he possesses the qualifications prescribed for the post of an English or Tamil Reporter in the Tamil Nadu Legislative Assembly Department as prescribed in the Tamil Nadu Legislative Assembly Secretariat Service Rules and has put in not less than 15 years of satisfactory service in the category of English or Tamil Reporter in the Legislative Assembly Department.

6. Probation: A person appointed to the post shall not be required to undergo probation.

7. Pay: There shall be paid to the holder of the post a monthly pay calculated in the¹ scale of Rs.10000-325-15200

¹Vide S.O.Ms.No.61, Legislative Assembly Secretariat, dated 22.04.1998

GOVERNMENT OF TAMIL NADU**ABSTRACT**

PUBLIC SERVICES - Tamil Nadu Legislative Assembly
Secretariat Service - Post of Private Secretary to Secretary -
Adhoc Rules - Issued.

LEGISLATIVE ASSEMBLY DEPARTMENT

G.O.Ms.No.79

Dated: 17.05.1979

Read:

G.O.Ms.No.53, Legislative Assembly Department,
dated 28th March 1978.

ORDER:

The following Notification will be published in the Tamil Nadu
Government Gazette:-

NOTIFICATION

In exercise of the powers conferred by Clause (3) of Article
187 of the Constitution of India, the Governor of Tamil Nadu, after
consultation with the Speaker of the Tamil Nadu Legislative
Assembly, hereby makes the following Rules:

The rules hereby made shall be deemed to have come into
force on the 28.03. 1978.

RULES

1. The special rules applicable to the holders of the
permanent posts of Section Officers in Class II in the Tamil Nadu
Legislative Assembly Secretariat Service shall apply to the holder
of the temporary post of Private Secretary to the Secretary in the
Legislative Assembly Department subject to the modifications
specified in the following rules.

2. Constitution: The post shall constitute a distinct
category in class II of the said service.

3. Appointment: Appointment to the post shall be made
by promotion from the categories of Personal Assistants and
Steno-typist (Confidential)

4. Qualification: No person shall be eligible for
appointment to this post unless he has put in a total service of not
less than 18 years in the aggregate and unless he has passed the
Government Technical Examination in Typewriting and Shorthand
by the Higher Grade in English, a person qualified both in English
and Tamil (Typewriting and Shorthand) being preferable. If
however, a candidate who has passed the Typewriting
Examination by the Higher Grade is not available, one who has
passed the examination by the Lower Grade may be appointed
and if a candidate who has passed the Shorthand Examination by
the Higher Grade is not available, one who has passed the
examination by the Intermediate Grade or by the Lower Grade
may be appointed.

5. Pay: There shall be paid to the holder of the post of
private Secretary to Secretary, a monthly pay calculated in the
¹scale of Rs.6500-200-11100 with special pay admissible under
the rules.

¹Vide S.O.Ms.No.61, Legislative Assembly Secretariat,
dated 22.04.1998

TAMIL NADU LEGISLATURE**ABSTRACT**

PUBLIC SERVICES - Tamil Nadu Legislative Assembly Secretariat Service - Temporary post of Marshal - Adhoc Rules - Issued.

LEGISLATIVE ASSEMBLY SECRETARIAT

S.O.Ms.No.230

Dated: 30.12.1992

Read:

1. S.O.Ms.No.115, Legislative Assembly Secretariat, dated: 31.05.1989.
2. This Secretariat Letter No.17588/89-9 TNLAS (O.P.I) dated 07.12.90 addressed to the Secretary, Tamil Nadu Public Service Commission.
3. Letter No.10980/B5/90 dated 11.01.1991 of Tamil Nadu Public Service Commission.
4. This Secretariat letter No.17588/89-10 TNLAS (O.P.I) dated 27.05.91 addressed to the Secretary, Tamil Nadu Public Service Commission.
5. Letter No. 10980/B5/90 dated 03.07.1991 of Tamil Nadu Public Service Commission.

ORDER:

The following Notification will be published in the Tamil Nadu Government Gazette:-

NOTIFICATION

In exercise of the powers conferred by Clause (3) of Article 187 of the Constitution of India, the Governor of Tamil Nadu, after consultation with the Speaker, Tamil Nadu Legislative Assembly, hereby makes the following Rules:-

2. The Rules hereby made shall be deemed to have come into force on the 31st May 1989.

RULES

The Rules applicable to the holders of the permanent posts in Class-II of the Tamil Nadu Legislative Assembly Secretariat Service shall apply to the holder of the temporary post of Marshal in the Tamil Nadu Legislative Assembly Secretariat, subject to the modifications specified in the following rules:-

2. Constitution: The post shall constitute a separate category in the said Class of the said Service.

3. Appointment - Appointment to the post shall be made as follows:-

(i) by promotion from the category of Sergeant of the Assembly; or

(ii) by recruitment by transfer from the post of Deputy Superintendent of Police (Category 2) in the Tamil Nadu Police Service; or

(iii) by direct recruitment from Ex-Indian Commissioned Officers of the Army, Navy or Air Force.

4. Qualifications: (a) Age:- No person shall be eligible for appointment to the post by direct recruitment, if he has completed or will complete the age of thirty years on the first day of July of the year in which the selection for appointment is made.

(b) Other Qualifications:- No person shall be eligible for appointment to the post by the method specified in column (1) of the Table below unless he possesses the qualifications specified in the corresponding entries in column (2) thereof:-

THE TABLE

Method of appointment	Qualifications
(1)	(2)
(1) Promotion	Service of not less than five years in the post of Sergeant of the Assembly, which may be combined with the services rendered in the then Legislative Assembly Council Secretariat also.
(2) Recruitment by transfer	Must have served as Deputy Superintendent of Police in the Tamil Nadu Police Service for not less than three years.
(3) Direct recruitment	(i) A Degree; (ii) (1) Must have held the rank of Captain in the Army for not less than three years or its equivalent rank in the Navy or Air Force; (2) Must not have completed three years from the date of retirement from the Defence Forces, on the date of selection for appointment; and (3) Must be a resident of Tamil Nadu.

5. Consultation with the Commission: The Tamil Nadu Public Service Commission shall be consulted by the appointing authority in regard to appointment by direct recruitment.

6. Pay: There shall be paid to the holder of the post a monthly pay calculated in the¹ scale of Rs.8000-275-13500.

¹Vide S.O.Ms.No.61, Legislative Assembly Secretariat, dated 22.04.1998

GOVERNMENT OF TAMIL NADU**ABSTRACT**

PUBLIC SERVICES - Tamil Nadu Legislative Assembly
Secretariat Service - Post of Translators - Adhoc rules - Issued.

LEGISLATIVE ASSEMBLY DEPARTMENT

G.O.Ms.No.101

Dated: 29.09.1977

Read:-

G.O.Ms.No.108, Legislative Assembly Department
dated 18.12.1975.

ORDER:

The following Notification will be published in the Tamil
Nadu Government Gazette:-

NOTIFICATION

In exercise of the powers conferred by Clause (3) of Article
187 of the Constitution of India, the Governor of Tamil Nadu, after
consultation with the Speaker of the Tamil Nadu Legislative
Assembly, hereby makes the following rules.

The Rules hereby made shall be deemed to have come into
force on the 18th December 1975.

RULES

The Special rules applicable to the holders of the
permanent posts of Assistants in Class II in the Tamil Nadu
Legislative Assembly Secretariat Service shall apply to the
holders of the temporary post of Translator, subject to the
modifications specified in the following rules.

2. Constitution: The post shall constitute a distinct
category in the said Class of the said Service.

3. Appointment: Appointment to the post shall be made
by any of the following methods:

- (i) by direct recruitment; or
- (ii) by transfer from any other category or class of the
service; or
- (iii) by recruitment by transfer from any other service.

4. Appointing Authority: The appointing authority for the
post shall be the Secretary to Government, Legislative Assembly
Department.

5. Qualification: No person shall be eligible for
appointment to this category unless he holds a degree of any
University or Institution recognised by the University Grants
Commission for the purpose of its grant with Tamil as a subject for
the degree course.

6. Probation: Every person appointed to this category
shall, from the date on which he joins duty, be on probation for a
total period of 2 years on duty within a continuous period of 3
years.

7. Test: (a) Every person appointed to this category shall,
during the period of probation pass the Translation Test in Tamil
conducted by the Tamil Nadu Public Service Commission.

(b) If within the period of probation a probationer fails to
pass the test specified in Clause (a), the appointing authority may
extend his probation for a period not exceeding two years to
enable him to pass the Test. If he fails to pass the test even within
the extended period of probation, the appointing authority shall
forthwith by order terminate his probation.

8. Pay: There shall be paid to the holder of the post a
monthly pay calculated in the scale of Rs.300-15-420-20-500.

TAMIL NADU LEGISLATURE
ABSTRACT

PUBLIC SERVICES - Tamil Nadu Legislative Assembly Secretariat Service - Temporary post of Cashier - Adhoc Rules - Issued - Notified.

LEGISLATIVE ASSEMBLY SECRETARIAT

S.O.Ms.No.210

Dated: 20.8.1985
Aavani 4, Krhothana,
Thiruvalluvar Aandu 2016.

Read:

S.O.Ms.No.150 Legislative Assembly Secretariat dated 11.09.1984 as amended in Letter No.9991A/83-6, TNLAS (O.P.I) dated 20.9.1984.

ORDER:

The following Notification will be published in the Tamil Nadu Government Gazette:-

NOTIFICATION

In exercise of the powers conferred by Clause (3) of Article 187 of the Constitution of India, the Governor of Tamil Nadu, after consultation with the Speaker of the Tamil Nadu Legislative Assembly, hereby makes the following rules:-

2. The rules hereby made shall be deemed to have come into force from the 11th September 1984.

RULES

The Rules applicable to the holders of the permanent posts in class II of the Tamil Nadu Legislative Assembly Secretariat Service shall apply to the temporary post of Cashier, in the Tamil Nadu Legislative Assembly Secretariat, subject to the modifications specified in the following rules:-

2. Constitution: The post shall constitute a distinct category in Class II of the said Service.

3. Appointment: Appointment to the post shall be made as follows:-

(i) by promotion from category 5 of Class II of the Tamil Nadu Legislative Assembly Secretariat Service; or

(ii) by transfer of a person not lower than in the rank of Sub-Treasury Officer - Grade-II/Superintendent Grade-II in the Tamil Nadu Treasuries and Accounts Subordinate Service.

4. Appointing Authority: The appointing authority for the post shall be the Secretary, Legislative Assembly Secretariat.

5. Qualifications: No person shall be eligible for appointment to the post by any of the methods specified in rule 3 unless he possesses the following special qualifications, namely:

(i) Must have passed the Account Test for Subordinate Officers Part I and II;

(ii) Must have passed the District Office Manual Test; and

(iii) Must have passed the Departmental Test for Subordinate Officers in the Tamil Nadu Treasuries and Accounts Subordinate Service.

6. Security: A person appointed to the post of Cashier shall within a period of three months from the date of appointment, furnish Security for a amount of Rs.500/- either in cash or in the form of a Fidelity Bond.

7. Pay: There shall be paid to the holders of the post a monthly pay calculated in the ¹scale of pay Rs.5300-150-8300

¹Vide S.O.Ms.No.61, Legislative Assembly Secretariat, dated 22.04.1998

GOVERNMENT OF TAMIL NADU**ABSTRACT**

PUBLIC SERVICES - Madras State Legislative Assembly
Secretariat Service - Temporary post of Sergeant of the Assembly
Adhoc Rules - Issued - Notified.

LEGISLATIVE ASSEMBLY DEPARTMENT

G.O.Ms.No.54

Dated: 26.09.1968.

Read:-

G.O.Ms.No.252, Public (Services-E) Dept., dated 8.2.1968.

ORDER:

The following Notification will be published in the Fort St. George Gazette, Madras.

NOTIFICATION

In exercise of the powers conferred by Clause (3) of Article 187 of the Constitution of India, the Governor of Madras after consultation with the Speaker of the Madras Legislative Assembly, hereby makes the following rules:-

The rules hereby made shall be deemed to have come into force on the 8th February, 1968.

RULES

The rules applicable to the holders of the posts in class II of the Madras State Legislative Assembly Secretariat Service shall apply to the holder of the temporary post of Sergeant of the Assembly subject to the modifications specified in the following rules:

2. Constitution: The post shall constitute a distinct category in the said category.

3. Appointment: Appointment to the post shall be made by:-

- ²(i) Promotion from category 6 of Class II or from the Category of Lower Division (Counter) Clerk in the Tamil Nadu Legislative Assembly Secretariat Service; or
- (ii) Direct Recruitment; or
- (iii) For special reasons, recruitment by transfer from any other service.

4. Appointing Authority: The appointing authority for the post shall be the Secretary, Legislative Assembly Department.

5. Age: No person shall be eligible for appointment to the post by direct recruitment, if he has completed or will complete the age of 30 years on the first day of July of the year in which the selection for appointment is made.

¹**6. Qualifications:** No person shall be eligible for appointment to the post by any of the methods specified in rule 3 unless he possesses the following qualification, namely:-

- (i) Must be the holder of the S.S.L.C. with eligibility for college course of study, or Passed Matric or any equivalent examination; and
- ²(ii) Must be not less than 170 cms in height; and
- (iii) Must be not less than 86 cms round the chest on full inspiration with a minimum expansion of 5 cms".

7. Pay: There shall be paid to the holder of the post, pay calculated in the ³scale of Rs.5300-150-8300.

¹Substituted in G.O.Ms.No.20, L.A.S, Dated: 15.04.1969

²Substituted in G.O.Ms.No.212, L.A.S, Dated: 03.08.1996 w.e.f 01.06.1988.

³Vide S.O.Ms.No.61, Legislative Assembly Secretariat, dated 22.04.1998

GOVERNMENT OF TAMIL NADU**ABSTRACT**

PUBLIC SERVICES - Madras State Legislative Assembly Secretariat Service - Temporary post of Senior Personal Assistant to the Speaker - Adhoc Rules - issued.

LEGISLATIVE ASSEMBLY DEPARTMENT

G.O.Ms.No.57

Dated:30.8.1969.

Read:-

G.O.Ms.No.1162, Public (Ser. E) dated: 20.6.1969.

ORDER:

The following Notification will be published in the Fort St. George Gazette.

NOTIFICATION

In exercise of the powers conferred by Clause 3 of Article 187 of the Constitution of India, the Governor of Tamil Nadu after consultation with the Speaker of the Tamil Nadu Legislative Assembly hereby makes the following rules:

2. The rules hereby made shall be deemed to have come into force on the 22nd February 1969.

RULES

The Rules applicable to the holder of the permanent post of Personal Assistant to the Speaker of the State Legislative Assembly, in category 4 of Class II of the Madras State Legislative Assembly Secretariat Service shall apply to the holder of the temporary post of Senior Personal Assistant to the Speaker of the State Legislative Assembly subject to the modifications specified in the following rules:

2. Constitution: The post shall constitute a separate category in the said class of the said service.

3. Appointing authority: The appointing authority for the post shall be the Secretary, Legislative Assembly Department.

Provided that the selection of candidate for appointment to the post shall be made by the Speaker of the State Legislative Assembly.

4. Appointment: Appointment to the post shall ordinarily be made by transfer from among the full members or approved probationers in Category 1, of Class II of the Madras State Legislative Assembly Secretariat Service or by promotion from among the full members or approved probationers in category 2 in the said class of the said service.

Provided that in special cases appointment to the post shall be made by recruitment by transfer from any other service or by direct recruitment.

5. Probation: A person recruited from Government service and appointed as Senior Personal Assistant shall count his service as such towards his probation in the post in the Government which he held immediately before his appointment as Senior Personal Assistant or in any other post in such service in which he would have acted to the extent he would have acted in such post but for his appointment as Senior Personal Assistant.

Non-Government servant appointed as Senior Personal Assistant shall not be regarded as probationer in the Madras State Legislative Assembly Secretariat Service or in any other service and his appointment as such shall not confer on him any claim for future appointment to any of these services under the Government of Tamil Nadu.

6. Pay: There shall be paid to the holder of the post a monthly pay calculated in the ¹scale of Rs.6500-200-11100.

¹Vide S.O.Ms.No.61, Legislative Assembly Secretariat, dated 22.04.1998

GOVERNMENT OF TAMIL NADU**ABSTRACT**

PUBLIC SERVICES - Madras State Legislative Assembly Secretariat Service - Temporary post of Personal Assistant to the Deputy Speaker - Adhoc Rules - Issued.

LEGISLATIVE ASSEMBLY DEPARTMENT

G.O.Ms.No.67

Dated 06.10.1969.

Read:-

G.O.Ms.No.915, Public (Service-E) Department,
dated 15.05.1969.

ORDER:

The following Notification will be published in the Fort St. George Gazette.

NOTIFICATION

In exercise of the powers conferred by Clause (3) of Article 187 of the Constitution of India, the Governor of Tamil Nadu, after consultation with the Speaker of the Tamil Nadu Legislative Assembly hereby makes the following rules.

2. The rules hereby made shall be deemed to have come into force on the 15th May, 1969.

RULES

The Rules applicable to the holders of the permanent posts in Class II of the Madras State Legislative Assembly Secretariat Service shall apply to the holder of the temporary post of Personal Assistant to the Deputy Speaker, Tamil Nadu Legislative Assembly, subject to the modifications specified in the following rules.

2. Constitution: The post shall constitute a separate category in the said class of the said service.

3. Appointment: Appointment to the post shall be made from among the holders of the posts in Class II of the Madras State Legislative Assembly Secretariat Service or by recruitment by transfer from any other service or by direct recruitment.

4. Appointing authority: The appointing authority for the post shall be the Secretary, Tamil Nadu Legislative Assembly Department. Provided that the selection of candidate for appointment to the post shall be made by the Deputy Speaker, Tamil Nadu Legislative Assembly.

5. Probation: A person recruited from Government Service and appointed as Personal Assistant shall count his service as such towards his probation in the post in the Government before his appointment as Personal Assistant or in any other post in such service in which he would have acted to the extent he would have acted in such post but for his appointment as Personal Assistant. A non-Government servant appointed as Personal Assistant shall not be regarded a probationer in the Madras State Legislative Assembly Secretariat Service or in any other service and his appointment as such shall not confer on him any claim for future appointment to any of those services under the Government of Tamil Nadu.

6. Tenure of appointment of direct recruits: The services of a person appointed to the post by direct recruitment shall terminate when the Deputy Speaker vacates Office.

Provided that the services of such person may also be terminated at any time by the Deputy Speaker.

7. Pay: There shall be paid to the holder of the post a monthly pay calculated in the ¹scale of Rs.5500-175-9000.

¹Vide S.O.Ms.No.61, Legislative Assembly Secretariat, dated 22.04.1998

GOVERNMENT OF TAMIL NADU**ABSTRACT**

PUBLIC SERVICES - Tamil Nadu Legislative Assembly Secretariat Service - Temporary post of Personal Assistant to the Leader of Opposition - Adhoc Rules - Issued.

LEGISLATIVE ASSEMBLY DEPARTMENT

G.O.Ms.No.87

Dated:29.5.1979.

Read:-

1. G.O.Ms.No.2754, Public (Ser. K) Department, dated 10.12.1970.
2. G.O.Ms.No.78, Legislative Assembly Department, dated 28.04.1977.

ORDER:

The following Notification will be published in the Tamil Nadu Government Gazette.

NOTIFICATION

In exercise of the powers conferred by Clause (3) of Article 187 of the Constitution of India, the Governor of Tamil Nadu, after consultation with the Speaker of the Tamil Nadu Legislative Assembly hereby makes the following rules:

The rules hereby made shall be deemed to have come into force on 29.07.1977.

RULES

The Rules applicable to the holders of the permanent posts in class II of the Tamil Nadu Legislative Assembly Secretariat Service shall apply to the holder of the temporary post of Personal Assistant to the Leader of the Opposition, Tamil Nadu Legislative Assembly subject to the modifications specified in the following Rules.

2. Constitution: The post shall constitute a distinct category in the said class of the said service.

3. Appointment: Appointment to the post shall be made from among the holders of the posts in Class II of the Tamil Nadu Legislative Assembly Secretariat Service or by recruitment by transfer from any other service or by direct recruitment.

4. Appointing authority: The appointing authority for the post shall be the Secretary, Tamil Nadu Legislative Assembly Department; provided that the selection of candidate for appointment to the post shall be made by the Leader of the Opposition, Tamil Nadu Legislative Assembly.

5. Probation: A person recruited from Government Service and appointed as Personal Assistant shall count his service as such towards his probation in the post in the Government held by him before his appointment as Personal Assistant or in any other post in such service in which he would have acted to the extent he would have acted in such post but for his appointment as Personal Assistant.

Non-Government Servant appointed as Personal Assistant shall not be regarded a probationer in the Tamil Nadu Legislative Assembly Secretariat Service or in any other Service and his appointment as such shall not confer on him any claim for future appointment to any of those services under the Government of Tamil Nadu.

6. Tenure of appointment of direct recruits: The services of a person appointed to the post by direct recruitment shall be terminated when the Leader of Opposition vacates office.

Provided that the services of such person may also be terminated at any time by the Leader of the Opposition.

7. Pay: There shall be paid to the holder of the post a monthly pay calculated in the ¹scale of Rs.5500-175-9000 with Special pay according to technical qualifications.

¹Vide S.O.Ms.No.61, Legislative Assembly Secretariat, dated 22.04.1998

TAMIL NADU LEGISLATIVE ASSEMBLY**ABSTRACT**

RULES - Tamil Nadu Legislative Assembly Secretariat Service - Temporary post of Assistant Librarian - Adhoc Rules - Issued.

LEGISLATIVE ASSEMBLY SECRETARIAT

S.O.Ms.No.11

Dated: 13.01.1987.

Read:-

S.O.Ms.No.137, Legislative Assembly Secretariat dated 07.06.1985.

ORDER:

The following Notification will be published in the Tamil Nadu Government Gazette.

NOTIFICATION

In exercise of the powers conferred by Clause (3) of Article 187 of the Constitution of India, the Governor of Tamil Nadu, after consultation with the Speaker of the Tamil Nadu Legislative Assembly, hereby makes the following rules.

The rules hereby made shall be deemed to have come into force on and from the 7th June 1985.

RULES

The Rules applicable to the holders of the permanent posts in Class II of the Tamil Nadu Legislative Assembly Secretariat Service shall apply to the holder of the temporary post of Assistant Librarian, Tamil Nadu Legislative Assembly Secretariat Service subject to the modifications specified in the following rules:-

2. Constitution: The post shall constitute a separate category in Class II of the said service.

3. Appointment: Appointment to the post shall be made

(i) by promotion from the category of Library Assistant of Tamil Nadu Legislative Assembly Secretariat Service governed by Adhoc Rules; or

(ii) by recruitment by transfer for special reasons from any other service.

4. Appointing Authority: The appointing authority for the post shall be the Commissioner and Secretary, Tamil Nadu Legislative Assembly Secretariat..

5. Qualification: No person shall be eligible for appointment to the post unless he possesses the following qualifications, namely:-

- | | |
|---|--|
| (a) By promotion | (i) Must possess S.S.L.C with eligibility for College Course or Higher Secondary Course; and |
| | (ii) Must have experience in any Library recognised by the Government as Library Assistant for a period of not less than 10 years. |
| (b) By recruitment by transfer from any other service | (i) Must possess a degree in Library Science with experience of not less than three years in a Library recognised by the Government. |

6. Probation: Every person appointed to the post by recruitment by transfer from any other service shall, from the date on which he joins duty, be on probation, for a total period of one year within a continuous period of two years.

7. Saving Clause: Nothing contained in these rules shall adversely affect any person holding the post on the date of issue of these rules.

8. Pay: There shall be paid to the holder of the post a monthly pay calculated in the scale of Rs.905-45-1445-50-1545.

GOVERNMENT OF TAMIL NADU**ABSTRACT**

PUBLIC SERVICES - Madras State Legislative Assembly Secretariat Service - Temporary post of Library Assistant - Adhoc Rules issued - Notified.

LEGISLATIVE ASSEMBLY SECRETARIAT

G.O.Ms.No.77

Dated: 28.10.1969

Read:-

ORDER:

The following Notification will be published in the Fort St. George Gazette:

NOTIFICATION

In exercise of the powers conferred by Clause (3) of Article 187 of the Constitution of India, the Governor of Tamil Nadu after consultation with the Speaker of the Tamil Nadu Legislative Assembly hereby makes the following rules:-

The rules hereby made shall be deemed to have come into force on the 13th June 1969.

RULES

The rules applicable to the holders of the permanent posts in Class II of the Madras State Legislative Assembly Secretariat Service shall apply to the holder of the temporary post of Library Assistant, subject to the modifications specified in the following rules:

2. Constitution: The post shall constitute a separate category in the said class of the said service.

3. Appointment: Appointment to the post shall be made by

(i) Promotion from the category of Counter Clerk and Telephone Operator in the Madras State Legislative Assembly Secretariat Service; or

(ii) for special reasons recruitment by transfer from any other service.

4. Appointing Authority: The appointing authority for the post shall be the Secretary, Legislative Assembly Department.

5. Qualification: No person shall be eligible for appointment to the post unless he possesses the following qualifications; namely:-

(i) must possess the S.S.L.C. declared eligible for College Course of study.

(ii) must have experience in any Library recognised by the Government, as Library Assistant, for a period of not less than five years.

6. Probation: Every person appointed to the post shall from the date on which he joins duty, be on probation as follows:

(i) If he is appointed by promotion:

(a) if, at the time of such appointment he has not satisfactorily completed his period of probation in the category from which he is promoted.	For a total period of two years on duty within a continuous period of three years.
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(b) if, at the time of such appointment he has satisfactorily completed his period of probation in the category from which he is promoted.	For a total period of one year on duty within a continuous period of two years.
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(ii) if he is appointed by recruitment by transfer:	For a total period of one year on duty within a continuous period of two years.
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7. Pay : There shall be paid to the holder of the post a monthly pay calculated in the ¹scale of Rs. 4000-100-6000.

¹Vide S.O.Ms.No.61, Legislative Assembly Secretariat, dated 22.04.1998

TAMIL NADU LEGISLATURE**ABSTRACT**

RULES-Tamil Nadu Legislative Assembly Secretariat Service - Temporary post of Assistant Section Officer-Cum-Steno-Typist - Adhoc Rules - Issued.

LEGISLATIVE ASSEMBLY SECRETARIAT

S.O.Ms.No.245

Dated :01.12.1992

Read :-

S.O.Ms.NO.244, Legislative Assembly Secretariat, dated 31.10.1986.

ORDER:

The following Notification will be published in the Tamil Nadu Government Gazette:-

NOTIFICATION

In exercise of the powers conferred by Clause (3) of Article 187 of the Constitution of India, the Governor of Tamil Nadu, after consultation with the Speaker of the Legislative Assembly, hereby makes the following rules:-

2. The rules hereby made shall be deemed to have come into force on the 1st November, 1986.

RULES

The Rules applicable to the holder of the permanent post of Assistant Section Officer in category 5 of Class II of the Tamil Nadu Legislative Assembly Secretariat Service shall apply to the holder of the temporary post of Assistant Section Officer-Cum-Steno-Typist subject to the modifications specified in the following rules.

2. Constitution: The post shall constitute a separate Category of the said class of the said service

3. Appointment: Appointment to the post shall be made

(i) by promotion from the category of Steno-Typist in Category 7; or

(ii) by transfer from the category of Assistant Section Officer in Category 5; or

(iii) by recruitment by transfer from the category of Assistant Section Officer in Category 1 of the Tamil Nadu Secretariat Service:

Provided that appointment to the post by promotion shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

4. Qualification: No person shall be eligible for appointment to the post unless he possesses the following qualifications, namely:-

(i) must have passed the Government Technical Examination in Shorthand (English) by the Higher grade or by the intermediate grade and Typewriting (English) by the Higher grade

Provided that if no person who has passed the examination by the higher grade is available, a person who has passed the examination by the Lower Grade shall be appointed.

Provided further that a person, with lower grade, appointed to the post shall pass examinations by the higher grade both in Shorthand and Typewriting within a period of two years from the date of appointment, failing which increment shall be stopped without cumulative effect, until the candidate passes the said examinations; and

(ii) Must have rendered service for a period of not less than ten years as Steno-Typist.

Provided that this clause shall not apply where appointment to the post is made by transfer or recruitment by transfer from the category of Assistant Section Officer.

5. Pay: There shall be paid to the holder of the post a monthly pay calculated in the scale of Rs.780-35-1025-40-1385 with Special pay for Shorthand and Typewriting at the rates admissible to the post, from time to time.

Provided that with effect on and from the 1st June 1988, the monthly pay shall be calculated in the scale of Rs.5500-175-9000 with special pay for Shorthand and Typewriting at the rates admissible to the post, from time to time.

GOVERNMENT OF TAMIL NADU

ABSTRACT

PUBLIC SERVICES- Tamil Nadu Legislative Assembly Secretariat Service - Post of Steno - Typist (Confidential) Adhoc Rules - Issued.

LEGISLATIVE ASSEMBLY SECRETARIAT

G.O.Ms.No.5

Dated: 07.01.1971

Read:

G.O.Ms.No.212,Public(Service-E)Department,
dated 04.02.1970.

ORDER:

The following Notification will be published in the Tamil Nadu Government Gazette.

NOTIFICATION

In exercise of the powers conferred by Clause (3) of Article 187 of the Constitution of India, the Governor of Tamil Nadu, after consultation with the Speaker of the Tamil Nadu Legislative Assembly, hereby makes the following rules:-

The rules hereby made shall be deemed to have come into force on the 4th February 1970.

RULES

1. The special rules applicable to the holders of permanent posts of Steno-typist in Class II in the Tamil Nadu Legislative Assembly Secretariat Service, shall apply to the holder of the upgraded post of the Steno-typist (Confidential), subject to the modifications specified in the following rules.

¹Vide S.O.Ms.No.61, Legislative Assembly Secretariat,
dated 22.04.1998

2. Constitution: The post shall constitute a distinct category in the said service.

3. Appointment: Appointment to the post shall be made by promotion from among the holders of the posts of Steno-typists in the Legislative Assembly Department. The post shall constitute a selection category for the purpose of appointment. The appointing authority for the post shall be the Secretary to Government, Legislative Assembly Department.

4. Probation: A person appointed to this category shall not be required to undergo probation.

5. Pay: There shall be paid to the holder of the post of Steno-typist (Confidential) a monthly pay calculated in the scale of Rs.140-10-240 with the Shorthand/Typewriting Special pay admissible to Steno-Typists with reference to the qualifications.

GOVERNMENT OF MADRAS

ABSTRACT

PUBLIC SERVICES - Madras State Legislative Assembly Secretariat Service - Temporary post of Store-keeper for the Legislator's Hostel - Adhoc Rules Issued - Notified.

LEGISLATIVE ASSEMBLY DEPARTMENT

G.O.Ms.No.27

Dated: 30.06.1964

Read:-

G.O.Ms.No.1767, Public (Services-E) dated the 18th November, 1963.

ORDER:

The following Notification will be published in Fort St. George Gazette:-

NOTIFICATION

In exercise of the powers conferred by Clause (3) of Article 187 of the Constitution of India, the Governor of Madras, after consultation with the Speaker of the Madras Legislative Assembly, hereby makes the following rules:-

RULES

The Rules applicable to the holders of the permanent posts of Upper Division Clerks in category 5 of class II of the Madras State Legislative Assembly Secretariat Service, shall apply to the holder of the temporary post of Assistant (In charge of Stores¹) sanctioned in G.O.Ms.No.1767, Public (Service-E), dated the 18th November, 1963, subject to the modifications specified in the following rules.

¹G.O.Ms.No. 57, L.A.S, dated 09.05.1974

2. Constitution: The said post shall form a temporary addition to the said category of Upper Division Clerk of the said service.

3. Appointment: Appointment to the post shall be made as follows:-

(i) by promotion from among the holders of the posts in categories 6 and 7 of class II of the said service and from among the holders of the posts of Lower Division (Counter) Clerk sanctioned in G.O.Ms.No.1767, Public (Service-E), dated the 18th November 1963, with not less than 5 years Service in the said post: or

(ii) by transfer from among the holders of the post in category 5 of class II of the said service.

4. Qualifications: In addition to the qualifications prescribed for the post of Upper Division Clerk in the said service, a candidate for appointment to this post must have passed the Account Test for Subordinate Officers, Part I.

Provided that a candidate who has not passed the Test may be appointed, subject to the condition that he passes the said test within two years from the date of appointment. The penalty for failure to pass the test shall be stoppage of the second increment until he passes the test or reversion to the post from which he was promoted. Such stoppage of increment shall not have the effect of postponing future increments after he has passed the test.

5. Security: Every person appointed to the post shall furnish security for Rs.500/- either in cash or in the form of fidelity bond, within two months from the date of appointment.

TAMIL NADU LEGISLATIVE ASSEMBLY

ABSTRACT

PUBLIC SERVICE - Tamil Nadu Legislative Assembly Secretariat
- Temporary posts of Senior Supervisor - Adhoc Rules - Issued.

LEGISLATIVE ASSEMBLY SECRETARIAT

S.O. Ms. No.81

Dated: 14.04.2000

Read:-

S.O. Ms.No.234, Legislative Assembly Secretariat,
dated 22.09.1995.

ORDER:

The following Notification will be published in the Tamil Nadu Government Gazette:-

NOTIFICATION

In exercise of the powers conferred by Clause(3) of Article 187 of the Constitution of India, the Governor of Tamil Nadu, after consultation with the Speaker of the Tamil Nadu Legislative Assembly, hereby makes the following rules:-

2. The rules hereby made shall be deemed to have come into force on the 22nd September 1995.

RULES

The rules applicable to the holders of the permanent posts in Class II of the Tamil Nadu Legislative Assembly Secretariat Service shall apply to the holder of the temporary post of Senior Supervisor, subject to the modifications specified in the following rules:-

2. Constitution: The post shall constitute a separate category in Class II of the said service.

3. Appointment: Appointment to the post shall be made by promotion from the post of Telephone Supervisor.

4. Pay: There shall be paid to the holders of the post a monthly pay calculated in the ¹scale of pay of Rs.5000-150-8000.

¹Vide S.O.Ms.No.61, Legislative Assembly Secretariat, dated 22.04.1998

GOVERNMENT OF TAMIL NADU

ABSTRACT

Public Services - Legislative Assembly Department - Temporary post of Telephone Supervisors - Adhoc Rules - Issued.

LEGISLATIVE ASSEMBLY DEPARTMENT

G.O.Ms.No.14

Dated: 17.01.1983.
Thai 4, Thunthibi,
Thiruvalluvar Aandu 2014

Read:-

G.O.Ms.No.134, Legislative Assembly Department, dated 23.07.1980.

ORDER:

The following Notification will be published in the Tamil Nadu Government Gazette.

NOTIFICATION

In exercise of the powers conferred by Clause (3) of Article 187 of the Constitution of India, the Governor of Tamil Nadu, after consultation with the Speaker of the Tamil Nadu Legislative Assembly, hereby makes the following rules.

2. The rules hereby made shall be deemed to have come into force on the 23rd July 1980.

RULES

The Rules applicable to the holders of the posts in Class II of the Tamil Nadu Legislative Assembly Secretariat Service shall apply to the holders of the temporary post of Telephone Supervisor, subject to the modifications specified in the following rules.

2. Constitution: The post shall constitute a distinct category in Class II of the said Service.

3. Appointment: Appointment to the post shall be made

- (i) by promotion from the category of Telephone Operator; or
- (ii) by direct recruitment.

4. Appointing authority: The appointing authority for the post shall be the Secretary, Legislative Assembly Department.

5. Qualifications: (a) *Age:-* No person shall be eligible for appointment to the post by direct recruitment if he has completed or will complete 28 years of age on the first day of July of the year in which the selection for appointment is made.

(b) *Other qualifications :-* No person shall be eligible for appointment to the post by direct recruitment unless he possesses the following qualifications, namely:-

(i) must possess the S.S.L.C. with eligibility for admission to Higher Secondary or College Course of study or have passed the Matriculation Examination of a University in this State; and

(ii) must possess a certificate from the District Manager, Telephones, Madras District, that he has undergone the necessary course of training for the operation of Telephone Exchange.

6. Probation: Every person appointed to the post by direct recruitment shall, from the date on which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years.

7. Pay: There shall be paid to the holders of the post, a monthly pay calculated in the ¹scale of Rs.4000-100-6000 plus a special pay of Rs.25/- per mensem and other allowances as per the orders in force from time to time.

¹Vide S.O.Ms.No.61, Legislative Assembly Secretariat, dated 22.04.1998

GOVERNMENT OF MADRAS

ABSTRACT

PUBLIC SERVICES - Madras State Legislative Assembly Secretariat Service - Temporary post of Lower Division (Counter) Clerk for the Legislator's Hostel - Adhoc Rules - Issued.

LEGISLATIVE ASSEMBLY DEPARTMENT

G.O.Ms.No.21

Dated: 18.05.1964.

Read:-

1. G.O.Ms.No.1767, Public (Ser. E), dated the 18th November, 1963.
2. Memo No.5130/63-3, Public (Ser. E), dated the 31st January 1964.

ORDER:

The following Notification will be published in the Fort St.George Gazette:-

NOTIFICATION

In exercise of the powers conferred by Clause (3) of Article 187 of the Constitution of India, the Governor of Madras, after consultation with the Speaker of the Madras Legislative Assembly, hereby makes the following rules:-

RULES

The rules applicable to the holders of posts in Class II of the Madras State Legislative Assembly Secretariat Service shall apply to the holders of the temporary posts of Lower Division (Counter) Clerk in the Legislative Assembly Department, sanctioned in G.O.Ms.No.1767, Public (Ser. E), dated the 18th November, 1963, as amended by Memo. No.5130/63-3, Public (Ser. E) dated the 31st January, 1964, subject to the modifications specified below.

2. Constitution: The posts of Lower Division (Counter) Clerks shall constitute a distinct category under Class II of the Madras State Legislative Assembly Secretariat Service.

3. Appointment: Appointment to the post shall be made as follows:-

(i) by promotion from categories 2 (Library Attender) or 3 (Record Keeper) of Class III of the said service; or

(ii) for special reasons, recruitment by transfer from any other service; or

(iii) by direct recruitment.

4. Qualification: No person shall be eligible for appointment to the post by any of the methods specified in rule 3 unless he possesses the minimum general educational qualification prescribed in the Schedule to the General Rules under the Madras State and Subordinate Service Rules.

5. Security: Omitted ¹

¹G.O.Ms.No.20, Legislative Assembly, dated 22.1.1974.

GOVERNMENT OF TAMIL NADU

ABSTRACT

PUBLIC SERVICES - Tamil Nadu Legislative Assembly Secretariat Service - Temporary post of Assistant-cum-Typist in the Tamil Nadu Legislative Assembly Department - Adhoc Rules - Issued.

LEGISLATIVE ASSEMBLY SECRETARIAT

G.O.Ms.No.26

Dated: 26.2.1980

Read:-

G.O.Ms.No.18, Legislative Assembly Department,
dated 27.01.1979.

ORDER:

The following Notification will be published in the Tamil Nadu Government Gazette:-

NOTIFICATION

In exercise of the powers conferred by Clause (3) of Article 187 of the Constitution of India, the Governor of Tamil Nadu, after consultation with the Speaker of the Legislative Assembly, hereby makes the following rules:-

The rules hereby made shall be deemed to have come into force on 27.01.1979.

RULES

The rules applicable to the holders of the permanent post of Assistant in Category 5 of Class II of the Tamil Nadu Legislative Assembly Secretariat Service shall apply to the holder of the temporary post of Assistant-cum-Typist sanctioned from time to time for the Tamil Nadu Legislative Assembly Department subject to the modifications specified in the following rules.

2. Constitution: The post shall constitute a distinct category in the said class of the said service.

3. Appointment: Appointment to the post shall be made by

- (i) Promotion from the categories 6,7 and 8 of Class II except Tamil Typists of the said service; or
- (ii) Transfer from Category 5 of Class II of the said service; or
- (iii) recruitment by transfer from any other service.

4. Appointing authority: The appointing authority for the post shall be the Secretary, Legislative Assembly Department.

5. Qualifications: No person shall be eligible for appointment to the post unless he possesses the following qualifications, namely:-

- (i) must hold the B.A., or B.Sc., or B.Com., degree of any University recognised by the Central University Grants Commission;
- (ii) must have passed the Government Technical Examination in English Typewriting and Tamil Typewriting both by the Higher Grade.

Provided that in exceptional and deserving cases Steno-Typists and Typists, who have passed Secondary School Leaving Certificate with eligibility for College course of study and the full test of Group IV Services Examination and who have rendered service for a period of not less than six years in the categories of Steno-Typists or Typists shall be considered for appointment.

6. Pay: There shall be paid to the holder of the post a monthly pay calculated in the scale of Rs.450-20-590-25-740-30-800 plus special pay eligible for technical qualifications.

GOVERNMENT OF TAMIL NADU

ABSTRACT

PUBLIC SERVICES- Tamil Nadu Legislative Assembly Secretariat Service - Post of P.C. to Secretary - Adhoc Rules - Issued.

LEGISLATIVE ASSEMBLY DEPARTMENT

G.O.Ms.No.76

Dated: 08.09.1976.

Read:-

G.O.Ms.No.135, Legislative Assembly, dated 24.12.1971.

ORDER:

The following Notification will be published in the Tamil Nadu Government Gazette.

NOTIFICATION

In exercise of the powers conferred by Clause (3) of Article 187 of the Constitution of India, the Governor of Tamil Nadu, after consultation with the Speaker of the Tamil Nadu Legislative Assembly, hereby makes the following Rules.

The Rules hereby made shall be deemed to have come into force on the 24th December 1971.

RULES

1. The Special Rules applicable to the holders of the permanent posts of Assistants in Class II in the Tamil Nadu Legislative Assembly Secretariat Service shall apply to the holder of the post of Personal Clerk to the Secretary, subject to the modifications specified in the following rules.

2. Constitution: The post shall constitute a distinct category in Class II of the Service.

3. Appointment: Appointment to the post shall be made by transfer from the category of Assistant and Steno-typist (Confidential) or by promotion from the categories of Junior Assistant, Steno-Typist and Typists including Tamil Typist.

4. Qualification: No person shall be eligible for appointment to this post, unless he has passed the Government Technical Examination in Typewriting and Shorthand by the Higher Grade in English. If however, a candidate who has passed the Typewriting Examination by the Higher Grade is not available, one who has passed the examination by the Lower Grade may be appointed and if a candidate who has passed the Shorthand examination by the Higher Grade is not available, one who has passed the examination by the Intermediate Grade or by the Lower Grade may be appointed.

5. Pay: There shall be paid to the holder of the post of Personal Clerk to the Secretary, a monthly pay calculated in the scale of Rs.300-15-420-20-500 with special pay according to technical qualifications and a special pay of Rs.10/- with reference to the orders issued in G.O.Ms.No.1834, Finance (PC) Department, dated 13 September 1971.

TAMIL NADU LEGISLATURE

ABSTRACT

ESTABLISHMENT -Legislative Assembly Secretariat - Post of Personal Clerk to Secretary - Change of nomenclature as Personal Assistant to Secretary - Orders - Issued.

LEGISLATIVE ASSEMBLY SECRETARIAT

S.O.Ms.No.259

Dated: 12.10.1987.

Read:

1. G.O.Ms.No.135, Legislative Assembly Department, dated 24.12. 1971.
2. G.O.Ms.No.76, Legislative Assembly Department, dated 08.09.1976.

ORDER:

In the Government order read first, one post of the Assistant in the Legislative Assembly Department has been converted as Personal Clerk to Secretary. The incumbent of the post, in addition to the scale of pay of Assistant is eligible to draw the Special pay in accordance with the technical qualification and the special pay of Rs.10 as per orders issued in G.O.Ms.No.1834, Finance (P.C.), dated 13th September 1971.

2. In the Government Order read second, the Adhoc Rules have been framed for the post. The rules applicable to the holders of the permanent posts of Assistant in Class II in the Tamil Nadu Legislative Assembly Secretariat Service shall apply to the holders of the post of Personal Clerk to Secretary subject to certain modifications. Appointment to the post of Personal Clerk to Secretary shall be made by transfer from the category of Assistant (Now Assistant Section Officer) and Steno-Typist (Confidential) or promotion from categories of Junior Assistant/Steno-Typist and Typist including Tamil Typist.

3. The ¹scale of pay of the post of Personal Clerk to Secretary of this Secretariat is Rs.5500-175-9000. with additional special pay in accordance with technical qualification and special pay of Rs.10 attached to the post. This scale of pay is equal to that of pay of the post of Assistant (now Assistant Section Officer) and Steno-Typist (Confidential). As the scale of pay of Assistant Section Officer and that of Personal Clerk to Secretary of this Secretariat, is identical, it has been decided to change the nomenclature of the post of Personal Clerk to Secretary as Personal Assistant to Secretary.

4. Sanction is therefore accorded to change the nomenclature of the post of Personal Clerk to Secretary of Legislative Assembly Secretariat sanctioned in the Government Order read first as Personal Assistant to Secretary with effect from the date of issue of this order.

5. Necessary consequential amendments to the Adhoc rules issued in the government Order read second will be issued separately.

6. This order issues with the concurrence of the Personnel and Administrative Reforms Department and Finance (Public) Department vide U.O.No.79828/87-1, dated 21st August 1987 and 109133/Public (I)/87, dated the 22nd September 1987 respectively.

¹Vide S.O.Ms.No.61, Legislative Assembly Secretariat, dated 22.04.1998

GOVERNMENT OF TAMIL NADU

ABSTRACT

Public Services - Legislative Assembly Secretariat Service - Temporary post of Sanitary Inspector -Adhoc- Rules - Issued

LEGISLATIVE ASSEMBLY DEPARTMENT

G. O Ms. No. 30

Dated 28.05.1969

G.O. Ms. No.582,Public (Services), dated 14.03.1968

ORDER:

The following Notification will be published in the Fort St.George Gazette:-

NOTIFICATION

In exercise of the powers conferred by Clause(3) of Article 187 of the Constitution of India, The Governor of Tami Nadu, after consultation with the Speaker of the Tamil Nadu Legislative Assembly, hereby makes the following rules:-

RULES

The special rules applicable to the holders of the posts in Class II of the Madras State Legislative Assembly Secretariat Service shall apply to the holder of the temporary posts of Sanitary Inspector in the Legislative Assembly Department, subject to the modifications specified in the following rules.

2. Constitution: The post shall constitute a distinct category in the said class of the said Service.

3. Appointment: Appointment to the post shall be made as follows:-

(i) by direct recruitment;

(or)

(ii) by recruitment by transfer from the category of ¹"Vaccinator or Health Assistant" in the Tamil Nadu Public Health Subordinate Service;

(or)

(iii) from any other service.

4. Appointing Authority: The Appointing Authority for the post shall be the Secretary, Legislative Assembly Department, Madras.

5. Qualifications:

(a) *Age:* No person shall be eligible for appointment to the post by direct recruitment; if he has completed or will complete the age of 25 years on the first day of July of the year in which the selection for appointment is made.

(b) *Other qualifications :* No person shall be eligible for appointment to the post by any of the methods specified in Rule 3, unless he possesses the following qualifications, namely:-

Must possess a Sanitary Inspector's Certificate granted by the Director of Public Health, Chennai, as Chairman of the Board of Examiners constituted in his behalf by the State Government.

6. Pay: There shall be paid to the holder of the post, a monthly pay calculated in the ¹scale of Rs.4500-125-7000.

¹S.O. Ms. No.110, L.A.S, dated 18.05.1989

¹Vide S.O.Ms.No.61, Legislative Assembly Secretariat, dated 22.04.1998

GOVERNMENT OF TAMIL NADU

ABSTRACT

PUBLIC SERVICES - Tamil Nadu Legislative Assembly Secretariat Service-Temporary post of Driver-Adhoc Rules-Issued.

LEGISLATIVE ASSEMBLY DEPARTMENT

G.O. Ms. No.81

Date: 25.05.1978

Read:-

1. G.O. Ms. No 2754, Public (Services), dated 05.12.1970

2. G.O. Ms. No 105, Legislative Assembly, dated 6.9.1972

ORDER:

The following Notification will be published in the Tamil Nadu Government Gazette.

NOTIFICATION

In exercise of the powers conferred by Clause (3) of Article 187 of the Constitution of India, the Governor of Tamil Nadu after consultation with the Speaker, Legislative Assembly hereby makes the following rules.

The rules hereby made shall be deemed to have come into force on 05.12.1970.

RULES

The rules applicable to the holder of the permanent post of Record Keeper in category 3 of Class III of the Tamil Nadu Legislative Assembly Secretariat Service shall apply to the holder of the temporary post of Driver subject to the modifications specified in the following rules:-

2. Constitution: The post shall constitute a distinct category in the said Class of the said service.

3. Method of appointment¹: Appointment to the post shall be made by

- (i) promotion from Category 3 of Class IV; or
- (ii) recruitment by transfer from any other service; or
- (iii) direct recruitment ;

"4. Appointing Authority¹: The Appointing Authority for the post shall be the Secretary, Legislative Assembly Secretariat; provided that in the case of appointment to the post of Driver attached to Speaker or Deputy Speaker or Leader of the opposition, Tamil Nadu Legislative Assembly, such appointment shall be made in consultation with the Speaker or Deputy Speaker or Leader of the Opposition, as the case may be."

5. Qualifications²: No person shall be eligible for appointment to the post unless he possesses the following qualifications, namely:-

(i) Must have passed III Form or VIII Standard.

(ii) Must possess in the case of Driver of Mini Bus, a current driving licence to drive a medium passenger motor vehicle and in the case of driver of Car or Jeep, a current driving licence to drive a light Motor Vehicle issued by the competent authority under the Motor Vehicle Act, 1988; and

(iii) Must have practical experience of driving a medium passenger motor vehicle or light motor vehicle, as the case may be for a period of not less than 5 years.

6. Tenure of appointment¹: (i) The service of any person appointed by promotion or transfer as driver to Speaker or Deputy Speaker or Leader of opposition shall count towards his probation in the post in the Government which he held immediately before his appointment as driver or any other post in

such service in which he would have acted in such post, but for his appointment as driver.

(ii) A Direct recruit attached to the Speaker or Deputy Speaker or Leader of Opposition shall not be regarded as probationer in the Tamil Nadu Legislative Assembly Secretariat Service or in any other service and his appointment as such shall not confer on him any claim for future appointment to any of the services under the Government of Tamil Nadu.

Provided that the services of any person appointed as driver to Speaker or Deputy Speaker or Leader of opposition shall be terminated when Speaker or Deputy Speaker or Leader of Opposition, as the case may be, vacates his office;

Provided further that such services may, at any time, be terminated by the Speaker or Deputy Speaker or the Leader of Opposition

7. Pay: There shall be paid to the holder of the post a monthly pay calculated in the¹ scale of Rs.3200-85-4900.

¹S.O.Ms.No.111, L.A.S, dated 18.05.1989

²S.O.Ms.No.25, L.A.S, dated 08.02.1996

¹Vide S.O.Ms.No.61, Legislative Assembly Secretariat, dated 22.04.1998

GOVERNMENT OF TAMIL NADU**ABSTRACT**

STATE LEGISLATURE - Legislative Department - Adler Typewriter operator and Rotaprint Operator - Adhoc Rules-Issued.

LEGISLATURE DEPARTMENT

G.O. Ms. No 19

Dated: 16.03.1960

Read:-

ORDER:

The following Notification will be published in Fort St.George Gazette.

NOTIFICATION

In exercise of the powers conferred by the Clause (3) of Article 187 of the Constitution of India, the Governor of Tamil Nadu after consultation with the Speaker of the Madras Legislative Assembly and the Chairman of the Madras Legislative Council hereby makes the following rules.

The rules hereby made shall be deemed to have come into force on the 18th February 1958.

RULE

The rules applicable to the holders of the posts in Classes II and III of the Madras State Legislature Secretariat Service shall apply to the holders of the temporary posts of Adler - Typewriter Operator and Rotaprint Operator respectively subject to the modifications specified in the following rules.

2. Constitution: (i) The post of Adler Typewriter Operator shall constitute a distinct category under Class II of the Madras State Legislature Secretariat Service;

(ii) The post of Rotaprint Operator shall constitute a distinct category under Class III of the said Service.

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) of that table.

THE TABLE

Posts (1)	Methods of Appointment (2)
Adler Typewriter Operator	(i) By promotion from category 8 of Class II of the Service or ii) By direct recruitment; or (iii) By recruitment by transfer from any other Service.
Rotaprint Operator	(i) By promotion from category 4 of Class III; or category 3 of Class IV of the Service; or (ii) By recruitment by transfer from any other service.

4. Qualifications: (i) A candidate for appointment as Adler Typewriter Operator shall possess qualifications prescribed for the post of Typist in the Madras State Legislature Secretariat Service Rules and practical experience in operating the Adler Typewriter.

(ii) A candidate for appointment as Rotaprint Operator shall possess practical experience in operating Rotaprint Machine.

5. Pay: There shall be paid to the holders of the posts specified in Col.(I) of the table below a monthly pay calculated in the scales of Pay specified in the corresponding entries in Column (2) thereof.

THE TABLE

Posts(1)	Scale of Pay (2)
Adler Typewriter Operator	Rs. 70-4-110
Rotaprint Operator	¹ Rs. 2650-65-3300-70-4000

6. Age: No candidate shall be eligible for appointment to the post of Adler Typewriter Operator by direct recruitment if he has completed or will complete 25 years of age on the first day of July of the year in which the selection for appointment is made.

¹Vide S.O.Ms.No.61, Legislative Assembly Secretariat, dated 22.04.1998

GOVERNMENT OF MADRAS**ABSTRACT**

PUBLIC SERVICES - Madras State Legislative Assembly Secretariat Service - Establishment - Temporary post of Sweepers and Sanitary Workers - Adhoc Rules - Issued.

LEGISLATIVE ASSEMBLY DEPARTMENT

G.O. Ms. No.1

Dated: 5.1.1966.

Read:

1. G.O.Ms. No.40, Legislative Assembly, dated 03.08.1962
2. G.O.Ms. No.34, Legislative Assembly, dated 09.07.1963
3. G.O.Ms. No.28, Legislative Assembly, dated 04.07.1964
4. G.O.Ms. No.35, Legislative Assembly, dated 14.07.1965

ORDER:

The following Notification will be published in the Fort St.George Gazette:

NOTIFICATION

In exercise of the powers conferred by Clause(3) of Article 187 of the Constitution of India, the Governor of Madras, after consultation with the Speaker of the Madras Legislative Assembly, hereby makes the following rules:

The rules hereby made shall be deemed to have come into force on the 3rd August 1962.

RULES

The Special Rules applicable to the holders of posts included in Class IV of the Madras Legislative Assembly Secretariat Service shall apply to the holders of the temporary posts of sweepers and sanitary workers sanctioned in G.O. Ms. No 40, Legislative Assembly, dated the 3rd August 1962 subject to the modifications specified in the following rules.

2. Constitution: The posts shall constitute a distinct category under class IV of the said service.

3. Appointment: Appointment to the posts shall be made by direct recruitment

4. Qualification: A person for appointment to the post shall be able bodied.

5. Appointing authority: The appointing authority for the posts shall be the Assistant Secretary, Legislative Assembly Department.

6. Age: No candidate shall be eligible for appointment to the posts if he has completed or will complete 25 years of age on the first day of July of the year in which the selection for appointment is made:

Provided that the age limit prescribed shall not apply to any person holding the post on the date of the publication of these rules in the Fort St. George Gazette.

7. Pay: There shall be paid to the holders of the posts a monthly pay calculated in the ¹scale of Rs.2550-55-2660-60-3200.

¹Vide S.O.Ms.No.61, Legislative Assembly Secretariat, dated 22.04.1998

TAMIL NADU LEGISLATIVE ASSEMBLY

ABSTRACT

STATE LEGISLATURE - Tamil Nadu Legislative Assembly Secretariat - Service - Temporary post of Cleaner for the Mini Bus of Legislative Assembly Secretariat - Adhoc rules - Issued.

LEGISLATIVE ASSEMBLY SECRETARIAT

S.O. Ms. No.13

Dated 17.01.1997

Read:-

S.O. Ms. No.91, Legislative Assembly Secretariat, date: 12.04.1993.

ORDER:

The following Notification will be published in the Tamil Nadu Government Gazette:-

NOTIFICATION

In exercise of the powers conferred by Clause(3) of Article 187 of the Constitution of India, the Governor of Tamil Nadu, after consultation with the Speaker of the Tamil Nadu Legislative Assembly, hereby makes the following rules:

RULES

The rules applicable to the holders of the permanent posts in Class IV of the Tamil Nadu Legislative Assembly Secretariat Service shall apply to the holders of temporary post of Cleaner for the Mini Bus of the Legislative Assembly Secretariat, subject to the modifications specified in the following rules:-

2. Constitution: The post shall constitute a distinct category in the said Class of the said Service.

3. Appointment:- Appointment to the post shall be made by:-

- (i) direct recruitment; or
- (ii) recruitment by transfer from any other class or category; or
- (iii) transfer.

4. Appointing Authority: The Appointing Authority for the post shall be the Deputy Secretary, Legislative Assembly Secretariat.

5. Qualifications: No person shall be eligible for appointment to the post unless he possesses the following qualifications, namely:-

- (i) Must have passed III From or VIII Std. provided that this educational qualification shall not be insisted in the case of Ex-servicemen;
- (ii) Must possess good physique;
- (iii) Must possess general knowledge of work connected with cleaning, greasing and oiling of Motor Vehicles;
- (iv) If appointed by recruitment by transfer from any other class or category or by transfer, must have experience for a period of not less than five years in the respective category.

6. Age: No person shall be eligible for appointment to the post by direct recruitment if he has completed or will complete 30 years of age in respect of Backward Classes, 32 years in respect of Most Backward Classes, and 35 years in respect of Scheduled Castes/Scheduled Tribes on the first day of July of the year, in which the selection for appointment is made.

7. Pay: There shall be paid to the holder of the post, a monthly pay calculated in the scale of Rs. 750-12-870-15-945 Plus special pay and other allowances admissible to the post from time to time under the orders in force.

¹Vide S.O.Ms.No. 61,LAS dated 22-04-1998.